

**TEXAS FEDERATION OF WOMEN'S CLUBS
STANDING RULES**

I. GENERAL

- A. The TFWC President shall be the representative of the Executive Committee in all business matters arising between meetings of the Executive Committee.
- B. The President shall appoint a committee to work with the President-elect on plans for the installation ceremony.
- C. The President shall place her picture in the foyer of the TFWC Clubhouse at the beginning of her administration.
- D. A vacancy shall occur when any appointed Board member has been absent from all scheduled meetings in one year or becomes incapacitated. This vacancy shall be filled by a Presidential appointment.
- E. List for mass mailing by State and District Officers and Chairmen shall include the TFWC Executive Committee members.
- F. A memorial contribution to the TFWC Historical Foundation shall be sent from Headquarters upon notification of the death of a Past State President or current State Officer. Cards shall be sent from Headquarters upon notification of death of an immediate member of the aforementioned families.
- G. An apartment for the President's occupancy shall be provided at Headquarters.
- H. There shall be another apartment reserved for the Executive Committee and other TFWC officials.
- I. All officers elected or appointed in TFWC shall be based on the representative's residence within the area in which she resides.
- J. Prior to the compiling of the budget for the New Year the Executive Committee shall review the salary and work of the Office Manager and IF advisable offer a salary increase. (2013)
- K. District presidents shall elect a chairman of this group at the beginning of each administration. The name for this officer shall be President of the District Presidents. (2016)

II. RULES GOVERNING ELECTIONS

- A. Definition of candidate – A member whose endorsement packet has been verified by the nomination committee. A member whose endorsement packet has not been verified by

the nominating committee is not a candidate and shall not campaign for office in anticipation of a floor nomination.

- B. Candidates, members and supporters shall not actively campaign prior to and during the time of election of TFWC Officers. These election rules apply to all candidates and members of TFWC.
- C. No souvenirs and no candidates name or picture may be used in a promotional manner at TFWC meetings.
- D. The candidate's profile that appears in *The Texas Clubwoman* prior to the spring convention is the only piece of material that may be duplicated, reproduced, or disseminated by the candidate. There shall be no ads in *The Texas Clubwoman*, on line or on social media.
- E. Any violation of these rules shall be reported to the Nominating Committee Chairman who will call it to the attention of the candidate and the district, as well as all other candidates and their districts.
- F. The Nominating Committee Chairman shall send a copy of the election rules to all candidates within 30 days following the Fall Board Meeting. (2015)

III. FINANCES

- A. Funds collected for a specific purpose shall be spent for the purpose unless otherwise recommended by the Executive Committee and authorized by the convention.
- B. Any contributions received after June 1st in the even-numbered years; except scholarships or special funds continued by the incoming administration, shall be placed in the general fund.
- C. All funds collected for statewide projects must be deposited at Headquarters and be disbursed upon direction of the Executive Committee.
- D. In an effort to give full support to TFWC, TFWC-HF, and GFWC on District or State level, no fund raising event shall be held unless it has been approved by the respective Executive Committee. (2009)
- E. Chairmen of committees wishing to purchase items with TFWC money must first have approval of the President and Finance Chairman. (2015)
- F. To keep TFWC Finances current, all receipts for items for which reimbursement to a Chairman is to be made must be in the hands of the Office Manager or Financial Chairman within thirty (30) days of date of purchase in order to receive payment of receipt. (2008)

- G. To enable the TFWC President to function better and to serve its members more efficiently, \$6,000.00 shall be budgeted annually for the reimbursement of the TFWC President's expenses as listed below: (2009)
1. For arranging and scheduling TFWC meetings, visiting the Districts and individual clubs in TFWC, representing TFWC at functions to which she is invited or her presence is in the interest of TFWC:
 - a) Gas
 - b) Telephone
 - c) Stationery
 - d) Postage
 - e) Food
 - f) Lodging
 - g) Air fare within the state when necessary to fulfill her duties as TFWC President
 2. South Central Region expense
 3. GFWC registration and meals
 4. One half of GFWC travel expenses (GFWC covers part of the travel expense for state presidents)
 5. One half of GFWC hotel expenses
 6. Registration and meals for TFWC Board of Director's meetings and Conventions shall be complimentary for the President only.
- H. Should the sitting President prefer the prepay reimbursement system for the above listed expenses, she may make such arrangements with the TFWC Financial Chairman and the TFWC Officer Manager. (2008)
- I. She shall present a list of expenses with itemized receipts to the TFWC Office Manager and the TFWC Financial Chairman at the end of each month for an accurate record of expenditures. (2007)
- J. The President-elect shall receive reimbursement up to \$1,000.00 in July of odd-numbered years to organize her Board and to attend the GFWC Orientation. (Amended 2015)
- K. Disbursements of funds of TFWC shall be by check which shall bear two of the three signatures; Financial Chairman, President or President-elect. These officers shall be

bonded for an amount not less than \$5,000.00. This expense shall be paid from TFWC funds.

- L. Copies of the proposed budget shall be distributed at the Spring Convention.
- M. Fiscal year shall be July 1 to June 30.
- N. Contributions to all funds must be in Headquarters by January 1 in order to be on the funds sheets.
- O. The Scholarship Committee shall be advised of the amount of interest in the UBS Scholarship Account for awards for each club year and should be aware of that income prior to awarding scholarships. (2015)
- P. It is imperative that the Finance Chairman be provided a copy of the amount of scholarship awarded, the name of the recipient, the college, and from which TFWC Scholarship the award is being made. (2015)
- Q. The Finance Chairman shall receive copies of contracts for any and all meetings. (2015)

IV. TFWC EMPLOYEES

The Executive Committee shall employ the necessary staff to conduct the business of the organization. (Article IX, Section 2-1)

DUTIES OF THE TFWC OFFICE MANAGER: (2015)

A. ADMINISTRATIVE DUTIES

1. Maintain a file of all minutes of TFWC Board of Directors, Conventions, Executive Committee, Trustees, and Scholarship Committee meetings.
2. Designate a specific place for bank statements, investment reports, and bills for easy access by the TFWC President and elected officers.
3. Answers TFWC phone during business hours, Monday-Friday, 10 a.m. to 3:00 p.m.
4. Be available to answer and return all phone calls directed to TFWC and its business within one to two days.
5. Promptly answer mail pertaining to TFWC Clubs, memorials, finances, etc. Prepare a letter to be used as recognition for donations to any Texas fund sent to the donor and notification be sent to the appropriate chairman and the state president monthly. (2016)
6. Receives mail, opens and sorts mail on a daily basis. HF mail is put directly into HF liaison mailbox.
7. Email: Receives and responds to email from officers and members from around the state as well as GFWC notes and inquiries from National Headquarters. Acts on email requests for mailings, etc.

IV. TFWC EMPLOYEES: DUTIES OF THE TFWC OFFICE MANAGER (continued)

8. Post office: Purchases stamps and items for mailing. Takes all mailings to Post Office. Must go to Post Office for all certified mail.
9. Be familiar with and supportive of TFWC projects, policies, materials, and objectives.
10. Answers questions about TFWC or GFWC programs, packets and refers to correct officer.
11. Turns in a quarterly meter reading for Xerox printing copies.
12. Purchases all office supplies.
13. Update the annual Club and District EIN report for the IRS.
14. Files: Maintains files by administration, keeping receipts with date bills have been paid. Receives club directories. Dues/Club files are maintained at Headquarters. These are currently filed by District but may be filed by Club in District.
15. Sets TFWC dates on calendar.
 - a. Coordinates with Bob Brown to let him know dates needed for TFWC events, board meetings, etc.
 - b. Coordinates with Bob Brown to let him know arrival dates of TFWC board so Executive, Presidential suites are ready
16. TFWC Office Manager shall have the following paid holidays each year: President's Day, Good Friday and the Monday following Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, and the days from December 24 through January 1st.
17. TFWC Office Manager shall have a week's paid vacation from December 24 through January 2.
18. Will be available during working hours when President is to be at headquarters.
19. TFWC Office Manager shall have five (5) days of paid sick leave per year. These days cannot accumulate from year to year.
20. Maintain weekly contact with the TFWC President and promptly notify her of any business pertaining to TFWC of which she should have immediate knowledge.
21. Notify President when needing time off.
22. Keys: Maintains key to TFWC office, President's office, President's Suite. Answers to President for any use of these keys as well as sharing knowledge of use of keys with Bob Brown.
23. Proficiency with computer: Knowledge of word-processing and book-keeping software and general computer knowledge.

B. FINANCIAL DUTIES

1. Give bond for faithful discharge of duties, the bond to be approved by the Executive Committee and paid for by TFWC.
2. Keep an accurate record of all funds in separate accounts.
3. Financial statements: Furnish financial statements for TFWC Executive Committee, TFWC Board of Director's meeting, TFWC Conventions, and such other times when this information is needed.

IV. TFWC EMPLOYEES: DUTIES OF THE TFWC OFFICE MANAGER (continued)

4. Be responsible for the preparation and mailing of all tax reports (IRS Form 841, Employer's Quarterly Federal Tax Return, and IRS Form 990, Return of Organization Exempt from Tax), making sure they are prepared in ample time for the signatures of the appropriate TFWC elected officers.
5. Banking/checks:
 - a. Orders checks/supplies for banking.
 - b. Enters all deposits, makes copies of all deposited checks, deposit slips, attaches bank deposit slip to those copied
 - c. Makes deposits into UBS and Chase (General) accounts.
 - d. Pays all bills as soon as possible.
 - e. Arranges for petty cash to be used for emergencies, requests by the president, picking up "certified" items and paying for items left by postman that required postage, etc.
6. Club Dues:
 - a. Receives club dues throughout the year. The big "surge" is around June 1st.
 - b. Contacts people by phone about incorrect dues submitted or failure to fall in an accurate category (like 10 or less members only paying for 8, etc.)
 - c. Prepares letters/notices and mails letters/notices in regard to incorrect dues submitted, etc. This may be a second or even a third contact per club.
 - d. Enters dues in computer.
 - 1) Keeps tally of clubs who have paid dues and those who have not.
 - 2) Keeps number of total club members for report to GFWC and payment to GFWC in February.
 - e. Enters all monies sent to TFWC.
 - 1) UBS checks go through TFWC books. After the 16th of each month: THEN,
 - 2) Issues checks to UBS from TFWC account:
 - A. Check to General Account (donations from clubs all entered on same check or individually).
 - B. Check to Scholarship Account (donations from clubs all entered on same check or individually).
 - 3) Issues a check for any HF donations combined with other TFWC monies.
 - 4) Reconciles bank statements.
 - 5) Works with accountant:
 - A. Meets with Accountant at headquarters to provide whatever is necessary for any auditing requirements, tax information, checking of books, etc.
 - B. Maintain a current Chart of Accounts.
 - C. Makes monthly deposit to Chase Bank for employment taxes.
 - D. Assists Accountant in any way with any needed items for liability, employment, sales or other taxes.

IV. TFWC EMPLOYEES: DUTIES OF THE TFWC OFFICE MANAGER (continued)

7. Scholarship Program

- a) Issues Scholarship checks twice a year (August and December) just prior to school registration to recipients selected by the Scholarship Committee. These are sent to the individual schools (not the recipients themselves.) UT takes care of its own scholarship. These checks may or may not be coordinated with a letter from the Scholarship Chair.
- b) Checks that come in strictly for Scholarship are run through the TFWC books and then a check to UBS is issued once a month to that UBS Scholarship account.
- c) Remind the President to get a reimbursement from UBS (transfer of funds) since scholarship checks are issued from the main (Chase Bank) account. That check is deposited into the TFWC account.
- d) Sends copy of Scholarship breakdown (how much donated per scholarship) and General Account breakdown to officer who keeps UBS records so she can reconcile with UBS reports and officers' report for the Board.

C. MEETINGS

1. Prepare and assist with registrations for TFWC Fall Board meetings and Conventions.
2. Receives all reservations/checks.
3. Keeps track of all reservations for each individual event.
4. Reports twice (or more) to hotel representative keeping a tally of those attending each event.
5. Assists Protocol Chairman with reporting any special needs, as requested-- wheelchairs, special menu requests.
6. Enters all reservations into the computer making two copies, one for Registration Committee and individual copies for each attendee's packet.
7. Prepares receipts for packaging by TFWC Registration Committee.
8. Prepares badges on computer for inserting into plastic holders by Registration Committee.
9. Prepares box of instructions, extra nametags, list of those paid, not paid, etc. for registration committee.
10. Purchases any supplies necessary for registration: extra nametag holders, window envelopes, etc.
11. Writes checks for entertainment or speakers to be distributed by President or Registration Committee.
12. Gives final count to hotel representative.
13. Books any bus or transportation needed for events for Fall Board.
14. Follows up after meeting by entering late monies into computer.
15. Files receipts, reservations folder, anything from meetings.

IV. TFWC EMPLOYEES: DUTIES OF THE TFWC OFFICE MANAGER (continued)

D. CLUBWOMAN/DIRECTORY

1. Provides monthly and periodic checks for editor.
2. Makes changes to directory throughout the year.
3. Sends change of address notices to Directory editor. Receives any notices of member's death to pass on to magazine and directory chairmen, as well as to the President.

V. THE TEXAS CLUBWOMAN MAGAZINE

- A. The TFWC President shall appoint an Editor for THE TEXAS CLUBWOMAN.
- B. The Editor shall be allowed \$200.00 per month to cover editorial expenses, plus \$10.00 per page for composition, not to exceed twenty-four (24) pages. (2013)
- C. Prior to final release of the magazine, each issue shall be approved by the current GFWC Texas President. (2013)
- D. Each club shall be encouraged to donate \$1.50 per member to cover current internet publication cost of the magazine. (2013)
- E. 100% club membership donations of \$1.50 to support internet publication cost will be recognized at the spring conventions. (2013)
- F. The Editor, in consultation with the President, shall advise the Financial Chairman regarding the budget for the magazine to be included in the budget submitted to the Fall Board Meeting.
- G. Information for the Call pertaining to nominations, Bylaws amendments and resolutions shall be sent by the respective committee chairmen to THE TEXAS CLUBWOMAN prior to deadline as set by the Editor.
- H. The Recording Secretary will prepare a brief summary of the activities and business transacted in Fall Board or Spring Convention and send to the editor to be placed in the next issue of the Texas Clubwoman. (2015)

VI. GFWC AND TFWC PINS

- A. The Official State President's pin during her term of office shall be the GFWC pin inset into the seal guard which was designed and presented by Linz Brothers of Dallas in 1953. This pin is the property of TFWC and shall be worn by the President during her term of office. It shall be used as part of the installation service.

- B. During her final convention, the retiring President shall be presented the GFWC pin as a gift from TFWC. This pin shall not be mounted in any way resembling the official state pin.
- C. The official pin shall be delivered to the new President immediately following the GFWC installation.

VII. GIFT FOR RETIRING PRESIDENT (2008)

- A. TFWC tradition is to present the retiring president with a gift at her last spring convention (even numbered year).
 - 1. The process for obtaining the gift is as follows:
 - a. The President-elect shall notify all members of the TFWC Board of Directors, Past State Presidents, Club Presidents and their clubs of this custom and asks for a voluntary contribution toward a gift.
 - b. The contribution checks should be made out to TFWC/President's Gift and sent to the TFWC Financial Chairman.
 - c. The President-elect shall confer with the retiring President as to the type of gift she might desire, i.e., gift in hand, scholarship establishment, contribution to existing scholarship, other.
- B. It is customary to present such gift to the retiring President during the afternoon session of the final day of convention.

VIII. INSTALLATION AND RECEPTION FOR INCOMING PRESIDENT (2008)

- A. The installation of the incoming elected and appointed officers will be considered part of the convention in the even numbered years. (Amended 2016)
- B. A reception honoring the incoming President and line officers is encouraged.
- C. The honor and expense of the reception should be that of the Incoming President's District. The District may hold in-district fund raising events to cover the cost of the reception.

IX. ORIENTATION BREAKFAST (2008)

- A. An orientation breakfast may be held the morning after the official close of the convention to acquaint members with pertinent information for the following two year program and events. The incoming President should preside at this meeting.

- B. Instead of waiting until the July Executive Committee meeting to approve the new president's Board appointments, dates and convention sites, this Executive Session could be incorporated into such a post convention morning event.
- C. It is advised to co-ordinate the July and January meeting dates of the TFWC Executive Committee and the TFWC Trustees at this time to eliminate confusion as to the exact meeting dates as opposed to the second or third Monday or Tuesday of these months.

X. RULES AND PROCEDURE FOR CONVENTION

These rules may be amended by the Executive Committee to conform to the program for Convention. These rules shall be printed in the official program. The TFWC shall hold an annual convention in the spring of each year, the date and place of meeting to be decided by the Executive Committee. Convention site, in election year, shall be in the District of the President-elect. The quorum for a convention will be sixty-three (63) voting members representing more than half the districts. The Parliamentary authority for TFWC shall be Robert's Rules of Order Newly Revised.

A. Registration

1. Registration hours shall be set by the Executive Committee.
2. Registration badges will be used for admittance to Convention Hall.

B. General Procedure

1. Door keepers and ushers will admit no one to business sessions, either delegate or visitor, without a badge or official card.
2. Notes shall not be passed or page service available during speaking from the platform.
3. Only accredited delegates shall vote.

C. Delegates and Board Members

1. A delegate wishing to use her privilege of the floor must wear an official badge.
2. When seeking recognition, a delegate shall address the chair and announce her name, town and club.
3. Debate on any one question shall be limited to thirty minutes.

4. Members shall not speak a second time upon the same questions until all others who desire to speak upon the question have been heard. No member shall speak more than twice on any question.
5. During business or discussion periods each speaker shall be limited to two minutes.
6. Time limits shall be adhered to strictly.
7. Speakers for and against any measure under discussion shall be heard alternately.
8. Convention committee chairmen only are voting members of the Board of Directors. Other convention committee members must have achieved voting status through some other appointed or elective capacity to be eligible to vote.’
9. All cell phones shall be turned off during the Board Meetings and Conventions of TFWC. (2002)

D. Motions and Resolutions

1. Main motions or others of importance must be written, signed and sent to the Recording Secretary.
2. Emergency Resolutions, not to exceed three, may be presented to the Convention through the Resolutions Committee. Such emergency resolutions shall pertain to situations which have arisen since the preparations of the Call must have the endorsement of the Executive Committee.

E. Oral Reports

Two copies of all oral reports are to be typed, double-spaced and handed to the Secretary before leaving the microphone. One copy becomes a part of the official minutes of the meeting and the other copy is placed in the file of the TFWC President.

F. Hours for voting shall be set by the Executive Committee.

G. Counting of votes shall not begin until polls close.

XI. AMENDMENTS

The TFWC Standing Rules may be amended by the TFWC Executive Committee.