

GFWC TEXAS



STANDING RULES

AMENDED SEPTEMBER 2021

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GFWC Texas Standing Rules

ARTICLE I. GENERAL

- A. The TFWC President shall be the representative of the Executive Committee in all business matters arising between meetings of the Executive Committee.
- B. The President shall place her portrait in the foyer of the TFWC Headquarters Building at the beginning of her administration.
- C. A vacancy shall occur when any appointed board member has been absent from all scheduled meetings in one year or becomes incapacitated. This vacancy shall be filled by a presidential appointment.
- D. Mailing lists for mass distribution by state or district officers and chairmen shall include the TFWC Executive Committee members.
- E. A memorial contribution to the TFWC Historical Foundation shall be sent from Headquarters upon notification of the death of a past state president or current state officer. Cards shall be sent from Headquarters upon notification of death of an immediate member of the aforementioned families.
- F. An apartment for the President's occupancy shall be provided at Headquarters in accordance with procedures established by the TFWC Historical Foundation.
- G. There shall be another apartment reserved for the Executive Committee and other GFWC Texas officials.
- H. All officers elected in GFWC Texas shall be based on the representative's residence within the area in which she resides.
- I. Prior to compiling a budget for the upcoming year the Executive Committee shall review the salary and duties of the Office Manager, and may if warranted offer a salary increase.
- J. District presidents shall elect a chairman of this group at the beginning of each administration. The title for this officer shall be President of the District Presidents.

ARTICLE II. RULES GOVERNING ELECTIONS

- A. Requirements for eligibility and endorsement of candidates may be found in the TFWC Bylaws. (*Article IV - Officers, Section 2. Eligibility for Elected Officers and Article V - Sections 1 and 2*).
- B. A candidate shall be defined as a member whose endorsement packet has been verified by the Nominating Committee.
- C. A member whose endorsement packet has not been verified by the Nominating Committee is not a candidate and shall not campaign for office in anticipation of a floor nomination.

- D. In the event of an anticipated nomination from the floor, the nominee shall present her endorsement packet to the Nominating Committee for verification no later than 12:00 p.m. on the official opening day of Convention.
- E. Candidates, members and supporters shall not actively campaign prior to and during the time of election of TFWC officers. These election rules apply to all candidates and members of GFWC Texas.
- F. No souvenirs and no candidates name or picture may be used in a promotional manner at GFWC Texas meetings.
- G. A candidate's profile appearing *The Texas Clubwoman* or distributed to the membership via approved electronic media prior to the Spring Convention is the only material that may be duplicated, reproduced, or disseminated by the candidate. There shall be no campaign ads in *The Texas Clubwoman*, online or on social media.
- H. Any violation of these rules shall be reported to the Nominating Committee Chairman who will call it to the attention of the candidate and the district as well as all other candidates and their districts.
- I. The Nominating Committee Chairman shall send a copy of the election rules to all candidates within thirty (30) days following the Fall Board Meeting.

ARTICLE III. FINANCES

- A. Funds collected for a specific purpose shall be spent for the purpose unless otherwise recommended by the Executive Committee and authorized by the Convention.
- B. All funds collected for statewide projects must be deposited at Headquarters to be disbursed upon direction of the Executive Committee.
- C. In an effort to give full support to GFWC Texas, Texas Federation of Women's Clubs Historical Foundation and GFWC on district and state levels, no fundraising event shall be held unless it has been approved by the Executive Committee.
- D. Chairmen or officers wishing to purchase any items with GFWC Texas General Funds that have not previously been budgeted or pre-approved by vote of the Executive Committee must have approval of the President and the Finance Chairman.
- E. To keep GFWC Texas finances current, receipt for budgeted or approved items requiring reimbursement shall be sent to the Office Manager or Finance Chairman within thirty (30) days of purchase accompanied by the proper reimbursement form found on the GFWC Texas website. (gfwctexas.org)
- F. Eight thousand dollars (\$8,000) shall be budgeted annually, funds permitting, for the reimbursement of the GFWC Texas President's expenses as listed:
 - 1. For arranging and scheduling GFWC Texas meetings, visiting the districts and individual clubs in TFWC and representing GFWC Texas at functions to which she is invited or her presence is in the interest of TFWC:
 - (a) Gas

- (b) Telephone
 - (c) Stationery
 - (d) Postage
 - (e) Food
 - (f) Lodging
 - (g) Air fare within the state when necessary to fulfill her duties as TFWC President
2. South Central Region expenses
 3. GFWC registration and meals
 4. One half of GFWC travel expenses (GFWC covers part of the travel expense for state presidents)
 5. One half of GFWC hotel expenses
 6. Registration and meals for GFWC Texas Board of Directors meetings and Conventions shall be complimentary for the President only.
- G. The GFWC Texas state president shall present a list of expenses with itemized receipts to the GFWC Texas Office Manager and/or the GFWC Texas Finance Chairman within thirty (30) days of incurred expenses accompanied by the proper reimbursement form found on the GFWC Texas website. (gfwctexas.org)
- H. The GFWC Texas President-elect shall receive reimbursement up to \$1,000 in July of even-numbered years, funds permitting, to organize her Board and to attend the GFWC orientation.
- I. Disbursements of funds of GFWC Texas shall be by check which shall bear two of these three signatures: Financial Chairman, President or President-elect. These officers shall be bonded for an amount not less than \$5,000.00. This expense shall be paid for TFWC funds.
- J. Copies of the proposed budget shall be distributed at the Spring Convention.
- K. Fiscal year shall be July 1 to June 30.
- L. The Scholarship Committee shall be advised of all monies available for scholarships per the Scholarship Fund policy.
- M. The Finance Chairman and the GFWC Texas Office Manager shall be provided a copy of the amount awarded for each designated scholarship, the names of the recipients and the address for the college to which each recipient will be attending. The list shall include the name of the TFWC Scholarship being awarded.
- N. The Finance Chairman shall receive copies of contracts for any and all meetings.

ARTICLE IV. TFWC EMPLOYEES*

*Please refer to the attached Addendum.

ARTICLE V. GFWC AND TFWC PINS

- A. The official state President's pin during her term of office shall be the GFWC pin inset into the seal guard. This pin is the property of GFWC Texas and shall be worn by the President during her term of office. It shall be used as part of the installation service and shall be delivered to the new president immediately following the GFWC installation.
- B. During her final convention, the retiring president shall be presented a GFWC State Past President's pin as a gift from GFWC Texas. This pin shall not be mounted in any way resembling the current official state pin or the retired official state pin.
- C. GFWC Texas officers shall wear the official pin for the office held. The pin shall be worn on the left side with all other pins on the right during all official meetings of GFWC Texas. The pins shall be returned to GFWC Texas upon the officer's leaving office.

ARTICLE VI. GIFT FOR RETIRING PRESIDENT

- A. GFWC TFWC tradition is to present the retiring president with a gift at her last Spring Convention in the even-numbered year. The process for obtaining the gift is as follows:
 - 1. The President-elect shall notify all members of GFWC Texas Board of Directors, past state presidents, club presidents and their clubs of this custom and seek a contribution toward a gift.
 - 2. The contribution checks shall be made out to TFWC or GFWC Texas with a memo line indicating "President's Gift" and be sent to: GFWC Texas, 2312 San Gabriel; Austin, Texas 78705-5014.
 - 3. The President-elect shall confer with the retiring president as to the type of gift she might desire — i.e., gift in hand, scholarship establishment, contribution to existing scholarship or other.
- B. It is customary to present such gift to the retiring president during the afternoon session of the final day of convention.

ARTICLE VII. INSTALLATION AND RECEPTION FOR INCOMING PRESIDENT

- A. The installation of the incoming elected and appointed officers will be considered part of the convention in the even-numbered years.
- B. The President shall appoint a committee to work with the President-elect on plans for the installation ceremony. The President-elect shall have input into the selection of its members.
- C. A reception honoring the incoming president and line officers is encouraged.
- D. The honor and expense of the reception should be that of the incoming president's district. The district may hold in-district fund raising events to cover the cost of the reception.

ARTICLE VIII. ORIENTATION MEETING

- A. An orientation meeting may be held the morning after the official close of the convention in even-numbered years to acquaint members with pertinent information for the upcoming two year program of work. The incoming president shall preside at this meeting. A breakfast may be provided at the discretion of the incoming president with funds to be designated in her installation budget.
- B. Instead of waiting until the July Executive Committee meeting to approve the new president's Board appointments, dates and convention sites, this Executive Session could be incorporated into such a post convention morning event.
- C. It is advised to co-ordinate the July and January meeting dates of the GFWC Texas Executive Committee and the TFWC Historical Foundation Trustees at this time to eliminate confusion as to the exact meeting dates as opposed to the second or third Monday or Tuesday of these months.

ARTICLE IX. RULES AND PROCEDURES FOR CONVENTION

These rules may be amended by the Executive Committee to conform to the program for Convention. These rules shall be printed in the official program. GFWC Texas shall hold an annual convention in the spring of each year, the date and place of meeting to be approved by the Executive Committee. Convention site in election year shall be in the district of the President-elect. The quorum for a convention will be fifty-five (55) voting members representing more than half the districts. The Parliamentary authority for GFWC Texas shall be the current edition of Robert's Rules of Order Newly Revised.

A. REGISTRATION

- 1. Registration hours shall be set by the President and approved by the Executive Committee.
- 2. Registration badges will be used for admittance to the convention hall.

B. GENERAL PROCEDURES

- 1. Door keepers and ushers will admit no one to business sessions, either delegate or visitor, without a badge or official card.
- 2. No notes shall be passed nor will page service be available on the platform or on the convention floor when a speaker is addressing the assembly.
- 3. With the exception of devices used by the Recording Secretary, all other electronic devices should be kept in silent mode or turned off during official functions.

C. DELEGATES

- 1. Only accredited delegates shall make motions and vote. Members who do not hold delegate certification shall be allowed to participate in discussions.
- 2. A delegate wishing to use her privilege of the floor must wear an official badge.
- 3. When seeking recognition a delegate shall use a microphone to address the Chair and announce her name, town and club.

D. DEBATE

1. Individual Speeches: A delegate may speak no more than two (2) minutes each time and no more than twice to the same question without the consent of the assembly, nor speak a second time to the same question until all who wish to speak have been heard.
2. Main Motions: Debate on each main motion with all adhering debatable motions shall be limited to ten minutes.
3. Speakers for and against any motion under discussion shall be heard alternately.

E. VOTING

1. Voting Cards: A presiding officer may take a rising vote by show of voting cards.
2. The meeting room doors shall be closed while voting is in progress.
3. No proxy voting shall be allowed.

F. ELECTIONS

1. Hours for voting shall be set by the President and approved by the Executive Committee.
2. Counting of votes shall not begin until polls close.

G. MOTIONS AND RESOLUTIONS

1. All motions and substantive amendments shall be written, signed by the maker, given to a teller and delivered to the Recording Secretary.
2. Emergency resolutions, not to exceed three, may be presented to the Convention through the Resolutions Committee. Such emergency resolutions shall pertain to situations which have arisen since the preparation of the Call and shall have the endorsement of the Executive Committee.

H. ORAL REPORTS

1. Two copies of all oral reports are to be typed, single spaced and handed to the Secretary before leaving the microphone. One copy shall become a part of the official minutes of the meeting and the second copy shall be placed in the file of the GFWC Texas President.

ARTICLE X. RULES AND PROCEDURES FOR BOARD OF DIRECTOR MEETINGS

These rules may be amended by the Executive Committee to conform to the program for the Board of Directors meeting. These rules shall be printed in the official program. There shall be one annual meeting of the Board of Directors held in the fall of the year in Austin. The Board meeting shall be a no host meeting with one function held at the TFWC Headquarters Building. A quorum for a meeting of the Board of Directors shall be thirty-five (35) including at least eighteen elected members representing more than half of the districts.

- A. Registration hours shall be set by the President and approved by the Executive Committee. Registration badges will be used for admittance to the Board of Directors Meeting.

- B. This meeting is open to all GFWC Texas members, however, certified voting members shall consist of all GFWC Texas elected and appointed officers and appointed Board members, GFWC Texas past presidents, Life Members, and Honorary Members, District elected and appointed officers and club presidents.
- C. In order to obtain the floor each member shall rise, go to a microphone, address the Chair and state their name and Board position held or state their club name if not a delegate.
- D. All motions and substantive amendments shall be written, signed by the maker, given to a teller and delivered to the Secretary.
- E. A member may speak no more than two minutes each time and no more than twice to the same question without the consent of the assembly, nor speak a second time to the same question until all who wish to speak have been heard.
- F. Debate on each main motion with all adhering debatable motions shall be limited to ten minutes.
- G. VOTING:
 - 1. Voting Cards: A presiding officer may take a rising vote by show of voting cards.
 - 2. The meeting room doors shall be closed while voting is in progress.
 - 3. No proxy voting shall be allowed.
- H. RECORDINGS: With the exception of devices used by the Recording Secretary, all other electronic devices should be kept in silent mode or turned off during official functions.
- I. ORAL REPORTS: Two copies of all oral reports are to be typed, single-spaced and handed to the Secretary before leaving the microphone. One copy shall become a part of the official minutes of the meeting and the second copy shall be placed in the file of the GFWC Texas President.
- J. Board Meeting Rules may be amended or suspended by a two-thirds vote of those present and voting.

ARTICLE XI: AMENDMENTS

Amendments to the GFWC Texas Standing Rules shall be initiated by the GFWC Texas Executive Committee and approved by a majority vote of the Board of Directors at any Fall Board Meeting. Emergency amendments may be approved by a two-thirds vote of the GFWC Texas Executive Committee to be ratified at the next Board of Directors Meeting.

ADDENDUM

Article IV: TFWC Employees*

* This section has been removed from the Standing Rules and will be transferred to an Employee Procedural Manual /Handbook now in development. Until the completion of this document, the section will be held as an Addendum to the Standing Rules. (2021). Editorial changes have not been applied.

Preamble: The Executive Committee shall employ the necessary staff to conduct the business of the organization. (TFWC Bylaws: Article IX. Executive Committee, Section 2 Duties, P.)

DUTIES OF THE OFFICE MANAGER (2015)

A. ADMINISTRATIVE DUTIES

1. Maintain a file of all minutes of TFWC Board of Directors, Conventions, Executive Committee, Trustees, and Scholarship Committee meetings.
2. Designate a specific place for bank statements, investment reports and bills for easy access by the TFWC President and elected officers.
3. Answers TFWC phone during business hours, Monday-Friday, 10:00 a.m. to 3:00 p.m.
4. Be available to answer and return all phone calls directed to TFWC and its business within one to two days.
5. Promptly answer mail pertaining to TFWC Clubs, memorials, finances, etc. Prepare a letter to be used as recognition for donations to any Texas fund sent to the donor and notification be sent to the appropriate chairman and the state president monthly. (2016).
6. Receives mail, opens and sorts mail on a daily basis. HF mail is put directly into HF liaison mailbox.
7. Email: Receives and responds to email from officers and members from around the state as well as GFWC notes and inquiries from National Headquarters. Acts on email requests for mailings, etc.
8. Post office: Purchases stamps and items for mailing. Takes all mailings to Post Office. Must go to Post Office for all certified mail.
9. Be familiar and supportive of TFWC projects, policies, materials, and objectives.
10. Answers questions about TFWC or GFWC programs, packets and refers to correct officer.
11. Turns in a quarterly meter reading for Xerox printing copies.
12. Purchases all office supplies.
13. Updates the annual Club and District EIN report for the IRS.
14. Files: Maintains files by administration, keeping receipts with date bills have been paid. Receives club directories. Dues/Club files are maintained at Headquarters. These are currently filed by District, but may be filed by Club in District.
15. Sets TFWC dates on calendar.
 - a. Coordinates with HF Facilities Director to let him know dates needed for TFWC events, Board Meetings, etc.
 - b. Coordinates with HF Facilities Director to let him know arrival dates of TFWC Board so Executive / Presidential suites are ready.

16. TFWC Office Manager shall have the following paid holidays each year: President's Day, Good Friday and the Monday following Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving and the days from December 24 through January 1st.
17. TFWC Office Manager shall have a week's paid vacation from December 24 through January 2.
18. Will be available during working hours when President is to be at Headquarters.
19. TFWC Office Manager shall have five (5) days of paid sick leave per year. These days cannot accumulate from year to year.
20. Maintain weekly contact with the TFWC President and promptly notify her of any business pertaining to TFWC of which she should have immediate knowledge.
21. Notify President when needing time off.
22. Keys: Maintains key to TFWC office, President's office, President's Suite. Answers to President for any use of these keys as well as sharing knowledge of use of keys with HF Facilities Director.
23. Proficiency with computer: Knowledge of word-processing and book-keeping software and general computer knowledge.

B. FINANCIAL DUTIES

1. Give bond for faithful discharge of duties, the bond to be approved by the Executive Committee and paid for by TFWC.
2. Keep an accurate record of all funds in separate accounts.
3. Financial statements: Furnish financial statements for TFWC Executive Committee, TFWC Board of Directors Meeting, TFWC Conventions and such other times when this information is needed.
4. Be responsible for the preparation and mailing of all tax reports (IRS Form 841), Employer's Quarterly Federal Tax Return, and IRS Form 990, Return of Organization Exempt from Tax), making sure they are prepared in ample time for the signatures of the appropriate TFWC elected officers.
5. Bank/checks:
 - a. Orders checks/supplies for banking.
 - b. Enters all deposits, makes copies of all deposited checks, deposit slips, attaches bank deposit slip to those copied.
 - c. Makes deposit into UBS and Chase (General) accounts.
 - d. Pays all bills as soon as possible.
 - e. Arranges for petty cash to be used for emergencies, requests by the president, picking up "certified" items and paying for items left by postman that required postage, etc.
6. Club Dues:
 - a. Receives club dues throughout the year. The big "surge" is around June 1st.
 - b. Contacts people by phone about incorrect dues submitted or failure to fall in an accurate category (like 10 or less members only paying for 8, etc.).
 - c. Prepares letters/notices and mails letters/notices in regard to incorrect dues submitted, etc. This may be a second or even a third contact per club.

- d. Enters dues in computer:
 - (1) Keeps tally of clubs who have paid dues and those who have not.
 - (2) Keeps number of total club members for report to GFWC and payment to GFWC in February.
- e. Enters all monies sent to TFWC.
 - (1) UBS checks go through TFWC books. After the 16th of each month THEN,
 - (2) Issues checks to UBS from TFWC account.
 - (a) Check to General Account (donations from clubs all entered on same check or individually).
 - (b) Check to Scholarship Account (donations from clubs all entered on same check or individually).
 - (3) Issues a check for any HF donations combined with other TFWC monies.
 - (4) Reconciles bank statements.
 - (5) Works with accountant:
 - (a) Meets with accountant at Headquarters to provide whatever is necessary for any auditing requirements, tax information, checking of books, etc.
 - (b) Maintain a current Chart of Accounts.
 - (c) Makes monthly deposit to Chase Bank for employment taxes.
 - (d) Assists accountant in any way with any needed items for liability, employment, sales or other taxes.

7. Scholarship Program

- a. Issues Scholarship checks twice a year (August and December) just prior to school registration to recipients selected by the Scholarship Committee. These are sent to the individual schools (not the recipients themselves). UT takes care of its own scholarship. These checks may or may not be coordinated with a letter from the Scholarship Chairman.
- b. Checks that come in strictly for Scholarship are run through the TFWC books and then a check to UBS is issued once a month to that UBS Scholarship account.
- c. Remind the President to get a reimbursement from USB (transfer of funds) since scholarship checks are issued from the main (Chase Bank) account. That check is deposited into the TFWC account.
- d. Sends copy of Scholarship breakdown (how much donated per scholarship) and General Account breakdown to officer who keeps UBS records so she can reconcile with UBS reports and officer's report for the Board.

C. MEETINGS

- 1. Prepare and assist with registrations for TFWC Fall Board meetings and Conventions.

2. Receives all reservations/checks.
3. Keeps track of all reservations for each individual event.
4. Reports twice (or more) to hotel representative keeping a tally of those attending each event.
5. Assists Protocol Chairman with reporting any special needs, as requested — wheelchairs, special menu requests, etc.
6. Enters all reservations into the computer making two copies, one for Registration Committee and individual copies for each attendee's packet.
7. Prepares receipts for packaging by TFWC Registration Committee.
8. Prepares badges on computer for inserting into plastic holders by Registration Committee.
9. Prepares box of instructions, extra name tags, list of those paid, not paid, etc., for Registration Committee.
10. Purchases any supplies necessary for registration: extra name tag holders, window envelopes, etc.
11. Writes checks for entertainment or speakers to be distributed by President or Registration Committee.
12. Gives final count to hotel representative.
13. Books any bus or transportation needed for events for Fall Board.
14. Follows up after meeting by entering late monies. into computer.
15. Files receipts, reservations folder and anything from meetings.

D. CLUBWOMAN/DIRECTORY

1. Makes changes to directory throughout the year.
2. Sends change of address notices to directory editor. Receives any notices of member's death to pass on to magazine and directory chairmen, as well as to the President.