

STANDING RULES - GFWC of MONTANA EASTERN DISTRICT

ARTICLE 1: NAME

The name of this organization shall be the General Federation of Women's Clubs of Montana Eastern District.

Present members are: Big Timber Woman's Club - Sweet Grass County, Laurel Federated Woman's Club, Billings Junior Woman's Club, Billings Woman's Club -Yellowstone County, and Culbertson Woman's Club Roosevelt County

ARTICLE II –OBJECT

Section 2.1 Object

The object of the District shall be to promote the GFWC mission of the state and the General Federation, for unity of action, for mutual counsel, and for the promotion of sociability among clubs.

ARTICLE III – MEMBERSHIP

Section 3.1 Eligibility

According to GFWC MT Bylaws all clubs within GFWC MT shall automatically become members of the District Federation in which the club is located and subject to the membership dues.

ARTICLE IV – DUES AND FINANCE

Section 4.1 Fiscal Year

The fiscal year shall be from July 1 through June 30.

Section 4.2 Dues

GFWC MT Treasurer collects dues from all clubs within the district and remits payment of \$1.00 per district member to the District Treasurer.

Section 4.3 Contributions

Financial contributions from members and/or clubs to projects approved by the District Executive Committee shall be sent to the District Treasurer.

Section 4.4 Financial Institution

All monies held by the District shall be placed in an accredited financial institution selected by the District Executive Committee.

Section 4.5 Disbursements

Disbursement of District funds shall be by checks signed by the District Treasurer.

ARTICLE V – OFFICERS

Section 5.1 Titles

1. The elected officers of the District shall be President, President-elect, Secretary and Treasurer and if possible elected from different clubs.
2. The president appoints a Parliamentary Advisor.
3. No person may hold more than one office.
4. No officer shall receive any salary or other compensation for services.

Section 5.2 Eligibility

Eligibility for all offices requires membership in a district club which has active membership in GFWC MT.

Section 5.3 Term

The term of office shall be two years.

1. Officers shall be elected at the District Biennial Conference and serve from the beginning of the fiscal year July 1, of the even numbered year following.
2. No one person shall serve in any one office for more than two (2) consecutive terms.

Section 5.4 Vacancies in Office

A vacancy in office shall be filled as provided in this section.

1. In the event of a vacancy in the office of President, the President-Elect shall become President and serve the remainder of the term.
2. If the President-Elect is unable to serve the Executive Committee shall appoint a district member to fill the office.
3. In the event of a vacancy in the office of Secretary, Treasurer and Parliamentary Advisor, the President shall appoint a district member. Any such appointment shall be approved by the Executive Committee at their next meeting.

Section 5.5 Expenses

1. The District President shall be allowed up to \$200 for necessary expenses incurred during their administration fulfilling the work of the GFWC MT Eastern District.
2. Each District Officer shall be reimbursed for approved expenses incurred during the administration to fulfill the work of the GFWC MT Eastern District. President-Elect \$40, Secretary \$40, Treasurer \$40.

Section 5.6 Duties of Officers.

PRESIDENT – THE PRESIDENT SHALL:

1. Be the official representative of the GFWC MT Eastern District.
2. Supervise the work of the District.
3. Preside at all meetings of the District
4. Sign all contracts as authorized by the Executive Committee.
5. Appoint members to Standing Rules, Conference, and Special Committees.
6. Appoint a Parliamentary Advisor.
7. Attend all GFWC MT meetings.
8. Prepare and issue the Call to the District Conference, regular and special meetings of the District.

PRESIDENT-ELECT – THE PRESIDENT-ELECT SHALL:

1. Perform the duties of the President in the absence of the President.
2. Shall serve as committee chairman of the Standing Rules Committee.
3. Shall perform such other duties as may be assigned to her by the Executive Committee.

SECRETARY – THE SECRETARY SHALL:

1. Keep a record of the proceedings of District meetings.
2. Compile and keep up to date, a catalog of all resolutions adopted.
3. Transfer all documents within 30 day of the end of the term.
4. Serve as Chairman for the Nominations Committee.
5. Shall send the minutes after each meeting to the Executive Committee no more than two weeks following meeting.

TREASURER – The TREASURER SHALL:

1. Receive all money.
2. Distribute funds by signed check.
3. Prepare and submit a full financial report at each meeting of the District.
4. Transfer all documents within 30 day of the end of the term.

PARLIAMENTARY ADVISOR – THE PARLIAMENTARY ADVISOR SHALL:

1. Serve as an advisor to the Standing Rules committee.
2. Govern using the current edition of the *Robert's Rules of Order Newly Revised*

ARTICLE VI – EXECUTIVE COMMITTEE**Section 6.1 Composition.**

The Executive Committee shall consist of:

1. Elected Personnel - President, President-Elect, Secretary and Treasurer and the Immediate Past President of the District
2. Appointed Personnel: Parliamentary Advisor.

Section 6.2 Duties.

The Executive Committee shall:

1. Transact business of the District between meetings.
2. Approve all appointments for Standing Committees made by the President.
3. Authorize contracts when necessary for the business of the District.
4. Approve the sites, dates, and fees for the biennial conference.
5. Select financial institution(s) in whose custody monies shall be placed.
6. Review and approve the budget.
7. Review amendments to the Standing Rules.

Section 6.3 Quorum

Three (3) members of the Executive Committee shall constitute a quorum; business may be conducted by mail, phone or electronically

ARTICLE VII – STANDING COMMITTEES**Section 7.1 Standing Committees**

1. The Standing committees shall be Standing Rules, and Nominations.
2. Members are appointed by the President.
3. Meetings for the committees can be conducted by phone, mail, or electronically.

Section 7.2 Duties of these Committees

Standing Rules Committee shall:

1. Review the standing rules and procedures, prepare any suggestions for amendment at the Spring Biennial Conference in the odd numbered years.
2. The President-Elect shall serve as Chairman. The Parliamentary Advisor, and two (2) additional district members will also serve. These members will be appointed by the President during the Eastern District meeting held during the GFWC of MT State Board meeting in the fall of the even number years.
3. This committee shall submit proposed amendments to Standing Rules to the Executive Committee for consideration.

Nominations Committee shall:

1. Prepare a slate of officers for presentation at the Biennial District Conference in the spring of odd numbered years.
2. The Secretary shall serve as Chairman and two (2) additional district members shall be appointed by the President during the Eastern District meeting held during the State f
3. Fall Board of Directors meeting in the even number years.

Section 7.3 Special Committees.

1. Other committees shall be created as deemed necessary by the President subject to the approval of the Executive Committee.
2. Appointments to these committees shall be made by the President with the approval of the Executive Committee.

ARTICLE VIII—ELECTIONS

Section 8.1 Elections

Slate of Officers

1. The slate of candidates for offices of President-Elect, Secretary, and Treasurer will be presented to the conference by the District Secretary. Following the report of the Nomination Committee, nominations may be made from the floor.
2. A time may be assigned for candidates to discuss, briefly, their concept of the basic issues confronting the District and GFWC.
3. There shall be no campaigning of any kind at Eastern District meetings except during the time(s) designated.
4. A plurality vote of the membership shall elect the officers at the Fall Boards. The President-Elect shall automatically accede to her respective office without standing for election.

ARTICLE IX – CONFERENCE/MEETINGS

Section 9.1 Biennial Conference

1. The GFWC MT Eastern District shall hold a biennial conference in odd numbered years.
2. The place and date shall be determined by the President with approval of the Executive Committee.

Section 9.2 Members – Voting

1. The voting body shall be members from clubs in active membership in the Eastern District.
2. All in-coming club presidents and GFWC MT officers residing in the Eastern District shall be entitled to vote by virtue of their office.
3. All delegates, including the Eastern District Executive Committee, shall pay registration fees for the entire conference to be entitled to vote.
4. Though entitled to vote in several capacities, a voting member shall have but one vote.

Section 9.3 Members- Non-voting

1. Any member in active membership in GFWC may attend the Eastern District biennial conference as a visitor.
2. These out-of-district members shall be required to pay the conference registration fee although they have no vote.

Section 9.4 Registration

1. The Eastern District Executive Committee shall determine the biennial conference registration fees which shall be used to finance the conference.
2. The registration fee collected by the District at the conference will cover expenses of the conference as approved by the Executive Committee. Such may include: programs, badges, speakers, courtesy meals and/or housing.

Section 9.5 Sales/Endorsements

1. Members shall not use their position to endorse enterprises, and shall not receive pay for the use of their names and federation titles, nor shall they exploit GFWC MT in furthering partisan politics or circularize the membership of GFWC MT or of the clubs for anything other than GFWC MT projects.
2. No selling shall take place in the meeting room and/or registration area at District meetings unless such sales have prior approval of the Executive Committee.

Section 9.6 Quorum

1. The quorum for a conference/meeting shall be delegates from two (2) of the clubs within the district provided that more than one county is represented.
2. A quorum is 2/3 of the members attending the conference.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these standing rules and any special rules of order that the District may adopt.

ARTICLE XIV – AMENDMENTS

These Standing Rules may be amended at any meeting of the District by a two-thirds vote of those present and voting, provided the proposed amendment had been sent to each club at least thirty (30) days prior to the meeting. Amendments of an emergency nature may be considered at any meeting without previous notice, but require approval by a nine-tenths majority vote of those present and voting.

ARTICLE XI-Dissolution Clause

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

We the undersigned, being all of the elected officers of GFWC MT Eastern District, do hereby certify:
That the foregoing Standing Rules appearing upon the pages of this record immediately preceding
constitute the Standing Rules and are the official Standing Rules as passed, approved and adopted by
the members of GFWC MT Eastern District the on April 26, 2025.

GFWC MT Eastern District President

GFWC MT Eastern District President-Elect

GFWC MT Eastern District Treasurer

GFWC MT Eastern District Secretary

Revised 1-29-2025 and adopted --TBA
GFWC Eastern District Meeting