



GFWC of NORTH CAROLINA DISTRICT STANDING RULES

GFWC-NC Dogwood District



MARCH 7, 2026
TABLE OF CONTENTS

Section Title Page

1	Name	2
2	General	2
3	Finances	3
4	Meetings	3
4.1	Special Meetings	4
4.2	Credentials for District Meetings	4
4.3	Quorum for District Meetings	4
5	Membership	4
6	Officers	4
6.1	Appointed Positions	5
7	Nominations and Elections for District Officers	5
8	District Board of Directors	5
9	Standing Committees	5
9.1	District Arts Festival	5
9.1.2	Purpose	6
9.1.3	Attendance	6
9.1.4	Program	7
9.1.5	Reporting	7
9.2	District Communications and Public Relations	7
9.3	District Leadership, Education, and Development Seminar (LEADS)	8
9.4	District Sallie Southall Cotten (SSC) Scholarship	8
10	Parliamentary Authority	9
11	Amendments	9
12	Origin and Revision History	10

GFWC-NC DISTRICT STANDING RULES

Section 1: Name

The name of the organization shall be General Federation of Women's Clubs of North Carolina Dogwood District hereinafter called ***GFWC-NC Dogwood District***.

Section 2: General

1. The Standing Rules shall be reviewed annually and shall not conflict with GFWC and GFWC-NC Bylaws. Proposed amendments to these Standing Rules shall be appended to the Call and presented at the District Fall Meeting for adoption by the membership. Updated copies shall be made available to all District members.
2. All electronic device notifications, vibrations, and audio are to be turned off with the device to remain in silent mode for the duration of the meeting. To avoid disruption, phone calls should be conducted privately and outside of the meeting room.
3. In the event of a virtual meeting:
 - a. Registration is required when stated in the invitation.
 - b. Following the Call to Order, all microphones are to be muted, unless speaking.
 - c. Votes will be by show of hands, unless ballot is required.
4. Minutes
 - a. **District Meeting:** Within two weeks of any District meeting, prior to publication or distribution, the District Secretary shall send a draft of the minutes to the District President and District Parliamentarian for review. A reviewed copy of the district meeting minutes shall be provided by the District President to members within one month of meeting.
 - b. **District Executive Committee Meeting:** Within two weeks of any District Executive Committee Meeting, prior to publication or distribution, the District Secretary shall send a draft of the minutes to the District President and District Parliamentarian for review. A reviewed copy of the District Executive Committee Meeting minutes shall be provided by the District President to the District Executive Committee members within one month of the meeting.
5. No member may contractually obligate GFWC-NC Dogwood District without the prior approval of the District Executive Committee.
6. An electronic copy of the District Administration Book prepared or approved by the District President shall be distributed no later than the District Fall Meeting of the even year. It shall be updated, distributed as needed, and contain:
 - a. List of current district officers, chairmen, and committee members; their contact information and club names.
 - b. List of all district clubs and contact information for each club president.

- c. District meeting dates and host clubs, district budget, district reimbursement request form, and the district history including past District Presidents and Directors of Junior Clubs. d. List of current GFWC-NC officers, program, and committee chairmen; with their contact information; dates and locations for GFWC and GFWC-NC meetings and events.
7. A Collect for Clubwomen, Standing Rules and other pertinent GFWC, GFWC-Southeastern Region, GFWC-NC, GFWC-NC District and Club information. The District Administration Book is to be used for Federation business only. Its content may not be used, distributed, or supplied to anyone without prior approval of the District Executive Committee.

Section 3: Finances

1. The fiscal year of GFWC-NC Districts shall align with the fiscal year of GFWC-NC.
2. The District Treasurer may use a variety of methods to collect monies including cash, checks, and electronic means. The methods and use shall be determined and approved by the District Executive Committee.
3. The District bank account must have two names of responsible parties (ex. District President and District Treasurer) on the account and signature card and carry the full name of the District. No account may be opened in the name of an individual member.
4. District dues shall be \$5.00 per member remitted by each club to the District Treasurer by December 31st annually. District dues shall be divided with \$2.50 per member retained by the district and \$2.50 per member submitted to GFWC-NC for the Sallie Southall Cotten (SSC) District Scholarship Fund. The District Treasurer shall remit the \$2.50 per member dues for the SSC District Scholarship Fund to GFWC-NC Headquarters or the designated address by January 31st annually.
5. The District Finance Committee shall consist of the District Treasurer as Chairman, the District President as an ex-officio member and one committee member appointed by the District President. No two committee members shall be from the same club of record.
6. The District Finance Committee shall prepare an annual proposed budget for adoption at the District Spring Meeting for the next fiscal year. The proposed budget shall be provided to the District President by the District Finance Committee Chairman two weeks prior to the date of the Call. A copy of the proposed budget shall be included with the Call to the Meeting.

Section 4: Meetings

The Annual Meeting shall be held in the fall on a date and at a location to be determined by the District President in cooperation with the GFWC-NC President and the host club(s).

The District Director of Junior Clubs, with the consent of the District President, may designate a time during the Annual Meeting for a meeting of the Junior Club members.

Section 4.1: Special Meetings

- 1. Special meetings may be called by the District President, by written request of the District Executive Committee or at least 25 members representing 6 clubs.
- 2. The request and purpose shall be emailed to the District President.
- 3. The meeting shall be scheduled by the District President within 48 hours of receipt of the request and a Call to the meeting shall be issued via email.
- 4. The purpose of the meeting shall be stated in the Call, which shall be sent to all member clubs at least 7 days prior to the meeting.

Section 4.2: Credentials for District Meetings

A Club having between 5 and 9 members shall be entitled to be represented by its President or her representative as its delegate. A Club having between 10 and 25 members shall be entitled to be represented by its President or her representative as its delegate and one additional delegate. A Club having more than 25 members shall be entitled to one additional delegate for each additional 25 members or majority thereof after the first 25.

Section 4.3: Quorum for District Meetings

40 delegates representing at least 9 clubs shall constitute a quorum at any Annual Meeting, Spring Meeting or Special Meetings of membership.

Section 5: Membership

Membership shall be open to members of GFWC-NC per capita dues paying clubs federated in the following Counties of North Carolina.

Anson	Cabarrus	Chatham	Cumberland
Harnett	Hoke	Lee	Mecklenburg
Montgomery	Moore	Richmond	Scotland
Stanly	Union	Wake	

Section 6: Officers

1. The officers of the district shall be President, Vice President, Secretary, Treasurer and Director of Junior Clubs (for districts with Junior Clubs).
 2. The district officers shall constitute the District Executive Committee. The District Executive Committee shall meet prior to the District Fall Meeting annually or at the Call of the District President.
- GFWC-NC District Standing Rules / Adopted January 17,
2026 4
3. For a list of duties not included in the Standing Rules for these officers, see the GFWC-NC Policies and Procedures. (Section 3.2: District Job Descriptions)

Section 6.1: Appointed Positions

1. Standard: Parliamentarian, Program Chairman, Finance Committee, Scholarship Chairman and LEADS Selection Committee.
2. Optional: Communications Chairman, Chaplain, Arts Festival Chairman, Community Service Program Chairmen, GFWC Special Programs Chairmen, GFWC-NC Special Projects Chairmen, Junior Membership Chairman, Leadership Chairman, Awards Chairman and others needed based on district operations.
3. For a list of duties not included in the Standing Rules for these positions, see the GFWC-NC Policies and Procedures. (Section 3.2.6: Standard Appointed Positions and Section 3.2.7 Optional Appointed Positions)

Section 7: Nominations and Elections for District Officers

1. Districts with 300 or fewer members shall have a District Nominating Committee consisting of (3) members from (3) different clubs. Districts with 300 or more members shall have a District Nominating Committee consisting of (5) members from (5) different clubs.
2. The District Nominating Committee and an alternate shall be elected at the Annual Meeting in the even years for a term of two years. No member may serve two consecutive terms.
3. The District Nominating Committee shall present a slate of Officers at the Annual Meeting in the odd year to be voted on by the membership.

Section 8: District Board of Directors

The District Board of Directors shall consist of the District President, Vice President, Director of Junior Clubs, Secretary, and Treasurer, Chaplain, Chairmen and Committee Chairmen, Parliamentarian, and Club Presidents.

Section 9: Standing Committees

Section 9.1: District Arts Festival

Districts will determine if an annual District Arts Festival will be held and if it will be for students, clubwomen, ArtFest participants, or any combination of the above. If GFWC-NC Dogwood District decides to host an Arts Festival, the District Arts Festival Chairman, in cooperation with the District

GFWC-NC District Standing Rules / Adopted January 17,

2026 5

President, District Scholarship Chairman and host club(s), is responsible for the District Arts Festival.

Section 9.1.2: Purpose

1. The District Arts Festival is held to conduct contests in the arts for students and clubwomen in accordance with the rules and guidelines in the current GFWC-NC Arts Festival Guidelines.
2. It is imperative that local and district contests follow all current rules and abide by all deadlines to avoid disqualifying contestants.
3. The District President appoints the District Arts Festival Chairman for a term of two years. This chairman shall:
 - a. Obtain the current GFWC-NC Arts Festival Guidelines (Appendix A of the GFWC-NC Administration Book) and follow the rules, deadlines, and judging criteria. Consistent, quality judging is essential for a successful Arts Festival.
 - b. Determine the place and date (with alternate date identified, if needed) of the District Arts Festival, with the approval of the District President.
 - c. Provide local clubs with pertinent information regarding the District Arts Festival including date, location, pre-registration and registration deadlines, and contest specific details.
 - d. Actively promote participation in the Arts Festival by students and clubwomen through arts festivals sponsored by local clubs. Encourage local Arts Chairmen to use the current GFWC NC Arts Festival Guidelines.

Section 9.1.3: Attendance

1. All contest entrants must be sponsored by a local club, one entry per contest category, and must be pre-registered. Local clubs should assist student contestants with their transportation and meals (where applicable).
2. A student should never attend alone; there should be a member of the sponsoring club in

attendance. There is no student registration fee, but they must be registered on a District Arts Festival Registration Form.

3. Arts Festival contestants do not have to be present but are encouraged to attend if they desire.
4. Parents, teachers, and all clubwomen are welcome to attend the District Arts Festival but must pay the registration fee accompanied by a registration form.
5. Additional attendees such as State Officers, judges, special guests, etc. should also be registered.

GFWC-NC District Standing Rules / Adopted January 17,
2026 6

Section 9.1.4: Program

The District Arts Festival Program should follow the guidelines cited above. This includes but is not limited to:

- a. Judging of displayed arts and crafts.
- b. Judging of scholarship contestants, if held in conjunction with the District Arts Festival.
- c. An awards assembly.

Section 9.1.5: Reporting

1. The District Arts Festival Chairman is responsible for pre-registering all District 1st place winners with the appropriate State Contest Chairman by the established deadline.
2. The District Arts Festival Chairman shall assure compliance with all rules for forwarding the information on the winning contestants to the State Chairmen.
3. Clear instructions should be given to the winners and sponsoring clubs about participating in the state contests including individual and club responsibilities for the entries and/or entrants.

Section 9.2: District Communications and Public Relations

1. All communications to the district membership, including postal mail and email shall have prior approval of the District President.
2. Members representing the district on social media must always uphold the values, mission, and reputation of GFWC and GFWC-NC.
 - a. Official District Social Media Accounts: Only authorized individuals may create, manage, or post on the District's official social media accounts. All content must reflect the District's mission, events, and activities accurately and professionally.

- b. Personal Use: Members may reference the District on personal accounts but must clearly distinguish personal views from GFWC and GFWC-NC positions. Use of the GFWC, GFWC NC, and District name or logo in a way that implies endorsement requires prior approval from the District President.
- c. Confidentiality & Respect: Members shall not share confidential information or internal discussions. All posts must be respectful, inclusive, and free from discriminatory, defamatory, or inflammatory language.

GFWC-NC District Standing Rules / Adopted January 17,
2026 7

- d. Content Approval: Major announcements, statements, or sensitive topics require prior approval from the District President or District Communications Chairman before posting.

- 3. The District President will determine if a District Newsletter is needed and the frequency of said publication. In lieu of a District Newsletter, the District President may choose to provide an article, information, or update related to their district in the NC Clubwoman Magazine. The deadline for the NC Clubwoman Magazine is the 15th day of the month prior to publication.

Section 9.3: District Leadership, Education, and Development Seminar (LEADS)

- 1. Information on the GFWC-NC Leadership Education and Development Seminar (LEADS), including seminar details, who to contact, deadline dates, and copy of application/general attendance forms, shall be sent electronically by the District President to Club presidents, members of the District Executive Committee, and the District LEADS Selection Committee Chairman in August annually.

.District LEADS Selection Committee shall:

- a. Consist of a Chairman and two members appointed by the District President. No two members shall be from the same club of record.
- b. Receive completed applications for members applying to be considered for the positions of GFWC-NC District LEADS Representatives by November 1st of the year preceding seminar.
- c. Select two GFWC-NC District LEADS Representatives by November 25th of the year preceding the seminar.
- d. Assure that all applications are completed and filed with GFWC-NC LEADS Chairman by December 1st of the year preceding the seminar.

- 3. District members can apply for admission to GFWC-NC LEADS without being considered for

selection as GFWC-NC Representative by applying directly to the GFWC-NC LEADS Chairman using the at-large application process.

4. GFWC-NC LEADS application is in Appendix C of the GFWC-NC Administration Book and on the GFWC-NC website member portal.

Section 9.4: District Sallie Southall Cotten (SSC) Scholarship

1. The annual recipient of the Sallie Southall Cotten Scholarship is chosen at the state contest from the winning contestants in the district contests.

GFWC-NC District Standing Rules / Adopted January 17,
2026 8

2. The District President appoints the District Scholarship Chairman for a term of two years. This chairman shall:
 - a. Become thoroughly familiar with the current Sallie Southall Cotten Scholarship contest rules, application and entry requirements as found in the current GFWC-NC Administration Book, and with contest information sent to her by the GFWC-NC State Scholarship Chairman.
 - b. Choose and publicize the time, place, and date of the district contest. District scholarship interviews may be held remotely or in-person.
 - c. If held in-person at the District Spring Meeting and Arts Festival, District Scholarship Chairman must work collaboratively with the District President, District Arts Festival Chairman, and host club(s) regarding logistical details such as interview room, holding room for contestants, meals, certificates, etc.
 - d. Urge local clubs to start in the fall to work with school counselors (and others) to identify potential applicants and to carefully follow the rules and guidelines as published by GFWC NC.
 - e. The GFWC-NC State Scholarship interviews may be held remotely or in person. If in person, remind the club sponsoring the district winner that it is responsible for accompanying the student to the state contest.

Section 10: Parliamentary Authority

The Parliamentary authority for this District will be the current edition of *Robert's Rules of Order, Newly Revised*.

Section 11: Amendments

These rules may be amended at any meeting by a majority vote of the delegates present and voting, provided a copy of the amendments has been appended to the CALL or by two-thirds of those present and voting without notice.

GFWC-NC District Standing Rules / Adopted January 17,
2026 9

Section 12: Origin and Revision History

VERSION	DATE	NOTES	APPROVAL
ORIGINAL	01/17/2026	Authored by GFWC-NC District Transition Committee. (Standardized Standing Rules established due to redistricting for the 2026-2028 Administration.)	GFWC-NC Executive Committee and Junior Officers

END OF DOCUMENT

