

GENERAL FEDERATION OF WOMEN'S CLUBS OF SOUTH BRUNSWICK ISLANDS, INC

Standing Rules

1. Regular meetings of the Club shall be called to order at 6:30 pm. Executive Board Meetings shall precede regularly scheduled Club meetings at a time designated by the President.
2. Standing Rules shall be reviewed annually. Updated copies shall be made available to every member.
3. No smoking is permitted at any Club meeting. Cell phones and beepers are to be placed in silent mode or turned off during any Federation meeting. Anyone wishing to use cellphone must first exit the meeting room.
4. President shall have the power to appoint and/or remove membership from all committees. No member may serve beyond the term of President who appointed her except by appointment of succeeding President.
5. The Secretary shall send minutes for each Club meeting to the President and Parliamentarian for review prior to publication or distribution. A reviewed copy of the Executive Board Meeting minutes shall be sent by the President to each member of the Executive Board within two weeks of the meeting. A reviewed copy of the minutes of regular meetings shall be provided by the President to the members a minimum of one week prior to the meeting.
6. Officers and chairmen shall provide a written copy of any report given at a meeting to the Recording Secretary.
7. Any officer or chairman unable to attend a meeting shall contact the President prior to the meeting. The officer's report should be sent to the President prior to the meeting, who shall have it read at the meeting.
8. Club members should submit receipts for reimbursement of approved or budgeted club related expenditures within thirty (30) days of said expenditure. If a club member is unable to submit the receipt within this time frame, she should contact the Treasurer.
9. There will be a fee charged for all returned checks equal to the bank's fee plus a \$10 processing fee. GFWC-South Brunswick Islands, Inc. will not accept checks from anyone who has more than two checks returned for insufficient funds (NSF). Should a club member issue two NSF checks, in the current club year to GFWC-SBI, said member will not be considered a member in good standing.
10. Federation Blue shirts with embroidered GFWC logo shall be considered standard uniform at local events.
11. All e-communications to the membership at large, social networking and web site content shall have prior approval of the President.
12. Each new member shall be invited to attend an Orientation Meeting.
13. Potential members shall be invited to attend a club meeting.
14. Delegate Appointments
 - a. All appointments of delegates shall be made by the President
 - b. The first delegate shall be the Club President or her alternate.
 - c. All delegates shall be selected from those attending the function in order of rank beginning with the officers.
 - d. Any remaining delegates and alternates shall be selected at the discretion of the President from those attending.
 - e. The names of delegates shall be announced to the membership prior to the event.

CLUB RECORDS:

1. All records and manuals necessary for the functioning of committees and offices shall be provided by the club. Any officer or committee person unable to perform her duties shall place all necessary records and manuals in her charge with the Executive Board.

2. It is the responsibility of the outgoing officers to provide records to their successors no later than December Meeting annually, with exception of the Treasurer who will turn over records one week prior to Financial Review due by January 15th. These records shall include copies of the reports given at Club meetings, state reports, and a list of projects and programs completed. Chairmen supply the same information to their respective officer in December.

COMMUNITY SERVICE PROGRAMS (CSP) AND COMMITTEES

1. Chairmen shall:
 - a. Conduct a planning get-together prior to the February membership meeting for committee members, to which the Club President and Second Vice President shall be invited.
 - b. If designated by the President, give a report at each regular meeting with a written copy for the Recording Secretary and the Second Vice President. If a Chairman cannot attend a meeting, the Co-Chairman or a Committee Member shall attend the meeting and present the report.
 - c. Supply information on upcoming activities and pictures taken at events to the Media Manager and Facebook Manager.
2. Sunshine Committee:

Cards will be sent for all occasions by the Corresponding Secretary, who shall serve as Chairman. In the case of death of a member or her spouse, parents or children, a memorial of \$25 will be sent to the charity of their choice.
3. Sewing Committee:

Completes member selected sewing projects to benefit the community and organizations that GFWC-SBI sponsors.

FUNDRAISERS:

1. Souper Bowl
 - a. The President appoints the event Chairman.
 - b. A soup event in which the Club partners with area potters, local restaurants and caterers, along with the Brunswick Beacon. This is an "Empty Bowls" event where 100% of the proceeds are donated to our local community to feed the food insecure.
 - c. Event Chairman may appoint Co-chairmen to assist in various areas such as ticket distribution and sales coordinator, soup and dessert coordinators, volunteer coordinator for set up, clean-up and other duties, kitchen and pottery coordinators, sponsorships, and Friday office lunch deliveries.
 - d. Admission tickets are sold prior to the event, which includes a pottery bowl, soup, bread and dessert. Soup only tickets and additional helpings are also sold the day of the event.
 - e. The event is held at Shallotte Presbyterian Church on the Saturday preceding the NFL Super Bowl.
 - f. If possible, a raffle of pottery items is held in which the additional funds are added to the donated amount.
2. Corks & Forks
 - a. The President appoints the event Chairman.
 - b. Dinner event hosted by Angelo's Bistro & Pizzeria in which a portion of the proceeds is donated back to GFWC-SBI.
 - c. The donation is used to fund our charitable contributions.
 - d. If possible, a raffle of wine and Juleps & Jazz tickets is held in which the additional funds are added to the donated amount.
 - e. The event is typically held in April prior to Juleps & Jazz to act as a promotion for that event.
 - f. Membership brochures and applications are available for guests, allowing this event to double as a membership drive.

3. Juleps and Jazz
 - a. The President appoints the event Chairman.
 - b. A Kentucky Derby style "FUND-Racer" held on the first Saturday in May, consistent with the running of the Kentucky Derby.
 - c. A start-up fund shall be included in budget and reimbursed upon the finalizing of event proceeds.
 - d. Sponsorships and admission tickets are sold prior to the event.
 - e. An ABC Special Use Permit must be acquired.
 - f. Insurance Company must be contacted, and special event form should be submitted.
 - g. Facility rental agreement must include the name of the organization in addition to the contact person.
 - h. Revenue includes silent auction, drink tickets, derby tickets, admission tickets, 50/50, etc.
 - i. Members contribute to and solicit items for silent auction.
 - j. All net proceeds fund our charitable contributions.
4. Holiday Auction
 - a. The President appoints a member auctioneer.
 - b. Members are encouraged to bring a baked good or a holiday item to be auctioned.
 - c. The Treasurer and Co-Treasurer are responsible for tracking and collecting the monies for these items.
 - d. Members are encouraged to bring prospective members allowing this event to double as a membership drive.
 - e. All net proceeds fund our club administrative expenses and charitable contributions.