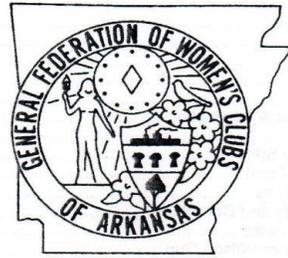


General Federation of Women's Clubs of Arkansas

123 Years of Volunteer Service



“Let your light shine”



2020- 2022

Directory

&

Club President's Manual



Mary Stewart's Collect
(A Collect for Club Women)

Keep us, O God, from pettiness;
Let us be large in thought, in word, in deed.
Let us be done with fault-finding
And leave off self-seeking.
May we put away all pretense
Without self-pity and without prejudice.
May we never be hasty in judgment
And always generous.
Let us take time for all things;
Make us to grow calm, serene, gentle.
Teach us to put into action our better impulses,
Straightforward and unafraid.
Grant that we may realize it is
The little things that create differences,
That in the big things of life we are at one.
And may we strive to touch and to know
The great, common human heart of us all.
And, O Lord God, let us forget not
to be kind!

Mary Stewart
April 1904

GFWC of Arkansas

Organized and Federated 1897 - Incorporated 1928

Flower: Apple Blossom

Colors: Light Blue and Gold

Motto: Courtesy, Culture and Courage

Official Publication: Federation Speaks

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GFWC Calendar of Events

GFWC International Meetings

Holiday Reception ~~~~~ **December 9, 2020**
131th GFWC Annual International Convention, Toronto, Canada ~~~~~ June 25-28, 2021
GFWC Board of Directors Meeting ~~~~~ June 25, 2021
GFWC Board of Directors Meeting Hyatt Regency Albuquerque New Mexico August 26-29 2021
132th GFWC Annual International Convention, New Orleans, Louisiana ~~~~~ June 24-25, 2022
GFWC Board of Directors Meeting Hilton New Orleans Riverside New Orleans, LA June 24, 2022

GFWC South Central Region

Annual Conference host Louisiana 2021
Annual Conference host Arkansas 2022

GFWC of Arkansas

Fall Members Workshop and Board of Directors Meeting ~~~~~ August 14, 2020
124th GFWC of AR Annual Spring Convention ~~~~~ May 14 & 15, 2021
Crowne Plaza Little Rock, Arkansas

District Meetings Spring

~~~~~ TBA 2021  
Fall Members Workshop and Board of Directors Meeting ~~~~~ August 21, 2021

### District Meetings Fall

~~~~~ TBA 2021  
Fall Members Workshop and Board of Directors Meeting ~~~~~ TBA 2021
125th GFWC of AR Annual Spring Convention ~~~~~ May 13 & 14, 2022
Location TBA

Resources

University Arkansas Butler Center

Director: Bryan Robertson

501-320-5700

501-320-5723

PATH (Partners Against Trafficking Human

Founder : Louise Allison

Volunteer Coordinator : CaSonia Vinson

1-800-HELP (4357)

GFWC Headquarters

- 1734 N Street, NW

Washington, DC 20036-299

1- 202-347-3168

- For membership information

1- 800-443-GFWC

Members Portal Link www.gfwc.org

- GFWC Club Manual
- News and Publications
- Legislation Actions
- Marketplace

Arkansas Website www.arkansasgfwc.org

State President Phone- 1-870-202-0120

Facebook Page **GFWC of Arkansas** Private Group of Arkansas and GFWC Members

For help finding Judges

University of Arkansas Extension Service

Local Colleges or Universities

Business Professionals

Teachers

Arkansas Directory

On website, Club Presidents, State Chairman, email and Facebook, electronically by request

Dear Fellow Members,

**GENERAL FEDERATION
of WOMEN'S CLUBS**



I am thrilled to welcome you to the 2020-2022 GFWC Administration and am so honored to serve as your 53rd GFWC International President. I hope you are as eager as I am to embrace the many opportunities of leadership, service, and fellowship that will be ours over the next two years. I plan to serve both GFWC and our communities, here and around the world, to the full extent of my energy and abilities, and I know that I can count on you to be there with me!

Just weeks ago, GFWC marked 130 years since 63 woman's clubs met in New York City to ratify our constitution and, thus, to launch the first volunteer organization for women. The world has faced many challenges since that time, and now, with illness and unrest spreading throughout our country, we also will be tested. Like the women who have gone before us, I am certain we will rise to the challenge. Our commitment is as strong as ever.

In preparing for this Administration, I have worked with the Strategic Planning Committee to generate new ideas and to set achievable goals. I am particularly proud of our efforts to streamline and modernize the Federation, and I hope you will help us continue that process. Your leaders have also carefully studied information garnered through member surveys and dialogs, and used it to revitalize our Special Programs, Community Service Programs, and Advancement Plans. Many thanks to the Executive Committee and the Chairmen and Committee Members who brought these plans to fruition.

As clubwomen, we gain strength and confidence from every volunteer experience. When we work together, **no dream is too big**. We believe in new beginnings, as symbolized by a rising sun, and the skill and passion that grows from opportunity and optimism.

Thank you for placing your trust in me. I am excited by the prospect of serving shoulder-to-shoulder, and I sincerely appreciate your contributions to what I know will be an exhilarating and memorable endeavor for us all.

Yours in *Living the Volunteer Spirit!*

Marian Simmons-St.Clair, GFWC International President

GFWC International Directory

2020-2022



GFWC Executive Committee

| | |
|--------------------------|-------------------------------|
| International President | Marian St. Clair |
| President -Elect | Deb Strahanoski |
| First Vice President | Suellen Brazil |
| Second Vice President | Wendy Carriker |
| Secretary | Jolie Frankfurth |
| Treasurer | Mary Beth Williams |
| Director of Junior Clubs | Katie Maydell |
| Parliamentarian | Ida Dorvee |
| Chief of Operations | Patricia "Patty" Budka |

| Community Service Program | Dates Due |
|--|-----------|
| GFWC Chairman | |
| Arts & Culture | March |
| 15 Angela Cutrera | |
| 1426 Jasmine Dr. Opelousas, LA 70570 | |
| Civil Engagement & Outreach | March |
| 15 Nancy Greenberg | |
| 11 Lori Lane Londonderry, NH 03053 | |
| Education & Libraries | |
| ESO | March |
| 15 Tina Daniel | |
| 7140 Crestview Drive Pataskala, OH 43062 | |
| Environment | March |
| 15 Karen Martinek | |
| 2267 Sugar Bottom Road N Solon, IA | |
| 52333 | |
| Health & Wellness | March |
| 15 | |
| Beth Smith | |
| 665 River Bend Road Greenville, TN | |
| 37743 | |

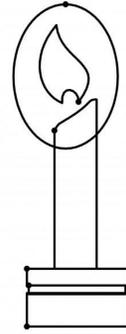
Community Chairman:

Capital Campaign-- Mary Jo Thomas
Communications--Karyn Charvat
Credentials--Lisa Hendrick
Fundraising--Sandy Phillips
Jr. Special Advocates-- Carrie Zimmerman
Leadership-- Shannon Bailey
International Liaison--Mary Kaye Ernest
Legislation/Public Policy--Vickie Ann Trimmer
Membership--Becky Wright
Resolutions--Sheila Shea
Signature Program--Jan Allen
Strategic Planning--Deb Strahanoski
WHRC---Hope Royer
Jennie Award-- Linda Beatly

| GFWC National Contests | Dates Due |
|---|----------------------|
| Photography Contest | March 15 |
| Shari Carter | |
| 1010 Mabry Oaks Drive | |
| Brookhaven, GA 30319 | |
| Writing Contest | April |
| 1 Shirley Holly | |
| 10 Nelson Drive Barnegat, NJ 08005 | |
| Website Contest | March 15 |
| Newsletter | March 15 |
| Karyn Charvat | |
| 716 Wildflower Circle, Naperville, IL 60540 | |
| Community Impact Program | March 1, 2022 |
| Sharon Oliphant | |
| 12897 Lois Ave. Seminole, FL 33776 | |



*Let Your Light Shine
Through GFWC of AR*



Dear GFWC AR members,

Becoming your new president is very exciting for me. I have some interesting ideas and challenging changes planned for our State Federation. Our new International GFWC President's theme is "Lighting the Future" of GFWC. My theme is "Letting Your Light Shine" through GFWC of Arkansas. By volunteering in the state, we will be shining a new brighter light on community action and service.

I want to emphasize helping victims of human trafficking with the guidance of PATH (Partners Against Trafficking Humans). This is one focus of our GFWC Signature Program and is my state president's project.

Another focus of mine is to help our clubs grow membership by promoting recruitment of new members and establishing a cyber-club statewide. I am making changes to our website, reports, and other forms, making them more user friendly and more easily available in the hope of encouraging veteran members to try new roles.

Most of you know how important I think reading is to our society, therefore we will be enlightening you as to what Epsilon Sigma Omicron Sorority really is and why you would enjoy becoming a member.

I hope you are, as much as I am, looking forward to new changes and the work we will be accomplishing together during the next two years.

Please let your state officers or me know of any ways that we may be helpful in making your community volunteer work easier or any other suggestions to improve the function of our state federation.

Having planned my theme and project focus before Covid-19, I am now more aware of having policies, programs, meetings and future plans made available on social media and having an internet presence to continue the work we, as volunteers, do in each of our communities. As a state we need others to know why we are here and what we do. Because of our need for social distancing expect to see more emails, Facebook posts and Zoom meetings. Please begin to check the Arkansas GFWC webpage (www.arkansasgfwc.org) for more information.

Connie Cloinger

President Special Project

The President's Project for this term is support for Partners Against Trafficking Humans (PATH). Human Trafficking is one of today's most important social justice issues in Arkansas. A prostitution sting operation in Arkansas revealed that 50% of prostitution arrests are trafficking victims.

We Can help.

1. We can Educate our Communities about Trafficking
 - What it is and the prevalence of the problem
 - How it can be curbed
2. We can Make Donations
 - Whether it is a onetime donation or an ongoing monthly one, dollars go to help the state's only shelter for victims of Human Trafficking.
 - We can collect and donate items to the women's shelter or facility.
3. We can Volunteer
 - Assist with activities in the shelter, offer tutoring, teach life skills or become a mentor.
4. We can Invite or become a Speaker
 - PATH representatives are available to speak to your club or organization.
 - PATH offers Victim Services Training for those interested.
5. Host a Fundraising Event

PATH
P O Box 21066
Little Rock AR 72221
info@pathsaves.org

GFWC OFFICERS AND COMMITTEE CHAIRMEN

Executive Committee

| | |
|-----------------|-------------------|
| President | Connie Cloinger |
| President-Elect | Jane Jackson |
| Vice- President | Vickie Davis |
| Secretary | Penelope Hadley |
| Treasurer | Debbie Hall |
| Advisor | Judy Gibson |
| Advisor | Raymelle Greening |

Board of Directors

| | |
|------------------------|------------------|
| All Elected Officers | |
| Appointed Officers | |
| Parliamentarian | Mary Ann Arnold |
| Historian/Photographer | Katrina Cloinger |
| Counselor | JeNelle Lipton |

District Presidents

- # 7 Raymelle Greening
- # 5 Vickie Davis
- # 8 Phyllis Orlicek

Community Service Programs

| | |
|--|---------------------------|
| Arts & Culture | <i>Raymelle Greening</i> |
| Members Creative Arts & Crafts Contest | |
| Civic Engagement & Outreach | <i>Marianne Maynard</i> |
| Heifer International Contest
(Mable Fowler Cup) | |
| Legislation | |
| Alice Stinson Cup Contest | |
| Education & Libraries | <i>Judy Gibson</i> |
| Member Short Story and Poetry Contest | |
| Audrey Swope | |
| ESO | <i>Diane Parnell</i> |
| Environment | <i>Beebe Huet</i> |
| Photography Contest | |
| Health & Wellness | <i>Claudia Riedmuller</i> |

Chaplin

Katherine Foust

Committees

| | |
|----------------------------------|-------------------------|
| Communication | <i>Jane Jackson</i> |
| Facebook Administrator | " |
| Club Newsletter Contest | " |
| Club Website Contest | " |
| Webmaster | <i>Jo Marie Smith</i> |
| Federation Editor | <i>Phyllis Benton</i> |
| Circulation Editor | <i>Debbie Hall</i> |
| Cyber Tec. Advisor | <i>Judy Foot</i> |
| | <i>Mary Alice Nease</i> |
| Protocol | <i>Lori Burton</i> |
| Convention & Meeting Coordinator | |
| | <i>Mary Ann Arnold</i> |
| Leadership | <i>Diana Glaze</i> |
| Fundraising | <i>Katrina Cloinger</i> |
| Community Impact Program | <i>Lillie Jo Gray</i> |
| President Special Project | <i>Debbie Thomas</i> |

Standing Committees

| | |
|-----------------------------------|--|
| Budget & Finance | <i>Debbie Hall, Lori Burton, Janet Robertson, Clydine Davis, TBA</i> |
| Audit | <i>Janet Robertson, Clydine Davis, TBA</i> |
| Constitution & Bylaws/Resolutions | <i>Robin Stayton, Diana Glaze, Jerrie Townsend</i> |
| Credentials | <i>Judy Foot, Tricia Brown, Debbie Hall</i> |
| Minutes Approval | <i>Diane Parnell, Rosa Morrow, Jennifer Taylor</i> |
| Membership Committee | |
| Chairman | <i>Jane Jackson</i> |
| | <i>District Presidents</i> |
| Continuance | <i>Historian</i> |
| | <i>Past AR Presidents</i> |
| Elections | TBA |
| Program | <i>President & Executive Committee</i> |
| Scholarships | <i>Judy Foot</i> |



GFWC of AR Clubs

| | |
|---|---------------------------------------|
| 1. Adelaide Club of Morrilton | Central District (O) |
| <i>President--Katherine Foust</i> | <i>Treasurer--Susie Dunaway</i> |
| 2. Amici Club of Stuttgart | Southeast District (O) |
| <i>President--Jane Jackson</i> | <i>Treasurer--Mary Fields</i> |
| 3. Blytheville Woman's Club | Northeast District (O) |
| <i>President-- Sherry Griffin</i> | <i>Treasurer--Janet Robertson</i> |
| 4. DeWitt Junior Woman's Club | Southwest District (U) |
| <i>President--Tara Gunnell</i> | <i>Treasurer--</i> |
| 5. Elsie McCain Club of Hazen | Eastern District (U) |
| <i>President --Chris Weems</i> | |
| 6. Fordyce Club of Sesame | Southeast District (U) |
| <i>President--Rosa Morrow</i> | <i>Treasurer--Donna Ferguson</i> |
| 7. Junior Civic League of Fort Smith | Western District (O) |
| <i>CO-President--Becky Daley</i> | <i>Treasurer--Raquel "Rocli" Hill</i> |
| <i>Co-President--Quyen Scott</i> | |
| 8. Junior Civic League of Prairie Grove | Western District (U) |
| <i>President--Teresa Strong</i> | <i>Treasurer--Whitney Bryant</i> |
| 9. North Little Rock Woman's Club | Central District (O) |
| <i>President--Judy Rammer</i> | <i>Treasurer--Angela Wirt</i> |
| 10. Pathfinders of Morrilton | Central District (O) |
| <i>President--Beth Powell</i> | <i>Treasurer--</i> |
| 11. Saturday Club of Cotter | North Central District (o) |
| <i>President- Annette Thrasher</i> | <i>Treasurer--</i> |
| 12. Stuttgart Woman's Club | Southeast District (O) |
| <i>President--Renee Robison</i> | <i>Treasurer--</i> |
| 13. Stuttgart Junior Woman's Club | Southeast District (O) |
| <i>President--Meredith Jeter</i> | <i>Treasurer--</i> |
| 14. Timely Club of Hardy | Northeast District (U) |
| <i>President--Debbie Kamps</i> | <i>Treasurer--Lita King</i> |
| 15. Twentieth Century of Harrison | North Central District (O) |
| <i>President--Linda Mathis</i> | <i>Treasurer--Diana Ezell</i> |
| 16. Warren Woman's Club | Southeast District (O) |
| <i>President--Diane Parnell</i> | <i>Treasurer--Judy Braswell</i> |
| 17. Women's League of Van Buren | Western District (O) |
| <i>President--Theresa Bell</i> | <i>Treasurer--Deena Dunn</i> |

GFWC of AR Districts

| | | | |
|------------------------|--------|------------------------------|-----------------------------|
| Northeast District | I & II | President | Treasurer |
| Eastern District | IV | President | Treasurer |
| Western | V | President--Vickie Davis | Treasurer--Rocki Hill |
| North Central District | VI | President | Treasurer |
| Central District | VII | President--Raymelle Greening | Treasurer--Brenda Iannacone |
| Southeast District | VIII | President--Phyllis Orlicek | Treasurer--Lillie Jo Gray |

Report Guidelines:

Judging:

All State Contests and Community Service Programs are to be judged by a committee of 3 qualified judges. These can be teachers, professors, business professionals, extension members, etc. who are impartial, qualified and non-members of GFWC clubs.

State Awards: 2 categories

Populations Over 5000 1st 2nd 3rd Populations Under 5000 1st 2nd 3rd

Club Chairman:

- Compile the report of your club projects.
- **Narrative Cover Sheet Form** is to be completed. (MANDATORY)
- **Narrative reports** are optional (but necessary for awards). Narrative reports should be a paragraph for each project, must be typed, single spaced, no more than 2 pages and include the **5 W's (who, what, when, where and why) how and results.**
- When all forms are compiled and completed
 - **Send 2** copies to State Vice President
 - **Send 1** copy to Club President
 - Keep 1 copy for you

REPORTS ARE DUE: February 1st.

Club Presidents:

- Fill out the **GFWC AR Statistical Form** (information from your Club Chairman) and the Narrative Form)
 - **Send 2** copies to State Vice President
 - **Send 1** copy to State President
 - Keep 1 copy for you

REPORTS ARE DUE: February 1st.

State Chairman:

- **GFWC of AR Awards**
 - Collect Club reports (GFWC AR Statistical form - Narrative Cover Sheet Form - club narratives.)
 - Have reports judged for Awards at State Convention

Reports Submitted to International GFWC Program Chairman

- **GFWC State Award Entry Cover Sheet** (to be submitted to GFWC International) is to be completed with narrative. Up to two (2) pages typed and single spaced, describing no more than ten (10) specific projects completed by clubs that have made the most impact in a community or club. Include information that describes the 5 "W's and the how of the project along with the pertinent statistics and results of the project.
One(1) additional page, single spaced, describing the activities you have contributed as the State Chairman of your Community Service Project.
 - When all forms are completed Send 1 copy to GFWC Community Service Chairman Send 1 copy to State President

Report Guidelines (page 2)

GFWC Creative Award Entry Cover Sheet - \$50 creativity award

- Completed cover sheet and a One (1) page narrative of the most creative project by one club from your State. (This is judged separately and may also be part of the ten (10) projects listed on the State entry form):
 - ❖ Pick the report you and your judges find most original and inventive.
 - ❖ Judging is based on creativity of the project
- **Forms are in the GFWC Manual online and in this directory**
 - **Send** 1 copy to the Community Service Program Chairman
 - **Send** 1 copy to the State President

REPORTS ARE DUE MARCH 15th

APPLEWOOD GAVEL

The Applewood Gavel shall be awarded to the district gaining the greatest number of new clubs. The Applewood Gavel Chairman is the State President - elect.

THE JENNIE AWARD

Criteria and Guidelines for this “Prestigious” Award

Award rules for Clubs may nominate a member in good standing for at least 5 consecutive years who has demonstrated the qualities outlined. Nominations should emphasize a member’s entire lifetime of service. The club must complete and submit the official GFWC Jennie Award Form along with a maximum 500-word essay. Narrative should include club activities, participating in community groups and organizations, both volunteer and professional, her committee to her nuclear and/ or extended/ adopted/sisterhood families. Along with submitting supportive materials, the nomination form and the narrative, a 5X7 or smaller Photograph will be sent by the Club.

GFWC of AR Heifer International Award (formerly MABEL FOWLER WILSON CUP)

The Heifer International Award of the GFWC of AR winner will receive the Mabel Fowler Wilson cup!

The goal of this award is for our members to become well informed on present day world affairs and undertake active projects as our contribution to a better world.

Heifer International Award will cover all 5 Community Service Program areas for supporting education programs to increase our understanding and projects for the funding of international activities.

This is a **2-year award** covering one or all of the 5 CSP areas. These projects may also be reported in their respective CSP areas

A **2-page narrative** of programs and projects completed as suggested by Heifer International will be submitted for entry at the end of 2 years.

- Cover Sheet
- Double spaced
- Include how and the 5 W’s, dates, number of participants, number of hours, amount of donations and in-kind donations, and the outcome.

Dateline : March 15,2022 turn in to the Civic Engagement & Outreach Chairman.

GFWC Arkansas Statistical Form

Year _____

Club Name _____

or

District _____

Chairman or President or Member at Large _____

Phone number _____

| <i>GFWC Signature Programs</i> | Number of
Projects | Volunteer
Hours | Dollars
Donated | In-Kind
Value |
|---------------------------------------|-----------------------|--------------------|--------------------|------------------|
|---------------------------------------|-----------------------|--------------------|--------------------|------------------|

Domestic Violence Awareness and Prevention

| | | | | |
|---------------------------|-------|-------|-------|-------|
| Community Service Project | _____ | _____ | _____ | _____ |
|---------------------------|-------|-------|-------|-------|

| | | | | |
|-------------------------------|-------|-------|-------|-------|
| President's Special with PATH | _____ | _____ | _____ | _____ |
|-------------------------------|-------|-------|-------|-------|

| | | | | |
|---|-------|-------|-------|-------|
| GFWC Junior' Special Program:
Advocates For Children | _____ | _____ | _____ | _____ |
|---|-------|-------|-------|-------|

GFWC Community Service Programs

Arts and Culture

| | | | | |
|----------------------------|-------|-------|-------|-------|
| Community Service Programs | _____ | _____ | _____ | _____ |
|----------------------------|-------|-------|-------|-------|

Civic Engagement and Outreach

| | | | | |
|----------------------------|-------|-------|-------|-------|
| Community Service Programs | _____ | _____ | _____ | _____ |
|----------------------------|-------|-------|-------|-------|

Education and Libraries

| | | | | |
|----------------------------|-------|-------|-------|-------|
| Community Service Programs | _____ | _____ | _____ | _____ |
|----------------------------|-------|-------|-------|-------|

Environment

| | | | | |
|----------------------------|-------|-------|-------|-------|
| Community Service Programs | _____ | _____ | _____ | _____ |
|----------------------------|-------|-------|-------|-------|

Health and Wellness

| | | | | |
|----------------------------|-------|-------|-------|-------|
| Community Service Programs | _____ | _____ | _____ | _____ |
|----------------------------|-------|-------|-------|-------|

GFWC Statistical Form (pg 2)

Advancement Programs

| | Number of
Projects | Volunteer
Hours | Dollars
Donated | In-Kind
Value |
|--|-----------------------|--------------------|--------------------|------------------|
| Women's History Resource Center | _____ | _____ | _____ | _____ |
| Communications | _____ | _____ | _____ | _____ |
| Leadership | _____ | _____ | _____ | _____ |
| Membership | _____ | _____ | _____ | _____ |
| Fundraising | _____ | _____ | _____ | _____ |
| Women's History Resource Center | _____ | _____ | _____ | _____ |

Affiliates (Please put initials of CSP before the affiliate)

| | | | | |
|--|-------|-------|-------|-------|
| _____ Heifer International | _____ | _____ | _____ | _____ |
| _____ Sew Much Comfort | _____ | _____ | _____ | _____ |
| _____ Hugh O'Brian Youth Leadership | _____ | _____ | _____ | _____ |
| _____ Canine Companions for Independence | _____ | _____ | _____ | _____ |
| _____ Easter Seals | _____ | _____ | _____ | _____ |
| _____ Operation Smile | _____ | _____ | _____ | _____ |
| _____ United Nations (Shots @ Life) | _____ | _____ | _____ | _____ |
| _____ UNICEF | _____ | _____ | _____ | _____ |
| _____ AR Children's Hospital | _____ | _____ | _____ | _____ |
| _____ March of Dimes | _____ | _____ | _____ | _____ |
| _____ St. Jude Hospital | _____ | _____ | _____ | _____ |

Epsilon Sigma Omicron (ESO)

Club Volunteer Hours of ESO project _____ Total Books Read by Club _____

Report Deadline February 1st

2 copies to State Vice President 1 copy to State President 1 copy for your club

Submit by email or regular mail.

Narrative Cover Sheet

year_____

(Mark One)

Club Name_____ over/under 5000(circle one)

District_____ Chairman_____ Phone_____

Member-at Large_____ Phone _____

Community Service Program / Special Projects / President's Projects
circle one above

Name of Program/Project_____

Number of Projects_____

Volunteer Hours_____

Dollars Donated_____

Value of In-Kind Donations_____

Number of Club Members Participating _____

Did the club network with another organization? Yes / No if yes

Name of organization and number of participants

Instructions for reporting: Make sure the projects are in the correct Program. Clubs may submit reports by email or regular mail.

Narrative Form is Mandatory use as a cover sheet for each specific Community Service Program, even if you do not write a narrative. The statistics are needed by your Club President.

Your narrative should be the **5 W's and how**. You should write a paragraph for each project you do in the Community Service Program.

1 copy /Club President-- 2 / State Vice President--1 /District President = **4 copies total**

General Federation of Women's Clubs of Arkansas

Member-at-Large Instruction

Membership Eligibility:

- a) Current Members who wish to retain membership in GFWC and GFWC of Arkansas following either club defederation or relocation of the member to an area in the state where no clubs to join are within a reasonable distance or close proximity.
- b) The member shall submit a completed application requesting the status change and required fee to the chairman of the membership committee by November 1st or when status changes.
- c) The membership committee will review the application and notify the requesting member of any action taken within 14 days after receiving the application.
- d) If approved the membership chairman will forward the fee and application to the GFWC Arkansas Treasurer. If the request is denied, the fee will be returned to the applicant.

Member-at-Large Responsibilities:

- a) After a member has become a member-at-large, she is responsible for paying dues yearly to the GFWC AR Treasurer before November 1
- b) The member-at-large will complete the AR Statistical form and Narrative Cover Sheet with volunteer hours by January 31 to the Vice President .

Cyber Club Membership Instructions

Membership Eligibility:

The candidate for membership any woman 18 or older shall submit her application via email to the membership chairman.

- a) The membership committee will review the application and notify the requesting Applicant of any action taken within 14 days after receiving the application.
- b) Once accepted, the member pays her dues to the GFWC of AR Treasurer. and the she is responsible for paying dues yearly to the GFWC AR Treasurer before November 1
- c) Cyber Club member responsibilities are to submit her volunteer hours to the State Vice President by January 31 using the Statistical and Narrative Cover Sheet.

General Federation of Women's Clubs of Arkansas
Member-at-Large Application & Cyber Club Information

Name _____

Address _____

City/State/Zip Code _____

Phone number (day) _____ (night) _____

(cell) _____ (other) _____

Email address _____

(if applicable)

Former Club _____

Previous offices held _____

Reason for requesting Member-at-Large status _____

Please send your application with dues check for \$30.00 made out to GFWC of AR to:

Jane Jackson

1917 S Prairie St.

Stuttgart, AR 721672

870-672-1572 email: jwjcks@yahoo.com

Application for Cyber Club is found on GFWC of Arkansas Facebook Page and
Arkansas GFWC webpage <https://www.arkansasgfwc.org>

Please send your dues to GFWC of AR Treasurer with dues check for \$30.00 made out to
GFWC of AR to:

Debbie Hall

5107 Free Ferry Road#33

Ft. Smith, AR 72903

479-459-5793 debbiehall@cox.net

Instructions for submitting a LEADS Candidate

1. Any Club member may submit an application for consideration as a GFWC of AR LEADS candidate following guidelines found on the application form.
2. The completed application form, letters of endorsement, and other required criteria must be submitted to the State President by March 10th.

GFWC Leadership, Education and Development Seminar (LEADS) APPLICATION FORM

Name: _____

Address: _____

Phone: _____ Email: _____

Club: _____ District: _____

Please conceal applicant's identity during selection deliberation

Please answer the following questions in as much detail as possible: (Attach a separate sheet of paper if more space is needed)

List all local club offices and/or chairmanships held: _____

List all district offices and/or chairmanships held: _____

List GFWC club/district programs/projects in which involved:

List positions at the district, state, and/or national level in which you are interested:

Are you willing to:

Cover costs to attend GFWC LEADS not covered by GFWC or state? Yes

No

Share what you have learned at LEADS with your state's members? Yes

No

Return this form, along with two letters of support from active GFWC Club members, to your state federation by the application deadline.

GFWC AR Newsletter - Federation Speaks

Submitting News: Send concise articles with information of interest about your club, your district, or the entire Federation before the published deadlines. Clear pictures or digital pictures are encouraged. Please email articles and pictures, if possible, or by mail to be received before the deadline to the State President and the newsletter Editor.

Deadlines: Oct. 15 March 15 June 15

Circulations List: It is very important to keep our mailing list up to date. Please send your address, email address and phone number to the Circulation Manager, Membership Chairman, and Treasurer.

Address and Information Change Form

Name _____ Club _____

CORRECTIONS

Address: _____

Club: _____

Or Name _____

Clubwoman Magazine Subscription Form

Name _____ Club _____

Mailing address _____

City

State

Zip

Phone () _____ email _____

Payment Options

Enclose a Check or Money Order for \$12.00

Mail to: GFWC Clubwoman Magazine

1734 N Street NW WA DC 20036-2990

Or Subscribe Online www.GFWC.org/GFWCMembers

GFWC AR Club Treasurer's Report
DUE DATE November 1st. MANDATORY

Club _____ City _____

District _____ District Dues go to District Treasurer \$ _____

President's Name _____ Treasurer's Name _____

Address _____ Address _____

City,State,Zip _____ City,State,Zip _____

Phone _____ Phone _____

Dues: (GFWC \$ 15+ GFWC AR \$ 10 = \$ 25 per member)

Dues- Number of members _____ X \$ 25 \$ _____

Scholarships (\$ 5 Teachers + \$ 5 Nursing = \$10) \$ _____

Optional Funds (Designated)

1. GFWC Women' History & Resource \$ _____

2. GFWC AR Room Old State House \$ _____

3. GFWC Signature Project DVA & President Project \$ _____

4. 1734 Society (headquarters upkeep) \$ _____

5. CARE \$ _____

6. Shot@Life \$ _____

7. UNICEF \$ _____

8. Heifer International \$ _____

9. St. Jude Hospital \$ _____

10. AR Children's Hospital \$ _____

11. Other _____ \$ _____

12. Other _____ \$ _____

Grand Total \$ _____

Please make checks payable to GFWC AR and send to GFWC AR State Treasurer

All club treasurers MUST enclose a club roster (preferably digital)

Club roster must include Member name, Address, Phone #(s), and email

Send list to State Treasurer and Membership Chairman

Eloise Levins Teacher's Scholarship

This award is based on academic promise, character, and leadership. The winner will be awarded Five Hundred Dollars (\$500) half paid the first semester and half paid the second semester.

Rules and Procedures

1. Applicants must be sponsored by a GFWC AR Club. (1 per club)
2. Applicants must plan to teach.
3. Applicants must be an AR graduate from an AR High School (public, private, home schooled or GED). Applicants must plan to attend or be attending an accredited AR college or university.
4. Applicants must completely fill out the required application form and return it to the sponsoring club chairman or president before **March 20**.
5. Application must be accompanied by;
 - a) High School or College Transcript
 - b) Recent Photograph
 - c) Two (2) letters of recommendation as to ability and character from persons **other than teachers and family**
 - d) Narrative regarding needs and plans as mentioned in the form.

Responsibilities of the club

1. Decide on an applicant to sponsor
2. Appoint a chairman to submit applicant form and file to State Chairman
3. Mail to State Chairman of Scholarship Committee by **March 30**.
4. Follow up with the form below.

Responsibilities of GFWC AR

1. The State Chairman will have entries judged by qualified impartial judges.
2. Notify the Sponsoring Club President of the winner to ensure the winner will be invited to attend the State Convention.
3. The CERTIFICATE of Award will be furnished and presented to the winner at the Spring Convention.
4. The Sponsoring Club of the winner is responsible for getting the form below filled out and sent to the State Treasurer.
5. The State Treasurer will pay monies to the college as they are due.

**Eloise Levins Teacher's Scholarship winner must fill out and return this form
To the GFWC Club which sponsored them-----Copy for second year**

WINNER'S Name_____

Social Security Number_____

Contact Information at School where scholarship is to be sent_____

Return form to: GFWC AR State Treasurer: Debbie Hall
5701 Free Ferry Road #33, Fort Smith, AR 72903

ELOISE LEVINS TEACHER'S SCHOLARSHIP APPLICATION
Sponsored by General Federation of Women's Clubs of Arkansas
Applicant is expected to teach in Arkansas for at least one year

Name of Applicant _____ Date of Birth _____

Social Security Number _____ Telephone Number _____

Address _____
Street City State Zip

School where presently enrolled _____

If in college, what is your current major? _____

Parent or Guardian Occupation (include all) _____

How many brothers and sisters are in your family? List ages _____

List others making their home with you who are dependent on your family _____

Are you currently receiving other scholarships and aid? If yes, please list _____

Do you have to repay this? _____

Tell why you need this scholarship. Also discuss your future plans, ambitions, special talents and/or desires, recent photo; and two letters of recommendation from someone other than teachers or family.

Signature of Applicant _____

Signature of Parent or Guardian _____

Name of Local GFWC Club _____

Club President _____

Club President's Address _____

Registered Nurse Scholarship

This award is based on academic promise, character, and leadership. The winner is awarded Five Hundred Dollars (\$500), half paid the first semester and half paid the second semester.

Rules and Procedures

1. Applicants must be sponsored by a GFWC AR Club. (1 per club)
2. Applicants must plan to practice.
3. Applicants must be an AR graduate from an AR High School (public, private, home schooled or GED). Applicants must plan to attend or be attending an accredited AR college or university.
4. Applicants must complete the required application form and return it to the sponsoring club chairman or president before **March 20**.
5. Application must be accompanied by;
 - a) High School or College Transcript
 - b) Recent Photograph
 - c) Two (2) letters of recommendation as to ability and character from persons **other than teachers and family**
 - d) Narrative regarding needs and plans as mentioned in the form.

Responsibilities of the club

1. Decide on an applicant to sponsor
2. Appoint a chairman to submit applicant form and file to State Chairman
3. Mail to State Chairman of the Scholarship Committee by **March 30**.
4. Follow up with the form below.

Responsibilities of GFWC AR

1. The State Chairman will have entries judged by qualified impartial judges.
2. Notify the Sponsoring Club President of the winner to ensure the winner will be invited to attend the State Convention.
3. The CERTIFICATE of Award will be furnished and presented to the winner at the Spring Convention.
4. The Sponsoring Club of the winner is responsible for getting the form below filled out and sent to the State Treasurer.
5. The State Treasurer will pay monies to the college as they are due.

**Registered Nurse's Scholarship winner must fill out and return this form
To the GFWC Club which sponsored them-----Copy for second year**

WINNER'S Name _____

Social Security Number _____

Contact Information of School where scholarship is to be sent _____

Return form to: GFWC AR State Treasurer: Debbie Hall
5701 Free Ferry Road #33, Fort Smith, AR 72903

REGISTERED NURSE (RN) SCHOLARSHIP APPLICATION
Sponsored by General Federation of Women's Clubs of Arkansas
Applicant **must** plan to practice nursing

Name of Applicant _____ Date of Birth _____

Social Security Number _____ Telephone Number _____

Address _____
Street City State Zip

School where presently enrolled _____

If in college, what is your current major? _____

Parent or Guardian Occupation (include all) _____

How many brothers and sisters are in your family? List ages _____

List others making their home with you who are dependent on your family _____

Are you currently receiving other scholarships and aid? If yes, please list _____

Do you have to repay this? _____

Tell why you need this scholarship. Also discuss your future plans, ambitions, special talents and/or desires, recent photo; and two letters of recommendation from someone other than teachers or family.

Signature of Applicant _____

Signature of Parent or Guardian _____

Name of Local GFWC Club _____

Club President _____

Club President's Address _____

Epsilon Sigma Omicron

"Enlighten your own pathway"

Epsilon Sigma Omicron (ESO) is a GFWC Member Sorority dedicated to improving the education of our members by focusing on reading. Reading is a Life Long Skill that continues to be improved by practice. By continuing to read for pleasure and information we improve our skills and become more knowledgeable. By encouraging others to improve their reading skills, tutoring, reading to children, teaching literacy classes, donating books and working with libraries, giving scholarships, and partnering with schools and teachers.

The Sorority has its own Motto, Song, Litany, Grace, Flowers and Colors. We are encouraged to check the GFWC Webpage to find a suggested list of books to read and to become fluent by reading books from all genres or categories.

Steps to become a member of ESO & attaining Levels

1. Pledge: obtain an application and begin to fulfill reading requirements.
2. Member: complete 4 books from 4 different categories (16) books eligible to wear the ESO pin and receive a Membership certificate.
3. Star: complete 4 books from 10 different categories (40) books receives a Star certificate.
4. Torch: complete 4 books from 16 categories (64) books receives a Torch certificate and is eligible for Torch Guard Pin
5. Century Award: complete 100 books in any category and continue to read to attain Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, and Ninth Century
6. Diamond Award: completed 1000 books.

May read e-books, audio books, printed books, 10 magazine articles equal 1 adult book and 10 children's books equal 1 adult book. Books reported are accumulated from year to year, and more than one level or award can be earned in a year. A List of Recommended Books and the ESO Handbook are found on the GFWC website.

Epsilon Sigma Omicron Report Form

Name _____ Club _____

District _____ Year _____

Prior level of Membership- Pledge, Member, Star, Torch, Century #. _____

Diamond circle one put in number

Numbers of Books in each Category

The Arts _____ Biography & Memoirs _____ Business & Finance _____

Classics _____ Conservation & nature _____ Education _____

Fiction/ General _____ Fiction/ Mystery _____ Health & Med. _____

Home & Garden _____ Families & Parenting _____ Poetry _____

Public Affairs _____ Religion and Inspirat. _____ Sports & Recrea. _____

Travel & Geography _____ American Hist. _____ World Hist. _____

Women's History _____ Reading to Children _____

10 magazines, newspaper, or children books= 1 adult book

Number of magazines/newspapers _____ Total Number books read _____

Book you would like to recommend: _____

Did you pursue higher education? _____

Volunteer at the library or with Friends? _____

Assisted another woman attending school by _____

Number of books bought _____ Number of books borrowed from library _____

Participated in a book club/study group? _____

Number of Arkansas books read _____ Book signings _____

Read to a child or an adult? _____ How many? _____

Did you improve your study skills and how? _____

Community Impact Program
This is a TWO Year project

Calendar for CIP Award Period

January 1, 2020---December 31,2021

| | | | | | |
|---|---|---|---|--|---|
| Entries due to
to Chairman
March 1, 2022 | Entries judged
on State level
March 5-15,
2022 | 1st pl.Club
Winner Entry &
2nd pl club
name sent to
GFWC
March 20, 2022 | State Awards
presented at
Spring
Convention 2022 | National
Judging in
Wash.DC
April 2022 | GFWC Awards
presented at
Annual Conv.
June 2022 |
|---|---|---|---|--|---|

Contest Description:

1. Entry can feature one to three local projects by club during the award period.
2. Entry must include one page of information on each project (maximum 500 words) to highlight:
 - Project selection process
 - Project goal(s) and Plan of Action--with timeline
 - Engagement of members --with total hours
 - Budget details-- with total contributions
 - Collaborating affiliates or individuals
 - Media Coverage
 - Measurable impact(s)
3. Entry can contain one page of photographs for each project (maximum of 4 pictures per page)
4. Entry can contain one page of publicity highlights for each project (maximum of 4 highlights per page)
5. Total entry cannot exceed 10 pages. [cover~~3 pages per project {info page~photo page~~publicity page}]

Entry Process

1. Club entries are sent to State Chairman by **March 1, 2022**
2. State Chairman will send to the GFWC Chairman by **March 20, 2022**

1st Place Club Entries will be sent to GFWC CIP Chairman as well as the name of the club that comes in 2nd Place.



GENERAL FEDERATION
OF WOMEN'S CLUBS www.gfwc.org

CREATIVE ARTS WAIVER

With my signature I declare that:

___ I have created the submitted work, entitled _____ and I own the full copyright. The work has not been published before

___ With my work, including pictures, tables, or additional media, I do not violate or infringe the copyright of other persons or entities.

The work in question is (please check one) ___ Photography ___ Poetry ___ Short Story

___ I grant the General Federation of Women's Clubs a royalty-free perpetual license to use, reproduce, post, display, create derivative works, sell, license, or sub-license the work in any media now known or later invented without limitation, for commercial or non-commercial purposes.

___ I agree that I shall not release the work to any other publication in the same or substantially similar form, without prior written and explicit consent from the General Federation of Women's Clubs.

This agreement shall become effective and binding at the date of formal acceptance of the work for publication by the General Federation of Women's Clubs.

| | | |
|-------------------|-------|-----|
| Full Name (Print) | | |
| Mailing Address | | |
| City | State | Zip |
| Email | | |
| Phone | | |

Signature

Date

Parent/Guardian Signature (if submitter is under 18 years of age)

Date

International and State Photography Contests

These contests are open to any dues paying members of active GFWC clubs. The same image may be submitted to any or all the categories of photo contests, however a separate copy must be entered in each category.

Rules and Procedures

The World in Pictures or GFWC Living the Volunteer Spirit

1. All photographers must be dues paying members of an active club.
2. Photos must be taken during the contest year.
3. Contestants must be amateur photographers.
4. Each photo must be the original work of the member.
5. Labels must be fixed on the back with the following information: name, mailing and email addresses, phone number, sponsoring name of state and club; title & brief caption giving location, date and other notes about the photo, include an arrow indicating top of photo.
6. Each submission must be an 8 X 10" print. Electronic submissions will not be considered
A high resolution digital copy of the submission is encouraged.
7. All photographs must be mounted on a rigid 8 X 10 inch board no thicker than $\frac{3}{8}$ inch. No frames, mats or hangers will be accepted.
8. Photos judged on the International level will **not** be returned.
9. Each submission must include a signed GFWC Creative Arts Waiver sheet.

THE WORLD IN PICTURES

Categories: 1. Our World Up Close---Create a visual that offers a novel viewpoint or a macro image that takes the viewer into a whole new, tiny world

2. Natural Wonders---Use wide angles and panoramas, or moody landscape images, to showcase mountains, meadows, sand hills, rivers, waterfalls, oceans, deserts, or any other magnificent vista.

3. Reflections---Feature a setting situation, or landmark that brings back poignant memories, or capture a fleeting image reflected in glass, water, or another mirrored surface.

Entries can be black & white or color - vertical/portrait or horizontal/landscape

GFWC LIVING THE VOLUNTEER SPIRIT

Photos should capture the special moments in the lives of GFWC clubwoman--- candid photos of members working together as they meet, plan, advocate, volunteer, or celebrate in groups or one-on-one. Judges will look for "action shots" rather than a posed group of members.

Entries can be black & white or color photos.

Judges will look at overall creativity of the subject and quality of photographs.

State Deadlines for "The World in Pictures" and "GFWC Volunteers in Action" must be delivered to the contest chairman at the State Convention on the opening day before **by 9:00 a.m.** Work will be judged on the day of convention, Contest Chairman will forward winning photos to GFWC Headquarters posted marked on or before May 15 with a cover letter listing names of winners and their categories.

States will submit winning photos to GFWC Headquarters no later than May 15.

State & GFWC Communication Contests

International and State Website Contest

1. Only one website entry per Club or State Federation may be submitted.
2. The website homepage must contain a link to www.GFWC.org
3. The website must include contact information for at least one member of the Club/State, Defined as email, address, or phone number.
4. The website may be updated after the contest deadline.
5. Submissions must be made via email to ppetfwc59@gmail.com
6. The subject line of the submission email must read Website Contest Entry
7. Entry deadline by 11:59 pm EDT on March 15.
8. Inclusions
 - Club/ State Federation name
 - Website address
 - President's name and contact information
 - Name and contact information of person submitting the entry
 - Number of Club or State Federation members
 - 250-word essay describing website purpose and the Club/State Federation's approach of website maintenance and updates

International and State Newsletter Contest

1. Only one newsletter issue per club or State Federation may be submitted.
2. The newsletter must have been printed and clearly dated during the contest year (January 1-December 31).
3. The front page of the newsletter must prominently display the official GFWC emblem and mention membership in GFWC. Refer to the GFWC Stylebook for GFWC Trademark Use Policies at www.GFWC.org.
4. Newsletter entries must include the contact information of at least one member, defined as an email address, telephone number, and/or mailing address.
5. All entries must be printed and sent via postal mail, postmarked no later than **March 15** in the year in which it will be judged by the GFWC Chairman.
6. Your entry must include a cover letter containing the following:
 - Club or State Federation president's name and contact information
 - Name and contact information of individual submitting the entry
 - Number of members in the club/State Federation
 - Approximate circulation
 - An essay of no more than 250 words describing the club's/State Federation's approach to utilizing its newsletter
 - Clubs and State Federations with an electronic newsletter must follow the same entry rules.
7. Printed copies of electronic newsletters are required.

GFWC of AR Member Arts and Crafts Contest

1. Artwork and Crafts must be original, completed in the last 3 years, and not previously entered.
2. All work must be entered the morning of the GFWC of AR Spring Convention. Exhibits can be entered at 8:00 till 8:50 AM. Room for entries will be announced in the program.
3. All entries must have an entry form attached.
4. All exhibitors must be responsible for picking up their work.
5. Chairman and Judges will handle all exhibits with care but are not responsible for loss, damage, packing, shipping, mailing or storing any artwork or crafts not picked up by members.
6. Ribbons (First, Second & Third Place) will be awarded in all categories.
7. Member may enter more than 1 category (1 item per category)

Categories: **Art:** 1 any medium (examples- acrylic, oil, pen & ink)

Wearable Art: 1 any clothing for an adult or child (examples- dress, apron, smocking)

Needlework: 1 any type (examples- quilting, crochet, counted cross stitch)

Crafts: 1 any type (examples- candles, rocks, woodworking, paper crafting.)

Technological/ Computer Art & Crafts: 1 any kind of digital or other items developed or designed using the computer or other tech media/screens

| | |
|---------------------|-------------------|
| Workmanship | 30 points |
| Creativity | 30 points |
| Design Principles | 20 points |
| Finished Appearance | 20 points |
| Total | 100 points |

| | |
|---|---|
| <p>Official Entry Form
Print and Attach to each entry</p> <p>Name_____</p> <p>Address_____</p> <p>Telephone_____</p> <p>Email_____</p> <p>Club Name_____</p> <p>Category_____</p> <p style="text-align: center;">Copy as needed</p> | <p>Official Entry Form
Print and Attach to each entry</p> <p>Name_____</p> <p>Address_____</p> <p>Telephone_____</p> <p>Email_____</p> <p>Club Name_____</p> <p>Category_____</p> <p style="text-align: center;">Copy as needed</p> |
|---|---|

GFWC of AR Alice Stinson Cup Contest

Name of Club _____ President _____

Address _____ Phone no. _____

Dues & Contributions

| | |
|--|----------|
| Dues paid by November 1 | 10 _____ |
| Contributions to State Teacher Scholarship | 5 _____ |
| Contributions to State Nursing Scholarship | 5 _____ |
| Donation by Club to one Affiliate | 5 _____ |

Members

| | |
|--|---------|
| Membership of 60% at club meetings | 8 _____ |
| 10% increase in membership | 5 _____ |
| Start a new club by sponsoring/ advising | 5 _____ |

Federation

| | |
|---|----------|
| One Club program pertaining to Federation with a State Officer
or State Chairman speaking. | 5 _____ |
| Have Club Orientation and Initiation (esp. For new members)
once in the 2 year administration. | 5 _____ |
| Turn in reports on time | 10 _____ |
| Have a delegate at the State Convention | 8 _____ |

Projects/ Program

| | |
|---|----------|
| ESO chairman to present the reading and community goals | 8 _____ |
| Have on program about the President's Project | 10 _____ |
| Legislative chairman with the International alert sign-up | 5 _____ |
| A project or program featuring one Affiliate | 6 _____ |

TOTAL 100 _____

Turn in only if your score is 85% to the Chairman of Civic Engagement 31

Club Officers for 2022-2024 Reporting Form

Return to Jane Jackson by May 30, 2022

1917 S Prairie St.

Stuttgart, AR 72160

870-672-2711 jwickn@yahoo.com

Club Name _____ **# Members** _____

Town _____

President _____

Mailing address & Zip _____

Telephone _____ Text _YES or NO_ Email _____

Vice President or President Elect _____

Mailing address & Zip _____

Telephone _____ Text _YES or NO_ Email _____

Treasurer _____

Mailing address & Zip _____

Telephone _____ Text _YES or NO_ Email _____

Secretary _____

Mailing address & Zip _____

Telephone _____ Text _YES or NO_ Email _____

Outgoing Club President is to send above information.

Please also send an updated Constitution and Bylaws of your club to the President-Elect.

CONSTITUTION, BYLAWS AND STANDING RULES
CONSTITUTION

ARTICLE I - Name

The name of this organization shall be General Federation of Women's Clubs of Arkansas (GFWC of AR).

ARTICLE II- Object

The object of this Federation shall be to share mutual counsel and helpfulness and to unite the influence and service of women in promoting all movements looking forward toward the betterment of life. The federation shall be charitable as defined by Section 501 (C)(3) of the Internal Revenue Code.

ARTICLE III - Membership

The General Federation of Women's Clubs of Arkansas shall be comprised of Women's Clubs in Arkansas, District Federations and kindred organizations. Clubs whose members are of high school age shall participate in regular programs of General Federation of Women's Clubs of Arkansas.

ARTICLE IV - Officers and Board of Directors

Section 1. The Elected Officers shall be: President, President-elect, Vice President, Recording Secretary, Treasurer, and Advisors.

Section 2. The appointed officers shall be the Corresponding Secretary, Parliamentarian, Counselor and Historian.

Section 3. The Board of Directors shall be composed of officers, the past state presidents, the chairmen of Community Service Programs, GFWC Partnerships, Chairmen of GFWC Advancement Areas, the chairmen of special projects, the chairmen of standing committees, district presidents and local club presidents.

ARTICLE V- Amendments

This Constitution may be amended at any annual convention by two-thirds vote of those present and voting, provided the proposed amendment has been appended to the call to convention.

ARTICLE VI- Dissolution

In the event of the dissolution of the GFWC of Arkansas, the total assets shall be liquidated and allotted to organizations of like purpose, to be determined by the GFWC of Arkansas Board of Directors in accordance with governmental regulations as stated in Section 501 (c)(3) of the Internal Revenue Code. No portion of such funds shall be distributed among individual members.

BYLAWS

ARTICLE I - Membership

Section 1. Organizations eligible for membership must have a Constitution and/or Bylaws must not have a requirement for secrecy or a sectarian or political test for membership. The application should also show that none of its members is affiliated with any organization that tolerates violation of natural or state laws and that it agrees to the Bylaws and Constitution of the General and State Federation.

Section 2. The organization applying for membership shall send its application to the General Federation of Women's Club of Arkansas President with a copy of its Constitution and Bylaws, names and addresses of its members, and General Federation membership dues.

Section 3. Election shall be by unanimous vote of the Executive Committee, empowered to accept, on recommendations of the President, clubs complying with the membership requirements. Reports of acceptance shall be made to the Board of Directors at the next convention.

Section 4. A club failing to pay dues by the date of the next spring convention shall be dropped automatically from the list. Clubs whose activities and purposes have been proved to be incompatible with those of the General Federation of Women's Clubs of Arkansas shall be removed from membership by two-thirds vote of the Board of Directors.

Section 5. A club wishing to resign from General Federation of Women's Clubs of Arkansas shall give written notice to the secretary of its district no later than the day of the spring district meeting of the year preceding its resignation, and shall also give written notice to the secretary of the General Federation of Women's Clubs of Arkansas no later than the opening day of the annual meeting of the year preceding its resignation.

Section 6. All organizations applying for reinstatement to membership shall be admitted upon the same requirements as for new clubs, or upon the payment of back dues.

Section 7. Member-at-Large Membership status

- a) **Eligibility** - Current Members who wish to retain membership in GFWC and GFWC of Arkansas following either club defederation or relocation of the member to an area in the state where no clubs to join exists within a reasonable distance or proximity.
- b) **Application** - The member shall submit a completed application requesting the status change and the required fee to the chairman of the membership committee by November 1. The Chairman of the Membership Committee

shall notify the member within 14 days. The Chairman of the Membership Committee shall forward the application and fee to the GFWC of AR Treasurer.

- c) **Duration** - At large membership need only apply one time as long as they continue to pay their annual dues.

ARTICLE II - Dues and Finances

Section 1. The annual club dues per member for GFWC of Arkansas and GFWC dues shall be sent to the GFWC of AR Treasurer by November 1 of each year.

Section 2. Dues of new clubs accepted to membership during the fiscal year shall be sent immediately to GFWC Headquarters in Washington so that names of clubs may receive all recognition, literature, etc., due a member club.

Section 3. The annual dues of GFWC of AR as a member of South Central Region (SCR) shall be payable to the SCR Treasurer by October 1, as written in the Standing Rules.

Section 4. Profits from fund raising projects shall be used for GFWC of AR business.

Section 5. The fiscal year shall be from July 1 through June 30.

ARTICLE III - Officers

Section 1. Title- The officers of GFWC of AR in order shall be: President, President-elect, Vice-president, Recording Secretary, Treasurer, and Advisors. Appointed officers shall be Parliamentarian, Counselor, Corresponding Secretary, and Historian.

Section 2. Eligibility- Each candidate for GFWC of AR office shall be a member of a federated club and shall have served her club or district as its president. She must be endorsed in writing by her club and two other clubs in her district and shall write a letter to the GFWC of AR President to indicate a willingness to serve. If elected, she shall continue her membership in a federated club.

Section 3. Term

- a. The term of office shall be for two years except treasurer whose term shall be unlimited with the discretion of the Executive Committee.
- b. Officers shall serve from the adjournment of the convention at which their successors are elected. However, the President shall retain her membership on the GFWC Board of Directors until after the GFWC convention immediately following the state election, at which time she shall represent GFWC of AR and report the of her administration.
- c. No member shall hold more than one elected office at the same time, and no member shall be eligible for re-election for the same office, excluding the office of Advisor and Treasurer.

Section 4. Election

- a. In the event there are fewer nominees from the districts than the number heeded for state officers, the GFWC of AR Nominating Committee shall fill the vacancy with a qualified recommended candidate, regardless of district. The Corresponding Secretary, Parliamentarian, Counselor and Historian shall be appointed by the President and approved by the Executive Committee.
- b. Nominations for office shall be made by a nominating committee composed of a member or an alternate from each district and three members of GFWC of AR Board of Directors. The three members of the committee shall be elected at the GFWC of AR fall board meeting prior to state convention when elections occur. The name of the endorsed candidate from each district for the Executive Committee should be submitted to the President of GFWC of AR by December 31 of the year preceding the election year.
- c. The nominating committee shall meet at a time and place designated by the President and shall be called to order by the President; she shall preside until a chairman shall be elected.
- d. The report of the nominating committee shall be completed in time to be published in the Federation Speaks well in advance of the annual meeting closing the two-year administration. With the report of the nominating committee, a brief resume of qualifications of each candidate shall be published, along with a picture of each candidate, if possible.
- e. The officers of GFWC of AR shall be elected by ballot on the day preceding the final day of the annual convention in the even-numbered calendar years at a time and place scheduled in the convention program. A plurality vote shall elect.
- f. Nominations may be made from the floor following the report of the nominating committee. Candidates so nominated from the floor shall have consented to be nominees, shall meet the Bylaws requirement for eligibility, and may oppose only the candidate from her own district to insure election of a representative from each district of the GFWC of AR Executive Board.
- g. The report of the nominating committee may be declared an election, provided nominations from the floor are called for by the president and there are none.

Section 5. Duties of Officers

A. President

1. The president shall have general oversight of the work of the Federation; shall preside at all meetings of the Federation, Board of Directors, and of the Executive Committee. She shall be ex-officio member of all Community Service Programs and committees except the Nominating Committee.
2. The president shall appoint her Parliamentarian, Counselor, Corresponding Secretary and Historian. She shall select and set up programs, projects and contest committees subject to approval by the Executive Committee prior to the publication of the Directory and Club President's Manual. She shall appoint chairmen for the Community Service Programs, GFWC Partnerships, GFWC Advancement Areas, the membership, standing, special projects and contest committees.
3. She or an appointee shall serve as editor of Federation Speaks. She shall appoint a Circulation Chairman.
4. The president shall serve as coordinator of activities of the district presidents, channeling the work of the GFWC and the GFWC of AR through them.
5. The outgoing State President shall be charged with the responsibility of compiling and copying the reports and minutes of her administration for distribution to herself, the President's box, to the President-elect, Vice President, Secretary, and Treasurer of her Executive Committee.
6. The president shall transfer to her successor all files and materials pertaining to the position immediately after the GFWC convention, or no later than 15 days thereafter.

B. President-elect

1. The president-elect shall cooperate with the president in the supervision of the business of the Federation, serve as associate editor of the Federation Speaks and act as advisor to the local club presidents, reporting to the Board. The president-elect shall perform the duties of the president in her absence or inability to serve. She shall serve as chairman of the Five Point Star of Achievement Award. She or her designee shall report volunteer hours to the Arkansas Department of Volunteerism each February.
2. The president-elect shall transfer to her successor all files and materials pertaining to the position immediately upon adjournment of the GFWC of AR convention during which her successor is installed in office, or no later than 30 days thereafter.
3. The president-elect shall be responsible for procuring from her new district presidents the list of new district and club officers and for compiling a list of the new GFWC of AR Board of Directors and other pertinent facts required for publishing a new Directory and Club President's Manual.
4. The president-elect shall be the chairman of the membership committee. She shall be charged with the responsibility of contacting club presidents or club membership chairmen in each club and district twice during her term of office and as needed.

C. Vice-president

1. The vice-president shall cooperate with the president in the supervision of the business of the Federation. She shall perform the duties of the president or the president-elect in their absence or inability to serve.
2. The vice-president shall act as advisor to special committees and projects and be responsible for keeping track of the physical properties of the Federation.
3. The vice-president shall act as Dean of Community Service Programs, GFWC Partnerships, GFWC Advancement Areas receiving all Club Presidents' reports, compiling and distributing these reports to the proper state chairmen.
4. The vice-president shall transfer to her successor all files and materials pertaining to the position immediately upon adjournment of the convention during which her successor is installed in officer or no later than 30 days thereafter.

D. Recording Secretary

1. The recording secretary shall keep the minutes of convention and meetings of the Board of Directors and the Executive Committee. She shall send a copy of the minutes of each meeting to the President within 30 days and to each member of the Executive Committee within 60 days. She shall have custody of all documents pertaining to the Federation.
2. The recording secretary shall transfer to her successor all federation property in her possession immediately on adjournment of the convention during which her successor is installed in office and shall transfer all other files and materials pertaining to the position of recording secretary no later than 30 days thereafter.

E. Treasurer

1. Upon taking office, the treasurer shall be bonded by GFWC of AR in the amount approved by the Executive Committee.
2. The treasurer shall collect all dues and funds belonging to the Federation. She shall receive, hold and disburse all funds, which shall include the interest on trust funds and all funds raised for special purposes. She shall make a full report at each meeting of the Executive Committee and of the Board of Directors and at

other times when requested by the president or any three members of the Board. She shall make a full report to the Federation at each GFWC of AR convention.

3. The treasurer shall issue checks upon written or electronic request of the President. No checks shall be written without proper documentation. She shall remit the SCR dues and the GFWC dues annually as required.
4. At the end of each administration, the accounts shall be reviewed and a compilation report prepared by an independent auditor. The independent auditor shall be appointed by the newly installed President during the spring convention at the end of each administration.
5. The retiring treasurer shall, not later than August 1 after the close of the convention at which her successor is installed, turn over to the incoming treasurer all money, vouchers, books, and papers of the Federation that are in her custody together with the report from the Independent Auditor.
6. The treasurer shall submit annually to the GFWC of AR President, the district presidents and to the chairman of the Budget and Finance Committee a factual report that shall set forth the number of members, names of clubs, by district, in good standing having paid dues by February 1 each year. This report shall be submitted no later than February 15 annually. It shall contain tabulation of clubs gained or lost, the amount of dues, assessments, and the totals paid in each designated fund. Notice shall be given to the appropriate Club President and District President concerning any club in arrears. The treasurer shall serve as a member of the Budget and Finance Committee.
7. In the inability of the treasurer to function, the chairman of the Budget and Finance Committee shall be authorized to sign GFWC of AR checks, at the request of the president.
8. Following election of GFWC of AR officers, the outgoing executive committee shall meet with the incoming executive committee and agree upon the bank and trust company to be used by the incoming Treasurer, who shall order checks as necessary.

F. Advisors

1. The advisor shall be an active representative from her district on the Executive Committee.
2. The advisor shall be charged with the responsibility of keeping her district informed of all GFWC of AR business and activities.

G. Corresponding Secretary

The corresponding secretary shall conduct the correspondence of the federation at the direction of the President. She shall assist the president in preparing copy for the Directory and Club President's Manual and Federation Speaks.

H. Parliamentarian

The parliamentarian shall give a parliamentary ruling when requested by the president.

Section 6. Vacancies

- a. In case of a vacancy in the office of the president, the president-elect shall accede to the office of the president and shall serve until the close of the administration.
- b. In the event of a vacancy in the office of the president-elect, the vice-president shall accede to that office and shall serve until the close of the administration.
- c. Should a vacancy occur in the office of the vice president, advisor, treasurer, or recording secretary, the Executive Committee shall elect by ballot at a meeting called for that purpose a person to serve until the close of the administration.
- d. Should an officer, for any unexcused reason, fail to attend three consecutive meetings of either the Executive Committee, Board of Directors, and/or convention, her office shall be declared vacant. In such case, the Executive Committee shall elect by ballot at a meeting called for that purpose a person to serve until the close of the administration. Executive Committee meetings and meetings of the Board of Directors, when held in connection with GFWC of AR conventions, shall be considered one meeting.
- e. Should any Community Service Programs, GFWC Partnership, GFWC Advancement Chairmen, special or standing committee, project or contest chairman be unable or unwilling to serve, that position shall be declared vacant and a successor appointed by the president with the approval of the Executive Committee.

ARTICLE IV - Conventions and Meetings

Section 1. Annual Conventions

- a. The General Federation of Women's Clubs of Arkansas shall hold an annual convention in the spring of the year. The date shall be decided by the president and the Executive Committee. The Call to Convention shall be issued four weeks before the convention. Each district shall, in its alphabetical turn, entertain the convention. Upon consultation with the President, the district that is hostess shall entertain in its district or

at such place within the state as it may choose. Recognizing that every second year is an election year, it is recommended that the convention be held in Little Rock.

- b. A committee of arrangements shall be appointed by the president of the district hosting the meetings. This committee will cooperate with the GFWC of AR President, the Executive Committee and the Convention/Meetings Coordinator in arranging for the convention.
- c. A registration fee per capita according to the Standing Rules shall be required of each member in attendance. The fee shall be published with the Call to Convention. The fee shall be collected to defray the expenses of the convention.
- d. No business, announcements, or other matters that do not originate in the Federation or are without approval of the
- e. Executive Committee may be brought before the convention body.

Section 2. Representation

- a. The voting body of a convention shall consist of the Board of Directors and the elected delegate or her alternate from each federated club.
- b. Clubs consisting of 25 or more members may have a representative according to the following ratio: one delegate from each club of 25 members or fewer; one additional delegate or alternate for each additional 15 members or major fraction thereof.

Section 3. Quorum

- a. The quorum of a convention shall be 20 members including three elected GFWC of AR officers, but at no time shall the lack of a quorum in a convention prevent those present from proceeding with the program of the day.
- b. The quorum of the Board of Directors shall be 20 members, including three elected GFWC of AR officers.
- c. The quorum of the Executive Committee shall be five members.
- d. The quorum of any committee shall be a majority of its membership.

Section 4. Reports.

At the end of the term of office, each GFWC of AR officer, Community Service Program chairman, GFWC Partnerships, and GFWC Advancement Areas Chairmen, standing or special committee, contest chairman, and district president shall submit to the outgoing GFWC of AR president a resume of accomplishments and activities in her area of responsibility for the two-year term.

ARTICLE V. Board of Directors

Section 1. The Board of Directors shall be composed of officers, the past state presidents, the chairmen of community service programs, and chairmen of divisions of the community service programs, chairmen of special projects, chairmen of standing committees, district presidents, and local club presidents.

Section 2. There shall be two regular meetings annually of the Board of Directors: one on the day preceding the annual convention and the other to be set by the Executive Committee.

Section 3. A registration fee per capita shall be required of each person in attendance. The fee shall be collected to help defray expenses of the board meetings.

ARTICLE VI. Executive Committee

Section 1. The Executive Committee shall consist of the officers of the federation and shall meet at the call of the president.

Section 2. The Executive Committee shall approve the chairmen of the Community Service Programs, GFWC Partnerships, and GFWC Advancement Areas of work, and the chairmen of the standing and special committees and contest and project chairmen, as appointed by the president.

Section 3. This committee is empowered to transact, between board meetings, the routine business of the federation and to act in emergencies that do not affect the policies of GFWC of AR or entail expenditures from GFWC of AR funds of more than \$500 during one fiscal year.

Section 4. Community Service Programs, GFWC Partnerships, GFWC Advancement Areas of Work, standing or special committees and contests and projects shall be determined by the Executive Committee. Community Service Programs, of work may be created, united, or discontinued at the discretion of the Executive Committee.

ARTICLE VII — Community Service Programs

Section 1. All Community Service Programs chairmen shall send outlines of work planned to the district chairmen at the beginning of the administration and shall make written reports to the Board of Directors when requested and to the convention.

ARTICLE VIII Standing Committees

Section 1. Federation Speaks Circulation Chairman

It shall be the duty of the Circulation chairman to keep the mailing list of Federation Speaks up to date.

Section 2. Budget and Finance

- a. The Budget and Finance Committee shall consist of a chairman, three members, and the GFWC of AR treasurer. This committee shall prepare a budget for GFWC of AR, to be approved by the Executive Committee. The budget year shall be from July 1 through June 30 each year.
- b. The Budget and Finance Committee shall investigate and recommend to the Executive Committee investments suggested by the bank or trust company selected by the Executive Committee to handle the funds of GFWC of AR. No investment shall be made without the approval of the Executive Committee and will be subject to ratification by the Board of Directors.
- c. This committee shall investigate and study, at least once during every four-year period, beginning in 1976, the dues, other income and disbursements of the GFWC of AR, and report to the Executive Committee its findings regarding the necessity for a change in financial structure.

Section 3. Constitution and Bylaws Revision

- a. This committee shall consist of a chairman and two members who shall receive and present the changes necessary. The parliamentarian shall be consultant to the committee.
- b. This committee shall submit to the president all proposed amendments six weeks before convention.

Section 4. Continuance

This committee shall be composed of the GFWC of AR historian and the past GFWC of AR presidents, with the historian serving as chairman.

Section 5. Credentials

- a. This committee shall consist of a chairman and three members, and the GFWC of AR treasurer.
- b. It shall be the duty of this committee to arrange for name tags, delegate ribbons and meal tickets when needed; to register delegates, members and guests attending conventions and other meetings; to assist with the sale of meal tickets, and to certify the eligibility of delegates entitled to vote at conventions.

Section 6. Elections

- a. This committee shall consist of a chairman and three tellers.
- b. The committee shall provide the necessary facilities and ballots; the teller shall count the votes, and the chairman shall attest to the count and give the report to the president.

Section 7. Program

The president, with the help of the Executive Committee, shall arrange the program for the convention.

Section 8. Resolutions

- a. The Resolutions Committee shall consist of a chairman and two members, who shall prepare resolutions for action by the convention. Resolutions pertaining to the work of Community Service Programs and standing committees shall be presented through their chairmen to the chairman of the Resolutions Committee. Other Resolutions written and signed may be submitted to the Resolutions Committee.
- b. This committee shall make the reading of resolutions available to delegates after the first reading and before final adoption, if requested.
- c. It shall be the duty of this committee to compile resolutions in effect and provide the recording secretary with copies.
- d. This committee shall determine when the purpose of a resolution has been accomplished and will present to the Executive Committee and Board of Directors recommendations for its disposition by action of the voting body of the convention.

ARTICLE IX - Membership Lists

Names of clubs and names of members of clubs affiliated with General Federation of Women's Clubs of Arkansas shall not be disclosed except as may appear as items of news, or printed in the *Directory and Club President's Manual*, the GFWC of AR webpage or in club yearbooks.

ARTICLE X - Policies

These Bylaws may be amended at any convention by a two-thirds vote of delegates present. All proposed amendments shall be sent to the chairman of the Constitution and Bylaws Revision Committee who shall send them to the president at least six weeks before date of convention. Proposed amendments shall be appended to the call to convention.

ARTICLE XI - Parliamentary Authority

The current edition of *Roberts' Rules of Order* shall govern all matters not covered by the constitution and bylaws.

ARTICLE XII-Rules Governing the District

Section 1. General Federation of Women's Clubs of Arkansas shall be divided into seven districts: I & II Northeast, III Southwest, IV Eastern, V Western, VI North Central, VII Central, and VIII Southeast.

Section 2. This group of clubs shall be known as General Federation of Women's Clubs of Arkansas Districts.

Section 3. The object shall be to bring the clubs of the Districts into closer communication for mutual helpfulness and further work of GFWC of AR.

Section 4. The clubs must be members of the General Federation of Women's Clubs of Arkansas.

Section 5. Officers of the district shall be titled at the discretion of each district, President-Elect may be added

Section 6. The officers of the district shall constitute the Executive Committee. Meetings of the Executive Committee shall be held at the call of the district president.

Section 7. The Board of Directors of the district shall consist of the Executive Committee, chairmen of Community Service Programs, chairmen of committees, presidents of local clubs, and past district presidents.

Section 8.

- a. The districts shall hold annual conventions in the spring of the year, the date to be set by each District President after consultation with GFWC OF AR President.
- b. Each district shall set its own number determined for a quorum.
- c. Each district may include a district board of directors meeting at its spring convention. Fall board meetings are encouraged for the beginning of the first year of a new administration. This will facilitate dissemination of new materials published by GFWC.

Section 9. Each club shall be entitled to two representatives at the convention - the president, as a district board member, and one delegate elected by the club or her alternate.

Section 10. Regularly accredited delegates, officers of the district and members of the Board of Directors shall constitute the voting body of the district convention.

Section 11. District elections shall occur at the district convention held prior to the regular elections. The Nominating Committee shall be composed of at least three members from district clubs elected at the previous fall District Board of Directors meeting. Elections shall be conducted in accordance with Article III, Section 4 of GFWC of AR bylaws.

Section 12. The district president shall keep in touch with all clubs in her district, visiting them when possible, and performing such other duties as usually pertain to the office of president. As a member of GFWC of AR Board of Directors, the district president should keep her clubs in close touch with the work of the Federation, being guided by its regulations and policies. Immediately after the GFWC of AR convention at which election is held, or no later than ten days thereafter, the retiring district president shall transfer to her successor all files and materials pertaining to the district.

Section 13. Dues to the district from each club shall be determined by the Executive Committee of each district. Receipt for payment of dues shall entitle delegates to a seat in the district meeting and voting privileges.

STANDING RULES

Section 1. Expenses Allowed GFWC of Arkansas President and President-elect

- a. To further the work of the Federation, the President shall receive 9 percent (9%) of all GFWC of AR dues collected each year. She will not make an accounting of this fund.
- b. Since the President is a member of the GFWC Board of Directors and represents her federated clubs at GFWC conventions and board meetings, GFWC of AR shall pay expenses for her, which are not paid for by GFWC, to attend such meetings, as follows: round trip, economy plane fare; one half of room rate based on the convention room rate; meals at meetings and registration fees.
- c. Since the President is a member of the South Central Region Conference, she represents the clubs of her state at the annual fall SCR conference. GFWC of AR shall pay expenses for her to attend such meetings as follows: round trip, economy plane fare; one half of room rate based on the conference room rate; conference meals and registration fees.
- d. A suite of rooms (or a room) suitable for holding Executive Committee and other meetings shall be provided for the president during each GFWC of AR convention and board meeting.
- e. The president shall be reimbursed for office expenses and other expenditures upon presentation of receipts to the GFWC of AR Treasurer.
- f. In the second year of the administration, in order to add continuity to the transition from one administration to the next, the president-elect may attend the GFWC orientation meeting and GFWC of AR shall pay her expenses for travel, economy plane fare round trip; one half of room rate based on the meeting room rate, and meals.
- g. At the end of an administration, the newly elected president shall attend the GFWC convention with GFWC of AR paying any expenses which are not paid by GFWC as follows: economy plane fare round trip; one half of room rate based on the convention room rate, meals and registration fees.

Section 2. Expenses of Other Elected and Appointed Officers and Chairmen

- a. Expenses of elected and appointed officers other than the president, president-elect and chairmen shall be reimbursed upon presentation of receipts to the state treasurer in an amount not to exceed \$50.
- b. The chairmen of the GFWC of AR Community Service Programs may receive postage or other expenses not to exceed \$50 each year to carry out the work of their programs.
- c. Chairmen who have charge of any special projects of GFWC of AR may receive an allowance of \$25 each per year.

Section 3. Expense Reporting

All allowances, except the 9 percent of dues allowed the president and meals in president's expenses under Standing Rules, Section 1 b) and c), shall be made only when itemized statements have been approved by the Budget and Finance Committee.

Section 4. Convention Expenditures and Fees

GFWC of AR Obligations

- a. GFWC of AR shall provide for the guest speaker from General Federation, her motel room with all meals, and any transportation not paid for by GFWC.
- b. Meals shall be provided for other guest speakers.
- c. GFWC of AR shall provide for its president a suite of rooms (or a room) suitable for holding executive committee and other meetings during each convention.
- d. The GFWC of AR shall be responsible for collecting all meal and registration fees as determined by the Convention/Meetings Coordinator with the approval of the Executive Committee for annual conventions and board meetings and shall, in turn, pay the hotel or caterer. Such per capita registration fees shall be published with the call to convention and will be directed to defray expenses incurred at these meetings.
- e. The hostess district shall receive \$35 from convention registration fees to help defray the expenses of the annual convention, with no further monetary allowances being made.
- f. The sum of \$10 may be provided for a memorial service.
- g. Printing of the official call, programs and credential cards shall be paid for by GFWC of AR.
- h. All bills that are to be paid from the GFWC of AR treasury must be presented to and allowed by the Executive Committee and approved by the Budget and Finance Committee immediately following convention adjournment.

District Obligations

- a. The district serving as convention hostess shall provide floral and/or other decorations for banquets and luncheons and any favors it may desire. It shall pay all other expenses that usually devolve upon a hostess, including courtesies to guests. The \$35 allowed the district from GFWC of AR registration fee may be used in any way the district desires. All other expenses incurred by the district shall be paid by the district.
- b. The Hosting District may provide courtesy gifts/baskets to visiting guests and to the GFWC of AR president at its own expense.
- c. The Hosting District Chairman and the Convention Meeting Coordinator shall work together to find entertainment and plan receptions. The cost of either or both of these is to be decided ahead of time by these parties. The total amount to be paid by GFWC of AR will not exceed \$150.

Section 5. Convention/Meeting Coordinator (CMC)

The CMC shall be appointed by the GFWC of AR president and her duties shall be the following:

- a. Consults with the president as to the needs of the meetings.
- b. Works with hosting district as to the convention meeting place.
- c. Contacts and makes arrangements for Board/Convention meetings at the designated meeting place, unless other arrangements have been made with the hosting district for a convention to be held in its district.
- d. Selects the menus for all meals unless other arrangements have been made with the hosting district (as in 3 above).
- e. Provides GFWC of AR president with meeting room names for her agenda preparation.
- f. Arranges for the collection of all registration and meal ticket monies.
- g. Insures that all bills at the meeting places are paid in conjunction with the GFWC of AR treasurer, budget and finance chairman, and the GFWC of AR president.

Section 6. Directory and Club Presidents' Manual

The manual will be distributed as follows: 1 each State Officer, elected or appointed, 1 each Club and/or district President, 1 each State Chairman, 1 each past-president. Any member who desires a hard copy can print/or copy what they need or have their Club President do so.

Section 7. GFWC of AR Treasurer's Obligations

- a. The annual club dues per member for GFWC of Arkansas (\$10.00) and GFWC dues (\$15.00) shall be sent to the GFWC of AR Treasurer by November 1 of each year.
- b. The GFWC of AR treasurer shall maintain the state finances via an automated system, as approved by the Executive Board and Budget and Finance Committee.
- c. The GFWC of AR treasurer shall pay the South Central Region dues of \$40, or the amount specified by the Region, before October 1 of each year.

Section 8. Cellular Phones/Mobile Communication Devices

Cellular phones and Mobile Communication Devices are not to be in use during any meetings, workshops, or food functions. Audible ringers on cellular phones and mobile devices are to be turned off.

Section 9. South Central Region (SCR)

- a. GFWC of AR shall be a member of the South Central Region with the federations of Arizona, Louisiana, New Mexico, Oklahoma and Texas. As such, it shall pay the annual dues as required by SCR.
- b. GFWC of AR may endorse a candidate to serve on the South Central Region Executive Committee. This must be done at the annual meeting of GFWC of AR in the odd-numbered years.

Section 10. Audit Committee

This committee shall consist of a chairman and 2 members who will review, audit, and prepare a report by August 1st following the end of the administration.

Section 11. Internal Assessments

- a. South Central Region Hostess Fund is \$200 per year to defray cost of the conference when we are hosting.
- b. History Fund is \$50 per year put aside if a new book is published.

Amended and recorded on May 4, 2019

Diana Glaze, President

Vickie Davis, Secretary

Section 6 Directory and Club Presidents' Manual revised by emergency vote of the Executive committee July 23, 2020.