

## PROPOSED AMENDMENTS TO THE GFWC GEORGIA BYLAWS

### ANNUAL CONVENTION 2019

1. Article IV, State Officers. Currently reads:

#### ARTICLE IV

#### STATE OFFICERS

**Section 1. Titles.** The elected officers of the GFWC Georgia shall be a President, a First Vice President/President-Elect, a Second Vice President, a Third Vice President, a Director of Junior Clubs, a Recording Secretary, and a Treasurer. A Corresponding Secretary and a Parliamentarian (or Parliamentary Advisor) shall be appointed by the President.

**Section 2. Eligibility.** Members of Woman's and Junior Clubs paying per capita dues to the GFWC Georgia and their District shall be eligible to serve as officers provided they meet required qualifications.

**Proposed Amendment:** To insert a new Section 3, "Term," and a new Section 4, "Vacancies in Office," to read as follows:

**Section 3. Term.** The term of office shall be two years or until such time as a successor assumes office. Officers shall serve from the adjournment of the convention at which they are elected until the adjournment of the convention at which their successors are elected. The President-elect shall assume the duties of the President at the adjournment of the next even-numbered year convention. Unless otherwise specified herein, any part of a term in excess of twelve (12) months shall be considered a term in deciding eligibility for election. No elected officer other than the Treasurer shall be eligible to serve more than one term in any office.

**Section 4. Vacancies in Office.** A vacancy in office shall be filled as provided in this section.

- A. In the event of a vacancy in the office of President, the First Vice President/President-elect shall become President and shall serve the remainder of the term. A President serving less than twelve (12) months shall be eligible to serve a full term. She shall declare to the Nominations Committee her intent to serve a full term no later than December 31 of the odd-numbered year.
- B. In the event of a vacancy in the office of First Vice President/President-elect during the first year of the administration, the Second Vice President may assume the office. If she declines the office, she shall continue in her current office for the remainder of the term. The office shall thereafter be filled by the Executive Committee by appointment of a person meeting the eligibility requirements of Article VI, Section 4 (B). Any such appointment shall be

approved by the State Board within 21 days by mail or electronic vote, if necessary.

- C. In the event of a vacancy in the office of Second Vice President, Third Vice President, Secretary, or Treasurer, it shall be filled by appointment of the Executive Committee by a person meeting the eligibility requirements of Article VI, Section 4 (B) for the remainder of the term, subject to the approval of the State Board at the next meeting.
- D. In the event of a vacancy in the office of Director of Junior Clubs at any time during the administration, the Director-elect of Junior Clubs shall assume the office for the remainder of the term. She shall thereafter be eligible to serve a full term as Director of Junior Clubs.
- E. If the President is temporarily incapacitated or unable to perform her duties for a period of 30 consecutive days, the First Vice President/President-elect shall perform the duties of the President until the President resumes her duties or the office is declared vacant by the Executive Committee.
- F. If an officer is incapacitated or unable to perform her duties for a period of three months, the office shall be declared vacant by the Executive Committee.
- G. In the event of three or more vacancies at the same time, the highest-ranking officer shall be empowered to convene a special meeting of the State Board for the purpose of holding a special election.

**Rationale: To clarify and to provide a method for filling vacancies in office, including those caused by the inability of an officer to fulfill her duties.**

2. Article V, Duties of Officers, Section 1, The President. Currently Reads:

**ARTICLE V**  
**DUTIES OF OFFICERS**

**Section 1. The President:**

- A. Shall be the official representative of the GFWC Georgia.
- B. Shall preside at all annual or special meetings of the GFWC Georgia, the State Board, and the State Executive Committee.
- C. Shall call meetings of the State Executive Committee.
- D. Shall call special meetings of the GFWC Georgia and the State Board with the advice of the State Executive Committee.
- E. Shall sign all contracts authorized by the GFWC Georgia Executive Committee.
- F. Shall appoint a Parliamentarian (or Parliamentary Advisor).

- G. Shall appoint a Corresponding Secretary.
- H. Shall supervise the work of the Administrative Assistant.
- I. Shall appoint three Life Directors, three Members-at-Large, and the Chairman of the Ella F. White Memorial Endowment Fund to serve on the State Executive Committee.
- J. Shall appoint the State Community Service Program Chairmen, Standing and Special Committee Chairmen except the Committee for Nominations. Shall appoint Special Committees Chairman and Coordinators when necessary when necessary for promoting the program of the GFWC Georgia and/or the GFWC.
- K. Shall plan the State Institute.
- L. Shall attend either the fall or spring meeting of each district at least once during her term in office.
- M. Shall record factual resume of accomplishments of the GFWC Georgia during her term of office, to be printed in the next State Yearbook following the close of her administration.
- N. Shall serve as the official GFWC Georgia representative to the GFWC held immediately following at the close of her administration.
- O. Shall accept any further duties as assigned by the Executive Committee and shall sign checks..
- P. Shall consult with the First Vice-President-Elect on the contents of the Achievement Goal Sheet.
- Q. Shall present to the Administrative Assistant for her signature the Work Policy Agreement approved by the State Executive Committee.

**Proposed Amendment:** To amend Paragraphs I and J, as follows:

## ARTICLE V

### DUTIES OF OFFICERS

#### **Section 1. The President:**

- I. Shall appoint three Life Directors, three Members-at-Large, and the a Chairman of the Ella F. White Memorial Endowment Fund, and a Chairman of State Special and Standing Committees to serve on the State Executive Committee.
- J. Shall appoint the State Community Service Program Chairmen, all Standing and Special Committee Chairmen except the Committee for Nominations, ,

~~and Shall appoint any Special Committees Chairman and Coordinators when necessary for promoting the programs of the GFWC Georgia and/or the GFWC.~~

**Rationale: To allow the Chairmen of State special and Standing Committees to serve as a member of the Executive Committee and to clarify.**

3. Article XI, State Executive Committee, Section 1. Currently reads:

## **ARTICLE XI**

### **STATE EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall be composed of the elective officers, the immediate past President, three Life Directors, the Corresponding Secretary, the Parliamentarian (or Parliamentary Advisor), Junior Conference First Vice President/Director of Junior Clubs-Elect, the Chairman of the Ella F. White Memorial Endowment Fund Committee, the District Presidents, and three members-at-large. In the event the President of any District or the Chairman of the Ella F. White Memorial Endowment Fund Committee cannot attend a meeting of this committee, they may be represented by the First Vice President of the Districts and the Secretary of the Ella F. White Memorial Endowment Fund Committee. If a GFWC Georgia club member is serving as a GFWC Officer or GFWC Southern Region Officer she shall serve as a voting member of the Executive Committee. The Chairman of the Tallulah Falls School Board may be invited to attend the Executive Committee meetings at the discretion of the State President, without a vote. No proxy shall be allowed.

**Proposed Amendment:** To amend Section 1 as follows:

## **ARTICLE XI**

### **STATE EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall be composed of the ~~elective~~ **elected** officers, the immediate past President, three Life Directors, the Corresponding Secretary, the Parliamentarian (or Parliamentary Advisor), **the** Junior Conference First Vice President/Director-**elect** of Junior Clubs-**Elect**, the Chairman of the Ella F. White Memorial Endowment Fund Committee, **the Chairman of State Standing And Special Committees**, the District Presidents, and three members-at-large, and **any member of GFWC Georgia who is serving as an elected officer of either GFWC or GFWC Southern Region**. In the event the President of any District or the Chairman of the Ella F. White Memorial Endowment Fund Committee cannot attend a meeting of this committee, **they**

~~may be represented by the First Vice President of the Districts and or the Secretary of the Ella F. White Memorial Endowment Fund Committee may attend in her place. If a GFWC Georgia club member is serving as a GFWC Officer or GFWC Southern Region Officer she shall serve as a voting member of the Executive Committee. The Chairman of the Tallulah Falls School Board may be invited to attend the Executive Committee meetings as a guest, at the discretion of the State President, without a vote. No proxy shall be allowed.~~

**Rationale: To be consistent with the proposed amendment to Article V, Section 1, and to clarify.**

4. Article XIV, Districts, Section 4. Officers, Paragraph D, Vacancies in Office.  
Currently reads:

## **ARTICLE XIV**

## **DISTRICTS**

### **Section 4. Officers.**

D. Vacancies in Office: Vacancies in office shall be filled by appointment of the Executive committee by a person meeting eligibility requirements set forth above, subject to the approval of the membership at the next meeting.

**Proposed amendment:** To amend Section 4, Paragraph D, as follows:

D. Vacancies in Office: ~~Vacancies in office shall be filled by appointment of the Executive committee by a person meeting eligibility requirements set forth above, subject to the approval of the membership at the next meeting.~~ Vacancies in office shall be filled as follows:

(i) In the event of a vacancy in the office of President at any time during the administration, the First Vice President shall become President and shall serve the remainder of the term. She shall thereafter be eligible to serve a full term as district president.

(ii) In the event of a vacancy in the office of First Vice President, Second Vice President, Recording Secretary, Treasurer, or District Junior Director, it shall be filled for the remainder of the term by appointment of the Executive Committee by a person meeting the eligibility requirements set forth above in Paragraph B, subject to the approval of the membership at the next meeting.

(iii) If the President is temporarily incapacitated or unable to perform her duties for a period of 30 consecutive days, the First Vice President shall perform the duties of the President until the President resumes her duties or the office is declared vacant by the Executive Committee.

(iv) If an officer is incapacitated or unable to perform her duties for a period of three months, the office shall be declared vacant by the Executive Committee.

(v) In the event of three or more vacancies at the same time, the highest-ranking officer shall be empowered to convene a special meeting of the District for the purpose of holding a special election.

**Rationale: To provide a method for filling vacancies in office, including those caused by the inability of an officer to fulfill her duties.**

5. Article XV, Junior Conference Membership and Dues; Article XVI, Junior Conference Officers; Article XVII, Junior Conference Nominations and Elections; Article XVIII, Junior Conference Executive Committee; Article XIX, Junior Conference Board; Article XX, Junior Conference Annual Business Meeting; Article XXI, Junior Conference Committees. Currently read:

## **ARTICLE XV JUNIOR CONFERENCE MEMBERSHIP AND DUES**

**Section 1.** Junior Conference Clubs shall be the Junior Women's Clubs who hold membership in the GFWC Georgia.

**Section 2.** Junior Conference Clubs shall pay annual dues of \$2.00 per member to the Junior Conference Treasurer. This is in addition to State and District per capita dues.

**Section 3.** Dues are due June 1 and delinquent after December 1st. No club or club member is eligible for awards if payment of per capita State, District, and Junior Conference dues is not postmarked on or before December 1st. The number of members for whom dues are paid to State, District, and Junior Conference must be the same.

**Section 4.** The fiscal year shall be June 1 to May 31.

**Section 5.** The Junior Conference may adopt standing rules necessary to carry out the work of the Junior Conference, but no rules shall be in conflict with the Bylaws of the GFWC Georgia.

**Section 6.** All standing rules as voted by the Junior Conference must be sent to the GFWC Georgia State Headquarters for approval by the State President and State Parliamentarian (or Parliamentary Advisor).

## **ARTICLE XVI** **JUNIOR CONFERENCE OFFICERS**

**Section 1.** The elective officers of the Junior Conference shall be a Director of Junior Clubs, a First Vice President/Director of Junior Clubs-Elect, a Second Vice President, a Recording Secretary, and a Treasurer. The appointive officers shall be a Corresponding Secretary and a Parliamentarian (or Parliamentary Advisor).

**Section 2.** To qualify for the office of Director of Junior Clubs and First Vice-President/Director of Junior Clubs-Elect, a member must have served as a Club President.

**Section 3.** The outgoing Director of Junior Clubs for the GFWC Georgia is the official Junior Representative to the General Federation of Women's Clubs convention following her administration.

**Section 4: Duties Of Junior Conference Officers**

**A. The Director of Junior Clubs:**

1. Shall be Director of the Junior Conference.
2. Shall preside at all meetings of the Junior Conference.
3. Shall be ex-officio member of all state committees and all Junior Conference Committees except the Committee on Nominations.
4. Shall call special meetings of the Junior Conference when necessary.
5. Shall interpret the GFWC programs to the clubs of the Junior Conference.
6. Shall write a factual resume of the accomplishments of the Junior Conference during her term of office, to be printed in the next State Yearbook following the close of her administration.
7. Shall serve as a member of the Board of Trustees of Tallulah Falls School without a vote.
8. Shall visit at least once the districts at their Spring or Fall meetings during her term of office.
9. Shall fill all vacancies in appointive offices with the approval of the Junior Conference Executive Committee.
10. Shall accept any further duties as assigned by the GFWC Georgia State Executive Committee.

**B. The First Vice President/Director of Junior Clubs-Elect:**

1. Shall perform duties of the office of Director of Junior Clubs in her absence or inability to serve; in case of the Director of Junior Clubs' office becoming vacant she shall succeed for the remainder of her term of office as Director of Junior Clubs.
- 2.. Shall make her appointments after January 1 of the even year with the approval of the State First Vice President/President-Elect. Shall appoint the Corresponding Secretary and Parliamentarian (or Parliamentary Advisor) and two (2) Members-at-Large to serve on the Junior Conference Executive Committee who by virtue of office are members of the Junior Conference Board; Junior Community Service Program Members, and Chairmen of Standing and Special Committees except the Membership Committee.
3. Shall serve as Chairman of the Junior Conference Committee on Membership and Vice Chairman of the State Committee on Membership.
4. Shall be ex-officio member of all Junior Conference Committees except the Committee on Nominations and Membership.
5. Shall serve as a member of the Committee of Associates of Tallulah Falls School.

**C. The Second Vice President:**

1. Shall perform the duties of the Director of Junior Clubs in her absence or inability to serve if the First Vice President/Director of Junior Clubs-Elect cannot serve.
2. Shall work with the State Second Vice President and shall be responsible for determining the winner of the Gertrude Harris Club Award.
3. Shall work with the State Second Vice President and the clubs of the Junior Conference on implementation of community service program plans of work.

**D. The Recording Secretary:**

1. Shall keep the minutes of the official proceedings of the Junior Conference.
2. Shall retain original copy of the minutes in the official Minutes Book and send duplicate copies to the Director of Junior Clubs, the First Vice President of the Junior Conference and the GFWC Georgia State Headquarters within fifteen (15) days after meeting.
3. Shall send her successor within thirty (30) days after the close of her term of office all Junior Conference properties in her possession.

**E. The Treasurer:**

1. Shall assume responsibility on June 1 after her election.

2. Shall collect and deposit all Junior Conference monies in a federally insured bank designated by the Junior Conference Executive Committee.
3. Shall notify clubs of the Junior Conference by written or electronic means if their dues have not been received by November 15. She shall also notify any club of the Junior Conference in writing if their dues are not received by December 1.
4. Shall prepare the annual budget with the assistance of the Director of Junior Clubs for approval by the Junior Conference Board.
5. Shall pay all bills authorized by the annual budget.
6. Shall keep an exact amount of all receipts and expenditures.
7. Shall make a report to the Junior Conference Executive Committee and a written report at the Junior Conference Annual Business meeting.
8. Shall have accounts reviewed at the end of each Administration and by June 1 after close of her term of office, shall deliver to the incoming Treasurer all money, vouchers, books and papers in her custody.
9. Shall serve on the State Budget & Finance Committee and will be a member of the Achievement Goal Sheet Verification Committee.

**F. The Corresponding Secretary:**

1. Shall conduct the correspondence of the Junior Conference under the direction of the Director of Junior Clubs.

**G. The Parliamentarian (or Parliamentary Advisor):**

1. Shall perform the duties of the office.
2. Shall advise the Director of Junior Clubs, the Junior Conference Executive Committee or the assembly if requested.
3. Shall serve as Chairman of the Junior Conference Nominating Committee.

## **ARTICLE XVII** **JUNIOR CONFERENCE NOMINATIONS AND ELECTIONS**

**Section 1.** There shall be a Junior Conference Nominating Committee composed of four members and two alternates. The Parliamentarian (or Parliamentary Advisor) of the Junior Conference shall be a member and shall serve as Chairman. The other four members and two alternates shall be elected at the meeting of the Junior Conference Board prior to election year. The committee shall submit a report to the State Federation Office by February 1 of election year and the Junior Conference Annual Business Meeting at the State Convention. Only elected members and alternates may serve.

**Section 2.** No two members shall be from the same District and no members shall serve twice in succession.

**Section 3.** Clubs may make recommendations to the Junior Conference Nominating Committee. Recommendations, including qualifications, shall be sent to the Chairman of the Junior Conference Nominating Committee postmarked not later than December 1 of the odd year. The Chairman of the Junior Conference Nominating Committee shall send a report with qualifications of nominees for Junior Conference elective officers to the clubs with the official Call to the annual State Convention in the election year.

**Section 4.** Election of Junior Conference Officers shall be held biennially and shall be by ballot except when only one candidate is nominated for office and then the election may be by voice vote. The majority of votes of those present and voting shall constitute an election. No proxy vote shall be permitted.

**Section 5.** Nominations may be made from the floor except for the office of Director of Junior Clubs. Members shall not be nominated from the floor unless their qualifications have been sent and/or resubmitted to the Chairman of the Junior Conference Nominating Committee at least fifteen (15) days prior to the State Convention and provided the consent of the nominee shall first have been obtained.

**Section 6.** No elected officer shall be eligible for the same office for more than one term of two (2) years and shall hold office until her successor is elected with the exception of the Treasurer. Any officer filling an unexpired term shall be eligible for election to a full term. Anyone having served more than a half term is considered to have served a full term.

## **ARTICLE XVIII** **JUNIOR CONFERENCE EXECUTIVE COMMITTEE**

**Section 1.** The Junior Conference Executive Committee shall be composed of the five (5) elective officers, the immediate Past Director of Junior Clubs, the Corresponding Secretary, the Parliamentarian (or Parliamentary Advisor) and two (2) members-at-large of the Junior Conference Board appointed by the Director of Junior Clubs, and all District Junior Directors.

**Section 2.** The Junior Conference Executive Committee shall meet at the call of the Director of Junior Clubs or by written request of three (3) members and shall be empowered to transact the routine business and to act in emergencies which arise between regular meetings of the Junior Conference Board.

**Section 3.** The Junior Conference Executive Committee shall fill all vacancies in elected officers other than Director of Junior Clubs and such actions shall be ratified by the Junior Conference Board at its regular meeting.

**Section 4.** The quorum for the meetings of the Junior Conference Executive Committee shall be eight (8) members.

## **ARTICLE XIX** **JUNIOR CONFERENCE BOARD**

**Section 1.** The voting body of the Junior Conference Board shall be composed of the elective Junior Conference officers, the Corresponding Secretary, the Parliamentarian (or Parliamentary Advisor), the immediate Past Director of Junior Clubs, the two (2) Members-at-Large of the Junior Conference Executive Committee as appointed by the Director of Junior Clubs, the Chairmen of State Standing Committees, the Chairmen of Special Committees, all District Junior Directors and Junior Conference Club Presidents or their alternates with the State President of the GFWC Georgia as ex-officio member.

**Section 2.** The Junior Conference Board shall hold its meeting at a time and place designated by the Director of Junior Clubs or a majority of the Junior Conference Board with the approval of the State President which shall not conflict with the designated time and place of any meeting of the GFWC Georgia State Executive Committee or State Board. If necessary, special sessions of the Board may be called by the Director of Junior Clubs.

**Section 3.** The quorum for the meetings of the Junior Conference Board shall be fifteen (15) members.

**Section 4.** The Junior Conference Board shall transact the business of the Junior Conference between the Annual Business Meetings.

## **ARTICLE XX** **JUNIOR CONFERENCE ANNUAL BUSINESS MEETING**

**Section 1.** The Junior Conference shall hold an Annual Business Meeting at the State Convention of the GFWC Georgia at a time and place to be announced with other convention plans, as approved by the State President.

**Section 2.** The voting body of the Annual Business Meeting shall be composed of the Junior Conference Elective Officers, the Corresponding Secretary, the Parliamentarian (or Parliamentary Advisor), the other members of the Junior Conference Board, Junior Conference Club Presidents or their alternates and delegates or their alternates from the Junior Conference Clubs to the Annual State Convention. The President of the GFWC Georgia shall be ex-officio member. No proxy votes shall be allowed.

## **ARTICLE XXI** **JUNIOR CONFERENCE COMMITTEES**

**Section 1.** There shall be a Junior Conference Awards Chairman; who with the State Awards Chairman shall be responsible for collecting and compiling the information for the annual Junior Conference Awards and for the distribution and location of all Junior Awards during her term as Chairman of this Committee. She shall deliver to her successor not later than June 1 following her term of office all records concerning the Junior Conference Awards and Properties.

**Section 2.** There shall be a Junior Conference Credentials Chairman who will serve on the State Credentials Committee.

**Section 3.** There shall be a Junior Conference Membership Committee composed of the Junior Conference First Vice President/Director of Junior Clubs-Elect as Chairman with the District Junior Directors as members.

**Section 4.** Other committees necessary to the work of the Junior Conference may be created by the Director of Junior Clubs or Junior Executive Committee. Appointments to these committees shall be made by the Director of Junior Clubs with the approval of the Executive Junior Committee.

**Proposed amendment:** To amend by substitution, by striking Articles XV, XVI, XVII, XVIII, XIX, XX, and XXI, and substituting in their place a new Article XV, to read as follows:

## **ARTICLE XV** **JUNIOR CONFERENCE**

**Section 1.** **Membership.** Junior Women's Clubs who are members of GFWC Georgia shall also be members of GFWC Georgia's Junior Conference.

**Section 2.** **Officers.**

- A. Titles.** The elected officers of the Junior Conference shall be a Director of Junior Clubs, a First Vice President/Director-elect of Junior Clubs, a Second Vice President, a Recording Secretary, and a Treasurer. A Corresponding Secretary and a Parliamentarian (or Parliamentary Advisor) shall be appointed by the Director of Junior Clubs.
- B. Eligibility.** Members of Junior Woman's Clubs paying per capita dues to GFWC Georgia and their District shall be eligible to serve as officers. To be eligible for the office of Director of Junior Clubs and First Vice-President/Director-elect of Junior Clubs, a member must have served as a Club President.
- C. Term.** The term of office shall be two years or until such time as a successor assumes office. Officers shall serve from the adjournment of the convention at which they are elected until the adjournment of the convention at which their successors are elected. The director-elect shall assume the duties of Director of Junior Clubs at the adjournment of the next even-numbered your convention. Unless otherwise specified herein, any part of a term in excess of twelve (12) months shall be considered a term in deciding eligibility for election. No elected officer other than the Treasurer shall be eligible to serve more than one term in any office.
- D. Vacancies in Office.** A vacancy in office shall be filled as follows:
  - (i) In the event of a vacancy in the office of Director of Junior clubs, the Director-elect shall become Director and shall serve the remainder of the term. She shall thereafter be eligible to serve a full term as Director of Junior Clubs.
  - (ii) In the event of a vacancy in the office of Director-elect during the first year of the administration, the Second Vice President may assume the office. If she declines the office she shall continue in her current office for the remainder of the term. The vacancy shall thereafter be filled by the Junior Conference Executive Committee by appointment of a person meeting the eligibility requirements set forth above in paragraph B. Any such appointment shall be approved by the Junior Conference Board within 21 days by mail or electronic vote, if necessary. If a vacancy occurs in the office during the second year of the administration, the position shall remain vacant until the next election.
  - (iii) In the event of a vacancy in the office of Second Vice President, recording Secretary, or Treasurer, it shall be filled by appointment of the Junior Conference Executive Committee by a person meeting the eligibility requirements set forth above in paragraph B for the remainder of the term, subject to the approval of the Junior Conference Board at the next meeting.
  - (iv) If the Director of Junior Clubs is temporarily incapacitated or unable to perform her duties for a period of 30 consecutive

days, the Director-elect shall perform the duties of the Director until the Director resumes her duties or the office is declared vacant by the State Executive Committee.

(v) If an officer other than the Director of Junior Clubs is incapacitated or unable to perform her duties for a period of three months, the office shall be declared vacant by the Junior Conference Executive Committee.

(vi) In the event of three or more vacancies at the same time, the highest-ranking officer shall request that the State President convene a special meeting of the Junior Conference for the purpose of holding a special election.

### **Section 3: Duties Of Officers**

#### **A. The Director of Junior Clubs:**

1. Shall be the official representative of GFWC Georgia's Junior Conference.
2. Shall preside at all meetings of the Junior Conference, its Executive Committee, and its Board.
3. Shall call special meetings of the Junior Conference, its Executive Committee, and its Board when necessary.
4. Shall appoint a Parliamentarian (or Parliamentary advisor).
5. Shall appoint a Corresponding Secretary.
6. Shall appoint two members at large to serve on the Junior Conference Executive Committee.
7. Shall appoint the Chairmen and members of any standing or special committees of the Junior Conference, with the exception of the Membership Committee.
8. Shall serve as a member of the State Budget and Finance Committee.
9. Shall serve as a member of the State Yearbook Committee.
10. Shall attend either the fall or spring meeting of each district at least once during her term in office.
11. Shall serve as the official representative of the GFWC Georgia Junior conference to the GFWC Annual Convention held immediately following the close of her administration.
12. Shall write a factual resume of the accomplishments of the Junior Conference during her term of office, to be printed in the State Yearbook following the close of her administration.
13. Shall accept any further duties as assigned by the State Executive Committee.

#### **B. The First Vice President/Director of Junior Clubs-Elect:**

1. Shall make the appointments for her administration after January 1 of the even year, subject to the approval of the State First Vice President/President-Elect.

2. Shall serve as Chairman of the Junior Conference Committee on Membership and Vice Chairman of the State Committee on Membership.
3. Shall serve as a member of the State Budget and Finance Committee.
4. Shall serve as a member of the State Strategic Planning Committee.

**C. The Second Vice President:**

1. Shall work with the State Second Vice President and shall be responsible for determining the winner of the Gertrude Harris Club Award.
2. Shall work with the State Second Vice President and the clubs of the Junior Conference on implementation of the community service program plans of work.
3. Shall serve as a member of the State Strategic Planning Committee.

**D. The Recording Secretary:**

1. Shall keep the minutes of the official proceedings of the Junior Conference.
2. Shall retain the original minutes in the official Minutes Book and send duplicate copies to the Director of Junior Clubs, the First Vice President of the Junior Conference, and the GFWC Georgia State Headquarters no later than fifteen (15) days after each meeting.
3. Within thirty (30) days after the close of her term of office, she shall provide her successor all Junior Conference properties in her possession.

**E. The Treasurer:**

1. Shall assume responsibility on June 1 in the even-numbered year.
2. Shall collect and deposit all Junior Conference monies in a federally insured bank designated by the Junior Conference Executive Committee.
3. Shall notify clubs of the Junior Conference by written or electronic means if their dues have not been received by November 15. She shall also notify any club of the Junior Conference in writing if their dues are not received by December 1.
4. Shall prepare the annual budget with the assistance of the Director of Junior Clubs for approval by the Junior Conference Board.
5. Shall pay all bills authorized by the annual budget.
6. Shall keep an exact amount of all receipts and expenditures.
7. Shall make a report to the Junior Conference Executive Committee and a written report at the Junior Conference Annual Business meeting.

8. Shall have accounts reviewed at the end of each Administration and by June 1 of the even-numbered year, shall deliver to the incoming Treasurer all money, vouchers, books, and papers in her custody.
9. Shall serve as a member of the Achievement Goal Sheet Verification Committee.

#### **Section 4. Nominations and Elections.**

##### **A. Nominating Committee.**

- (i) There shall be a Junior Conference Nominating Committee composed of four elected members and the Parliamentarian (or Parliamentary Advisor) of the Junior Conference, who shall serve as Chairman.
- (ii) The four members shall be elected, together with two alternates, at the meeting of the Junior Conference Board in the odd-numbered year. Only elected members or their alternates may serve.
- (iii) Each district may have no more than one member on the committee, and no committee member may serve twice in succession.
- (iv) The quorum for any meeting of the Nominating Committee shall be three.
- (v) The chairman of the committee shall submit a written report to the State Office by February 1 of the even-numbered year for inclusion in the Call to Convention. This report shall include the resumes of all candidates nominated for office. The committee shall also report at the Junior Conference Annual Business Meeting in the even-numbered year.

##### **B. Nominations.**

- (i) Clubs and Districts may propose a candidate for office by submitting a letter to the Nominating Committee and enclosing the resume of the proposed candidate. Letters should be addressed to the committee chairman and postmarked no later than December 1 of the odd-numbered year.
- (ii) No club may nominate more than one member for elected office. Districts may nominate more than one candidate, provided the candidates are from different clubs.

##### **C. Nominations from the floor.**

- (i) Nominations may be made from the floor for any office except the Director of Junior Clubs.
- (ii) To be eligible for nomination from the floor, a member must have submitted or resubmitted her qualifications to the Chairman of the Nominating Committee at least 15 days prior to the convention at which the election will be held.

(iii) No member may be nominated for office without her consent.

**D. Elections.** Election of officers shall be biennially and shall be by ballot. When only one candidate is nominated for each office, the election may be by voice vote. The majority of votes of those present and voting shall constitute an election. No proxy vote shall be permitted.

#### **Section 5. Dues and Finance.**

- A. The fiscal year shall be June 1 to May 31.
- B. In addition to paying State and District per capita dues, Junior Clubs shall pay annual dues of \$2.00 per member to the Junior Conference. The number of club members for which Junior Conference dues are paid must be equal to the number of members for whom State and District dues were paid.
- C. Dues should be mailed, together with a copy of the club roster, to the Junior Conference Treasurer no later than June 1. Dues are delinquent if not received by December 1.
- D. No club or its individual members shall be eligible for awards if payment of per capita State, District, and Junior Conference dues is not made by December 1.

#### **Section 6. Junior Conference Board.**

- A. The Junior Conference Board shall transact the business of the Junior Conference between the Annual Business Meetings.
- B. The voting body of the Junior Conference Board shall be composed of the members of the Junior Conference Executive Committee, all past State Directors of Junior Clubs, the Chairmen of Junior Conference Standing and Special Committees, any member of the Junior Conference serving as a Chairman of a State Standing or Special Committee or Community Service Program, all District Junior Directors, all Junior Conference Club Presidents or their alternates, and the State President.
- C. The Junior Conference Board shall hold its meetings at a time and place designated by the Director of Junior Clubs, with the approval of the State President. No meeting shall conflict with any scheduled meeting of the State Executive Committee or State Board.
- D. The quorum for meetings of the Junior Conference Board shall be fifteen (15) members.

#### **Section 7. Annual Business Meeting.**

- A. The Junior Conference shall hold an Annual Business Meeting at the State Convention, with the time and place to be approved by the State President and announced in the Call to Convention.
- B. The voting body of the Annual Business Meeting shall be composed of the Junior Conference Executive Committee, the Junior

Conference Board, and Junior Club delegates to the State Convention. No proxy votes shall be allowed.

### **Section 8. The Junior Conference Executive Committee.**

- A.** The Junior Conference Executive Committee shall be composed of the elected Junior Conference officers, the immediate Past Director of Junior Clubs, the Corresponding Secretary, the Parliamentarian (or Parliamentary Advisor), two (2) members-at-large, and all District Junior Directors.
- B.** The Committee shall meet at the call of the Director of Junior Clubs or by written request of three (3) members and shall transact both routine and emergency business that arises between regular meetings of the Junior Conference Board.
- C.** The quorum for a Committee meeting shall be eight (8) members.

### **Section 9. Junior Conference Committees.**

#### **A. Standing Committees.**

- (i)** Awards. There shall be a Junior Conference Awards Chairman who shall serve on the State Awards Committee. She shall be responsible for the distribution and location of all Junior Conference Awards during her term as Chairman. She shall deliver to her successor not later than June 1 of the even-numbered year all records concerning Junior Conference Awards, as well as any awards that are in her possession.
- (ii)** Credentials. There shall be a Junior Conference Credentials Chairman who shall serve on the State Credentials Committee.
- (iii)** Membership. There shall be a Junior Conference Membership Committee composed of the Junior Conference First Vice President/Director-elect of Junior Clubs, who shall serve as Chairman, and the District Junior Directors.

- B. Special Committees.** Other committees necessary to the work of the Junior Conference may be created by the Director of Junior Clubs or Junior Executive Committee. Appointments to these committees shall be made by the Director of Junior Clubs with the approval of the Junior Executive Committee.

### **Section 10. Standing Rules.**

- A.** The Junior Conference may adopt any standing rules necessary to carry out the work of the Junior Conference. Such standing rules shall be proposed by the Junior Conference Executive Committee and approved by the Junior Conference.
- B.** No standing rule may conflict with the Bylaws or Standing Rules of GFWC Georgia.
- C.** All standing rules adopted by the Junior Conference shall be submitted to the State Parliamentarian (or Parliamentary Advisor) for approval and placed on file at the State office.

**Rationale: To streamline, clarify, and ensure consistency within the Bylaws.**

6. Article XXIV, Lipscomb Society, sections 7 and 8. Currently reads:

## **ARTICLE XXIV LIPSCOMB SOCIETY**

**Section 7.** The funds shall be used for interior décor and furnishings.

**Section 8.** The Lipscomb Society Committee shall have the authority to host one event annually at the Lipscomb Cottage and use funds up to \$500.00.

**Proposed amendment:** To amend sections 7 and 8 to read as follows:

**Section 7.** The funds shall be used for interior décor and furnishings **and as specified in Section 8 of this Article.**

**Section 8.** The Lipscomb Society Committee ~~shall have the authority to~~ **may host** ~~one~~ **no more than two** events annually at the Lipscomb Cottage ~~on behalf of GFWC Georgia. And use funds up to \$500.00. These events shall be voted on by the Committee and approved by the State President. The Committee may spend up to \$1,000 in Lipscomb Society funds annually on these events.~~

**Rationale:** To ensure that members of the Lipscomb Society Committee are not personally responsible for funding events held at the Lipscomb cottage on behalf of GFWC Georgia.