

GFWC West Virginia Standing Rules

A. EXECUTIVE BOARD

1. Members of the State Executive Board are expected to attend all state Executive Board meetings. The President shall be permitted to invite General Federation guests and persons who have business before the State Executive Board, to Executive Board meetings.
2. All members of the State Executive Board shall receive room expenses at the State Summer Board Meeting. The above expense for District Presidents shall be paid from the respective District Funds.
3. While attending the State Convention and the Pre and Post Board Meetings, all members of the State Executive Board shall receive room expense. The above expense for District Presidents shall be paid from respective District funds.
4. State Executive Board members that do not stay with other Executive Board members shall only be reimbursed one half (1/2) of the amount that GFWC WV is paying for a traditional/standard double room. Other funded positions will also receive one half (1/2) of the amount GFWC WV is paying for a traditional/standard double room.
5. No tips or other charges above the standard rates shall be paid other than a service charge for materials, equipment, etc. being transported by a member who has the President's approval to pay the charge.
6. Desk expenses for all State Executive Board members shall be paid. Amounts in excess of budget shall be submitted to the President and referred to the State Executive Committee for approval. These expenses shall be paid from State Federation funds. The above expenses for District Presidents shall be paid from the respective District funds.
7. State Executive Board members shall turn in an itemized statement for all expenses, with receipts, within thirty (30) days of expenditures.
8. Neither the State President, nor any member of the Federation, shall promote or oppose any State legislation in the name of the Federation unless a resolution on the legislation has been passed by vote of the membership in convention.
9. No club or individual shall use the State Federation logo for commercial purposes without prior approval of the State Executive Board.
10. The Recording Secretary shall forward past minutes of the State Executive Board and the Annual Convention to the State President. A copy of the minutes shall be passed to her successor.

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11. Except for the Recording Secretary and Treasurer, all officers shall pass on to their successors within two weeks all records pertinent to their offices. The Recording Secretary shall have one month, and the Treasurer shall have two months.
12. GFWC WV will provide the State Treasurer with appropriate computer software to maintain financial records.
13. The State Treasurer shall retain records of four (4) administrations.
14. Special Committees shall present a proposed budget to the State Executive Board for approval 30 days after the committee is formed.
15. Procedure Manuals for State Executive Board members shall be kept up to date by the respective person and passed on to their successor at the end of the administration at the State Convention.
16. The President-elect shall issue a letter in January of even numbered years to all clubs inviting them to give a voluntarily monetary contribution of \$20 for the purpose of purchasing a gift for the retiring State President and the State Director of Junior Clubs. Checks are to be forwarded to the President-elect.
17. The President-elect shall issue a letter in November to Board and Council inviting them to give a voluntarily monetary contribution a minimum of \$10.00 for the purpose of purchasing a Christmas gift for the State President and the State Director of Junior Clubs.
18. It shall be the responsibility of the President-elect to order the outgoing State President's pin.
19. One hundred dollars (\$100) shall be allowed for official photographs for the State President at the beginning of her term of office.

B. STATE COUNCIL

1. Stationery, newsletters, and other inter-club communications used by officers and members of Council shall carry the official GFWC and GFWC WV emblems. This rule does not apply to social notes or financial records.
2. All State Chairmen on Council shall itemize expenses and shall be reimbursed with receipts up to thirty-five dollars (\$35.00) annually, if submitted within thirty (30) days prior to the annual convention.

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3. No Chairman shall arrange any public meetings under the name of the Federation without the approval of the Executive Committee.
4. The state chairman shall send her state report to the State President and the State First Vice President. The report shall be sent to the GFWC Chairmen by the State First Vice President. It shall include a post card addressed to the State President or request the GFWC Chairman email the State President upon receipt of report.
5. All Chairmen shall pass on to their successors any material pertaining to their offices within two weeks following the end of their term of office or on their resignation from the chairmanship.
6. A Procedures Manual for Council Chairmen shall be kept up to date and passed on to their successors within two weeks at the end of the administration at State convention or on resignation from the chairmanship.
7. Scholarship Fund Committee members shall be reimbursed with receipts for their desk expenses. These reimbursements are to be taken from funds of the Scholarship Fund.
8. District appointments to the Scholarship Fund Committee will be appointed in the following order:

2026- Capitol, Eastern, North Central, Western
2028- Northern, Southern, Southwestern
2030- Capitol, Eastern, North Central, Western
2032- Northern, Southern, Southwestern
9. The Nominating and the Election Committee shall meet by conference call or face to face with no expenses paid. The chairman shall provide committee members with a copy of all nominations prior to the meeting (for chairman's expenses see Standing Rule B- #2).
10. The Bylaws Committee shall meet by conference call or face to face with no expenses paid. The chairman shall provide committee members with a copy of the bylaws prior to the meeting (for chairman's expenses see Standing Rule B- #2).
11. Newly revised Bylaws, Standing Rules, Rules of Policy, and Strategic Planning Committee Goals shall be sent to the Executive committee within 30 days of their adoption.
12. An amount not to exceed one hundred fifty dollars (\$150.00) shall be allowed for each administration to cover the cost of preparing the State President's scrapbook.

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C. STATE CONVENTION

1. A pre-registration fee of twenty (\$20.00) per capita shall be required of each voting delegate, club member or visitor attending convention. Any delegate, club member or visitor who registers after the registration deadline shall pay twenty-five (\$25.00). The registration fee shall be used in financing the convention.
2. All convention attendees staying off site shall pay a service fee assessed by The Greenbrier.
3. Districts shall rotate in serving as hostess to the State Convention in the following order consecutively:
 - 2025- Southwestern
 - 2026- Northern
 - 2027- Eastern and Western jointly
 - 2028- North Central
 - 2029- Capitol
 - 2030- Southern
4. The State President shall appoint a Registration Chairman for the two-year administration.
5. The State Meetings Planner shall meet with the State President and State Director of Junior Clubs, prior to the convention, at the convention site at GFWC WV expense. During the second year of the administration, the President-elect and Director-elect of Junior Clubs shall be invited, at their own expense, to the on-site planning meeting for the State Convention as observers for the purpose of observing contract negotiations and to assist in planning the installation of the incoming Officers and post-convention meeting.
6. The State Meetings Planner shall receive room for three days at the annual State Convention. The Chairman of the Arts and Crafts Exhibit shall receive room for one day at the annual convention. The Convention Registration Chairman shall receive room for three days at the annual State Convention. The two assistants for the State President shall receive room for two days at the annual State Convention
7. The State Meetings Planner, with the approval of the State President, shall secure vendors for the State Convention.
8. Any speaker invited by the State President to a State Convention, whose expenses are not paid by a sponsoring firm, shall be paid travel (The rate for mileage is 24 cents per mile plus tolls) and one day's expense (meals, parking fees, and/or room, if needed) while

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attending Convention. The State Executive Committee shall approve any exception. No expenses for a traveling companion shall be approved.

9. Any official GFWC guest/officer invited by the State President to State Convention shall receive travel and lodging as well as meals not covered by GFWC.
10. When the results of an election are known, the Chairman of the Committee on Nominations and Elections shall report immediately the results of the election to the President. All elected or defeated candidates shall be notified of the results of the election immediately following the election report to the President.
11. The process of notification to the candidates will be made aware to them. The President-elect shall hold the ballots following the election until the Summer Executive Board Meeting. Providing no recount is requested, she shall then dispose of them.
12. Honor and Superior Clubs will be recognized at the State Convention by a special ribbon attached to the club president's name badge. To be an Honor Club, the club must meet all Honor Club point requirements. To be a Superior Club, the club must achieve Honor Club status and meet the required number of points on the Superior Club Report Form.
13. Entertainment for the State Convention will be a convention expense planned by the State President in the odd years and the President-elect in the even years.
14. The President-elect shall have the privilege of selecting the installing officer(s) and must notify the State President three (3) months prior to the State Convention.
15. At the State Convention, only Federation members may take part in the receiving line if a reception is held.
16. GFWC WV will furnish gavels for all new clubs – Woman's, Junior, and Juniores. These gavels will be presented at the annual State Convention.
17. No raffles shall be held at State Conventions without prior approval of the State Executive Board.
18. Financial reports and requests for reimbursements must be submitted to the State Treasurer for the records within sixty (60) days following the State Convention.

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D. SUMMER CONFERENCE

1. A Registration fee of fifteen dollars (\$15.00) per capita shall be required of each club member or visitor attending Summer Conference. Any club member or visitor who registers late shall pay twenty dollars (\$20.00). The registration fee shall be used to finance the conference.
2. Districts will rotate in serving as hostess to the Summer Conference in the following order consecutively:
2025-Eastern & Western
2026-North Central
2027-Capitol
2028-Southern
2029-Southwestern
2030-Northern
3. The State President shall appoint a State Meetings Planner to assist her in coordinating plans for the Summer Conferences held during her administration.
4. The State Meetings Planner shall meet with the President and Director of Junior Clubs, prior to Summer Conference, at the Conference site at GFWC WV expense. During the second year of the administration, the President-elect and Director-elect of Junior Clubs shall be invited, at their own expense, to the on-site planning meetings for Summer Conference as observers.
5. The State Meetings Planner, with the approval of the President, shall secure vendors for the Summer Conference.
6. The State President shall appoint a Registration Chairman for the two-year administration.
7. The President, the State Meetings Planner, and the Registration Chairman shall have room at Summer Conference paid out of Conference funds. The State Director of Junior Clubs shall be given one night's lodging, paid out of Conference funds. Complimentary rooms will be used for the above-named people when possible.
8. Members of the hostess Districts shall be available during Summer Conference to assist the State Meeting Planner and Registration Chairmen with registration, taking up tickets and other activities, as the chairman deem necessary.
9. The Registration Chairman shall submit a financial report to the GFWC WV Treasurer for the records within thirty (30) days following the Summer Conference.

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10. No raffles shall be held at the Summer Conference without prior approval of the Executive Board.

E. DISTRICT AND CLUB MEETINGS

1. The President and President-elect and the Director and Director-elect of Junior Clubs shall attend District Conventions at least once in each District during their two-year terms, with a given amount allowed for expenses, which shall be decided by the Finance Committee and allowed in the budget.
2. Clubs extending an invitation to the State President to attend a club meeting shall pay her travel expenses (see J. #4) and overnight expenses when necessary. No Federation funds are provided for the State President to visit clubs. Other Officers, District Presidents, and Chairmen are encouraged to accept invitations to speak at meetings of clubs and other organizations. Groups extending the invitation shall pay expenses.

F. AWARDS

1. In determining awards at the annual convention, the following classifications shall be used for all clubs: small clubs, 15-under; medium clubs, 16-35; intermediate clubs, 36-60; large clubs, 61 and up. The membership as of December 1 preceding the convention shall be used to determine classification.
2. All expenditures for awards at the State Convention shall be approved by the State Executive Board before being announced. It is the responsibility of the First Vice President to propose awards for Programs and Committees.
3. The President-elect shall prepare each year Honor and Superior report forms for club presidents to complete and send to their respective District Presidents and the President-elect by February 1st.
4. By February 15, the State Treasurer and other pertinent State Chairmen shall send to the President-elect and each District President a list of clubs who did meet deadline requirements for honor points. District Presidents are to send a list of their Honor Clubs to the President-elect by February 22.
5. If a discrepancy in the honor points occurs, it shall be the responsibility of the District President, State Treasurer, or respective state chairman, in consultation with the President-elect, to decide; however, if a consensus is not reached, the President-elect shall make the final determination.
6. State Chairmen wishing to present awards made available by sponsors must have these

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awards approved by the State Executive Board.

7. Only certificate awards will be presented in the Community Service Programs and Special Programs in keeping with the GFWC WV programs unless approved in accordance with Standing Rule F. AWARDS #2.
8. Anniversary Club recognitions are based on their Federation date and are recognized in multiples of five years. Certificates will be presented during the annual convention. The Second Vice President will prepare the list and the certificates.
9. Arts and Crafts ribbons will only be provided for the State contest. Districts may purchase ribbons for the district Arts and Crafts contests.
10. GFWC WV shall provide a \$25.00 check from the general fund, per judge, up to three judges, for the state Arts and Crafts contest.
11. The Pennies For Arts Fund shall provide a \$25.00 check per judge, up to three judges, for the state Pennies For Arts contest.
12. The Pennies for Arts Committee shall not award more than \$2,300 for annual awards and shall not allow the Pennies for Arts fund to go below \$10,000. The balance of the funds shall be provided by the State Treasurer to the committee prior to the recommendation to the Board. No estimated future club contributions can be considered.

G. GFWC CONVENTIONS AND MEETINGS

1. Necessary expenses of the State President and a portion of the expense of the State Director of Junior Clubs shall be provided for in the annual budget to attend GFWC Executive Board meetings.
2. A candidate announcing for GFWC office shall be endorsed by her club and the State Executive Board before being presented to convention for an endorsement. All GFWC requirements must be met on time. The candidate shall decide the office she shall seek.
3. A candidate for a GFWC office shall be informed immediately following the meeting of the action taken by the State Executive Board regarding her candidacy.
4. Expenses for the candidate shall cover the requirements stated by GFWC.

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5. The Finance Committee and the candidate shall agree on the amount to be allowed in the budget for expenses of the candidate during the GFWC Convention when officers are elected.
6. A candidate's account shall be set up with the chairman of the Candidate's Fundraising Committee and the State President being the signatures on the account. The chairman may be bonded with such expenses being paid from the State's general operating fund. The Chairman shall present an annual report during the annual State Executive Board Meeting and the State Convention.
7. Upon completion of the candidate's term of office or candidacy, the candidate shall determine the distribution of the remaining funds within the GFWC WV organization, with final approval of the State Executive Board.
8. A candidate announcing for GFWC Southeastern Region Office shall be endorsed by her club and the State Executive Board before being presented to the State Convention for an endorsement. All Regional requirements must be met on time. The candidate shall decide the office she shall seek. No GFWC WV Clubwoman may accept on her own to be a candidate without proper club and State Executive Board endorsement.
9. The President-elect shall be responsible for courtesies to be extended to the GFWC Officer from WV and SER Officer from WV. In the event the President-elect will not attend the GFWC Convention, it shall be the responsibility of the next ranking officer in attendance to handle the necessary courtesies. Gifts are an expense of GFWC WV, with a total expense not to exceed \$100.00 (\$50 per officer per gift). Receipts shall accompany all expenditures for reimbursement.
10. All courtesies customary to the State President while representing GFWC WV at the GFWC Board Meeting, GFWC Convention, Southeastern Region Conference meetings and GFWC WV Convention and Board meeting shall be the responsibility of the President-elect at the expense of GFWC WV. Monies shall be budgeted not to exceed \$350.00. Receipts shall accompany all expenditures for reimbursement. Any other gifts given by the President-elect shall be at her will and expense.
11. A GFWC WV event, such as a party for State delegates at the GFWC Convention shall be held at the discretion of the State President and President-elect. An amount shall be budgeted to help defray these expenses.

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12. Courtesies extended to the GFWC WV Immediate Past State President, at the GFWC Convention (on the even numbered years), shall be budgeted not to exceed \$50.00 at the expense of GFWC WV. Receipts shall accompany all expenditures for reimbursement.

H. CLUBWOMAN NEWSLETTER

1. The format of the *GFWC WV CLUBWOMAN* newsletter shall be approved by the President. The Summer issue of the *GFWC WV CLUBWOMAN* newsletter shall be the first issue of each administration, and the Spring issue in the even-numbered years shall be the last issue of each administration.
2. The Winter issue of *GFWC WV CLUBWOMAN*, in first year of administration, shall feature the GFWC WV President and her family. The Winter issue of *GFWC WV CLUBWOMAN*, in the second year of administration, shall feature the GFWC WV Director of Junior Clubs and her family.
3. When GFWC WV has a candidate for a GFWC office and when there is more than one candidate for the office, the candidate from West Virginia or any other state shall be featured in the *GFWC WV CLUBWOMAN* newsletter. It shall be the decision of the State President and the Editor as to whether the candidate's picture is used on the cover or inside the newsletter.
4. Ads of congratulations to officers of the new administration shall be published in the *GFWC WV CLUBWOMAN* newsletter following the installation or throughout the administration.
5. The *CLUBWOMAN* Editor shall have three sets of *GFWC WV CLUBWOMAN* bound at the end of each administration, one for the State files, one for the GFWC WV President, and one for the GFWC WV Director of Junior Clubs.
6. Membership Update List with current email addresses shall be sent to the GFWC WV Webmaster.

I. Fundraising

1. The State Executive Board shall approve all projects undertaken by the State Federation, which involve the raising of funds. No club or individual shall promote a fundraising project for the State without the approval of the Executive Board.
2. An incoming State President and her chairman may make preliminary plans, subject to the approval of the Board.

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3. No club may order on consignment additional fundraising merchandise if in arrears of any previous order.
4. No private companies shall be allowed to distribute or exhibit advertising on moneymaking projects, other than those already endorsed, without the consent of the State Executive Board.
5. All fundraising projects, current and past, undertaken by the State Federation and approved by the State Executive Board shall belong exclusively to the State Federation and no club or individual shall promote any fundraising project in their behalf without prior approval of the State Executive Board.

J. MISCELLANEOUS

1. The State Directory shall not be loaned or given to any individual, organization, institution, or business not a member of the State Federation. Any club or club member may purchase a copy. The following shall receive a free copy of the State Directory: All State Executive Board Members, State Council Members, Club Presidents, Past State Presidents, Past State Directors of Junior Clubs, Junior Club Presidents, and Advisors of Juniors Clubs.
2. No individual or organization shall be given the roster of club presidents or state leaders without prior consent of the State Executive Board.
3. The president shall send 3 red roses, or a memorial of a value up to \$50.00 upon the death of a GFWC WV President, Executive Board Member, Past State President, their spouse, child, or parent or upon the death of a GFWC WV Lifetime Member.
4. The rate for mileage is 24 cents per mile plus tolls. This rule is a guide to clubs who are assisting an invited guest, such as, the State President with her travel expenses.
5. Members who have professional expertise that might be utilized by Federation may not levy charges for their services if the work is done by them as a Federation Chairman (e.g., providing a workshop for a club meeting on request) but may charge if the club engages them to provide the service for a community-sponsored event or other use involving people other than club members.
6. Junior Departments or Clubs established on a university or college campus shall abide by the university or college rules of discrimination when accepting student members.

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7. Executive Board Members who do not attend Board meetings and do not notify the State President before the deadline of their absence or intention to leave early before adjournment of the meeting, will be responsible for their meeting expenses. The deadline shall be 5 days prior to the start of the meeting.
8. At the conclusion of any GFWC WV Event all monies and a financial accounting shall be forwarded to the State Treasurer with a copy of the report sent to the State President within 30 days.
9. The President may appoint a Chaplain for her administration. The Chaplain shall provide inspiration, meal blessings, and Memorial Services at Summer Conference and State Convention. She shall attend the meetings at her own expense.
10. In the event there is no Director of Junior Clubs and no Director-elect of Juniors Clubs, the President may appoint a Junior Chairman, The Chairman will serve as a liaison between the State Board and Junior Clubs. The Junior Chairman shall be a member of the State Council and may be invited to attend Board Meetings at her own expense to provide information without a vote. The Junior Chairman will also be appointed to the Junior Advisory Committee.

(Amended March 19, 2005)

(Amended March 23, 2006)

(Amended April 13, 2007)

(Amended July 14, 2007)

(Amended July 19, 2008)

(Amended July 10, 2010)

(Amended July 8, 2011)

(Amended July 13, 2012)

(Amended July 13, 2014)

(Amended July 11, 2015)

(Amended July 15, 2023)

(Amended July 8, 2016)

(Amended July 9, 2016)

(Amended July 14, 2017)

(Amended March 15, 2018)

(Amended July 13, 2018)

(Amended July 13, 2019)

(Amended August 8, 2020)

(Amended July 16, 2022)

(Amended July 15, 2023)

(Amended March 14, 2024)

(Amended July 13, 2024)

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