

**GFWC FLORIDA FEDERATION OF WOMEN'S CLUBS  
STANDING RULES**

**A. GENERAL RULES**

1. No one shall use the name, stationery or influence of the federation or her official title except in connection with federation business and interests.
2. Neither the federation manual nor any portion of the mailing list shall be given or sold to be used for commercial purposes without the approval of the executive committee.
3. GFWC Florida as a non-partisan organization shall not endorse any candidate for political office.
4. All printing as authorized by the executive committee for distribution to the GFWC Florida officers, chairmen, or member clubs, shall be printed with the approval of the president after submission of prices by the headquarters secretary.
5. A candidate for GFWC office shall be endorsed by the GFWC Florida executive committee, the GFWC Florida board of directors and the GFWC Florida convention in the odd numbered year.
6. A candidate for the office of president, vice-president, secretary or treasurer of the GFWC Southern Regional Conference shall be endorsed by the GFWC Florida executive committee, the GFWC Florida board of directors and the GFWC Florida convention in the odd-numbered year.
7. A copy of all official GFWC Florida correspondence shall be sent to the GFWC Florida president.
8. Any duality of interest or possible conflict of interest on the part of any member of the GFWC Florida board of directors shall be disclosed to the other members and made a matter of record. Any board member having a duality of interest or any possible conflict of interest shall not vote or use her personal influence on the matter.
9. Requests for naming an award for an individual or for discontinuing an award named for an individual shall be submitted to the executive committee for approval.
10. There shall be no smoking in meetings, meal functions or workshops.
11. The GFWC Florida president-elect shall order the GFWC state president's pin for the out-going president.
12. The manual committee shall be composed of the president and the corresponding secretary. No later than July 1 of the election year, the retiring officers shall submit to the committee copies of adopted resolutions, other necessary material and a summarization of the minutes of that administration. The committee shall be responsible for the printing and distribution of the manual no later than the fall board of directors meeting. An addendum shall be printed and distributed at the fall board of directors meeting in the interim year.

**B. ELECTION PROCEDURE**

1. There shall be no endorsements by clubs, districts, or individuals except those in ARTICLE VI, SECTION 2B, C AND D; ARTICLE VII, SECTION 2 A AND B AND ARTICLE XIII, SECTION 2 A of the GFWC Florida bylaws and no mailing shall be sent to the GFWC Florida membership.
2.
  - a. Each candidate and her qualifications shall be presented to the convention body by her club president or a member of her club serving as an alternate. Not more than one minute shall be allowed for the presentation of biographical data concerning the candidate.
  - b. Following this presentation, the candidate may address the convention for not more than two minutes.
3. Campaigning will not be allowed in the scheduled convention meetings, workshops, meal functions or within 100 feet of the election polls.

4. There shall be no entertaining or promotion at the GFWC Florida convention on behalf of the candidate at any time. A time will be provided in the convention program to officially meet the candidates.
5. Any election violation shall be reported to the elections committee chairman. The violation shall be reported to the GFWC Florida president, the candidate and club president, and candidates for the same office and their club presidents. The GFWC Florida president shall announce the violation to the convention body at the next scheduled business session.

### **C. DUTIES OF STATE CHAIRMEN**

1. Each community service programs chairman shall:
  - a. be informed as to the program or work promoted by the federation as soon as notice of her appointment is received;
  - b. communicate with the corresponding GFWC chairman and review the material received;
  - c. be familiar with conditions and need in the state and confer with public officials and other persons interested in the line of work, setting up programs and projects for clubs in cooperation with the GFWC Florida first vice-president;
  - d. be responsible for any contest judging in her area and preparing the certificates to be distributed at conventions;
  - e. request and obtain the certificates through the GFWC Florida first vice-president;
  - f. be financially responsible for any prizes, other than the certificates which are offered by the chairman subject to the approval of the president;
  - g. maintain a record of the committee work, answer letters promptly, endeavor to know and commend the valuable accomplishments of the members of her committee and be knowledgeable and able to speak about the committee.
2. Program chairmen are directly accountable to the GFWC Florida first vice-president.

### **D. PARLIAMENTARIAN**

The parliamentarian shall:

1. advise clubs and members on questions of parliamentary procedure;
2. advise the presiding officer, executive committee and board of directors on matters concerning parliamentary procedure when requested;
3. attend meetings of the executive committee and board of directors without vote.

### **E. JUNIOR CLUBS**

#### **1. Election of junior officers**

- a. A junior club endorsing a candidate for an elective junior office shall send a letter of endorsement which shall include the qualifications of the candidate to the state director of junior clubs and the chairman of the junior elections committee before September 15 in the odd-numbered years.
- b. A junior elections committee shall be appointed by the GFWC Florida president upon recommendation by the state director of junior clubs prior to the convention meeting held in the odd-numbered years for ratification by the board of directors. The duties of the committee shall be to:
  - 1) receive the names of all nominations/endorsements for junior elective officers and the state director-elect of junior clubs;
  - 2) verify the eligibility of the candidates;
  - 3) present the proposed candidate for director-elect of junior clubs to the junior business meeting at the annual convention in the even-numbered years and the proposed candidates for other junior elective officers to the junior business meeting at the annual convention in the even-numbered years;

- 4). conduct the elections.
- c. The nominees shall be presented by the chairman of the junior elections committee to the junior business meeting at the annual convention in the even-numbered years. Additional nominations from the floor shall be permitted with the requirement of an official letter from the club endorsing the candidate. Election shall be by ballot and a majority vote shall elect. If there is only one nominee for an office, election may be by voice.
- d. The state director-elect of junior clubs shall appoint the corresponding secretary for the next administration.

## **2. Eligibility of junior officers**

- a. Only members of junior clubs in active membership in GFWC Florida shall be eligible to hold a junior office.
- b. A nominee for the office of director–elect of Junior Clubs shall:
  - 1) be a member in good standing of a GFWC Florida junior woman’s club;
  - 2) be nominated by the club in which she is a member in good standing;
  - 3) have served one term as president or currently serve as president of a per capita dues paying GFWC Florida junior club;
  - 4) have served one term or currently serve on the Junior Planning Committee;
  - 5) submit in writing her consent to serve if elected.
- c. A nominee for the office of Vice Director, Finance Director and Junior Recording Secretary shall:
  - 1) be a member in good standing of a GFWC Florida junior woman’s club;
  - 2) be nominated by the club in which she is a member in good standing;
  - 3) have served as president of a per capita dues paying GFWC Florida junior club or as a member of the state junior planning committee;
  - 4) submit in writing her consent to serve if elected.

## **3. The junior planning committee shall:**

- a. formulate plans and activities for the following year at a summer meeting;
- b. present a complete report at the junior business meetings;
- c. hold special meetings at the call of the state director of junior clubs.

## **4. The junior executive committee shall:**

- a. transact all necessary business between the junior business meetings held at the GFWC Florida fall board of directors' meetings and the annual conventions: business may be conducted by mail or electronic transmission;
- b. give a full report of all transacted business and recommendations at the next junior business meeting.

## **5. The junior state community service programs and junior chairmen shall:**

- a. be responsible for studying the GFWC and GFWC Florida program for her community service programs or committee;
- b. communicate directly with her corresponding GFWC Florida chairman;
- c. set up suggested programs and projects for junior clubs.

## **F. JUNIORETTE CLUBS**

### **1. State director of juniorette clubs**

- a. Eligibility
 

The state director of juniorette clubs shall:

  - 1) be a member in good standing of a juniorette club;
  - 2) have served as a juniorette club officer or chairman;
  - 3) have served on the state juniorette planning committee;
  - 4) be endorsed by the club of which she is a member.
- b. Election
  - 1) Election shall be by ballot at the annual juniorette business meeting and a majority vote shall elect.

- 2) If there is only one candidate, the vote may be by voice.
- c. Term of Office
  - 1) The term of office shall be for one year or until her successor is elected and shall begin at the close of the meeting at which she is elected.
  - 2) She shall be ineligible for a succeeding term.
- d. Duties

The state director of juniorette clubs shall:

  - 1) preside at the juniorette meetings;
  - 2) recommend juniorette chairmen for approval by the chairman of the juniorette advisory committee, for appointment by the GFWC Florida president;
  - 3) perform such other duties as are necessary and as directed by the juniorette advisory committee;
  - 4) serve as a member of the GFWC Florida board of directors.

## **2. Juniorette meetings**

- a. Annual meeting
  - 1) The annual meeting shall be for the purpose of election of officers and other necessary business.
  - 2) The time and place of the meeting shall be approved by the GFWC Florida executive committee upon recommendation of the juniorette advisory committee.
  - 3) A club shall be represented by the club president, or her alternate, and three additional representatives.
  - 4) Members of juniorette clubs who are not representatives may attend and speak, but shall not make motions nor vote.
- b. Special meetings

With the approval of the GFWC Florida executive committee, special meetings may be called by:

  - 1) the state director of juniorette clubs with the approval of the juniorette advisory committee;
  - 2) the chairman of the juniorette advisory committee.
- c. Rules
  - 1) A chaperone/advisor shall stay in a room with, next to, or as near as possible to the juniorettes who are attending a state meeting.
  - 2) There shall be chaperone(s)/advisor(s) at all juniorette meetings.
  - 3) Each juniorette shall sign an agreement:
    - a) not to leave the premises without a chaperone/advisor;
    - b) to abstain from the use of illegal drugs and alcohol;
    - c) to a nightly check-in with the chaperone/advisor;
  - 4) Violation of this agreement will result in disciplinary action;
  - 5) Each juniorette's parent or guardian shall sign the Combined Parental Meeting Approval and Medical Emergency Form, have it notarized, and returned to the club sponsor/advisor before the juniorette may attend any GFWC Florida function.

## **3. Juniorette planning committee**

- a. Composition

The juniorette planning committee shall be composed of the state director of juniorette clubs, the vice-director, the secretary-treasurer, the state juniorette community service programs and standing committee chairmen as appointed by the GFWC Florida president and the chairman of the juniorette advisory committee.
- b. Duties

The juniorette planning committee shall, in cooperation with the juniorette executive committee and the juniorette advisory committee, coordinate plans for special activities and projects for juniorette clubs.

c. Meetings

The juniorette planning committee shall meet at the call of the state director of juniorette clubs, with the approval of the chairman of the juniorette advisory committee.

**4. Juniorrette advisory committee**

a. Composition

The juniorette advisory committee shall be composed of seven members, the second vice-president, a chairman and eight members appointed by the GFWC Florida president.

b. Duties

The juniorette advisory committee shall:

- 1) serve as liaisons between juniorette clubs and the GFWC Florida;
- 2) oversee the needs of the juniorette clubs;
- 3) hold an orientation for all juniorette sponsors/advisors at the state meetings;
- 4) perform such other duties as are necessary to assist the juniorette clubs and sponsors.

**5. Juniorrette executive committee**

a. Composition

The juniorette executive committee shall be composed of the chairman of the juniorette advisory committee and the three elected state juniorette officers; the director of juniorette clubs, the vice-director of juniorette clubs, and the secretary-treasurer.

b. Duties

The juniorette executive committee shall:

- 1) interpret the GFWC Florida program to the juniorette club members;
- 2) plan projects and special activities for the juniorette clubs in cooperation with the juniorette planning committee and the juniorette advisory committee.

c. Meetings

- 1) The juniorette executive committee shall meet at the call of the state director of juniorette clubs with the approval of the chairman of the juniorette advisory committee.
- 2) Meetings may be conducted by mail or electronic transmission.

**6. Juniorrette budget**

- a. The juniorette advisory committee shall prepare a proposed annual budget for the juniorettes.
- b. The budget shall be submitted to the GFWC Florida finance officer one month prior to the annual convention for approval by the GFWC Florida executive committee.
- c. The budget shall provide for a hotel room from the juniorette fund for:
  - 1) the juniorette executive committee at the GFWC Florida annual convention;
  - 2) the state director of juniorette clubs at the GFWC Florida fall board of directors meeting.
- d. Any expenses unanticipated by the juniorette budget shall be the responsibility of the juniorette incurring the expense and her parent or guardian. The juniorette and her parent or guardian shall be notified in advance of the amount of these expenses.

**7. Juniorrette club officers' list**

- a. The president of each juniorette club shall send the names and mailing addresses with zip codes of the newly elected officers of the club to the state director of juniorette clubs and the chairman of the juniorette advisory committee.
- b. The state director of juniorette clubs shall forward these lists to GFWC Florida headquarters and the GFWC Florida corresponding secretary no later than June 1 of each year.

## **G. RULES GOVERNING RESOLUTIONS**

1. All resolutions must be submitted to the resolutions committee at least twelve (12) weeks before the annual convention; only emergency resolutions shall be considered thereafter. Emergency resolutions are those whose subject matter has arisen following the expiration of those twelve (12) weeks time limitation. A copy of each emergency resolution shall be distributed to each voting member present, not later than 4:00 PM of the day preceding its consideration.
2. The committee on resolutions shall consider all resolutions referred to it. A majority vote of the committee at a meeting, by mail or electronic transmission shall be required to present any resolution to the convention. Resolutions approved by the resolutions committee shall be appended to the call to the convention. By permission of the convention, a minority report may be presented. By a two-thirds vote, the convention may order the committee to report a resolution.
3. The committee will act upon resolutions presented by the officers of the federation, executive committee, board of directors, community service programs, state chairmen or member clubs of GFWC Florida. The resolutions must be signed by the officer, community service programs coordinator, state chairman or the president and secretary of the club presenting them. Each resolution must be typewritten. Seven copies of a proposed resolution shall be sent to the chairman of the resolutions committee who shall send one to each member of the committee and the president of the GFWC Florida.
4. Resolutions shall have bearing on subjects considered a part of the interests of the federation. The resolutions committee shall have the power to edit a resolution without changing the meaning.
5. An officer, executive committee, board of directors, community service programs , state chairmen, or member clubs of GFWC Florida sponsoring a resolution adopted by the federation shall be responsible for effectively carrying out the mandates of the resolutions in cooperation with the president of the GFWC Florida.
6. The resolutions committee shall confer with the community service programs coordinator or chairman of a committee under whose jurisdiction the subject matter would fall.
7. Any resolution relating to a bill before the Congress of the United States or the legislature of the State of Florida or any legal document must be accompanied by two copies of such bill or legal document when submitted.
8. The word "approve" instead of endorse shall be used in connection with bills or measures proposed by other organizations.
9. All resolutions shall be inoperative after five years, unless presented for reaffirmation.
10. The GFWC Florida recording secretary shall keep a file of all resolutions adopted at the annual conventions to be included in the manual.

## **H. AMENDMENT TO STANDING RULES**

These rules may be amended by a two-thirds vote of the board of directors.

<b>Revised</b>	<b>September 1996</b>	
<b>Amended:</b>	May 1999	September 1999
	May 2001	September 2002
	April 2007	May 2008
	April 2010	September 2017
	<b>April 2017</b>	