HOW TO FEDERATE A CLUB

The first step toward federating a club is to contact the president of the CFWC District in which the club is located. A New Club Membership Application is secured from the Area Vice President. The District President will contact the Area Membership Vice President, the District Parliamentarian and District Membership Chairman. If possible, at least two of these officers should attend a meeting of the club to give whatever information is needed and to answer questions.

The District and CFWC Parliamentarians must approve the club bylaws, checking to determine that they do not conflict with objectives and policies of the California and General Federation of Women's Clubs and that they conform to the requirements for membership. GFWC bylaws specify that the club "show that the organization requires no partisan or 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."

Information pertaining to the club, its application for membership in the CFWC, together with the per capita dues for CFWC and GFWC are given to the Area Vice President who presents the application to the next State Board Meeting for approval. Notification of action is sent to the club and district presidents by the CFWC Second Vice President.

When a club is placed on Federation rolls, the club will receive a packet of materials from CFWC and GFWC and will be placed on their mailing lists.

The Charter, issued by CFWC and signed by the CFWC President, is presented at the next State Convention. A packet of materials and publications, called the New Club Kit, is also presented to the club for guidance and information. The CFWC Charter must be carefully preserved, for should a club dissolve, the Charter must be returned.

REINSTATEMENT & DISSOLUTION

REINSTATING CLUBS AND MEMBERS:

Clubs will occasionally resign from Federation or may have been dropped for non-payment of dues. The District should keep a record of such clubs with key members and work to have them rejoin Federation. Leadership of one year may cause a club to resign, but there may be key members who do not agree with that decision. Work with these members to get the club back into Federation.

A CLUB WISHING TO REJOIN SHOULD:

1. Work with the District President and Area Membership Vice President.

2. Submit an application for membership signed by the club president and recording secretary along with a copy of the club bylaws, a check for District, CFWC and CFWC dues and a separate check for the required re-instatement fee. These documents should be sent to the District Membership Chairman.

3. The District Membership Chairman will forward the bylaws to the District Parliamentarian for review and approval. Upon approval of the bylaws, the application should be presented to the District Executive Board for approval.

4. Upon approval by the District, the District Membership Chairman will send the application for membership, the check for CFWC and GFWC dues and the re-instatement check along with the approved bylaws to the Area Membership Vice President.

5. A copy of the bylaws and a copy of the membership application shall be sent to the CFWC Parliamentarian for review and approval.

6. When the bylaws have been approved, the Area Membership Vice President will present the application, check and bylaws to the State Executive Board who will accept the club to membership by majority vote.

7. The CFWC Second Vice President shall notify the District and Club presidents in writing following Executive Board approval.

8. The CFWC recording secretary will send the application to CFWC Headquarters office for permanent file.

9. CFWC Treasurer will send one-half of the re-instatement fee to the district in which the club is located.

10. CFWC President issues a Charter to the Club and authorizes a new club membership kit to be mailed from the Headquarters office. For a club dropped for non-payment of dues, 27 the same procedure will apply, except the last sentence of Article III, Section 6, CFWC bylaws also applies.

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