

**GFWC OF MONTANA  
CENTRAL DISTRICT BYLAWS**

**ARTICLE I - NAME**

This association of clubs shall be called Central District of the General Federation of Women's Clubs of Montana.

**ARTICLE II - OBJECT**

The object of this organization is exclusively charitable as defined by section 501 (c)(3) of the Internal revenue Code, in a united effort toward peace, unity, and higher civilization.

**ARTICLE III - MEMBERSHIP**

Section 1. All Federated women's clubs of the several counties composing the Central District according to the divisions made by the General Federation of Women's Clubs of Montana shall be members of the District Federation and subject to the membership dues.

**ARTICLE IV - DUES**

Section 1. Each Central District Member is assessed an annual dues amount as stated in the Standing Rules.

**ARTICLE V - OFFICERS**

Section 1. The elected officers shall be a President, Vice-president, Secretary, and Treasurer. The officers shall be elected from different clubs whenever possible.

Section 2. The President may appoint a Parliamentary Advisor.

Section 3. The President:

- A. Shall preside at all district meetings, including all meetings of the Executive Committee and the Board of Directors;
- B. Shall supervise plans and the work of the Federation in this District;
- C. Shall direct the expenditure of all money necessary to carry on the work of the District and shall be an eligible signatory on all financial accounts;
- D. Shall fill all vacancies by appointment; the appointment shall serve until the next regular meeting;
- E. May appoint all Program Chairmen to correspond as closely as possible to GFWC of Montana Chairmen.
- F. Shall appoint a 3 member minutes review committee at the end of each meeting.

Section 4. The Vice-president shall:

- A. Fulfill all the duties of the President in her absence or inability to fulfill such duties; and
- B. assume such other duties as may be requested by the President.

Section 5. The Secretary shall:

- A. keep an accurate record of the proceedings of all meetings and submit a written copy of all minutes within 30 days of the meeting, to the minutes review committee appointed by the District President;
- B. distribute approved minutes to all Central District club presidents and those attending the meeting;
- C. attend to such correspondence as requested by the President or Executive Committee; and
- D. serve as Registrar at all District meetings.

Section 6. The District Treasurer shall:

- A. be primarily responsible for signing checks;
- B. receive all money due the District, returning a receipt, and pay it out at the direction of the President or Executive Committee; and
- C. submit, in writing, at regular meetings of the District a detailed report of all receipts and expenditures.

Section 7. If a Parliamentary Advisor has been appointed, she shall attend all regular meetings of the District, perform all the usual duties, and serve as advisor to the Executive Board and all committees.

Section 8. All officers shall present an oral report at the District Biennial Convention, filing a written copy with the Secretary.

Section 9. All officers shall, at the expiration of their term of office, transfer to their successor within 30 days all books, papers, and other property of the District Federation in their possession.

#### ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be comprised of the elected officers of the District. They shall carry on all necessary business of the District between meetings, and may assist the President in filling appointments.

Section 2. Three members of the Executive Committee shall constitute a quorum for the transaction of business.

#### ARTICLE VII - BOARD OF DIRECTORS

Section 1. The Board of Directors shall be comprised of the Executive Committee, all Chairmen of Community Service Programs and Committees, Past District Presidents, and the President, Vice-president or President-elect of each Federated club in the District.

Section 2. This Board shall meet at least once each year, and may meet at any time at the Call of the President, or upon written request of five members. A quorum shall consist of delegates from one-third (1/3) of clubs in the District.

Section 3. This Board may formulate policies for the District, but final approval shall rest with the delegates present at the District meetings.

#### ARTICLE VIII- NOMINATIONS AND ELECTIONS

Section 1: A committee on nominations shall consist of the District Secretary, who shall be chairman, and members from at least one other District Club appointed by the President.

Section 2. No name shall be presented for office without prior written consent of the nominee. To be eligible to the office of President, one must have been a member of the Board of Directors for at least two years or to have served as a club President.

Section 3. Elections shall be by ballot, unless there is but one nominee for each office, when a voice vote may be taken.

Section 4. All district officers shall be elected for two years, in the odd-numbered years, at the District Biennial Convention, and shall take office on July 1 after the next State Biennial Convention.

Section 5. In case of a vacancy in the Office of President, the Vice-president shall preside until the next District election shall be held to fill the vacancy.

Section 6. The immediate past District President shall represent Central District on the GFWC of Montana Nominating Committee.

#### ARTICLE IX - MEETINGS AND QUORUMS

Section 1. The Secretary shall send notice of all regular and other meetings of this District Federation, specifying time, place and date (also purpose, if a special meeting) by postal or electronic mail, to State Officers, District Officers, and the Presidents of the Clubs belonging to the District Federation, at least six weeks prior to the date for the meeting. She shall include delegate credentials, as outlined in Article X.

Section 2. The Biennial Convention of the District shall be held in the spring of the odd numbered years. The date of this Convention shall be decided by the District President in conference with the GFWC of Montana President, at such place as may be accepted upon invitation or selected by the Board.

Section 3. Delegates from one-third of the clubs in Central District in good standing in the district and state federations shall constitute a quorum.

Section 4. The expenses of delegates shall be paid by themselves or their club.

- Section 5. The Biennial Convention committees shall include:
- A. Credentials: this committee is comprised of the Secretary as Chairman, the Treasurer, and four other members. The duties of this committee shall be to have charge of registration, badges, programs, and the collection of fees, and shall report to the convention the number of the clubs and delegates registered, immediately after the address of welcome, and shall make further reports as requested.
  - B. Program: this committee shall arrange the program for the convention, in conjunction with the District President and the Parliamentary Advisor, if there is one.
  - C. Rules: this committee shall prepare the convention rules with the assistance of the Parliamentary Advisor. If there is no appointed Parliamentary Advisor, the committee shall consult with the District President.
- Section 6. The Board of Directors shall meet immediately before the District Biennial Convention.

#### ARTICLE X - REPRESENTATION

Section 1. Each club belonging to the District, current in its dues, may be represented at all meetings by one voting delegate for each six members, or major fraction thereof. All other members of clubs belonging to the District may be present and take part in all discussions, but shall not introduce motions or vote.

Section 2: Current Club Presidents shall be delegates by virtue of their office. If the Club President is unable to attend a meeting, she may appoint any member of her elected officers to represent her and shall notify the District President of her choice.

Section 3: All State Officers and State Chairmen residing in the District, Past District Presidents and members of the Board of Directors shall be voting delegates by virtue of their offices.

#### ARTICLE XI - STANDING COMMITTEES

Section 1: The Standing Committees shall be: Nominations; Budget and Finance; Bylaws; and Resolutions.

Section 2. Such other Standing Committees as are necessary to carry on the District work shall be appointed by the President.

Section 3. The Committee on Nominations shall present nominations for offices to the district convention. The Committee shall consist of the District Corresponding Secretary, who shall be Chairman, and three members, to be appointed by the President.

Section 4. The Committee on Budget and Finance shall suggest plans for raising money for legitimate district expenses and shall prepare and submit the District budget to the membership of the district convention. The Committee shall send a written copy of the adopted budget to each Federated club in the district.

Section 5. The Committee on Bylaws shall study the Bylaws to determine the need for changes. Any proposed changes shall be sent to the clubs of the district at least thirty days before the District Biennial Convention.

Section 6. The Resolutions Committee shall receive resolutions sent in by the clubs of the district, and put them into proper form to be presented to the District Biennial Convention. By a % vote of the Committee, a resolution may be rejected and will not then be submitted to the convention. The Committee may also originate resolutions. Resolutions from the clubs shall be in the hands of the Committee six weeks before the convention.

#### ARTICLE - COMMUNITY SERVICE PROGRAMS

Section 1. Chairmen of Community Service Programs and Committees shall conduct the work appropriate to their respective roles in accordance with the plan of the General Federation of Women's Clubs of Montana and the District Board of Directors.

Section 2. Each chairman of a Community Service Program or Committee shall dispense information to all clubs in her District and shall submit a written report of work done to the District Biennial Convention, and at such other times as may be requested by the President.

#### ARTICLE XIII - PARLIAMENTARY AUTHORITY

The Parliamentary authority of Central District shall be "Robert's Rules of Order, Newly Revised" which shall govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

#### ARTICLE - AMENDMENTS

Section 1. These Bylaws may be amended at any Biennial District Convention by a two-thirds vote of those delegates voting, with notice of the proposed amendments having been submitted to the Board of Directors and the president of each Federated club in the District, at least thirty days before the date of the meeting.

Section 2. Amendments to Standing Rules may be made at any official meeting, without previous notice, by a two-thirds vote of all delegates present and voting.

#### ARTICLE XV - DISSOLUTION

Upon dissolution of this organization, the Executive Board or Board of Directors shall, after paying or making provision for the payment of all the liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner, or to such organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954.

#### STANDING RULES

1. District dues shall be \$1.00 for each member, payable annually on the schedule established by the GFWC of Montana. Each member pays the assessment through her local club dues, to the GFWC of Montana Treasurer. The GFWC of Montana Treasurer remits this amount to the District. Any Member-at-Large must pay her dues directly to the GFWC of Montana Treasurer.
2. There shall be no salaried officers in Central District.
3. Expenses:
  - a. The District President shall be reimbursed up to \$75.00 per year or on approval by the Executive Committee, for eligible expenses for District work. Eligible expenses may include mileage, conventions, postage, costs of hosting group meetings, office supplies, and telephone.
  - b. Receipts must be submitted for payment as soon as possible, and no later than June 15<sup>th</sup> annually.
4. Registration fees for the District Biennial Convention may not exceed \$10.00 for each delegate and visitor. The District President, the GFWC of Montana President, and representatives of the General Federation of Women's Clubs are exempt from the registration fee. Registration fees shall be used by the hostess club to defray expenses for the District Biennial Convention.
5. It shall be the duty of the Vice-president to secure and present a Past President's pin to the outgoing District President at the District's expense.
6. The counties composing the Central District include Broadwater, Cascade, Chouteau, Fergus, Glacier, Lewis and Clark, Madison, Teton and Wheatland.
7. The First Security Bank in Fort Benton Montana is the Central District's Bank.
8. The minutes of the Central District Meeting that documents the election of officers must contain a statement (name of President), President, and (name of Treasurer), Treasurer are authorized to conduct all banking business, including the deposit and withdrawal of funds, and signing of checks on behalf of the GFWC State of Montana Central District. The Secretary must sign a copy of the minutes, and the signed copy must be sent to the First Security Bank requesting change of signature forms to be sent to the Central District President or Treasurer.

