



# KALEIDOSCOPE

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APRIL 2025

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## *President's Message*

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**KRISTIN RILEY**



As Thomas Tusser has stated, "Sweet April showers do spring May flowers." Or as in our case here in Wyoming, April snow will make May glow. The Women's Civic League of Cheyenne is continuously making things around them glow, regardless of what time of year it is. As mentioned at March's General Membership meeting, our elected officer slate has changed. Please review below the slate of officers for our 2025-2026 club year. We will be voting on these at our April General Membership. Our service committees continue to work hard these next two months. With the club year ending, they are wrapping up projects and thinking ahead about how our club can be effective to the Laramie County community in the next club year. If you are interested in joining the Women's Civic Leagues board and chairing or co-chairing a service committee, please reach out to me. The past two years GFWC Internation has focused on food insecurities for the Day of Service in September. This year the focus is changing to increase public awareness about domestic and sexual violence across the United States and internationally. Please mark your calendars, we will be doing a collaboration with our fellow GFWC sisters in September for this. More information to come over the coming months on this!! We do have a busy April General Membership meeting with voting of our elected officers, reading, reviewing and approving our Bylaws, Christmas House financial review and more. I am looking forward to seeing everyone back at the Cheyenne Country Club this Wednesday April 9,2025.

Kristin Riley, GFWC WCLC President

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***CORRESPONDING  
SECRETARY***

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***LYNN MCLAUGHLIN***

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Cards were sent in March:

Linda Naukam .. Sympathy  
Sandy Pederson ..Thinking of you.  
Carmalee Rose ..Thinking of you.  
Kristan Riley ..Thinking of you.  
Joan Carey ..Get Well Soon .

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**VICE PRESIDENT**

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Spring greetings to everyone, as we're patiently awaiting warmer weather and less wind! We will be having our meeting on Wednesday, April 9th, at Cheyenne Country Club, starting at 11:30, meal beginning at 12:00. Our buffet this month includes 2 types of salad, tomato basil soup (gluten free), deli sandwiches, cookies and brownies for dessert.

We have sent in our tally for lunches already, so if you have not replied for lunch, and still want to eat, you may order from their menu.

Laura Gorman will be coordinating vice president duties at our meeting, since I will be out of town. Hope you all have an enjoyable and successful meeting!

Respectfully,  
Elise Johnson

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**YEARBOOK**

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**Yearbook updates:**

New Members:

**Brigitte Ferriera**  
**2664 Devils Towers Rd**  
**307-763-2907**  
**Cheyenne, WY 82009**  
**307-640-1379**  
[\*\*bferriera@gmail.com\*\*](mailto:bferriera@gmail.com)

**Nancy McKenzie**

**5829 Atlantic Dr**  
**Cheyenne, WY 82001**  
**307-763-2907**  
**[sweetmandolina@gmail.com](mailto:sweetmandolina@gmail.com)**

Suzanne Sauls  
1876 Giffin Gulch  
Cheyenne, WY 82009  
406-564-5961  
[Gobux9295@icloud.com](mailto:Gobux9295@icloud.com)

Margaret Rosso  
8004 Firethorn Lane  
Cheyenne, WY  
307-631-2726  
[mrossolcsw@hotmail.com](mailto:mrossolcsw@hotmail.com)

Sarah Morgenstern  
3414 Dillon Ave.  
Cheyenne, WY 82001  
615-399-6269  
[srmorgenstern1@gmail.com](mailto:srmorgenstern1@gmail.com)

Sheri Cline  
608 Market St #608  
Pine Bluffs, WY 82082  
307-421-5941  
[Sheriberry-1000@hotmail.com](mailto:Sheriberry-1000@hotmail.com)

Carol Vick  
3300 Rock Springs St  
Cheyenne, WY 82001  
307-287-5522  
[Cvick1940@gmail.com](mailto:Cvick1940@gmail.com)

Denise Simpson  
6551 Buckskin Trail  
Cheyenne, WY  
817-789-2407  
[handdsimpson@yahoo.com](mailto:handdsimpson@yahoo.com)

Linda Webb, 2024  
6511 Winchester Blvd.  
Cheyenne, WY 82007  
307-630-6660  
[lindawebb87@yahoo.com](mailto:lindawebb87@yahoo.com)

Kathleen 'Katie' Bosc, 2024

1948 ½ Garrett St  
Cheyenne, WY 82001  
760-917-3729  
kbosc@icloud.com

Change emails:

Evelyn Allen: [5tecaallen@gmail.com](mailto:5tecaallen@gmail.com)  
Joan Carey: [Dustysaddle.jc1@gmail.com](mailto:Dustysaddle.jc1@gmail.com)  
Julie Burke: [winddragonjb@juno.com](mailto:winddragonjb@juno.com)

Delete Home phones:

Barb Kuzma  
Claudia Wilen

Resignations:

Chris Caltagirone  
Marilyn Cole (passed away)

### NOMINATING COMMITTEE

These officers will be presented for election at the meeting on April 9, 2025.

President- Kristin Riley  
President Elect- Marianne Gatti  
Vice President- Linda Stowers/Pam Hendricks  
Treasure- Joan Carey  
Recording Secretary- Deanne Vogel  
Corresponding Secretary- Lynn McLaughlin

### YOUTH AND FAMILY SERVICES

Thank you club members for your generous giving this year. We served many organizations with candy, toys, blankets, books, and hygiene products. We recently donated the last of our allocations to Friday Food Bag, \$1000.00, South High School Wildlife Club, \$300.00 and Laramie County School District Feed-it-Forward lunch program, \$321.36.  
Linda Hill, Youth & Family Chair

### MILITARY OUTREACH COMMITTEE

The Military Outreach Committee will be meeting before our luncheon this Wednesday at 10:30 am. Please join us!  
Carolyn and Trish

### ENVIRONMENT

**ROOTED IN CHEYENNE Tree Care Workshop** was held Saturday, April 5, 2025. Our sponsorship was recognized on the 4 big screens during the workshop at the LCCC Pathfinder Bldg., location. Approximately 100 people attended the free, very informative, well organized, interesting, fun workshop including WCLC

members Judi Loomis, Nancy Higgins (and husband Pat), Sandee Wamboldt (and husband Carl) and me. Jackie and Rooted volunteers did a great job!

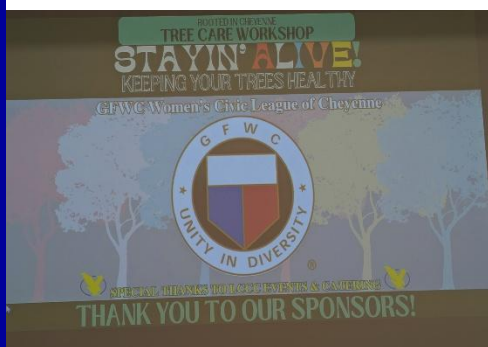
We were given a few minutes at the beginning of the workshop to speak about our organization, a rare opportunity. Many attendees approached me on breaks, thanking us for sponsoring the workshop, appreciated hearing about us since they didn't know who we are (best kept secret in Cheyenne), thanked us for all we do in our community, were in awe after hearing about the many projects we have supported (although I only named a few) but specially 2025 CGC allocations, asked about partnering opportunities and possible membership. Congratulations WCLC members -- all from our good work at Christmas House 2024! Money well spent for many reasons!

**EARTH DAY PROJECT – BRING YOUR OLD, CLEAN SOCKS to the meeting April 9.** They will be sent to Smart Wool who sends them to be recycled into dog beds. Do not buy new socks for this project!

**GREENWAY FOUNDATION THANKFUL THURSDAY DONATION –** We shopped and put together a chock full, very pretty gardening basket for their silent auction at Thankful Thursday March 10. It went for \$120. Thank you Wendy and Claudia!

**Saturday, May 10, 2025, GREENWAY CLEANUP of our section, 9:30 a.m.** Bags, gloves provided by the City. Hoping for good weather! Same location -- Sun Valley, Henderson Dr. trailhead to Baldwin Dr. trailhead, approximately .61 miles (1.22 miles round trip). Directions from the north: Take Ridge Road south across Nationway, turn right on Belaire Ave., turn left on Henderson Dr., go to the end of road where trailhead begins. Hope to see you there.

**Saturday, May 17, ROOTED IN CHEYENNE PLANTING DAY LUNCH --** We will be preparing and serving lunch to the volunteers (approximately 100) who have been out planting trees throughout the community that morning at homes whose homeowners have applied for trees. Let Phyllis or Kristin know if you would like to help or need more information.



*City Forester Mark Ellison looking over free Rooted Swag.*

## EDUCATION COMMITTEE

The Education Committee met on March 25, 2025 to review and consider 19 scholarship applications; 15 high school seniors and 4 non-traditional. The committee awarded 8 scholarships: 7 high school seniors and 1 non-traditional. Six of the high school awards were for \$1000 each, with the 7th receiving \$1250. The non-traditional student was awarded \$1250. This left the committee with \$2033.02 of allocated funds to disperse. The committee reviewed 2 forwarded CGC grants and voted to send \$1000 to the Laramie County Library Foundation to be used to help purchase books for the summer reading program. With the Board of Directors' approval, the remaining \$1033.02 will be carried over beyond the end of the current club year. The money will

be placed in the WCLC Endowment Fund at LCCC at the time that matching funds are available. The committee will be revising the current application form and instructional letter, prior to sending the scholarship information out to the schools next year. The scholarship recipients will be invited to the May general membership meeting.

Brenda Hart

### ESO

We will be reading *The Night the River Wept* by Lo Patrick. We will meet on April 21 at 9:15 am. We will meet at the Boardroom. Please come and join us, we have a great group.

### SPECIAL NEEDS COMMITTEE

Special Needs: Our committee met and decided to donate all the rest of money that our committee had to Magic City Enterprises for their project. They wanted to have supplies to make items to be given to people in Senior Centers and to bridge connections to folks in the community. Heather and I delivered the check to the Magic City folks. They very much appreciated our donation. We are including a picture of the individuals it will be supporting.



### COMMUNICATIONS

Tech Tips – Marianne Gatti

We have been discussing a lot of tech-y updates recently. One update we will be implementing is to make sure all WCLC's documents are stored and available in a cloud-based application so anyone is able to access them at any time. This brings up the question: what is cloud storage?

Cloud storage is a technology that allows data to be stored on remote servers and accessed over the internet, rather than being saved on a local computer or device. These servers are maintained by third-party providers, ensuring data is securely managed and readily available whenever needed. By storing data "in the cloud," users can access their files, photos, videos, or applications from virtually any device connected to the internet, providing unparalleled flexibility and convenience. Additionally, cloud storage providers often implement robust security measures, such as encryption and multi-factor authentication, to safeguard users' data.

The uses of cloud storage are incredibly diverse. For individuals, it serves as a convenient backup solution, protecting cherished memories like photos and videos from loss due to hardware failure. For businesses, it

supports collaboration by enabling team members to share and edit documents in real time, no matter where they are located. For WCLC, it will help preserve our institutional data and allow easier access when members need to find anything from the bylaws to a previous edition of the E-Gram (thank you, Joyce). It also reduces the need for costly physical storage infrastructure, as data can scale with organizational needs. Whether it's syncing files across devices, archiving large datasets, or hosting applications, cloud storage has become an indispensable tool in both personal and professional settings.

### SOUTH HIGH SUPPLY REQUEST

You can still bring items to the meeting for South High

9:06 AM Wed Mar 5

85%



image001  
PNG - 204 KB



#### Gear Needed or Requested by Students for the Trip

Item	Size	Quantity	Comments
Hiking boots	See comments	3	8.5W, 10M, 11.5M, 9.5M
Beanie/Buff	NA	4	Does not matter size, color, thickness
Sleeping bags	NA	7	Would love to own but needs to borrow
Tent	NA	5	Would love to own but needs to borrow
Headlamp	NA	12	
Lantern	NA	1	This is just extra. Wants the headlamp more
First aid kit	NA	1	Wants one to keep for day hikes/camping trips
Coat	Mens Large	1	
Water bottle	NA	2	Wants a reusable one
Hiking socks	?	4	Didn't list size but just general thick socks
Bug Spray	NA	3	
Backpack	midsize (25-30L)	1	Doesn't even own one
Type C Charger	NA	1	Does not own one (I can steal one from school)
Sunscreen	NA	3	



Thank you! Laura

## HOMELESS, HUNGRY AND NEEDY

**Bring your peanut butter and jelly!**



## CHRISTMAS HOUSE

Tis the season...to volunteer! There are a few rooms left to chair and support positions to fill.

Tis the season...to let your creative juices flow! Share your ideas with us.

Tis the season...to be part of our 57<sup>th</sup> Annual Christmas House!

Contact Pam Crochet, Denise Lathrop or Kathy Lind to volunteer or share!

### **Christmas House 2025 Support Staff Positions**

Advertising/Publicity	Linda Webb
Social Media	Shelly Toll
E-Gram	Joyce Bailey
**Breakroom	
Tea Room	Leslie Connaghan
Preview Party	Nancy Kaufman/Carol Horam, Patty Benskin/Tammy Nowak
Treasurer	Debby Phillips, Assistant Anne Krontz
Cashiers	Nancy Kaufman and Lucy Russell will be training Bev Dowling and Trish Schlegel
**Baggers	Charlene Baktamarian—Need one other person
Garage Sign-In	Vicky Fry/Lucy Pauley
Tickets	Phyllis Salzburg
**Sponsorship	
Raffle	Judy Lissman
#Hostesses	Pending
Bootie Elves	Claudia Wilen
Military	Carolyn Ritschard
Workshop Coordinators	Kathy Lind/Pam Crochet/Denise Lathrop
Children's Party	Lucy Russell
Brunch	Brenda Laird/Kristie Ackerson
Runners	Kim Benson

Photographer	Joyce Bailey
Permits	Kathy Lind
Member Shuttle	Claudia Wilen
Trolley	Meredith Dexter
Signs & Banners	Deb Fairchild
**Parking	
Live Music--Instrumental	Lucy Russell
**Carolers	
Clean Up & Stock Bathrooms	Leigh Anne Manlove

\*\* Indicates this position is vacant and we haven't asked anyone yet  
# Indicates we have asked someone, but they haven't gotten back to us yet.

### Christmas House 2025 Possible Rooms/Areas

**Artisan Area Procurement	
Children's Area	Lynn McLaughlin
**Dining Room—Centerpieces, Placemats, Napkins and Runners	June Wood
Gifting Room—Baskets and Assembled Gifts	Fay Zaharas/Deanne Vogel
Kitchen	Wendy Owen/Marcy Helser/Sue Ann Shaffer/ Tammy Nowak
Member Gift Items	Katherine Van Dell
Pet Area	Margaret Rosso
Spa 307	Heidi Beranek/Heather Roberts
Trees--(throughout the house	Sandy Theriault
**Upcycling	
Character Room—grinch, Charlie brown, etc.	Anne Krotz
Nature/Winter/Snowmen	Linda Stowers/Linda Borchert/Linda Naukam
**Christmas Room-- Nativities and Angels	
Mancave Area	Angie Heimsoth

\*\* Indicates this position is vacant and we haven't asked anyone  
# Indicates we have asked someone, but they haven't gotten back to us

## BY-LAWS

From Patty Benskin, Parliamentary Advisor

We will be voting on bylaw revisions at the General Meeting on April 9. Below are instructions for the process.

We will take each article and review the recommended revisions, and vote on each article. After all revisions are reviewed and/ or amended, members will be asked to vote on the overall revisions. The final motion will ask to allow the committee to make editorial changes.

Amendments are appropriate. If a member wishes to present an amendment, please have the amendment prepared in advance of the meeting and in writing. This will make it easier for the secretary and the parliamentary advisor to track the amendment.

Amendment format should include reference to the Article number, Section number and sub-section number (if there is one. Motion to delete language is a strike out. Motion to add language is generally in red, but can be in italics or parentheses.

Please sign and date any amendments.

### GFWC WOMEN'S CIVIC LEAGUE OF CHEYENNE BYLAWS AND STANDING RULES

#### ARTICLE I. Name

The name of this organization shall be **GFWC Women's Civic League of Cheyenne**, in affiliation with the General Federation of Women's Clubs (GFWC) of Wyoming and GFWC International.

#### ARTICLE II. Mission

GFWC Women's Civic League of Cheyenne is an organization dedicated to community improvement by enhancing the lives of others through volunteer service.

#### ARTICLE III. Membership

**Section 1.** The ~~general~~ membership shall ~~consist of~~ **include Active, Inactive,** Lifetime and Honorary members.

**Rational: Update**

**Section 2.** Candidates for Membership, Sponsoring and New Members

- a) To be sponsored for membership, ~~an candidate~~ individual must reside in the Cheyenne/Laramie County area.

b) ~~The Membership Chairman shall provide written notice to the membership of the candidates' names.~~ **On-line applicants shall be sponsored and endorsed by a member in good standing.**

**Rational: Update.**

### Section 3. Members

- a) A member shall be required to be a member in good standing as outlined in the Standing Rules.
- b) Members shall pay for any meal reservation that is not cancelled by the deadline established by the Vice President.
- c) ~~Members~~ **To be in good standing, a member** must comply with all financial responsibilities of the Club, including the payment of annual dues, and have no unpaid meals or unpaid Christmas House tickets. **She shall have complied with all Christmas House responsibilities as listed in the Standing Rules.**
- d) Dues are due on or before the April membership meeting.
- e) ~~After a member has missed three (3) General Membership meetings, the Membership Chairman shall contact her.~~
- f) Members are strongly encouraged to:  
Attend monthly club meetings.

Participate in Christmas House as outlined in the ~~Christmas House policies~~ **as listed in the Standing Rules.**

Participate in at least one project committee.

- g) Members with Associate status prior to June 1, 2023, shall retain all benefits of that status **as listed in the Christmas House Standing Rules, including**
  - ~~meeting or committee requirements~~
  - ~~Defined Christmas House responsibilities.~~
- h) Members with Associate status prior to June 1, 2023 may vote at all meetings, may hold office, and serve as chairman of any committee.

**Rational: To update and clarify.**

### Section 4. Inactive Members

- a) ~~Inactive membership may be available to members.~~
- b) ~~A letter requesting Inactive membership, accompanied by annual dues and the Inactive member assessment shall be submitted to the Membership Chairman, who will present it to the Board of Directors. The final decision on Inactive status shall rest with the Board of Directors.~~
- e) ~~Inactive status is effective from the date of request for Inactive membership until the following September.~~

**Rational: For consistency with current practice.**

### Section 5. Lifetime Members

- a) ~~Lifetime memberships may be offered by the Board of Directors to any member who has completed fifty (50) years of membership. There will be no annual club dues required for a Lifetime membership in GFWC Women's Civic League of Cheyenne.~~
- b) Any member who is in good standing and has completed fifty (50) years of membership will be **eligible recognized** for Lifetime membership. There will be no annual club dues required and GFWC Wyoming and GFWC International dues will be paid for her as long as she is a member. She will have all rights, privileges, and responsibilities of a member.

**Rational: To update**

## Section 6. Honorary Members

Honorary memberships may be offered by written invitation from the Board of Directors for a period of one club year upon the receipt of nominations from the Membership Chairman.

## Section 7. Written Resignations

- a) A written resignation from a member in good standing may be accepted by the Board of Directors. The resignation must be received before dues become delinquent.

## Section 8. Reinstatement

- a) A member may be dropped for failure to comply with the financial obligations of the club. A dropped member, in the form of a letter to the Membership Chairman may petition the Board to be reinstated. The letter must be received within thirty (30) days of notification, the Board of Directors may elect to reinstate the member. The reinstatement privilege is only available once.
- b) A member who resigned in good standing, who reapplies for membership may be reinstated as a member at the discretion of the Board, Her years of membership will include all previous years of membership prior to her resignation.
- c) Members who resign or are dropped when not in good standing and wish to return to membership must be sponsored in the usual manner.

**Rational: To define and clarify.**

## Section 8-9. Transfers and Reinstatement

- d) Members in good standing in a GFWC club from another city or state may be admitted to membership upon payment of full annual dues, provided their letter of application has been submitted to the Membership Chairman and approved by the Board of Directors.
- ~~e) A member in good standing who reapplies for membership may be reinstated as a member at the discretion of the Board. Her years of membership will include all previous years of membership prior to her resignation.~~
- ~~a)~~
- ~~b) Members who resign or are dropped when not in good standing and wish to return to membership must be sponsored in the usual manner.~~

**Rational: To clarify and define.**

## ARTICLE IV. Officers

### Section 1.

The elected officers of GFWC Women's Civic League of Cheyenne shall be President, President-elect, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer, and each term of office shall be one (1) year. All officers may be elected to serve a second term.

- a) All officers shall have completed a minimum of two (2) years of membership **and be a member in good standing** at the time of their installation in May This bylaw may be suspended by a 2/3 vote of the board followed by a 2/3 vote of the membership, for a period of one year.
- b) At the end of her term, each officer shall transfer all Club property related to her office to her successor.
- c) All officer duties will be carried out as prescribed in detail in procedure manuals. These procedure manuals will be reviewed, updated annually, and approved by the Board of Directors no later than May 31<sup>st</sup>.

**Rational: To broaden**

## Section 2.

- a) **The President** shall perform such duties as pertain to her office and not herein expressly provided. She shall be an ex-officio member of all committees, except the Nominating committee. She shall be chairman of the Board of Directors
- b) The president in consultation with the newly elected treasurer may appoint an assistant treasurer with the approval of the Board of Directors. All duties of the assistant treasurer shall be defined in the treasurer's procedure manual.
- c) **She shall act as coordinator of all community service program committees.**
- d) The immediate Past President may serve as advisor to the Board.

**Rational: President appoints chairmen and has oversight.**

**Section 3. The President-elect** shall, in the absence of the President, perform the duties of that office. She shall succeed to the office of President. She shall be Program Chairman for General meetings and shall chair the Allocations Review Committee. She shall appoint the Community Grant Committee (CGC) co-chair who will serve as the CGC chair during her term of office as President. She shall also appoint the Chair of Christmas House who will serve during her term as President She may consult with the **Christmas House** Chairman in the selection of the co-chairman//chairmen. **Prior to assuming the Presidency, she shall select chairmen for all community service program committees, standing committees, and all auxiliary and liaison committees.** ~~She shall act as coordinator of all community service program committees.~~

**Rational: To define and Clarify.**

**Section 4. The Vice-President** shall, in the absence of the President-elect perform her duties. She shall serve as Coordinator of the monthly General Membership meetings. She shall oversee the Club Social Groups and provide all necessary information regarding the meetings to the Yearbook Chairman and the Publicity/Communications Chairman by July 1.

**Section 5. The Recording Secretary** shall record minutes of each General Membership and Board meeting and maintain them in a permanent record. Board minutes shall be distributed within five days after each board meeting. General Membership minutes shall be distributed one (1) week prior to the next general membership meeting.

**Section 6. The Corresponding Secretary** shall prepare all the social correspondence of the Club.

## Section 7. The Treasurer

- a) She shall receive all dues, luncheon money, raffle money and all other monies from members. She shall pay all budgeted bills approved by the Board of Directors
- b) **She shall hold the club debit card and maintain a current list of debit card transactions for review by the Board of Directors.**
- c) She shall distribute ~~all funds with prior approval by~~ Community Service Program committees<sup>2</sup> **funds** from their allocations or collections **as requested by the program chair.** Any other non-restricted **budgeted** funds to be distributed shall be presented to the Board of Directors for approval and ratified by the general membership. ~~All amounts and recipients will be reported to the Board and General Membership.~~
- d) She shall provide accurate, complete required information to GFWC by deadlines established by GFWC to

- maintain club standing under the GFWC 501(c)3 umbrella.
- e) Any restricted funds received shall have approval of the Board of Directors and general membership prior to disbursement.
  - f) **All reserved funds, Certificates of Deposit, and other investments shall be reviewed monthly by the Board of Directors.**
  - g) **She shall distribute financial reports as stated in the Standing Rules to the Board of Directors and General Membership 5 days prior to the monthly meetings.**
  - h) She shall initiate the preparation of and provide information for the yearly tax return.
  - i) She shall be custodian of the Club funds and papers pertaining to her office. All records shall be transferred to her successor by ~~May 31~~ **June 30** upon installation of a new Treasurer.
  - j) **She or the President may authorize debit card purchases. Such purchases are limited to expenditures required by the WCLC. Board of Directors.**
  - k) **She shall notify Community Service Chairmen of their allocations by May 1.**
  - l) She shall send per capita dues to the GFWC of Wyoming Treasurer by the date specified by the GFWC Wyoming President.
  - m) She shall serve on the Christmas House Financial Review Committee and ensure that the Christmas House Treasurer provides a proper accounting of all receipts and expenditures, along with monies realized at the completion of the project, to be incorporated into the Club Treasurer's general ledger.
  - n) Following the club's Financial Review Committee report, any unexpended budgeted funds will be transferred to reserved funds.

**Rational: For clarification and definition of activities and duties for the club Treasurer.**

## **Section 9. Vacancy**

In case of death or resignation of an elected officer, a special election shall be held within thirty (30) days to fill the vacancy. The Nominating Committee will recommend a candidate for a vote by the General Membership. Nominations may be made from the floor.

## **ARTICLE V. Meetings, Rules, Voting and Quorums**

**Section 1.** GFWC Women's Civic League of Cheyenne will hold its General Membership meetings on the second Wednesday of each month from September through May, at a time and place designated by the Vice-President, in coordination with the President. Exceptions will be noted in the yearly calendar. Meetings may be suspended by the Board of Directors due to inclement weather or a national or state emergency. Meetings may be held virtually at the direction of the Board of Directors.

**Section 2.** 33% of the total membership shall constitute a quorum for all General Membership meetings. For this purpose, membership means the total number of members in the Club, not the number of members in attendance.

**Section 3.** Preceding each General membership meeting, the Board of Directors shall meet at a time and place designated by the President. A simple majority of the Board of Directors present shall constitute a quorum. A two-thirds (2/3) majority of those present is required for passage of a vote. Meetings may be suspended by the Board of Directors due to

inclement weather or a national or state emergency. Meetings may be held virtually at the direction of the Board of Directors.

**Section 4.** A special meeting of the Board of Directors may be called by the President or upon the written request of three or more members of the Board of Directors.

**Section 5.** For committees, a quorum is defined as those members present. A simple majority is required for passage of a vote.

**Section 6.** Electronic voting is permitted when a vote cannot be taken at a Board, general membership, or committee meeting. Quorum will be 50% + 1 of the eligible voters for the specific group involved in the voting. The President or the committee chairman shall set a deadline for response. A non-response by the deadline will be considered a vote in favor of the motion.

**Section 7.** The fiscal year for GFWC Women's Civic League of Cheyenne as approved by the IRS to be July 1 through June 30.

## **ARTICLE VI. Board of Directors**

**Section 1.** The Board of Directors of GFWC Women's Civic League of Cheyenne shall be composed of the elected officers, the chairmen of the standing committees, the chairmen and sub-committee, chairmen of the community service program committees, **Advocates for Children chairman, and the Domestic and Sexual Violence and Prevention chairman, and the special project chairman.** Each board position and each committee shall have one vote. **Each Board member shall have only one vote, even if serving in more than one board position.** The Parliamentary Advisor will serve as an ex-officio member of the Board of Directors.

**Rational: To clarify and identify.**

**Section 2.** There shall be an Executive Board comprised of the elected officers. Should an emergency situation arise requiring an immediate response, the Executive Board may be called upon to make necessary decisions. Any such action taken by the Executive Board shall be reported at the following Board of Directors meeting, to be ratified by the full board and recorded in its minutes.

**Section 3.** The Board of Directors shall meet at a time and place specified by the President to consider Club expenditures and other business. All business and actions transacted by the Board shall be reported to the General membership with recommendations for ratification where needed.

**Section 4.** A successor shall be appointed by the president within 30 days of the death, removal, or resignation of a non-elected board member.

## ARTICLE VII. Committees

### Section 1. Standing Committees

- a) **Membership Committee:** The Membership Chairman shall have charge of the membership files and perform all duties pertaining to membership. She may appoint a committee to assist her.
- b) **Bylaws and Standing Rules Committee:** The Parliamentary Advisor shall be Chairman of the Bylaws and Standing Rules Review Committee. The Bylaws and Standing Rules shall be reviewed at least in odd-numbered years to consider changes. The Standing Rules Review Committee shall meet at least in odd-numbered years. Standing Rules may be considered for modification at any time upon request of a Club member to the Board. The Board shall determine if such request shall be submitted to the Bylaws and standing Rules Committee and forwarded to the membership. The Parliamentary Advisor shall maintain a current and complete copy of the bylaws and Standing Rules, indicating amendments adopted with dates.
- c) **Publicity/Communications Committee:** The chairman in coordination with the President may appoint a committee to take charge of the publicity of the Club and submit news to local community resources, General Federation of Women's Clubs, and International Publications. The Chairman is responsible for publishing and distribution of the monthly newsletter, maintaining the email lists, and initiating any other pertinent communications as requested.
- d) ~~**Budget Committee:** The Budget Committee will include the chairman, President, President elect, past President, past Treasurer, and newly elected Treasurer. The committee will prepare the annual budget of Club income and expenditures. The chairman will submit the budget in September to the Board of Directors for recommendation to the General Membership at the September meeting. Any changes to the budget during the club year will be presented to the Board of Directors and General Membership for approval.~~
- e) ~~**Financial Review Committee:** The club financial records will be reviewed by a Financial Review Committee
  - i) The Committee will include the chairman, and two (2) non Board members appointed by the Club President. A draft of the report shall be reviewed with the club Treasurer, questions and/or recommendations of the committee shall be discussed. The chairman will provide a report at the September Board of Directors and general membership meetings for approval.
  - ii) The Board of Directors, with approval of the general membership, may request an external review of the club's financial records by a professional not associated with the club.~~
- f) ~~**Christmas House Financial Review Committee.** This committee shall be composed of the Financial Review Committee Chairman, two non Board members, and the club treasurer. The Review shall be conducted by May 1 annually. The Committee will review a draft of the report with the Christmas House Treasurer, to discuss questions and/or recommendations.~~
- g) ~~**Allocations Review Committee.** Chaired by the President elect, this committee shall in odd numbered years review and recommend the annual monetary appropriations from Christmas House net profit for all Community Service Program Committees and for the Community Grant Committee. Committee recommendations that have been approved by the Board of Directors, shall be voted on by the General Membership at the April meeting.~~
- h) ~~**Yearbook Committee:** The Chairman shall select committee members, as needed to assist with compiling information for the yearbook. She shall work with the President, the President elect, the Vice President, the Membership Chairman, the Christmas House Chairman, the GFWC Wyoming President, and any other members as necessary to assemble the yearbook information by July 1.
  - i) She shall be responsible for collecting current CGC and Scholarship Committee expenditure information for publication in the yearbook. She shall make arrangements for printing and have the yearbooks ready to be distributed at the September General Membership meeting.
  - ii) She or a member of her committee shall keep a record of any contact information changes that may occur during the Club year.~~

**Rational: These committees only meet once a year or every other year. Will help with the Board of Directors size and attendance.**

**i) Christmas House Project Committee**

This committee under the direction of the chairman or co-chairmen, is responsible for the primary method by which money is raised to support GFWC Women's Civic League of Cheyenne's community endeavors.

- i) Any change in price for admission to Christmas House or **member required assessment** shall be approved by the Board of Directors and the general membership.
- ii) The Christmas House chairman/co-chairmen must be club members in good standing.
- iii) The Christmas House Chairman shall recommend a Christmas House Treasurer and an Assistant Treasurer to the Board of Directors by ~~January 31~~ **the March Board of Directors meeting**, annually, for approval and for bonding.

**iv) Christmas House Treasurer.**

1./The Christmas House Treasurer may serve two (2) 2-year terms, with approval of the Board of Directors and the General Membership, her term of service may be extended by an additional two years.

2. She shall receive all funds derived from the project. She is authorized to expend Christmas House funds only for expenses and bills related to the completion of the project. She shall work closely with the Club Treasurer.

3. It is recommended the Assistant Treasurer be trained for a minimum of two years by the Treasurer to prepare to succeed to the office of Treasurer.

4. Only the appointed and bonded Christmas House Treasurer shall open bank accounts or hold project monies. Additional bank accounts may be opened by the Christmas House Treasurer with Board of Directors approval.

5. The Christmas House Treasurer shall provide a proper accounting of all receipts and expenditures along with monies realized, to the Club Treasurer no later than ~~March~~ **February** 15. The club Treasurer shall provide this information to the Board of Directors and general membership no later than ~~April~~ **March 1**, annually. **All funds shall be provided for disbursement to the WCLC Treasurer no later than May 1, annually.**

**Rational: To clarify.**

- vi) Disbursement of Christmas House profits shall be as follows: (a) Cash reserve for the following year's operating funds, (b) Community Grant Committee allocation and (c) Current Community Service Program committee and subcommittees allocations. Monies must be expended within one year from the date of allocation to ~~the current project committees and~~ CGC projects with exceptions granted only by the Board of Directors. **Monies allocated to the community service program committees and subcommittees shall be allocated by July 1 and spent by June 30 of the following year with exceptions granted only by the Board of Directors.**

**Rational: To clarify**

- vii) No more than 5% of any committee's allocation Christmas House allocation may be used outside Laramie County.
- viii) No Club member shall directly financially or quid pro quo, benefit from Christmas House funds.

**j) Community Grant Committee (CGC).**

The Community Grant Committee (CGC) shall endeavor to support all aspects of community development and involvement, including cultural development, recreation, education, conservation, health, and the improvement of

the quality of life for all residents of Laramie County. The chairman shall post the grant application on the Club website and publicize in Laramie County the availability of grants from GFWC WCLC.

The Committee shall meet, investigate, and propose projects to the Board for approval and recommendation to the General Membership for their consideration and approval. Awards to community projects or organizations must be spent in one year of the award. Exceptions may be granted by the Community Grant Committee with approval of the Board of Directors.

## **Section 2. Community Service Program Committees.**

Prior to the May Board of Directors meeting, the President-elect shall ~~shall~~ **may** appoint, as needed, chairmen for the following Community Service Program Committees and subcommittees, as well as Special Projects. Such chairmen shall be members of the Board of Directors.

**Rational: To allow flexibility for the President-elect.**

- a) **Arts and Culture Community Service Program.** This committee shall promote and support all community projects that include creative arts such as crafts, music, literature, drama, dance, and other visual and performing arts that develop skills, awareness, and appreciation.
- b) **Environment Community Service Program.** This committee shall suggest activities and projects that encourage members to become stewards of the earth, working to preserve the world's resources, protect wildlife and domesticated animals, live sustainably, beautify our community, and enjoy nature.
- c) **Education and Libraries Community Service Program.** This committee shall promote education through scholarships and projects for Laramie County residents. Additional programs may be supported for, but not limited to, overcoming learning disabilities, supporting local libraries, promoting literacy, mentoring young people, and encouraging lifelong learning.
- d) **Health and Wellness Community Service Program.** This committee may provide resources through volunteering to meet and address nutrition, disease prevention, and physical and emotional care.
- e) **Civic Engagement and Outreach Community Service Program.** This committee encourages member participation in the areas of citizenship, crime prevention, safety, and disaster preparedness; supporting the military and their families; and assisting the needy, hungry, and homeless.

## **Section 3 GFWC International Special Programs**

- f) **Domestic and Sexual Violence Awareness and Prevention.** This committee works to increase awareness of and help prevent domestic and sexual violence abuse in our community.
- g) **Advocates for Children.** This committee works to make a difference in the lives of children, by ensuring that they are protected from harmful situations, and are encouraged to have healthy physical and emotional lifestyles. The committee may impact policies to improve children's lives.

**Rational: For consistency with GFWC.**

## **Section 3. ~~Special Project Chairmen~~ Auxiliary Board Members and Liaisons**

- a) **Allocations Review Committee.** Chaired by the President-elect, this committee shall in odd numbered years review and recommend the annual monetary appropriations from Christmas House net profit for all Community Service Program Committees and for the Community Grant Committee. Committee recommendations that have been approved by the Board of Directors, shall be voted on by the General Membership at the April meeting.
- b) **Budget Committee:** The Budget Committee will include the chairman, President, President-elect, past President, past Treasurer, and newly elected Treasurer. The committee will prepare the annual budget of Club income and

expenditures. The chairman will submit the budget in September to the Board of Directors for recommendation to the General Membership at the September meeting. Any changes to the budget during the club year will be presented to the Board of Directors and General Membership for approval.

- c) **Christmas House Financial Review Committee.** This committee shall be composed of the Financial Review Committee Chairman, two non-Board members, and the club treasurer. The Review shall be conducted by May 1 annually. The Committee will review a draft of the report with the Christmas House Treasurer, to discuss questions and/or recommendations.
- d) **Financial Review Committee:** The club financial records will be reviewed by a Financial Review Committee
- i) The Committee will include the chairman, and two (2) non-Board members appointed by the Club President. A draft of the report shall be reviewed with the club Treasurer, questions and/or recommendations of the committee shall be discussed. The chairman will provide a report at the September Board of Directors and general membership meetings for approval.
  - iii) The Board of Directors, with approval of the general membership, may request an external review of the club's financial records by a professional not associated with the club.
- e) **Yearbook Committee:** The Chairman shall select committee members, as needed to assist with compiling information for the yearbook. She shall work with the President, the President-elect, the Vice-President, the Membership Chairman, the Christmas House Chairman, the GFWC-Wyoming President, and any other members as necessary to assemble the yearbook information by July 1.
- iv) She shall be responsible for collecting current CGC and Scholarship Committee expenditure information for publication in the yearbook. She shall make arrangements for printing and have the yearbooks ready to be distributed at the September General Membership meeting.
  - v) She or a member of her committee shall keep a record of any contact information changes that may occur during the Club year.

**Rational: To define board positions that only report once a year or once every other year.**

- a) **General Federation of Women's Clubs of Wyoming.** This Chairman shall serve as the liaison between GFWC International, GFWCR Wyoming, and GFWC Women's Civic League of Cheyenne.
- b) **Historian.** This Chairman shall collect, and catalog items pertaining to GFWC Women's Civic League of Cheyenne activities and archive pertinent information annually by July 1.
- c) **Board of Directors Advisor.**  
**An advisor may be appointed by the President. This position will be an ex-officio member of the board and has no vote.**

**Rational: To add definition of board advisor.**

d) Liaisons to other GFWCW clubs in the area. Such liaisons shall share information about their respective club activities.

**Rational: To define position for liaisons**

- d) ~~**Juniorettes of GFWC Women's Civic League of Cheyenne.** This Chairman shall serve as liaison between~~

~~GFWC Women's Civic League of Cheyenne and Juniorettes of GFWC Women's Civic League of Cheyenne. This organization is a community service club for young women started in 2003 and sponsored by GFWC Women's Civic League of Cheyenne.~~

**Rational: We no longer have a juniorettes club and have not had one for several years.**

- e) ~~Other special project~~ **auxiliary chairmen and liaisons** may be appointed as necessary by the President.

**Rational: For consistency.**

## ARTICLE VIII. Parliamentary Authority

*Robert's Rules of Order* (newly revised) shall be the authority of parliamentary rulings.

## ARTICLE IX. Amendments

**Section 1.** If a quorum has been established these Bylaws may be amended, suspended, or repealed at any regular meeting by a two-thirds vote of membership present. The proposed amendment, suspension or repeal shall have been presented in writing to the membership and read at the preceding meeting.

### Section 2.

- a) **The Standing Rules shall** include those items which may be adopted and amended or suspended or repealed without previous notice. They remain in force from the time of adoption until they are changed or repealed.
- b) The Standing Rules are adopted or suspended by a majority vote and may be amended or repealed by a two-thirds vote without notice or by majority vote if previous notice is given.
- c) The Standing Rules can be found following the Bylaws.

## ARTICLE X. Election Procedures

### Section 1. Nominations.

- a) The Nominating Committee shall consist of the Membership Chairman, four non-Board members, a representative from each of the current Community Service Program committees and subcommittees to be selected by the committee, and one representative from the Board who is not an elected officer. Community Service Program committees and subcommittees will select members in January to serve on the Nominating Committee. The Membership Chairman will be responsible for having the remainder of the representatives named in January and arranging the initial Committee meeting. Committee members will elect a chairman from their committee.
- b) The Nominating Committee ~~will~~ **may** cast a written ballot to nominate a candidate for each office. A majority vote shall carry. If a nominee cannot be contacted at the time of the Nominating Committee meeting, an alternate may be selected by the committee. The first nominee for each office must accept or decline within a time frame determined by the Committee. The alternate will not be contacted unless the first nominee declines.

**Rational: Often the committee doesn't feel a written ballot is necessary. Allows for flexibility**

- c) A slate of one candidate per office shall be presented by the Nominating Committee at the March Board meeting.

- d) The Nominating Committee shall, following the March Board meeting, recommend to the membership in writing, the names of candidates for election to office.

### **Section 2. Voting.**

- a) The slate of nominees shall be read at the April general meeting. At that time nominations may be made from the floor.
- b) Elections shall be by written ballot only if nominations have been made from the floor.
- c) Three (3) members shall be selected by the current president and parliamentary advisor prior to the April general membership meeting to count the ballots.

## **ARTICLE XI. Groups**

**Section 1.** There will be such groups organized with Board approval as requested by members. All members may belong to any or all of the groups.

**Section 2.** The groups shall not be dependent upon GFWC Women's Civic League of Cheyenne for financial assistance.

## **ARTICLE XII. Dissolution clause**

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. The organization(s) to benefit from this distribution will be selected by a majority vote of the Board of Directors. No assets may be distributed to individual members.

## **STANDING RULES**

### **ARTICLE S-II. Mission**

Members work to support the arts, preserve natural resources, advance education, promote healthy lifestyles, encourage civic involvement, promote social fellowship and work toward world peace and understanding.

### **ARTICLE S-III. Membership**

#### **Section S-2. Candidates for Membership, Sponsoring and New Members.**

- a) All candidates including online applicants must be sponsored by one member and endorsed by another member.
- b) New members may not sponsor a candidate in the club year in which they join.
- c) Members may either sponsor or endorse up to two (2) membership applicants in one club year. A sponsoring member may not endorse an additional candidate in the same club year.

#### **Section S-3. Members in Good Standing.**

- a) To remain a member in good standing, the member shall be current with her dues **and all other financial obligations of the club** and is participating in meetings and/or committees and activities of the club. A member may retain her good standing status by consulting with the Membership Chairman to explore options in lieu of missed meetings. Upon request of the

Membership Chairman, the Board may approve additional options to assist a member to retain her good standing status.

**Rational: For consistency with bylaws.**

- b) **Dues may be refunded upon request, for a member resigning prior to November 1.**

**Rational: State dues are due in November.**

- c) Members shall participate in Club activities including serving on the Christmas House committee as outlined in Christmas House requirements. Members shall also serve on at least one other Community Service Program Committee.
- d) ~~Active member~~ **dDues** are \$50.00 and are due on or by the April General Membership meeting and are effective for the upcoming Club year beginning in September. New members joining in September through December shall pay \$50. Members joining in January or after shall pay \$25 for the remainder of the current **club** year.
- e) Any member who fails to pay her dues of \$50.00 before the April General Membership meeting or fails to fulfill all of her Christmas House responsibilities as listed in the Christmas House requirements, may be dropped from the membership roll at any Board of Directors meeting by a two-thirds vote.

**Rational: To redefine and clarify for current practices.**

#### **Section S-4. Inactive Members.**

- a) ~~The Inactive member assessment shall be \$5.00. If the Treasurer has already received Active dues, the \$5.00 assessment must be included with the letter requesting change in status.~~
- d) ~~Inactive members shall have no voting privileges or standing luncheon reservations but are encouraged to participate.~~
- f) ~~No member may be Inactive for two consecutive years~~

**Rational: No longer have a need for Inactive Members.**

#### **Section S-6. Lifetime Members.**

- a) ~~A Lifetime member may join activity groups, attend meetings, and chair or serve on committees. Except when holding a Board position, a Lifetime member may not vote, hold office, sponsor a new member, nor may she chair the Community Grant Program, Membership, or Christmas House committees. She may endorse a new member.~~
- b) ~~Lifetime members are responsible for paying for all luncheon reservations not cancelled per the deadline set by the Vice President. Such members are not responsible for Christmas House requirements.~~

**Rational: Redundant as this is already covered in the bylaws.**

#### **Section S-7. Honorary Members.**

- a) Honorary members may participate in all club activities. Should they opt to attend meetings, they are responsible for making or cancelling luncheon reservations with the Vice-President and for payment thereof.
- b) They will not pay dues, be required to attend meetings, or fulfill any of the responsibilities of Active or Associate membership. They may not hold office or board membership and may not vote.

#### **Section S-8. Written Resignation.**

The Membership Chairman shall advise the former member in writing as to her resignation status (resignation in good standing or dropped). She shall advise the Yearbook chairman and the membership of any change in status of a member.

#### **Section S-9 Transfers and Reinstatements.**

- g) ~~\_\_\_\_\_ If a member terminates her membership in good standing and wants to return to membership, the member shall submit a letter expressing her desire to return. Her request may be granted by the Board of Directors.~~

**Rational: Reductant**

## ARTICLE S-IV. Officers

### Section S-2. President.

- a) She shall comply with GFWC International policies, including but not limited to an annual report and attendance of GFWC-WY meetings. She sets the dates and locations of Board meetings in consultation with the President-elect and Vice President and appoints the chairs of Standing, Community Service Program, Budget/Financial Review and Special Project committees and subcommittees except Community Grant Committee (CGC) Chair and co-chair, Christmas House chair, and Nominating Committee chair. She provides this information to the Yearbook Chairman prior to July 1 of each year. She provides advance notice to Board members of the time and place of each monthly meeting and an agenda.
- b) After the monthly board meeting and before the monthly general meeting, she shall provide to the membership a brief summary of the board meeting, which shall include actions, successful motions, and recommendations to be voted upon by the general membership. She may appoint a presidential adviser who will serve as a non-voting member of the board.

### Section S-3. President-elect.

- a) She shall consult with the President and Vice-President when preparing General Membership meeting dates and programs and provide this information to the Yearbook Chair prior to July 1 .**She shall select the venue and coordinate hostesses for the Board of Directors meetings.**
- b) She shall maintain the Christmas House Handbooks for Christmas House Chairs. She shall hold a permanent copy and/or electronic record to be reproduced and distributed to the chair(s) she appoints.

**Rational; Consistency for current practice**

### Section S-4. Vice President.

- b) She shall appoint the hostesses for the General Membership meetings, arrange the menus and in consultation with the President, sign contracts with vendors for General Membership meetings. ~~She or her designee shall contact all active members for General Meeting reservations via the electronic reservation system or a personal phone call. She shall send a personal note to any member to whom she is unable to contact.~~ **She shall make every effort to contact all members regarding reservations for general membership meetings.** She performs any other necessary duties pertaining to the social arrangements of the meetings. She shall work with the treasurer to collect all monies associated with the luncheon and prepare a written report after each meeting for the following board meeting to be attached to the treasurer's report. She assists in the selection of a Chairman for each Club Social Group. She shall provide all necessary information regarding meetings to the Yearbook Chairman and the Publicity/ Communications Chairman by July 1.
- c) ~~Following each General Membership meeting, she shall report attendance to the Membership Chairman.~~
- d) Prior to each General Membership meeting, she shall provide the President with a list of the following people expected to be in attendance: honored guests, members with birthdays in that month, and the hostess who is leading the invocation, pledge, and collect, as well as the members of that month's hostess committee. She shall advise the president on the status of a quorum during the meeting.

**Rational : To reflect current practice**

### Section S-5. Recording Secretary.

She shall provide action items from the minutes of the previous meeting to the President, including any motions forwarded from the Board of Directors to the Membership for their action, to aid in the preparation of an agenda. She shall arrange for minutes to be taken by an acting secretary in her absence. She shall distribute minutes prior to the meetings and ~~may~~**shall** have a printed copy available at the general membership meeting.

**Rational: To ensure minutes are available.**

#### **Section S-6. Corresponding Secretary.**

She shall send letters of thanks to speakers and others as needed. She shall request from the Treasurer a memorial of \$50 which will be sent to designated recipients in memory of a deceased member.

#### **Section S-7. Treasurer.**

- d) She shall keep an ~~approved~~ **designated amount of cash** in the cash boxes for the General Membership meetings. **The Board of Directors shall designate the amount at the September Board meeting annually.** She and the Vice President or a second member shall reconcile the funds received at the General Membership meeting and deposit all proceeds.

**Monthly reports to the Board of Directors shall include the following information:**

- i. Most recent bank statements for all accounts including investment accounts**
  - ii. A copy of the updated budget.**
  - iii. An itemized list of expenditures and income from the previous report date to the current report date.**
  - iv. Current balance on all accounts including savings, checking and investments.**
  - v. Any additional reports that may be requested by the Board of Directors.**
- e) The Treasurer will monitor the Reserve Fund, with oversight from the Executive Committee of the Board of Directors. The funds may be spent on Emergency Operation and charitable purposes. All expenditures from the Reserve account must be approved by the Board of Directors and the General Membership.
- g) The Treasurer shall provide the winner of the Christmas House 50/50 drawing with the proper IRS form if their winnings are over the IRS established amount for reporting. Additionally, she shall file the proper form with the IRS before the last day of January. She shall serve on the Budget Committee and participate in the review the Christmas House financial records.

**Rational: To define and clarify the duties of the Treasurer**

### **ARTICLE S-VII. Committees**

#### **Section S-1. Standing Committees**

Each committee and subcommittee will submit a written report monthly to the President, Secretary and Membership Chairman, outlining activities, attendance and hours spent. The report may be submitted electronically.

- a) **Membership Committee.**
- i) The chairman shall keep a record of each club members' sponsor, leadership positions and committee participation. She may appoint a record keeper for these duties. She shall make this record available to the Nominating Committee for its use and to the Board of Directors for use in Board discussions regarding membership. She plans the new member welcoming event sends out new member application forms and receives and processes completed forms in a timely manner.
  - ii) ~~She shall notify a member of her status immediately after she has missed three (3) meetings and develop a plan to help the member retain her good standing in the club. She shall notify a former member of her status immediately after her status changes.~~ She shall notify members of the deadline for paying annual dues. All notifications shall be in writing with reference being made to the appropriate bylaw.

**Rational: For consistency with bylaws.**

- iii) She refers new member names and information to the Board of Directors, collects new member dues, updates the membership guide, and introduces new members at a General Membership meeting.
- iv) She prepares and submits the annual membership report to the Club Treasurer by November 10<sup>th</sup> and prepares and submits a list of deceased members to GFWC-WY as required.
- v) She shall maintain a complete record of all members that have terminated their membership which shall include the reason and the date of termination.
- vi) ~~Prior to April 1 of each year, s~~She shall send a letter of invitation to the proposed Honorary members for the following Club year **when advised by the Civic Engagement Chairman.**

**Rational: To allow flexibility for the invitations.**

- vii) In January the Chairman shall be responsible for coordinating the naming of members of the Nominating Committee and arranging the initial Committee meeting.
- viii) Should a current Club member die, a memorial donation of \$50 will be made to the charity named by the family of the member. If no charity is named, the Board of Directors will select a charity for the memorial donation. Consideration will be given to GFWC and GFWC-W funds.
- ix) The Board of Directors will determine acknowledgement of the death of a former member.

#### **b) Financial Review Committee.**

- i. The annual financial review of the Club Treasurer and the Christmas House Treasurer will include all items outlined in the Treasurer's Review checklist kept and updated annually by the Financial Review Committee Chairman.
- ii. The Financial Review Committee will give two weeks' notice to each treasurer. The notice will include the date of the review and a checklist of items to be reviewed. A copy of the completed report will be given to each treasurer one week after the review is completed, and prior to the report being presented to the Board of Directors and the General Membership. The treasurers will be given one week to respond to the report and to address any concerns.

#### **c) Allocations Review Committee.**

This committee shall consist of a representative from each of the current project committees and two at-large members appointed by the President. The committee shall define a percentage of the Christmas House funds for the Education Community Service Program Committee and Community Grant Committee with the remainder assigned to the Community Service Program Committees.

#### **i) Christmas House Project Committee.**

- v) The cash reserve shall be \$12,500.

**Christmas House is responsible for the payment of supplies and services necessary to put on the event.**

**Christmas House Chairs may select room chairs, themes, special events and activities.**

**The Board of Directors and the general membership shall be provided information by the Christmas House Chairman on all activities of the event.**

**Chairmen shall present any Policy/Procedure changes to Board of Directors and the general membership.**

Christmas House Homeowners may be allowed financial courtesies, including, but not limited to, 3 nights of hotel expenses, 2 paid Christmas House Brunch reservations, and Christmas House item purchases up to \$300. Additional or variations of stated expenses shall be reported to the Board of Directors.

The general funds of the Women's Civic League of Cheyenne may be used to pay for Christmas House expenses such as bells, corsages, homeowner plaque, and 2 brunch expenses for the homeowners. Such expenses must be approved by the Board of Directors.

Member Christmas House obligations include the following:

Purchase of 4 Christmas House admission tickets at \$6.00 each and 6 raffle prize tickets at \$1.00 each

Total obligation is \$30, payable by the November membership meeting.

Provide 6 homemade items for the Christmas House kitchen.

Provide one or more handcrafted items with an approximate total value of \$30. (Members may participate in Buddy

System, if offered for all donated items.)

Participate in at least one all-day workshop or attend at least two four-hour workshops held by room chairs.

Work at least 4 hours at Christmas House or Tea Room, if offered, not including set up and clean up hours.

New members are required to work a minimum of a two-hour shift as an Elf. They are also required to work an additional two hours at Christmas House for a total work commitment of four hours.

Members are encouraged to fully support the Christmas House to help ensure success of club projects in Laramie County.

Requirements for members who held Associate Status at the end of the *2022-2023 club year*

Purchase 4 Christmas House Admission tickets at \$6.00 each and 6 raffle prize (not 50/50) tickets at \$1.00 each.  
Total

obligation \$30, payable by the November membership meeting.

Provide 6 homemade items for the Christmas House kitchen.

Members have the option to donate \$20 in lieu of kitchen items.

Provide one or more handcrafted items with an approximate total sale value of \$30. Members have the option to donate \$30 in lieu of gift item.

Members may participate in the Buddy System, if offered, for donated items.

Members are encouraged to fully support Christmas House to help ensure success of club projects in Laramie County by volunteering time at Christmas House.

**Rational: To define and clarify the Christmas House responsibilities for members, chairmen and the Board of Directors.**

## **.Section S-2. Community Service Program Committees**

Committee chairs are encouraged to use whatever format necessary to elicit suggested project ideas from their members. Any committee may work on special projects at the local, state, national and international level that promote cultural and international understanding.

Disbursements from the Community Service Program allocations require committee approval.

- vi) Any funds remaining after ~~May 31~~, **June 30** will revert to the Community Grant Committee. Upon request, exceptions may be granted by the Board of Directors. If a committee wants to earmark funds beyond the current budget year for a specific project, they must bring the issue to the Board which will have the authority to decide issues regarding the holdover of funds to the next year. An expenditure report shall be submitted to the Kaleidoscope editor by ~~June 1~~ **July 1** for publication in the September issue

**Rational: To align with the club fiscal year.**

- vii) The Community Service Program Coordinator shall meet with the committee chairmen. She may chair the Health and Wellness Service Program Committee. She may choose her own co-chair.

b) **Environment.** The committee may advise the membership concerning local and national environmental, recycling, and conservation activities which may be of interest.

### **c) Education and Libraries.**

- i) In addition to relevant educational projects, the committee is responsible for awarding scholarships to high school seniors from Laramie County to be used at the Laramie County Community College, the University of Wyoming, or any Wyoming college or licensed or accredited technical or trade school. The committee may also award scholarships to LCCC non-traditional student(s).
- ii) The Epsilon Sigma Omicron (ESO) subcommittee is an honorary educational society endorsed by GFWC that provides clubwomen with a structured reading program that is educational and stimulates a desire for self-improvement through literacy.
- iii) The committee may support libraries through volunteer time, special projects or grants.

c) **Health and Wellness** The chairman will meet with all sub-committee chairmen to determine each sub-committee Christmas House allocation distribution.

- i) There may be a Special Needs subcommittee to support and enrich the lives of people with special needs, to be described as people with developmental, physical, mental and brain injury disabilities.
- ii) There may be a Youth, Women and Family Services subcommittee to support a variety of youth, women and family programs that promote literacy, citizenship, and support in developing and maintaining healthy family lifestyles.
- iii) There may be Senior Services subcommittee to support a variety of programs that promote independence, enrich the quality of life, and promote support for the elderly and their caregivers in the Laramie County community.
- iv) There may be a Substance Abuse subcommittee to provide drug and alcohol prevention education, to work to develop projects, and to partner with other organizations to support individuals and families dealing with addiction issues.
- v) There may be other committees as deemed appropriate.

d) **Civic Engagement and Outreach.** The chairman will meet with all sub-committee chairmen to determine each

sub-committee Christmas House allocation distribution.

- i) There may be a Legislative subcommittee to advise the membership concerning activities of governmental entities which may be of interest to the membership.
- ii) There may be a Military Outreach subcommittee to assess and support the needs of the military, military families, and military retirees of the community.
- iii) There may be a The Needy, the Hungry and the Homeless subcommittee to support and help these groups in the community.
- iv) There may be a Crime Prevention, Safety and Disaster Preparedness subcommittee to educate members on these issues.
- v) There may be other committees as deemed appropriate.

- d) **Domestic and Sexual Violence Awareness and Prevention.** The chairman will meet with a committee to determine community projects to promote and support.
- e) **Advocates for Children.** The chairman will meet with a committee to determine community projects to promote and support.

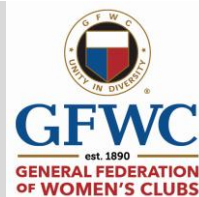
## SOCIAL NEWS

GFWC X-JWC – Big Bunco Party Fundraiser, April 12, 2025, 12:00 – 2:00, \$15.00 to play, MOOSE LODGE, 1019 S. Greeley Highway. Doors open at 11:00 for food and drinks (non-alcoholic). 50/50 raffle, door prizes, bunco prizes. Play begins at 12:00. If you'd like to reserve a table or two, call Karen Schroeder, 307-630-1602, or Chris Ryan, 307-631-0123. Get a group together, bring friends! Proceeds benefit Safe House and the Cheyenne Animal Shelter.

WCLC Bunko will be April 28<sup>th</sup> this month. Be on the lookout for the email invite.

### GFWC Women's Civic League of Cheyenne

Kristin Riley, President  
Shelley Toll, President Elect  
Elise Johnson, Vice-President  
Shaunna Barnett, Recording Secretary  
Lynn McLaughlin, Corresponding Secretary  
Deb Fairchild, Treasurer



### Kaleidoscope

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Linda Stowers, Editor  
Lpstowers54@gmail.com

