

## TFWC CAPITOL DISTRICT STANDING RULES

Capitol District is governed by the GFWC and TFWC Bylaws and Standing Rules, as well as these additional Standing Rules.

Adopted: October 20, 1994 and Amended May 3, 2018; Amended: March 18, 2024

### DISTRICT PRESIDENT

1. Attend the conference of TFWC District Presidents, TFWC Board Meetings, and TFWC Conventions. Attend other meetings requested by the TFWC President if at all possible.
2. Shall appoint a District Secretary, Treasurer, Parliamentary Advisor, Department and Program Chairmen, and Special Project Committees and submit to the District.
3. Secure and compile data of Capitol District for District Directory and for TFWC Directory (list of appointments, dates, and location of meetings.)
4. Arrange for the annual District Fall Board Meeting and District Convention (after clearing dates with the TFWC President). Arrange all other district meetings.
5. Serve as Dean of Club Presidents.
6. Work closely with District Executive Committee, keeping officers informed of messages, suggestions, and instructions from TFWC Officers.
7. Report to the TFWC Board of Directors all matters of importance and convey from the TFWC Board to the Capitol District Board and clubs of the district all messages, suggestions, and instructions.
8. Acquaint herself with the work of the TFWC and GFWC and promote such work at all times.
9. Cooperate in all ways with the TFWC President.
10. Acquaint herself with the clubs in the Capitol District and visit them when invited.
11. Encourage the organization of the new federated clubs in Capitol District and encourage nonfederated clubs to join TFWC.
12. Promote approved fundraising projects.
13. Answer all communications promptly.
14. Compile a complete report of work done in Capitol District, to be given at the annual meetings, both District and TFWC. Prepare a written report for the TFWC President, who is Dean of District Presidents.
15. Keep a file of correspondence, reports, and accomplishments to be passed on to her successor.
16. Compile a list of qualified, capable clubwomen for her successor and for the TFWC President.
17. Read the digital GFWC "Clubwoman" magazine.
18. Study the TFWC Handbook.
19. Is the custodian of District files and records, the District Gavel, District Flag, and District Pin from the time she receives them until they are transferred to her successor by the installation of the new GFWC President.
20. Is responsible for the planning, program, and execution of District meetings as outlined on pages 29-31 of the Revised TFWC Handbook Third Edition.

21. Shall conduct a summer workshop to provide leadership training for the new officers and to provide information and help to clubs in planning their programs and yearbooks of even numbered years.
22. Is responsible for the writing, print, and distribution of a newsletter which shall be sent to all members of TFWC Executive Committee, Past TFWC Active Presidents, all District Presidents, District Board Members, and all District Club Presidents, via email and posted on website.
23. At close of administration, appoint committee to audit District Treasurer's books.
24. Include an agenda item regarding a District Nominating Committee. A District Nominating Committee of not less than three or more than five members shall be nominated by the District Executive Committee, elected by the District Convention in odd numbered years.

#### DISTRICT PRESIDENT-elect

1. Perform the duties of the President in the absence of the President.
2. Serve as Dean of Club Presidents.
3. Promote the work of TFWC through workshops.
4. Deliver to her successor, within one month after term expires, all property pertinent to the office.
5. Shall be responsible for arrangements for a gift for the retiring President which shall include a Past President's pin.
6. Plan and Chair the Capitol District Summer Workshop in odd numbered years.

#### DISTRICT FIRST VICE-PRESIDENT

1. Perform the duties of the President in the absence of the President and President-elect.
2. Serve as Dean of Club First Vice-Presidents and Chairman of Departments.
3. Deliver to her successor, within one month after term expires, all property pertinent to the office.
4. Shall assume the responsibility for training District Board Members in their reporting and judging duties, including participating in District Meetings.
5. Shall order all District Award Certificates from GFWC and TFWC at the beginning of each administration.

#### DISTRICT SECOND VICE-PRESIDENT

1. Perform the duties of President in the absence of the President, President-elect, and the First Vice-President.
2. Serve as Dean of Club Second Vice-Presidents and Membership Chairman.
3. Encourage the organization of new federated clubs in Capitol District and encourage nonfederated clubs to join TFWC.
4. Serve as Chairman of Standing Committees, projects, and contests.
5. Deliver to her successor within one month after term expires, all property pertinent of the office.

### DISTRICT RECORDING SECRETARY

1. Keep a record of the proceedings of all meetings of Capitol District and its Executive Committee.
2. Deliver to her successor, within 30 days after term expires, all property pertinent of the office.
3. Shall have minutes of District Fall Board Meeting and Spring Convention approved by a committee which shall be appointed by the District President. Copies of the minutes of Executive Committee meetings shall be sent to the District Executive Committee within 30 days of the meetings. Permanent files of the minutes shall be kept.

### DISTRICT TREASURER

1. Submit a financial statement at each meeting of the Board of Directors and at such times as may be requested by the District President.
2. Transfer all district funds to her successor on or before June 30 of even numbered years.
3. Deliver to her successor, within one month after term expires, all property pertinent to the office.
4. Shall keep all financial records of the District and pay all bills as instructed by the President and/or the Executive Committee. The Treasurer, President, and President-elect shall have their signatures on record with the financial establishment used so that in the event of the incapacity of one, the other could sign checks.
5. Shall issue a check for **\$135.00** annually at the District Spring Convention, to the District President or President-elect to assist with expenses to attend the TFWC Convention in its entirety.
6. File the annual 990N form with the Internal Revenue Service.

### DISTRICT PARLIAMENTARIAN/PARLIAMENTARY ADVISOR

1. Serve in an advisory capacity.
2. She shall sit beside the District President during business sessions, and by invitation attend committee meetings.
3. When requested, she shall prepare an article on parliamentary usage for programs or workshops.

## GENERAL RULES

1. Every District Officer shall transfer all records and property of her office to her successor at the end of her term on or about July 1<sup>st</sup>.
2. It is customary to invite the TFWC President and President-elect to attend and address at least one District Meeting in an administration. Expenses of such visits will be taken from the District Treasury.
3. Procedures, protocol and committee responsibility used for Capitol District Board Meetings and Conventions shall follow the guidelines of the TFWC Handbook.
4. All officers refer to TFWC BYLAWS and GFWC Leadership Advancement Guide for specific information for duties of officers.
5. A scrapbook shall be kept for each administration and presented to the District President.
6. The District Outstanding Clubwoman Volunteer Chairman shall be responsible for an appropriate engraved plaque to be presented at the Spring Convention. The District shall bear the expense of the plaque which shall not exceed \$50.00.
7. As applicable, the District shall bear the expense of a LEADS candidate's graduating from International LEADS training, not to exceed \$150.
8. District Officers and Chairmen may include information in Newsletter rather than individual mail outs to clubs and Board Members.
9. The balance in the district treasury at the end of each administration shall not be less than \$1,500.00 or more than \$2,500.00.
10. Capitol District Standing Rules may be amended by a majority vote of members present at a District Board meeting or Convention.

## CONVENTIONS

1. The District President determines the convention theme and the program. The Host Club may accommodate the District President by having the programs printed, but the District President is responsible for the content of the program.
2. Clubs shall serve as Hosts for District Convention.
3. The expenses of meeting rooms, honorariums, and programs shall be paid by Capitol District. This expense shall be incorporated in the fees for these meetings.
4. The District shall be permitted to raise funds for the District and/or GFWC and TFWC at District Board Meetings and Conventions.
5. The individual clubs shall not be permitted to raise funds at District Meetings.
6. Reports from local Club Presidents shall be presented by the Club Presidents or her designated representative at the discretion of the District President.
7. There will be three annual Capitol District Meetings; spring, summer, and fall.