

**GFWC
PUNTA GORDA WOMAN'S CLUB
2024-2026 YEARBOOK
Celebrating 100 Years**



UNITY IN DIVERSITY



**Founded and Federated on
September 17, 1925
Located in the Historic
Woman's Club Building
at 118 Sullivan Street
Punta Gorda, FL**



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Parliamentarian

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Arts and Culture

Mary Ann Pacelli

Civic Engagement and Outreach

Shawn Hernandez

Education and Libraries

Nancy Suarez

Environment

Elizabeth Bouquot

Health and Wellness

Kathryn Abiri

Special Committee Chairwomen

Veteran's Issues

Holly Gunsher

Scholarships (Education & Libraries Community Service Program)

Laurie Mischell

Head Start (Education & Libraries Community Service Program)

Tippy Swinford

Sullivan Street Fair

Ellen Say

Standing Committee Chairwomen

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Assistant Treasurer: Cathy Evans

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Renee Errington and Doris Dallain

WAYS & MEANS (Fundraisers)

Rosemary Martinez

Chaplain

Kathleen Hobbs

Club Parliamentarian

Maureen Weron

By-Laws

Deborah Gard

Audit

Dorothy Polson, Mary Sebahar and Vicki Stavola

Year Book Editor

Catherine Worden

Historian/Club Liaison with The Historical Society

Leslie Ryan and Deborah Gard

GFWC Community Service Programs

Signature Program Domestic and Sexual Violence Awareness and Prevention



The Signature Program's goal is to increase awareness of and help prevent the widespread occurrence of violence against women in communities across the nation—and the globe. Areas of focus include Intimate Partner Violence, Child Abuse, Teen Dating Violence, Campus Sexual Assault, Elder Abuse, Violence Against Native American Women, Military Sexual Assault, and Human Trafficking.

Arts and Culture



The GFWC Arts and Culture Community Service Program encourages members to promote and support art and cultural programs in their clubs and communities, and to expand understanding on every level, from local and regional to national and international. Our goal is to create projects that include crafts, dance, drama, food, music, and other manifestations of art and culture that develop skills, awareness, and appreciation. It is designed to inspire clubwomen and ignite within them a desire to make the world a more beautiful, thoughtful, and caring place.

Civic Engagement and Outreach



The GFWC Civic Engagement and Outreach Community Service Program reminds GFWC members that each of us is a part of a larger society and is responsible for undertaking actions that will create a better quality of life and foster a sense of community—locally, regionally, nationally, and globally. This Community Service Program highlights and encourages citizenship; crime prevention, safety, and disaster preparedness; the needy, hungry, and homeless; and our military personnel and veterans.

Education and Libraries



We aim to help others, while we also continue to learn. Projects in the Education and Libraries Community Service Program are designed to foster schools, as well as other educational institutions and opportunities. These projects promote libraries, literacy, and the love of a good book. Through these efforts, we encourage the growth of individuals and communities at home and around the world.

Environment



The GFWC Environment Community Service Program encourages us to become stewards of the earth by working to preserve the world's resources, protect wildlife and domesticated animals, live sustainably, and beautify our communities and enjoy nature. Environmental degradation is cumulative and many scientists warn that we are at a tipping point. There is no time like the present to act.

Health and Wellness



The human body, mind, and spirit comprise our health and wellness. To improve our well being, we must address three key components: nutrition, disease prevention, and physical and emotional care. This Community Service Program aims to explore the various opportunities for awareness and advancement of each of these vital areas.

PGWC CALENDAR of EVENTS 2024-2025

2024

September 18: Board meeting 10:30 AM

September 27: Meal at Veteran's Village, Taylor Rd.

September 27-29: GFWC Florida Fall Board, Rosen Park, Orlando FL

October 4: GENERAL MEETING Cancelled due to hurricane.

October 16: Board meeting 10:30 AM

October 24: District 12 Workshop. 10 AM, Port Charlotte Woman's Club

October 25: Veteran's Village meal

November 6: GENERAL MEETING 10:30 AM - Health & Wellness: AED Orientation/Training by Chief Kevin Martin, PGFD - Leslie Ryan & Kathy Abiri. Faith Lutheran Church, 4005 Palm Drive, Punta Gorda. Potluck lunch.

November 2: Fundraiser Mahjongg Tournament 12:30-4:30 PM PGI Civic Assn., 2001 Shreve St. Punta Gorda

November 20: Board meeting 10:30-AM to 12 noon

November 22: Veteran's Village meal

Nov. 30, Dec. 1: Fundraiser Sullivan Street Fair

December 6: GENERAL MEETING 10:30 AM - Punta Gorda Real Estate Board Building, Loveland Blvd., Port Charlotte Luncheon Culinary Arts Program, Charlotte Technical College. Charities invited to explain what they accomplish with our support.

December 14: Fundraiser Law Firm Lie, Cheat, and Steal Christmas Mystery

December 18: Board Meeting 10:30 AM, Fresco Coffee Shop, Punta Gorda

December 20: Veteran's Village Christmas meal

2025

January 3: GENERAL MEETING 11 AM - Real Estate Board Building, Loveland Blvd., Port Charlotte- Arts and Craft Competition: MaryAnn Pacell

January 15: Board Meeting 10:30 AM Mercer's Coffee Shop, Port Charlotte

January 18 & 19: Fundraiser Sullivan Street Fair

February 7: GENERAL MEETING 10:30 AM - Civic Engagement and Outreach

February 13: Fundraiser Bingo on Valentine's Eve

February 19: Board Meeting 10:30 AM

February 20: District 12 Arts and Crafts Competition, Port Charlotte Woman's Club

February 28: Veteran's Village meal

March 1: LEADS Conference, Lakeland, Florida

March 7: GENERAL MEETING 10:30 AM - Environment: Peace River Wildlife Center

March 12: Fundraiser Fashion Show, Sheraton Tiki Hut

March 15: Fundraiser Mahjongg Tournament 12:30-5 PM

March 19: Board Meeting 10:30 AM

March 28: Veteran's Village meal

April 4: GENERAL MEETING 10:30 AM - Education: Early Head Start

April 16: Board Meeting 10:30 AM

April 25: Veteran's Village meal

April TBA: GFWC Florida Spring Convention, Rosen Park, Orlando, Florida

May 2: GENERAL MEETING 10:30 AM - Luncheon by Charlotte County Culinary Institute, Scholarships

May 3: Fundraiser Wine Tasting

May 21: Board Meeting 10:30 AM - to plan 2025-2026 Year

May 23: Veteran's Village meal

(Veteran's Village meals continue thru the summer, on the 4th Friday of each month)

June 18: Board meeting 10:30 AM, as needed

July TBA: Summer get-together

September 17: Board meeting 10:30 AM

September 26: Veteran's Village meal

October 3: GENERAL MEETING 10:30 AM - Health and Wellness

October 15: Board Meeting 10:30 AM

October 24: Veteran's Village meal

November 7: GENERAL MEETING 10:30 AM - Environment, Beth Bouquot

November 12: Centennial Celebration, GFWC, PGWC

November 19: Board Meeting 10:30 AM

November 21: Veteran's Village meal

November 29 & 30: Fundraiser Sullivan Street Fair

December 5: GENERAL MEETING 10:30 AM - Charities presentation

December 12: Fundraiser Mahjongg Tournament

December 17: Board Meeting 10:30 AM

December 19: Veteran's Holiday Dinner and gifts

GFWC PUNTA GORDA WOMEN'S CLUB, INC.

Organized 1925

Club Colors.....Green & Gold

Club Motto.....Service

Club Flower.....Yellow Hibiscus

Our club is a non-profit 501(C)3 volunteer organization whose purpose is to support charitable, educational, and philanthropic activities. We meet the first Friday of the month: October through May. All are welcome, come join us!

WHO WE ARE

Three clubs that were active in Punta Gorda in the early part of the twentieth century merged in 1925 to form the Woman's Club. Through the years, the club building has been the place for various civic, religious, and political groups. In 1976, the Charlotte County Historical Society presented the club with a marker. In April 1991, the club building, with the help of our members, was placed on the National Registry of Historic Places. In 2000 the club building was sold for \$10 to the Punta Gorda Historical Society. We have first right of refusal for all meetings and fundraisers.

WHAT WE DO

The GFWC Punta Gorda Woman's Club is a member of the General Federation of Women's Clubs (GFWC) and the General Federation of Women's Clubs Florida. Our district includes clubs in seven southwest Florida counties. These clubs, working through the state and district structures, can tap into the expertise at both levels and can have the opportunity to tailor their projects to suit particular community needs.

Our programs and projects are designed to enrich and expand members horizons and are promoted under the following Community Service Departments:

- Domestic and Sexual Violence Awareness and Prevention
- Arts & Culture
- Civic Engagement and Outreach
- Education & Libraries
- Environment
- Health & Wellness

STATE AND NATIONAL AFFILIATION

The *General Federation of Women's Clubs of Florida* focuses on issues through a statewide organization of women who want to become involved in charitable and community activities. They directly support projects through donations of time and money. Today Florida has over 8,000 members in 178 Woman's Clubs, divided into 14 districts representing all 67 counties, from the Panhandle to Key West. Nearly 80,000 members strong, the *General Federation of Women's Clubs* is united in its dedication to volunteer community service. While diverse in age, interests, and experiences, all clubwomen are united by a desire to create positive change in their communities. Members of the GFWC belong to the world's largest and oldest volunteer organization. Members include young women in Junioresettes Club (12 yrs. to 18 yrs.), Juniors (18 yrs. to 40 yrs.), and women 40 years and up in the Women's Clubs. For more information go to: www.gfwcflorida.com

Founded in 1890, the GFWC, whose motto is "*Unity in Diversity*", is dedicated to community improvement by enhancing the lives of others through volunteer service. The women of GFWC have responded to the needs of our nation. Their commitments include supporting participation in the arts, preserving national resources, promoting education, assisting clubs hit by natural disasters and contributing to world peace and international understanding. History has shown that these dedicated and concerned groups have established local libraries such as Punta Gorda Library, garden clubs, scout troops, city parks, humane societies, hospital auxiliaries and much more.

Forerunners to the formation of the Federated Woman's Club of Punta Gorda (1925) were the Fortnightly Literary Society (1896), the Married Ladies Social Club, and the Women's Civic Improvement Association (1911). The Women's Civic Association had undertaken such projects as building the Bath House. Because members of the Married Ladies Club were required to wear hats and gloves as they engaged in polite conversation at meetings, they were called the "tea drinkers." The Fortnightly Club was literary and studied Robert Browning and William Shakespeare.



The antique tea service makes an appearance at a Christmas party around 1945. We still have this tea service.



Original members of The Punta Gorda Woman's Club gather for a group photo 1925.

GFWC Punta Gorda Woman's Club Presidents

1927 Mrs. N. C. Hewitt	1976 - 1978 Helen Harrell
1928 - 1929 Mrs. J. H. Hancock	1978 -1980 Norma Henry
1930 - 1931 Mrs. C. P. Durance	1980 - 1982 Ina Berggren
1931 - 1935 Mrs. N. C. Hewitt	1982 - 1984 Eleanor Sherry
1935 - 1937 Mrs. T. W. Butler	1984 - 1986 Mimi Rambert
1937 - 1938 Mrs. F. T. Gardemer	1986 - 1988 Vi Stone
1938 - 1939 Mrs. R. S. Maxwell, Jr.	1988 - 1990 Helen Wrobbel
1939 - 1940 Mrs. Smith Hardin	1991 - 1992 Grace Lechner
1940 -1941 Mrs. Charles Dunne	1992 - 1994 Marge Nelson
1941 -1942 Mrs. E. H. Smith	1994 - 1996 Helen Wrobbel
1942 -1943 Mrs. Grayal Farr	1997 - 1998 Adella Kelly
1943 -1944 Mrs. H. C. Hewitt	1998 - 1999 Margaret Heller
1946 - 1948 Mrs. J. R. Jack, Jr.	1999 - 2001 Vi Stone Calderwood
1948 -1948 Mrs. Mary Maxwell	2001 - 2002 Alice Glatt
1948 - 1949 Mrs. Smith Hardin	2002 - 2003 Mary Krotzer
1949 - 1950 Mrs. Ruth Allison	2003 - 2004 Pat Munson
1950 - 1952 Mrs. W. W. Gruthie	2004 - 2006 Joyce E. Sanguedolce
1952 - 1953 Helen Shipman	2006 - 2008 Jannett Sue Hawley
1953 - 1956 Nan McCollough	2008 - 2009 Ann Daniele
1956 - 1958 Mrs. Evan Brayton	2009 - 2010 Lynn Bartz
1958 - 1959 Mrs. H. W. Selin	2010 - 2013 Carol Edmier
1959 - 1960 Mrs. Vern Marsh	2013 - 2014 Deborah Heilig
1960 - 1962 Mrs. N. D. Craighead	2014 - 2016 Lynn Bartz
1963 - 1965 Mrs. Helen Raymond	2016 - 2018 Jannett Sue Hawley
1965 - 1967 Mrs. R. E. Bolin	2018 - 2020 Maureen Weron
1967 - 1968 Gertrude Shaw	2020 - 2024 Beverly Hendrickson
1969 -1971 Mary Frisch	2024 - 2026 Leslie Ryan
1971 - 1976 Lois Peeples	

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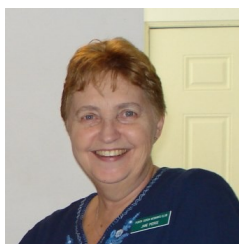
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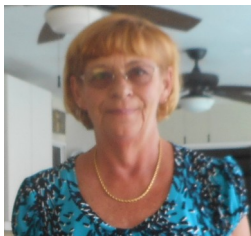
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Suarez_Nan76@yahoo.com.
BD 3/01
Member since 2015

305-772-7067



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Member Since 2010

317-445-2959



TOMPKINS, Suzanne
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Suz617.st@gmail.com
BD
Member Since 2023

757-286-8220



VUKOVICH, Lisa
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BD 9/14
Member Since 2022

715-584-6956



WAGNER, Christine
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babycakes3663@aol.com
BD 04/20
Member Since 2024

215-872-8723



WERON, Maureen
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Member since 2015

617-827-0727



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Member since 2023

810-241-0528



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Member Since 2022

906-440-2526



WORTHINGTON, Deborah
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BD 7/20
Member since 2007

941 204-8444

— OUR IMPACT —

General Federation of Women's Clubs members vary in age, talents, location, background, and profession, but are united in their dedication to actively improve the lives of others.

60,000+

members in affiliated clubs in every state

2,600

existing volunteer clubs across the globe

130+

founded in 1890, GFWC has over a century of history





IN MEMORIAM



Carol Edmier
Member since 2005



Lorraine Miller
Member since 2021



Joan Pac
Member since 2020

BYLAWS of GFWC Punta Gorda Woman's Club, Inc.

ARTICLE I – NAME

In accordance with Amendment to Articles of Incorporation of Punta Gorda Woman's Club, Inc., dated April 25, 2007 and filed with the Secretary of State May 10, 2007, the legal name of the Corporation is: **G.F.W.C. PUNTA GORDA WOMAN'S CLUB, INC.**, (also known as GFWC Punta Gorda Woman's Club, Inc.) and hereinafter referred to as the "Club." Said Club is a constituent division of the General Federation of Women's Clubs Florida and the General Federation of Women's Clubs.

ARTICLE II – OBJECT

In accordance with amendment to Articles of Incorporation of Punta Gorda Woman's Club, Inc., dated April 25, 2007 and filed with the Secretary of State May 10, 2007, the Corporation is organized exclusively for charitable, religious, educational and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code.

ARTICLE III – MEMBERSHIP

Section 1. Membership in the Club shall be open to any person who desires to promote the objective of the Club as outlined in Article II of these Bylaws.

Section 2. A prospective member shall be eligible for active membership after meeting the requirement of attending a general meeting and indicating an active interest in the Object (Article II) of the Club.

Section 3. An applicant must be sponsored by an active member. A written application form, signed by the sponsor, together with a check or cash for dues, shall be submitted to the Executive Board (hereafter referred to as the "Board"). Following a review of the application and a two-thirds favorable vote of the Board at a legal meeting, the applicant shall be elected to membership.

Section 4. All members are required to serve on no less than one Standing Committee or Community Service Program as defined in these Bylaws and shall support or participate in some way the fund raising activities of the Club. In addition she shall complete at least one Service and Activity Sheet annually.

ARTICLE IV – DUES AND FINANCE

Section 1. The Fiscal Year of the Club shall be June 1 through May 31.

Section 2. The annual Club dues for active members are established by the membership and are as noted in the Standing Policies and Procedures (also known as Standing Rules) and include GFWC and GFWC Florida dues. Dues are payable at the May meeting each year. If the member's dues are not received by the December meeting, the member will be dropped from membership for non-payment of dues.

Section 3. A memorial gift shall be presented to a Library in memory of a deceased member of the Club as authorized by the Board.

Section 4. As a Delegate attending GFWC Florida Fall Board and/or Convention, the President, or her alternate, shall have her registration fees reimbursed by the Club. Upon receiving a signed written request, together with the receipt that the fees were paid, the Treasurer shall write a check for reimbursement of fees.

Section 5. A member requesting reimbursement of funds expended for administration purposes shall submit such request to the Board for approval. The request must be on a Requisition Form with receipts attached thereto and signed by the member.

Section 6. All requests for additional funds over fifty (\$50.00) dollars above those budgeted shall be voted on by the Board.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1. The elected officers of the Club shall be a ***President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary and Treasurer, and Assistant Treasurer (if appointed by the President)***. In addition to the ***Immediate Past President and the Parliamentarian***, the foregoing officers shall constitute the Executive Board.

Section 2. Elections shall be conducted at the April meeting in even numbered years and each officer shall hold office for only one term (two years) or until their successors are elected except the Treasurer who may serve two consecutive terms (four years).

Section 3. If a vacancy occurs in the office of President, the First Vice-President shall become President. If a vacancy occurs in the office of First Vice-President, the Second Vice President shall perform the duties of that office. Vacancies in other offices shall be appointed by the Board to fill the unexpired terms.

Section 4. The President, Treasurer, and the Assistant Treasurer, if appointed by the President, shall be authorized to sign checks. Only one signature shall be required.

Section 5.

- A. The Nominating Committee shall include a Chairperson and two members and shall be elected as follows: The Chairperson shall be elected by the Board at the Board meeting held in January in even numbered years. Two members shall be elected from the general membership at the general February meeting in even numbered years. Current members of the Board are not eligible to serve on the Nominating Committee.
- B. The Nominating Committee shall present a single slate of officers at the April meeting in even numbered years. Following the reading of the slate nominations may be made from the floor.
- C. Elections shall be by ballot. The Nominating Committee Chairperson shall be responsible for preparing the ballots. If a candidate is unopposed, the election may be by voice. There shall be no proxy or electronic voting permitted.
- D. Officers shall be installed at the Annual (May) meeting in even numbered years, and the two-year term of office shall begin at the close of the May meeting.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. The President shall:

- A. Preside at all meetings of the Club and Board.
- B. Appoint Community Service Program Chairperson, Standing and Special Committee Chairpersons and an Assistant Treasurer, if necessary.
- C. Appoint a Parliamentarian or Parliamentary Advisor who shall serve on the board with no privilege of voting.
- D. Be the official delegate of the Club at meetings of the District, State and General Federation.
- E. Be ex-officio member of all committees except the Nominating Committee and Audit committee.
- F. Prepare a list of program dates for the Club meetings and special events for the following Club year and present them for approval by the Board at either the April or May Board meeting.

- G. Upon approval by the Executive Board, sign all contracts and obligating documents concerning the Club.
- H. Appoint a committee to be responsible for the yearbook, including producing, editing and printing.
- I. Authorize and sign any disbursement of fifty (\$50.00) dollars and under for non-budgeted items.
- J. Maintain a current record of all Club properties.
- K. Appoint two (2) members to the Punta Gorda Historical Society Board to serve until their successors are appointed.
- L. Perform such other duties as outlined in these Bylaws and the parliamentary authority.

Section 2. The First Vice-President shall:

- A. Preside in the absence or disability of the President.
- B. Assume the office of President if a vacancy occurs in that office.
- C. Oversee the Chairperson of each Community Service Program. Obtain reports from Community Service Program Chairpersons, event chairpersons, standing committee chairpersons and member as required, within two (2) weeks of the date that an event is held.
- D. Collect all sheets for volunteer hours.
- E. Perform such other duties as outlined in these Bylaws and the parliamentary authority.

Section 3. The Second Vice-President shall:

- A. Be Membership Chairperson.
- B. Preside in the absence or disability of the President and First Vice President.
- C. Perform such other duties as outlined in these Bylaws and the parliamentary authority.

Section 4. The Recording Secretary shall:

- A. Record the minutes of the Club and the Board meetings and provide copies to the President and Treasurer.

- B. Be a signatory on all officially accepted minutes and other documents as requested by the President or Treasurer.
- C. Perform such other duties as outlined in these Bylaws and the parliamentary authority.

Section 5. The Corresponding Secretary shall:

- A. Attend to correspondence as directed by the President and the Board.
- B. Be Telephone/Email Committee Chairperson.
- C. Perform such other duties as outlined in these Bylaws and the parliamentary authority.

Section 6. The Treasurer shall:

- A. Receive and deposit all funds, including individual payments for luncheons and member dues.
- B. Be responsible for paying all bills upon authorization.
- C. Keep an account of all receipts and disbursements and submit monthly reports to the Board and the general membership.
- D. Make an annual report to the Club.
- E. Be Chairperson of the Finance Committee.
- F. Submit all books and papers to the auditor no more than fifteen (15) days after the close of the fiscal year.
- G. Be responsible for ordering the Past President's pin.
- H. Perform such other duties as outlined in the Bylaws and the parliamentary authority.

Section 7. The Assistant Treasurer, if appointed by the President, shall:

- A. Be qualified to assume the duties of the Treasurer.
- B. Perform such other duties as outlined in the Bylaws and the parliamentary authority.

ARTICLE VII - MEETINGS

Section 1. Regular meetings shall be held on the first Friday of each month beginning in October and ending after the May meeting unless otherwise authorized by the Board.

Section 2. The regular meeting in May shall be known as the Annual Meeting and shall be for the purpose of installing officers in even numbered years, receiving reports of officers and committees and for other necessary business related to the membership.

Section 3. The budget which is prepared by the Finance Committee after the close of the fiscal year (May 31) shall be presented for adoption at the June Board meeting.

Section 4. Special meetings of the general membership may be called by the President or by the Board and shall be called upon the written request of twelve members of the Club. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least five (5) days notice shall be given.

Section 5. Quorum: Fifteen (15) members of the Club shall constitute a "quorum".

ARTICLE VIII – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers, Immediate Past President and Parliamentarian. These individuals, together with one chairperson of each Community Service Program listed in these Bylaws shall be known as "the voting membership of the Board." Chairpersons of standing and ad hoc committees may be called to a Board meeting at the discretion of the President, if their presence is required to give information. These Chairpersons shall have voting rights if present.

Section 2. The Board shall hold regular meetings the third Wednesday of each month or at a time recommended by the President, preceding the regular monthly Club meeting. Special meetings of the Board may be called by the President or may be called upon the written request of three Board members. All members of the Board must be contacted and the purpose of the meeting stated. Except in cases of emergency, at least two days' notice shall be given.

Section 3. The Board shall transact all routine business of the Club, create special committees to perform tasks that do not belong to any Standing Committee, authorize the acceptance of all applications for membership, authorize a memorial gift for deceased members, authorize payment of registration fees for those voting delegates attending Fall Board and Convention, determine meeting places and dates, change the dates of meetings if necessary, elect the Nominating Committee Chairperson, fill vacancies in elective offices and the Nominating Committee, and perform such other duties as are specified in these Bylaws.

Section 4. Each officer and chairperson when their term of office is completed shall surrender to her successor all property belonging to her office or department following the May meeting and before the Board meets in June.

Section 5. The Board shall remove any officer who misses three consecutive meetings without valid reason or an officer that moves from the immediate district.

Section 6. A majority of voting membership of the Board members in attendance shall constitute a quorum.

ARTICLE IX – COMMUNITY SERVICE PROGRAMS

Section 1. The Community Service Programs shall be: ***Arts & Culture, Civic Engagement & Outreach, Education & Libraries, Environment, Health & Wellness.*** Each chairperson shall appoint a committee which shall be responsible for the assigned monthly meeting program including speaker, decorations, luncheon and any activities pertaining to that Community Service Program.

Section 2. The First Vice President shall oversee the Chairperson of each Community Service Program.

Section 3. The First Vice President shall collect all Community Service, event and activity reports and provide them to the President before the end of December.

ARTICLE X – STANDING COMMITTEES

Section 1. The Standing Committees shall be as follows:

A. BYLAWS: This committee shall consist of the Past President, President, First Vice President, Parliamentarian/Parliamentary Advisor, and one member from the general membership. The Committee Chairman shall be appointed by the President. The Chairman will select the member from the general membership. Procedures are outlined in the current, Newly Revised Robert's Rules of Order.

B. MEMBERSHIP: Second Vice-President shall be the Chairperson and she shall appoint two additional members from the general membership. This Committee shall:

1. Receive all membership applications, issue yearbooks and other materials pertinent to membership; prepare an index card for each applicant showing name, address, telephone numbers (home and cell) plus northern information if applicable, date of birth, and indicating thereon whether current dues are paid and the effective date of membership. The application for membership shall be submitted to the Board, and the Membership Chairperson shall maintain all records of the applications. Dues and a list of current paid members shall be submitted to the Treasurer.

2. Provide a copy of the updated membership list to the President, Treasurer, Corresponding Secretary and Board monthly.
3. Be responsible for providing name tags to all new members, and greeting people at the door. She shall record the names of any guests and provide them with name tags. A list of members and names of their guests shall be furnished to the President before each regular meeting.
4. Conduct an orientation meeting for new members twice during a Club year.

C. FINANCE: Treasurer shall be the Chairperson.

1. The Vice-President, Assistant Treasurer (if appointed by the President) and two (2) additional members appointed by the President shall be members of this committee.
2. The Committee shall prepare a proposed budget for presentation and approval at the June Board meeting.
3. The Finance Committee can from time to time submit supplements to the budget for the current fiscal year.

D. TELEPHONE/E-MAIL: Corresponding Secretary shall be the Chairperson.

1. The Chairperson shall appoint members from the general membership to be "Callers. "
2. The duties of the Callers will be to telephone/e-mail the Club members at the request of the Chairperson.

E. PARLIAMENTARIAN: This position shall be appointed by the President and will have the duties set forth in the Parliamentary Authority. She will have no voting rights.

F. WEB-MASTER AND PUBLICITY: The committee chairperson and the committee members she appoints shall report all meetings and activities to news media and shall be responsible for maintaining the Club's website.

G. LEGISLATIVE: The committee shall consist of three members, of whom one shall study proposed legislative measures pertinent to GFWC and GFWC Florida and report its findings at Club meetings.

H. HISTORIANS: The committee shall consist of two members from the general membership and is charged with attending the monthly meetings of the Punta Gorda Historical Society (formerly known as Old Punta Gorda, Inc.). This committee shall serve until successors are appointed. In addition, the committee shall keep a brief history of all the Club's activities.

I. KITCHEN: NO COMMITTEE AT THIS TIME

J. WAYS AND MEANS: The committee shall be responsible for recommending the type of fundraisers which should be held for the following year. These recommendations shall be submitted to the Board for consideration and scheduling.

K. CHAPLAIN: The Chaplain shall give inspirational moments and devotions at General Meetings

L. AUDIT: The President shall appoint the chairperson and two (2) additional members to serve on the committee.

1. This committee is responsible for performing an annual audit in June of the records of the Treasurer of the Club and shall submit said report to the Executive Board.
2. The Treasurer should never be a member of this committee, although she should be available to answer questions.
3. According to these Bylaws the President is exempt as ex-officio of this committee since she signs checks when the treasurer is not available.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order Newly Revised* shall govern this Club in all cases to which they are applicable and in which they are not inconsistent with the Club's governing documents.

ARTICLE XII – AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Club, provided the proposed amendments have been presented at the previous regular meeting or sent to each member at least seven days prior to the meeting. Proposed amendments to the Bylaws without previous notice shall require a unanimous vote. Voting by proxy or electronically is not permitted.

Section 2. Amendments to, or a revision of, these Bylaws shall become effective at the adjournment of the annual session or special meeting at which they are adopted unless otherwise provided.

Section 3. Any amendment to these Bylaws necessitated by amendments to GFWC Florida and GFWC National Bylaws shall be effected by the Board and reported to the membership in writing at least sixty (60) days following the adoption of such amendments by GFWC and GFWC Florida.

ARTICLE XIII – PROHIBITED ACTIVITIES

In accordance with amendment to Articles of Incorporation of Punta Gorda Woman's Club, Inc., dated April 25, 2007 and filed with the Secretary of State May 10, 2007, no part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation 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, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future Federal tax code.

ARTICLE XIV— DISTRIBUTION UPON DISSOLUTION

In accordance with amendment to Articles of Incorporation of Punta Gorda Woman's Club, Inc., dated April 25, 2007 and filed with the Secretary of State May 10, 2007, upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the Federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

Chartered 1925

Bylaws revised April 5, 1991

Bylaws amended April 8, 1994

Bylaws amended October 6, 2000

Bylaws amended March 5, 2004

Bylaws amended May 10, 2007

Bylaws amended December 5, 2008

Bylaws revised March 5, 2010

Bylaws amended May 7, 2010

Bylaws revised October 4, 2013

Bylaws revised April 4, 2014

Bylaws amended May 5, 2016

Bylaws amended November 5, 2021

Bylaws amended November 6, 2024

GFWC PUNTA GORDA WOMAN'S CLUB STANDING POLICIES AND PROCEDURES

1. The physical address of the Club is 118 Sullivan Street, Punta Gorda, Florida - 33950. The mailing address of the Club is P.O. Box 511783, Punta Gorda, Florida -33951-1783. All official correspondence for the Club must be directed to this post office box address.
2. The regular meetings of the Club shall be the first Friday of each month, October through May.
3. The Executive Board shall meet the third Wednesday of each month, September through June, unless otherwise changed from time to time in writing by the President.
4. Annual membership dues shall be \$50, including GFWC (\$15) dues and GFWC Florida (\$8) dues, and are payable no later than the December meeting of each year. If not paid by the December meeting the member's membership will be forfeited. Checks should be made payable to G.F.W.C. Punta Gorda Woman's Club. Dues accompanying an application for membership shall first go to the Membership Chairperson. All other annual dues shall go directly to the Treasurer who will provide a list of payments to the Membership Chairperson on a monthly basis. These dues will automatically be changed should GFWC and/or GFWC Florida dues change.
5. Each incoming President shall receive her President's pin from the Club and said pin shall be presented to her by the outgoing President. This pin is passed from President to President. .
6. Upon completion of her term, the outgoing President shall receive a Past President's pin from the Club and said pin shall be presented to her by the incoming President. This pin is purchased by the Treasurer.
7. Members desiring items to be placed on the agenda must notify the President no less than 48 hours prior to the Executive Board meeting.
8. The Corresponding Secretary shall send cards to all members who are ill or hospitalized. Cards shall also be sent to the family of members who have passed away, and to any member who has lost someone in their immediate family.

9. As representative to the Fall Board and State Convention, the President of the Club, or her alternate, shall have the cost of one room for one night and meals paid for if funds are available and the Board approves such expenditure.

10. All Community Service Program Chairpersons, Standing Committee Chairpersons, and event chairpersons are required to turn in a report to the First Vice President within two (2) weeks following their meeting or event in accordance with the reporting guidelines provided by the Program Chairperson. This includes all Service and Activity Reports, together with volunteer hours.

11. For audit purposes and closing of the books, all expense reimbursement requests must be turned in to the Treasurer no later than May 5.

12. Any member responsible for Club funds shall present to the Treasurer within a 48-hour period following the event all receipts and monies, together with a financial statement.

13. Proxy voting, including verbal, written or electronic, shall not be permitted for any reason. In addition, absentee voting will not be accepted.

14. Past officers shall remain in an advisory capacity for newly elected officers for thirty (30) days following installation of the new officers.

15. The President shall have the authority to approve expenditures for outside professional services following a telephone/email vote of approval by a majority vote of the Executive Board members. Such approval must be ratified by the Executive Board at its next meeting, be it a regular board meeting or a general membership meeting, whichever comes first. Such a vote shall be recorded in the official minutes.

16. These Standing Policies and Procedures may be amended at any time by a majority vote of those present at a regular meeting.

Revised February 6, 1998

Amended October 6, 2000

Amended March 5, 2004

Amended February 2, 2007

Amended April 4, 2008

Revised March 5, 2010

Revised October 4, 2013

Revised April 4, 2014

Amended November 5, 2021

NOTES



COLLECT

The *Collect* was written as a personal prayer by Mary Stewart in 1904. The author then offered the prayer for publication as a club woman's *Collect* because she felt "women working together for large ends was something new." The first organization to use the *Collect* was the General Federation of Women's Clubs.

**Keep us, Oh God, from pettiness;
let us be large in thought, in word, in deed.**

**Let us be done with fault finding and
leave off self-seeking. May we put away all
pretense and meet each other face to face,
without self-pity and without prejudice.**

**May we never be hasty in judgment
and always generous.**

**Let us take time for all things;
make us to grow calm, serene, gentle.
Teach us to put into action our better
impulses, straightforward and unafraid.
Grant that we may realize it is the little
things that create differences;
that in the big things of life we are at one.
And may we strive to touch and to know
the great, common human heart of us all.**

**And, Oh, Lord God,
let us forget not, to be kind.**