

## STANDING RULES

*Reviewed, Revised and Adopted April 2022*

1. The following expenses will be allowed.
  - (a) The actual expenses of the GFWC of Kansas president to the GFWC International Convention and the Mississippi Valley Conference shall be allowed.
  - (b) One-half of actual expenses of the GFWC of Kansas president-elect to attend the International Orientation meeting, if invited.
  - (c) Room allowance will be set by each administration for the executive board.
2. The president and her executive committee shall be responsible for the investments of all scholarship gifts for Art, Citizenship, Music and Veterans at the end of each fiscal year.
3. All funds to outside agencies shall be cleared by executive committee preceding the annual convention for the annual audit. Donations accumulated under \$15.00 not sponsored by GFWC of Kansas shall be absorbed by the general fund.
4. The GFWC of Kansas president and executive committee are to review and revise as needed the budget at the end of each fiscal year.
5. The GFWC of Kansas president's pin and guard shall be purchased by the GFWC of Kansas president-elect from the general fund and presented to the outgoing GFWC of Kansas president at the installation ceremony for the new administration.
6. The GFWC of Kansas secretary will remit and receive forms:
  - (a) The membership forms and remittance forms must be distributed by the GFWC of Kansas secretary to each club by May 1.
  - (b) Copies are to be sent as per instructions.
  - (c) The GFWC of Kansas convention call shall be mailed by GFWC of Kansas secretary by March 1 or six (6) weeks before convention date. Email or printing the call to convention in the Kansas Clubwoman is also permissible
7. The GFWC of Kansas treasurer will handle financial transactions.
  - (a) The GFWC of Kansas treasurer will write checks before the end of the month.
  - (b) The checks should be mailed to the state president no later than the 1<sup>st</sup> of the month. The GFWC of Kansas treasurer shall secure the checkbook from the bank designated for the new GFWC of Kansas treasurer and will be given an adequate amount to open an account with the approval of the executive committee. New signature cards must be secured and signed for all bank accounts and CDs by the treasurer, secretary, and president at the beginning of each new administration.
8. The following financial safeguards will be followed.
  - (a) Bank statements must be sent to the president for verification. After reviewing the statement it is to be sent to the Secretary for posting and then forwarded to the treasurer to complete the balancing of the end of the monthly report.
  - (b) All checks must be signed by two executive officers. The president will issue a warrant, send it to the secretary for posting and then forward it to the treasurer for writing of the check and posting. It is then forwarded back to the president for final signature and mailing.
  - (c) All CDs must have the signatures of the treasurer, president-elect or president in order to withdraw or to reinvest new or existing CD's.
  - (d) All checking, savings and CD accounts must have at least two signatures of officers.
  - (e) All GFWC of Kansas treasurer's bank account and investments will be independently confirmed by audit.
9. There shall be three copies of the job description from all members of the board of directors to be given to the successor along with their files. One copy to be given to the GFWC of Kansas president and one copy to the GFWC of Kansas vice president at the executive committee meeting in the even numbered years.
10. The GFWC of Kansas chairpeople and appointees MUST clear expenditures for quantities of material for distribution to club members pertaining to their department with the GFWC of Kansas president.
11. At the end of each year, GFWC of Kansas chairpeople handling GFWC of Kansas funds shall make a financial report and submit it along with the balance of funds, to the GFWC of Kansas president for the annual audit.
12. No outside agency will receive our member list for solicitations or recruitment.
13. A \$500.00 scholarship honoring the new incoming state president will be given to the college or university of her choice at the beginning of each new administration from the scholarship account by the scholarship committee.

## ORGANIZATIONAL

14. A committee called "Starting New GFWC of Kansas Clubs" is formed at the beginning of the 2020-2022 administration. The members of this committee will be recruited by current GFWC of Kansas state president and supported by the executive committee.
15. Adequate insurance shall be carried by the GFWC of Kansas to cover:
- Positions Bonds for secretary and treasurer
  - Event Liability Insurance for state meetings
  - Hopson-Landson Jewel (to be kept by president in a safe deposit box)
16. Annual dues shall be paid by GFWC of Kansas to the GFWC counterparts.
- Complimentary copies of the Kansas Clubwoman publication shall be issued to those state presidents who exchange with us, one copy to GFWC International President and GFWC President-Elect. Email is permissible.
  - Directories shall be sent to the GFWC Mississippi Valley Region President and two copies to GFWC Headquarters, Attention: Membership/Records Department. Email is permissible.
17. A Scholarship in memory of a deceased GFWC of Kansas past state president shall be created upon the passing of that individual. That scholarship money will be added to the fund that was most appropriate to the individual and the funds will be for immediate use. Cards should be sent to the GFWC of Kansas board members in case of the death in their immediate family. This shall be the responsibility of the GFWC of Kansas president.
18. The expenses for necessary supplies are to be allowed, including membership forms, receipt and warrant books, secretary and treasurer books, Call to convention to GFWC of Kansas past presidents, GFWC of Kansas past junior directors of junior clubs, credential cards, thank you cards, letter for board of directors meeting, music and art certificates, music enrollment forms, credit slips, citations and printing of ballots.
19. The KFWC seal shall remain the official emblem of GFWC of Kansas.
20. In the event of a national emergency, state emergency, man-made or natural that would put our members in danger, the president in order to conduct GFWC of Kansas business could, with consent of majority of the board of directors, inform all clubs of business that would require a vote. That vote could be done by email or USPS by each club president to the state parliamentarian by a set deadline.

## STATE CONVENTIONS

21. State conventions finances will be handled in this way:
- A registration fee of \$25.00 shall be paid at the GFWC of Kansas convention and Board of Directors Meetings. Husbands/partners do not pay registration fees unless they are booster members.
  - The annual State Convention seed money of \$200.00 for convention expenses shall be taken from the general fund.
  - The state president will be allowed courtesy meals and room at the state convention and fall board meetings.
  - Convention coordinators will be allowed courtesy meals and one night lodging at state convention. It shall be the job of the convention coordinators to work with the president to plan and carry through the state convention.
  - A financial statement of the GFWC of Kansas convention fund shall be made by the GFWC of Kansas treasurer prior to the fall board meeting. The balance of funds are to be returned to the general fund within that time.
  - Each administration will decide the guidelines for room expenses for the executive committee. A block of rooms will be made by the president for any state meeting, EC members will make their own reservations.
22. Invited GFWC International representatives attending the GFWC of Kansas convention will be allowed a courtesy meal and registration. Invited GFWC International executive committee members speaking on the program are allowed meals, lodging and registration to be paid from the convention fund.
23. The GFWC of Kansas president has permission to purchase thank you gifts for the speakers at the GFWC of Kansas convention up to \$25.00 each to be paid from the convention fund. If a speaker is scheduled to talk directly before or after a meal a courtesy meal will be provided for them.

## **MEMBERSHIP**

24. GFWC of Kansas will present a club gavel, and a copy of the standing rules found in the GFWC of Kansas Directory and a GFWC of Kansas Handbook to each new club.
25. Membership and dues:
- (a) Dues must be paid by each member
  - (b) The annual dues of a clubwomen holding active membership shall be twenty five dollars (\$25.00)
  - (c) Notification of any change in membership (new, deceased, resigned or moved), must be sent to the state membership chairperson, the GFWC of Kansas clubwoman editor and state secretary.
26. Mileage will be allowed to a member of GFWC of Kansas when making a trip to charter or organize a new club or to sustain membership with the permission of the GFWC of Kansas President.
27. All GFWC of Kansas dues are paid to GFWC International one year in advance.

## **JUDGES**

28. State Art Judges (maximum of two (2) \$60.00 each; State Photography Judge \$60.00; State Creative Writing Judges \$10.00 each; Citizenship Essay Judges \$20.00 each (maximum of three (3)); Music Judges \$60.00 each.  
For all judges round trip mileage at \$.54 cents per mile allowed, not to exceed over 100 miles round trip.

## **AWARDS**

- 29.
- (a) Art awards; one senior art scholarship of \$500 will be awarded to the college or art school of her/his choice upon receiving three blue ribbons in three separate media. A \$50 best of show and \$50 people's choice prize will be awarded at the state art show.
  - (b) Citizenship Essay awards; scholarships will be awarded to the student winners according to the monies available.
  - (c) Club awards; certificate of merit awards under all community service and/or Special appointments can be given by the state chairpeople
  - (d) Hawes award; certificate to be awarded to an outstanding club or clubwoman as chosen by the current state president
  - (e) Luebke award; certificate to be awarded to the first-place poetry winner by the creative writing chairperson
  - (f) Mae Wenger Membership award; an award to be rotated each year to the club having the greatest percentage of increase in membership from 01/01~12/31
  - (g) Music awards; scholarships will be awarded to the student winners according to the monies available. Awards may be given in six categories, girls voice, boys voice, strings, piano, brass/woodwinds, and melodic percussion.
30. Any state winners of scholarships in Art, Music and Citizenship Essay Contests who has not claimed their award three years after the recipient's graduation from high school shall be declared null and void (unless extended by vote of the GFWC of Kansas Executive Committee)
31. There shall be NO tie awards in the Art, Music or Citizenship Essay Contests.
32. Per Executive Committee decision April 2019, all pages listing contributions to Scholarship funds and other funds PRIOR TO NOVEMBER 1, 1997, are removed from this and future prints of GFWC of Kansas State Directory. The records of those removed listings may be viewed, upon request, at the Kansas State Historical archives, Topeka, Kansas. The official records covering this information were consigned to the archives by past Kansas State President, Prudence Fager (1996-1997) in 2018. For further information, please see GFWC of Kansas State President or members of the Executive Committee.
33. These Standing Rules may be amended by the GFWC of Kansas Executive Committee when necessary.

## **CONSTITUTION**

### **ARTICLE I – NAME**

The name of this organization shall be the General Federation of Women’s Clubs of Kansas.

### **ARTICLE II – OBJECT**

The object of the General Federation of Women’s Clubs of Kansas shall be to unite the influence and enterprise of Kansas women, to carry on among members an educational program along all the lines of moral, social welfare and civic interests; also to compare methods of study and work.

### **ARTICLE III – MISSION STATEMENT**

The General Federation of Women’s Clubs of Kansas is an organization dedicated to community improvement by enhancing the lives of others through volunteer services.

### **ARTICLE IV – MEMBERSHIP**

Membership in the General Federation of Women’s Club of Kansas shall be held by women’s clubs that have been organized for civic, literary, artistic, historical, musical, philanthropic or educational programs. Each application must show that the organization is not subject to partisan control and that it conforms to the Constitution and bylaws of the Kansas and General Federation of Women’s Clubs.

### **ARTICLE V – OFFICERS**

The officers of the General Federation of Women’s Clubs of Kansas shall be a President, a President-Elect, a Vice President, a Secretary and a Treasurer.

### **ARTICLE VI – CONVENTION**

The General Federation of Women’s Clubs of Kansas shall hold an annual convention.

### **ARTICLE VII – DISSOLUTION**

In the event of the General Federation of Women’s Clubs of Kansas, its Board of Directors shall liquidate its assets to organizations under Section 501 C 3 of the Internal Revenue Code of 1954 with purpose similar to those of the General Federation of Women’s Clubs of Kansas.

### **ARTICLE VIII – AMENDMENTS**

- Section 1. The Constitution may be amended by any Convention of the General Federation of Women’s Clubs of Kansas by a two-thirds vote, provided the proposed amendments(s) have been submitted with the Call to the Annual Convention or printed in the Kansas Clubwoman preceding Convention.
- Section 2. Amendments may be proposed by the Board of Directors, the Executive Committee, the Revision Committee or any club holding active membership in the General Federation of Women’s Clubs of Kansas. All proposed amendments shall be submitted to the Chairman of the Revisions Committee no later than January 1.

## **BYLAWS**

### **ARTICLE I - MEMBERSHIP**

- Section 1. Eligibility...Women’s Clubs and organizations whose work is consistent with the objects and policies of the General Federation of Women’s Clubs of Kansas shall be eligible to Membership in the General Federation of Women’s Club of Kansas.
- Section 2. Classification...Membership in the General Federation of Women’s Clubs of Kansas shall be Active.
- A. Active membership shall be held by:
1. Women’s clubs paying per capita dues.
  2. Individual members (those with no club affiliation) paying per capita dues.

3. Junior Clubs, which designation may be used by the clubs composed of young women. Such clubs shall pay per capita dues and participate in the regular program of the General Federation and the General Federation of Women's Clubs of Kansas.

Section 3. Application

- A. Application for active membership shall be made to the President-Elect of the state. A majority vote of the Executive Committee shall be necessary for approval. The application must be accompanied by a copy of the Constitution and Bylaws, names and addresses of the officers and members, and per capita dues.
- B. No minimum shall be placed on size of Club.

Section 4. Termination of Membership

- A. By non-paying dues... This constitutes automatic termination effective at the close of the fiscal year of state.
- B. For other causes... Clubs whose activities have become inconsistent with the purpose and policies of the General Federation of Women's Clubs of Kansas shall be removed from membership by a two-thirds vote of the Board of Directors in regular or special meeting.
- C. Clubs wishing to disband... A motion to disband shall be presented at a regular meeting provided all the members have been notified.
- D. Clubs upon termination of membership, shall return the pin and charter to the State President. The State President is head of all clubs.

### ARTICLE 11 – JUNIOR CLUBS

Clubs whose membership is composed of young women may be classified as Junior Clubs.

### ARTICLE III – DUES AND FINANCES

Section 1. The fiscal year of the General Federation of Women's Clubs of Kansas shall be from the first day of April through the last day of March of the succeeding year.

Section 2. Annual Dues

- A. Annual dues shall be \$25.00 per member (\$15.00 for International plus \$10.00 for the State) payable to the State Secretary not later than July 1.

Section 3. All money shall be deposited by the Treasurer in a bank selected by the Executive Committee. The funds shall be invested by the Executive Committee.

Section 4. Disbursements

- A. Funds of the General Federation of Women's Clubs of Kansas shall be used to further the work of Federation and not be dispensed to other organizations. Solicitation funds by outside agencies in State Conventions must be approved by the State Executive Board.
- B. The following expenses shall be defrayed from the State Treasury provided an itemized account is presented to the Executive Committee.
  1. Desk expenses of members of the Executive Committee
- C. The President of the General Federation of Women's Clubs of Kansas shall be allowed the necessary expenses to the Annual Convention and Board Meeting of the International General Federation of Women's Clubs beginning with the Fall Board Meeting for the election in the even numbered calendar years.
- D. The President of the General Federation of Women's Clubs of Kansas shall be allowed the necessary expenses to attend the Mississippi Valley Region Conference.
- E. The President-Elect shall be allowed one-half of her necessary expenses to attend the International General Federation of Women's Clubs beginning with the even numbered years.

Section 5. Special Funds

The Chairman handling special funds shall submit an itemized report each year to the President.

### ARTICLE IV – OFFICERS

Section 1. The officers of the General Federation of Women's Clubs of Kansas shall be a President, a President –Elect, a Vice President, a Secretary and a Treasurer.

- A. Eligibility of Officers
  1. Only members of Clubs holding active membership in the General Federation

- of Women's Clubs of Kansas shall be eligible to hold office.
- 2. A candidate must be endorsed by her own Club.
- 3. A candidate must file in writing with the Chairman of Nominating Committee by January 1 of the even numbered calendar years stating her ability, her consent to serve if elected and send her endorsement.
- B. No two officers shall be elected from the same club. Only one member from every club may serve as state elected officer per administration.

Section 2. Term of Office

- A. No officer shall serve more than two terms in the same office after elected and installed. The Treasurer, with approval of the Executive Committee and election by the Convention may serve with no term limits.

Section 3. Vacancies in office

- A. In case of a vacancy of the President or the President is unable to perform her duties for a period of six months, by the consent of the Executive Committee, the President-Elect shall become President and serve the remainder of the term. The President shall retain the responsibilities of President-Elect as stated in Article 4, Section 4(B) of these Bylaws. At the expiration of the unexpired term, she may continue to serve an additional two years in the office of President, provided she officially declared her interest prior to the Convention held in the odd numbered calendar year, or it shall be considered that she has served the term of office as President. Should the vacancy occur following the Convention in the odd numbered calendar year, she shall continue the responsibilities of the Presidency for the ensuing term.
- B. A vacancy in the office of President-Elect shall not be filled for the remainder of the term providing, she is filling the office of President.
- C. Should there be no President-Elect, the office shall be filled by election following the procedure for election other officers. The President so elected shall serve from the adjournment of the convention at which she is so elected until such time her successor is elected and installed.
- D. In the event of a vacancy in the office of Vice President, Secretary or Treasurer, the office shall be filled for the unexpired term by an appointment of the President with the approval of the Executive Committee, either by a special meeting or by mail and such officer is appointed shall serve the remainder of the term.

Section 4. Duties of Officers

- A. President...The President shall be the official representative of the General Federation of Women's Clubs of Kansas and may designate a member to represent her in any capacity except for the transaction of official business. Her duties shall be:
  1. To preside at all meetings of the General Federation of Women's Clubs of Kansas, the Executive Committee and the Board of Directors.
  2. To supervise plans for extending, unifying and rendering more efficient the work of the General Federation of Women's Clubs of Kansas, approving all programs of work.
  3. To appoint a Parliamentarian and a Historian.
  4. To appoint chairmen of all Community Service Programs and Committees. She shall be ex-officio member of all committees and Community Service Programs, except the Nominating Committee.
  5. To serve as the Editor-in-Chief and appoint the editor and staff for the State Directory and official magazine.
  6. To issue all warrants on the state treasury.
  7. To issue, with the Secretary, the Call to the Annual Convention.
  8. To appoint a Budget Committee
  9. To attend the Annual Convention and the regular meetings of the International General Federation of Women's Clubs.
  10. It shall be the duty of the immediate Past President to present the two-year report on behalf of the General Federation of Women's Clubs of Kansas at the International General Federation of Women's Clubs in the even numbered years.
  11. To perform such other duties as usually belong to the office and herein specified.
- B. President-Elect
  1. To preside in the absence of the President, she shall perform duties usual to that office.
  2. To serve as Dean of Club Presidents.
  3. To perform the duties necessary to that office
  4. To serve as State Membership Chairman

- C. Vice President
  1. She shall, in the absence of the President and President-Elect, perform duties of the President.
  2. She shall be Dean of Chairman of Community Service Programs and Committees.
  3. At the change of the General Federation of Women's Clubs Administration, she shall advise each State Chairman and channel the information to General Federation of Women's Clubs if a change of General Federation of Women's Clubs of Kansas Chairmanship occurs.
  
- D. Secretary
  1. To keep a record of the proceedings of all meetings of the General Federation of women's Clubs of Kansas, the Executive Committee and the Board of Directors.
  2. Copies of minutes of all meetings shall be given to the Executive Committee.
  3. To be custodian of the current records of the General Federation of Women's Clubs of Kansas, the membership list, the State Constitution and Bylaws and other official papers.
  4. To receive dues and all money for various funds, paying them to the Treasurer.
  5. Annual dues shall be sent to the General Federation of Women's Clubs by February 15<sup>th</sup>.
  6. To issue credential cards and the Call to Convention by March 1.
  7. Seven clear and accurate copies of the roster of Clubs (name of the Club, names of members, President, phone number, town and zip code) shall be prepared and mailed by June 1. One of the General Federation of Women's Clubs of Kansas President, one each to the members of the General Federation of Women's Clubs of Kansas Executive committee and the Kansas Clubwoman Editor.
  8. To countersign warrants issued by the President.
  9. To give bond, subject to the approval of the Executive Committee, for the faithful performance of her duties.
  10. To submit Secretary's books, together with the Treasurers books, to an accountant at the close of each administration.
  
- E. Treasurer
  1. To be custodian of all funds belonging to the General Federation of Women's Clubs of Kansas which shall include interest, trust funds and all funds for special purposes.
  2. To give bond, subject to the approval of the Executive Committee, for the faithful performances of her duties.
  3. To receive all dues and other money from the State Secretary giving her a receipt therefore.
  4. To deposit all money in a bank approved by the Executive Committee and to invest dues as directed by the Executive Committee.
  5. To keep an itemized record of the General Federation of Women's Clubs of Kansas funds, which shall be designated by the Executive Committee. To notify Chairmen of Music, Art, Veterans, and Scholarship as needed of receipts and disbursements for the department.
  6. To disburse funds only on warrants issued by the State President and countersigned by the Secretary.
  7. To submit a financial report at the Convention and at each meeting of the Board of Directors and at other times when requested by the President of the Executive Committee.
  8. To submit all Treasurers books for a review at the close of each administration.
  9. To deliver to her successor, within one month after the expiration papers of the General Federation of Women's Clubs of Kansas in her custody, together with a reviewed audit at the close of each administration. If the Treasurer succeeds herself in office these records are to be brought to the first Executive Committee meeting held after election at the State Convention for examination and verification.
  10. Resident Agent will be the sitting GFWC of Kansas President during term of Office.

#### **ARTICLE V – NOMINATIONS AND ELECTIONS**

Section 1. There shall be a Committee on Nominations composed of five (5) members.

- A. The Chairman of the Committee on Nominations shall be the immediate Past President of the General Federation of Women's Clubs of Kansas
  - B. The other four (4) members shall be elected at the Fall Board Meeting in the even Numbered calendar years.
  - C. Duties of the committee...The Committee on Nominations shall meet during the State Convention in the odd numbered calendar years. Three (3) members shall constitute a quorum.
  - D. A person eligible for office shall file with the Nominating Committee by January 1 of the even numbered calendar years. If more than three (3) people file for the same office, the Committee on Nominations shall determine those to be presented in their report.
- Section 2. Report of the Committee on Nominations...The report of the committee on nominations shall be in the hands of the President or of the State Federation no later than February 1 of the election year.
- Section 3. Elections...The election of a President-Elect, a Vice President, a Secretary and a Treasurer shall take place at the convention in the even numbered calendar years at a time scheduled on the Convention Program. The election shall be by ballot. A plurality vote shall elect. There shall be no proxies. The President-Elect automatically succeeds to the office of President at each election.
- Section 4. Nominations of members for officers in General Federation of Women's Clubs of Kansas may be made from the floor at the time of the election. The same eligibility for office is required and filed at the time of nomination.

#### **ARTICLE VI – CONVENTIONS**

- Section 1. The Convention of the General Federation of Women's Clubs of Kansas shall be held annually in the spring at a place to be determined by the person serving as President at the time of the Convention.
- Section 2. Representation... The voting body shall be:
- A. The President or her appointee and one delegate for each ten (10) members or major fraction thereof for each club holding active membership.
  - B. Members of the Board of Directors.
  - C. Past State Presidents and General Federation of Women's Clubs of Kansas Directors of Junior clubs.
- Section 3. The quorum for the annual convention shall be twenty-five (25) voting members.

#### **ARTICLE VII – BOARD OF DIRECTORS**

- Section 1. The Board of Directors of the General Federation of Women's clubs of Kansas shall consist of the Executive Committee, the Rainbow Club President, the General Federation of Women's Clubs of Kansas Club presidents, the General Federation of Women's Clubs of Kansas representative on the Kansas State Library Board, Chairmen of Community Service Programs, standing committees and other appointed members as deemed necessary by the Executive Committee.
- A. All members of the board have voting privileges.
  - B. Past Presidents of the General Federation of Women's Clubs of Kansas shall have full voting privileges.
- Section 2. The Board of Directors shall meet at least once a year at the call of the President. Fifteen (15) members shall constitute a quorum.
- Section 3. The Board of Directors shall transact the general business of the General Federation of Women's Clubs of Kansas and submit a full report of the same to the Convention.

#### **ARTICLE VIII – EXECUTIVE COMMITTEE**

- Section 1. The Executive Committee shall consist of the elected officers of the General Federation of Kansas. This committee shall meet at the call of the President or at the request of three members of this committee. Three (3) members shall constitute a quorum.
- Section 2. The duties of the Executive Committee shall be:
- A. To create and dissolve community service programs, division and Committee needed to correlate state activities with the International General Federation of Women's Clubs program.
  - B. To act in conjunction with the President in making other necessary appointments

- to the Board of Directors.
- C. To transact all business requiring attention between regular meetings of the Board of Directors.
- D. To review proposed resolutions.
- E. To review proposed amendments to the Constitution and Bylaws.

#### **ARTICLE IX – PROGRAMS, DIVISIONS AND COMMITTEES**

- Section 1. Community Service Programs, division and standing committees shall be determined by the Executive Committee and shall conform as nearly as possible to the departments of International General Federation of Women’s Clubs.
- Section 2. Any chairman appointed to the Board of Directors and failing to perform the specified duties of her office shall be replaced by approval of the Executive Committee. The office shall be filled by appointment of the President.
- Section 3. Duties
  - A. It shall be the duty of a State Chairman, when requested, to assist the President in providing representation of her Community Service Program, or committee for the convention program.
  - B. Chairmen of Community Service Programs, committees and other appointed members of the Board of Directors shall keep a full record of work accomplished and shall deliver same to the successors within one month after the conclusion of the term of office.
  - C. The representative to the State Library Advisory Commission shall represent the General Federation of Women’s Clubs of Kansas interest on the state commission, shall assist with duties of that body and from time to time shall advise the General Federation of Women’s Clubs of Kansas on the commission’s activities. This appointee shall keep current a full record of work accomplished to be delivered to her successor immediately after the conclusion of her term of service.
- Section 4. Budget Committee... In odd numbered year consisting of the State Treasurer, President-elect and President will prepare budget consistent with membership. This will be submitted with Treasurer’s Books at close of the administration.

#### **ARTICLE X – ESTABLISHED FUNDS**

- Section 1. Scholarship Fund
  - A. The Scholarship Fund established by the Kansas Federation for the purpose of giving financial assistance through scholarships to students seeking advancement in various fields of education. This fund is raised by voluntary contributions from clubs and individuals and maintained by such donations.
  - B. The Scholarship Committee will consist of two members appointed by the President. If a member cannot fulfill the two-year term, the GFWC of Kansas President will appoint a person for the un-expired term.
  - C. The expenditures of all money of the Scholarship Fund shall be under the direction of the Scholarship Committee with the approval of the Executive Committee.
  - D. The Scholarship Committee shall contact the schools during the months before the April State Board and Convention advising them of the amount of the scholarship and requesting them to submit a student’s name by April 1<sup>st</sup> to the Committee. When these names have been submitted, the committee will request a warrant to be issued by the State President and have a check cut in the name of the school and the student’s name. The Committee will send the check with a letter to the school or schools chosen. One half of the amount will be paid for the fall semester and the other half will be paid for the spring semester.
  - E. Any individual or organization giving one hundred dollars (\$100.00) to the Scholarship Fund in one fiscal year is granted the privilege of naming a Scholarship
- Section 2. Music Audition Fund
  - A. The Music Audition Fund is a fund established by the Kansas Federation for the purpose of financing music talent auditions and music scholarships for students.
  - B. A special chairman for the Music Auditions Fund shall be appointed by the State President.
  - C. The expenditures of all money of the Music Audition Fund shall be under the direction of the Music Audition Fund chairman with the approval of the Executive

Committee.

- D. Named Scholarships: Any individual or organization giving one hundred dollars (\$100.00) in one fiscal year is granted the privilege of naming a scholarship.

Section 3. Art Fund

- A. The Art Fund is under the direction of the chairman with the approval of the Executive Committee.

Section 4. Veteran's Fund

- A. The Veteran's Fund is established for the purpose of furthering work among the Veteran's Hospitals of Kansas and is under the direction of the Executive Committee.

Section 5. Contributions or Bequests

- A. Named contributions or bequests for scholarship funds shall be invested and only the interest from the Named Funds may be used. The expenditures shall be under the direction of the chairman to whose work it pertains, with the approval of the Executive Committee.

## **ARTICLE XI – PUBLICATIONS**

Section 1. State Directory

A State Directory shall be published each administration and issued to the State Executive Committee, State Board of Directors, all Club Presidents, Mississippi Valley Region President, Past State Presidents, General Federation of Women's Clubs International Executive Committee, two (2) copies to the General Federation of Women's Clubs International Headquarters and other places or persons that the administration deems necessary. A digital copy of the State Directory will be posted on the GFWC of Kansas website, which will be password protected.

Section 2. Official Publication

An official publication to be called "The Kansas Clubwoman" shall be issued by the General Federation of Women's Clubs of Kansas and shall be under the supervision of the President. "The Kansas Clubwoman" publication shall be sent to all active members. A digital copy of the Kansas Clubwoman will be posted on the GFWC of Kansas website.

## **ARTICLE XII – RESOLUTIONS**

Section 1. Resolutions may be presented by the Executive Committee, the Resolutions Committee, the chairman of a Community Service Program or a committee to the State Resolutions Chairman by January 1.

Section 2. All resolutions of an emergency nature or with a special time value shall be presented after that date.

Section 3. The Resolutions Committee shall receive, consider, prepare and present the resolutions to the convention.

Section 4. Resolutions pertaining to the work of a Community Service Program or a standing committee shall be presented through that State Chairman then to the Resolutions committee.

Section 5. All resolutions must be germane to the interests and work of the General Federation of Women's Clubs.

## **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

The parliamentary authority for the General Federation of Women's Clubs of Kansas shall be Robert's Rules of Order, Newly Revised

## **ARTICLE XIV – AMENDMENTS**

Section 1. These Bylaws may be amended at any convention by a two-thirds vote provided the proposed amendment has been submitted with the Call to Convention or printed in "The Kansas Clubwoman" preceding Convention.

Section 2. Amendments may be proposed by the Board of Directors, the Executive

Committee, the Revision Committee or any club holding active membership in the General Federation of Women's Clubs of Kansas. All proposed amendments shall be submitted to the chairman of the revision Committee no later than January 1.