


General Federation of Women's Clubs of Connecticut  
Call for 127<sup>th</sup> May Convention  
Run for the Roses!  
May 3, 2025

Wethersfield/Rocky Hill Elks Lodge 2308  
825-C Cromwell Avenue, Rocky Hill, CT 06067



The General Federation of Women's Clubs of Connecticut is honored to have Mary Beth Williams, GFWC International Second Vice President as our guest for this Convention.

**Friday May 2, 2025**      Optional  
1:00PM                      Tours in Hartford – We have reserved a 1:00PM tour of the Connecticut State Capitol. This will be followed by a walk to the Bushnell Park Carousel.  
Dinner on the Town TBD

**Saturday May 3, 2025**  
7:30AM                      Optional: Connecticut Honor Flight – Bradley international Airport –  
Optional  
 <https://honorflightct.org/home> If you are interested in participating, please contact Maddy Marzullo at [maddymarz2@gmail.com](mailto:maddymarz2@gmail.com) to let her know you are coming.

10:00AM                      May Convention Check In – Coffee will be served

10:30am                      Call to Order of the 127<sup>th</sup> GFWC/CT Annual Convention

Morning Session



Opening Ceremonies, Preliminary Credentials Report, Presentation of Convention Rules, Introductions

Memorial Service – Maddy Marzullo, GFWC CT Veterans Chairman

Reports of GFWC/CT Officers

Kind Hearts, Brave Minds, Fierce Spirits – Our members make a difference!



Greetings from GFWC - Mary Beth Williams, GFWC 2<sup>nd</sup> Vice President

Proposed By-Laws and Standing Rules Changes

Presentation about GFWC Affiliate, Canine Companions

Community Service Program and Special Projects Awards: Arts and Culture, Education and Libraries, Veterans, Civic Engagement and Outreach, Environment, Health and Wellness, Domestic and Sexual Violence Awareness & Prevention, Advocates for Children,

12:30 noon

Recess for Friendship Time, Fundraising and Exhibits

1:00PM

Lunch

Keynote Speaker – Mary Beth Williams, GFWC Second Vice President

2:00PM

Afternoon Session

Run for the Roses: How GFWC Advancement Plans will bring your club to the front!



Memorial Scholarships

Advancement Plan Awards: Fundraising, Leadership, Membership, WHRC, Communications and Public Relations

Announcement of Nominating Committee for the 2026-2028 Administration

Special Recognition and Awards

4:00PM

Raffles - Announcements

Adjournment



Information about events:

Dress Code: Business Casual, GFWC Patriotic, Derby Day Fancy – pick one.

Friday Tours: Optional but please indicate your interest on the reservation form. There will be quite a bit of walking included, parking is on your own. We will gather at the Legislative Office Building, 300 Capitol Avenue, Hartford at the West Entrance at 1:00PM. Please indicate on the reservation form if you will be attending this tour.

Honor Flight GFWC Clubwomen have been supporting Honor Flight CT for years. We gather at BDL early in the morning and honor the Veterans as they enter the airport, through a welcome ceremony and as they leave to go through TSA. <https://honorflightct.org/home> If you are interested in participating, please contact Maddy Marzullo at [maddymarz2@gmail.com](mailto:maddymarz2@gmail.com) to let her know you are coming. Also please indicate on the reservation form that you are interested.

Memorial Service: Club Presidents are asked to submit the names of members who have passed away since May 2024 to Maddy Marzullo at [maddymarz2@gmail.com](mailto:maddymarz2@gmail.com) or 860-689-0594. Please submit the members name, her passing date, the name of her club, and the year she joined or the approximate number of years in the club. Please submit the information by April 22, 2025.

Hotels: If you would prefer to stay in the area, there are three hotels close to the Elks Club. They are [Hampton Inn Hartford South](#), and [Residence Inn Rocky Hill and Sheraton Hartford South](#)

Proposed changes to the GFWC CT By-Laws are in a separate document attached to this email.

We thank the Suburban Woman's Club of Greater New Britain for including GFWC CT in their collection of eyeglasses and hearing aids to be donated to the Cromwell Lion's Club. They will have a collection box at the May Convention. A separate flyer is included in the email.



**CONNECTICUT**

May Convention GFWC/CT Reservation Form - Meal & Meeting  
May 3, 2025

REGISTRATION DEADLINE: April 21, 2025

Meal Fee: \$35.00 Meeting Fee: \$10.00 Total \$45.00

**(NOTE: THIS IS A FIRM DEADLINE. NO REGISTRATIONS WILL BE ACCEPTED AFTER APRIL 21)**

Name:	Phone Number:
Club:	District:
GFWC Executive Board Position:	Email:
2024-2026 Club President?    Y        N	
State Capitol Tour:                Y        N	Honor Flight Tour:    Y        N
Give me more info about Dinner on Friday night:	Y        N

Mail Meeting and Tour Reservations to:

**Pam Lerner, 20 Brenton Terrace, Hamden, CT 06518**

Contact Info: Phone: 203-281-3090 or pamlern41044@aol.com

Checks made out to: GFWC/CT

All reservations will be acknowledged by email.

There will be no Display Tables available for this meeting



The Bylaws Committee of GFWC/CT, Eileen Brunner, 1st Vice-President Wendy Clery, Patricia Johnson, 2nd Vice President Nicole Karalli, Chylene Pender, and Eileen Driscoll, Chairman, is recommending the following changes to the GFWC/CT Bylaws:

1. Change Executive Board (EB) to Board of Directors (BOD)
2. Better define members of the Executive Board (Board of Directors).

This is for clarity and to bring GFWC CT assignments into line with the International organization.

The addition of some positions to the EB(BOD) reflects current practice and has been done for at least the last decade. Those positions are Advancement Plans Chair and GFWC Special Projects Chair. There are changes in the names throughout the document, especially as it relates to the Executive Board being replaced with the new name designation of "Board of Directors."

The request was presented to the Bylaws Committee by the current Executive Committee.

The following pages are the full GFWC CT Bylaws and Standing Rules.



**THE GENERAL FEDERATION OF WOMEN'S CLUBS  
OF CONNECTICUT, INC.**

**BYLAWS**

**STANDING RULES**

**Revised-May, 2012**

**Reprinted-May 2012**

**Revised - May 2017**

**This section is to remain permanently  
within.**

**Bylaws Revisions**

**1990, 1992, 1994, 1995, 1997, 2000, 2002, 2004, 2006, 2009, 2011, 2012, 2017, 2019, 2022, 2023**



## BYLAWS

### ARTICLE I

#### Name

The name of this organization shall be The General Federation of Women's Clubs of Connecticut, hereinafter referred to as the State Federation.

### ARTICLE II

#### Affiliation

The State Federation is a constituent division of the General Federation of Women's clubs (hereinafter referred to as the General Federation) and a club automatically becomes a member of the General Federation upon joining the State Federation.

### ARTICLE III

#### A. Object

#### B. Policies

#### C. Dissolution

Section A. The objects of this Federation shall be charitable as defined by Section 501 (c) (3) of the Internal Revenue Code. Notwithstanding any other provisions of these articles, the State Federation is organized exclusively for one or more of the purposes as specified in 501 (c) (3) of the Internal Revenue Code of 1986, and shall be carried on by an association exempt from Federal income tax under IRS 501 (c) (3) or corresponding provisions of any subsequent Federal tax laws.



Section B. Policies of the State Federation shall be determined by the voting body at any regular or special meeting of the State Federation and in the period between such meetings shall be determined by the Executive Committee or the ~~Executive Board~~ **Board of Directors**. No part of the net earnings of the organization shall inure to the benefit of any member or officer of the State Federation or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization). No member or officer of the State Federation or any private individual shall be entitled to share in the distribution of any of the State Federation assets on dissolution of the organization.

No substantial part of the activities of the State Federation shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRS 501 (h) or participating in, or intervening in (including the publication and distribution of statements), any political campaign on behalf of any candidate for public office.

Section C. In the event of dissolution, all of the remaining assets and property of the State Federation shall, after necessary expenses thereof, be distributed to another organization exempt under Section 501 (c) (3), or corresponding provisions of any subsequent Federal tax laws, or to the Federal government, state or local government for a public purpose.

#### ARTICLE IV

##### **A. Membership**

##### **B. Applications**

##### **C. Resignations**

##### **D. Dues**

##### **E. Meetings**

##### **F. Districts**

Section A. Any woman's club whose bylaws are in accord with those of the State Federation, and whose objects and activities coincide with those of the State Federation, is eligible for membership, provided the club's bylaws do not require any sectarian or partisan political test for membership, and that it does not tolerate, either by practice or teaching, any violation of the law.

1. All member clubs shall be active members of the State and General Federations paying per capita dues.

Section B. A Club requesting GFWC/CT membership shall submit a letter addressed to the Corresponding Secretary of the State Federation by the President or Secretary of the Club and shall include a list of its officers, a statement of its total members (not less than 5), a copy of its bylaws and a check for the dues of the number of club members on the date of the application.





The Corresponding Secretary shall present the application to the ~~Executive Board~~ **Board of Directors** for action at its next meeting. A two thirds vote of those present and voting shall be required for acceptance.

Section C. Any Club desiring to resign from the State Federation shall submit its resignation in writing to the Corresponding Secretary and to the President who shall then present it to the ~~Executive Board~~ **Board of Directors** for action.

Section D. General clubs shall pay annually to the State Federation Five dollars per capita for its total membership, plus fifteen dollars per capita General Federation dues. Juniorette clubs shall pay annually to the State Federation one dollar per capita for its total membership plus ten dollars per capita General Federation dues.

1. All dues shall be due and payable for the year following the close of the Annual Convention of the State Federation upon receipt of the August 31 dues statement. Dues shall be paid to the Assistant Treasurer for the total number of members. A current list of said members, names and addresses shall be filed with the Assistant Treasurer on the GFWC/CT Membership Update form.
  - a. The number of voting delegates for GFWC/CT Fall Conference and the Annual Convention will be based on dues paid to GFWC/CT 10 business days prior to the meeting. If a club's dues have not been paid by said deadlines, voting members for the club are limited to one club president, and past state presidents and ~~Executive Board~~ **Board of Directors** members, if any.
  - b. The Assistant Treasurer shall notify in writing any club whose dues are unpaid by November 1 following the Annual Convention. If dues are not paid by January 1, the Treasurer shall report the lapse to the next meeting of the ~~Executive Board~~ **Board of Directors** which may, at its discretion order the Corresponding Secretary to strike the club from its rolls.
2. Honorary or life membership in a Club does not include gratis membership in the State and/or the General Federation.

Section E. The State Federation shall convene twice yearly. The annual meeting, to be held in May, shall be the State Convention, the other to be held in the fall, shall be the Fall Conference. The Executive Committee shall determine the date and place of each meeting.

1. Special meetings may be held on call of the Executive Committee.
2. The Executive Committee shall comply with requests made by member clubs for special meetings, provided a request is made in writing to the Executive Committee by a minimum of 10 clubs in good standing.
3. The voting body shall be all members of the ~~Executive Board~~ **Board of Directors**, Club Presidents, Past State Presidents, and accredited delegates or alternates from clubs in active membership, the number based on two delegates from each club of 20 members or fewer; one additional delegate for each additional 10 members or major fraction thereof (this vote in addition to the President's).

The number of delegates per club:

20 or fewer = 2

21 - 25 = 2      56 - 65 = 6      96 - 105 = 10      136 - 145 = 14

26 - 35 = 3      66 - 75 = 7      106 - 115 = 11      146 - 155 = 15

36 - 45 = 4      76 - 85 = 8      116 - 125 = 12      156 - 165 = 16



46 - 55 = 5    86 - 95 = 9    126 - 135 = 13    166 - 175 = 17

4. Members of State Federation clubs attending meetings as non-delegates may take part in discussions but shall not make motions or vote.
5. A quorum for a meeting of the State Federation shall be represented by 30 qualified delegates consisting of at least 10% of the ~~Executive Board~~ **Board of Directors** and qualified delegates representing at least 10% of the clubs and 50% of the Districts.
6. No absentee ballots or voting by proxy shall be allowed at any meeting of the State Federation.

Section F. Clubs shall be divided into geographic areas to be called Districts. The geographic designation of a club may be changed by vote of the Executive Committee on written request of the club. The annual Year Book of the State Federation shall contain a list of the clubs divided by Districts.

## ARTICLE V

### A. Officers, District Presidents,

#### Assistant District Presidents

### B. Term

### C. Duties

### D. Nominations-Elections

### E. District Nominations-Elections

Section A. The officers shall be a President, a First Vice President, a Second Vice President, a Third Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and an Assistant Treasurer. All officers shall be elected by delegate vote at the State Convention held in even number years.

1. There shall also be elected a District President and an Assistant District President from each district.
2. Eligibility for each office shall require active membership in a member club. Candidates for the offices of President and three Vice Presidents shall have served on the ~~Executive Board~~ **Board of Directors** of the State federation as well as president of a GFWC/CT Club.
3. No member shall hold more than one state elective office at one time.
4. The First Vice President shall assume the office of President in the event of a vacancy in that office, until the close of the next biennial election. Vacancies among other officers shall be filled by the Executive Committee, by ballot, at a meeting called for that purpose.

Section B. Officers shall serve two years from the adjournment of the State Convention at which they are elected to the adjournment of the Convention at which their successors are elected.



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1. No officer except the Treasurer and Assistant Treasurer shall serve more than one consecutive term in the same office. These officers may serve two consecutive terms in the same office. A President who has succeeded to an unexpired term may however, be elected for a two-year term.
2. The major portion of a term shall be considered a full term.
3. The term of the District President and the Assistant District President shall be the same as the officers.
4. Removal. Any officer may be removed from office with cause by a two-thirds vote of those members present and voting at the next Annual Convention or Fall Conference, her name having been presented with charges in writing to the membership prior to the Annual Convention or Fall Conference and the officer having had the opportunity to defend herself through due process.

Section C. The President shall be the chief officer of the State Federation.

1. She shall preside at all meetings of the State Federation, the Executive Committee and the ~~Executive Board~~ **Board of Directors** and shall perform such other duties as are pertinent to the office. She shall supervise plans for extending, unifying and rendering more efficient the work of the State Federation, supervising all publications and all annual reports. She shall call all meetings of the State Federation and shall direct the Corresponding Secretary to issue calls. She shall authorize expenditures within the budget allocations, approve bills and may sign checks against any State Federation account. She shall create, discontinue and/or combine community service programs and committees, except those defined in Standing Rules, and the Finance and Nominating Committees, arranging them to conform to those of the General Federation. She shall appoint chairmen of all community service programs and chairmen of all committees subject to the approval of the Executive Committee, and shall be an ex-officio member of all community service programs and committees, except the Nominating Committee. She and the Treasurer, with the approval of the Executive Committee, shall sign any contract involving the State Federation. She shall be responsible for the completion of a record of her administration for the purpose of filing it in the State Library at Hartford within six months of the termination of office. She shall also be a member of the Board of Directors of the General Federation.
2. The Vice President shall assist the President at her request. The First Vice President shall perform the duties of the President in her absence. The Second and Third Vice Presidents shall, in order, assume the responsibility when the First Vice President is unable to do so.
  - a. At the State Convention of the odd number year, the First Vice President is automatically the President-Elect of the State Federation. She shall appoint community service program chairmen, standing committee members and a parliamentary advisor for her administration. She will assume the duties of the President at the close of the next annual convention unless a president filling an unexpired term is elected to a two-year term in that office.
3. The Recording Secretary shall keep accurate records and minutes of all meetings of the State Federation, of which she shall be the custodian, together with copies of reports of the Treasurer, reports of the Chairmen, resolutions and other pertinent information. She shall make available approved copies of the Executive Committee and ~~Executive Board~~ **Board of Directors** minutes to the respective members within four weeks after each meeting.
4. The Corresponding Secretary shall be the medium of correspondence between the clubs and the State Federation and shall handle such other correspondence as may be requested by the President. She shall keep a correct list of the member clubs; issue calls at the direction of the President and receive club applications for membership in the State Federation.
5. The Second Vice President shall serve as the Dean of Community Service Programs, providing the leadership for Programs and Projects and Annual Reporting.
6. The Third Vice President shall serve as Dean of Districts, and shall promote and encourage membership in Federation.
7. The Treasurer shall deposit all State Federation dues and funds in such banks as the Executive Committee may approve. She shall make such expenditures as are required within the limits of the budget.



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8. The accounts of the Treasurer shall be compiled at the end of each fiscal year, by a CPA. The CPA compilation shall be available to the membership, upon request.
9. She shall also pay such other bills as are approved by the President. In the absence or incapacity of the President, a Vice President, the Corresponding Secretary and the other person contracting the bill shall make such approval. She and the President shall be authorized to sign checks against any State Federation account and endorse notes, checks, drafts or bills of exchange for deposit as cash or collection, and to accept all drafts or bills of exchange which may be drawn upon the Federation. At the State Convention she shall render a full report in writing. This report shall be distributed to all clubs. She shall be bonded, the premium for same to be paid by the State Federation.
10. The Assistant Treasurer shall send all bills for membership dues, collect the dues and forward the monies to the Treasurer for deposit. She shall assist the Treasurer as required, and in the absence of the Treasurer, perform those duties of the Treasurer assigned to her by the President. She shall oversee any fundraising committee appointed by the president. She shall maintain a complete list of State Federation members by club affiliation. She shall be bonded, the premium for same to be paid by the State Federation.
11. Each District President shall serve as liaison between the clubs in her District and the State Federation. She shall coordinate the activities of the clubs in her District and shall present a summarized report on same at State Federation meetings, at the request of the President.
12. She shall call a combined meeting of all clubs in her district at least once a year, at which she shall preside. She shall assist the President with matters pertaining to her District when requested.
13. The Assistant District Presidents shall perform such duties as may be assigned to them by the President or the District President.
14. Retiring presidents of the State Federation shall become honorary members for life, with the title of Past State President, and shall have the customary privileges of membership. They become members of the ~~Executive Board~~ **Board of Directors** with vote.

Section D. A Nominating Committee of five members shall be announced at each State Convention preceding the biennial election. It shall consist of two members and one alternate named by the Executive Committee, and three members and one alternate named by the ~~Executive Board~~ **Board of Directors**. No more than two members shall serve from the same District.

1. The Nominating Committee shall meet during this odd year Convention to elect a chairman and select their first meeting date.
2. All candidates for office shall be endorsed by their club.
  - a. Names of candidates endorsed by their clubs shall be sent to the Nominating Committee by November 1 of odd numbered years.
    - b. The Nominating Committee shall seek club endorsement for additional candidates considered by the Nominating Committee.
    - c. All endorsed candidates shall be considered by the Nominating Committee.
3. No later than ten weeks before the State Convention of an elective year, it shall submit a written slate of candidates for each office to the President, who shall cause it to be appended to the Call of said meeting.
4. The Corresponding Secretary shall be the choice of the President-Elect. The name of the person selected by the President-Elect shall be presented to the Nominating Committee for inclusion on the slate.
5. The President shall call for nominations from the floor following the report of the Nominating Committee at the State Convention of an elective year.
6. Election shall be by plurality vote of the duly accredited delegates present and voting.

Section E.



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## **CONNECTICUT**

1. At each District Meeting, in the odd numbered year, a Nominating Committee of three (3) and one (1) alternate shall be elected by those members present and voting. The four members elected shall be from four (4) different clubs.
2. This Committee shall be responsible for naming candidates for the office of District President and Assistant District President.
  - a. All candidates for office shall be endorsed by their club.
  - b. Names of candidates endorsed by their club shall be sent to the District Nominating Committee by November 1 of the odd numbered year.
  - c. The District Nominating Committee shall seek club endorsement for additional candidates considered by the District Nominating Committee.
  - d. All endorsed candidates shall be submitted to the District Nominating Committee.
3. The names of nominated candidates shall be submitted to the District President to be included in the Call to District Day.
4. The President shall call for nominations from the floor following the report of the District Nominating Committee for inclusion on the slate.
5. These officers shall be elected by the assembly vote at District Day in the even numbered year. They shall be installed at that District Meeting by the State Federation President.
6. These officers shall be present at the State Convention Installation Banquet and shall be presented by the installing Officer.

## **ARTICLE VI**

### **Executive Committee**

Section A. The Executive Committee shall consist of the President, three Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, and one member of the ~~Executive Board~~ **Board of Directors** appointed by the President.

Section B. It shall approve all appointments, govern investments, appoint a CPA, and transact the business of the State Federation between regular ~~Executive Board~~ **Board of Directors** meetings. All expenditures over \$800 which have not been budgeted must be approved by the ~~Executive Board~~ **Board of Directors**.

Section C. Executive Committee meetings shall be held at the call of the President or upon written request of any three members of the committee.

## **ARTICLE VII**



**A. Finance Committee**

**B. Investments**

**C. Fiscal Year**

Section A. A Finance Committee shall be composed of a Chairman who is not a GFWC/CT State Officer, appointed by the President, the Treasurer, the Assistant Treasurer, the President, the First Vice President, and two members-at-large appointed by the Executive Committee who shall act in an advisory capacity to the Executive Committee on financial matters. It shall prepare the budget, which shall be submitted to the Executive Committee for recommendation to the first Board of Directors meeting after the State Convention. It shall report on the status of the budget and finances when requested.

Section B. The invested funds of the State Federation shall be held in one corporate title known as The General Federation of Women's Clubs of Connecticut, Inc. administered by the Finance Committee, and held and deposited in such bank or banks as may be approved by the Executive Committee.

Such invested funds may be jointly administered but shall be apportioned on the books of the State Federation in the following categories: Memorial Scholarships and Dorothy E. Schoelzel Scholarship Funds, Foundation Fund and Endowment Fund.

The Memorial Scholarships and Dorothy E. Schoelzel Scholarship Funds shall, however, at all times remain intact and be administered solely as student scholarships funds. The Executive Committee shall determine the rules for administering the Funds, and shall designate a committee to select recipients of such scholarships. The number of scholarships and the amount of each scholarship shall be determined by this committee, depending upon the funds available.

Proceeds of all other funds shall be used as may from time to time be directed by the Executive Committee.

Whenever it becomes necessary or desirable to buy, sell or transfer any securities or scholarship funds belonging to the State Federation, the President, or in her absence a Vice President, and the Treasurer shall make, draw and sign for and on behalf of the State Federation powers of attorney or such papers as are necessary to effectuate a proper transfer, and when so executed, said paper shall be binding upon and the obligation of the State Federation.

Section C. The Fiscal year will be June 1-May 31, in order that the income and expenses of the State Federation administration year be more accurately reflected. The CPA compilation will be acted upon at the ~~Executive Board~~ **Board of Directors** meeting prior to the Fall Conference and will be presented to the general membership at the Fall Conference.

**ARTICLE VIII**

~~Executive Board~~ **Board of Directors**



Section A. The Officers, District Presidents, Assistant District Presidents, Community Service Program, Advancement Plans, GFWC Special Projects and Standing Committee Chairmen, Standing Committee Members, Past State Presidents and one Club President from each member club shall constitute the ~~Executive Board~~ **Board of Directors**.

1. Only active members of State Federation clubs shall be eligible to serve on the ~~Executive Board~~ **Board of Directors**, by election or appointment.
2. All officers are elected by entire membership by delegate vote. Chairmen of community service programs and standing committees are appointed by the President-Elect.
3. Vacancies among chairmen shall be filled by the President with the approval of the Executive Committee.

Section B. The ~~Executive Board~~ **Board of Directors** shall act upon the admission of clubs, establish standing rules which it may rescind or amend by a two-thirds vote of those present, make appropriations, raise such money as may be necessary and plan and execute such measures as are required to coordinate the activities of the member clubs.

- 1) ~~Executive Board~~ **Board of Directors** meetings shall be held at least two (2) times a year at the discretion of the President.
- 2) The quorum for meetings of the ~~Executive Board~~ **Board of Directors** shall be 20% of the total membership of the ~~Executive Board~~ **Board of Directors**.

## ARTICLE IX

### Standing Committees

- A. Bylaws
- B. Nominating
- C. Finance
- D. Communications and Public Relations
- E. Resolutions

#### Section A.

1. The Bylaws Committee shall consist of a chairman and four members appointed by the President.
2. The Chairman shall submit proposed amendments to the Executive Committee at the March meeting.
3. The Bylaws Committee shall have the responsibility to review and/or consolidate similar proposed amendments into proper wording before presentation.
4. It shall make certain beforehand the amendment is not in conflict with other Bylaw provisions. (Saving much time in debate at the Convention.)

#### Section B. Nominating Committee:





Refer to Article V, Section D.

Section C. Finance Committee:

Refer to Article VII, Section A.

Section D. Communications and Public Relations Committee:

The Communications and Public Relations Committee shall consist of a chairman and 4 members, appointed by the President.

Section E. Resolutions Committee:

The Resolutions Committee shall consist of a chairman and 4 members, appointed by the President.

## ARTICLE X

### Community Service Programs, Committees

Section A. Community Service Programs plan and promote activities and projects which are designed to carry out the aims and projects of the State Federation, with the approval of the President.

Duties. The Community Service Program Chairman shall conduct the work of the Community Service Programs in accordance with a plan which shall be approved by the President, and shall report at each meeting of the ~~Executive Board~~ **Board of Directors**.

Section B. Special Committees are those appointed for specific purposes designated by the President. The Chairman of such a committee may serve on the ~~Executive Board~~ **Board of Directors** at the discretion of the President. Upon the President's recommendation, a Special Committee may be established as a permanent committee.

## ARTICLE XI

### Parliamentary Authority

The Parliamentary authority of the State Federation shall be *Robert's Rules of Order*, the latest published edition, except where they conflict with the Bylaws.

## ARTICLE XII





## **Ethical Standards**

GFWC/CT requires its officers, Board of Directors, and members to observe high standards of ethical conduct in the execution of their duties and responsibilities, as required by law and as specified in these bylaws and standing rules.

## **ARTICLE XIII**

### **Amendments**

Section A. These Bylaws may be amended at the State Convention or the odd-numbered year Fall Conference by a two-thirds vote of the duly accredited representatives of member clubs present and voting, provided the proposed amendments have been received by the Bylaws Committee by December 15 for the State convention and/or April 15 for the odd-numbered Fall Conference, appended to the Call and forwarded to the members six weeks in advance of the meeting.

Section B. Recommendation for amendments may be proposed by the Executive Committee, the ~~Executive Board~~ **Board of Directors**, Standing Committees, or by any member club in good standing. Recommendations shall be submitted, in writing, to the Bylaws Committee for their consideration.



# Standing Rules

## General Federation of Women's Clubs of Connecticut



# GFWC

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## GENERAL FEDERATION OF WOMEN'S CLUBS

### CONNECTICUT

#### 1. MEETINGS

State meetings:

- A. State Federation ~~Executive Board~~ **Board of Directors** members shall not be counted as delegates from clubs.

- B. ~~Executive Board~~ Board of Directors Meetings:**

All ~~Executive Board~~ **Board of Directors** members are expected to attend Board Meetings, the Annual Meeting, the Fall Conference, and any special meetings called by the President. They are expected to request the President to excuse them if it is impossible to attend.

- C. Dates of District meetings and other Federation events should be sent to the President immediately upon being scheduled.

#### 2. MAILINGS

- A. All mailings shall be handled through the office of the President
- B. Copies of all mailings shall be sent to the President, three Vice Presidents, District Presidents and Assistant District Presidents.
- C. A state publication shall be the link of communication between the State President and the Club Presidents.
- D. At the discretion of the President, additional meetings may be held by teleconference or email. Meetings will be conducted according to recommended parliamentary procedure for electronic meetings. Email addresses will not be used for purposes other than the business of GFWC, GFWC/CT, and/or its clubs without the permission of the member. All efforts to maintain privacy will be made with regard to electronic communication: i.e. use of BCC (blind carbon copy) in group emails.

#### 3. CHAIRMEN

- A. Projects and activities of programs and committees are subject to the prior approval of the President.

#### 4. APPOINTMENTS

- A. The President may at her discretion appoint a Parliamentary Advisor to act in an advisory capacity.
- B. A CPA for the State Federation accounts shall be chosen by the Executive Committee

#### 5. ELECTION RULES

- A. All candidates for state office have the option to speak for no more than five minutes at the annual convention at which the election is being held.
- B. Biographical information may be distributed at the annual convention and is limited to one 8.5x11 page.

#### 6. FINANCES



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**GENERAL FEDERATION  
OF WOMEN'S CLUBS**

## CONNECTICUT

A. All money for any State Federation transaction of any kind must be forwarded to the State Treasurer. Invoice copies shall be sent to the State President.

B. Any State Federation Member attending the meeting shall be required to pay the customary Registration and Meal fees.

C. The State President shall be responsible for the proper uses of the State Sales Tax permit.

D. Registration Fees

The Registration fee for each member attending the State Convention shall be \$10.00 per member per day. The registration fee for each member attending state meetings shall be \$10.00 per member per day. All Registration fees shall be used to defray the expense of the meetings.

E. Meal Reservations:

If a meal reservation is canceled and a substitute from the waiting list is unavailable before the opening of the meeting, no refund shall be made. That any member attending a ~~Executive Board~~ **Board of Directors** meeting, conference or convention shall incur the full expense of attending the meeting including meal and registration. Expenses paid by the State Federation:

1. Expenses incurred by the GFWC CT President up to a maximum of \$5000 per year.
2. Expenses incurred by the GFWC CT President-elect up to a maximum of \$2,500. As First Vice president, she will receive up to \$1,000 for expenses incurred at the International Convention.
3. L.E.A.D.s candidates shall receive the amount of \$300 towards L.E.A.D.s Convention expenses.
4. The Executive Committee will be reimbursed according to IRS rulings:
  - a. Meals: All meals during business sessions. Banquets are not reimbursable.
  - b. Rooms: Expenses are reimbursed at 2 EC members per room. If a member decides to room alone, half the room expense is assumed by her.
  - c. Reservations: EC members pay for their own registration fees.
5. Non-personal expenses, such as printing, postage, etc. incurred by any individuals will be reimbursed provided they have been previously approved by the State President.

F. Subject to prior approval of the President, chairmen shall be allowed appropriations within budget, to cover necessary expenses incurred in this State Federation work.

- Traveling expenses at 25¢ per mile (excluding tolls and parking) shall be paid to Executive Committee members when attending regular committee sessions and authorized Federation business.

G. Expenses paid by Districts

1. Travel expense of 25¢ per mile to District President and Assistant District President visiting clubs in their own district.
2. Cost of lunch on District Day for the District President, Assistant District President, and District/State Arts & Crafts Chairman.

I. Expenses Paid by Clubs:

Clubs shall pay suggested traveling expenses at 25¢ per mile to ~~Executive Board~~ **Board of Directors** members whom they invite to speak.

## 7. YEARBOOK



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- A. The Year Book shall be compiled under the supervision of the President by the Corresponding Secretary or a chairman appointed by the President.
- B. The Federation shall provide the loose-leaf contents for all ~~Executive Board~~ **Board of Directors** members and club presidents.

### **8. SCHOLARSHIPS**

- A. Explanations and rules of the Memorial Scholarships are listed in the directory.
- B. The last week in January shall be designated as "Memorial Scholarship Week" for the purpose of increasing the fund through contributions by clubs.
- C. The President must be notified of the names of winners of any State Federation scholarships as soon as they are determined.
- D. All payments of scholarships awarded by the State Federation must be paid directly to the school with confirmation of registration.

### **9. JUNIORETTES**

Juniorettes are clubs organized with an age limit for members 11-18 years of age which qualifies for membership in the General Federation of Women's clubs of Connecticut, Inc. under Article IV of the Bylaws.

- A. Purpose:
  - 1. To develop teamwork, leadership and skills for planning organized activities.
  - 2. To provide experience through service to community.
  - 3. To afford opportunities for youth and adults to work together for mutual benefit in pursuing Federation goals and ideals.
  - 4. To unite members in friendship, fellowship and understanding.
- B. Sponsorship:
  - 1. A Juniorette Club may be formed in any area where there is a club and must be sponsored by a General Club. The sponsoring Club must appoint a Juniorette Advisory Committee. The Juniorette Advisory Committee shall be appointed by the Club President in the initial stages of Juniorette organization and shall consist of no less than three members. The Chairman shall be a member of the ~~Executive Board~~ **Board of Directors** of the sponsoring Club.
  - 2. The Juniorette Advisory Committee shall guide and advise the proposed Juniorettes in plans or organization, arrangements for an organization meeting, adoption of bylaws, selection of their own projects and promotion of Federation work and projects. The Committee should give careful study to the Juniorette Guidelines of GFWC/CT and GFWC.



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- a. The Chairman of the Committee or a Committee member designated by the Chairman must be present at each meeting and each ~~Executive Board~~ **Board of Directors** meeting of the Juniorettes to supervise their activities.
  - b. The Primary purpose of the Committee shall be to guide, inform and advise while permitting the Juniorettes to govern themselves.
  3. Sponsoring a Juniette Club must be fully discussed at a Club meeting so that club members will be informed of the important responsibility they will be assuming on behalf of the young women of the community.
  4. The club membership and the Board must authorize sponsorship of a Juniette Club.
  5. The GFWC/CT President shall appoint to the GFWC/CT ~~Executive Board~~ **Board of Directors** a Chairman of Juniette Clubs. She shall work with the GFWC/CT in formation of the clubs and interpret the Federation program to Juniorettes.
- C. Membership  
Membership of a Juniette club is made up of eligible young women in the community.
1. The minimum age of Juniorettes is 11, with 18 years the maximum.
  2. The minimum number of members should be 5; the maximum number of members should be decided by the sponsoring Club.
- D. Meetings: Members of Juniette Clubs may be invited to any State meeting. Each Juniette club shall be entitled to one vote.
- E. That the sponsoring club be required to obtain from the guardian of each Juniette, a permission slip, a medical release for any treatment, proof of Medical insurance and the information must be submitted to GFWC/CT.