

CLUBWOMAN

CALL TO CONVENTION ISSUE

GFWC-Wyoming

Founded in 1920

Published continuously since 1925

The Voice of the General Federation of Women's Clubs in Wyoming

Vol 100 Issue 1

Spring Issue #1 2019

This is your Call to Conference. Please plan on being in Saratoga, Wyoming for the 2019 annual conference to celebrate our state club's accomplishments, have some fun and meet up with old friends. We'll have workshops full of information to take back to your clubs. There will be awards recognizing hard work and milestone memberships. Our banquet Saturday night will culminate in the past year's achievements.

Please review the attached proposed By Law changes. There will be a discussion on Saturday for questions and voting.

Reminder to all Club Presidents and Board Members:

Please bring 3 copies of a one-page, single sided summary of the past year's accomplishments. Bullet format is fine.

Reminder to all Club Presidents and State Committee/Program Chairmen:

Please bring (or send) a silent auction basket worth approximately \$35-50. The fundraising gals would like the basket to be of a "fun" nature. Going with the administration's theme of "Be Silly" think party baskets (wine, chocolate, and teas), movie baskets (DVD's and popcorn, tickets), game baskets (cards, games, fun snacks). See suggested basket ideas included below.

Reminder to all attendees:

Please bring a Dr. Seuss book to be collected and given to the Wind River Reservation for their school library or classroom use.

We will help out the food pantry in Saratoga so please bring non-perishable food items to be donated to St. Barnabas Episcopal Food Pantry.

Entries for Exceptional Youth Art and Adult Photography:

Reminder we are NOT doing adult art or hobbies/sewing/crafts. Please go to the GFWC-Wyoming website, under forms and letters updated forms for the youth art, adult photography and the creative arts waiver. These do not have the year on them; they will be a "yearly" form so they don't have to be changed every year. Please note submittal date but call either Muriel Pierce or Robin Broumley if you have any questions. Their contact information is on the form.

114th Annual GFWC-Wyoming Conference

April 27th, 2019

Saratoga, Wyoming

“GFWC-W: Be Silly – Be Honest – Be Kind”

Lodging: Saratoga Hot Springs Resort, 601 Pic Pike Rd., Saratoga, WY

(307) 326-5261

Room Reservations: Please make your own reservation.

Accommodations: Rooms available with one King, Queen-size or double beds.

Mention **GFWC-Wyoming** when making room reservation to receive the convention rate. Room rate including tax per night ranges from \$119/night to \$159/night for king suites. Conference rate will be available until **April 4, 2019** after which the room block will be released. Breakfast is available in the restaurant. *Poolside rooms have steps to enter so, if needed, please request accommodations in the lodge **when making reservation.**

Meetings and Events: Will take place in the Aspen and Platte Rooms, Saratoga Resort.

Mail completed Registration form with check payable to **GFWC-Wyoming** by April 12th 2019 to:

Katherine Van Dell, Registration Chairman

1732 Oxford Dr. Cheyenne, Wyoming 82001

E-Mail: kvandell1732@gmail.com

Telephone: (307) 634-8449

CONFERENCE REGISTRATION

Last Name _____ First Name _____

Address _____ City _____

State _____ Zip _____

Name of Club _____

Current or Highest Office Held (Club or State) _____

E-mail _____

Home Phone _____ Mobile Phone _____

Registration Fee: \$ 35.00 _____

Meals, beverages: \$ 85.00 _____

TOTAL DUE: \$120.00 _____

(Includes Saturday lunch and dinner)

Please specify any dietary restrictions: _____

Saturday Lunch: Italian Buffet with grilled chicken \$30.00 _____

Served with Coffee or Iced Tea

Saturday Banquet Dinner: Surf and Turf Plated Dinner \$45.00 _____

Vegetarian Option Risotto Primavera \$45.00 _____

Served with summer salad, broccolini, stuffed Roma tomatoes, dessert, coffee and Iced Tea

Preliminary Agenda – 2019 Conference - Saratoga

Friday April 26, 2019

Registration	12 p.m. – 4 p.m.	Aspen Room (Katherine, Flo, Karen)
Board Meeting	2 – 4 p.m.	Platte Room (Exec Board and Chairmen)
Cocktails	5 p.m.	Silver Saddle Bar (No host)
Dinner on your own	6 p.m.	(Dining room at the spa; Bella’s Italian, 307-326-8033, reservations needed; Firewater Public House, 307-326-3473; Wolf Hotel 307-326-5525)
Games/cards/charades		Fireside Game Room

Saturday, April 27, 2019

Registration	7:30 – 9 a.m.	Aspen Room (includes silent auction items)
Exec Bd Meeting	8 – 9 a.m.	Platte Room
Business Session	9 - 11:45 a.m.	Platte Room
Lunch/Terrace	12 – 1:30 p.m.	Terrace (bad weather option inside)
	(Anniversary Scrolls)	
Business Session	1:45 – 5 p.m.	Platte Room
Silent Auction Open	9 a.m. – 4 p.m.	Aspen Room
Cocktails	5:30 p.m.	Silver Saddle Bar (no host)
Awards Banquet	6 -9 p.m.	Platte Room

Suggested Basket Ideas:

Lottery – Drawing Tickets, Scratch Offs

Movie Night

Jigsaw Puzzles

Board Games

WYO basket

Bath Soaps, Oils, Bubble Bath

Wine & Chocolate – Sponsored by Flo

Herbs & Seeds, garden gloves, spade, etc

Books – Paperbacks, Book Markers, Reading Glasses

Coffee – Whole Beans, Ground, Grinder, Coffee flavors

General Federation of Women’s Clubs of Wyoming, Inc.

CONSTITUTION

ARTICLE III MEMBERSHIP

SECTION 1. A club of at least six members, desiring to join the GFWCW shall make application to the Membership Chairman, accompanied by a copy of its ~~constitution and~~ bylaws, the names and addresses of its officers and members, and per capita dues for the first year. The ~~President-Elect~~ **Membership Chairman** shall present the application to the ~~Executive Board~~ **of Directors** at its next meeting after receipt of said application, and upon approval of a 2/3 vote of the ~~Executive Board of~~ **Directors**, the club shall be admitted to the GFWCW. Notice of acceptance shall be mailed to the club so approved. All regular members of a GFWCW club shall be considered as members of the GFWCW.

Rationale: To conform to the current operating procedures of GFWCW and GFWC.

SECTION 3. A club shall be dropped from membership in GFWCW for non-payment of dues, or upon resignation. Action to drop a club shall be officially taken by the GFWCW ~~Executive-Board of~~ **Directors**.

Rational: To bring into alignment with prior changes to the bylaws.

SECTION 4. A club desiring to change its name must make application to the GFWCW ~~Executive Board~~ **of Directors** for approval.

Rational: To conform to current operation of organization.

SECTION 5. MEMBERS-AT-LARGE:

- (a) A member without club affiliation shall make an application to the membership chairman, accompanied by her name, address, and per capita dues for the first year. The membership chairman shall present the application to the ~~Executive Board~~ **of Directors** at its next meeting after receipt of said application, and upon approval of a 2/3 vote of the ~~Executive Board~~ **of Directors**, the member shall be admitted to the GFWCW as a member-at-large. Notice of acceptance shall be mailed to the approved member.
- (b) Members-at-large shall be in accordance with the objectives of the GFWCW and the GFWC.
- (c) A member-at-large shall be dropped from membership in GFWCW for non-payment of dues or upon a written letter of resignation. Action to drop a member shall be taken by the GFWCW ~~Executive Board~~ **of Directors**.
- (d) A written report shall be submitted to the GFWCW President on the volunteer activities of each member-at-large, no later than February first of each year.
- (e) Members-at-large may be eligible to hold an office or a chairmanship in the GFWCW if she has been a member of a GFWCW club for at least a year or major portion thereof. Written notice of her desire to run for an office shall be submitted to the ~~Executive Board~~ **of Directors**, and upon unanimous approval of the ~~Executive Board~~ **of Directors**, she shall be entered on the ballot.

Rational: Board of Directors was given more involvement in a previous bylaws revision. This brings the language into alignment.

ARTICLE IV OFFICERS

SECTION 4. Eligibility for office: A member shall hold only one office at a time. To be eligible for an office, a member must have been a President of a GFWCW or other GFWC club for at least a year, or a major portion thereof. A nominee for an office must have been endorsed for that office by the club to which she belongs, or in the case of a member-at-large, by approval of the ~~Executive Board~~ **of Directors**, her consent to serve if elected, having been obtained. In the event that a full slate of officers cannot be presented, a member in good standing may be appointed to the position of Secretary, Treasurer or Vice President by the GFWCW ~~Executive Board~~ **of Directors**, provided consent is obtained from her club and subject to approval of the convention body. There shall be no more than two members from any one club serving on the Executive Board during an administration.

Rational: Consistency.

SECTION 5. Election of officers:

- (a) A nominating committee shall be comprised of ~~three~~ five members, ~~shall be elected at the annual convention held~~ in odd numbered years, ~~The Executive Board of the GFWCW shall appoint two members, subject to the approval of the members attending the convention Two members shall be elected by the convention body..~~ The fifth member of the committee shall be the Chairman, appointed by the President prior to the conclusion of the annual meeting in odd numbered years. A member of the nominating committee must have active status in her club ~~during the election year.~~
- (b) Whenever possible, each district should have a representative on the Nominating Committee.
- (c) The Chairman shall request nominations from every club in GFWCW in writing by September in the odd numbered years. Job descriptions should be included with the request.
- (d) Clubs should submit nominations by November 30 in odd numbered years. The nominations should include biographical information on the individual being nominated, a letter of endorsement from the club and a letter of acceptance from the nominee.
- (e) A report of the Nominating Committee shall be presented at the winter board meeting
- (f) The slate of officers shall be included in the Call to Convention in even numbered years.

Rational: For clarification of the nominating process. There has been a great deal of confusion in recent years regarding the selection of the Nominating Committee.

SECTION 7. The term of office of an elective officer shall be for two years, with a limit of two terms. The newly elected officers shall officially assume office after the GFWC International installation. All records shall be delivered to the newly elected officers within 15 days after installation, with the exception of the Treasurer's records, which shall be delivered 15 days after a review has been completed by a qualified person approved by the ~~Executive Board~~ of Directors.

Rational: For Consistency.

SECTION 8: Termination of office: Should it be determined by a majority vote of the ~~Executive Board~~ of Directors that an officer is not fulfilling the duties of her office as set forth in the GFWCW Constitution and Bylaws, the President shall notify said officer requesting that she fulfill said duties within thirty days from the mailing of said notice. If said duties are not fulfilled at the end of such thirty day period the ~~Executive Board~~ of Directors, by majority vote, may declare that her term of office is ended, and in such case, shall direct the President to notify said officer that her term of office has been

terminated. Such notification shall be in writing by registered or certified mail with return receipt requested, and shall be effective on date of mailing thereof.

Rrational: For Consistency.

SECTION 9: Vacancy:

- (a) Any officer may resign from her position by written notification to the ~~Executive Board of~~ **Directors** of such decision in which such resignation shall be effective upon receipt thereof.
- (b) In case of vacancy for any reason, in the office of President, the President Elect shall become President. ~~and Vice President shall become President Elect, club endorsement waived.~~—Vacancies occurring in any **other** office shall be filled by a plurality vote of the ~~Executive Board of~~ **Directors** as soon as possible after such vacancy occurs. The officer shall serve for the remainder of such term.

Rational: Consistency for Board responsibilities. The Vice President position can be held by a member who has not held the office of club President. The President and President-Elect are still required to have served as Club President.

ARTICLE VI

BOARD OF DIRECTORS

SECTION 1.

- a. There shall be a Board of Directors composed of all GFWCW elected officers, all appointed program chairmen, project chairmen and special committee chairmen, appointed by the President. Each officer and chairman shall have one vote. The Board of Directors shall have at least three meetings during a club year at the call of the President. A quorum shall consist of one more than half of the members, provided that at least one of them is the President or President-Elect. The duty of the Board of Directors is to ratify action proposed by the Executive Board.
- b. **Electronic meetings may be held, when necessary, due to inclement weather or a scheduling conflict deemed. The same quorum shall be required as required for regular meetings.**

Rational: To provide for an electronic meeting option.

BYLAWS

ARTICLE I DUTIES OF OFFICERS

SECTION 1. PRESIDENT:

The president of the GFWCW shall be responsible for holding all meetings; she shall supervise plans for extending, unifying and rendering efficient the work of the GFWCW. She shall be editor-in-chief of the "Wyoming Clubwoman" and may appoint an editor of the "Wyoming Clubwoman" with consent of the Executive Board. She shall serve as the Chairman of the Board. She shall appoint, with the approval of the **Executive** Board, custodians of the GFWCW Endowment Operating Fund and scholarship and education funds.

Rational: For consistency.

She shall serve as trustee of both funds and serve on the budget committee. She shall appoint a parliamentarian or parliamentary advisor. She shall appoint District Liaisons with the approval from the Board of Directors. She shall appoint chairmen of standing committees and appoint additional chairmen, as she deems necessary. She shall be an ex-officio member of all committees except the nomination ~~and~~ legislative committee. She shall be a liaison officer between GFWCW and GFWC and represent GFWCW at all meetings of the Board of Directors of GFWC.

Rational: GFWCW no longer has a legislative committee.

SECTION 4. SECRETARY:

The Secretary shall record the minutes of all meetings of the GFWCW, ~~and of the Executive Board, and the Board of Directors.~~ **And She shall** prepare copies for the President and auditors who shall return the corrected copies before the next board meeting. She shall send all final corrected copies of records to the ~~archivist to be placed in the state archives~~ at the end of her two-year term. It is her responsibility to prepare and send out the official call to the annual meetings at the direction of the President. She shall perform the duties as may be referred to her by the President and the Executive Board.

Rational: To clarify.

SECTION 5. TREASURER:

The Treasurer shall collect and hold all monies belonging to the GFWCW except scholarship and endowment funds and the principal of the GFWCW Endowment Operating Fund and shall deposit them in a reliable bank subject to of the GFWCW Executive Board. She shall be bonded and the cost ~~approval~~ **approved of the bond and** paid by GFWCW. She shall review quarterly the scholarship and endowment funds and provide a report on the funds to the board. She shall serve as chairman of the budget committee. She shall give written notice to each club President by September 1 of each year of the amount of dues and all other assessments due to GFWCW. She shall pay all bills of the GFWCW, which have been duly authorized or ratified by the Executive Board. She shall be responsible for filing all Internal Revenue Service forms. **She shall be responsible for complying with all GFWC requirements to maintain GFWC Wyoming 501(c) 3 status under the GFWC 501(c) 3 umbrella.** She shall report to the

GFWCW at each board meeting and the account shall be reviewed annually by a qualified person approved by the Executive Board on or before August 1.

Rational: To conform to GFWC requirements.

SECTION 6. DISTRICT LIAISONS:

District Liaisons shall be appointed by the GFWCW President for a two year term with approval ~~from~~ **by** the GFWCW Board of Directors. District Liaisons shall be members of the Executive Board of the GFWCW and serve as Liaisons between the districts and the GFWCW Board of Directors. Each District Liaison shall be responsible for extending, unifying and rendering efficient the work of the GFWCW in her respective district under the supervision of GFWCW.

Rational: Grammatical correction.

ARTICLE II COMMITTEES

SECTION 1. BUDGET COMMITTEE:

The budget committee composed of the Treasurer as chairman, the President, and the President Elect, shall prepare a tentative budget to be presented at the last board meeting of the fiscal year immediately preceding the annual convention and to be voted upon at the first board meeting of the new fiscal year immediately following the annual convention. Copies are to be made for all members of the ~~Executive Board~~ **of Directors**.

Rational: Consistency.

ARTICLE V DUES, FISCAL YEAR, AND FINANCE

SECTION 3. Each club shall submit with its annual dues, assessments for fall conference and for conventions. Fees shall be established annually by GFWCW Executive Board ~~by the~~ **prior to the** annual convention.

Rational: To clarify.

ARTICLE VI ANNUAL MEETINGS

SECTION 1. An ~~annual convention~~ meeting shall be held.

Rational: To allow flexibility for either a convention or a one-day meeting.

SECTION 4. Finances:

- a. Cost of annual meetings. Each club will pay a sum of ~~\$25.00~~ **.50 per dues paying member** annually into the Convention Fund. It shall be sent to the GFWCW Treasurer.

Rational: To allow a more equitable assessment for smaller clubs.

- b. The Convention Fund may be used to meet convention expenses.
- c. The convention chairman must submit a final financial report to the state Treasurer for review within 30 days of convention end.
- d. **Cost of Fall Workshop. Each club will pay \$15 annually to cover expenses of the Fall Workshop.**

Rational: The \$5 assessment used in the past, no longer covers costs for the Fall Workshop.

SECTION 6. Registration Fee:

A registration fee shall be approved by the ~~Executive Board~~ **of Directors** to be paid by each member of the GFWCW upon registration at the annual meeting. Courtesy registration shall be given to guests at the discretion of the GFWCW President.

Rational: To clarify.

ARTICLE VIII REPORTS

SECTION 1.

~~Annual club reports are required for clubs to be eligible for state or national awards or recognitions. Each club shall send a report listing its officers with mailing addresses and phone numbers, by April 30 of each year to the GFWCW President, President Elect, and its respective District President.~~

Each club shall send to the GFWCW President, President-elect and its respective District Liaison by February 1 of each year a club president's report setting forth a summary of yearly activities in the format prescribed by the GFWCW. These reports may be submitted electronically

Rational: To clarify.

SECTION 3. Each club shall send to the GFWCW Treasurer, together with the annual membership report and per capita dues postmarked not later than November 30 of each year, ~~\$5.00~~ annual assessment for fall conference or district meeting expense and ~~an annual assesment~~ \$25.00 for the Convention Fund.

Rational: For consistency.

~~SECTION 4. Each club shall send to the GFWCW President and its respective District President by February 1 of each year a club president's report setting forth a summary of yearly activities in the format prescribed by the GFWCW.~~ Annual club reports are required for clubs to be eligible for state or national awards or recognitions. Each club shall send a report listing its officers with mailing addresses and phone numbers, by April 30 of each year to the GFWCW President, President Elect, and its respective District Liaison. These reports may be submitted electronically.

Rational: To clarify.

SECTION 5. Each club shall send to the GFWCW Dean of Chairmen ~~and the President~~ by February 1 of each year a report of activities in ~~such departments~~ in GFWC Community Service Programs, Special Programs and Advancement Areas in the format prescribed by the GFWC. These reports may be submitted electronically.

Rational: To clarify that the President also needs to receive reports and for consistency.

SECTION 6. Each club shall send to the GFWCW Membership Chairman by March 15 of each year a membership report showing the net per capita gain in membership for the preceding year. ~~The report may be submitted electronically.~~

Rational: For consistency.

SECTION 7. Each club shall send entries or reports for all other GFWC projects, programs or contests to the appropriate chairman or state officer by the GFWC deadlines in order to be considered for

those awards. These awards include but are not limited to the Jennie Award, LEADS nominees, and Community Improvement Program. **These reports may be submitted electronically.**

Rational: For consistency.

SECTION 8. Each club shall send its completed rating guide report to the Director of Club Rating, President, and President Elect by February 1 of each year in the format prescribed by the GFWCW. **This report may be submitted electronically.**

Rational: For consistency.