

GFWC-SC STANDING RULES

PROTOCOL:

Protocol is an important factor in all organizations. It promotes orderly procedure following the rules of etiquette. Personal friendships, likes and dislikes must not be considered. The office is being honored, not the person.

The following order of rank should be observed for seating, introductions, receiving lines, etc. The GFWC President is the only one who has precedence over the State President:

GFWC President
State President
Ranking Government Official
Speaker of the Day
GFWC Officers
State Officers
GFWC Chairmen
Regional Officers
State Chairmen
District Officers
Club Officers
Club Chairmen

Past Presidents customarily follow current officers in rank.

Junior Officers and Chairmen assume rank just below their General counterparts. The Parliamentarian customarily follows elected officers.

For those fitting into several categories, assign their "highest rank." For instance, a person with lesser rank who is the Speaker of the Day will assume the higher rank as Speaker.

When there are those present of "equal rank," the one traveling the farther distance or those who are "guests" would come first. Otherwise they would rank alphabetically by office.

As a courtesy, the audience will rise when the GFWC and State President are introduced. The same courtesy should be shown the GFWC and State Directors of Junior Clubs at junior meetings.

GENERAL RULES:

1. The list of club presidents shall not be distributed to any outside individual or organization without the approval of the Executive Committee.
2. Only items for the benefit of GFWC-SC shall be offered for sale at any state meeting.
3. All plans, exhibits, or contemplated projects of community service programs shall be presented to the President of GFWC-SC for her consideration and approval before such

plans, exhibits, or projects may be presented to the clubwomen at any state or district meeting.

4. The Treasurer shall order the Past President's pin in the election years.
5. No chairman shall arrange any public meeting under the name of the state federation without consulting the State President.
6. The State President is the official representative at the GFWC convention. However, in even numbered years, the immediate Past President, if in attendance, will represent the state and accept any state awards.
7. All chairmen shall pass on to their successors any material pertaining to their office, including copies of their reports.
8. Officers, program chairmen, and all committee chairmen shall provide a copy of any report given at state meetings to the Secretary by the close of said meeting.
9. Officers, program chairmen, and all committee chairmen shall provide a copy of a report of the previous year's activities to the Secretary by the close of the annual meeting.
10. Members of Heritage Clubs wishing to receive the *Clubwoman* Magazine will pay \$5.00 in addition to their per capita dues.
11. State federations and clubs are permitted to have the emblem or logo duplicated on stationery, program books, and other paper articles provided such materials are to be used solely by the club or its members. Any dies, screens, or art used in the manufacture of such products are to be retained by the club and in no case are they to be used to manufacture items for resale or distribution of any commercial purpose.
12. Cell phones and pagers are to be in the "off" position or on "vibrate" only during all GFWC-SC meetings.
13. Direct membership, those paying individual dues to GFWC-SC, have meeting and convention duties on the district and state level as directed by the District President, are entitled to one copy of the GFWC-SC *Clubwoman* Magazine, and retain the rights and privileges of all opportunities available through GFWC-SC.
14. These rules may be amended at any meeting of the Board of Directors, by a majority vote.

PROGRAM PROMOTION;

1. The workshop for chairmen shall be held the first year of any administration. The chairmen's workshop for the second year shall be at the discretion of the State President.

2. The State President through the public relations chairman shall release state federation publicity. District Presidents may publicize news in their own districts.
3. Membership categories for reporting purposes shall be recommended by the Program Council to the Board of Directors.
4. The Program Council shall recommend awards to the Board of Directors annually.

FINANCES:

1. The organization of the GFWC-SC shall not be used to raise money for political purposes. It shall not be responsible for debts incurred by its member organizations, districts, clubs, or individual members.
2. The Board of Directors must approve all projects undertaken by the state federation which involve the raising of funds.
3. Excess funds from Southern Region Conference and GFWC-SC conventions shall be remitted to the GFWC-SC treasury.
4. All proceeds from any fundraiser(s) held in the even numbered years for the purpose of supporting the President's travel expenses shall be equally divided between the President and the President-elect.
5. All proceeds from any fundraiser(s) held in the even numbered years for the purpose of supporting the Director of Junior Clubs' travel expenses shall be equally divided between the Director and the Director-elect
6. All bank accounts shall be reviewed at the beginning of each administration. Inactive or unnecessary accounts shall be closed at the discretion of the Executive Committee. Additional accounts shall be opened at the discretion of the Executive Committee.
7. Mileage reimbursement shall be based on the IRS allowed deduction for charitable miles.
8. All funds collected on behalf of GFWC-SC, including special funds, fundraising proceeds, rentals, convention meals and registration fees, and any other fees/receipts, shall be payable to GFWC-SC and promptly deposited in the appropriate account of the GFWC-SC. The GFWC-SC Treasurer on behalf of GFWC-SC shall make any payments to other organizations.
9. Any member who has checks returned unpaid at least three times must, in the future, pay by cash or certified check. The member shall be responsible for all fees charged by the bank.

10 The 1511 Laurel Society is designated as a fundraiser and all monies collected by the Society shall be deposited in the Headquarters checking account to defray the cost of restoration and repairs to Headquarters.

11. The GFWC-SC President shall have a minimum allowance of \$2000 each year of her administration with the primary allotment from the Endowment Fund, and any deficit paid from the General fund.

12. A GFWC-SC Honor Roll with the honoree's name listed in a book located at GFWC-SC Headquarters shall be established. The donation for inclusion on the list shall be a twenty-five dollar (\$25) donation per honoree. All proceeds from the donations shall benefit the GFWC-SC Endowment Fund. All donations, along with the paper work, shall be submitted to the GFWC-SC Treasurer. The First Vice President shall be responsible for recording, reporting, and distributing a list of honorees each year to appropriate person(s) for inclusion in book at headquarters and for inclusion in the GFWC-SC Clubwoman Magazine.

13. The Order of the Jessamine is a GFWC-SC honorary society comprised of members who have been elected by their club for special recognition at the annual state convention. Criteria for election are at the discretion of the club and may be revised annually. The honoree will be distinguished at convention in a special presentation and will be listed in the next Clubwoman Magazine as a member of the Order of the Jessamine, Class of (insert year). Honorees may be elected to more than one Class. To bestow the distinction, clubs may submit one name annually with a fifty dollar (\$50) contribution, along with the paper work, to the GFWC-SC Treasurer. All proceeds shall benefit the GFWC-SC General Fund.

The First Vice President will be responsible for recording, reporting and distributing a list of the honorees each year to the appropriate person(s) for recognition at convention and for inclusion in the Clubwoman Magazine.

14. The GFWC-SC President's Special Project and the GFWC-SC Director of Junior Clubs Special Project shall be added to the GFWC-SC Contribution Sheet and Contribution Sheet Description page with any remaining funds being deposited into the GFWC-SC General Fund on June 1 of the even numbered year.

15. The Chairman of the Headquarters Committee may designate a financial manager to serve on this committee. The Financial Manager will pay all bills and expenses associated with this committee. She will also manage and maintain the GFWC-SC bank accounts associated with this committee.

16. All contracts for all GFWC-SC State Meetings and State Conventions shall be reviewed and approved by the Executive Committee and the Convention / Meetings Planning Committee before execution. The signatures of both the GFWC-SC President and the GFWC-SC Treasurer shall be required in all approved contracts.

17. With the approval of the Board of Directors, the Scholarship Committee shall award scholarships from the Scholarship Fund once per GFWC-SC administration in the even number years.

18. Registration Fee for all GFWC-SC state meetings, including virtual meetings, shall have a minimum advance registration fee of twenty dollars (\$20.00) and a non-advance registration fee of twenty-five dollars (\$25.00) for each attendee, non applicable to Juniorette members. Registration fees shall be non-refundable.

CONVENTION:

1. Hostess district(s) for the annual state convention shall be determined by rotation of the districts.

2. Expenses of the convention shall be the responsibility of the hostess district(s).

3. Registration form and fees shall be submitted to the credentials chairman and promptly deposited into the GFWC-SC General Fund account.

4. There shall be a bank account established for the state convention and other special meetings named "GFWC-SC Meetings Account." The GFWC-SC Treasurer shall have signature authority on this account.

5. Meal reservations and fees shall be submitted to the Convention Finance Chairman and deposited into the GFWC-SC Meetings Account.

6. The Annual Convention Restricted Fund will collect registration fees paid by attendees and pay (A) budgeted expenses of the convention, and (B) unbudgeted extraordinary expenses approved by the Convention Committee. Carryover funds will be limited to one year.

7. The Annual Convention Registration Cancellation Policy limits refunds to cancellation made seven (7) days prior to the start of convention. Resale of tickets may be undertaken by clubs or individuals, but it is not the responsibility of the Registration Committee.

MEETINGS/SPECIAL EVENTS:

1. Any other meetings/special events not covered in the annual budget hosted by GFWC-SC shall use the Meetings Account for deposit and disbursement of funds related to the event. This will include GFWC Southern Region

POLICIES

General Federation of Women's Clubs of South Carolina Conflict Of Interest Policy

Conflicts of interest arise whenever the personal or professional interests of officers, directors, committee members and/or staff of certain consultants are potentially at odds with the best interests of General Federation of Women's Clubs of South Carolina (hereinafter referred to as "GFWC-SC").

No member of the Board of Directors, or any of its committees, nor staff of any consultants engaged by them, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with GFWC-SC. Each individual shall disclose to the organization any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member or staff of the Board, its committees, or the consultants they engage, who is an officer, board member, or committee member of a beneficiary organization or vendor of GFWC-SC shall identify his or her affiliation with such entity. Further, in connection with any action by the Board, its committees, or engaged consultants specifically related to that entity, he or she shall not participate in the decision affecting that entity, and the decision must be made and/or ratified by the full Board.

All members or staff of the Board and its committees, and all consultants they engage shall refrain from obtaining any list of beneficiary organizations and vendors for personal or private solicitation purposes at any time during the term of their affiliation.

General Federation of Women's Clubs of South Carolina Whistleblower Policy

It is the intent of the General Federation of Women's Clubs of South Carolina (hereinafter referred to as "GFWC-SC") to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieving compliance with various laws and regulations. A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of GFWC-SC and provides the GFWC-SC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members that comply with this requirement. GFWC-SC will not retaliate against any member who in good faith, has made a protest or raised a complaint against some practice of GFWC-SC, or of another individual or entity with whom GFWC-SC has a business relationship, on the basis of a reasonable belief that the

practice is in violation of law, or a clear mandate of public policy. GFWC-SC will not retaliate against members who disclose or threaten to disclose to the national authorities of General Federation of Women’s Clubs or to a public body, any activity, policy, or practice of GFWC-SC that the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. If any member reasonably believes that some policy, practice, or activity of GFWC-SC is in violation of law, a written complaint must be filed by that member with at least two members of the Executive Committee of GFWC-SC, one of which must be the President or the Secretary.

**General Federation of Women’s Clubs of South Carolina
Document Retention/Destruction Policy**

This policy specifies how important documents (hardcopy, online or other media) of General Federation of Women’s Clubs of South Carolina should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule.

Corporate Records

Article of Incorporation to apply for corporate status	Permanent
IRS Form 1023 (in the USA) to file for tax-exempt and/or charitable status	Permanent
Letter of Determination (for example, from the IRS in the USA) granting tax exempt and/or charitable status	Permanent
By Laws	Permanent
Board policies	Permanent
Resolutions	Permanent
Board meeting minutes	Permanent
Sales tax exemption documents	Permanent
Annual corporate filings	Permanent
Tax or employee identification number designation	Permanent

Financial Records

Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial statements	Permanent
General Ledger	Permanent

Check registers/books	7 years
Business expenses documents	7 years
Bank deposit slips	7 years
Membership payment records	7 years
Cancelled checks	7 years
Invoices	7 years
Investment records (deposits, earnings, withdrawals)	7 years
Property/asset inventories	7 years
Check registers/books	7 years
Petty cash receipts/documents	3 years
Credit card receipts	3 years

Tax Records

Annual tax filing for the organization (IRS Form 990 in the USA)	Permanent
Payroll registers	Permanent
Filings of fees paid to professionals (IRS Form 1099 in the USA)	7 years

Insurance Records

Property Insurance policy	Permanent
Directors and Officers Insurance policy	Permanent
General Liability Insurance policy	Permanent
Insurance claims applications	Permanent
Insurance claim payment receipts	Permanent

Contracts

All insurance contracts	Permanent
Construction/renovation contracts	Permanent
Legal correspondence	Permanent
Loan / mortgage contracts	Permanent
Leases / deeds	Permanent
Vendor contracts	7 years
Warranties	7 years

Donations / Funder Records

Grant dispersal contract	Permanent
Membership lists	7 years
Donor lists	7 years
Grant applications	7 years
Donor acknowledgements	7 years

Management Plans and Procedures

Strategic Plans	7 years
Staffing, programs, marketing, finance,	7 years

fundraising and evaluation plans	
Vendor contacts	7 years
Disaster Recovery Plan	7 years

Document Protection

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.

Document Destruction

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel will be provided within 5 business days. The President will authorize provision upon consultation with legal counsel. No documents will be intentionally concealed, altered or destroyed with the intent to obstruct the investigation or litigation.