

Welcome to the Garner Woman's Club



**With over 100 years of community service,
We look forward to having you as a member of our
organization!**

Meetings:
Every 2nd Thursday except in June, July, Aug, & Dec
6:30PM Social
7:00PM Meeting

President: Alisha Puckett
President-elect: Michelle Uphold
First Vice President: Maddie Wynands
Secretary: Missy Easler
Treasurer: Caroline Davis

Pledge of Allegiance to the Flag of the United States of America

I pledge allegiance to my Flag and the Republic for which it stands,
one nation, indivisible, with liberty and justice for all.

Salute to the Flag of North Carolina

I salute the flag of North Carolina and pledge to the Old North State
love, loyalty, and faith.



GFWC Collect

Keep us, oh God, from pettiness;
Let us be large in thought, in word, and deed.

Let us be done with fault-finding and leave off self-seeking.
May we put away all pretense and meet each other face to face. Without self-pity and without prejudice.
May we never be hasty in judgment and always generous.
Let us take time for all things;
Make us to grow calm, serene, gentle.
Teach us to put into action our better impulses.
Straightforward and un-afraid.
Grant that we may realize it is the little things that create differences.

That in the big things of life we are at one.
And may we strive to touch and to know the great common human heart of us all.

And, oh Lord God, let us not forget to be kind!



In 1904, Mary Stewart (1876 – 1943), wrote a “Collect for Club Women” which our club recites at meetings, as do club women throughout the world. Stewart stated that the Collect was written “...as a prayer for the day. I called it a Collect for Club Women because I felt that women working together with wide interests for large ends was a new thing under the sun and that, perhaps, they had need for a special petition and meditation of their own.”

GFWC Federation Facts

Founded in 1890, GFWC's roots can be traced back to 1868 when Jane Cunningham Croly, a professional journalist, attempted to attend a dinner at an all-male press club honoring British novelist Charles Dickens. Croly was denied admittance based upon her gender, and in response, formed a woman's club—Soros. In celebration of Soros's 21st anniversary in 1889, Jane Croly invited women's clubs throughout the United States to pursue the cause of federation by attending a convention in New York City. On April 24, 1890, 63 clubs officially formed the General Federation of Women's Club by ratifying the GFWC constitution.

- Soros is the name of the club to which GFWC founder Jane Cunningham Croly belonged. Its name is a botanical term which means "an aggregation; a sweet flavor of many fruits, as in the pineapple."
- Ellen Demorest, co-founder of Soros, was the inventor of mass-produced paper sewing patterns. They were included in her magazine, Demorest's Mirror of Fashions. Jane Croly was the chief staff writer for the magazine.
- In 1906, GFWC secured the passage of the Pure Food and Drug Act.
- In 1916, GFWC suggested that special naturalization services be made part of Independence Day celebrations. It is still a tradition today.
- During World War I, GFWC raised \$4,880,000 in Liberty Bonds, \$90,000 for the Red Cross, \$55,106 for camp libraries, and \$89,788 for the YMCA.
- Jane Addams (founder of Hull House in Chicago), Julia Ward Howe (author of the "Battle Hymn of the Republic") and Eleanor Roosevelt were all clubwomen.
- GFWC was an important force in founding America's first national park and supported the creation of the National Park Service. Each federation established a park within their state. Many, such as Everglades National Park, were handed over to the National Park Service and now are enjoyed by millions.
- GFWC began a campaign to name official state birds and flowers in the 1920's.
- By 1933, GFWC had founded 75% of America's public libraries, as well as pioneered the idea of bookmobiles.
- Roberta Campbell Lawson (GFWC President, 1935-1938) was half Delaware Indian. She published books on Native American music, as well as transcribed Lakota chants. When she died, her vast collection of Native American artifacts was donated to the Philbrook Museum in Oklahoma.
- During World War II, GFWC raised \$101,617,750 to buy bombers, \$154,459,132 to buy planes, and \$90,794,182 to Victory Loans. State federations provided \$234,834 in scholarships and \$46,601 in loans to train nurses. The Federation recruited over 6,000 young women for the Cadet Nurse Corps. Over 4,500 Juniors enlisted in the various services established for women.
- Many modern safety measures were early GFWC programs. The Federation had campaigns for seatbelts in all cars, streetlights on neighborhood streets and accurate labeling of food and medications.
- In 1994: GFWC founder Jane Cunningham Croly was inducted into the National Women's Hall of Fame in Seneca Falls, New York.
- In 1997: GFWC renewed its commitment to libraries with the Libraries 2000 project. Over a five-year period, GFWC clubwomen raised and donated \$13.5 million to public libraries and public-school libraries across the nation.
- During the 2000s, GFWC members contributed \$180,000 for a fully-equipped ambulance for use by the New York Fire Department in response to the loss of equipment suffered during the terrorist attacks on September 11, 2001.
- In 2011, GFWC introduced the Success For Survivors Scholarship, created as part of our efforts to highlight the importance of rebuilding one's life after experiencing intimate partner violence. Each year, GFWC awards \$2,500 scholarships to help intimate partner survivors obtain a post-secondary education that will offer them the chance to reshape their future by securing employment and gaining personal independence.
- In 2015, GFWC Celebrated its 125th Anniversary in Baltimore, Maryland.

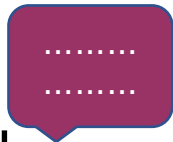


Guide to Running Effective Meetings

Email an agenda **24** hours in advance

Challenge ideas rather than people.

NO side conversations or comments.



Be brief and concise.

Disagree without being disagreeable.



Start and end on time.

Arrive **15** minutes early.

NO smartphones.



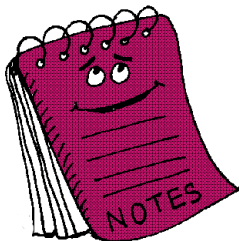
Share relevant information.



Stay on topic.



Everyone participates.



Come prepared.



Follow-up by email within **24** hours.

Eight Steps To Handling A Motion

Step

What to say

Member or delegate rises and addresses the chair.

Madam President.

Presider recognizes the member.

The chair recognizes Sally Nelson.

Member makes a motion.

"I move that the club purchase a bench for the park at a cost of \$300.00."

A different member second the motion.

Second
(This does not mean the member agrees but she thinks that the motion should be discussed.)

The Presider restates the motion.

"It is moved and seconded that the club purchase a bench for the park at a cost of \$300.00."

Debate on the motion takes place.
Members speak for and against the motion and may make amendments.

"The chair recognizes Denise Thompson."

The Presider puts the question, and the members vote.

"If there is no further discussion, all those in favor of the motion, say yes.
Opposed say no.
Motion adopted (defeated)."

Decision announced.

"The yeses have it and the motion is adopted.
(Or "the motion failed.")"

*A majority is one more than half. Therefore a tie vote fails.

**The President is entitled to vote.

Officers for 2024-2026

President	Alisha Puckett
President-elect	Michelle Uphold
First Vice President	Maddie Wynands
Secretary	Missy Easler
Treasurer	Caroline Davis
Immediate Past President	Kathy Behringer

Appointments for 2024-2026

Chaplain	Faye Marshburn
Chamber Representative Clubhouse	Kerry Christian
Rentals	Margaret Brinson
Historian & Scrapbook	Kathy Behringer
Parliamentarian	Melodie Hand
Photographer	Kristen Will
President's Special Project Chair	Courtney Davis-Rogers
Reporting	Kathy Behringer
Web Manager	Madison Wynands
Public Relations	Janice Guazzo

Trustees

Gloria Parrish ('26)
Belinda Hiltbruner ('28)
Faye Marshburn ('30)

COMMUNITY SERVICE PROJECTS (CSP)

Arts and Culture

Civic Engagement Outreach

Education and Libraries

Environment

Health and Wellness

Garner Woman's Club President's Special Project: Wake County Blessing Boxes

GFWC Special Programs:

- 1) GFWC Signature Program: Domestic and Sexual Violence Awareness and Prevention
- 2) GFWC Juniors' Special Program: Advocates for Children

GFWC Advancement Plans:

- 1) Communications and Public Relations
- 2) Fundraising and Development
- 3) Leadership
- 4) Legislation and Public Policy
- 5) Membership
- 6) Women's History and Resource Center

GFWC-NC Statewide Initiatives:

- 1) 2022-2024 President's Special Project: Find your beat, Join the Rhythm!
- 2) 2022-2024 Director of Junior Clubs Special Project: Discover the Magic: Enchanting Minds and Inspiring Art
- 3) Boys & Girls Homes of North Carolina
- 4) GFWC Federation Day

CSP Committees & Chairmen

Arts and Culture: Missy Easler / Georgette Lesslie, Co-Chairs

Promotes and supports art and cultural programs in their communities, and to expand understanding on every level, from local and regional to national and international. Projects include managing the annual arts festival, craft projects, dance, drama, food, music, etc that develop skills, awareness, and appreciation for everyone.

Civic Engagement and Outreach: Kerry Christian / May Roe, Co-Chairs

Creates a better quality of life and fosters a sense of community—locally, regionally, nationally, and globally. Projects highlight and encourages citizenship; crime prevention, safety, and disaster preparedness; the needy, hungry, and homeless; and our military.

Education and Libraries: Amber Mace, Chair

Projects foster schools, as well as other educational institutions and opportunities. This committee promotes libraries, literacy, and the love of a good book and manages the yearly scholarship award.

Environment: Myrna Litt, Chair

Encourages us to become stewards of the earth by working to preserve the world's resources, protect wildlife and domesticated animals, live sustainable, and beautify our communities and enjoy nature.

Health and Wellness: Faye Marshburn, Chair

To improve our well being, this committee addresses three key components: nutrition, disease prevention, and physical and emotional care. Projects offer insight into the human body, mind, and spirit.

Club Committees

Budget: Caroline Davis, Chair

Responsible for developing the proposed annual budget for adoption at the May meeting.

Building & Grounds: Margaret Brinson, Chair

Responsible for handling the club property management.

Bylaws: Michelle Uphold, Chair

Review bylaws annually.

Fundraising: Amy Kunkle, Chair

Investigates new fundraisers, which shall be presented to the membership for adoption.

Nominating: Debbie West, Chair

Presents a slate of nominees for offices within the club.

Sunshine: Ruth Ann Bittinger

Coordinates and assists with meals, flowers, cards or assistance to a fellow members whenever there is a death, sickness or hardship.

Bylaws

Article I: Name

The name of the club shall be The Garner Woman's Club, herein called GWC or the Club.

Article II: Object

The Club is a dues-paying member of the General Federation of Women's Clubs (GFWC) and the General Federation of Women's Clubs of North Carolina (GFWC-NC). This organization offers opportunities for women to network with other women interested in civic leadership, helping others, education, and promoting cultural opportunities for women.

This organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any further federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future government, or to a state or local government, for a public purpose.

ARTICLE III: Emergencies

Section 1. In case of a national emergency, state emergency, or any type of event (man-made or natural) that could potentially put members in danger, the President, with consent of the Executive Board, may order that an electronic meeting be held as a substitute for a regular, executive board, or special meeting.

Section 2. In case of a national emergency, state emergency, or any type of event (man-made or natural) that could potentially put members in danger, the President, with consent of the majority of the Executive Board, may order that elections be held by mail or electronically.

Article IV: Membership

Section 1. Membership

Membership shall consist of women, 18 years of age or older, who are interested in the objective of this organization.

Section 2. Eligibility

- A. Prospective members are invited to attend a meeting as a guest.
- B. New members shall be inducted at least annually during Club year.

Section 3. Acceptance of Members

- A. Prospective members are encouraged to attend a regular Club meeting prior to induction.
- B. To become a member, annual dues shall be paid.

Section 4. Responsibilities

Unless excused by the President, to be considered an active member and receive one (1) free full day of clubhouse rental member shall:

- A. Work a minimum of five (5) hours annually on a club program or project
- B. Attend four (4) general meetings per year
- C. Participate in at least one (1) committee.

Section 5. GFWC-NC Honorary Life Members

- A. Clubwomen may become Honorary Life Members (HLM) of GFWC-NC by donation of \$750.00 to the Legacy Fund.
- B. Honorary Life Members, who are members in good standing of a GFWC-NC federated club, shall have full privileges of a GFWC member.

Section 6. Transfer Members

- A. A letter of transfer to any GFWC club shall be granted by GWC providing member requesting transfer has been a member in good standing within past year.

- B. Members transferring from other GFWC clubs shall be accepted following payment of dues and receipt of a letter of transfer from that club stating that member is presently in good standing.

Section 7. Resignation and Termination

- A. Voluntary termination of membership should be in writing to President or Membership Chairman.

Section 8. Reinstatement

If any member in good standing resigns from the Club and wishes to rejoin, she shall be considered on the same basis as a new member.

ARTICLE V: Dues

Section 1. Dues

Dues shall be voted on annually at September meeting and shall include GFWC, GFWC-NC, GFWC-NC District 6, and Club dues.

Section 2. An Honorary Life Member's local club and district dues remain responsibility of Honorary Life Member. Honorary Life Members are not required to pay GFWC and GFWC-NC dues. If an Honorary Life Member chooses to pay those dues to the club, the HLM has the right to determine use of those funds.

Section 3. Date Due

- A. Annual dues for the upcoming calendar year are due to the treasurer by November 1st.
- B. Termination of membership may occur if dues are not paid by December 15th deadline.

Section 4. Fiscal year shall be July 1st through June 30th.

Article VI: Meetings

Section 1. Meeting Date

The regular meeting shall be the second Thursday of every month, September through May inclusive with installation of officers held in even years and induction of new members held as needed. In event of an emergency or similar circumstance, such as a conflict with a holiday, meeting date may be changed by the Executive Board with as much notice to membership as possible.

Section 2. Special Meetings

Special meetings may be called by the President or by written request of the Executive Board or at least six (6) members. The request and purpose shall be sent to the President via regular mail or email. The meeting shall be scheduled by the President within 48 hours of receipt of the request and a call to the meeting shall be issued via email. The purpose of the meeting shall be stated in the call, which shall be sent to all members at least 7 days prior the meeting.

Section 3. Quorum

To conduct business of the Club at a regular meeting or a special meeting, twelve (12) members shall constitute a quorum. Each member present is entitled to vote at any meeting and may cast one vote.

Article VII: Executive Board

Section 1. Executive Board shall:

- A. Consist of the elected officers of the club.
- B. Meet prior to each regularly scheduled Club meeting at a time and date determined by the president.
- C. Attend Special Meetings called by the President or at the request of three (3) members. The purpose of the meeting shall be stated in the Call.
- D. Quorum shall be four (4).

ARTICLE VIII: Officers and Appointments

Section 1. Officers

Officers shall be President, President-elect, First Vice President, Secretary, and Treasurer.

Section 2. Election and Term

All officers shall be elected at April Meeting of even years and installed at May Meeting of even years to serve a term of two years beginning at close of installation meeting.

Section 3. Nominating Committee

A Nominating Committee of one member elected by the Executive Board and two members and one alternate elected by the membership at the January Meeting of even years. The committee shall choose a chairman. No member of committee shall be eligible for consecutive terms.

Section 4. Nominating and Voting

The Nominating Committee shall present a slate of nominees for office at the March Meeting of the even years. Nominations may also be made from the floor at the April Meeting of the even years, providing the consent of the nominee has been previously obtained. Voting shall be by ballot. If there is only one nominee for an office, a voice vote may be taken.

Section 5. Vacancy

- A. In the event of a vacancy on the Executive Board, except the office of President, the remaining members of the Executive Board shall appoint a member to fill such vacancy until the next election.
- B. Should the office of President be vacated, the President-elect shall serve the unexpired term. A special election shall be held to fill the unexpired term of President-elect at the next regular business meeting.
- C. If the unexpired term of the President is less than one year, the incoming President would be entitled to serve an additional full term. In that case, the new President-elect would serve the unexpired term and an additional term before assuming the office of President.
- D. If the President-elect cannot or elects not to assume the presidency, a special election shall be held to fill the office of President at the next regular business meeting. The President-elect shall act as Temporary President until the election.

Section 6. Duties and Qualifications of Officers

- A. The President shall:
 - 1. Preside at all meetings of the Club and the Executive Board.
 - 2. Serve as an ex-officio member of all committees except the Nominating Committee.
 - 3. Be authorized to sign checks. All disbursement of Club funds to be made by the Treasurer shall be submitted to the President for approval.
 - 4. Appoint committees and fill vacancies of appointees as needed.
 - 5. Perform all duties as directed by these bylaws or Executive Board.
- B. The President-elect shall:
 - 1. Perform the duties of the office in the absence of the President and succeed to the office immediately upon a vacancy.
 - 2. Act as Chairman of Program Committee, which shall establish the program schedule for regular club meetings.
 - 3. Perform all duties as directed by these bylaws or Executive Board.
- C. The First Vice President shall:
 - 1. Serve as Chairman of the Yearbook Committee, which shall regularly update and distribute yearbooks to all members.
 - 2. Be the chairman of the Membership Committee
 - a. Maintain the roster of membership, the record of attendance, and all membership-related documents. Forward updates of Membership Roster to GFWC-NC and GFWC-NC District 6 as they occur.
 - b. Contact members who are absent from a meeting.
 - c. Host orientation meetings for new members prior to induction.
 - d. Update President-elect on changes in membership for the Club Yearbook.
 - 3. Perform all duties as directed by these bylaws or Executive Board.
- D. The Secretary shall:
 - 1. Keep records of the Club and take minutes of all regular and Special Club meetings and Executive Board meetings.
 - 2. Compose and send all correspondence of the Club as directed.
 - 3. Collect, read, and appropriately disburse, in a timely manner, all correspondence received by the Club.
 - 4. Perform all duties as directed by these bylaws or Executive Board.

E. The Treasurer Shall:

1. Receive all money of the Club and shall deposit the same in such bank as selected by the Executive Board.
2. Collect all dues, fees, and assessments, and shall send notices to those in arrears.
3. Give a financial statement at the annual meeting.

Article IX: Trustees

The Board of Trustees shall:

- A. Consist of five members, three to be elected on a rotation basis by membership, and President and First Vice-President as ex-officio members.
- B. Serve a term of six years.
- C. Conduct all business transactions pertaining to monies and properties owned by the Garner Woman's Club, and to act in legal matters pertaining to these properties as instructed by the Club membership.
- D. Only become active in the event of a potential sale of property or land belonging to the club.
- E. Require the approval of the Executive Board to enter any contract.
- F. In the event of a vacancy of the Board of Trustees, a special election shall be held to fill the unexpired term. The Nominating Committee shall present a slate of candidates at the next regular business meeting. Nominations may also be made from the floor, providing the consent of the nominee has previously been obtained. Voting shall be by ballot. If there is only one nominee, a voice vote may be taken.

ARTICLE X: Community Service Projects/Committees

Section 1. Conformity with GFWC and GFWC-NC

Community Service Programs (CSP) and Committees shall conform as nearly as possible to GFWC and GFWC-NC with special attention to the needs of our local community. The President, with the approval of the Executive Board, shall appoint CSP Chairmen and other committee chairmen as deemed necessary to perform the work of the Club.

Section 2. Plans

A Committee desiring to act must submit a plan to the Executive Board for approval. Any public action must be approved by the general membership.

Section 3. GFWC Special Programs

- A. GFWC Signature Program: Domestic and Sexual Violence Awareness and Prevention is designed to increase awareness of and help prevent the widespread occurrence of domestic abuse in communities across the nation by working with national domestic violence networks, supporting existing activities, working with various established programs, and initiating educational opportunities for club members and local citizens. GFWC aims to be a powerful voice for those who have no voice.

B. GFWC Juniors Special Program: Advocates for Children is designed to encourage all Woman's, Junior Woman's, Juniorette, and International Affiliate Clubs to make a difference in the life of a child by being an advocate. The Program was envisioned as a way for clubwomen to provide a voice for children and to teach and encourage parents and other caregivers to advocate for children at the grassroots level.

Section 4-Community Service Programs (CSP)

- A. Arts and Culture CSP encourages members to promote and support art and cultural programs in their clubs and communities, and to expand understanding on every level, from local and regional to national and international.
- B. Civic Engagement and Outreach CSP reminds members that each of us is a part of a larger society and is responsible for undertaking actions that will create a better quality of life and foster a sense of community—locally, regionally, nationally, and globally. It focuses on citizenship, military personnel, emergency, the needy, hungry, and homeless, disaster preparedness, safety awareness, and crime prevention.
- C. Education and Libraries CSP and ESO projects are designed to foster schools, as well as other educational institutions and opportunities, and to promote libraries, literacy, and the love of a good book. Through these efforts, we encourage the growth of individuals and communities at home and around the world.
- D. Environment CSP encourages members to become stewards of the earth by working to preserve the world's resources, protect wildlife and domesticated animals, live sustainably, and beautify our communities and enjoy nature.
- E. Health and Wellness CSP aims to explore the various opportunities for awareness and advancement of nutritious food, continued well-being, and physical and emotional care.

Section 5. Committees

- A. Budget Committee shall consist of the Treasurer as chairman, President-elect, one member elected by the Executive Board; and two members elected by the membership at the March Meeting. An alternate shall be elected by the Executive Board. The Budget Committee shall develop the proposed annual budget for review by the Executive Board and adoption by the membership at the May Meeting.
- B. Building and Grounds Committee, consisting of the Treasurer and two members appointed by the President, shall handle responsibilities of club property management.
- C. Bylaws Committee shall consist of the President-elect, immediate past President, Parliamentarian, and three (3) members appointed by the Executive Board. The committee members shall select a chairman and review the bylaws annually.
- D. Communications Committee
 - 1. The committee members shall report to the First Vice President, who is the Committee Chairman.
 - 2. The committee shall be responsible for Club Photography, Social Media, Club History/Scrapbook, Newsletter, and Publicity.

- E. Financial Review Committee, consisting of three (3) members and one alternate, excluding the current treasurer, appointed in April of the even year, shall complete a review of the Treasurer's books by August 1st of the even years. A written report shall be presented to the general membership for approval at the September Meeting of the even years.
- F. Fundraising Committee, consisting of the chairman and at least two members, shall investigate new fundraisers, which shall be presented to the Executive Board for review and to the membership for adoption.

ARTICLE XI: DISSOLUTION

In the event the organization should disband, funds in the treasury, after all bills are paid, shall be contributed to Garner Area Ministries (a 501C3 organization) or another similar 501c3 organization.

ARTICLE XII: AMENDMENTS

These Bylaws may be amended at any regular meeting of the Club by two-thirds of those present and voting, notice of amendment having been presented in writing to the membership thirty days in advance of the vote for consideration.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the latest issue of "Robert's Rules of Order, Newly Revised" shall govern the Club in all cases to which they do not conflict with these bylaws.

Adopted:

THESE BYLAWS WERE READ, VOTED ON, AND APPROVED BY UNANIMOUS CONSENT AT THE REGULAR MEETING HELD March 13, 2025.

Standing Rules of Order

Part I General

1. The Standing Rules shall be reviewed annually, and proposed amendments shall be presented for adoption by the membership. Updated copies shall be made available to every member.
2. No smoking is permitted at any Club meeting. Cell phones and beepers are to be placed in the silent mode or turned off during any Federation meeting. Anyone wishing to use a cell must first exit the meeting room.
3. Secretary shall:
 - a. Keep comprehensive minutes of all general Club, Executive Board and Special meetings.
 - b. Have available at all general Club, Executive Board and Special meetings said minutes for the current club year.
 - c. Execute the following:
 - i. Permanent typed copies of all minutes must be bound at the end of each Club year.
 - ii. Motions must be stated in full with the full name of the person making the motion and whether the motion was seconded and approved.
 - iii. She shall compile an electronic file of minutes for all meetings; prepare and keep a record/sign in sheet of each member in attendance for all meetings and email minutes of only the general meetings to all members at least one week prior to the next regularly scheduled general meeting.
 - d. Be the custodian of all records and papers, which shall be kept for seven [7] or more years.
4. All e-communications to the membership at large, social networking and web site content shall have prior approval of the President.
5. Each new member shall be invited to attend an Orientation Meeting.
6. 6. No member may contractually obligate GWC without the prior approval of the Executive Board.

Part II Finances

1. Expenditures
 - a. For reimbursement of an unbudgeted disbursement less than \$50.00, a voucher and receipt, with prior approval of the President, shall be given to the Treasurer.
 - b. All unbudgeted disbursements of \$50-99.00 shall require prior approval of the Executive Board.
 - c. Unbudgeted disbursements in excess of \$100.00 shall require prior approval of the membership.
2. Any monetary donation to an individual or organization greater than \$25.00 shall be voted on by the membership.

3. Any member handling Club funds shall, on the day of the event, present to the Treasurer all funds collected and, within one week following the end of the event, present a financial report of all monies collected and disbursed, receipts, and related documentation.
4. There shall be Financial Review Committee appointed by the President. The Treasurer shall be excluded from serving on the committee but shall be available to committee members during the review process.
5. The Executive Board shall have the authority to utilize the general fund for items that exceed the budget.

Part III Meetings

1. The regular meetings of the Club shall be called to order at 7:00 pm. Executive Board meetings shall precede the regularly scheduled Club meetings at a date and time designated by the President.
2. No smoking is permitted at any Club meeting. Cell phones and beepers are to be placed in the silent mode or turned off during any Federation meeting. Anyone wishing to use a cell must first exit the meeting room.
3. In the event of a virtual meeting:
 - a. Registration is required when stated in the invitation.
 - b. Following the Call to Order, all microphones are to be muted, unless speaking.
 - c. Votes will be by show of hands unless ballot is required.
4. The Opening Ceremonies shall consist of the Pledge of Allegiance to the Flag of the United States of America, the Salute to the Flag of North Carolina and an inspirational reading.
5. Members will review, correct, and approve meeting minutes; treasurer's reports shall be presented and placed on file for review.
6. Collect for Clubwomen shall be recited at the close of meetings.

Part IV Transfer of Administration Records

1. Outgoing President shall provide records to President-elect no later second week of June of even years. These records shall include copies of meeting agendas and scripts, reports given at club meetings, articles printed in club newsletter, a narrative of activities completed from January to May of even year, and any other information of administration.
2. Outgoing officers shall provide records to successors no later than second week of June of even years and shall provide any requests for reimbursements with receipts to treasurer no later than two weeks prior to end of each fiscal year. These records shall include reports given at club meetings, articles printed in club newsletters, state reports for both years, list of completed projects and programs, narrative of activities completed from January to May of even year, and any other information of administration.
3. Outgoing chairmen shall provide records to successors no later than second week of June of even years and shall provide any requests for budgeted funds or reimbursements with receipts to treasurer no later than two weeks prior to end of each fiscal year. These records shall include reports given at club meetings, articles printed

in club newsletters, narrative of activities completed from January to May of even year, and any other information of administration.

Part V. Representation and Delegate Appointments

1. The President shall attend GFWC, GFWC Southeastern Region, GFWC-NC and GFWC-NC District 6 meetings and events as club representative.
2. All appointments of delegates shall be made by the President.
3. The first delegate shall be the Club President or her alternate.
4. All delegates shall be selected from those attending the function in order of rank beginning with the officers.
5. Any remaining delegates and alternates shall be selected at the discretion of the president from those attending.
6. The names of delegates shall be announced to the membership prior to the event.

Part VI. Community Service Program (CSP) and Special Program Committee Chairmen

1. Club Chairmen of GFWC and GFWC-NC Special Programs, Community Service Programs, and GFWC Advancement Plans are to give a report at each regular meeting with a written copy provided to the Secretary. If a Chairman cannot attend a meeting, the Co-Chairman or a Committee Member shall attend the meeting and present the report or a copy of report for presentation shall be sent to Second Vice President prior to meeting.
2. Club Chairmen of GFWC and GFWC-NC Special Programs, Community Service Programs, and Advancement Plans shall submit an article to the Newsletter Editor every month that the newsletter is issued. The article shall contain information related to the specific area of concentration and details on upcoming projects and programs. Chairmen shall supply information on upcoming activities and pictures taken at events to the Newsletter Editor, and Facebook Manager.
3. The schedule of programs and refreshments hostesses shall be maintained by the President.

Part VII. Building and Grounds

1. The President shall appoint two members to handle rentals.
2. Treasurer responsible for payment of bills, receipt of income and management of grounds.

Adopted:

THESE STANDING RULES WERE READ, VOTED ON, AND APPROVED BY UNANIMOUS CONSENT AT THE REGULAR MEETING HELD January 12, 2023.