

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. Juniette 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. Juniette 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 Juniette club. A member of the sponsoring club shall attend all Juniette 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 25th 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.

Section 7. Junior Executive Committee

A. Membership

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

B. Meetings

1. The GFWC Virginia Junior Executive Committee shall be authorized to meet on call of the GFWC Virginia Third Vice President/Director of Junior Clubs or any two GFWC Virginia Junior officers. The GFWC Virginia Junior Executive Committee may meet between meetings of the GFWC Virginia Junior 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.

2. The quorum of the GFWC Virginia Junior Executive Committee shall be two members.
3. GFWC Virginia Junior Executive Committee action shall be reported to the GFWC Virginia Junior Executive Board at its next meeting and shall be recorded in the Minutes of the GFWC Virginia Junior Executive Board meeting.

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. Provide the slate of nominees for the District Offices and District Junior Offices in the Call for the District Annual Meeting in the second year of the administration;
 9. Send a roster of District club presidents to GFWC Virginia Headquarters no later than May 15 of each year;
 10. Promote the programs of GFWC Virginia within the clubs in the District in conjunction with the District Third Vice President /Director of Junior Clubs;
 11. Preside at all meetings of the District;
 12. 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;
 13. Send the Call to District meetings at least six weeks in advance of the meetings;
 14. Appoint a District Parliamentarian;
 15. 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;
 16. Serve ex-officio on all District committees except the Nominating Committee;
 17. 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;
 18. 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. Represent the District Juniors on the GFWC Virginia Junior Executive Board;
 3. Present a report of the work of the District Juniors at each GFWC Virginia Junior Executive Board

meeting as directed by the GFWC Virginia Third Vice President/Director of Junior Clubs;

4. Promote the objectives of GFWC Virginia through Junior clubs in the District;
 5. Preside at all District Junior Business meetings;
 6. 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;
 7. Appoint other chairmen as are needed to carry on specific programs pertaining to Junior membership;
 8. Appoint a Junior Parliamentarian;
 9. Notify each nominee for District Junior Office regarding her status within 5 days of notification by the District Junior Nominating Committee Chairman in the second year of the administration;
 10. Notify the District President of the nominees for District Junior Office, except the office of Third Vice President/Director of Junior Clubs;
 11. 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. Juniorette 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 Membership

District Junior Membership 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 Membership.

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. 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*.

F. Representation on GFWC Virginia Junior Executive Board

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.

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. Juniette 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

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

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 GFWC Virginia Legacy 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 15th 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 25th 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 GFWC Virginia Legacy Scholarship Fund 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. GFWC VIRGINIA LEGACY SCHOLARSHIP

This scholarship is in honor of GFWC Virginia Clubwomen who have served GFWC at its highest levels. GFWC Past International Presidents: Dorothea Dutcher Buck (1947-1950), Phyllis V. Roberts (1986-1988), and Shelby Paisley Hamlett (2000-2002) and GFWC Director of Junior Clubs Trina Behbahani (2026-2028). The 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 \$5,000 may be given during each administration. A scholarship of \$2,500 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).