

GFWC-CHARLOTTE STANDING RULES -

Rationale: These have been included per Federation guidelines. Standing Rules, which are to be included in the Club's yearbook each year, are not part of the By-laws and therefore can be changed, added to, and/or deleted by approval of a vote of the Board of Directors without having to make a Bylaw change. They should be updated annually.

A. Remembrance Policy:

Cards shall be sent by the committee to:

1. a member in the event of illness/hospitalization, births, and weddings of the members.
2. a member in the event of death in a member's immediate family (spouse and children).
3. the member's immediate family (spouse and children) in the event of the death of a member.
4. Also see Article IV, Section 4.6 Duties of an Officer, D. 2. Corresponding Secretary duties.

B. Annual dues shall be \$40.00 for Active Members and \$50.00 for Associate Members. Additionally, copies of the yearbook information and newsletters will be sent out electronically. Those members who want to have hard copies will pay an additional \$5.00 per year. A buddy system has been established for members who need hard copies printed to be matched with a member willing to print copies for them.

C. New member application fee shall be \$5.00.

D. The Club yearbook shall be available online prior to the September meeting of each club year; it shall contain a calendar of all meetings and special projects, as known, and other pertinent information for the current Club year, and a list of committee chairs and members.

E. When on the agenda, if a committee or community service program chairman is unable to attend a general meeting of the Club or a meeting of the Board, that person shall ask another member of the club to represent them and notify the President.

- F. If a member of the Board is unable to attend a general meeting or a Board meeting, they are to notify the President prior to the meeting and provide a written report upon request.
- G. Major projects and fund-raisers of the Club must be approved by a two-thirds (2/3) majority of the general membership present or 2/3 of the active and honorary respondents via an email vote in a designated time frame.
- H. At a general meeting, club announcements may be made by club members; community announcements must be approved by the president or presiding officer.
- I. President to determine when annual reports are to be submitted.

J. **GFWC-Charlotte Woman of Achievement Award
and Ms. Federation Award**

- 1. *These two honors differ in scope and therefore are recognized separately in alternating years.
 - *Woman of Achievement is selected in the fall of odd years and honored at the GFWC MI Convention in the spring of the following year.
 - *Ms. Federation is selected in the fall of even years and honored at the GFWC MI Convention in the spring of the following year.
 - *Family, friends, and Club members are encouraged to attend to honor the recipient.
 - *Club members can receive recognition one time for each of these awards.
 - *Clubs should choose women who are role models for young women of today.
 - ***DEADLINE FOR BOTH AWARDS TO BE SUBMITTED TO THE COMMITTEE IS NOVEMBER 1.**
 - ***DEADLINE FOR BOTH AWARDS TO BE SUBMITTED TO GFWC MI IS FEBRUARY 1.**

2. **Nominating Criteria:**

a. Woman of Achievement

- (1) Must be a GFWC-Charlotte Club member in good standing for a minimum of three years.

- (2) She should be civic minded and involved in her community as a volunteer, an officer, or as an appointee., e.g., a church, hospital, or other organization or club.
- (3) She should be acknowledged as an “achiever.”
- (4) She should be actively involved in the Club, including, but not limited to, as an officer or chair of committees and/or projects.
- (5) She should show evidence of development of self.
- (6) She must not be a previous winner of this award.
- (7) She must be nominated by another Club member.
- (8) She must not be the current Club president.
- (9) If a nominee is a member of this Award Committee, she must recuse herself from the selection process.
- (10) Narrative: nominator should submit a one-page, double-spaced narrative describing why the nominee was chosen for this honor. Refer to the guidelines. Include her family and/or personal challenges, employment, career, hobbies, and self-improvement activities.

b. Ms. Federation

- (1) She should have an avid interest and participate in the promotion and support of Federation goals and programs.
- (2) She should have sponsored new member(s) during her GFWC involvement.
- (3) She should have attended several Federation conferences, such as the GFWC International Convention, Great Lakes Regional Conference, GFWC MI Convention, District and/or County Federation meeting.
- (4) She must not be the current Club president.
- (5) If a nominee is a member of this Award committee, she must recuse herself from the selection process.
- (6) Narrative: nominator should submit a one-page, double-spaced narrative highlighting Federation projects/programs, conventions, conferences, and meetings the nominee has attended. Name the offices, chairmanships, etc. she has held. Follow the guidelines; describe her involvement in Federation and why she was nominated.

3. Selection process:

- a. Verify that the nominee meets the above respective criteria.
- b. A point value system will be used. In case of a tie, the committee will make the final decision.
- c. Consideration will be given for consistent and continued Club involvement of the nominee.
- d. Final selection is to be completed in November.
- e. Presentation of these awards will be at the December Club meeting.
- f. Recognition is given at the spring GFWC MI Convention.
- g. The committee chair shall submit the selected nominee's name, accompanied by a one-page bio, to GFWC MI by February 1 for recognition at the next Annual GFWC MI Convention.

K. Request for Donation Policy

GFWC-Charlotte Mission Statement: The objective of GFWC-Charlotte shall be to promote growth and general advancement of women by providing programs pertaining to literature, science, art, and public interest, and to promote lines of public welfare in the community of Charlotte, as well as at district, state, national and international levels.

A request for donations from GFWC-Charlotte shall be considered if it benefits the Charlotte Community and meets **one or more of** the following criteria:

- Promotes the advancement of girls and/or women
- Supports literature, science, or art
- Supports educational endeavors
- Improves public interest or public welfare in one of GFWC's mission categories

All requests for donations from GFWC are brought to the Board of Directors for approval.

L. Bank Card Signatures

Bank Card signees shall be the President, Treasurer, Assistant to the Treasurer. These people shall be updated at the beginning of each administration.

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The following guidelines for the order of business for the Annual Meeting, CHS Graduating Seniors' Tea and the May Planning Session have been taken from the yearbooks/By-laws of other GFWC clubs and were customized for GFWC-Charlotte, Inc., based on our Club's proposed By-Laws, parliamentary procedure, and our Club's traditions. They are helpful aides for incoming officers and informative for the general membership. These guidelines are to be included in the yearbook each year.

GUIDELINES FOR ORDER OF BUSINESS
FOR THE GENERAL MEMBERSHIP MEETING
OF WHICH THE ANNUAL MEETING
IS A PART

- 1) Call to order. Welcoming remarks
- 2) Correspondence (minutes are available)
- 3) Treasurer's Report
- 4) Program (optional)
- 5) Unfinished Business
- 6) New Business
- 7) Open Annual Meeting
 - Call to Order
 - Secretary's Report: a) Correspondence b) A statement verifying the Board's approval of the minutes of the prior year's annual meeting.
 - Reading and adoption of financial review report
 - Remarks by President (summary of Club year)
 - Reports by Community Service Program and Committee Chairs, if any
 - Report of Nominating Committee
 - Election of Officers
 - Installation
 - Remarks of Newly Elected President
 - Adjournment of Annual Meeting
- 8) Resume General Membership Meeting with Announcements
- 9) Adjournment

GUIDELINES FOR CHS GRADUATING SENIORS' TEA AGENDA

- 1) Call to order by current President. Reading of *Collect*. Pledge of Allegiance.
- 2) Welcoming remarks (brief summary of club's work) by current President.
- 3) Performance by Choir.
- 4) Writing Contest Awards – if any.
- 5) Board recommendation to dispense with the business meeting
(Secretary reads the recommendation, it needs a second)
- 6) Current President introduces President-Elect and presents her/with president's pin in
May of even calendar years.
- 7) President-Elect recognizes and thanks outgoing President in May of even calendar
years.
- 8) President (in odd years) or President-Elect (in even years) introduces the Board
(they stand in-place when introduced).
- 9) Current President introduces Charlotte High School (CHS) personnel present and CHS
Senior Class Members present are recognized.
- 10) Program Representative introduces the Guest Speaker.
- 11) Program.
- 12) Current President introduces Scholarship Committee Chair who presents the \$1,000
Senior Scholarship and conducts the drawing for two \$500 scholarships
- 13) Current president thanks Tea Committee
- 14) Current president adjourns meeting (after giving directions to the location of
refreshments).

MAY PLANNING MEETING AGENDA GUIDELINES

- 1) Call to order by current president and reading of *Collect*.
 - 2) Correspondence (if any)
 - 3) Treasurer's report to be placed on file (Treasurer asks for any outstanding bills to be
turned in so all club accounts can be closed by May 31st).
 - 4) Old business, if any.
 - 5) New Business:
 - (a) Recognition of outgoing President-by President-Elect (in even years).
 - (b) Brain Storming Session – Led by President-Elect /Vice-president.
*Ideas for programs-Vice-President/President-Elect
*Ideas for fund-raising-Vice President/President-Elect
 - 7) Announcements.
 - 8) Current President adjourns meeting.
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| Amended 5-13-11 | Amended 10-8-21 |
| Updated 9-14-11 | Amended 1-18-23 |
| Updated 8-21-13 | Amended 9-18-24 |
| Amended 9-25-13 | Amended 2-7-25 |

Amended 1-18-17