

**GENERAL FEDERATION OF WOMEN'S CLUBS OF ARKANSAS
CONSTITUTION, BYLAWS AND STANDING RULES**

Revised Revision October 2021

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CONSTITUTION

ARTICLE I - NAME

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

ARTICLE II - OBJECT

The object of GFWC of AR shall be to share mutual counsel and helpfulness and to unite the influence and service of women in promoting movements looking toward the betterment of life. Said organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE III - MEMBERSHIP

GFWC of AR shall be comprised of Women's Clubs in Arkansas and kindred organizations.

ARTICLE IV - OFFICERS

The elected officers shall be President, President-elect, Vice President, Secretary, Treasurer and one (1) to three (3) Representatives as needed, in order to have at least one Elected Officer from each area of the state.

ARTICLE V - EXECUTIVE COMMITTEE

The Executive Committee shall consist of all elected officers of GFWC of AR—

ARTICLE VI - BOARD OF DIRECTORS

The Board of Directors shall consist of the Executive Committee, Past State Presidents, the Chairmen of Community Service Programs, Special Programs, Special Projects, Standing Committees, and the Presidents of GFWC of AR clubs.

ARTICLE VII - AMENDMENTS

Amendments to the Constitution may be made at any annual convention by a two-thirds vote of those present and voting, provided the proposed amendment has been appended to the call to convention. Amendments of an emergency nature may be considered at annual convention without previous notice but require approval of a nine-tenths majority vote of those present and voting.

ARTICLE VIII - DISSOLUTION

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

BYLAWS

ARTICLE I – MEMBERSHIP

Section 1. Eligibility

Organizations eligible for membership must have a constitution and/or Bylaws and 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 federal or state laws and that it agrees to the Bylaws and Constitution of the GFWC and GFWC of AR.

Section 1.1 Types of Membership.

There shall be two types of membership: regular and at large. Members will receive newsletters, invitations to all meetings of GFWC of AR, emails, and other perks of belonging to GFWC.

A) Clubs applying for regular membership shall send its application to the GFWC of AR President-elect with a copy of its Constitution/Bylaws, names and addresses of its members and GFWC dues. This information shall be forwarded to the Executive Committee. The Executive Committee shall recommend admission/acceptance of clubs to the Board of Directors.

B) At large membership is available for those current members who wish to retain membership in GFWC and GFWC of AR without retaining membership in a specific club. At large members shall submit a completed application requesting the status change and the required fee to the President-elect by November 1. The Membership Committee shall notify the member of her approved status change within 14 days and shall forward the application and fee to the GFWC of AR Treasurer.

Section 1.2 Termination of Membership

Clubs and at large members failing to pay dues by December 1st shall be dropped automatically. Clubs and at large members whose activities and purposes have been proved to be incompatible with those of GFWC of AR shall be removed from membership by a majority vote of the Board of Directors.

Section 1.3 Resignation of Membership Clubs or at large members wishing to resign from GFWC of AR shall give written notice to the AR President-elect by December 31st.

Section 1.4 Reinstatement of Membership

Clubs and at large members applying for reinstatement to membership shall be admitted upon the requirements as for new clubs or at large members and the payment of back dues.

ARTICLE II – DUES AND FINANCES

Section 2.1 Annual club per member and at large dues (as written in the Standing Rules) shall be sent to the GFWC of AR Treasurer by November 1.

Section 2.2 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 2.3 The annual dues of GFWC shall be paid before February 15th of each year based on the number of active members.

Section 2.4 Profits from fund raising projects shall be used only for GFWC of AR business.

Section 2.5 The fiscal year shall be from July 1 through June 30.

Section 2.6 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.

ARTICLE III – OFFICERS

Section 3.1 Title. The elected officers of GFWC of AR shall be President, President-elect, Vice President, Secretary, Treasurer and one (1) to three (3) Representatives as needed, in order to have at least one elected officer from each area of the state.-

Section 3.2 Eligibility. Each candidate for GFWC of AR office shall have been a member in good standing for a minimum of three (3) years and will have served as an officer of a GFWC club, district, or state. She must also be endorsed in writing by two GFWC of AR members. If elected, she shall continue her

membership in GFWC of AR.

Section 3.3 Term

- A) The term of office shall be for two years excluding the Treasurer which shall be unlimited with the approval of the Executive Committee.
- B) Officers shall serve from the adjournment of the GFWC of AR Annual Convention. The immediate Past President, as member on the GFWC Board of Directors, shall represent GFWC of AR and report on 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 consecutively, excluding the office of Treasurer.

Section 3.4 Nominations and Election

- A) Nomination for office shall be made by a nominating committee composed of three members of the GFWC of AR Board of Directors and three members representing different areas of the state. The three members of the committee shall be elected at the GFWC of AR fall board meeting prior to the state convention when elections occur.
- B) The nominating committee shall meet at a time and place designated by the GFWC of AR President. The GFWC of AR President shall call the meeting to order and preside until a chairman is elected.
- C) The slate of nominees from the nominating committee shall be completed in time to publish in the Federation Speaks (state newsletter in print or electronically) at least 30 days before the annual convention closing the two-year administration. With the slate of nominees, a brief resume of qualifications of each candidate shall be published, along with a picture of each candidate, if possible.
- D) The officers of GFWC of AR shall be elected by ballot at the annual convention in the even-numbered calendar years. A plurality vote shall elect.
- E) Nominations may be made from the floor following the announcement of the slate of nominees. Candidates so nominated from the floor shall have consented to be nominees and shall meet the Bylaw requirement for eligibility.
- F) The slate of nominees may be declared an election provided nominations from the floor are called for by the GFWC of AR President and there are none.

Section 3.5 Vacancies A vacancy shall be filled as provided in this section:

- A) In case of a vacancy in the office of the president, the President-elect shall accede to the office 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 the office and shall serve until the close of the administration.
- C) Should a vacancy occur in the office of the vice-president, secretary, treasurer, or representative 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 vacancy shall be filled as stated above in A, B, or C of Section 3.5. Executive Committee meetings and meetings of the Board of Directors, when held in connection with the GFWC of AR conventions, shall be considered one meeting.
- E) Should any Community Service Program, 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.

Section 3.6 Duties of Officers

A) President

1. The President shall; have general oversight of the work of GFWC of AR Conventions and shall preside at all meetings of GFWC of AR, Board of Directors, and the Executive Committee.
2. The President shall appoint the state Parliamentarian, Counselor, Historian, Chaplain and Convention/Meeting Coordinator. She shall select and set up programs 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 Community Service Programs, GFWC Advancement Areas, the Membership, Standing, Special Projects and Contest Committees.
3. The President or an appointee shall serve as Editor of Federation Speaks. She shall appoint a Circulation Chairman.
4. 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.
5. The President together with the Secretary will sign all contracts for GFWC of AR.

B) President-elect

1. In the absence of the GFWC of AR President, the President-elect shall perform the duties of the GFWC of AR President.
2. The President-elect shall cooperate with the President in the supervision of the business of GFWC of AR, serve as the Associate Editor of Federation Speaks and act as advisor to the local club presidents, reporting to the Board of Directors and Executive Committee.
3. The President-elect shall serve as Chairman of the Membership Committee and be responsible for maintaining a current list of all GFWC of AR clubs, members, and their contact information.
4. The President-elect shall compile 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.
5. 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.

C) Vice President

1. The Vice President shall cooperate with the President in the supervision of the business of GFWC of AR. She shall perform the duties of the President or the President-elect in their absence.
2. The Vice president shall act as advisor to special committees and projects and be responsible for the inventory of the physical properties of GFWC of AR.
3. The Vice President shall act as Dean of Community Service Programs, GFWC Affiliates, GFWC Advancement Areas, receiving all Club Presidents' reports. She shall compile and distribute these reports to the proper GFWC of AR chairmen.
4. The Vice President shall report volunteer hours to the appropriate State of Arkansas commission or department each February.
5. The Vice President shall transfer to her successor all files and materials pertaining to the position immediately upon adjournment of the convention or no later than 30 days thereafter.

D) Secretary

1. The Secretary shall keep a record of all proceedings of all meetings of GFWC of AR, 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.
2. She shall have custody of all documents pertaining to GFWC of AR.
3. The Secretary shall transfer to her successor all GFWC of AR property upon adjournment of the GFWC of AR Convention within 30 days.
4. The Secretary shall ensure that the Constitution, Bylaws and Standing Rules are kept current.

E) Treasurer

1. Upon taking office, the Treasurer shall be bonded by GFWC of AR in the amount approved by the Executive Committee.
2. Following election of GFWC of AR officers, the Executive Committee shall choose the bank and trust company to be used by the incoming Treasurer, who shall order checks, as necessary.
3. The Treasurer shall insure those signatures for herself, the President, and the Chairman of the Budget and Finance Committee are on file at all banking and financial institutions used by GFWC of AR.
4. The Treasurer shall collect all dues and funds belonging to GFWC of AR. She shall receive, deposit and disburse all funds.
5. The Treasurer shall make a full report at each meeting of the Executive Committee and the Board of Directors and at other times when requested by the President or any three members of the Board of Directors. She shall make a full report at each GFWC of AR convention.
6. The Treasurer shall issue checks upon written or electronic request of the President. No checks shall be written without proper documentation.
7. The Treasurer shall remit the SCR dues and the GFWC dues annually as required.
8. The Treasurer shall serve as a member of the Budget and Finance Committee.
9. The Treasurer shall submit a report annually to the GFWC of AR President, President-elect, and the Chairman of the Budget and Finance Committee that shall set forth the number of members and the names of clubs 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 amounts of dues, assessments, and the totals paid in each designated fund. Notice shall be given to the appropriate Club President concerning any club arrears.
10. 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
11. At the end of each administration, the financial records and accounts shall be reviewed and a report prepared by a Financial Review Committee. The Financial Review Committee shall be appointed by the President during the spring convention at the end of each administration.
12. 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 GFWC of AR that are in her custody together with the report from the Financial Review Committee.

F) Representatives

1. Representatives shall be active representatives of their area of the state on the Executive Committee.
2. Representatives shall be the liaison between their area of the state and the Board of Directors.

ARTICLE IV - EXECUTIVE COMMITTEE

Section 4.1 Definition. The Executive Committee shall consist of the GFWC of AR President, President-elect, Vice President, Secretary, Treasurer and one (1) to three (3) Representatives as needed, in order to have at least one Elected Officer from each area of the state.

Section 4.2 Duties.

1. The Executive Committee shall meet at least quarterly and at the call of the President. The Executive Committee may transact business by voting by mail or electronic means when necessary. A report of such action shall be ratified and made a part of the minutes of the next meeting of the Executive Committee.
2. The Executive Committee is empowered to transact, between Board of Directors meetings, the routine business of GFWC of AR.
3. The Executive Committee shall act in emergencies that do not affect the policies of GFWC of AR or entail expenditures from GFWC of AR funds of not more than \$500 during one fiscal year.

4. The Executive Committee shall approve the financial institution to be used by GFWC of AR at the beginning of the administration.
5. The Executive Committee shall approve chairmen of the Community Service Programs, GFWC Affiliates, GFWC Advancement Areas, Standing Committee, Special Committee, contest and special projects, as appointed by the President.
6. The Executive Committee shall determine the date and place of the annual convention.
7. Contests and special projects may be created, united, or discontinued at the discretion of the Executive Committee.
8. The Executive Committee shall review proposed amendments to the bylaws.
9. The Executive Committee shall submit standing rules or rules of procedure and order to the Board of Directors for their recommendations.
10. At the invitation of the GFWC of AR President, other appointees and guests may attend the Executive Committee's meetings. Appointees and guest shall have no vote in these meetings.

Section 4.3 Quorum. The quorum for meetings of the Executive Committee shall be a majority of Its members.

ARTICLE V – BOARD OF DIRECTORS

Section 5.1 Definition. The Board of Directors shall consist of the Executive Committee, Past State Presidents, the chairmen of Community Service Programs, chairmen of Special Projects, chairmen of Standing Committees, and Club Presidents.

Section 5.2 Meetings. The Board of Directors shall meet two times per year, one on the day before or the day of the annual convention. Special meetings may be called by the President or upon the request of three members of the Executive Committee. At the invitation of the GFWC of AR President, other members and guests may attend the Board of Director's meetings without a vote. A registration fee per capita shall be required to defray expenses of the board meetings.

Section 5.3 Duties.

- A) The Board of Directors shall transact business of GFWC of AR between annual conventions. It may delegate to the Executive Committee such power, as necessary.
- B) The Board of Directors may transact business by voting by mail or electronic means when necessary. A report of such action shall be ratified and made a part of the minutes of the next meeting of the Board of Directors.
- C) The Board of Directors shall recommend changes to the standing rules. Such rules may be adapted by a majority vote at any meeting open to the full membership without previous notice, may be suspended by a majority vote, amended, or rescinded by a two-thirds vote.

Section 5.4 Quorum. The quorum for meetings of the Board of Directors shall be 20, including at least 3 elected GFWC of AR officers.

ARTICLE VI – MEETINGS AND CONVENTIONS

Section 6.1 Annual Conventions

- A) GFWC of AR shall hold an annual convention in the spring of the year. The date and location shall be decided by the Executive Committee. The Call to Convention shall be issued four weeks before the convention.
- B) The GFWC of AR President, the Executive Committee, and the Convention/Meetings Coordinator shall arrange for the convention and approve all contracts before they are signed by the President and the Secretary.
- 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) All business, announcements, or other matters to be brought before the convention body must be approved of by the Executive Committee.

E) A copy (electronically transmitted or in print) of all reports, presentations, or proposals to be brought before the convention shall be given to the Secretary no later than the day of the Convention.

Section 6.2 Representation. All GFWC of AR members and their guest are encouraged to attend the annual convention. The voting body of a convention shall consist of all members in attendance and in good standing.

Section 6.3 Quorum. The quorum of a convention shall be 20 members including three (3) 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 (luncheon, awards, speaker, and entertainment) of the day. no business can be conducted.

Section 6.4 Emergencies.

A) In the case of national emergency, state emergency, or any type of event (man-made or natural) that could potentially put members in danger, the President, with the consent of the Executive Committee, may order an electronic meeting be held as a substitute for a regular, Executive Board, Board of Directors, special meeting, or convention.

B) In case of such emergencies as stated above elections may be ordered by mail or electronic voting.

D) A report of said emergency meetings and or elections held electronically or by mail shall be ratified and made a part of the minutes of the next meeting.

ARTICLE VII – COMMUNITY SERVICE PROGRAMS. Community Service Committees and their chairman will be appointed by the President with approval by the Executive Committee.

Section 7.1 Definition. The Community Service Programs shall be prescribed by GFWC and currently are Arts and Culture, Civic Engagement and Outreach, Education and Libraries, Environment, and Health and Wellness.

Section 7.2 Size and Term. Each Community Service Program shall be administered by one chairman. The Community Service Program Chairman shall be appointed by the President and approved by the Executive Committee.

Section 7.3 Duties. Each Community Service Program Chairman shall be responsible for promoting areas of work and involvement in her area. She will receive annual reports for her area of interest and consolidate the statistics as directed by the President. She will report to GFWC as directed.

ARTICLE VIII – STANDING COMMITTEES AND APPOINTEES. Standing Committees and their chairman will be appointed by the President with approval by the Executive Committee.

Section 8.1. Budget and Finance.

A) The Budget and Finance Committee shall consist of a chairman and two members plus the GFWC of AR Treasurer.

B) The Budget and Finance Committee shall prepare a budget for GFWC of AR, to be approved by the Executive Committee.

C) The budget year shall be from July 1 through June 30 each year.

D) The Budget and Finance Committee shall investigate and recommend to the Executive Committee investments suggested by the bank and 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.

E) The Budget and Finance Committee shall investigate and study, at least once during every four-year period, 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 8.2. Constitution and Bylaws.

A) The Constitution and Bylaws Committee shall consist of a chairman and two members who shall receive and present the changes necessary.

- B) The Parliamentarian shall be consultant to the Constitution and Bylaws Committee.
- C) The Constitution and Bylaws Committee shall submit to the President all proposed amendments six weeks before convention.
- D) The President shall submit proposed changes to the Executive Committee for their recommendations before publication and shall receive recommendations from the Board of Directors. The proposed changes may then be brought before the membership for consideration.

Section 8.3 Financial Review. A Financial Review Committee shall be appointed by the President with approval by the Executive Committee and shall conduct a review of all financial records at the end of each administration.

Section 8.4 Continuance. The Continuance Committee shall be composed of the GFWC of AR Past Presidents and shall be chaired by the Historian. At the end of each administration, the committee will prepare a narrative report of the GFWC of AR activities, which will become a permanent part of the official history of GFWC of AR.

Section 8.5 Elections. The Election Committee shall be appointed by the President with approval by the Executive Committee.

- A) It shall be the duty of this committee to notify GFWC of AR clubs of the procedures to be followed in submitting a candidate for GFWC of AR office.
- B) The Chairman shall receive nominations of candidates for office and notify the President. The names of all candidates who meet the requirements for eligibility shall be placed on the ballot.
- C) The committee shall conduct the election and report the results to the Executive Committee.

Section 8.6 Credentials. The Credentials Committee shall be appointed by the President with approval of the Executive Committee and shall insure credentials for conventions, Board of Director Meetings, and special meetings are accurate and reported.

Section 8.7 Membership Committee. The chairman for the Membership Committee Chairman shall be the President-elect. Other members may be appointed as needed. The Chairman shall insure that a current list of all GFWC of AR members and their contact information is accurate

Section 8.8 Leadership. The Leadership Committee shall be appointed by the President with approval of the Executive Committee and shall develop programs to promote leadership on all levels of GFWC of AR.

Section 8.9 Communication and Public Relations.

- A) The Communication and Public Relation Committee shall be appointed by the President with approval by the Executive Committee.
- B) It shall be the duty of this committee to promote and ensure the implementation of the tools necessary for proper communication, public awareness, and public relations, including, but not limited to the publication of *Federation Speaks*, media relations, social media, and website.

Section 8.10 Convention and Meeting Coordinator. The coordinator for convention and meetings shall be appointed by the President and approved by the Executive Committee. Additional committee members may be added as needed with the approval of the President and the Executive Committee.

- A) It shall be the Convention and Meeting Coordinator's responsibility to obtain itemized bids for venue, food, drinks, equipment, guest rooms, etc.
- B) The Convention and Meeting Coordinator will get documented approval by the President and the Executive Committee before any contracts are signed. All contracts shall be signed by the President and the Secretary.
- C) The Convention and Meeting Coordinator shall provide the meeting room names or numbers to the President before the printing of the Convention program.

Section 8.11 Special Committees. Special committees may be created as deemed necessary by the President, Executive Committee, or Board of Directors. Appointments to these committees shall be made by the President with approval of the Executive Committee.

Section 8.12 Counselor. The Counselor shall be appointed by the President subject to approval by the Executive Committee and shall serve as an advisor to the President during her administration.

Section 8.13 Historian. The Historian shall be appointed by the President subject to approval by the

Executive Committee. She shall keep all historical documents pertinent to the administration to be archived.

ARTICLE IX - PARLIAMENTARY AUTHORITY. The most current edition of Roberts' Rules of Order shall govern all matters not covered by the GFWC of AR Constitution and Bylaws.

Section 9.1 PARLIAMENTARIAN. The Parliamentarian shall be appointed by the President with approval of the Executive Committee. She shall be a credentialed parliamentarian or have equivalent status She shall serve in an advisory capacity to GFWC of AR and attend meetings of the Executive Committee, Board of Directors, and annual conventions.-

ARTICLE X - AMENDMENTS. The Constitution and Bylaws may be amended at any annual convention by a two-thirds vote of all members present, provided the proposed amendment has been recommended by the Executive Committee and appended to the call to the convention. Amendments of an emergency nature may be considered at the annual convention without previous notice but require approval by a nine-tenths majority vote of those present.

ARTICLE XI - 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 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 XII - DISSOLUTION.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

*Constitution and Bylaws Revised Rewrite
Adapted October 30, 2021
President Connie Cloinger*

STANDING RULES

Section 1. Expenses allowed GFWC of AR President and President-elect.

- a. To further the work of GFWC of AR, 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 state 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 the room rate based on the convention room rate, meals at meetings and registrations fees.
- c. Since the President is a member of South Central Region, 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 room) suitable for holding Executive Committee and other meetings shall be provided for the President during each GFWC of AR convention and Board of Director meetings.
- 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, 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 to include economy plane fare round trip, one half of the room rate based on the meeting room rate, meals, and registration fees.
- g. At the end of an administration, the newly elected President may 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 Officers, Chairmen, and Appointees.

- a. Expenses of elected officers, chairmen, and appointees other than the President and President-elect may be reimbursed for expenses not to exceed \$50 per year.
- b. Chairmen who have charge of any special projects of GFWC of AR may receive an allowance of \$25 each year.

Section 3. Expense Reporting.

All allowances, except the 9 percent of dues allowed the President, and meals in the 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 Obligations

- a. GFWC of AR shall provide for the guest speaker from GFWC, her hotel room with all meals, and any transportation not paid for by GFWC.
- b. Meals shall be provided for other local guest speakers.
- c. GFWC of AR shall provide for its President a suite of rooms (or room) suitable for holding Executive Committee and other meetings during each convention.
- d. The GFWC of AR Treasurer shall be responsible for collecting all meal and registration fees as determined by the Convention/Meeting 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 GFWC of AR Club that is hosting a convention or meeting 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 held in conjunction with the convention.
- g. Printing of the official call, programs, name tags, 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.

Section 5. Hosting Club Obligations.

- a. The club(s) hosting a convention shall provide floral and/or other decorations for banquets and luncheons and favors if desired. It shall pay all other expenses that usually devolve upon a hostess, including courtesies to guests. The \$35 allowed from GFWC of AR registration fee may be used in any way the club(s) desires. All other expenses incurred by the club(s) shall be paid by the club(s).
- b. The hosting club(s) may provide courtesy gifts/baskets to visiting guests and to the GFWC of President at its own expense.
- c. The hosting club chairman and the Convention/Meeting Coordinator shall work together to find entertainment and plan receptions. The cost of either or both 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 6. Directory and Club President's Manual

The Directory and Club President's Manual shall be created at the beginning of the administration and printed as authorized in the current budget. The manual shall be distributed as follows: each GFWC of AR officer, each GFWC of AR chairman or appointee, each Club President, and the Past Presidents. Any member of GFWC of AR who desires a hard copy can print/or copy what they need from the website or have their Club President do so.

Section 7. GFWC of AR Dues and Treasurer's Obligations.

- a. Annual club dues per member are \$25 (\$10 for GFWC of AR and \$15 for GFWC) and shall be sent to the GFWC of AR Treasurer by November of each year.
- b. The GFWC of AR Treasurer shall pay dues to GFWC before February 15th of each year based on the number of active members.
- c. The GFWC of AR Treasurer shall pay the South Central Region dues of \$50 or the amount specified by the Region before October 1 of each year.
- d. The GFWC of AR Treasurer shall maintain the state finances via an automated system, as approved by the Executive Board and the Budget and Finance Committee.
- e. All financial contracts must be approved by the Executive Board prior to signing by the President and the Secretary.

Section 8. Cellular Phones/Mobile Communication Devices. Cellular phones and Mobile Communication Devices are to be used with discretion during meetings, workshops, or food functions. Audible ringers on cellular phones and mobile devices are to be placed on silent.

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 year.

Section 10. Financial Review Committee.

The Financial Review Committee shall consist of a chairman and two members who will review, audit, and prepare a report by Augustst following the end of the administration.

Section 11. Internal Assessments

- a. The South Central Region Hostess Fund is \$200 per year to defray cost of the conference when GFWC of AR is hosting.
- b. The History Fund is \$50 per year.

Section 12. Federation Speaks publication.

- a. The official publication for GFWC of AR is *Federation Speaks*.
- b. *Federation Speaks* will be published three (3) times per year.
- c. *Federation Speaks* will be sent to members electronically. Any member of GFWC of AR who desires a printed copy of *Federation Speaks* may print a copy from the website or request one from their Club President. The printing and mailing of *Federation Speaks* will occur only as funded in the approved budget.

Section 13. Club member names and information.

- a. Names of clubs and members of clubs affiliated with the GFWC of AR 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.

Section 14. GFWC of AR Areas.

- a. The Basic Structure that defines the Areas of GFWC of AR shall be governed by the GFWC of AR Board of Directors and GFWC of AR general membership.
- b. GFWC of AR Areas are as follows:
 - I-Central (GFWC of AR Clubs in Morrilton and North Little Rock.)
 - II-Southeast (GFWC of AR Clubs in DeWitt, Hazen, Fordyce, Stuttgart and Warren.)
 - III-Northeast (GFWC of AR Clubs in Blytheville and Hardy.)
 - IV-Northcentral (GFWC of AR Clubs in Cotter and Harrison.)
 - V-Northwest (GFWC of AR Clubs in Fort Smith, Prairie Grove and Van Buren.)
 - VI-Southwest (Currently there are no GFWC of AR Clubs in this area.)

Section 15. Dissolution of GFWC of AR Districts.

- a. Whereas the Constitution, Bylaws and Standing Rules, adapted October 30, 2021, eliminates GFWC of AR Districts, each District shall liquidate their assets according to their District Bylaws.
- b. In the absence of such a District Bylaw governing the dissolution of all assets shall be liquidated in compliance with the GFWC of AR Bylaw, Article VIII.
- c. District assets may be donated to GFWC, GFWC of AR, or distributed equally between the clubs of the district.

Standing Rules Revised Rewrite

Adapted October 30, 2021

President Connie Cloinger