

GFWC New Mexico
Portales Woman's Club
Standing Rules

Revised 201~~9~~4

1. Dues shall be \$~~75~~50.00 for regular members and \$~~12~~75.00 for associate members. PLUS any increase in state dues.
2. The Treasurer shall serve a (2) two-year term with an option of (3) three years.
3. The President shall present each officer and committee chairman a copy of the club bylaws at the first Executive Board meeting after her installation, and call attention to responsibilities of each one.
4. Donohoo/Pendleton Scholarship applications are due to the State Scholarship Chairman by March 1.
5. The Executive Board shall set the time of the annual business meeting, considering the date of the State GFWC New Mexico Convention.
6. The ~~Corresponding~~ Secretary shall present the perfect attendance awards at the Installation ~~Breakfast~~Meeting.
7. Anyone renting the building WILL NOT have access to the lower cabinets on the west side of the kitchen or any cabinets with locks on them.
8. The Auditing Committee will provide copies of its reports to the President, ~~Recording~~ Secretary, Treasurer, and Finance Committee Chair by ~~July 1~~August 1.
9. The Hospitality Chair will contact the ~~H~~hostess ~~C~~committee ~~C~~chair to coordinate plans for each monthly meeting.
10. The ~~Recording~~ Secretary shall retain duplicate copies of business meetings minutes for the prior four (4) years, with the previous years' original minutes filed at the ENMU Archives Department.
11. The club scrapbook shall have the GFWC Portales Woman's Club name printed on the front of the book.
12. The Program Chair shall present an award of recognition to each program participant.
13. The incoming President will select her installing officer.~~r~~
14. Budgeted monies will be used to pay the registration fees, lodging, and meals for delegates and the President to District and State Conventions. In addition, mileage of \$.32 per mile will be reimbursed.

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GFWC Portales Woman's Club By Laws

Revised ~~2011~~2019

Article I – NAME

The organization shall be known as ~~GFWC~~Portales Woman's Club. ~~It shall be a member of and affiliated with the General Federation of Women's Clubs, hereinafter known as GFWC. and shall be affiliated with District, State, and General Federation of Woman's Clubs.~~

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Article II – OBJECT

The ~~object~~mission of this club is mutual helpfulness in all the affairs of life in a united effort toward the highest development of humanity.

Article III – MEMBERSHIP

Sections 1. ~~Membership shall be unlimited as to number and without regard as to race, color, creed, national origin or age. This Club's membership shall associate itself as a non-profit, non-political organization, pledged to support the community in the advancement of civic, charitable and humanitarian endeavors. Membership shall consists of women who are interested in the objectives of this organization.~~

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Section 2. Any ~~women person~~ shall be eligible for active membership upon recommendation from a member of the club. ~~Members shall be familiar with and commit to support the mission of Portales Woman's Club.~~

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Section 3. ~~General Member~~ shall have all the privileges and responsibilities of a member in good standing. Each member shall be appointed to a committee or special service, will be requested to serve on the hostess committee once per year, and fulfill other duties as requested.

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Section 4. ~~Associate Member~~ shall have all the privileges and responsibilities of a member in good standing except that of holding office. Associate member will not be appointed to a committee or special service but will serve on the hostess committee once per year.

Section 5. ~~Honorary Member~~: The President of the GFWC New Mexico Women's Clubs and the President of District III are honorary members of the club during their terms of office. Any active member who reaches the age of eighty (80) may become an honorary member with all privileges of club membership.

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Section 6. ~~Former Member~~. Any former member desiring to re-enter the club shall be reinstated in good standing upon payment of dues.

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Section 7. ~~New Member Transfer~~. In the case of a transfer from another Federated Woman's Club, the transferee shall become a member in good standing upon payment of annual dues.

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Section 8. ~~Termination/Resignation~~. Membership is terminated by resignation or by non-payment of dues.

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Article IV – OFFICERS

Section 1. The elective officers shall be President, First Vice-President, Second Vice-President, Third Vice-President, ~~Recording~~Secretary, ~~Corresponding~~Secretary, and Treasurer.

Section 2. The above named officers, along with the immediate past ~~P~~resident and ~~Parliamentarian~~, shall constitute the Executive Board. Both the immediate past President and Parliamentarian shall serve in an ex-officio role.

Article V – MEETINGS

Section 1. Regular meetings shall be held on the second Wednesday of each month from September through May.

Section 2. Special meetings may be called by the ~~P~~resident, the ~~E~~xecutive ~~B~~oard or by five percent of the members. The call for the special meeting must state the business of the meeting to be transacted, and no business shall be transacted except that stated in the call.

Section 3. The annual business meeting shall be conducted at the meeting in April.

Article VI – QUORUM

Section 1. One-fourth of the active membership shall constitute a quorum.

Section 2. ~~Five~~Four members shall constitute a quorum of the ~~E~~xecutive ~~B~~oard.

Article VII – AMENDMENTS

Section 1. The bylaws may be amended at any regular business meeting by a two-thirds vote of membership present, providing the proposed amendment has been presented at the previous regular meeting.

Section 2. Amendments may be made at the annual business meeting without previous notice by a unanimous vote.

~~Article VIII – MEMBERSHIP~~

~~Section 1. Membership categories shall be active, associate and honorary.~~

~~Section 2. Each active member shall be appointed to a standing committee or to a special service. She shall be requested to serve as hostess once a year and fulfill duties as requested.~~

~~Section 3. Each associate member shall be excused from regular assignment except that of hostess and shall be entitled to all privileges of the club except that of holding office.~~

~~Section 4. Any active member who reaches the age of eighty (80) shall become and honorary member with all privileges of club membership.~~

~~Section 5. Any former member desiring to re-enter the club shall be reinstated in good standing upon payment of dues. A new resident who is currently a member of a Federated Woman's Club may become a member upon payment of dues.~~

Article IX – DUES

Section 1. Annual dues for an active member shall be ~~seventy-five~~seventy dollars (\$~~75~~70.00).

Annual dues for an associate member shall be ~~one hundred twenty~~one hundred dollars (\$~~127~~100.00). No dues shall be required of Honorary Members and no dues will be paid to GFWC-NM on their behalf unless the Honorary Member volunteers to pay the dues.

Section 2. Any member wishing to change status from Regular to Associate must do so at the time dues are paid. Status may not be changed after the deadline for paying dues.

Section 3. Those who become members after January 1 shall pay one-half of the current dues.

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Section 4. Dues are payable ~~on April 1~~ by the regular club meeting in May and delinquent after ~~June-July~~ 1 of the club year.

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Article X – OFFICERS

Section 1. The term for all officers shall begin following installation at the meeting in May.

Section 2. Duties:

President shall:

Preside at all club meetings

Serve as chair of the Executive Board.

Serve as the ex-officio ~~ior~~ member of all committees ~~s~~ except the nominating committee

Make committee and special service appointments with the approval of the executive ~~ivee~~ board

Sign and present a voucher to the Treasurer for all club expenditures.

First Vice-President

Serve as chair of the Civic Committee.

Second Vice-President

Serve as chair of the Program Committee.

Third Vice-President

Serve as chair of the House Committee.

The Vice Presidents shall:

In order of their election assume the duties of President in her absence or when she vacates the office.

~~Recording~~ Secretary shall:

Record Minutes of all meeting of the club and distribute said minutes prior to the club meeting either by mail or email.

Record minutes of the Executive Board and report any necessary business to the club

File the annual reports of the officers and committee chairs with the permanent secretarial record

Present to each incoming officer and chair a copy of her predecessor's report.

~~Corresponding Secretary~~ shall:

Conduct the correspondence of the club, such as call or send notes of sympathy when death occurs in family of a club member and report at each meeting

Keep an official membership list and record attendance of the club at each meeting.

Treasurer shall:

Have charge of all monies and keep an accurate record of all funds

Disburse funds upon presentation of an ~~it~~ itemized bill and signed voucher by the President

Send a report and the required filing fee to the State Corporation Commission by March 1

Send report to the Internal Revenue Service after books are audited, if required

Be responsible for the official membership list.

Present a copy of the official membership list to the President ~~and to the Chair of the Program Committee~~ by July 1

Notify each member whose dues are not paid by June 1

~~Designate a minimum of one hundred twenty-five dollars (\$125) for the replacement fund~~

Shall be on the signature card with at least two other ~~club officers~~Executive Board members.

Serve as a member of the Finance Committee

Order the retiring ~~P~~resident's pin with guard

The office of ~~T~~reasurer shall be a two ~~(2)~~-year office, with an option of three (3) years.

Section 3. At the annual business meeting, each officer and each committee shall submit a typewritten report in triplicate to be filed with the ~~Recording~~ Secretary, ~~the~~ President, and ~~the~~ permanent club ~~fil~~ies.

Article XI – COMMITTEES

Section 1. There shall be seven (7) standing committees. These shall be the Civic, Program, House, Hospitality, Membership, Finance, and Auditing.

Duties:

Civic Committee shall:

Be responsible for leadership in suggesting and carrying our creative and worthwhile projects of value to the community.

Program Committee shall;

Be responsible for presentation of each club program

Provide a token of appreciation to the ~~gues~~st speakers.

House Committee shall:

Have charge of rentals, collection of rentals, maintenance of building, grounds, and all club furnishings.

Prepare, with the assistance of the ~~H~~ouse ~~C~~hair, a written inventory for filing at the meeting in September. Two members of this committee shall be retained each ~~y~~ear to serve for the coming year.

Hospitality Committee shall:

Perform all acts of courtesy for the club such as: select and purchase a suitable book for the Portales Public Library as a gift in memory of a deceased member and purchase a gift for outgoing President and present the gift at the Installation ~~Breakfast~~Meeting in May.

Membership Committee shall:

Seek to build up membership of the club

Encourage regular club attendance

See that all new members are welcomed into the club membership.

Finance Committee shall:

Prepare the proposed budget for approval by the ~~E~~xecutive ~~B~~oard.

Present the proposed budget to the club membership at the meeting in September for study and at the meeting in October for approval.

Be responsible for fundraising projects.

Auditing Committee shall:

Audit the books of the Treasurer by July 1 and report to the executive board for approval.

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The ~~Harriet Donohoe~~-Scholarship Committee shall:

Assume responsibility for raising funds for the club's contribution to this scholarship. A minimum of one dollar (\$1.00) shall be contributed by each member to maintain the fund.

Coordinate the annual application process in the spring with the ENMU Foundation for scholarship awards as the annual approved budget allows.

Review and recommend scholarship recipient(s) to the Executive Board.

Article XII – NOMINATIONS & ELECTIONS

Section 1. A nominating committee, consisting of ~~five (5)~~three (3) members, shall be elected at the meeting in February. The committee shall select its own chair.

No member shall serve more than two (2) consecutive years.

Section 2. The nominating committee shall submit one name for each office at the meeting in March.

Nominations may also be made from the floor. Consent of each nominee should be secured before her name is presented.

Section 3. The election of officers shall be heard at the meeting in April. Election shall all be by written ballot unless there ~~is-are~~ no nominations from the floor for any office. In such awe, the vote may ~~by-be~~ by voice.

Article XIII – EXECUTIVE BOARD

Section 1. The ~~E~~xecutive ~~B~~oard shall meet by call of the ~~P~~resident or by call of any three ~~E~~xecutive ~~B~~oard members.

Section 2. Duties:

The ~~E~~xecutive ~~B~~oard shall:

Fill all vacancies in any office

Approve committee and appointments

Approve proposed budget before it is presented to the club

Act upon written request for non-budgeted expenditures before such requests are voted upon by the club

Transact such business as is necessary when club is in recess

Article XIX – PROPERTY

Section 1. The club building, furnishings, and other properties of the club shall not be loaned without approval of the ~~E~~xecutive ~~B~~oard.

Article XV – FUNDS

~~Section 1. A fund, to be known as the Replacement Fund, shall be set aside at the beginning of each year in the amount of one hundred and twenty-five dollars (\$125.00). This amount, taken from membership dues, shall be used for building repairs, decorating and replacement of club properties.~~

Article XVI – STANDING RULES

Section 1. A standing rule can be adopted by a majority vote at any meeting without previous notice.

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Section 2. At any future meeting a standing rule can be modified, suspended, or rescinded by a majority vote.

Section 3. No standing rule can be adopted which conflicts with the bylaws.

Article XVII – PARLIAMENTARY AUTHORITY

Section 1. Robert's ~~R~~ules of Order, Newly Revised, shall govern proceedings of the club in all cases not provided for in these bylaws.