



# **GFWC TEXAS**

## **Bylaws**

Attached please find proposed amendments to the  
GFWC Texas Bylaws which are to be presented and  
voted on during the upcoming  
127 GFWC Texas Spring Convention  
To be held on April 24-27, 2024  
At the Sheraton McKinney  
1900 Gateway Boulevard  
McKinney, Texas

By order of the 2022-2024 GFWC Texas Bylaws Committee  
Patricia Tate, Chairman

# PROPOSED BYLAW CHANGES 2023

*The proposed bylaw changes have been agreed upon by the appointed Bylaw Committee with recommendations from various sources and with GFWC Texas Executive Committee approval for consideration. Changes appear in red. Rationale appears in green.*

*BYLAW COMMITTEE 2022 - 2024*

*Chairman Patricia Tate, Patricia Siegfried-Giles, Carolyn McLeod, and Fran Mask*

## *Now Reads*

## *Change to Read*

**1**

**ARTICLE III - MEMBERSHIP; Section 1 - Classification;  
Paragraph H, Member-at-large\***

**ARTICLE III - MEMBERSHIP; Section 1 - Classification;  
Paragraph H, Member-at-large**

\*This proposed *new* amendment was sent back to the Bylaw Committee in 2023 for further consideration in 2023.

**Current H. become I., and I. becomes J.  
Insert to Read:**

H. GFWC members relocating to a town or district in Texas where no TFWC club currently exists may become a Member-at-large by notifying GFWC Texas Headquarters and paying both state and national dues.

H. A GFWC member who does not belong to a TFWC club may become a Member-at-large by notifying TFWC Headquarters and paying both state and national dues. Members-at-large retain all TFWC voting rights."

**Rationale: A GFWC member who (for any reason) does not hold membership in a TFWC club may apply for Member-at-large status by notifying TFWC Headquarters and paying all applicable state and national dues. This does not preclude out-of-state members from joining any club in Texas that will accept their membership.**

**2**

**ARTICLE X - Departments, Programs, and Committees  
Section 2 Committees**

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Section 2 Committees**

**Insert to Read:**

### **Section 2 Committees**

There shall be Standing Committees as may be required for the operation of TFWC including Legislation/Public Policy, Bylaws, TFWC Finance, Long-Range Planning, Resolutions and committees for GFWC and TFWC projects and contests.

### **Section 2. Committees**

There shall be Standing Committees as may be required for the operation of TFWC, including Legislation/Public Policy, Bylaws, TFWC Finance, **Strategic Planning**, TFWC Resolutions, **Leadership**, **Communications/Public Relations**, **Membership**, and committees for GFWC and TFWC projects and contests.

**Rationale: (1) Strategic Planning is the accepted GFWC title for the Long-Range Planning Committee. This is a conforming change. If adopted, all references to Long-Range Planning will be updated to reflect the name change.**

**(2) Leadership, Communications/Public Relations, and Membership are newly proposed Standing Committees introduced by the current Long-Range Planning Committee and supported by the Bylaw and Executive Committees.**

***Now Reads******Change to Read*****3** Article X - Departments, Programs, and Committees  
Section 3 Duties of CommitteeArticle X - Departments, Programs, and Committees  
Section 3 Duties of Committee; Paragraph F - H. (New)  
Insert to Read:**F. Leadership Committee:**

1. The TFWC President-elect shall serve as chairman of the committee. The GFWC Texas LEADS Chairman, the president-elect from each district, or the district Leadership Chairman, if other than the district president-elect, will form the committee.
2. Shall develop a TFWC LEADS program.
3. Shall develop and recommend leadership programs and training to the TFWC Executive Committee.
4. Shall provide leadership training either virtually or in person.
5. Shall contribute articles for newsletters, websites, Facebook, and other approved media platforms relating to leadership.
6. Shall attend, when possible, leadership webinars and other training opportunities the GFWC Leadership Committee provides.

**G. Communications/Public Relations Committee:**

1. The TFWC Communication/Public Relations Chairman shall serve as the committee chairman. The webmaster, newsletter editor, Facebook, and other approved media administrators, the state photographer, and the Directory Chairman shall serve on the committee.
2. Shall develop a communication plan at the beginning of each administration to be approved by the TFWC Executive Committee.
3. Shall manage and execute the approved communication plan.
4. Shall present the Communication Plan to the Board of Directors at each administration's first Board of Directors meeting.
5. Shall provide training for district Communication/Public Relations chairmen.

**H. Membership Committee:**

1. The TFWC Second Vice President shall serve as committee chairman. The Second Vice President from each district or the district Membership Chairman, if other than the district's Second Vice President, shall serve on the committee.
2. Shall develop and recommend a state-wide Membership Recruitment Plan to the TFWC Executive Committee to be used by all districts.
3. Provide in-person and virtual training for districts and clubs regarding membership.
4. Shall contribute articles for newsletters, the TFWC website, Facebook, and other approved media platforms.
5. Shall attend, when possible, leadership webinars and other training opportunities provided by the GFWC Membership Committee.

***Rationale: Leadership, Communications/Public Relations, and Membership are all vital areas that require a unified effort to be effective. The organization will be better served by mandating their inclusion and defining appropriate duties in the bylaws.***

**4**

**Article XVIII Document Retention and Disposal**  
**Sections 1 - 6 (New) (If adopted, all Articles beyond this point will move down)**  
 References Upon Request

**Insert****Section 1. Purpose**

*Texas Federation of Women's Clubs follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time required by federal and state laws.*

**Section 2. Document Retention****Corporate Records**

Articles of Incorporation	Permanently
Board Meeting and Board Committee Minutes	Permanently
Bylaws and Amendments	Permanently
Construction Documents	Permanently
Convention Minutes	Permanently
Fixed Asset Records	Permanently
Franchise Tax Records	Permanently
IRS Application for Tax-Exempt Status (Form 1023)	Permanently
IRS Determination Letter	Permanently
State Sales Tax Exemption Letter	Permanently
Contracts (after expiration)	7 years
Correspondence (general)	3 years
Names and Addresses of Officers and Directors	Current

**Retention****Accounting and Corporate Tax Records**

Audits and Financial Statements	Permanently
Depreciation Schedules	Permanently
General Ledgers	Permanently
IRS Tax Returns	Permanently
Business Expense Records	7 years
IRS 1099's	7 years
Invoices	7 years
Cash Receipts	3 years
Credit Card Receipts	3 years
Most Recent Biennial Reports	Permanently

**Bank Record**

Check Registers	Permanently
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Loan Agreements	5 years (after repayment)

**Payroll and Employment Tax Records**

Payroll Registers	Permanently
State Unemployment Tax Records	Permanently
Payroll Tax Returns	7 years
Earnings Records/Garnishment Records	7 years
W-2 Statements	7 years

**Employee Records**

Employment and Termination Agreements	Permanently
Records Relating to Promotion Demotion/Discharge	7 years (after termination)
Accident Reports and Worker's Comp. Records	5 years

(Cont.)

Salary Schedules	5 years
Employment Applications	3 years (after termination)
Time Cards / Records	2 years

### **Legal, Insurance and Safety Records**

Appraisals	Permanently
Insurance Policies	Permanently (or by statute of limitations)
Real Estate Documents	Permanently
Stock and Bond Records	Permanently
OSHA Documents	5 years
General Contracts	3 years (after termination)
Trust Agreements	Permanently
Leases	6 years (after expiration)

### **Other**

Donor Records and Acknowledgment Letters	7 years
Grant Applications and Contracts	5 years (after completion)
Investment Contracts	7 years

### **Historical Documentation\***

Historical Information by Presidential Administration	Permanently
Documents, Books, Photographs, etc.	Permanently
Historical Records for GFWC and TFWC Affiliations	Permanently

**\* Historical materials will be archived at Texas Women's University, the official repository for the Texas Federation of Women's Clubs in Denton, Texas.**

### **III. Electronic Documents and Records**

*Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the schedule provided will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.*

### **IV. Emergency Planning**

*TFWC records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Texas Federation of Women's Clubs operating in an emergency will be duplicated or backed up at least every week and maintained off-site.*

### **V. Document Destruction**

*The TFWC President and the designated Office Manager shall be responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.*

### **VI. Public Access**

*Retained documents will be available for public inspection as specified by law at TFWC Headquarters; 2312 San Gabriel, Austin, Texas 78705-5014, or on the website at [gfwtexas.org](http://gfwtexas.org).*

***Rationale: To satisfy federal and state laws, every nonprofit organization must retain certain records, providing clear rules that set out what records can be disposed of; which should be kept permanently and which records must be kept for a set time.***

***In some cases, the length of time to retain a document should be governed by the statute of limitations that a potential claimant has to bring a claim in the state of Texas.***