

# **GFWC-WASHINGTON STATE STANDING RULES**

Amended September 19, 2020

## **General Rules**

1. The GFWC-WS Articles of Incorporation, Bylaws, and Standing Rules shall be provided to members of the Board of Directors. GFWC-WS members may obtain copies from the Administrative Secretary upon request.
2. The Administration Handbook and Directory is provided for the use of the GFWC-WS members and is not to be loaned or given to any other individual, organization, institution or business without permission of the GFWC-WS President.
3. No selling of any items by clubs, districts, or individual members may take place at Annual Convention or Board of Directors of GFWC-WS unless such sales have prior written approval of the Executive Committee or GFWC-WS President.
4. Upon payment of the application fee and per capita dues and the approval of the proposed club bylaws by the Membership Chairman and the Parliamentary Advisor, the Membership Chairman shall advise the President of the acceptance of a newly formed club.
5. The Convention Rules are included in the printed program.

## **Board of Directors**

1. Members of the Board of Directors are expected to attend all GFWC-WS Board meetings and Annual Conventions. If unable to attend, the GFWC-WS President must be advised.
2. While a member may hold more than one position on the Board of Directors, she is entitled to only one vote.

## **Juniorette Membership**

1. Definition
  - a. Clubs whose membership is composed entirely of young women, ages 12-18 and shall be formed under the sponsorship of any active GFWC-WS Club. These clubs shall be known as Juniorette Clubs.
2. Coordinator
  - a. The State President shall appoint a Juniorette Club Coordinator.
3. Representation

- a. A Juniette Club shall have the same privileges as per capita dues paying clubs. The club president will be a member of the GFWC-WS Board of Directors, but cannot serve as a state or district officer.
  - b. Juniette Clubs shall be entitled to one (1) voting delegate per club to the annual convention.
4. Advisor
- a. The sponsoring club shall appoint at least one of its members to serve as advisor to the Juniette Club.
  - b. An Advisor's purpose shall be to serve as a GFWC resource and guide.
  - c. An Advisor shall inform the Juniette Club on the objectives, policies and community service pro-grams of the GFWC-WS and GFWC.
  - d. The Advisor shall attend all Juniette Club functions.
5. Dues and Finance
- a. Each Juniette Club shall pay annual dues of \$3.00 to GFWC-WS for each member, plus the required GFWC annual dues.
  - b. Disbursement of club funds shall be authorized by a majority vote of the Juniette club membership, with the acknowledgement and approval of the Juniette Advisor.
  - c. Juniette Clubs shall not be required to contribute financially to GFWC or to GFWC-WS projects, but may do so.

## Finances

1. Annual per capita dues are \$21.00 per year. GFWC dues are \$15.00 and GFWC-WS dues are \$6.00 which includes a subscription to the *Washington Clubwoman*.
2. GFWC will pay the travel expenses for one GFWC officer to attend an official state meeting once each year. GFWC-WS, as the host state for a GFWC officer, is responsible for the hotel accommodations, meeting meals, the travel arrangements and expenses to and from the airport or train station.
3. Expenses for Annual Convention:
  - a. Full expenses for the President to attend the annual GFWC-WS Convention, including transportation (gas), shall be paid from the treasury.
  - b. Expenses for the President-elect, Vice-President, Secretary, and Treasurer to attend the annual GFWC-WS Convention shall be paid from the treasury, in an amount not to exceed \$100.00 each, provided the direct expenses, meeting meals, room and transportation (gas), are equal to or greater than this amount.

- c. Expenses for the Dean of Chairmen, Endowment Trustee, Parliamentary Advisor, Arts and Culture, Civic Engagement and Outreach, Education and Libraries (Including ESO), Environment, and Health and Wellness, the Special Project Chairman, Communications and Public Policy/Brand Identity, Fundraising, Leadership, Legislation and Public Policy, Membership, the Community Impact Program Chairman, the Arts Room Chairman, the Bylaws Chairman, the Convention/Meeting Chairman, the Registration/Election Chairman, the Federation Forest Chairman, the Resolution Chairman, the Scholarship Chairman, and the WHRC Chairman to attend the annual GFWC-WS Convention shall be paid from the treasury, in the amount not to exceed \$25.00 each, provided the direct expenses, meeting meals, room and transportation (gas and oil), are equal to or greater than this amount.
4. Expenses for Fall Board Meeting:
  - a. Full expenses for the President, including transportation (gas to attend the annual GFWC-WS Fall Board meeting shall be paid from the treasury.
  - b. Expenses for the President-elect, Vice-President, Secretary and Treasurer to attend GFWC-WS Fall Board meeting shall be paid from the treasury in an amount not to exceed \$50.00 each, provided the direct expenses, meeting meals, room and transportation (gas ), are equal to or greater than this amount.
5. Expenses of the President:
  - a. The President shall be allocated \$3,000 (or actual if less) for transportation, registration fees, meals, and lodging costs to attend, the GFWC Board meeting, the Western States Region meeting, and the GFWC Convention annually.
  - b. Request for reimbursement shall be itemized and must be submitted to the Budget & Finance Committee within thirty days of conclusion of travel.
  - c. Expenses of the President to visit each district once during the administration shall be paid by the district visited, if possible.
6. Expenses for the President-Elect:
  - a. An amount, not to exceed \$1,200 (or actual if less) will be allotted for the President-elect to attend the New Administration Orientation in the second year of the administration.
  - b. The President-Elect shall be allocated \$2,000 (or actual if less) for transportation, registration fees, meals, and lodging costs to attend the Western States Region meeting, the GFWC Convention, and the Post- Convention Board meeting in the second year of the administration.
  - c. Request for reimbursement shall be itemized and must be submitted to the Budget & Finance Committee within thirty days of conclusion of travel.
7. All Convention and Fall Board meeting bills shall be itemized.

8. Transportation expense means gas and oil, not mileage.
9. The GFWC-WS shall contract with an Administrative Secretary, a Financial Secretary and an Editor for the *Washington Clubwoman*, at a stipend recommended by the Budget & Finance Committee and approved by the Board of Directors.
10. Chargeback fees are to be repaid to GFWC-WS by the entity (person) who submitted the check.

### **Credentials and Elections**

1. Voting delegates to the Annual Convention shall be dues paying members of a GFWC-WS club that is in good standing. All voting delegates are required to pay the current meeting registration fee.

### **Resolutions**

1. Resolutions, upon adoption, shall become an integral part of the policy of GFWC-WS. Specific methods of implementation shall be outlined in the resolutions when appropriate.
2. It shall be the responsibility of the President, the chairman or chairmen whose work is germane, the Legislation/Public Policy Chairman, district chairmen and member clubs to carry out the intent of the resolutions and GFWC-WS policies.
3. Resolutions submitted to the Resolutions Committee shall be typewritten and accompanied by proper supporting documents. Three copies of a proposed resolution shall be submitted to the Resolutions Committee Chairman by December 10.
4. Except for emergency resolutions, all resolutions to be presented to the convention body shall be included in the Call to Convention.
5. Emergency resolutions are those whose subject matter has arisen since the preparation of the Call to Convention, or those for which delayed action would be disadvantageous to the work of GFWC-WS, and may be presented only by those listed in Article VIII, Section 8.1J of the bylaws.
6. Emergency resolutions to be presented at the Annual Convention must be typewritten with enough copies provided for distribution to the voting delegates by the Resolutions Committee prior to consideration on the floor by the voting body.
7. Resolutions to be considered by the Board of Directors in session between conventions shall be confined to matters of an emergency nature. These shall be presented to the Chairman of the Resolutions Committee prior to the opening of the Board meeting, and shall be typewritten with enough copies for members of the Board of Directors.

8. Life of Resolutions. Resolutions shall continue active until rescinded by the delegate body. All resolutions which have been in force for four years shall be automatically reviewed by the Resolutions committee for timeliness, change of opinion, etc.
9. Rescinding Resolutions. Proposals to rescind active resolutions or those whose purpose has been accomplished must be included in the Call to Convention. They shall be considered rescinded at the close of the Annual Convention if approved. Proposals to rescind may come from any person or group eligible to present resolutions and shall follow the established procedure for consideration by the Resolutions Committee.
10. Minority Opinion. On all votes or questions of legislative policy which are not unanimous, the fact of a minority opinion shall be recorded. A member organization holding a minority opinion and wishing to support its stand further may do so provided it states its action represents the minority vote of the GFWC-WS.

**United with the General Federation of Women's Clubs in 1896**  
*Washington Clubwoman Founded 1917*