

# **Bylaws of the Alabama Federation of Women's Clubs**

## **ARTICLE I - NAME**

The name of this organization shall be the Alabama Federation of Women's Clubs, Inc., hereinafter referred to as the Federation.

## **ARTICLE II - OBJECT**

The object of the Federation shall be to unite women's clubs and like organizations throughout the state for the purpose of mutual benefit; the promotion of common interests in the arts, education, moral and spiritual values, philanthropy and public welfare, and to promote, insofar as possible, the objects of the General Federation of Women's Clubs, hereinafter referred to as the General Federation.

## **ARTICLE III - MEMBERS**

### **SECTION 1.**

Membership in the Federation shall consist of women's clubs and like organizations in the state whose object and work are in harmony with those of the Federation and whose rules do not require a sectarian, partisan or political test for membership.

### **SECTION 2.**

Membership in the Federation shall consist of three classifications: active, associate, and member-at-large:

- A. Active membership shall consist of clubs paying per capita dues and participating in the programs of work of the Federation.
- B. Associate membership shall consist of clubs with statewide memberships or units of a national organization not a part of the Federation.
- C. Member-at-large classification shall consist of those individuals who wish to maintain or reinstate membership in the Federation after their club disbands or defederates. This membership classification may also be granted to a transfer member who moves into an area where there is no club or where there is no club that meets her needs.

### **SECTION 3.**

- A. An application for active or associate membership shall be accompanied by a list of officers and members with their mailing addresses, the required state (per member) and district (per club) dues, financial papers required for inclusion in the Federation 501(c)(4) Group Tax Exemption, if desired, and the bylaws of the organization. These documents will also be forwarded electronically. Such bylaws shall not conflict with the bylaws of the Federation, the District, or the General Federation. Admission shall be by two-thirds vote of the membership committee.
- B. An application for member-at large shall be sent directly to the Federation membership chairman. The application shall contain the following information: applicant's name and address; former club and district; previous offices held in the club, district, and state federation.

### **SECTION 4.**

- A. Termination of membership
  1. A club considering termination of membership in the Federation shall notify all members of the club of action considered in a mailing to each member one month prior to the date scheduled for the vote.
  2. In the case of a Juniorette club considering termination of membership, the Juniorette club advisor(s) is required to notify the sponsoring club of action considered. The Juniorette club may proceed with termination of membership only if the sponsoring club has voted to allow such action.
  3. A sponsoring club may not vote to terminate its membership and the Juniorette membership jointly. If a sponsoring club elects to terminate its membership, then the Juniorette club will be sponsored by The Federation Board of Directors with a member of the Federation Membership Committee serving as advisor until a new sponsoring club can be secured.

4. The vote to terminate shall be by written and signed ballot.
  5. If five members of the club vote to retain membership in the Federation, the club shall retain its Federation/General Federation name, assets and status.
  6. Notification of such action, regardless of the outcome, shall be sent to the Federation President and/or the Federation Second Vice President within 30 days.
- B. Requirements for withdrawal
1. No club may honorably withdraw from the Federation until all dues have been paid. Upon payment of dues and written notification of resignation to the state President and/or 2nd Vice President, honorable termination shall be granted.
  2. Non-payment of dues at the end of the fiscal year shall forfeit membership in the Federation.
  3. Violation of the Federation Bylaws ARTICLE II - Object shall forfeit membership in the Federation. A statement concerning a violation shall be sent to the Federation Executive Committee for action.
  4. The resignation of a club from the Federation shall be mailed to the General Federation Headquarters in Washington, D.C.
  5. Upon notification of resignation of Federation clubs, all rights and privileges of membership shall cease. All reference to Federation, including club charter, club name, letterhead, publicity, etc. must be eliminated.
  6. Clubs withdrawing can no longer participate in Federation endorsed programs or receive Federation materials.
  7. The tax-exempt number that was obtained with the use of the Federation affiliation shall no longer be valid. Notification will be sent by the Federation Treasurer to the IRS of the club's withdrawal.

#### SECTION 5.

Any club or organization which has resigned or forfeited membership may request reinstatement to the second vice president and may be reinstated by recommendation of the membership committee. In case of forfeited membership through non-payment of dues, the application shall be accompanied by a renewal fee of ten dollars, plus dues.

#### SECTION 6.

Honorary membership may be conferred upon any non-member who is a resident of Alabama in recognition of distinctive and outstanding service to the Federation. Nominations for honorary membership, accompanied by a full description of the conditions supporting the nomination, shall be sent to the Executive committee which shall place the nomination with its recommendation before the Board of Directors. A two-thirds vote of the Board of Directors shall be required to place the nomination before the Federation. A majority vote of the delegates at convention shall be required for election to honorary membership. An honorary member shall have none of the obligations of membership, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office.

### **ARTICLE IV-DUES AND FINANCES**

#### SECTION 1. DUES

- A. Annual dues for active membership shall be six dollars per capita plus General Federation dues, except for Juniorette clubs whose annual dues shall be four dollars per capita plus General Federation dues. Annual dues for associate membership shall be thirty dollars per club.
- B. Federation and District dues shall be payable annually on or before October 1. In emergency circumstances, and upon request, the Executive Committee may consider a dues payable extension of up to one month for Juniorette Clubs whose funds are held in local school accounts. Clubs in arrears for dues after November 15 shall be delinquent and a penalty of twenty-five dollars shall be added to the dues. Clubs and their members shall be ineligible for Federation and District awards and the Sue Shaw Juniorette Scholarship. Club members shall be ineligible to be nominated for all elective offices.
  1. Clubs in arrears for dues after February 1 shall forfeit representation at state convention, and those in arrears by the end of the fiscal year shall forfeit membership in the Federation.

2. Clubs who increase membership up to February 1 and pay dues on such increased membership shall be entitled to such additional representation at the state convention as such increase permits.
  3. Fifty cents of every club member's dues shall be placed in a restricted fund to be budgeted by the Federation Finance Committee for the express use of employment of a state administrative assistant, maintenance of this office and office equipment and supplies.
- C. Newly admitted clubs shall pay dues based on membership as reported on the application. Thereafter, dues shall be based on the membership as of October 1. Dues paid by clubs admitted to membership after February 1 shall be credited to the ensuing fiscal year.
- D. Annual dues for members-at-large shall be twenty-five dollars. This amount shall be sent to the Federation treasurer to be distributed as follows: GFWC dues, Federation dues inclusive of 50 cents for a state administrative assistant, two dollars and fifty cents to the Federation President's Project, and the remaining balance to the general fund.
- E. The fiscal year shall begin on June 1 and end on May 31.

## SECTION 2. FINANCES

A. The management of the financial affairs of the Federation shall be entrusted to the Finance Committee which shall consist of the Treasurer, immediate past treasurer, Scholarship Chairman, President-elect, and one appointee of the President who shall serve as chairman.

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B. Finance Committee

1. Subject to the approval of the Board of Directors, the Finance Committee shall have the power to invest, control and administer the permanent funds of the Federation.
2. At each regular meeting of the Board of Directors, the Treasurer shall submit an itemized report on all permanent funds. A summary report on all permanent funds shall be made to the Federation and published biennially.
3. The Finance committee shall prepare the annual budget and submit it to the Board of Directors for approval at the first meeting of the fiscal year.

C. Expense Reimbursement

1. There shall be no salaried officers, but expenses incurred in service to the Federation by officers and chairmen of committees shall be reimbursed according to the adopted budget.
2. No expenses shall be allowed beyond those provided for in the budget without authorization of the Board of Directors. Officers and chairmen shall present itemized expense vouchers to the Treasurer for reimbursement. Bills not presented before the end of the fiscal year shall forfeit payment of same.
3. Items in the budget credited to a particular officer or chairman and not used within her term of office shall revert to the general fund.

## SECTION 3. EMPLOYMENT

The Board of Directors shall have the authority to employ staff, and to determine the duties, compensation and conditions of such employment.

- A. A state administrative assistant may be employed by the Federation as approved by the Board of Directors. Recommendations for employing and/or discharging are to be presented by the Federation President.
- B. The state administrative assistant shall be responsible for completing assigned tasks, with the primary focus on bookkeeping, as determined by the Federation President and approved by the Executive Committee.
- C. The state administrative assistant's compensation shall be based on, and not to exceed, the budgeted restricted funds.

## SECTION 4. AWARDS

Monies for awards shall be placed in a special fund, and their use shall be determined by The Executive Committee.

- A. Monies donated by an individual for a specific award or contest shall be deposited in the AFWC treasury prior to promotion of such award or contest.

- B. Awards no longer financed by the donor shall be retired.

#### SECTION 5. SPECIAL FUNDS

Special projects funds shall be limited to the purpose of the fund, which shall be reviewed each year by the Finance Committee. Funds may be diverted to the General Fund or other projects by a two-thirds vote of the Board of Directors, if the purpose for which the fund was established no longer exists.

#### SECTION 6.

- A. There shall be an annual review of the books and records by an accountant selected by the Federation President and Treasurer.
- B. Those persons handling funds of the Federation shall be bonded in such amount as the Board of Directors shall determine, and at a cost to the Federation.

### ARTICLE V - OFFICERS

#### SECTION 1.

The officers of the Federation shall be President, President-elect, First Vice President, Second Vice President, Secretary, and Treasurer.

#### SECTION 2.

- A. At the annual convention held in the odd-numbered year, a Nominating Committee shall be announced. This committee shall consist of one member from each district, elected by the District. Each District shall also elect two alternates. Such delegates and alternates shall have served at least one term on the Federation Board of Directors. The temporary chairman shall be from the same District as the Federation President. No member of the Executive Committee shall serve on the Nominating Committee. Insofar as possible, no member shall serve two consecutive terms on this committee.  
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- B. It shall be the duty of the Nominating Committee to accept application forms for nomination to Federation offices, endorsements, and attachments and check for eligibility. Names of all qualified candidates shall be placed on the ballot. Immediately after completion of the Nominating Committee's work, the chairman shall provide the slate of nominees to the Federation President for inclusion in the call to the annual convention, and to the Secretary. The chairman of this committee shall report the slate of nominees on the first day of the convention. Additional nominations may be made from the floor. The written consent and qualifications of all nominees shall be obtained before their names may be presented.
- C. The Nominating Committee shall meet at the same time and place as the winter Board of Directors meeting in the even numbered years.

#### SECTION 3.

- A. Officers shall be elected at the annual convention held in the even numbered calendar years for a term of two years or until their successors are elected. The term of office shall begin June 1 and shall end May 31. Any officer serving more than half of a term shall be considered to have served a term.
- B. The election shall be held on the second day of convention. Election shall be by ballot; a majority vote shall elect. In case no nominee receives a majority vote, a second ballot shall be immediately taken on the two nominees who received the highest number of votes. If there is but one nominee for each office, the election may be by voice vote.

#### SECTION 4.

Only members of active clubs who are American citizens and registered voters shall be eligible to hold office. No officer shall be eligible to two consecutive terms in the same office except the Treasurer. No officer of the Federation may serve in another office on the state or district levels during her term of office. No member shall be eligible for office who has not served at least one term on the Board of Directors of a District. No member shall be eligible to the office of President or President-elect who has not served at least one term on the Board of Directors of the Federation.

## SECTION 5.

State officers shall chair only those committees identified by virtue of the office held.

## SECTION 6 - DUTIES OF OFFICERS.

The officers shall perform the duties prescribed by the parliamentary authority adopted by the Federation, and more specifically shall include:

### A. The President shall:

1. as chief executive officer, initiate and supervise plans for extending and rendering efficient the work of the Federation;
2. preside at all meetings of the Federation, the Board of Directors, and the Executive Committee;
3. appoint the parliamentarian/parliamentary advisor, the editor of *The Alabama Clubwoman*, the community service program chairmen and committee chairmen; the chairmen of all standing committees except nominations and chairmen of such committees as shall be authorized by the Federation or the Board of Directors. Officers and members of all Districts may make recommendations for these appointments. These appointments shall, insofar as possible, represent all the districts;
4. fill vacancies in a community service program and a committee;
5. serve as an ex-officio member of all committees, except the Nominating Committee, and the editor-in-chief for all methods of Federation communications; as the representative of the Federation to the General Federation, and in all other situations where the interest of the Federation is involved;
6. be the official delegate to the General Federation convention both years of her administration, and make the annual report to the General Federation;
7. make a report to the Federation at its annual convention and furnish a copy of the report to the secretary. A biennial report shall be provided for publication in the Administration Report;
8. authorize all printing, and all expenditures and countersign all checks drawn on the treasury;
9. maintain and use the state office on a regular schedule to ensure the management of Federation activities and fiscal responsibilities of the Federation, as prescribed by these bylaws, the laws of Alabama and these United States;
10. hold at least one Executive Committee meeting and Board meeting during her administration at the Federation Headquarters;
11. maintain all Executive Committee, Board of Directors, and club records that pertain to the Federation at the Federation Headquarters;
12. supervise the work of the state administrative assistant and determine such employment and discharge, with approval of the Board of Directors;
13. be custodian of all properties;
14. encourage all officers to attend district meetings when possible; and
15. implement the President's Project, and the membership may be asked to donate \$2.50 per capita per year toward the President's Project. The funds collected will become the property of the Federation and shall be distributed only to the recipient of the project. Should the Board of Directors determine that the project will not be completed by the end of the present administration, the Board of Directors, upon recommendation of the President, shall determine the distribution of the funds.

### B. The President-elect shall:

1. advise and assist the District Directors in carrying on the work of the Federation;  
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2. in the absence or inability of the President, perform the duties of that office;
3. serve as a member of the Finance Committee;
4. be the representative, in the absence of the Federation President, to the General Federation and in other situations where the interests of the Federation are involved;
5. accede to the office of Federation President in case of a vacancy in that office;
6. be a contributing editor to all Federation communication methods;
7. accede to the office of Federation President at the expiration of her term;
8. make a report to the Federation at its annual convention and furnish a copy of the report to the Secretary.

- A biennial report shall be provided for publication in the Administration Report;
9. attend district meetings with the President as requested; and
  10. select a President's Project to be approved by the Federation Executive Committee. The project should, insofar as possible, reflect the interest of the membership state-wide.
- C. The First Vice President shall:
1. advise and assist chairmen of Community Service Programs, standing and special committees, GFWC and Federation special programs/projects, and advancement plans to promote programs of work, club reporting and awards process, and GFWC reporting process;
  2. be responsible for the promotion of training on programs of work and advancement areas by encouraging and assisting clubs;
  3. compile a report of the Woman's clubs, and Juniorette clubs with copies for the Federation President and the Federation files;
  4. make a report to the Federation at its annual convention and furnish a copy of the report to the Secretary. A biennial report shall be provided for publication in the Administration Report;
  5. serve as Awards Committee Chairman and issue certificates of award;
  6. be a contributing editor to all Federation communication methods; and
  7. attend the District meetings with the President as requested.
- D. The Second Vice President shall:
1. serve as chairman of the Membership Committee to stimulate membership and teach the Federation process;
  2. be a contributing editor to all Federation communication methods;
  3. develop the Federation membership plan, with such being approved by the Board of Directors, and coordinate implementation with the Assistant District Directors;  
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  4. make a report to the Federation at its annual convention and furnish a copy of the report to the Secretary. A biennial report shall be provided for publication in the Administration Report; and
  5. attend the District meetings with the President as requested.
- E. The Secretary shall:
1. keep minutes of all meetings of the Federation, the Board of Directors and the Executive Committee;
  2. within 30 days of the Executive Committee Meeting and Board of Directors Meeting send a copy of the minutes of the respective meetings to the Federation President, and when approved by the President, she shall forward the minutes to the review committee;
  3. within 60 days of the annual convention, send a copy of the minutes of the annual convention to the Federation President, and when approved by the President, forward the minutes to the review committee;
  4. forward approved minutes to members of the Executive Committee;
  5. upon approval of the minutes of the annual convention, the Secretary, in conjunction with the corresponding chairmen, will ensure adopted amendments to the bylaws and resolutions are incorporated in the existing documents and posted on the website;
  6. have custody of the current records and reports of the Federation except those of the Treasurer;
  7. make a report to the Federation at its annual convention and furnish a copy of the report to the Secretary. A biennial report shall be provided for publication in the Administration Report and a copy to the History Committee; and
  8. be a contributing editor to all Federation communication methods.
- F. The Treasurer shall:
1. be bonded at a cost to the Federation;
  2. receive all funds of the Federation and deposit the same in such banking institute or institutions as shall be designated by the Board of Directors;
  3. forward to the state administrative assistant documentation of such deposits;
  4. disburse funds by check countersigned by the President;
  5. keep a separate record of the funds, including: general, restricted, scholarship, special, and memorial funds;
  6. submit an itemized report to the Board of Directors at each meeting and a condensed report at the annual convention, followed by a supplementary report through May 31;

7. not later than November 1 notify all clubs with dues unpaid that dues become delinquent after November 15 and that a penalty in accordance with ARTICLE IV-DUES AND FINANCES, SECTION B shall ensue. The Treasurer shall also notify the District Directors which clubs have dues delinquent on November 1, and further notify district of their delinquent clubs not later than November 25;
  8. serve on the Finance Committee;
  9. furnish the Federation President with a copy of the bank statement on each account at the close of each month;
  10. be responsible for maintaining an electronic member database to include member name, mailing address, electronic address, phone number, club, and district;
  11. compile a roster of clubs entitled to representation at the annual convention, and send a copy to the Federation President, Secretary, and Credentials Committee Chairman at least six weeks prior to the convention;
  12. close the Treasurer's books on May 31;
  13. have the year-end financials reviewed by an accountant selected by the Federation President and Treasurer and present the review and fiscal year-end report to the Board of Directors at the next scheduled meeting;
  14. present prepared copies of the Financial Report for each member of the Board of Directors;
  15. be responsible for maintaining the Alabama Federation of Women's Clubs' Group Exemption with the Internal Revenue Service;
  16. assist new clubs in securing their Employer Identification Number and ensuring that the EIN Number comes under the Federation Group Exemption umbrella;
  17. verify that each local club and district under the umbrella has filed their 990-N electronic postcard and shall also file 990-N electronic postcards for any club or district that has not done so by September 15 or has requested that the Federation file for them;
  18. inform the IRS of any clubs or districts which no longer fall under the umbrella due to disbanding, defederating, or nonpayment of dues;
  19. complete annually the Group Exemption Number (GEN) report requested by the IRS based upon dues and membership information;
  20. ensure that the accountant files the appropriate tax return by the IRS deadline;
  21. any other such duties as necessary in handling the organization's finances; and
  22. be a contributing editor to all Federation communication methods.
- PROVISO:** To become effective with the 2022 – 2024 administration

## **ARTICLE VI - MEETINGS**

### **SECTION 1.**

The Federation shall hold an annual convention in the spring, prior to the annual convention of the General Federation, on a date and at a place to be determined by the Federation President and the Director of the hostess District. The convention shall be for the purpose of electing officers in the even calendar years, receiving reports as shall be required, and for any other business that may arise.

### **SECTION 2.**

The voting body shall be based on recorded AFWC membership as of February 1:

- A. state officers, district officers, state chairmen, past state presidents, and nominating delegates;
- B. clubs in active membership shall be entitled to two delegates for 20 members or less; and one additional delegate for each additional 10 members. When feasible, one of the club delegates shall be the club president;
- C. two delegates per Juniorette Club. Delegates from Juniorette Clubs shall have all the privileges of the convention except the right to be elected to office;
- D. clubs in associate membership shall have one delegate for each such group. Such delegates shall have all the privileges of the convention except the right to be elected to office; and
- E. members-at-large shall not have the privilege of voting or being elected to office.

**SECTION 3.**

The privilege of making motions, debating, and voting shall be limited to the voting body. A voting member shall have but one vote. No delegate shall represent more than one Club.

**SECTION 4.**

Registered voting delegates and non-voting members may attend the annual convention.

**SECTION 5.**

A registration fee shall be required of every member attending convention. No registration fee shall be required of visitors or guests of the convention and non-member participants in the convention program.

**SECTION 6.**

A special meeting of the Federation may be called by the Board of Directors, and shall be called upon written petition signed by the club presidents of a majority of the clubs in active membership. A notice stating the purpose of the special meeting shall be sent to all clubs not less than two weeks prior to the date of the meeting. The voting body shall be the same as for a convention.

**SECTION 7.**

Forty delegates representing all districts shall constitute a quorum.

**ARTICLE VII - BOARD OF DIRECTORS**

**SECTION 1.**

The Board of Directors shall consist of the officers of the Federation, District Directors and Assistant Directors, chairmen of the community service programs, chairmen of standing and special committees, and the Past State Presidents.

**SECTION 2.**

Only members of active clubs who are American citizens, residents of the state of Alabama, registered voters and have served previously on the Board of Directors of a District shall be eligible to serve on the Board of Directors of the Federation. A term shall be two years.

**SECTION 3.**

All the powers of the Federation are vested in and shall be exercised by the Board of Directors during the interim between meetings of the Federation, except the Board shall not nullify nor modify any action taken by the Federation, and subject to the provisions of these bylaws. The Board of Directors shall:

- A. determine the community service programs; and create, combine, or discontinue committees within the community service programs; which shall conform to those of the General Federation insofar as the needs of the Federation require;
- B. select a community service program chairman and a District Director to be members of the Federation Executive Committee;
- C. approve the budget; approve plans of the Finance Committee for investment and supervision of the permanent funds, including memorial funds, and receive reports on the status of said funds at each meeting of the Board of Directors;
- D. employ Federation staff and determine the duties, compensation, and conditions of such employment, upon recommendation of the President;
- E. adopt standing rules and such other rules necessary for the transaction of business of the Federation and the Board of Directors, provided they do not conflict with these bylaws;
- F. declare an office or chairmanship vacant by two-thirds vote upon refusal or neglect of any member of the Board of Directors to perform the duties of office or chairmanship. Written notice shall be given to the member of the District she represents that the office or chairmanship has been declared vacant.

**SECTION 4.**

The Board of Directors shall guard the title and the policies of the Alabama Federation of Women's Clubs,



Inc. It shall not permit the use of the name of the Federation or any official title in the endorsement of any movement, cause, or enterprise outside the regular Federation work that has not previously been endorsed by the Federation. It shall not permit the use of its official stationery by any person or group not authorized by the Board of Directors or the bylaws.

#### SECTION 5.

The Federation shall not affiliate with, or become a part of any other organization but may cooperate with other organizations having the same objectives, in projects previously authorized by the Federation or approved by the Board of Directors. Representatives to these organizations shall be approved by the Board of Directors.

#### SECTION 6.

- A. Regular meetings of the Board of Directors shall be held immediately before and/or after the annual convention, and at other times, the date and place to be determined by the Federation President. Insofar as possible, one meeting shall be held on the first full weekend of August and one on the first full weekend of February. Notice of the meeting shall be sent to all members at least 30 days prior to the meeting.
- B. Reimbursement to members of the Board of Directors for travel and lodging as stated in the budget shall be authorized only for those attending all sessions of the Board of Directors.
- C. Special meetings of the Board of Directors may be called by the Federation President, and shall be called upon written request of seven members of the Board of Directors. A notice stating the purpose of the meeting shall be sent to all members at least two weeks prior to the meeting.
- D. An orientation and planning meeting shall be conducted for the Board of Directors. Insofar as possible, it shall be held in June of the even numbered calendar year.
- E. Members of a committee may be invited by the Federation President to attend a meeting of the Board of Directors when information is needed. Such persons shall have only the privilege of speaking. Expenses of such persons may be allowed on the same basis as for members of the Board of Directors.
- F. Twenty members shall constitute a quorum.

### **ARTICLE VIII - EXECUTIVE COMMITTEE**

#### SECTION 1.

The Executive Committee shall consist of:

- A. the officers of the Federation;
- B. a District Director Representative and a Chairman Representative (chosen from the following: community service programs, General Federation and Federation special programs/projects or General Federation advancement areas) elected by the Board of Directors.

#### SECTION 2.

The Executive Committee shall transact business of the Federation between meetings of the Board of Directors. The Executive Committee shall:

- A. approve the programs of work and special projects of community service programs and committees;
- B. fill vacancies in office except that of President;
- C. receive and make recommendations on nominations for honorary membership;
- D. receive and make recommendations to the Board of Directors on complaints regarding the continuing eligibility of a club for membership in the Federation;
- E. report all business transacted by this committee to the Board of Directors at its next meeting;
- F. in an emergency, the Executive Committee may transact business by telephone, email, or remote meeting.

#### SECTION 3.

The Executive Committee shall meet at the call of the Federation President or upon written request of any three members of the committee. Four members of the Executive Committee shall constitute a quorum for meetings.

**PROVISO:** To become effective with the 2022 – 2024 administration

## **ARTICLE IX - DISTRICTS**

### **SECTION 1.**

- A. To facilitate the work of the Federation, it shall be divided into districts. The boundaries of the districts shall be defined in the standing rules. The boundaries shall be changed only by a two-thirds vote of the Board of Directors after written notice to all clubs and the districts involved.
- B. If a restructuring of districts is proposed, the Federation President shall appoint a special committee that shall develop a plan to facilitate the restructuring. The Federation Parliamentarian/Parliamentary Advisor shall serve as advisor to the committee. The plan must include proposed geographical boundaries of new districts, plans for the election of officers for the districts, provisions for the writing of new bylaws, and instructions of finalizing financial matters and procedures for establishing new financial practices including those dealing with banks, the State of Alabama, and the IRS. Deadlines must be provided for the completion of each of these tasks. The plan must be approved by two-thirds vote of the Board of Directors. The Federation President shall communicate with all the districts involved to notify them of the proposal.
- C. If a club votes to request a relocation from one district to another, the club president shall notify the Federation President-elect of their request. A copy of the minutes of that club's request shall also be provided. The Federation President-elect shall communicate with both District Directors, and each district must vote to approve the change. If the request is approved, it will take place immediately unless stated otherwise.

### **SECTION 2.**

Districts may elect officers and adopt bylaws and standing rules which shall be consistent with the bylaws and standing rules of the Federation, and which more specifically shall include:

- A. District officers shall be elected in the even numbered calendar years to serve a two-year term which shall begin June 1 and end on May 31;
- B. Annual district dues shall not exceed twenty dollars per club, except for Juniorette clubs which shall not exceed ten dollars. Dues shall be made payable to the district treasurer on or before October 1;
- C. At the annual meeting at which the district officers are elected a nominating delegate and two alternates shall be elected to serve a two-year term as a member of the Nominating Committee of the Federation. Such delegates and alternates shall have served at least one term on the Board of Directors of the Federation and are not currently serving on the Executive Committee (Article 5, Section 2 A.);
- D. The community service programs, and only such committees as may be necessary, of the districts shall conform to those of the Federation; and district chairmen shall cooperate in carrying out the programs of the Federation. No district project may be undertaken that is not in harmony with the programs of the Federation. Only legislative measures that have been approved by the Federation in convention may be sponsored by a district;
- E. The district board shall consist of general officers, chairmen, nominating delegate and alternates, and club presidents.

### **SECTION 3.**

Two hard copies and an electronic version of a proposed amendment or a revision to the bylaws of a district shall be submitted to the bylaws committee of the Federation for approval.

## **ARTICLE X - JUNIORETTE CLUBS**

### **SECTION 1.**

Clubs in active membership, all of whose members are between the ages of 12 and 18 years, may be organized under the sponsorship of any active Federation club. These clubs shall be known as Juniorette clubs and shall have the words "GFWC-Alabama" and "Juniorette(s)" in their names. Application for membership shall be made by the sponsoring club.

- A. Each Juniorette club shall have at least one advisor elected by the sponsoring club to act as a liaison(s) between the sponsoring club and the Juniorette club. Advisor(s) must be an active member in good standing in the sponsoring club and must have a good working knowledge of the Federation.
- B. The Federation Juniorette chairman shall direct the activities of the Juniorette clubs, coordinate programs

and plans of work between the state Board of Directors and the Juniorette organization; represent the Juniorette clubs at meetings of the Federation; perform the duties prescribed in the standing rules for Juniorette clubs.

#### SECTION 2.

The Juniorette organization shall hold an annual meeting at a date and location determined by the Federation President, in coordination with the Juniorette Chairman, and approved by the Executive Committee. The business of the Juniorette organization shall be conducted as prescribed in the standing rules for Juniorette Clubs.

### ARTICLE XI - COMMUNITY SERVICE PROGRAMS

#### SECTION 1.

The community service programs (CSP) of the Federation shall be in harmony with those of the General Federation and shall carry out the programs of work in accordance with plans approved by the Executive Committee.

#### SECTION 2.

- A. Community service program chairmen shall be appointed by the Federation President-elect for her administration and insofar as possible shall provide equal representation for all districts.
- B. Only members of active clubs who are American citizens and registered voters and have served previously on the Board of Directors of a District shall be eligible to serve as chairman of a community service program. A term shall be two years. No member shall be eligible to consecutive terms in the same position without approval of the Board of Directors.

### ARTICLE XII – COMMITTEES AND CHAIRMEN

#### SECTION 1.

There shall be the following standing committees: AFWC President’s Project, Awards, Bylaws, Communications & Public Relations, Convention, Finance, GFWC Juniors’ Special Program, GFWC Signature Program, Headquarters, History, Junioresettes, Leadership Development, Legislation & Public Policy, Membership, Miss Alabama, Resolutions, Resource Development, Scholarships, Strategic Planning, 2728 Society, Women’s History & Resource Center, and such other special committees as deemed necessary by the Board of Directors.

**PROVISO:** To become effective with the 2022 – 2024 administration

- A. Committee chairmen shall be appointed by the President-elect for her administration on recommendation of state officers and district directors, and insofar as possible shall represent all districts. To the extent possible, chairmen shall not chair more than one standing committee.
- B. Only members of active clubs who are American citizens and registered voters and have served previously on the Board of Directors of a district shall be eligible to serve as a chairman of a standing committee. No standing committee chairman shall be eligible for reappointment in the same chairmanship without the approval of the Federation Board of Directors.
- C. In instances where necessary, a non-voting assistant chairman may be identified.

**PROVISO:** To become effective with the 2022 – 2024 administration

#### SECTION 2. AFWC PRESIDENT’S PROJECT

The chairman shall, in coordination with the Federation President, assist in developing the plan of action for the AFWC President’s Project and implementing strategies to promote and engage members supporting the project.

#### SECTION 3. AWARDS

(See Standing Rule 18)

#### SECTION 4. BYLAWS & STANDING RULES

The Bylaws Committee shall consist of four members, which shall include a chairman and one member from each district appointed by the Federation President. The Bylaws Committee chairman shall have

previously served on the Federation Board of Directors for at least one term. The Parliamentarian/Parliamentary Advisor shall serve as advisor. It shall be the duty of this committee to receive and put into parliamentary form the proposed amendments to the bylaws, and to propose amendments when necessary, and to propose amendments according to Article XVII.

**PROVISO:** To become effective with the 2022 – 2024 administration

## SECTION 5. COMMUNICATIONS & PUBLIC RELATIONS

A. The Communications & Public Relations Chairman shall coordinate the overall communications efforts for the Federation including *The Alabama Clubwoman*, newsletters, media alerts, website, and social media. The Federation President shall serve as the editor-in-chief of all forms of Federation communications.

**PROVISO:** To become effective with the 2022 – 2024 administration

B. The Communications & Public Relations committee shall consist of a chairman, appointed by the Federation President; *The Alabama Clubwoman* Editor; and non-voting coordinators of the website, social media, and public relations.

**PROVISO:** To become effective with the 2022 – 2024 administration

## SECTION 6. CONVENTION

The Convention Committee shall consist of a chairman appointed by the Federation President in consultation with the host District Director, the District Director who shall serve as assistant chairman, and such others as the convention chairman deems necessary. The Convention Chairman shall present a proposed budget for approval by the Executive Committee no later than the winter Board of Directors meeting prior to the convention.

**PROVISO:** To become effective with the 2022 – 2024 administration

## SECTION 7. FINANCE

(See Article IV, Section 2)

## SECTION 8. GFWC JUNIORS' SPECIAL PROGRAM

The chairman shall develop programs and projects to promote the GFWC Juniors' Special Program among members and the public.

## SECTION 19. GFWC SIGNATURE PROGRAM

The chairman shall develop programs and projects to promote the GFWC Signature Program among members and the public.

## SECTION 10. HEADQUARTERS

A. The composition of the Headquarters Committee shall be a chairman and one representative from each district, appointed by the Federation President, to serve terms as prescribed in part B. The committee shall elect an assistant chairman. The chairman shall be a member of the Board of Directors.

**PROVISO:** To become effective with the 2022 – 2024 administration

B. The terms of members on the Headquarters Committee shall be four years (with the exception of the 2022-2024 administration). The one representative from each district shall serve staggered terms.

1. Beginning in 2022, the Federation President shall appoint one member from each district.
2. The representative from the North District shall rotate off in 2024 with a new appointment made for that district.
3. The representatives from the Central and South Districts shall rotate off in 2026 with new appointments made for these districts.
4. If any member should resign, the Federation President shall appoint a replacement from the same district to complete her term.
5. Members may succeed themselves.

**PROVISO:** To become effective with the 2022 – 2024 administration

- C. The Federation Headquarters Committee shall:
1. supervise the management of the house;
  2. keep an inventory of all property of the Federation and at the direction of the President, issue such property as an officer or chairman shall require, and give a receipt upon the return of the property to custody;
  3. keep a record of gifts and send acknowledgments;
  4. see that there is ample insurance coverage;
  5. recommend to the Board of Directors policies concerning the use of the house;
  6. provide and execute a plan for short and long term maintenance;
  7. recommend to the Board of Directors improvement projects; and
  8. educate members on the history and value of Federation Headquarters.

#### SECTION 11. HISTORY

The History Committee shall consist of the active Past Presidents of the Federation. The chairman shall be appointed by the Federation President. It shall be the duty of this committee to compile an up-to-date continuing history of the Federation which the chairman shall add to the permanent history of the Federation. A room at the Headquarters building shall be designated a History Room where permanent files shall be kept.

#### SECTION 12. JUNIORETTES

(See Article X and Standing Rules for Juniors Clubs)

#### SECTION 13. LEADERSHIP DEVELOPMENT

- A. The Leadership Development Committee shall consist of a chairman appointed by the Federation President, a GFWC LEADS graduate appointed by the Federation President, and one additional appointee.

**PROVISO:** To become effective with the 2022 – 2024 administration

- B. They shall:
1. outline a plan of action for developing future Federation leadership;
  2. identify obstacles that prevent membership from accepting leadership positions;
  3. provide educational opportunities and leadership training for potential Federation leaders; and
  4. explain the nomination and election process and encourage members to seek a Federation office.

#### SECTION 14. LEGISLATION & PUBLIC POLICY

- A. The chairman of the Legislation & Public Policy Committee shall endeavor to keep members informed concerning state and national legislation; assist members in supporting legislation consistent with the policies and resolutions of the Federation and of the General Federation; present a legislative program of work to the Board of Directors for approval; be responsible for preparing legislative items for approval by the Federation; represent the Federation when appropriate.
- B. Legislative measures shall be approved by the Federation. Measures shall remain on the program for a period of five years, or until passed by the legislature, or rescinded by the Federation; after which time such measures shall be dropped unless reaffirmed by the Federation.

#### SECTION 15. MEMBERSHIP

- A. The Membership Committee shall consist of the Second Vice President as chairman, Assistant District Directors, and Juniors Chairman. The committee shall be responsible for the promotion of club membership and the establishment of new Woman's and Juniors Clubs.

**PROVISO:** To become effective with the 2022 – 2024 administration

- B. Applications and other data required shall be received by the Federation Second Vice President. The Parliamentarian/Parliamentary Advisor shall review the bylaws to ensure there is no conflict with the Federation bylaws, after which the bylaws committee will review for approval. The committee shall be permitted to vote by mail and/or electronic means. Within five days after approval, the club dues, roster, 501(c)(4) Qualification Form with EIN, shall be forwarded to the Treasurer. The names of new clubs together with a roster of the membership of each shall be provided to the Secretary and the

chairman of *The Alabama Clubwoman* administration committee; the new club shall be reported to the Board of Directors and the Federation.

## SECTION 16. MISS ALABAMA

See Standing Rule 16

## SECTION 17. RESOLUTIONS

- A. The Resolutions Committee shall consist of a chairman, one member appointed by the Federation President, and the chairman of the Legislation & Public Policy Committee. The Parliamentarian/Parliamentary Advisor shall serve in an advisory capacity.  
**PROVISO:** To become effective with the 2022 – 2024 administration
- B. It shall be the duty of this committee to receive, consider, investigate the accuracy of contents, consult sponsors on changes, put into proper parliamentary form, and present to the Federation convention all resolutions as are pertinent to the work and objective of the Federation. Resolutions shall be received by the committee by November 1. Resolutions may be presented by any one of the following: The Board of Directors; the Executive Committee; a district; a federated club; a chairman of a community service program or standing committee of the Federation, and the Resolutions Committee. Copies of proposed resolutions shall be sent to the Board of Directors and club presidents at least 30 days prior to the convention.
- C. Emergency resolutions required by conditions arising subsequent to November 1 may be brought before the annual convention upon written request of any constituent authorized to propose resolutions. All emergency resolutions shall be presented to the Executive Committee for consideration of emergency status before being presented to the convention.
- D. Adopted resolutions shall be recorded in the Yearbook and reviewed by the Resolutions Committee annually. Proposals to rescind a resolution shall be submitted to the Resolution Committee by November 1. Adopted resolutions shall be published in *The Alabama Clubwoman* following the adoption.

## SECTION 18. RESOURCE DEVELOPMENT

- A. The Resource Development Committee shall be comprised of the chairman appointed by the Federation President, Treasurer, Finance Chairman, Headquarters Chairman, an appointee who shall coordinate general fundraising activities, and one additional appointee.
- B. The committee shall:
1. determine the financial needs of the Federation;
  2. create a capital campaign for the administration;
  3. implement strategies for the capital campaign and fundraising activities;
  4. research and secure non-dues revenue streams such as sponsors, grants, endowments, planned giving, etc.
- PROVISO:** To become effective with the 2022 – 2024 administration

## SECTION 19. SCHOLARSHIPS

(See Article XIV)

## SECTION 20. STRATEGIC PLANNING

The Strategic Planning Committee shall consist of the voting members of the Executive Committee, and no more than three appointed members of the Federation. The President-elect shall serve as chairman. Insofar as possible, the representation on this committee shall be from all districts. It shall be the duty of this committee to conduct an on-going evaluation and revision of the Federation Strategic Plan for adoption by the Board of Directors. The committee shall make an annual report at the state convention.

## SECTION 21. 2728 SOCIETY

The chairman of the 2728 Society shall implement fundraising activities that support the restoration of the Federation Headquarters.

## SECTION 22. WOMEN’S HISTORY AND RESOURCE CENTER

The chairman of Women’s History and Resource Center shall promote the preservation and compilation of the history of women and focus of the GFWC Women’s History and Resource Center.

SECTION 23. Such other committees, standing or special, as shall be authorized by the Federation or the Board of Directors shall be appointed by the President with the approval of the Executive Committee.

## ARTICLE XIII - THE ALABAMA CLUBWOMAN

### SECTION 1.

The official publication of the Federation shall be called *The Alabama Clubwoman*. The official emblems of the Federation and General Federation shall appear on the masthead of the publication. The Federation President shall be editor-in-chief.

### SECTION 2.

At least 30 days prior to the convention the editor-in-chief shall:

- A. issue the call to the convention which shall include the proposed amendments to the bylaws, and the slate of nominees for offices in the even calendar years. This call shall be published in the spring issue of *The Alabama Clubwoman*; and
- B. issue to all accredited clubs the necessary credential forms with instructions for proper endorsement and management of the same.

### SECTION 3.

The Communications & Public Relations chairman shall coordinate the overall communications efforts for the Federation including *The Alabama Clubwoman*.

## ARTICLE XIV – SCHOLARSHIPS

### SECTION 1.

The Federation may accept or accumulate a scholarship fund or funds, to be used for assistance in the education of Alabama women and foreign students who desire to study in Alabama universities and colleges.

### SECTION 2.

The scholarship funds shall be administered by a Scholarship Committee consisting of the chairman appointed by the Federation President, the Education Community Service Program chairman, and another member appointed by the Federation President. The committee shall be governed by the provisions of these bylaws, the standing rules of the Federation, and such regulations as may be laid down by the Board of Directors.

### SECTION 3.

Applications for all scholarships shall be made to the chairman of the Scholarship Committee. The committee shall have authority to consider and/or approve applications. Scholarships may be established by the Federation or may be gifts from organizations, federated clubs, districts, and individuals. Scholarships and committee procedures shall also be subject to the standing rules.

## ARTICLE XV – EMERGENCIES

### Section 1.

In the event of a national emergency, state emergency, or natural disaster that could potentially endanger members, the Federation President, with the consent of the majority of the Executive Committee, may cancel, reschedule, and/or conduct remote meetings.

### Section 2.

If the emergency results in the cancellation of the annual convention in the even-numbered year, the election of officers may be conducted by postal mail, electronic means, or at remote meetings.

Section 3.

If elections are held in non-traditional methods, the anonymity of the vote shall be assured with the exception, if necessary, of the Chairman of Elections, and the results shall be ratified in the next Federation meeting and recorded in the minutes.

**ARTICLE XVI – PARLIAMENTARIAN/PARLIAMENTARY ADVISOR**

The Parliamentarian/Parliamentary Advisor shall:

- A. attend meetings of the Federation, Board of Directors, and Executive Committee and serve in an advisory capacity to the Federation membership;
- B. serve in an advisory capacity to the Bylaws and Resolutions Committees;
- C. make a report to the Federation at its annual convention and furnish a copy of the report to the Secretary. A biennial report shall be provided for publication in the Administration Report.

**PROVISO:** To become effective with the 2022 – 2024 administration

**ARTICLE XVII – PARLIAMENTARY AUTHORITY**

The Parliamentary Authority shall be the current edition of Robert’s Rules of Order Newly Revised in all cases not covered in these Bylaws or in the Standing Rules.

**ARTICLE XVIII – DISSOLUTION**

Upon the dissolution of the Federation, the Treasurer, under the direction of the Board of Directors, shall, after paying or making provision for the payment of all liabilities of the Federation, dispose of all of the assets of the Federation exclusively for the purposes of the Federation in such manner, or to such organization or organizations organized and operated exclusively for charitable and educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Revenue Law, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of Montgomery County, Alabama, exclusively for such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

**ARTICLE XIX – AMENDMENTS**

**SECTION 1.**

These bylaws may be amended at an annual convention by a two-thirds vote, provided the proposed amendment shall have been approved by the Board of Directors, or proposed by the Bylaws Committee, or proposed on petition signed by not less than 20 club presidents representing at least two districts; and provided a copy of the proposed amendment has been sent at least 30 days prior to the annual convention. Proposed amendments shall be sent in writing to the Bylaws Committee by November 1.

**PROVISO:** To become effective with the 2022 – 2024 administration

**SECTION 2.**

These bylaws may be amended at an annual convention without previous notice by unanimous vote, provided that the proposed amendment has been presented to the convention body at least one day prior to voting on same. This section does not apply to amendments to Article I and II which shall require at all times to be published in the call to convention.



**STANDING RULES**  
Revised August 7, 2021

Standing rules may be adopted by the Board of Directors at any business meeting without previous notice by majority vote. They may be amended or rescinded without previous notice by a two-thirds vote, with previous notice by a majority vote. They may be suspended for a meeting by a majority vote.

**1. DISTRICTS**

The boundaries of the districts shall be changed only in accordance with Article IX, Section 1 of the bylaws. The boundaries of the districts that comprise the Federation shall be as follows:

**GFWC Alabama North District:**

Comprised of the counties of Blount, Cherokee, Colbert, Cullman, DeKalb, Etowah, Fayette, Franklin, Jackson, Lamar, Lauderdale, Lawrence, Limestone, Madison, Marion, Marshall, Morgan, Walker and Winston.

**GFWC Alabama Central District:**

Comprised of the counties of Bibb, Calhoun, Chambers, Chilton, Clay, Cleburne, Coosa, Green, Hale, Jefferson, Perry, Pickens, Randolph, Shelby, St. Clair, Sumter, Talladega, Tallapoosa and Tuscaloosa, as well as Athenaeum Club, Maude Martin Study Club and Tri-M Juniorette Club, which are outside these counties.

**GFWC Alabama South District:**

Comprised of the counties of Autauga, Baldwin, Barbour, Bullock, Butler, Choctaw, Clarke, Coffee, Conecuh, Covington, Crenshaw, Dale, Dallas, Elmore, Escambia, Geneva, Henry, Houston, Lee, Lowndes, Macon, Marengo, Mobile, Monroe, Montgomery, Pike, Russell, Washington and Wilcox, with the exception of Athenaeum Club, Maude Martin Study Club and Tri-M Juniorette Club.

**2. OFFICERS**

- A. The vice presidents, as contributing editors, shall furnish news of the Community Service Programs and the districts for publication.
- B. The First Vice President shall be chairman of the Awards Committee. All names of award winners shall be sent to the chairman at least two weeks prior to the annual convention.
- C. Each officer shall present an annual report and have three (3) copies at the annual convention for the Federation President, files of the Secretary, and the permanent file for her office at the Federation Headquarters.
- D. Each officer shall provide a biennial report (not to exceed 500 words) to the Federation President for publication at the conclusion of the administration.
- E. On or before May 31 of the election year, each outgoing officer shall return all properties to the Federation, including files and reports of her office. The Treasurer shall send all current ledgers and records to the Federation and place all closed ledgers and records in the permanent files after review.
- F. Each newly elected officer shall secure from the Federation such properties, files, and reports as may be needed and give an inventory of such properties and records to the Secretary of the Federation to be filed at the Federation Headquarters.

**3. DISTRICT DIRECTORS**

- A. District Directors shall present an annual report at the Board of Directors meeting held in conjunction with the annual convention. Each District Director shall provide three (3) copies for the Federation President, files of the Secretary, and permanent district file at the Federation Headquarters.
- B. District Directors shall provide a biennial report (not to exceed 500 words) to the Federation President for placement in the permanent district file and for publication at the conclusion of the administration.

**4. COMMUNITY SERVICE PROGRAM AND COMMITTEE CHAIRMEN**

- A. Community Service Program and all other committee chairmen shall present an annual report at the

Board of Directors meeting held in conjunction with the annual convention. Each chairman shall provide three (3) copies for the Federation President, files of the Secretary, and placement in the permanent file at Federation Headquarters.

- B. Community Service Program and Advancement Plan Chairmen shall prepare a yearly statewide report for their corresponding counterpart in GFWC according to their guidelines and deadlines with a copy to the Federation President and First Vice President.
- C. Community Service Program and all committee chairmen shall compile their biennial reports (not to exceed 500 words) to be sent to the Federation President for placement in the permanent files and for publication at the conclusion of the administration.
- D. The programs of work and other plans of the Community Service Program and committee chairmen shall be provided to their corresponding club/district counterparts through various methods of communication and *The Alabama Clubwoman*.

#### 5. THE ALABAMA CLUBWOMAN COMMITTEE

- A. *The Alabama Clubwoman* Committee shall consist of the Federation President as editor-in-chief; the Editor, appointed by the Federation President; Chairman of Communications & Public Relations Committee; President-elect; and Vice Presidents as contributing editors.
- B. The business affairs of the publication shall be vested in this committee subject to the direction of the Board of Directors. It shall be the duty of this committee to:
  - 1. publish and circulate at least four issues of the publication annually; and
  - 2. guard the mailing list and determine the complimentary and exchange mailing lists.
- C. The editors and contributing editors shall be responsible for the editorial policies and content of the publication.
- D. This committee shall incur no indebtedness beyond the budgeted amount; and shall enter into no contract that will be binding on succeeding administrations, with the exception of the last issue.
- E. The publication shall be distributed to all members of active clubs, the presidents of all associate clubs, GFWC Headquarters, the chairman of the History Committee, the Editor, the Federation President for the Federation file, and to such exchange subscriptions as *The Alabama Clubwoman* Committee shall determine.
- F. The Editor shall make an annual report on the status of *The Alabama Clubwoman* at the annual convention, and a report to the Board of Directors when requested to do so.

#### 6. SCHOLARSHIPS

- A. It shall be the duty of the Scholarships Chairman to:
  - 1. promote interest in the scholarship program, keep clubs informed about scholarship plans and encourage them to especially support the established scholarships;
  - 2. study the needs for scholarships and prepare plans for scholarship programs to be presented to the Board of Directors and the Federation for approval;
  - 3. administer established scholarships according to the provisions of each particular grant;
  - 4. recommend to the Board of Directors the discontinuation of any scholarship that no longer serves the purpose for which it was created and the transfer of any remaining funds to the general scholarship fund, or to another similar scholarship fund;
  - 5. prepare such application forms, contracts with colleges, and guides for the approval of applicants as may be needed to facilitate the work of the committee in harmony with the regulations set forth in the bylaws and standing rules and approved by the Board of Directors;
  - 6. present a signed authorization for each scholarship check to the Treasurer. Each check shall be made to the college or university selected by the scholarship recipient.
  - 7. keep permanent records of all scholarships, in a separate file for each, including terms governing the awards, budget records, names, and records of all applicants accepted. She shall send a copy of each scholarship application received to each Scholarship Committee member for consideration. The chairman shall prepare an annual report for publication and provide the Treasurer with a copy of this report.
- B. Scholarships may be established in any of several ways and purposes.

1. Scholarships may be set up by the Federation provided the purposes and conditions governing their bestowal and plans for financing have been prepared by the Scholarship Committee, approved by the Board of Directors, and adopted by majority vote at an Annual State Convention. Such scholarships shall be for award to women students in Alabama universities and colleges, including international students, for undergraduate or graduate study. They may be restricted to needy students or given to students of unusual promise whose need is not the major consideration.
2. Gifts from organizations, districts, federated clubs, or individuals to be used for scholarships may be accepted for the Federation scholarships under the following conditions:
  - a. The grant is accompanied by the money, or a contract providing for the money at a later date, to meet the specifications of the scholarship;
  - b. The administration of the grant shall be allotted to the Federation without restrictions;
  - c. Scholarships may be named for donors or by the Board of Directors, and such scholarships shall be known by the designated names and so referred to in all reports, records, or other communications.
3. Current Scholarships
  - a. AFWC Kitty Stone Graduate Scholarship. This is a trust fund with interest to be used for graduate scholarships to be awarded to graduating college or university seniors who wish to continue study in their chosen fields. The number and amount of these scholarships will be determined by the scholarship committee with consideration of the interest received;
  - b. AFWC International House Scholarship. This is a trust fund deposited with the International Endowment Foundation at Jacksonville State University whereby the interest assures a permanent scholarship for international students each year.
  - c. AFWC Sue Shaw Juniorette Scholarship. This is a scholarship to be awarded to a Juniorette to attend college;
  - d. AFWC Anne S. Givens Distinguished Young Woman of Alabama Scholarship (Junior Miss). This is a trust fund with interest and club contributions to be used for scholarships to be given at the Distinguished Young Woman of Alabama Pageant. The amount will be determined by the scholarship committee with consideration given to interest and club contributions;
  - e. AFWC Miss Alabama Scholarship. An annual scholarship shall be given to the Miss Alabama program;
  - f. AFWC Sue E. Hester Scholarship. This is a \$10,000 fund with interest to be used for scholarships in any discipline of special education. The number and amount of these scholarships will be determined by the Scholarship Committee with consideration of the interest, gifts, and memorials received;
  - g. AFWC Margaret Coleman Memorial Fund, honoring Past State Presidents, is a trust fund with interest combined with monetary assistance from clubs to award one or more five-hundred-dollar (\$500) scholarships. The number of awards depends upon the contributions from clubs.
  - h. Any district or club that offers a scholarship not included in the Federation Scholarships fund shall report to the Federation Scholarships Chairman at the time the scholarship is established, and then annually report such data as is necessary for reporting and records;
  - i. All scholarship funds shall be deposited with the Federation Treasurer and kept in restricted accounts. The Treasurer shall disburse scholarship funds on the authorization of the Scholarships Chairman. The Treasurer shall make itemized reports of such funds at each meeting of the Board of Directors, give a summary of these reports at the annual convention, and provide a copy of the annual report for publication in the Administration Report;
  - j. All named scholarships, donated or designated by the Board of Directors of the Federation, shall have "AFWC" listed before the name of the scholarship so it will not lose its identity.

## 7. STATE CONVENTION

- A. Each of the districts, in rotation, shall serve as hostess to the annual convention.
 

2021-South District	2023-Central District	2025-North District	2027-South District
2022-North District	2024-South District	2026-Central District	2028-North District
- B. The Convention Committee Chairman shall supervise and coordinate the work of the subcommittees. The vice chairman shall assist the chairman (Article XII, Section 5). In case of a vacancy in the

chairmanship, the Federation President shall appoint a replacement.

- C. A registration fee for each Woman's Club delegate or member for the convention shall be twenty-five dollars (\$25). Juniorettes may register for a five-dollar (\$5) registration fee. An additional ten dollars (\$10) late fee shall be charged for registration beyond the deadline.
- D. All registration fees and donations are collected by the and given to the Federation Treasurer for deposit with a detailed accounting of the monies received. All budgeted convention expenses will be paid by the Federation Treasurer from the restricted annual convention income. The Federation Treasurer shall forward registration forms and spreadsheets to the Credentials Committee Chairman in a timely manner.
- E. A restricted AFWC Convention Fund of \$2,000 is available for startup convention expenses. After all convention bills are paid, any balance over \$2,000 will be transferred to the general fund.
- F. The Credentials Committee shall consist of three members from the host district, one of whom shall serve as chairman, appointed by the Federation President not less than two weeks prior to the convention. This committee shall be responsible for accrediting and registering delegates to convention and other duties pertaining to the registration of convention guests. The chairman shall secure from the Treasurer a roster of clubs entitled to representation with the number of voting delegates at least six weeks prior to the convention, and shall prepare the necessary copies for the use of the Credentials Committee. The chairman shall provide registration facilities, arrangements, and badges for delegates. Daily reports shall be given, including a final report given at the close of convention. The reports shall reflect those attending in voting categories including: State Officers, District Officers, State Chairmen, Past State Presidents, Nominating Delegates, and Club Delegates. The report shall also reflect those attending in non-voting categories including: club members, visitors, and guests. Reports shall reflect the number of Woman's Club members, Juniorettes, and Members-at-Large. Credentials categories may not be changed. The Credentials Chairman shall serve on the Elections Committee.
- G. A special Memorial Service for a Past State President shall be held at the convention following her death.

## 8. ELECTION OF OFFICERS

- A. Nominating Committee
  - 1. The Nominating Committee shall elect the committee chairman who shall not represent the convention host district in the even-numbered year. If more than one candidate for chairman of this committee is proposed, voting shall be by ballot and a majority vote shall be required.
  - 2. The Nominating Committee Chairman shall also serve as Chairman of the Elections Committee.
  - 3. The nominations of officers are conducted as outlined in Article V, Section 2.
  - 4. If there is an office for which there is no application, District Directors shall be notified so they may have the opportunity to obtain applications and endorsements to be presented from the floor at the annual convention.
  - 5. The chairman of this committee shall send the slate of nominees to the Federation President for inclusion with the Call to the Convention.
  - 6. The Federation, as provided in the budget, shall pay the committee members transportation expenses to attend the Nominating Committee Meeting.
- B. Credentials Committee. The Credentials Committee Chairman shall prepare the list of accredited voting delegates for the Elections Committee. This list may be corrected up to the close of registration.
- C. Elections Committee. The Elections Committee shall consist of the Nominating Committee Chairman, who shall also serve as chairman of the Elections Committee, the Credentials Committee Chairman, and additional delegates, one from each district, who are appointed by the Federation President prior to the day of the election. The Elections Committee Chairman shall arrange for printing of ballots as authorized by the President and be responsible for enforcement of all regulations governing the election.
- D. Rules for Candidates for Office.
  - 1. Guidelines and the Officer Candidate Form for nomination for office may be obtained from District Directors, the Yearbook, or at [www.gfwcalabama.org](http://www.gfwcalabama.org).
  - 2. Those seeking to be a candidate for office shall obtain the endorsement of the active local club.
  - 3. Additional endorsements may be obtained, if desired, and may include:
    - a. A district endorsement may be obtained, though not required, by presenting the club's endorsement at the fall district meeting in the odd-numbered year. In the absence of such meeting, the candidate's

club endorsement should be forwarded to the District Director by October 15. She shall notify active clubs within the district to obtain their endorsement. This may be accomplished by a remote meeting, email, or telephone. The candidate must have the endorsement of the majority of the clubs within the district.

b. Other endorsements may be obtained if desired (e.g.: employer, church, community, etc.)

4. Districts may endorse more than one candidate.

5. A candidate shall declare the office she seeks when submitting an Officer Candidate Form to the Nominating Committee. A completed application consists of the completed Officer Candidate Form and attachments including the:

a. Required club endorsement

b. Statement of willingness to serve

c. 150-word biographical article stating qualifications

d. Photo for inclusion in *The Alabama Clubwoman*

e. District and/or other endorsements (if desired)

Copies shall be sent to the candidate's district nominating delegate, alternate delegates, the Federation Headquarters, and nominee's club.

6. Those meeting the requirements, as determined by the Nominating Committee, shall have their name placed on the ballot.

7. Districts are requested to give nominees two minutes each at the spring district meetings in the even-numbered year to present their qualifications for the respective offices.

8. Nominees may accept invitations to attend individual club meetings, but at their own expense.

9. Nominees shall be presented on the first day of the annual convention, in the even-numbered year, and allowed two minutes to speak regarding the future of the organization.

10. No campaign materials shall be allowed at the annual convention or other Federation meetings and events.

11. No candidate shall have access to the registration of members attending the convention.

12. No candidate shall serve on the Registration Committee, Elections Committee, or Credentials Committee in the state.

13. A Meet the Candidates event shall be held at the annual convention prior to the election for all nominees.

E. Rules Governing Federation Elections. The Elections Committee shall conduct the election according to the following:

1. Polls shall be open from 8:30 through 11:00 a.m., unless certified delegates are waiting in line to vote in which case the polls shall remain open until the voting is concluded.

2. Outside the polling station, the Credentials Chairman and one Credentials Committee member shall verify accredited voting delegates and provide a ballot to each. The Elections Chairman and the Elections Committee members shall supervise the casting of ballots and ensure the compliance of all election regulations inside the polling station, with at least two members of the Elections Committee supervising at any time. At the conclusion of voting, the Elections and Credentials Chairmen shall handle the ballot box. The Credentials Chairman shall report the votes cast on each ballot; the Elections Chairman shall tally the votes; and the Elections Committee members shall serve as inspectors for both tasks.

3. The Elections Chairman shall report the accuracy of the count, making a complete report of: Delegates Eligible to Vote, Votes Necessary for Election, Votes Cast for Each Candidate, and Illegal Votes Cast. The report shall be made to the annual convention and the Federation President shall declare the results of the election.

4. The ballot boxes shall be sealed at all times except during the count and only the Elections Committee shall handle the ballots.

5. After the Federation President has officially announced the results of the election, the Elections Chairman shall move that the ballots be destroyed.

## 9. YEARBOOK

A. The Yearbook Chairman, and other persons deemed necessary, shall assist the Federation President with the compiling, printing, and distribution of the Yearbook.

- B. The Yearbook shall include GFWC and Federation information, Federation and District directories, calendar of events, bylaws and standing rules, strategic plan, resolutions, reporting, awards and contests information; and all current Federation forms. It shall be a complete publication in which club members may find all pertinent contacts and information necessary to fulfill their membership duties.
- C. All materials for the Yearbook shall be provided to the President-elect's designee by May 1 of the even-numbered year.
- D. The price of a Yearbook per copy shall be determined by the cost. The Yearbook shall not be sold for commercial purposes.
- E. The complimentary mailing list shall be determined by the Executive Committee at the beginning of each administration.
- F. The Yearbook shall be mailed out or distributed no later than the month of September in the first year of each administration.

#### 10. STATIONERY

- A. The design and format of the official stationery shall be determined by the Federation President.
- B. The Federation shall provide stationery for all official use.

#### 11. REPORTS OF CHAIRMEN

The chairmen of all standing committees and all special committees shall make annual reports. Two copies of the report shall be sent to the Secretary and one copy placed in the committee file. Each committee chairman shall maintain a permanent file which shall include such records of materials as may be of value to future committees, any correspondence of permanent value, and a list of the duties and obligations of the committee. This file shall be placed at the Federation Headquarters at the end of the administration for her successor.

#### 12. WORKSHOPS

- A. Leadership Workshops: the Federation President, in cooperation with the Leadership Development Committee Chairman, shall plan the time and place of the annual Leadership Workshop with the approval of the Executive Committee. Insofar as possible, the workshops shall be held no later than the third weekend in July.
- B. Legislative Workshops: the Federation President and the chairman of Legislation & Public Policy may plan a legislative workshop.
- C. Community Service Program and Special workshops: the Federation President, in cooperation with the respective chairman and committee, shall plan the time and place for such state workshops as seem appropriate and feasible, with the approval of the Executive Committee.
- E. The chairman of these workshops shall submit a written budget to the Executive Committee for approval a minimum of six (6) weeks prior to the event. The chairman shall submit a written report to the Executive Committee no later than six (6) weeks after the event.

#### 13. GFWC ANNUAL CONVENTION

The Federation President, other Federation officers, Federation Community Service Program Chairmen corresponding to the GFWC Community Service Programs, District Directors, and delegates from clubs in active membership, paying full per capita dues are voting delegates at the GFWC Annual Convention as governed by the bylaws of the General Federation of Women's Clubs.

#### 14. CLUBS

- A. Club presidents, though not required, should assume office in January so that the newly elected presidents can attend the annual convention and so that their names shall be on the individual club reports for the year. When possible, the club president should serve for two years. The outgoing president shall send the name of the newly elected president to the District Director and to the Federation immediately or no later than March 1.
- B. Club presidents should attend her district meetings, district and state workshops, and annual conventions.
- C. Club reports shall be mailed to the Federation First Vice President and the District Director, postmarked on or before February 1.

- D. The Club Yearbook shall be sent to the Federation President and District Director. In addition, club Yearbooks should be sent to the following address for judging:  
The AFWC Federation of Women's Clubs Yearbook Judging  
Scholarship Program Coordinator  
Student Financial Aid  
Box 870162  
Tuscaloosa, AL 35487-0162

#### 15. SPECIAL COMMITTEES

There may be special committees to emphasize programs. To the extent possible, the chairman and not more than two shall be appointed by the Federation President, representing, insofar as possible, all districts. Should a committee require more than three members to accomplish the objectives, the number of committee members may be determined by the Executive Committee. Their objectives shall be determined by the Executive Committee and they shall report to the Board of Directors when invited by the Federation President.

#### 16. MISS ALABAMA

- A. Efforts should be made by the Federation to support the Miss Alabama program throughout the state.  
B. The chairman shall develop strategies to promote and engage members in the Miss Alabama program to:
1. promote awareness of and financial support for the Miss Alabama scholarship;
  2. coordinate and facilitate the annual Miss Alabama Luncheon;
  3. insofar as possible, attend and assist in the Federation President's attendance at the annual Miss Alabama competition.

**PROVISO:** To become effective with the 2022 – 2024 administration

#### 17. FEDERATION HEADQUARTERS

- A. The building at 2728 Niazuma Avenue, Birmingham, Alabama, shall be the official headquarters of the Alabama Federation of Women's Clubs.  
B. The Headquarters shall house the official documents and records of past state administrations.  
C. Federation activities at the Headquarters shall be given priority over other uses.  
D. Activities of non-federated groups shall be permitted only after approval of chairman/assistant chairman and written agreement to observe house rules. A copy of the written agreements shall be kept on file in the headquarters office.  
E. Tours may be arranged by appointment only after approval and review of house rules.  
F. There shall be established house rules and a schedule of donations expected for the use of the house. A copy of the house rules shall be on file in the Headquarters office and visibly posted to be followed by all groups using the facility.  
G. The Board of Directors shall schedule a biennial open house to be planned and executed by the Headquarters Special Events Chairman in the even-numbered year.  
H. Funds for operation shall be included in the annual budget. Funds for the maintenance and restoration of Headquarters shall come from donations, memorials, special projects and interest from the Geneva Messer Headquarters Endowment. These funds shall be placed in the restricted 2728 Society Fund.

#### 18. AWARDS COMMITTEE

- A. The Awards Committee shall consist of the First Vice President, who shall serve as chairman, and two members appointed by the Federation President.  
**PROVISO:** To become effective with the 2022 – 2024 administration  
B. The committee shall receive criteria and make recommendations concerning the establishment of Federation awards.  
C. The committee may also review existing awards and make recommendations concerning revisions.  
D. The recommendations are made to the Board of Directors for their approval.

#### 19. PRESIDENTS' PROJECT FUNDS (EXCEPT SCHOLARSHIPS)

- A. Continuing Presidents' Project Funds are as follows:
1. Craighead Fund - established by Mrs. Erwin Craighead 1898-1900, to defray Federation general expenses.
  2. Morrow Fund - established by Jeanenne Morrow, 1974-1976, with interest to be used to maintain the office.
  3. Rhodes Fund - established by Alice Rhodes, 1978-1980, with interest to defray expenses of officers and chairmen who attend Board meetings.
  4. *The Alabama Clubwoman* Endowment Fund - established by Madie Poole, 1982-1984, with interest to augment the cost of printing *The Alabama Clubwoman*.
  5. Wayne Phelps Revolving Fund - established by Wayne Phelps, 1988-1990, of \$3,000 to financially assist new administrations. Funds may be borrowed at the beginning of an administration to be repaid by February 1 each year. The principle is to be placed in a separate interest-bearing account with interest to go back into the general fund until such time as the Federation is financially secure enough to use it to build up the fund.
  6. Geneva Messer AFWC Headquarters Endowment Fund – established by Geneva Messer, 2004-2006, with interest to be used for maintenance and restoration of the Federation Headquarters.
- B. Contributions or memorial gifts may be made to any of the above at any time.

## 20. MEMORIALS FOR FEDERATION PRESIDENTS

A memorial of \$100 shall be made in memory of a past or present Federation president at her death. This memorial shall be given upon the designation of her family or to the Headquarters Gift Fund.

## 21. AMENDMENTS

All adopted amendments and standing rules shall be published in *The Alabama Clubwoman* in the first issue following the amendment.

### **STANDING RULES FOR JUNIORETTE CLUBS**

Juniorette Clubs may recommend proposed changes to the standing rules for Juniorette Clubs to the Juniorette Chairman for a recommendation to the Federation Bylaws Committee. Such proposed amendments shall be submitted to the Board of Directors for approval.

1. Juniorette Chairman: The Juniorette chairman shall;
  - A. represent the Juniorette Clubs on the Federation Board of Directors;
  - B. serve on the Federation Membership Committee;
  - C. be responsible for organizing new Juniorette Clubs;
  - D. select judges to determine the most outstanding Juniorette Club and most outstanding Juniorette Club member;
  - E. receive reports annually from the Juniorette Clubs by February 1;
  - F. submit a complete report of the Juniorette program to the Federation First Vice President by February 10 and to the Federation President;
  - G. appoint a secretary to take minutes at the annual meeting.
2. The advisor(s) shall attend all meetings of the Juniorette Club and mentor the Juniorette Club members in becoming good clubwomen. The advisor may appoint an alumnus of the Juniorette Club as an assistant.
3. Juniorette Clubs: Each Juniorette Club shall send the original and one copy of the Juniorette reports, postmarked no later than February 1 to the Federation Juniorette Chairman. Juniorettes should attend the annual convention and shall have voting privileges as designated in the bylaws. Juniorette Clubs which have not paid the annual Federation and District dues shall not be eligible for Federation and District awards nor will members be eligible for the Sue Shaw Juniorette Scholarship.
4. Special Events: Juniorette Clubs may have a chairman for special events who shall be appointed by the Federation Juniorette Chairman. The special event and the chairman shall be approved by the Federation President.
5. Meetings: The Federation President, in coordination with the Juniorette Chairman, shall determine the date and location of the Juniorette annual meeting. It shall be for the purpose of receiving reports, adopting special projects, and any other business that may arise.