

General Federation of Women's Clubs

WESTERN STATES REGION

Standing Rules

(Revised October 3, 1999; Amended September 23, 2000 and September 22, 2001, September 22, 2002, October 5, 2003, September 25, 2004)

I. Organization

- A. Name. The name of the organization shall be GFWC Western States Region. (WSR)
- B. Purpose. The purpose of the Western States Region shall be to promote a better understanding of the structure, programs, and objectives of the General Federation of Women's Clubs.
- C. Membership. Membership shall consist of the State Federations of: Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming.

II. MEETINGS

- A. Annual Meeting. There shall be an annual meeting of the WSR in the fall of each year unless otherwise determined by the Board of Directors. The meeting shall be for the purpose of promoting the objectives of GFWC, conducting the business of the WSR and presentation of reports.
 - 1. The site of this meeting shall be determined by the hostess state with approval of the WSR President and the GFWC President-elect.
 - 2. The official name of this meeting is "Western States Region Conference."
 - 3. The Official Call for this meeting shall be mailed no less than eight weeks prior to the annual meeting. It shall be mailed to all members of the Board of Directors, past Region Presidents, GFWC officers, GFWC chairmen and committee members residing in the WSR, state officers and district presidents of member states, and presidents of international clubs within the WSR.
 - 4. Copies of the proposed program for the meeting shall be sent no less than two months in advance of the printing to the GFWC President and GFWC President-elect for approval.
 - 5. The GFWC President-elect shall be the official representative to the annual meeting, with expenses assumed by GFWC.
- B. Semi-annual Meeting. There shall be a semi-annual meeting of the WSR held during the GFWC Convention. The agenda for this meeting shall include the installation of new officers in the even-numbered year. It shall include such other items of business as the President and the Board of Directors may consider appropriate.
- C. Representation. Voting delegates shall be all who hold dues paying membership in a club of good standing in one of the member states of the Western States Region and have paid current registration fee, if applicable.
- D. Quorum. The quorum for all meetings shall be representatives from at least six Western State Federations in good standing.
- E. Special Meetings. Special meetings may be called by the President with the approval of the Executive Committee

III. DUES & FINANCE

- A. Fiscal Year. The fiscal year shall be July 1 through June 30.
- B. Annual Dues. State Federations of Western States Region shall pay annual dues of twenty-five dollars (\$25.00).
- C. Payment. The Region Treasurer shall send a statement of dues to each Member State Federation for the current fiscal year by October 1. Dues will be delinquent after March 1.
- D. Expenses of the Officers. WSR shall pay the following:
 - 1. WSR President. Scheduled meals and travel to the annual WSR meeting in an amount not to exceed coach airfare or twenty cents (\$.20) per mile when traveling by car. Required scheduled meals, one-half of the cost of room and one-half the cost of coach airfare for one GFWC Post-Convention Board of Directors meeting, two GFWC conventions and two GFWC Board of Directors meetings. Convention Registration Fees for two GFWC Conventions.
 - 2. Reimbursement will be made to the Incoming WSR President for attending the GFWC Orientation meeting for meals, registration, room and travel.
 - 3. WSR Vice President, Recording Secretary, Treasurer, Corresponding Secretary, Parliamentarian, and Junior Member at Large. Reimbursement for airfare, room and registration not to exceed one hundred and fifty dollars (\$150) each, to attend the annual meeting of the WSR and one hundred and fifty dollars (\$150) each, to attend GFWC International Convention, as funds allow.
- E. Other Expenses. GFWC chairmen and committee members, as well as other guests, participating in the WSR program shall pay their own expenses. Those who are not members of the WSR are not required to pay the registration fee. Any amenities for the incoming WSR President at installation or annual meetings shall be provided by her State Federation.
- F. Fees and Registration. A registration fee shall be paid by each member attending the annual meeting. The amount shall be determined by the Executive Committee and stated in the Official Call. Hostess state members also shall pay the registration fee. The registration fee shall accrue to the WSR General Fund.
- G. Hostess State Expenses. The hostess state shall be responsible for the meeting facilities, including hotel arrangements, necessary supplies, registration materials, speakers' honorariums, entertainment charges (if applicable), decorations, and suggested tours. A courtesy suite for the WSR President shall be part of the hotel negotiations, if at all possible. However if a suite is not forthcoming the President's suite will be provided by WSR.
 - 1. Special Arrangements. Expenses for special arrangements made by GFWC or WSR with the hotel or for the rental or audio/visual equipment for the meeting are the responsibility of GFWC or WSR.
 - 2. Western State Region will pay a budgeted amount toward the publication of the conference program. The hostess state must submit a bill to the WSR Executive Committee for reimbursement. Any additional expenses incurred by that hostess state and not authorized by the Executive Committee shall be assumed by the hostess state.
 - 3. All fund raising at Western States Regional Conference must have prior approval from the WSR Executive Committee. The hostess state may hold one fund-raising project of their choice, with prior consent of the WSR

President, with all proceeds staying with the hostess state. Profits from the proceeds of any other projects shall be divided: 60% for the hostess state and 40% for the Western States Region.

IV. OFFICERS & DUTIES

- A. Elected Officers. The elected officers shall be: President, Vice President, Secretary, and Treasurer.
- B. Appointed Officers. The appointed officers shall be: Corresponding Secretary, Parliamentarian, and Junior Member-at-Large.
- C. Duties: Duties of the officers shall be:
 - 1. President. The President shall:
 - a. Appoint a Corresponding Secretary, Parliamentarian, and Junior Member-at-Large.
 - b. Be responsible for implementing the purpose of the GFWC Regions as stated in the GFWC Bylaws and WSR Standing Rules; and shall report to the GFWC President-elect.
 - c. Send copies of the proposed program for the annual meeting to the GFWC President and GFWC President-elect no less than two months prior to the printing date.
 - d. Oversee all arrangements for each meeting and have final approval thereof.
 - e. Mail the Official Call to the annual meeting to members as per II, A, 3.
 - f. Work with the hostess state president to select a general arrangements chairman for each annual meeting.
 - g. Be an ex-officio member of all committees except the Nominating Committee.
 - h. Serve as a member of the GFWC Board of Directors.
 - 2. Vice President. The Vice President shall:
 - a. Perform such duties as may be requested by the President or the Executive Committee.
 - b. Preside in the absence of the President.
 - c. In the event of a vacancy in the office of president, automatically fill that office for the remainder of the term.
 - d. Shall serve as a member of the Board of Directors.
 - 3. Secretary. The Secretary shall:
 - a. Keep the minutes of all meetings and be custodian of all documents pertaining to the organization.
 - b. Deliver to her successor within two months after expiration of her term all properties belonging to the organization.
 - c. Shall serve as a member of the Board of Directors.
 - 4. Treasurer. The Treasurer shall:
 - a. Send a dues statement by October 1 for the current fiscal year.
 - b. Be responsible for collection of dues and deposit all funds in a federally insured bank. Transfer of funds at the close of the administration shall be made directly to the new bank.
 - c. Pay all bills by check when authorized by a voucher issued and signed by the President. All checks shall be signed by the Treasurer or the President.
 - d. Serve as chairman of the Budget Committee.
 - e. Deliver to her successor within two months after expiration of her term all financial records belonging to the organization.
 - f. Shall serve as a member of the Board of Directors.
 - 5. Corresponding Secretary. The Corresponding Secretary shall:
 - a. Issue notices and/or Calls to meetings as directed by the WSR President.

- b. Conduct the general correspondence of the WSR as directed.
- c. Shall serve as a member of the Board of Directors.
- 6. Parliamentarian. The Parliamentarian shall:
 - a. Review the WSR Standing Rules and Conference Rules prior to the printing of the annual meeting program.
 - b. Be available to advise the President and other officers, committees, and members on matters of parliamentary procedure pertaining to WSR business and meetings.
 - c. Shall serve as a member of the Board of Directors.
- 7. Junior Member-at-Large.
 - a. Shall represent the WSR Junior Membership on the Executive Committee.
 - b. Shall serve as a member of the Board of Directors.

V. BOARD OF DIRECTORS

- A. Board of Directors. The WSR Board of Directors shall consist of elected and appointed officers, presidents of member State Federations, directors of junior clubs of member State Federations, standing committee chairmen, committee members, and special project chairmen appointed by the President.
- B. Meetings. The Board of Directors shall meet prior to the annual meeting at a time and place to be determined by the President.
- C. Special Meetings. Special meetings may be called by the President or any six (6) Board of Directors members.

VI. EXECUTIVE COMMITTEE

Executive Committee. The Executive Committee shall:

- 1. Consist of the elected and appointed Officers.
- 2. Approve all fund-raising projects conducted for the benefit of WSR.
- 3. Approve the minutes of the WSR semi-annual meeting.
- 4. Approve necessary expenditures between meetings, but not to exceed \$200 per non-budgeted expenditure.
- 5. Determine the registration fee for the annual meeting.
- 6. Have the authority to fill vacancies of elected officers should they occur prior to the end of a term.

VII. COMMITTEES

- A. Budget Committee. The Budget Committee shall:
 - 1. Consist of the Treasurer (who shall service as Chairman) and two members appointed by the President.
 - 2. Present a proposed two-year budget to the Board of Directors in the even-numbered years.
 - 3. Following a recommendation by the Board of Directors, present the proposed budget to the annual meeting.
- B. Credentials Committee. The Credentials Committee shall:
 - 1. Consist of a chairman and two members appointed by the President.
 - 2. Assist the hostess state's registration committee.
- C. Nominating Committee. The Nominating Committee shall:
 - 1. Consist of five (5) members, one from each of five (5) separate states, with three (3) alternates, elected at the annual meeting in the even-numbered year. Nominees to the Election Committee must have served at least one term on the WRS Board of Directors. The committee

- shall select its own chairman.
2. The chairman shall send letters to each state president in January of the odd-numbered year inviting them to endorse a candidate.
 3. Present the names of qualified candidates for the office of President, Vice President, Secretary, and Treasurer at the annual meeting in the odd-numbered years.
 4. Obtain written endorsement of each candidate from her state together with the written consent of the candidate. Endorsement shall be properly documented and sent by certified mail, postmarked by June 1st of the odd-numbered year, to the Chairman of the Nominating Committee.
 5. The names of all candidates meeting the eligibility for their desired office shall be included in the Call to the annual meeting in the odd-numbered years.
 6. Nominations may be made from the floor provided the consent of the nominee and the proper endorsement have been obtained and the President and Election Committee Chairman have been notified prior to the WSR Board of Directors Meeting.
- D. Financial Review Committee. The Financial Review Committee shall:
1. Consist of a chairman and two members appointed by the President.
 2. Review and reconcile the Treasurer's records at the close of each fiscal year and report to the annual meeting.
- E. Standing Rules Committee. The Standing Rules Committee shall:
1. Consist of a chairman and two members appointed by the President. The Parliamentarian shall serve as advisor to the committee.
 2. Annually review the Standing Rules and present proposed amendments to same in the Official Call to the annual meeting.
- F. Special Committees. The President shall have authority to appoint Special Committees as needed to carry out the purpose of the WSR and GFWC.

VIII. NOMINATIONS & ELECTIONS

- A. Eligibility. Candidates for elective office shall:
1. Be a member of a club in active membership in the Region.
 2. Have served at least one term on the WSR Board of Directors
 3. Be endorsed by a 2/3 vote at the state convention assembled in the odd-numbered year, or in the absence of such previously identified convention, by endorsement of 2/3 of the active GFWC clubs in the State Federation, the GFWC clubs having been duly notified.
 3. Eligibility for the office of President shall include having served as an elected and/or appointed officer of Western States Region.
 4. No officer shall serve more than one, two-year term in the same office with the exception of the Vice President who has filled a vacancy of less than one-half a term in the office of President. In that case, she shall be eligible for a full term in that office.
- B. Elections. Officers shall be elected at the annual meeting in the odd-numbered year for a term of two years and shall assume office at the close of the GFWC International Convention in the even-numbered years. A plurality vote shall elect.
- C. Tellers. Tellers shall be appointed to count the ballots in a room provided for

voting.

- D. Installation. Installation of officers shall be held at the GFWC International Convention in the even-numbered years.
- E. Vacancies of Office. If an elected officer, other than the President, vacates her office prior to the end of her term, Executive Committee shall appoint a successor to complete the term.

IX. ENDORSEMENTS

- A. Members. Members of WSR shall not use their position in the region to endorse enterprises and shall not receive pay for the use of their names and/or titles, nor shall they exploit the Region in furthering partisan politics.
- B. Membership List. The membership list of the WSR shall not be circulated for any reason other than Region business.
- C. GFWC Office. The Western States Region shall not endorse individual candidates for GFWC Office.

X. PARLIAMENTARY AUTHORITY. The Parliamentary authority for the Western States Region shall be the GFWC Bylaws and Standing Rules and Robert's Rules of Order Newly Revised, unless otherwise provided by these Standing Rules.

XI. AMENDMENTS. These Standing Rules may be amended at the annual meeting by a majority vote provided a copy of the amendments has been appended to the Official Call.

XII. DISSOLUTION OF THE REGION. In the event of the dissolution of the GFWC Regions, the balance of the funds remaining in the treasury of the Western States Region, after the payment of its debts and obligations, shall pass to and become vested in the General Federation of Women's Clubs, or to another organization with purposes similar to those of the General Federation of Women's Clubs that is qualified as exempt under section 501 (C) (3) of the Internal Revenue Code of 1954.