

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

Amended as of February 27, 2021

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 Board of Directors at its June meeting. A two-thirds vote shall be required for adoption. Changes to the Standing Rules adopted by the Board of Directors 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 Board of Directors 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.

Board of Directors (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; 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 Board of Directors on recommendation of the Executive Committee (EC) 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 the EC. 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 the EC 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 the EC 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 Plans, Awards and Contests

GFWC Community Service Programs:

Arts and Culture
Civic Engagement and Outreach
Education and Libraries
Environment
Health and Wellness

GFWC Special Programs:

GFWC Signature Program: Domestic and Sexual
Violence Awareness and Prevention
GFWC Junior Membership Special Program:
Advocates for Children

GFWC Advancement Plans:

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
Creative Writing Contest
Jennie Award
Newsletter Contest
Photography Contest
Website Contest

Meetings:

1. The EC shall distribute a calendar listing its meetings as well as the Board of Director and GFWC Massachusetts Meetings as specified in Bylaws Article V, Section 2 I 8. The calendar is subject to change. If a member is unable to attend a Board of Director Meeting, she shall report her absence to her Counselor or the Recording Secretary respectively. Unexcused absences of two or more meetings shall be referred to the EC.
2. 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 the EC with the approval of the Board of Directors. Special Committee members shall be named by the President with the approval of the Board of Directors. They shall report, when necessary, to the Board of Directors or at a GFWC Massachusetts meeting.

Standing Committees:

Standing Committees whose membership is defined in the Bylaws: Finance Committee, GFWC Massachusetts Scholarship Committee, Headquarters Commission, Memorial Education Scholarship for Graduate Studies, Memorial Forest, and Nominating Committee.

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

Bylaws: The Bylaws Committee shall consist of a Chairman and three members appointed by The EC. 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 three members appointed by the EC. 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 five 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 the EC and the Legislation/Public Policy Chairman. The Parliamentarian shall serve as consultant to this committee.

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: Information from the Club's Statistical Form is used by the GFWC Massachusetts President in compiling her Annual Report. It is, therefore, imperative that this information be submitted before January 31 in order that the summary of the state contributions to GFWC and its affiliates 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 GFWC Massachusetts Report Writing chairman by the scheduled due date in January.

Yearbook: A copy of the Club Yearbook shall be given to the following: Headquarters Secretary and the GFWC Massachusetts President.

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.

Exhibitors at State Meetings

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

Federation Topics

The official publication of GFWC Massachusetts is issued electronically four times a year. Single copies are available at Club Institute and all state meetings upon request.

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 consisting of the GFWC Massachusetts Recording Secretary, a member at large and a Chairman shall be appointed by the President to review the minutes of GFWC

Massachusetts' meetings and submit to the Board of Directors 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 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 the EC.
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 presiding officer.
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 and Headquarters Secretary. Memorial or Tribute donations to Memorial Forest 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 Memorial Forest donation form to the GFWC Massachusetts Headquarters.

Official Correspondence

All printed material and all official correspondence shall be on GFWC Massachusetts 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.

Officer'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 Committee and Board of Directors Meetings, GFWC Annual Convention, GFWC Board of Directors 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. President's expenses for 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 Board of Directors for reimbursement from the allowance in the GFWC Massachusetts annual budget.
5. The expenses of the remaining GFWC Massachusetts Officers shall be paid from the allowance provided in the annual budget of GFWC Massachusetts for the GFWC Massachusetts Annual Convention. The expenses shall include all meeting meals and the hotel expense for a shared room for a maximum of two nights.

Public Relations

Chairmen 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 EC;
3. The Board of Directors;
4. A Community Service Program Area Chairman or other chairman.
5. A GFWC Massachusetts Club by a two-thirds vote of its Board of Directors.

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 the EC.
3. Resolutions with recommendation by the EC shall be presented for action at the next GFWC Massachusetts Meeting.
4. Any resolution deemed by the EC to be detrimental to GFWC Massachusetts shall, by unanimous vote of the EC, be omitted from those presented at the session.
5. Any resolution deemed by the EC to be in conflict with current GFWC Massachusetts or GFWC resolution shall, by unanimous vote of the EC, 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 Board of Directors, 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 the EC 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 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 Board of Directors on nomination by the EC. 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 the EC 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.