

BYLAWS

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.
(hereinafter referred to as the District)

ARTICLE II –OBJECT AND PURPOSE

OBJECT-The object of the District shall be to promote the GFWC mission; to increase the number of clubs in the District; for unity of action in case of need; for mutual counsel; for the promotion of sociability among clubs; and for better acquaintance with the work of GFWC MT and GFWC International.

ARTICLE III – MEMBERSHIP

Section 3.1 Eligibility. 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. According to GFWC MT Bylaws **ARTICLE XI, Section 4.4 Districts, the Eastern District's** geographical divisions will be the counties of: Philips, Valley, Daniels, Sheridan, Roosevelt, Petroleum, Garfield, McCone, Richland, Dawson, Prairie, Wibaux, Golden Valley, Musselshell, Rosebud, Custer, Fallon, Park, Sweet Grass, Stillwater, Yellowstone, Carbon, Big Horn, Treasure, Powder River and Carter.

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. Annual dues shall be \$1.00 per member paid annually to the GFWC MT Treasurer, who will collect dues from all clubs within the district and remit payment of said dues to the District treasurer. Dues shall be paid annually on or before December 31st.

Section 4.3 Contributions. Financial contributions from members and/or clubs to projects approved by the Executive Committee shall be sent to the Treasurer.

Section 4.4 Investments. All monies held by the District shall be placed in an accredited financial institution selected by the Executive Committee. The Board of Directors shall be apprised of the selection. The Board of Directors shall be charged with the responsibility of directing the treasurer on investing funds.

Section 4.5 Disbursements. Disbursement of funds of the District shall be by checks signed by the treasurer.

ARTICLE V – OFFICERS

Section 5.1 Titles. The elected officers of the District shall be President, President-elect, Secretary and Treasurer and if possible elected from different clubs. No person may hold more than one office. No officer shall receive any salary or other compensation for services rendered to the Federation.

Section 5.2 Eligibility. Eligibility for all offices shall include membership in a district club which is in active membership in GFWC MT. Eligibility for the office of President or President-elect shall include service on the Board of Directors for a minimum of two (2) years within 10 years of being elected.

Section 5.3 Term. The term of office shall be two years or until such a time as a successor assumes office. Officers shall be elected at the District Biennial Convention and serve from the beginning of the fiscal year July 1, of the even numbered year following. 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.

A. In the event of a vacancy in the office of President, the President-elect shall become President and serve the remainder of the term. If the President-elect is unable to serve then the Executive Committee shall be empowered to appoint a person meeting the eligibility requirements of Section 5.2 to fill the office. Any such appointment shall be approved by the Board of Directors at their next meeting.

B. In the event of a vacancy in the office of secretary or treasurer the President shall be empowered to appoint a person. Any such appointment shall be approved by the Board of Directors at their next meeting.

Section 5.5 Duties of Officers.

PRESIDENT

1. The President shall be the official representative of the GFWC MT Eastern District.
2. She shall supervise the work of the District.
3. She shall preside at all meetings of the District
4. She shall sign all contracts as authorized by the Board of Directors or the Executive Committee.
5. She shall authorize expenditures within the budget allocations.
6. She may appoint a Bylaws, Auditing, Resolutions, Convention, and Credentials Committee, and members of special committees.
7. She shall present to the Executive Committee names of persons for appointment as Parliamentary Advisor, Chairmen of Committees and Department Programs and fill vacancies of appointees.
8. She shall serve on the GFWC MT Board of Directors and attend all GFWC MT meetings and report for her administration.
9. She shall prepare and issue the Call to the District Convention and to all regular and special meetings of the District.

PRESIDENT-ELECT

1. In the absence of the President she shall perform the duties of the President.
2. She shall perform such other duties as may be assigned to her by the Board of Directors.
3. She shall plan and prepare for the program of work for her administration.

SECRETARY

1. She shall keep a record of the proceedings of all meetings of the District.
2. She shall compile and keep up to date, a catalog of all resolutions adopted.
3. She shall send to her successor within 30 days after expiration of her term of office all property in her custody, unless otherwise ordered by the Executive committee.
4. She shall serve as Chairman for the Committees on Credentials, Nominations and Elections.
5. Within six weeks, she shall send the minutes of the Executive Committee and the Board of Directors to the Executive Committee.

TREASURER

1. She shall receive all money and issue receipt for the same.
2. She shall disburse funds by signed check.
3. She shall prepare and submit a full financial report at each meeting of the District.
4. She shall serve as an ex-officio member of the Credentials Committee.
5. She shall send to her successor within 60 days after expiration of her term of office all past records and property in her custody, unless otherwise ordered by the Executive committee.
6. She shall prepare all records within 60 days at the close of each fiscal year for review by the auditing committee.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 6.1 Composition. The Executive Committee shall consist of:

- A. Elected Personnel - President, President-elect, Secretary and Treasurer.
- B. Appointed Personnel: Parliamentary Advisor.

Section 6.2 Duties. The Executive Committee shall:

- A. Transact business of the District between meetings of the Board of Directors.
- B. Approve all appointments for Chairmen of Department Programs and Standing Committees made by the President.
- C. Authorize contracts when necessary for the business of the District.
- D. Approve the sites and dates for the Board of Directors meetings and the biennial convention.
- E. Select financial institution(s) in whose custody securities shall be placed.
- F. Report to each meeting of the Board of Directors.
- G. Review and approve the budget to present to the Board of Directors for final action.
- H. Approve the registration fees for the convention.
- I. Create and dissolve special committees.
- J. Prepare and submit standing rules to the Board of Directors for final approval.
- K. Review proposed amendments to the bylaws and resolutions.
- L. Approve the program of the next administration.

Section 6.3 Vacancies . In the event of a vacancy refer to **Article V, Section 5.5.** Within sub section B. include Parliamentary Advisor.

Section 6.4 Quorum. Three members shall constitute a quorum; emergency business may be conducted by mail, telephone or email.

ARTICLE VII – BOARD OF DIRECTORS

Section 7.1 Eligibility. Only members of clubs in active membership shall be eligible to serve on the Board of Directors, either by election or appointment.

Section 7.2 Composition. The Board of Directors shall consist of:

- A. Elected Personnel: Eastern District Officers, Eastern District Club Presidents and Eastern District Past Presidents.
- B. Appointed Personnel: Chairmen of Department Programs, Parliamentary Advisor and members of Special and Standing Committees.

Section 7.3 Vacancies. Vacancies among appointed members of the board shall be filled by appointment by the President. When a vacancy occurs among elected members of the board the person selected by the appropriate club shall become, by virtue of her office, the person to fill the vacancy on the Board of Directors. When a vacancy occurs in an office of the District then Article 5.4 of the Eastern District Bylaws will be in effect.

Section 7.4 Duties. The Board of Directors shall:

- A. Transact business of the District between biennial conventions.
- B. Delegate to the Executive Committee such power as it deems necessary, provided that such power does not entail expenditure of more than what is within the limits of the budget and policy of the district.
- C. Adopt the budget and decide upon investments of funds.
- D. Adopt standing rules.

Section 7.5 Meetings. The Board of Directors shall:

- A. Meet at least once each year.
- B. Other meetings shall be held at the call of the President or upon written request of three members of the Executive Committee.

Section 7.6 Quorum. Five members shall constitute a quorum.

Section 7.7 Positions. Members of the Eastern District Board of Directors shall not use their positions in GFWC to endorse enterprises nor shall they exploit GFWC in furthering partisan politics. No member shall receive any salary or other compensation for services rendered to GFWC.

ARTICLE VIII – DEPARTMENTS

Section 8.1 Definition. The departments shall correspond to those of the General Federation of Women's Clubs.

Section 8.2 Size and term. Departments may vary in size. Each program of the corresponding departments shall be administered by a chairman. The program chairmen shall be appointed for a term of two years.

Section 8.3 Duties. The department program chairmen shall:

- A. be responsible for the implementation of the designated programs within the department, consulting with the President or President-elect to plan, outline and promote programs of work and study.
- B. work with their corresponding GFWC MT Chairmen,
- C. submit reports as required and
- D. keeps a complete record of work accomplished and turns it over to their successors at the close of the administration.

ARTICLE IX – COMMITTEES

Section 9.1 Standing Committees. The members of the standing committees shall be appointed by the President with the approval of the Executive Committee.

A. Auditing. This committee shall be composed of three members from different clubs within the district. It shall be the duty of this committee to review the financial records of the District Treasurer sixty (60) days following close of fiscal year.

B. Budget and Finance This committee shall be composed of five members: The Chairman, the President and Treasurer as ex-officio members and two appointed members who shall not be members of the Executive Committee. The remaining members of the Executive Committee shall be invited to attend meetings without vote. It shall be the duty of this committee to: (a) prepare a budget and submit it with recommendations to the Executive Committee for presentation to the Board of Directors and to report thereafter as requested as to the status of the budget; (b) review the financial affairs of GFWC MT Eastern District, making recommendations regarding dues and investments as necessary; and (c) consider and make recommendations for expenditures not provided for in the budget.

C. Bylaws. The Parliamentary Advisor shall serve as an advisor to the committee. This committee shall submit proposed amendments to the Bylaws and standing rules to the Executive Committee for consideration.

C. Convention and Meetings. It shall be the duty of the chairman to coordinate the work of the various committees necessary for the proper conduct of the biennial convention and meetings of the District.

D. Credentials. This committee shall be composed of the District Secretary as Chairman, the District Treasurer and the Secretary from each club in the district. It shall be the duty of the committee to certify the eligibility of delegates and nonvoting members and to furnish to the Elections Committee a list of accredited delegates entitled to vote.

E. Elections. This committee shall be composed of the District Secretary as Chairman and one member from each club within the district. It shall be the duty of the chairman to notify clubs of the procedures to be followed in submitting an endorsement of a candidate for Eastern District elected office. The chairman shall receive nominations of candidates for office and notify the President of receipt of the endorsements. The names of all candidates who meet the requirements for eligibility shall be placed on the ballot. The committee shall conduct the election.

F. Resolutions. This committee shall receive and consider resolutions pertinent to the work and objectives of Eastern District of GFWC MT and to determine when the purpose of the resolution has been accomplished. Resolutions suggested by clubs shall be submitted to the Resolutions Committee Chairman on or before February 1 of odd numbered years. Proposed resolutions shall be submitted to the Executive Committee for review and presented to the convention for action. Standing rules governing resolutions shall be adopted by the Board of Directors. Emergency resolutions are ones whose needs or desirability cannot be foreseen prior to the required time and may be presented to the convention by the committee.

G. Women's History and Resource Center (WHRC). It shall be the duty of this committee to promote the preservation and compilation of the history of women. The mission and focus of the WHRC shall be governed by its mission statement and collections policy, which shall be reviewed annually by the Executive Committee.

Section 9.2 Special Committees. Other committees shall be created as deemed necessary by the President, Executive Committee, or the Board of Directors. Appointments to these committees shall be made by the President with the approval of the Executive Committee.

ARTICLE X – NOMINATIONS & ELECTIONS

Section 10.1 Nominations. Nominations for the office of President-elect, Secretary and Treasurer shall be made by endorsements and must be for a specific office.

Section 10.2 Endorsements. Endorsements shall be obtained from clubs of the District or from the Board of Directors of the District in which the candidate resides. Documentation of such endorsement shall include the page(s) of minutes of the meeting endorsing the candidate or when polling by mail, email or phone a statement regarding the outcome of such poll. Endorsements shall be verified by signatures of the presidents and secretaries of the three clubs or the District and be sent to the District Elections Chairman.

Section 10.3 Nominations from the floor. Nominations may be made from the floor following the report of the Elections Committee. Candidates so nominated shall have consented to be nominees; shall have provided 10 signatures of delegates at the convention and shall meet the bylaws requirements of eligibility, as provided in Section 5.2.

Section 10.4 Elections. A plurality vote shall elect. The President-elect shall automatically accede to her respective office without standing for election.

ARTICLE XII – CONVENTIONS

Section 12.1 Biennial Convention. The GFWC MT Eastern District shall hold a biennial convention in the odd numbered years. The place and date shall be determined by the President with approval of the Executive Committee.

Section 12.2 Representation. The voting body shall be delegates or alternates from clubs in active membership:

A. One delegate from each club of 10 members or fewer; one additional delegate for each additional 10 members, or major fraction thereof, based on per capita dues paid by March 1st, up to a maximum of 10 delegates per club.

B. In addition, the Board of Directors, as defined in **Article 7, Section 7.2**, all in-coming club presidents and GFWC MT officers and department chairmen residing in the district shall be entitled to vote by virtue of their office.

Section 12.3 Members – Voting. All delegates, including the Executive Committee, shall pay registration fees for the entire convention to be entitled to vote. Though entitled to vote in several capacities, a voting member shall have but one vote

Section 12.4 Members- Non-voting. Any member in active membership in GFWC may attend the biennial convention as a visitor. These members shall be required to pay the registration fee although they have no vote.

Section 12.5 Registration. The Executive Committee shall determine the biennial convention registration fees which shall be used to finance the convention.

Section 12.6 Quorum. The quorum for a convention shall be delegates from 1/3 of the clubs within the district provided that more than one county is represented.

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 bylaws and any special rules of order that the District may adopt.

ARTICLE XIV – AMENDMENTS

These bylaws may be amended at any meeting of the District by a two-thirds vote of those present and voting, provided the proposed amendment has been sent to each club at least sixty (60) 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.

Revised and adopted 4-18-08
GFWC Eastern District Meeting
@ GFWC MT Convention

STANDING RULES

- I. 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.
- II. Visible identification signifying VISITOR or DELEGATE shall be worn at all official meetings.
- III. 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.
- IV. The District President shall be allowed up to \$200 for necessary expenses incurred during her administration fulfilling the work of the GFWC MT Eastern District.
- V. Each District Officer and Chairman shall be reimbursed for approved expenses incurred during the administration fulfilling the work of the GFWC MT Eastern District. President-Elect \$40, Secretary \$40, Treasurer \$40.
- VI. A registration fee set by the executive committee shall be collected by the District at the Convention to cover expenses of the convention. Such expenses could include: programs, badges, speakers, courtesy meals and housing.
- VII. Each candidate for office will be presented to the convention body. At this time the candidate may discuss, for not more than two minutes, her concept of the basic issues confronting the District and GFWC.
- VIII. There shall be no campaigning of any kind at Eastern District meetings except at time(s) designated.
- IX. The District shall offer a scholarship to a non-traditional student to be administered by the Education Committee.

Revised and adopted 4-18-08
GFWC Eastern District Meeting
@ GFWC MT Convention