GFWC/Ohio Federation of Women’s Clubs Constitution and Bylaws

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GFWC/Ohio Federation of Women’s Clubs CONSTITUTION

ARTICLE I NAME

The name of this organization shall be the GFWC/Ohio Federation of Women’s Clubs.

ARTICLE II OBJECT

The object of the GFWC/Ohio Federation of Women’s Clubs, a non-profit, non-partisan, non-sectarian organization, shall be to bring into closer relation with one another the women’s clubs of the state in order to promote through their common interest the general welfare of the state and to afford facilities for the helpful interchange of ideas and club methods.

The organization shall be empowered to receive, hold and disburse gifts, bequests and funds arising from other sources and shall be empowered to own and maintain suitable property, both real and personal, necessary to carry out the purpose of the Federation.

ARTICLE III MEMBERSHIP

Membership shall consist of women’s clubs, direct members, and other organizations whose work and purposes are germane to the objects of the GFWC/Ohio Federation of Women’s Clubs.

ARTICLE IV OFFICERS

The officers shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, and a Director of Junior Clubs. There shall be an Assistant Director of Junior Clubs. There shall be a District President in each District and a District Director of Juniors in those Districts in which there are Junior clubs. All the above named shall be elected biennially.

ARTICLE V

ANNUAL MEETING (CONVENTION)

The Annual Meeting (Convention) shall be held in the spring. The place and date of the Annual Meeting (Convention) shall be decided by the Board of Directors.

ARTICLE VI DISTRICTS

The state shall be divided into the number of Districts approved and named by the Board of Directors. The boundary lines of each District shall be fixed by the Board of Directors.

ARTICLE VII ENDOWMENT FUND

The Endowment Fund shall be an invested fund for the perpetuity of the organization. Interest and dividends accumulated from the investment and donations are to be used for operating expenses. Such investments and expenditures are to be administered by a committee of four, with the approval of the Board of Directors. The Endowment Fund Committee shall consist of the President, the Treasurer, a member elected from the Board of Directors and a per capita member not currently serving in an elected capacity of the GFWC/Ohio Federation of Women’s Clubs.

ARTICLE VIII AMENDMENTS

This constitution may be amended by a two-thirds vote at the Annual Meeting (Convention) the proposed amendments having first been submitted for approval to the Board of Directors and a notice having been appended to the Call of the Annual Meeting (Convention) and/or published in the official magazine of the organization.

ARTICLE IX DISSOLUTION

In the event of dissolution, the total assets shall be liquidated and allotted to organizations of like purpose to be determined by the Board of Directors in accordance with governmental regulations as defined under Section 501 (c) of the Internal Revenue Code.

GFWC/OHIO FEDERATION OF WOMEN’S CLUBS BYLAWS

ARTICLE I MEMBERSH**IP**

Section 1. Eligibility: Women’s Clubs, Direct Members and Organizations whose work is germane to the object of the GFWC/Ohio Federation of Women’s Clubs.

Section 2. Membership Classification: Membership in the GFWC/Ohio Federation of Women’s Clubs shall be of four classes:

1. Active membership shall be held by Women’s Clubs paying per capita dues to the GFWC/ Ohio Federation of Women’s Clubs and the General Federation of Women’s Clubs.
2. Associate membership shall be held by:
3. Organizations within the state holding membership in national organizations.
4. Organizations having statewide membership.
5. City and County Federations holding Membership in the GFWC/Ohio Federation of Women’s Clubs and in the General Federation of Women’s Clubs prior to 1951, or as voted by the GFWC/Ohio Federation of Women’s Clubs. The president of the City and County Federation shall be considered a per capita member of GFWC/Ohio Federation of Women’s Clubs during her term of office.
6. Direct Membership shall be available for anyone having held membership in a per capita club of the GFWC/Ohio Federation of Women’s Clubs, which has defederated, or for a member who lives in an area where there is not a federated club, or for a homebound member or caregiver for homebound family.

“From and after the close of the biennial convention of 1928, Federations with State Federations shall not be admitted to membership in the General Federation.” -Bylaws of the General Federation of Women’s Clubs.

(Such Federations holding membership at present in the General Federation should send dues directly to the General Federation Treasurer.)

Section 3. Application for Club Membership

1. Application blanks may be obtained from anyone with access to a GFWC/Ohio Federation of Women’s Clubs Directory. Application for membership shall be made to the GFWC/Ohio Federation of Women’s Clubs Treasurer, accompanied by per capita dues, a copy of the club’s constitution and bylaws and three numbered alphabetical lists of names and addresses of members.
2. The constitution and bylaws of the clubs and organizations applying for membership must show that no partisan political test for membership is required; that the chief purpose is literary, social, scientific or humanitarian and that it does not tolerate, either by practice or teaching, any violations of state or national laws.

Section 4. Termination of Club Membership

1. Any Club wishing to withdraw from GFWC/Ohio Federation of Women’s Clubs must announce to its membership that a vote will take place at a designated meeting. This announcement must be made at the preceding meeting and in a mailing to each member at least one month prior to the vote. At the same time, this announcement must also be sent to the State President, the District President, and the State Membership Chairman. If the club is a Junior Club or Juniorette Club, this announcement must also be sent to the State

Director of Junior Clubs, the District Director of Junior Clubs, and the Assistant Director of Junior Clubs.

1. If 25% of the per capita members (those members for whom the club submitted dues to GFWC/Ohio Federation of Women's Clubs) or five (5) per capita members, whichever is more, choose to remain a Federated club, they would have the rights and privileges to the name and Federation property (i.e., Directories, Manuals, brochures, awards and all items pertaining to Federation membership) of the club, including funds donated to the club for Federation projects, plus a proportionate share of all general operating funds and would remain the Federated club.
2. A seventy-five (75) percent affirmative vote of the entire club per capita membership is necessary to withdraw from GFWC/Ohio Federation of Women's Clubs. The vote shall be taken by paper ballot. Each member must sign the register of eligible voters when she casts her ballot. If the ballot is submitted by mail, her signature shall be submitted on a separate paper and then attached to the register. Only members affected by the decision should be a part of the decision-making process. If the club has sustaining members or honorary members that are no longer per capita members, they shall not vote.
3. The Club President or her representative shall submit notification of the club’s resignation immediately to the GFWC/Ohio Federation of Women’s Clubs President, who shall present it to the Board of Directors and the State Membership Chairman. If the club is a Junior Club or Juniorette Club, the notification must also be made to the State Director of Junior Clubs, the District Director of Junior Clubs and the Assistant Director of Junior Clubs.

Section 5. Reinstatement of Club Membership: Membership terminated through resignation or non-payment of dues may be reinstated by the same procedure as for a new club.

Section 6. Direct Membership shall be for those having held membership in a club of the General Federation of Women’s Clubs. The proposed member shall complete an application, a copy of which is in the Directory, or she may request a copy from the GFWC/Ohio Federation of Women’s Clubs Treasurer.

The Direct Member shall have no vote unless serving the Federation with voting privileges as stipulated in the Bylaws; however, she may speak to a motion. She shall receive The Buckeye Magazine and state and district mailings. Direct members may meet at each Annual Meeting (Convention) and elect one delegate to represent them.

Section 7. City and County Federations: A City and/or County Federation shall be a group organized with multiple clubs and not functioning as a per capita club. Each City and/or County Federation of ten (10) Member Clubs or less shall be entitled to two (2) delegates at the Annual Meeting (Convention) and an additional delegate for every twenty (20) additional Member Clubs. The president of each Federation shall receive one copy of The Buckeye Magazine for each club in the Federation. City and/or County Federations are eligible for district and state awards in a separate City-County Federation category. Programs and/or projects submitted for reporting/judging shall be those sponsored by the Federation. Judging criteria shall be as for General and Junior per capita clubs.

ARTICLE II

OFFICERS AND DISTRICT OFFICERS

Section 1. The officers shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer and a Director of Junior Clubs.

There shall be an Assistant Director of Junior Clubs. The Assistant Director of Junior Clubs shall be a member of an active Junior Club.

There shall be a District President in each District and a Director of Juniors in those districts in which there are Junior clubs.

All elected officers, state as well as district, shall be per capita members in order to serve GFWC/Ohio Federation of Women's Clubs.

Section 2. No GFWC/Ohio Federation of Women's Clubs officer, with the exception of the Treasurer, shall serve more than one term consecutively in the same office. A Treasurer shall not serve more than three consecutive terms. No member shall hold more than one office at the same time. Any part of a term in excess of twelve months shall be considered a term.

In a district where the District Nominating Committee is unable to find a candidate for District President or District Director of Juniors, a report from the District Nominating Committee shall be sent by December 31 to the GFWC/Ohio Federation of Women’s Clubs President detailing its search for a candidate. The GFWC/Ohio Federation of Women's Clubs Executive Committee, at the Winter Board Meeting, may approve the nomination of the current District President or District Director of Juniors to a second term upon consent of the person. Only under this circumstance may a District President or District Director serve more than one term consecutively in the same position. No District President or District Director of Juniors shall serve more than two (2) consecutive terms. The Assistant Director of Junior Clubs shall not serve more than one term consecutively in the same office. Any part of a term in excess of twelve months shall be considered a term.

Section 3. With the exception of the Treasurer, the Officers of the GFWC/Ohio Federation of Women’s Clubs, the Assistant Director of Junior Clubs, District Presidents and District Directors of Juniors shall hold office until the adjournment of the Annual Meeting (Convention) at which elections are held and their successors are elected. The Treasurer shall hold office until the end of the fiscal year in which elections are held. In the event of cancelation of the Annual Meeting (Convention) all officers, except the Treasurer, shall assume office upon adjournment of the called meeting for elections. This meeting shall occur prior to the Annual GFWC International Convention at which elections are held and may be held using electronic technology.

Section 4. There shall be no salaried Officers, District Presidents, or District Directors of Juniors. Necessary expenses incurred by the Officers, District Presidents, or District Directors of Juniors in the performance of their duties shall be reimbursed only with the approval of the President.

Section 5. The President

1. The President shall preside at Annual Meeting (Convention), the meetings of the Board of Directors and the meetings of the Executive Committee. She shall supervise plans for extending, unifying and rendering efficient work for the Federation.
2. She shall appoint special committees and fill vacancies of appointees.
3. She shall approve all programs of work and the final proof copy of The Buckeye Magazine.
4. She shall represent GFWC/Ohio Federation of Women’s Clubs at the GFWC Great Lakes Region meetings and at the General Federation of Women’s Clubs Annual Meeting (Convention).
5. She shall attend the meetings of the Board of Directors of the General Federation of Women’s Clubs.
6. She shall sign all warrants of the Treasurer and shall be an ex officio member of all committees except the Nominating Committee.
7. She shall serve as the Statutory Agent for the GFWC/Ohio Federation of Women’s Clubs.
8. She shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization.

Section 6. The First Vice President

1. In the absence of the President, she shall perform the duties of the President except in an ex officio capacity.
2. She shall serve as Dean of Chairmen.
3. On September 1 of the second year of the term (odd numbered years), she shall become the President-elect except when the office has been filled by an individual named by the Board of Directors.
4. Excepting those chairmen appointed by the Board of Directors and Junior Chairmen, the President-elect shall appoint all Chairmen of Areas of Community Service as currently defined by the General Federation of Women’s Clubs, Committees, The Buckeye Magazine Editor, any Circulation Manager, the Directory Editor, the Historian, and the Parliamentarian/Parliamentary Advisor, subject to the approval of the Executive Committee at its Post-Annual Meeting (Convention) meeting.
5. All appointments, except the Parliamentarian/Parliamentary Advisor, shall be made from per capita clubs or direct members.
6. She shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization.

Section 7. The Second Vice President

1. In the absence of the President and the First Vice President, she shall perform the duties of the President except in an ex officio capacity.
2. She shall serve as chairman of the Annual Meeting (Convention). She shall work with the Executive Committee and the hotel in planning all state meetings, including the Executive Board meetings, Statewide Summer meetings as well as the Annual Meeting (Convention).
3. She shall serve as Dean of the Membership Committee and act as liaison to the Board of Directors.
4. She shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization.

Section 8. The Secretary

1. The Secretary shall keep the minutes of the Annual Meeting (Convention) and of the Board of Directors and Executive Committee meetings.
2. She shall serve as the Dean of the Public Relations/Media/Publications Committee and act as a Liaison to the Board of Directors. She shall coordinate the publication of the Directory with the GFWC/Ohio Federation of Women’s Clubs Board of Directors and the Directory Editor.
3. She shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization.

Section 9. The Treasurer

1. The Treasurer shall collect all monies belonging to the GFWC/Ohio Federation of Women’s Clubs and deposit them in a Federally Insured bank approved by the Board of Directors.
2. She shall be bonded for $100,000, the expense of which shall be paid by the GFWC/Ohio Federation of Women’s Clubs. The bond shall be placed in the safe deposit box of the GFWC/Ohio Federation of Women’s Clubs.
3. She shall pay only such bills as are accompanied by a voucher signed by the President.
4. The books of the Treasurer shall be audited at the close of each even-numbered fiscal year. At the close of each odd-numbered fiscal year, the books shall undergo a Review. Both the Audit and the Review shall be conducted by a Certified Public Account appointed by the Executive Committee.
5. In the event the Treasurer is unable to disperse monies, the President is authorized to do so.
6. Withdrawal of any Investment Money must have prior authorization of the Executive Committee. The Treasurer and two other members of the Executive Committee must sign the voucher.
7. She shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization.

Section 10. Director of Junior Clubs

1. The Director of Junior Clubs shall supervise the Junior club work and special events, serve on the Executive Committee and the Board of Directors and preside at Junior Sessions at Annual Meeting (Convention).
2. She shall represent Juniors at GFWC meetings.
3. She shall prepare reports of the Junior activities to be presented to the Board of Directors.
4. She shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization.

Section 11. Assistant Director of Junior Clubs

1. The Assistant Director of Junior Clubs shall assume all duties of the Director of Junior Clubs in her absence. She shall serve as Junior Board Secretary and Dean of Chairmen for Junior Chairmen.
2. She shall prepare a report of her activities for the Director of Junior Clubs.
3. On September 1 of the second year of the term (odd numbered year), she shall become Director-elect of Junior Clubs except when the office of Assistant Director of Junior Clubs has been filled by an individual named by the Board of Directors during the second year of an administration. In that circumstance, both an Assistant Director of Junior Clubs and a Director of Junior Clubs shall be nominated by the State Nominating Committee and shall stand for election at the next Annual Meeting (Convention).

d. The Director-elect of Junior Clubs shall appoint the Junior Community Service Program Chairmen, the Junior Membership Chairman, the Junior Leadership Chairman, the Juniorettes Chairman, the GFWC Junior Special Program Chairman, the Junior Communications and Junior Public Relations Chairman subject to the approval of the Executive Committee at its Post-Annual (Convention) meeting.

1. She shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization.

Section 12. District Presidents

1. The District Presidents shall have supervision over the clubs in their respective Districts and shall arrange for and preside at their respective District Fall Conferences and Legislation Day meetings. They shall cooperate in the work of the GFWC/Ohio Federation of Women’s Clubs Officers, Community Service Program and Committee Chairmen and shall appoint District Chairmen.

In addition to the regularly scheduled meetings, a special District meeting may be called, when deemed advisable, by a District President or by all clubs in the district if there are three clubs or fewer in a district (excluding City and County Federations). A written notice of the special meeting, etc, by submitting a written notice of the special meeting to the Executive Committee and the clubs in the District, at least ten (10) days before the date of the special District meeting.

1. If a District President, during her tenure of office, becomes temporarily unable to perform her duties, a substitute in her district, may be appointed by the GFWC/Ohio Federation of Women’s Clubs President, subject to ratification by the Executive Committee. The substitute shall assume all duties of the District President until such time as the Executive Committee shall terminate the substitution. During her appointment, the substitute District President shall attend Board of Directors meetings and be extended all courtesies of the office.
2. If a District President during her tenure of office resigns, a member in that District shall be appointed to fill the position by the GFWC/Ohio Federation of Women's Clubs President, subject to ratification by the Executive Committee. The appointee shall assume all duties of the District Presidency for the remainder of the term. The newly appointed District President shall attend Board of Directors meetings and be extended all courtesies of the office. Any part of a term in excess of twelve months shall be considered a term.
3. She shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization.

Section 13. District Director of Juniors

1. The District Director of Juniors shall have supervision over Junior club work in her respective District. She shall preside at the District Fall Conference Junior session, assist the District President, and cooperate in the work of the GFWC/Ohio Federation of Women’s Clubs.
2. She shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Organization.

ARTICLE III

BOARD OF DIRECTORS, EXECUTIVE COMMITTEE Section 1. Board of Directors

1. The Board of Directors shall consist of the officers of the GFWC/Ohio Federation of Women’s Clubs and the District Presidents. It shall meet upon call of the President and upon the written request of a majority of the members of the Board of Directors. In cases of urgency, a vote may be taken by mail, electronic technology and/or conference telephone calls. Documentation of such votes shall be filed with the official records of the Federation.
2. It shall transact the business of the GFWC/Ohio Federation of Women’s Clubs between each Annual Meeting (Convention).
3. It may create, combine, or discontinue Divisions and Special Committees. It shall fill vacancies in its own body. It shall make interim appointments for a vacancy in the Executive Committee. “Interim” is defined as to the next Annual Meeting (Convention).
4. Seven members of the Board of Directors shall constitute a quorum.

Section 2. As Used in the Constitution and Bylaws of This Corporation:

1. “Directors” includes and is synonymous with the word “Trustee,” as used in Sections 1702.06 to 1702.25 inclusive of the Revised Code of Ohio Regulations of Incorporation
2. “Board of Directors” includes and is synonymous with the term “Board of Trustees,” as used in sections 1702.06 to 1702.25 inclusive of the Revised Code of Ohio Regulations of Incorporation.
3. “Trustees of Special Funds” shall designate persons other than the Directors or Trustees of the corporation.

**Section 3. Executive Committee:**

The Executive Committee shall consist of the officers of the GFWC/Ohio Federation of Women’s Clubs. It shall have the power to transact business between meetings of the Board of Directors. It may meet by means of electronic technology provided a minimum of aural transmission is available to all Executive Committee Members. In cases of urgency, a vote may be taken by mail, electronic technology and/or conference telephone calls. Documentation of such votes shall be filed with the official records of the Federation. A report of any business transacted by the Executive Committee shall be made available to the entire Board of Directors for ratification. Three officers shall constitute a quorum.

It shall approve the appointment of the Chairmen of Areas of Community Service as currently defined by the General Federation of Women’s Clubs, Special and Standing Committees, The Buckeye Magazine Editor, Circulation Manager, the Directory Editor, Historian and the Parliamentarian/Parliamentary Advisor.

ARTICLE IV JUNIOR CLUBS

Section 1. Junior Clubs shall be members of the GFWC/Ohio Federation of Women’s Clubs and the General Federation of Women’s Clubs and embrace the objectives of these organizations.

Section 2. There shall be a Director of Junior Clubs and an Assistant Director of Junior Clubs. A vacancy in either office shall be filled by the Board of Directors.

Section 3. The District Director of Juniors shall serve as a liaison between the Director of Junior Clubs and the Junior Clubs in her District and shall cooperate with the District President on Federation plans and projects. She shall be a member of the Junior Board of Directors.

Section 4.

1. The Junior Board of Directors shall consist of the Director of Junior Clubs, Assistant Director of Junior Clubs, and the District Directors of Juniors. A vacancy in the office of District Director of Juniors shall be filled by the Junior Board of Directors with the approval of the Executive Committee.
2. If any District Director of Juniors, during her term of office, becomes unable to perform her duties temporarily, a substitute may be appointed by the Director of Junior Clubs with the approval of the Executive Committee. The substitute shall assume all duties of the District Director of Juniors until such time as the Executive Committee shall terminate the substitution. During her appointment, the substitute District Director of Juniors shall attend meetings of the Junior Board of Directors and shall be extended all courtesies of the office.

ARTICLE V JUNIORETTE CLUBS

Section 1. A club whose membership is composed of young women between 12 and 18 years of age may be called a Juniorette Club. These Juniorette Clubs shall be members of the General Federation of Women’s Clubs and the GFWC/Ohio Federation of Women’s Clubs and embrace the objectives of these organizations.

Section 2. These clubs shall be sponsored by a per capita club. The sponsoring club shall act in an advisory capacity to teach the fundamentals of Federation club work. Special emphasis shall be placed on organizational activities which develop leadership skills and personal growth.

ARTICLE VI DISTRICTS

Section 1. The state shall be divided into the number of Districts approved by the Board of Directors. The boundary lines of each District shall be determined by the Board of Directors. Re-districting changes, if any, shall be announced at the following Annual Meeting (Convention) and become effective the administration following their adoption.

Section 2. In each District there shall be a President and in those Districts where there are Junior Clubs, there shall be a Director of Juniors.

Section 3. District Meetings—Each District shall hold a Conference in the fall and a Legislation Day in the spring. In case of emergency the event may be cancelled. If the event is canceled, elections and business of urgency may be conducted by means of electronic technology.

1. A quorum for the transaction of business shall be a majority of members registered for the meeting.
2. At each District Conference held in the fall following the election of officers of the GFWC/Ohio Federation of Women's Clubs, a district nominating committee of three members and an alternate (all of whom shall be per capita club members in active membership) shall be elected by ballot. This committee shall consist of one General member, one Junior member, and a third member and an alternate who shall be clubwomen in either category. In Districts without Junior clubs, the committee will consist of three club members and an alternate. The Chairman shall be the member receiving the greatest number of votes. No member shall serve two consecutive terms on the committee.

The District President, District Director of Juniors, Assistant Director of Junior Clubs, or any member of the Executive Committee residing in the District shall not be eligible for election to this committee. Each voting member may vote for up to three people.

1. The General clubwoman and the Junior clubwoman receiving the highest number of votes in their respective categories shall be elected. The third member and the alternate shall be the clubwomen receiving the next highest number of votes.

The duties of this committee shall be to begin immediately to seek qualified candidates and at the next District Fall Conference, present a nominee for District President and a nominee for District Director of Juniors if the District has Junior clubs. This committee shall serve until the names of such candidates have been placed in nomination. If there is a resignation of a District President and/or District Director of Juniors after election, but before installation, the District Nominating Committee shall select another nominee and a special election shall be held at Legislation Day. If a resignation is submitted between Legislation Day and Annual Meeting (Convention), the vacancy is to be filled by the current Executive Committee with the approval of the Board of Directors.

1. Eligibility of Candidates: A candidate for the office of District President shall be an active member of a per capita club, and shall have served as a club president.
2. The District President and District Director of Juniors shall be elected by ballot at the Fall Conference preceding the biennial election of officers of the GFWC/Ohio Federation of Women’s Clubs. In case there is but one candidate for the office, the election may be by voice. They shall be installed at the same time as the GFWC/Ohio Federation of Women’s Clubs officers and assume office at the end of the Annual Meeting (Convention). In the event of the cancellation of the Annual Meeting (Convention) they shall assume office at the same time as the Executive Committee.
3. At each District Legislation Day held in the spring of the odd-numbered years, the District shall elect by ballot a per capita member and an alternate to serve on the GFWC/Ohio Federation of Women’s Clubs Nominating Committee. The District President, District Director of Juniors, District President-elect, District Director of Juniors-elect or any other person in the district serving GFWC/Ohio Federation of Women’s Clubs in an elected capacity shall not be eligible for election to this committee. No member shall serve two consecutive terms on this committee. The District President shall send to the GFWC/Ohio Federation of Women’s Clubs President and The Buckeye Magazine editor the name, address, email address and phone number of the member and the alternate within two weeks of the election.
4. When additional Districts are created in accordance with Article VI, Section 1, the State Nominating Committee shall nominate a District President for each new District and a District Director of Juniors if the District has Junior clubs. This method shall be used for the Districts first administration only.

These district officers shall be installed and assume office at the same time as the GFWC/Ohio Federation of Women’s Clubs officers.

When fewer Districts are indicated, the District Nominating Committees elected prior to redistricting shall work jointly (in the newly created geographic areas) to present a nominee for a District President and a nominee for a District Director of Juniors, if there are Junior clubs in the area.

Each District Nominating Committee member shall serve on the nominating committee of the District in which her per capita club is located. (See Article VI, Section 3b.)

1. Those eligible to vote at a District Conference shall be:
2. District President and District Director of Juniors.
3. Members of the District who have served or are now serving the GFWC/Ohio Federation of Women’s Clubs in elective office.
4. Members of the District who are serving as State Chairmen of Community Service Programs.
5. State Chairmen and members of Standing and Special Committees living in the District.
6. District Chairmen and the District Secretary.
7. Trustees of Special Funds residing in the District.
8. Each club in active membership in the District and each Federation in the District shall be entitled to one vote, that of the President or her alternate.
9. One delegate who is a Direct Member elected by the Direct Members of the District.
10. No member shall be entitled to more than one vote.

ARTICLE VII DUES

Section 1. The fiscal year shall be from June 1 through May 31.

Section 2. Dues are due after June 1 and shall be paid to the Treasurer before November 10. Clubs or Federations whose dues are not paid by December 31 will not be eligible for awards at the district or state level. Dues are non-refundable.

Section 3. The annual GFWC/Ohio Federation of Women’s Clubs dues for GFWC/Ohio Federation of Women’s Clubs per capita members shall be $12.00, payable by December 31st of each year. GFWC dues in the amount of $15.00 shall be due by December 31st of each year. Required GFWC dues shall be in addition to the GFWC/Ohio Federation of Women’s Clubs dues. Clubs whose dues are not paid by December 31st will not be eligible for awards at district or state level.

Section 4. The annual dues for Associate Organizations shall be thirty-five dollars ($35.00).

Section 5. The annual dues for City and County Federations shall be $12.00 for each club which is not a per capita club of the GFWC/Ohio Federation of Women’s Clubs, effective with dues payable by 12/31/09. Any City and County Federation with less than three clubs will pay a minimum of $36.00 annually. City and County Federations whose dues are not paid by 12/31 will not be eligible for awards at the district or state level.

Section 6. The annual dues for Direct Members shall be fifteen dollars ($15.00), payable to the Treasurer by November 10.

Section 7. The annual dues for Juniorettes shall be $12.00 for GFWC/Ohio Federation of Women’s Clubs and an additional $10.00 for GFWC. Juniorette clubs whose dues are not paid by December 31st will not be eligible for awards at district or state levels.

ARTICLE VIII

ANNUAL MEETING (CONVENTION)

Section 1. The GFWC/Ohio Federation of Women’s Clubs shall hold an Annual Meeting (Convention) in the spring, the place and date to be determined by the Board of Directors. In case of emergency, the Annual Meeting (Convention) may be postponed to a date not beyond the GFWC Convention or canceled by the Board of Directors. A District Committee shall be appointed by the Executive Committee to work with the Board of Directors in making arrangements for the Annual Meeting (Convention). In the event of cancellation, necessary business may be conducted by the convention delegates through means of electronic technology with a minimum of aural capabilities at a time and date set by the GFWC Ohio Executive Committee prior to the Annual GFWC International Convention.

Section 2. Representation

1. Delegates-at-large shall be the Board of Directors and the Junior Board of Directors; those who have served in elective office at state or district level; Officers and Chairmen of the General Federation of Women’s Clubs residing in the state; all Department and Division chairmen; all District Chairmen; all members of Standing and Special Committees; Trustees of all funds; and The Buckeye Magazine Editor, Circulation Manager and Directory Editor.
2. Each per capita club of twenty-five members or less holding active membership in the GFWC/Ohio Federation of Women’s Clubs may be represented by one (1) delegate or her alternate; twenty-six (26) to fifty (50) members, inclusive, by two (2) delegates or their alternates; fifty-one (51) to seventy-five (75) members, inclusive, by three (3) delegates or their alternates. Clubs numbering more than seventy-five (75) members shall be entitled to a delegate for each additional fifty (50) members.
3. Each organization holding Associate membership shall be entitled to one (1) non- voting delegate.
4. Every City or County Federation of ten (10) Member Clubs or less shall be entitled to two (2) delegates and an additional delegate for every twenty (20) additional Member Clubs.
5. Direct Members may meet at each Annual Meeting (Convention) and elect one delegate who is also a Direct Member to represent them.

Section 3. A delegate may report from more than one (1) club but shall be entitled to only one (1) vote.

Section 4. A quorum shall consist of forty (40) delegates.

ARTICLE IX

AREAS OF COMMUNITY SERVICE - SPECIAL COMMITTEES - TRUSTEES - HISTORIAN

Section 1. The Areas of Community Service as currently defined by the General Federation of Women’s Clubs.

Section 2. The Board of Directors may create such Divisions and Special Committees as are necessary.

Section 3. Chairmen and elected trustees shall assume their duties immediately following the even-year Annual Meeting (Convention). The term shall be for two (2) years, unless otherwise designated by the Board of Directors.

Section 4. The term of Historian shall be indefinite. The appointee will serve until such time as she requests that the Board of Directors name a replacement, or she is replaced by the Board of Directors.

Section 5. The Editor of The Buckeye Magazine shall be appointed by the President-elect, with the approval of the Executive Committee and shall serve during the term of the administration. She shall provide an estimate of the cost of printing and mailing The Buckeye Magazine at the summer meeting of the Board of Directors. She shall prepare, edit, have published and distribute four issues (Summer, Fall, Winter and Spring) beginning with the Summer issue immediately following the Annual Meeting (Convention) in the year the new officers are installed. She may serve more than one administration. She may ask up to three club members to serve as proofreaders.

Section 6. The Editor of the GFWC/Ohio Federation of Women’s Clubs Directory shall be appointed by the President-elect, with the approval of the Executive Committee and shall serve during the term of the administration. She shall coordinate the publication of the Directory with the Secretary and the Executive Committee to compile the GFWC/Ohio Federation of Women’s Clubs Directory and its supplement in the second year of the administration. She shall obtain three cost estimates for the Directory and the supplement. After an estimate has been approved at the summer meeting of the Board of Directors, she shall arrange for the printing and distribution of the Directory and the supplement. She may serve more than one administration. She may ask three club members to serve as proof-readers.

Section 7. MEMORIAL FOREST TRUSTEES

1. The Memorial Forest Fund shall be administered by a Board of Trustees consisting of the President of the GFWC/Ohio Federation of Women’s Clubs, an Environment Chairman and three (3) additional members, one of whom shall have served as a Trustee in the immediate past administration. These three trustees shall be appointed by the Board of Directors to serve during the term of the administration.
2. The chairman shall be named by the Board of Directors from among those who have previously served as a Trustee.
3. Vacancies shall be filled by the Board of Directors as they occur.
4. The Chairman and/or Trustees shall visit the Memorial Forest at least once a year and report conditions to the Board of Directors and to the membership at the Annual Meeting (Convention).
5. Any expenditure greater than $100 must be authorized by the Executive Committee before a voucher may be signed by the President.

ARTICLE X

NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee for GFWC/Ohio Federation of Women’s Clubs Officers and the Assistant Director of Junior Clubs shall consist of an elected member from each District. No member shall serve two consecutive terms on the Committee. If a special election is called, the Board of Directors shall serve as the Nominating Committee.

Section 2. A member-at-large and her alternate shall be elected by the Board of Directors at the Post-Annual Meeting (Convention) Board of Directors meeting in the odd numbered years.

1. The member-at-large shall act as temporary chairman and receive all letters of recommendation for the eligible Candidates. Said member-at-large shall remain a member of the Nominating Committee, whether or not she is elected to serve as chairman.
2. Candidates for office need to request letters of recommendation and have them sent to the temporary chairman.
3. Letters of recommendation will be copied by the temporary chairman and sent to each of the committee members prior to the meeting to allow each member time to read the letters.

Section 3. Eligibility of candidates:

1. A candidate for the office of First Vice President shall be an active member of a per capita club; shall have served as a club president and shall have served on the GFWC/Ohio Federation of Women's Clubs Board of Directors in a leadership role for at least two years as an elected officer or standing or special committee chairman. A candidate for office of Second Vice President, Secretary or Treasurer shall be an active member of a per capita club; shall have served as a club president and shall have served on the state and/or district level in a leadership role, namely as an elected officer, standing or special committee chairman.
2. A candidate for the office of Assistant Director of Junior Clubs shall be an active member of a per capita Junior Club and shall have served as a Club President and shall have served on the Junior Board namely as an elected officer or as a Community Service Program or special committee Junior Chairman.
3. The letters must include the candidate’s qualifications and the author’s reasons for recommendation.

Section 4. The Nominating Committee shall elect its own chairman as the first order of business.

Section 5. The President of the GFWC/Ohio Federation of Women’s Clubs shall call for a meeting of the Nominating Committee between January 1 and March 1 in the even-numbered years. She shall instruct the members as to their duties and responsibilities. This meeting may be conducted by means of electronic technology provided there is at least aural communication for all in attendance.

Section 6. It shall be the duty of the nominating committee to review all applications of candidates for state office in GFWC/Ohio Federation of Women’s Clubs and assure that the candidates have met the requirements for that office. Should there be more than one qualified candidate for an office, those candidates shall all be placed on the slate of candidates for that office. Should there be no qualified applicants for an office, it shall be the duty of the Nominating Committee to seek a qualified candidate for that office.

Section 7. The Nominating Committee Chairman shall submit to The Buckeye Magazine Editor the list of candidates for officers and their credentials to be published in the spring issue of The Buckeye Magazine.

Section 8. It shall be the duty of the Nominating Committee to present, on the first day of the Annual Meeting (Convention) in the even-numbered years, a list of candidates for officers of the GFWC/Ohio Federation of Women’s Clubs, an Assistant Director of Junior Clubs, and candidates for District Presidents and District Directors of Juniors in any new districts created under Article VI, Section 1. This list shall be posted in some prominent place.

Section 9. The same day as the report of the Nominating Committee is presented; an opportunity shall be given for nominations from the floor for all offices except State President and State Director of Junior Clubs. Candidates so nominated from the floor shall have consented to be nominated and shall meet the bylaw requirements of eligibility. The Nominating Committee Chairman will be charged with verifying eligibility. The Secretary shall post the names, photographs and credentials of those nominated from the floor adjacent to those of the candidates presented by the Nominating Committee. No form of souvenirs and no candidate’s name or photograph may be used in a promotional manner at the Annual Meeting (Convention). There shall be no campaigning at the Annual Meeting (Convention). In the event of cancelation of the Annual Meeting (Convention) notification of an opportunity for nominations from the floor will be given by means of electronic communications with a deadline for receipt of nominations at least 72 hours prior to the called electronic business meeting.

Section 10. All candidates shall be introduced to the Annual Meeting (Convention) assembly before the balloting begins.

Section 10. In the event a candidate for office withdraws her name before election, the President shall call for a special meeting of the Nominating Committee as soon as possible to select another candidate(s).

Section 11. No two officers of the GFWC/Ohio Federation of Women’s Clubs may be elected from the same club.

Section 12. The officers and the Assistant Director of Junior Clubs shall be elected biennially by ballot on the second day of the Annual Meeting (Convention). In case there is but one candidate for the office, the election may be by voice. A plurality vote shall elect.

Section 13. In case of a vacancy in the office of President, the First Vice President or President-elect shall fill the vacancy. In case of a vacancy in any other elective office, the Board of Directors shall choose a member to serve until the next Annual Meeting (Convention) at which time a special election shall be held to fill the vacancy to the end of the term. The Board of Directors shall serve as the Nominating Committee for any special election.

ARTICLE XI SCHOLARSHIPS

Section 1. Scholarships

1. Scholarships awarded by the GFWC/Ohio Federation of Women’s Clubs shall be:
2. The GFWC/Ohio Federation of Women's Clubs Clubwoman Scholarship. This scholarship shall be available to members of per capita clubs who need additional education or training as a means of providing or helping to provide for themselves and/or their families and who will attend an accredited Ohio college, university or technical school. High school seniors who are Juniorettes are eligible to apply for this scholarship.
3. The Ethel G. Swanbeck Allied Health Scholarship. This scholarship shall be awarded to a student entering upon or already pursuing a course of study in any allied health field.
4. The Elaine Weinman Memorial Scholarship. This scholarship shall be available to graduating high school seniors who will attend an accredited Ohio college, university or technical school to study communication arts, speech, journalism, drama, radio or television.
5. The GFWC/ Ohio Federation of Women’s Clubs Art Scholarship. This scholarship shall be available to graduating high school seniors who will attend an accredited Ohio art school or college.
6. The Annette Phelps Lincoln Scholarship. This scholarship shall be available to graduating high school seniors who will pursue a career in the teaching or library profession at an accredited Ohio college or university.
7. No student may be awarded more than one GFWC/Ohio Federation of Women’s Clubs scholarship.

Section 2. Scholarship Trustees

A. GFWC/OHIO FEDERATION OF WOMEN’S CLUBS SCHOLARSHIPS

1. A single rotating Board of Trustees shall administer all scholarships awarded by the GFWC/Ohio Federation of Women’s Clubs.
2. The Board of Trustees shall be elected one (1) from each district. Election of Trustees shall be held in two districts -Lake Erie and Southeast—in even numbered years, and in Northeast, Northwest and Southwest in odd numbered years.

These elections shall take place at the Legislation Day meetings. All members of the Board of Trustees may serve a maximum of two (2) successive four (4) year terms. Their term of office shall begin at the conclusion of the GFWC/Ohio Federation of Women’s Clubs Annual Meeting (Convention) in the year they are elected. In the event of cancelation of Legislation Day or the Annual Meeting (Convention), election and assumption of office will follow electronic meeting guidelines.

1. The District Presidents shall report to the GFWC/Ohio Federation of Women’s Club President the name, address, email address and phone number of newly elected trustees within two weeks of the elections.
2. The Board of Directors shall appoint an additional member to serve as Chairman of the Board of Trustees and shall appoint an alternate chairman from the elected Board of Trustees.
3. The Board of Trustees shall determine the eligibility of the candidates applying for scholarships. They shall verify that the candidates are accepted by the school before the scholarship is presented.
4. The Chairman of the Board of Trustees shall consult with the GFWC/Ohio Federation of Women’s Clubs Treasurer prior to each Annual Meeting (Convention) regarding the amount of money available for scholarships.
5. The number of scholarships awarded annually shall be determined by the Board of Trustees.
6. Copies of all award notification letters sent by the Trustees shall be sent to the GFWC/Ohio Federation of

Women’s Clubs President and the GFWC/Ohio Federation of Women’s Clubs Treasurer.

ARTICLE XII STANDING COMMITTEES Section 1. Standing Committees

1. The Standing Committees shall be Budget and Finance, Constitution and Bylaws, Long Range Planning, Leadership, Endowment, Membership, Legislation & Public Policy, Resolutions, and Communications and Public Relations.
2. The President, subject to the approval of the Executive Committee, shall appoint the members of the Standing Committees. Each committee shall consist of a Chairman, Vice Chairman and Members-at-Large as necessary to carry out the activities of the committee in a fiscally responsible and timely manner.
3. Budget and Finance. This Committee shall be composed of the Executive Committee. It shall be the duty of this committee to prepare a yearly budget and submit it with recommendations to the Board of Directors at its Summer Meeting.
4. Constitution and Bylaws. This Committee shall meet and submit its report to the Board of Directors for approval at its Winter Meeting and to the delegate body at the Annual Meeting (Convention).
5. Long Range Planning. This Committee shall develop, review and/or update an ongoing plan of action for the membership of the GFWC/Ohio Federation of Women’s Clubs to include but not be limited to fiscal viability, membership stability and state program emphasis. This committee shall meet and submit its report to the Board of Directors for approval at its Winter Meeting and to the delegate body at the Annual Meeting (Convention).

There shall be at least three (3) members-at-large of the Committee, each of whom shall serve a three-year term, appointed annually in rotation. At least one shall be a past GFWC/ Ohio Federation of Women’s Clubs President and one shall serve as committee chairman. Other members of the committee shall be the GFWC/Ohio Federation of Women’s Clubs First Vice President/President-elect who shall serve as Vice Chairman of the committee, the GFWC/Ohio Federation of Women’s Clubs Director of Junior Clubs and the GFWC/Ohio Federation of Women’s Clubs Treasurer. The GFWC/Ohio Federation of Women’s Clubs President shall be an ex-officio member of the committee.

1. Legislation/Public Policy. This Committee shall meet and submit its report to the Board of Directors for approval at its Winter Board of Directors meeting and to the delegate body at the Annual Meeting (Convention). This committee also shall prepare suggested programming for District Legislation Day presentations.
2. Public Relations/Media/Publications Committee. This Committee shall meet and develop a plan for a uniform image of the GFWC/Ohio Federation of Women’s Clubs. The Committee will submit its report to the Board of Directors for approval at the Board’s Summer Meeting. The Committee’s responsibilities include, but are not limited to, The Buckeye Magazine, forms, website, and publications including the Directory, Annual Meeting (Convention) Program Booklets, OFWC Prospectus and an Annual Meeting (Convention) Awards Booklet.

ARTICLE XIII

PARLIAMENTARIAN/PARLIAMENTARY ADVISOR

The Parliamentarian/ Parliamentary Advisor shall attend all meetings of the Board of Directors and all business sessions of the Annual Meeting (Convention). She may attend meetings of the Executive Committee. She shall be available to advise the President and other officers and members upon request. She shall be extended all courtesies of Board of Directors membership but shall not have a vote. She may vote on business at Annual Meeting (Convention) if she is a delegate-at-large as a result of service to GFWC/Ohio Federation of Women’s Clubs or if she is a delegate from her club.

ARTICLE XIV

PARLIAMENTARY AUTHORITY

The current edition of Robert’s Rules of Order Newly Revised shall be the parliamentary authority of the GFWC/Ohio Federation of Women’s Clubs when not in conflict with the bylaws.

ARTICLE XV AMENDMENTS

These bylaws may be amended at any Annual Meeting (Convention) by a majority vote, providing notice of such amendment shall have been appended to the call of the Annual Meeting (Convention) and/or published in the official magazine of the organization; without such notice the bylaws may be amended at any Annual Meeting (Convention) by unanimous vote. In the event of cancelation of the Annual Meeting (Convention) amendments may be conducted by electronic technology following these guidelines.

As adopted at the Electronic Meeting of the GFWC/Ohio Federation of Women’s Clubs April 24, 2021

