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Business and Professional Women's Club of New York State, Inc.; Records

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M.E. Grenander Department of Special Collections & Archives

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Summary Information

Repository:	M.E. Grenander Department of Special Collections & Archives
Title:	Business And Professional Women's Clubs of New York State Inc. (BPWNYS) Records
ID:	apap117
Date [inclusive]:	1921-2004
Physical Description:	3.99 cubic ft.
Physical Location:	The materials are located onsite in the department.
Language of the Material:	English .
Abstract:	These records document the history of the Business and Professional Women's Clubs of New York State, Inc.

Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Business And Professional Women's Clubs of New York State Inc. (BPWNYS) Records, 1921-2004. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the BPWNYS Records).

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Administrative History

The Business and Professional Women's Clubs of New York (BPWNYS) was founded in April 1919 by a group of 100 women at the Hotel Pennsylvania in New York City led by Abbie (Gail) Laughlin. Laughlin also served as the organization's first national president. The organization's first president was Adaline Zachert of Rochester, New York. The federation was to be "not just another woman's organization," but was to become, within a quarter of a century, one of the strongest sources of unified women power in the nation.[1] Originally known as the New York State Federation of Business and Professional Women's Club, the purpose of the clubs was indicated in their constitution as:

to unite organizations of Business and Professional Women in order to come to a better knowledge and understanding of their conditions and needs in different sections of the state; to secure more equitable

treatment and just recognition for women in business and the professions; [and] to gather and distribute information relative to vocational opportunities and to bring about a greater solidarity of feeling among women throughout the State.[2]

The BPWNYS has been interested in achieving its goals through both state legislation and Federal enactment. The Clubs have not only made themselves felt in their respective communities but offered programs of study and action directly related to the woman in business. Since passing the Todd bill permitting women's jury service in 1937, BPWNYS has been a leader in passing much of the nation's landmark civil and women's rights legislation including: the Equal Pay Act of 1963; the Civil Rights Act of 1964; Title IX of the Civil Rights Act of 1964; the Family and Medical Leave Act of 1993; the Women's Business Ownership Act; and more recently, the Violence Against Women Act of 1994.[3] Through these, the Clubs are working on building better workplaces by focusing on equal and fair pay issues, flexible hours and parental leave, and policies for improved child and elder care.

Education has always held an important place in the Club's work. "A high school education for every girl" was one of the first goals set up to train young women for business and to help them make places for themselves in the business world.[4] Through regular meetings, BPWNYS has recognized the political, professional and personal achievements of young professional women and offered programs to provide education and guidance. Projects include the New York City Commission on the Status of Women that brings women's issues to the attention of important governmental figures, the Working Women's Clothes Closet that provides proper business attire for those who would otherwise not be able to afford business clothes, the Young Careerist Program that provides young business women and men with valuable chances to network, the Youth Leadership Program that offers workshops to high school aged girls that are designed to make them aware of available career opportunities, and Girl Scout and Business and Professional Women, a program that provides Girl Scouts with the necessary knowledge to succeed in their future careers.[5]

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Scope and Contents

These records document the history of the Business and Professional Women's Clubs of New York State, Inc. The collection of BPWNYS includes the records of the state board meeting, annual legislative conference, annual state and national conventions, and publications by the Clubs. There is also a small photograph series.

The bulk of the collection is part of the Conventions and Conferences series. The records and related materials concerning the annual legislative conferences and the annual state and national conventions are extensive as is the Publications series. This series includes a run of the BPWNYS's magazine *The Nike* from 1951 to 2000. There are significant gaps in the State Board Meetings, Conventions and Conferences, as well as the Publication series.

For related records consult the Business and Professional Women's Club of Albany, New York (APAP-064) records.

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Arrangement of the Collection

The collection is arranged in the following series:

- 1 Series 1 - Administration, 1921, 1924, 1930, 1933, 1938, 1944, 1946, 1950-1951, 1960-1976, 1981-1985, 1989-1998
- 2 Series 2 - State Board Meetings, 1953, 1956-2000
- 3 Series 3 - Conventions and Conferences, 1948-1956, 1960-1977, 1979-1994
- 4 Series 4 - Publications, 1927, 1933-1937, 1939, 1944, 1948-1969, 1974-2004
- 5 Series 5 - Photographs, 1980-1990

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Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Revision Description

Revised by Sarah Campbell Encoded in EAD by Ian Gauthier October 2002 2013

Processing Information

Processed in 2002 by Young In Oh.

Access

Access to this record group is unrestricted.

Copyright

The researcher assumes full responsibility for conforming with the laws of copyright. Whenever possible, the M.E. Grenander Department of Special Collections and Archives will provide information about copyright owners and other restrictions, but the legal determination ultimately

rests with the researcher. Requests for permission to publish material from this collection should be discussed with the Head of Special Collections and Archives.

Acquisition Information

All items in this manuscript group were donated to the University Libraries, M.E. Grenander Department of Special Collections and Archives, by Catherine Raycraft in June 2001 and February 2002. Copies of Nike (2001-2004) were donated in July 2005.

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Controlled Access Headings

- Women
- Social Activists and Public Advocates
- Education
- Business and Industry
- Women--New York (State)--Societies and clubs.
- Women's rights--Legislative histories
- Businesswomen--New York (State)
- Labor laws and legislation--Legislative history
- New York (State)--20th century
- Newsletters
- Publications
- Minutes
- Financial Records
- Programs (documents)
- Proceedings
- Annual reports
- Photographs
- Business and Professional Women's Clubs of New York State
- New York (N.Y.). Commission on the Status of Women

Collection Inventory

Administration, 1921-19381944-19511960-19761981-19851989-1998

Physical Description: 0.33 cubic ft.

Arrangement

Arranged Alphabetically.

Scope and Contents

This series consists of the constitution and by-laws and annual reports of the Clubs (1960-1998). The constitution and by-laws provided the organizational structure of the Clubs. It includes printed copies of the articles of incorporation and by-laws of the National Federation of Business and Professional Women's Clubs (1924, 1930, 1933, 1938), certificates of incorporation and by-laws (1944, 1946, 1950, 1962, 1973), and proposed revisions to state by-laws (1967, 1974).

The annual reports of the Clubs are similar to the histories of BPWNYS found in series 4 in that they are a chronological account of annual activities of the Clubs. The annual reports also include detailed information of various activities under the agenda or theme of each year, a photograph of the Club's president, the news of the state board meeting and annual convention, officers and committee member lists, and awards and membership reports. This series also includes documents pertaining to the projects that the BPWNYS was involved with. It includes brochures, correspondence and other documents pertaining to the BPWNYS' booth at the 1965 World's Fair, a script for a dramatic reading entitled "An Unfinished Tapestry," written by Dorothy Titchener, that tells the story of the founding of the BPWNYS, brochures and reports from "Project Buttonhole," a program designed to promote affirmative action and the handbook for the membership "Tee-Off," for recruiting new members to the BPWNYS.

Title/Description	Instances	
Annual Reports, 1960-1970	Box 1 (1-Administration)	Folder 1
Annual Reports, 1970-1976	Box 1 (1-Administration)	Folder 2
Annual Reports, 1981-19851989-1990	Box 1 (1-Administration)	Folder 3
Annual Reports, 1990-1998	Box 1 (1-Administration)	Folder 4
"An Unfinished Tapestry," A History of the BPWNYS, 1944	Box 1 (1-Administration)	Folder 5
Articles of Incorporation and By-laws, 1924193019331938	Box 1 (1-Administration)	Folder 6
Award Certifications and Scholarship Recipients, 1988	Box 1 (1-Administration)	Folder 7
By-laws, Proposed Revisions, 196719741975	Box 1 (1-Administration)	Folder 8
Certificate of Incorporation and By-Laws, 194419461950-195119621973	Box 1 (1-Administration)	Folder 9
Citations and Proclamations, 1947-19481950-1952197319821995	Box 1 (1-Administration)	Folder 10
Constitution and By-laws, 1921	Box 1 (1-Administration)	Folder 11
Membership "Tee-Off," 1965		

	Box 1 (1-Administration)	Folder 12
Miscellaneous Brochures, Pamphlets and Reports, Undated	Box 1 (1-Administration)	Folder 13
"Operation Buttonholes," Reports, 1963	Box 1 (1-Administration)	Folder 14
Personal Resumes, 1940194219601964-1966	Box 1 (1-Administration)	Folder 15
World Fair, 1964-1965	Box 1 (1-Administration)	Folder 16

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State Board Meetings, 19531956-2000

Physical Description: 1.25 cubic ft.

Arrangement

Arranged Chronologically.

Scope and Contents

This series includes minutes (with gaps), financial reports, and membership reports. The board members who have a vote are state officers, district directors, standing committee chairs, and the editor of the magazine. The state board meeting is a biannual regular meeting of BPWNYS held in September and January.

Title/Description	Instances	
Minutes, 19531956-1957	Box 1 (2-State Board Meetings)	Folder 17
Minutes, 1958	Box 1 (2-State Board Meetings)	Folder 18
Minutes, 1959	Box 1 (2-State Board Meetings)	Folder 19
Minutes, 1960	Box 1 (2-State Board Meetings)	Folder 20
Minutes, 1961	Box 2 (2-State Board Meetings)	Folder 1
Minutes, 1962	Box 2 (2-State Board Meetings)	Folder 2
Minutes, 1963		

	Box 2 (2- State Board Meetings)	Folder 3
Minutes and Programs, 1964	Box 2 (2- State Board Meetings)	Folder 4
Minutes, 1965	Box 2 (2- State Board Meetings)	Folder 5
Minutes and Call to Meeting, 1966	Box 2 (2- State Board Meetings)	Folder 6
Minutes, Programs and Call to Meeting, 1967	Box 2 (2- State Board Meetings)	Folder 7
Minutes, 1968	Box 2 (2- State Board Meetings)	Folder 8
Minutes, 1969	Box 2 (2- State Board Meetings)	Folder 9
Minutes, 1970	Box 2 (2- State Board Meetings)	Folder 10
Minutes, 1971	Box 2 (2- State Board Meetings)	Folder 11
Minutes, Call to Meeting and District Map, 1972	Box 2 (2- State Board Meetings)	Folder 12
Minutes, 1973	Box 2 (2- State Board Meetings)	Folder 13
Minutes, 1974	Box 2 (2- State Board Meetings)	Folder 14
Minutes, 1975	Box 2 (2- State Board Meetings)	Folder 15
Minutes, 1976-1977	Box 2 (2- State Board Meetings)	Folder 16
Minutes, 1978-1979	Box 2 (2- State Board Meetings)	Folder 17
Minutes, 1980		

	Box 2 (2- State Board Meetings)	Folder 18
Minutes, 1981	Box 2 (2- State Board Meetings)	Folder 19
Minutes, 1982	Box 2 (2- State Board Meetings)	Folder 20
Minutes, 1983	Box 2 (2- State Board Meetings)	Folder 21
Minutes and Related Material, 1984	Box 2 (2- State Board Meetings)	Folder 22
Minutes, 1985	Box 2 (2- State Board Meetings)	Folder 23
Minutes, 1986	Box 2 (2- State Board Meetings)	Folder 24
Minutes, 1987	Box 2 (2- State Board Meetings)	Folder 25
Minutes, 1988	Box 2 (2- State Board Meetings)	Folder 26
Minutes, 1989	Box 2 (2- State Board Meetings)	Folder 27
Minutes, 1990	Box 2 (2- State Board Meetings)	Folder 28
Minutes, 1991	Box 2 (2- State Board Meetings)	Folder 29
Minutes and Brochures, 1992	Box 2 (2- State Board Meetings)	Folder 30
Minutes and Programs, 1993	Box 2 (2- State Board Meetings)	Folder 31
Minutes, 1994	Box 3 (2- State Board Meetings)	Folder 1
Minutes, 1995		

	Box 3 (2- State Board Meetings)	Folder 2
Minutes, 1996	Box 3 (2- State Board Meetings)	Folder 3
Minutes, 1997	Box 3 (2- State Board Meetings)	Folder 4
Minutes, 1998	Box 3 (2- State Board Meetings)	Folder 5
Minutes, 1999	Box 3 (2- State Board Meetings)	Folder 6
Minutes, 2000	Box 3 (2- State Board Meetings)	Folder 7

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Conventions and Conferences, 1948-1956 1960-1977 1979-1994

Physical Description: 1 cubic foot

Arrangement

Arranged Chronologically and Alphabetically.

Scope and Contents

Series 3 consists of the records of the annual legislative conference (with gaps), the BPWNYS annual conventions, and the national conferences held by the National Federation. State legislation committee members, and the hostess club's president, vice president, and chairs who attend these conferences each year create the annual legislative conference records. With a long and proud history of action and commitment, this conference continues to work together with the original idea of "women helping women," by supporting and initiating legislation to make a more equitable position for women in the job market. It encourages women to become involved in legislation so that they can gain power in political life in ways other than just supporting candidates, but by getting into the power structures of party politics.

The records of the BPWNYS annual conventions include minutes (with gaps). The voting body at the annual state convention consists of the elected officers, district directors, state standing committee chairs and the duly elected delegates of the affiliated clubs or their alternates, and past state presidents. Through a convention, the Clubs encourage the greatest possible number of members to attend, and offer an opportunity to those attending to personally meet the national representative.

The records of the national conventions that have been held by the National Federation (BPW/USA) include the minutes, financial records, and proceedings produced during the course of these conventions. The National Federation is composed of local business and professional women's clubs from across the country.

Title/Description

Instances

Annual Convention, Minutes, 194819531955-1956	Box 3 (3- Conventions and Conferences)	Folder 8
Annual Convention, Minutes and Resolutions, 1960	Box 3 (3- Conventions and Conferences)	Folder 9
Annual Convention, Minutes, 1961	Box 3 (3- Conventions and Conferences)	Folder 10
Annual Convention, Minutes and Programs, 1963	Box 3 (3- Conventions and Conferences)	Folder 11
Annual Convention, Program, 1964	Box 3 (3- Conventions and Conferences)	Folder 12
Annual Convention, Minutes, Programs and Agendas, 1965	Box 3 (3- Conventions and Conferences)	Folder 13
Annual Convention, Minutes, Resolutions, Program and News Clippings, 1966	Box 3 (3- Conventions and Conferences)	Folder 14
Annual Conventions, Amendments to By-laws, Schedules of Contribution, Nike Manager Statement and Program, 1967	Box 3 (3- Conventions and Conferences)	Folder 15
Annual Conventions, Minutes and Program, 1968	Box 3 (3- Conventions and Conferences)	Folder 16
Annual Conventions, Minutes and Programs, 1969	Box 3 (3- Conventions and Conferences)	Folder 17
Annual Conventions, Minutes and Program, 1970	Box 3 (3- Conventions and Conferences)	Folder 18
Annual Conventions, Minutes and Program, 1971	Box 3 (3- Conventions	Folder 19

	and Conferences)	
Annual Conventions, Minutes and Program, 1972	Box 3 (3- Conventions and Conferences)	Folder 20
Annual Conventions, Minutes and Program, 1973	Box 3 (3- Conventions and Conferences)	Folder 21
Annual Conventions, Minutes and Program, 1974	Box 3 (3- Conventions and Conferences)	Folder 22
Annual Conventions, Reports and Programs, 1975-1976	Box 3 (3- Conventions and Conferences)	Folder 23
Annual Conventions, Minutes and Programs, 1977	Box 3 (3- Conventions and Conferences)	Folder 24
Annual Conventions, Minutes and Programs, 1979-1980	Box 3 (3- Conventions and Conferences)	Folder 25
Annual Conventions, Minutes and Program, 1981	Box 3 (3- Conventions and Conferences)	Folder 26
Annual Conventions, Minutes and Programs, 1982	Box 3 (3- Conventions and Conferences)	Folder 27
Annual Conventions, Minutes and Programs, 1983	Box 3 (3- Conventions and Conferences)	Folder 28
Annual Conventions, Minutes and Programs, 1984	Box 3 (3- Conventions and Conferences)	Folder 29
Annual Conventions, Minutes, List of Candidates and Instruction Manual for Electing Officers and Program, 1985	Box 3 (3- Conventions and Conferences)	Folder 30
Annual Conventions, Minutes and Programs, 1986-1988	Box 3 (3- Conventions	Folder 31

	and Conferences)	
Annual Conventions, Minutes and Programs, 1989	Box 3 (3- Conventions and Conferences)	Folder 32
Annual Conventions, Minutes and Programs, 1990	Box 3 (3- Conventions and Conferences)	Folder 33
Annual Conventions, Minutes and Programs, 1991	Box 3 (3- Conventions and Conferences)	Folder 34
Annual Conventions, Minutes and Programs, 1992	Box 3 (3- Conventions and Conferences)	Folder 35
Annual Conventions, Minutes and Programs, 1993	Box 3 (3- Conventions and Conferences)	Folder 36
Annual Conventions, Budget Information and Programs, 1994	Box 3 (3- Conventions and Conferences)	Folder 37-38
Annual Conventions, Minutes, 1997	Box 4 (3- Conventions and Conferences)	Folder 1
Legislative Conference, Minutes, 1963-1965-1966	Box 4 (3- Conventions and Conferences)	Folder 2
Legislative Conference, Reports, News Clippings and Related Materials, 1967	Box 4 (3- Conventions and Conferences)	Folder 3
Legislative Conference, Reports and Brochures, 1973	Box 4 (3- Conventions and Conferences)	Folder 4-5
Legislative Conference, Minutes, 1976	Box 4 (3- Conventions and Conferences)	Folder 6
Legislative Conference, 1983	Box 4 (3- Conventions	Folder 7

	and Conferences)	
National Conventions, Proceedings, 1960	Box 4 (3- Conventions and Conferences)	Folder 8
National Conventions, Minutes, Newsletters, News Clippings, Budget Information, 1964	Box 4 (3- Conventions and Conferences)	Folder 9
National Conventions, Financial Information, Reports and Programs, 1966	Box 4 (3- Conventions and Conferences)	Folder 10
National Conventions, Proceedings, 1968/1973	Box 4 (3- Conventions and Conferences)	Folder 11
National Conventions, Financial Reports, Program and Conference Information, Newsletters, and Publicity, 1981	Box 4 (3- Conventions and Conferences)	Folder 12
National Conventions, Program, 1991	Box 4 (3- Conventions and Conferences)	Folder 13

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Publications, 1927/1933-1939/1944/1948-1969/1974-2004

Physical Description: 1.25 cubic ft.

Arrangement

Arranged Alphabetically.

Scope and Contents

The Publications series consists of a Manual of Instructions for the BPWNYS (1958), Supplemental Manuals to the National Handbook of the BPW (1940, 1948), booklets on the history of the BPWNYS (1919-1994, with gaps), and magazines (1922-2001). The Supplemental Manual (to be used with the National Handbook) represented the combined efforts of a committee, providing an invaluable aid to local club presidents and committee chairs. The histories of the BPWNYS provide a chronological overview of the Clubs' activities since its inception. In this regard, the booklets of histories of BPWNYS are similar to the annual reports in series 1 due to the brief information they contain.

This series also includes a group of organizational magazines that include New York State Federation of Business and Professional Women's Clubs-Notes (1922), Newsletter (1933-1936), one National Business Women's Week Magazine from 1939, The New York State Business and Professional Woman (1948-1952), and NIKE (1955-2001). Particularly before the publication of NIKE in 1951, many issues of publications are missing but there are enough

here to give us an interesting insight into BPWNYS. This series also contains photocopies of pages from the May 1990 issue of NIKE, which is not found in hard copy in this collection.

The group's official publications began with the New York State Federation of Business and Professional Women's Clubs-Notes edited by Jane J. Martin and published in July 1921. The next publication was a Newsletter edited by Miss Irene McGuire of Saratoga Springs, and the first issue of The New York State Business and Professional Woman edited by Miss Lottie Edwards and Mrs. Anne Birrell Scott of Albany and New York City was printed in magazine form with advertising in 1937. Since 1951, NIKE, the newly named state magazine, has been published. It was issued eight times a year from 1951-1954, bi-monthly from 1955-1963, and then became a quarterly magazine.

Title/Description	Instances	
25 Years of BPW, 1944	Box 4 (4-Publications)	Folder 14
50 Birthday (1919-1969), 1969	Box 4 (4-Publications)	Folder 15
60 Years of BPW, 1979	Box 4 (4-Publications)	Folder 16
75 Years of BPW, 1994	Box 4 (4-Publications)	Folder 17
Facts and Faces 1919-1959, 1960	Box 4 (4-Publications)	Folder 18
National Business Women's Week, 1939	Box 4 (4-Publications)	Folder 19
Newsletter, Annual Report, 1927-1935-1937	Box 4 (4-Publications)	Folder 20
Newsletter, 1933-1936	Box 4 (4-Publications)	Folder 21
New York State Federation of Business and Professional Women's Clubs-Notes, 1922	Box 4 (4-Publications)	Folder 22
The New York State Business and Professional Woman, 1948-1950	Box 4 (4-Publications)	Folder 23
The New York State Business and Professional Woman, 1950-1951	Box 4 (4-Publications)	Folder 24
The NIKE, Official Publication of the BPWNYS, 1951-1952	Box 4 (4-Publications)	Folder 25
The NIKE, Official Publication of the BPWNYS, 1955-1960	Box 4 (4-Publications)	Folder 26
The NIKE, Official Publication of the BPWNYS, 1962-1966	Box 4 (4-Publications)	Folder 27
The NIKE, Official Publication of the BPWNYS, 1966-1968	Box 4 (4-Publications)	Folder 28
The NIKE, Official Publication of the BPWNYS, 1968-1969	Box 4 (4-Publications)	Folder 29
The NIKE, Official Publication of the BPWNYS, 1974-1979		

	Box 4 (4-Publications)	Folder 30
The NIKE, Official Publication of the BPWNYS, 1980-1982	Box 4 (4-Publications)	Folder 31
The NIKE, Official Publication of the BPWNYS, 1983	Box 4 (4-Publications)	Folder 32
The NIKE, Official Publication of the BPWNYS, 1984	Box 4 (4-Publications)	Folder 33
The NIKE, Official Publication of the BPWNYS, 1985	Box 4 (4-Publications)	Folder 34
The NIKE, Official Publication of the BPWNYS, 1986-1987	Box 4 (4-Publications)	Folder 35
The NIKE, Official Publication of the BPWNYS, 1987-1988	Box 4 (4-Publications)	Folder 36
The NIKE, Official Publication of the BPWNYS, 1988-1989	Box 4 (4-Publications)	Folder 37
The NIKE, Official Publication of the BPWNYS, 1989-1990	Box 5 (4-Publications)	Folder 1
The NIKE, Official Publication of the BPWNYS, 1990-1991	Box 5 (4-Publications)	Folder 2
The NIKE, Official Publication of the BPWNYS, 1991-1992	Box 5 (4-Publications)	Folder 3
The NIKE, Official Publication of the BPWNYS, 1992-1993	Box 5 (4-Publications)	Folder 4
The NIKE, Official Publication of the BPWNYS, 1993-1994	Box 5 (4-Publications)	Folder 5
The NIKE, Official Publication of the BPWNYS, 1995-1996	Box 5 (4-Publications)	Folder 6
The NIKE, Official Publication of the BPWNYS, 1997-1998	Box 5 (4-Publications)	Folder 7
The NIKE, Official Publication of the BPWNYS, 1999	Box 6 (4-Publications)	Folder 1
The NIKE, Official Publication of the BPWNYS, 2000	Box 6 (4-Publications)	Folder 2
The NIKE, Official Publication of the BPWNYS, 2001-2002	Box 6 (4-Publications)	Folder 3
The NIKE, Official Publication of the BPWNYS, 2002-2006	Box 6 (4-Publications)	Folder 4
Supplemental Manuals to the National Handbook and Manual of Instructions to the National Handbook, 194019481958-1960	Box 6 (4-Publications)	Folder 5

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Photographs, 1980-1990

Physical Description: 0.17 cubic ft.

Arrangement

Arranged Alphabetically.

Scope and Contents

Series 5 is made up of photographs, some of which are undated and unnamed of a parade, the national conventions including negative films from 1989-1990, and other images.

Title/Description	Instances	
Frank C. Moore, Undated	Box 6 (5- Photographs)	Folder 6
Marie E. Creel, Biography and Photograph, 1980s	Box 6 (5- Photographs)	Folder 7
Members BPWNYS, Photographs and Related Materials, 1990	Box 6 (5- Photographs)	Folder 8
National Convention, Photographs and Negatives, 1989	Box 6 (5- Photographs)	Folder 9
National Convention, 1990	Box 6 (5- Photographs)	Folder 10
Parade of Albany Chapter, Photographs and Contact Sheets, 1986	Box 6 (5- Photographs)	Folder 11

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