

POLICY GUIDELINES

COUNTRY WOMEN’S COUNCIL USA



Chairman.....	2-3
Vice-Chairman	4
Secretary	5-6
Treasurer.....	7-8
Financial Policy	8
Financial Review	9
National Presidents.....	10
ACWW USA Area President	11
Incoming Board Member	12
Communications Coordinator	13
Editor	14
Parliamentarian.....	15
CWC ACWW Coordinator	16
Sayre Scholarship	17-18
Rules for General Meeting	19

CWC CHAIRMAN

The Chairman shall:

1. Attend with vote all CWC General and Board meetings whether video communication or face to face and preside at these meetings.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, General Meeting Guidelines and study minutes and treasurer's report carefully before each meeting.
3. Have access to electronic communication.
4. Prepare an agenda for Board meetings and send to Board members 10 days before each meeting.
5. Prepare agenda for General Meeting and send to Secretary to be included in packet sent to delegates of member societies sixty (60) days prior to meeting.
6. Develop an evaluation sheet for the General Meeting.
7. Receive notice of election from societies of incoming CWC Officers prior to the year when their term begins, and shall inform the board.
8. Invite incoming CWC Board members to attend the Board meeting, if any, that immediately precedes the one at which they become official CWC Board members.
9. Be responsible for a retirement gift for the retiring CWC Officers and appointees, not to exceed \$50.00 per gift taken from the general fund.
10. Have article(s) in each issue of CWC News Sheet concerning activities and plans of ACWW and CWC. Articles are due to the Editor for the CWC News Sheet on or before June 1st and November 1st every year.
11. Appoint a Communications Coordinator, (term to be concurrent with Chairman's term), for a three-year term with approval from the board.
12. Appoint an Editor, (term to be concurrent with Chairman's term), for a three-year term with approval from the board.
13. Appoint, when needed, an ad hoc committee chairman with the approval of the CWC board and serve as an ex-officio member.
14. Communications Coordinator and Editor shall be included when sending group emails.
15. Appoint Budget Committee composed of CWC Treasurer as Chairman and Presidents of the national societies along with a representative for the affiliates.
16. Provide host state with guidelines for hosting General Meeting, and work with their coordinator in planning activities.
17. Receive and/or secure invitations from societies to host General Meetings. (See General Meeting Guidelines).
18. Work with the hosting society to establish time and place for meeting and secure approval of CWC board.
19. With the assistance of the Board, and the hosting society, plan program for General Meetings; appoint pages, tellers, time-keeper and parliamentarian.
20. Prepare and send draft of General Meeting program to board for final approval thirty days prior to General Meeting.
21. Have program printed and available for members at registration desk; number to be coordinated with registrar.
22. Set time and place for Board meetings in consultation with Board members and the General Meeting Host when applicable.

23. Upon invitation, visit and speak to each of the national organizations of CWC at least once during term of office. An amount shall be budgeted annually for transportation toward this expense.
24. As CWC delegate, attend the ACWW Triennial Conference and USA Area Meeting. If unable to attend, the delegate shall be another officer as designated by CWC Board.
25. Submit report of activities, and a voucher with attached receipts of allowable expenses for registration, lodging (one-half double room) and most economical way of travel to be paid by CWC to attend the ACWW Triennial Conference.
26. Submit report of activities, and a voucher with attached receipts of allowable expenses for registration and lodging (one-half double room) and most economical way of travel to be paid by CWC to attend the USA Area Meeting.
27. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.
28. Annually, appoint a Financial Review Committee, consisting of the Secretary as Chairman with two (2) qualified members, each from a different society. Committee members should not be from the Treasurer's society.
29. During the third year of term, with a committee, review Articles of Agreement, Policy Guidelines and General Meeting Guidelines. Recommended changes to the Articles of Agreement shall be approved by the CWC Board before presenting to the voting body at the next General Meeting. In absence of a General Meeting, recommended changes shall be presented to the voting body by electronic or general mailing vote. Recommended changes to the Policy Guidelines and General Meeting Guidelines shall be approved by the CWC Board.
30. Assist Communications Coordinator with updating the CWC Handbook annually.
31. Review CWC Policy Guidelines and Budget for allowable expenses. Approve or disapprove vouchers for all expenditures, with exception of the CWC Chairman's voucher, which shall be approved or disapproved and signed by the CWC Secretary.
32. Work with the incoming Chairman to familiarize her with duties of office; hand over all information and documentation relevant to office in a timely manner.

CWC VICE-CHAIRMAN

The Vice-Chairman shall:

1. Attend with vote all CWC General and Board meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Preside at Board and General Meetings in absence of, or at request of the Chairman.
5. Be responsible for a retirement gift for the outgoing Chairman, not to exceed \$100.00 taken from the general fund.
6. Be in charge of promoting the sale/distribution of CWC materials. Keep a record of funds submitted and disbursed to Treasurer and report annually to the board.
7. Give a report of your CWC activities at each General Meeting.
8. Serve as Chairman of the Ruth B. Sayre Scholarship Selection Committee. As such, receive, compile, and secure judging for scholarship applications; operating expenses to be paid out of Sayre Funds. Inform Board of results of the committee within thirty days of selection.
9. Submit Ruth B. Sayre scholarship winners, their picture, and bios to Communications Coordinator and Editor on or before June 1 to be posted on the CWC website and included in the News Sheet.
10. Forty-five (45) days prior to General Meeting, send any pertinent information to the CWC Secretary to be included in credentials packet distributed to member societies during the General Meeting.
11. Review CWC Policy and Budget for expenses allowed.
12. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.
13. Work with the incoming Vice-Chairman to familiarize her with duties of office; hand over all information, sales items, and documentation relevant to the office in a timely manner.

CWC SECRETARY

The Secretary shall:

1. Attend with vote all CWC General and Board meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Record minutes of General and Board Meetings and prepare separate list of all motions with results of votes; add to Motion Log Document.
 - a. Send draft of all General and Board Meeting minutes to CWC Board for approval within thirty (30) days of close of meetings.
 - b. Send approved General Meeting minutes to member society presidents/chairmen, within ninety (90) days of close of the meeting.
 - c. Send approved General Meeting minutes to current and incoming board members.
 - d. Send CWC Board Meeting minutes to CWC Board ONLY, which consists of the Chairman, Vice-Chairman, Secretary, Treasurer, National Presidents, USA Area President, Communications Coordinator, and Editor.
 - e. Send Executive Board Minutes to only the Executive Board, which consists of the Chairman, Vice-Chairman, Secretary, Treasurer, and USA Area President.
 - f. Be responsible for such correspondence as shall be delegated by CWC Chairman and Board.
5. Serve as Chairman of Financial Review Committee.
6. Review CWC Policy and Budget for expenses allowed.
7. Receive, review, and approve CWC Chairman's voucher for expenses, as outlined in Articles of Agreement, Policy and Guidelines, and Annual Budget.
8. General Meeting responsibilities:
 - a. Send credential forms to member society Presidents/Chairmen and CWC Board 60 days prior to General Meeting. Include proposed Budget, prior year Financial Statement, General Meeting Agenda, and Articles of Agreement changes, if applicable.
 - b. Prepare voting cards, motion sheets, and ballots, if needed; printed ballots to be delivered to the Chair of the Tellers, to be passed to voting delegates when the vote is called.
 - c. Take roll call for General Meeting.
 - d. Report number required to establish a quorum, a majority, and a two-thirds vote.
 - e. Compile and distribute to the Board the results of the General Meeting Evaluation Forms within (60) sixty days of conclusion of General Meeting.
9. Maintain copies of all minutes for permanent CWC record.
10. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.
11. Work with the incoming Secretary to familiarize her with duties of office. Hand over all information and documentation relevant to office, including permanent file of Minutes in a timely manner.

12. At the end of the Secretary's term of office, original and/or electronic copies of CWC records including current CWC Handbook, Minutes, Motion Log Document, Year-end Financial report, shall be filed for possible archival repository.

CWC TREASURER

The Treasurer shall:

1. Attend with vote all CWC General and Board meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Responsibilities:
 - a. Secure a bond.
 - b. Select a qualified depositor for CWC funds.
 - c. Maintain signature of current CWC Chairman and Treasurer on all bank accounts, with one signature needed for withdrawal.
 - d. Maintain a CWC General, Scholarship, and Area President checking account.
 - e. Send notices of dues to all CWC member societies (Treasurer and President/Chair). Include a request for names of incoming officers in their society to ensure updated rosters.
 - f. Send confirmation of receipt of dues.
 - g. Send notice of dues to any delinquent societies.
 - h. Study CWC Financial Policy and Budget for expenses allowed for Board members.
 - i. Receive funds designated for ACWW (Contributions, Rural Women in Action Fund, etc.) and forward to ACWW office on timely basis.
 - j. Inform Editor of donations received for printing in the CWC News Sheet.
 - k. Keep CWC Board supplied with vouchers for approved or disapproved by CWC Chairman before making payment with exception of CWC Chairman's voucher, which shall be reviewed and approved or disapproved by CWC Secretary.
 - l. Present a complete financial report during each CWC General Meeting and at all meetings of the CWC Board.
 - m. Submit quarterly financial statements to CWC Chairman within thirty days of end of quarter.
 - n. Submit semi-annual financial statements to the CWC Board within thirty days of the end of the second quarter.
 - o. Submit annual financial statements to the CWC Board within sixty days of year end.
 - p. Prepare documents for financial reports as necessary for the Internal Revenue Service.
 - q. Serve as Chairman of the Budget Committee. The Budget committee shall include the CWC Treasurer, Presidents of the National Societies or their appointed alternates, and a representative of the Affiliates.
 - r. Prepare a proposed three-year CWC Budget with members of the Budget Committee and CWC Chairman. Budget is sent to CWC board for review.
 - s. Submit reviewed proposed CWC Budget and prior year's financial report to Secretary for inclusion with credentials distribution for General Meeting.

- t Present books, statements, records, etc. to the chairman of the CWC Financial Review Committee at General Meeting, or as directed by CWC Chairman.
 - u Invest all general fund money, except amount budgeted for Ruth B. Sayre Scholarship funds and Area President's funds with CWC Board approval. Provide copies of all investment certificates to the CWC Board when requested.
 - v Invest Ruth B. Sayre Scholarship funds and accrued interest in a separate account.
 - w Invest Area President's CD and accrued interest in a separate account.
 - x CWC Treasurer and CWC Chairman, at a minimum, is to be named as an authorized signer on all accounts. If possible, incoming Treasurer should be added to the accounts when elected prior to taking office.
5. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.
 6. Work with the incoming Treasurer to familiarize her with duties of office.
 7. Following confirmation of successor, hand over to incoming Treasurer all files relevant to office as soon as possible but no later than February 1. The Treasurer will destroy records as they get older than seven years.
 8. Copies of all Year-end Financial Reports, Budgets, Financial review reports and IRS documentation shall be kept in accordance with the current IRS Guidelines. Past documentation shall be destroyed.

FINANCIAL POLICY

The CWC Treasurer is to pay the following expenses of the members of CWC Board:

1. The registration, and lodging (one-half double room) of a CWC Board Member to attend CWC General and Board meetings shall be paid by CWC only if they attend the full meeting, except under extenuating circumstances and approved by the Chair.
2. Allowable budgeted amounts for office expenses, i.e., materials, printing, and postage, in connection with duties as a Board Member will be paid.
3. Expenses shall be paid up to the budgeted amount for registration, lodging (one-half double room) and most economical way of travel for the CWC Chairman or approved CWC delegate to the ACWW Triennial Conference, only if attendance is full time, except under extenuating circumstances, and approved by the Board.
4. CWC Board members shall submit vouchers with receipts to the CWC Chairman for allowable expenses.
5. If board member's expenses are above those allowed by this policy, the board member is to deduct these costs from her expense voucher or request additional reimbursement from the CWC Board.
6. Motions made that require financial payment for non-budgeted items shall be voted on during Board meetings.

FINANCIAL REVIEW COMMITTEE

1. Shall review financial records and make recommendations annually.
2. CWC Chairman and/or Secretary shall request the Treasurer to bring the following for review: vouchers with attached receipts, check registers, all bank statements and 1099 interest earnings notices, canceled checks (when available), copies of all active CD's, computer accounting records, such as a Summary statement and a By-Category statement, and the last two years' financial reports, along with the previous year's quarterly reports, for comparison. Check the year's beginning balance on the financial report against previous year's closing balance (these amounts should match).
 - a Randomly check some deposits (as listed on bank statements) against income records (such as income receipts in file and annual financial report). For example, verify that a deposit made for a fundraiser was made in the correct amount.
 - b Randomly check expenses (listed in bank statements and annual financial statements) against the canceled checks to verify the amount paid. Alternately, pull several canceled checks and search for their invoices. There should be receipts and vouchers for all transactions.
 - c Reconcile at least two months' bank statements with the treasurer's register. In addition, balance the last month of the year. If time permits, verify that all checks, used and unused, are accounted for.
 - d Verify the annual financial report's beginning and ending balance with the figures in the check register.
 - e Check bank statements for correct balances of any savings accounts or certificates of deposit against the year-end financial statement. These balances should be indicated on the annual financial statement. Were any transfers made in identical amounts?
 - f Reviewers should feel free to contact the treasurer should there be any questions; however, the presence of the treasurer is desirable during the review.
 - g Prepare a report for General Meeting which includes statement that records have been reviewed annually, which records have been reviewed, signatures of the reviewers, and the dates of reviews. Comments or suggestions may be added.
 - h Committee Chairman shall present report at General Meeting annually and return records to Treasurer. A copy of the report shall be given to the Chairman and Treasurer.

NATIONAL PRESIDENTS

National Presidents shall:

1. Attend with vote all CWC General and Board meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Submit oral and written report of activities at General Meeting for the CWC Chairman and CWC Secretary with electronic copies provided for Board members.
5. Submit organization article when requested for the CWC News Sheet. Articles are due to the Editor for the CWC News Sheet on or before June 1st and November 1st every year.
6. Serve on Budget committee.
7. Be responsible for reporting back to their respective organizations on CWC activities.
8. Hand over to incoming National President all files relevant to office.
9. Inform CWC Treasurer and CWC Editor of changes in member society's executive committee and/or national board.
10. Consider inviting CWC Chairman and USA Area President to annual meeting of national society and/or state society, with consideration given to the sharing of expenses for such visit. National Presidents are encouraged to work with others on the board to schedule such visits during the term of the CWC Chair and the USA Area President.
11. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.

ACWW USA AREA PRESIDENT

The ACWW USA Area President shall:

1. Attend with vote all CWC General and Board meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Be nominated for one (1) three (3) year term to run concurrently with ACWW officers who are elected on this basis. May be nominated for a second three (3) year term (ACWW Constitution Article VIII).
5. Will be elected by the USA Area delegates at the ACWW Triennial Conference, then follow her duties as published in the ACWW Constitution.
6. Work in cooperation with the CWC Chairman and Board members to plan General Meetings
7. Present an update of ACWW activities at the CWC General Meeting.
8. Have expenses to CWC Board and General Meetings paid by CWC according to its Financial Policy. It is expected that hosting societies issuing invitations will subsidize registration and lodging expenses.
9. During the Triennium and at CWC Board and General Meetings, will report as the liaison officer between the USA societies and ACWW.
10. Arrange hospitality in the USA for official ACWW visitors.
11. Be responsible for official greeting of USA group at ACWW Triennial Conference.
12. Share communications and requests from ACWW with the CWC Board and agree on any action to be taken.
13. Write an article including information about ACWW activities and send to the Editor to be published in each issue of the CWC News Sheet. Articles are due to the Editor for the CWC News Sheet on or before June 1st and November 1st every year.
14. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.

NOTE: The ACWW USA Area President arranges her travel to attend the ACWW Board Meeting and ACWW Triennial Conference. Reimbursement is made to the Area President from ACWW.

INCOMING BOARD MEMBER

Incoming Board Members shall:

1. Prior to officially assuming office January 1st, attend any board meetings at their own expense.
2. Attend without a vote or voice, as an observer.
3. Provide information about themselves at the General Meeting.
4. Submit a bio for the CWC News Sheet by November 1st to the Editor.

CWC COMMUNICATIONS COORDINATOR

A Communications Coordinator shall be appointed by the CWC Chairman with approval from the board for a term of three (3) years. The Communications Coordinator may serve more than one term. Term shall be concurrent with Chairman's term, for a three-year term with approval from the board.

Duties of the Communications Coordinator shall be to:

1. Be a member of the CWC Board without vote and attend all CWC Board and General Meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Maintain cwcusa.org website to contain current forms, CWC News Sheet, and up-to-date directory information, etc. as directed by CWC Chairman.
5. Maintain Facebook to publicize CWC events.
6. Administer and record Zoom Meetings as directed by the CWC Board.
7. Maintain the CWC Handbook, Policy Guidelines, and General Meeting Guidelines and to ensure that they are up to date and placed on the website. Notify Editor of all updated documentation for inclusion in the upcoming CWC News Sheet.
8. Maintain host for cwcusa.org website, with approval of CWC Chairman, and notify Chairman and Treasurer of changes to the web hosting fee for proposed CWC Budget. Submit billing statement to CWC Treasurer for payment of cwcusa.org website hosting fee.
9. Place Ruth B. Sayre scholarship winners, pictures, and bios on the CWC website by June 1.
10. Shall be provided a copy of all Board and General Meeting minutes and finances to keep informed and be included on CWC group email.
11. Be responsible for securing name badges for incoming CWC Board Members.
12. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.

CWC EDITOR

An Editor shall be appointed by the CWC Chairman with approval from the board for a term of three (3) years. The Editor may serve more than one term. Term shall be concurrent with Chairman's term, for a three-year term with approval from the board.

Duties of the Editor shall be to:

1. Be a member of the CWC Board without vote and attend all CWC Board and General Meetings whether video communication or face to face.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. With help from CWC Treasurer, National and Affiliate presidents, keep mailing list as current as possible.
5. Maintain and keep current the CWC Society Officer Contact List and keep a current list of CWC Board members and ACWW USA Officers. Provide CWC Secretary and Treasurer updates to this list as they occur. Make sure to ask society presidents for updates in January and July each year. Some societies officers change in January others in July.
6. Coordinate and edit copy for CWC News Sheet. It is recommended that the Chairman receive a preview before final distribution.
7. Prepare two issues of CWC News Sheet per year and email to all CWC Board Members and appropriate Society Officers.
8. Have articles in each issue of CWC News Sheet concerning activities and plans of ACWW and CWC. Others may be asked to contribute.
9. CWC News Sheet will go out on the 15th of June and November. Deadline for submission of articles to the CWC News Sheet will be on or before the 1st of June and November.
10. June Issue should contain information about CWC Meeting. Ruth B. Sayre Scholarship winners will be featured in the June issue.
11. The November issue should contain ACWW Triennial Meeting information since this meeting usually occurs before the June issue is released. Provide incoming officer information in the November article as well.
12. A biographical article of the newly elected CWC officers should be in the November CWC News Sheet with a photograph. Update the new officers name, address, phone and email in the CWC News Sheet before emailing in June.
13. Work closely with host state to promote CWC General Meeting.
14. Submit a voucher of expenses to attend CWC Board and General Meetings which are paid by CWC according to CWC's Financial Policy.

PARLIAMENTARIAN

A Parliamentarian shall be appointed by the CWC Chairman with approval from the board. Term shall run concurrent with the CWC Chairman.

Duties of the Parliamentarian shall be to:

1. Attend without vote at all Board and General Meetings.
2. Read and be familiar with CWC Handbook, CWC Articles of Agreement, Policy Guidelines, and General Meeting Guidelines.
3. Have access to electronic communication.
4. Study and become familiar with Robert's Rules of Order as a guide for monitoring and maintaining the proper conduct of official CWC business.
5. The rules contained in Robert's Rules of Order Simplified and Applied shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws.
6. Advise CWC Board on parliamentarian procedures.

CWC ACWW Coordinator

A CWC ACWW Coordinator shall be nominated by the Member Society for a term of three (3) years. The Coordinator may serve more than one term.

Coordinators will promote ACWW within their own societies, and will have regular opportunities to meet with members of ACWW's Board - meaning they can relay and represent the feelings and priorities of their society, highlight issues that need addressing in their communities, and reflect their society's thoughts about different ACWW activities and plans.

Coordinators will act as the hands and feet of the Area President, working collaboratively to extend her reach within their own Area.

The CWC ACWW Coordinator shall be a member of the CWC Board without vote and attend all CWC Board and General Meetings.

Coordinator Responsibilities:

1. Have access to electronic communication.
2. Distribute ACWW information to her society
3. Attend monthly Coordinator meetings with her Area President and Central Office
4. Organize an event for Women Walk the World
5. Coordinate responses from her society to ACWW surveys and requests for information
6. Encourage fundraising and donations
7. Encourage individual membership
8. Facilitate participation in ACWW events
9. Attend training and information sessions

Coordinator Support:

1. Personalized presentations
2. Fundraising ideas and resources
3. Regular meetings with World President, Area President and Staff
4. Fundraising guidance (legalities and safeguarding)
5. Technical assistance for virtual events
6. Ad hoc brainstorming with staff about awareness and fundraising ideas
7. Full virtual training, including documents and videos

RUTH BUXTON SAYRE SCHOLARSHIP SELECTION

1. The CWC Vice-Chairman shall serve as Chairman of the Ruth B. Sayre Scholarship Selection Committee.
2. The CWC Vice-Chairman shall secure independent judges to select the scholarship recipients. Administrative costs will be taken from Sayre Scholarship Account.
3. CWC Vice-Chairman shall, with Board approval, make any adjustments to guidelines, application forms and score sheets as necessary.
4. CWC Vice-Chairman shall, with Board approval, determine number of scholarship(s) to be awarded during the following year.
5. The Scholarship recipient or recipients shall be paid up to the amount of \$500 for a year's period of study, the money to be sent to the educational institution she is attending for tuition and/or books. The recipients may apply the succeeding year.
6. The Ruth B. Sayre account base is created from donations to the principle and shall remain constant, with annual interest and miscellaneous donations providing scholarship disbursements.
7. State Society Presidents shall ensure all applications meet the following criteria before providing endorsement and forwarding to CWC Vice-Chairman:
 1. Applicant photo attached to form
 2. Only TWO (2) character reference letters included
 3. Current official High School or Secondary Education transcript included
 4. Applicant summary letter must not exceed ONE (1) page

THE CWC SAYRE ADMINISTRATOR SHALL:

1. Make adjustments to guidelines and application forms as determined by the above review of CWC Board. Make copies of updated guidelines and application forms.
2. Distribute to all CWC member society Presidents/Chairmen the scholarship guidelines, application forms, and scholarship brochures. Ensure that updated forms are on the cwcusa.org website each year.
3. Respond immediately to all requests for scholarship information.
4. Receive all state-endorsed applications.
 - a Applications to be postmarked to CWC Vice-Chairman by April 1.
 - b Reject all applications not properly reviewed and endorsed by State Society Presidents.
 - c Select three individuals to serve as Judging Committee. These individuals need not be affiliated with any Member Society.
 - d Selection is to be completed by June 1.
 - e Make copies of all materials necessary for each judge (score sheet, selection criteria, copies of all eligible applications, etc.)
5. Following selection:
 - a Send notification of selection to recipient winner(s).
 - b Retain awarded recipient(s) application forms, with attached materials for one year. All other applications will be destroyed at the end of the selection cycle.
 - c Send regret notification to all applicants except recipient(s).

- d Inform CWC Board providing names and addresses of recipient(s).
- e Prepare article of winning recipient(s) giving name, state, sponsoring society and brief résumé, along with picture; send to Communications Coordinator by June 1 to be posted on the CWC website and to Editor for CWC News Sheet. Send copy to sponsoring society encouraging publication and donations to scholarship fund.
- f Report scholarship information at CWC General Meeting.
- g Inform CWC Treasurer of all pertinent information for distribution of funds to higher education facilities for each selected scholarship winner.

RULES FOR GENERAL MEETING

1. The rules contained in Robert's Rules of Order Simplified and Applied shall govern the Country Women's Council USA in all cases to which they are applicable and in which they are not inconsistent with the Articles of Agreement.
2. The voting delegates at General Meetings shall be the officers of CWC, the ACWW-USA Area President, and Presidents/Chairmen of the member societies in good standing, or their accredited alternates. The accredited delegate from each society shall be entitled to one vote. Others may attend as observers.
3. Delegates shall wear their name badges at all CWC meetings. Voting delegates shall sit in a reserved section.
4. All minutes shall be approved by the CWC Board.
5. The Orders of the Day shall be the Official General Meeting program.
6. Only members of the voting body may introduce business or vote; however, both voting and non-voting members shall be allowed to speak. Precedence in speaking shall go to the voting delegates.
 - a A voting member wishing the floor shall stand, address the Chairman, give name and affiliation in order to be recognized.
 - b A member may speak twice on the same question (2 minutes each time), but cannot speak the second time as long as any member who has not spoken on the same question desires the floor.
7. All motions shall be presented to the presiding officer, clearly written and signed by the maker. A voting delegate shall stand to second a motion.
8. Debate on each question shall be limited to ten (10) minutes, unless the time is extended by approval of the voting body.
9. All communications to the platform or to the persons in the assembly shall be delivered by pages.
10. No literature or materials of any kind shall be distributed or sold in the General Meeting room or halls without the permission of the CWC Board.
11. These General Meeting rules shall be adopted, suspended, or rescinded by a two-thirds (2/3) vote of the voting delegates.