

**GENERAL FEDERATION OF WOMEN'S CLUBS OF MASSACHUSETTS, INC.**  
**STANDING RULES**

**Amended as of June 6, 2019**

**Amending Standing Rules**

1. The Bylaws Committee should be prepared to begin review of the Standing Rules after the Annual Meeting in the even year so that any critical changes can be presented to the Executive board at its June meeting. A two-thirds vote shall be required for adoption. Changes to the Standing Rules adopted by the executive board at the June Meeting would be published in the new edition of the *Manual*.
2. The Bylaws Committee should continue review of the Standing Rules through the two-year term and bring forth their recommendations to the Executive Board for review. A two-thirds vote shall be required for adoption. Changes approved throughout the term will be reflected in the updated Manual published in the fall. Copies of the updated Manual will also be available on the GFWC Massachusetts website.

**Club Institute**

Shall be held on the first Thursday of December and March or by special *Call* by Council. The location of Club Institute will be GFWC Massachusetts Headquarters, Sudbury, unless otherwise notified. Club members are urged to attend.

**Club President's Information**

**Courtesies:** When an Officer, a District Director or Chairman has accepted an invitation to visit a club, a reminder shall be sent a few days before the meeting, including information regarding travel directions, parking facilities, and place and hour of meeting. Put day, date, address and name in full on all correspondence. Answer each letter promptly. If you cannot answer at once, please acknowledge and state that as soon as possible more definite information will be sent.

**Credentials:** Delegate credential for use for state meetings will be created by the Credentials and Registration committee based on registration forms submitted for each meeting.

**Reports:** The compiling of the *Manual* and the work of the state Chairmen are dependent upon the cooperation of the Club Presidents in completing the reports. It is important that information be received on time.

1. President's Financial Report: This information is used by the GFWC Massachusetts President in compiling her Annual Report. It is, therefore, imperative that this report be in the hands of the District Director before March 1 in order that the summary of the district contributions to GFWC and its partners may be included in the President's report.
2. *Manual* report: This information is necessary for the printing of the *Manual*. Club Presidents shall complete this report and return it to GFWC Massachusetts Headquarters by May 1.
3. Presidents are responsible for the return of Community Service Program and Committee reports to the District Director at the January Roundtable.

**Yearbook:** A copy of the Club Yearbook shall be given to the following: Headquarters Secretary, GFWC Massachusetts President, and your District Director.

### **Districts**

Any request by a club to be reassigned to another district shall be presented for action by the Executive Board at the June meeting only.

### **E-Mail Communications**

1. In order for members to receive e-mail correspondence from GFWC Massachusetts, written permission must be given. It shall be the responsibility of the GFWC Massachusetts Headquarters Secretary to maintain this permission.
2. If a member does not have e-mail or chooses not to use e-mail, a copy of the GFWC Massachusetts communication must be mailed within 24 hours to that individual.

### **Executive Board (Information for Members)**

**Appointments:** Shall be made per Bylaws, Article V, Section 2, C. 2 of Chairmen, Editor and members as appropriate for the following: GFWC Special and Community Service Programs; GFWC Advancement Areas; GFWC Awards and Contests; GFWC Massachusetts President's Project; Club Institute; Credentials and Registration; Federation Topics; Federation Station; GFWC Clubwoman Magazine; Historian; Meetings; Music; Protocol; and Webmaster.

Appointees appointed by the President shall be two President's Assistants.

### **Appointments' Rules:**

1. All appointments shall be for two years. Committee vacancies shall be approved by the Executive Board on recommendation of Council for the remainder of the term. No member shall be eligible to serve more than one term on the same committee unless she becomes Chairman of the committee or receives approval of Council. A member filling another's unexpired term for less than one year shall be eligible to serve in the same position for an additional term.
2. No person shall serve on more than one committee during the same period except by Council approval.
3. A member of a committee, with the exception of Bylaws, Elections and Resolution Committees, absent from two meetings without valid reason, shall be referred by the Chairman to Council for replacement.

**Expenditures:** All submitted bills must be attached to a reimbursement request and forwarded to the Chairman of Finance (the First Vice President) for approval.

### **GFWC Programs, Advancement Areas, Awards and Contests:**

#### **GFWC Advancement Areas:**

Communication and Public Relations  
Fundraising and Development  
Leadership  
Legislation/Public Policy  
Membership  
Women's History and Resource Center (WHRC)

#### **GFWC Awards and Contests:**

Community Improvement Award  
Jennie Award  
Newsletter Contest  
Photography Contest  
Website Contest  
Creative Writing Contests

**GFWC Special Programs:**

GFWC Signature Program: Domestic Violence Awareness and Prevention

**GFWC Community Service Programs:**

Arts  
Conservation  
Education  
ESO  
Home Life  
International Outreach  
Public Issues

**Meetings:**

1. Meetings of Club Institute shall be held the first Thursday of December and March.
2. Council shall distribute a calendar listing Executive Board and GFWC Massachusetts Meetings as specified in Bylaws Article V, Section 2 H 8. The calendar is subject to change. If a Chairman or District Director is unable to attend Executive Board Meeting, she shall report her absence to her Counselor or Dean of Directors respectively. Unexcused absences of two or more meetings shall be referred to Council.
3. The Headquarters Secretary shall schedule the use of the rooms at Headquarters. Changes and cancellations shall be made promptly and directly to her.

**Special Committees:**

Special Committees shall be created as needed by Council with the approval of the Executive Board. Special Committee members shall be named by the President with the approval of the Executive Board. They shall report, when necessary, to the Executive Board or at a GFWC Massachusetts meeting.

**Standing Committees:**

**Standing Committees whose membership is defined in the Bylaws:** Endowment Fund, Finance Committee, Headquarters Commission, Memorial Education Fund, Memorial Forest, and Nominating Committee.

**Standing Committees whose membership is defined in Standing Rules:** Bylaws, Elections, LEADS Selection Committee, Resolutions Committee, and Scholarship Committee.

**Bylaws:** The Bylaws Committee shall consist of a Chairman and three members appointed by Council. The members of the committee shall be appointed at the same time as the Chairman. The Parliamentarian shall serve as consultant to this committee.

**Elections:** The Elections Committee shall consist of a Chairman and five members appointed by Council. The members of the committee shall be appointed at the same time as the Chairman. The Parliamentarian shall serve as consultant to this committee.

**LEADS Selection Committee:** The LEADS Selection Committee shall serve as a Standing Committee consisting of 5 members: State President, Director of Junior Membership, a recent LEADS graduate, the Leadership Chairman of Junior Membership and the state Leadership Chairman who shall serve as Chairman of the LEADS Selection Committee. The Counselor to Leadership shall serve as alternate. A reimbursement of up to \$300 may be given to support the candidate's expenses.

**Resolutions:** The Resolutions Committee shall consist of the Second Vice President as Chairman, two members appointed by Council and the Legislation/Public Policy Chairman. The Parliamentarian shall serve as consultant to this committee.

**Scholarship Committee:** The Scholarship Committee shall serve as a standing committee consisting of three members: the Chairman of the Finance Committee, the Education Chairman and one member appointed as the Chairman of the Scholarship Committee. The Counselor to Education shall serve as alternate. The Scholarship Committee shall be responsible for updating and distributing GFWC Massachusetts' scholarship forms and shall oversee the judging and selection of recipients for the scholarships. The Scholarship Committee shall oversee the assets of the scholarship investment account as well as any other assets received by GFWC Massachusetts for scholarships.

#### **Exhibitors At State Meetings**

1. Commercial displays shall be permitted at the rate of \$75.00 per day.
2. At or before the Executive Board Meeting preceding a State Meeting, Chairmen desiring exhibit space shall make their requests for displays and/or sales to Meetings Chairman.

#### **GFWC Convention Representation**

The GFWC Massachusetts President completing her term of office in May of the even-numbered year shall represent GFWC Massachusetts at the GFWC International Convention of that year.

#### **GFWC Massachusetts Minutes Review Committee**

A committee of three (3) consisting of the GFWC Massachusetts Recording Secretary, a District Director and a Chairman shall be appointed by the President to review the minutes of GFWC Massachusetts' meetings and submit to the Executive Board for final approval.

#### **Grants**

1. Grants for a specific purpose or project shall be held in a separate account, headed appropriately, and withdrawals made directly from it as needed.
2. An accounting to the grantor shall be made at any time within which the project is operating upon ten days notice and at the time of the completion of the project.
3. Any unexpended balance in such account shall be returned at the discretion of the grantor to said grantor or designated by said grantor for supplementing the budget or project.
4. The acceptance of such grant for a designated project shall in no way alter GFWC Massachusetts' policy, program or personnel working in the specific field or any other field of activity. This statement of policy shall accompany acceptance of all grants.

### **Guidelines For GFWC Massachusetts Representation**

1. GFWC Massachusetts supports only the Objective as stated in the Bylaws and the Resolutions adopted by GFWC Massachusetts and GFWC.
2. Any Officer, Chairman, or member who may be assigned by Council to represent GFWC Massachusetts may commit it only in accordance with the stated Objective or Resolutions.
3. In order that GFWC Massachusetts may cooperate effectively with other organizations, any person assigned to represent it shall make a clear distinction between her personal opinions and her official position under Bylaws or Resolutions. The representative in such case shall be free to vote as an individual upon policy matters within the cooperating organization, but that vote shall not commit GFWC Massachusetts to such policies unless they are within the framework of its Objective or Resolutions. No public announcement of such cooperation with the policies of another organization shall be made without the approval of Council.
4. Observing these rules will eliminate any involvement of GFWC Massachusetts in questions upon which it has not received authorization from its membership.

### **Info at GFWC Massachusetts Headquarters**

Club members will find helpful material at 245 Dutton Road, Sudbury. There is a file of club yearbooks, reports, and material pertaining to various Community Service Programs. Copies of information and material on many subjects are available. All club members are invited to visit.

### ***Manual***

A *Manual* containing a GFWC Massachusetts Directory, Bylaws, Standing Rules, Resolutions, and Annual Reports and statistics shall be published annually by the Headquarters Secretary. Updates to the *Manual* may be printed at the beginning of the second year of the administration.

### **Meetings**

1. Doors will be closed and opened at the discretion of the Meetings Chairman, or upon the request of the President.
2. If a member wishes to speak, she shall rise, address the Chairman and give her name and club.
3. A delegate may speak no more than two minutes and no more than twice to the same question without the consent of the assembly, nor speak a second time to the same questions until all who wish to speak have been heard.
4. All main motions shall be submitted in writing and sent to the President immediately.

### **Memorial Forest**

The Memorial Forest facilities are available to members of GFWC Massachusetts for club meetings and family picnics. For reservations contact the Memorial Forest Chairman. Memorial or Tribute donations of not less than \$10.00 in memory or in honor of loved ones will be inscribed in the Memorial Book as a permanent record and recognized during the Memorial program held on Federation Day. Make checks payable to GFWC Massachusetts including the names of persons to be honored and the name of club or donor. Send completed GFWC

Massachusetts donation form to the Memorial Forest Chairman.

### **Official Correspondence**

All printed material and all official correspondence shall be on General Federation of Women's Clubs of Massachusetts, Inc. letterhead with the name of the current President.

### **Pins**

Gold pins for fifty-year members and silver pins for twenty-five year and ten year members are available from the GFWC Marketplace. President pins and Past President pins are available from GFWC Marketplace at [www.GFWC.org](http://www.GFWC.org).

### **President's Expenses**

1. The travel expense of the GFWC Massachusetts President shall be paid from the allowance provided in the annual budget of GFWC Massachusetts. Travel expenses may cover travel to GFWC Massachusetts Meetings, GFWC Massachusetts Executive Board Meetings, GFWC Convention, GFWC Board Meetings, New England Region Conference, New England Region Board of Directors Meetings in even-calendar year, and Club Meetings and functions.
2. If the President is unable to attend a GFWC Massachusetts Meeting or GFWC Convention, the travel expenses of the officer who will attend in her place shall be covered by the President's allowance. If the President is unable to attend any of the other events listed, the travel expenses of another officer, when assigned by the President to represent her, shall be paid from the President's allowance.
3. Meals, lodging and registration for attending events delineated in #1 will be paid from the allowance provided in the GFWC Massachusetts annual budget.
4. All other President's expenses shall be approved by the Executive Board for reimbursement from the allowance in the GFWC Massachusetts annual budget.

### **Public Relations**

Chairmen and District Directors shall be responsible for sending updates and club happenings to GFWC Massachusetts Headquarters and to the Webmaster two months in advance, if possible. GFWC Massachusetts' news shall be channeled through the Chairman of Communications and Public Relations. News of local clubs shall be sent directly to area newspapers. All material for *Federation Topics* shall be sent to the Editor two months before month of publication.

### **Rental Of Headquarters**

Use of meeting room and kitchen is available for a nominal fee of \$40.00. Reservations for rental must be made in advance with the Headquarters Secretary at 978-443-4569, 245 Dutton Road, Box 679, Sudbury, MA 01776-0679. Reservations must be honored unless canceled in advance with the Headquarters Secretary. It is expected that rooms will be left in the same good order in which they are found.

### **Resolutions (Rules Governing)**

A standard resolution may originate from:

1. The Resolutions Committee;
2. The Council;
3. The Executive Board;
4. A Community Service Program Area Chairman or other chairman.

5. A GFWC Massachusetts Club by a two-thirds vote of its Executive Board.

#### Procedure

1. All proposed standard resolutions shall be submitted in writing to the Resolutions Committee, no later than three months prior to a GFWC Massachusetts Meeting.
2. The Resolutions Committee shall study, formulate and present all proposals to Council.
3. Resolutions with recommendation by Council shall be presented for action at the next GFWC Massachusetts Meeting.
4. Any resolution deemed by Council to be detrimental to GFWC Massachusetts shall, by unanimous vote of Council, be omitted from those presented at the session.
5. Any resolution deemed by Council to be in conflict with current GFWC Massachusetts or GFWC shall, by unanimous vote of Council, be omitted from those presented at the GFWC Massachusetts Meeting.
6. Notice of all proposed standard resolutions shall be sent with the *Call* to the Executive Board, Past Presidents, and all GFWC of Massachusetts clubs prior to the GFWC Massachusetts Meeting at which action is to be taken.

#### Limitations

1. No resolution shall be considered which concerns religious, partisan or purely local issues.
2. No resolution shall be debated unless it has been referred to, and reported by, the Resolutions Committee.
3. All resolutions that have been in effect for five years shall be automatically reviewed by the Resolution Committee.
4. Those resolutions whose purpose has been accomplished shall be referred to the next GFWC Massachusetts Meeting to be rescinded as a whole.
5. If at some time during the life of a resolution, the Resolutions Committee deems it advisable to amend or rescind said resolution, it shall submit its proposal, which has been approved by Council with its recommendation, for action at the next GFWC Massachusetts Meeting.

#### Emergency Resolutions

1. An emergency resolution is one in which the subject matter must have evolved after the time limit set for standard resolutions. It shall be a resolution upon which deferred action would be disadvantageous. The vote of the delegates on an emergency resolution is the opinion of the persons voting and in no way obligates the club she represents until such club has taken independent action.
2. An emergency resolution may be presented by any voting member at a GFWC Massachusetts Meeting. Such a resolution shall be referred to the Resolutions Committee and reported with the committee recommendation, to the assembly for action before the adjournment of said session.
3. An emergency resolution may be reaffirmed at the next GFWC Massachusetts
4. Meeting following its adoption in order to become a standard resolution.

### **Vacancies**

1. Vacancies in elective offices, except that of President, shall be filled by the Executive Board on nomination by Council. If more than one name is presented, the choice shall be made by ballot.
2. Vacancies in appointive offices shall be filled by the President with approval of Council for the remainder of the term.

### **Voting via Electronic Communication**

1. Electronic Communication for purpose of voting may only occur if it is specified in the Bylaws:
2. Only a chairman may initiate the Electronic communication:
3. The electronic communication will only be sent to members of their committee or group of trustees;
4. The voting can be conducted via a member's personal computer, table or phone;
5. The necessary quorum will be specified in the Bylaws;
6. The chairman will be responsible for keeping a record of all electronic communications and report them as specified in the Bylaws.