

GFWC- Mississippi Federation of Women's Clubs, Incorporated

Constitution

ARTICLE I - NAME

The name of this organization shall be the GFWC-Mississippi Federation of Women's Clubs, Incorporated.

ARTICLE II - OBJECT

Its object shall be charitable as defined by Section 501-C-3 of the Internal Revenue Code. It shall cooperate with the General Federation of Women's Clubs and maintain membership in that organization.

ARTICLE III - MEMBERSHIP

Membership in the GFWC-Mississippi Federation of Women's Clubs shall consist of Women's Clubs, Juniors, Juniors-at-Large and Associates.

ARTICLE IV - OFFICERS

The General Officers of the Federation shall be: a President, a President-elect, a Vice President, a Recording Secretary, and a Treasurer. These shall be elected or appointed as prescribed by the Bylaws.

ARTICLE V - MEETINGS

The GFWC-Mississippi Federation of Women's Clubs shall meet in Convention at such time and place as may be designated by the Executive Board.

ARTICLE VI - DISSOLUTION

In the event of the dissolution of the GFWC-Mississippi Federation of Women's Clubs, the total assets shall be liquidated and allotted to organizations of like purposes, to be determined by the GFWC-Mississippi Federation of Women's Clubs Executive Board in accordance with governmental regulations, Section 501-C-3, Internal Revenue Code.

No portion of such funds shall be distributed among individual members.

ARTICLE VII - AMENDMENTS

This Constitution may be amended by two-thirds vote of those present and voting, at any regular meeting, provided such proposed amendment (or amendments) has been submitted to the Executive Board for its approval, and appended to the call for the meeting

GFWC-Mississippi Federation of Women's Clubs, Incorporated

Bylaws

ARTICLE I - MEMBERSHIP

Section 1. Classes of membership

A. General Clubs

Women's Clubs whose purpose is germane to the work of the GFWC and GFWC-Mississippi Federation of Women's Clubs may be eligible for membership.

B. Juniorette Clubs

Clubs holding membership in GFWC-Mississippi Federation of Women's Clubs may organize and sponsor Juniorette Clubs of girls of secondary school age. The Juniorette Club shall have a sponsor from a federated club who shall attend meetings as an advisor, without a vote. Junioresses shall pay dues and have equal representation as other clubs in the GFWC-Mississippi Federation of Women's Clubs. A State Juniorette Director shall be appointed by the President to have general supervision of, and to promote the work of, all Juniorette Clubs.

C. Members-at-Large

Members-at-Large shall be those women in counties where there is no organized GFWC-Mississippi Federation of Women's Clubs club, or in which membership in a GFWC-Mississippi Federation of Women's Clubs club is not available. At Conventions, Members-at-Large may have a voice but not a vote.

D. Associate

Associate membership shall be held by statewide organizations which are parent organizations of local units within the state. Associate representatives may attend Conventions without a vote. Associate members may not hold office in the GFWC-Mississippi Federation of Women's Clubs.

Section 2. Application For Membership

- A. General Clubs and Juniorette Clubs may submit to the GFWC-Mississippi Federation of Women's Clubs Membership chairman an application for GFWC- Mississippi Federation of Women's Clubs membership, together with a copy of the Constitution and Bylaws of the club and proper dues. Upon approval by the Membership Committee, the application shall be forwarded to the State President who shall issue a club Charter. No political, partisan or sectarian test shall be required, and no secret organization shall be eligible for membership.

- B. Application for Member-at-Large membership shall be sent to the Membership Chairman with proper dues. Upon approval of the Membership Committee, the Membership Chairman shall notify the State President of the new Member-at-Large, who shall respond with a letter of welcome.
- C. Application for Associate Organization shall be sent to the State President along with proper fees. The State President shall notify the Membership Chairman of approved applications.
- D. Should any application not be approved, dues or fees shall be refunded.

Section 3. Termination of Membership

- A. Resignation shall be submitted in writing to the GFWC-Mississippi Federation of Women's Clubs Membership Chairman, who shall notify the State President and Editor of each resignation.
- B. Clubs and/or Members-at-Large whose dues are unpaid for one year shall be removed from membership.
- C. Clubs and/or Members-at-Large whose activities and purposes are incompatible with those of the GFWC-Mississippi Federation of Women's Clubs shall be removed from membership by a two-thirds vote of the Executive Board provided the Club or Member is informed of the proposed actions, and the cause thereof, and is afforded the privilege of being heard in their own defense to such action.

ARTICLE II - DUES

Section 1. All members of clubs and Members-at-Large shall be required to pay, per member, annual dues at the rate established by the General Federation of Women's Clubs, plus the amount of State dues approved by the Executive Board of the GFWC-Mississippi Federation of Women's Clubs (provided that any change in State dues must be approved by a two-thirds vote of those present and voting at State Convention). Dues shall be prorated according to amounts set forth in Standing Rule #11.

Section 2. Dues shall be due and payable on or before November 1st of each year. Dues for new members shall be sent to the GFWC-Mississippi Federation of Women's Clubs Treasurer throughout the year. The Treasurer shall send the name and address of each new member to the State President, Membership Chairman and Editor.

Section 3. Clubs and Members-at-Large whose dues have not been paid before the Conventions shall not be entitled to representation at the Convention.

Section 4. Associate Organizations shall pay ten dollars (\$10.00) per annum dues to be credited to the State Federation Fund.

Section 5. The fiscal year shall be from June 1 through May 31.

ARTICLE III - OFFICERS

Section 1. Eligibility

- A. Only those members whose dues are paid shall be eligible to hold office.
- B. To be eligible for the office of President-elect, a candidate must have served on the Executive Board for four consecutive years, two years as an elected officer. To be eligible for the office of Vice President, a candidate must have served on the Executive Board two full administrative terms within the past ten years.
- C. For purposes of this Section, the term "elected officer" shall include President-elect, Vice President, Recording Secretary, Treasurer and District President.

Section 2. Term

- A. The term of office shall be two years or until such time as a successor assumes office. Any part of a term in excess of one year shall be considered a term in deciding eligibility for election.
- B. Officers shall serve from the adjournment of the Convention at which they are elected until the adjournment of the Convention at which their successors are elected. The President-elect shall assume the duties of the office of President at the adjournment of the next even-numbered calendar year Convention.
- C. No officer shall serve more than one term in the same office, with the exception of Treasurer, the officer to be limited to no more than four (4) consecutive terms.
- D. No officer shall hold more than one office at the same time.

Section 3. Vacancies in Office.

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

- A. President. The President-elect shall become President and shall serve the remainder of the term. A President serving less than one year shall be eligible to serve a full term.
- B. President-elect. The Executive Committee shall appoint the Vice President to the office of President-elect. If she declines the office, it shall then be filled by appointment of the Executive Committee, with the approval of the Executive Board. She shall serve the remainder of the term.
- C. The office of Vice President, Recording Secretary or Treasurer shall be filled by the Executive Committee for the remainder of the term, subject to the approval of the Executive Board.

- D. If the President is temporarily incapacitated or unable to perform her duties for a period of thirty consecutive days, the President-elect shall perform the duties of the President until the President again assumes her duties or the office is declared vacant.
- E. If any officer is incapacitated or fails to perform her duties, the Executive Board may declare the office vacant.
- F. In the event of three or more vacancies at the time, the highest ranking officer shall be empowered to convene a special meeting of the Executive Board for the purpose of holding a special election.

Section 4. Duties

A. President

- 1. The President shall be Chief Executive Officer and official representative of the GFWC-Mississippi Federation of Women's Clubs. She may designate as her alternate a member of the GFWC-Mississippi Federation of Women's Clubs Executive Board to represent her at other than GFWC-Mississippi Federation of Women's Clubs activities.
- 2. The duties of the President shall be:
 - a. To represent the GFWC-Mississippi Federation of Women's Clubs at all meetings of the GFWC.
 - b. To appoint all Community Service Program Chairmen.
 - c. To appoint all Standing and Special Chairmen and Committees.
 - d. To approve all programs of work and supervise activities of Standing and Special Committees.
 - e. To appoint the Editor and Assistant Editor, and Circulation Editor of the *Mississippi Clubwoman* and serve as an ex-officio member of the Editorial Staff.
 - f. To oversee the publication of the *Mississippi Clubwoman* and approve the final copy prior to publication of each issue.
 - g. To exercise authority over State Headquarters in cooperation with the Headquarters Committee and the Executive Board.
 - h. To serve as an ex-officio member of all committees except the Nominating Committee.
 - i. To issue, together with the Recording Secretary, the Call to the Convention at least six weeks prior to the date of the Convention.

- j. To call all meetings of the GFWC-Mississippi Federation of Women's Clubs, the Executive Committee and the Executive Board, and to preside at all meetings of the GFWC-Mississippi Federation of Women's Clubs. Notice of such meetings shall be sent one month in advance.
 - k. To appoint a Parliamentarian, Historian, and Corresponding Secretary, their terms of office to be the same as that of the elected officers, or until their successors are appointed. No appointed officer shall be eligible to serve more than two consecutive terms.
 - l. To sign for the GFWC-Mississippi Federation of Women's Clubs, together with the Recording Secretary, such leases and contracts for the duration of her term which have been approved by the Executive Board.
 - m. To co-sign with the President-elect all contracts extending beyond the duration of her term of office.
 - n. To ensure that all legally required documents are filed in a timely manner.
 - o. To sign, with the Treasurer, checks for authorized expenditures within the budgetary limitations.
- B. President-elect
- 1. The duties of the President-elect shall be:
 - a. The President-elect shall serve as an active aide to the President.
 - b. In the absence of the President, she shall preside and perform all the duties of that office.
 - c. If the President is temporarily incapacitated or unable to perform her duties for a period of thirty days, the President-elect shall perform the duties of the President until the President again assumes her duties or the office is declared vacant.
 - d. She shall serve as an ex-officio member of the Finance Committee, the Headquarters Committee, the Audit Committee and the Long-Range Planning Committee.
 - e. She shall co-sign, with the President, all contracts which would extend into her term of office as President.
 - f. After the election in the even-numbered calendar years, she is authorized to plan and prepare the program of work for her

administration as President. She may select the GFWC-Mississippi Federation of Women's Clubs club members to carry out her program.

- g. She shall serve as an advisor to the District Presidents on implementation of Federation programs.
- h. She shall serve on the Membership Committee.

C. Vice President

1. The duties of the Vice President shall be:

- a. The Vice President shall perform the duties of the President in the absence of both the President and the President-elect.
- b. She shall serve as the Dean of Community Service Program and Committee Chairmen.
- c. She shall receive copies of State reports, coordinate State Judging Day, prepare State Awards cards and compile a printed list of awards for Convention.
- d. She shall serve as an ex-officio member of the Headquarters Committee.

D. Recording Secretary

1. The duties of the Recording Secretary shall be:

- a. To compile a permanent record of the administration (including the minutes of the Finance Committee, Executive Committee, Executive Board, and State Convention – such minutes to be typed and placed in chronological order). This record shall be kept at State Headquarters and a copy shall be presented to the State President after the conclusion of the administration.
- b. To keep a record of the actions of the Executive Committee, those recommendations requiring action to be reported to the Executive Board at its first meeting thereafter. She shall send copies of these actions to all members of the Executive Committee within two weeks.
- c. To sign, together with the President, or with the President-elect, such leases and contracts as have been approved by the Executive Board.
- d. To issue, together with the President, the Call to Convention.

E. Treasurer

1. The duties of the Treasurer shall be:

- a. To receive and have charge of all monies belonging to the GFWC-Mississippi Federation of Women's Clubs.
- b. To receive all dues, crediting them according to the proration listed in Standing Rule #11.
- c. To keep the membership rosters up-to-date, and provide copies to the President, the Editor, and the Membership Chairman. To notify the President, the Editor, and the Membership Chairman of the new members throughout the year.
- d. To keep an accurate account of all receipts and expenditures and send to Finance and Executive committee members a statement, at least quarterly, showing the amounts credited to the various accounts, the disbursements, and the balance on hand. She shall also prepare and present a Treasurer's Report of this information at the request of the President or the Executive Board.
- e. To notify District Presidents of the delinquency of clubs in their District of payment of annual dues.
- f. To complete and file all legal financial documents in a timely manner.
- g. To render an audit report at the Convention, this audit to be conducted prior to the Convention by a Committee composed of the GFWC-Mississippi Federation of Women's Clubs Treasurer, the Finance Committee Chairman, a District President and a Past President. The President and the President-elect shall be ex-officio members.
- h. To sign, with the President, checks for authorized expenditures within budgetary limitations.

F. The President shall appoint persons to the following positions:

1. Corresponding Secretary

- a. The duties of the Corresponding Secretary shall be:
 - i. To conduct the correspondence of the GFWC-Mississippi Federation of Women's Clubs as requested by the President.
 - ii. To keep a roster of the State and District Officers, Community Service Program and Committee Chairmen, and Presidents of member clubs.

2. Parliamentarian

a. The duties of the Parliamentarian shall be:

- i. To serve in an advisory capacity, advising on doubtful questions when called upon.
- ii. To advise officers and committees with regard to making reports.
- iii. To assist in the proper arrangement of printed programs and minutes.
- iv. To instruct in parliamentary procedure according to *Robert's Rules of Order Newly Revised*, as requested.
- v. To submit articles on parliamentary usage and on Constitution, Bylaw or Standing Rule changes for publication in the *Mississippi Clubwoman*.

3. Historian

a. The duties of the Historian shall be:

- i. To compile a brief history of the life and growth of the GFWC-Mississippi Federation of Women's Clubs during the term of her office.
- ii. To have club histories and a copy of the Programs of the Convention bound annually and placed at State Headquarters.

4. Editor

The Editor shall edit the official publication as specified in Article XI.

Section 5. Reimbursement

- A. No officer shall receive a salary, but an expense allowance may be included in the annual budget and approved by the Executive Board.
- B. Travel expenses of the President incurred while attending the District Conventions shall be paid by the GFWC-Mississippi Federation of Women's Clubs as part of the President's expense budget.
- C. Lodging and meals for the State President and State President-elect in attending District Conventions shall be provided by the host District.

- D. In the even-numbered year (end of administration) of the General Federation, the Immediate Past President of GFWC-Mississippi Federation of Women's Clubs may attend GFWC Convention to report the work of her administration and may receive such awards, citations, and other recognition earned during that administration. She shall be permitted to receive the GFWC allotment of one-half the cost of travel to the convention.
- E. The expenses of all elected officers for lodging (based on double occupancy, except the President) and planned meal functions incurred in attending the State Convention shall be paid by the federation as part of the Convention expense. This does not include travel.
- F. All expenses must be documented with vouchers and receipts.

ARTICLE IV - DISTRICTS

- Section 1. The State shall be divided into Districts, each District having the management of its own affairs, subject to the approval of the State President and the State Executive Board. Advance notice of not less than sixty (60) days before the Convention of the GFWC-Mississippi Federation of Women's Clubs shall be given to the Districts, if changes in areas are contemplated by the State Executive Board.
- Section 2. Each District President shall submit a typewritten report, not to exceed 250 words, to the State Recording Secretary at the State Annual Meeting.
- Section 3. A District President shall not serve as a local club President during her term of office.
- Section 4. A District Chairman in a Community Service Program shall not enter a contest in that Community Service Program unless she can do so under a nom de plume.
- Section 5. A District Chairman shall not serve her club as a Chairman in that Community Service Program.
- Section 6. Lodging and meals for the State President and the State President-elect in attending District Conventions shall be provided by the host District.
- Section 7. Each District President shall, after consultation with the State President, set the dates for her District Convention.

ARTICLE V - NOMINATIONS AND ELECTIONS

- Section 1. A Nominating Committee shall be composed of one member from each District and the State President as a non-voting advisor. The Districts shall elect their representative to the Nominating Committee at their District Convention during the uneven years. The District representatives of the Nominating Committee shall elect a Chairman at the GFWC-Mississippi Federation of Women's Clubs Convention in the uneven years.

- Section 2. Clubs may send suggestions for candidates to the Nominating Committee. Juniorette clubs may not suggest candidates for GFWC-Mississippi Federation of Women's Clubs officers. The deadline for such suggestions shall be January 1 of the even-numbered years.
- Section 3. The Nominating Committee shall present names of candidates for each office to be filled, after having secured their consent to serve if elected. Members shall then be given the privilege of making nominations from the floor, after which the voting shall proceed by ballot. The majority of the votes cast shall constitute an election. Candidates for each elective office shall arrange for an introduction, limited to three minutes, at the Convention at which the elections are held.
- Section 4. The term of the Nominating Committee shall run simultaneously with that of the President, terminating at the Convention at which it makes its report.
- Section 5. The election of officers shall be in even-numbered years. At the first business session of the Convention in even-numbered years the President shall appoint as Tellers one representative from each District to conduct the election. The balloting, which shall be done at the time and place designated by the State President, shall be conducted as follows:
- A. Each voting delegate as designated by the Credentials Committee shall be allowed to cast a ballot.
 - B. There shall be no campaigning or electioneering in the room when the election is held.
 - C. The election shall be held on one day only.
 - D. There shall be no proxy or absentee votes. No woman may vote in more than one capacity.
 - E. Where there is but one candidate for an office a viva-voce vote may be taken.

ARTICLE VI - EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

- Section 1. The Executive Board shall be composed of the General Officers, Chairmen of Standing and Special Committees, Community Service Program Chairmen, and District Presidents, together with the Immediate Past President of the GFWC-Mississippi Federation of Women's Clubs, the Corresponding Secretary, the Parliamentarian, the Historian and the Editor. This Board shall have general supervision of the affairs of the GFWC-Mississippi Federation of Women's Clubs during the interim of the Conventions. The President and Recording Secretary shall be Chairman and Secretary, respectively, of the Board. It shall fix the time and place for the Conventions, and make adjustments in District areas when necessary. There shall be three meetings of the Executive Board held annually, one preceding the Convention, one in the summer (prior to a Summer Institute, if planned) and one in mid-winter, dates to be selected by the President. At the call of the President or five of its members special meetings may be held. The Executive Board may transact business by mail or by other means of communication

when necessary. A report of any action taken in this manner shall be verified and made a part of the minutes of the next meeting of the Executive Board.

Section 2. Those Past Presidents of the GFWC-Mississippi Federation of Women's Clubs and members of GFWC-Mississippi Federation of Women's Clubs Standing and Special Committees who are not members of the Executive Board shall be invited to attend Board Meetings. These GFWC-Mississippi Federation of Women's Clubs members shall be extended the courtesy of the floor but shall have no vote.

Section 3. Fifteen (15) members shall constitute a quorum of the Executive Board, provided there are at least three (3) General Officers present and notice of the meeting has been given in advance to the Board members.

Section 4. The Elected Officers constitute an Executive Committee. Regular meetings of this Committee shall be held prior to each Executive Board meeting at the call of the President or upon written request of any three (3) members of the Executive Committee. The Executive Committee may transact business in an emergency. Executive Committee action shall be reported to the Executive Board at its first meeting thereafter. The Executive Committee may transact business by mail or by other means of communication when necessary. This Committee shall perform such duties as may be delegated to it in the Bylaws and Standing Rules of this organization. Three (3) members shall constitute a quorum for the Executive Committee provided the President, the President-elect or Vice President is in attendance. The Corresponding Secretary, Parliamentarian, Historian and Editor shall be invited to attend Executive Committee meetings. They shall be extended the courtesy of the floor but shall have no vote. The Executive Committee does not have any authority to amend the GFWC-Mississippi Federation of Women's Clubs Charter, Constitution, Bylaws or Standing Rules.

ARTICLE VII - CONVENTION

Section 1. The voting body of the Convention shall consist of the General Officers, Appointed Officers, Past Presidents of the GFWC-Mississippi Federation of Women's Clubs, State Chairmen of Standing and Special Committees, Community Service Programs, District Officers and Chairmen corresponding with those of the State, and regularly accredited club delegates.

Section 2. Each GFWC-Mississippi Federation of Women's Clubs club of fifteen (15) members or less shall be entitled to representation by its President or her appointee and one elected delegate. For each additional membership of fifteen (15), or major fraction thereof, a club shall be allowed another delegate.

Section 3. GFWC-Mississippi Federation of Women's Clubs members, other than accredited delegates in attendance at the Convention, may enter into discussions but may not introduce a motion or vote.

Section 4. Each Associate membership shall be entitled to one accredited non-voting delegate.

Section 5. Voting delegates shall be verified by the Credentials Committee so that the Committee and designated in some manner that will be visible to the Tellers.

Section 6. Thirty (30) of the registered delegates at any convention of the GFWC-Mississippi Federation of Women's Clubs shall constitute a quorum for the transaction of business, providing all Districts are represented.

ARTICLE VIII - COMMUNITY SERVICE PROGRAMS

Section 1. Community Service Programs shall be arranged as nearly as practical to conform with those of the GFWC.

Section 2. Community Service Program Chairmen shall be appointed by the President for the term of two years or until their successor is appointed. No member shall serve in the same chairmanship for more than two consecutive terms.

Section 3. Community Service Program, Standing and Special Committee Chairmanships shall be selected from General Members from all Districts with the intention to equalize representation as far as practical.

Section 4. A vacancy in any chairmanship of a Community Service Program, Standing or any Special Committee shall be filled by the President. The membership is to be notified of these changes in the next issue of the *Mississippi Clubwoman*.

Section 5. Each State Chairman shall submit a typewritten report, not to exceed 250 words, to the State Recording Secretary at the Convention.

Section 6. A State Chairman of a Community Service Program shall not enter a contest in that Community Service Program unless she can do so under a nom de plume.

Section 7. A State Chairman shall not serve her club as Chairman of that Community Service Program.

ARTICLE IX - STANDING COMMITTEES

Section 1. There shall be the following Standing Committees: Constitution and Bylaws, Finance, Hebron Memorial Scholarship, Long-Range Planning, M. Colie Covington Endowment Fund, Membership, Nominating Committee, Resolutions and Recommendations, State Headquarters, State Institutions, and Way and Means.

Section 2. Constitution and Bylaws Committee

This Committee shall be composed of three (3) members together with the Parliamentarian and the President as ex-officio members. It shall be the duty of this Committee to consider revisions or amendments to the Constitution, Bylaws and Standing Rules of the GFWC-Mississippi Federation of Women's Clubs. These shall be presented to the Executive Board after which the adopted procedure for amendments of revisions shall be followed.

Section 3. Finance Committee

- A. The Finance Committee shall be composed of all elected officers and at least two past Presidents of the GFWC-Mississippi Federation of Women's Clubs. The President shall appoint one member to serve as Chairman.
- B. It shall be the duty of this Committee:
 - 1. To prepare a budget to be approved by the Executive Board and presented to the membership in the *Mississippi Clubwoman* for information.
 - 2. To notify State Officers and State Chairmen of funds budgeted for expenses while serving in their official capacity.
 - 3. To approve any expenses in excess of the budget, any unbudgeted expenses, and any emergency payments. Any expenditure of GFWC- Mississippi Federation of Women's Clubs funds in excess of five thousand (5000.00) dollars to be taken from funds unallocated must be approved by the GFWC-Mississippi Federation of Women's Clubs Executive Board.
 - 4. To periodically review member dues, and their proration, and recommend adjustments as needed.
 - 5. To oversee all investments of all GFWC-Mississippi Federation of Women's Clubs monies.
- C. A copy of all Certificates of Deposit shall be placed in the Finance Committee Minutes. A copy shall also be in the possession of the Treasurer, Finance Committee Chairman, and the President.

Section 4. Hebron Memorial Scholarship Committee.

See Standing Rule #15.

Section 5. Long-Range Planning Committee

- A. This Committee shall be composed of a Chairman and five (5) members, including: a club President, a member of a District Executive Board, a State Executive Board member, and a Past GFWC-Mississippi Federation of Women's Clubs President. The President and President-elect shall be ex-officio members of this Committee.
- B. The duties of this Committee shall be:
 - 1. To study and evaluate organizational functions, future objectives, and projected resources as they relate to the GFWC-Mississippi Federation of Women's Clubs.

2. To make recommendations to the Executive Board for improving operations and functions of the GFWC-Mississippi Federation of Women's Clubs.
3. To study, evaluate and report to any question referred to this Committee.

Section 6. M. Colie Covington Endowment Fund Committee. See Standing Rule #14.

Section 7. Membership Committee

- A. The Membership Committee shall be composed of a Chairman, the GFWC- Mississippi Federation of Women's Clubs President-elect, one member from each GFWC-Mississippi Federation of Women's Clubs District, and the Juniorette Director.
- B. The duties of this Committee shall be:
 1. To promote membership.
 2. To develop programs to recruit and retain members.
 3. To offer assistance in particular areas of membership.
 4. To consider and act upon applications for membership as stated in Article 1.
- C. This Committee shall meet in conjunction with the meetings of the Executive Board, and at any other time when called by its Chairman.

Section 8. Nominating Committee: See Article V, Sections 1 and 2 of these Bylaws.

Section 9. Resolutions and Recommendations Committee

- A. The Resolutions and Recommendations Committee shall be composed of three (3) members plus the President as an ex-officio member.
- B. Resolutions and/or recommendations must be presented to this Committee at least sixty (60) days prior to the Convention. This Committee shall consider all resolutions and recommendations submitted and shall append all those accepted for consideration to the Call to the Convention.
- C. Resolutions and/or recommendations submitted by Districts as voted by the delegates assembled must be submitted in triplicate to the Chairman of the Committee no less than fifteen (15) days prior to the opening of the following State Convention. Such resolutions and/or recommendations shall be read twice to the delegates assembled at the Convention before a vote is called.
- D. This Committee shall also consider all emergency resolutions presented at Convention. An emergency resolution is one arising from a sudden condition calling for immediate action, which because of its urgency must be brought and because of its nature could

not have been submitted at the designated time. Emergency resolutions shall be read twice. Each shall be considered separately.

Section 10. State Headquarters Committee

- A. This Committee shall be composed of eleven (11) members. The President, the President-elect and the Vice President shall be ex-officio members of this Committee. The remaining members shall be as follows: one from the State at large, one from the Jackson area, and one from each of the Districts.
- B. These committee members shall be appointed by the President for a term of three (3) years, to be staggered as equally as is practicable.
- C. A Minutes Book of the State Headquarters Committee shall be kept at the State Headquarters. All proceedings of the State Headquarters Committee of each administration shall be kept in this book.
- D. Duties
 1. To have custody of the State Headquarters building.
 2. To have the rules governing the Headquarters published in the *Mississippi Clubwoman*. The establishment and/or revision of the rules shall be the responsibility of the Headquarters Committee.
 3. To have one member serve as Secretary, whose duty shall be to keep the minutes and to keep a file of correspondence of the committee. These minutes and files shall be kept as a permanent record at the State Headquarters.

Section 11. State Institutions Committee

- A. The State Institutions Committee shall be composed of members representing any State owned institution for the GFWC-Mississippi Federation of Women's Clubs. The State President shall designate a Chairman for this Committee.
- B. The purpose of this Committee is to create a deeper interest and appreciation among members of the GFWC-Mississippi Federation of Women's Clubs toward these Institutions and bring their value to the citizens of Mississippi, and to bring about a better spirit of mutual helpfulness and cooperation in the welfare and progress of each Institution.

Section 12. Ways and Means Committee

- A. The Ways and Means Committee shall be composed of three (3) members. The President and President-elect shall be ex-officio members of this Committee.
- B. All funds received by this Committee from the sale of designated items be given to the State Treasurer and credited to the Ways and Means Fund.

- C. The Ways and Means Fund shall be used by each administration for projects determined by the Executive Committee and approved by the Executive Board.

ARTICLE X - CONVENTION COMMITTEES

- Section 1. A Credentials Committee and Tellers Committee shall be appointed for each State Convention. Other committees may be appointed if they seem necessary for Convention purposes.
- Section 2. The Credentials Committee shall be composed of the State Treasurer and three (3) other members, one of whom shall be a member of the city hostess club. This Committee shall have charge of the registration.
- Section 3. For Committee of Tellers see Bylaws, Article V, Section 5.

ARTICLE XI - OFFICIAL PUBLICATION

- Section 1. The Official Publication shall be called the *Mississippi Clubwoman*. Its purpose shall be to promote the objectives of the GFWC and the GFWC-Mississippi Federation of Women's Clubs and to inform the membership of the progress of the work of the GFWC-Mississippi Federation of Women's Clubs Officers, Chairmen, and District Presidents.
- Section 2. The *Mississippi Clubwoman* shall be published a minimum of twice annually, including the Fall Plans Issue and the Spring Call to Convention Issue. The President, in consultation with the Editor and the Finance Committee, may elect to publish one or more issue(s) electronically.
- Section 3. The first issue of each administration shall be called the Plans Issue. It shall promote the plans of the officers and chairmen for that administration. The annual budget of the GFWC-Mississippi Federation of Women's Clubs and the Directory shall be published in the Plans Issue.
- Section 4. The President's message shall be published in each issue.
- Section 5. The Editor shall work with the President on the selection of, and layout of, material for each issue of the *Mississippi Clubwoman* and shall submit the final copy to the President for approval prior to publication.
- Section 6. The Circulation Editor shall maintain an up-to-date mailing list for the *Mississippi Clubwoman*, making necessary additions, deletions, and corrections upon notification of such changes. She shall also be responsible for distributing the *Mississippi Clubwoman* to GFWC leaders, as directed by the State President.
- Section 7. The Assistant Editor shall serve as an assistant to the Editor and perform the duties of the Editor in the event of her failure to function.

Section 8. Each State President shall have the publications of each of the two years of her administration bound and placed in the State Headquarters.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the parliamentary authority for the GFWC- Mississippi Federation of Women's Clubs.

ARTICLE XIII - AMENDMENTS

These bylaws may be amended at any State Convention by a two-thirds vote of those present and voting, provided the proposed amendment (or amendments) has been approved by the Executive Board and has been appended to the Call to Convention, or by a three-fourths vote of those present and voting, without prior notice and without prior approval by the Executive Board.

GFWC-Mississippi Federation of Women's Clubs, Incorporated

Standing Rules

1. No use shall be made of club membership in, or the name or emblem of the GFWC- Mississippi Federation of Women's Clubs, for any purpose other than those directly connected with maintaining and promoting the Federation objectives. The directories, name or emblem are not to be used for the promotion of any political candidate.
2. No candidate for political office shall occupy time on Convention programs, nor shall the GFWC- Mississippi Federation of Women's Clubs endorse any political candidate.
3. No appeals for funds may be made from the floor of the Convention for any purpose other than those directly connected with maintaining and promoting the Federation objectives.
4. Officers, Community Service Program, Committee, and Special Appointments Chairmen shall not offer material or monetary awards for State sponsored contests, except Youth Art and GFWC approved programs and projects, without the consent of the GFWC-Mississippi Federation of Women's Clubs Executive Committee or the Executive Board.
5. Officers, Community Service Program, Committee, and Special Appointments Chairmen shall not call upon individuals or individual clubs for contributions unless they are approved by the GFWC, the GFWC-Mississippi Federation of Women's Clubs, the GFWC-Mississippi Federation of Women's Clubs Executive Committee or the GFWC-Mississippi Federation of Women's Clubs Executive Board.
6. Any monies contributed as a result of specific appeals from Officers, Community Service Program or Committee Chairmen, which have been properly approved, shall be sent to the GFWC- Mississippi Federation of Women's Clubs Treasurer to be disbursed as indicated by the individual or club making the contribution.
7. The GFWC-Mississippi Federation of Women's Clubs Treasurer shall not dispense any GFWC- Mississippi Federation of Women's Clubs funds for any individual or club-initiated project until that individual or club has remitted the funds to the GFWC-Mississippi Federation of Women's Clubs Treasurer.
8. A registration fee of twenty (\$20.00) shall be paid by each member attending more than one day of the convention. A registration fee of fifteen dollars (\$15.00) shall be paid by each member attending only one day of the convention. A late fee of ten dollars (\$10.00) will be assessed to the registration of those not meeting the designated deadline.
9. The annual Convention of the GFWC-Mississippi Federation of Women's Clubs shall convene on the fourth weekend of April of each year unless there is a conflict with Easter. The Districts shall serve in rotation as official hostesses.
10. Officers and Community Service Program Chairmen shall send their expenses as provided for in the budget to the Treasurer at least thirty (30) days before the Convention. All other requests

for reimbursement of monies used in carrying out functions of the GFWC-Mississippi Federation of Women's Clubs shall be made to the Finance Committee. Upon approval, the request should be presented to the Executive Committee or the Executive Board for final approval before any monies not specifically allocated in the budget, Bylaws, or Standing Rules shall be paid. All requests for reimbursement by anyone shall be properly documented.

11. The per capita dues for local club members shall be the amount proposed by GFWC and by GFWC-Mississippi Federation of Women's Clubs for the fiscal year, June 1 - May 31. Dues collected shall be divided within the discretion of the Finance Committee among the following: GFWC dues, State Federation Fund, M. Colie Covington Endowment Fund, Headquarters Fund and the *Mississippi Clubwoman*.
12. By unanimous consent, the reading of the minutes shall be dispensed with and the President shall appoint a Committee, composed of the Recording Secretary and two other State Officers, to approve the minutes. Upon approval, the minutes shall be made available to the members of the Executive Board.
13. Each outgoing Officer, Community Service Program and Committee Chairman shall turn over to her successor prior to June 1 such records and files as may be helpful and necessary to the work. The Treasurer's financial records, including ledgers and bank statements, shall be in the hands of her successor by June 15
14. M. Colie Covington Endowment Fund
 - A. The elected officers shall constitute a Board of Trustees, which shall have control over the funds as empowered by the Executive Board to act. The Board may grant to the Trustees the power to sell, assign or transfer any of the investments or securities belonging to the M. Colie Covington Endowment Fund when in the interest of the proper administration and conservation of its assets.
 - B. A detailed accounting of all items of income and disbursements shall be made by the Trustees to the Executive Board whenever called upon.
 - C. All interest from the M. Colie Covington Endowment Fund accruing during the year shall be transferred to the State Headquarters Fund at the close of the fiscal year.
 - D. Funds derived from the M. Colie Covington Endowment Fund shall be kept on the Treasurer's books as a separate account.
15. Hebron Memorial Scholarship
 - A. A scholarship known as the Hebron Memorial Scholarship shall be maintained by the GFWC-Mississippi Federation of Women's Clubs. Only women, residents of Mississippi, shall be eligible to apply. This scholarship shall be a grant; and only one may be granted during one year, except with the approval of the Executive Committee. A holder of the scholarship is eligible for consideration by the Scholarship Committee for the grant for an additional year or years.

- B. The following rules shall govern this scholarship:
 - 1. The maximum amount of this grant shall be one thousand dollars (\$1,000.00).
 - 2. The applicant must meet the following requirements:
 - a. Application must be made in writing to the Chairman of the Hebron Memorial Scholarship before February 1 for use within that year.
 - b. The applicant must be a resident of Mississippi, having graduated from an accredited high school with a good scholastic average; or in the case of an applicant for graduate school, she must have graduated from an accredited college and must be attending an accredited graduate school.
 - c. The applicant must be endorsed by three (3) members of the GFWC-Mississippi Federation of Women's Clubs.
 - d. The application must be accompanied by recommendations from three other persons relative to scholarship, character and qualities of leadership.
 - e. The applicant must signify her intention of completing her degree within a four year period.
 - 3. Preference will be given to areas of service where it is felt there is the greatest need in the state.
 - 4. This scholarship shall not be limited to any particular year in college, but is limited to a Mississippi Institution of Higher Learning. The scholarship must be sent directly to the Institution the grantee plans to attend. The Scholarship Grantee should attend the State Convention or State Board Meeting to receive recognition.
- C. Rules governing this scholarship shall be under the control of a committee of three appointed by the President, with a representative of the Education Community Service Program and the President as ex-officio members.
- D. All money belonging to the scholarship shall be kept in a separate fund and distributed only in the interest of the Hebron Memorial Scholarship as instructed by the Committee. Upon request an itemized account of the receipts and disbursements showing the balance on hand available for expenditures shall be furnished the Committee.
- E. Necessary expenses of publicizing and administering this scholarship, in an amount not to exceed \$100.00, shall be paid from this fund upon approval of the Executive Committee.
- F. The per capita assessment of ten (10) cents for this scholarship is no longer mandatory, but the scholarship remains and is supported by voluntary contributions of the clubs.

16. Malone-Sisk Education/Leadership Endowment Fund
- A. An endowment fund known as the Malone-Sisk Education/Leadership Endowment Fund shall be maintained by the GFWC-Mississippi Federation of Women's Clubs. This fund is established for the purpose of education/leadership development.
 - B. The trustees of this endowment fund shall be Mrs. Harry Malone, Mrs. Gene Sisk, the GFWC-Mississippi Federation of Women's Clubs Treasurer and the GFWC-Mississippi Federation of Women's Clubs Finance Committee Chairman. At such time that Malone and Sisk are no longer able to serve, their replacement shall be appointed by the GFWC-Mississippi Federation of Women's Clubs State President from the Gavel Club membership or Past Presidents' roster. The Gavel Club membership and/or Past Presidents shall serve as an advisory board to the Trustees. In 1993, or earlier if the Trustees deem it necessary, the Trustees shall review the benefits of this fund and the feasibility of its continuance and report its findings and recommendations to the GFWC-Mississippi Federation of Women's Clubs Executive Committee.
 - C. Initial funding for this interest-bearing endowment fund shall come from the Ways and Means revenues on record as of 11/14/87. Only the interest from this fund is to be distributed for education/leadership development. (As of 4/23/88 the revenue was \$11,000.00).
17. The Malone-Sisk Scholarship is established to encourage leadership education and development by recognizing the MS LEADS delegate who attends the GFWC LEADS Seminar. This scholarship shall be funded from the interest on the Malone-Sisk Education/Leadership Endowment Fund and/or any other contributions that are specifically designated for this purpose. The scholarship shall be used to defray the cost of attending the GFWC LEADS Seminar at the GFWC International Convention, provided that such funds are available. If funds are available and the Mississippi delegate to the GFWC LEADS Seminar attends only the Seminar, then she shall receive a minimum of \$200 reimbursement. If funds are available and the Mississippi delegate to the GFWC LEADS Seminar attends the entire GFWC International Convention, then she shall receive a minimum of \$500 reimbursement.
18. GFWC-Mississippi Federation of Women's Clubs Sarah Peugh Butterfly Scholarship
- A. The GFWC-Mississippi Federation of Women's Clubs Sarah Peugh Butterfly Scholarship will be awarded each spring to a GFWC-Mississippi Federation of Women's Clubs Juniette club member who will be graduating from high school in the same year.
 - B. Application for this scholarship is to be made by letter to the GFWC-Mississippi Federation of Women's Clubs State President before March 1 of each year. Applications must include the following information:
 - 1. Name, address, age and photograph of applicant
 - 2. Name and address of applicant's parents

3. Name of GFWC-Mississippi Federation of Women's Clubs Juniorette club applicant holds membership in and number of years applicant has been an active member.
 4. Name of high school from which applicant is graduating and grade average
 5. List of ACT Assessment scores
 6. Leadership activities: appropriate high school/community and Juniorette club activities, including all awards and positions of leadership
 7. A letter of recommendation from the GFWC-Mississippi Federation of Women's Clubs sponsoring club advisor to the Juniorette Club in which the applicant holds membership
 8. A letter of recommendation from the GFWC-Mississippi Federation of Women's Clubs sponsoring club president
- C. The GFWC-Mississippi Federation of Women's Clubs Sarah Peugh Scholarship recipient will be selected by a panel to include the GFWC-Mississippi Federation of Women's Clubs President and two representatives of the Education Community Service Program. The recipient will be notified at least one week prior to the State Convention.
- D. The scholarship recipient will inform the GFWC-Mississippi Federation of Women's Clubs Treasurer of the college or university she will attend in the same year as her high school graduation. The GFWC-Mississippi Federation of Women's Clubs Treasurer will forward a check not to exceed one thousand dollars (\$1,000.00) to the educational institution to be credited to the scholarship recipient's account.
- E. The scholarship recipient will receive a framed certificate. Public announcement of the scholarship recipient will be made at the GFWC-Mississippi Federation of Women's Clubs Convention if the recipient is able to attend, with presentation of the framed certificate to be made at a time and location convenient to the recipient and the GFWC-MFWC President.
- F. This scholarship shall remain available as long as funding is provided by interested individuals and clubs.
- G. The amount of the scholarship will increase in multiples of fifty dollars (\$50) if interested individuals or clubs wish to donate funds.
19. All money from advertising, along with monies from registration and meals, shall be put in the Annual Meeting Treasury. After all expenses are paid twenty-five percent (25%) of the balance in the Annual Meeting Treasury shall be transferred to the host District Treasurer and the remainder shall be to the GFWC-Mississippi Federation of Women's Clubs Treasurer and retained for future Annual Meetings and/or for hosting Southern Region Conference. All transfers of this money, along with an itemized statement of income and expenses, shall be completed by June 15.

20. In the event that District(s) assist the GFWC-Mississippi Federation of Women's Clubs in hosting Summer Institute, any balance remaining after all expenses are paid shall be equally divided between the host District(s) and the GFWC-Mississippi Federation of Women's Clubs.
21. District and State Crafts contests may be held yearly with certificates and/or ribbon awards, plus award cards for the sponsoring club.
22. District and State GFWC-Mississippi Federation of Women's Clubs Youth Art contests may be held annually according to established guidelines. First place District winners shall receive five dollars (\$5.00). Second and third place District winners shall receive certificates and/or ribbons. Sponsoring clubs of all winners shall receive award cards. First place State winners shall receive ten dollars (\$10.00). Second and third place State winners shall receive certificates and/or ribbons. Sponsoring clubs of all winners shall receive award cards.
23. A permanent, uniquely designed, State President's pin shall be worn by the GFWC-Mississippi Federation of Women's Clubs President. This pin shall remain the property of the Mississippi Federation. If the State President should desire a State President's pin of the style designated by the GFWC, it shall be purchased by the Mississippi Federation and presented to her during the Convention of the installation of her successor by the incoming president.
24. Clubs and club members must have paid GFWC-Mississippi Federation of Women's Clubs dues prior to January 1st before District and State Conventions in order to enter any Club reports and/or contests of the GFWC-Mississippi Federation of Women's Clubs.
25. The GFWC-Mississippi Federation of Women's Clubs 1935 Society is established to encourage donations for the restoration, renovation, and maintenance of the GFWC-Mississippi Federation of Women's Clubs Headquarters Building. Membership in the GFWC-Mississippi Federation of Women's Clubs 1935 Society will be available to donors of any amount, whether GFWC-Mississippi Federation of Women's Clubs clubs, club members, and/or other interested persons or organizations or businesses. The Executive Committee, in consultation with the Chairman of the Headquarters Committee, is authorized to expend these funds for the aforementioned purposes.
 - A. Charter members shall be the first 100 contributors.
 - B. Donors shall be designated as follows:
 1. Grand Patron - for donations \$1,000 or more, and
 2. Patron - for donations of \$500 to \$999.99.

Funds derived from contributions to the 1935 Society shall be kept on the Treasurer's books as a separate account and shall be solely dedicated to the restoration, renovation, and maintenance of the GFWC-Mississippi Federation of Women's Clubs Headquarters Building.

26. The Executive Committee, in consultation with the Chairman of the Headquarters Committee, is authorized to conduct all business related to the occupancy of the Headquarters apartment. This shall include, but not be limited to: removing unsuitable Occupant(s); searching for suitable

Occupant(s); and authorizing the proper elected officers to execute agreements with selected Occupant(s).

27. These Standing Rules may be adopted or suspended by a majority vote and may be amended or rescinded by a two-thirds (2/3) vote, without previous notice, at a Convention; or by the Executive Board between Conventions, when such action is to the best interest of the federation.

Updated August 22, 1995

Revised June 29, 1996

Updated June, 1998

Updated June, 2000

Revised July 1, 2000

Revised January 6, 2001

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