

**GFWC OF MONTANA
CENTRAL DISTRICT
STANDING RULES**

I – ORGANIZATION

- A. NAME - This association of clubs shall be called Central District of the General Federation of Women's Clubs of Montana.
- B. PURPOSE - The purpose of the Central District of the General Federation of Women's Clubs of Montana shall be to promote a better understanding of the structure, programs, and objectives of the General Federation of Women's Clubs of Montana and to assist in the accomplishment of these programs and objectives where possible. This organization is exclusively charitable as defined by section 501 (c)(3) of the Internal Revenue Code, and operates in a united effort toward peace, unity, and the promotion of their common interest in volunteer service.
- C. MEMBERSHIP - 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. Counties composing the Central District include Broadwater, Cascade, Chouteau, Fergus, Glacier, Lewis and Clark, Madison, Teton and Wheatland.
- D. DUES - Each Central District Member is assessed an annual dues amount of \$1.00, 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 Treasurer. Any Member-at-Large must pay her dues directly to the GFWC of Montana Treasurer.

II - OFFICERS

- A. The elected officers shall be a President, Vice-president, Secretary, and Treasurer. The officers shall be elected from different clubs whenever possible. Officers receive no salaries from the Central District.
- B. The President may appoint a Parliamentary Advisor.
- C. The President shall:
 - 1. Preside at all district meetings, including all meetings of the Executive Committee;
 - 2. Supervise plans and the work of the Federation in this District;
 - 3. 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;
 - 4. Fill all vacancies by appointment; the appointment shall serve until the next regular meeting;
 - 5. Oversee the preparation of the Program and Rules for the conference with the assistance of the other officers;

6. Appoint Program Chairmen to correspond as closely as possible to GFWC of Montana Chairmen, as needed.
 7. Appoint a 3 member minutes review committee at the beginning of each meeting.
 8. 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. Receipts must be submitted for payment as soon as possible, and no later than June 15th annually.
- D. The Vice-president shall:
1. Fulfill all the duties of the President in her absence or inability to fulfill such duties;
 2. Present a Past President's pin to the outgoing District President at the District's expense, and
 3. Assume such other duties as may be requested
- E. The Secretary shall:
1. 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;
 - a. 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 Interstate Bank requesting change of signature forms to be sent to the Central District President or Treasurer.
 2. Distribute approved minutes to all Central District club presidents and those attending the meeting;
 3. Attend to such correspondence as requested by the President or Executive Committee; and
 4. Serve as Registrar at all District meetings – which includes being in charge of registration, badges, programs, and the collection of fees, and shall report to the conference the number of the clubs and delegates registered, immediately after the address of welcome, and shall make further reports as requested and verify credentials.
- F. The District Treasurer shall:
1. Be primarily responsible for the financial affairs of the District;
 2. Receive all money due the District, and pay all bills at the direction of the President or Executive Committee; and
 3. Submit, in writing, at regular meetings of the District a detailed report of all receipts and expenditures.
 4. The First Interstate Bank in Helena, Montana is the Central District's Bank although branches in other cities may be used to access the account.
- G. 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 appointed.

- H. 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.

III - EXECUTIVE COMMITTEE

- A. 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. The immediate past President may be included if so desired by the officers.
- B. Three members of the Executive Committee shall constitute a quorum for the transaction of business.
- C. Meetings may be held in person or electronically.

IV- NOMINATIONS AND ELECTIONS

- A. 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.
- B. No name shall be presented for office without prior written consent of the nominee. To be eligible for the office of President, one must have been a member of the GFWC of Montana Board of Directors for at least two years or to have served as a club President.
- C. Elections shall be by ballot, unless there is but one nominee for each office, when a voice vote may be taken.
- D. All district officers shall be elected for two years, in the odd-numbered years, at the District Biennial Conference, and shall take office on July 1 after the next State Biennial Convention, where they will be installed.
- E. 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.

V - MEETINGS AND QUORUMS

- A. 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 VI Representation.
- B. The Biennial Conference of the District shall be held in the spring of the odd numbered years. The date of this Conference 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 Executive Committee.

- C. Delegates from at least three (3) of the clubs in Central District in good standing in the district and state federations shall constitute a quorum.
- D. Registration fees for the District Biennial Conference may not exceed \$10.00 for each delegate and visitor. Additional amounts may be charged for any food provided. 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 Conference.
- E. The expenses of delegates shall be paid by themselves or their club.
- F. The Executive Committee may permit any or all Members to participate in a meeting of the Members by, or conduct the meeting electronically provided all persons participating in the meeting may hear each other simultaneously during the meeting. A Member participating in the meeting electronically is deemed present in person at the meeting. The chair of the meeting may establish reasonable rules as to conducting the meeting.

VI - REPRESENTATION

- A. 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.
- B. 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.
- C. All State Officers and State Chairmen residing in the District, Past District Presidents and members of the District Executive Committee shall be voting delegates by virtue of their offices.

VII - STANDING COMMITTEES

- A. The Standing Committee shall be: Nominations
- B. Such other Standing Committees as are necessary to carry on the District work shall be appointed by the President.
- C. The Committee on Nominations shall present nominations for offices to the district conference. The Committee shall consist of the District Corresponding Secretary, who shall be Chairman, and at least two additional members, to be appointed by the President.
- D. The Committee on Nominations shall endeavor to select candidates from different clubs and present the best slate of candidates for the members to consider for election.

VIII - 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 Standing Rules.

IX- AMENDMENTS

These Standing Rules may be amended at any official meeting, without previous notice, by a two-thirds vote of all delegates present and voting.

X - DISSOLUTION

Upon dissolution of this organization, the Executive Committee 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.

Approved and adopted by the Central District membership April 5, 2025