



General Federation of Women's Clubs Middle Atlantic Region

2019 Adopted GFWC MAR Standing Rules

I. GENERAL POLICIES

- A. The name of the organization shall be GFWC Middle Atlantic Region (GFWC MAR).
- B. The purpose of GFWC MAR shall be to promote a better understanding of the structure, program, and challenge of GFWC.
- C. The membership of GFWC MAR shall include clubwomen from Delaware, New Jersey, New York, and Pennsylvania.

II. OFFICERS

- A. The officers shall be President, Vice-President, Secretary, and Treasurer selected in the following rotation: Pennsylvania, New York, Delaware, New Jersey. The offices of Secretary and Treasurer may be combined if the Region deems it advisable.
- B. Eligibility – Candidates for office shall:
 1. Be a member of a club in active membership in the Region.
 2. Have served at least one term on the GFWC Board of Directors.
 3. Each candidate shall be endorsed by her state. The endorsement shall be obtained at the state convention assembled in the odd-numbered year or, in the absence of such previously identified convention, by the endorsement of 2/3 of the active clubs in the state federation. Endorsement shall be properly documented and sent by certified mail to the Region Nominating Committee Chairman.
- C. No state may have more than one officer serving at the same time.
- D. No officer shall serve more than one consecutive two-year term in the same office.
- E. Vacancies – A vacancy in any elective office shall be filled by election of the Board of Directors of the Region for the unexpired term. The resident state of the vacating office shall notify the President in writing of its nominee to fill the unexpired term.
- F. Duties of Officers
 1. The President shall:
 - a. Preside at all meetings of the Region and Board of Directors.
 - b. Serve on the Board of Directors of the GFWC.
 - c. Plan the Annual Meeting and Conference with the Board of Directors.
 - d. Arrange the meeting to be held during the GFWC Convention.
 - e. Appoint such committees as may be needed to implement the work of the Region. State Presidents shall assist by providing necessary names.
 - f. Serve as ex-officio member of all committees except the Nominating Committee.
 - g. Provide information about hotel reservations for the Annual Meeting and Conference to all members in attendance at the Semi-Annual Meeting.
 - h. Compile a report of her administration to be filed with the Region records and with her successor. At the end of the administration a report of her administration, photographs, programs, meeting minutes and any related information shall be sent to the GFWC Women's History and Resource Center for historical preservation.

2. The Vice-President shall:
 - a. Perform the duties of the President in her absence.
 - b. Assist the President in the carrying out of the purposes of the Region.
 - c. Be a guest at meetings of and included in correspondence related to Standing Rules and Budget preparation for Region and Conference.
 - d. Be responsible for purchasing the Past President's pin.
3. The Secretary shall:
 - a. Record the minutes of all meetings of the GFWC Middle Atlantic Region Annual Meeting and Conferences, the Board of Directors, and the Semi-Annual Meeting during the Annual GFWC International Convention. The Secretary shall submit minutes to the Middle Atlantic Region President, Parliamentarian and, with the exception of the minutes of the Board of Directors Meetings, to the Committee members appointed for approval of the minutes within 30 days after each meeting. Copies of the approved minutes of the GFWC Middle Atlantic Region Annual Meeting and Conferences, the Board of Directors Meetings and the Semi-Annual Meeting shall be sent to the members of the Board of Directors and Parliamentarian.
 - b. Report and submit a written report for the files at the Annual Meeting and Conference and at the Semi-Annual Meeting during the GFWC Convention.
4. The Treasurer shall:
 - a. Deposit all funds in a bank account and disburse funds as allocated in the Budget or upon authorization of the President.
 - b. Report and submit a written report for the files at the Annual Meeting and Conference and at the Semi-Annual Meeting during the GFWC Convention. Copies are to be sent to the Board of Directors.
 - c. Close the financial records by the end of the fiscal year, June 30th, of the even-numbered years, and turn the records over to the incoming Treasurer within 30 days.
 - d. Serve as an ex-officio member of the Budget Committee.
 - e. The Treasurer shall send a dues notice by July 15th to each of the four State Presidents.
5. The officers shall serve as voting delegates to the GFWC Convention.

III. MEETINGS

- A. Annual Meeting – There shall be an Annual Meeting of the Region in the fall of each year unless otherwise determined by the GFWC Board of Directors. The site of the Annual Meeting and Conference shall be determined by the hostess state in consultation with the Region President and the GFWC President-elect. The meeting shall be for the purpose of hearing reports, conducting business of the Region, and presenting a program to promote the objectives of GFWC. A quorum for the Annual Meeting and Conference shall be fifty (50) members with representation from each state.
- B. Semi-Annual Meeting – There shall be a Semi-Annual Meeting of the Region held during the GFWC Convention. The agenda for this meeting shall include the Installation of New Officers in the even-numbered years. It shall include such other items of business as the President and the Board of Directors may consider appropriate. A quorum for the Semi-Annual Meeting shall be thirty (30) members with representation from each state.
- C. The Call:
 1. The President shall send the Call, following approval of the GFWC President and GFWC President-elect, containing the GFWC MAR web site address, to the Annual Meeting and Conference at least 60 days prior to the meeting date.

2. This Call shall be sent to all members of the Board of Directors, GFWC International Past Presidents residing within the Region, the funded GFWC Chairman authorized to attend, and GFWC Chairmen and Committee members in the Region.
 3. State Presidents shall furnish copies of the Call, containing GFWC MAR web site address, to all member Clubs and other appropriate officers and chairmen at least 45 days prior to the Meeting.
 4. Information about hotel reservations for the Annual Meeting and Conference should be available to all members in attendance at the Semi-Annual Meeting.
 5. The Proposed Standing Rules and the Proposed Budget shall be placed on the GFWC MAR web site no later than 10 days prior to the meeting.
- D. Delegates – All members of a State Federation who is a member of GFWC Middle Atlantic region who have paid the Registration Fee shall have voting privileges at a meeting of GFWC Middle Atlantic Region. Members of International Clubs who are members of GFWC Middle Atlantic Region shall not be delegates or have any voting privileges.
- E. Meetings Sites – The Annual Meeting and Conference shall rotate among the State Federations who are members of the GFWC Middle Atlantic Region.

IV. BOARD OF DIRECTORS

- A. The Board of Directors shall consist of the Region officers, Chairmen of the Region Committees, and the Presidents and Directors of Junior Clubs of member states. This Board shall manage the affairs of the Region, recommend the disposition of Region funds, make recommendations to the Region, fill vacancies in an elected office, and perform such other duties as may herein be provided or authorized by the Region. The Board shall meet annually prior to the Annual Meeting and at other times, if necessary, at the call of the President.
- B. A quorum for meetings of the Board shall consist of six (6) people, with at least one person from each state of the Region.
- C. The President shall appoint a Parliamentarian who will attend all meetings of the Board of Directors and the Annual Meeting. She shall be a member ex-officio of the Standing Rules Committee.

V. STANDING COMMITTEES

- A. Financial Review – A Financial Review Committee of four (4) members, one from each state, shall be appointed by the President, who shall designate the Chairman of this committee. In even-numbered years, the committee shall perform a financial review of the Treasurer's accounts before the close of the GFWC Convention and submit its report at the following Annual Meeting and Conference.
- B. Budget
 1. A Budget Committee composed of the immediate Past Treasurer as Chairman, the Treasurer and four (4) members, one from each state, shall be appointed by the President. The Vice President shall be a guest at meetings of and included in correspondence.
 2. The committee shall prepare and present an annual Budget for approval at the Annual Meeting and Conference.
 3. The proposed budget, after development and adoption by the committee, shall be forwarded to the GFWC MAR Officers by August 1.
 4. The committee may meet and vote by email, telephone conference call or other electronic means.
- C. Standing Rules

- a. There shall be a Standing Rules Committee of four (4) members, one from each state, appointed by the President, who shall designate the Chairman. The Vice President shall be a guest at meetings of and included in correspondence.
 - b. Standing Rules may be adopted by majority vote at any Annual Meeting.
 - c. Proposed amendments shall be presented to the committee chairman by July 1st. The list of proposed amendments shall be forwarded to the Standing Rules Committee members, the GFWC Middle Atlantic Region Officers and other GFWC MAR Standing Committee Chairmen by August 1st. The committee shall review the current Standing Rules and proposals received and compose proposed changes to the Standing Rules.
 - d. The committee may meet and vote by email, telephone conference call or other electronic means.
 - e. The final draft of the amendments to be presented for action at the Annual Meeting and Conference shall be forwarded to the GFWC Middle Atlantic Region Officers and Committee Chairmen and to the State Presidents by September 1st.
- D. Term – The term of these committees shall be for the two-year administration.

VI. FINANCIAL POLICIES

- A. The fiscal year shall be from July 1 through June 30.
- B. Annual Dues – Each state federation shall pay annual dues of \$100.00 payable on or before the Annual Meeting.
- C. The Treasurer or President shall be empowered to sign all checks.
- D. Authorizations for spending funds from the Region General Account or Conference account over amount in either budget shall be authorized by a vote of the officers, which may be taken electronically.
- E. Annual Meeting and Conference Expenses
 - 1. The GFWC MAR Treasurer shall control the GFWC Middle Atlantic Region Annual Meeting and Conference bank account. This account will receive all cash and checks forwarded for the Annual Meeting and Conference. Checks will be written on this account to pay for Annual Meeting and Conference expenses. The account shall maintain a minimum balance of \$4000.00, not to include the \$2000.00 Conference advance. Following the close of the Conference, funds in excess of \$6000.00 shall be dispersed by a recommendation of the Board of Directors and vote of the membership at the following Semi-Annual Meeting.
 - (a) The Treasurer shall receive a copy of the completed contract for the Annual Meeting and Conference.
 - (b) All expenses for the Annual Meeting and Conference shall be approved by the Region President and Conference Chairman prior to presentation to the treasurer for payment.
 - 2. The following sums, if needed for the conference, shall be available:
 - (a) \$2000.00 for hotel deposit; which shall be returned to the Conference Account.
 - (b) A maximum of \$500.00 for a guest speaker from the Speaker's Fund. If the Annual Meeting and Conference has a profit, the sum shall be returned to the Speaker's Fund. This amount shall not be used for entertainment.
 - 3. Registration Fee
 - a. The registration fee for those attending the Annual Meeting and Conference shall be determined by the Board of Directors. Registration fees shall be applied to the expenses of the Annual Meeting and Conference.
 - b. Clubwomen from the host State Federation who are only attending the State Night Banquet shall not be required to pay the full Registration Fee but shall be required to pay

an additional One Event Fee to offset the conference costs that are allocated to that event. The One Event Fee shall be ¼ of the regular Registration Fee. Members who pay the One Event Fee shall not be entitled to receive the registration packet materials but may receive them at the discretion of the host State Federation with the consent of the GFWC Middle Atlantic Region President.

4. Conference Budget:
 - a. A budget for the Region Annual Meeting and Conference shall be prepared by the GFWC Middle Atlantic Region officer who will be serving as president at the time of the conference, the officer who will be serving as hostess state president at the time of the conference, and the designated chairman for that conference.
 - b. The budget of the conference shall not exceed the sum of \$5000.00 over the amount budgeted to be collected for food and beverages.
 - c. The proposed budget shall be presented to the GFWC Middle Atlantic Region officers for approval by January 1st of the conference year.
 - d. The GFWC MAR President shall be a guest of the Conference, with all meals to be included in the GFWC MAR Conference Budget and room to be included in the Conference hotel contract.
5. Financial Reports:
 - a. Requests for reimbursement for Annual Meeting and Conference expenses by officers or committee members shall be submitted along with receipts for expense verification to the GFWC MAR Treasurer no later than the close of the Annual Meeting and Conference.
 - b. The Annual Meeting and Conference Chairman shall submit a detailed financial report with expense verification, to the GFWC MAR Treasurer within 15 days following the close of the Annual Meeting and Conference.
 - c. All conference expenses shall be paid by the GFWC MAR Treasurer within 30 days of the close of the Annual Meeting and Conference. The GFWC MAR Treasurer will prepare a final financial report, a copy of which shall be sent to the President and all officers within 60 days of the close of the Annual Meeting and Conference. The report will be distributed to members attending the Semi-Annual Meeting following the conference.
6. Profits/losses from an Annual Meeting and Conference shall be the responsibility of the GFWC Middle Atlantic Region.
7. Region Annual Meeting and Conference registration fees shall be waived for current Region LEADS attendees.
- F. Redistricting - In the event of a redistricting of the Region by GFWC, the remaining funds in the Region treasury shall be prorated on a state federation basis and shall become the property of the corresponding constituent organization. In the event of dissolution of the Regions, the remaining funds in the Region treasury shall be refunded to the member state federations on a prorated basis.
- G. If funds are available, a gift to the GFWC Headquarters shall be selected by the Board of Directors and presented at the GFWC Convention in the even-numbered years.

VII. NOMINATIONS AND ELECTIONS

- A. Nominating Committee
 1. A Nominating Committee of four (4) members, one from each state, shall be elected at the Annual Meeting and Conference in the even-numbered years. Immediately following the election of the committee, the committee shall elect a chairman.
 2. It shall be the duty of each committee member to bring the name of her state's endorsed candidate to the committee. The committee shall review qualifications and endorsement of

- candidates for each office as submitted and present a slate of officers to the GFWC MAR for election. The slate must be sent to the President 90 days prior to the date of the Annual Meeting and Conference in the odd-numbered calendar year. This committee may conduct its business by mail, email, and/or telephone with the results properly documented.
3. The Nominating Committee shall present its report at the meeting at which the election will occur. The nominating slate shall be included with the Call to the meeting.
 4. Nominations may be made from the floor following the committee report. Candidates nominated shall have met the requirements of eligibility and shall have consented to serve if elected.
- B. Election – Election of Region Officers shall take place at the Annual Meeting and Conference in the second year of the GFWC administration. A plurality vote shall elect. Where there is only one candidate for a given office, election may be by voice vote. If there is more than one candidate for an office, the vote shall be by ballot.
- C. Installation – Installation of new officers shall take place at the close of the Semi-Annual Meeting in the even-numbered years. They shall assume the responsibilities of office immediately following the close of the meeting.

VIII. MEMBERSHIP OF GFWC INTERNATIONAL CLUBS

- A. International Clubs, who are located in geographic proximity to the GFWC Middle Atlantic Region member states, shall be extended membership in the GFWC Middle Atlantic Region by majority vote of the GFWC Middle Atlantic Region membership.
- B. Dues for International Club membership shall be 50% of the dues established for a State Federation.
- C. International Club Membership in the GFWC Middle Atlantic Region shall operate as follows:
 1. The President of the International Club shall serve on the GFWC Middle Board of Directors with voting privileges.
 2. Members of the GFWC International Club shall be permitted to participate in all activities of GFWC Middle Atlantic Region except as provided above.