

GFWC Oregon Policy and Procedures

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General Policies

I Policies of the Federation are established by:

- A. The Articles of Incorporation, Bylaws, Resolutions, and Standing Rules.
- B. Actions approved at a Board of Directors or Annual Meeting.

II Amendment

Policy and Procedures may be adopted, amended, suspended or rescinded by the Board of Directors at any meeting by a two-thirds vote without previous notice or by a majority vote if previous notice is given. (Bylaws Article XV, Section 3)

III Distribution of Membership List

The membership list of the Federation will not be given to any outside organization or individual for solicitation of funds by any Federation member, club or District; and cannot be used by any outside organization or individual without approval from the Executive Committee.

IV Outside Board or Committees

The Executive Committee must approve the appointment of a Federation officer, chairman or member to serve in the name of the Federation on any outside board or committee.

V Non-Discrimination Policy

The Oregon Federation of Women's Clubs does not discriminate against any person on the basis of race, color, national origin, sexual orientation, disability, gender or age in admission or participation in its programs, services or activities. No person will be excluded from participation in or be denied the benefits of any service or be subjected to discrimination because of race, color, nationality, sexual orientation, religion, gender, age or disability.

VI Financial Accounts and Safe Deposit Box

- A. Reimbursement requests will be submitted according to budget categories and accompanied by receipts.
- B. Safe Deposit Box
 1. The Safe Deposit Box is located at the downtown Liberty Street Key Bank in Salem, Oregon.
 2. Keys to the Safe Deposit Box will be kept by the President, Treasurer and Endowment Fund Chairman.

3. There will be three (3) signatories for the Safe Deposit Box: President, Treasurer and Endowment Fund Chairman. Only one signature is required to obtain access to the box.
4. Items kept in the Safe Deposit Box will include:
 - a. Certificate of Incorporation
 - b. Charter
 - c. Other significant documents
 - d. Supply of Clubwoman of the Year pins

Position Descriptions

I Officer Reports and Transfer of Records

A. Reports

Each officer will submit three typed copies of their report at Executive Committee, Board of Directors, and Annual Meetings. Copies will be distributed to the President, Recording Secretary and First Vice President.

B. Transfer of Records

1. Each outgoing officer, except the Treasurer, will deliver to their successor by August 1 all properties of the Federation in their possession and all records and materials needed in continuing the work of the office.
2. The Treasurer will deliver to their successor by August 15 all properties of the Federation in their possession and all records and materials needed in continuing the work of the office.
3. Bylaws, Standing Rules, Policy and Procedure, Resolutions and membership lists will be saved electronically and transferred to all incoming officers by August 1. Other documents such as convention programs, templates and address labels will be saved electronically and transferred to the appropriate incoming officer by August 1.

II President

A. General Responsibilities

1. The President of the Federation will be the Corporation registered Agent during her term of office and will ensure the necessary papers and payments of the required fee is paid by the Federation to the State Corporation Department annually in the month of October.
2. Be the official representative of the Federation.
3. Be an Ex-officio member of all projects, programs and committees, except the nominating committee.
4. Serve as Dean of District Presidents

5. Serve on the Board of Trustees for the Endowment Fund, Fine Arts Scholarship Fund and SLFF.
6. Serve as a member of the GFWC Board of Directors.
7. Supervise the work of the Federation and approve all programs and activities.
8. Provide a roster of the Board of Directors and their positions to the Corresponding and Recording Secretaries.
9. Approve all courtesies, such as meals, seating, gifts, etc at any Federation event.
10. Approve mailings sent in the name of the Federation.
11. As early as possible, but no later than the summer GFWC Board of Directors meeting in the even numbered year, request a GFWC officer to attend each of the State conventions for her term of office.

B. Appointed Positions

1. Appoint Corresponding Secretary and Parliamentary Advisor.
2. Appoint chairmen of projects, programs and committees.
3. Appoint Convention chairman and Chairmen of Special Funds (Endowment, Fine Arts, Saidie Orr Dunbar Nursing Education Fund and SLFF).
4. Fill appointed vacancies as they occur and are approved by the Executive Committee

C. Meetings

1. Issue the call and preside at all meetings of the Executive Committee, Board of Directors and Federation.
2. Approve Minutes of meetings before they are distributed.
3. Attend District meetings as invited.
4. Attend Committee meetings (except for the Nominating Committee)
5. Attend the GFWC Convention and represent the Federation. Sit at the Oregon State sign during Convention meetings with highest-ranking state officers seated in descending order next to the President followed by Past State Presidents and other delegates. If the State President is not in the room, the next ranking officer occupies the seat.

D. Finances

1. Sign all warrants for withdrawal of funds from the General Fund
2. Sign checks for the Federation in the absence or disability of the Treasurer

E. Directory

1. Supervise publication of a directory in the first year of the administration and a supplement to the directory in the second year.

2. Provide the Directory and Supplement to all members of the Board of Directors, GFWC President and President-Elect, Western States Region President and others as needed.

F. Records

1. Keep records of the two (2) previous administrations in the President's files before transferring them to the Custodian of Records for placement in the archives of the Oregon Historical Society.
2. The decision about which materials to keep in the President's files will be made by the outgoing President, incoming President and incoming First Vice President. If one of those is unable to assist, the President will appoint a Past State President to serve in her place.
3. In the second year of the administration, review with the President-Elect, the Custodian of Records and Treasurer, the 7 year old financial records to be discarded.
4. Update the inventory of all Federation equipment and expendable supplies in even numbered years with the incoming President and First Vice President. Provide copies of the inventory to the Incoming President, First Vice President, Treasurer and Custodian of Records.

G. Club Charters

1. Issue a charter to a new club
2. Request the return of a charter from a club withdrawing from the Federation.

III 1st Vice-President

A. General Responsibilities

1. Perform the duties of the President in the absence of the President
2. Serve as Dean of Chairmen by coordinating the activities of the projects, programs and committee chairmen in relationship to Federation activities.
3. Coordinate District Workshops held in the first year of the administration.
4. Educate members on the GFWC reporting process.
5. Perform duties as assigned by the President.
6. Serve as Awards Chairman for the Convention.
7. Serve on the Bylaws, Resolutions and Budget Committees.
8. Serve on the Board of Trustees for the Endowment Fund, Fine Arts Scholarship Fund and SLFF.

B. Appointed Positions

After becoming President-Elect, make appointments according to the Bylaws. These appointments are subject to the approval of the incoming Executive Committee and become effective after the close of the GFWC Convention.

C. Records

Review with the outgoing President what administration materials will remain in the President's files.

IV 2nd Vice President

A. General Responsibilities

1. Perform duties of the President in the absence of the President and First Vice President.
2. Serve as Chairman of the Membership Committee.
3. Make a current alphabetical list of paid members with name, address, phone, email, club, and date of Federation membership.
4. Send updated membership lists to all Executive Committee members and the Oregon Clubwoman Editor.
5. Serve on the Board of Trustees for the Fine Arts Scholarship Fund and Scholarship Loan & Fellowship Fund.
6. Keep a list of clubs and their current membership roster.
7. Present charters to new clubs at a Federation meeting with the President.
8. Present membership awards at Convention
9. Before delegate badges are issued certify to the Corresponding Secretary that all convention delegates are per capita paid members by February 1.
10. Notify the Oregon Clubwoman Editor and appropriate District Presidents of the name and contact information for each new member-at-large.

V Recording Secretary

A. General Responsibilities

1. Take minutes of all meetings of the Federation. Send minutes to the President for approval.
2. After the President's approval, send Executive Committee minutes to all Executive Committee members.
3. After the President's approval send minutes of the Board of Directors and Annual Meeting to members appointed to review the minutes for corrections.
4. After approval of the Board of Directors and Annual Meeting minutes, send minutes to Federation members as requested.
5. Keep the official copy of the Bylaws, Standing Rules and Policy and Procedures up to date and included in the permanent records of the Federation.
6. Provide the President in a new administration a copy of the updated Bylaws, Standing Rules and Policy and Procedures, which will be printed in the Federation Directory.

7. Provide the Oregon Lung Association with names and contact information for the elected OFWC representatives of the Saidie Orr Dunbar Nursing Education Fund.
8. By July 15, provide a letter to the Treasurer verifying the elected officers of the Federation and approved signers for all General Fund accounts including the Safe Deposit Box. Provide other documentation as requested by the financial institutions.
9. By July 15, provide a letter to Special Fund Chairmen (except Saidie Orr Dunbar Fund) verifying the elected officers of the Federation, appointed Special Fund officers and approved signers for all Special Fund accounts. Provide other documentation as requested by the financial institutions.
10. By August 1st provide a list of awards presented at the annual meeting to the Clubwoman Editor for inclusion in the Fall Clubwoman newsletter.

B. Records

Keep secretarial records of the previous two (2) administrations in the secretarial files. Send records prior to this period to the Custodian of Records to be kept in the archives.

VI Treasurer

A. General Responsibilities

1. Serve as a member of the Budget Committee.
2. Submit an itemized written financial report at Executive Committee, Board of Directors and Annual meetings.
3. Send a dues notice on January 1 to clubs who have not yet paid dues. Notify District Presidents by January 15 of all delinquent dues.
4. Send dues to the General Federation by February 15.
5. Provide the General Federation a list of clubs with their club presidents and number of members.
6. Send a list of clubs and per capita paid members in good standing in each District to the District President.
7. Send to the Second Vice President a list of paid members with names, addresses, phone, email, club and year joined GFWC.
8. Send to the Corresponding Secretary thirty (30) days prior to the annual meeting the list of paid members in each club entitled to representation at the annual meeting.

B. Finances and Tax Records

1. Include in the budget for the odd year of the administration, a financial contribution to GFWC Headquarters in honor of the outgoing GFWC President. A gift will be provided if funds are available.

2. Collect, deposit, hold and disburse all monies of the General Fund following all provisions of the Bylaws, Standing Rules and Policy and Procedures pertaining to finances.
3. Pay all approved bills up to and through the end of each fiscal year.
4. Submit financial records to a qualified accountant by August 15 for compilation and completion of taxes. Provide copies of the accountant's reports to members of the Executive Committee.
5. Arrange for transfer of bank accounts to the incoming administration.
6. Keep financial records of four (4) preceding administrations in the Treasurer's files. Review with the President and Custodian of Records in the second year of the administration the seven (7) year old financial records to be removed.

VII Corresponding Secretary

General Responsibilities

- A. Serve as Credentials Chairman for all Federation meetings.
- B. Receive registrations for all Federation meetings.
- C. Present correspondence received by the Federation at all meetings.
- D. Perform duties as assigned by the President.

VIII Parliamentary Advisor or Parliamentarian

General Responsibilities

- A. Keep current Bylaws for each club of the Federation
- B. Send a current copy of the Federation Bylaws to the GFWC Parliamentarian
- C. Advise the President, Executive Committee, Board of Directors and Federation on matters of Parliamentary procedure.
- D. Have motion forms available at all Federation meetings.
- E. Approve Bylaws of clubs applying for active or associate membership in the Federation.
- F. Advise individual members or clubs of Parliamentary procedure upon their request for suggestions or information.
- G. Serve as a member of the Bylaws Committee.
- H. Serve as a member of the Resolutions Committee.

IX Immediate Past State President

General Responsibilities

- A. Serve as a member of the Executive Committee.
- B. Other duties as assigned by the President.

X Bylaws Chairman

- A. Review Bylaws, Standing Rules and Policy/ Procedure for needed changes.
- B. Meet with Bylaws committee as needed to complete proposed revisions.
- C. Provide the Clubwoman Editor with proposed revisions to be included with the Call to the meeting at which they will be considered.
- D. Provide extra copies of proposed revisions at said meetings.
- E. Provide the Parliamentary Advisor and President with a copy of the script for presenting revisions to the membership.
- F. Provide a copy of proposed revisions to the Recording Secretary.
- G. Present proposed revisions to the membership.
- H. Prepare a final copy with approved revisions of the Bylaws, Standing Rules, and Policy/Procedure to Executive Committee members within 30 days.

XI Resolution Chairman

- A. Review Resolutions for needed changes.
- B. Meet with Resolutions committee as needed to complete proposed revisions.
- C. Provide the Clubwoman Editor with proposed revisions to be included with the Call to the meeting at which they will be considered.
- D. Provide extra copies of proposed revisions at said meetings.
- E. Provide the Parliamentary Advisor and President with a copy of the script for presenting revisions to the membership.
- F. Provide a copy of proposed revisions to the Recording Secretary.
- G. Present proposed revisions to the membership.
- H. Prepare a final copy with approved revisions of the Resolutions to Executive Committee members within 30 days.

XII Program and Special Project Chairmen

- A. Conduct work in accordance with plans that have the approval of the President.
- B. Officers and Chairmen of Projects, Programs and Committees may use the OFWC Clubwoman for promotion of their area of work.
- C. Present written and oral reports to educate and inform the membership about the programs and projects of the Federation.
- D. Outgoing chairman will transfer to their successors or the incoming President a complete file of all records and materials for the past two years, no later than August 15th.
- E. Outgoing chairmen will transfer to the Custodian of Records all records and materials appropriate for archive from the previous administration, no later than August 15th.
- F. Assist clubs in the reporting process.
- G. Assist clubs in accessing GFWC and other resource materials.

- H. Submit articles to the OFWC Clubwoman regarding their program area.

XIII Amenities Chairman

- A. Provide members with information about protocol for meetings.
- B. Check the room for set up requirements and special needs
- C. Ensure the flags are properly displayed
- D. Using the President's seating chart, arrange place cards
- E. Greet and escort guests and speakers to their assigned places
- F. Assist the President as needed during the meeting
- G. Be gracious, friendly and helpful to guests and members
- H. Know fire regulations, who to call in an emergency and how to cope with sudden illness or accidents
- I. Study protocol for seating of officers and guests
- J. Assist in distributing handouts and taking messages to the head table

XIV Clubwoman Newsletter Editor

- A. The Chairman of the OFWC Clubwoman will serve as the Editor of the publication. The President may appoint an Assistant Editor.
- B. The newsletter must be sent no later than 30 days prior to each Board of Directors meeting and the Annual Meeting.
- C. Send the newsletter by email whenever possible and by regular mail if email is not available.
- D. Send the newsletter to Federation officers and Federation members in good standing, Western States Region President, General Federation President, and other individuals identified by the President.
- E. Request articles and information for inclusion in the newsletter.
- F. Set deadlines for submission of articles.
- G. The following items will be included in the newsletter
 - 1. Fall
 - a. List of Convention Award recipients
 - b. Report on OFWC convention
 - c. Report on GFWC meetings
 - d. Dues information
 - e. Fundraising information
 - f. Project and Program information
 - g. Call to Fall BOD
 - h. List of positions that are members of the BOD
 - i. Western States Region Conference registration information
 - j. District Meeting information

- k. Calendar of upcoming events
- l. Other information determined by the President
- 2. Winter
 - a. Call to Winter BOD
 - b. List of positions that are members of the BOD
 - c. Report on Western States Region Conference
 - d. Dues information
 - e. Fundraising information
 - f. Project and Program information
 - g. Reporting information
 - h. District Meeting information
 - i. Upcoming GFWC Convention information
 - j. Calendar of upcoming events
 - k. Other information determined by the President
- 3. Spring
 - a. Proposed changes to Resolutions
 - b. Proposed changes to Bylaws, Standing Rules and Policy/Procedure
 - c. Call to the Annual Meeting / Convention
 - d. List of positions that are members of the BOD
 - e. Information about club and district delegates for the Annual Meeting
 - f. Fundraising information
 - g. Upcoming GFWC Convention information
 - h. Calendar of upcoming events
 - i. Club election report form for listing incoming club officer contact information
 - j. Other information determined by the President

XV Custodian of Records

A. General Responsibilities

- 1. Receive Federation records from officers and chairmen to be placed in the archives.
- 2. Meet with the President at least once during the administration to review records being archived.
- 3. Materials deemed unnecessary for archival will be returned if possible to the officer who served during the administration in which the material originated.

B. Process for Archiving Records

- 1. Location of records
 - a. Records prior to 1971 are located at the University of Oregon Library, 1585 East 13th Ave, Eugene, Oregon 97403

- b. Records from 1971 to current are located at the Oregon Historical Society, 1200 SW Park Ave, Portland, Oregon 97205
- 2. Appropriate records to be archived include:
 - a. Minutes of all OFWC meetings including:
 - i. Agenda and minutes
 - ii. Financial reports
 - iii. Officer reports
 - iv. Chairman reports
 - b. Significant Historical documents
- 3. Documents that should not be archived include:
 - a. Promotional material
 - b. Other items as determined by the President and Custodian of Records
- 4. Preparing records for archiving
 - a. Review records for appropriateness, removing unnecessary documents
 - b. Package documents as appropriate in binders or large envelopes
 - c. Label each set of documents with description (minutes, awards, scrapbook, etc), year of documents and date archived.
 - d. Provide a typed inventory of items to the Custodian of Records, Recording Secretary, and archive facility
 - e. Contact the archive facility for specific instructions on delivery of documents.

XVI District President

- A. Coordinate scheduling of date and location for District Meetings.
- B. Prepare an agenda for each District meeting.
- C. Invite the President and other State Officers to District meetings.
- D. Offer State Officers time on the agenda.
- E. Request approval from the Executive Committee for all District fundraisers.
- F. Send the Call for the District meeting to District clubs and State Officers no later than 30 days prior to the meeting.

XVII Club President

- A. Provide the State President with name, address, phone and email information for club officers by July 1st in even numbered years or with a change of officers.
- B. Ensure the club treasurer sends Federation dues to the state treasurer with a membership list that includes name, address, phone, email information and year joined OFWC.
- C. Send a membership list that includes name, address, phone, email information and year joined OFWC to the State 2nd Vice President.

- D. As new members join send dues and updated membership lists with all required contact information to the State Treasurer and a copy of the membership contact information to the State 2nd Vice President.
- E. Attend or send a club representative to all State Board of Directors and Annual meetings.
- F. Attend or send a club representative to all District meetings.
- G. Share Federation information with club members including GFWC program information.

XVIII Juniorette Club Advisor

- A. The sponsoring club will appoint at least one of its members to serve as advisor to the Juniorette Club.
- B. The Advisor's primary purpose will be to guide, while permitting the Juniorette members to govern themselves.
- C. The Advisor will inform and educate the Juniorette Club on the mission, policies and programs of the Federation and GFWC.
- D. The Advisor will sign all warrants and checks, and will have final approval of all withdrawals and expenditures of club funds after a majority vote of the club membership.
- E. Juniorette Clubs will not be expected to contribute financially to Federation and GFWC projects, but may do so, if desired.

Special Funds

I Endowment Fund

A. General Responsibilities of Chairman

- 1. Arrange for an inventory of the Safe Deposit Box at the beginning of each administration and provide copies to the President, Recording Secretary, Treasurer, Custodian of Records and Endowment Fund Chairman. The inventory will be incorporated into the Executive Committee minutes.
- 2. Provide a written financial report at Executive Committee, Board of Directors and Annual Meetings.

B. General Responsibilities of Trustees

- 1. Have custody of and manage all monies of the Endowment Fund.
- 2. Monitor investment accounts and make recommendations for reinvestment to the Executive Committee
- 3. Hold at least one meeting each fiscal year
- 4. Transact business by mail, phone or email when necessary

C. Finances

- 1. Contributions to the Endowment Fund will be sent to the Chairman

2. Contributions to honor a member, relative, or friend may be made in that person's name.
3. All contributions will be entered in the financial record and deposited into the appropriate Endowment Fund account.
4. All donations will be documented and deposited
5. Donors will be sent a thank you and receipt of donation.
6. Memorial contributions will also be acknowledged to the family of the individual.
7. All investment earnings will be documented.

D. Records

1. The Chairman will deliver to their successor by August 1 all properties of the Federation in their possession and all records and materials needed in continuing the work of the office.
2. By August 1, the following documents for the fiscal year (July 1 – June 30) will be provided to the OFWC Treasurer:
 - a. Copies of bank statements
 - b. Copies of accounting ledger with donations, fundraising and interest income documented
 - c. Copies of accounting ledger with checks written for fundraising and other expenses documented
 - d. Copies of financial reports provided at OFWC meetings

II Fine Arts Scholarship Fund

A. General Responsibilities of Chairman

1. Provide a written report with updates on the scholarship contest and scholarship recipients at Executive Committee, Board of Directors and Annual Meetings.
2. Coordinate planning for the Fine Arts Scholarship Contest

B. General Responsibilities of Secretary-Treasurer

1. Document all donations received and deposited
2. Send donor a thank you and receipt of donation
3. Acknowledge Memorial contributions to the family
4. Write scholarship checks to colleges when appropriate
5. Document all investment earnings
6. Provide a written financial report at Executive Committee, Board of Directors and Annual Meetings.

C. General Responsibilities of Trustees

1. The Trustees will meet annually and at the request of the Chairman or any two (2) members.
2. Transact business by telephone, mail, or email when necessary.

3. Promote the scholarship contest among Federation clubs.
4. Have custody of and manage all monies of the Fine Arts Scholarship Fund.
5. Monitor investment accounts and make recommendations for reinvestment to the Executive Committee.

D. Finances

1. All donations will be sent to the Secretary-Treasurer.

E. Records

1. The Chairman and Secretary-Treasurer will deliver to their successor by August 1 all properties of the Federation in their possession and all records and materials needed in continuing the work of the office.
2. By August 1 the following documents for the fiscal year (July 1 – June 30) will be provided to the OFWC Treasurer:
 - a. Copies of bank statements
 - b. Copies of accounting ledger with donations, fundraising and interest income documented
 - c. Copies of accounting ledger with checks written for scholarships, fundraising expenses, contest expenses, and other expenses documented
 - d. Copies of financial reports provided at OFWC meetings
 - e. A list of scholarship recipients and scholarships paid

III Fine Arts Scholarship Contest

A. General Contest Information

1. No member of the Federation will serve as a judge in any contest.
2. If contestants do not meet minimum standards in the view of the judges, no winner will be declared.
3. Should there be only one applicant for any specific Fine Arts Scholarship, the applicant must compete and be declared by the judges to meet the minimum standards for a scholarship.
4. Upon receiving a scholarship, a letter of instruction from the Chairman will be presented to the state winner.
5. Recipients will notify the Secretary-Treasurer by October 1 of their college intentions.
6. If the state winner should not complete their plan to qualify for the scholarship, the scholarship may be offered to the second place winner.
7. The Secretary-Treasurer will deposit the scholarships with the business offices of the proper school upon notification by the registrar's office.

B. Penny Art Scholarship

1. The Penny Art Fund will provide one annual scholarship that the recipient will use for tuition and/or books to further their education at an accredited

- school of higher education. Applicants must be graduating high school seniors and Oregon residents.
2. Penny Art contestants will submit their artwork accompanied by the entry form to the Chairman.
 3. Penny Art Scholarship winners will be determined at the State contest. Judges who are competent in the field of art will select first and second place state winners.

C. Violet Lang Music Scholarship

1. The Violet Lang Music Scholarship will provide two (2) annual music scholarships, one vocal and one instrumental.
2. Each Violet Lang Scholarship recipient will use the scholarship for tuition and/or books to further their education at an accredited school of higher education. Applicants must be graduating high school seniors and Oregon residents.
3. Each Violet Lang applicant will submit an entry form to the Chairman.
4. Violet Lang Scholarship winners will be determined at the State contest. Judges who are competent in the field of music will select a first and second place winner in each category.

D. Essay Scholarship

1. A writing Scholarship will be awarded each year.
2. The recipient will use the scholarship for tuition and /or books to further his or her education at an accredited school of higher learning. Applicants must be graduating high school seniors and Oregon residents.
3. Each applicant will submit an entry form to the Chairman
4. The state contest will determine the scholarship winner. Judges who are competent in the field of writing will select the first and second place state winners.

E. Contest Planning

1. Arrange for location that has adequate space for all contests
2. Update application forms
3. Send contest information and application forms to all Public and Private High Schools in Oregon, private instructors and OFWC Clubs
4. Arrange for Judges and judging forms for all 4 categories
5. Arrange for local clubs to host the contest
6. Provide a sign in table for contestants
7. Arrange for lunch or snacks for judges and contestants
8. Clean up at end of event
9. Record winners in each category
10. After event send Thank You Certificates to all contestants
11. Send Congratulation Certificate and letter to all winners with required

information for check distribution

- a. Scholarship amount
 - b. Due date for return of information form
 - c. Name and contact information of student
 - d. Name and contact information of student's high school
 - e. Name and contact information of student's college
 - f. College enrollment date
 - g. Student ID # for college
 - h. Students Social Security number for tax purposes
 - i. Copy of letter of acceptance to college
 - j. College deadline for funds to be deposited into student's account
12. Send Thank You letter and gift to Judges
 13. Notify High School and local newspaper of winning contestants
 14. Send Thank You to Host Clubs

IV Saidie Orr Dunbar Nursing Education Fund

A. General Scholarship Information

1. The Saidie Orr Dunbar Nursing Education Fund was created May 31, 1956, as a Trust Fund with the Federation, with its members and affiliated organizations, and the Oregon Tuberculosis and Health Associations, its members and affiliated county organizations, co-operating and maintaining the Fund. The purpose of the Fund is to promote nursing education in the State of Oregon, at Oregon Health and Science University and other institutions, with particular emphasis on the education of public health nurses.

B. General Responsibilities of Chairman

1. The Chairman will give a report on the Fund at Board of Directors and the Annual Meeting.
2. Coordinate with the Oregon Lung Association
 - a. Updating and distribution of scholarship applications.
 - b. Updating of Judging criteria
 - c. Review of applications and selection of scholarship recipients

C. General Responsibilities of Trustees

1. Review applications and participate in selection of scholarship recipients
2. Promote the scholarship among Federation clubs.

D. Finances

1. Donations for the fund will be sent to the Oregon Lung Association

E. Records

1. The Chairman will deliver to their successor by August 1 all properties of the Federation in their possession and all records and materials needed in continuing the work of the office.

V Scholarship Loan and Fellowship Fund (SLFF)

A. General Responsibilities of Chairman

1. Provide a written report with updates on scholarship recipients at Executive Committee, Board of Directors and Annual Meetings.
2. Coordinate selection of scholarship recipients and general activities of the Fund.

B. General Responsibilities of Secretary-Treasurer

1. Document all donations received and deposited
2. Send donors a thank you and receipt of donation
3. Send acknowledgment of Memorial donations to the family.
4. Write scholarship checks to students when appropriate
5. Itemize all disbursements.
6. Document all investment earnings
7. Provide a written financial report at Executive Committee, Board of Directors and Annual Meetings.

C. General Responsibilities of Trustees

1. Have custody of and manage all monies of the Scholarship, Loan and Fellowship Fund.
2. Monitor investment accounts and make recommendations for reinvestment to the Executive Committee.
3. Hold at least one meeting each fiscal year or upon written request of three members with at least five days notice.
4. Transact business by mail, phone or email when necessary.
5. Promote the scholarship among Federation clubs.

D. Finances

1. Contributions to the Fund will be sent to the Secretary-Treasurer of the Fund
2. Scholarships may be granted from annual contributions to the Fund and accrued interest.
3. The Secretary-Treasurer upon vote of the Trustees will make disbursements from the Fund. All checks will be signed by the Secretary-Treasurer upon issuance of a warrant signed by the Chairman.

E. Records

1. The Chairman and Secretary-Treasurer will deliver to their successor by August 1 all properties of the Federation in their possession and all records and materials needed in continuing the work of the office.

2. By August 1 the following documents for the fiscal year (July 1 – June 30) will be provided to the OFWC Treasurer:
 - a. Copies of bank statements
 - b. Copies of accounting ledger with donations, fundraising and interest income documented
 - c. Copies of accounting ledger with checks written for scholarships, fundraising expenses, and other expenses documented
 - d. Copies of financial reports provided at OFWC meetings
 - e. A list of scholarship recipients and scholarships paid.

VI SLFF Scholarship Management

General Scholarship Information

- A. Scholarships may be made upon majority vote of the Trustees, following approval of the applications and favorable reports of the applicants' references.
- B. Scholarship recipients will be invited and encouraged to attend the Annual Convention.
- C. Costs (travel, food and lodging) incurred by recipients attending the Annual Convention will be paid by the Fund.

General Information

I Reporting Procedures

- A. Projects or volunteer services must be adopted by the club and recorded in the minutes.
- B. Reports on fundraising must be directly related to the club or Federation projects.
- C. When more than one club works on the same project, each club report only the money and time spent by their members.
- D. When reporting projects are sponsored with other groups, the club will list its involvement separately from the total group.
- E. Progress reports on a continuing project will not go beyond the actual achievements of the club.
- F. Projects may not be reported under more than one program or division unless approved by the General Federation.

II Associate Clubs

A. Past State President's Club

1. Membership Eligibility: Past OFWC State Presidents in good standing who have paid annual individual dues of \$5.00 to this associate club.
2. Responsibilities
 - a. Send letter to OFWC Board of Directors requesting contributions for the outgoing State President's gift.
 - b. Procure the gift for the outgoing State President.
 - c. Provide red roses for the outgoing State President at the installation ceremony.

B. Past District President's Club

1. Membership Eligibility: Past District Presidents in good standing who have paid annual individual dues of \$2.50 to this associate club.
2. Responsibilities: Host the reception for the GFWC guest at the Annual Convention.

C. Clubwoman of the Year Club

1. Membership Eligibility: Past Clubwoman of the Year recipients in good standing who have paid annual individual dues of \$2.50 to this associate club.
2. Responsibilities: Provide travel funds to the State President.

D. Gold Key Club

1. Membership Eligibility: Past Gold Key recipients in good standing who have paid annual individual dues of \$1.00 to this associate club.
2. Responsibilities: Donate funds to the Endowment Fund.

III Organization of New Clubs

A. Organization of a new club may be assumed by a Federation Club in good standing or a Federation Officer

B. Responsibilities of organizing a new club include:

1. Gather interested people for an informational meeting
2. Provide guidance through the selection of a temporary chairman and secretary
3. Present information about the needs and objectives of a Federated club.
4. Assist the club in submitting the required application documents to the Federation.
5. Help with organizational procedures as long as assistance is desired.
6. Invite State and District officers for installation
7. Identify a sponsoring club if necessary.
8. Prepare news releases as needed.

C. Responsibilities of a sponsoring club include:

1. Provide the following items as needed:
 - a. Scrapbook
 - b. President's pin
 2. Invite the President of the new club and its members to State and District meetings
 3. Stay in contact with the club and be ready to assist or advise as requested.
 4. Support the activities of the club.
 5. Invite the new club to participate in Federation and community projects.
- D. Responsibilities of the State Federation include:
1. Provide a gavel and instructions for its use.
 2. Provide starting funds.

Meeting Planning

I Agenda

- A. A written agenda should be provided to all members in attendance.
- B. Items included in the attached sample agenda can be modified to meet the needs of the club, but should remain in the listed order.

Sample Agenda

Call to Order
 Opening Thought
 Presentation of Colors
 National Anthem
 Pledge of Allegiance
 Roll Call
 Credentials Report
 Confirmation of Quorum
 Minutes
 Appointment of members to approve minutes
 Correspondence
 Officer's Reports
 Treasurer's Report
 Recommendations of the BOD or EC (usually presented at the
 appropriate time in the agenda)
 Reports of Program and Project Chairmen
 Reports of Standing Committees
 Reports of Special Committees
 Unfinished Business
 New Business

Announcements

Collect

Adjournment

*A program can be presented at the appropriate time in the agenda as determined by the President.

II District Meetings

- A. The District President will identify a hostess club for each meeting.
- B. Hostess clubs will provide meeting location if requested and approved by the District President; morning snacks with coffee/tea; lunch; table decorations and name tags.

III Executive Committee Meetings

A. The President will determine the location of Executive Committee meetings

B. Meeting agendas will include the following special items.

- 1. Incoming meeting
 - a. Approve appointed positions
 - b. Set dues for Members at Large
 - c. Set date for summer meeting
- 2. Summer meeting
 - a. Approve fundraising activities
 - b. Set date for Fall BOD meeting
 - c. Identify travel team program for Fall District meetings
- 3. Fall meeting
 - a. Approve fundraising activities
 - b. Approve location/date of future Annual meetings as needed
 - c. Set date for Winter BOD meeting
- 4. Winter meeting
 - a. Approve fundraising activities
 - b. Approve location/date of Annual meetings as needed
 - c. Set dates for Spring District meetings
- 5. Pre-Annual meeting
 - a. Approve club fundraising activities for the Annual Meeting
 - b. Review proposed budget
 - c. Review program corrections
 - d. Review Special Fund Trustee vacancies
 - e. Set dates for Fall District meetings
- 6. Outgoing meeting
 - a. Finalize financial obligations

IV Board of Directors Meeting

- A. The President will identify a hostess club for each meeting.
- B. Hostess clubs will provide a meeting location if requested and approved by the President; morning snacks with coffee/tea; lunch; and table decorations.
- C. Fall Meetings will include:
 - 1. Reports on GFWC and WSR meetings
 - 2. Program information
 - 3. Distribution of the State Directory
 - 4. Election of Nominating Committee (in even numbered years)
- D. Winter meetings will include:
 - 1. Reporting information
 - 2. Upcoming OFWC and GFWC convention information

V Annual Meeting / Convention

- A. Annual conventions will be rotated among the four Districts with the normal rotation being Southern, Eastern, Western and Valley.
- B. Hostess clubs could be requested to assist with: table decorations, door prizes, welcome bags, registration assistance, identifying color guard, speakers and entertainment resources and other items as needed.
- C. The convention agenda will include:
 - 1. Election and installation of officers in even numbered years
 - 2. Election of Special Fund Trustees
 - 3. Presentation of Awards
 - 4. Proposed changes by Bylaws and Resolutions Committees
 - 5. Approval of the proposed budget
- D. State Responsibilities for GFWC guests:
 - 1. Assign a hostess and make sure she is aware of her duties.
 - 2. Arrange for transportation to and from the airport.
 - 3. Reserve and pay for lodging and meals.
 - 4. Provide a small welcome basket upon arrival.
 - 5. Coordinate with the GFWC guest her participation in convention activities including: keynote speeches, workshops, installation ceremonies and other activities as appropriate.
 - 6. Provide a small thank you gift at end of convention.
 - 7. Send a personal note after the convention thanking her for attending
- E. Hostess Responsibilities for GFWC guests:
 - 1. Greet the GFWC guest upon their arrival and make sure her room is satisfactory.
 - 2. Assist the GFWC guest with any needs during the meeting.
 - 3. Provide sightseeing or shopping activities during free time.

F. Installation

1. The incoming State President's club or clubs will be hostesses for the Installation reception. The current State President will approve all arrangements.
2. The President will arrange for the installing officer in consultation with the President-Elect.
3. The incoming President will receive the OFWC President's pin at her installation.
4. The President-Elect will order the pin for the outgoing President.