

# **GFWC- Southwest Region Woman's Club Bylaws**

## **ARTICLE. I NAME**

The name of this organization shall be GFWC (GENERAL FEDERATION OF WOMEN'S CLUBS) Southwest Region Woman's Club (SRWC). This club shall be a member of the General Federation of Women's Clubs Colorado (GFWC Colorado) and General Federation of Women's Clubs (GFWC). This club shall be non-profit, non-partisan, and non-sectarian.

## **ARTICLE. II OBJECT**

The GFWC SRWC is a women's organization dedicated to improving communities by enhancing the lives of others through volunteer service. The object of this club is to be charitable as defined by Section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE. III MEMBERS**

Any woman interested in the purpose of the GFWC SRWC is eligible for membership. Active members shall be encouraged to attend meetings and participate in club projects.

## **ARTICLE. IV DUES**

**Section 1.** Active members annual dues shall be \$40 each payable by October 1<sup>st</sup> to the treasurer for the current club year. New members who join after February 1<sup>st</sup> of each year will pay dues of \$20 for the remainder of the club year. Dues include membership in GFWC, the Colorado Federation of Women's Clubs and a subscription to the GFWC Clubwoman Magazine.

**Section 2.** Any members choosing to resign are requested to submit a letter of resignation to the board. Any member whose dues are unpaid for one year shall be removed from membership.

## **ARTICLE. V OFFICERS**

**Section 1.** Officers. The elected officers of GFWC SRWC shall be the president, vice president, secretary, and treasurer. These four officers are considered the board. The term of office shall be two (2) years. Co-officers may be elected. Elections of officers shall be held at the may business meeting of the even numbered years.

**Section 2.** Vacancy. A vacancy in any office shall be filled by vote of the board as soon as possible after the vacancy occurs, except that a vacancy occurring within a month preceding the election shall remain vacant.

## **ARTICLE. VI DUTIES OF OFFICERS**

**Section 1.** The President shall:

- A. Be the official representative of the GFWC SRWC.
- B. Attend all district and state meetings.
- C. Preside at all club meetings using a written agenda.
- D. Deliver annual reports to GFWC and CFWC, meeting all criteria and deadlines.

- E. In times of inclement weather, she will decide before all regular business meetings whether to cancel or reschedule. This will be done a minimum of two hours prior to the scheduled meeting time.

**Section 2.** The Vice President shall:

- A. Attend all district and state meetings with the President when she is available.
- B. Preside at club meetings with a written agenda if the President is not available.
- C. Assist the President with meeting planning and execution.
- D. Assist the President with annual reports.
- E. Coordinate membership recruiting/retention/reporting.

**Section 3.** The Secretary shall:

- A. Keep a record of the proceedings of all meetings, adhering to GFWC guidelines. Keep copies of minutes as requested.
- B. Keep up-to-date copies of bylaws and standing rules, disbursing them as needed.
- C. Keep an accurate record/roster of the membership with addresses, phone numbers and email addresses.

**Section 4.** The Treasurer shall:

- A. Receive and disburse all funds of the club.
- B. Present a monthly report at each meeting.
- C. Balance the club accounts with the monthly statements from the bank.
- D. Collect dues.
- E. Keep the activities of the budget correctly.
- F. Shall not serve more than two terms consecutively.

**ARTICLE. VII MEETINGS**

**Section 1.** Business meetings. Shall be every first Thursday of the month from September through may. A quorum shall consist of twenty percent of active members at the time of voting.

**Section 2.** Annual meeting. Shall be the regular business meeting in May and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

**Section 3.** Electronic meetings. Meetings of the membership, board, or committees may convene in person, by internet service, by teleconference, or a combination thereof, as long as the arrangements allow all participants to hear each other simultaneously and participate during the meeting.

When a ballot vote is conducted in an electronic or combination meeting, it shall be conducted using an internet service that supports anonymous voting for electronic participants.

**Section 4.** Meeting by electronic mail. Meetings of the board and committees may be conducted by electronic mail, so long as every electronic mail is sent in one message to all board/committee members, and all respond to the same via 'reply all'. Any action taken at a board meeting conducted by electronic mail shall be ratified at the next membership meeting.

**Section 5.** Peaks District Convention. The President, Vice President, and Treasurer shall be delegates. In the event that any of the above-named officers cannot attend, the President shall appoint an alternate to represent the club at Peaks District Convention.

**Section 6.** State Convention and Fall Board Meeting. The President, Vice President, and Treasurer shall be delegates. In the event that any of the above-named officers cannot attend, The President shall appoint an alternate to represent the club at the State Convention and Fall Board.

**ARTICLE. VIII EXECUTIVE BOARD**

The elected officers shall constitute the executive board. The executive board shall meet at the call of the President. A majority of the executive board shall constitute a quorum at the meeting.

**ARTICLE. IX COMMITTEES**

**Section 1.** Standing committees. There shall be standing committees on the work of leadership, finance, and membership and such others as the board shall deem necessary. The composition of the committees shall be determined by the board and provided in the standing rules.

**Section 2.** Special committees. There may be established such special committees as shall be considered necessary by the board or the membership. Special committees shall perform such duties as are assigned by the board or the membership.

**ARTICLE. X PARLIAMENTARY AUTHORITY**

The parliamentary authority for the GFWC SRWC will be the latest edition of Robert's Rules of Order Newly Revised. It will be the authority on all questions of procedure and parliamentary law not covered by these bylaws.

**ARTICLE. XI DISSOLUTION**

in the event of dissolution of GFWC SRWC and in order to comply with the IRS, Section 501(c) (3), all net profits will be turned over to a charitable organization (s), as agreed upon by the majority vote of the membership at the time of dissolution, such assets shall be those remaining after debts and obligations are paid.

**ARTICLE. XII AMENDMENTS**

Proposed amendments to the bylaws may be amended at any business meeting by a two-thirds vote of those present and voting, provided notice of proposed amendments have been sent at least thirty days prior to the meeting at which such amendments are to be acted upon.

Updated April 2014  
Amended April 2016  
Amended November 2, 2023