



# GFWC Standing Rules

## *Amended August 2017*

### 1. GENERAL RULES

- a. The Charter, Bylaws, Standing Rules, Strategic Plan, and Resolutions shall be made available to all members.
- b. The International President and President-elect must submit all program planning, projects, and proposals to the Executive Committee for discussion and approval prior to implementation.
- c. An Administration Calendar including dates and places of the Annual Conventions and meetings of the Board of Directors and Region Conferences of an administration shall be included in the *Club Manual*.
- d. "Unity in Diversity" is the official motto of GFWC and shall be used as the theme for each administration. The official flower is the red rose, and "America the Beautiful" the official song.
- e. For the purpose of identification, uniformity, and public relations, the official electronic letterhead, business cards, and publications of GFWC shall include the emblem, mission statement, and the designation "General Federation of Women's Clubs."
- f. No selling of any items or solicitation of donations by State Federations, Regions, districts, clubs, or individual members may take place at an Annual Convention, Board of Directors, or Administration Orientation meetings unless such sales have prior written approval by the Executive Committee at least three months prior to the scheduled meeting. A State Federation, Region, district, club, or individual member may procure space in the Exhibit Hall/Center/Resource Center for sale of items when current fees for such space have been paid.
- g. Workshops shall be included in the agenda of all Annual Conventions.
- h. GFWC shall encourage all State Federations and clubs to observe April as GFWC emphasis month and April 24 as Federation Day.
- i. At the beginning of each administration each State Federation and each Region shall send to GFWC and the Parliamentarian a copy of its state bylaws and/or standing rules. Whenever these bylaws or standing rules are amended, a current set of the amended bylaws and standing rules shall be provided to both GFWC and the Parliamentarian.
- j. Club anniversaries shall be printed in the *GFWC Clubwoman Magazine* as follows: 25 years, 50 years, 60 years, 70 years, 75 years, and every five years thereafter provided the clubs have notified GFWC of these anniversaries.

- k. State Presidents and State Directors of Junior Clubs shall receive a copy of all program communications sent to state chairmen and club presidents.
- l. National press releases for GFWC shall have the prior approval of the International President and/or Chief Operating Officer.
- m. No member or member organization may solicit funds from a national or international corporation on behalf of GFWC without the approval of the Executive Committee.
- n. No member or member organization may solicit funds from an approved GFWC Partner, Resource, funder, or sponsor without the approval of the Executive Committee.
- o. All contracts and agreements on behalf of GFWC must have prior approval of the Executive Committee.
- p. A state/region participating in the hosting of an Annual Convention may conduct a fundraising activity, which has received prior approval of the International President, at GFWC meetings to defray expenses incurred with the Annual Convention. The fundraising project will be for a period of one year preceding and to include the said convention.
- q. Permission is granted to members to reproduce in whole or in part (by indicating if excerpted) GFWC copyright material, including print and online content, for member or personal use, but not for sale or profit, by using the credit line: © [DATE], General Federation of Women's Clubs 202-347-3168 <www.GFWC.org>. Used with permission. May not be reproduced for sale or profit.

## **2. OFFICERS, SECRETARY**

- a) Within 30 days, she shall forward by mail or electronic means minutes of meetings of the Executive Committee to the Executive Committee and the Chief Operating Officer for approval.
- b) Within 45 days, she shall forward by mail or electronic means minutes of the meeting of the Board of Directors to the members of the minutes review committee for approval.
- c) Following the approval of minutes of the previous Board of Directors Meeting, the amended Standing Rules shall be made available online.
- d) Before August 1 of each year, she shall forward to the auditor minutes of the meetings of the Executive Committee and Board of Directors for the previous fiscal year.
- e) Within one hundred twenty (120) days, she shall forward by mail or electronic means minutes of the previous Annual Convention to the minutes review committee for approval.
- f) Upon the Executive Committee's approval of bylaws and resolutions amendments of the previous Annual Convention, the Secretary, in conjunction with the corresponding chairmen, will ensure amendments are incorporated into existing document(s) and posted on the website. In the even year, this duty shall be carried out by the immediate past Secretary and corresponding chairmen.

## **3. BOARD OF DIRECTORS**

- a) Members of the Board of Directors are expected to attend all meetings of the Board and the Annual Conventions. If unable to attend, the International President shall be advised.
- b) Only members of the Board of Directors shall be permitted to attend the business meetings of the Board

except on invitation of the International President.

- c) While a member may hold more than one position on the Board of Directors, she may vote only once.
- d) The official record of attendance and quorum at meetings of the Board shall be based on the registration of Board members for the meeting.
- e) The Executive Committee, Region Presidents, State Presidents, State Directors of Junior Clubs, and all Chairmen shall send annually not more than a three page, single-spaced typewritten report to GFWC for use in publications and preservation in the Archives. Copies of these reports shall be sent to the International President and the Programs Director. These reports shall be emailed or mailed postmarked no later than April 15.
- f) Region Presidents, State Presidents, State Directors of Junior Clubs, and all Chairmen shall send in the even-numbered year, a 150-word typewritten, two-year administration report to GFWC for use in publications and preservation in the Archives. Copies of these reports shall be sent to the International President and the Programs Director. These reports shall be emailed or mailed postmarked no later than April 15.
- g) Business cards for appointed members of the Board of Directors must conform to the style as outlined in the *GFWC Stylebook*. They may be purchased through GFWC or independently. Expense will be the responsibility of the individual. The GFWC business card design will be made available to all members upon request.
- h) GFWC shall provide appointed members of the Board of Directors with electronic letterhead to be used for official correspondence.
- i) No member of the Board of Directors shall receive any compensation from a GFWC Partner, Resource, funder, and/or sponsor organization, where such compensation results, directly or indirectly, from GFWC's collaboration or partnership with that GFWC Partner, Resource, funder, or sponsor organization.
- j) The Administration Directory is provided for the use of members and information from it is not to be loaned or given to any other individual, organization, institution, or business without permission of the International President.
- k) Any communications or articles, including any reports to be a part of the official minutes, should be printed on the Board of Directors Report Template available on the Board Resources Page on the website.
- l) Community Service Program, Standing, and Special Committee Chairmen, and corresponding committee members, who travel out-of-state to speak at club, district, or state meetings, should inform the Second Vice President of each accepted invitation.

#### **4. ETHICAL STANDARDS**

Members who have either been elected or appointed by the International President to serve GFWC shall:

- a) Make decisions that are in the best interest of the membership and the organization as a whole, and avoid self-promotion.
- b) Read the organization's financial policies and review the provided financial reports and ask any questions or obtain from the Treasurer any information necessary to understand those policies and reports.
- c) Share opinions openly at Board of Directors Meetings and respect the opinions of others.

- d) Support Board decisions once debate has ended and the vote has been taken.
- e) Apprise the International President and/or the Parliamentarian of any conflicts of interest that may arise.

## 5. FINANCES

- a) Financial policies and procedures are detailed in the GFWC Financial Policies, which are available to any Board member upon request. These policies are reviewed by the Executive Committee annually.
- b) No GFWC representative shall make a request for or accept a personal honorarium for addresses to Federated clubs, districts, State Federations, or Regions.
- c) GFWC will pay the travel expenses, to include roundtrip airfare, train fare, or mileage to the nearest reasonably accessible city located near the site of the meeting, for one officer to attend an official state meeting once each fiscal year.
- d) When a State Federation invites a member of the Executive Committee to speak at a state convention or official state meeting, the host state shall be responsible for the food and lodging expenses and local transportation of the visiting Officer, including travel and expenses to and from the airport or train station.
- e) Members of the Board of Directors will be advised by the International President concerning budget allocation for expenses related to Orientation, Board Meetings, Annual Conventions, and special meetings of their Committees. No member of the Board of Directors will be reimbursed for any expenditure exceeding budget allocation.
- f) Community Service Program Chairmen, Standing/Special Committees and Chairmen, Award and Contest Chairmen, and Special Appointments are encouraged to accept invitations to speak at club, district, and state meetings, provided financial responsibility is assumed by the group extending the invitation or the individual who has accepted.
- g) When meeting at the call of the International President to carry out special assignments, members will be advised by the International President of the expenses that will be reimbursed by GFWC.
- h) Reimbursement for covered expenses shall be dispersed through GFWC as outlined on the Expense Report.

## 6. PROGRAM

- a) Information and articles by chairmen shall be reviewed and approved by the Second Vice President and the staff liaison before being produced and distributed.
- b) Any special program promotion shall be approved by the Executive Committee.
- c) No member shall be permitted to fund any part of a Community Service Program, Special Program, or GFWC award, contest, or grant in exchange for GFWC agreeing to approve the same. Members shall be permitted to make donations towards programs and projects that have been previously approved by GFWC.
- d) State, National Clubs, and International clubs Statistical Forms and State Award Entry Forms will be established each Administration with the approval of the Executive Committee and included in the *Club Manual*.
- e) The Second Vice President and the Director of Junior Clubs shall propose award categories based on the total of active state membership which shall include Woman's, Junior Woman's, and Juniorette club

members.

- f) To be eligible for a program award, grant, or contest, a member or club shall hold active membership in GFWC.

## 7. USE OF THE GFWC EMBLEM

- a) The acronym “GFWC,” the GFWC emblem, and “Living the Volunteer Spirit,” are registered with the United States Patent and Trademark Office. Policies concerning the use of the emblem and trademarks are established by the Executive Committee. GFWC Trademark Use Policies are presented in the online GFWC Stylebook and are available to members upon request.
- b) The emblem and mission statement shall appear on all GFWC literature.
- c) Club members should report to GFWC the names and addresses of any individuals or business firms which sell or distribute products made in the likeness of, or bearing, the emblem or other trademarks.

## 8. CANDIDATES FOR OFFICE

- a) GFWC constituent divisions, and individual clubwoman, may post items to social media related to an individual’s candidacy no sooner than the close of the GFWC Fall Board Meeting in the odd-numbered year. All posts to social media shall be affirmative comments and may not include disparaging or negative remarks.
- b) The candidates will provide one glossy picture and article of not more than 270 words to be printed in the winter issue of *GFWC Clubwoman Magazine*. She shall also include a one page resume of no more than 100 words to be distributed at the Annual Convention, and posted on the GFWC website. These materials shall be emailed or mailed to GFWC postmarked by October 1 of the odd-numbered year.
- c) Each candidate shall receive from GFWC a copy of her *GFWC Clubwoman Magazine* article in PDF format. The candidate may thereafter reproduce this article for distribution. Other than personal notes, this article is the only piece of material a candidate may disseminate.
- d) Articles regarding candidates may be published in the candidate’s state magazine or newsletter, provided that circulation is confined to its regular mailing list as of September 1 preceding the election year, with the exception of state membership updates. This article may vary from the article published in the *GFWC Clubwoman Magazine*.
- e) Personal correspondence, which is defined as unique and personalized correspondence sent from one individual to another individual, may be emailed or mailed by the candidate or others acting on her behalf.
- f) No one shall be permitted to entertain members in any manner for the purpose of influencing their vote at any GFWC meetings.
- g) There shall be no candidate souvenirs. No candidate’s name or picture may be used in a promotional manner at GFWC meetings except at time(s) designated in the official Convention Program.
- h) No housing restrictions shall apply to the candidate or members of a candidate’s state with the exception of members of the Credentials or the Elections Committee, who may not be housed with a candidate.
- i) Each candidate shall be presented to the Convention body prior to the day of voting. The outgoing State \_ \_ \_ \_

President and State Director of Junior Clubs, or representative designated by the State Federation, will present biographical information concerning the candidate for not more than two minutes. Following her introduction, each candidate shall make a speech for no more than three minutes regarding the future of the organization.

- j) In the event of a contested election and subsequent to the speeches, an independent moderator shall facilitate a question and answer session for all candidates during the convention. This will occur in the business hall, time to be announced in the convention program. A list of possible questions shall be electronically solicited from clubwomen. The International President, Director of Junior Clubs, and the Elections Committee Chairman will vet the possible questions. Each candidate shall answer no less than two questions, with a one-minute response to each question. The candidate/s running for the highest office shall take the first question/s. The rest of the questions shall be by lottery.
- k) If flowers are to be used during the installation of the elected officers, they shall be red roses, ordered by the installation committee and paid for by the states that endorsed the successful candidates.
- l) On the day of the election, members of states who have a candidate may not display or wear anything identifiable to their state or their candidate, except the official delegate's badge.
- m) There shall be no receptions honoring candidates for GFWC Office other than the official GFWC Installation Reception.
- n) Any violation of these rules shall be reported to the Elections Committee Chairman who shall report the same to the International President. If just cause is found, the Elections Committee shall conduct an inquiry and report findings to the International President. Should the Elections Committee, in concert with the International President, determine a violation has occurred, the International President shall report the same to each candidate, the State President of each endorsing state, and the Convention body.

## **9. RULES GOVERNING ELECTIONS**

- a) The Elections Committee shall prepare a Declaration of Candidate form no later than January 15 of the odd-numbered year. This form shall be posted on the GFWC website and shall be sent electronically, under the signature of the chairman of the Elections Committee, to the Presidents of each State Federation no later than January 31 of the odd-numbered years.
- b) Each candidate for office shall file a Declaration of Candidate form by sending the same via certified mail, return receipt requested, to the chairman of the Elections Committee. The form shall indicate the method by which the state endorsed the candidate and shall contain the signatures of the candidate, the state president, and the state recording secretary. This form shall be postmarked no later than August 1 of the odd-numbered year. Within ten days of receiving a Declaration of Candidate form, the Elections Committee Chairman shall send, on behalf of the Committee, a written acknowledgement of eligibility to the state president and the candidate. Such acknowledgement shall be emailed or mailed and shall direct the candidate and her state president to the current Standing Rules, 8. CANDIDATES FOR OFFICE and 9. RULES GOVERNING ELECTIONS.

- c) The Elections Committee, President-elect, and Director-elect of Junior Clubs, shall meet with candidates, and their current state presidents and where applicable State Directors of Junior Clubs or representative designated by the State Federation, during the meeting of the Board of Directors in the odd-numbered year of the administration. The International President and Director of Junior Clubs shall attend this meeting. The Parliamentarian shall attend this meeting as an advisor.
- d) Following the meeting with the Elections Committee, the candidates shall be announced to the Board of Directors. The official slate shall be included in the Call to Convention in the even-numbered years.
- e) The Elections Committee shall conduct the election and be responsible for coordinating the voting process. They shall be responsible for closing the polls and for tabulating the results. After the election results have been determined, the Elections Committee Chairman shall advise the International President of the election results (with a copy of the Report of the Election). The President-elect, Director-elect of Junior Clubs, and all candidates shall receive the Report of the Election in a sealed envelope following the close of the Convention business session on the day of the election. Candidates shall acknowledge delivery of the Report of the Election with a signed receipt for the records of the Elections Committee.
- f) The Credentials Committee shall be available to assist the Elections Committee during the election process.
- g) The official delegate badge shall be worn for voting identification. Delegates shall have voting cards properly filled out and signed before entering the polling area.
- h) Delegates may not wear any items that specifically promote a particular candidate during the voting process, which includes standing in line to enter the polling area.
- i) To be eligible to vote, a delegate shall register and receive her election credential no later than 6:00 p.m. on the day preceding the election (ARTICLE VIII Conventions. Section 8.3 Voting and 8.5 Registration).
- j) There shall be no talking in the voting room.
- k) Officers and the Director-elect of Junior Clubs, because of their convention responsibilities, are escorted immediately into the polling place. The Parliamentarian, timekeepers, and the International President's Assistants may be offered the same privilege if they serve as delegates from their individual club or state.

## 10. RULES FOR REGIONS

- a) Each Region may adopt standing rules.
- b) Each Region shall not initiate new or additional programs of work or projects or present resolutions to GFWC.
- c) Each Region shall elect a nominating committee.
- d) The Board of Directors of each Region shall consist of the Region Officers, chairmen of Region committees, State Presidents and State Directors of Junior Clubs of members' states, and any additional members which the Region wishes to include via their own standing rules.
- e) Each Region shall establish a rotating schedule for member states to host Region Conferences.
- f) Each Region shall establish financial responsibilities, such as advancement of funds from the Region to the host state, and policies on the sharing of profits from the Region Conference, in its standing rules and/or policies.

- g) Each Region shall determine its dues.
- h) Guidelines for Region Conferences, responsibilities of Region Presidents, and host state responsibilities are included in Region Conference Guidelines available from GFWC upon request. Copies of the Guidelines will be provided to all Region Presidents and all host state conference chairmen. However, the host state is the entity authorized to negotiate and execute all contracts necessary for hosting the Region Conference.

## 11. JUNIORLEADERSHIP

- a) The Director-elect of Junior Clubs shall confer with the President-elect, based on the Appointment Applications for a Junior to serve as Juniors' Special Program Chairman, Juniorette Chairman, and other chairmen and committee members in Community Service Program, Standing, and Special Committees, including but not limited to Bylaws, Communications and Public Relations, Leadership, Membership, and Resolutions. Additionally, the Director-elect of Junior Clubs shall provide a name for the Assistant to the Director of Junior Clubs.
- b) The Juniors' Special Program Committee shall be composed of a representative from each Region in which Junior clubs exist. The representative from each Region shall currently be serving as a State Director of Junior Clubs. The Chairman of this committee shall be the Juniors' Special Program Chairman. The Juniors' Special Program shall be Advocates for Children, and the term of the program shall be until 2020.
  - 1) **Proviso:** *The guidelines for the selection of the Juniors' Special Program shall be presented for approval at the Junior Board Meeting in fall 2018 to be voted on at a Junior Business Session at the Annual Convention in 2019, and would go into effect in 2020 as the current Program is continued until 2020.*
- c) The Director-elect of Junior Clubs shall serve as Junior Secretary/Treasurer. The Junior Secretary/Treasurer shall provide copies of the minutes of all official Junior Business and Junior Board meetings and of all Junior Executive Committee meetings to the members of the Junior Executive Committee. She shall provide a copy of all minutes to GFWC for appropriate preservation in the archives.
- d) The Junior Executive Committee shall consist of the Director of Junior Clubs, Director-elect of Junior Clubs, Juniors' Special Program Chairman, Juniorette Chairman, and other Community Service Program, Standing, and Special Committee Chairmen and members, including but not limited to Bylaws, Communications and Public Relations, Leadership, Membership, and Resolutions.
- e) To be eligible for appointment to the Junior Executive Committee, a Junior shall have served as a State Director of Junior Clubs.
- f) The Junior Board shall consist of the Junior Executive Committee and the State Directors of Junior Clubs. Should a State Director of Junior Clubs be unable to attend a Junior Board meeting, then the person elected or designated by that states' bylaws or standing rules shall serve in the capacity of representative and vote in place of the elected State Director of Junior Clubs. Fifteen members shall constitute a quorum of the Junior Board.
- g) The Junior Board meetings and Junior Executive Committee meetings shall be scheduled in conjunction with each of the Board of Directors meetings, with the approval of the Director of Junior Clubs and



International President.

- h) The Junior Business Session will occur during the Annual Convention, with the approval of the Director of Junior Clubs and International President.
- i) The Director of Junior Clubs shall appoint Junior committee chairmen and committee members as may be necessary to conduct the business appropriate to the Junior Business Meeting. (*i.e.* junior gifts, junior identity, etc.).

## 12. RESOLUTIONS

### *General*

- a) Resolutions, upon adoption, shall become an integral part of the policy of GFWC.
- b) The subject matter of all resolutions shall be germane to the interests or work of GFWC and must be national or international in scope.
- c) Specific methods of implementation shall be outlined in the resolutions when appropriate.
- d) The International President and Community Service Program, Standing, and Special Committee Chairmen to whose work it is germane, the Legislation/Public Policy Chairman and the State Federation chairmen and member clubs shall be responsible for carrying out the intent of the resolutions and GFWC policies.
- e) State Federations are asked to convey to their delegates pertinent information concerning resolutions to be considered at the Annual Convention.

### *Presentation of Resolutions*

- a) The Resolutions Committee shall review all resolutions, including emergency resolutions, before presentation to the Executive Committee or the Annual Convention. Any proposed resolution presented to the Resolutions Committee, not approved for recommendation by that committee, may be presented as a motion to the convention body as a matter of new business, with the exception of a motion to rescind, which must be included in the Call to Convention to provide proper notice to the membership.
- b) Resolutions may be presented only by the following:
  - 1) The Executive Committee
  - 2) The Resolutions Committee
  - 3) A State Federation by convention action
  - 4) A Community Service Program, Standing, or Special Committee Chairman (who review current resolutions and/or initiate new resolutions, in accordance with their programs of work)
  - 5) An International Club, paying per capita dues, may present resolutions via the International Liaisons Chairman
- c) Proposed resolutions shall be submitted to the Resolutions Committee Chairman, typewritten and accompanied by proper supporting documents by November 1 each year. Only emergency resolutions shall be accepted after November 1 (Bylaws, ARTICLE XII Committees Section 12. 1 Standing Committees. M) Resolutions).
- d) Resolutions referring to a bill before the Congress of the United States or to a legal document shall be based upon the principles involved and shall be accompanied by two copies of the bill or document in question.

- e) Except for emergency resolutions and resolutions originating under new business, all resolutions to be presented to the Convention body shall be incorporated into the Call to Convention.

### *Resolutions Adopted at State Federation Conventions*

- a) Resolutions regarding national issues adopted at state conventions may be referred to the Resolutions Committee Chairman (by November 1) for consideration at the Annual Convention the following year.
- b) Emergency resolutions adopted at state convention shall follow rules governing emergency resolutions.

### *Emergency Resolutions*

- a) Emergency resolutions are those whose subject matter has arisen since the preparation of the call to the upcoming convention, or those that are governed by a definite time value and upon which delayed action would be disadvantageous.
- b) Emergency resolutions may only be presented by those eligible to present resolutions.
- c) Emergency resolutions to be presented at the Annual Convention shall be in the hands of the Resolutions Committee Chairman by 12:01 a.m. of the first day of the Annual Convention. The Resolutions Chairman shall consult with the International President who in turn shall bring the Emergency Resolution to the Executive Committee for a vote. If approved, the Emergency Resolution shall be distributed to the voting delegates by the Resolutions Committee no later than 4:00 p.m. of the day before consideration of same by the Convention body. The Resolutions Committee Chairman will present the Emergency Resolution to the Convention body.

### *Life of Resolutions*

- a) All resolutions which have been in force for four years shall be automatically reviewed by the Resolutions Committee for timeliness, change of opinion, etc.
- b) Resolutions establishing the general policy of GFWC shall continue active until rescinded by the delegate body or until their purpose has been accomplished.
- c) By recommendation of the Resolutions Committee, notice to rescind resolutions whose purpose has been accomplished shall be appended to the Call to Convention. Unless a motion is made from the floor to amend one or more of these resolutions, they shall be considered rescinded at the close of the Annual Convention.

### *Rescinding Resolutions*

- a) Proposals to rescind a resolution shall come from those eligible to present resolutions, and such proposals shall follow the usual procedures for consideration of such resolutions.
- b) Intention to rescind shall be incorporated in the call to convention at which action is to be taken.

### *Minority Opinion*

- a) A State Federation that wishes to differ with an adopted resolution and that expresses a minority opinion by a two-thirds vote at their State convention shall immediately register such action with GFWC by furnishing a

copy of the minutes when such action was taken.

- b) A State Federation, holding a registered minority opinion and wishing to support its stand further, may do so provided it gives notice that its action represents the minority vote of GFWC.
- c) Any state changing its position on a minority opinion shall advise GFWC of such action.