

GENERAL FEDERATION OF WOMEN'S CLUBS-CHARLOTTE
STANDING RULES

amended 5-13-11; updated 9-14-11; updated 8-21-13; amended 9-25-13; amended 1-18-17;

Rationale: These have been included per Federation guidelines. Standing Rules, which are to be included in the Club's yearbook each year, are not part of the By-Laws and therefore can be changed, added to, and/or deleted by approval of a vote of the Board of Directors without having to make a By-Law change. They should be updated annually.

A. Remembrance Policy:

Cards shall be sent by the committee to:

1. a member in the event of illness/hospitalization, births, and weddings of the members.
2. a member in the event of death in a member's immediate family (spouse and children).
3. the member's immediate family (spouse and children) in the event of the death of a member.
4. Also see Article IV, Section 4.6 Duties of an Officer, D. 2. Corresponding Secretary duties.

B. Annual dues shall be \$40.00 for Active Members and \$50.00 for Associate Members. Additionally, copies of the yearbook information and newsletters will be sent out electronically. Those members who want to have hard copies will pay an additional \$5.00 per year. A buddy system has been established for members who need hard copies printed to be matched with a member willing to print copies for them, which would waive the \$5.00 annual charge.

C. New member application fee shall be \$5.00.

D. The Club yearbook shall be available online prior to the September meeting of each club year; it shall contain a current club roster and a calendar of all meetings and special projects, as known, and other pertinent information for the current Club year.

E. When on the agenda, if a committee or community service program chairman is unable to attend a general meeting of the Club or a meeting

of the Board, that person shall ask another member of the club to represent her and notify the President.

- F. If a member of the Board is unable to attend a general meeting or a Board meeting, they are to notify the President prior to the meeting and provide a written report upon request.
- G. Major projects and fund-raisers of the Club must be approved by a two-thirds (2/3) majority of the general membership present or 2/3 of the active and honorary respondents via an email vote in a designated time frame.
- H. At a general meeting, club announcements may be made by club members; community announcements must be approved by the president or presiding officer.
- I. President to determine when annual reports are to be submitted.
- J. GFWC- Charlotte Woman of Achievement Award and/or Ms. Federation Award
 - 1. Nomination Criteria:
 - a. Must be an active GFWC-Charlotte member, in good standing, for a minimum of three years
 - b. Must be nominated by another club member
 - c. Must not have previously received this award
 - d. Must not be the current president or a member of the selection committee
 - 2. Selection process:
 - a. Verify nominee meets the above criteria
 - b. A point value system will be used in selection
 - c. Should a tie occur, the committee will make the final decision
 - d. Consideration will be given for consistent and continued club involvement of the nominee
 - 3. Time Requirements:
 - a. Nominations are due November 1st , and may be submitted to the club president, a member of the Board, or one of the GFWC- Charlotte Woman of Achievement Award committee members.
 - b. Final selection is to be completed in November
 - c. Presentation of this award will be at the December Tea

- d. These are biennial awards and will be dated for the current club years (e.g. 2003-2004, 2004-2005). Woman of Achievement is awarded in club years ending in even calendar years and Ms. Federation is awarded in club years ending in odd calendar years.
- e. The committee shall submit the selected nominee's name, accompanied by a one-page bio, to GFWC MI for recognition at the Annual GFWC MI Convention.

K. Request for Donation Policy

GFWC-Charlotte Mission Statement: The objective of GFWC-Charlotte shall be to promote growth and general advancement of women by providing programs pertaining to literature, science, art, and public interest, and to promote lines of public welfare in the community of Charlotte, as well as at district, state, national and international levels.

A request for donations from GFWC-Charlotte shall be considered if it benefits the Charlotte Community and meets **one or more of** the following criteria:

- Promotes the advancement of girls and/or women
- Supports literature, science, or art
- Supports educational endeavors
- Improves public interest or public welfare in one of GFWC's mission categories

All requests for donations from GFWC are brought to the Board of Directors for approval.

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The following guidelines for the order of business for the Annual Meeting, CHS Graduating Seniors' Tea and the May Planning Session have been taken from the yearbooks/By-laws of other GFWC clubs and were customized for GFWC-Charlotte, Inc., based on our Club's proposed By-Laws, parliamentary procedure, and our Club's traditions. They are helpful aides for incoming officers and informative for the general membership. These guidelines are to be included in the yearbook each year.

GUIDELINES FOR ORDER OF BUSINESS
FOR THE GENERAL MEMBERSHIP MEETING
OF WHICH THE ANNUAL MEETING
IS A PART

- 1) Call to order. Welcoming remarks
- 2) Correspondence (minutes are available)
- 3) Treasurer's Report
- 4) Program (optional)
- 5) Unfinished Business
- 6) New Business
- 7) Open Annual Meeting
 - Call to Order
 - Secretary's Report: a) Correspondence b) A statement verifying the Board's approval of the minutes of the prior year's annual meeting.
 - Reading and adoption of financial review report
 - Remarks by President (summary of Club year)
 - Reports by Community Service Program and Committee Chairs, if any
 - Report of Nominating Committee
 - Election of Officers
 - Installation
 - Remarks of Newly Elected President
 - Adjournment of Annual Meeting
- 8) Resume General Membership Meeting with Announcements
- 9) Adjournment

GUIDELINES FOR CHS GRADUATING
SENIORS' TEA AGENDA

- 1) Call to order by current President. Reading of *Collect*. Pledge of Allegiance.
- 2) Welcoming remarks (brief summary of club's work) by current President.
- 3) Performance by Chorus.
- 4) Writing Contest Awards – if any.
- 5) Board recommendation to dispense with the business meeting (Secretary reads the recommendation, it needs a second)
- 6) Current President introduces President-Elect and presents her with president's pin in May of even calendar years.

- 7) President-Elect recognizes and thanks outgoing President in May of even calendar years.
- 8) President (in odd years) or President-Elect (in even years) introduces the Board (they stand in-place when introduced).
- 9) Current President introduces Charlotte High School (CHS) Counselor
 Counselor introduces CHS administrators and staff
 Counselor introduces CHS Senior Class members
- 10) Program Representative introduces the Guest Speaker.
- 11) Program.
- 12) Current President introduces Scholarship Committee Chair who presents the \$1,000 Senior Scholarship and conducts the drawing for two \$500 scholarships
- 13) Current president thanks Tea Committee
- 14) Current president adjourns meeting (after giving directions for to the location of refreshments).

MAY PLANNING MEETING AGENDA GUIDELINES

- 1) Call to order by current president and reading of *Collect*.
- 2) Correspondence (if any)
- 3) Treasurer's report to be placed on file (Treasurer asks for any outstanding bills to be turned in so all club accounts can be closed by May 31st).
- 4) Treasurer (or other member) makes a motion for membership approval to transfer budgeted money left in specific funds to the general fund at close of Club year.
- 5) Old business, if any.
- 6) New Business:
 - (a) Recognition of outgoing President-by President-Elect (in even years).
 - (b) Brain Storming Session – Led by President-Elect /Vice-president.
 *Ideas for programs-Vice-President/President-Elect
 *Ideas for fund-raising-Vice President/President-Elect
 - (c) Current President asks for a motion authorizing the new board to conduct business throughout the summer
- 7) Announcements.
- 8) Current President adjourns meeting.