

# **GFWC WESTERN STATES REGION STANDING RULES**

(Revised October 3, 1999; Amended September 23, 2000; September 22, 2001; September 22, 2002; October 5, 2003; September 25, 2004; October 8, 2006; September 27, 2008; September 18, 2010; September 7, 2013; September 19, 2015, September 17, 2016, September 15, 2018)

## **I. ORGANIZATION**

A. Name. The name of the organization shall be GFWC Western States Region (WSR).

B. Purpose. The purpose of the Western States Region shall be to promote a better understanding of the structure, programs, and objectives of the General Federation of Women's clubs (GFWC) among member federations.

C. Membership. Membership shall consist of the State Federations of: Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming.

## **II. MEETINGS**

A. Annual Conference. There shall be an Annual Conference of the WSR in the fall of each year unless otherwise determined by the Board of Directors. The meeting shall be for the purpose of promoting the objectives of GFWC, conducting the business of WSR, and presentation of reports.

1. The site of this meeting shall be determined by the host state with approval of the WSR President and the GFWC President-elect.

2. The official name of this conference is "The Annual Western States Region Conference".

3. The Official Call to the Annual Conference shall be mailed or e-mailed no less than eight (8) weeks prior to the opening of the Annual Conference. It shall be mailed and/or e-mailed to all members of the Board of Directors, past Region Presidents, GFWC officers, GFWC chairman and committee members residing in the WSR, state officers, district presidents of member states, presidents of international clubs within the WSR, and Past GFWC International Presidents residing within the WSR.

4. The GFWC President-elect shall be the official representative to the annual meeting, with the GFWC President attending as an honored guest. The expenses of these officers are assumed by GFWC.

B. Semi-Annual Meeting. There shall be Semi-Annual Meeting of the WSR held during the GFWC Convention. The agenda for this meeting shall include the installation of new officers in the even-numbered year. It shall include such other items of business as the President and the Board of Directors consider appropriate.

C. Representation. Voting delegates for both the Annual Conference and the Semi-Annual Meeting shall be dues-paying members in a club of good standing in one of the state federations of the Western States Region and have paid current registration fee, if applicable.

D. Quorum. The Quorum for both the Annual Conference and the Semi-Annual Meeting shall be representatives from at least six of the State Federations in good standing.

E. Special Meetings. Special meetings may be called by the President with the approval of the Executive Committee.

## **III. DUES AND FINANCE**

A. Fiscal Year. The fiscal year shall be July 1 through June 30.

B. Annual Dues. State Federations of Western States Region shall pay annual dues based on

their membership: 1 to 100 members – twenty-five dollars (\$25); 101 to 1000 members – fifty dollars (\$50); 1001 and over – seventy-five dollars (\$75).

C. Payment. The Treasurer shall send a statement of dues to each member State Federation for the current fiscal year by October 1. Dues will be delinquent after March 1.

D. Expenses of the Officers. WSR shall pay the following:

1. WSR President. Scheduled meals and travel to the WSR Annual Conference in an amount not to exceed coach airfare or thirty-five cents (\$.35) per mile when traveling by car. The host state is requested to provide a suite for the Annual Conference for the President as part of the Conference facility negotiations. Required scheduled meals and one-half the cost of room for one GFWC Post-Convention Board of Directors Meeting, required scheduled meals, airfare, registration fee and one-half the cost of room for two GFWC Conventions and Pre-Convention Board Meetings, and two GFWC Board of Directors Meetings; less the amount of the GFWC Board stipend for GFWC Board of Directors Meetings.

2. Reimbursement will be made to the Incoming WSR President for attending the GFWC Orientation meeting for meals, registration, room, and travel.

3. WSR Vice-President, Recording Secretary, Treasurer, Corresponding Secretary, and Parliamentary Advisor shall be reimbursed for airfare, room and registration not to exceed one hundred and fifty dollars (\$150) each, to attend the annual meeting of WSR and one hundred fifty dollars (\$150) each, to attend GFWC International Convention, as funds allow.

E. Other Expenses. GFWC Chairmen and committee members, members, and guests participating in the WSR program shall pay their own expenses. Those who are not members of the WSR are not required to pay the registration fee. Any amenities for the incoming WSR President at her installation or other meetings shall be provided by her State Federation.

F. Fees and Registration. A registration fee shall be paid by each member attending the Annual Conference. The amount shall be determined by the Executive Committee and stated in the Official Call. Host state members shall also pay the registration fee. The registration fee shall accrue to the WSR General Fund.

G. Host State Expenses. The host state shall be responsible for securing a meeting facility that meets the requirements for the conference and is approved by the WSR President. The host state shall be responsible for signing all contracts relating to these facilities. In addition, the host state shall be responsible for: necessary conference supplies, registration materials, state selected speakers' honorariums, entertainment charges, decorations and tours. The host state and WSR officers will coordinate their efforts for the achievement of realistic goals and financial commitments.

1. Special Arrangements. Expenses for special arrangements required by GFWC or WSR with the hotel or for the rental of audio/visual equipment for the meeting are the responsibility of GFWC or WSR.

2. Western States Region will pay a budgeted amount toward the publication of the Annual Conference Program. The host state must submit a bill to the WSR Executive Committee for reimbursement. Any additional expenses incurred by the host state and not authorized by the Executive Committee shall be assumed by the host state.

3. All fundraising, other than GFWC and WSR, at the Western States Region Annual Conference and Semi-Annual Meeting must have prior approval from the WSR Executive Committee. The host state may hold one fundraising project of its choice, with prior consent of the WSR President, with all proceeds staying with the host state. Profits from the proceeds of any other projects shall be divided: 60% for the host state and 40% for the Western States Region.

#### **IV. OFFICERS AND DUTIES**

A. Elected Officers. The elected officers shall be: President, Vice-President, Secretary, and Treasurer.

B. Appointed Officers. The appointed officers shall be: Corresponding Secretary and Parliamentary Advisor.

C. Duties. Duties of the officers shall be:

1. President. The President shall:
  - a. Be the official WSR representative.
  - b. Preside over WSR Executive Committee meetings, Board of Directors meetings, the Annual Conference and the Semi-Annual Meeting.
  - c. Appoint a Corresponding Secretary and a Parliamentary Advisor, both of whom shall have served a minimum of one term on the WSR Board of Directors.
  - d. Appoint Standing Committee members and those Special Committee members deemed necessary to meet the objectives of WSR.
  - e. Be responsible for implementing the purpose of the WSR as stated in the GFWC Bylaws and WSR Standing Rules, and shall report to the GFWC President-elect.
  - f. Provide copies of the proposed program for the Annual Conference to the GFWC President and GFWC President-elect no less than two (2) months prior to the printing date.
  - g. Oversee all arrangements for each meeting and have final approval thereof.
  - h. Work with the host state president to select a general arrangement chairman for each Annual Conference.
  - i. Be an ex-officio member of all committees except the Nominating Committee.
2. Vice-President. The Vice-President shall:
  - a. Preside in the absence of the President.
  - b. In the event of a vacancy in the office of President, automatically fill that office for the remainder of the term.
  - c. Serve as a member of the Board of Directors.
  - d. Serve as liaison to the State Presidents of the region. She shall keep them informed of GFWC and Region responsibilities and maintain regular communications.
  - e. Perform such duties as may be requested by the President or the Executive Committee.
3. Secretary. The Secretary shall:
  - a. Record the minutes of all meetings and be custodian of all documents pertaining to the organization.
  - b. Provide a draft copy of meeting minutes within 30 days of the close of the meeting to the approving body.
  - c. Deliver to her successor within two months of the close of her term of office all properties belonging to WSR.
  - d. Serve as a member of the Board of Directors.
4. Treasurer. The Treasurer shall:
  - a. Serve as Chairman of the Budget Committee.
  - b. Send a dues statement by October 1 for the current fiscal year.
  - c. Be responsible for collection of dues and deposit all funds in a federally insured bank. Transfer of funds at the close of the administration shall be made directly to the new bank.
  - d. Pay all bills by check when authorized by a voucher issued and signed by the President. All checks shall be signed by the Treasurer or the President.
  - e. Deliver to her successor within two months after expiration of her

- term all financial records belonging to the organization.
- f. Serve as a member of the Board of Directors.
- 5. Corresponding Secretary. The Corresponding Secretary shall have served a minimum of one term on the WSR Board of Directors prior to her appointment. She shall also:
  - a. As directed by the WSR President, send the Call to the Annual Conference, eight (8) weeks prior to each meeting. Issue notices as needed.
  - b. Conduct the general correspondence of the WSR as directed.
  - c. Serve as a member of the Board of Directors.
- 6. Parliamentary Advisor. The Parliamentary Advisor shall have served a minimum of one term on the WSR Board of Directors prior to her appointment. She shall also:
  - a. Review the WSR Standing Rules and Conference Rules prior to the printing of the Annual Conference program.
  - b. Be available to all members of the Region for consultation.
  - c.. Serve as a member of the Board of Directors.

## **V. BOARD OF DIRECTORS**

- A. Board of Directors. The WSR Board of Directors shall consist of elected and appointed Officers, Presidents of member State Federations, Standing Committee Chairmen, Committee Members, Special Project Chairmen appointed by the President, and GFWC Officers and Chairmen residing within the Region.
- B. Meetings. The Board of Directors shall meet prior to the Annual Conference at a time and place to be determined by the President.
- C. Special Meetings. Special meetings may be called by the President or any six (6) Board of Directors members.

## **VI. EXECUTIVE COMMITTEE**

- A. Executive Committee. The Executive Committee shall:
  - 1. Consist of the elected and appointed officers.
  - 2. Approve all fundraising projects conducted for the benefit of WSR, and other fundraising held at WSR events.
  - 3. Approve the minutes of the WSR Semi-Annual Meeting.
  - 4. Approve necessary expenditures between meetings, but not to exceed \$200 per non-budgeted expenditure.
  - 5. Determine the registration fee for the Annual Conference.
  - 6. Fill vacancies of elected officers should they occur.

## **VII. STANDING COMMITTEES**

- A. Budget Committee. The Budget Committee shall:
  - 1. Consist of the Treasurer, as Chairman, and two members appointed by the President.
  - 2. Present a proposed two-year budget to the Board of Directors in the even-numbered year.
  - 3. Following a recommendation by the Board of Directors, present the proposed budget to the Annual Conference.
- B. Credentials/Election Committee. The Credentials/Election Committee shall:
  - 1. Consist of a chairman and two members appointed by the President.
  - 2. Assist the host state's registration committee.
  - 3. Prepare ballots, conduct the election in a room provided for voting and count the ballots in odd numbered years if necessary.
- C. Nominating Committee. The Nominating Committee shall:
  - 1. Consist of three (3) members, one from each of three (3)

separate states, with two (2) alternates, elected at the Annual Conference in the even-numbered year. Nominees to the Nominating Committee must have served at least one term on the WSR Board of Directors. The committee shall select its own chairman.

2. Send letters to each state president in January of the odd-numbered year inviting them to endorse a candidate for WSR Office.

3. Obtain a written endorsement for each candidate from her State Federation together with a written consent of the candidate. The endorsement shall be signed by the state president and the state secretary and shall state that it was obtained by a vote of the membership during the annual state convention in the odd-numbered year, or in the absence of such convention, by endorsement of two-thirds of the active GFWC clubs in the State Federation, the clubs having been duly notified prior to the vote. The endorsement package shall be sent by certified mail, postmarked by June 5, of the odd-numbered year, to the Chairman of the Nominating Committee.

4. Announce the names of qualified candidates for the office of President, Vice-President, Secretary and Treasurer at the Annual Conference in the odd-numbered year.

5. Submit the names of all candidates meeting the eligibility for their desired office to be included in the Call to the Annual Conference in the odd-numbered year.

D. Financial Review Committee. The Financial Review Committee shall:

1. Consist of a chairman and two members appointed by the President.

2. Review and reconcile the Treasurer's records at the close of each fiscal year and report at the annual meeting.

E. Standing Rules Committee. The Standing Rules Committee shall:

1. Consist of a chairman and two members appointed by the President. The Parliamentary Advisor shall serve as advisor to the committee.

2. Annually review the Standing Rules and present proposed amendments to same in the Official Call to the Annual Conference.

F. Special Committees. The President shall have authority to appoint Special Committees as needed to carry out the purpose of the WSR and GFWC.

## **VIII. NOMINATIONS AND ELECTIONS**

A. Eligibility. Candidates for elective office shall:

1. Be a dues-paying member of a club in good standing of a State Federation within the Region.

2. Have served as president of her State Federation and have completed at least one term on the WSR Board of Directors.

3. Be endorsed by the state in which she served as president at its odd-numbered year convention, or in the absence of such convention, by endorsement of 2/3 of the active clubs in the State Federation, the GFWC clubs having been duly notified prior to the vote.

B. Eligibility for the office of President. Eligibility for the office of President shall include having served as an elected and/or appointed officer of Western States Region.

C. Terms. No officer shall serve more than one two-year term in the same office with the exception of the Vice-President who has filled a vacancy of less than one-half a term in the office of President. In that case, she shall be eligible for a full term in that office.

D. Succession. Two members from the same state shall not serve at the same time.

E. Elections. Officers shall be elected at the Annual Conference in the odd-numbered year for a term of two years and shall assume office at the close of the GFWC International Convention in the even-numbered year. A plurality vote shall elect. Where there is but one candidate per office, the vote may be by voice.

F. Nominations from the Floor. Nominations may be made from the floor provided the consent of the nominee and the proper endorsement have been obtained from the state membership,

as provided for in VII, C. 3., and the WSR President and Nominating Committee Chairman have been notified 10 days prior to the WSR Board of Directors Meeting.

G. Installation. Installation of officers shall be held during the Semi-Annual Meeting, at the GFWC International Convention, in the even-numbered year.

H. Vacancies of Office. If an elected officer, other than the President, vacates her office prior to the end of her term, the Executive Committee shall appoint a successor to complete the term.

#### **IX. SANCTION**

A. Members. Members of WSR shall not use their position within the Region to sanction any enterprises and shall not receive pay for the use of their names and/or titles, not shall they exploit the Region in furthering partisan politics.

B. Membership List. The membership list of the WSR shall not be circulated for any reason other than Region business.

C. GFWC Office. The Western States Region shall not endorse individual candidates for GFWC office.

#### **X. PARLIAMENTARY AUTHORITY**

The Parliamentary authority for the Western States Region shall be the GFWC Bylaws and Standing Rules and the current edition of Robert's Rules of Order, Newly Revised, unless otherwise provided by these Standing Rules.

#### **XI. AMENDMENTS**

These Standing Rules may be amended at the annual meeting by a majority vote provided a copy of the amendments has been appended to the Official Call.

#### **XII. DISSOLUTION OF THE REGION**

In the event of the dissolution of the GFWC Regions, the balance of the funds remaining in the treasury of the Western States Region, after the payment of its debts and obligations, shall pass to and become vested in the General Federation of Women's Clubs, or to another organization with purposes similar to those of the General Federation of Women's Clubs that is qualified as exempt under 501 (C) (3) of the Internal Revenue Code of 1954.