



# Governance and Membership Structure

## *2010-2012 Club Manual*

### **POLICIES**

The policies of GFWC are established by:

- The GFWC Charter, GFWC Constitution and Bylaws, and the GFWC Standing Rules
- Action taken by the voting body of the GFWC Convention
- Resolutions adopted by GFWC Convention action
- Action of the GFWC Board of Directors or the GFWC Executive Committee as authorized by the GFWC Constitution and Bylaws

*The GFWC Charter, GFWC Constitution and Bylaws, and GFWC Resolutions are available online at [www.GFWC.org/Governance](http://www.GFWC.org/Governance) or by calling 202-347-3168.*

### **CONSTITUTION AND BYLAWS**

The purpose of GFWC's Constitution and Bylaws is to provide structure and governance to the organization. First written in 1890, the GFWC Constitution and Bylaws are living documents that are amended regularly to keep them timely and relevant for Federation governance.

Local GFWC clubs and state federations are encouraged to adopt bylaws suitable and acceptable to the club and state federation, provided they are not in conflict with the GFWC Constitution and Bylaws.

*Model bylaws for new clubs are available online at [www.GFWC.org/GFWCMembers](http://www.GFWC.org/GFWCMembers).*

Amendments to the GFWC Constitution and Bylaws are submitted and adopted following guidelines in the GFWC Constitution and Bylaws based on Article XII. Committees. Section 12.1. Standing Committees. B. Constitution and Bylaws.

### *Submitting Amendments*

- Proposed amendments must be typed and shall be submitted to the GFWC Constitution and Bylaws Committee by November 1, of each year.
- Proposed amendments may be submitted to the GFWC Constitution and Bylaws Committee for its consideration by the GFWC Executive Committee, GFWC Board of Directors, or state federations.

### *Committee Review Process*

- The GFWC Constitution and Bylaws Committee meets annually at the call of the GFWC International President and the GFWC Constitution and Bylaws Committee Chairman.
- All committee action is reviewed by the GFWC Executive Committee before presentation to the delegates at the GFWC Annual International Convention.

### *Adoption of Bylaw Amendments*

- Proposed amendments to the GFWC Constitution and Bylaws are presented to the members in the Call to Convention, which appears annually in *GFWC Clubwoman Magazine*.
- Each club is responsible for reviewing the proposals and sharing opinions and information with delegates who will be attending and voting at the GFWC Annual International Convention.
- Proposed amendments require a two-thirds vote of those present and voting for adoption. A synopsis of the action taken at the GFWC Annual International Convention appears in *GFWC Clubwoman Magazine*.

*GFWC Constitution and Bylaws and GFWC Standing Rules are available online at [www.GFWC.org/Governance](http://www.GFWC.org/Governance).*

## **RESOLUTIONS**

The purpose of GFWC Resolutions is to provide a reference for GFWC legislative activity. GFWC Resolutions reflect the shared beliefs of the membership and provide the basis for advocacy and legislative action on issues of importance at the national and international levels. GFWC Resolutions are available online at [www.GFWC.org/Governance](http://www.GFWC.org/Governance) or by calling 202-347-3168.

GFWC Resolutions are submitted and adopted based on guidelines outlined in the GFWC Constitution and Bylaws and GFWC Standing Rules.

### *Submitting Resolutions*

- Resolutions must be germane to the work or interests of GFWC members and must be national or international in scope.
- New resolutions, amendments, and recommendations for rescinding current resolutions may be suggested by the GFWC Executive Committee, State Federations, national GFWC Community Service Program Chairmen, GFWC Standing Committee Chairmen, or GFWC Special Chairmen. A GFWC International Club, paying per capita dues, may present resolutions to the GFWC International Liaisons Chairman for consideration by the GFWC Resolutions Committee.
- Resolutions, amendments, and recommendations for rescinding current GFWC Resolutions must be typed, accompanied by supporting documentation, and submitted to the GFWC Resolutions Committee Chairman by November 1, of each year.
- Resolutions referring to a bill before the Congress of the United States or to a legal document shall be based upon the principles involved and shall be accompanied by two copies of the bill or document in question.
- Only emergency resolutions shall be accepted after November 1.

### *Form of Resolutions*

Resolutions must be submitted in the following format:

**WHEREAS, GFWC** takes an active interest in matters of public policy; and  
**WHEREAS, GFWC** positions on issues must be stated clearly in a manner that is accessible to members and non-members alike; therefore  
**RESOLVED**, that GFWC shall document its positions on matters of public policy in the form of resolutions, which shall be make available to members and non-members.

### *Committee Review Process*

- The GFWC Resolutions Committee meets annually at the call of the GFWC International President and the GFWC Resolutions Committee Chairman.
- The committee reviews and researches all proposed resolutions to determine those that most closely reflect the membership's priorities and projects. The committee then takes one of the following actions:
  - Accept the proposed resolution as submitted
  - Rewrite the proposed resolution
  - Incorporate the proposed resolution into an existing GFWC Resolution through amendment
  - Reject the proposed resolution

- The committee also reviews all GFWC Resolutions that have been unchanged for four years, plus any others that require updates.
- All committee action is reviewed by the GFWC Executive Committee before presentation to the delegates at the GFWC Annual International Convention.

### *Adoption of Resolutions*

- Resolutions are presented to the membership in the Call to Convention, which appears annually in the *GFWC Clubwoman Magazine*. It is the responsibility of each club to review the proposals and share opinions and information with delegates who will be attending and voting at the GFWC Annual International Convention.
- A synopsis of the action taken at the GFWC Annual International Convention, including GFWC Resolutions, appears in the *GFWC Clubwoman Magazine*.

*Specific rules and policies regarding GFWC Resolutions, including information on rescinding resolutions and minority opinions, can be found in the GFWC Constitution and Bylaws and GFWC Standing Rules available online at [www.GFWC.org/Governance](http://www.GFWC.org/Governance).*

## **ELECTIONS**

The GFWC Constitution and Bylaws states:

- The officers of GFWC shall be an International President, a President-elect, a First Vice-President, a Second Vice-President, a Recording Secretary, a Treasurer, and a Director of Junior Clubs. (*ARTICLE VI. Officers Section 6.1 Titles*)
- Nominations for the office of President-elect, First Vice-President, Second Vice-President, Recording Secretary, and Treasurer shall be made by endorsement from the candidate's state federation in which she served as President or GFWC Director of Junior Clubs. Nominations for the office of GFWC Director-elect of Junior Clubs shall be made by endorsement from the candidate's state federation in which she served as the Director of Junior Clubs. Nominations shall be for a specific office. In order that no state federation shall have more than one officer serving on the Executive Committee at the same time, with the exception of the Director of Junior Clubs, state federations may nominate only one candidate, with the exception of the position of Director-elect of Junior Clubs. State federations where a GFWC convention is scheduled or held in the even-numbered years are not eligible to nominate a candidate. (*ARTICLE VII. Nominations and Elections. Section 7.1 Nominations*)
- Endorsements shall be obtained by a two-thirds vote at the state convention assembled in the odd-numbered year or in the absence of such convention, by endorsement of two-thirds of all active GFWC clubs in the state federation, all clubs being duly notified.

Documentation of such endorsement shall include the page(s) of the minutes of the meeting endorsing the candidate or when polling by mail, the official GFWC Endorsement Polling forms. Endorsements shall be verified by signatures of the state president, recording secretary, and the candidate and sent by certified mail, return receipt, to the GFWC Elections Chairman, postmarked by July 1, in the odd-numbered year. (*ARTICLE VII. Nominations and Elections. Section 7.2 Endorsements*)

- Nominations may be made from the floor following the report of the Elections Committee. Candidates so nominated shall have consented to be nominees; shall have provided a one-page resume of no more than 100 words to the chairman of the Elections Committee at least 14 days prior to the opening of the GFWC convention, and shall meet the bylaws requirements of eligibility, as provided in Section 6.2. Such nomination shall be by endorsement described in Section 7.2 but may be obtained by the state convention assembled in the even-numbered year. (*ARTICLE VII. Nominations and Elections. Section 7.3 Nominations from the Floor*)
- Section 7.4 Elections. Candidates' names and the offices they seek shall be announced in the Call to Convention in even-numbered years. The officers and Director-elect of Junior Clubs shall be elected by ballot one day before the closing of the annual convention in the even-numbered years, at a time and place scheduled in the convention program. A plurality vote shall elect. The President-elect and the Director-elect of Junior Clubs shall automatically accede to their respective offices without standing for election. (*ARTICLE VII. Nominations and Elections. Section 7.4 Elections*)

GFWC clubwomen, through their clubs and state federations, have the privilege and responsibility to encourage qualified members to seek GFWC office and to actively participate in the election of GFWC Officers at the GFWC Annual International Convention in even-numbered years.

*Specific rules and policies regarding the nomination and election of officers, including the duties of the GFWC Elections Committee, can be found in the GFWC Constitution and Bylaws and GFWC Standing Rules available online at [www.GFWC.org/Governance](http://www.GFWC.org/Governance).*

## **CREDENTIALS**

The election of GFWC Officers, consideration of proposed amendments to GFWC Bylaws, and adoption of GFWC Resolutions are important components of the GFWC Annual International Convention, held each year, usually in June.

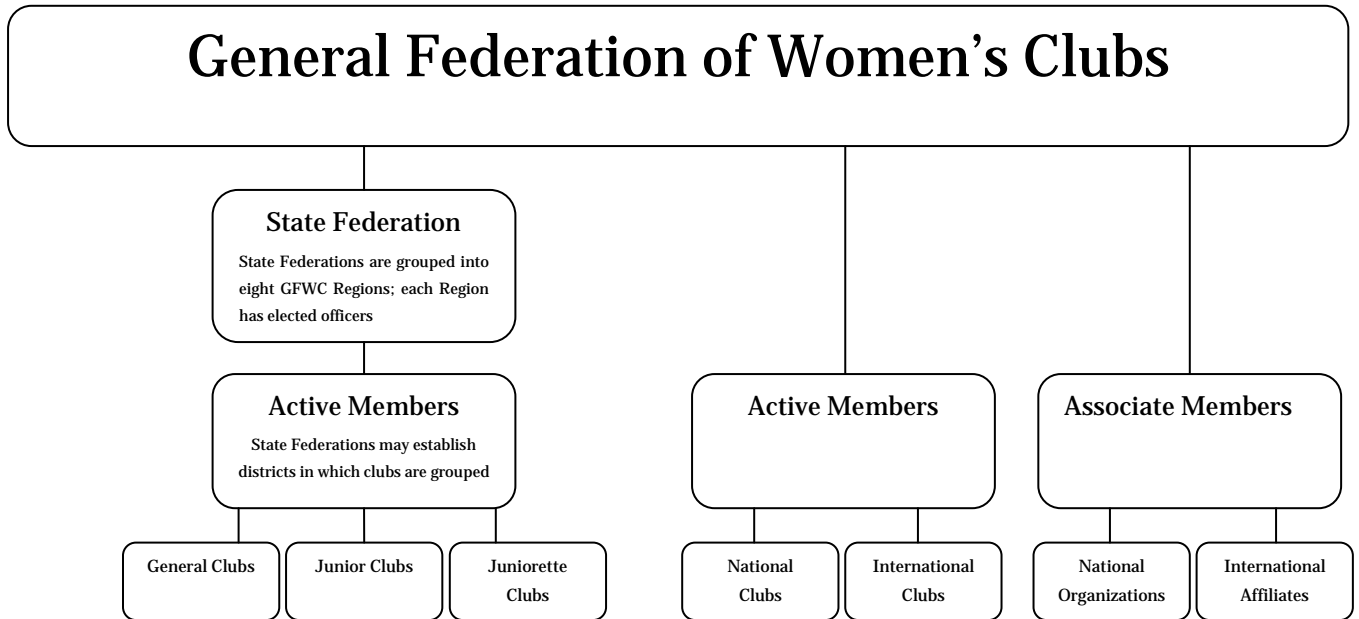
GFWC is committed to allowing members ample opportunity to express their views regarding the organization. Each vote counts and every effort is made for fair and equal representation. In GFWC, this begins with the credentials process—our equivalent to voter registration.

GFWC Constitution and Bylaws defines the voting body and who is eligible to receive voting credentials.

- Delegates or alternates must be from clubs in active and associate membership.
  - Two delegates or alternates from each Woman’s Club, Junior Woman’s Club, or Juniorette club of 20 members or fewer; one additional delegate or alternate for each additional 10 members or major fraction thereof.
  - One delegate or alternate from each GFWC National or International Club in active membership.
  - One delegate or alternate from each National Organization and International Affiliate holding associate membership.
  - One delegate or alternate from each city or county federation continuing membership under 1951 status.
  - In addition, the following shall be entitled to vote by virtue of their office:
    - Members of the Board of Directors, as defined by the GFWC Constitution and Bylaws
    - Members of GFWC Standing and Special Committees
    - The following elected officers of each state federation: President-elect, First, Second and Third Vice-Presidents, Recording Secretary, Corresponding Secretary, Treasurer, State Director of Junior Clubs, and Director-elect of Junior Clubs, provided there are such officers and directors;
    - Vice-President, Secretary, and Treasurer of each Region
    - State federation community service program chairmen corresponding to GFWC Community Service Program appointees

*Additional details regarding credentials can be found in the GFWC Constitution and Bylaws and GFWC Standing Rules available online at [www.GFWC.org/Governance](http://www.GFWC.org/Governance).*

## GFWC MEMBERSHIP STRUCTURE



## GFWC GOVERNANCE STRUCTURE

