

STANDING RULES OF THE GFWC WESTERN DISTRICT OF MONTANA

Adopted Spring 2023

ARTICLE I – Name

This organization shall be called the GFWC Western District of Montana. Present members are Bitterroot Woman's Club, Deer Lodge Woman's Club, Plains Woman's Club, Thompson Falls Woman's Club, and Woman's Club of Missoula.

ARTICLE II – Object

The object of this District shall be fun, fellowship, charity, support of fellow District Clubs during challenging times, and a better acquaintance with the work of the State and the General Federation.

ARTICLE III- Membership

All federated clubs of the Western District according to the divisions made by the State Federation shall be members of the District and subject to the membership dues.

ARTICLE IV – Dues and Finance

Section 1: District dues shall be one dollar (\$1.00) per member.

Section 2: District dues are included with the GFWC of Montana dues payable to the state Treasurer and due by July 1. The state Treasurer will forward the District dues to the Western District Treasurer.

Section 3: District officers and District chairmen may submit requests for reimbursement to the District Treasurer one week prior to a District meeting. The Treasurer will report and recommend payment at a District meeting.

ARTICLE V – Officers and their Duties

Section 1: The officers of the Western District shall be: President, Vice President, Secretary and Treasurer.

a) A minimum of two District clubs shall be represented among these officers.

b) District officer may succeed herself no more than one for a total of four (4) consecutive years in the same office.

Section 2: In case of vacancy in any office, the President shall fill the same by appointment. The appointed officer to serve for the balance of the current term.

Section 3: Duties of these Officers shall be:

a) The President shall preside at all the District meetings and at all meetings of the Executive Committee and shall supervise plans for rendering efficient working of the Federation, including the creation of committees from time to time as necessary. She serves as ex-officio member of all committees.

b) The Vice President shall fulfill the duties of the President in her absence or at the request of the President. She shall serve as Chairman of the Standing Rules Committee.

c) The Secretary shall keep an accurate record of the proceedings of all the meetings and shall attend to all correspondence as needed. She shall serve as Chairman of the Nominations Committee.

- d) The Treasurer shall receive all money and report receipts, expenditures, and requests for payment at District meetings. She shall be responsible for paying all District bills. Her written report shall be attached to the minutes of District meetings. She shall serve as Chairman of the Budget Committee.
- e) All officers shall at the expiration of their term in office transfer to their successor without delay all books, papers and other property of the District in their possession.

ARTICLE VI – Executive Committee

- Section 1: The Executive Committee shall consist of the officers of the Western District and the immediate Past President of the District if she wishes to attend.
- Section 2: The Executive Committee shall carry on the business of the District between meetings on the District.
- Section 3: Three (3) members of the Executive Committee shall constitute a quorum.
- Section 4: Emergency meetings of the Executive Committee may be conducted by phone, mail, or electronically.

ARTICLE VII – Standing Committees

- Section 1: The Standing Committees of the Western District shall be Budget, Standing Rules, Scholarship and Nominations.
- Section 2: Duties of these Committees shall be:
 - a) Budget Committee – Prepare a two-year budget for the District to be presented for approval at the Western District meeting held during the State Fall Board of Directors meeting in the even number years. The Treasurer shall serve as Chairman, and two additional District members shall be appointed by the President during the Western District meeting held during the State Convention in the spring of the even number years.
 - b) Standing Rules Committee – Review the Standing Rules and Procedures, prepare any suggestions for amendment at the Spring Biennial Convention in the odd numbered years. The Vice President shall serve as Chairman and two (2) additional District members shall be appointed by the President during the Western District meeting held during the State Fall Board of Directors meeting in the fall of the even number years.
 - c) Scholarship Committee – Advertise, gather applications, judge applicants in a blind manor where the applicant names are only know by the committee chairman, and oversee the distribution of funds dedicated by clubs of the Western District for the purpose of a \$500 scholarship to a second (2nd) year or greater female student residing within the counties encompassed by the District boundaries established by GFWC of Montana, and attending any institute of higher education in Montana including technical programs, two-year schools or four-year schools whether studying online or on campus. The Chairman and three additional District members shall be appointed by the President during the Western District meeting held during the State Fall Meeting in the fall of the even number years.
 - d) Nominations Committee – Prepare a slate of officers for presentation at the Biennial District Convention in the spring of the odd numbered years. The Secretary shall serve as Chairman and two (2) additional District members shall be appointed by the President during the Western District meeting held during the State Fall Board of Directors meeting in the fall of the even number years.
- Section 3: Meetings of the Standing Committees may be conducted by telephone, mail, or electronically.

ARTICLE VIII – Nominations and Elections

- Section 1: No names shall be presented for office without the nominees' knowledge and consent.
- Section 2: All District officers shall be elected for two (2) years in the odd numbered years at the District Biennial Convention and take office at the close of the next State Convention.
- Section 3: Election shall be by ballot unless there is but one nominee for each office when the election may be by Viva Voce Vote.
- Section 4: The District Officers member(s) as requested by GFWC of Montana shall be installed at the State Biennial Convention.

ARTICLE IX - Conventions, Meetings and Quorums

- Section 1: Rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the District in all cases to which they are applicable and in which they are not inconsistent with these Standing Rules.
- Section 2: Notice of all regular and other meetings of this District, specifying time, place, and date of the same shall be sent by mail or electronic mail to the President of clubs within the District at least thirty (30) days prior to the date of the meeting.
- Section 3: The Biennial Convention of the District shall be held in the odd numbered years. The date of the Convention shall be decided by the District President in conference with the President of GFWC of Montana. It shall be held in the Spring of the year, at such place as may be accepted by the District President's.
- Section 4: Regular District meetings shall take place at GFWC of Montana state Fall Board of Directors meetings and the State Spring Convention held in even numbered years. The President and/or Executive Committee can call for any other meeting in accordance with these Standing Rules.
- Section 5: A quorum for the District convention and all other district meetings shall be the presence of eight (8) delegates from at least two (2) clubs.
- Section 6: The registration fee for the Biennial Convention shall be determined by the District President and the hostess club with the intent of covering convention expenses. The District President, State President and any guest speakers will not pay the registration fee.

ARTICLE X – Amendments

- Section 1: Notice of any Standing Rules amendments proposed by the Standing Rules Committee shall be distributed in writing by handout, through mail or electronic mail to the Presidents of all clubs at least thirty (30) days before the District meeting at the GFWC of Montana Spring Convention. A 2/3 vote of the members present must approve proposed amendments.
- Section 2: Amendments to the Standing Rules may be made at a regular District meeting without previous written notice by a 3/4 vote of the members present.

ARTICLE XI-Dissolution Clause

Upon the dissolution of this organization assets shall be distributed to GFWC of Montana.

PROCEDURES OF THE GFWC WESTERN DISTRICT OF MONTANA

Adopted Spring 2023

1. The District Treasurer shall be responsible for ordering the District President's pin and the District Past President's bar. These shall be presented at the conclusion of the installation of officers.
2. The hostess club of the District Biennial Convention shall be invited to host by the President-elect for that next year.
3. Funds generated through the registration and meal charges for the District Biennial Convention should be sufficient to meet the expenses of the convention. The President and the hostess club President shall determine the charitable designee for any fundraising effort during the biennial convention. If the expenses of the Convention are not met by the registration, the shortfall will be deducted from any fundraiser held prior to distribution to the designated charity.
4. The Western District Scholarship application will include a minimum GPA restriction with proof from the institution, letters from two references excluding immediate family members, and a one-page essay outlining the student's educational goals, financial need, personal situation, and any additional information they feel the committee should know.
5. To support the district scholarship, clubs with membership greater than seven (7) will be assessed a \$60 annual contribution and clubs with seven (7) or less members a \$15 annual contribution. One \$500 scholarship will be offered per administration with the scholarship recipient announced at the Western District Spring Convention during each administration. Any short fall of funds collected in any given administration to equal the \$500 award, will be taken from the District's funds dedicated in the past towards the scholarship.