

# CONSTITUTION AND BYLAWS

General Federation of Women's Clubs of Utah, Inc.

Revised April 2023

## ARTICLE I

### NAME

The name of this organization shall be the General Federation of Women's Clubs of Utah, Inc. (Hereinafter referred to as "GFWC of Utah.")

## ARTICLE II

### OBJECTIVE

The objective of this Federation shall be charitable as defined by section 501(c)(3) of the Internal Revenue Code, and to coordinate and maintain a Federation of organized clubs of women in the state of Utah.

## ARTICLE III

### MEMBERSHIP

#### SECTION 1. CLASSIFICATION:

This Federation shall consist of active, associate, and Member-at-Large Members.

#### SECTION 2. ELIGIBILITY & APPLICATIONS:

**a. ACTIVE MEMBERSHIPS:** Any organized club of women with active members whose purpose coincides with those of the GFWC of Utah and General Federation of Women's Clubs is eligible and may apply for active membership as a General, Junior or Juniorette Club. Each application shall be accompanied by the current dues, a copy of its Bylaws and a list of names and addresses of members with officers designated. It must show that the club requires no sectarian, partisan or political test for membership, that it is not a secret society, that it does not tolerate either practice or teaching any violation of state or national laws and that it conforms to the Constitution and Bylaws of the GFWC of Utah and General Federation of Women's Clubs. Such application shall be submitted to the membership chairman for review for presentation at the next GFWC of Utah Convention. A two-thirds vote of those present and voting shall be required to admit any club to membership. Only active members shall hold elective office.

**(1) Juniorette Clubs:** Clubs whose membership is composed entirely of young ladies between the ages of 14 to 18 years may be classified as Juniorette Clubs. They shall participate in the regular programs of the GFWC of Utah and General Federation of Women's Clubs.

**(2) Junior Clubs:** Clubs whose membership is composed entirely of young women may be classified as Junior Clubs. They shall participate in the regular programs of the GFWC of Utah and General Federation of Women's Clubs.

**b. ASSOCIATE MEMBERSHIP:**

**Associate Membership** shall be that held by units of National Organizations or State organizations that are parent organizations of local units throughout the state.

**c. MEMBERS-AT-LARGE:**

**Members-at-Large** shall be for persons interested in maintaining membership in GFWC of Utah and General Federation of Women's Clubs after their club has been disbanded or withdrawn membership from GFWC or where no federated club exists.

**SECTION 3. TERMINATION:**

**Termination of membership** shall be by written resignation or for non-payment of dues for one year.

**SECTION 4. REINSTATEMENT:**

Any club dropped for non-payment of dues may be reinstated upon recommendation of the Executive Committee and the payment of delinquent dues.

## **ARTICLE IV**

### **DUES AND FINANCES**

**SECTION 1. FISCAL YEAR:**

The fiscal year of the GFWC of Utah shall be from the first day of July each year through the 30<sup>th</sup> day of June of the succeeding year.

**SECTION 2. ANNUAL DUES:**

Each active club shall pay annual dues for each active member to the Treasurer of the GFWC of Utah by December 01 of each year in an amount to be determined at the annual convention, out of which per capita dues shall be paid to the General Federation of Women's Clubs.

**SECTION 3. DELINQUENCY:**

Any club whose dues are unpaid by March 1<sup>st</sup> shall be declared delinquent, denied credentials for voting, and is not in good standing until such dues are paid.

**SECTION 4. FINANCE:**

The GFWC of Utah shall be financed through moneys received from annual dues, special fundraising projects, interest on securities, interest on Trust funds for special purposes, and such gifts as are allowed by law. Funds shall be placed in the custody of an accredited bank or trust company to be selected by the Executive Committee. The various funds shall be kept in separate accounts, such as General, Scholarship, Endowment, etc. The interest from all moneys and securities shall be deposited in the checking account to be used for general expenses of the Federation unless otherwise specified.

## **ARTICLE V**

### **OFFICERS AND DUTIES**

**SECTION 1. ELECTIVE OFFICERS:**

**The elective officers** of the GFWC of Utah shall be a President, President-elect, First Vice President, Second Vice President, Recording Secretary, Treasurer, Director of Junior and Juniorette Clubs (when applicable). The appointed officers shall be a Corresponding Secretary and a Parliamentary Advisor.

## **SECTION 2. TENURE:**

The term of office of the elective officers shall be for two years or until their successors are elected and duly qualify. The officer shall be eligible for the same elective office for two consecutive terms. She shall not hold more than one office at the same time. The officers-elect shall assume their duties at the close of the annual meeting at which such election occurred, except that the out-going President shall be the official representative to the General Federation Convention in the election year.

## **SECTION 3. OFFICER VACANCY:**

If the office of president becomes vacant, the President-elect shall accede to the office and shall serve until the close of the next annual convention. If the President-elect serves over one half of the term of President, it will be considered that she has served a term as President.

If a vacancy occurs among the other officers, the Executive Committee shall appoint a person to serve until the next annual convention at which time members will vote to fill that vacancy.

If an officer serves over one-half of the office, it will be considered that she has served a term as that officer. If an officer has not served a full year of an administration she shall be eligible to serve in the same office for the next administration.

Any elected officer who fails to fulfill her duties pertaining to such office, which includes attending a reasonable number of the Executive Committee and annual State Meetings, shall be asked to resign. Vacancy will be filled by the Executive Committee. The term "reasonable number of meetings" shall be determined by the Executive Committee at its first meeting each year after considering the number and nature of planned activities for the year, but in general should not be less than 75 percent of the called meetings. Attending a meeting shall be defined as being present over half the time that it is in session. The President may excuse a person because of illness or an emergency.

## **SECTION 4. DUTIES:**

### **a. President:**

The President shall be the official representative of GFWC and preside at all meetings of the GFWC of Utah. She shall be ex-officio member of all Community Service Programs and committees except the Nominating and Elections Committees.

#### **Her duties shall be:**

- (1) To supervise plans for extending, unifying and rendering more efficient the work of the GFWC of Utah.
- (2) To supervise all publications.
- (3) To issue with the Corresponding Secretary, the CALL to Convention and to all regular and special meetings.
- (4) To countersign with the Treasurer, all orders on the Treasurer that are approved by the Executive Committee.
- (5) To submit an annual report to the GFWC of Utah Convention, and to give a report of the meetings of the General Federation attended as a member of the Board of Directors at the next GFWC of Utah meeting.
- (6) To perform such other duties as pertain to the office of the President.

**b. President-elect:**

- (1) In the absence of the President or at her request, she shall perform the duties of the President.
- (2) She shall serve as Chairman of the Finance and Budget Committee.
- (3) She shall present a balanced budget at each Spring Convention which shall be voted upon by the members.
- (4) After the Mid-Winter Conference in the even-numbered year, she is authorized to plan and prepare the program of work for the succeeding administration as President. She shall appoint Chairmen of Community Service Programs and Chairmen and members of committees.
- (5) She shall serve as Dean of Club Presidents.
- (6) She shall work closely with the GFWC UT President to learn all facets of the position of President.

**c. First Vice President:**

The First Vice President shall perform the duties of the President, in the absence of the President and the President-elect. She shall serve as Dean of Chairmen and promote the General Federation and GFWC of Utah programs through these chairmen to the clubs of the state.

**d. Second Vice President:**

The Second Vice President shall perform the duties of the President in the absence of the President, President-elect, and First Vice President. She shall be chairman of the Membership Committee, and act as liaison with members-at-large, assist with the publication of the "Utah Federation News" and perform such other duties as are assigned.

**e. Recording Secretary:**

The Recording Secretary shall keep a record of all meetings and conventions of the GFWC of Utah, including Executive Committee, and shall perform all other such duties as assigned. She shall keep and file in the permanent records: a directory of all GFWC of Utah Clubs, Community Service Programs, Committee Chairmen, Committee members, associate member organizations, and Members-at Large. All official records shall be filed with the Federation Records. She shall keep in a book for that purpose the Constitution and Bylaws of the GFWC of Utah, together with the accurate record of all adopted amendments.

**f. Corresponding Secretary:**

The Corresponding Secretary shall conduct the correspondence as ordered by the President or the Executive Committee.

She shall compile a directory and supplement of all State Officers, Community Service Programs and committee chairmen and committee members, and all active clubs or associate organizations and their Presidents and Members-at-Large. She shall issue with the President the CALL for all Conventions, Conferences and meetings of the Executive Committee.

**g. Treasurer:**

The Treasurer shall receive all dues and funds, giving receipt therefore, and shall deposit such funds in a bank designated by the Executive Committee, to include all general and special funds together with interest on trust funds and funds raised for special purposes. She shall keep and file vouchers for all disbursements and expenditures. She shall send notices of dues to all clubs during October of each year. Within one month after expiration of her term of office, she shall close the books of the administration and submit them to a clubwoman with financial knowledge, who has been selected by the Executive Committee to perform the closing audit. Each year the books shall receive an informal audit by the Finance and Budget Committee prior to the annual convention to which its report shall be made. At this time she shall fill out a 990 Form for the Internal Revenue Service (IRS) if so required. She shall submit a typewritten report in triplicate. One for the President, one for the Finance and Budget Committee and one for her records at each Executive Committee meeting. She shall serve on the Finance and Budget and the Credentials Committee.

**h. Director of Junior Clubs and Juniorette Clubs:**

The Director of Junior clubs shall be an appointed chairman if there are less than six (6) Junior Clubs or six (6) Juniorette Clubs. If there are six (6) or more Junior Clubs or Juniorette Clubs the Director shall be an elected officer. She shall be a member in good standing of a Junior or a Junior Section of a General Club and/or a Juniorette Club in active membership who has been recommended for office by her own club. She shall serve as liaison officer between the Junior and/or Juniorette, and general clubs in the GFWC of Utah. She shall plan and promote, with the approval of the Executive Committee, the Community Service Programs of the GFWC of Utah and General Federation special Junior Club or Juniorette projects, if any, and special activities for Junior or Juniorette Club members during the annual convention and other meetings during the year. She shall serve on the GFWC of Utah membership committee.

**i. Parliamentarian:**

The Parliamentary Advisor shall be a member of a club holding active membership in the GFWC of Utah. She shall attend all meetings of the Convention, Conferences and Executive Committee. She shall be an ex officio member of the Constitution and Bylaws Committee and Credentials Committee.

**j. All Officers:**

All officers shall submit a typewritten report at each annual convention, to be filed in the permanent records. Upon retiring from office, they shall deliver within 30 days to their successor, all records, books, funds, and other properties belonging to the GFWC of Utah.

## **ARTICLE VI**

### **EXECUTIVE COMMITTEE**

**SECTION 1. EXECUTIVE COMMITTEE:**

The Executive Committee shall consist of all elective officers. The President, President-elect, First Vice President, Second Vice President, Recording Secretary, Treasurer and Director of Junior Clubs and Juniorette Clubs (when applicable).

**a. Duties:**

- (1) To transact the business of the GFWC of Utah between meetings; however, they cannot modify any action taken at annual Conventions or Fall and Mid-Winter Conferences.

## **ARTICLE VII**

### **MEETINGS AND QUORUMS**

**SECTION 1. ANNUAL CONVENTION:**

An annual convention shall be held in the spring of each year for the purpose of hearing the reports of the officers, the various Community Service Programs and committees, and such other business as pertains to the GFWC of Utah, together with inspirational and educational programs. In even numbered years the general election of officers shall occur. The day and length of time shall be determined and the convention program planned by the Executive Committee. A registration fee shall be charged of those attending the convention.

**a. Representation:**

- (1) Each member of a GFWC of Utah Club is entitled to attend and vote.
- (2) **Associate Membership:** Each organization in associate membership shall be entitled to one accredited delegate or alternate.

**b. Quorum:** The Quorum shall be fifteen (15) delegates.

**SECTION 2. CONFERENCES:**

Fall Conference shall be held for the purpose of promoting the work of the Community Service Programs and Committees of the GFWC of Utah, and to transact such other business as shall come before them. This Conference cannot modify any action taken at an annual Convention. During the Utah legislative session the Mid-Winter Conference will be held early in January or February of said year. The meeting will consist of the Executive Committee, Club Officers, and all club members of GFWC of Utah. All are entitled to attend and vote.

**a. Quorum:** The quorum shall be fifteen (15) members.

**SECTION 3. EXECUTIVE COMMITTEE:**

The Executive Committee shall meet on call of the President or any two members of the committee with purpose of any special meetings stated.

**a. Quorum:** The quorum shall be a majority of the members.

**SECTION 4. COMMITTEES:**

Community Service Programs and Standing Committees shall meet on call of their respective chairmen, or on call of the President in cooperation with chairmen.

**SECTION 5. SPECIAL MEETINGS:**

Special meetings may be called by the President or any five of the elective officers. The purpose shall be stated.

## **ARTICLE VIII**

### **NOMINATIONS AND ELECTIONS**

#### **SECTION 1. NOMINATIONS:**

There shall be a nominating committee consisting of two representatives from the Northern clubs, two representatives from the Southern clubs, and one Past President elected by the Past Presidents of the GFWC of Utah, to form and meet at the Fall Conference in the odd number year.

The GFWC of Utah President shall call the meeting to order and preside until a chairman and secretary are chosen. She shall then retire from the meeting. A candidate whose consent must be secured before her name is placed in nomination shall be proposed by an accredited representative from the club in which the candidate holds membership. All names of candidates shall be certified as to eligibility by the Membership Chairman and Treasurer by February 15 of even numbered years.

- a. Nominations for GFWC of Utah Officers** shall be presented at the morning session of the first day of the convention of the election year by the chairman of the nominating committee. Further nominations may be made from the floor.

#### **SECTION 2. ELECTIONS:**

The election of officers shall be held during the annual convention in the even-numbered years. Election shall be by ballot. A plurality vote shall elect. If there is but one candidate for each office, election shall be by voice vote. Only those members of the voting body present shall have the right to vote. No person shall cast more than one vote. The Elections Committee shall have charge of the printing of ballots and all arrangements for conducting the election. The polls shall open at 3:00 p.m. and close at 4:30 p.m. on the first day of the convention. The ballot box shall be preserved by the Recording Secretary for a period of one month. The chairman of the Elections Committee shall prepare a written report of all votes cast and present it to the convention. The President shall declare the elections. If at any election there is a tie vote, and the President has already voted such vacancy shall be filled by a majority vote at the first meeting of the Executive Committee.

In case of emergency, when in person voting is not possible at the State Convention, online and mail-in ballots will be allowed.

## **ARTICLE IX**

### **COMMUNITY SERVICE PROGRAMS AND COMMITTEES**

#### **SECTION 1. COMMUNITY SERVICE PROGRAMS:**

Community Service Programs may be established in accordance with those of the General Federation of Women's Clubs. They shall be for the purpose of education, social and civic advancement and achievement, and to cooperate in activities of the community in accordance with loyal American citizenship and good government. They shall submit outlines of work at the Fall Conference following their appointment and shall send such outlines and materials as approved by the First Vice President, who is chairman of Community Service Programs, to member clubs as requested. They shall submit annual or administration reports as requested. Each chairman shall keep and report a full record of the work done

during her administration. She shall turn over all records and materials to her successor within one month after the conclusion of her term of chairmanship.

## **SECTION 2. STANDING COMMITTEES:**

There shall be the following Standing Committees: Constitution and Bylaws, Convention, Credentials, Elections, Federation Records, Finance and Budget, Legislation, Membership, Resolutions and Fundraising.

**a. Constitution and Bylaws Committee** composed of three members shall propose a revision or amendments to the Constitution and Bylaws of the GFWC of Utah. It shall consider amendments suggested by the Executive Committee of the GFWC of Utah. Such suggested amendments shall be submitted to the committee by March 1<sup>st</sup> of each year. It shall prepare and submit standing rules for approval.

**b. The Convention Committee Chairman** shall be appointed by the GFWC of Utah President or Executive Committee. She and her committee shall work with the President or Executive Committee preparing plans for the annual convention. No decision shall be made without permission from the President or Executive Committee.

**c. The Credentials Committee** shall consist of the GFWC of Utah Treasurer who shall act as chairman and two members. They shall verify eligible voting delegates from the records of the Treasurer (Article VII, Section 1.a).

Eligibility notification shall be sent to the President of each active club and associate organization, and to such others as constitute the voting body, not later than one month prior to the annual convention. The committee shall be on duty every day during the convention and shall report the credentials each day.

**d. The Election Committee** shall be composed of three members and as many tellers and judges as may be necessary to expedite the counting of ballots. Only active members in good standing shall serve on the committee. The Election Committee shall have charge of the printing of ballots and all arrangements for conducting the election. The Chairman of the Elections Committee shall prepare a written report of all votes cast and present it to the convention.

**e. The Federation Records Committee** shall consist of two members, which may include the Historian. The appointed Historian shall act as Chairman and assemble the history of the administration to include a copy of the Constitution and Bylaws, Yearbooks, Conventions and Conference programs and news clippings of the State functions of the GFWC of Utah. These to be furnished to the retiring State President who shall be responsible for her administration records deposited in the University of Utah Library. Any club member desiring to refer to the records shall be accompanied or given permission by the chairman.

**f. The Finance and Budget Committee** shall be composed of the President-elect who shall act as chairman, the Treasurer and three club members, one to be appointed each year to serve three years. They shall meet on call of the chairman. The committee shall prepare a budget each year to be presented for review and to the convention for approval. It shall be responsible for all investments. They shall conduct an informal audit annually prior to convention and prepare a report to be given at convention.

**g. The Legislation Committee** composed of three members, one of whom shall be a delegate to the Women's State Legislative Council of Utah. She shall assist in developing an educational program concerning legislation.



**h. The Membership Committee** shall consist of the Second Vice President who shall act as Chairman, the Director of Junior Clubs, and Juniorette Clubs. They shall work actively to bring clubs into the GFWC of Utah and assist in the organization of clubs throughout the state.

**i. The Resolutions Committee** shall consist of three members. It shall receive and submit with recommendations such resolutions as pertain to the purpose of the GFWC of Utah and General Federation. All resolutions originating with GFWC of Utah shall be read at least twice before final action is taken.

j. The Fundraising Committee shall consist of 2 or more members. Its purpose shall be to raise funds for GFWC of Utah. The Fundraising Committee chairman and the Treasurer shall count the money at the end of each conference and convention.

### **SECTION E. SPECIAL COMMITTEES:**

Special Committees may be appointed by the President or Executive Committee to investigate and report on activities as assigned.

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY**

The parliamentary authority for the General Federation of Women's Clubs of Utah, Inc., shall be *Robert's Rules of Order*, newly revised, in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws.

## **ARTICLE XI**

### **AMENDMENTS**

The GFWC of Utah Constitution and Bylaws may be amended at the Annual Convention by a two-thirds vote of the voting body. Notice of the proposed amendment must be given in advance with the Call to Convention.

## **ARTICLE XII**

### **DISSOLUTION**

If this organization should be dissolved, its assets shall be distributed to another organization or organizations qualified under Section 501(c)(3) of the Internal Revenue Code, or the University of Utah Medical School. No assets may be distributed to individual members.

**STANDING RULES  
OF THE  
GENERAL FEDERATION OF WOMEN'S CLUBS OF UTAH, INC.**

**1. DUES**

A. GFWC of Utah and GFWC dues shall be paid together for each club member. A list of paid members shall accompany payment of annual dues of \$25.00 per member (GFWC - \$15.00; GFWC of Utah \$10.00).

B. Members-at-Large shall pay \$25.00 annual dues to the Treasurer of GFWC of Utah by December first, to cover GFWC and GFWC of Utah membership and including receipt of State Directory or Supplement, Conference and Convention Calls, and GFWC Clubwoman magazine.

C. Each associate member organization shall pay annual dues of fifteen dollars (\$15.00) to the GFWC of Utah Treasurer by January 15th.

D. GFWC of Utah annual dues of fifty dollars (\$50.00) shall be paid to GFWC Western States Region upon receipt of notice, prior to March 1<sup>st</sup>.

E. Dues for one (1) delegate to the Women's State Legislative Council of Utah shall be paid by GFWC of Utah in September of even-numbered year.

**2. GFWC OF UTAH MONIES**

A. Earmarked funds shall be recorded and remain in the checking account until disbursed as titled. The Treasurer shall apprise each administration of said funds.

B. Only interest from the Memorial Endowment Fund, 2<sup>nd</sup> Century Endowment Fund/Nursing Scholarship Fund shall be used. The interest from the endowment funds to be used for general operating expenses, the interest from scholarship funds to be used for scholarship.

C. All receipts from registration and meal functions received by the Credentials Committee for Conferences and Conventions shall be verified and remitted to the State Treasurer.

D. The State Treasurer shall record dues received and remit the per capita GFWC dues with the proper method of payment to accompany it prior to the stated due date.

E. All fundraising at GFWC of Utah meetings shall require prior approval of the current GFWC Fundraising Chairman. A percentage of all sales will be paid to GFWC of Utah. The amount of commission to be determined by GFWC of Utah Executive Committee and Fundraising Chairman.

**3. BUDGET**

A. The proposed budget shall be presented to the Executive Committee prior to presentation on the floor of the convention for approval and adoption.

B. GFWC of Utah President's current budgeted allowance of \$2500, per annum, is to help with expenses of attending the GFWC Board of Directors' Meeting and GFWC International Convention and Western States Regional Conference. These meetings are an obligation of her office.

C. State Executive Committee officers' currently budgeted allowance of \$70 each requires attendance at 75% of the scheduled Executive Committee meetings, conference and conventions. Included: President Elect, First and Second Vice Presidents, Recording and Corresponding Secretaries, Parliamentarian and Treasurer.

D. Five Community Service Programs and the GFWC Signature Project, Domestic Violence Awareness and Prevention, shall be budgeted an annual allowance of \$50 to each program to cover necessary expenses connected with their programs. If the \$50 is not used the first year of an administration, it may be carried over to the second year. Juniorette and Junior Clubs are to be included provided they file yearly reports according to the GFWC reporting guidelines.

E. The Community Impact Program is a two year program which is reported on and judged at the end of the two years. A \$50.00 award for first place is paid by GFWC. Second and third place winners are paid from GFWC of Utah funds in the amount of \$50.00 to be divided and awarded by the CIP State of Utah Chairman.

#### **4. EARMARKED FUNDS**

A. In the even numbered years, a Nursing Scholarship shall be awarded to a junior or senior student at the University of Utah School of Nursing, using the interest only, in an amount approved by the Executive Committee. The U of U shall nominate the student and notify GFWC of Utah. Contact: U of U, School of Nursing at 801-585-9630, 25 South Medical Drive, Salt Lake City, Utah 84112. The scholarship shall be awarded at State Convention, if at all possible. Contributions to this Fund shall be sent to the State Treasurer.

B. Karen E. Daley Music Scholarship funds have been transferred to the University of Utah Music Department under the management of the Director of Development. The office number is 801-581-6765. The Vocal Music Department will select the student and notify GFWC of Utah. The fund was set up by Harriet Eliason in honor of her daughter. Contributions may be sent to GFWC's State Treasurer.

C. Perception Park Fund shall be used to fund improvements suggested by the U.S. Forest Service to the Ogden Canyon Campground. A chairman shall be appointed by each administration to guide this program. A tour shall be arranged to Perception Park for clubwomen to further the improvements.

#### **5. OFFICERS**

Out-going State Officers shall be given the opportunity to be a candidate for another state office position if they desire.

#### **6. RECORDS, REPORTS, MINUTES**

A. GFWC of Utah records shall be kept in the Special Collections at the University of Utah. A contribution of \$24 shall be given to the U of U for this service.

B. Reports shall be sent to the Dean of Chairmen. These shall be prepared for filing at the U of U.

C. Minutes of all executive Committee Meetings, Conferences, and Conventions shall be filed at the U of U.

D. GFWC of Utah "Newsletter" shall be filed with the U of U.

E. GFWC of Utah Directory and Supplement shall be filed with the U of U.

## **7. DIRECTORY/SUPPLEMENT, UTAH “NEWSLETTER”**

A. The Directory shall be printed and distributed at the Fall Conference in the even-numbered years. The Supplement is to be distributed at the Fall Conference in the odd-numbered years.

B. Utah “Newsletter” shall be distributed three times each year, Fall and Mid-Winter Conference and Convention in off-numbered years. Fall and Mid-Winter Conferences and March in even-numbered years to include the candidates for office. A copy shall be mailed to GFWC Headquarters, the Western States Region President and a copy to past presidents of Utah.

C. Those who shall receive a copy of the directory/supplement and Newsletter include: GFWC President, WSR President, GFWC of Utah Executive Officers, Club Presidents, and Past Presidents.

## **8. TREES/PLAQUE/PIN**

A. A tree of her choosing shall be planted in honor of the retiring President. The place shall be determined by her. GFWC of Utah shall contribute up to \$50 for each tree.

B. It shall be the responsibility of the President Elect to obtain the GFWC Past President’s pin. She shall present it to the retiring president at the Utah State Convention at the close of her administration. Monies for said pin shall be provided by GFWC of Utah.

## **9. CONFERENCES/CONVENTIONS**

A. Registration fee shall be charged in an amount determined by the Executive Committee.

B. A fee shall be added to meal costs to help defray expenses of the conference or convention in an amount determined by the Executive Committee.

A. Clubs hosting a Conference or Convention may choose to be the caterer for the meal or an outside vendor may be used. Approval will be given by the State Executive Committee and the hosting club president.

## **10. CLUBWOMAN OF THE YEAR**

Each club may select a Clubwoman of the Year. She will represent her Club at the annual State Convention where all Clubwomen of the Year will be honored.