

**Purpose:** To provide procedural guidelines pertaining to GFWC Virginia governing documents used by all members, including the Executive Board, Junior Executive Board, Community Service Program Chairmen, Advancement Area and Special Program Chairmen, Standing and Special Committees and Appointments.

### **1. GENERAL RULES**

- a. No member shall write, speak, or use GFWC Virginia's identifying insignia or in any way represent the General Federation of Women's Clubs of Virginia without the authorization of the President.
- b. No member shall request or accept payment for Federation presentations. Meals and overnight accommodations, if necessary for the presentation, will be provided by the hostess group.
- c. Prior to the selection and presentation of gifts and/or memorials to GFWC Virginia Headquarters, the donor is requested to consult with the Headquarters Chairman.
- d. All non-monetary gifts to GFWC Virginia Headquarters shall be approved by the Executive Board.
- e. These Standing Rules shall be reviewed by the Bylaws Committee during each administration. Proposed changes shall be presented to the membership for action.
- f. These Standing Rules may be amended at Annual Convention and Conference by majority vote of those delegates present, with prior notice or by two-thirds vote of those delegates present, without prior notice.
- g. The GFWC Virginia Junior membership shall maintain Standing Rules governing Junior activities.

### **2. STATE EMBLEM AND MOTTO**

- a. The GFWC Virginia emblem is a wreath of goldenrod encircling the flag of the Commonwealth of Virginia.
- b. The GFWC Virginia motto is "Service, the Debt of Education."

### **3. ETHICAL STANDARDS**

- a. All members shall observe high standards of ethical and moral conduct in the execution of their duties and responsibilities, as required by law and as specified in the GFWC Virginia Bylaws and Standing Rules.
- b. All members shall maintain a professional level of courtesy, respect, and objectivity in all activities and promote collaboration, cooperation and positive relationships among members.
- c. GFWC Virginia shall not discriminate against any person based on race, color, religion, gender, national origin, disability, age, sexual orientation, or any other classification protected by law.
- d. Executive Board and Junior Executive Board members shall sign the GFWC Virginia Conflict of Interest Statement and Code of Conduct at the first Executive Board and Junior Executive Board meetings of each administration.

### **4. PUBLICATIONS**

- A. GFWC Virginia Yearbook
  - a. The yearbook is to be used for work within GFWC Virginia and shall not be used for any other purpose, or by any group or individual outside GFWC Virginia.
  - b. No one may release the yearbook for any purpose other than business approved by the President.
  - c. An electronic copy of the yearbook will be distributed to all Club Presidents, all members of the Executive Board and Junior Executive Board, Past Presidents and Past Directors of Junior

Clubs, Appointees, District elected officers and District elected Junior officers, District Parliamentarians and District Junior Parliamentarians, and District Chairmen and Junior Chairmen.

- d. The electronic yearbook is available to all members through password access to the restricted area of the GFWC Virginia website. Club presidents will receive the password from Headquarters and shall make it available to members upon request.
- e. A limited number of hard copies will be available for purchase at a cost approved by the Executive Board.
- f. Complimentary hard copies will be provided to GFWC Virginia Past Presidents and Past Directors of Junior Clubs upon request.

#### **B. The Virginia Clubwoman**

- a. The Virginia Clubwoman may be published up to four times per year and will be electronically distributed to all Club Presidents, all members of the Executive Board, and Junior Executive Board, Past Presidents and Past Directors of Junior Clubs, Appointees, District elected officers and District elected Junior officers, District Parliamentarians and District Junior Parliamentarians, and District Chairmen and Junior Chairmen.
- b. The electronic magazine is available to all members through password access to the restricted area of the GFWC Virginia website. Club presidents will receive the password from Headquarters and shall make it available to members upon request.
- c. Hard copies shall be available for subscription at a cost approved by the Executive Board.
- d. Complimentary hard copies will be provided to GFWC Virginia Past Presidents and Past Directors of Junior Clubs upon request.

### **5. ROSTER**

- A. District Presidents shall submit a complete roster of District Officers, Chairmen, Special Appointees and Club Presidents to the Executive Secretary no later than May 15<sup>th</sup> of each year.
- B. The Executive Secretary shall provide one electronic copy of the District rosters to all members of the Executive Committee, Junior Executive Committee, Chairmen and Junior Chairmen, and Past Presidents and Past Directors of Junior clubs no later than July 15.
- C. No member shall release the GFWC Virginia roster or a District roster for any purpose other than business approved by the President.

### **6. CHAIRMEN AND JUNIOR CHAIRMEN**

- A. Under the guidance of the President, the First Vice President/President-elect, the Third Vice President/Director of Junior Clubs and Assistant Director of Junior Clubs, Chairmen and Junior Chairmen shall become familiar with current GFWC programs and projects and shall promote those selected for emphasis in GFWC Virginia.
- B. The First Vice President/President-elect and Assistant Director of Junior Clubs shall assist Chairmen and Junior Chairmen on the implementation of GFWC programs and projects through promotions at GFWC Virginia meetings, reports, contest notifications and other pertinent GFWC information.
- C. Chairmen and Junior Chairmen shall compile and report to GFWC and GFWC Virginia work completed by member clubs and GFWC Virginia in each designated area.
- D. Chairmen and Junior Chairmen of each Community Service Program and Program and the Chairmen of Committees shall give direction to their corresponding District Chairmen and Junior Chairmen at meetings and through frequent communications in the implementation of GFWC

Virginia objectives. District Chairmen and Junior Chairmen shall, through communications and at meetings, promote the objectives through individual clubs and encourage and assist clubs in reporting results of the work.

## **7. MEETINGS**

### **A. STANDING AND SPECIAL COMMITTEES**

- a. A special meeting of any committee called by the President shall follow the same guidelines as those for regular committee meetings.
- b. Every effort should be made to complete a meeting in one day.
- c. When a Chairman attends a meeting as an official GFWC Virginia representative, she shall report to the President as requested.

### **B. CONVENTIONS, SPECIAL MEETINGS, CONFERENCES, SEMINARS, WORKSHOPS, SPECIAL EVENTS**

- a. All GFWC Virginia contracts shall be approved by the Executive Board prior to the President's signature.
- b. GFWC Virginia sponsored Seminars, Workshops and Special Events shall be approved by the Executive Board.
- c. At each Annual Convention, GFWC Virginia will award certificates commemorating the anniversaries of club federation charters at five year intervals beginning with the 25<sup>th</sup> anniversary. The certificates will be presented to clubs whose designated anniversaries occurred January through December of the year prior to the Annual Convention. The certificates will be prepared by the Executive Secretary from a database maintained and updated at Headquarters.

## **8. FINANCES**

### **A. GENERAL**

- a. The President may authorize up to an additional \$50.00 for expenses greater than the amount specified in these guidelines and the approved budget. Amounts greater than \$50.00 must be approved by the Executive Board.
- b. All GFWC Virginia investments shall be approved by the Budget and Finance Committee prior to investment.
- c. Interest earned on GFWC Virginia assets, the GFWC Virginia Endowment Fund, and the Mary Macon McGuire and Phyllis V. Roberts Scholarship Funds shall be considered a source of revenue for GFWC Virginia.
- d. Any member, or staff, responsible for handling GFWC Virginia funds shall be bonded with the fee paid by GFWC Virginia.
- e. Disbursements of funds shall be made by check or electronic means signed by the Treasurer, or in an emergency, by the President.
- f. GFWC Virginia Officers and Chairmen invited by clubs (excluding the Official District Visit) shall be reimbursed by the hostess club for round-trip mileage calculated by using the prevailing IRS rate for charity travel, in addition to round-trip toll and ferry charges for travel. Meals and overnight accommodations, when necessary for the trip, shall be provided by the hostess club.
- g. GFWC Virginia shall pay one overnight accommodation of one room when the President and Third Vice President/Director of Junior Clubs make the Official District Visit to promote GFWC Virginia objectives and programs. The accommodation reservations shall be made by the District President, who shall inform the Executive Secretary when the reservation is made.
- h. If an individual's check is returned, all incurred fees shall be paid to GFWC Virginia by the individual. If an individual's checks are returned on two separate occasions within a two-year

period, the Treasurer shall inform the individual to pay by cash, PayPal or money order for all future transactions.

- i. Upon the death of the current President or a Past President, a remembrance not to exceed \$100 shall be given. Upon the death of a spouse, parent, child, or sibling of the current President or of a living Past President, a remembrance not to exceed \$50 shall be given. The remembrance selection shall be determined by the Budget and Finance Committee.
- j. These Standing Rules governing Finances shall be reviewed by the Budget and Finance Committee during each administration. Proposed recommendations shall be presented to the Executive Board for action.

## B. REIMBURSEMENTS

- a. Vouchers, with receipts for all expenses, should be submitted to the President within 15 days after the expenses are incurred.
- b. GFWC Virginia checks should be cashed within 10 days of receipt.
- c. Travel allowances shall be reimbursed via voucher for round-trip mileage calculated by using the prevailing IRS rate for charity travel, in addition to round-trip toll and ferry charges for travel and shall be paid to the driver only. The Executive Secretary shall be reimbursed travel expenses at the prevailing IRS rate for business travel.
- d. When a chairman or committee member travels over 200 miles one way to a GFWC Virginia meeting, other than Annual Convention or Conference, she may be reimbursed for one-night accommodation of one room at the discretion of the President.
- e. The Legislation and Public Policy Chairman shall be reimbursed for any self-parking expenses incurred when she is officially representing GFWC Virginia at the General Assembly, at the request of the President.
- f. Desk allowances as indicated below should be requested no later than the close of the Annual Convention. Vouchers, with receipts for all expenses, should be submitted to the President.
  - \$25 each – Community Service Program, Advancement Area (excluding Leadership and Membership) and Special Program Chairmen, (an additional \$15, each, for Annual Convention expenses, if authorized by the President).
  - \$25 each – Standing Committee Chairmen
  - \$25 each – Special Projects Chairmen
  - \$25 each – President's Assistant and Protocol Chairman
  - \$100 – Endowment Chairman
  - \$150 – Budget and Finance Chairman
- g. The Executive Committee and Special Appointees shall receive budgeted allotments to defray expenses incurred in their official capacity. The following expenses may be reimbursed in addition to the allotment:
  - h. Postal expenses incurred by the Treasurer to pay GFWC Virginia bills
  - i. Postal and photocopy expenses incurred by the Secretary for distributing meeting Minutes.
  - j. Expenses incurred by District Presidents and GFWC Virginia Chairmen may be reimbursed upon approval by the GFWC Virginia President. Vouchers, with receipts for all expenses, should be submitted to the GFWC Virginia President.
- k. Meal allowances are established by the Executive Board. Use of meal allowances shall be determined by the President.

## C. EXPENSES

- a. In the first year of an administration, the budget shall include an amount to defray the expenses of the First Vice President/President-elect to attend the GFWC Incoming Leadership Training Seminar (ILTS). In the second year of an administration, the budget shall include an amount

to defray the expenses of the First Vice President/President-elect to attend the GFWC Orientation Meeting.

- b. In the second year of the administration, the budget shall include an amount to defray planning expenses of the First Vice President/President-elect, including incoming District Officers' Orientation.
- c. Expenses incurred by the Executive Secretary for attending Annual Convention, Conference, Executive Board Meetings and/or committee meetings shall be charged to the appropriate committee or event.
- d. GFWC Virginia shall purchase a Past State President's pin to be presented to the retiring President. The pin shall be mounted, according to the wishes of the retiring President, at a cost to GFWC Virginia not to exceed \$200.
- e. The percentage rate of the Junior dues allocation shall be recommended by the Budget and Finance Committee to the GFWC Virginia Executive Board for action.
- f. The Treasurer shall send the Junior dues allocation to the Executive Secretary for deposit into the Junior bank account at the time dues and supplemental dues are remitted to GFWC.
- g. The Treasurer shall disburse other designated funds annually to the appropriate agencies with the exception of the State Project, which will be disbursed no later than the end of the administration.
- h. Accommodations for designated individuals shall be paid by GFWC Virginia. Accommodations shall be based on the double occupancy rate.
- i. Accommodations and meals for members of the Executive Committee, the Parliamentarian, Meetings Chairman, Budget and Finance Committee Chairman and Endowment Committee Chairman, if they are required to attend, at Executive Board Meetings, shall be paid by GFWC Virginia. Accommodations shall be based on the double occupancy rate for designated individuals.
- j. Expenses involved in the implementation of fund-generating programs may be charged to such programs with the approval of the Executive Board.
- k. Expenses of the Endowment Fund, the Dogwood Society and the 1907 Society shall be paid by GFWC Virginia with the approval of the Executive Board.

#### D. CONVENTIONS, SPECIAL MEETINGS, CONFERENCES, SEMINARS, WORKSHOPS AND SPECIAL EVENTS

- a. Budgets shall be prepared for each Annual Convention, Special Meeting, Conference, Seminar, Workshop and Special Event at the direction of the President. Prepared budgets shall be presented to the Executive Board for action.
- b. Pre-Conference and Pre-Convention dinner for the GFWC Virginia Executive Board and others as designated by the GFWC Virginia President shall be an expense of the meetings. Other guests may be invited to attend at the discretion and expense of the hostess district. GFWC Virginia Past Presidents may be invited to attend at their own expense at the discretion of the President.
- c. The hostess district may be reimbursed an amount not exceeding \$400 to help defray hostess expenses for the Annual Convention. An amount not exceeding \$300 may be reimbursed to the hostess district to help defray hostess expenses for the Conference. All requests for reimbursement must be submitted to the President via voucher, with receipts for all expenses attached, within 15 days of the close of the Annual Convention or Conference. This amount shall be an expense of these meetings.
- d. The expenses of the Meetings Chairman shall be reimbursed via voucher, with receipts for expenses not to exceed \$200 attached, submitted within 15 days of the close of the Annual Convention.

- e. Complimentary suites for the President and Third Vice President/Director of Junior Clubs shall be requested when contracting with a hotel. Should a suite not be complimented for Annual Convention and Conference, the suite shall be part of the meeting expense.
- f. Accommodations and scheduled meals for the Executive Committee, Parliamentarian, President's Assistant, Credentials Chairman and Meetings Chairman shall be paid by GFWC Virginia. Accommodations and scheduled meals for one night shall be paid for the Vendor Coordinator, the Budget and Finance and/or the Endowment Chairmen if they are required to attend the night prior to a meeting. Accommodations shall be based on double occupancy rates for designated individuals.
- g. The Arts Contests Coordinators may receive \$50 each for expenses incurred the night preceding Annual Convention.
- h. Past Presidents shall be honored at the Alice Kyle Banquet and, if attending, shall receive a complimentary meal ticket.
- i. In the second year of an administration, an allotment, not to exceed \$500, to defray the costs of the installation and reception, shall be included in the Annual Convention budget. The incoming President shall coordinate the submission of installation and reception expense vouchers to the President with receipts for all expenses attached within 15 days of the close of the Annual Convention.
- j. Registration fees are non-refundable. The Executive Committee may consider refund requests in cases of emergency.
- k. Payments for meals are refundable until the refund request deadline as printed on the registration form. After the refund request deadline, the Executive Committee may consider refund requests in cases of emergency.
- l. Member(s), club(s) or district(s) may sell items or promote a project by financial means, at Annual Convention or Conference, at the specified time(s) as approved by the President. Vendor fees may apply.
- m. The Executive Board shall approve all vendor fees.
- n. All contracts for Conventions, Special Meetings, Conferences, Seminars, Workshops, and Special Events shall be reviewed by the President and First Vice President/President-elect prior to Executive Board action. Contract reviews shall include accommodation requirements and guarantees, menu selection, meal pricing, and all other items directly affecting member expenses.

## **9. NOMINATING COMMITTEE AND JUNIOR NOMINATING COMMITTEE**

### **A. GENERAL**

- a. In the second year of an administration, the GFWC Virginia budget shall include Nominating Committee meeting expenses and committee members' transportation expenses. This meeting may be held electronically following the guidelines in the adopted parliamentary authority, *Roberts Rules of Order Newly Revised*.
- b. At the time of its meeting, the Nominating Committee shall give consideration to women whom the members of the committee deem qualified for Federation leadership, as well as to those submitted through the District.
- c. Consideration shall be given to ensure distribution of leadership in order to prevent concentration of officers in one geographic area.
- d. Following the selection of the slate of officers, the Nominating Committee Chairman shall notify the President of the results.

- e. The President shall append the name of candidates for GFWC Virginia office to the Call to the Annual Convention in even numbered years.
- f. These rules shall apply in like manner to the Junior Nominating Committee.

#### B. ELIGIBILITY OF NOMINATING COMMITTEE AND JUNIOR NOMINATING COMMITTEE

- a. With the exception of the Nominating Committee Chairman and Junior Nominating Committee Chairman, only those duly elected by the District may serve on the Nominating Committee.
- b. Names of the District member and alternates elected to the Nominating Committee shall be forwarded to GFWC Virginia Headquarters by the District President no later than November 15 in the second year of the administration. Names of the District Junior member and alternates elected to the Junior Nominating Committee shall be forwarded to Headquarters by the District Third Vice President/Director of Junior Clubs or the Junior Nominating Committee Chairman (in the event there is no District Third Vice President/Director of Junior Clubs) no later than November 15 in the second year of the administration.

#### C. PROPOSAL OF CANDIDATE FOR OFFICE

- a. Any active club member or federated club may submit the name, or names, and qualifications of proposed candidates for GFWC Virginia office to the proposed candidate's District elected member of the GFWC Virginia Nominating Committee no later than November 30 in the second year of the administration.
- b. The District member of the GFWC Virginia Nominating Committee shall mail or email the names and qualifications of all proposed candidates to GFWC Virginia Headquarters, directed to the Nominating Committee Chairman, no later than December 10 preceding an election year.
- c. The names and qualifications of all proposed candidates shall be mailed or emailed from Headquarters at the direction of the Nominating Committee Chairman, to each member of the Nominating Committee no later than December 20 in the second year of the administration.
- d. No endorsement shall be solicited by a candidate or by anyone on the candidate's behalf. No formal announcement of candidacy shall be sent to any member, club or District or be released for publication. Entertainment on a candidate's behalf shall be discouraged.

### 10. RESOLUTIONS

#### A. GENERAL

- a. The subject matter of all resolutions shall be germane to the interests or work of GFWC Virginia and must be statewide in scope.
- b. Proposed resolutions shall be submitted to the Resolutions Chairman.
- c. Proposed resolutions may originate within the Resolutions Committee.
- d. Upon adoption, all resolutions become an integral part of the program of GFWC Virginia.
- e. Responsibility for carrying out the intent of resolutions rests upon the President, the Community Service, Standing and Special Committees to whose work it is germane, the Legislation Chairman and member clubs.
- f. General Federation of Women's Clubs resolutions in effect become a part of the program of GFWC Virginia.

- g. An index of GFWC Virginia Resolutions is listed in the Yearbook. A complete copy can be found on the GFWC Virginia website.

#### B. PRESENTATION OF RESOLUTIONS

- a. Any member wishing to propose a resolution shall first submit the proposal for opinion to the Community Improvement Program Chairman, Standing and Special Committee Chairman to whose work it is germane.
- b. Proposed resolutions shall be submitted to the Resolutions Committee Chairman, accompanied by proper supporting documents by November 1. Only emergency resolutions shall be accepted after November 1. A copy shall be sent to the President.
- c. Any resolution involving legislation or legal document must be accompanied by a copy of the legislation or legal document to assist the Resolutions Committee in interpreting the resolution.
- d. When appropriate, specific methods of implementation shall be outlined in the resolution.
- e. Except for emergency resolutions and resolutions originating under new business, all resolutions to be presented to the Annual Convention shall be included in the Call to the Annual Convention.
- f. A proposed resolution which is not approved by the Resolutions Committee may be introduced by its proponent as a motion at the next Annual Convention as a matter of new business. The President and the Resolutions Committee Chairman shall be notified prior to the start of the Annual Convention.

#### C. EMERGENCY RESOLUTIONS

- a. Emergency resolutions are those whose subject matter has arisen since the distribution of the previous Call to Annual Convention or those which are governed by a definite time limit and upon which delayed action would be disadvantageous.
- b. Emergency resolutions to be presented at the Annual Convention must have the prior consent of the President.
- c. Emergency resolutions to be presented at the Annual Convention shall be distributed to the delegates prior to presentation.

#### D. LIFE OF RESOLUTION

- a. Resolutions establishing the program of GFWC Virginia shall continue in effect until their purpose has been accomplished or the resolution has been rescinded by the delegate body.
- b. All resolutions which have been in force for four years shall be automatically reviewed by the Resolutions Committee.

#### E. RESCINDING RESOLUTIONS

- a. Intention to rescind a resolution must be included in the Call to the Annual Convention.
- b. Proposals to rescind shall follow the usual procedures for consideration of resolutions.

#### F. MINORITY OPINION

- a. A Minority Opinion shall be recorded in the Minutes.
- b. When a club wishes to register a minority opinion, it shall send a letter to the President.

#### G. DISSENT FROM GENERAL FEDERATION OF WOMEN'S CLUBS RESOLUTIONS

- a. Proposals to dissent from General Federation of Women's Clubs resolutions shall come from at least two of those persons or groups eligible to present resolutions: the Executive Board, the Junior Executive Board, a District or Club, a Community Service Program Chairman, Standing



or Special Committee Chairman, provided the President has been notified of proposed action ten days prior to the opening of the Annual Convention.

- b. Should the members present and voting at Annual Convention approve a proposal to dissent from a resolution adopted by the General Federation of Women's Clubs, written notice of such action shall be forwarded to the General Federation of Women's Clubs International President and the GFWC Chairman to whom the resolution is germane.
- c. In supporting the action taken, GFWC Virginia members shall state that this is a minority opinion of the General Federation of Women's Clubs.

## **11. SCHOLARSHIP FUNDS**

### **A. PHYLLIS V. ROBERTS SCHOLARSHIP**

The scholarship is named for Phyllis V. Roberts, the second Virginian to serve as GFWC International President (1986-1988.) The Phyllis V. Roberts Scholarship Fund shall consist of contributions from clubs and individuals for the purpose of awarding scholarships to college students in a subject field selected each administration by the GFWC Virginia President. The GFWC Virginia Scholarship Committee will administer the scholarship fund.

- Applicant must be a Virginia resident.
- Letters of recommendation from three (3) individuals, one of a personal nature, two from recent teachers, counselors, advisors or professors, must accompany the application.
- Applicant must have a cumulative 3.0 GPA. A transcript from the most recent school attended verifying the GPA must accompany the application.
- Applicant shall include a short statement of interest in the selected field.
- Applicant should include a resume of educational and employment history as well as community service and awards received.
- Applicants may apply for this scholarship each year.

Scholarships totaling \$3,000 may be given during each administration. A scholarship of \$1,000 per year may be awarded each recipient. Following verification of enrollment, all monies will be paid directly to the Virginia college, or university where the recipient is registered.

The current application form is available on the GFWC Virginia website. Inquiries should be directed to GFWC Virginia Headquarters, P.O. Box 8750, Richmond, VA 23226, (804-288-3724 or [gfwcvirginia@verizon.net](mailto:gfwcvirginia@verizon.net)).

### **B. MARY MACON MCGUIRE SCHOLARSHIP**

Established in 1929, the scholarship is named for Mary Macon McGuire, of the Eastern Shore, who served capably for many years as Chairman of the VFWC Library Service Committee. The Mary Macon McGuire Scholarship Fund shall consist of contributions from clubs and individuals given for the purpose of awarding scholarships to a Virginia woman returning to school to advance her education and employment. The GFWC Virginia Scholarship Committee will administer the scholarship fund.

- Applicant must be a resident of Virginia.
- Applicant must be registered in a course of study (vocational or academic) at an institute of higher learning accredited in Virginia.
- Letters of recommendation from two (2) individuals, other than immediate family, must accompany the application. (Examples include: a recent counselor, advisor, mentor, or employer.)
- An essay of not more than 1,000 words outlining the need for the scholarship, as well as the reasons for entering the field of study selected, must be included with the application.
- Applicants may apply for this scholarship each year.

Two \$2,500 scholarships may be given during each administration. Following verification of enrollment, all monies will be paid directly to the Virginia institution of higher learning where the recipient is registered.

The current application form is available on the GFWC Virginia website. Inquiries should be directed to GFWC Virginia Headquarters, P.O. Box 8750, Richmond, VA 23226, (804-288-3724 or [gfwcvirginia@verizon.net](mailto:gfwcvirginia@verizon.net)).