

# ARTICLES OF AGREEMENT

between the societies of

The Associated Country Women of the World

forming the Country Women's Council U.S.A.

## I. NAME

The name of this council shall be the Country Women's Council of the United States of America (CWC).

## II. OBJECTIVES

To unite into a cooperative, working organization, the USA societies affiliated with the Associated Country Women of the World (ACWW), whose rural and urban members represent varied races, nationalities and creeds; who believe that communication based on friendship and understanding will advance peace and progress; and who believe that the quality of life is improved for all people through the following:

- \* The relief of poverty,
- \* The advancement of education and,
- \* The relief of sickness, and the protection and preservation of health.

In cooperation with the USA Area President, CWC and its Board shall:

1. Provide a means whereby the member societies of CWC may meet for discussion and consultation on matters pertaining to ACWW.
2. Discuss and correlate recommendations of member societies to ACWW as to its policies and activities, always considering the international character of ACWW.
3. Further these objectives by following the activities as outlined in the ACWW Constitution.

Each Society is autonomous and may take individual action as it desires.

## III. MEMBERSHIP

1. A society may apply for ACWW membership directly to the office of the Associated Country Women of the World. A copy of the society's constitution and information concerning the extent and character of the membership should be included with the application.
2. All member societies of ACWW in the USA are eligible for membership in CWC. Such societies shall become members of CWC upon payment of the annual dues.
3. No USA society may join CWC without first being a member of ACWW.
4. A member society wishing to disaffiliate or withdraw its membership from CWC shall notify in writing the CWC Chairman and Secretary at least thirty (30) days prior to the *general membership* meeting.

## IV. DUES

Each member society shall pay dues in an amount to be determined by vote of the voting delegates. Increase in dues shall be proposed with sixty (60) days notice to member societies prior to the next business meeting.

Dues are payable to the CWC Treasurer. CWC annual dues for the following calendar year must be postmarked no later than December 31<sup>st</sup>. Dues not postmarked by December 31<sup>st</sup> will be considered delinquent and result in loss of membership privileges and rights. Societies whose dues were paid and postmarked by the due date shall be listed in the subsequent HANDBOOK and/or Annual Revision Insert that will be printed.

Societies accepted into ACWW as a new member prior to July 1 of any year may immediately pay CWC dues and have voting rights at the next CWC General Meeting.

## V. GENERAL MEETINGS

A General Meeting of the membership shall be held two (2) times each triennium.

The voting delegates at General Meetings shall be the officers of CWC, the ACWW-USA Area President, and the 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.

Majority (50 percent plus 1) of registered voting delegates present shall constitute a quorum. Motions made by registered voting delegates present must pass with two thirds majority.

## VI. OFFICERS

### 1. ELECTION:

a. Officers of CWC consisting of a chairman, vice-chairman, secretary and treasurer shall be elected by their respective societies and/or groups according to the Order of Rotation (see Article XII) and shall be presented to the CWC Board for confirmation no later than ninety days preceding their term of office.

b. An officer may not resign in order to accept another position on the CWC Board.

c. The Executive Committee shall fill vacancies that occur between *general* meetings.

### 2. TERM OF OFFICE:

Officers and/or society representatives shall serve a three (3) year term and shall not be eligible to succeed themselves.

### 3. CWC BOARD:

a. The CWC Board shall consist of the CWC Officers, USA Area President, Editor (without vote), Webmaster (without vote), and one representative from each of the USA National member societies. The Editor and Webmaster are appointed positions of three-year duration and must be members in good standing of a dues paying CWC society.

b. The ACWW USA Area President shall be a member of the CWC Board with vote.

c. The CWC Board shall conduct any business of CWC between general meetings by mail or electronic means.

- d. ACWW officers and ACWW Specified Committee Chairmen living in the USA, other than the USA Area President, shall be ex-officio members of the CWC Board without vote. They may attend board and general meetings at their own expense.
  - e. Majority (50 percent plus 1) voting members of the CWC Board shall constitute a quorum. Motions made must pass with a two-thirds majority.
4. EXECUTIVE COMMITTEE: The Executive Committee shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, and USA Area President.
5. REPRESENTATION:
- a. The officers shall represent the national and affiliated societies of CWC.
  - b. The positions of the Chairman, Vice-Chairman, Secretary and Treasurer shall be filled by rotation. Rotations shall be according to the Order of Rotation (Section XII.) In order to equalize representation and because the affiliate group is large, there shall be two officer positions on the rotation schedule allocated to affiliate societies; each position representing different affiliate societies.
  - c. A nominee for office shall be qualified for the position for which she is elected. She should be active in her society with leadership experience. She shall be knowledgeable of the aims and activities of CWC and ACWW.
- 1. A nominee for Chairman shall have served as president/chairman of her state and/or national society or shall have been an elected member of the board/committee of her national society.
  - 2. The Treasurer shall have had experience in accounting, in short-term and long-term investments, and in preparation of financial statements and budgets.

6. DUTIES OF BOARD:

CHAIRMAN

The Chairman shall:

- 1. Call the general meeting, with approval of the Executive Committee.
- 2. Arrange for and preside at General and CWC Board meetings and appoint a parliamentarian for each General Meeting. Be familiar with CWC Articles of Agreement, CWC Policy Guidelines, and CWC General Meeting Guidelines.
- 3. Invite incoming CWC Board members to attend the board meeting immediately preceding the one at which they become official CWC Board members. They shall attend without voice or vote and at their own expense.
- 4. Sign vouchers for all expenditures, with the exception of the CWC Chairman's voucher, which shall be signed by the CWC Secretary.
- 5. In cooperation with the ACWW USA Area President, inform USA societies of proposed ACWW matters to be considered at the Triennial Conference.
- 6. Appoint Editor, Webmaster, and Committee Chairmen with the approval of the CWC Board.
- 7. Be an ex-officio member of all committees.

## VICE-CHAIRMAN

The Vice-Chairman shall:

1. Attend with vote all General and CWC Board meetings. Be familiar with CWC Articles of Agreement, CWC Policy Guidelines, and CWC General Meeting Guidelines.
2. Preside in the absence of the Chairman.
3. Aid the USA Area President in the sale/distribution of ACWW materials in the USA. and in promoting interest in ACWW Projects.
4. Be in charge of promoting the sale and distribution of CWC materials.
5. Promote ACWW Individual memberships in CWC societies.
6. Serve as Chairman of the Ruth B. Sayre Scholarship Selection Committee.

## SECRETARY

The Secretary shall:

1. Attend with vote all CWC General and Board meetings. Be familiar with CWC Articles of Agreement, CWC Policy Guidelines, and CWC General Meeting Guidelines.
2. Mail or e-mail draft of all Business and Board meeting minutes to CWC Board within thirty (30) days of close of meetings.
3. Be responsible for such correspondence as delegated by the chairman.
4. Mail or email approved copies of the General Meeting minutes to CWC member Society Presidents/Chairmen, CWC Board members including USA Area President, and ACWW office within ninety (90) days of close of meetings.

## TREASURER

The Treasurer shall:

1. Attend with vote all CWC General and Board meetings. Be familiar with CWC Articles of Agreement, CWC Policy Guidelines, and CWC General Meeting Guidelines.
2. Be responsible for all CWC funds and be bonded.
3. Serve as Chairman of the Budget Committee.
4. Present books, statements, records, etc. to the Chairman of the CWC Financial Review Committee at the end of each year.
5. Insure the proper documents have been filed with the USA Internal Revenue Service each year.
6. Present a complete financial report during each CWC Business Meeting and at all meetings of the CWC Board. A quarterly financial report shall be sent to the President within 30 days of the completion of the quarter. A semi-annual and annual financial report shall be sent to the entire Board.
7. Receive monies designated for ACWW (Contributions, Pennies for Friendship, Projects, etc.) and forward to ACWW office in a timely manner.

## NATIONAL PRESIDENTS/REPRESENTATIVES

The National Presidents/Representatives shall:

1. Attend with vote all CWC General and Board meetings. Be familiar with CWC Articles of Agreement, CWC Policy Guidelines, and CWC General Meeting Guidelines.
3. Submit annual reports of organization activities for Board and News Sheet.
4. Serve on budget committee.
5. Be responsible for reporting CWC and ACWW activities to their organization.
6. Inform Board and CWC Editor of contact changes in their society.

### USA AREA President

Some suggested responsibilities - ACWW USA Area President shall:

1. Inform the CWC Chairman and Presidents/Chairmen of societies affiliated with CWC of current ACWW activities. Be familiar with CWC Articles of Agreement, CWC Policy Guidelines, and CWC General Meeting Guidelines.
2. In cooperation with the CWC Chairman, inform USA societies of proposed ACWW matters to be considered at the Triennial Conference.
3. Arrange hospitality in the USA for official ACWW visitors.
4. Be responsible for official greeting for USA group at Triennial Conference.
5. Work with CWC Vice-Chair for the distribution of ACWW materials to USA Member societies.  
(See Vice Chair duties, #3)

## VII. FINANCES

1. Registration and lodging (one-half double room) of the CWC Board to attend CWC General Meetings and board meetings shall be paid by CWC.
2. The CWC Chairman shall be the CWC delegate at the ACWW Triennial Conference. If unable to attend, the delegate shall be another officer as designated by the CWC Board.
  - a. Registration and lodging (one-half double room) shall be paid for the delegate to attend the ACWW Triennial Conference and Council meetings held in conjunction with this conference.
  - b. The delegate shall present a voucher with attached receipts of allowable expenses and shall report activities to the Board.
3. The CWC budget shall allow a necessary fund to help with the office and travel expenses incurred by the ACWW USA Area President in carrying out her responsibilities for ACWW in the USA. Societies inviting the Area President to their area are expected to incur registration and hotel expenses.
4. The Budget Committee shall be composed of the CWC Treasurer as Chairman, the Presidents of National member Societies, and a representative from Affiliated Societies, or as appointed by the Chairman.

## VIII. NOMINEES FOR ACWW OFFICE

1. Nominees for World President, Deputy World President, Secretary, Treasurer, or ACWW USA Area President may be presented by any ACWW Society of the USA.
2. In order to receive the endorsement of CWC, the following procedures must be met:
  - a. ACWW Category I, II and III Societies in the USA shall submit names, with their credentials, to the Chairman at least forty-five days before the deadline stated by ACWW.
  - b. Nominees are required to be individual members of ACWW as part of the credentials per vote taken at 26<sup>th</sup> Triennial in Hot Springs in 2010 and meet the requirements of the ACWW Constitution.
3. According to the ACWW Constitution, the ACWW USA Area President shall be nominated for one (1) three (3) year term; this term to run concurrently with the ACWW officers who are elected on this basis. She may be nominated for a second three (3) year term following the procedures outlined above.

## IX. DISSOLUTION

The CWC Board will, in case of dissolution of the Council, assign all assets of the Council to The Associated Country Women of the World for furthering educational projects.

## X. AUTHORITY IN PARLIAMENTARY LAW

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.

## XII. ORDER OF ROTATION

YEAR	CHAIR	VICE-CHAIR	SECRETARY	TREASURER
2011	<u>MFHG</u>	<u>Appt</u>	<u>NVON</u>	<u>Appt</u>
2012	AFF	<u>Appt</u>	<u>Appt</u>	AFF
2013	AFF	NVON	MFHG	AFF
2014	<u>AFF</u>	NVON	MFHG	<u>AFF</u>
2015	AFF	<u>NVON</u>	<u>MFHG</u>	NVON
2016	AFF	MFHG	AFF	NVON
2017	<u>AFF</u>	MFHG	AFF	<u>NVON</u>
2018	NVON	<u>MFHG</u>	<u>AFF</u>	MFHG
2019	NVON	AFF	AFF	MFHG
2020	<u>NVON</u>	AFF	AFF	<u>MFHG</u>
2021	MFHG	<u>AFF</u>	<u>AFF</u>	AFF
2022	MFHG	AFF	NVON	AFF
2023	<u>MFHG</u>	AFF	NVON	<u>AFF</u>