

BYLAWS  
FOR THE \_\_\_\_\_ DISTRICT  
OF THE  
GFWC-MISSISSIPPI FEDERATION OF WOMEN'S CLUBS, INC.

ARTICLE I – NAME

This association of clubs shall be known as the \_\_\_\_\_ District of the GFWC-Mississippi Federation of Women's Clubs, Inc.

ARTICLE II – NAME

The object of this association shall be to bring the clubs located in the District together for mutual helpfulness and cooperation in effectively carrying out the work and mission of the GFWC-Mississippi Federation of Women's Clubs, Inc.

ARTICLE III – MEMBERSHIP AND DUES

- Section 1. All federated clubs in good standing with the GFWC-Mississippi Federation of Women's Clubs, Inc., located within the District are members of this association. The geographic boundaries of the District are determined by the GFWC-Mississippi Federation of Women's Clubs, Inc., in accordance with its bylaws.
- Section 2. Each member club shall pay per capita dues of \$1.00 per member, due and payable to the District Treasurer by January 1 of each year.
- Section 3. Members-at-large of the GFWC-Mississippi Federation of Women's Clubs, Inc., who reside in the District shall pay \$1.00 dues to the District Treasurer by January 1 of each year. At Convention, members-at-large may have a voice but not a vote, unless elected or appointed to a position with a vote.
- Section 4. Clubs and members-at-large whose dues have not been paid before District Convention shall not be entitled to representation at the District Convention.

## ARTICLE IV – OFFICERS

- Section 1. The elected officers shall be the President, President-elect, Vice President, Recording Secretary, and Treasurer.
- Section 2. The appointed officers shall be the Parliamentarian, Historian, and Chaplain. They shall be appointed by the President.
- Section 3. Vacancies in office shall be filled as follows:
- A. A vacancy in the office of the President shall be filled by the President-elect. If the President-elect declines to fill the vacancy, the Executive Board shall select a President.
  - B. A vacancy in the office of President-elect shall be filled by the Vice President. If the Vice-President declines to fill the vacancy, the Executive Board shall select a President-elect.
  - C. A vacancy in the office of Vice President, Recording Secretary, or Treasurer shall be filled by the Executive Board for the remainder of the term.
  - D. Any officer serving less than a year in a position shall be eligible to serve a full term in that position.
- Section 4. The duties of the officers shall be as follows:
- A. The President shall have general supervision of the work of the District and shall perform the duties usually associated with that office. She shall preside at all District meetings and serve as Chairman of the Executive Board. She shall appoint a Parliamentarian, Historian, and Chaplain; the members and chairmen of Standing and Special Committees; Community Service Program Chairmen and Advancement Area Chairmen, if deemed necessary; and such other Chairmen as may be necessary to efficiently conduct the work of the District during her term of office. She shall represent the District at meetings of the GFWC-Mississippi Federation of Women's Clubs, Inc.; submit reports and cooperate with the state federation as required; and assume the duties of General Convention Chair of the State Convention in years when the

State Convention is to be hosted by the District. She shall serve as an ex-officio member of all District committees, except the Nominating Committee. She shall be responsible for overseeing the District Convention and issuing the Call to the District Convention 30 days in advance of the District Convention. In the even-numbered years, she shall transfer to the successor President any items in her possession belonging to the District and any relevant records (in electronic format, if possible) at or before the State Convention.

- B. The President-elect shall serve as an active aide to the President and shall perform the duties usually associated with that office. In the absence of the President, she shall preside at all meetings and perform the duties of the President. She shall have supervision of the District work related to membership and, when requested, shall coordinate with the President and President-elect of the GFWC-Mississippi Federation of Women's Clubs, Inc., on issues involving membership.
- C. The Vice President shall assist in the work of the District and perform all duties associated with that office. She shall perform the duties of the President in the absence of both the President and the President-elect.
- D. The Recording Secretary shall perform the duties usually associated with that office and shall keep in permanent form the minutes of the District Convention and the Executive Board. Minutes shall be typed and placed in chronological order. In the even-numbered years, she shall transfer all compiled minutes and the District Convention programs to the successor Recording Secretary at or before the State Convention and provide a courtesy copy to the incoming District President.
- E. The Treasurer shall receive and have charge of all monies, including dues, belonging to the District. She shall sign, with the President, checks for authorized expenditures within budgetary limitations. She shall keep an accurate account of all receipts and expenditures and be prepared when called upon by the President or the Executive Board to render a statement showing the receipts, expenditures, and the balance on hand. She shall prepare and present a written Treasurer's Report at each District Convention. She shall inform the

President of any delinquencies in the payment of District dues and send notifications of delinquency to clubs when requested by the President. In the even-numbered years, she shall complete all financial matters associated with the District Convention and then transfer all pertinent records to the successor Treasurer at or before the State Convention.

- F. The Parliamentarian shall serve in an advisory capacity, advising on doubtful questions of procedure when called upon. She shall assist officers and chairmen in making reports and shall advise on the proper arrangement of printed programs and minutes. When requested, she shall instruct on parliamentary procedure according to the current edition of *Robert's Rules of Order Newly Revised*.
- G. The Historian shall compile a brief history of the District during her term of office and submit it in the format requested to the Historian of the GFWC-Mississippi Federation of Women's Clubs, Inc. In the even-numbered years, she shall provide a copy of this history to the successor Historian at or before the State Convention.
- H. The Chaplain shall give inspirational presentations and promote the good will of the members as requested by the President. Upon request of the President, she shall compile a list of deceased members since the last Memorial Service and conduct a Memorial Service at the District Convention.

Section 5. In addition to these duties, the elected officers shall establish and the Recording Secretary shall maintain a list of the order in which clubs will rotate in hosting the annual District Convention. In compiling this list, the Board shall take into account club locations and membership to determine a logical and reasonable division of the hosting duties. This list may be updated as necessary, with proper notice being given to the clubs. Each club in the District shall participate in hosting the annual District Convention. Unless a club volunteers otherwise, a club may not be asked to serve as a hostess club twice before all other clubs in the District have been asked.

Section 6. No officer shall receive a salary, but an expense allowance may be approved by the Executive Board. All expenses must be documented with vouchers and receipts.

## ARTICLE V – NOMINATIONS, ELECTIONS, AND TERMS OF OFFICE

- Section 1. To be eligible for office, a person must be (a) a member in good standing of a club in good standing that is located within the District, or (b) a member-at-large in good standing residing within the District. To be considered in good standing, all applicable dues must be paid.
- Section 2. The District President shall not serve as a local club President during her term of office.
- Section 3. A Nominating Committee of three to five members shall be appointed by the President (typically at the District Convention in the odd-numbered years). The term of the Nominating Committee shall begin upon appointment and conclude at the Convention at which it makes its report. No two members of the Nominating Committee may be from the same club.
- Section 4. The Nominating Committee shall present the names of candidates for each office to be filled, after having secured their consent to serve if elected. Members shall then be given the privilege of making nominations from the floor, after which the voting shall proceed by secret ballot. However, in cases where there is only one candidate for an office, the President may dispense with balloting and conduct a voice vote. A majority of the votes cast shall constitute an election.
- Section 5. The election of officers shall take place at the District Convention in the even-numbered years. In 2018, the newly elected officers shall assume their duties and be installed immediately upon being elected. In 2020 and thereafter, newly elected officers shall assume their duties at the close of the District Convention in which they are elected and shall serve until the close of the District Convention at which their successors are elected. In 2020 and thereafter, an installation ceremony shall be conducted for the Elected Officers at the District Convention at which they are elected. At the request of the incoming President, the Appointed Officers may be included in the installation ceremony. The wishes of the incoming President shall be considered in the selection of the person to conduct the installation ceremony (typically the President-elect of the State federation), so long as it can be done at no additional cost to the District.
- Section 6. The President shall appoint tellers to assist with the election, including the collection and tabulation of ballots.

Section 7. The term of office shall be two years. No officer, whether elected or appointed, shall be eligible to succeed herself, except the Treasurer. However, in cases where an officer, due to a vacancy, has served in her current office for less than a year, that officer shall be eligible to serve a full term in that same office.

#### ARTICLE VI – EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the Elected and Appointed Officers; the District Chairmen of Standing and Special Committees, Community Service Programs, and Advancement Areas; and such other Chairmen as the District President may deem necessary to appoint in order to efficiently conduct the work of the District. This Board shall have general supervision of the affairs of the District during the interim of the Conventions. The Executive Board does not have authority to amend the District Bylaws.

Section 2. The Executive Board shall meet annually prior to the District Convention. At the call of the President or two other elected officers, special meetings may be held. The Executive Board may transact business by mail or any other means of communication when necessary. A report of any action taken in this manner shall be verified and made a part of the minutes of the next minutes of the Executive Board.

Section 3. Five members, including three elected officers, shall constitute a quorum of the Executive Board.

Section 4. A District Chairman of a Community Service Program shall not serve her club as Chairman of that Community Service Program. A District Chairman of a Community Service Program shall not enter a contest in that Community Service Program, unless she can do so under a non de plume.

#### ARTICLE VII – CONVENTION AND REPRESENTATION

Section 1. The District Convention shall be held annually in the spring. The date shall be determined by the District President, after consulting with the State President. The location shall be determined by the District President, in consultation with the hostess club(s), according to the rotation of hostess club(s) established by the Elected Officers.

- Section 2. Special Committees and Chairmen shall be appointed for the District Convention as deemed necessary by the District President. Appointment as a Convention Chairman is not an appointment to the Executive Board.
- Section 3. The voting body of the District Convention shall be composed of the following voting delegates: members of the Executive Board and duly accredited club delegates. Each club in good standing of 15 members or less shall be entitled to representation by its President or her designee and one additional delegate. For each additional 15 members or major fraction thereof, a club shall be allowed one additional delegate. Two-thirds of the registered voting delegates at a District Convention shall constitute a quorum for the transaction of business. Only voting delegates may introduce a motion or vote. Other members in good standing may be extended the courtesy of the floor.
- Section 4. In the District Conventions in the odd-numbered years, a District Representative to the State Nominating Committee shall be elected.
- Section 5. Lodging and meals for the State President and the State President-elect in attending the District Convention shall be provided by the District.
- Section 6. No candidate for political office shall occupy time on Convention programs, nor shall the District endorse any political candidate.
- Section 7. No appeal for funds may be made from the floor of the Convention for any purpose other than those directly connected with maintaining and promoting the objectives of GFWC, the GFWC-Mississippi Federation of Women's Clubs, Inc., or the District.

#### ARTICLE VIII – STANDING COMMITTEES

The Standing Committees shall conform as nearly as practicable with those of the GFWC-Mississippi Federation of Women's Club's Inc.

## ARTICLE IX – PRIVILEGES

- Section 1. It shall be the privilege of the District to adopt such other Bylaws or Standing Rules as may be needed to carry on the business of the District. Any time changes are made, a current copy of the Bylaws and (if applicable) Standing Rules shall be submitted to the State President as a courtesy.
- Section 2. In any circumstances not covered by these Bylaws (or Standing Rules, if applicable), the Bylaws and Standing Rules of the GFWC-Mississippi Federation of Women's Clubs shall apply where they can reasonably be read to do so.

## ARTICLE X – PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority of the District.

## ARTICLE XI – AMENDMENTS

These bylaws may be amended at any District Convention by a two-thirds vote of those present and voting, provided the proposed amendment (or amendments) have been approved by the Executive Board and appended to the Call to Convention, or by a three-fourths vote of those present and voting, without prior notice and without prior approval by the Executive Board. If amended, a revised copy of the new Bylaws shall be submitted to the State President as a courtesy.

Adopted: April 27, 2018.