

GFWC-WISCONSIN GENERAL POLICIES

The policies are submitted to the Board of Directors and are voted on at a regularly called meeting of the Board.

ORGANIZATIONAL POLICIES

1. Organization of Departments: It shall be the policy of the GFWC-Wisconsin to conform to the General Federation in the organization of Departments of work. (Article XIII, Section 1, Bylaws). It shall also be the policy of the districts, as far as possible or practicable, to follow the plan of the GFWC-Wisconsin.
2. Dissolution or Withdrawal of Clubs: An orderly procedure shall be followed in the dissolution of a club or withdrawal from GFWC-Wisconsin membership. GFWC-Wisconsin will ask for the return of the charter and a financial report showing the final distribution of their funds in accordance with the GFWC-Wisconsin bylaws. A formal notification, in writing, must be sent to GFWC-Wisconsin on the dissolution or withdrawal of a club. Any club withdrawing from the State Federation automatically relinquishes membership in the District and County Federations. (Bylaws Article I, Section 2 and 3)
3. State President – Change of Administration: It shall be the policy of the GFWC-Wisconsin that, at the end of an administration, the outgoing State President shall be the official representative of the GFWC-Wisconsin to the Convention of the General Federation which closes that administration, whether the General Federation Convention precedes or follows the Wisconsin installation. In all other capacities, the incoming State President shall assume all the duties and privileges of the office at the time of her installation.
4. District Presidents – Change of Administration: At the end of each state administration, the outgoing District President shall present the report of the District administration's work at the Board of Directors' meeting preceding State Convention and shall be registered as the official delegates for their respective districts.
5. Contracts and Written Agreements: Copies of all contracts and written agreements pertaining to the GFWC-Wisconsin must be filed with the Recording Secretary to thus become part of the permanent, active record to be passed from secretary to secretary.
6. Directory: The Directory of the GFWC-Wisconsin shall be for the working personnel of the Federation and must not be loaned or given to any individual or organization not affiliated with the GFWC-Wisconsin without the consent of the Executive Committee.
7. Commercial Products and Lotteries: It shall be the policy of the GFWC-Wisconsin to refrain from endorsement of commercial products and projects except when the Executive Committee decides a particular item or product is compatible and proves beneficial in the promotional process of a project or program. It shall be the policy of the GFWC-Wisconsin to prohibit all projects which have any aspects of an illegal lottery.
8. Right to Represent Federation: No member shall have the right to speak or write as a representative of the GFWC-Wisconsin unless she has been specifically authorized by the Federation or Board of Directors.
9. Expenses to Clubs for Federation Speakers: It shall be the policy of the GFWC-Wisconsin that no fee may be charged by any chairman, including past GFWC-Wisconsin Presidents, or any member of the State Board or Executive Committee when she speaks before a club on federation projects or interests. District Federations shall in turn pay \$20.00 to the GFWC-Wisconsin for such speakers, and

local clubs shall pay \$15.00. If several members of the State Board or the Executive Committee are invited to the same meeting, only a single fee shall be charged. This fee shall be paid to the State Treasurer.

BOARD OF DIRECTORS

10. Successive Terms of Board Members: It shall be the policy of the GFWC-Wisconsin that no person shall serve on the Board of Directors in the same capacity for more than two successive terms. Exceptions may be made where the nature of the position makes advisable such exception.

11. First GFWC-Wisconsin Board Meeting: It shall be the policy of the GFWC-Wisconsin that the first GFWC-Wisconsin Board Meeting of each administration shall be held after the State Convention, the time and place to be at the discretion of the Executive Committee.

12. Support: It shall be the policy of the GFWC-Wisconsin that individuals serving on the Board of Directors support the Articles of Incorporation, the Bylaws and the General Policies. Members of the Board of Directors shall, therefore, refrain from public criticism of the GFWC-Wisconsin. It shall further be the policy that board members shall be expected to attend convention and mid-season Board meetings in order to be fully informed about the business of the Federation. Only an excused absence is valid.

13. Expense Desk Allowance: An expense desk allowance, amount to be determined by the Executive Committee, shall be given to each chairman once each two year administration. This will not include the Junior Board members serving as chairmen because they are covered by the Junior organization.

FINANCE POLICIES

14. Request for Vouchers: Department Special Project Coordinators, Department Program Chairmen, or Special Projects Chairmen are responsible for submitting to the Treasurer vouchers for payment of project expenses in their area of work as soon as the expenses are incurred. Vouchers received after the end of the fiscal year, which is June 30, shall not be honored.

15. Request for Expenditure of Federation Funds: It shall be the policy of the GFWC-Wisconsin that a detailed explanation accompany all expenditure of Federation funds, and that such explanation be forwarded in advance of the date when funds shall be needed in order to provide the Executive Committee ample time in which to investigate the request.

16. Mileage: One way mileage for attendance at GFWC-Wisconsin Convention Board meetings shall be computed at 25 cents per mile, with the exception of District Presidents who shall be reimbursed by their respective districts, and shall be paid to the extent that funds allow.

17. Reimbursement: It shall be the policy of the GFWC-Wisconsin to reimburse, up to the budgeted amount, the mileage and/or expense of designated state officers and designated members of the Board of Directors attending GFWC, Great Lakes, GFWC-Wisconsin meetings and conventions. Attendance at all meetings is a requirement in order for reimbursement to be made. These bills must be submitted by the end of the fiscal year (June 30).

18. Expenses for Workshops: Expenses for any GFWC-Wisconsin state meeting workshops must be approved in advance by the GFWC-Wisconsin Executive Committee. Chairmen are encouraged to use their own resources and bring needed equipment whenever possible. Meals will not be provided for presenters of individual workshops.

19. Gifts: Any gifts given with the meaning of “thank you” or “job well done” by any officer of chairman should be her own personal out-of-pocket expense and not be taken from any state fund, e.g. convention fund.
20. Personal Scholarship Endowments: Personal scholarship endowments shall no longer be accepted by the GFWC-Wisconsin.
21. Officers Pins: In the event of the loss of an officer’s official pin, it shall be the duty of that officer to replace the pin at her own expense. (2003)
22. LEADS Representative: It shall be the policy that the GFWC Convention registration fee and one night’s lodging will be paid for the GFWC-WI LEADS representative. (2003)
23. Federal Forms: It shall be the policy that the Treasurer shall submit Internal Revenue Department required forms such as 990 in a timely manner.(2004)
24. Emergency Signatures: It shall be the policy that in the event of the emergency absence of the President or the treasurer, the First Vice President shall be the second signer on checks.(2004)
25. President-elect Funds: The executive committee shall determine the amount of funds to be released to the President-elect at the last executive committee meeting prior to January 1st of the even numbered year. The funds are to be released on January 1st in the even numbered year.
26. Credit Card: A credit card shall be secured to be used by the President, First Vice President, Director of Junior Clubs, and convention chairman to secure facilities and rooms for state meetings. This card cannot be used for any other expense.

CONVENTIONS

27. Convention Locations: GFWC-Wisconsin conventions shall be held annually in different demographic districts. Location shall be determined by the President-elect in consultation with the District Presidents. In a ten year period, GFWC-Wisconsin conventions should be hosted by each of the nine districts.
28. Calls to Convention: All Calls to the Great Lakes Conference, the GFWC-Wisconsin Convention, workshops and Board meetings will go out in the *WISCONSIN CLUBWOMAN* and the official GFWC-Wisconsin website only..
29. Meal and Registration Refund: It shall be the policy that the GFWC-Wisconsin will not refund registration monies. Refunds for meal monies will not be given after the registration date deadline.
30. Complimentary Meal Tickets: There shall be no complimentary tickets issued to the members of the Board of Directors of the GFWC-Wisconsin at either meetings of the Board of Directors or annual convention of the GFWC-Wisconsin.
31. Insurance of Exhibitors: A Certificate of Insurance shall be required of all outside exhibitors at state meetings or conventions.
32. Convention Expenses: All expenses incurred which are necessary for the installation of the newly elected officers shall be part of the convention expenses. The reception following the installation shall be the responsibility of the clubs and the districts of the newly installed President and Director of Junior Clubs.

33. Installation Banquet: It shall be the policy that only friends, relatives and members of the clubs of the incoming President and Director of Junior Clubs may attend the Installation Banquet without paying the registration fee.

34. District Flags and Standards: It shall be the policy that each district shall be responsible for its flag and standard, for bringing it to the State convention and returning it to the district. It shall further be the policy that poles for district flags shall be of a uniform height of eight feet.

35. Cell Phones and Beepers: It shall be the policy that there shall be no activated cell phones or beepers in any general session of the convention or interim Board meetings/seminars. Anticipated emergency information should be left with the office of the meeting facility.

36. Bar Service: It shall be a policy that no member shall request bar service during any session or while a speaker is addressing the assembly. (2003)

MEMBERSHIP POLICIES

37. Participation in State Contests: To participate in a state contest, entries must be sponsored by a club belonging to GFWC-Wisconsin.

38. Member-at-Large:

1. The Member-at-Large shall belong to the GFWC-Wisconsin Member-at-Large Club.
2. The GFWC-Wisconsin Membership chairman shall serve as advisor to this Club.
3. At the first meeting, a President, Secretary, and Treasurer shall be chosen.
4. Dues shall be determined by the Club but shall include GFWC-Wisconsin dues (which includes the *WISCONSIN CLUBWOMAN* magazine), GFWC dues and amount necessary for the *GFWC CLUBWOMAN*.
5. The Club shall be entitled to delegates in accordance with the GFWC-Wisconsin bylaws.
6. The Club shall meet once a year at the GFWC-Wisconsin annual convention.
7. Club members shall be eligible to serve on the GFWC-Wisconsin Board of Directors and on their District Executive Committee providing she pays district dues.
8. Members-at-Large are encouraged to organize new federated clubs in their communities in order to give them the opportunity to contribute to community projects.

GENERAL POLICIES

39. Nominated Executive Committee: It shall be the policy of the GFWC-Wisconsin that the nominated Executive Committee shall meet after January first of the election year, and prior to the State Convention of that year, to jointly make plans for the next administration. The President-elect, however, may start planning for her administration as of July 1 when she becomes President-elect.

40. Time Limit of State Projects: It shall be the policy of the GFWC-Wisconsin to limit the duration of state projects to the period of the administration in which they are inaugurated. Projects of continuing scope must be authorized by the vote of the annual Convention.

41. Memorials: In the event of the death of the President of GFWC-Wisconsin or any past President, the Executive Committee may authorize an appropriate memorial gift to the state project which that President emphasized during her administration, if possible. If not possible, this is left to the discretion of the executive Committee. Contributions toward memorials to any other present or past member of the Executive Committee, or any spouse, shall be on an individual voluntary basis.

42. Publication in *WISCONSIN CLUBWOMAN*: Articles and pictures submitted by federated clubs shall be published in the current issue of the *WISCONSIN CLUBWOMAN* provided sufficient space is

available. Submitted material held for a future issue will be published at the discretion of the editor depending on the timeliness of the material.

43. Webpage: It shall be the policy that the GFWC-Wisconsin internet web page shall be kept current and that the Public Relations Chairman shall oversee updates. Funding for the maintenance of the web page shall be included in the state budget.

44. Woman of Achievement Award: It shall be the policy that this award shall be presented on the basis of the member's work within the General Federation of Women's Clubs and the nomination form shall give a detailed account of her work in local, district, state and international levels of club work.

45. Helen Mears Art Work on Exhibit: It shall be the policy that the Arts Chairman, or her appointee, shall be responsible for the safe return to the club of the student any Helen Mears art work which has been on display in Oshkosh.(2003)

JUNIOR CLUBS POLICIES

46. GFWC-Wisconsin Junior Board Members: GFWC-Wisconsin Junior Board members shall automatically be members of the GFWC-Wisconsin Board.

RESOLUTION POLICIES

47. Resolutions: It shall be the policy of the GFWC-Wisconsin to take action on a motion or resolution only when there has been an opportunity for consideration of all sides of the question. Resolutions may be presented by the following only: The Executive Committee, a District, an entire Department or Committee of work, the Resolutions Committee, or a fully federated club. Proposals to rescind or amend an active resolution shall be introduced by those eligible to present resolutions and such proposals shall follow the usual procedure for consideration of resolutions.

48. Life of Resolutions: The rule pertaining to the life of the resolutions of the GFWC-Wisconsin shall coincide with that of the General Federation of Women's Clubs, which is until rescinded. All resolutions which have been in force for four years shall automatically be reviewed by the Resolutions Committee for rescinding, amending, or reaffirming possibilities. This information shall be printed in the convention issue of the *WISCONSIN CLUBWOMAN*. magazine.

Revised numbers, added policies 2003, 2004, 2005, 2006, 2008

5/16/08

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