

# GENERAL INFORMATION

The Purpose and Objectives of the General Federation of Women's Clubs of North Carolina, Inc. is to unite member clubs into a statewide charitable organization of volunteers for the promotion of education, community service, fellowship, and leadership development.

## **GFWC-NC Headquarters**

**Mailing Address:**  
**7474 Creedmoor Road #310**  
**Raleigh, NC 27613**  
**919-790-8684**  
**www.gfwcnc.org**  
**E-mail: [hq@gfwcnc.org](mailto:hq@gfwcnc.org)**

### **Information on Headquarters:**

Hours: 9:00 am-4:00 pm – M, W, F

Other hours available by appointment

### **GFWC-NC Annual Holidays include:**

Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day (2 days)  
Christmas Day (2 days)

In addition, GFWC-NC Headquarters will be closed regular office hours Christmas Eve through New Year's Day.

GFWC-NC staff will traditionally take one day off the week following a large meeting.

## **Staff**



**Executive Director**  
Jill Dedene  
[hq@gfwcnc.org](mailto:hq@gfwcnc.org)



**Financial Associate**  
Frances Lewis  
[Bookkeeper@gfwcnc.org](mailto:Bookkeeper@gfwcnc.org)

### **GFWC-NC Calendar**

*GFWC-NC Clubwoman* magazine articles are due by the 15<sup>th</sup> of the previous month. Magazine is sent out the 1<sup>st</sup> Wednesday of each month.

March 11, 2023	GFWC-NC Arts Festival Mebane Arts & Community Center Mebane, NC
April 2023	GFWC-NC Annual Convention
Fall 2023	GFWC-NC Fall Conference
March 2024	GFWC-NC Arts Festival
April 2024	GFWC-NC Annual Convention

**DATES TO NOTE:**

**GFWC Federation Day – April 24<sup>th</sup>**

GFWC Federation Day is April 24<sup>th</sup> - the day in 1890 the General Federation of Women's Club was formed.

Clubs are encouraged to celebrate and honor Federation Day and the founding of their club at any time during the month of April

## **GFWC-NC Meetings**

### **GFWC-NC Convention**

The State Convention is held annually in the spring to promote the GFWC-NC program of work, transact business, receive reports, and approve plans and recommendations for the coming year. The annual convention brings many opportunities along with fellowship making the convention experience a worthwhile event.

The Official Call to Convention is updated annually by the Executive Committee after a date and location have been secured. The Official Call includes the following information: proposed revisions to Resolutions and Bylaws, outline of the program, hotel information, registration information and fees, and other pertinent information necessary. The Official Call is sent out 30 days in advance.

### **GFWC-NC State Arts Festival**

The Arts Festival, including local, district, and state contests, began as an awards program of the Arts Program in 1910, and was a feature of conventions for many years. In 1964 the districts began holding their own festivals. As it grew in participation, the decision was made to hold these arts contests at a separate time, and in 1967, the State Arts Festival was established. Clubwomen and students' artwork are judged by local clubs who submit winners to the districts for competition. The district winning artwork is then submitted to the State Arts Festival for statewide competition at this self-supporting event.

The rules and guidelines for each level of the arts contests are published in the Arts Festival Guideline Section of the GFWC-NC *Administration Book*.

### **GFWC-NC Fall Conference**

The GFWC-NC Fall Conference is open to all Clubwomen and is customarily scheduled in November of uneven years. At this meeting various reports are given as requested by the President, including reports from the Nominating Committees. The Community Service Program Chairmen for the upcoming administration are elected. Workshops, speakers, and other leadership opportunities may be available.

### **GFWC-NC Summer Meeting**

The GFWC-NC Summer Meeting is open to all Clubwomen and is customarily scheduled in the summer. This meeting is primarily used for training clubwomen in their new leadership positions. Updates from GFWC and any new information for the Community Service Programs will be made available as well as the current projects and programs for GFWC-NC

## **GFWC-NC Finances**

### **Finances**

The fiscal year of the GFWC-NC is from July 1 through June 30.

The GFWC-NC annual budget is presented and adopted at each state convention preceding the budget year. The adopted budget lists all **State Leadership** eligible for partial reimbursement of expenses. An Expense Report should be sent to GFWC-NC no later than May 15 and should include all expenditures. Only the amount budgeted will be reimbursed, but the total expense is used as a guide in preparing the next budget. Please complete the Expense Report Form found in the Forms section or online and submit with accompanying original receipts.

**All checks** sent to GFWC-NC should be made payable to GFWC-NC. The Remittance Form in the Forms section of the *Administration Book* should be used for accurate record keeping. Clubs are directed to send monetary donations directly to all GFWC-NC and GFWC supported partnerships and projects as listed in the Community Service Projects Section of the *GFWC-NC Administration Book*.

### **Special Funds**

The GFWC-NC is financed by membership dues and by dividends derived from investment accounts. An asterisk (\*) by the following funds indicates that a donation to that fund is a requirement to earn honor club status.

\*The **LEGACY FUND** is an investment fund. Clubs and members are urged to make donations to this fund which is a permanent asset of GFWC-NC. Memorial or Honorarium contributions are also accepted.

**HONORARY LIFE MEMBERS** (HLM) of GFWC-NC are completed by making a donation to the Legacy Fund in the amount of \$750. The recipient will receive an Honorary Life Membership Pin and Certificate of Recognition. Her name will be recorded in the GFWC-NC Honorary Life Membership Book and printed in the *GFWC-NC Administration Book*.

\*The **KATIE MCAULAY RANKIN ART ENDOWMENT FUND**, established in April 1977, finances the various crafts, visual arts, and Artfest competitions for students at the annual State Arts Festival. Donations to this fund are invested, with the dividends used to fund the Arts Festival.

\*The **SALLIE SOUTHALL COTTEN SCHOLARSHIP FUND** is an investment fund. Donations to this fund are invested, with the dividends used to fund the four bachelor degree scholarships. Scholarship checks are written and sent directly to the school of choice. Currently, the winner receives a four-year scholarship with an annual amount of \$3,000 for a total of \$12,000. The runner-up receives a one-time award of \$1,000.

The **GFWC-NC GREESON-JOHNSON TEACHING SCHOLARSHIP FUND** began during the 2010-2012 Administration. The GFWC-NC Greeson-Johnson Teaching Scholarship has been placed at Appalachian State by approval of the Board of Trustees Scholarship Committee.

A gift of \$10,000 was committed to the school, it was decided by the Board of Trustees that the funding option of giving a gift to the school, as opposed to an endowment, which will receive \$2,000 annually for a period of five years. The first recipient of this scholarship should receive funds before the 2021 fall semester.

\*The **GENERAL TRUST FUND** is an investment fund from which funds are used to supplement the budget. Clubs and members are urged to make donations to this fund.

The **1902 SOCIETY** began during the Centennial year of GFWC-NC to honor it's founding year. Clubs and members are urged to make donations which will support the GFWC-NC General Fundraising.

The **GFWC/SER CANDIDACY FUND** may be used for any GFWC-NC member who is an officially endorsed candidate running for GFWC or Southeastern Region (SER) office, or currently serving as a GFWC or SER officer, to cover expenses pertaining to the candidacy or installation of said office. All expenses must be approved by the Board of Trustees prior to any disbursements. These funds shall be held in an investment account.

## **Organizations in Which GFWC-NC Holds Membership**

### **NC Center for Nonprofits**

The Center's mission is to encourage support of the nonprofit sector and enhance the capacity of nonprofits to serve the people of North Carolina. The Center serves as a meeting ground, information center, and advocate for the nonprofit sector as a whole. The Center assists North Carolina's charitable nonprofits in strengthening their leadership, management, financial, and public policy capabilities to accomplish their mission.

#### **NC Center for Nonprofits**

5800 Faringdon Place , Suite 200, Raleigh, NC 27609

919-790-1555

**[www.ncnonprofits.org](http://www.ncnonprofits.org)**

### **NC Women United**

NC Women United (NCWU) is a coalition of progressive organizations and individuals working to achieve the full political, social, and economic equality of all women across North Carolina. NCWU works to build women's power through grassroots activism, community organizing, legislative advocacy, and engagement in the political process.

#### **NC Women United**

PO Box 10013, Raleigh, NC 27605

866-518-7657

<b>GFWC-NC Operating Budget</b>					
<b>Fiscal Year July 1, 2022- June 30, 2023</b>					
<b>REVENUES</b>				<b>2022-2023</b>	
<b>Dues:</b>	\$50 Per Year (\$35 State, \$15 GFWC)	1950/\$50	\$	97,500	
	\$25 Half Year	20/\$25	\$	500	
	HLM Transfer for GFWC Dues (\$15)	170	\$	2,550	
	Juniorette \$20 (\$10 GFWC, \$10 State)	175	\$	3,500	\$ 104,050
<b>Fundraising:</b>	General/1902 Society/Materials for Sale		\$	10,000	\$ 10,000
<b>Meetings:</b>	Convention		\$	40,875	
	Arts Festival		\$	4,150	
	Summer Meeting		\$	4,150	\$ 49,175
<b>Transfers:</b>	Scholarship Administrative Fees		\$	1,811	
	Arts Fund Transfer Income		\$	9,057	
	CCWC Leadership Development		\$	10,000	
	Legacy Fund		\$	10,907	\$ 31,775
<b>Total Operating Revenue</b>					<b>\$ 195,000</b>
<b>Scholarships &amp; Awards:</b>	Sallie Southall Cotten		\$	13,325	
<i>(From Scholarship Accounts)</i>	GFWC-NC Greeson Johnson Teaching		\$	2,000	
	Arts Awards + Lucy Bramlette Patterson		\$	2,820	\$ 18,145
<b>Total Revenue</b>					<b>\$ 213,145</b>
<b>Cost Of Goods Sold</b>	Cost of Goods Sold		\$	1,500	
<b>Total Revenue</b>					<b>\$ 211,645</b>
<b>EXPENSES</b>					
<b>Dues:</b>	General - GFWC @ \$15.00	1950/\$15	\$	29,250	
	General (HLM)- GFWC @ \$15.00	170	\$	2,550	
	Juniorette - GFWC @ \$10.00	175	\$	1,750	
	Juniorettes @ \$4.00	175	\$	700	
	GFWC Southeastern Region		\$	75	\$ 34,325
<b>Leadership:</b>					
GFWC Meetings	State Delegates		\$	4,250	
General	President		\$	2,000	
	President-elect		\$	1,000	
	1st Vice President		\$	200	
	2nd Vice President		\$	100	
	3rd Vice President/Director of Juniors		\$	1,750	
	Recording Secretary		\$	100	
	Treasurer		\$	200	
Junior	Director-elect of Junior Clubs		\$	100	

	Dean of Junior CSPs		\$ 100	
	Junior Secretary		\$ 100	
	Junior Editor		\$ 100	\$ 10,000
<b>Meetings:</b>	Convention		\$ 40,875	
	Arts Festival		\$ 3,750	
	Summer Meeting		\$ 3,850	\$ 48,475
<b>Operating Expenses:</b>				
Office/Storage Unit			\$ 5,600	
Sales Tax			\$ 500	
Bank Fees			\$ 100	
Credit Card Processing Fees			\$ 1,000	
Accounting Fees			\$ 10,100	
IT Expenses	Service 500, Software Upgrades 2500, Website Hosting/Domain Name 3000		\$ 6,000	
Publications			\$ 1,200	
Printing/Copy			\$ 250	
Office Expenses			\$ 500	
Telephone			\$ 1,400	
Postage and Shipping	Includes PO Box		\$ 800	
NC License Fees			\$ 100	
Membership Services	Includes ZOOM & Podcast		\$ 1,500	
Executive Committee Discretionary Donations			\$ 500	
President's/JD Pin			\$ 150	
Insurance	WC 400, Liability 500, D&O 850		\$ 1,750	
Payroll & Unemployment Taxes			\$ 6,000	
Salaries/Wages - 2 Part-time			\$ 63,000	
Staff Travel			\$ 250	\$ 100,700
<b>Total Operating Expenses</b>				<b>\$ 193,500</b>
<b>Scholarships &amp; Awards:</b>				
Sallie Southall Cotten	State SSC - 4@\$3000		\$ 12,000	
	Runner-up		\$ 1,000	
	Expenses: Judges, Chairman		\$ 325	
GFWC-NC Greeson Johnson Teaching			\$ 2,000	
Arts Awards + Lucy Bramlette Patterson			\$ 2,820	\$ 18,145
<b>Total Expenses</b>				<b>\$ 211,645</b>
	Net Income/(Loss)			<b>\$ -</b>



## General Information

### General Federation of Women's Clubs



Founded in 1890, the General Federation of Women's Clubs (GFWC) is one of the world's oldest non-partisan, nondenominational women's volunteer service organizations, and has been headquartered in Washington, DC, since 1922. The building which houses the GFWC Headquarters has been designated a National Historic Landmark, and since 1984, the Women's History and Resource Center (WHRC) has been housed there as well. In addition to archives and files of GFWC, WHRC is a repository for other material on women as volunteers and volunteer projects in America. The WHRC was established by the only GFWC International President from North Carolina, Juanita Bryant, who served from 1982 to 1984.

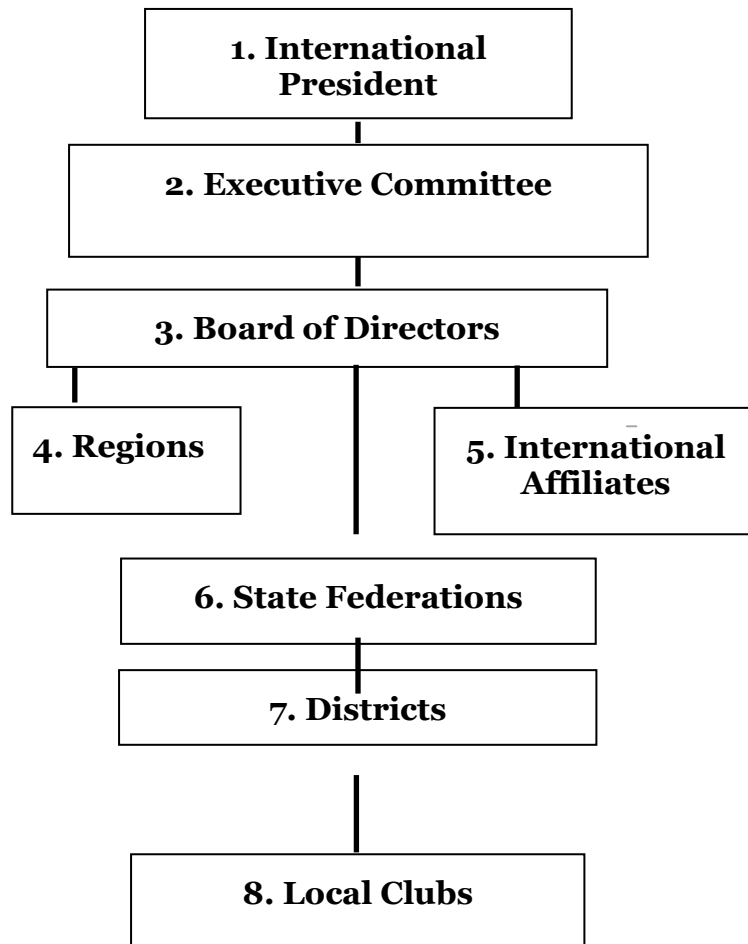
General Federation of Women's Clubs  
1734 N Street, NW  
Washington, D.C. 20036  
202-347-3168 FAX 202-835-0246  
**www.gfwc.org**  
or e-mail **gfwc@gfwc.org**

A list of materials available to clubs and order forms may be obtained by contacting GFWC. Emblematic materials for sale can also be obtained from GFWC. Go to the Marketplace at [www.GFWC.org](http://www.GFWC.org).

Each member receives an electronic copy of the GFWC Clubwoman Magazine.

Conventions of GFWC are held annually. All State Officers including President, President-elect, First, Second and Third Vice Presidents, Secretary, Corresponding Secretary, Treasurer, Director of Junior Clubs and Director-elect of Junior Clubs are eligible to vote. State Community Service Program chairmen, and state chairmen corresponding to GFWC appointees for the GFWC Signature Project, GFWC Juniors' Special Project. Communications and Public Relations, Fundraising and Development, Leadership, Legislation/Public Policy, Membership, and WHRC are also eligible to vote. A club of 20 members or fewer is entitled to two delegates and one additional delegate for each additional 10 members or major fraction thereof. Conventions are open to all club members, but only delegates may speak or vote.

## GFWC Organizational Structure



### 1. GFWC International President

The International President is the Chief Executive Officer and the official representative of the GFWC. She is elected to serve a two-year term of office and officially resides at the GFWC Headquarters during her tenure as President. Her responsibilities include approving all programs of work and presiding at all GFWC meetings. A complete description of her many duties can be found in the GFWC Bylaws.

### 2. GFWC Executive Committee

The Executive Committee is comprised of the GFWC Officers. According to the GFWC Bylaws, the officers of GFWC are a President, a President-elect, a First Vice President, a Second Vice President, a Recording Secretary, a Treasurer, and a Director of Junior Clubs. All Officers are elected by delegates to the GFWC International Convention (in even numbered years) to serve a two-year term of office. The GFWC International President appoints a Parliamentarian to serve a two-year term of office and act as an advisor to the Executive Committee and members.

Several positions on the Executive Committee have the responsibility of serving as coordinator of specific GFWC groups. The GFWC President-elect serves as liaison to the eight GFWC Regions; the First Vice President serves as liaison with all GFWC State Presidents; the Second Vice President serves as liaison with all GFWC chairmen appointed by the International President; the Director of Junior Clubs serves as liaison with the Junior membership.

### **3. GFWC Board of Directors**

The Board of Directors is comprised of elected and appointed members at the International, Regional and State levels. It includes GFWC officers, GFWC Director-elect of Junior Clubs, GFWC Community Service Program chairmen, chairmen of Standing Committees and Special Projects, members of the Budget and Finance, Constitution and Bylaws, Membership, and Resolutions Committees, Regional Presidents, and State Presidents and State Directors of Junior Clubs.

### **4. GFWC Regions**

GFWC State Federations are grouped into eight geographical regions. The purpose of the regions is to promote a better understanding of the structure, programs, and challenges of GFWC. Region Presidents are elected by the members of the region to serve a two-year term of office. Each region holds at least one conference during each GFWC administration (typically held in the fall). The geographical divisions of the GFWC regions are as follows:

Great Lakes:	Illinois, Indiana, Michigan, Ohio, Wisconsin
Middle Atlantic:	Delaware, New Jersey, New York, Pennsylvania
Mississippi Valley:	Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota
New England:	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
South Central:	Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, Texas
Southeastern:	Kentucky, Maryland, North Carolina, Tennessee, Virginia, District of Columbia, West Virginia
Southern:	Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina
Western:	Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming

### **5. GFWC International Affiliates**

GFWC has affiliated clubs and federations based in over 20 countries outside of the United States. They receive GFWC program materials, participate in GFWC International Conventions, and share GFWC's commitment to volunteer service.

## 6. GFWC State Federations

GFWC has 52 state federations (including Puerto Rico and the District of Columbia). Each state federation elects officers and appoints program and other chairmen. State Presidents and Directors of Junior Clubs holds a position on the GFWC Board of Directors.

## 7. Districts

Many GFWC state federations are further divided into geographical districts. There are approximately 400 GFWC districts in the United States. North Carolina has nine districts. Districts are the first level at which GFWC clubs network and share beyond the local level.

## 8. Local GFWC Clubs

GFWC clubs are the “heart and soul” of the organization. There are over 4,000 active clubs in the United States. All local clubs receive a complimentary copy of the *GFWC Clubwoman Magazine* as well as other programmatic materials. Clubs of 20 members or fewer are entitled to two delegates and one additional delegate for each additional 10 members or major fraction thereof at all GFWC International Conventions. Local clubs are the foundation upon which the organizational structure of the GFWC is built.

### GFWC Southeastern Region

GFWC-NC is a member of the Southeastern Region (SER), one of the eight regions of the GFWC which includes the states of Kentucky, Maryland, North Carolina, Tennessee, Virginia, West Virginia and the District of Columbia. The region meets once between GFWC annual conventions and during the annual GFWC convention.



## **GFWC of North Carolina**



The GFWC of North Carolina, Inc., (GFWC-NC) consists of 107 clubs (General, Junior, and Juniorette) and approximately 2600 members. It is a member of the General Federation of Women's Clubs, which is one of the largest and oldest nondenominational, nonpartisan, international charitable service organizations of volunteer women in the world. The purpose of GFWC-NC club work is to offer opportunities for growth and development to its membership and to respond to the needs of people through community service.

The program of work of GFWC-NC is administered through five community service programs and other emphasized areas. Project and committee Chairmen work in areas related to the total program under the direction of the State President and the Executive Committee.

The Executive Committee is made up of the GFWC-NC officers who are elected for two-year terms. The Board of Directors includes the Executive Committee, Junior Officers, Board of Trustees, Chaplain, Parliamentarian, Historian, Protocol Chairman, Community Service Program Chairmen, Standing and Special Committees chairmen, GFWC-NC Past Presidents and Past Directors of Junior Clubs who are members of a state club, members serving GFWC in an official capacity, Club Presidents, District Presidents, and District Junior Directors.

The Board of Trustees consists of five members elected one each year for a five-year term. The President and Treasurer are ex-officio members with voting power. The Trustees are responsible for properties of the GFWC-NC and investments of funds.

The state is divided into nine districts with officers for each of the districts. The national and state program of the GFWC-NC is promoted by the district officers through local clubs. Districts are encouraged to promote the formation of the new clubs in their districts.

The GFWC-NC program is varied with many projects and emphases. It is required that clubs pay dues and function within the framework of the GFWC-NC, but each club determines to what extent it will support the various projects.

### **Administration Book**

The *Administration Book* is an important leadership tool compiled through GFWC-NC. It is a two-year publication, emailed to the Board of Directors, with an addendum usually provided in the second year of the administration. Many forms such as the CP&S, Remittance, Membership Transfer, and Change of Officers forms, and scholarship entry forms are in the *Administration Book*.

## **MEMBERSHIP MATERIALS**

### **GFWC-NC Materials**

Some of the items available from GFWC-NC to promote membership are:

An Orientation to Federation brochure  
Membership Retention Brochure  
GFWC of North Carolina Brochure (with photos)  
North Carolina Clubwoman magazine (sent to each member)  
GFWC-NC Administration Book

Other items can be found at all GFWC-NC meetings and from GFWC-NC

GFWC-NC Headquarters  
Materials for Sale  
7474 Creedmoor Road #310  
Raleigh, NC 27613  
**bookkeeper@gfwncc.org**

### **GFWC Materials**

GFWC provides a number of membership, leadership and recruitment tools available through the GFWC Marketplace at **www.GFWC.org**. Be sure to check out the GFWC Marketplace and News & Notes, the GFWC online weekly bulletin, for updated and new materials.

GFWC Materials Center  
1734 N Street, NW  
Washington, DC 20036  
Phone: 282-347-3168  
800-443-GFWC (4392)  
Fax: 202-835-0246  
**www.GFWC.org/materials**