

*General Federation*  
*of*  
*Women's Clubs of Virginia*

ORGANIZED AT LYNCHBURG 1907  
JOINED THE GENERAL FEDERATION  
OF WOMEN'S CLUBS 1910



2024-2026  
YEARBOOK SUPPLEMENT



## FOREWORD

The Arts Contests categories and rules for exhibits will be published by the Arts and Crafts Department and distributed separately.

The Junior section of the Yearbook is included in this Yearbook. Several sections have been incorporated throughout the Yearbook. All other Junior information is located in the Junior Section, pages 127-162.

Except for special State initiatives, Dues and Contributions, Annual Club Record and additional reporting forms, clubs must refer to the GFWC Club Manual for Community Service Program objectives and GFWC Report Form.

It is our sincere hope that this Yearbook format will please you and that you will find it to be a useful, informative tool.

An electronic copy of this yearbook is supplied to each Club President; all members of the GFWC Virginia Executive Board; and Junior Executive Board, Past GFWC Virginia Presidents and all State Appointments, and District Elected Officers, Junior Officers, District Parliamentarians and District Junior Parliamentarians, and District Chairmen and Junior Chairmen corresponding to GFWC Virginia. Hard copies shall be available for sale while supplies last.

Additional copies of the Yearbook may be purchased for \$10 each plus \$5 shipping from:

GFWC Virginia Headquarters  
P. O. Box 8750  
Richmond, VA 23226

Telephone: 804/288-3724  
E-mail: [gfwcvirginia@verizon.net](mailto:gfwcvirginia@verizon.net) or  
[headquarters@gfwcvirginia.org](mailto:headquarters@gfwcvirginia.org)

**Web Site: [www.gfwcvirginia.org](http://www.gfwcvirginia.org)**

(Supplements for the second year of this administration will be available for \$5, plus \$5 shipping.)

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**GFWC VIRGINIA CALENDAR 2025-2026**

**2025**

August 22, 2025	<u>The Virginia Clubwoman</u> submission deadline
August 21-24, 2025	GFWC Executive Board Meeting, Hilton Salt Lake City Center, Salt Lake City, Utah
October 19-25, 2025	GFWC Advocates for Children Week
October 23-26, 2025	Southeastern Region Conference, Virginia
November 5, 2025	Deadline for notification of District Representative to the GFWC Virginia Nominating Committee
November 14, 2025	<u>The Virginia Clubwoman</u> submission deadline
November 30, 2025	Deadline for nomination for GFWC Virginia office to GFWC Virginia Headquarters
December 10, 2025	GFWC Holiday Reception, GFWC Headquarters, Washington, DC

**2026**

January 8-11, 2026	2026-2028 Administration Board Orientation Meeting
January 15, 2026	Deadline for GFWC LEADS Application
January 25, 2026	Club Reporting Deadline, GFWC/GFWC Virginia Dues due
February TBD, 2026	GFWC Virginia Mid-Winter Executive Board Meeting, TBD
February TBD, 2026	GFWC Virginia Legislative Day
February 18, 2026	<u>The Virginia Clubwoman</u> submission deadline
February 25, 2026	Deadline for District Chairman Reports to GFWC Virginia Chairman
March 1, 2026	Special Awards Deadline
March 11, 2026	GFWC Women's History Celebration
March 15, 2026	Deadline for State Chairman Reports to GFWC
April 19-25, 2026	Volunteers In Action Week
April 24, 2026	Federation Day
April 23-26 2026	GFWC Virginia Convention, Doubletree Williamsburg
June 5, 2026	<u>The Virginia Clubwoman</u> submission deadline
June 26, 2026	GFWC LEADS, Westin Kierland Resort & Spa, Scottsdale, Arizona
June 27-29, 2026	GFWC Convention, Westin Kierland Resort & Spa, Scottsdale, Arizona



FEDERATION EMBLEM

Golden circle with the words "General Federation of Women's Clubs" and "1907"  
The State of Virginia in blue displaying the GFWC Emblem  
"Virginia" prominently displayed over the state shape  
Dogwood blossom representing our Endowment

FEDERATION COLORS

Blue and Gold

MOTTO

Service, The Debt of Education

COLLECT FOR CLUBWOMEN

by Mary Stewart

Keep us, Oh God, from pettiness; let us be large in thought, in word, in deed.  
Let us be done with fault finding and leave off self-seeking.  
May we put away all pretense and meet each other face to face -  
without self-pity and without prejudice.  
May we never be hasty in judgment and always generous.  
Let us take time for all things; make us to grow calm, serene, gentle.  
Teach us to put into action our better impulses straightforward, and unafraid.  
Grant that we may realize it is the little things that create differences,  
that in the big things of life we are at one.  
And may we strive to touch and to know the great common human heart of us all,  
and, Oh, Lord God, let us forget not to be kind.

VIRGINIA STATE FEDERATION SONG

Words by Maud Nichols

Come from sea and plain and mountain, kindred are we  
Fair Virginia's loyal daughters, blest may we be.  
Come with thoughts with love o'erflowing  
Willing hands and spirits glowing,  
And with joy that passes knowing,  
Each friend to see.

Shine our spirit of devotion, in this world of need;  
Hand in hand, a band of women, onward we lead.  
Formed are we, a federation,  
For the home and state and nation -  
Mother heart for all creation,  
True in word and deed.

May sweet fellowship attend us, all through each day;  
Zeal inspire and faith defend us, thus do we pray.  
Let us see a wrong to right it,  
Let us evil know to fight it,  
Where the path is dark, God light it  
With brightest ray.

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA



Greetings Federation Friends:

At one time or another in our lives, at school or at work, someone has asked us to complete or think about a vision board. Where do you want to go, where do you see yourself being in 5, 10 or 20 years from now. Well, I must admit that being the GFWC Virginia president was never in any vision I had. I just knew that GFWC was where I wanted to spend my time and expend my energy after I retired. So, I am honored and humbled for you to elect me to be the 58<sup>th</sup> president of GFWC Virginia.

Along with Joanne Dixon, 3<sup>rd</sup> Vice President/Director of Junior Clubs, it is an honor to represent GFWC Virginia on the GFWC Executive Board. We will work together to promote the goals and ideals of GFWC, bringing back information to you, the members of GFWC Virginia.

As many of you have heard, my symbol is the hot air balloon and the theme for this administration is “We Rise by Lifting Others.” For me the meaning of the theme was two-fold: As clubwomen we rise to any occasion to lift others in need and as sisters in federation, we rise to lift our sisters when they are in need. Both meanings are significant to the health of this organization, and I look forward to us continuing the support of both. It is important to remember that by helping other to rise, we certainly are helping ourselves as well.

To build upon the past administration’s focus on increasing membership, our hope is to also concentrate on retention of our current members and clubs. Our goal will be to work on developing a plan to create a workable communication process between clubs and districts and districts and the state. It is important for there to be a clear understanding of how we all relate to each other and thereby support each other in a myriad of ways.

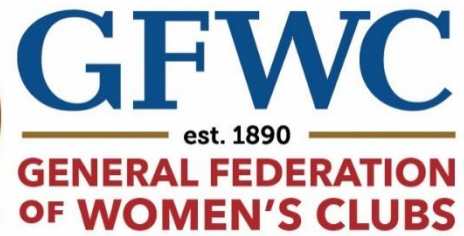
The state project, Early Childhood Education, was chosen because it impacts on every district and every community within the Commonwealth of Virginia. I have been excited about the reception this project has received so far and feel that the work done will have a lasting effect on the children who are certainly our future. By allowing you the latitude to use your imagination, to find educational opportunities in obvious and not so obvious locations and to raise funds that stay within your own communities, it is hoped that significant inroads will be made into the education of our most innocent population.

The hot air balloon can be a great metaphor for life. There is so much we cannot control. We cannot control the direction of the wind and if we struggle against it we will only waste our energy. When we allow ourselves to surrender to the wind we may notice the things around us in a different way. With that said, thank you for putting your trust in me. I look forward to working with each of you during the next two years.

In Federation Service,

*Susie Mowry*  
GFWC Virginia President





Dear Fellow Members,

I am so excited to welcome you to the 2024-2026 administration. I am deeply honored to serve as your 55<sup>th</sup> GFWC International President during this pivotal period, in which historic progress can and will be made. I encourage you to take full advantage of the numerous opportunities available to you.

Service and personal development have been central to our mission for 134 years. Through these lies the concept of the "circle of influence" – a dynamic sphere within which our actions radiate outward, touching lives and effecting change. Within this circle, as symbolized on our emblem, we find our power to transform, uplift, and inspire. As members of the General Federation of Women's Clubs, each of us occupies a unique position within this circle, endowed with the capacity to enact meaningful change and to leave an indelible mark upon the world.

Under the banner of "Educate, Engage, Empower," let us work to empower individuals from all walks of life, providing them with the tools and knowledge necessary to shape our future. Through education, we open the doors to opportunities and encourage a culture of lifelong learning. Increased engagement creates meaningful connections and fosters a sense of belonging. Empowerment encourages others to become catalysts of change, amplifying the scope and impact of our collective endeavors.

As we step into this new administration, our Strategic Plan has been meticulously crafted to guide our focused efforts. Our leaders have prepared an incredible Club Manual, a treasure trove of ideas, tools, and tips for grassroots involvement. Take full advantage of this powerful resource to aid our growth and development.

Together, as we embark on this new chapter, hold fast to the values that define our organization—camaraderie, collaboration, and commitment to changing lives through volunteer service. Celebrate our diverse perspectives and experiences, recognizing that it is through our differences that we find our strength. Our potential for undefined progress is limitless when we unite and advocate with one voice and excellent clarity. Be bold as we reimagine all that GFWC can become.

Together In Living the Volunteer Spirit,

A handwritten signature in black ink that reads 'Suellen B. Brazil'.

Suellen B. Brazil  
GFWC International President

*GFWC—an international women's organization dedicated to community improvement by enhancing the lives of others through volunteer service. 1734 N Street NW | Washington, DC 20036-2990 P: 202-347-3168 | F: 202-835-0246 | [www.GFWC.org](http://www.GFWC.org)*

**PAST PRESIDENTS OF GFWC VIRGINIA**

*Mrs. James R. Kyle, Lynchburg .....	1907-1909
*Mrs. A. B. Carrington, Danville .....	1909-1910
*Mrs. W. W. King, Staunton .....	1910-1912
*Mrs. M. M. Caldwell, Roanoke .....	1912-1915
*Miss Helen Norris Cummings, Alexandria.....	1915-1917
*Mrs. John L. Hagen, Danville.....	1917-1919
*Mrs. Henry E. Parker, Newport News .....	1919-1921
*Mrs. Henry Lockwood, Clarendon .....	1921-1923
*Mrs. J. Allison Hodges, Richmond.....	1923-1925
*Mrs. Henry S. Eley, Suffolk .....	1925-1926
*Mrs. F. S. Morehead, Salem .....	1926-1928
*Mrs. Henry S. Eley, Suffolk .....	1928-1930
*Mrs. J. L. Blair Buck, Hampton.....	1930-1932
*Mrs. L. J. Giles, Clifton Forge .....	1932-1935
*Mrs. Fred M. Alexander, Newport News.....	1935-1938
*Miss V. Lucille Bland, West Point .....	1938-1941
*Mrs. R. G. Boatwright, Coeburn.....	1941-1944
*Mrs. O. F. Northington, Jr., Petersburg.....	1944-1947
*Mrs. Claude Eley, Suffolk .....	1947-1948
*Mrs. Roy E. Kyle, Hillsville .....	1948-1950
*Mrs. A. Paul Hartz, Waverly .....	1950-1952
*Mrs. Odessa Bailey Schachtebeck, Roanoke.....	1952-1954
*Mrs. R. Richard Schweitzer, Norfolk .....	1954-1956
*Mrs. William S. Murray, Hollins .....	1956-1958
*Miss Anne Dobie Peebles, Carson.....	1958-1960
*Mrs. J. York Welborn, Arlington.....	1960-1962
*Mrs. Giles C. Engledove, Richmond .....	1962-1964
*Mrs. Alvah E. Riggins, Tabb .....	1964-1966
* Mrs. E. Parker Brown (Emma), Richmond.....	1966-1968
*Mrs. Charles H. Peery, III, Tazewell .....	1968-1970
*Mrs. James B. Roberts, Charlotte, NC.....	1970-1972
* Mrs. Norman L. Brown (Millie), Hampton .....	1972-1974
*Mrs. Daniel S. Spiers, Richmond.....	1974-1976
*Mrs. John O. Gregory, Manassas .....	1976-1978
*Mrs. Walter L. Thomas (Margaret Allen), Newport News.....	1978-1980
*Mrs. Leslie W. Hamlett, Jr. (Shelby), Roanoke .....	1980-1982
*Miss C. Faye Davis, Lebanon .....	1982-1984
*Mrs. Thomas W. Mehler (Jean), Waynesboro .....	1984-1986
*Mrs. James M. Minor, Jr.(Fran), Richmond .....	1986-1988
*Mrs. J. T. Cutler, (Paula) Virginia Beach .....	1988-1990
*Mrs. J. Darrell Rice (Allene), Sutherland .....	1990-1992
Mrs. Roland N. Wine (Marlene), 1306 Aaron's Run Circle, Salem 24153 .....	1992-1994
*Mrs. Lewis Moorman (Shirley), Lynchburg.....	1994-1996
Mrs. Boyd Cash (Marolyn), 1306 Forest Avenue, Buena Vista 24416 .....	1996-1998
*Mrs. Jean Burcher, Newport News.....	1998-2000
Ms. Leigh Wintz, 2181 Jamieson Ave Unit 1505, Alexandria, VA 22314.....	2000-2002
Mrs. Raymond Darnell (Virginia), Mechanicsville .....	2002-2004
Mrs. Leon Beatty (Linda), 18315 Bryant Ave., Boykins, 23827.....	2004-2006
Mrs. Everette Sowers (Kathryn), 1214 Jeanette Ave, Vinton, VA 24179 .....	2006-2008
Mrs. William Wise (Emma Jean), 726 Fadley Rd., Weyers Cave, VA 24486.....	2008-2010
Mrs. Paul Royer (Hope), 700 Hermitage Rd, Manakin-Sabot, VA 23103 .....	2010-2012
Mrs. Jerry Craig (Teresa), 2412 Lizard Ridge Road, Bedford, VA 24523 .....	2012-2014
Mrs. Jerry Shields (Betty), PO Box 189, Grundy, VA 24614 .....	2014-2016
*Mrs. Glenn Edwards (Fran), Boykins .....	2016-2018
Miss Kelly Lane, 8401 Fredonia Rd, Richmond, VA 23227.....	2018-2020
Mrs. Dale Fisher (Robert), 9079 Park Ave, Manassas, VA 20110 .....	2020-2022
Mrs. Bonnie J. Rosemond (David), 1021 Phelps Creek Road, Gladys, VA 24554 .....	2022-2024
*Deceased	

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026  
**PAST GFWC VIRGINIA DIRECTOR OF JUNIOR CLUBS**

*Miss Marjorie Branch, Richmond .....	1942-1944
*Mrs. William S. Murray (Corinne).....	1944-1947
*Mrs. Charles W. Glenn.....	1947-1949
*Mrs. Charles H. Wood, Jr. (Dot) .....	1949-1951
*Ms. Georgianna C. Woodhouse.....	1951-1952
*Mrs. Harvey W. Carson (Ellen Kate) .....	1952-1954
Mrs. James D. Daniels, Atlanta, GA. (resigned) .....	1954
*Mrs. R. Clifton Long (Louise).....	1954-1956
Mrs. William B. Rhodes (JoAnn Russell) .....	1956-1958
*Mrs. A. T. Hove, Jr. (Juanita).....	1958-1960
*Mrs. Nolan S. Cutler, Jr. (Jane).....	1960-1961
*Mrs. Harold W. Garst (Bette).....	1961-1962
*Mrs. W. A. Watson, III (Betty) .....	1962-1964
*Mrs. T. H. Caffrey (Fran) .....	1964-1966
*Mrs. James M. Minor, Jr. (Fran) .....	1966-1968
*Mrs. James C. Helton (Evelyn) .....	1968-1970
*Mrs. J. Darrell Rice (Allene) .....	1970-1972
Mrs. Donald W. Warren (Faye), 2802 Logway Rd., Vienna 22180.....	1972-1974
*Mrs. John G. Slaughter (Nancy).....	1974-1976
Mrs. Samuel L. Lionberger, Jr. (Rindy), 55 Harbour View Cr., Penhook 24157 .....	1976-1978
*Mrs. Carl Ratcliff (Nancy McMillan).....	1978-1980
Mrs. Rodham T. Delk, Jr. (Betty), 101 Moonefield Dr., Smithfield 23430 .....	1980-1982
Mrs. Joseph A. Wintz, III (Leigh), 601 Holland Lane Apt 1301, Alexandria, VA 22314 .....	1982-1984
Mrs. Thomas M. Hayden, Jr. (Nancy), 7037 Cornfield Lane, Mechanicsville 23111 .....	1984-1986
Mrs. Terry W. Burgess (Joanie), 507 Waterfront Dr., Colonial Heights 23834.....	1986-1988
Mrs. Bill Turley (Angie), P. O. Box 165, Jonesville 24263 .....	1988-1990
Mrs. Roger Matthews (Martha), 22036 Fox Grove Rd., Parksley 23421 .....	1990-1992
Mrs. Victor Sorrell (Jan Vint), 1509 Point Meadow, Maidens, 23102 .....	1992-1994
Mrs. Michael Mares (Terri), 4108 Threechopt Rd., Hampton 23666 .....	1994-1996
Mrs. Patrick Hopkins (Kathy), 12161 Fox Mill Run Lane, Ashland 23005.....	1996-1998
Miss Dawn Barnes, P. O. Box 358, Floyd 24091.....	1998-2000
Miss Wanda Burley P.O. Box 1665, Amherst 24521.....	2000-2002
*Mrs. Scott Wine (Susan).....	2002-2004
Mrs. Andrew Chiles (Lesa) 307 Nancy Dr., Hampton 23669 .....	2004-2006
Miss Kelly Lane 8401 Fredonia Lane, Richmond 23227.....	2006-2008
Mrs. Matthew Rucker (Lori) 15757 Oak Lane, Haymarket 20169 .....	2008-2010
Miss Lori Chevalier 3706 White Oak Drive, Hopewell 23860 .....	2010-2012
Ms. Angela Paez 5313 Hidden Valley Drive, Prince George 23875.....	2012-2014
Mrs. Kristi Barber 311 Bunting Point, Yorktown, VA 23693.....	2014-2016
Mrs. Joy Matkowsky 6003 Trenholm Village Dr., Powhatan, VA 23139 .....	2016-2018
Mrs. Trina Behbahani 25113 McBryde Terrace, South Riding, VA 20152.....	2018-2020
Mrs. Jenny Hinegardner 2569 Springhill Road, Staunton, VA 24401 .....	2020-2022
Mrs. Denise Price 8225 Old Town Road, Disputanta, VA 23842.....	2022-2024
* Deceased	

**GENERAL FEDERATION OF WOMEN'S CLUBS**

**Executive Committee**

President ..... Suellen Brazil, GFWC Alabama  
President-elect ..... Wendy Carriker, GFWC North Carolina  
First Vice President ..... Jolie Frankfurth, GFWC Florida  
Second Vice President ..... Mary Beth Williams, GFWC Colorado  
Secretary..... Susan Gettys, GFWC Missouri  
Treasurer ..... Juliet Casper, GFWC South Carolina  
Director of Junior Clubs ..... Shannon Bailey, GFWC Florida  
Director-Elect of Junior Clubs ..... Trina Behbahani, GFWC Virginia  
Parliamentarian ..... Carol Habgood, GFWC Texas

**GFWC PAST PRESIDENTS FROM VIRGINIA**

Dorothea Dutcher Buck (Mrs. J. L. Blair) 1947-1950  
Phyllis Vreeland Roberts (Mrs. James Benton) 1986-1988  
Shelby Paisley Hamlett (Mrs. Leslie W. Hamlett) 2000-2002

**GFWC VIRGINIA MEMBERS SERVING GFWC**

GFWC Director-Elect of Junior Clubs ..... Trina Behbahani  
Convention Committee Member ..... Lori Chevalier  
WHRC Committee Member ..... Dale Fisher  
GFWC Resolution Committee Member..... Denise Price  
Writing Contest Chairman ..... Hope Royer  
Elections Committee Member ..... Kathryn Sowers

**SOUTHEASTERN REGION EXECUTIVE COMMITTEE**

President..... Reno Eltel, GFWC Maryland  
Vice President ..... Sharon Sheridan, GFWC Ohio  
Secretary ..... Kelly Lane, GFWC Virginia  
Treasurer..... Jan Allen, GFWC North Carolina

**GFWC VIRGINIA MEMBERS SERVING SOUTHEASTERN REGION (SER)**

SER Budget and Finance Chairman ..... Kathryn Sowers  
SER CSP Liaison Chairman ..... Dale Fisher  
SER Elections Chair..... Marlene Wine  
SER Financial Review ..... Bonnie Rosemond  
SER Protocol Chair..... Hope Royer

**GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA**

**2024-2026 EXECUTIVE BOARD**

President ..... Susie Mowry  
 First Vice President/President-elect..... Cynthia Baroody  
 Second Vice President ..... Carolyn Fellers  
 Third Vice President/Director of Junior Clubs ..... Joanne Dixon  
 Secretary ..... Amy Riggs  
 Treasurer ..... Lynne Wherry  
 Alice Kyle District President ..... Carol Pridgen  
 Blue Ridge District President..... Camilla Cabaniss  
 Lee District President..... Kelly Lane  
 Northern District President ..... Yvonne Sening  
 Shenandoah District President ..... Laura Coburn  
 Southside District President..... Julie Johnson  
 Southwestern District President..... Amy DeWilde  
 Tidewater District President ..... Jane May

Parliamentarian ..... Sarah Entsminger

**GFWC VIRGINIA HEADQUARTERS**

Executive Secretary ..... Heather Craven  
 P. O. Box 8750, Richmond 23226 804/288-3724  
 Office Hours: 10:00 - 2:30 p.m. Monday and Wednesday

Physical address (No mail) 513 Forest Ave, Richmond, VA 23229

**E-mail: [gfwcvirginia@verizon.net](mailto:gfwcvirginia@verizon.net)  
 or [headquarters@gfwcvirginia.org](mailto:headquarters@gfwcvirginia.org)**

**Web Site: [www.gfwcvirginia.org](http://www.gfwcvirginia.org)**

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026  
**GFWC VIRGINIA JUNIOR EXECUTIVE BOARD 2024-2026**

Director of Junior Clubs .....	Joanne Dixon
Assistant Director of Junior Clubs .....	Lynn Chapman
Junior Secretary/Treasurer .....	Jessica Thomas
Alice Kyle Director of Junior Clubs .....	Colleen Barnes
Blue Ridge Liaison .....	Amy Dempsey
Lee Director of Junior Clubs.....	Danielle Basham
Northern Director of Junior Clubs .....	Jaclyn Francis
Shenandoah Director of Junior Clubs .....	vacant
Southside Director of Junior Clubs.....	Mary Katherine Steed
Southwestern Director of Junior Clubs.....	JoBeth Wampler
Tidewater Liaison .....	Ann Schultz
Junior Parliamentarian .....	Elizabeth Blair Trent

**GFWC VIRGINIA JUNIOR APPOINTMENTS 2024-2026**

GFWC Junior Program “Advocates for Children” .....	Amanda Paez
Junior Membership .....	Alaina Chaffee
Junior Credentials .....	Michelle Clary
Junior Courtesy .....	Heather Dunn
Juniorette Advisor.....	Stephanie Griffin

**GFWC VIRGINIA JUNIOR STANDING COMMITTEES 2024-2026**

**BUDGET and FINANCE**

Chairman – Jessica Thomas

- ✧ Colleen Barnes
- ✧ Danielle Basham

**BYLAWS**

Chairman – Elizabeth Blair Trent

- ✧
- ✧ Ilia Desjardins

**STANDING RULES**

Chairman – Lynn Chapman

- ✧ Jaclyn Francis
- ✧ JoBeth Wampler

**FUNDRAISING**

Junior Executive Board

**GFWC SPECIAL PROGRAMS 2024-2026**

**GFWC SIGNATURE PROGRAM -**

*Domestic and Sexual Violence Awareness and Prevention* .....Joyce Jolly, Chairman

**GFWC JUNIORS' SPECIAL PROGRAM -**

*Advocates for Children* .....Amanda Paez, Chairman

**GFWC COMMUNITY SERVICE PROGRAMS 2024-2026**

**ARTS AND CULTURE COMMUNITY SERVICE PROGRAM**

Chairman.....Helen Hill

Arts Contest Coordinators.....Carol Guilliams-Mills & Florence Powell

**CIVIC ENGAGEMENT AND OUTREACH**

Chairman.....Sue Trussell

**EDUCATION AND LIBRARIES COMMUNITY SERVICE PROGRAM**

Chairman..... Ilia Desjardins

**ESO Coordinator** ..... Ilia Desjardins

**HOBY Coordinator** .....Carol Outten

**ENVIRONMENT COMMUNITY SERVICE PROGRAM**

Chairman.....Emily Amick

**HEALTH AND WELLNESS COMMUNITY SERVICE PROGRAM**

Chairman.....Suzanne Williams

NOTE: See “Junior Information” Section of this Yearbook for additional Junior appointments and Junior Executive Committee.

**GFWC ADVANCEMENT PLANS 2024-2026**

- COMMUNICATIONS AND PUBLIC RELATIONS** .....Lynn Osborne, Chairman
- LEADERSHIP**,.....Cynthia Baroody, Chairman  
Junior Chairman .....Lynn Chapman  
GFWC Virginia LEADS Coordinator.....Jenny Hinegardner  
Reporting.....Stephanie Griffin, Chairman
- LEGISLATION AND PUBLIC POLICY**..... Maureen Mike, Chairman  
    ✧ Faye Bocoock  
    ✧ Tricia Duvall  
    ✧  
    ✧ Stacy LaMack, Junior Member
- LEGISLATION DAY** ..... Tricia Duvall/Lynne Wherry, Co-Chairman
- MEMBERSHIP** ..... Carolyn Fellers, Chairman  
Junior Chairman.....Alaina Chaffee
- GFWC WOMEN'S HISTORY AND RESOURCE CENTER** ..... Hope Royer, Chairman
- FUNDRAISING** ..... Miranda Lester, Chairman

**GFWC VIRGINIA STANDING COMMITTEES 2024-2026**

- BUDGET AND FINANCE**.....Lori Chevalier, Chairman  
Committee consists of members of the GFWC Virginia Executive Committee and GFWC Virginia Executive Secretary
- BYLAWS**.....Lori Rocker, Chairman  
    ✧ Pat Cloey  
    ✧ Lee Patterson  
    ✧ Carol Preston  
    ✧ Elizabeth Blair Trent, Junior Member  
    ✧ Sarah Entsminger, advisor
- CREDENTIALS**.....Angela Paez, Chairman  
Junior Chairman..... Michelle Clary  
GFWC Virginia Treasurer .....Lynne Wherry  
GFWC Virginia Parliamentarian (Advisor)..... Sarah Entsminger
- GFWC VIRGINIA ENDOWMENT FUND**.....Gloria Worrell, Chairman  
Committee consists of members of the GFWC Virginia Budget and Finance Committee

**RESOLUTIONS** .....Marlene Wine, Chairman

- ✧ Marilyn Banes
- ✧ Becky Pollard
- ✧ Sandi Rickmond
- ✧ Denise Price, Junior Member
- ✧ Celeste Corrigan – Legislation Chairman (ex-officio)

**SCHOLARSHIPS**

(Mary Macon McGuire, Phyllis V. Roberts) ..... Dale Fisher, Chairman

- ✧ Tabatha Nester
- ✧ Bonnie Rosemond
- ✧ Ann Kay Walters
- ✧ Kathy Cain, Junior Member

**STRATEGIC PLANNING** ..... Trina Behbahani, Chairman

- ✧ Chris Pisciak
- ✧ Pat Reinders
- ✧ Carolyn Fellers (GFWC Virginia Membership Chairman)
- ✧ Cynthia Baroody (GFWC Virginia President-elect)
- ✧ Lynn Chapman, Junior Member

**GFWC VIRGINIA SPECIAL APPOINTMENTS/COMMITTEES/PROJECTS 2024-2026**

**AFFILIATES COORDINATOR**.....Terry Putman

**AV/TECHNICAL COORDINATOR** .....Sue Vaughn

**CHAPLAIN**.....Marolyn Cash

**COMMUNITY IMPACT PROGRAM AWARD** .....Jean Cobb, Chairman

**GFWC VIRGINIA STATE PROJECT**

Supporting Early Childhood Education ..... Nancy Vadersen, Chairman

**HEADQUARTERS**..... Judy Gough, Chairman

**HISTORIAN**.....Linda Beatty

**MEETINGS COMMITTEE**.....Teresa Craig/Judy Middleton

**PHOTOGRAPHER**..... Anne Bryant

**PRESIDENT'S ASSISTANT**..... Martha Matthews

**REPORTING** .....Stephanie Griffin

**SER HOSTING**.....Kathryn Sowers

**THE VIRGINIA CLUBWOMAN**..... Pat Jeffress, Editor

**WEB DESIGNER**..... Amanda Paez

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## **GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA**

### **A Brief History**

The story of the General Federation of Women's Clubs of Virginia is indeed fascinating. In 1907 the General Federation of Women's Council was to meet in Norfolk in conjunction with the Jamestown Exposition. In the meantime, Alice Aunspaugh Kyle, President of The Woman's Club of Lynchburg and Elizabeth Gish, Chairman of the Club's State Federation Committee, were thinking of forming a federation of clubs in Virginia. The Woman's Club of Lynchburg sent out invitations to existing clubs in Virginia to attend a convention on May 16, 1907 at the Lynchburg YMCA. The result of this meeting was the formation of the Virginia Federation of Women's Clubs with a membership of ten clubs and almost 700 women. Mrs. Kyle was elected the first president and is fondly remembered as "Mother Kyle". The Woman's Club of Norfolk hosted the GFWC Council Meeting with great success. However, the fledgling organization found some of GFWC's policies too liberal and they did not join GFWC until 1910. In 2000 the name of the organization was changed from the Virginia Federation of Women's Clubs to the VFWC of GFWC. In 2002 the name was again changed to General Federation of Women's Clubs of Virginia, to be known as GFWC Virginia.

"Service, the Debt of Education" was chosen as the motto for the state in 1913. Even though promoting education for women was the initial drive, the women made it very clear that this did not mean just formal education advancement, but the "continuing process which comes about through reading, listening, acting." The emblem of the state flag lying on a wreath of golden rod in the chosen colors of blue and gold was also adopted in 1913.

Details of the early meetings of Virginia can be found in the history written by Etta Belle Northington, past state President, as part of the Golden Jubilee which was celebrated in 1957. All records and important papers were collected, indexed and presented to the State Library. Mrs. Northington wrote her book from this information, and the fact that she knew each president who served during the 50 years adds special interest.

In the early years, members helped initiate the industrial arts program into rural schools; supported school fairs which exhibited vocational training projects; worked to establish a state supported women's university and supplied books to libraries, in fact, the Federation established 75% of the libraries in existence. They worked for legislation that would assure adequately trained and paid teachers, expanded building of schools, worked for compulsory attendance and the establishment of libraries. These women also pioneered action in fields of sanitation, pure food and the clean up of litter and filth from public places.

Health issues also claimed the attention of clubwomen as infant mortality was high; tuberculosis was the number one killer, the death rate from typhoid and the incidence of malaria were causes for alarm, so they worked to clean up open wells and outdoor privies and demanded that all stores selling food be screened to keep out insects and dust. Clubwomen today are still concerned with health issues. They can be found working with the American Cancer Society, the Arthritis Foundation, American Heart Association, and other health organizations; conducting osteoporosis screenings, blood pressure screenings, working with children with cancer and much more. Virginia clubwomen raised money for cancer treatment machines, i.e., Maxitron, Clinac and a linear accelerator at the Massey Cancer Center in Richmond.

A Federation magazine "Club Life in the Old Dominion" was first published in 1921, fell on hard times and was reactivated in 1928 with the President serving as editor. "The Virginia Clubwoman" official publication of the Federation is now published five times per year with the editor appointed by the president. This magazine and the yearbook are indispensable tools for all clubwomen. Headquarters for the Federation was established and housed in a small room in the Woman's Club of Richmond, and was later moved to the mezzanine floor of the Jefferson Hotel and remained there many years. It was then moved to the Berkshire for twelve years and in 1992 was relocated to 513 Forest Avenue. Headquarters serves as base of operations for officers and chairmen and a source of help to all members. The Executive Secretary is in the office to handle general business, distribute materials and disseminate information. Contributions from clubs and clubwomen help maintain Headquarters, but the major support is realized from the interest on the state's Endowment Fund. The Headquarters Building Fund was merged with the Nellie Watts Flemming Endowment Fund to become the GFWC Virginia Endowment Fund in 2000.

Convention minutes show that Juniors became a part of Virginia Federation in 1924. The Newport News Juniors were the first Junior Department. Today, the Director of Junior Clubs is the Third Vice President of GFWC Virginia and a member of the Board of Directors of GFWC.

Scholarships have been of major interest to clubwomen. In addition to other work to improve educational opportunities in Virginia, many clubs give their own scholarships, as well as lending support to the state scholarships: Mary Macon McGuire and the Phyllis V. Roberts Scholarships. These funds are administered by the state's Scholarship Committee.

Virginia clubwomen have supported safety, crime prevention, child welfare, the artmobile from the Virginia Museum, get out the vote, billboard blight removal, court watching, patriotic campaigns, mental health research and education, gave money for a heated physical therapy pool to the Children's Rehabilitation Center of the University of Virginia.

For many years clubwomen, especially Juniors, worked tirelessly for the upkeep and development of Camp Easter Seal West in Craig County. In 1978, Virginia clubwomen adopted the building of Camp Easter Seal East in Caroline County. Since that time the central building named "Federation Lodge" was built, a heated pool with cover, another dormitory building, and a multipurpose building have been constructed with the Federation being the major contributor. In the fall of 2001 ground was broken for a Health Care and Speech Therapy Center, which was officially dedicated in 2004. During the 2004-06 administration, over \$70,000.00 was raised to assist Camp Easter Seal with the maintenance of Camp in Craig County.

Canine Companions for Independence was introduced in 1986 and Virginia members immediately became involved. Virginia was the FIRST state to provide the funds to train a dog to assist a disabled person and since then Virginia clubwomen have contributed funds to place six dogs with Virginians with disabilities.

Operation Smile was introduced in 1988 and has continued as a major focus of clubwomen. Virginia club members have also volunteered their services to this medical mission to developing countries, working in the Philippines, China and Africa. Clubs still provide money and make "smile bags" and gowns for children receiving surgery during the missions. Operation Smile was introduced to GFWC and adopted as an objective by them in 1990.

GFWC Virginia has had the honor of having three of its members serve as GFWC International President: Mrs. J. L. Blair Buck-1947-50, Mrs. James B. Roberts-1986-88, and Mrs. Leslie W. Hamlett, Jr.-2000-2002.

GFWC Virginia holds an annual convention for the purpose of conducting the business of the federation, an annual conference with workshops for training purposes and orientations for officers and chairmen.

Beginning in 2006 with the appointment of a 100th Anniversary Committee, plans emerged for two years of events to celebrate our history in Federation. The first year included the 2007 Convention Champagne (Sparkling Cider) Banquet, Memorial Service and Hats and Gloves luncheon. With the 2008 Convention, we were featuring our chorus, fashions of the decade's revue and completion of our written history book. Scrapbooks from districts were available for viewing. Ornaments and pins were created for members to obtain items of remembrance. With special events, mementos, fashions, music, and written history, we have reviewed our past, celebrated our accomplishments, and accepted challenges to step forward into our future of volunteering.

Virginia Clubwomen surged into their Second Century of Service with a challenging State Project for 2008 – 2010 - the raising of funds for the purchase of a fully equipped ambulance for the Virginia Tech Student Rescue Squad. This volunteer effort was to provide a living memorial to the students lost in the April 2007 campus tragedy, one of which was the son of a Virginia Junior. Despite the depressed economy, over \$110,000 was raised and the newly purchased vehicle was presented as a surprise to Convention 2010 attendees!

The 2008 – 2010 Administration also launched a Strategic Plan Committee as well as a Study Committee to review publication practices. The findings and recommendations of both furnished valuable data to guide the future of GFWC Virginia.

In support of the GFWC Signature Program, Virginia club women embraced the 2010-2012 State Project and its partnership with Prevent Child Abuse Virginia, "Take Time to Save A Child...". More than \$65,000.00 in financial contributions and in kind services were provided to support Healthy Families' programs across the Commonwealth. A Pilot Study was completed on the distribution of *The Virginia Clubwoman* magazine. The Committee's research netted a 51% saving on distribution costs. Extensive review of Bylaws provided more than 55 amendments, including one that established a Strategic Planning Committee, allowing for ongoing leadership, membership and identity initiatives.

*Observing...to take notice...to take action!* That is just what Virginia's dedicated and tireless volunteers did during 2012-2014! Embracing conservation, the state project, clubs across the state rolled up sleeves and grabbed work tools to introduce our youth to nature and improve their communities. One club initiated/partnered with 10 local groups to achieve two gardens and natural areas for migrating monarch butterflies. A priority put into action was to inspire our members to become comfortable and embrace the "digital age" with a conference geared toward this and marketing their clubs. We even Skyped a GFWC officer that weekend! An increase in club and district websites and the use of multimedia among members has blossomed

In 2016 our President challenged the membership to "Dare to Dream of No Hunger". This the

members did in volume and food was distributed in everyplace we met. We had the first Conservation Fashion Show. Clubs were asked to present an outfit made of plastic tote bags. Virginia sent a representative to GFWC Convention. Members contributed to the Capital Fund for Naming Rights to Shelby Hamlett's portrait to hang in GFWC Headquarters. St. Jude became part of our conversation, as we were made aware of its mission. Members took part in the Annual St. Jude Walk. Hopewell Junior Woman's Club became the proud sponsor of Southside's first Juniorette Club. Clubs did their work in membership and community service. In January 2018 we were saddened by the passing of President Fran Edwards.

Federation volunteers were challenged to "Step Up To Stop Human Trafficking" during the 2018-2020 Administration. Clubs supported the State Project by sponsoring classes to introduce the Prevention Project Curriculum of Richmond Justice Initiative. A donation of \$10,038.77 was made to RJI. Members had fun with the SHOES symbol as they worked on programs and projects including longstanding (30<sup>th</sup> year helping at the State Fair, 20<sup>th</sup> year of the Endowment Fund which had grown to \$371,371.00, and presentation of 9 scholarships) plus newer initiatives (electronic reporting and giving the website a new look).

2020 brought the historic Covid-19 pandemic with accompanying shutdown. Meetings were cancelled including Convention 2020. Election of officers for 2020-2022 was accomplished using online techniques. Digital age meeting methods allowed the completion of necessary work in the final months of the 2018-2020 administration.

The Administration of 2020-2022 was a different one to say the least. Because of Covid-19, meetings and activities were either canceled or curtailed. For the first time a GFWC Virginia meeting was held via Zoom. 191 registrants met remotely for our Summer Conference to hear guest speaker, Patricia Wirth, CEO of the Turning Point Suffragist Memorial, and new program ideas from our state chairmen. In the spring of 2021, our second virtual meeting featured guest speaker, Jolie Frankfurth, GFWC Secretary, spoke on "Using Social Media to Gain the Right Attention." The State Project was put into action by collecting funds for the purchase of a bus for the Armed Forces YMCA of Hampton Roads. The goal was \$35,000.00. By April 2022, over \$42,000 collected funds enabled GFWC Virginia to present a check for the purchase of the bus. GFWC Virginia lost two distinguished members during the 2020-2022 administration, Shelby Hamlett Past GFWC Virginia President and Past GFWC President and Millie Brown Past GFWC Virginia President. Both Ladies gave much to GFWC and GFWC Virginia. As the administration ended, members visited the Virginia Beach Oceanfront on one of the coldest weekends that spring. One thing became abundantly clear from the administration is that ZOOM is part of our world as several Convention speakers addressed members via Zoom.

The 2022-2024 Administration was an "Enlightening" one as we supported the state project of "Education of Virginia's Natural Resources - flora and fauna, waters, soil and woods" and took a "Step in Time" to improve our health in the "It's All About Me in 2023" challenge. Members supported the State Project with the purchase of Dogwood leaves and blossoms for the Federation Forest, sent in donations and purchased state project pins that led to \$12,000 being raised, which was split between the Virginia Forestry Educational Foundation and Wildlife Center of Virginia. This administration also saw the end of a 35-year run of volunteerism with the State Fair of Virginia. A fringe tree (*Chionanthus virginicus*) has been planted on the State Fairground in honor of GFWC Virginia. Three new Past District Presidents Clubs were formed during this time as well. Membership held steady with a zero net gain/loss in members! A beautiful redesigned GFWC Virginia emblem that includes the General Federation of Women's Clubs emblem was adopted at the 2024 GFWC Virginia Convention.

**GENERAL FEDERATION OF WOMEN'S CLUBS  
A CAPSULE HISTORY**

Founded in 1890, the General Federation of Women's Clubs (GFWC) – one of the world's oldest nonpartisan, nondenominational women's volunteer service organization- is well into its second century of volunteer service in communities throughout the United States and the world.

GFWC traces its roots back to Jane Cunningham Croly, an accomplished New York newspaperwoman, who wrote under the pen name of Jennie June. Indignant that she and other women were denied admittance to a banquet honoring Charles Dickens in 1868 at the all-male New York Press Club simply because they were women, she determined to organize a club for women only. The name chosen for this club was Sorosis, a Greek word meaning "an aggregation: a sweet flavor of many fruits." Although Sorosis' founders originally supposed they were starting a new movement, they became aware over the years of the existence of other women's clubs that had formed independently to meet the needs of women in the expanding country.

As Sorosis approached its 21<sup>st</sup> year, Mrs. Croly proposed a conference in New York that brought together delegates from 61 women's clubs. On the last day of the conference, the women took action to form a permanent organization. A committee to draft a constitution and plan of organization to be ratified the following year was chosen, with Sorosis President Ella Dietz Clymer as chairman. The constitution was adopted in 1890, and the General Federation of Women's Clubs was born. It was chartered in 1901 by the U.S. Congress.

**MOTTO**

Ella Dietz Clymer gained a particular place of honor in Federation history as the author of the GFWC motto, "Unity in Diversity." Speaking to the delegates at the first conference, she said, "We look for unity, but unity in diversity. We hope that you will enrich us by your varied experiences..." The aptness of the motto is evident in the diverse interests and methods of GFWC members, who have implemented a broad range of programs and projects tailored to meet the needs of their communities. It set the tone for the flexibility that has allowed GFWC to grow and adapt to the changing and diverse lifestyles and concerns of women throughout more than a century of volunteer work.

**HEADQUARTERS**

In 1901, the 56th U.S. Congress granted the General Federation of Women's Clubs a Federal Charter, which stipulated that GFWC maintain its headquarters in Washington, D.C. GFWC maintained temporary war service and editorial offices in the nation's capital during WWI, and in 1920 adopted a resolution to establish permanent headquarters there that would "be commensurate with the dignity, size and influence of the organization." In 1922 GFWC clubwomen purchased 1734 N Street NW in the fashionable Dupont Circle neighborhood, acquiring the colorful stories of all its former owners along with the elegant Victorian mansion.

When retired Rear Admiral William Radford (1808-1890) built the grand home at 1736 (now 1734) N Street NW in 1875, the neighborhood's central feature was known as "Pacific Circle." It would not be identified as "Dupont Circle" until 1884 with the erection of a statue memorializing Rear Admiral Samuel Du Pont. The Radfords lived in the home for several years; in one of Washington society's most notable events, Admiral Radford's daughter Sophia married Russian diplomat Vladimir de Meissner in the family home in 1878.

General Nelson A. Miles (1839-1925), who achieved military notoriety in the American Civil War and

Indian Wars, was the home's next owner. In late 1895, soon after Miles' transfer to Washington to assume command of the U.S. Army, "The General Miles Testimonial Association" organized in New York to raise funds toward the purchase of a home for him in the capital city. The Washington Post later reported that about \$40,000 was collected for the purchase of 1736 N Street NW.

General Miles sold the home to New Yorkers John and Grace Hoffman White in 1908. The Whites extensively modernized both the exterior and interior of the home. The décor reflected Mr. White's interest in exotic animals and birds, such as those depicted by noted muralist Albert Herter on the painted wall canvasses in the drawing room. Like General Miles, John White used the room above the carriageway to display artifacts and big game trophies. Grace Hoffman White, a suffragist, peace activist, and writer, decorated some of the home's furnishings with poetic sentiments. A few of these are now in GFWC's collections, including the music room mantel engraved with the words: "I cannot warm you if your heart be cold." The Whites leased the home to Uruguay for its legation during World War I, and to the new nation of Czechoslovakia after the war, before selling it to GFWC in 1922.

Today the building provides office space for the professional staff that administers programs and services for the organization, and also is the residence of the GFWC International President during her two-year term. The building, which retains much of its original character and elegance, is toured each year by club members and many distinguished visitors and guests from all over the United States and the world.

In 1991, GFWC Headquarters was designated a National Historic Landmark by the National Park Service and the Secretary of the Interior in recognition of its "national significance in commemorating the history of the United States of America". GFWC Headquarters is one of the few (5%) historic landmarks currently associated with women's history.

## **GOALS and ACTIVITIES**

As it unites member clubs, the Federation's goal is to encourage women to improve their skills, expand their rights and apply their abilities and special sensitivity to the problems of their communities and nation. Although clubs were originally founded as a means of self-education and development for women, gradually the emphasis changed to community service. GFWC areas of activity include the arts, conservation, education, home life, international outreach, and public issues, as well as other special projects. It has a distinguished record of activity on issues of historical importance, beginning with the establishment of a national model for juvenile courts and of service in the forefront of the conservation movement resulting in the establishment of the Forest Reserve in 1899. GFWC is credited with the passage of the Pure Food and Drug Act in 1906. The federation also supported legislation for the eight-hour workday and the first child labor law. As early as 1944, GFWC endorsed a resolution supporting equal rights and responsibilities for women. Other historic accomplishments over the past 130 years include:

- Founding more than 75 percent of our nation's libraries

- Developing Kindergarten programs in public schools

- Working for food and drug regulation

- Leading the drive for emergency relief support for efforts from World War I, to September 11, and to recent devastation in Haiti, Japan, and the U.S.

The small banding together of existing clubs in the early 1890s has become an international organization of over 60,000 community-based volunteers in over 2,300 clubs in 50 states plus the District of Columbia and over a dozen countries.

## **GFWC VIRGINIA BYLAWS**

### **ARTICLE I - NAME**

This organization shall be known as the General Federation of Women's Clubs of Virginia hereinafter referred to as GFWC Virginia.

### **ARTICLE II – OBJECT**

The object of this non-profit organization shall be to bring into closer unity the women's clubs of GFWC Virginia in order to promote, through their common interest, the cultural, educational and environmental welfare of the Commonwealth. GFWC Virginia is organized exclusively for charitable, educational and scientific purposes, including for such purposes the making of distributions to organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future Federal tax code.

No part of the net earnings of GFWC Virginia shall inure to the benefit of, or be distributable to, its members, directors, officers or other private persons except that GFWC Virginia shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of GFWC Virginia shall be the carrying on of propaganda. This organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, GFWC Virginia shall not carry on activities other than those permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code.

### **ARTICLE III – MEMBERSHIP**

#### **Section 1. Classes of Membership**

- A. Woman's Club - A club whose purpose is germane to the work of GFWC Virginia.
- B. Junior Woman's Club – A club whose membership consists of young women whose purpose is germane to the work of GFWC Virginia.
- C. Juniorette Club - A club whose membership is composed entirely of middle school/junior high and high school age students whose purpose is germane to the work of GFWC Virginia.
- D. Statewide Club – A club whose membership is not bound to a specific geographic area within the state whose purpose is germane to the work of GFWC Virginia.
- E. Associate Organization – An organization whose work is germane to the programs of GFWC Virginia at the discretion of the GFWC Virginia Executive Board.

#### **Section 2. Eligibility**

- A. Any club not a secret society, having for its object any work that is nonsectarian, nonpartisan political may be eligible for membership.
- B. Juniorette Club as defined in ARTICLE III, Section 1. C. shall be sponsored by a GFWC Virginia Club. A member of the sponsoring club shall serve as an advisor to the Juniorette club. A member of the sponsoring club shall attend all Juniorette meetings, without a vote.
- C. Statewide Club – A club shall request, at the time of application, to be classified as a Woman's Club or Junior Woman's Club and to be assigned to a specific District. Upon chartering, as defined in ARTICLE III, Section 3. A., the GFWC Virginia Executive Committee will confirm the classification and District of the new club.
- D. Associate Organization - As defined in ARTICLE III, Section 1. E. may be eligible for membership at the discretion of the GFWC Virginia Executive Board.

### **Section 3. Requirements**

#### **A. New Club**

1. Each club interested in membership in GFWC Virginia shall follow the "GFWC Virginia New Club Guidelines". Clubs may receive assistance from the GFWC Virginia Second Vice President, GFWC Virginia Junior Membership Chairman, District Second Vice Presidents, and/or District Junior Membership Chairmen.
2. Clubs applying for membership shall have a minimum of eight members.
3. GFWC shall precede the name of all new clubs applying for membership in GFWC Virginia.
4. Each application for membership shall show that the organization requires no partisan political test for membership, that it is not a secret society and that it does not tolerate, either by practice or teaching, any violation of state or national laws.
5. Clubs applying for membership shall submit a properly prepared application accompanied by one copy of its bylaws to the GFWC Virginia Parliamentarian for review. Upon approval of the bylaws, the GFWC Virginia Parliamentarian shall forward the signed application to the GFWC Virginia Second Vice President.
6. The GFWC Virginia Executive Committee shall review the application for membership and recommend action by the GFWC Virginia Executive Board.
7. A majority vote of approval of the GFWC Virginia Executive Board shall be required. The vote, if taken by mail or electronic means, shall be ratified and included in the Minutes of the next GFWC Virginia Executive Board meeting.
8. All clubs affiliated with GFWC Virginia shall be members of a District, with the exception of Associate Organizations. District membership shall be confirmed by the GFWC Virginia Executive Committee at the time of charter.
9. Within 15 days of action, the GFWC Virginia Second Vice President shall notify the club of the status of its application. Upon charter, clubs approved for membership become members of GFWC, GFWC Virginia, and the respective district. The GFWC Virginia Second Vice President shall submit new club paperwork to GFWC.
10. Within 30 days of charter, a \$10.00 Chartering Fee and GFWC and GFWC Virginia dues shall be submitted to GFWC Virginia Headquarters. District dues shall be submitted to the District Treasurer. Dues shall be paid on the number of members at time of charter.
11. Dues paid by clubs chartered after the first day of September shall be credited as GFWC Virginia annual dues for the year beginning the 25<sup>th</sup> of the January following.
12. A newly chartered club whose application for membership is postmarked no later than February 1 shall be entitled to representation at the Annual Convention.

B. When two or more GFWC Virginia clubs choose to combine, they shall follow the procedure defined in ARTICLE III, Section 3. A.

#### **C. Associate Organization**

1. An organization interested in associate membership shall complete the Associate Organization Application.
2. The GFWC Virginia Executive Committee shall review the application for membership and recommend action by the GFWC Virginia Executive Board.

### **Section 4. Name Change**

When a club changes its name, it shall submit written notice within 15 days of the name change to the GFWC Virginia Second Vice President and GFWC Virginia Headquarters. The GFWC Virginia Second Vice President shall notify the District Second Vice President and GFWC.

### **Section 5. Change in Class of Membership**

When a club wishes to change its class of membership, it shall submit the proposed change in writing to

the GFWC Virginia Second Vice President for approval by the GFWC Virginia Executive Board. Within 15 days of GFWC Virginia Executive Board action, the GFWC Virginia Second Vice President shall notify the club. Upon approval, the GFWC Virginia Second Vice President shall notify the District Second Vice President and GFWC.

### **Section 6. Termination**

- A. The GFWC Virginia Treasurer shall send written notice of non-payment of dues to clubs no later than March 1. Clubs for which dues are not paid by March 31 shall no longer be affiliated with GFWC Virginia. Membership may be renewed within the same calendar year by written request to the GFWC Virginia Second Vice President for action by the GFWC Virginia Executive Board.
- B. A club or Associate Organization that is considered to be actively and openly disloyal to the declared object/purpose of GFWC Virginia may lose its affiliation with GFWC Virginia. The GFWC Virginia President shall notify the club or Associate Organization of the proposed action and cause thereof. The club or Associate Organization shall be afforded the privilege of being heard by the GFWC Virginia Executive Board in its own defense prior to action. A two-thirds vote of the GFWC Virginia Executive Board shall be required to terminate the affiliation. The GFWC Virginia President shall send written notice to the club or Associate Organization within five days of GFWC Virginia Executive Board action. Upon termination of affiliation, the GFWC Virginia Second Vice President shall send written notice to GFWC.

### **Section 7. Withdrawal from GFWC Virginia**

Any club or Associate Organization terminating its affiliation with GFWC Virginia shall submit written notice of the decision made by the club or Associate Organization within 15 days of action to the GFWC Virginia President who shall notify the GFWC Virginia Executive Board. Upon termination of affiliation, the GFWC Virginia Second Vice President shall send written notice to the District President and GFWC.

## **ARTICLE IV - JUNIOR MEMBERSHIP**

### **Section 1. Membership**

- A. Clubs whose membership consists of young women may be classified as Junior Clubs.
- B. GFWC Virginia Junior Clubs shall hold membership in and participate in the programs of GFWC Virginia. They shall be governed by all provisions of GFWC Virginia, except where exempted.

### **Section 2. Nominations and Elections**

- A. Nominations for the office of GFWC Virginia Third Vice President/Director of Junior Clubs shall be made by a Nominating Committee consisting of a Junior member from each District elected at a District meeting in the second year of the administration, and a Chairman who shall be elected by the GFWC Virginia Junior Executive Board. No member of the GFWC Virginia Junior Executive Board or GFWC Virginia officer may serve on the GFWC Virginia Junior Nominating Committee. The GFWC Virginia Junior Nominating Committee Chairman shall forward the name of the nominee(s) for the office of GFWC Virginia Third Vice President/Director of Junior Clubs to the GFWC Virginia Nominating Committee Chairman for inclusion on the proposed slate of GFWC Virginia officers.
- B. Nominations for the office of GFWC Virginia Assistant Director of Junior Clubs, GFWC Virginia Junior Secretary, GFWC Virginia Junior Treasurer or GFWC Virginia Junior Secretary/Treasurer shall be made by the GFWC Virginia Junior Nominating Committee and presented for election at the Junior Business meeting at the GFWC Virginia Annual Convention in even-numbered years. Additional nominations for the office of GFWC Virginia Assistant Director of Junior Clubs, GFWC Virginia Junior Secretary, GFWC Virginia Junior Treasurer or GFWC Virginia Junior Secretary/Treasurer may be made from the floor at the Junior business meeting at GFWC Virginia Annual Convention. Election shall be by ballot. A majority vote shall elect.

### **Section 3. Junior Officers**

- A. The GFWC Virginia Junior officers shall be: a GFWC Virginia Third Vice President/Director of Junior Clubs, elected by GFWC Virginia, an Assistant Director of Junior Clubs, a Junior Secretary, a Junior Treasurer or a Junior Secretary/Treasurer, elected by the GFWC Virginia Junior membership. Each elected GFWC Virginia Junior officer shall hold membership in a GFWC Virginia Junior club.
- B. GFWC Virginia Junior Officers shall serve for a term of two years or until their successors are elected and assume office. With the exception of the GFWC Virginia Junior Secretary, the GFWC Virginia Junior Treasurer or GFWC Virginia Junior Secretary /Treasurer who may serve for two successive terms, no GFWC Virginia Junior officer shall serve a successive term in the same office. A GFWC Virginia Junior officer who has served for one year or more shall be considered as having served a full term.
- C. The term of office shall begin at the close of the GFWC Virginia Annual Convention in even-numbered years.
- D. A vacancy in the office of GFWC Virginia Third Vice President/Director of Junior Clubs shall be filled by a majority vote of the remaining members of the GFWC Virginia Executive Board. A vacancy in any other Junior office shall be filled by a majority vote of the remaining members of the GFWC Virginia Junior Executive Board. In the event the GFWC Virginia Junior Executive Board determines that any Junior officer, except the GFWC Virginia Third Vice President/Director of Junior Clubs, is unable to perform the duties of the office, the GFWC Virginia Junior Executive Board shall determine if the officer shall continue her term in office.

### **Section 4. Duties of Junior Officers**

- A. The GFWC Virginia Third Vice President/Director of Junior Clubs shall perform the duties as defined in ARTICLE VIII, Section 5. D., the GFWC Virginia Standing Rules, and the GFWC Virginia Junior Standing Rules.
- B. The Assistant Director of Junior Clubs shall:
  - 1. In the absence of the GFWC Virginia Third Vice President/Director of Junior Clubs, perform the duties of the GFWC Virginia Third Vice President/Director of Junior Clubs;
  - 2. Serve with the GFWC Virginia First Vice President/President-elect, as coordinators of GFWC Community Service Programs, GFWC Advancement Plans, GFWC Junior Special Program, and GFWC Virginia Junior Special Programs, and coordinate the work of GFWC Virginia;
  - 3. Serve as Junior member of GFWC Virginia Strategic Planning Committee;
  - 4. Attend the GFWC and GFWC Virginia orientation meetings;
  - 5. Make plans for the ensuing Administration;
  - 6. Perform other duties as delegated by the GFWC Virginia Junior Executive Committee.
- C. The Junior Secretary shall:
  - 1. Keep a record of the proceedings of the meetings of the GFWC Virginia Junior membership and the GFWC Virginia Junior Executive Board;
  - 2. Distribute copies of the draft minutes of all GFWC Virginia Junior meetings to the GFWC Virginia Third Vice President/Director of Junior Clubs and to the committee appointed to review and approve the draft minutes no later than two weeks following the meetings;
  - 3. Send approved Minutes with attachments to the members of the GFWC Virginia Junior Executive Board and GFWC Virginia Headquarters no later than two weeks following approval;
  - 4. Perform other duties as delegated by the GFWC Virginia Junior Executive Committee.
- D. The Junior Treasurer shall:
  - 1. Disburse funds only on request by a completed and approved voucher co-signed by the GFWC Virginia Third Vice President/Director of Junior Clubs and the GFWC Virginia Junior Treasurer, or GFWC Virginia Junior Secretary/Treasurer, or on order of the GFWC Virginia Junior Executive Board;

2. Deliver financial records to the GFWC Virginia Executive Secretary within 30 days following the close of the fiscal year, who will submit them to the accounting firm approved by the GFWC Virginia Executive Board for agreed upon review procedures;
  3. Deliver to her successor all financial records within 30 days after the completion of the financial review in even-numbered years;
  4. Perform other duties as delegated by the GFWC Virginia Junior Executive Committee.
- E. The Junior Secretary/Treasurer shall perform the duties of the Junior Secretary and Junior Treasurer as defined above.

### **Section 5. Junior Meetings**

The Junior membership may hold a meeting in conjunction with GFWC Virginia meetings. Those entitled to vote shall be the Junior members entitled to vote at GFWC Virginia meetings. The quorum for GFWC Virginia Junior business meetings shall be a majority of the Junior delegates registered and in attendance, at least two of whom shall be GFWC Virginia Junior Officers. No fewer than four districts shall be represented.

### **Section 6. Junior Executive Board**

- A. There shall be a GFWC Virginia Junior Executive Board composed of the GFWC Virginia Third Vice President/Director of Junior Clubs, the GFWC Virginia Assistant Director of Junior Clubs, the GFWC Virginia Junior Secretary, the GFWC Virginia Junior Treasurer or GFWC Virginia Junior Secretary/Treasurer, and the District Directors of Junior Clubs. The GFWC Virginia Junior Parliamentarian shall serve as an advisor without vote, except she may vote by ballot at GFWC Virginia and GFWC Virginia Junior meetings. The GFWC Virginia President shall serve ex-officio, without vote.
- B. In the event a District Director of Junior Clubs is unable to attend a meeting of the GFWC Virginia Junior Executive Board, an elected member of the District Junior Executive Board may attend with vote.
- C. In the event that a district does not have a District Third Vice President/Director of Junior Clubs, the Junior membership in that district may designate a representative to attend the GFWC Virginia Junior Executive Board meeting with vote.
- D. The GFWC Virginia Junior Executive Board shall transact the business pertaining to the GFWC Virginia Junior membership that arises between meetings of GFWC Virginia. This meeting may be held as a body or electronically following the guidelines of the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.
- E. The GFWC Virginia Junior Executive Board shall meet at the call of the GFWC Virginia Third Vice President/Director of Junior Club or upon written request of any three Junior club members. The quorum shall be five elected members, representing no fewer than three Districts, at least two of whom shall be GFWC Virginia Junior Officers.

## **ARTICLE V – DISTRICTS**

### **Section 1. Names**

GFWC Virginia shall be divided into eight Districts: Alice Kyle, Blue Ridge, Lee, Northern, Shenandoah, Southside, Southwestern, and Tidewater. Districts shall be governed by the GFWC Virginia Bylaws and Standing Rules, except where exempted in these rules. Districts may develop District Standing Rules as long as they are not in conflict with GFWC Virginia Bylaws and GFWC Virginia Standing Rules.

### **Section 2. Object**

The object of each District and the responsibility of its officers and chairmen shall be to implement and promote GFWC Virginia policies, objectives, and membership extension.

### **Section 3. Membership**

- A. All clubs belonging to GFWC Virginia shall be members of a District.
- B. Formation of a new club shall follow the procedure outlined in ARTICLE III, Section 3. A.
- C. A club choosing to transfer to another district shall, after a majority vote of its members, submit a written request for transfer with a copy of the Minutes of the meeting at which the vote was taken. The request shall be submitted to the GFWC Virginia President, GFWC Virginia Second Vice President, and the Presidents of the respective Districts no later than July 1 for consideration by the GFWC Virginia Executive Board at its next meeting. A Junior Club choosing to transfer to another district shall also send the written request to the GFWC Virginia Third Vice President/Director of Junior Clubs and the respective District Third Vice Presidents/Directors of Junior Clubs. Within 15 days of GFWC Virginia Executive Board action, the GFWC Virginia Second Vice President shall provide written notice to the club.

### **Section 4. Finances**

Each District shall determine the amount of its dues. District annual dues shall be paid to the District postmarked no later than January 25.

### **Section 5. Nominations and Elections**

- A. The District Nominating Committee shall consist of five members: one elected by the District Executive Committee to serve as Chairman, the Chairman of the Junior Nominating Committee, three members and an alternate elected at the District Annual Meeting in the first year of an administration. In the event a District does not have a Junior Nominating Committee, at least one member of the District Nominating Committee shall be a Junior appointed by the District Executive Committee. Consent of a member shall have been given prior to nomination. Only one nominee from a club shall be eligible for nomination. No District Executive Committee member, GFWC Virginia Executive Board member or GFWC officer may serve on the District Nominating Committee. With the exception of Chairman, no member may serve more than two consecutive terms on the District Nominating Committee. Election shall be by ballot. A majority shall elect.
- B. The District Nominating Committee shall nominate a member, first alternate and a second alternate to the GFWC Virginia Nominating Committee for election by the District in the second year of an administration. With the exception of Chairman, no District member shall serve more than two consecutive terms on the GFWC Virginia Nominating Committee. No member of the GFWC Virginia Executive Board or GFWC Officer may serve on the GFWC Virginia Nominating Committee. Voting shall be by ballot. A majority vote shall elect. Names of the District member and alternates elected to the GFWC Virginia Nominating Committee shall be sent to GFWC Virginia Headquarters by the District President no later than November 15 in the second year of an administration.
- C. With the exception of the District Third Vice President/Director of Junior Clubs, the District Nominating Committee shall nominate the District officers. The name of the nominee(s) for District Third Vice President/Director of Junior Clubs shall be forwarded by the Junior Nominating Committee Chairman to the District Nominating Committee Chairman for inclusion with the officers to be elected at the District Annual Meeting in the second year of an administration. In the absence of a District Junior Nominating Committee Chairman or Junior Nominating Committee, the District Nominating Committee shall nominate the District Third Vice President/Director of Junior Clubs. The District Nominating Committee Chairman shall send the names and status of nominees for District office to the District President immediately following nomination. The District President shall notify each nominee regarding her status within 5 days of nomination. The District President shall append the names of candidates for District office to the Call to the District Annual Meeting.
- D. District officers shall be elected at the District Annual Meeting in the second year of the

administration. Following the report of the District Nominating Committee, the floor shall be open for nominations. Election shall be by ballot. A majority shall elect.

- E. An effort shall be made to secure distribution of leadership in order to prevent concentration in one geographic area. With the exception of the District Third Vice President/Director of Junior Clubs, no more than two members from the same club may serve simultaneously as elected officers of the District.

**Section 6. District Officers**

- A. The District officers shall be: a President, a First Vice President, a Second Vice President, a Third Vice President/Director of Junior Clubs, a Secretary and a Treasurer. The officers shall be members of the District. The District Third Vice President/Director of Junior Clubs shall be a member of a Junior Club.
- B. The term of office shall begin at the close of the GFWC Virginia Annual Convention in even-numbered years. Officers shall serve a term of two years, or until their successor is elected and assumes office. With the exception of the District Secretary and/or District Treasurer who may serve one additional term, no officer who has served for more than one year of a two-year term shall be eligible to serve consecutive terms in the same office.
- C. There shall be a District Executive Committee composed of the elected officers. The appointed District Parliamentarian shall serve as an advisor to the District Executive Committee without vote, except she may vote by ballot at District meetings. The District Executive Committee shall transact District business arising between District meetings. Meetings may be held as a body or electronically following the guidelines in the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.
- D. Vacancies in any District office shall be filled by a majority vote of the remaining members of the District Executive Committee. Recommendations from the District Junior Executive Committee shall be considered in the event of a vacancy in the office of District Third Vice President/Director of Junior Clubs.

**Section 7. Duties of Officers**

- A. The District President shall:
  1. Represent the District on the GFWC Virginia Executive Board;
  2. Present a report of the work of the District at each GFWC Virginia Executive Board meeting as directed by the GFWC Virginia President;
  3. Submit Annual Reports of the work of the District as directed by the GFWC Virginia President;
  4. Submit a written report of the work of the District to the GFWC Virginia President, GFWC Virginia First Vice President, and the GFWC Virginia Executive Secretary for distribution at the GFWC Virginia Annual Convention;
  5. Submit a copy of the District annual financial report to the GFWC Virginia President no later than thirty days after the close of the fiscal year;
  6. Send names of the District member and alternates elected to the GFWC Virginia Nominating Committee to GFWC Virginia Headquarters no later than November 5 in the second year of an administration;
  7. Notify each nominee for District Office regarding her status within 5 days of notification by the District Nominating Committee Chairman in the second year of the administration.
  8. Send a roster of District club presidents to GFWC Virginia Headquarters no later than May 15 of each year;
  9. Promote the programs of GFWC Virginia within the clubs in the District in conjunction with the District Third Vice President /Director of Junior Clubs;
  10. Preside at all meetings of the District;
  11. Call a meeting of the District Executive Committee at least two months prior to the District Annual Meeting and at such other times as deemed advisable;

12. Send the Call to District meetings at least six weeks in advance of the meetings;
  13. Appoint a District Parliamentarian;
  14. Appoint District Chairmen corresponding to those defined in ARTICLE XII and ARTICLE XIII and other Chairmen as deemed advisable to further the work of GFWC Virginia;
  15. Serve ex-officio on all District committees except the Nominating Committee;
  16. Be authorized to take a vote of the District Executive Committee by mail or electronic means. Action taken shall be ratified at the next meeting of the District Executive Committee and shall be recorded in the Minutes of that meeting;
  17. Perform other duties as delegated by the District Executive Committee.
- B. The District First Vice President shall:
1. In the absence of the District President, perform the duties of the District President;
  2. Work in cooperation with the GFWC Virginia First Vice President/President-elect, GFWC Virginia Chairmen, District Assistant Director of Junior Clubs, and the District Chairmen in assisting individual clubs in the implementation of and reporting of the work of the District and GFWC Virginia;
  3. Attend meetings of the GFWC Virginia Executive Board with vote, if the District President is unable to attend;
  4. Perform other duties as delegated by the District Executive Committee.
- C. The District Second Vice President shall:
1. In the absence of the District President and District First Vice President, perform the duties of the District President;
  2. Serve as District Membership Chairman and work closely with the District Junior Membership Chairman in chartering new clubs, increasing membership in existing clubs, and strengthening clubs through development programs;
  3. Attend meetings of the GFWC Virginia Executive Board with vote, if the District President and District First Vice President are unable to attend;
  4. Perform other duties as delegated by the District Executive Committee.
- D. The District Third Vice President /Director of Junior Clubs shall:
1. Serve as Junior membership liaison between the District and GFWC Virginia;
  2. Promote the objectives of GFWC Virginia through Junior clubs in the District;
  3. Preside at all District Junior Business meetings;
  4. Submit names of Junior members to the District President for consideration as District Chairmen as defined in ARTICLE XII and ARTICLE XIII and other Chairmen as deemed advisable to further the work of GFWC Virginia;
  5. Appoint other chairmen as are needed to carry on specific programs pertaining to Junior membership;
  6. Appoint a Junior Parliamentarian;
  7. Perform other duties as delegated by the District Executive Committee and District Junior Executive Committee.
- E. The District Secretary shall:
1. Keep a record of the proceedings of the District and of the District Executive Committee;
  2. Manage correspondence of the District at the direction of the District President;
  3. Distribute copies of the minutes of the meetings to the District President and to the committee appointed to review and approve the minutes as defined in the District Standing Rules;
  4. Maintain the official records of the District;
  5. Perform other duties as delegated by the District Executive Committee.
- F. The District Treasurer shall:
1. Receive and deposit, in a federally insured bank, all monies belonging to the District;
  2. Submit District financial records for review within two weeks following the close of the fiscal

year as defined in the District Standing Rules;

3. Deliver to her successor all financial records within 30 days after the completion of the financial review in even-numbered years;
4. Perform other duties as delegated by the District Executive Committee.

**Section 8. Meetings**

- A. Each District shall have at least one meeting each fiscal year and may have two. Should two meetings be held, the District Spring Meeting shall be named the District Annual Meeting.
- B. The GFWC Virginia President and GFWC Virginia Third Vice President/Director of Junior Clubs shall together attend and participate in an Official District Visit during each administration. The scheduling of the Official District Visit shall be arranged with the GFWC Virginia President and GFWC Virginia Third Vice President/Director of Junior Clubs.
- C. There shall be a least one meeting per fiscal year of the District Officers, the Junior Officers and the District Chairmen and District Junior Chairmen for the purpose of planning the promotion of GFWC Virginia objectives and/or reporting the work of clubs in the District.
- D. District meetings may be held as a body or electronically following the guidelines in the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.
- E. Each District shall determine the quorum for its meetings, as defined in the District Standing Rules.
- F. Additional meetings of the District may be called by the District President with the approval of the District Executive Committee, at the request of two members of the District Executive Committee, or at the request of no fewer than two clubs.

**Section 9. Representation**

- A. Club dues postmarked no later than January 25 shall entitle the club to representation at District meetings.
- B. Representation at District meetings shall consist of:
  1. Elected District officers and District Junior officers;
  2. District Chairmen and District Junior Chairmen corresponding to those listed in ARTICLE XII and ARTICLE XIII and other appointed District Chairmen;
  3. The District Parliamentarian and District Junior Parliamentarian;
  4. District Past Presidents, District Past Third Vice Presidents/Directors of Junior Clubs, GFWC Virginia Past Presidents, GFWC Virginia Past Directors of Junior Clubs, GFWC International Past Presidents and GFWC Past Directors of Junior Clubs who are members of District clubs;
  5. District members who serve as GFWC Virginia Officers, GFWC Virginia Junior Officers, GFWC Virginia Chairmen, GFWC Virginia Junior Chairmen, GFWC Virginia Parliamentarian, GFWC Virginia Junior Parliamentarian, and members of the GFWC Board of Directors;
  6. Woman's Clubs and Junior Woman's Clubs shall be represented by the club President or her alternate and one or more additional delegates as follows:

Club Members	Delegate	Additional Delegate(s)
1 - 10	Club President, or her alternate	1
11 - 20	Club President, or her alternate	2
21 - 30	Club President, or her alternate	3
31 - 40	Club President, or her alternate	4
41 - 50	Club President, or her alternate	5
51 - 60	Club President, or her alternate	6
61 - 70	Club President, or her alternate	7
71 - 80	Club President, or her alternate	8
81 - 90	Club President, or her alternate	9
91 - 100	Club President, or her alternate	10
101 and more	Club President, or her alternate	11

- C. Juniette Clubs shall be represented by the Club President, or her alternate.
- D. No delegate may cast more than one vote. There shall be no voting by proxy.
- E. Any District member registered for the meeting, and not a delegate, may be present and take part in discussion upon all measures brought forward, but shall neither introduce motions nor vote.

### **Section 10. District Junior Clubs**

District Junior Clubs shall be governed by the GFWC Virginia Bylaws and Standing Rules except where exempted in these rules. The District Junior membership may develop Standing Rules governing District Junior clubs.

#### **A. Finances**

1. Junior clubs shall pay District dues as determined by the District as defined in the District Standing Rules.
2. The District Junior Treasurer or the District Junior Secretary/Treasurer shall be responsible for receipt and deposit of all Junior funds in a federally insured bank;
3. The District Junior Treasurer or the District Junior Secretary/Treasurer shall submit District financial records for review within two weeks following the close of the fiscal year as defined in the District Standing Rules;
4. The District Junior Treasurer or the District Junior Secretary/Treasurer shall deliver the financial records to her successor within 30 days after the completion of the financial review in even-numbered years.

#### **B. Nominations and Elections**

1. The District Junior Nominating Committee shall consist of three members: one elected by the District Junior Executive Committee to serve as Chairman, two and an alternate elected by the District Junior Membership at the District Junior Business Meeting held at the District Annual Meeting in the first year of an administration. Consent of a member must be given prior to nomination. Voting shall be by ballot. In the event there is no District Junior Nominating Committee, ARTICLE V, Section 5. shall apply.
2. The District Junior Nominating Committee shall nominate the member and a first alternate and a second alternate to the GFWC Virginia Junior Nominating Committee for election in the second year of an administration. Voting shall be by ballot. A majority vote shall elect. The names of the candidates for the GFWC Virginia Junior Nominating Committee shall be appended to the Call. Names of the District Junior members elected to the GFWC Virginia Junior Nominating Committee shall be forwarded to GFWC Virginia Headquarters by the District Third Vice President/Director of Junior Clubs no later than November 15 in the second year of an administration. In the event there is no Third Vice President/Director of Junior Clubs, the Junior member serving on the District Nominating Committee shall submit the names of the elected member and alternates.
3. The District Junior Nominating Committee shall select a candidate for the office of District Third Vice President/Director of Junior Clubs. The District Junior Nominating Committee Chairman shall forward the name of the candidate to the District Nominating Committee Chairman no later than 45 days before the date of the District Annual Meeting. The election shall be held at the District Annual Meeting. The District Junior Nominating Committee shall nominate the District Assistant Director of Junior Clubs, a District Junior Secretary, a District Junior Treasurer, or a District Junior Secretary/Treasurer.
4. The District Junior officers shall be elected by the District Junior membership at the District Junior Annual Meeting in the second year of an administration. Following the report of the District Junior Nominating Committee, the floor shall be open for nominations. Voting shall be by ballot. A majority vote shall elect.

5. The term of office shall begin at the close of the GFWC Virginia Annual Convention in even-numbered years. District Junior officers shall serve a term of two years or until their successor is elected and assumes office. With the exception of the District Junior Secretary, District Junior Treasurer or District Junior Secretary/Treasurer who may serve one additional term, no officer who has served for more than one year of a two-year term shall be eligible to serve consecutive terms in the same office.
6. In the case of a vacancy in the office of District Third Vice President/Director of Junior Clubs, the office shall be filled by majority vote of the remaining members of the District Executive Committee with consideration given to recommendations from the District Junior Executive Committee. Vacancies in other offices shall be filled by a majority vote of the remaining members of the District Junior Executive Committee.

C. Officers and Their Duties

1. The District Junior officers shall be: a Third Vice President/Director of Junior Clubs elected by the District, an Assistant Director of Junior Clubs, a Junior Secretary, a Junior Treasurer or a Junior Secretary/Treasurer elected by the District Junior membership.
2. The District Junior officers shall perform their duties in accordance with the GFWC Virginia Bylaws and such other duties as defined in the GFWC Virginia Junior Standing Rules, District Standing Rules, and District Junior Standing Rules.

D. Meetings

1. Junior clubs shall have representation as defined in ARTICLE V, Section 9. B.
2. District Junior meetings may be held as a body or electronically following the guidelines in the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.
3. The District Junior membership shall determine the quorum for its meetings.
4. Additional meetings of the District Junior membership may be called by the District Third Vice President/Director of Junior Clubs with the approval of the District Junior Executive Committee, at the request of two members of the District Junior Executive Committee, or by no fewer than three members of a Junior club.

E. Junior Executive Committee

The District Junior Executive Committee shall be composed of the elected Junior officers. The District President shall serve ex-officio, without vote. The District Junior Parliamentarian shall serve without vote, except that she may vote by ballot at District meetings and District Junior meetings. The District Junior Executive Committee shall transact business pertaining to the District Junior membership between District meetings. Meetings may be held as a body or electronically following the guidelines in the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.

## ARTICLE VI - DUES AND FINANCES

### Section 1. Dues

A. Clubs

1. All clubs shall pay annual dues to GFWC and GFWC Virginia, refer to the Dues and Contributions Form in the current GFWC Virginia Yearbook.
2. Annual Dues:
  - a. Woman's Clubs:
    - i. GFWC Virginia dues shall be \$10.00 per member.
    - ii. GFWC dues shall be determined by GFWC.
  - b. Junior Woman's Clubs:
    - i. GFWC Virginia dues shall be \$10.00 per member.
    - ii. The percentage rate of the Junior dues allocation shall be determined by the GFWC Virginia Executive Board.
    - iii. GFWC dues shall be determined by GFWC.

- b. Juniorette Clubs:
  - i. GFWC Virginia dues shall be \$2.00 per member.
  - ii. GFWC dues shall be determined by GFWC.
- c. Associate Organizations
  - i. All Associate Organizations shall pay annual dues to GFWC Virginia.
  - ii. GFWC Virginia dues shall be \$50.00 per organization.

## **Section 2. Dues Payment**

### **A. Clubs**

- 1. All payments of GFWC Virginia dues shall be made to GFWC Virginia utilizing the GFWC Virginia Dues and Contributions Form.
- 2. Club dues shall be paid on the number of members at the time of payment.
- 3. All annual dues shall be postmarked no later than January 25 to entitle representation at GFWC Virginia Annual Convention.

### **B. Associate Organizations**

- 1. All payments of GFWC Virginia dues shall be made to GFWC Virginia utilizing the GFWC Virginia Dues and Contributions Form.
- 2. All annual dues shall be postmarked no later than January 25.

### **C. Supplemental Dues**

- 1. Additional dues received between January 25 and April 14 shall be made to GFWC Virginia utilizing the GFWC Virginia Supplemental Dues Form.
- 2. All supplemental dues shall be postmarked no later than April 15.

## **Section 3. Fiscal Year**

The fiscal year shall be from July 1 to June 30.

## **ARTICLE VII - NOMINATIONS AND ELECTIONS**

### **Section 1. Nominations**

- A. The GFWC Virginia Nominating Committee shall consist of: one member elected by the GFWC Virginia Executive Board to serve as Chairman, the GFWC Virginia Junior Nominating Committee Chairman elected by the GFWC Virginia Junior Executive Board, and one member from each GFWC Virginia District, elected at a District Meeting in the second year of the administration. No member of the GFWC Virginia Executive Board or GFWC officer may serve on the GFWC Virginia Nominating Committee.
- B. Nominations for all GFWC Virginia officers, except the GFWC Virginia Third Vice President/Director of Junior Clubs, shall be made by the GFWC Virginia Nominating Committee.
- C. Nominations for the office of GFWC Virginia Third Vice President/Director of Junior Clubs shall be made by the GFWC Virginia Junior Nominating Committee elected as defined in ARTICLE IV, Section 2. A. The GFWC Virginia Junior Nominating Committee Chairman shall forward the name of the nominee(s) for GFWC Virginia Third Vice President/Director of Junior Clubs to the GFWC Virginia Nominating Committee Chairman.
- D. 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.
- E. At the time of its meeting, the Nominating Committee shall give consideration to members whom the committee deems qualified for Federation leadership, as well as to those submitted through the Districts.

- F. An effort shall be made to secure distribution of leadership in order to prevent concentration in one geographic area. With exception of the GFWC Virginia Third Vice President/Director of Junior Clubs, no more than two members from the same District may serve simultaneously as GFWC Virginia officers.
- G. Following the deliberations of the Committee, the Nominating Committee Chairman shall notify the GFWC Virginia President of the names and status of the nominees. The GFWC Virginia President shall notify each nominee of her status within 5 days of notification.
- H. The GFWC Virginia President shall append the name of candidates for GFWC Virginia office to the Call to the Annual Convention in even numbered years.
- I. Nominations for all GFWC Virginia offices may be made from the floor following the report of the GFWC Virginia Nominating Committee provided consent of the nominee(s) has been obtained.

## **Section 2. Elections**

- A. In the event of a contested position for election, each candidate shall make a speech regarding her qualifications and the future of the organization prior to the election.
- B. Election of GFWC Virginia officers shall be held at the GFWC Virginia Annual Convention in even-numbered years. Election shall be by ballot. A majority vote shall elect.
- C. Election of GFWC Virginia officers may be held electronically following the guidelines in the GFWC Virginia's adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.

## **ARTICLE VIII - OFFICERS**

### **Section 1. Officers**

The officers of GFWC Virginia shall be: a President, a First Vice President/President-elect, a Second Vice President, a Third Vice President/Director of Junior Clubs, a Secretary, and a Treasurer. GFWC Virginia officers shall perform the duties prescribed in these bylaws and by the GFWC Virginia parliamentary authority, *Robert's Rules of Order Newly Revised*.

### **Section 2. Eligibility**

Each elected officer shall belong to a GFWC Virginia club. The Third Vice President/Director of Junior Clubs shall be a member of a Junior club.

### **Section 3. Term of Office**

- A. The term of office shall begin at the close of the GFWC Virginia Annual Convention in even-numbered years. Officers shall serve for a term of two years, or until their successors are elected and assume office.
- B. With the exception of the GFWC Virginia Secretary and/or GFWC Virginia Treasurer who may serve two successive terms, no GFWC Virginia officer shall serve a successive term in the same office.
- C. A GFWC Virginia officer who has served for more than one year of a two-year term shall be considered as having served a full term.

### **Section 4. Vacancies**

Vacancies in any GFWC Virginia office shall be filled by a majority vote of the remaining members of the GFWC Virginia Executive Board. Recommendations from the GFWC Virginia Junior Executive Committee shall be considered in the event of a vacancy in the office of GFWC Virginia Third Vice President/Director of Junior Clubs.

### **Section 5. Duties of Officers**

- A. The President shall:
  - 1. Serve as the official representative of GFWC Virginia;

2. Represent GFWC Virginia at all GFWC meetings and submit reports as directed by the GFWC Board of Directors;
  3. Appoint GFWC Community Service Program, GFWC Advancement Plans, GFWC Special Programs, GFWC Virginia Special Programs, and GFWC Virginia Standing Committee Chairmen and committee members as defined in ARTICLE XII and ARTICLE XIII. No chairman may serve for more than four consecutive years in the same position;
  4. Approve all programs of work and supervise activities of GFWC Virginia Standing and Special Committees. All GFWC Virginia projects and programs shall have the approval of the President.;
  5. Appoint designated individuals as needed to execute and implement the work of GFWC Virginia;
  6. Manage GFWC Virginia Headquarters in cooperation with the GFWC Virginia Headquarters Committee as defined in Article XVI;
  7. With the cooperation of the GFWC Virginia Third Vice President/Director of Junior Clubs appoint the GFWC Virginia Junior Membership Chairman, GFWC Virginia Standing and Special Committees as defined in ARTICLE XII and ARTICLE XIII;
  8. Serve on the GFWC Virginia Budget and Finance Committee and GFWC Virginia Endowment Fund Committee with vote;
  9. Serve ex-officio on other committees, without vote;
  10. Not serve ex-officio or in any other capacity on the GFWC Virginia Nominating Committee;
  11. Serve ex-officio on the GFWC Virginia Junior Executive Board, without vote;
  12. Authorize expenditures within the budget limitations, approve all bills and co-sign all expense vouchers before payment;
  13. Call and preside at GFWC Virginia Annual Convention, Special Meetings, GFWC Virginia Conference and all other meetings of the membership of GFWC Virginia;
  14. Issue a Call to the GFWC Virginia Annual Convention at least six weeks prior to the date of GFWC Virginia Annual Convention;
  15. Issue a Call to the GFWC Virginia Conference at least six weeks prior to the date of GFWC Virginia Conference;
  16. Call and preside at all meetings of the GFWC Virginia Executive Committee and GFWC Virginia Executive Board;
  17. Sign all contracts approved by the GFWC Virginia Executive Board;
  18. Notify each nominee for GFWC Virginia Office regarding her status within 5 days of notification by the Nominating Committee Chairman in the second year of the administration;
  19. Perform other duties as delegated by the GFWC Virginia Executive Committee and GFWC Virginia Executive Board.
- B. The First Vice President/President-elect shall:
1. Perform the duties of the GFWC Virginia President in the absence of the GFWC Virginia President;
  2. Serve with the GFWC Virginia Assistant Director of Junior Clubs, as coordinators of GFWC Community Service Programs, GFWC Advancement Plans, GFWC Junior Special Program, and GFWC Virginia Junior Special Programs as defined in ARTICLE XII and coordinate the work of GFWC and GFWC Virginia;
  3. Attend GFWC Incoming Leadership Training Seminar (ILTS), GFWC Orientation and GFWC Virginia leadership training and orientation meetings;
  4. Serve on the GFWC Virginia Budget and Finance Committee, GFWC Virginia Endowment Fund Committee, and the GFWC Virginia Strategic Planning Committee;
  5. Plan and conduct the GFWC Virginia Chairmen Orientation in the first year of the administration;
  6. After the first year of the administration, plan for the ensuing administration;
  7. Perform other duties as delegated by the GFWC Virginia Executive Committee and GFWC Virginia Executive Board.

- C. The Second Vice President shall:
1. Perform the duties of the GFWC Virginia President in the absence of the GFWC Virginia President and GFWC Virginia First Vice President/President-elect;
  2. Promote GFWC Virginia membership objectives and programs with the GFWC Virginia Junior Membership Chairman, District and Junior Membership Chairmen;
  3. Provide notifications as defined in ARTICLE III;
  4. Serve on the GFWC Virginia Budget and Finance Committee, GFWC Virginia Endowment Fund Committee, and the GFWC Virginia Strategic Planning Committee;
  5. Perform other duties as delegated by the GFWC Virginia Executive Committee and GFWC Virginia Executive Board.
- D. The Third Vice President/Director of Junior Clubs shall:
1. Call and preside at all GFWC Virginia Junior meetings;
  2. Serve as the liaison between the Junior clubs and GFWC Virginia in the promotion and implementation of programs of work of GFWC Virginia and GFWC;
  3. Represent GFWC Virginia Junior membership at all GFWC meetings and submit reports as directed by the GFWC Board of Directors and GFWC Director of Junior Clubs;
  4. Appoint a Junior Parliamentarian whose term of office shall cease with the appointing Third Vice President/Director of Junior Clubs. She may be reappointed without regard to length of previous service;
  5. Appoint any chairmen and/or committees as are needed to implement the special programs and work of the Junior membership;
  6. Submit for consideration the names of the Junior Membership Chairman and Junior Chairmen of Community Service Programs, Advancement Plans, Standing and Special Committees and Special Appointments as defined in ARTICLE XII and ARTICLE XIII to the GFWC Virginia President for appointment;
  7. Serve on the GFWC Virginia Budget and Finance Committee, and GFWC Virginia Endowment Fund Committee with vote;
  8. Perform other duties as delegated by the GFWC Virginia Executive Committee, GFWC Virginia Executive Board, GFWC Virginia Junior Executive Committee, and GFWC Virginia Junior Executive Board.
- E. The Secretary shall:
1. Keep a record of the proceedings of the GFWC Virginia Annual Conventions, GFWC Virginia Conferences, GFWC Virginia Budget and Finance Committee, GFWC Virginia Endowment Committee, GFWC Virginia Executive Committee, and the GFWC Virginia Executive Board;
  2. Distribute copies of the draft minutes of all GFWC Virginia meetings to the GFWC Virginia President and to the committee appointed to review and approve the draft minutes no later than two weeks following the meetings;
  3. Send approved Minutes with attachments to the members of the respective committees and GFWC Virginia Headquarters no later than two weeks following approval;
  4. Serve on the GFWC Virginia Budget and Finance Committee, and GFWC Virginia Endowment Fund Committee;
  5. Perform other duties as delegated by the GFWC Virginia Executive Committee and GFWC Virginia Executive Board.
- F. The Treasurer shall:
1. Secure insurance bond for financial transactions;
  2. Disburse funds only on request by a completed and approved voucher co-signed by the GFWC Virginia President, GFWC Virginia Treasurer, and the GFWC Virginia Budget and Finance Committee Chairman;
  3. Forward a list of clubs from which dues have not been received by February 1 to the GFWC

- Virginia Second Vice President, GFWC Virginia Junior Membership Chairman, respective District President and District Third Vice Presidents/Directors of Junior Clubs;
4. Forward by March 31 a list of clubs eligible for representation at Annual Convention to the GFWC Virginia Credentials Chairman and GFWC Virginia Junior Credentials Chairman;
  5. Send GFWC Virginia per capita dues to GFWC no later than the published deadline;
  6. Forward GFWC Virginia per capita supplemental dues to GFWC no later than the published deadline;
  7. Forward GFWC Virginia per capita new club dues to GFWC following charter by GFWC Virginia;
  8. Deliver financial records within 30 days following the close of the fiscal year to the GFWC Virginia Executive Secretary, who will submit them to the accounting firm approved by the GFWC Virginia Executive Board for agreed upon review procedures;
  9. Deliver to her successor all financial records within 30 days after completion of the financial review in even-numbered years;
  10. Serve on the GFWC Virginia Budget and Finance Committee, GFWC Virginia Endowment Fund Committee, and GFWC Virginia Credentials Committee;
  11. Perform other duties as delegated by the GFWC Virginia Executive Committee and GFWC Virginia Executive Board.

## ARTICLE IX – MEETINGS

### Section 1. Annual Convention

- A. A GFWC Virginia Annual Convention shall be held for the presentation of reports and other business. Election of officers shall take place in even-numbered years.
- B. The GFWC Virginia Annual Convention may be held as a body or electronically following the guidelines in the GFWC Virginia parliamentary authority, *Robert's Rules of Order Newly Revised*.
  1. The date and location shall be determined by the GFWC Virginia Executive Committee and presented to the GFWC Virginia Executive Board for action.
  2. The registration fee shall be recommended by the Budget and Finance Committee and presented to the GFWC Virginia Executive Board for action.
  3. No officer shall be authorized to sign contracts which obligate GFWC Virginia financially, or otherwise, without a majority vote of the GFWC Virginia Executive Board.
- C. The Call to the GFWC Virginia Annual Convention shall be issued at least six weeks prior to the date of the GFWC Virginia Annual Convention.
- D. The quorum for the GFWC Virginia Annual Convention shall be a majority of the delegates registered and in attendance, as defined in ARTICLE IX, Section 4., at least three of whom shall be GFWC Virginia officers, with all districts represented.
- E. No delegate may cast more than one vote. There shall be no voting by proxy.
- F. Any GFWC Virginia club member who registered for the meeting and is not a Delegate may be present and take part in discussion upon all measures brought forward, but shall neither introduce motions nor vote.

### Section 2. Special Meetings

- A. A GFWC Virginia special meeting or called meeting may be held:
  1. At the call of the GFWC Virginia President;
  2. At the call of the GFWC Virginia Executive Board;
  3. At the call of no fewer than nine members representing no fewer than five Districts.
- B. This meeting may be held as a body or electronically following the guidelines of the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.
  1. The date and location shall be determined by the GFWC Virginia Executive Committee and

- presented to the GFWC Virginia Executive Board for action.
- 2. The registration fee shall be recommended by the GFWC Virginia Budget and Finance Committee and presented to the GFWC Virginia Executive Board for action.
- 3. No officer shall be authorized to sign contracts which obligate GFWC Virginia financially, or otherwise, without a majority vote of the GFWC Virginia Executive Board.
- C. The quorum for a GFWC Virginia special meeting or called meeting shall be a majority of the delegates registered and in attendance, as defined in ARTICLE IX, Section 4. At least three of whom shall be GFWC Virginia officers with all Districts represented.

**Section 3. Conference**

- A. There shall be a GFWC Virginia Conference during the first year of an administration to promote GFWC Virginia programs, to offer emphasis for member growth, club development and to conduct GFWC Virginia business;
- B. This meeting may be held as a body or electronically following the guidelines of the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.
  - 1. The date and location shall be determined by the GFWC Virginia Executive Committee and presented to the GFWC Virginia Executive Board for action.
  - 2. The registration fee shall be recommended by the GFWC Virginia Budget and Finance Committee and presented to the GFWC Virginia Executive Board for action.
  - 3. No officer shall be authorized to sign contracts which obligate GFWC Virginia financially, or otherwise, without a majority vote of the GFWC Virginia Executive Board.
- C. There may be a GFWC Virginia Conference during the second year of an administration to promote GFWC Virginia programs, to offer emphasis for member growth, club development and to conduct GFWC Virginia business;
- D. This meeting may be held as a body or electronically following the guidelines of the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.
  - 1. The date and location shall be determined by the GFWC Virginia Executive Board.
  - 2. The registration fee shall be recommended by the GFWC Virginia Budget and Finance Committee and presented to the GFWC Virginia Executive Board for action.
- E. Should the GFWC Virginia Executive Board decide not to hold the GFWC Virginia Conference the second year, Districts may provide training with a focus on membership and leadership development for club officers and chairmen.
- F. No officer shall be authorized to sign contracts which obligate GFWC Virginia financially, or otherwise, without a majority vote of the GFWC Virginia Executive Board. Should the GFWC Virginia Executive Board decide not to hold the GFWC Virginia Conference the second year, Districts may provide training with a focus on membership and leadership development for club officers and chairmen.
- G. The GFWC Virginia President shall issue the call to the GFWC Virginia Conference, Seminar, and/or Workshop at least six weeks prior to the date of the meeting. The GFWC Virginia Conference shall be open to all club members.
- H. The quorum for GFWC Virginia Conference shall be a majority of the delegates registered and in attendance, as defined in ARTICLE IX, Section 4. at least three of whom shall be GFWC Virginia officers with all Districts represented.

**Section 4. Representation at GFWC Virginia Business Meetings**

- A. Woman's Clubs and Junior Woman's Clubs shall be represented by the club President or her alternate and one or more additional delegates as follows:

Club Members	Delegate	Additional Delegate(s)
1 - 10	Club President, or her alternate	1

11 - 20	Club President, or her alternate	2
21 - 30	Club President, or her alternate	3
31 - 40	Club President, or her alternate	4
41 - 50	Club President, or her alternate	5
51 - 60	Club President, or her alternate	6
61 - 70	Club President, or her alternate	7
71 - 80	Club President, or her alternate	8
81 - 90	Club President, or her alternate	9
91 - 100	Club President, or her alternate	10
101 and more	Club President, or her alternate	11

1. Juniorette Clubs shall be represented by the Club President or her alternate.
2. By virtue of office or appointment the following shall be entitled to vote:
  - a. GFWC Virginia Officers;
  - b. GFWC Virginia Past Presidents, GFWC Virginia Past Third Vice Presidents/ Directors of Junior Clubs, GFWC International Past Presidents, and GFWC Past Directors of Junior Clubs who are members of GFWC Virginia;
  - c. GFWC Virginia Assistant Director of Junior Clubs, GFWC Virginia Junior Secretary, GFWC Virginia Junior Treasurer or GFWC Virginia Junior Secretary/Treasurer;
  - d. GFWC Virginia Chairmen of Community Service Programs, Advancement Plans, Standing and Special Committees;
  - e. GFWC Virginia Junior Chairmen, GFWC Virginia Chairman of the GFWC Junior Special Program, and GFWC Virginia Junior Special Programs Chairmen;
  - f. GFWC Virginia Chairman of the GFWC Signature Program;
  - g. GFWC Virginia President's Appointees;
  - h. District officers and District Junior officers;
  - i. District Chairmen and District Junior Chairmen of Community Service Programs, Advancement Area Plans as defined in ARTICLE XII;
  - j. GFWC Virginia members who serve as GFWC or GFWC Southeastern Region officers;
  - k. GFWC Virginia Parliamentarian and GFWC Virginia Junior Parliamentarian by ballot.

**Section 5. Seminar, Workshop**

- A. There may be a GFWC Virginia Seminar and/or Workshop during the first year of an administration to promote the GFWC Virginia programs and to offer emphasis for member growth and club development.
- B. This meeting may be held as a body or electronically following the guidelines of the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.
  1. The date and location shall be determined by the GFWC Virginia Executive Committee and presented to the GFWC Virginia Executive Board for action.
  2. The registration fee shall be recommended by the GFWC Virginia Budget and Finance Committee and presented to the GFWC Virginia Executive Board for action.
  3. No officer shall be authorized to sign contracts which obligate GFWC Virginia financially, or otherwise, without a majority vote of the GFWC Virginia Executive Board.
- C. There may be a GFWC Virginia Seminar and/or Workshop during the second year of an administration.
  1. The date and location shall be determined by the GFWC Virginia Executive Board.
  2. The registration fee shall be recommended by the GFWC Virginia Budget and Finance Committee and presented to the GFWC Virginia Executive Board for action.
  3. No officer shall be authorized to sign contracts which obligate GFWC Virginia financially, or otherwise, without a majority vote of the GFWC Virginia Executive Board.

- D. The GFWC Virginia President shall issue the Call to the GFWC Virginia Seminar, and/or Workshop at least six weeks prior to the date of the meeting. Attendance at a GFWC Virginia Seminar and/or Workshop shall be open to all club members.

### **Section 6. Orientation**

- A. There shall be a GFWC Virginia Orientation held in the first quarter of even-numbered years for nominees to District office. This meeting may be held as a body or electronically following the guidelines of the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.
1. The GFWC Virginia First Vice President/President-elect and nominees for GFWC Virginia office shall conduct an orientation to provide leadership development, responsibilities of office, training and knowledge of Federation.
  2. The date and location shall be determined by the GFWC Virginia Executive Committee and presented to the GFWC Virginia Executive Board for action.
  3. The registration fee shall be recommended by the GFWC Virginia Budget and Finance Committee and presented to the GFWC Virginia Executive Board for action.
  4. No officer shall be authorized to sign contracts which obligate GFWC Virginia financially, or otherwise, without a majority vote of the GFWC Virginia Executive Board.
- B. There shall be a GFWC Virginia Orientation for incoming GFWC Virginia Community Service Program Chairmen, GFWC Virginia Advancement Plan Chairmen and other designated appointees held prior to GFWC Virginia Conference in even-numbered years. This meeting may be held as a body or electronically following the guidelines of the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.
1. GFWC Virginia First Vice President/President-elect and the GFWC Virginia Assistant Director of Junior Clubs shall conduct an orientation to provide leadership development, responsibilities of office, training and knowledge of Federation.
  2. The date and location shall be determined by the GFWC Virginia Executive Committee and presented to the GFWC Virginia Executive Board for action.
  3. The registration fee shall be recommended by the GFWC Virginia Budget and Finance Committee and presented to the GFWC Virginia Executive Board for action.
  4. No officer shall be authorized to sign contracts which obligate GFWC Virginia financially, or otherwise, without a majority vote of the GFWC Virginia Executive Board.

## **ARTICLE X - EXECUTIVE BOARD**

### **Section 1. Membership**

- A. The GFWC Virginia Executive Board shall consist of the GFWC Virginia elected officers and the District Presidents. The GFWC Virginia Parliamentarian shall serve as an advisor without vote.
1. In the event the GFWC Virginia Third Vice President/Director of Junior Clubs is unable to attend a GFWC Virginia Executive Board meeting, the GFWC Virginia Assistant Director of Junior Clubs may attend with vote.
  2. In the event a District President is unable to attend a GFWC Virginia Executive Board meeting, the District First Vice President may attend with vote.
  3. In the event a District President and the District First Vice President are unable to attend a GFWC Virginia Executive Board meeting, the District Second Vice President may attend with vote.
- B. Any GFWC Virginia member who serves on the GFWC Executive Committee shall serve ex-officio on the GFWC Virginia Executive Board, without vote.

### **Section 2. Duties**

The GFWC Virginia Executive Board shall transact the business of GFWC Virginia that arises between

Annual Conventions and shall:

- A. Act upon financial recommendations;
- B. Adopt a budget;
- C. Act upon non-budgeted requests;
- D. Act upon all contracts;
- E. Act upon policies regarding the administration of its duties;
- F. Determine terms of employment and duties of the GFWC Virginia Executive Secretary and any other staff.

### **Section 3. Meetings**

- A. Meetings of the GFWC Virginia Executive Board shall be held at the call of the GFWC Virginia President or upon written request of three GFWC Virginia Executive Board members. Meetings may be held as a body or electronically following the guidelines in the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.
- B. The quorum of the GFWC Virginia Executive Board shall be five members, representing no fewer than five districts, three of whom shall be GFWC Virginia officers.
- C. The GFWC Virginia President shall be authorized, to conduct a Special Meeting of the GFWC Virginia Executive Board by mail or electronic means, following the guidelines in the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.

## **ARTICLE XI - EXECUTIVE COMMITTEE**

### **Section 1. Membership**

There shall be a GFWC Virginia Executive Committee composed of the GFWC Virginia elected officers. The GFWC Virginia Parliamentarian shall serve as an advisor without vote.

### **Section 2. Meetings**

- A. The GFWC Virginia Executive Committee shall be authorized to meet on call of the GFWC Virginia President or any two GFWC Virginia officers. The GFWC Virginia Executive Committee may meet between meetings of the GFWC Virginia Executive Board. Meetings may be held as a body or electronically following the guidelines in the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.
- B. The quorum of the GFWC Virginia Executive Committee shall be four members.
- C. GFWC Virginia Executive Committee action shall be reported to the GFWC Virginia Executive Board at its next meeting and shall be recorded in the Minutes of the GFWC Virginia Executive Board meeting.

## **ARTICLE XII - COMMUNITY SERVICE PROGRAMS, ADVANCEMENT PLANS, GFWC SPECIAL PROGRAMS, GFWC VIRGINIA SPECIAL PROGRAMS**

### **Section 1. Community Service Programs, Advancement Plans, Special Programs**

There shall be Community Service Programs, Advancement Plans, and Special Programs corresponding to those of GFWC.

### **Section 2. Special Committees**

Special Committees as authorized by the GFWC Virginia President or the GFWC Virginia Executive Board may be created and shall be appointed by the GFWC Virginia President. The GFWC Virginia President shall designate the Chairman of each Special Committee.

**ARTICLE XIII –STANDING COMMITTEES**

**Section 1. Standing Committees**

There shall be the following GFWC Virginia Standing Committees: Budget and Finance, Bylaws, Credentials, Endowment Fund, Legislation and Public Policy, Resolutions, Scholarship and Strategic Planning. All GFWC Virginia Standing Committees shall report annually to the GFWC Virginia President and as defined in ARTICLE XIII, Sections 2. - 9. Meetings may be held as a body or electronically following the guidelines in the GFWC Virginia adopted parliamentary authority, *Robert's Rules of Order Newly Revised*.

**Section 2. Budget and Finance Committee**

- A. The GFWC Virginia Budget and Finance Committee shall be composed of the GFWC Virginia elected officers and one additional member, appointed by the GFWC Virginia President, who shall serve as Chairman. The GFWC Virginia Parliamentarian shall serve as advisor, without vote.
- B. It shall be the duty of the GFWC Virginia Budget and Finance Committee to prepare a budget which shall be submitted to the GFWC Virginia Executive Board for action; to approve and supervise all investments; and see that all expenditures are kept within the budget.
- C. The GFWC Virginia Budget and Finance Committee shall review the Standing Rules governing Finances during each administration. Proposed recommendations shall be presented to the Executive Board for action.
- D. The GFWC Virginia Budget and Finance Committee shall meet at least three times a year and on call of the GFWC Virginia President, or on call of three members of the GFWC Virginia Budget and Finance Committee.

**Section 3. Bylaws Committee**

- A. The GFWC Virginia Bylaws Committee, appointed by the GFWC Virginia President, shall be composed of five members, at least one of whom shall be a member of a Junior club. The GFWC Virginia President shall designate the Chairman. The GFWC Virginia Parliamentarian shall serve as advisor, without vote, and shall be present to advise at all meetings of the GFWC Virginia Bylaws Committee.
- B. It shall be the duty of the GFWC Virginia Bylaws Committee to review GFWC Virginia Bylaws and Standing Rules during each administration and to propose necessary changes. The GFWC Virginia Bylaws Committee shall consider amendments proposed by: the GFWC Virginia Executive Committee; the GFWC Virginia Executive Board; the GFWC Virginia Junior Executive Board; a GFWC Virginia Committee; a District; a District Junior membership, or a club. Such proposals shall be submitted to the GFWC Virginia Bylaws Committee Chairman.
- C. The GFWC Virginia Bylaws Committee shall meet no less than once during each year of the administration. The GFWC Virginia Bylaws Committee shall report at each GFWC Virginia Annual Convention and Conference on action taken by the Committee.

**Section 4. Credentials Committee**

The GFWC Virginia Credentials Committee, appointed by the GFWC Virginia President, shall be composed of four members: the GFWC Virginia Treasurer and three appointed members, at least one of whom shall be a member of a Junior club. The GFWC Virginia President shall designate the Chairman. The GFWC Virginia Parliamentarian shall serve as an advisor to the GFWC Virginia Credentials Committee.

**Section 5. Endowment Fund Committee**

The GFWC Virginia Endowment Fund Committee shall be composed of the GFWC Virginia elected

officers and one additional member designated by the GFWC Virginia President to serve as Chairman. The GFWC Virginia Parliamentarian shall serve as advisor, without vote, and shall be present to advise at all meetings of the GFWC Virginia Endowment Fund Committee. It shall be the duty of the GFWC Virginia Endowment Fund Committee to promote projects for Endowment Fund growth. The GFWC Virginia Budget and Finance Committee Chairman may serve on the GFWC Virginia Endowment Fund Committee, as directed by the GFWC Virginia President.

### **Section 6. Legislation and Public Policy Committee**

The GFWC Virginia Legislation and Public Policy Committee, appointed by the GFWC Virginia President, shall be composed of four members, at least one of whom shall be a member of a Junior club. The GFWC Virginia President shall designate the Chairman. It shall be the duty of the GFWC Virginia Legislation and Public Policy Committee to assist in the implementation of the GFWC and GFWC Virginia legislative programs; inform GFWC Virginia members of the status of pending legislation; and develop and promote an educational legislation program. The GFWC Virginia Legislation and Public Policy Chairman shall serve ex-officio, without vote, on the GFWC Virginia Resolutions Committee.

### **Section 7. Resolutions Committee**

The GFWC Virginia Resolutions Committee, appointed by the GFWC Virginia President, shall be composed of five members, one of whom shall be a member of a Junior club. The GFWC Virginia President shall designate the Chairman. The GFWC Virginia Standing Rules governing Resolutions shall determine the procedure for submitting proposed resolutions. The GFWC Virginia Resolutions Committee shall present proposed action on current or new Resolutions at each GFWC Virginia Annual Convention. The GFWC Virginia Resolutions Committee Chairman shall serve ex-officio, without vote, on the GFWC Virginia Legislation and Public Policy Committee.

### **Section 8. Scholarship Committee**

The GFWC Virginia Scholarship Committee, appointed by the GFWC Virginia President, shall be composed of at least three and not more than five members. The President shall designate the Chairman. It shall be the duty of the GFWC Virginia Scholarship Committee to administer the funds of the Mary Macon McGuire Scholarship and the Phyllis V. Roberts Scholarship as defined in GFWC Virginia Standing Rules governing Scholarships with approval of the GFWC Virginia Executive Board. The GFWC Virginia Scholarship Committee Chairman shall advise the GFWC Virginia President and GFWC Virginia Treasurer of all applications and awards.

### **Section 9. Strategic Planning Committee**

The GFWC Virginia Strategic Planning Committee shall be composed of seven members, including the GFWC Virginia First Vice President/President-elect and GFWC Virginia Second Vice President. Five members shall be appointed by the GFWC Virginia President, one of whom shall be the GFWC Virginia Assistant Director of Junior Clubs. The GFWC Virginia President shall designate the Chairman. The GFWC Virginia Parliamentarian shall be present to advise at all meetings of the GFWC Virginia Strategic Planning Committee. It shall be the duty of the GFWC Virginia Strategic Planning Committee to review GFWC Virginia policies, procedures, and structure and make recommendations to the GFWC Virginia Executive Board.

## **ARTICLE XIV - PARLIAMENTARIAN**

The GFWC Virginia Parliamentarian shall be appointed by the GFWC Virginia President and shall serve without vote, except by ballot at GFWC Virginia meetings. She shall be present to advise at all meetings of the GFWC Virginia Executive Committee, GFWC Virginia Executive Board, at the GFWC Virginia Conference and GFWC Virginia Annual Convention and at meetings of the GFWC Virginia Budget and

Finance Committee, GFWC Virginia Endowment Fund Committee, GFWC Virginia Bylaws Committee, and GFWC Virginia Strategic Planning Committee. She shall serve as an advisor to GFWC Virginia Standing Committees as described in ARTICLE XII and to all other GFWC Virginia Committees. Her term of office shall cease with the appointing GFWC Virginia President. She may be re-appointed without regard to length of previous service.

## **ARTICLE XV – POLICIES AND STANDING RULES**

### **Section 1. Policies**

The GFWC Virginia Executive Board shall maintain policies regarding the administration of its duties as prescribed in these Bylaws.

### **Section 2. Standing Rules**

GFWC Virginia shall maintain standing rules regarding the administration of these Bylaws and 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. These standing rules may be amended by a majority vote at Annual Convention and Conference, provided the proposed amendments have been appended to the Call.

## **ARTICLE XVI - HEADQUARTERS**

GFWC Virginia shall maintain its Headquarters in the Richmond area. The details of the operation of the GFWC Virginia Headquarters shall be under the direction of the GFWC Virginia President with the assistance of the GFWC Virginia Budget and Finance Committee, the GFWC Virginia Headquarters Chairman, and the GFWC Virginia Executive Secretary with the approval of the GFWC Virginia Executive Board.

## **ARTICLE XVII - DISSOLUTION**

Dissolution shall be initiated upon recommendation to the membership by the GFWC Virginia Executive Board. Dissolution must be adopted by an affirmative two-thirds vote of those delegates present and voting at a meeting called specifically for the purpose of Dissolution. In the event of Dissolution, the GFWC Virginia Executive Board shall liquidate and distribute its assets to organizations which could qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code. Such organizations shall have purposes similar to those of GFWC Virginia. No assets may be distributed to individual members.

## **ARTICLE XVIII - PARLIAMENTARY AUTHORITY**

The parliamentary authority for GFWC Virginia shall be *Robert's Rules of Order Newly Revised*. It shall govern in all cases to which it applies and in which it is consistent with these Bylaws or adopted rules.

## **ARTICLE XIX - AMENDMENT**

These Bylaws may be amended at any GFWC Virginia Annual Convention, Conference, or Special Meeting by a two-thirds vote of those delegates present and voting, provided the proposed amendments have been appended to the Call.

## **GFWC VIRGINIA STANDING RULES**

**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, the design of which shall be adopted by the GFWC Virginia membership, shall include the GFWC emblem.
- 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:
  - Postal expenses incurred by the Treasurer to pay GFWC Virginia bills
  - Postal and photocopy expenses incurred by the Secretary for distributing meeting Minutes.
- h. 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.
- i. 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 and Assistant Director of Junior Clubs 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 and Assistant Director of Junior Clubs 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 and Assistant Director of Junior Clubs, 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. Executive Board Meeting accommodations and meals for members of the Executive Committee, the Parliamentarian and Appointees required by the GFWC Virginia President to attend, shall be budgeted expenses of the meetings. 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 a budgeted expense of the meetings. Costs of these meals above the budgeted allowance shall be at the expense of the Hostess District. 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

### A. NOMINATING COMMITTEE PROCEDURES

- 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. 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)).

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Application for  
THE PHYLLIS V. ROBERTS SCHOLARSHIP  
General Federation of Women's Clubs of Virginia

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
How long at this address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Virginia High School Attended (only  
complete if not already attending a  
college or university) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Dates \_\_\_\_\_ GPA \_\_\_\_\_

Anticipated College or  
University to attend in the Fall \_\_\_\_\_

College/University  
Attending (Undergraduate or  
Graduate) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Dates \_\_\_\_\_ GPA \_\_\_\_\_

The 2024-2026 Phyllis V. Roberts scholarship may be awarded to an undergraduate or graduate student in the field of Early Childhood Education. This field of study plays a critical role in the development of our children, so they are ready for entry into school better prepared in the fundamentals necessary for a successful life.

**Please include the following:**

- On a separate sheet of paper, document your reason for choosing a degree in Early Childhood Education and how your work in this field may impact future generations of students
- References from three (3) individuals: one of a general nature and two from recent teachers, counselors, advisors or professors.
- Transcript from most recent school attended verifying GPA.
- A resume of educational and employment history as well as community service and awards received.
- Applications must be received by March 15.

All monies will be paid directly to the Virginia College/University where the recipient attends after receipt of verification that the applicant is a registered student.

Send the completed application and all supportive materials together to:

GFWC Virginia Attn: Scholarship Committee  
P.O. Box 8750  
Richmond, VA 23226

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Application for

**MARY MACON MCGUIRE SCHOLARSHIP**

General Federation of Women's Clubs of Virginia

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

How long at this address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Virginia School Attending \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Dates \_\_\_\_\_ GPA \_\_\_\_\_

Total number of persons in household (include self) \_\_\_\_\_

Ages and relationship to applicant of other persons in household

\_\_\_\_\_  
\_\_\_\_\_

Is anyone in the household other than you enrolled in college or other institute of higher learning?

\_\_\_\_\_ If so, where? \_\_\_\_\_

Applicant's

Course of Study \_\_\_\_\_

Date expected to

Complete studies \_\_\_\_\_

In the space below, describe your education and/or skills training goals. Include any courses you have already taken towards achieving your goals as well as any educational achievements or awards you have earned.

Are you currently employed? \_\_\_\_ If yes, where and how many hours per week do you work?

Since this award is based on financial need, your total income will be compared to your total annual expenses. Please be as exact as possible in answering the following questions.

Total annual income before taxes, from all sources. (Include your income from all sources, such as employment, savings, child support, alimony, Social Security benefits, school loans, scholarships, etc.) Itemize these amounts.

Please list your annual education expenses only (do not include those of other members of your household.)

Tuition/School fees \_\_\_\_\_ Books \_\_\_\_\_  
Transportation \_\_\_\_\_ Other (describe) \_\_\_\_\_

Please list your family's total annual living expenses (such as housing, food, childcare, utilities, medical expenses, etc.)

Please attach the following:

- References from three (3) individuals – one of a general nature, two from professors, teachers, counselors, or advisors – must accompany the application.
- An essay of not more than 2,000 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.
- A resume of educational and employment history, financial circumstances, and community activities should be included.
- All applications must be received by March 15.

All monies will be paid directly to the Virginia institution of higher learning where the recipient attends after receipt of verification that the applicant is a registered student.

Send the completed application and all supportive materials under one cover to:

GFWC Virginia Attn: Scholarship Committee  
P.O. Box 8750  
Richmond, VA 23226

**INDEX OF RESOLUTIONS**

Section	CODE YEAR	LAST REVIEW DATE
<b>ARTS &amp; CULTURE</b>		
1 Support of the Arts in Schools and Communities	.....82	.....2024
 <b>CIVIC ENGAGEMENT &amp; OUTREACH</b>		
1 Affirmation of Women.....	.....83	.....2024
2 Economic Worth of Homemakers.....	.....79	.....2024
3 Foreign Ownership of Land.....	.....83	.....2024
4 Human Trafficking.....	.....18	.....2024
5 Mandatory Sentencing for Sexual Abuse and Molestation of Children.....	.....85	.....2024
6 Prison Reform.....	.....74	.....2024
7 Temporary Assistance to Needy Families.....	.....90	.....2024
8 Historic Landmarks.....	.....71	.....2024
9 Social Services Profession.....	.....70	.....2024
10 Scam Artist Tactic Awareness.....	.....92	.....2024
11 Preserving Family Time.....	.....89	.....2024
 <b>EDUCATION &amp; LIBRARIES</b>		
1 Bilingual Education Programs.....	.....82	.....2024
2 Education.....	.....83	.....2024
3 Literacy.....	.....75	.....2024
4 Prayer in Schools.....	.....81	.....2024
5 Chronic Absenteeism.....	.....94	.....2024
6 Support of the Teaching Profession.....	.....95	.....2024
 <b>ENVIRONMENT</b>		
1 Clean Environment.....	.....85	.....2024
2 Conservation of Chesapeake Bay.....	.....87	.....2024
3 Energy.....	.....81	.....2024
4 Preservation of State Parks System.....	.....96	.....2024
5 Public Parks.....	.....86	.....2024
6 Roadside Beautification.....	.....67	.....2024
7 Trash Imports.....	.....99	.....2024
8 Water Quality.....	.....86	.....2024

**INDEX OF RESOLUTIONS**

**(continued)**

Section	CODE YEAR	LAST REVIEW DATE
<b>HEALTH &amp; WELLNESS</b>		
1 Acute Coronary Syndrome Awareness.....	.99	.....2024
2 Breast Cancer.....	.98	.....2024
3 Community Mental Health Needs.....	.87	.....2024
4 Control of Illegal Drugs.....	.72	.....2024
5 Emotionally Disturbed and Mentally Ill.....	.67	.....2024
6 Establishment of State License for Respite Care of Physically Disabled and Mentally Disabled.....	.71	.....2024
7 Health Care.....	.79	.....2024
8 Misuse of Pharmaceutical Drugs.....	.03	.....2024
9 Organ and Tissue Donation and Transplantation.....	.84	.....2024
10 Population Control.....	.68	.....2024
11 Prevention-Control-Cure of Diseases.....	.86	.....2024
12 Services for the Deaf and Hearing Impaired.....	.82	.....2024
13 Sight Conservation.....	.67	.....2024
14 Substance Abuse.....	.89	.....2024
15 Sexually Transmitted Diseases.....	.76	.....2024
16 Treatment of Severely Brain-Damaged Children.....	.73	.....2024
17 Assisted Living.....	.04	.....2024
 <b>GFWC SIGNATURE PROGRAM – DOMESTIC AND SEXUAL VIOLENCE AWARENESS AND PREVENTION</b>		
1 Elderly Abuse.....	.94	.....2024
2 Sexual Assault.....	.79	.....2024

For Complete text of Resolutions, contact the Chairman, any member of the Resolutions Committee or GFWC Virginia Headquarters. A complete copy can also be found on the state website.

A complete copy of the GFWC Resolutions is available on the GFWC Website – <https://memberportal.gfwc.org/resources>

## **GFWC VIRGINIA FINANCES**

### **GENERAL INFORMATION**

#### **INCOME**

Sources of revenue for carrying out the objectives of GFWC Virginia include: anticipated per member capita dues, voluntary contributions to GFWC Virginia Headquarters Operating and Maintenance Fund, and investment earnings and interest earned on the General Fund, the GFWC Virginia Endowment Fund, Mary Macon McGuire Scholarship Fund, and Phyllis V. Roberts Scholarship Fund.

#### **BUDGET**

An annual budget is prepared by the Budget and Finance Committee and presented to the GFWC Virginia Executive Board for action. A copy of the budget is found in the GFWC Virginia yearbook.

#### **LOCATION OF FUNDS**

The General Fund Accounts are to be maintained in accredited financial institution(s) approved by the GFWC Virginia Executive Board. Receipts are deposited to these accounts and disbursements are made upon receipt of properly approved vouchers. Past and current GFWC Virginia financial records shall be maintained at GFWC Virginia Headquarters.

#### **INVESTMENTS**

All investments of GFWC Virginia shall be placed in accredited financial institution(s) selected by the GFWC Virginia Budget and Finance Committee. The GFWC Virginia Executive Board shall be informed of the selection. A representative of the financial institution(s) shall report directly to the GFWC Virginia Budget and Finance Committee at least once an administration.

#### **PROTECTION**

Furniture and equipment at GFWC Virginia Headquarters are covered by fire insurance. The GFWC Virginia President, First Vice President/President-elect, Treasurer, Junior Secretary/Treasurer, Credentials Chairman, Junior Credentials Chairman, and GFWC Virginia Executive Secretary are insured by bond. The GFWC Virginia financial records are subject to agreed upon procedures annually by an Independent Certified Public Accountant. GFWC Virginia is also covered by liability insurance.

**GFWC VIRGINIA BOARD DESIGNATED FUNDS**

(Temporarily Restricted)

Adopted April, 1999, Revised April 2020

The GFWC Virginia Executive Board has designated certain funds for specific uses. The income and expenses are applied directly to the fund and do not appear on the monthly operating statement of income and revenue. The balance is carried forward from month to month and fiscal year to fiscal year. Vouchers, with receipts, shall follow current financial guidelines.

**Arts Contests Show Fund**

**Revenue Sources:** Contributions and entry fees from clubs and members. Contributions are encouraged by the Arts Chairmen (minimum \$10 per club recommended). A line item shall be included on the Dues and Contributions form to facilitate donations.

**Authorized Expenses:** Honoraria not to exceed \$50 per judge for up to three judges for GFWC Virginia Arts' Contests; room rental for the Art Show; display table rental for the Art Show; distribution of the GFWC Virginia Arts Contests Rules Booklet (one per club, all members of the GFWC Virginia Executive Board and Junior Executive Board, one per GFWC Virginia and District Arts Chairmen and Junior Chairmen, GFWC Virginia and District Arts and Crafts Contest Coordinators). Printed copies are available upon request.

**Communications and Public Relations Fund**

**Revenue Sources:** Contributions from clubs and members. Contributions are encouraged by the GFWC Virginia Communications and Public Relations Chairman. A line item shall be included on the GFWC Virginia Dues and Contributions form to facilitate donations.

**Authorized Expenses:** Communications and Public Relations Fund shall be used to promote GFWC Virginia identity, as approved by the GFWC Virginia Executive Board.

**Equipment Fund**

**Revenue Sources:** Budgeted contribution from the GFWC Virginia Operating Fund. The amount should be adequate to plan for the purchase of capital items, keeping in mind the anticipated life span of the equipment necessary to operate headquarters. This fund will be capped at \$5,000.

**Authorized Expenses:** Computer equipment, mailing equipment and office furnishings for GFWC Virginia Headquarters as authorized by the GFWC Virginia Executive Board.

**ESO (Epsilon Sigma Omicron) Reading Fund**

**Revenue Sources:** Contributions from clubs and members. Contributions are encouraged by the GFWC Virginia Education Chairman.

**Authorized Expenses:** Expenses of the GFWC Virginia Chairman as they relate to the administration of the ESO reading program shall be paid from this fund, e.g. postage, photocopying and awards.

**GFWC Candidate Fund:**

**Revenue Sources:** Re-established in 2016 by the GFWC Virginia Executive Board, from budgeted annual contributions from the GFWC Virginia Operating Fund. Contributions from clubs will be encouraged and a line item will be included on dues and contributions form.

**Authorized Expenses:** Expenses from the fund are used to provide support to GFWC Virginia members seeking an elected position at GFWC.

**GFWC Gift Fund:**

**Revenue Sources:** Budgeted annual contributions from the GFWC Virginia Operating Fund.

**Authorized Expenses:** Expenses from the fund are used to provide requested gift donations to GFWC, once per administration.

**Membership Fund**

**Revenue Sources:** Contributions from clubs and members, and new club charter fees. Contributions are encouraged by the Chairman. A line item shall be included on the GFWC Virginia Dues and Contributions Form to facilitate donations.

**Authorized Expenses:** Membership campaign expenses as outlined by the GFWC Virginia Membership Chairman and approved by the GFWC Virginia Executive Board at the beginning of each administration. Expenses may include incentives, recognition awards and prizes as the Fund allows.

**Other Agencies**

**Revenue Sources:** Contributions from clubs and members on behalf of other agencies. Agencies may include Camp Easter Seals UCP, HOBY, CCI, etc.

**Authorized Expenses:** Collected funds shall be sent to the agencies annually.

**Scholarship Funds**

**Revenue Sources:** Contributions from clubs and members. Contributions are encouraged by the GFWC Virginia Scholarship Committee. A line item shall be included on the GFWC Virginia Dues and Contributions form to facilitate donations.

**Authorized Expenses:** Scholarship awards, as approved each administration by the GFWC Virginia Executive Board, are based on the recommendations of the GFWC Virginia Scholarship Committee. The expenses to promote the program, print applications and fulfill scholarship awards shall be taken from the Fund.

**GFWC Southeastern Region Obligation Fund**

**Revenue Source:** Budgeted contributions from the GFWC Virginia Operating Fund and any designated fundraisers as approved by the GFWC Virginia Executive Board.

**Authorized Expenses:** Expenses from the fund are used to offset hosting obligations and to provide requested donations to GFWC Southeastern Region.

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**STATEMENT OF FINANCIAL POSITION****June 30, 2025****ASSETS**

Checking Account	5,249.71
Savings Account	32,718.88
Davenport & Co Investment Account	805,724.39
Prepaid Expense	2,778.00
Inventory	3,119.10
Total Assets	<u>849,590.08</u>

**LIABILITIES, RESERVES AND UNEXPENDED BALANCE**

Endowment Fund*	448,408.36
Mary Macon McGuire Scholarship**	15,387.26
Phyllis V. Roberts Scholarship**	10,704.06
Arts Contests Fund**	5,672.19
Communications and Public Relations Campaign**	2,413.33
Membership**	2,397.31
ESO Reading Program**	649.74
Escrow-Equipment Fund	3,770.76
SER Obligation Fund	1,724.64
GFWC Obligation Fund**	125.00
GFWC Candidate Fund	1,318.75
GFWC Virginia State Project 2024-2026**	2,761.54
Clubwoman – deferred revenue	75.00
Accounts Payable	455.61
Unexpended Fund Balance	<u>353,726.53</u>
Total Liabilities, Reserves and Unexpended Fund Balance	849,590.08

NOTE: The Financial Statements are subject to verification and adjustment by the External CPA. The financial review and 990 Tax Return will be available for examination at GFWC Virginia Headquarters.

\* changes in Endowment Fund detailed on page 73S

\*\* changes in reserve accounts detailed on page 70S

**MISCELLANEOUS CONTRIBUTIONS**

HOBY \$ 5,835.00  
 Camp Easter Seals Virginia \$ 3,026.00

(As of June 30, 2025, the above designated funds in the Miscellaneous Accounts were sent to specific fund organizations.)

**STATEMENT OF CHANGES IN RESERVES OF THE GENERAL FUND**

**2024-2026 STATE PROJECT – EARLY CHILDHOOD EDUCATION**

BALANCE, July 1, 2024 \$ 0.00  
     Donations & Pin Sales 7,664.12  
     Disbursements 12,000.00  
 BALANCE, June 30, 2025 \$ 0.00

**ESO READING PROGRAM**

BALANCE, July 1, 2024 \$ 767.27  
     Club Contributions 42.00  
     Disbursements 159.53  
 BALANCE, June 30, 2025 \$ 649.74

**GFWC OBLIGATION FUND**

BALANCE, July 1, 2024 \$ 0.00  
     Additions 125.00  
     Disbursements 0.00  
 BALANCE, June 30, 2025 \$ 125.00

**GFWC CANDIDATE FUND**

BALANCE, July 1, 2024 \$ 1,113.00  
     Additions 85.75  
     Disbursements 00.00  
 BALANCE, June 30, 2025 \$ 1,218.75

**ARTS CONTESTS SHOW FUND**

BALANCE, July 1, 2024 \$ 5,436.19  
     Donations by Clubs 386.00  
     Expenses 150.00  
 BALANCE, June 30, 2025 \$ 5,672.19

**COMMUNICATIONS & PUBLIC RELATIONS FUND**

BALANCE, July 1, 2024 \$ 2,464.33  
     Donations 103.75  
     Disbursements 154.75  
 BALANCE, June 30, 2025 \$ 2,413.33

**MEMBERSHIP FUND**

BALANCE, July 1, 2024 \$ 2,737.31  
     Donations by Clubs 295.00  
     Disbursements 35.00  
     Membership Grants Disbursed 600.00  
 BALANCE, June 30, 2025 \$ 2,397.31

**PHYLLIS V ROBERTS SCHOLARSHIP FUND**

BALANCE, July 1, 2024 \$ 13,205.31  
     Club Contributions 498.75  
     Scholarships Awarded 3,000.00  
 BALANCE, June 30, 2025 \$ 10,704.06

**MARY MACON MCGUIRE SCHOLARSHIP FUND**

BALANCE, July 1, 2024 \$ 14,913.51  
     Club Contributions 473.75  
     Scholarships Awarded 0.00  
 BALANCE, June 30, 2025 \$ 15,387.26

**SER HOSTING FUND**

BALANCE, July 1, 2024 \$ 5,574.64  
     Contributions 150.00  
     Deposits for SER 2025 4,000.00  
 BALANCE, June 30, 2025 \$ 1,724.64

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026  
**STATEMENT OF ACTIVITIES FOR YEAR ENDING JUNE 30, 2025**

	<b>2024-2025 BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>
<b>RECEIPTS</b>		
Dues	29,000	30,214.00
Cash Sales/Materials	1,800	2,717.31
Contributions - Headquarters Operations/Maintenance	1,425	1,550.22
Contributions – 1907 Society	1,200	1,477.69
Interest & Dividends	11,000	13,635.57
Investment Income	12,000	69,904.54
Publications/Subscriptions	1,225	1,375.00
Miscellaneous		
<b>TOTAL RECEIPTS</b>	<b>57,650</b>	<b>120,874.33</b>
<b>DISBURSEMENTS</b>		
Allotments		
President – Annual	2,000	2,000.00
President - GFWC Board & GFWC Convention	4,400	2,284.28
President - SER Conference	1,000	489.66
First Vice President/President-elect – Annual, ILTS & Orientation	450	350.00
Second Vice President - Annual	350	350.00
Third Vice President – Annual, SER, GFWC	2,050	1,504.36
Secretary - Annual	250	250.00
Treasurer - Annual	250	250.00
Parliamentarian - Annual	250	250.00
Assistant Director of Junior Clubs	250	250.00
Junior Secretary/Treasurer	250	250.00
Committees	750	76.72
Midwinter Executive Board	2,000	3.92
District Presidents' Travel	1,000	432.98
Officers and Chairmen and District Visits	1,400	1,065.96
Orientation of State Chairman	200	70.50
Convention (Net)	8,000	8,681.04
Conference (Net)	4,000	4,893.18
GFWC Virginia LEADS		
Legislation Day		
SER Obligation Fund , GFWC Obligation Fund, GFWC Candidate Fund	375	375.00
GFWC LEADS & Jennie Award – travel allowance	700	700.00
Headquarters		
Financial Review	600	
FICA and Unemployment Taxes	1,973	1,951.88
Executive Secretary - Salary	25,410	25,409.89
Fire, Theft and Liability Insurance and Fidelity Bond	1,750	1,670.00
Operation and Maintenance	3,000	2,799.75
Computer/Internet/Telephone	2,100	1,904.54
Rent	15,300	15,300.00
Equipment Escrow	500	500.00
Website Maintenance	300	299.88
Miscellaneous (memberships, other)	625	186.03
Publications (Yearbook and Clubwoman)	2,200	2,823.07
Dues Refund to Juniors	2,130	2,256.00
<b>TOTAL DISBURSEMENTS</b>	<b>81,725</b>	<b>79,628.64</b>
To/(From) Reserves	(28,163)	41,245.69

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026  
**BUDGET – 2025-2026**

**RECEIPTS**

Dues	29,000
Cash Sales/Materials	1,800
Convention Revenue (Net)	0
Contributions - Headquarters Operations/Maintenance	1,425
Contributions – 1907 Society	1,200
Interest & Dividends	11,000
Investment Income	18,000
Publications/Subscriptions	725
(To)/From Reserves	28,586

**TOTAL RECEIPTS**

91,576

**DISBURSEMENTS**

Allotments	
President – Annual	2,000
President - GFWC Board	1,200
President - SER Conference	1,000
President - GFWC Convention	3,200
First Vice President/President-elect – Orientation, ILTS & Annual	1,150
Second Vice President - Annual	350
Third Vice President - Annual	2,050
Secretary - Annual	250
Treasurer - Annual	250
Parliamentarian - Annual	250
Assistant Director of Junior Clubs	250
Junior Secretary/Treasurer	250
Committees	750
Midwinter Executive Board	2,000
GFWC Virginia LEADS	1,410
Legislation Day	400
Orientation of State Chairmen	300
District Presidents' Travel	1,000
Officers and Chairmen and District Visits	1,400
SER Obligation Fund, GFWC Obligation Fund, GFWC Candidate Fund	375
GFWC LEADS	700
Conference	4,000
Convention	8,000
Jennie Award – travel allowance	300
Membership	400
Headquarters	
Financial Review	600
FICA and Unemployment Taxes	2,070
Executive Secretary - Salary	26,680
Fire, Theft and Liability Insurance and Fidelity Bond	1,750
Operation and Maintenance	3,300
Telephone/Internet	2,160
Rent	15,600
Equipment Escrow	500
Website Maintenance	300
Miscellaneous (memberships, pin mounting, other)	1,335
Publications (Yearbook and Clubwoman)	1,950
Dues Refund to Juniors	2,256

**TOTAL DISBURSEMENTS**

91,576

**GFWC VIRGINIA ENDOWMENT FUND**

Originally established in honor of Nellie Watts Flemming, a past Virginia Parliamentarian, the Fund is a permanent, accumulated one made up of voluntary contributions from individuals and clubs. The name was changed to the GFWC Virginia Endowment Fund in 2002. These monies are invested for the benefit of GFWC Virginia. The interest is converted to the General Fund for operating expenses. The amount of the Endowment has grown to more than **\$448,000!** GFWC Virginia will prosper and grow as a result of the membership's continued interest and support of the Endowment Fund. Principal growth is a must because of fluctuating interest rates and a growing need for financial security.

Frequently, members, families and friends express a desire to honor a member, or to pay tribute to the memory of a member, by presenting a gift to GFWC Virginia Headquarters. All expressions of generosity are appreciated, but none more so than contributions to the Endowment Fund. Every donor and honoree will receive special recognition. The names of those individuals, clubs or corporate friends will be published in *The Virginia Clubwoman*. Certificates for “In honor of...” and “In Memory of...” are available free of charge from GFWC Virginia Headquarters for club use.

Contributions to the GFWC Virginia Endowment Fund may be sent directly to GFWC Virginia, P.O. Box 8750, Richmond, VA 23226. Include information concerning honoree or memorial designation. All contributions are tax deductible. Please use the form following this page in the yearbook.

**The Dogwood Society** was established in 2001 to encourage ongoing endowment investment and principal growth. Members receive a dogwood pin reflecting their membership level. Special recognition is given in *The Virginia Clubwoman* and at GFWC Virginia Annual Conventions. Club women may join the Dogwood Society via single contribution or payment plan. Please use the form on page 75 to participate in the payment plan.

Levels in the Dogwood Society are as follows: **Topaz** \$250, **Ruby** \$500, **Blue Sapphire** \$1,000, **Pink Sapphire** \$1,500, **Amethyst** \$2,000, **Emerald**, \$2,500 and **Diamond** \$5,000.

**The 1907 Society** was established in 2011 and was named for the year GFWC Virginia was organized. The 1907 Society from 2011-August 2014 was dedicated to preserving our Federation through the Endowment Fund. Starting in August 2014, the 1907 Society funds are used to support annual operating expenditures. Annual membership (renewal at GFWC Virginia Annual Convention) entitles you to a special ribbon each year you join and to special recognition at GFWC Virginia Annual Conventions. The minimum contribution for annual membership in the 1907 Society is \$19.07.

**Statement of Revenues and Fund Balance – GFWC Virginia Endowment Fund**

<b>Balance, July 1, 2024</b>	<b>432,460.69</b>
<b>Endowment Contributions</b>	<b>640.00</b>
<b>Dogwood Society Contributions</b>	<b><u>15,302.67</u></b>
<b>Balance, June 30, 2024</b>	<b>\$448,403.36</b>

**GFWC VIRGINIA ENDOWMENT CONTRIBUTIONS  
AND DOGWOOD SOCIETY MEMBERSHIPS**

Please use the following form to make a contribution to the GFWC Virginia Endowment Fund or to join the Dogwood Society. All contributions should be sent to; GFWC Virginia Headquarters, P.O. Box 8750, Richmond, VA 23226. ALL GIFTS TO THE GFWC VIRGINIA ENDOWMENT FUND/DOGWOOD SOCIETY ARE TAX DEDUCTIBLE.

NAME OF DONOR: \_\_\_\_\_

ADDRESS OF DONOR: \_\_\_\_\_  
\_\_\_\_\_

GFIT IN MEMORY OR IN HONOR OF (circle one): \_\_\_\_\_

ADDRESS WHERE ACKNOWLEDGEMENT WILL BE SENT: \_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF GIFT: \_\_\_\_\_

\*\*\*\*\*

**GFWC VIRGINIA 1907 SOCIETY MEMBERSHIP**

Annual Membership in the 1907 Society helps sustain our operating Fund. The 1907 Society was established to ensure the legacy of GFWC Virginia. It will help maintain and support the structural integrity of GFWC Virginia which continues to serve as a vital center for women's issues and outreach in our communities. This is another way to demonstrate your pride and commitment to GFWC Virginia, one of the world's oldest women's organizations.

All contributions should be sent to; GFWC Virginia Headquarters, P.O. Box 8750, Richmond, VA 23226. ALL GIFTS TO THE GFWC VIRGINIA – 1907 SOCIETY ARE TAX DEDUCTIBLE.

NAME OF DONOR: \_\_\_\_\_

ADDRESS OF DONOR: \_\_\_\_\_  
\_\_\_\_\_

GFIT IN MEMORY OR IN HONOR OF (circle one): \_\_\_\_\_

ADDRESS WHERE ACKNOWLEDGEMENT AND RIBBON/PIN WILL BE SENT: \_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF GIFT: (Minimum Contribution for 1907 Society Membership 19.07) \_\_\_\_\_

**\*\*\* Please copy this page before using\*\*\***

**GFWC Virginia Endowment Fund  
Dogwood Society  
Payment Plan**

Yes, I am interested in joining the Dogwood Society using a convenient payment plan. **I understand that the final payment must be received at GFWC Virginia Headquarters within two years of the first deposit date. An incomplete payment plan for the Topaz membership may be terminated if no other arrangements have been made with the Endowment Chairman. All money paid into the plan as of that date will be converted to and considered as a contribution to the Endowment Fund.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_ **I want Plan A\*:**  
\$50.00 deposit with  
 four (4) payments of  
 \$50.00 each (\$250 total).

\_\_\_\_\_ **I want Plan B\*:**  
\$25.00 deposit with  
 nine (9) payments of  
 \$25.00 each (\$250 total).

\*These two plans work well to join at the Topaz Level or to increase to the Ruby Level. If you are currently at the Ruby Level or higher and wish to upgrade to the next level by installments, please contact the Endowment Chairman, Gloria Worrell, to set up an individual plan. [endowment@gfwcva.org](mailto:endowment@gfwcva.org)

**Mail this form along with deposit to GFWC Virginia Headquarters:**

P.O. Box 8750  
 Richmond, VA 23226

.....**Detach here and keep in a safe place**.....

I have signed up for: \_\_\_\_\_ Plan A (\$50.00 deposit plus 4 payments of \$50.00 each)  
 \_\_\_\_\_ Plan B (\$25.00 deposit plus 9 payments of \$25.00 each)

Please send in the appropriate coupon below with each payment. Make all checks payable to "GFWC Virginia" and mail all payments to: GFWC Virginia Headquarters, P.O. Box 8750, Richmond, VA 23226.

<i>GFWC Virginia Endowment Dogwood Society Payment Plan Plan B Payment #8 Amount _____</i>		<i>GFWC Virginia Endowment Dogwood Society Payment Plan Plan B Payment #9 Amount _____</i>	
<i>GFWC Virginia Endowment Dogwood Society Payment Plan Plan B Payment #5 Amount _____</i>	<i>GFWC Virginia Endowment Dogwood Society Payment Plan Plan B Payment #6 Amount _____</i>	<i>GFWC Virginia Endowment Dogwood Society Payment Plan Plan B Payment #7 Amount _____</i>	
<i>GFWC Virginia Endowment Dogwood Society Payment Plan Plan A or Plan B (Circle one) Payment #1 Amount _____</i>	<i>GFWC Virginia Endowment Dogwood Society Payment Plan Plan A or Plan B (Circle one) Payment #2 Amount _____</i>	<i>GFWC Virginia Endowment Dogwood Society Payment Plan Plan A or Plan B (Circle one) Payment #3 Amount _____</i>	<i>GFWC Virginia Endowment Dogwood Society Payment Plan Plan A or Plan B (Circle one) Payment #4 Amount _____</i>

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### **DUES AND DONATIONS**

1. A convenient "Dues and Contributions Form" is located on Page 79S of this Yearbook Supplement for Club Treasurer's use in payment of dues and contributions. Twenty-five (\$25) dollars per member dues are paid to GFWC Virginia by each club. Dues are divided as follows: Fifteen dollars (\$15) to the General Federation of Women's Clubs; Ten dollars (\$10) for the operation of GFWC Virginia.
2. Per member district dues are determined by the respective districts and are paid directly to the district by each club. District dues are sent to the District Treasurer BEFORE January 25 of each calendar year.
3. Funds for maintenance of Headquarters are derived from voluntary contributions from clubs and from appropriations in the budget.
4. Contributions to the GFWC Virginia Endowment Fund are voluntary. Contributions are invested for the benefit of GFWC Virginia and the earnings is converted to the General Fund for operating expenses. **(See Page 73 for details)**
5. Contributions to the Phyllis V. Roberts Scholarship Fund are voluntary. This fund provides scholarships as determined by each administration. **(See Page 56 for details)**
6. Contributions to the Mary Macon McGuire Scholarship Fund are voluntary. This provides educational grants for Virginia students. **(See Page 56 details)**
7. Contributions to the Arts Contests Fund are voluntary. The funds are used for awards and expenses for the art contests. **(See Arts Contest Coordinator for details)**
8. Monetary donations made to organizations supported by GFWC Virginia, that are not listed on the Dues and Contributions form, should be **sent directly to the organization**. For a listing of GFWC Affiliate organizations and donation contact information, please see the GFWC.org website.

## 2026 DUES AND CONTRIBUTIONS

**INSTRUCTIONS:** Copy and complete the form (**Page 79S**) and mail with **one check made payable to GFWC Virginia BEFORE January 25, 2026** to entitle your club to representation at the GFWC Virginia and GFWC Conventions.

Send club check and form to: GFWC Virginia Headquarters  
P. O. Box 8750  
Richmond, Virginia 23226

**DUES: GFWC VIRGINIA/GFWC** dues for Women's Clubs, Junior Women's Clubs, and Juniette Clubs are made payable to GFWC Virginia at the address listed above. Total amount due is \$25 per member, (\$10/member is retained by GFWC Virginia and \$15/member is sent to GFWC). **Exception:** Juniette Clubs pay \$12.00 per member (\$2/member is retained by GFWC Virginia and \$10/member is sent to GFWC).

**SUPPLEMENTAL DUES:** Copy and complete the Supplemental Dues Form (Page 81). Total amount due is \$25 per member, (\$10/member is retained by GFWC Virginia and \$15/member is sent to GFWC), for all members who join after January 25. Make check payable to GFWC Virginia and send to above address **BEFORE April 15**.

**Juniors:** Complete and send the additional JUNIOR CONTRIBUTIONS FORM (page 141) to GFWC Virginia Headquarters, for contributions to Junior Travel Fund and other special Junior accounts found in the Junior supplement. Make check payable to **GFWC Virginia Juniors**.

**Reminder:** District dues and contributions are made payable to the District and sent to the District Treasurer. To be eligible for membership, all clubs must pay district dues.

**CONTRIBUTIONS:** ONLY contributions listed on the Dues and Contributions Form should be included in the same check with your dues or supplemental dues payment. **Contributions to philanthropic organizations that are not listed on the Dues and Contributions form should be made payable to the organization and mailed directly to that organization.** Additional contributions sent at other times during the year should be made payable to GFWC Virginia and the appropriate fund(s) indicated on your check or statement included with your check and mailed to GFWC Virginia (address above). **Do not include on this form contributions which have already been made earlier; enter on this form only contributions which are included in the check being sent.**

**2026**

**DUES AND CONTRIBUTIONS FORM**

Name of Club		District
Name of Club Treasurer	Telephone-	
	E-mail-	
Club Treasurer's Mailing Address		

PLEASE write **ONE CHECK** payable to GFWC Virginia for items listed below ONLY. All other donations should be sent directly to the named organization. Mail to GFWC Virginia Headquarters P.O. Box 8750, Richmond, VA 23226 by January 25, 2026

GFWC VA USE ONLY	<b>CONTRIBUTIONS AND DUES</b>	
2031	GFWC Virginia State Project 2024-2026	\$
2020	Camp Easter Seals UCP	\$
2030	Camp Easter Seals UCP Camperships	\$
2065	HOBY (Hugh O'Brian Youth Foundation) <b>MUST</b> Include HOBY form, page 84	\$
2067	GFWC Candidate Fund (see page 66 for details)	\$
2080	GFWC Virginia Membership Fund	\$
2100	GFWC Virginia Arts Contests Fund (Suggested minimum \$10.00)	\$
2120	GFWC Virginia Headquarters Operating and Maintenance Fund	\$
2115	GFWC Virginia Endowment Fund	\$
2075	GFWC Mary Macon McGuire Scholarship Fund	\$
2125	GFWC Virginia Phyllis V. Roberts Scholarship Fund	\$
2090	GFWC Virginia Public Relations Campaign Fund	\$
2111	<b>Dues-Women's Clubs &amp; Junior Women's Clubs - \$25 X ____ members</b> (GFWC dues \$15 per member and GFWC Virginia dues \$10 per member)	\$
4045	<b>Juniorette Club Dues \$12 X ____ members</b> (GFWC dues \$10 per member and GFWC Virginia dues \$2 per member.)	\$
	<b>TOTAL DUES AND CONTRIBUTIONS</b> (check amount should match this total)	\$

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## SUPPLEMENTAL DUES FORM

For **Additional** Dues Submitted **AFTER JANUARY 25TH**

Name of Club	District
Name of Club Treasurer	Telephone
Club Treasurer's Mailing Address	
Club Treasurer's Email Address	

PLEASE write **ONE CHECK** payable to  
 GFWC Virginia  
 PO Box 8750  
 Richmond, VA 23226

### SUPPLEMENTAL DUES WOMEN'S CLUB and JUNIOR WOMEN'S CLUB

Supplemental dues - \$25 X____members (new members after 1/25) (GFWC dues \$15 per member and GFWC Virginia dues \$10 per member)	\$
<b>TOTAL DUES</b> (check amount should match this total)	\$

### SUPPLEMENTAL DUES – JUNIORETTE CLUBS

Supplemental dues - \$12 X____members (new members after 1/25) (GFWC dues \$10 per member and GFWC Virginia dues \$2 per member.)	\$
<b>TOTAL DUES</b> (check amount should match this total)	\$

**Keep a blank copy of this form to use to submit supplemental dues after 1/25 payment and before April 15<sup>th</sup>. Please do not submit supplemental dues after April 15<sup>th</sup> in order to comply with dues reporting to GFWC.**

\*\*\*\* Please copy this form before using as to have it for the second year of the administration.  
 This form will not be reprinted in the supplement.  
 Thank you \*\*\*\*

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**HUGH O'BRIAN YOUTH LEADERSHIP (HOBY)**  
*Empowering Young People to Excel as Leaders*

HOBY was founded by actor Hugh O'Brian in 1958 in response to Dr. Albert Schweitzer's remark, "The most important thing in education is to teach young people to think for themselves". HOBY seeks out, recognizes, and rewards leadership potential in high school sophomores by giving them the opportunity to build their leadership potential during a three day seminar. High school sophomores are chosen because their age is critical in focusing on future goals and forming opinions for adulthood. These students have the unique opportunity to create a "ripple effect" from their HOBY experience by utilizing their remaining time in high school to lead others in their schools and communities. HOBY lays the foundation for a strong future by teaching students "HOW to think, not WHAT to think."

Discussions, presentations and interactive activities, created to stimulate inherent potential, are centered on three perspectives of leadership: individual, group, and community/society. HOBY believes strongly that one of the most powerful ways to show leadership is through service to others. Each seminar features a community service project. Seminar participants are challenged to earn 100 hours of community service during the year following their completion of the seminar. With the core values of volunteerism, integrity, excellence, diversity, effective, compassionate leadership and community partnership, HOBY seeks to motivate individuals to make positive contributions to their schools and communities, thus making them more active, aware and responsible citizens.

The HOBY Virginia Leadership Seminar, Inc., an affiliate of HOBY International, provides the following programs: Annual Virginia Leadership Seminar, Community Leadership Workshops (one day mini-seminars) for 9<sup>th</sup> grade students and a HOBY Virginia Alumni Chapter.

Each September, HOBY International sends nomination kits to all public and private high schools. Each school in Virginia is given the opportunity to nominate an outstanding sophomore based on his or her leadership potential. That sophomore represents his or her high school at the annual HOBY Virginia Seminar.

The total cost for a student's Seminar attendance is approximately \$475.00, which includes a \$250 registration fee paid to HOBY International, which is the school's responsibility, and \$225 sponsorship that covers lodging, food and training materials at the seminar. Donations and sponsorships from GFWC Virginia clubs fund the costs of lodging, food and training materials at the annual HOBY Virginia Leadership Seminar and are sent via GFWC Virginia headquarters to HOBY Virginia.

**HOBY Virginia Website**  
<http://www.vahoby.org/>

**HOBY International Website**  
<http://www.hoby.org/>



**HUGH O'BRIAN YOUTH LEADERSHIP (HOBY)  
VIRGINIA LEADERSHIP SEMINAR, INC.**

“Empowering Young People to Excel as Leaders”

Club Name:	District:
Club President:	Phone No.:
Address:	
No. Students Sponsored: _____ @ \$225 each = <b>TOTAL:</b> \$ _____	
Partial Scholarship or Contribution to HOBY Virginia	\$ _____
If you wish to sponsor a specific school, please list the name and location. Student name is not necessary.	
School Name	City

Make all checks payable to GFWC Virginia and mail with this form by **March 1** each year to:

GFWC Virginia/ HOBY Virginia  
P.O. Box 8750  
Richmond, VA 23226

**NOTE: If sponsoring a particular school, please make certain that the school has “registered” a student, and the registration fee (required by HOBY for each participant, and the school’s responsibility) has been paid to HOBY International in Los Angeles, CA.**

**ENSURE THE SCHOOL UNDERSTANDS THAT YOUR “SPONSORSHIP” MEANS PAYMENT OF THE SEMINAR COST, NOT THE REGISTRATION FEE, UNLESS YOU CHOSE TO PAY BOTH.**

Tomorrow’s Leaders Thank You For Your Commitment!

\*\*\*\* Please copy this form before using as to have it for the second year of the administration.

This form will not be reprinted in the supplement.

Thank you \*\*\*\*

**GFWC VIRGINIA SUPPLIES LIST/ORDER FORM**

The following items are available from GFWC Virginia Headquarters and offered for sale at state meetings. Items are also available on the state website for purchase via PayPal.

Please copy this order form, attach check made payable to GFWC Virginia and mail to GFWC Virginia Headquarters, P. O. Box 8750, Richmond, VA 23226. Please include your phone number or e-mail address in case we need to get in touch with you regarding your order.

**Phone: 1-804-288-3724**

	No. Ordered		No. Ordered
GFWC Virginia Bar Guard	\$3.00	GFWC Compact Mirror	\$2.00
GFWC Virginia Badge Holder	\$5.00	GFWC Virginia Pin	\$5.00
GFWC Virginia Phone Wallet (pink, purple, red, blue or black)	\$4.00	GFWC Wine Tote	\$10.00
GFWC Virginia Grocery Tote Bag	\$5.00	GFWC Cooler Bag	\$10.00
GFWC Virginia Yearbook (year one of an administration)	\$10.00	GFWC Virginia Membership Cards	50/\$2.50 100/\$4.00
Yearbook Supplement (year two of an administration)	\$5.00	“It’s Clear... Volunteer” Clear tote bag	\$10.00
GFWC Virginia Stylus Ink Pen (blue, purple, gold, red)	\$3.00	GFWC Virginia Embroidered Patch	\$5.00
		Please include Shipping and Handling for each order; 10% of order; minimum of \$5.00 S and H	\$
<b>TOTAL ORDER – ALL ORDERS PREPAID ONLY</b>			<b>\$</b>

Name	
Address	
City, State, Zip	
Telephone #	
E-mail address	

**Club President’s pins** and other logo imprinted items are available from directly from GFWC website at [www.gfwc.org](http://www.gfwc.org)

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**EPSILON SIGMA OMICRON (ESO)**

**“Enlighten Your Own Pathway”**

**Alpha Theta Chapter - GFWC Virginia**

<https://www.gfwc.org/education-libraries/>

Epsilon Sigma Omicron (ESO) is an honorary educational society open to all per-capita dues paying GFWC federated clubs. More than 70 years ago, the ESO program became a permanent part of the GFWC Education Community Service Program. Through ESO, clubwomen are given direction in planned reading for self-enrichment and personal growth. Over the years, many GFWC clubwomen have profited from this unique self-improvement program, seen as vital by the members it directly benefits. The purpose of ESO is to provide clubwomen with a structural reading program, which is educational and stimulates a desire for self-improvement.

The following are the goals of the ESO:

- To encourage clubwomen's pursuit of higher education
- To create an additional means to unite women in volunteerism
- To develop a support network for women returning to school
- To improve current and develop new study skills
- To stimulate systematic home reading and study with minimum supervision
- To encourage the establishment of home libraries and
- To encourage the formation of reading/study/discussion groups.

ESO can take the form of a reading group or an individual's personal reading pursuit. The program provides membership, awards/certificates, pins, reading lists, and a framework in which to pursue continued self-improvement through reading. Many clubs combine club programming with ESO related activities, such as reading awareness and book promotion. GFWC Virginia has established a virtual book club to discuss ESO books – please contact [ESO@gfwcvirginia.org](mailto:ESO@gfwcvirginia.org) to be receive information on the virtual book club.

#### **BENEFITS OF ESO MEMBERSHIP**

Unlike other GFWC programs, ESO exists specifically for the benefit of clubwomen. GFWC programs are traditionally community improvement based. Although ESO is beneficial to the community, its main focus is directed at club members. Reading groups have become commonplace in many communities recently because of their unique benefits. Members who participate in reading groups are able to experience intellectual discussions on a variety of books, create new friendships, coalesce with various members of the community, and gain knowledge about life, love, family, politics, cultures, technology, the world around them, and many other topics.

#### **HOW TO BECOME AN ESO MEMBER**

Step 1: Contact your state ESO chairman to receive your state ESO guidelines. Many states have their own requirements regarding becoming an ESO pledge and member.

Step 2: Interested GFWC members must first pass through the ESO pledge stage before they can become ESO members. The completion of an ESO pledge application is needed before a pledge can begin working towards membership status. The pledge application must be sent to the respective or state ESO chairman, who will begin tracking the pledge's progress. A pledge qualifies for membership at her own pace, finishing in a few weeks or working slowly throughout a longer period of time. After proper completion of 16 books, the pledge receives a certificate verifying her ESO membership from her club and/or state.

## MEMBER RESPONSIBILITIES

ESO members are encouraged to participate in club programs such as:

- Reading
- Participating in reading/study/discussion groups
- Working to achieve higher ESO levels
- Continuing to pursue self-improvement through personal study

Reading is, of course, the main responsibility of an ESO member. Once books are completed, the member is required to complete a brief form, giving the title and brief opinion of the book read. The form is submitted to the club ESO chair to keep track of each member's ESO levels, which are based on the number of books read. Clubs without an ESO chair may submit reports to the state ESO chair. The club report form must be sent to the State ESO chair based on each state's requirements. Report forms will not be returned. State ESO chairmen will issue certificates and awards based on report forms received.

## ESO LEVELS

There are many opportunities for ESO members to work their way up through the ESO levels. Clubwomen move to a new ESO level by completing a set of reading list requirements. The reading list is divided into subject categories. To complete a category, a member must read and report on four (4) books from that category.

There are several sequential levels of ESO Membership:

***Pledge Member:*** Has indicated her interest in joining ESO by sending the application form (below) and \$1.50 to the ESO Chairman. The Chairman will acknowledge involvement in ESO by sending a welcome letter with further information on ESO.

***Member:*** Has completed 4 books from 4 different categories (16 books). Send a brief Book Report (form found on page 15 of ESO handbook from GFWC) on the books read to the chairman. Members will receive a certificate of membership and an ESO pin.

***Star Level:*** Has completed 4 books from 10 different categories. Send a report of one book from each category to the chairman to receive a Star level membership certificate.

***Torch Level:*** Has completed 4 books from 16 different categories for a total of 64 books. Send a brief report of one book from each category to receive a Torch level membership certificate and the ESO Torch pin.

***Century Award:*** Has completed 100 books. A member receiving a Century award can continue to read to receive Second, Third, Fourth, and so on Century Award levels with corresponding membership certificates.

***Diamond Award:*** Has completed 1,000 books. She will be awarded a Diamond Award Certificate and be publicly recognized at the State Convention.

Once a member of ESO, you remain a member as long as you are in GFWC. Progression through ESO membership levels is done at your own pace with no deadline or time limitations.

There is a recommended reading list available from GFWC with 34 different subject categories. However, other books can be substituted in the various categories with approval from the ESO chairman and/or in consultation with other ESO members.

### ESO PLEDGE APPLICATION

Please copy and complete the following application and send it to your state ESO chairman. This form will be used to track your progress as an ESO member through the ESO Levels.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

CLUB \_\_\_\_\_ DISTRICT \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

I hereby agree to pursue the goals of ESO and to participate in ESO programs.

\_\_\_\_\_  
Signature

Make check for \$1.50 payable to **GFWC Virginia**  
Mail application and check to: Ilia Desjardins  
840 Trout Street  
Staunton, VA 24401  
ESO@gfwcvirginia.org

\*\*\*\* Please copy this form before using as to have it for the second year of the administration.  
This form will not be reprinted in the supplement.\*\*\*\*

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## **GFWC Virginia - Reporting Information**

1. **SCOPE:** Club reports should cover work completed for the previous calendar year, January 1-December 31. Make **no projections**, please.
2. **DEADLINES:** Use the GFWC Virginia Reports Distribution Matrix found in this Yearbook on pages 101-105 and on the GFWC Virginia Website ([www.gfwcvirginia.org](http://www.gfwcvirginia.org)) for the Who, What, Where, and When of reporting. Reports postmarked past the deadlines will not be considered for awards.
3. **FORMS:**
  - **GFWC Virginia Statistical Form – Annual Club Record** – Found in this Yearbook on pages 98-100 and on the GFWC Virginia Website. Complete one copy of the GFWC Virginia Statistical Form – Annual Club Record, filling in the statistics for **ALL** areas in which the club participated. Utilize the space on page 3 of the form to summarize the club's activities for the reporting year. This document serves a two-fold purpose. It provides the statistical data needed for club, district, and state reporting. It also serves as a permanent record of activity, which will be bound and retained at GFWC Virginia Headquarters.
  - **GFWC Virginia Narrative Report Form** – Found in this Yearbook on pages 96 and on the GFWC Virginia Website. For each reporting area for which the club wishes to be considered for awards, complete the Narrative Form, describing what was done in that area including activities for Affiliate Organizations.
  - **GFWC Virginia GFWC Affiliate Statistical Report Form found on page 98.**
  - **GFWC Virginia Dues and Contributions Form** – Found in this Yearbook on page 79 and on the GFWC Virginia Website.
  - **GFWC Virginia Junior Contributions Form** – Found in the Junior Section of this Yearbook on page 141 and on the GFWC Virginia Website.
  - **GFWC Virginia Junior Special Awards Forms and award descriptions** – Found in the Junior Section of this Yearbook on page 147 and on the GFWC Virginia Website.
  - **District Dues Form** – Found in the District Handbook. Submit District Dues to the District Treasurer. **Do not send District Dues to GFWC Virginia Headquarters.**
4. **FORMAT:** All reports must be typed using 10 or 12 point font. Additional instructions for completing the GFWC Virginia Narrative Report Form, and the GFWC Virginia Statistical Form – Annual Club Record are found in this Yearbook on pages 98-100 and on the GFWC Virginia Website.
5. **WHAT TO REPORT:** Only club related or club sponsored programs and projects, or programs and projects approved by club vote, may be reported. Report **ALL** such activities. For club projects **NOT** listed in the GFWC reporting areas, determine where the project best fits and report the project there.

**ABSOLUTELY NO CROSS REPORTING IS PERMITTED.** Activities may not be reported in more than one area (Special Programs, Community Service Programs, and Advancement Plans). The only exceptions are that a Community Impact Program Entry and/or a State Project Report (“Virginia’s Natural Resources and Education”) may include project information reported in the GFWC reporting areas.

- **Community Service Programs** are the programs and projects members initiate and participate in to serve their communities. They do not include the programs and projects that support the GFWC Affiliate Organizations.

- **Affiliate Organizations Projects** are the programs and projects that support the organizations listed as GFWC Affiliates and with whom GFWC has established a formal relationship and mutual understanding. These organizations are listed in the GFWC Club Manual (*online version*).
  - **Number of Projects** is the number of programs and projects initiated by and participated in by the club.
  - **Number of Members Participating** is the total number of members who participated in the applicable programs and projects. **The total number of members can NEVER exceed the number of members for whom you paid dues in the reportable calendar year.**
  - **Volunteer Hours** is the total amount of time that ALL members worked on club approved programs and projects. Include preparation time and travel time. Travel time to and from regular meetings should NOT be included.
  - **Dollars Donated** is the monetary amount given by the club to GFWC Special Programs, Community Service Projects, Affiliate Organizations and GFWC WHRC.
  - **In Kind Donations** reflect the monetary value for goods provided to programs and projects. Please refer to the GFWC In Kind Donation Guide posted on the GFWC Virginia Website for an estimated value of commonly donated items. In Kind Donations also include unreimbursed mileage at the rate currently used by GFWC Virginia. (\$.14 per mile)
  - **Dollars Spent** are the costs incurred by members or the club to achieve the Advancement Plan goals.
  - **Dollars Raised** reflect the dollars earned from Fundraising and Development programs and projects.
  - **Fundraising Projects** are to be reported to Fundraising and Development. This includes how the money is raised, not how the money is spent.
  - **GFWC Virginia State Project** (“Early Childhood Education”) – **it is up to the individual clubs to determine where all hours, projects, dollars and in-kind donations should be reported.** In addition, complete the forms requested by the State Project Chairman, found on Page 115.
  - **ALL Leadership Hours and Leadership Dollars Spent** are to be reported at the **club level.** This includes the Leadership Hours and Leadership Dollars Spent for state and district officers and chairmen.
6. **AWARDS:** All state and district awards are based on club size categories and will be judged according to the number of members on which dues were paid as of April 15 of the previous year.
- Clubs that wish to be considered for state and district awards **must submit** a GFWC Virginia Narrative Report Form to the applicable **District Chairmen.**
  - Clubs that wish to be considered for special GFWC awards/contests must comply with the criteria and deadlines set forth in GFWC Club Manual and mailed to addresses shown there.
  - Junior clubs that wish to be considered for Junior Special Awards on the state level must comply with criteria and deadlines set forth in Junior Section of the Yearbook and mailed to the addresses shown there.
  - Club size categories for judging at the district level are established by the districts.
  - Club size categories for judging at the state level are:

General Clubs:	Small: 1-25 members
	Large: 26 or more members
Junior Clubs:	Small: 1-12 members
	Large: 13 or more members

**INSTRUCTIONS FOR COMPLETING**  
**THE GFWC VIRGINIA NARRATIVE REPORT FORM, found on page 96**

Narrative reports are **optional**. However, to be considered for district and/or state awards, narrative reports **must** be submitted. The electronic version of these forms can be found on the GFWC Virginia Website ([www.gfwcvirginia.org](http://www.gfwcvirginia.org)).

**1. Complete the top section of the form, providing all requested information.**

- **For ALL Reporting Areas, use GFWC Virginia Narrative Report Form.**
- Specify the Reporting Area.
- Specify the club name, district, report preparer's name, phone number and email address. This is needed in case additional information is needed by the District or State.
- After composing the narrative (See #2 below), tally all statistics and enter the total number of projects and programs, volunteer hours, number of members participating, dollars donated, and in-kind donations for Community Service Programs (including Affiliates) and for GFWC WHRC. For narrative reports for Advancement Plans, tally all statistics and enter the total number of projects and programs, volunteer hours, number of members participating, and dollars spent. For Fundraising and Development, enter number of projects, volunteer hours and dollars raised. Note that the number of members participating should never exceed the total number of members for whom you paid dues in the reportable calendar year.

**2. Compose the Narrative Report**

- First, refer to the GFWC Club Manual (*online version*) or GFWC Virginia Projects At-A-Glance reporting tool to identify the GFWC Special Programs, Community Service Programs, or Advancement Plans in which they are to be reported.
- Next, report the club activities that relate to an Affiliate FIRST on the Narrative Report.
- Describe all pertinent information by telling the story of the who, how, where, when and why. After describing **each** activity, specify the number of members participating, volunteer hours, dollars donated, dollars spent, dollars raised, and in kind donations for that activity.
- Recognize that narrative reports are reviewed at every level and a chairman may not be familiar with an abbreviation that is familiar to you or know what you mean by Comfort Zone Camp or Bright Beginnings. They may know nothing about the organization or a particular project supported by that organization unless you explain.
- Each narrative report is limited to two (2) pages. It must be typed, single spaced, using 10 or 12 point font. The club name should appear on each page and no attachments are allowed. **For example, on the first line of the 2<sup>nd</sup> page, include "CLUB NAME, Page 2"**.

**3. Total ALL statistics for the reporting area** and enter the information on the top portion of the GFWC Virginia Narrative Form as described above and on the applicable line of the GFWC Virginia Statistical Form – Annual Club Record.

**INSTRUCTIONS FOR COMPLETING**  
**THE GFWC VIRGINIA STATISTICAL FORM – ANNUAL CLUB RECORD**  
**found on pages 98 -100 and the GFWC Virginia Website (www.gfwcvirginia.org)**

1. Complete the top section of the form, providing all requested information.
  - Specify the name of the Club and District
  - Specify the name of the Club President, her phone number, and email address
  - Check General Club, Junior Club, or Juniorette Club and specify the number of members in the club for which dues were paid **as of April 15 of last year.**
  - Provide the statistical data for **ALL** areas in which the club participated.
  - This document serves a two-fold purpose. In addition to providing the statistical data needed for reporting, it is an historic document that is bound and retained by GFWC Virginia Headquarters.
2. Total the statistics for **ALL** reporting areas and enter the information on the applicable line of the GFWC Virginia Statistical Form – Annual Club Record.
  - **Number of Projects** is the number of programs and projects initiated by and participated in by the club.
  - **Volunteer Hours** is the total amount of time that ALL members worked on club approved programs and projects.
  - **Dollars Donated** is the monetary amount given by the Club to GFWC Special Projects, GFWC Community Service Programs, GFWC Affiliate Organizations and GFWC WHRC.
  - **In Kind Donations** reflects the monetary value for goods provided to programs and projects. Please refer to the GFWC In Kind Donation Guide posted on the GFWC Virginia Website for an estimated value of commonly donated items. In Kind Donations also include unreimbursed mileage at the rate currently used by GFWC Virginia. 14 cents per mile roundtrip)
  - **Dollars Spent** is the cost incurred by members or the club to achieve the **Advancement Plan** goals.
  - **Dollars Raised** reflects the dollars earned from Fundraising and Development programs and projects.
3. In the space provided on page 3 of the form (Annual Club Record), summarize the activities completed by the club during the reporting year.

**INSTRUCTIONS FOR COMPLETING**  
**THE GFWC VIRGINIA GFWC AFFILIATE ORGANIZATIONS DATA FORM**  
**found on page 97 and the GFWC Virginia Website (www.gfwcvirginia.org)**

1. Complete the top section of the form, providing all requested information.
  - Specify the name of the Club and District
  - Specify the name of the Club President, her phone number, and email address
  - Check General Club, Junior Club, or Juniorette Club and specify the number of members in the club for which dues were paid **as of April 15.**
2. Total statistics for **ALL Affiliate Organization** projects/programs completed by the club in any of the GFWC Special Programs and GFWC Community Service Programs. Enter the totals in the designated areas for each GFWC Affiliate Organization.
3. Submit the GFWC Affiliate Organizations Data Form to the GFWC Virginia President, either by mail or electronically. **THIS IS NOT CROSS REPORTING!!**

**INSTRUCTIONS FOR SUBMITTING REPORTS:**

1. Use the GFWC Virginia Reports Distribution Matrix, found on pages 101-105 of this Yearbook, for duplication, mailing and emailing instructions.
2. Submit Club Narratives to the appropriate **District Chairman, NOT to the State Chairman.**
3. Club Narratives may be electronically submitted to the appropriate District Chairman.
4. Submit your Club Statistical Report-Annual Club Record and all Narrative Reports to your District President or District Director of Junior Clubs. Method of submittal, via mail or electronically, will be determined by each individual District.

Updated August.2025

<b>GFWC Virginia NARRATIVE Report Form 2025</b>		<b>Reporting Area:</b>	
<b>Club Name:</b>		<b>District:</b>	
<b>Preparer's Name:</b>	<b>Phone:</b>	<b>Email:</b>	
<b>Number of Projects/Programs:</b>	<b>Volunteer Hours:</b>	<b>Number of Members Participating:</b>	
<b>Dollars Donated: \$</b> GFWC Special Programs, Community Service Programs, Women's History & Resource Center	<b>Dollars Spent: \$</b> Advancement Plans ONLY(include what was traditionally in-kind donations for advancement areas)	<b>Dollars Raised: \$</b> Fundraising and Development ONLY	<b>In-Kind Donations: \$</b> GFWC Special Programs, Community Service Programs, Women's History & Resource Center

**PLEASE FIRST SUMMARIZE WORK BENEFITTING GFWC AFFILIATES.**

**GFWC VIRGINIA CLUB PRESIDENTS AFFILIATE ORGANIZATIONS DATA FORM**

<b>Club Name:</b>		<b>District:</b>			
<b>President's Name:</b>		<b>Phone:</b>		<b>Email:</b>	
<b>Type of Club</b> <i>(Check only one)</i>	<b>Woman's Club:</b>	<b>Junior Woman's Club:</b>	<b>Juniorette:</b>	<b>Number of Members:</b>	

Each Club President provided a completed State Statistical Form and Annual Club Record that included statistics for and descriptions of projects with the GFWC Affiliate Organizations. Such statistics and descriptions were included in the appropriate GFWC Special Program or Community Service Program according to the intent of the project.

As Club President, you are asked to pull all statistics of your Club related to projects with each Affiliate Organization and enter them in the designated line below. This information is being gathered to gain the full scope of our work with Affiliate Organizations and will be shared with each to demonstrate service by GFWC Clubwomen.

In addition, to help with judging in the Affiliate area by the State President, please also include project descriptions as listed in the Special Program or Community Service Program Areas. **THIS IS NOT CROSS REPORTING!!**

Club Presidents, please mail or electronically submit one copy of this form to the GFWC Virginia President (see below).

<b>GFWC AFFILIATE ORGANIZATIONS</b>		<b>Number of Projects</b>	<b>Volunteer Hours</b>	<b>Dollars Donated</b>	<b>In-Kind Donations</b>
<b>ALZHEIMERS ASSOCIATION</b>	<b>All Club/Community Projects</b>				
<b>CANINE COMPANIONS FOR INDEPENDENCE</b>	<b>All Club/Community Projects</b>				
<b>HEIFER INTERNATIONAL</b>	<b>All Club/Community Projects</b>				
<b>HOPE FOR JUSTICE</b>	<b>All Club/Community Projects</b>				
<b>MARCH OF DIMES</b>	<b>All Club/Community Projects</b>				
<b>OPERATION SMILE</b>	<b>All Club/Community Projects</b>				
<b>ST. JUDE CHILDREN'S RESEARCH HOSPITAL</b>	<b>All Club/Community Projects</b>				
<b>UNF SHOT@LIFE CAMPAIGN</b>	<b>All Club/Community Projects</b>				
<b>UNICEF</b>	<b>All Club/Community Projects</b>				

Please mail or electronically submit to:  
**Susie Mowry GFWC Virginia President**  
**670 Town Center Drive #212**  
**Newport News, VA 23606**  
 or

**Deadline: January 25**

**president@gfwcvirginia.org**

**GFVC VIRGINIA STATISTICAL FORM – ANNUAL CLUB RECORD – 2025**

<b>Club Name:</b>		<b>District:</b>			
<b>President's Name:</b>		<b>Phone:</b>		<b>Email:</b>	
<b>Type of Club</b> <i>(Check only one)</i>	<b>General:</b>	<b>Junior:</b>	<b>Juniorette:</b>	<b>Number of Members:</b>	

*Utilizing your completed Narrative Forms, please provide the following information (Include Both CSP And Affiliate Statistics):*

<b>GFVC SPECIAL PROGRAMS</b>		<b>Number of Projects</b>	<b>Volunteer Hours</b>	<b>Dollars Donated</b>	<b>In-Kind Donations</b>
<b>GFVC Signature Program: Domestic and Sexual Violence Awareness and Prevention</b>					
<b>GFVC Juniors' Special Program: Advocates for Children</b>					
<b>GFVC COMMUNITY SERVICE PROGRAMS</b>					
<b>Arts and Culture</b>					
<b>Civic Engagement and Outreach</b>					
<b>Education and Libraries</b>					
<b>Environment</b>					
<b>Health and Wellness</b>					
<b>GFVC SPECIAL PROGRAMS AND GFVC COMMUNITY SERVICE PROGRAMS TOTALS</b>					
<b>GFVC ADVANCEMENT PLANS</b>		<b>Number of Projects</b>	<b>Volunteer Hours</b>	<b>Dollars Spent</b>	
Communications and Public Relations					
Leadership					
Legislation and Public Policy					
Membership					
<b>GFVC ADVANCEMENT PLANS TOTALS</b>					
		<b>Number of Projects</b>	<b>Volunteer Hours</b>	<b>Dollars Raised</b>	
<b>FUNDRAISING AND DEVELOPMENT</b>					
		<b>Number of Projects</b>	<b>Volunteer Hours</b>	<b>Dollars Donated</b>	<b>In-Kind Donations</b>
<b>WOMEN'S HISTORY AND RESOURCE CENTER</b>					

**CLUB NAME:** \_\_\_\_\_  
**GFWC Virginia Statistical Form – Annual Club Record**

*If your club participated in the State Special Projects, please complete the following:*

<b>GFWC Virginia Special Projects</b>	<b>Number of Projects</b>	<b>Volunteer Hours</b>	<b>Dollars Donated</b>	<b>Dollars Spent</b>	<b>Dollars Raised</b>	<b>In Kind Donations</b>
GFWC Virginia State Project 2024-2026 "Early Childhood Education"						
GFWC Virginia Endowment/ Dogwood Society/1907 Society						
Your District's Project(s) <i>Specify the name(s) of the Project(s)</i>						

**CLUB NAME:** \_\_\_\_\_

**GFWC Virginia Statistical Form – Annual Club Record – 2025**  
**Activity Summary**

*In the space below, please summarize the activities completed by your club during the past year.*



GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
<b>DISTRICT CHAIRMEN</b>	<ul style="list-style-type: none"> <li>• GFWC Virginia Statistical Spreadsheet</li> <li>• District Narrative Report</li> <li>• GFWC Virginia Narrative Report Forms from each general, junior, and juniorette club reporting</li> <li>• District Junior Chairman's Report (compilation, narrative)</li> </ul>	<p><b><u>GFWC Virginia State Chairman:</u></b> 1 copy of district compilation for your reporting area on GFWC Virginia Statistical Spreadsheet. 1 copy of district narrative report (general/junior/juniorette combined) on GFWC Virginia Narrative Report Form, and 1 copy of ALL GFWC Virginia Narrative Report Forms from each general, junior and juniorette club reporting. You may submit these forms electronically.</p> <p><b><u>District President:</u></b> 1 copy of district compilation for your reporting area on GFWC Virginia Statistical Spreadsheet, 1 copy of district narrative report (general/junior/juniorette combined) on GFWC Virginia Narrative Report Form You may submit these forms electronically.</p> <p><b><u>District Chairman Records:</u></b> 1 copy of district Statistical Spreadsheet, 1 copy of district narrative report, 1 copy of ALL GFWC Virginia Narrative Report Forms from each district general, junior, and juniorette club reporting</p>	<b>February 20</b>	
<b>DISTRICT JUNIOR CHAIRMEN</b>	<ul style="list-style-type: none"> <li>• GFWC Virginia Statistical Spreadsheet</li> <li>• District Narrative Report</li> <li>• GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</li> </ul>	<p><b><u>District Chairman:</u></b> 1 copy of district junior compilation for your reporting area on GFWC Virginia Statistical Spreadsheet, 1 copy of district narrative report (junior and juniorette combined) on GFWC Virginia Narrative Report Form, 2 copies of ALL GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting. You may submit these forms electronically.</p> <p><b><u>District Director of Junior Clubs:</u></b> 1 copy of district junior compilation for your reporting area on GFWC Virginia Statistical Spreadsheet, 1 copy of district narrative report (junior and juniorette combined) on GFWC Virginia Narrative Report Form. You may submit these forms electronically.</p> <p><b><u>GFWC Virginia Junior State Chairman:</u></b> If there is a Junior counterpart, send 1 copy of district junior compilation for your reporting area on GFWC Virginia Statistical Form, 1 copy of district narrative report (junior and juniorette combined) on GFWC Virginia Narrative Report Form, 1 copy of page 1 &amp; 2 of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting. You may submit these forms electronically.</p> <p><b><u>District Junior Chairman Records:</u></b> 1 copy of district report (district junior compilation, district junior narrative report), 1 copy of ALL GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting.</p>	<b>February 10</b>	

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
<p><b>DISTRICT PRESIDENTS</b></p>	<ul style="list-style-type: none"> <li>• District Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form – Annual Club Record</li> <li>• District Narrative Report</li> <li>• GFWC Virginia Statistical Form – Annual Club Record and GFWC Virginia Narrative Report Forms from each general, junior and juniorette club reporting</li> <li>• District Chairman’s Report (compilation, narrative report) for each reporting area</li> <li>• District Director of Junior Clubs’ Report (compilation, narrative report)</li> </ul>	<p><b><u>GFWC Virginia President:</u></b> Mail to her home address, 1 copy of district report cover sheet, 1 copy of district compilation on GFWC Virginia Statistical Form – Annual Club Record, 1 copy of district narrative report on GFWC Virginia Narrative Report Form, and 2 copies of GFWC Virginia Statistical Form – Annual Club Record from each general, junior and juniorette club reporting</p> <p><b><u>District Presidents Records:</u></b> 1 copy of district report (cover sheet, district compilation, district narrative report), 1 copy of district director of junior clubs’ report (cover sheet, district compilation, district narrative report), 1 copy of each district chairman’s report (compilation, narrative report) for each reporting area, 1 copy of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each general, junior, and juniorette club reporting</p>	<p><b>February 28</b></p>	
<p><b>DISTRICT DIRECTORS OF JUNIOR CLUBS</b></p>	<ul style="list-style-type: none"> <li>• District Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form – Annual Club Record</li> <li>• District Narrative Report</li> <li>• GFWC Virginia Statistical Form – Annual Club Records and GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</li> <li>• District Junior Chairman’s Report (compilation, narrative) for each reporting area</li> </ul>	<p><b><u>District President:</u></b> 1 copy of district report cover sheet, 1 copy of district junior compilation on GFWC Virginia Statistical Form – Annual Club Record, 1 copy of district narrative report on GFWC Virginia Narrative Report Form, 1 copy of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</p> <p><b><u>GFWC Virginia Director of Junior Clubs:</u></b> 1 copy of district report cover sheet, 1 copy of district junior compilation on GFWC Virginia Statistical Form – Annual Club Record, 1 copy of district narrative report on GFWC Virginia Narrative Report Form, 2 copies of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</p> <p><b><u>District Director of Junior Clubs Records:</u></b> 1 copy of district report (cover sheet, district compilation, district narrative report), 1 copy of each district junior chairman’s report (compilation, narrative report) for each reporting area, 1 copy of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each junior, and juniorette club reporting</p>	<p><b>February 20</b></p>	

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
<p><b>STATE CHAIRMEN</b></p>	<ul style="list-style-type: none"> <li>• GFWC Virginia Statistical Spreadsheet</li> <li>• State Award Entries with Cover Sheets</li> <li>• Club Creativity Award Entry with Cover Sheet</li> <li>• GFWC Virginia Statistical Form – Annual Club Record (pages 1 &amp; 2) and GFWC Virginia Narrative Report Forms from each general, junior, and juniorette club reporting</li> <li>• State Junior Chairman’s Report (cover sheet, compilation, award entries with cover sheets), if applicable</li> </ul>	<p><b><u>GFWC Chairman:</u></b> 1 copy of State Award entries with cover sheets and 1 copy of Club Creativity award entries with cover sheets for your reporting areas  <b><u>GFWC Virginia President:</u></b> 1 copy of the GFWC Virginia Statistical Spreadsheet, 1 copy of State Award entries with cover sheets and 1 copy of Club Creativity award entries with cover sheets for your reporting areas  <b><u>State Chairman Records:</u></b> GFWC Virginia Statistical Spreadsheet, 1 copy of State Award entries with cover sheets and 1 copy of Club Creativity award entries with cover sheets for your reporting areas, 1 copy of each club’s page 1 &amp; 2 of the GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each general, junior and juniorette club reporting</p>	<p><b>March 15</b></p>	
<p><b>STATE JUNIOR CHAIRMEN: Leadership Membership</b></p>	<ul style="list-style-type: none"> <li>• GFWC Virginia Statistical Spreadsheet</li> <li>• GFWC Virginia Statistical Form – Annual Club Record (pages 1 &amp; 2) and GFWC Virginia Narrative Report Forms from each junior, and juniorette club reporting</li> </ul>	<p><b><u>State Chairman:</u></b> GFWC Virginia Statistical Spreadsheet  <b><u>GFWC Virginia Director of Junior Clubs:</u></b> GFWC Virginia Statistical Spreadsheet  <b><u>State Junior Chairman Records:</u></b> GFWC Virginia Statistical Spreadsheet, and 1 copy of each club’s page 1 &amp; 2 of the GFWC Virginia Statistical Form and 1 copy of ALL GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</p>	<p><b>February 25</b></p>	

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026

WHO?	WHAT?	WHERE?	WHEN?	CHECK LIST
<p><b>STATE JUNIOR CHAIRMAN: GFWC Junior Special Project: Advocates for Children</b></p>	<ul style="list-style-type: none"> <li>• State Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form</li> <li>• State Award Entry with Cover Sheet</li> <li>• Club Creativity Award Entry with Cover Sheet</li> <li>• GFWC Virginia Statistical Form – Annual Club Record and GFWC Virginia Narrative Report Form from each general, junior, and juniorette club reporting</li> </ul>	<p><b><u>GFWC Chairman:</u></b> 1 copy of State award entry with cover sheet and 1 copy of Club Creativity award entry with cover sheet for your reporting area</p> <p><b><u>GFWC Virginia Director of Junior Clubs:</u></b> 1 copy of State Report cover sheet, 1 copy of state compilation for your reporting area on GFWC Virginia Statistical Form, 1 copy of State Award entry with cover sheet and 1 copy of Club Creativity award entry with cover sheet for your reporting area</p> <p><b><u>State Junior Chairman Records:</u></b> 1 copy of State Report cover sheet, 1 copy of state compilation for your reporting area on GFWC Virginia Statistical Form, 1 copy of State Award entry with cover sheet and 1 copy of Club Creativity award entry with cover sheet for your reporting area, and 1 copy of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each general, junior and juniorette club reporting</p>	<p><b>March 15</b></p>	

## GFWC Virginia Website / Facebook Page Contest

The GFWC Virginia Website / Facebook Page Contest is for GFWC Virginia clubs that have created a website and/or a Facebook page.

Awards will be presented at the annual GFWC Virginia Convention.

To be eligible, clubs with websites or Facebook pages must have submitted their website addresses / Facebook pages to the GFWC Virginia website to be linked, and dues must be current to GFWC and GFWC Virginia.

To be judged, website / Facebook page entries must be submitted via EMAIL to [communications@gfwcvirginia.org](mailto:communications@gfwcvirginia.org) and [president@gfwcvirginia.org](mailto:president@gfwcvirginia.org). The subject line of email should read “**GFWC Virginia Website & Social Media Contest Entry.**”

The email must include the following:

- club name and number of members
- district
- website or Facebook page address and whether the Facebook page is public or private (members only)
- president’s name and contact information
- name and contact information of the individual making the submission
- the name of the website/page designer and a note whether this person is a web design professional and whether the club paid for design services
- a copy of your picture release form or how you obtain permission to include photos on your website or Facebook page

Optionally, the email may include any additional information relevant to judging (250 word maximum).

### **WEBSITE / FACEBOOK PAGE CONTENT AND DESIGN CRITERIA**

- Easily found contact email link with a member response within 24 hours
- Hyperlinks to the club's affiliate organizations including district (if available), GFWC Virginia [www.gfwcvirginia.org](http://www.gfwcvirginia.org) and GFWC [www.gfwc.org](http://www.gfwc.org)
- Content and Calendar are current
- Meeting times and location
- Easy-to-read fonts
- Extra items such as club history, list of officers, projects, membership application
- Appealing design and style
- Picture release form for club members
- Identification of pictures
- Links to other social media applications:
  - Facebook (for websites)
  - Twitter
  - Instagram
  - Other

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**Deadline: March 1 and time-stamped on or before 11:59 pm**

**Lynn Osborne**  
**Communications & Public Relations Chairman**  
[communications@gfwcvirginia.org](mailto:communications@gfwcvirginia.org)

## **GFWC LEADS**

### **Leadership Education and Development Seminar**

**Objective: To identify GFWC members who have the potential to assume leadership positions beyond the club level and provide them with skills, confidence and commitment to become future Federation leaders.**

The GFWC Leadership Education and Development Seminar (LEADS) identifies GFWC members at the level who have the potential and the desire to assume leadership positions in their State Federations and/or GFWC on a national level. Participation in GFWC LEADS can help up-and-coming leaders gain the capabilities, confidence, and commitment necessary to pursue and achieve higher office and serve with distinction. The GFWC LEADS program is held annually the day before the official opening of the GFWC Annual Convention. It is a full day of activities, and includes breakfast and lunch.

GFWC LEADS is typically held annually on the day before the official opening of the GFWC Annual Convention. The program may include the following:

- Overview of public speaking, time management, vision casting, and conflict resolution.
- Explanation of GFWC resources, materials, and assistance
- Outline of GFWC policies, parliamentary procedure, and protocol.
- Discussions of tips and techniques for pursuing personal growth and developing leadership opportunities.

#### **CRITERIA FOR LEADS PARTICIPATION**

A LEADS state candidate should:

- Demonstrates leadership capabilities at the club level as an active club president, club officer, or club project or committee chairman
- Exhibits a commitment to the Federation
- Exhibits an understanding of the GFWC mission of community service, illustrated by programs and projects in which she is or has been involved
- Demonstrates leadership skills, including, but not limited to, organization, responsibility, trustworthiness, enthusiasm, and flexibility
- Exhibits an interest in and willingness to pursue higher leadership positions in GFWC
- Agrees to share information gained from participation in LEADS with others in the state federation
- Understands and accepts potential expenses involved in participation
- Has not held elected positions at or beyond the state level (this criterion is recommended in order to encourage potential leaders at the club level to apply)
- Has not attended a previous LEADS program. Members are eligible to attend only once

GFWC demonstrates its commitment to training leaders by funding a portion of the expenses of candidates who are members of per capita dues paying clubs.

- Stipend of \$325 for travel
- Lunch during the LEADS program (no registration is required)
- Checks from GFWC will be distributed to candidates upon completion of the seminar

GFWC Virginia is responsible for promoting GFWC LEADS, distributing and soliciting applications, establishing a selection process, and selecting one participant to represent GFWC Virginia. GFWC Virginia has budgeted funds to assist in underwriting a portion of an attendee's expenses. However, LEADS candidates are asked to be responsible for a portion of their expenses as an affirmation of their personal commitment to the leadership development and training. LEADS participants are responsible for making their own travel and lodging arrangements.

To Apply: By January 15, 2026, copy and submit to GFWC Virginia Headquarters the GFWC LEADS Application Form found on the next page. The form may also be found on the state website. For letters of support, please ask those that are sending the letter to refer to the applicant as "she/her" throughout the letter instead of using the applicant's name. Name and club information for the applicant is concealed during the judging process. Forms and letters of support may be sent via e-mail to GFWC Virginia Headquarters at [gfwcvirginia@verizon.net](mailto:gfwcvirginia@verizon.net). Letters of support sent electronically must come directly from those that have written the letter of support.

**Past GFWC Virginia LEADS Participants:**

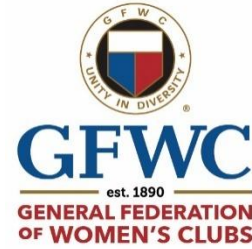
- 2002 – Susan Yale, Midlothian Junior Woman's Club, Lee District
- 2003 – Scarlett Stiteler, GFWC Junior Woman's Club of Hampton, Inc., Tidewater District
- 2004 – Jeanne Sparrow Hamby, Hanover Junior Woman's Club, Lee District
- 2005 – Cheryl Wilson, GFWC Roanoke Junior Woman's Club, Blue Ridge District
- 2006 – Elinor McKenzie, Junior Woman's Club of Loudon, Northern District
- 2007 – Leigh Anne Rideout, GFWC Sedley Woman's Club, Southside District
- 2008 – Kathy Planthaber, Northern Virginia Junior Woman's Club, Northern District
- 2009 – Arlene Vinion-Dubiel, GFWC Amherst Junior Woman's Club, Alice Kyle District
- 2010 – Sally Lair, GFWC Appomattox Junior Woman's Club, Alice Kyle District
- 2011 – Sandy Stiltner, GFWC Grundy Woman's Club, Southwestern District
- 2012 – Tania Stephens, GFWC Grundy Woman's Club, Southwestern District
- 2013 – Joy Matkowsky, GFWC Powhatan Junior Woman's Club, Lee District
- 2014 – Trina Madison, Junior Woman's Club of Loudoun, Northern District
- 2015 – Becka Franchok, GFWC James River Junior Woman's Club, Southside District
- 2016 – Jenny Hinegardner, GFWC Staunton-Augusta Junior Woman's Club, Shenandoah District
- 2017 – Laurie Livingston, GFWC Tarrara Woman's Club, Southside District
- 2018 – Denise Price, GFWC Junior Woman's Club of Hopewell, Inc., Southside District
- 2019 – Joanne Dixon, Powhatan Junior Woman's Club, Lee District
- 2020 – JoBeth Wampler, GFWC Grundy Woman's Club, Southwestern District
- 2021 – Alaina Chaffee, Junior Federated Women's Club of Chester, Lee District
- 2022 – Elizabeth Blair Trent, South Boston-Halifax Junior Woman's Club, Alice Kyle District
- 2023 – Amy Riggs, Sedley Woman's Club, Southside District
- 2024 – Lynn Chapman, Farmville Junior Woman's Club, Alice Kyle District
- 2025 – Michelle Clary, GFWC Junior Woman's Club of Hopewell, Inc, Southside District

**The GFWC Virginia LEADS Selection Committee is made up of the following:**

- GFWC Virginia President
- GFWC Virginia 1<sup>st</sup> Vice President/President-elect
- GFWC Virginia 2<sup>nd</sup> Vice President
- GFWC Virginia 3<sup>rd</sup> Vice President
- GFWC Virginia Treasurer
- GFWC Virginia Secretary
- GFWC Virginia District Presidents (please confer with your Director of Junior Clubs)
- GFWC Virginia LEADS Chairman



**GFWC LEADS  
PARTICIPANT  
APPLICATION  
June 26, 2026**  
Westin Kierland Resort & Spa  
Scottsdale, Arizona



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club: \_\_\_\_\_ District: \_\_\_\_\_

(The above information will be concealed during the judging process)

List all local club offices and/or chairmanships held:\*

List all district offices and/or chairmanships held:\*

List GFWC club/district/state programs/projects in which involved:\*

List positions at district/state/national level in which you are interested:\*

\*If more space is needed, please attach additional pages

Are you willing to:

Defray costs to attend GFWC LEADS not covered by GFWC or State? Yes \_\_\_ No \_\_\_

Return to State and share what you have learned at GFWC LEADS? Yes \_\_\_ No \_\_\_

(In the past, our GFWC LEADS participants have spoken on what they learned and how they will use their knowledge at GFWC Virginia Conference in August)

Deadline for submission is **January 15, 2026**

Return this form, along with 2 letters of support from active GFWC club members, to:  
GFWC Virginia Headquarters - LEADS, P.O. Box 8750, Richmond, VA 23226.

Applications may be emailed to [gfwcvirginia@verizon.net](mailto:gfwcvirginia@verizon.net) Letters of support should be emailed directly from those writing the letter.



# **GFWC VIRGINIA LEADS**

## **Leadership Education And Development Seminar**

**Objective: To identify GFWC Virginia members who have the potential to assume leadership positions beyond the club level and provide them with skills, confidence and commitment to become future Federation leaders.**

Leadership is the key to building membership, preserving organizational continuity, enhancing image and identity and maintaining sound fiscal policies. The GFWC Virginia Leadership Education and Development Seminar (LEADS) is designed to develop, nurture and sustain a broad and deep pool of capable GFWC Virginia leaders well into the future. The program was initiated in 2007 for the purpose of finding, training, and encouraging clubwomen at the grassroots level to step up, pursue and accept leadership opportunities at all levels of Federation.

GFWC Virginia LEADS is held during the odd year of an administration in August. It is a full day (9am to 5pm) of activities, including lunch. The GFWC Virginia LEADS agenda may include:

- Presentations on conflict resolution and mediation; public speaking; time management; parliamentary procedure.
- Explanations of GFWC resources, programs, materials, assistance.
- Discussions on GFWC policies, protocol, parliamentary law.
- Tips and techniques for pursuing leadership opportunities.

GFWC Virginia is committed to supporting participation in GFWC Virginia LEADS by defraying part of the Seminar expenses. However, a registration fee will be expected from participants to cover the balance of those expenses.

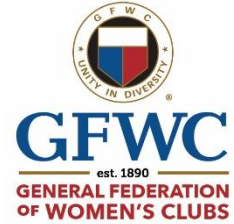
GFWC Virginia, Districts and Clubs are responsible for promoting GFWC Virginia LEADS. Each District is responsible for distributing and soliciting applications, establishing a selection process, and selecting up to **five** participants to represent their District. Additional participants will be allowed from each District as space and supplies allow on a first come, first served basis. Each participant is asked to be responsible for a portion of their expenses as an affirmation of their personal commitment.

To Apply: By **May 15, 2025**, copy and submit to District President the Virginia LEADS Application Form found on the next page. **An electronic copy is available on the GFWC Virginia website.**

**Deadline for District Presidents to turn in selected participant names, with contact information, to GFWC Virginia Headquarters ([gfwcvirginia@verizon.net](mailto:gfwcvirginia@verizon.net)) and to Jenny Hinegardner, GFWC Virginia LEADS Coordinator ([leads@gfwcvirginia.org](mailto:leads@gfwcvirginia.org)) is June 15, 2025. Applications shall stay with the District President.**



**GFWC VIRGINIA LEADS  
PARTICIPANT APPLICATION**  
August 10, 2025  
Hotel 24 South, Staunton, VA



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club: \_\_\_\_\_ District: \_\_\_\_\_

List all District offices and/or chairmanships held\*

List GFWC club/district/state programs/projects in which involved:\*

List positions at district/state/national level in which you are interested:\*

**Are you willing to:**

**Defray costs to attend GFWC VA LEADS not covered by GFWC VA? Yes \_\_\_ No \_\_\_**

**Return to District and Club and share what you have learned at VA LEADS?  
Yes \_\_\_ No \_\_\_**

Deadline for submission is May 31, 2025. Applicants will be accepted on a first come, first served basis at the discretion of the District President and LEADS Coordinator.

\*If more space is needed, please attach additional pages.

Return this form to: Your District President

### **GFWC Jennie Award**

The GFWC Jennie Award honors one clubwoman from each GFWC Region for outstanding commitment to club, community, and family. They are chosen by their clubs to compete at state, region, and national levels for their outstanding personal commitment to club, community, and family.

The GFWC Jennie Award is named in honor of GFWC's founder, Jane Cunningham Croly, who wrote for national newspapers under the pseudonym, "Jennie June." The award highlights those extraordinary clubwomen who epitomize her spirit of independence, courage, and persistence in purpose through their roles as volunteers within their clubs, elsewhere in the community, and as members of a family or extended family. Although GFWC has many awards for states and clubs, the GFWC Jennie Award is the only national honor that recognizes individual members for personal excellence. In fact, it is the highest honor bestowed by GFWC.

All GFWC Virginia clubs are invited to nominate one member who demonstrates exceptional commitment to club, community and family. Complete contest rules are found in the Jennie Award section of the 2024-2026 GFWC Club Manual on page 213. The 2024-2026 GFWC Club Manual can be found in the member portal on the GFWC Website. The Jennie Award pages detail guidelines, judging criteria, nomination form and deadlines. Nominations have been evaluated on the following criteria:

#### **Commitment to GFWC**

The nominee should have an outstanding record of success and achievement, not only in terms of her club's volunteer programs and projects, but also her role in a leadership position, her effort to build membership and promote the club to others, and her overall spirit of volunteerism. She should be kind, loyal, and positive in her relationships with other clubwomen, and her commitment should be continuous, rather than a one-time occurrence.

#### **Commitment to Community**

Community service must address real community needs and concerns. This service should go beyond club activities and be carried out through other community organizations (e.g. schools, hospitals, an elected/appointed position, scouts, etc.) as well as through the workplace. Activities should reflect an innovative or unique approach to volunteer work.

#### **Commitment to Family**

Recognizing that families come in many different forms, the nominee might be a single parent, a grandparent raising her grandchildren, an adult caring for an elderly relative, or an adult without children. The definition of a family member may include persons who are older or younger than the nominee. It may include immediate as well as extended family members. The nominee should exemplify outstanding concern for the wellbeing, health, and welfare of one or more persons by providing aid and comfort on an on-going basis, separate and apart, from club and community work.

**Please note that all club nominations are due to the GFWC Virginia President by June 1, 2025**, for state level judging. If you have questions, please contact Cynthia Baroody GFWC Virginia First Vice President/President-elect.

#### **GFWC Virginia, GFWC Jennie Award Nominee:**

2006-2008 Shirley Jones, GFWC Kempsville Woman's Club, Tidewater District

2008-2010 Lucy Woodall Harris, GFWC Lynchburg Suburban Woman's Club, Alice Kyle District

2010-2012 Virginia Darnell, Pamunkey Woman's Club, Lee District

2012-2014 Ginger Robertson, Grundy Woman's Club, Southwestern District

2014-2016 Linda Beatty, GFWC Tarrara Woman's Club, Southside District

2016-2018 no nominee

2018-2020 no nominee

2020-2022 Kathryn Sowers, GFWC Vinton Woman's Club, Blue Ridge District

2022-2024 Pat Reidinger, Clifton Community Woman's Club, Northern District

## Just who was Jennie June?



**Jane Cunningham Croly** (December 19, 1829 – December 23, 1901) was an American author and journalist, better known by her pseudonym, **Jennie June**. She was a pioneer author and editor of women's columns in leading newspapers and magazines in New York. She founded the Sorosis club for women in New York in 1868 and in 1889 expanded it nationwide to the General Federation of Women's Clubs. She also founded the Woman's Press Club of New York City.

Croly was a pioneer feminist, dedicated to the betterment of her sex. She called for more efficiency in women's dress, and ridiculed bloomers as bizarre. She insisted that women's finest work was to be "the caretakers, the homemakers, the educators of children". Croly sympathized with the women's suffrage movement but was not active in it. She strongly supported equality and equal rights, giving special emphasis to new careers for middle-class women such as secretary, bookkeeper, nursing and department store clerk, in addition to traditional roles of teaching. Schlesinger argues that "Croly's lasting contribution to the progress of American women was her insistence that sex be submerged in competent performance". She told American women that financial independence and economic equality was as or more important than the right to vote.

She called the first congresses of women in 1856 and 1869, organized Sorosis in 1869; it was an organization that advocated for greater acceptance and more professional opportunities for women. It did not concern itself with politics or women's suffrage. Jennie June told the press that she envisioned the club, (whose name is a Greek botanical term for a kind of tree that yields various kinds of fruits and flowers) as a salon where women could gather and exchange ideas, enjoy literature, and discuss the arts. She later organized its successor, the General Federation of Women's Clubs in 1890; she also founded the New York Woman's Press Club in 1889, and became its first president. Early meetings were held in her home.

In her later years, Jennie June Croly was often referred to in the press as the "Mother of Women's Clubs", a term that was also mentioned when newspapers reported on how she became ill in the summer of 1898. She suffered a serious fall and broke her hip; her close friend Ellen Demorest, for whose fashion magazine she once worked, also became ill around that same time, suffering a stroke. It seems that she never entirely recovered and, in 1900 announced that she was retiring from newspaper and club work. She made a trip back to England, to see the country of her birth after so many years away and, after returning to New York, she died of heart failure, on December 23, 1901, at the age of 72.

In 1994, she was inducted into the National Women's Hall of Fame.

[https://en.wikipedia.org/wiki/Jane\\_Cunningham\\_Croly](https://en.wikipedia.org/wiki/Jane_Cunningham_Croly)

**2024-2026 GFWC Virginia State Project**  
***Early Childhood Education (ECE)***

Nancy Vadersen, Chairman  
1437 Hunningdon Woods Blvd.  
Chesapeake, VA 23320  
757-717-4425  
[stateproject@gfwcvirginia.org](mailto:stateproject@gfwcvirginia.org)  
[nsmoskwa@verizon.net](mailto:nsmoskwa@verizon.net)

**Purpose:**

To support and promote formal and informal education that guides the growth and development of children throughout their preschool years (birth to age five).

**Objectives:**

1. Identify traditional, and non-traditional, Early Childhood Education opportunities throughout the state
2. Provide educational supplies and/or offer support to ECE venues
3. Provide educational information to club members to enable them to understand the importance of ECE
4. Educate members of the public in the value of ECE

**It is up to the individual clubs to determine where all hours, projects, dollars and in-kind donations should be reported.**

Certificates of Participation will be presented to all clubs who participate and report their activities on a separate GFWC Virginia Narrative Reporting Form – Reporting Area: GFWC Virginia State Project. Monetary contributions that are sent through GFWC Virginia Headquarters and earmarked as a donation for the State Project will be used to support the ECE service projects at the state meetings. Send all donations to the GFWC Virginia Headquarter, (P.O. Box 8750, Richmond, VA 23226); make checks payable to GFWC Virginia, with a note indicating the money is for the GFWC Virginia State Project. Please include special form at the bottom of this page with check.

**Cut Here ✂** \_\_\_\_\_

**GFWC State Project 2024-2026 Donation**

Club name: \_\_\_\_\_ District \_\_\_\_\_ Amount of Donation: \$ \_\_\_\_\_

Club Treasurer Name & Mailing address: \_\_\_\_\_

**Remit to: GFWC Virginia Headquarters, P.O. Box 8750, Richmond, VA 23226**

\*\*\*Please copy this form before using as to have it for the second year of the administration.  
This form will not be reprinted in the supplement. Thank you\*\*\*

<b>GFWC Virginia NARRATIVE Report Form</b> <input type="checkbox"/> 2024 <input type="checkbox"/> 2025		<b>Reporting Area: GFWC Virginia State Project: EARLY CHILDHOOD EDUCATION</b>	
<b>Club Name:</b>		<b>District:</b>	
<b>Preparer's Name:</b>		<b>Phone:</b>	<b>Email:</b>
<b>Number of Projects/Programs:</b>	<b>Volunteer Hours:</b>	<b>Number of Members Participating:</b>	
<b>Dollars Donated:</b>	<b>Dollars Spent:</b>	<b>Dollars Raised:</b>	<b>In Kind Donations:</b>

**Please copy this form before using as it will not be reprinted in the supplement in 2025**

## MEMBERSHIP

Chairman: Carolyn Fellers  
2840 Roaring Run Road  
Goode, VA 24556  
(434)941-4962  
secondvp@gfwcvirginia.org

Junior Chairman: Alaina Chaffee  
12207 Hadden Hall Drive  
Chesterfield, VA 23838  
(407)927-7839  
jrmembership@gfwcvirginia.org

Our members are the pilots and ground crew during our flight to “Soar to New Heights in Membership” during the 2024-2026 GFWC Virginia administration. As we begin the “Ride of a Lifetime”, let’s talk about the 4 R’s of Membership- Recruitment, Retention, Recognition and Renewal.

Recruiting new crew members aids us as we prepare to launch for flight to make a difference in our communities. Our flight school gives us the opportunity to share what being a member is all about. How our organization plans and prepares our crew to reach our destination. What is your flight schedule? Is it one that allows prospective members to purchase a ticket?

We can elevate retention of members by keeping them engaged, informed and making them feel warm and welcome at our meetings and events. The ability to share our talents and skills helps us build a great flight plan. When each member feels like they have a purpose, a role, you build a strong crew. Keep the doors of communication open, be a mentor, an email buddy. Make a connecting flight.

Recognition lifts up our members when we take time to say thank you for a job well done, we appreciate you, we celebrate you. It can be as simple as taking a group photo once a project is done, giving pins noting milestone years of membership. Saying happy birthday to members celebrating their special day at your monthly meetings. Remembering members in the tough times too. Some flights are turbulent, so being a calming presence is important too.

As we encourage renewal of membership we fill our basket with members ready to discover our next destination. Take time to update your flight plans and give members the opportunity to identify the best routes for travel. Don’t overwhelm. Lay out your plans a step at a time and keep things current. Grow and learn new things. Our world is ever-changing, listen to new ideas, be willing to try a different route.

## BOOST RECRUITMENT

- As part of GFWC’s membership campaign, hold a membership recruitment event each season of the year. Invite co-workers, non-club friends, graduating or former juniors or juniorettes, former club members, former GFWC Virginia members and Members at Large. Be creative and ASK people to join you in making your community better.
- Promote the GFWC Virginia membership recruitment contest. Submit new member coupons throughout the year. Institute club incentives for new member recruiting. Provide GFWC collateral to members for use in their recruitment efforts. Develop club specific recruiting materials.
- Develop a positive and professional public relations campaign. Utilize club and Federation materials and apparel to bring awareness to your club and promote membership. Create an accessible and up-to-date online presence for your club – this could be a web page, a Facebook group, or any combination of social media tools – no matter what you do, the important thing is to make it relevant and keep it current. Consider joining the local Chamber of Commerce or other

community groups that bring like organizations together.

- Make use of the *GFWC Membership Advancement Guide* which is available at [www.GFWC.org](http://www.GFWC.org), *GFWC News & Notes* weekly e-news publication, and GFWC Virginia materials.
- Apply for GFWC and GFWC Virginia Membership Grants to assist with recruiting efforts.

### **ELEVATE RETENTION**

- Keep your meetings **relevant** for your members. **Ask** your members what they want in meetings: interesting and educational programs, speakers related to projects you are considering, hands-on projects, something new? Work with your club leadership team to provide meetings that meet the needs of your members to keep them engaged.
- Actively solicit member input for program/project ideas. What is working well? What could be improved upon? Conduct a club survey to assess member enthusiasm for current club activities and to gather ideas for programs and projects.
- Establish an effective means of communicating with your members using telephone trees, e-mail, text (apps like GroupMe or What's App facilitate group text) or social media tools such as Facebook, Instagram and Twitter. Keep in contact with members.
- Educate members on Federation history, objectives, programs and policies. Conduct a Member Orientation or Federation Refresher every year, including materials about our structure. Contact your State or District Second Vice President for ideas and suggestions for the presentation.
- Encourage members to attend District meetings, GFWC Virginia Conventions and Conferences, GFWC Convention, and Southeastern Region (SER) Meetings.
- Educate members about Federation publications at the district, state, and national level. Or share your copy with members and have them report at the next club meeting on an article they found interesting.
- Utilize our GFWC Virginia Facilitators (listed on page XXX). Tap into their wealth of knowledge to assist your club.
- Should a member be leaving your area, use the Member Transfer Form to inform GFWC and clubs in her new area of her prior membership.

### **HIGHLIGHT RECOGNITION**

- Recognize members for their years of service. Members with 50 years of service to GFWC may be honored with a free GFWC gold pin. Purchase and present GFWC pins to members to recognize their years of service to GFWC.
- Highlight member accomplishments (federation and other aspects of life) in meetings and club publications. Consider contacting employers to inform them of club-related accomplishments.
- Join GFWC's Motivational Monday campaign to recognize and/or thank a fellow clubwoman.

Mail a thank you note, send an email or a text, make a phone call, or post a shout-out on social media. When posting to social media use #IAmGFWC.

- Celebrate Federation Day – April 24<sup>th</sup>.
- Celebrate your club's anniversary with a party. Highlight key accomplishments from past and present.
- Celebrate member club anniversaries in your newsletters, via the website/social media, and at meetings.
- Report your club's membership activities annually to be considered for recognition at the District, GFWC Virginia, and GFWC levels. GFWC provides \$50 annually for the club who best demonstrates its membership successes.
- Encourage member participation at District, State, Regional and National meetings. Establish a *Dollar for Delegates* program. Set aside time during club meeting to allow members who attended the meeting to share their experiences and/or print a report in your club or district newsletter.

### **ENCOURAGE RENEWAL**

- Review your club Bylaws and policies on a regular basis. Do the membership requirements make sense for your current members? Does your meeting time need to be adjusted?
- Consider starting a night or day unit to compliment your current club activities. Could you reach more potential members if you had multiple options?
- Help GFWC Virginia identify existing clubs in your community that are not federated. Look for new communities in an area not serviced by a federated club.
- Forward names of potential members, in communities without clubs, to the GFWC Virginia Second Vice President.
- Sponsor or co-sponsor a Juniorette Club. Order the *GFWC Juniorette Handbook* from the GFWC Marketplace.

**MEMBERSHIP EXTENSION REPORT FOR 2025  
May 31, 2025**

District	Generals		Juniors		Juniorettes		Totals	
	Clubs	Members	Clubs	Members	Clubs	Members	Clubs	Members
Alice Kyle	4	45	3	28			7	73
Blue Ridge	6	142	1	17			7	159
Lee	13	313	6	186			19	499
Northern	20	719	1	28	1	11	22	758
Shenandoah	8	227	3	21			11	248
Southside	9	343	2	26	1	5	12	374
Southwestern	8	119	3	53			11	172
Tidewater	18	733	2	17	1	1	21	751
<b>TOTALS</b>	<b>86</b>	<b>2641</b>	<b>21</b>	<b>376</b>	<b>3</b>	<b>17</b>	<b>110</b>	<b>3034</b>
<b>2024 #'s</b>	<b>90</b>	<b>2696</b>	<b>21</b>	<b>355</b>	<b>4</b>	<b>17</b>	<b>115</b>	<b>3068</b>

EXTENSION CUP – Awarded to the district gaining the most new federated clubs. For 2024, the Extension Cup was awarded to Northern.

MEMBERSHIP CUP – Awarded to the District showing the greatest increase in membership and/or the District with the greatest percentage of clubs with net increases in membership. In 2024, the cup was awarded to Northern District

Cups remain at GFWC Virginia Headquarters. Winning districts are presented certificates.

***MEMBERSHIP POINTERS***

- When a club wishes to change its class of membership it shall follow the procedure outlined in the GFWC Virginia Bylaws, Article III Membership, Section 5. Change in Class of Membership.
- When a club wishes to change its name it shall follow the procedure outlined in the GFWC Virginia Bylaws, Article III Membership, Section 4. Name Change.
- When a club member moves to another state:
  - ✓ The Club President should complete a member transfer form (available on [www.gfwc.org](http://www.gfwc.org)) to help find a new club home for the member. Your GFWC Virginia 2<sup>nd</sup> Vice President, Junior Membership Chairman and District 2<sup>nd</sup> Vice President can provide assistance. A follow up email should be also sent.
- When a club member moves to another district within Virginia:
  - ✓ The Club President will notify the District President of the new district giving the member's name, new address and other pertinent information.
  - ✓ The District President of the new district will notify the President of the club(s) nearest the member.

**2024-2026 GFWC VIRGINIA MEMBERSHIP TEAM MEMBERS**

Carolyn Fellers, GFWC Virginia Second Vice President/Membership Chairman

Alaina Chaffee, GFWC Virginia Membership Junior Chairman

Stephanie Griffin, GFWC Virginia Juniorette Advisor

Barbara Martin, Alice Kyle District Second Vice President/Membership Chairman\*

Jamey Harris, Alice Kyle District Junior Membership Chairman\*

Vicki Newborn, Blue Ridge District Second Vice President/Membership Chairman\*

Cathy Pemberton, Lee District Second Vice President/Membership Chairman\*

Diana Tuininga, Northern District Second Vice President/Membership Chairman\*

Maura Rodriguez, Shenandoah District Second Vice President/Membership Chairman\*

Kathy Lippard, Southside District Second Vice President/Membership Chairman\*

Heather Dunn, Southwestern District Second Vice President/Membership Chairman\*

Carol Preston, Tidewater District Second Vice President/Membership Chairman\*

**Honorary Team Members**

Susie Mowry, GFWC Virginia President

Joanne Dixon, GFWC Virginia Third Vice President/Director of Junior Clubs

All Members of GFWC Virginia

\*Refer to your district handbook for contact information

**Goals of the 2024 – 2026 Membership Team is to establish at least one new club per District and realize a net gain in membership!**

Here's how you can Boost the start of New Clubs!

1. Request a copy of the New Club Kit from your District Second Vice President or District Junior Membership Chairman, from the GFWC Virginia Second Vice President or GFWC Virginia Junior Membership Chairman. This kit provides a complete guide to organizing a new club. It takes eight (8) members to form a club in GFWC Virginia.
2. Carefully plan your first organizational meeting by determining a meeting date, location and time. Extend invitations by mail, email, telephone or personal contact. Appoint someone to preside. Invite your District Officers, especially District Second Vice President and District Junior Membership Chairman.
3. At the first organizational meeting, present a motion that a club be formed. (The adoption of this motion does not bring the club into being. This occurs when the Bylaws are adopted and the membership charter is signed by those who initially join the club.)
4. At the first organizational meeting, provided the motion to form a new club is adopted, appoint a committee to draft Bylaws. The New Club Kit contains sample Bylaws that can be adapted to fit the club's needs. Proposed Bylaws should conform to the general provisions contained therein.
5. The first draft of the Bylaws should be submitted to the GFWC Virginia Parliamentarian for review prior to being submitted to the GFWC Executive Committee. This review will allow for necessary corrections before presentation.
6. Plan a second organizational meeting to present the Bylaws for adoption and to elect officers, in accordance with the Bylaws. Determine a regular meeting date, time, place, etc.
7. To apply for Membership to GFWC and GFWC Virginia, the organization must complete the New Club Membership Application (included in the New Club Kit) and submit dues to GFWC Virginia.
8. A sponsoring club, district or state membership committee may be responsible for getting the new club started and for follow up for at least one year. If this is the case, a member of the sponsoring club should be appointed to serve as a liaison to the new club. The liaison would provide assistance and support to the new club.
9. There are expenses associated with the organization of a new club. GFWC and GFWC Virginia dues are explained on the Dues and Contributions Form in this yearbook. There is a \$10 Chartering Fee payable to GFWC Virginia. District dues are determined by the District in which the club is located. Other expenses to consider are: the opening of a bank account, purchase of checks, a copy of *Roberts Rules of Order, Newly Revised*, gavel, printing costs for stationery, handbooks and newsletter, meeting location costs, incorporation fees.

\*NOTE: Clubs that are already in existence may apply to become affiliated with GFWC and GFWC Virginia at any time. In order to become a member of GFWC and GFWC Virginia, the club is required to submit Bylaws for review by the GFWC Virginia Parliamentarian. Upon review, the New Club Membership Application is to be submitted with appropriate fees.

## **GFWC MEMBERSHIP RECOGNITION**

### **ELEVATE RETENTION:**

Your club can recognize members for years of service. Members with 50 years of GFWC service are eligible for a GFWC 50 Year Gold Pin. Utilize [www.gfwc.org/marketplace](http://www.gfwc.org/marketplace) or submit the form found in the 2024-2026 GFWC Club Manual, section Forms. Pins can also be ordered to recognize 5, 10, 15, 20, 25, 30, and 40 years of service. Contact GFWC or refer to [www.gfwc.org/marketplace](http://www.gfwc.org/marketplace) for details.

### **RECRUITING:**

Recruit new members and fill out the New Member Coupon (found in your District Handbook or from your District 2<sup>nd</sup> VP) for each new member recruited between March 1 and February 28.

Coupons should be submitted online when possible which will allow direct routing to the GFWC Virginia Second Vice President and District Second Vice President. If you are unable to submit the form online, coupons may be mailed to your District Second Vice President.

- Each new member will receive a note of welcome from the District and the club will receive a note of congratulations from GFWC Virginia.
- Each district's top recruiter will be recognized at each GFWC Virginia Convention and will receive a credit for the GFWC Virginia Marketplace, to be redeemed before the end of the second year of the administration (June 30, 2026). The GFWC Virginia member, who submits the most coupons, one for each new member recruited, will receive a special award. In the case of a tie, the marketplace credit will be divided equally among the individuals.
- All recruiters will be eligible for the grand prize drawing. The drawing will be held during the each GFWC Virginia Convention. Each coupon submitted increases your chance to win!

**GFWC Star Recruiting Pins.** New member recruiting coupons also serve as documentation for qualification to receive a Star Recruiting Pin. Club members who recruit 5-9 new members receive a white star; 10-14 new members: a red star; 15-19 new members: a blue star; 20-24 new members: a silver star and 25 or more new members: a gold star. The star recruitment award is cumulative through your GFWC years of membership. Members who recruited five new members during the previous administration will be eligible to receive a red, blue or even a GOLD star for continuing their recruitment success during the 2024-2026 administration. All completed coupons sent to your District Second Vice President will be forwarded to GFWC Virginia Second Vice President, Carolyn Fellers. She will keep a record of each and will order pins from GFWC. Let's help GFWC Virginia soar with stars as you Focus on Recruitment!

**GFWC Seasonal Recruitment Campaign.** By participating in the GFWC "EDUCATE, ENGAGE AND EMPOWER" recruitment campaign and accepting the challenge to recruit three new members each season, your club can realize 12 new members in the first year of the administration. Send the name of the new member, and recruiter, along with their contact information to GFWC Virginia Second Vice President, Carolyn Fellers who will forward the information to GFWC. Find more details on the Recruitment Campaign in the GFWC Membership Advancement Guide at [www.gfwc.org](http://www.gfwc.org).

## CLUB MEMBERSHIP GRANTS AVAILABLE FROM GFWC VIRGINIA

- Funding is available to help with membership recruiting and retention projects in your club.
- GFWC Virginia is offering up to \$1,000 in total funding for 7/1/2024-6/30/2026.
- With very little effort, you can apply for the funding necessary to conduct a successful recruiting event or retention project.
  - ❖ Review the guidelines below.
  - ❖ Determine how the grant can best be put to use to support your objectives.
  - ❖ Complete and submit the application.
- As a grant recipient, you also will complete a simple assessment form, detailing how your club developed and implemented your creative membership project.

### GUIDELINES

- Awards will be based on merit, program effectiveness as outlined on the application, and available funds.
- Clubs that apply must hold active membership (per capita dues paying) in their District, GFWC Virginia, and the General Federation of Women's Clubs.
- Grants are limited to one per club.
- Clubs must complete an application to be eligible for a grant.
- Applications are considered at GFWC Virginia Executive Board meetings (approximately 3 times per year).
- The funding is for projects conducted between July 1, 2024 thru June 30, 2026.
- Clubs must use the funding for the project outlined in the application.
- Funding may be up to, but not exceed, \$100 per grant.
- An assessment form, which will be provided if your application is approved, must be completed after the grant is used.
- The project must be completed by June 30, 2026. Assessment form for the project must be returned within three months of project completion.
- **Be creative! Think outside the box!**

### APPLICATION INFORMATION IS AVAILABLE BY CONTACTING:

- Carolyn Fellers, GFWC Virginia 2<sup>nd</sup> Vice President / Membership Chairman
- GFWC Virginia website at [www.gfwcvirginia.org](http://www.gfwcvirginia.org)
- Your District 2<sup>nd</sup> Vice President / Membership Chairman



## GFWC Virginia MEMBERSHIP Club Grant Application

*This application is available on the GFWC Virginia Website*

Name of Club: \_\_\_\_\_

District: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Position:

Club President

Club Membership Chairman

Other \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**On a separate, attached sheet, please provide a brief but detailed response to each of the following:**

1. Describe the proposed Membership Retention or Recruitment project. Include basic goals and how you plan to achieve them.
2. Tell us how the money will be spent. **Specify amounts** for things like printing, incentives, refreshments, rental costs, promotional materials, etc. **Do your homework!**
3. How will this funding impact the project? Will the club go forward with the project if partial or no funding is awarded?

### Questions?

Contact:

GFWC Virginia Membership Chairman, Carolyn Fellers

[secondvp@gfwcvirginia.org](mailto:secondvp@gfwcvirginia.org)

**Submit application online when possible**

**If needed, completed applications can be mailed or e-mailed to:**

Carolyn Fellers

GFWC Virginia Membership Chairman

2840 Roaring Run Road

Goode, VA 24556

[secondvp@gfwcvirginia.org](mailto:secondvp@gfwcvirginia.org)

## **GFWC VIRGINIA MEDIATORS**

In an effort to effectively deal with membership concerns through successful problem solving, GFWC Virginia Mediators are prepared to advise, assist and support members. They can help individuals and/or clubs deal with situations that may benefit from an objective perspective. Their mission is to help resolve conflict, prevent loss of members, and renew member commitment to club and Federation.

GFWC Virginia Mediators listed below have been selected by their district in accordance with criteria established at the state level. They are experienced, active club members who can offer objective, confidential counsel.

### **GFWC Virginia Mediator Listing**

**For Contact information please see the GFWC Virginia Directory starting on page 13**

#### **Alice Kyle District**

Gwen Hamlet  
Bonnie Rosemond

#### **Blue Ridge District**

Teresa Craig  
Sandy Pauley

#### **Lee District**

Lynn Osborne  
Jessica Thomas  
Hope Royer

#### **Northern District**

Dale Fisher  
Lori Rocker

#### **Shenandoah District**

Marolyn Cash  
Judy Gough  
Lee Patterson

#### **Southside District**

Sandra Edwards  
Gloria Worrell

#### **Southwestern District**

Ginger Robertson  
Betty Shields

#### **Tidewater District**

Marilyn Banes  
Carol Rollins

# JUNIOR SECTION

## 2024-2026 YEARBOOK



GFWC VIRGINIA JUNIORS

*The ride of a lifetime.*



*GFWC Virginia Juniors*  
*The Ride of a Lifetime*



I am so excited to be serving as GFWC Virginia's 3<sup>rd</sup> Vice President, Director of Junior Clubs for this administration! I look forward to serving with Susie Mowry, GFWC Virginia President for the next two years.

The symbol for my administration is a bicycle and my theme is "The Ride of a Lifetime". I chose the bicycle because of my love of cycling and that a bike can take you anywhere you want to go, but only if you put the work in. You must push the pedals to move the chain which turns the wheels. We will only go as far as our work and energy will take us. We can not sit idle and expect to grow as an organization or not to put energy into our projects. We are here for a purpose, to serve our communities and those around us.

I will work to grow junior membership, retain current members, grow leaders within our clubs, and spread the word of GFWC throughout the Commonwealth. These are big tasks and I have an amazing team with me to help.

I will continue the junior focus of Advocates for Children and look forward to the amazing work we will do over the next two years. Junior membership is the future of this organization and must be supported and encouraged to grow. I look forward to supporting our president with her state project, early childhood education.

Thank you for trusting me to serve you and I am excited for the next two years!

In Junior Friendship

*Joanne*



Dear Fellow GFWC Sisters,

What an honor it is to welcome you to the 2024-2026 Administration as the 37<sup>th</sup> GFWC Director of Junior Clubs! I look forward to serving alongside you all as we continue the impactful work for which we are known. GFWC Clubwomen are dedicated to community improvement by enhancing the lives of others through volunteer service, and we are passionate, creative, and untiring advocates as we work together. I love that we also have so much fun and build wonderful relationships with each other while we work hard!

The guiding concept for the Junior Administration will be “**Stronger Together.**” We are stronger when we work together at all three levels of GFWC membership: Women’s Clubs, Juniors, and Juniorettes. Our multi-generational membership is truly one of the benefits of belonging, and we can accomplish so much **together**. We will support existing Junior clubs and charter new Junior clubs nationwide. We will empower State Directors of Junior Clubs and encourage and equip Junior clubs in states without Directors. We will utilize technology to help ALL Junior members feel connected to GFWC and to each other, including learning about the numerous resources available to all members. We will participate in the goals and vision of the GFWC Strategic Plan and continue to promote and develop the Junior Certification Program available to all Junior and Juniette clubs.

Advocates for Children continues to be the Juniors’ Special Program. We will encourage clubs to plan projects for their favorite local organizations and/or March of Dimes, St. Jude’s, and Prevent Child Abuse America. We will celebrate Advocates for Children Week the fourth week of October and encourage all clubs to participate. More information about the Juniors’ Special Program is available in the GFWC Club Manual.

I am at your service, along with the entire GFWC Junior leadership, to help engage clubs at all membership levels in celebrating our rich history while looking ahead to a strong future for GFWC. As we work together, we are **Stronger Together!**

In Junior Love,

Shannon Bailey, GFWC Director of Junior Clubs

[sbailey@gfwc.org](mailto:sbailey@gfwc.org) P: (727)365-7112 1096 Gasparilla Dr NE -- St Petersburg, FL 33702

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**2024-2026 GFWC VIRGINIA JUNIOR EXECUTIVE BOARD**

<b>Third Vice President/Director of Junior Clubs</b> .....	Joanne Dixon
2003 Highland Drive, Powhatan, VA 23139 directorofjuniors@gfwcvirginia.org.....	(804) 366-4784
<b>Assistant Director of Junior Clubs</b> .....	Lynn Chapman
109 Cooper Street, Farmville, VA 23901 assistjrdirector@gfwcvirginia.org.....	(434) 390-8367
<b>Junior Secretary/Treasurer</b> .....	Jessica Thomas
11905 Riverpark Way, Chester, VA 23838 jrtreasurer@gfwcvirginia.org.....	(804) 662-0921
<b>Alice Kyle Director of Junior Clubs</b> .....	Colleen Barnes
51 Church St, Halifax, VA 24592 cbhteacher@gmail.com.....	(434) 470-4956
<b>Blue Ridge Liaison</b> .....	Amy Dempsey
1479 Scott Street, Christiansburg, VA 24073 amyd27021@yahoo.com .....	(276) 243-7058
<b>Lee Director of Junior Clubs</b> .....	Danielle Basham
1408 E Overlook Drive, Powhatan, VA 23139 drbasham0526@yahoo.com .....	(804) 317-9129
<b>Northern Director of Junior Clubs</b> .....	Jacyn Francis
20759 Spiceberry Court, Ashburn, VA 20147 jaclyn.racicot@gmail.com.....	(202) 494-1221
<b>Shenandoah Director of Junior Clubs</b> .....	vacant
<b>Southside Director of Junior Clubs</b> .....	Mary Katherine Steed
7808 Wood Mill Drive, Henrico, VA 23231 ssdjuniordirector@gmail.com.....	(804) 720-5385
<b>Southwestern Director of Junior Clubs</b> .....	JoBeth Wampler
PO Box 716 Lebanon, VA 24226 gfwcjobeth@gmail.com.....	(540) 250-6294
<b>Tidewater Liaison</b> .....	Ann Schultz
31 Middlesex Road, Newport News, VA 23006 acschultz5@gmail.com .....	(757) 846-3710
<b>Junior Parliamentarian</b> .....	Blair Trent
21000 Kings Highway, Randolph, VA 24592 blairgfwcva@gmail.com.....	(434) 471-4339
<b>Juniorette Advisor</b> .....	Stephanie Griffin
3105 West Grant Street, Hopewell, VA 23860 sgriffingfwc@yahoo.com.....	(804) 356-6114

**2024-2026 GFWC VIRGINIA JUNIOR APPOINTMENTS**

<b>GFWC Junior Program – Advocates for Children</b> .....	Amanda Paez
841 Main Street, Danville, VA 24541 advocatesforchildren@gfwcvirginia.org.....	(757) 582-6960
<b>Junior Courtesy Chairman</b> .....	Heather Dunn
363 Twin Cedar Dr, Ballard, WV 24918 hrdunn25@gmail.com.....	(540) 204-2505
<b>Junior Credentials Chairman</b> .....	Michelle Clary
15328 Christanna Highway, Lawrenceville, VA 23868 auntmeme82@yahoo.com .....	(434) 774-5678
<b>Junior Membership Chairman</b> .....	Alaina Chaffee
12207 Hadden Hall Drive, Chesterfield, VA 23868 membershipjr@gfwcvirginia.org.....	(407) 927-7839
<b>Junior Serving on Bylaws Committee</b> .....	Elizabeth Blair Trent
21000 Kings Highway, Randolph, VA 24592 blairgfwcva@gmail.com .....	(434) 471-4339
<b>Junior Serving on Legislation Committee</b> .....	Stacy LaMack
14205 Masada Court, Chesterfield, VA 23838 mslamack@aol.com .....	(804) 840-9294
<b>Junior Serving on Resolutions Committee</b> .....	Denise Price
8225 Old Town Road, Disputanta, VA 23842 gfwcdenise@yahoo.com .....	(804) 943-9292
<b>Junior Serving on Scholarship Committee</b> .....	Kathy Cain
13840 Barnhouse Place, Leesburg, VA 20176 kathy_cain@outlook.com.....	(703) 307-3805
<b>Junior Serving on Strategic Planning Committee</b> .....	Lynn Chapman
109 Cooper Street, Farmville, VA 23901 assistjrdirector@gfwcvirginia.org.....	(434) 390-8367

**2024-2026 JUNIOR STANDING COMMITTEES**

**BUDGET AND FINANCE**

**Chairman** ..... Jessica Thomas  
 11905 Riverpark Way, Chester, VA 23838 jrtreasurer@gfwcvirginia.org ..... (804) 662-0921  
**Member**..... Colleen Barnes  
 51 Church St, Halifax, VA 24592 cbteacher@gmail.com ..... (434) 470-4956  
**Member**..... Ilija Desjardins  
 840 Trout Street, Staunton, VA 24401 iliadesjardins@hotmail.com.....(540) 688-7787

**BYLAWS**

**Chairman**..... Elizabeth Blair Trent  
 21000 Kings Highway, Randolph, VA 24592 blairgfwcva@gmail.com.....(757) 635-8608  
**Member**.....  
  
**Member** ..... Ilija Desjardins  
 840 Trout Street, Staunton, VA 24401 iliadesjardins@hotmail.com.....(540) 688-7787

**COURTESY**

**Chairman** ..... Heather Dunn  
 363 Twin Cedar Dr, Ballard, WV 24918 hrdunn25@gmail.com ..... (540) 204-2505

**STANDING RULES**

**Chairman** ..... Lynn Chapman  
 109 Cooper Street, Farmville, VA 23901 assistjrdirector@gfwcvirginia.org ..... (434) 390-8367  
**Member** ..... Jaclyn Francis  
 20759 Spiceberry Court, Ashburn, VA 20147 jaclyn.racicot@gmail.com..... (202) 494-1221  
**Member** ..... JoBeth Wampler  
 PO Box 716 Lebanon, VA 24226 gfwcjobeth@gmail.com ..... (540) 250-6294

**2024-2026 Junior Members Serving GFWC Virginia**

Bylaws Committee..... Blair Trent  
 Credentials Junior Chairman..... Michelle Clary  
 Reporting Chairman..... Stephanie Griffin  
 GFWC Virginia LEADS Coordinator ..... Jenny Hinegardner  
 Legislation Committee..... Stacy LaMack  
 Resolutions Committee..... Denise Price  
 Scholarship Committee..... Kathy Cain  
 Strategic Planning Committee ..... Lynn Chapman  
 Web Designer..... Amanda Paez

### **JUNIOR COLLECT**

We ask no wealth to purchase joys and pleasures, nor great estates, nor gold, nor gems so rare;  
We ask only for wealth of friends and kindness, the gold of sympathy, a smile to share.  
We ask not wisdom to unfold enigmas, interpret secrets dark and mysteries deep;  
We only ask for common sense and foresight, and knowledge and good judgment's fruit to reap.  
We ask not fame for bettering all others, nor right to be master, they the slaves;  
We only ask our share in mankind's service - to act as neighbor and as friend behaves.  
We ask not selfishly to be the victor, to never lose but always win the game;  
We only ask to show the proper spirit, if conqueror or conquered, just the same.  
We ask not, Lord, for strength and might and power, to conquer worlds or rule the tribes of men;  
We only ask for strength to face our duties, to carry on our daily work - Amen.  
- Gladys Lawson

### **JUNIOR INVOCATION**

Our Heavenly Father, we pause at the opening of this meeting to ask Thy blessings on this group of Junior Club women. Especially do we ask Thy blessings to be with the Senior Club through whom it was possible for the Juniors to have a Club.  
We thank Thee, Lord, for every place where new inspiration and fresh courage may be found which life offers us. May Thy influence guide us in our Club work, helping us to broaden our ideas and to keep our minds free from all petty thoughts.  
Make us glad that we do not toil alone or bear responsibility in our own strength, but Thou art with us in each high resolve and worthy undertaking.  
Thankful are we too, for the tasks that challenge all our powers in accomplishing the work of our Club.  
Our first thoughts are always of God, the Church, our Home, and our Club.  
We ask all of these things in Thy name. Amen.  
- Dorothy F. White

### **JUNIOR PLEDGE**

I pledge my loyalty to the Junior Clubwomen,  
By doing better than ever before  
what work I have to do,  
By being prompt, honest, courteous,  
By living each day, trying to accomplish something,  
Not merely to exist.  
- Helen Cheney Kimberly

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## **GFWC VIRGINIA JUNIOR STANDING RULES**

Approved April 2022

In accordance with GFWC Virginia Standing Rules, the following Standing Rules have been established to govern the GFWC Virginia Junior Clubs.

1. The Director of Junior Clubs shall appoint the following Standing Committees and special appointments: Budget and Finance, Courtesy, and Standing Rules. The GFWC Virginia Third Vice President may create additional special committees or appointments as are needed to implement the special programs pertaining to Junior Membership.
  - A) It shall be the duty of the Budget and Finance Committee to prepare an annual budget that shall be submitted to the Junior Executive Board for action by the Mid-Winter Board Meeting.
  - B) It shall be the duty of the Courtesy Chairman to administer the Junior Courtesy Fund as outlined in these Standing Rules. She shall also assist the GFWC Virginia Third Vice President/Director of Juniors Clubs and the Junior Executive Board as needed.
  - C) It shall be the duty of the Standing Rules Committee to review the GFWC Virginia Junior Standing Rules and propose any necessary changes to the Junior Executive Board for action. A report shall be given at the Junior Business Meeting at GFWC Virginia Annual Convention.
2. The GFWC Virginia Junior Executive Board shall review the financial portion of these Standing Rules each administration and may amend them by majority vote by the Board.
3. Reserved Funds of the GFWC Virginia Juniors, shall be:
  - A) The GFWC Virginia Third Vice President/Director of Junior Clubs Travel Fund
  - B) The GFWC Virginia Third Vice President/Director of Junior Clubs Gift Fund
  - C) The GFWC Virginia Junior Courtesy Fund
  - D) The GFWC Virginia Junior Advocates for Children Fund
  - E) The GFWC Virginia Juniors General Operating Reserve Fund
4. The following GFWC Virginia Junior items pertain to Delegate participation and her roles at GFWC Convention.
  - A) The Junior delegate to the GFWC Convention shall be the GFWC Virginia Director of Junior Clubs. In the absence of the Director of Junior Clubs, the alternate representative to the GFWC Convention shall be the Assistant Director of Junior Clubs or a member of the Junior Membership appointed by the Director of Junior Clubs.
  - B) In the even-numbered years, the immediate past Director of Junior Clubs of GFWC Virginia may attend the GFWC Convention to report the work of her administration and may be permitted to receive such awards, citations, and other recognition earned during her administration.
5. Advocates for Children shall be the continuing Junior State Program of the GFWC Virginia Juniors.

6. **Additional Junior State Project**

The nominee for GFWC Virginia Third Vice President/Director of Junior Clubs may submit a recommendation for an additional Junior State Project to be voted on by the Junior Membership at the GFWC Virginia Junior Business Session at the Annual Convention held during the even numbered years. Any such recommendation, with supporting information, shall be distributed no later than 30 days prior to Convention. The project shall be approved by a majority of the Junior Delegates present and voting at the GFWC Virginia Convention.

**JUNIOR FINANCES**

1. The Junior checking account shall bear the title "GFWC Virginia Juniors". All funds shall be placed in a checking account unless otherwise authorized by the GFWC Virginia Third Vice President/Director of Junior Clubs.
2. There shall be two signatories on all Junior accounts, those of the GFWC Virginia Junior Treasurer or Secretary/Treasurer and the GFWC Virginia Third Vice President/Director of Junior Clubs, either of whom may sign independently of the other and receive access to the online banking.
3. The GFWC Virginia Junior Treasurer or Secretary/Treasurer shall continuously review the policies of that and competing institutions. The GFWC Virginia Junior Treasurer or Secretary/Treasurer has the option to move the checking account to another institution with the approval of the Junior Executive Board if more favorable policies exist at another financial institution. All money shall be deposited at a federally insured institution and may not be at the same institution as GFWC Virginia.
4. The GFWC Virginia Junior Treasurer or Secretary/Treasurer shall keep written records of all checks received and deposited, checks drawn against the account.
5. The GFWC Virginia Executive Secretary is responsible for depositing all funds collected for GFWC Virginia Juniors (dues, contributions, marketplace, etc.) into the GFWC Virginia Juniors' checking account. Deposit receipts will be sent to the GFWC Virginia Junior Treasurer or Secretary/Treasurer by the last day of each month for reconciliation.
6. At each meeting of the GFWC Virginia Junior Executive Board, the GFWC Virginia Junior Treasurer or Secretary/Treasurer shall provide a Treasurer's Report showing income, expenses, a detailed log of individual transactions, and the current balance of all accounts.
7. At the GFWC Virginia Convention, the GFWC Virginia Junior Treasurer or Secretary/Treasurer shall provide for the membership a summary of all activity on the Junior account for the year and a copy of the budget for the next year.
8. At the end of an administration, the outgoing GFWC Virginia Junior Secretary/Treasurer or Treasurer shall provide all financial records and supplies to the incoming GFWC Virginia Junior Treasurer or Secretary/Treasurer no later than 15 days after the close of the fiscal year.
9. If requested, the GFWC Virginia Junior Treasurer or Secretary/Treasurer shall provide necessary documentation to cooperate with the GFWC Virginia annual report.

10. There shall be a Junior Budget and Finance Committee appointed by the GFWC Virginia Third Vice President/Director of Junior Clubs with the GFWC Virginia Junior Treasurer or Secretary/Treasurer serving as chairman. The Junior Fundraising Chairman shall be a committee member, if one has been appointed. It shall be the responsibility of this committee to oversee the finances of the GFWC Virginia Junior organization, to establish an annual budget, to advise the Junior Board of the need for fundraising activities when needed to achieve junior budgetary needs, and to recommend policies for financial transactions for the GFWC Virginia Juniors.
11. The annual GFWC Virginia Junior Budget shall include:
  - A) Allotments to help defray expenses of the members of the GFWC Virginia Junior Executive Board and help defray expenses of the GFWC Virginia Junior Chairmen. Vouchers must be presented and approved for reimbursement by the Third Vice President/ Director of Junior Clubs.
  - B) An allotment to help defray travel expenses of the GFWC Virginia Junior Delegate attending GFWC meetings. In even-numbered years, funds allotted in the budget for the GFWC Convention shall be split between the retiring and incoming Third Vice President/Directors of Junior Clubs, or their alternates.
12. The GFWC Virginia Junior budget for the second year of an administration shall also include:
  - A) An allotment to defray expenses of the GFWC Virginia Junior Nominating Committee.
  - B) An allotment for the purchase and mounting of a Director of Junior Club's pin for the retiring Third Vice President/Director of Junior Clubs in an amount not to exceed \$100. The original pin is to be passed on to each incoming Third Vice President/Director of Junior Clubs at the time of her installation. It is the responsibility of the incoming Third Vice President/Director of Junior Clubs to have the past Director of Junior Clubs pin mounted as directed by the sitting Director.
  - C) An allotment for a gift for the retiring Third Vice President/Director of Junior Clubs in an amount not to exceed \$250. The budgeted amount shall supplement the GFWC Virginia Third Vice President/Director of Junior Clubs Gift Fund with the total amount for the gift not to exceed \$250.00. This gift shall be purchased by the Junior Courtesy Chairman.
  - D) An allotment for a gift for the retiring GFWC Virginia President in an amount not to exceed \$250. The gift shall be purchased by the Junior Courtesy Chairman.
13. Reserve Funds of the GFWC Virginia Juniors shall be:
  - A) The GFWC Virginia Third Vice President/Director of Junior Clubs Travel Fund,
    - a. consisting of voluntary contributions received by way of the Junior Contributions Form, shall accumulate to defray travel expenses of:
      1. The Third Vice President/Director of Junior Clubs or alternate Delegate attending the GFWC Convention;
      2. The Third Vice President/Director of Junior Clubs attendance at the GFWC Board of Directors meetings;

3. The Third Vice President/Director of Junior Clubs attendance at the annual Southeastern Region Conference;
  4. The Third Vice President/Director of Junior Clubs when on official GFWC Virginia business;
  5. The Assistant Director of Junior Clubs when she is serving in the absence of the Third Vice President/Director of Junior Clubs.
- b. The Third Vice President/Director of Juniors Junior Clubs Travel Fund shall be disbursed for travel expenses upon submission of vouchers by the Third Vice President/Director of Junior Clubs or her representative. Any money remaining in the Fund at the end of an administration shall rollover to the next administration.
  - c. Funds received during odd numbered years are to be used by the sitting Director of Junior Clubs, while funds received during even numbered years are reserved for the incoming Director of Junior Clubs.
- B) The GFWC Virginia Third Vice President/Director of Junior Clubs Gift Fund, consisting of voluntary contributions via the Junior Contributions Form, shall accumulate during the two years of an administration.
- a. The Fund shall be used by the Junior Courtesy Chairman to purchase a gift for the outgoing GFWC Virginia Third Vice President/Director of Junior Clubs from the Junior membership in an amount not to exceed \$250.00.
  - b. The Junior Courtesy Chairman shall submit a voucher for reimbursement.
  - c. If the GFWC Virginia Third Vice President/Director of Junior Clubs Gift Fund is not depleted during the current administration, the remaining balance will rollover to the next administration.
- C) The GFWC Virginia Junior Courtesy Fund, consisting of voluntary contributions made via the Junior Contributions Form, shall accumulate during the two years of an administration.
- a. The Fund shall be used by the Junior Courtesy Chairman to purchase courtesy gifts for the GFWC Virginia Junior Executive Board, Junior chairmen, and special appointments, and for the GFWC Virginia President, GFWC President, and GFWC Director of Junior Clubs.
  - b. The Fund may also be used for expenses associated with the Junior Suite (including snacks and beverages).
  - c. Expenditures from the Courtesy Fund during each year of an administration should not exceed \$750.00.
  - d. A voucher shall be submitted by the Junior Courtesy Chairman for reimbursement.
  - e. Any money remaining in the Fund at the end of an administration shall rollover to the next administration.
- D) The GFWC Advocates for Children Program, consisting of voluntary contributions via the Junior Contributions Form, shall accumulate during each year of an administration.
- a. The Funds shall be used for the program.

- b. The Junior Treasurer or/Secretary Treasurer shall disperse all funds collected at the end of each fiscal year.
  - c. The Junior Treasurer shall submit a voucher for disbursement of this Fund.
- E) The General Operating Fund shall be used to supplement the operating budget of the GFWC Virginia Juniors as needed. Monies may be transferred from the Fund by majority vote of the GFWC Virginia Junior Executive Board.

### **GFWC VIRGINIA JUNIOR ENRICHMENT SCHOLARSHIP (SER)**

Established in 2022, The GFWC Virginia Junior Enrichment Scholarship was created to financially assist a District Director of Junior Clubs who wishes to attend the GFWC Southeastern Region Conference. This scholarship shall be funded through a line item in the Junior Budget along with contributions from clubs and individuals given for the purpose of awarding a scholarship. The GFWC Virginia Junior Executive Committee shall administer the scholarship fund. One Scholarship will be given annually. All monies will be paid directly to GFWC Southeastern Region.

1. Applicant must be a current GFWC Virginia District Director of Junior Clubs
2. Applications must be received between July 1 and August 30<sup>th</sup>.
3. Recipient shall be responsible for submitting their own registration form
4. All applications shall be kept confidential
5. Recipient will be selected randomly from the pool of applications
6. Recipient shall send a copy of their registration to the GFWC Virginia Junior Treasurer or Secretary/Treasurer.
7. Applicants may reapply annually.

### **GFWC VIRGINIA JUNIOR LEADERSHIP SCHOLARSHIP**

Established in 2022, The GFWC Virginia Junior Leadership Scholarships were created to financially assist a GFWC Virginia Junior or Juniorette club woman who wish to attend GFWC Virginia meetings. One scholarship shall be awarded for Convention and one scholarship shall be awarded for Conference annually. This scholarship shall be funded through line items in the Junior Budget along with contributions from clubs and individuals given for the purpose of awarding these scholarships. The GFWC Virginia Junior Board shall administer the scholarship fund. All monies will be paid directly to GFWC Virginia.

1. Applicant must be a current GFWC Virginia Junior or Juniorette club woman
2. Applications must be received 45 days prior to the registration deadline
3. Recipient shall be responsible for submitting their own registration form
4. All applications shall be kept confidential

5. Recipient will be selected randomly from the pool of applications
6. Applicants may reapply annually for each meeting.
7. Recipient shall send a copy of their registration to the GFWC Virginia Junior Treasurer or Secretary/Treasurer so that payment may be made to GFWC Virginia Directly.

These Standing Rules may be amended by a majority of the Junior delegates present and voting at any GWFC Virginia meeting with prior notice of thirty (30) days, or they may be amended by two-thirds vote of delegates without prior notice. Amendments shall be effective upon adjournment of the meeting at which they were adopted, unless the motion to adopt specifies a time for its going into effect.

**GFWC VIRGINIA JUNIOR CONTRIBUTIONS FORM**

Date: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Name of Club Treasurer: \_\_\_\_\_

**Treasurer's Mailing Address and Phone:** \_\_\_\_\_

Treasurer's E-mail Address: \_\_\_\_\_

**CONTRIBUTIONS:**

**GFWC VIRGINIA DIRECTOR OF JUNIOR CLUBS Travel Fund** \_\_\_\_\_

(Suggested 25c per member)

(For a description – see Junior Standing Rule Junior Finances #13-A)

(Account 2001)

**GFWC VIRGINIA DIRECTOR OF JUNIOR CLUBS Gift Fund** \_\_\_\_\_

(For a description – see Junior Standing Rule Junior Finances # 13-B)

(Account 2005)

**GFWC VIRGINIA JUNIOR COURTESY FUND** \_\_\_\_\_

(For a description – see Junior Standing Rule Junior Finances #13-C)

(Account 2010)

**ADVOCATES FOR CHILDREN PROGRAM** \_\_\_\_\_

(For a description - see Junior Standing Rule Junior Finances # 13-D)

(Account 2070)

**GFWC VIRGINIA JUNIOR ENRICHMENT SCHOLARSHIP (SER)** \_\_\_\_\_

(For a description – see Junior Standing Rules)

(Account 2061)

**GFWC VIRGINIA JUNIOR LEADERSHIP SCHOLARSHIP** \_\_\_\_\_

(For a description – see Junior Standing Rules)

(Account 2062)

**TOTAL JUNIOR CONTRIBUTIONS** \_\_\_\_\_

**\*\*\*MAKE CHECKS PAYABLE TO “GFWC VIRGINIA JUNIORS”\*\*\***

Send checks for contributions AND this form postmarked by January 25 to:

GFWC VIRGINIA Headquarters  
P.O. Box 8750  
Richmond, VA 23226

**Please keep a copy for your files.**

**JUNIOR CLUBS:** This form is for **Special Junior Contributions ONLY!**

Send GFWC VIRGINIA Dues and GFWC Dues along with the GFWC VIRGINIA Dues and Contributions Form to:

GFWC VIRGINIA Headquarters  
P.O. Box 8750  
Richmond, VA 23226

Make check for Dues payable to “GFWC VIRGINIA” and submit by January 25th.  
Please check GFWC VIRGINIA Yearbook for other contributions and addresses.

**\* \* \* PLEASE COPY THIS FORM BEFORE USING \* \* \***

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**GFWC VIRGINIA JUNIORS**

**2025-2026 BUDGET**

**INCOME:**

Dues - 376 @ \$6.00 each .....	\$2,256.00
Special Fundraising .....	1,000.00
DOJ Gift Fund, Courtesy Fund, Scholarship Funds.....	340.00
General Operating Fund .....	1,899.00

**TOTAL INCOME .....** **\$5,695.00**

**EXPENSES**

Allotments:

Director of Junior Clubs .....	\$800.00
Assistant Director of Junior Clubs .....	300.00
Secretary/Treasurer .....	300.00
Parliamentarian.....	200.00
Courtesy Chairman.....	300.00
Credentials Chairman .....	150.00
Membership Chairman.....	150.00
Committee Chairmen 1 @ \$150.....	150.00
GFWC Junior Project – Advocates for Children	
Nominating Committee Chairman .....	75.00
District Director of Junior Clubs 6 x 200 .....	1,200.00

Travel Allotments:

GFWC Board of Directors Meeting 2025 .....	225.00
Southeastern Regional Meeting 2025.....	225.00
GFWC Convention 2026, 2 Delegates .....	500.00
GFWC Orientation 2026, incoming DOJ.....	200.00
Scholarship Southeastern Regional Meeting - District DOJ .....	200.00
Scholarship Convention Junior Member .....	200.00
Scholarship Conference Junior Member .....	200.00

Past DOJ Pin.....	20.00
Retiring GFWC Virginia DOJ Gift .....	150.00
Retiring GFWC Virginia President Gift.....	150.00

**TOTAL EXPENSES .....** **\$6,125.00**

**GFWC VIRGINIA JUNIORS  
FUND BALANCES – 2024-2025 YEAR END**

**GFWC VIRGINIA DIRECTOR OF JUNIOR CLUBS TRAVEL FUND**

Beginning Balance .....	\$ 333.25
Receipts .....	\$ 78.75
Disbursements .....	\$ 0.00
Closing Balance (carry forward) .....	\$ 412.00

**GFWC VIRGINIA DIRECTOR OF JUNIOR CLUBS GIFT FUND**

Beginning Balance .....	\$ 0.00
Receipts.....	\$ 60.75
Disbursements.....	\$ 0.00
Closing Balance .....	\$ 60.75

**ADVOCATES FOR CHILDREN FUND**

Beginning Balance .....	\$ 473.50
Receipts.....	\$ 643.75
Disbursement: .....	\$ 500.00
Closing Balance.....	\$ 617.25

**GFWC VIRGINIA JUNIOR COURTESY FUND**

Beginning Balance .....	\$ 0.00
Receipts .....	\$ 93.75
Disbursements.....	\$ 0.00
Closing Balance .....	\$ 93.75

**GFWC VIRGINIA JUNIOR ENRICHMENT SCHOLARSHIP (SER) FUND**

Beginning Balance .....	\$ 265.00
Receipts.....	\$ 13.75
Disbursements.....	\$ 0.00
Closing Balance .....	\$ 278.75

**GFWC VIRGINIA JUNIOR LEADERSHIP SCHOLARSHIP FUND**

Beginning Balance .....	\$ 265.00
Receipts.....	\$ 231.75
Disbursements.....	\$ 55.00
Closing Balance .....	\$ 423.75

**GFWC VIRGINIA JUNIOR GENERAL OPERATING FUND**

Beginning Balance .....	\$ 598.71
Receipts.....	\$ 5,662.46
Disbursements.....	\$ 3,770.32
Closing Balance (carry forward) .....	\$ 2,490.85

## GFWC Virginia Junior State Project

### Advocates for Children

Amanda Paez, Project Chairman

841 Main Street Unit B Danville, Virginia 24541 | 757-582-6960 |

advocatesforchildren@gfwcvirginia.org

<b>Purpose</b>	<i>Advocates for Children is designed to encourage all woman's, Junior Woman's, Juniorette, and International Affiliate Clubs to make a difference in the life of a child by being an advocate. The Program was envisioned as a way for clubwomen to provide a voice for children and to teach and encourage parents and other caregivers to advocate for children at the grassroots level.</i>
<b>Objective</b>	<ul style="list-style-type: none"> <li>● <i>To encourage Clubs and Clubwomen to connect and support programs that impact children</i></li> <li>● <i>To support the GFWC Virginia State Project focusing on early childhood education</i></li> </ul>

For the 2024-2026 GFWC Virginia administration, we are continuing to be champions for children and advocates in action. We will still encourage each club and clubwoman to focus on Advocates for Children programming in their own way but also want to put a special emphasis on the State Project theme - Early Childhood Education. We will still host donation drives at our state meetings and use it as an opportunity to learn more about the host region and its needs.

#### **Informational Materials**

Information presented at state meetings, helpful guides, or documents from GFWC can be found at <https://tinyurl.com/AdvocatesGFWCVa> or by using the QR code to the right. Please bookmark this as new files may be added throughout the administration.



#### **Advocates for Children Week**

For Advocates for Children Week, we encourage clubs to contact their local law enforcement or child protective service agencies to identify their needs for children or families. This could include redecorating their children's waiting area or providing needed items to make it cozy. You could also create "busy bags" that may be filled with items such as books, coloring books, crayons, art supplies, fidget toys, stuffed animals, and so much more. These bags will be immensely helpful in occupying children's minds during challenging experiences.

Sunday, October 20, to Saturday, October 26, 2024

Sunday, October 19, to Saturday, October 25, 2025

#### **Reporting Information**

Please use the GFWC Virginia Narrative Form and use "GFWC Juniors' Special Program: Advocates for Children" as the Program Area when reporting. Optional Supplemental Reporting – both downloadable forms and an online form – can be found at the links above.

**"Every child deserves a champion; an adult who will never give up on them, who understands the power of connection and insists that they become the best they can possibly be."**

**-Rita Pierson**

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**GFWC VIRGINIA JUNIOR SPECIAL AWARDS**

The GFWC Virginia Junior Special Awards are presented by clubs or districts to promote and recognize participation in a specific area. All Junior clubs are eligible to enter. For complete details on individual Special Awards, please consult the Junior section of the GFWC Virginia Yearbook.

**ENTRY GUIDELINES:**

- Reports will be judged on work done **January 1 through December 31** each year of the administration.
- Entries must be submitted to the Chairman of the Award, postmarked on or before **March 1**.
- All reports must be **typed, double-spaced, and on one side of the paper**.
- The report may be **no longer than five (5) pages**, including supporting materials (brochures, pamphlets, pictures, newspaper clippings, etc.).
- **Two (2) copies of the award entry and one (1) copy of this cover sheet** must be sent to the Chairman of the Award.
- In the narrative, include the following information:  
 Nature of the project(s), and/or services provided  
 Estimated number of people reached by the project(s)  
 Who benefited and how many? (club, school, community, etc.)  
 Amount of money and/or goods donated from club, to the club, and through the club  
 Number of club members who participated
- Membership figure used is to be that number currently recorded in the GFWC Virginia Yearbook.
- For contests with two awards, a winner will be chosen from each of the following size categories:  
 Small club, 1 - 12 members  
 Large club, 13 or more members.
- All winners will be announced and awards presented at the GFWC Virginia Convention.

**ENTRY**

**INFORMATION:**

Name of Special Award entering: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Number of Members: \_\_\_\_\_ District: \_\_\_\_\_

Club President: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, town or county in which your club is located: \_\_\_\_\_

Give number and describe population (rural, urban, etc.): \_\_\_\_\_

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GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026  
**GFVC VIRGINIA JUNIOR SPECIAL AWARDS**

**MARJORIE BRANCH AWARD**

**Chairman**..... Ann Schultz  
31 Middlesex Road, Newport News, VA 23606 ..... (757) -846-3710  
e-mail: acschultz5@gmail.com

The Marjorie Branch Award, named for the first GFVC Virginia Junior Director, is given annually by the Tidewater District Junior Clubs. It is the privilege of the GFVC Virginia Director of Junior Clubs to select the subject of the award. For the 2024-2026 administration, this award will be presented to clubs for their work in promotion of membership in their club. Clubs are encouraged to share the benefits of becoming a member of their club and GFVC. Utilization of social media, web sites, GFVC branding, and unique membership drives will be considered in reviewing nominations. Rotating brass handbells and certificates will be presented. Two awards will be presented, one for small clubs and one for large clubs.

**SHELBY PAISLEY HAMLETT AWARD**

**Chairman**..... Camilla Cabaniss  
2459 Livingston Road, Roanoke, VA 24015 ..... (540) 989-8820  
e-mail: piggycbc@verizon.net

The Shelby Paisley Hamlett Award is presented annually to a Junior club in the state by the GFVC Blue Ridge District in honor of Mrs. Shelby Paisley Hamlett. Mrs. Hamlett was a Past President of GFVC Virginia (1980-1982) and Past President of GFVC (1998-2000). A cash award will be presented to the Junior club with the best single project dealing with children at risk. Clubs entering are asked to describe their project, indicate if this is a new or ongoing project, and describe how this project involves the club members.

**CORINNE MURRAY AWARD**

**Chairman**..... Camilla Cabaniss  
2459 Livingston Road, Roanoke, VA 24015 ..... (540) 989-8820  
e-mail: piggycbc@verizon.net

The Corinne Murray Award is presented annually by the GFVC Blue Ridge District in honor of Mrs. William S. Murray (Corinne). Mrs. Murray is a past GFVC Virginia Junior Director (1944-47). She also served as GFVC Virginia President (1956-58). Mrs. Murray has had a life-long love of reading and has spent many years promoting public libraries and the cause of literacy. She established the ESO Society for GFVC Virginia. A \$25 cash award and certificate will be presented to the Junior clubs showing the most outstanding service in promoting reading and literacy in their community. Two awards will be presented, one for small clubs and one for large clubs.

**PHYLLIS V. ROBERTS AWARD**

**Chairman**..... Jaclyn Francis  
20759 Spiceberry Court, Ashburn, VA 20147.....(202) 494-1221  
e-mail: Jaclyn.racicot@gmail.com

This award is presented annually by the Northern District Juniors in honor of Mrs. Phyllis V. Roberts, who served as the GFVC Virginia President during 1970-72. She also served as GFVC President during 1986-88. This award will be given to the Junior clubs promoting interaction with General clubs (cooperative efforts in programs, fundraisers, meetings, projects, etc.). A monetary award will be presented to each of the two winning Junior clubs, one for small clubs and one for large clubs.

GENERAL FEDERATION OF WOMEN'S CLUBS OF VIRGINIA 2024-2026  
**GFWC VIRGINIA JUNIOR SPECIAL AWARDS**

**SHENANDOAH AWARD**

**Chairman** ..... Jenny Hinegardner  
2569 Springhill Road, Staunton, VA 24401 .....(540) 255-9896  
e-mail: jenyfur@icloud.com

The Shenandoah Award is presented annually to two Junior clubs in the state by the Juniors of Shenandoah District. It is the privilege of the District Junior Director to choose the subject of this award. For the 2024-2026 administration, the Shenandoah Award will be based on project/projects focusing on Enhancing Junior Leadership in our clubs and communities. Any project promoting junior leadership can be submitted. This can be a new or ongoing club project. A \$25 cash award will be awarded. Two awards will be presented, one for small clubs and one for large clubs.

**SOUTHSIDE DISTRICT JUNIOR AWARD IN LEGISLATION**

**Chairman** ..... Mary Katherine Steed  
7808 Wood Mill Dr, Henrico, VA 23231 .....(804) 720-5385  
email: gfwcssd3rdvpjd@gmail.com

Southside District Juniors would like to continue a tradition started several years ago to honor two very special Juniors from Southside: Mary Grant Jackson and Pam M. Comstock. Both of these women have served their club, the District and State with unwavering dedication and commitment for almost two decades. A rotating gavel and a \$25 cash award will be presented to the Junior club demonstrating the most innovative programs and activities in the field of legislation. One award will be presented.

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**GFWC VIRGINIA JUNIOR HONOR SOCIETY**

The Junior Honor Society is recognition of a club's high level of participation in Federation activities, particularly those that are directly sponsored by the Junior organization. All work must have been accomplished during the club year January 1 – December 31. **To qualify, you must meet a minimum point level for each section.** A participation award will be given to clubs that do not meet the minimum criteria. Qualifying clubs will receive special recognition at the GFWC Virginia Convention, according to the level of achievement. There will be three award categories:

Participation Level:	Under 10 points or do not meet minimum criteria within areas
Bronze Level:	Minimum of 10 points total
Silver Level:	Minimum of 18 points total
Gold Level:	Minimum of 26 points total

To enter, complete this form by scoring one point for each area of participation. It is not necessary to total points. **Entries must be postmarked or emailed on or before March 1.**

**Section I. Federation Activities:** Award one point for each area your club participated in through projects, donations of money/goods, or club/community awareness campaigns. **(minimum for eligibility: 3 points)**

- \_\_\_\_\_ GFWC Virginia State Project
- \_\_\_\_\_ GFWC Special Junior Project (Advocates for Children)
- \_\_\_\_\_ Club member(s) submit a GFWC LEADS application
- \_\_\_\_\_ Club member(s) submit a GFWC Virginia LEADS application (odd year only)
- \_\_\_\_\_ Participate in GFWC Membership Initiatives
- \_\_\_\_\_ Celebrate GFWC Junior Month (October)
- \_\_\_\_\_ GFWC Virginia Junior Fundraising activity
- \_\_\_\_\_ District Fundraising activity
- \_\_\_\_\_ District Project, if any
- \_\_\_\_\_ Member(s) serving at District Level (any appointment)
- \_\_\_\_\_ Member(s) serving at GFWC Virginia level (any appointment)
- \_\_\_\_\_ Have District/GFWC Virginia Officers attend meeting (applies only if NOT a member of your club)
- \_\_\_\_\_ Have a Federation program/Orientation program to promote the understanding of GFWC Virginia and GFWC
- \_\_\_\_\_ Hold a joint activity with another GFWC Virginia club
- \_\_\_\_\_ Hold a joint activity with another civic organization
- \_\_\_\_\_ Enter any GFWC level contest (i.e. CIC, Media Book, etc.)
- \_\_\_\_\_ Club members(s) participated in GFWC Virginia ESO

**Section II. Federation Funding:** Award one point for each area in which your club contributed to during this club year **(minimum 2 points).**

- \_\_\_\_\_ GFWC Virginia Director of Junior Clubs Travel Fund
- \_\_\_\_\_ GFWC Virginia Junior Courtesy Fund
- \_\_\_\_\_ GFWC Virginia Director of Junior Clubs Gift Fund
- \_\_\_\_\_ Advocates for Children Fund
- \_\_\_\_\_ Any GFWC Virginia or District Scholarship or Loan Fund
- \_\_\_\_\_ GFWC Virginia Endowment Fund, Dogwood Society or 1907 Society
- \_\_\_\_\_ Purchase a GFWC or GFWC Virginia Clubwoman Subscription

**Section III. Federation Meetings:** Award one point for each meeting in which your club sent a representative (minimum: 3 points).

- \_\_\_\_\_ GFWC Virginia Conference
- \_\_\_\_\_ GFWC Virginia Convention
- \_\_\_\_\_ Fall District Meeting
- \_\_\_\_\_ Spring District Meeting
- \_\_\_\_\_ Any other District or State meeting (i.e. President's Council, Reporting Workshop, etc.)
- \_\_\_\_\_ Southeastern Region (SER) Meeting
- \_\_\_\_\_ GFWC International Convention
- \_\_\_\_\_ Any GFWC Meeting

**Section IV. Special Awards:** Award one point for each Special Award your club entered for work done from January 1 to December 31 (minimum: 2 points).

- \_\_\_\_\_ Marjorie Branch Award
- \_\_\_\_\_ Shelby Paisley Hamlett Award
- \_\_\_\_\_ Corinne Murray Award
- \_\_\_\_\_ Phyllis V. Roberts Award
- \_\_\_\_\_ Shenandoah Award
- \_\_\_\_\_ Southside District Junior Award in Legislation
- \_\_\_\_\_ Junior of the Year Award
- \_\_\_\_\_ Junior New Clubwoman Award
- \_\_\_\_\_ Junior Lifetime Achievement Award

Please mail or email a completed copy of this form to (keep a copy for your records):

Lynn Chapman  
GFWC Virginia Assistant Director of Junior Clubs  
109 Cooper Street  
Farmville, VA 23901  
[assistantjrdirector@gfwcvirginia.org](mailto:assistantjrdirector@gfwcvirginia.org)

PRESIDENT: \_\_\_\_\_

CLUB NAME: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

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**GFVC VIRGINIA JUNIORS  
RECAP OF PAST WINNERS:**

**GFVC VIRGINIA CLUB – OUTSTANDING ACHEIVEMENT**

2020 Club Year Winners – Junior Federated Women’s Club of Chester – Lee District

2021 Club Year Winners:

Small Club – GFVC Powhatan JWC – Lee District

Honorable Mention – GFVC Cobra Juniores – Southwestern District

Large Club – Staunton/Augusta JWC – Shenandoah District

Honorable mention – South Boston-Halifax JWC GFVC – Alice Kyle District

2022 Club Year – no winners

2023 Club Year – no winners

2024 Club Year Winners:

Small Club – Narrows Junior Woman’s Club of GFVC

Large Club – Junior Federated Woman’s Club of Chester

**GFVC VIRGINIA JUNIOR OF THE YEAR AWARD**

2020 Club Year Winner -

2021 Club Year Winner – no entries received

2022 Club Year Winner – Angela Paez, GFVC JWC of Hopewell, Inc.

2023 Club Year Winner – Miranda Lester, GFVC Appalachian Leading Ladies JWC

2024 Club Year Winner – no entries received

**GFVC VIRGINIA JUNIOR NEW CLUBWOMAN AWARD**

2020 Club Year Winner – Tessa Deskins, GFVC Appalachian Leading Ladies JWC

2021 Club Year Winner – no entries received

2022 Club Year Winner – no entries received

2023 Club Year Winner – no entries received

2024 Club Year Winner – Melissa Estes, Junior Federated Women’s Club of Chester

**GFVC VIRGINIA JUNIOR LIFETIME ACHIEVEMENT AWARD**

2020 Club Year Winner – Joy Matkowsky, GFVC Powhatan JWC

2021 Club Year Winner – Lori Rocker, JWC of Loudoun

2022 Club Year Winner – Lori Chevalier, GFVC James River JWC

2023 Club Year Winner – no entries received

2024 Club Year Winner – no entries received

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## **GFWC Virginia Director of Junior Club Outstanding Achievement Award**

This GFWC Virginia Director of Junior Clubs will award an Outstanding Achievement Award to one club in each size category. The Junior Club who demonstrates leadership within the club's level, while also supporting Advocates for Children in our communities. See the GFWC Virginia Junior Special Awards form, for entry guidelines.

This award is based on accomplishments from January 1 through December 31.

The winning clubs will have participated in the following:

- ❖ Leadership initiatives within the Junior club, to include but not limited to:
  - Providing leadership training within the club
  - Members holding current GFWC district, state, and international leadership positions
  - Presenting GFWC initiatives at district and/or state GFWC meetings, for other clubs, or within the local community.
  - Members that have attended Virginia LEADS and/or GFWC LEADS.
- ❖ Supported children's programs within the club's local community, to include but not limited to:
  - Name and description of project(s)
  - Any local partnerships within the community
  - How the project(s) benefits children
- ❖ Participated in Advocates for Children Partnership(s), to include but not limited to:
  - Participate in at least one project and provide a description of project(s)
  - Participate in Advocates for Children's Week and provide a description of the project

**Any junior club submitting reports will be eligible for this award.  
No special entry required for consideration.**

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**GFWC Virginia Junior of the Year Award**

**Deadline: March 1**

This recognition award is to recognize the dedication and hard work of a special Junior Club Women over the last calendar year. The GFWC Virginia Junior organization recognizes the outstanding work done by Juniors of Virginia and all they do to promote leadership and volunteerism.

This award is based on accomplishments from January 1 through December 31.

Rules

- Eligibility
  - Must be an active GFWC Virginia Federated Junior Clubwoman
  - Qualifications include only activities in Federated Club work for the calendar year
  - Nominees cannot be
    - Current Member of the GFWC Board or the GFWC Virginia Board or the GFWC Virginia Junior Board
    - Previous State winner of this award
- Information to be included in nomination
  - Club Name, District, Nominee Name, address and phone number. Nominators name, address and phone number
  - All offices held at Junior Club, Junior District and District level
  - Committee and Project work
  - Innovative ideas, creativity, dependability, willingness to share ideas.
  - Attitude, cooperation, participation, sense of humor, ability to interact positively with other members, enthusiasm and attendance.
- Format
  - Maximum 2 type written pages, double spaced
  - Use a resume format and outline format when necessary
  - Share examples in narrative form, which highlight and support the rationale for nomination.
- Judging and Award
  - Judging of the candidates will occur at the Junior District and State Level.
  - The winner will receive special recognition/ award at the GFWC Virginia Convention.

Send this nomination in either hard copy or electronic format to:

Your District Director of Junior Clubs and  
GFWC Virginia Director of Junior Clubs

Joanne Dixon

[directorofjuniors@gfwcvirginia.org](mailto:directorofjuniors@gfwcvirginia.org)

2003 Highland Drive

Powhatan, VA 23139

**GFWC Virginia Junior of the Year  
EXAMPLE**

Nominees Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ email \_\_\_\_\_

Club Name \_\_\_\_\_ District \_\_\_\_\_

**Club Work**

1. Offices Held
  - a. President
  - b. Secretary
2. Chairmanships
  - a. Public Relations
  - b. Holiday Bazaar Chairman

**Junior District or District**

1. Offices Held
  - a. District Director of Junior Clubs
  - b. District Junior Treasurer
2. Chairmanships

**Narrative**

**Describe**

- How this individual has contributed to the club's success
- The leadership qualities she possesses and why
- How she LEADS by example for other club members

Provide the audience of judges with clear insights as to how this Junior "Pedals Ahead" above the others. Don't just tell the judges what she does, but how she goes about doing it.

**GOOD LUCK!**

For questions, please contact:  
GFWC Virginia Director of Junior Clubs  
Joanne Dixon  
directorofjuniors@gfwcvirginia.org  
2003 Highland Drive  
Powhatan, VA 23139

**GFWC Virginia Junior New Clubwoman Award**  
Deadline March 1

This recognition award is to recognize the dedication and hard work of a new Clubwoman in last calendar year. The GFWC Virginia Junior organization recognizes the outstanding work done by Juniors of Virginia and all they do to promote leadership and volunteerism.

This award is based on accomplishments from January 1 through December 31.

Rules

- Eligibility
  - Must be an active GFWC Virginia Federated Junior Clubwoman
  - Must have given less than two years of service to a GFWC Virginia Junior Club organization.
  - Must have demonstrated an exceptional commitment to their GFWC Virginia Junior Club through participation, various work, and leadership, attending most club meetings, service projects/events.
  - Qualifications include only activities in Federated Club work for the calendar year
  - Nominees cannot be
    - Current Member of the GFWC Board or the GFWC Virginia Board or the GFWC Virginia Junior Board
    - Previous State winner of this award
- Information to be included in nomination
  - Club Name, District, Nominee Name, address and phone number. Nominators name, address and phone number
  - All offices held at Junior Club, Junior District and District level
  - Committee and Project work
  - Innovative ideas, creativity, dependability, willingness to share ideas.
  - Attitude, cooperation, participation, sense of humor, ability to interact positively with other members, enthusiasm and attendance.
- Format
  - Maximum 2 type written pages, double spaced
  - Use a resume format and outline format when necessary
  - Share examples in narrative form, which highlight and support the rationale for nomination.
- Judging and Award
  - Judging of the candidates will occur at the Junior District and State Level.
  - The winner will receive special recognition/ award at the GFWC Virginia Convention.

Send this nomination in either hard copy or electronic format to:

Your District Director of Junior Clubs and  
GFWC Virginia Director of Junior Clubs  
Joanne Dixon  
directorofjuniors@gfwcvirginia.org  
2003 Highland Drive  
Powhatan, VA 23139

**GFWC Virginia Junior New Clubwoman Award  
EXAMPLE**

Nominees Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ email \_\_\_\_\_

Club Name \_\_\_\_\_ District \_\_\_\_\_

Club Work

3. Offices Held
  - a. President
  - b. Secretary
4. Chairmanships
  - a. Public Relations
  - b. Holiday Bazaar Chairman

Junior District or District

3. Offices Held
  - a. District Director of Junior Clubs
  - b. District Junior Treasurer
4. Chairmanships

Narrative

Describe

- How this individual has contributed to the club's success
- The leadership qualities she possesses and why
- How she LEADS by example for other club members

Provide the audience of judges with clear insights as to how this Junior "Pedals Ahead" above the others. Don't just tell the judges what she does, but how she goes about doing it.

**GOOD LUCK!**

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Joanne Dixon  
directorofjuniors@gfwcvirginia.org  
2003 Highland Drive  
Powhatan, VA 23139

**GFWC Virginia Junior Lifetime Achievement Award**

Nominee must be an active GFWC Virginia Junior Club member when nominated.

Any nominee attaining a minimum of a 110 points and has the highest number of points will receive this award.

Nominations must be postmarked or emailed by March 1

Nominee Name \_\_\_\_\_

Nominating Club & District \_\_\_\_\_

Nominating Club Contact Person, \_\_\_\_\_

Phone Number, and Email \_\_\_\_\_

\*One a separate page, please provide a short biography to introduce the winner, to include the years of service, Club Name, and how the nominee impacted GFWC.

For questions, please contact:  
 GFWC Virginia Director of Junior Clubs  
 Joanne Dixon  
 directorofjuniors@gfwcvirginia.org  
 2003 Highland Drive  
 Powhatan, VA 23139

- 1. Minimum of 10 years of continuous service in a Junior Club (5 points for every 10 years) \_\_\_\_\_
- 2. Current membership, in more than one Junior Club (2 point, per Junior Club) \_\_\_\_\_
- 3. Current membership in a Junior and General Club (2 points) \_\_\_\_\_
- 4. Assisted in charting a new Junior Club (5 points) \_\_\_\_\_
- 5. Charter member of a Junior Club (4 points) \_\_\_\_\_
- 6. Assisted in charting a Juniorette Club (2 points) \_\_\_\_\_
- 7. Advisor to a Juniorette Club (4 points) \_\_\_\_\_
- 8. Personally responsible for bringing new members into a Junior Club (1 point per member, not to exceed 5 points) \_\_\_\_\_
- 9. Served as a Junior Club Chairman (1 points per Chairmanship, not to exceed 5 points) \_\_\_\_\_
- 10. Served as a Junior Club Officer, excluding Club President (3 points per office, not to exceed 15 points) \_\_\_\_\_
- 11. Served as a Junior Club President (5 points, not to exceed 10 points) \_\_\_\_\_
- 12. Served as a Junior District Chairman (1 points per Chairmanship, not to exceed 5 points) \_\_\_\_\_
- 13. Served as a Junior District Officer, excluding Director of Junior Clubs (4 points per Office) \_\_\_\_\_
- 14. Served as a District Third Vice President/Director of Junior Clubs \_\_\_\_\_

(10 points)

- 15. Served as a District Chairman  
(1 point per chairmanship, not to exceed 5 points) \_\_\_\_\_
- 16. Served as a District General Officer  
(3 points per office) \_\_\_\_\_
- 17. Served as GFWC Virginia Junior Chairman  
(2 point per Chairmanship) \_\_\_\_\_
- 18. Served as the Junior member on a GFWC Virginia Committee  
(2 points per committee) \_\_\_\_\_
- 19. Served as a GFWC Virginia Junior Officer, excluding Director of Junior Clubs  
(5 points per office) \_\_\_\_\_
- 20. Served as a GFWC Virginia Third Vice President/Director of Junior Clubs  
(15 points) \_\_\_\_\_
- 21. Served as a GFWC Virginia Chairman  
(2 points per Chairmanship) \_\_\_\_\_
- 22. Served on the GFWC Virginia Board, excluding Director of Junior Clubs/State President  
(4 points per office) \_\_\_\_\_
- 23. Served as the GFWC Virginia President  
(15 points) \_\_\_\_\_
- 24. Served on a GFWC committee  
(2 points per committee) \_\_\_\_\_
- 25. Served as the GFWC Junior Director of Junior Club Elect  
(10 points) \_\_\_\_\_
- 26. Served as the GFWC Director of Junior Clubs  
(20 points) \_\_\_\_\_
- 27. Attended GFWC Virginia LEADS  
(4 points) \_\_\_\_\_
- 28. Attended GFWC LEADS  
(10 points) \_\_\_\_\_
- 29. Presented GFWC/Leadership material at a district and/or a state meeting  
(2 points, not to exceed 10 points) \_\_\_\_\_
- 30. Wrote articles for the District newsletter, GFWC Virginia Club Women, or  
GFWC Clubwomen  
(5 points, not to exceed 15 points) \_\_\_\_\_
  
- Total Points \_\_\_\_\_