

# General Federation of Women's Clubs of North Carolina District 7

## Bylaws

### Article I Name

The name of the organization shall be General Federation of Women's Clubs of North Carolina District 7, hereinafter called GFWC-NC District 7.

### Article II Object

GFWC-NC District 7 is a division of the General Federation of Women's Clubs of North Carolina (GFWC-NC), a member of the General Federation of Women's Clubs (GFWC), offering opportunities for women to network with other women interested in civic leadership, volunteerism, education, and promoting opportunities for women. It shall promote the programs and projects of GFWC and GFWC-NC.

GFWC-NC District 7 is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code and is nonpartisan, nonsectarian, and nonprofit.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This organization offers opportunities for women to network with other women interested in civic leadership, helping others, education, and promoting cultural opportunities the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any further federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future government, or to a state or local government, for a public purpose.

### Article III Membership

Membership shall be open to members of GFWC-NC per capita dues paying clubs federated in Bladen, Brunswick, Columbus, Duplin, New Hanover, Pender, Robeson and Sampson Counties of North Carolina.

### Article IV Fiscal Year

The fiscal year shall be from July 1<sup>st</sup> to June 30<sup>th</sup> annually.

### Article V Dues

- Section 1. Annual per capita dues shall be \$5.00 payable on or before January 15th to the Treasurer
- Section 2. Dues for members that join after June 30<sup>th</sup> shall be \$2.50.
- Section 3. As stated in the GFWC-NC Bylaws Article 5, Section 5.1, no district per capita dues shall be paid by a GFWC-NC Juniorette Club.
- Section 4. One-dollar (\$1.00) of per capita dues paid shall be designated to the GFWC-NC District 7 Sallie Southall Cotton Scholarship.
- Section 5. Dues shall be voted on annually at the Annual Meeting.

Article VI. Resignation, Removal, and Reinstatement.

- Section 1. Any club that resigns from GFWC or GFWC-NC shall be considered resigned from the GFWC-NC District 7.
- Section 2. Clubs whose annual per capita dues are unpaid on February 1<sup>st</sup> shall be removed from membership.
- Section 3. A club that has resigned may be granted reinstatement upon payment of the district per capita dues and approval of GFWC and GFWC-NC.

Article VII. Meetings

- Section 1. The Annual Meeting shall be held in the fall on a date and at a location to be determined by the President in cooperation with the GFWC-NC President and Vice Presidents.
- Section 2. The Arts Festival shall be held annually, in conjunction with the Spring Meeting as needed, at a date and location determined by the President. GFWC-NC recommends the date be at least three weeks prior to the GFWC-NC Arts Festival to ensure compliance with GFWC-NC contest deadlines.
- Section 3. The Director of Junior Clubs, with the consent of the President, may designate a time during the Annual Meeting for a meeting of the Junior Club members.
- Section 4. Special Meetings
  - a. Special meetings may be called by the President, by written request of the Executive Committee or by at least twenty (20) members representing six (6) clubs.
  - b. The request and purpose shall be sent to the President via regular mail or email.
  - c. The meeting shall be scheduled by the President within 48 hours of receipt of the request and a call to the meeting shall be issued via email.
  - d. The purpose of the meeting shall be stated in the Call, which shall be sent to all member clubs at least 7 days prior the meeting.
- Section 5. Representation
  - a. A GFWC-NC District 7 Club having between 5 and 9 members shall be entitled to be represented by its President or her representative as its delegate.
  - b. A GFWC-NC District 7 Club having between 10 and 25 members shall be entitled to be represented by its President or her representative as its delegate and one additional delegate.
  - c. A GFWC-NC District 7 Club having more than 25 members shall be entitled to one additional delegate for each additional 25 members or majority thereof after the first 25.
  - d. Members of the GFWC-NC District 7 Board of Directors shall have delegate status. No alternates shall be permitted for these delegates.
- Section 6. Quorum

Twenty-five (25) delegates representing at least seven (7) clubs shall constitute a quorum at any Annual Meeting, Spring Meeting or Special Meeting of the membership.

Article VIII Officers and Community Service Program (CSP) Chairmen

- Section 1. Elected officers shall be: President, First Vice President, Second Vice President, Secretary, Treasurer, Junior Director and Junior Membership Chairman. All officers shall be per capita dues paying members of GFWC-NC District 7, except Director of Juniors and Junior Membership Chairman, who shall be per capita dues paying members of a GFWC-NC District 7 Junior Club.
- Section 2. Eligibility of Officers
  - a. A GFWC-NC District 7 member club may submit recommendations from its membership to the Nominating Committee.

- b. The Nominating Committee shall request an official endorsement in writing from each nominee's club of record.
- c. No two officers may serve at the same time from the same club.
- d. Each nominee for office must be a member of a GFWC-NC District 7 club and active in GFWC-NC District 7 programs and projects.
- e. Each nominee for the office of President, must have served as a federated Club President or GFWC-NC District Officer and be active in GFWC-NC and GFWC-NC District 7.

Section 3. There shall be six (6) Community Service Program Chairmen: Arts, Conservation, Education, Home Life, International Outreach and Public Issues. Any per capita dues paying member of a club holding active membership may serve.

Section 4. Officers and Community Service Program (CSP) Chairmen shall be elected from a slate presented by the Nominating Committee at the Annual Meeting in the uneven year. Those elected shall be confirmed at the GFWC-NC Convention in the even years.

Section 5. Officers and Community Service Chairmen shall be elected to serve a term of two years following confirmation. No officer may serve more than one consecutive term in the same office, except the President serving an unexpired term.

Section 6. A vacancy occurring in the office of President shall be filled by the First Vice President, who shall serve the unexpired term. A vacancy occurring in any other office shall be filled by the Executive Committee for the unexpired term.

Article IX. Duties of Officers and Community Service Program (CSP) Chairmen

Section 1. The President shall:

- a. Preside at all meetings of the District.
- b. Serve as an ex-officio member of all committees except the Nominating Committee.
- c. Create and appoint all committees and fill vacancies of appointees as needed.
- d. Be authorized to sign checks. All disbursement of funds to be made by the Treasurer shall be submitted to the President for approval.
- e. Perform all duties as directed by these bylaws, the Executive Committee, the Board of Directors, and the GFWC-NC Administration Book and Job Analysis.

Section 2. The First Vice President shall:

- a. Serve as District Membership Chairman and as a member of the GFWC-NC Membership Committee to organize and federate new clubs, encourage recruitment of new members and promote programs that focus on retention of current members.
- b. Actively work with the Club Membership Chairmen and the Junior Membership Chairman.
- c. Preside at district meetings in the absence of the President.
- d. Perform all duties as directed by these bylaws, the President, the Executive Committee, the Board of Directors, and the GFWC-NC Administration Book and Job Analysis.

Section 3. The Second Vice President shall:

- a. Provide assistance to the CSP Chairmen and chairmen of GFWC-NC District 7-sponsored programs and projects.
- b. Preside at district meetings in the absence of the President and First Vice President.
- c. Act as liaison to and work in cooperation with the GFWC-NC First Vice President to promote the programs and projects of GFWC and GFWC-NC.
- d. Perform all duties as directed by these bylaws, the President, the Executive Committee, the Board of Directors, and the GFWC-NC Administration Book and Job Analysis.

Section 4. The Secretary shall:

- a. Take minutes of all regular, Special and Executive Committee, and Board of Directors Meetings.

- b. Provide a copy of the proposed minutes to the President and Parliamentarian within two (2) weeks of each meeting.
- c. Following edits, send copies to the appropriate members within four (4) weeks of the meeting.
- d. Perform all duties as directed by these bylaws, the President, the Executive Committee, the Board of Directors, and the GFWC-NC Administration Book and Job Analysis.

Section 5.

The Treasurer shall

- a. Collect all dues and hold all funds belonging to the District, deposit same in an insured bank approved by the Executive Committee, and disburse funds after the approval of the President.
- b. Send a dues notice to all delinquent clubs.
- c. Make a statement of all monetary accounts at each District Meeting and maintain accurate records of receipts, expenditures, cancelled checks and bank statements. Any matters concerning distribution of funds not listed in the budget shall require the approval of the Executive Committee.
- d. Perform all duties as directed by these bylaws, the President, the Executive Committee, the Board of Directors, and the GFWC-NC Administration Book and Job Analysis.

Section 6.

The Junior Director shall:

- a. Supervise and promote the work of the Junior and Juniorette Clubs.
- b. Preside in the absence of the President and Vice Presidents.
- c. Perform all duties as directed by these bylaws, the President, the Executive Committee, the Board of Directors, and the GFWC-NC Administration Book and Job Analysis.

Section 7.

The Junior Membership Chairman shall:

- a. Promote membership growth in cooperation with the Vice President of Membership.
- b. Serve as a member of the GFWC-NC Membership Committee and assist the GFWC-NC Director-elect of Junior Clubs promoting membership and organizing and federating new clubs.
- c. Perform all duties as directed by these bylaws, the President, the Executive Committee, the Board of Directors, and the GFWC-NC Administration Book and Job Analysis.

Section 8.

Each Community Service Program Chairman shall:

- a. Work in cooperation with the GFWC-NC First Vice President and the GFWC-NC District 7 Second Vice President to promote the programs and projects of GFWC and GFWC-NC through her respective program.
- b. Be available to clubs for assistance in developing programs and projects.
- c. Submit a written plan to the Executive Committee for approval prior to taking any action. Any public action must be approved by the general membership.
- d. Perform all duties as directed by these bylaws, the President, the Executive Committee, the Board of Directors, and the GFWC-NC Administration Book and Job Analysis.

Article X Executive Committee and Board of Directors

Section 1.

The Executive Committee shall:

- a. Consist of the GFWC-NC District 7 Officers
- b. Meet at the Call of the President or upon written request of two members. The purpose of the meeting shall be stated in the Call.
- c. Approve action plans submitted by a committee or officer. Any public action must be approved by the general membership.
- d. Have authority to transact time-sensitive business between GFWC-NC District 7 Meetings.
  - 1. Vote by virtual assembly.

2. All members of the committee must be able to participate in the same manner to conduct the vote.
  3. Report of action taken in this manner shall be ratified and made part of the minutes of the next regular GFWC-NC District 7 Meeting.
- e. Five (5) members shall constitute a quorum.

Section 2.

The Board of Directors shall:

- a. Consist of the Officers, Club Presidents, CSP Chairmen, and Awards Chairman.
- b. Meet annually at a date prior to the Annual Meeting.
- c. Hold a Special Meeting at the Call of the President or upon written request of six (6) members. The purpose of the meeting shall be stated in the Call.
- d. Twelve (12) members shall constitute a quorum.

Article XI Committees

Section 1.

The Awards Committee Chairman, appointed by the President, shall supervise the work of the following committees:

- a. The Education CSP Chairman shall serve as chairman for selection of district candidates for the GFWC-NC Leadership, Education, and Development Seminar (LEADS), the Greeson/Johnson Teaching Scholarship and the Sallie Southall Cotton Scholarship Awards. She shall receive applications and secure judges for each competition and assure the selected candidates' records are forwarded to the appropriate State Chairmen.
- b. The Arts CSP Chairman shall serve as chairman for selection of the district candidate for the GFWC-NC Whitener Piano Scholarship Award. She shall receive applications and secure judges for the competition and assure the selected candidate's records are forwarded to the appropriate State Chairman.
- c. The President shall appoint a chairman for selection of candidates for each of the following:
  1. Minnie Lou Parker Creech Clubwoman of the Year
  2. Linda G. White Junior Clubwoman of the Year
  3. Juanita S. Bryant Citizenship Award

The chairman shall receive applications and secure judges for each competition and assure the selected candidates' records are forwarded to the appropriate State Chairmen.

- d. The Arts Festival Committee shall consist of the Arts CSP Chairman and the contest chairmen for implementation of the contests in the Arts, Crafts, Literature, Newsletter, Performing Arts and Arts Festival programs. They shall secure judges for the competitions and assure the selected candidates' records are forwarded to the appropriate State Chairmen.

Section 2.

The Budget Committee shall consist of the Treasurer as Chairman and three members appointed by the President, with no two members representing the same club. The committee shall develop a proposed budget for distribution to member clubs with the Call to the Arts Festival/Spring Meeting, where it shall be presented for adoption.

Section 3.

The Bylaws Committee, consisting of three members from three different clubs, receives, initiates, and considers amendments to the bylaws. The Parliamentarian or parliamentary advisor shall assist the committee. A revision shall be undertaken if the amendments are extensive and scattered throughout the document. The proposed amendments or revision shall be distributed to all member clubs at least 30 days prior to the Annual Meeting.

Section 4.

A Financial Review Committee of three (3) members from three (3) different clubs shall be appointed by the President prior to the Arts Festival/Spring Meeting in the even numbered years. The President shall designate the Chairman. The Committee shall perform a financial review of the Treasurer's accounts and, in even numbered years, deliver a report of its findings to the President and President-Elect three days prior to the

start of the GFWC-NC Convention. A written report shall be delivered to the general membership for approval at the Annual Meeting in the even numbered years.

Section 5. The Nominating Committee shall consist of three members from three different clubs elected at the Annual Meeting in the even years. No member may serve two consecutive terms. The committee shall present a slate of Officers and Community Service Program Chairmen at the Annual Meeting in the odd year.

Article XII Appointments

Section 1. The Chaplain shall provide prayers and invocations for District functions.

Section 2. The Parliamentarian or parliamentary advisor shall advise the President to assure meetings follow parliamentary procedures.

Article XIII Amendments

These bylaws may be amended or revised at the Annual Meeting by a two-thirds vote of those present and voting. The proposed amendments or revision shall be distributed to all member clubs at least thirty (30) days prior to the Annual Meeting.

Article XIV Parliamentary Authority

The rules contained in the current edition of "*Robert's Rules of Order, Newly Revised*" shall govern the District in all cases to which they are not inconsistent with these bylaws.

Updated and Approved October 6, 2012

Revised and adopted October 10, 2015

Updated and Approved November 19, 2016

Chairman Cindy Avery

Committee: Julie Rigsbee, Kathy