

GFWC North West District Standing Rules

Refer to Article XV DISTRICTS & DISTRICT STANDING RULES in the Georgia Federation of Women's Clubs Yearbook.

1. The objectives and organizational policies of the Districts shall be the same as those of the GFWC Georgia.
2. The Districts may adopt standing rules necessary to carry out the work of the District, but no rule shall be in conflict with the Bylaws of the State Federation.
3. There shall be two meetings yearly, one the Fall District Meeting, the other the Annual District Meeting held in the spring date determined by the NW District Executive Board. The official call shall be mailed 45 days in advance of the meetings' date.
4. The date of the Fall Meeting shall be determined by the State President, the District President, and the hostess clubs, and cannot be changed without the prior approval of the State President.
5. **District Meetings:**
 - a. Shall rotate by region-one in the North another in the Southern part of the District. Two clubs will host each meeting, grouped by area
 - b. Meetings to be held on a Saturday
 - c. Meetings will begin at 10:00 with coffee and the business meeting starting at 10:30 (this will allow for traffic and extra travel time)

- d. Cost of the meal not to exceed \$25
- e. The host clubs will determine the fundraiser for the meeting
- f. Clubs wishing to promote or sell items at meetings must have prior approval of the Executive Board. All sales must be related to a club project. Tables will be limited to three (3).
- g. No door prizes will be provided but host clubs will provide a favor. The Head table guest's will be honored with an additional favor.
- i. Speakers will be honored with a small gift-chosen by the District President

6. The President chooses where to hold Board meeting. Clubs in the District, taken alphabetically, shall serve as Hostesses for the NW Board Meeting.

7. The official call for the District meetings shall include a registration form for each club who shall collect checks from the members attending and then send one check per club to the District Treasurer.

8. No refunds will be given for unattended registrations for meetings.

9. District dues of \$3.00 are payable to the District Treasurer. Dues are due June 1 and delinquent after December 1st of each year. No club is eligible for awards if payment of per capita State and District dues are not postmarked on or before December 1st of each year. The number of members for whom dues are paid to State and District must be the same. There will be a Convention Assessment of \$1.00 per member to be paid from the District treasury.

10. To be eligible for a District Award, a club must pay all dues by the deadline set in Rule Number 6 of the District Standing Rules.

11. The expense **reimbursement** of the District President shall be \$750.00 each year. A **reimbursement** of \$300 shall be given to the Jr. Director. Receipts for expenses will be given to the District treasurer for reimbursement.

12. A District President's pin shall be ordered by the Treasurer for the incoming District President.

13. A Past-President's guard shall be ordered by the Treasurer for the outgoing District President.

14. A retiring District President shall not be expected to serve automatically in any designated position.

15. State officers, other than State President and State Jr. Director, attending District Meetings shall pay their own way. Five dollars or more shall be given to cover expenses in lieu of a gift. The district will pay for the meal expenses of official guests, TFS representatives and guest speakers.

16. The District may adopt any projects it chooses in accordance with the State designated plan of work. A club should take care to choose projects located within its own district boundaries unless it is cooperating with a club in the District where the project is located.

17. The award sheet for the North West District shall be updated annually, or as needed, and a copy shall be provided to each club president. A list of awards shall be included in the District Yearbook.

Certificates will be presented in each membership category

1-25

26-50

50 and over

Silver Awards-Six Community Service Programs- one **Overall Award** for General and Jr. clubs will be presented for the club doing the best work in that program.

Additional awards

Family of the Year

Tallulah Falls School- Jr's and General

Membership

*Women's History-promoting GFWC and GFWC GA
"Women in Action"*

Domestic Violence Award judged from Public Issues reports submitted

Overall Excellence Award-Jr's and General

18. The selection of arts judges for awards shall be in accord with the suggestion from the District Second Vice President. A donation (specify an amount) shall be made to the judge for services.

19. The quorum for the Fall District Meeting shall be **25**. The quorum for the Annual District Meeting held in the spring shall be **30**.

20. Elections and Nominations: per the State bylaws.

a. There shall be a District Nominating Committee composed of three (3) members and two (2) alternates elected at the Fall District meeting prior to election year. Only the elected members and alternates may serve. The District President shall name one of the elected members as the Chairman.

b. No two members of the District Nominating Committee shall be from the same club.

c. The District Committee shall nominate all the elective officers except the District President. The exception to this proviso would be if the District First Vice President /President- Elect had chosen not to move into the President's position.

d. The District Nominating Committee shall prepare a report, which will include the qualifications of nominees, to be sent with the District Call to the next Annual District Meeting held in the spring.

e. Nominations made come from the floor provided the consent of the nominee has been obtained and the qualifications submitted or resubmitted to the District President and Chairman of the District Nominating Committee at least fifteen (15) days prior to the Annual District Meeting held in the spring.

f. No member of the District Nominating Committee shall serve twice in succession.

21. The voting body of the Fall District Meeting and the Annual District Meeting held in the Spring shall be comprised of the elected officers, the Corresponding Secretary, the Parliamentary Advisor, the District Program chairmen, the Chairman of the Standing Committees and the President of each club in the District (or her alternate), and one delegate or her

alternate for twenty-five members or less, and for each additional twenty-five by an additional delegate or alternate. No person shall have more than one vote and no proxies will be allowed.

22. The District President, at the beginning of her administration should set up a schedule to visit each club in her District at least once during the two years. The clubs should offer several regular meeting dates and allow her to choose the one best for her.

23. At the Fall District Meeting in the odd year, the District shall elect a delegate and alternate to the state Nominating Committee. Please refer to (according to new bylaws) of the state bylaws.

24. The suggested Standing Committees appointed by the District President for the NW district are: **Awards, Community Improvement Contest, Credentials, Ella F. White Endowment Fund, Fund Raising, GFWC Domestic Violence, GFWC and GFWC Georgia Clubwoman Magazine, Leadership/LEADS, Legislative, Membership (1st Vice President/President Elect serves in this position), Junior Membership (Junior Director serves in this position), Memorials, Protocol, Public Relations/Media, Resolutions and Bylaws, District President's Scrapbook, Tallulah Falls School, Women's History/1734 Society.** Note: The District President may elect to combine, add or delete committee chairmen, as she deems necessary for special state or district projects, etc.

25. Individual Club Presidents shall send to the District President, State President, and GFWC Headquarters a report of accomplishments of her club using the GFWC Report Form. Deadline is February 15. The District President shall make a synopsis of the Club President's report and shall mail to the State President and First Vice President/President Elect before March 1st.

26. Each District shall take its turn to host the State Convention. This will be determined by the rotation set by the Executive Committee for **one District** to host each State Convention. The State President taking in consideration the district that is hosting shall determine the location of the Convention.

27. District Presidents shall mail District newsletters and calls to District meetings to Past-District Presidents and any Life Director who is a member of the district.

28. Cards shall be sent for all occasions such as illness, deaths, etc., and a \$5.00 contribution shall be made to Tallulah Falls School Memorial Fund in the event of a death of a board member.

29. **Yearbook**

a. A yearbook will be prepared by the District and should include: **(a final layout will be determined with input from the new District President)**

b. President's page-symbol, theme, inspiration, President's District Project and member clubs

c. A list of officers with contact information

d. Job descriptions

DISTRICT OFFICERS JOB DESCRIPTIONS

PRESIDENT SHALL:

- a. Be the official representative for the North West District of GFWC Georgia
- b. Preside at all Board and District meetings
- c. Be a member of the GFWC Georgia Executive Committee
- d. Prepare the Call for the meetings of the North West District
- e. Appoint a Parliamentary Advisor, Corresponding Secretary, CSP chairman and Committee Chairman for the district
- g. Be ex-officio member of all committees (except the Nominating Committee)
- h. Serve as a member of the Board of Associates of Tallulah Falls School during her term
- i. Visit each club in the district at least once during the two year term
- j. Present an officer's report at all Executive Board and District Meetings
- k. Attend all district and state meetings

FIRST VICE-PRESIDENT/PRESIDENT ELECT SHALL:

- a. Perform the duties of the office of President in her absence or inability to serve; in case of the President's office becoming vacant for any reason, she shall succeed to the office of President
- b. Make her appointments after January 1 of the even year
- c. Be ex-officio member of all committees (except nominating committee)

- d. Call roll at district meetings, calculate attendance percentage for citation, and complete attendance report to be sent to the GFWC Georgia State Office immediately following each district meeting. (Copy of report to Dist. President and her files)
- e. Serve on the state membership committee and work with the District Junior Director Membership Committee Chairman to encourage club growth, development of new clubs, and project a positive image of GFWC Georgia as an international organization.
- f. Present an officer's report at all Executive Board and District Meetings
- g. Attend all district and state meetings

SECOND VICE-PRESIDENT/DEAN OF COMMUNITY SERVICE PROGRAMS:

- a. Perform the duties of the President in her absence or inability to serve if the First Vice President/President Elect cannot serve
- b. Works with the Program Chairmen on the GFWC Georgia Plans of Work through obtaining and distributing informational materials; meeting with the program chairman to emphasize the importance of their job and the responsibility they have to the clubs, district and state; encourage open communication with all clubs in district and state chairmen; maintain a close working contact with your District President.
- c. Provide leadership training in conjunction with the LEADS chairman.
- d. Assist clubs with reporting inquires and hold reporting workshops
- e. Present an officer's report at all Executive Board and District Meetings

- f. Attend all district and state meetings

JUNIOR DIRECTOR SHALL:

- a. Have knowledge of GFWC Georgia Plans of Work to assist junior clubs within the district
- b. Serve on the State Membership Committee and work with the District First Vice President to encourage club growth, develop of new clubs (especially junior clubs) and project a positive image of GFWC Georgia as an international organization
- c. Have an official visit with all junior clubs in the district at least once during the two-year term
- d. Present an officer's report at all Executive Board and District Meetings
- e. Attend all district and state meetings

RECORDING SECRETARY SHALL:

- a. Keep minutes of all official proceedings of the NW District of GFWC Georgia
- b. Send copies of minutes to the appointed reading committee members to read and approve within ten (10) days after the district meeting.
- c. Retain an original copy of the minutes in the official district minutes book and send duplicate copies to the District President and to the GFWC Georgia Headquarters within fifteen (15) days after the district meeting.
- d. E-mail minutes from District meetings to all club presidents.
- e. Club president's to have a copy available for their members at club meetings

- f. Send her successor within thirty days (30) after the close of her term of office all NW District properties in her possession
- g. Present an officer's report at all Executive Board and District Meetings
- h. Attend all district and state meetings

TREASURER SHALL:

- a. Assume office at the close of the Spring District Meeting on the even year
- b. Sign checks for the District and with the District Pres. have her name on the current account.
- c. Prepare a Financial Report of all monetary activities for all meetings of the District
- d. There will be a Finance Committee that shall consist of President, President-Elect, Treasurer and they shall prepare the budget for the next administration.
- e. Submit the proposed budget for the next administration at the Spring Board Meeting
- f. Submit copies of all Financial Reports to the GFWC Georgia State Office for filing
- g. Present an officer's report at all Executive Board and District Meetings
- h. Attend all district and state meetings

CORRESPONDING SECRETARY SHALL:

- a. Conduct correspondence of the District under the direction of the District President
- b. Read any incoming correspondence at district meetings as directed by the District President
- c. Accept any further duties as assigned by the District President (i.e., collating district yearbooks)

- d. Send get well cards, letters of condolence to district officers and other correspondence at the direction of the board.
- e. Present an officer's report at all Executive Board and District Meetings
- f. Attend all district and state meetings

PARLIAMENTARY ADVISOR SHALL:

- a. Assist the District President with interpretation of district and state bylaws and guidelines following *Revised Roberts Rules of Order*.
- b. Present an officer's report at all Executive Board and District Meetings
- c. Attend all district and state meetings

DISTRICT STANDING COMMITTEE CHAIRMEN
JOB DESCRIPTIONS

COMMUNITY SERVICE PROGRAM CHAIRMEN

SHALL:

- a. Must have knowledge of and be in possession of the GFWC and GFWC Georgia Plans of Work
- b. Share information with Club Program Chairman and assist chairman when needed
- c. Present GFWC and GFWC Georgia Plans of Work at the first Fall District Meeting of the new term of officers in the even year
- d. Serve as a resource to clubs, i.e. (help find speakers, update changes to programs and answer reporting questions.)
- e. Present citations at Spring District Meeting under the direction of the District Awards Chairman

- f. Present an officer's report at all Executive Board and District Meetings
- g. Attend all district and state meetings

AWARDS CHAIRMAN SHALL:

- a. Keep a record of all District Awards, including pictures of all silver awards, criteria for judging, and retirement dates
- b. Judge any special reports on District level that is listed in criteria for report
- c. Collect all silver awards from clubs prior to Spring District Meeting and be sure they are cleaned and polished before presenting
- d. Prepare all CSP Program citations from information from State Awards Chairman
- e. Compile all judging results sent from State Awards Chairman and prepare list to be distributed to clubs at Spring District Meeting
- f. Display silver awards at Spring District Meeting and identify each one
- g. Present all citations, with help from Program Chairman, and silver awards at the Spring District Meeting
- h. Contact individual or club to which, a silver award is to be retired, inviting them to be present at the Spring District Meeting to receive the retiring award
- i. Accept proposals of new awards and present them to District Executive Committee for approval
- j. Complete form sent from State Awards Chairman and return as requested. Include all information on all District awards
- k. Notify State Awards Chairman of any award changes during two-year administration

- l. Present an officer's report at all Executive Board and District Meeting
- m. Attend all district and state meetings

COMMUNITY IMPROVEMENT CHAIRMAN SHALL:

- a. Must have knowledge of the GFWC and GFWC Georgia Plans of Work regarding Community Improvement awards and reporting
- b. Provide assistance to club chairmen with strategic planning, task assignments and suggestions. Resource availability, and time line completion
- c. Encourage each club to participate in a Community Improvement project during the next two years for the betterment of their respective communities.
- d. Present an officers report at all District Meetings
- e. Attend all district and state meetings

CREDENTIALS CHAIRMAN SHALL:

- a. Keep an orderly record of delegate attendance for each District Meeting
- b. Have a working knowledge of requirements for the voting body structure for the District Meetings
- c. Shall present two (2) Credentials Reports at District Meetings ~ Preliminary and Final
- d. Attend all district and state meetings

ELLA F. WHITE ENDOWMENT FUND CHAIRMAN SHALL:

- a. Have knowledge of the Ella F. White Endowment Fund history, current procedures for use of funds, suggested club payment amount and acknowledgement of memorial gifts

- b. Present an officer's report at all Executive Board and District Meetings
- c. Attend all district and state meetings

FUND RAISING CHAIRMAN SHALL:

- a. Work with the District President and host club for suggestions of selling items to raise funds for the district treasury or special projects
- d. Present an officer's report at all Executive Board and District Meetings
- e. Attend all district and state meetings

GFWC & GFWC GA CLUBWOMAN MAGAZINES CHAIRMAN SHALL:

- a. Have knowledge of subscription procedures, costs and contact persons
- b. Present an officer's report at all Executive Board and District Meetings
- c. Attend all district and state meetings

GFWC DOMESTIC VIOLENCE CHAIRMAN SHALL:

- a. See GFWC Domestic Violence Chairman job description for suggestions of projects

JUNIOR MEMBERSHIP CHAIRMAN SHALL:

- a. See Junior Director job description for suggested plan of workshops

LEADERSHIP/LEADS CHAIRMAN SHALL:

- a. Encourage leadership skill training and involvement of membership in active roles of volunteering in community, state and national activities.

- b. Offer suggestions to clubs for programs and workshops on the topics including but not limited to stress and change, motivation, goal setting, communications, public speaking, protocol, conflict resolutions, etc.
- c. Present an officer's report at all district board and general meetings.

LEGISLATIVE CHAIRMAN SHALL:

- a. Offer assistance to clubs to carry out state legislative platform plus offer to assist with planning and conducting special legislative workshops
- b. Monitor proposed legislation and regulation at the Federal and State levels of government
- c. Encourage clubs to get to know the members of Congress, State Legislators and their staff, especially their local members
- d. Notify clubs of "Day at the Capital" and items of interest from GFWC and GFWC Georgia Magazines
- f. Present an officer's report at all Executive Board and District Meetings
- g. Attend all district and state meetings

MEMBERSHIP CHAIRMAN SHALL:

- a. See 1st Vice President/President Elect job description for suggestion plan of work

MEMORIALS CHAIRMAN SHALL:

- a. Request names of deceased club members within the District to prepare a Memorial Ceremony to be presented at each Spring District Meeting
- b. Notify GFWC Georgia State Memorials Chairman of deceased district members

- c. Present an officer's report at all Executive Board and District Meetings
- d. Attend all district and state meetings

PROTOCOL CHAIRMAN SHALL:

- a. Assist district with following guidelines of protocol as suggested by the GFWC Georgia Protocol Chairman
- b. Oversee the set up of the head table at District Meetings and make suggestions for courteous and respectful acknowledgement of special guests
- c. Retain and update seating placards for head table
- d. Present an officer's report at all Executive Board and District Meetings
- e. Attend all district and state meetings

PUBLIC RELATIONS/COMMUNICATIONS CHAIRMAN SHALL:

- a. Photograph special events at each district meeting and use photos with news releases for local newspapers in the communities of the North West District
- b. Request/receive local newspaper contact information from each Executive Committee member
- c. Use local Chamber of Commerce office to gain any other media information needed
- d. Encourage clubs to use their local media resources to advertise their club projects and events
- e. Present an officer's report at all district board meetings (dates and locations to be listed in the district yearbook)
- g. Attend all district and state meetings

RESOLUTIONS AND BYLAWS CHAIRMAN SHALL:

- a. Have a working knowledge of the GFWC and GFWC Georgia bylaws in order to assist clubs with questions as to our governing body
- b. Keep aware of proposed resolutions and bylaw changes in GFWC and GFWC Georgia
- c. Present an officer's report at all district meetings (dates and locations to be listed in the district yearbook)
- d. Attend all district and state meetings

SCRAPBOOK/HISTORIAN CHAIRMAN SHALL:

- a. Request clubs to submit photos, news releases and memorabilia for the district scrapbook
- b. Require club name, function, dates and names of members attached to or written on each picture
- c. Suggest that clubs choose events they will best represent their club on two pages of the district scrapbook (do not accept excessive amounts of photos and other memorabilia)
- d. Present an officer's report at all district meetings (dates and locations to be listed in the district yearbook)
- e. Attend all district and state meetings

TALLULAH FALLS SCHOOL CHAIRMAN SHALL:

- a. Have knowledge of the history and current goals of Tallulah Falls School
- b. Report on emphasis projects benefiting Tallulah Falls School, especially GFWC Georgia President's and Jr. Director's Special TFS Project
- c. Assist clubs with questions on fund raising, awareness enhancement and reporting,
- d. Present an officer's report at all Executive Board and District Meetings
- d. Attend all district and state meetings.

WOMEN'S HISTORY/1734 SOCIETY SHALL:

- a. Have knowledge of the GFWC Women's History & Resource Center
- b. Highlight the history of past and present District
- c. Present a program on GFWC Headquarters located at 1734 N St NW, Washington DC
- d. Present an officer's report at all Executive Board and District Meetings