

GREAT GRANDDAUGHTERS CLUB BYLAWS  
VIRGINIA DIVISION, UNITED DAUGHTERS OF THE CONFEDERACY®  
20 September 2025

Article I

Name

The name of this club shall be Great Granddaughters Club (GGDC), Virginia Division, United Daughters of the Confederacy® (UDC).

Article II

Objects

The objects of this club shall be to foster fellowship among the Great Granddaughters of Confederate Ancestors and to assist the UDC in the fulfillment of its objects.

Article III

Membership

There shall be one class of membership in the GGDC, Virginia Division, UDC and it shall be active.

Section 1. Active members shall be those women who are members in good standing of Virginia Division Chapters, UDC. A completed membership application form and one year's dues must be received by the club treasurer to activate her club membership.

Section 2. Active members must have joined the UDC on the service of a great grandfather or have filed and registered a supplemental on the service of a great grandfather.

Section 3. Members resigning in good standing may be reinstated by paying current dues, one-year prior dues and a reinstatement fee. See Article IX, Section 3.

Section 4. Only members in good standing may wear the Virginia Division GGDC pin.

Article IV

Officers

Officers shall consist of a President, Vice President, Recording Secretary, Treasurer. To run for office, the candidate must be a member in good standing of a Virginia Division UDC Chapter and the Virginia Division Great Granddaughters Club. Collectively, they shall be known as the Executive Committee.

Article V

Duties of Officers

Section 1. The President shall:

- a. Preside at the annual Division meeting, all meetings of the club to include the Division Great Granddaughters Executive Committee, which she shall call.
- b. Serve as the Official representative of the club when called upon to do so.

GREAT GRANDDAUGHTERS CLUB BYLAWS  
VIRGINIA DIVISION, UNITED DAUGHTERS OF THE CONFEDERACY®  
20 September 2025

- c. Establish and appoint a chairman for any standing and special committee she feels necessary to accomplish club objectives to include the By-law Committee and Chairman. Once appointed, the Committee Chairman selects two members to serve on her committee.
- d. Ensure her name and that of the treasurer shall be affixed to the signature card of all accounts of the club.
- e. Be an ex officio member of all committees.

Section 2. Vice President shall:

- a. Assist the President in the discharge of her duties and in her absence, shall assume the duties and responsibilities of the office.
- b. Become president with full powers and duties of that office in the event of the resignation or death of the president.
- c. Handle the sale of insignia and encourage its purchase and use.
- d. Provide forms for ordering insignia, submitting same with payment to General Vice President GGDC.

Section 3. Secretary shall:

- a. Keep an accurate and permanent record of the regular and Executive Committee meetings.
- b. Read the minutes at regular meetings.
- c. Handle all correspondence as requested by the president.
- d. Have custody of the minutes of all meetings, including documents of the club.
- e. Ensure the minutes are open to inspection by any member of the club, upon written request, and in the presence of the Secretary.
- f. Provide ballots for election.

Section 4. Treasurer shall:

- a. Send out dues notice and collect dues from each member in Virginia Division per the schedule found in Article IX Section 1. Deposit all monies of the club in a Virginia Federal Deposit Insurance Corporation (FDIC) institution that does not charge a service charge for non-profits. Keep a record of transactions which shall, in the presence of the treasurer and one other member of the Executive Committee, be available to any member.
- b. Ensure her name and that of the president shall be affixed to the signature card of all accounts of the club.
- c. Make financial report at regular meetings.
- d. Sign all checks and handle all disbursements as needed, keeping a receipt.
- e. Have the books audited biennially.
- f. Complete the Annual Financial Report and 990-N e-postcard to the Treasurer General no later than November 1<sup>st</sup>.

GREAT GRANDDAUGHTERS CLUB BYLAWS  
VIRGINIA DIVISION, UNITED DAUGHTERS OF THE CONFEDERACY®  
20 September 2025

Section 5. In even years at Division Convention, the retiring officers shall transfer to their successors all books, information, and records pertaining to their offices after new officers have been elected and installed. The books for all officers shall close on August 31.

Article VI

Nominations, Elections, Terms of Office, Installations

Section 1. Nominations

- a. Any member, in good standing, of the club may seek and hold an office.
- b. Any member seeking office shall be nominated from the floor.
- c. Any member making a nomination shall give a brief, concise nominating speech giving candidate's qualifications.
- d. Nominating speech shall not exceed two (2) minutes.

Section 2. Elections

- a. The election of officers shall be held in even years at the Virginia Division Convention GGDC's regular meeting.
- b. Should there be only one candidate for any office, the vote may be viva voce; otherwise, voting shall be by ballot.
- c. In case of a tie, ballots from the first election shall be destroyed before second vote is taken.
- d. A majority of votes cast shall constitute an election.
- e. No member shall hold two elective offices at one time.

Section 3. Terms of Office

- a. Officers shall hold office for a term of two years with the exception of the treasurer who may serve two terms.
- b. An officer, upon moving to another division, shall relinquish her office.
- c. Should the president relinquish her office, the vice president shall serve until a special election shall be held.
- d. Officers who die in office shall be replaced by an officer appointed by the Executive Committee until a special election can be held, if the term remaining is longer than six months. If the term is less than six months, the vice president shall complete the term.

Section 4. Installations

Installation of officers shall be held at the close of the meeting in which they were elected.

GREAT GRANDDAUGHTERS CLUB BYLAWS  
VIRGINIA DIVISION, UNITED DAUGHTERS OF THE CONFEDERACY®  
20 September 2025

Article VII  
Meetings

The Virginia Division GGDG shall meet at the annual Virginia Division Convention. The GGDC Executive Committee shall meet prior to the Division Club Annual Meeting. The GGDC President may call a meeting of the Executive Committee during the year as she deems necessary. The GDC Executive Committee may conduct meetings and votes by electronic means, when necessary.

Article XIII  
Committees

Section 1. The Executive Committee shall be composed as stated in Article IV – Officers.

- a. This committee shall meet prior to each annual meeting of the club and shall have charge of club affairs in the interim between meetings.
- b. Other meetings may be called by the president or by any two members of the committee.

Section 2. Should there be a membership committee, the chairman shall:

- a. Receive all membership application forms making copies of same and sending originals with checks, monthly, to the treasurer.
- b. Issue membership certificates with signatures of the president and the treasurer.
- c. Maintain membership files, recording all applications.
- d. Submit annual report to president.

Article IX  
Dues and Fees

Section 1. The treasurer will send out club dues notices by April 1 and members must pay club dues by June 1. See Standing Rules. Section 2(a) for dues amount.

Section 2. Checks for dues shall be made out to and sent to "Treasurer, GGDC, Virginia Division". Any member not paying dues by August 31 shall be dropped from the roll.

Section 3. Any member in arrears may be reinstated by paying current and prior year dues and a reinstatement fee. See Standing Rules. Section 2(b).

Article X  
Monies

Section 1. No member of this club shall receive a salary.

Section 2. Each officer shall be reimbursed for postage and miscellaneous expenses, presenting a receipt for each item.

GREAT GRANDDAUGHTERS CLUB BYLAWS  
VIRGINIA DIVISION, UNITED DAUGHTERS OF THE CONFEDERACY®  
20 September 2025

Section 3. Expenses exceeding \$10.00 shall be subject to approval of the Executive Committee.

Section 4. Monies shall be deposited in an FDIC, Commonwealth of Virginia Bank, with no charge for a non-profit organization, if possible.

Section 5. Two names shall be on the bank signature card, that of the Treasurer and of President.

Section 6. The fiscal year of the Club shall be September 1 to August 31.

Article XI

Political Activities; Roster Use

Section 1. It shall be strictly prohibited for a member to participate in political activities in the name of this Club or of the General Club.

Section 2. Furnishing a roster of members to an individual or organization for other than UDC related business is positively prohibited. Violation of this will result in being banned for Division and General GGDC membership and a notice will be sent to the Chapter where UDC membership is held.

Article XII

Quorum

Section 1. A quorum is the members in good standing attending the annual meeting.

Section 2. Three members of the Executive Committee shall constitute a quorum.

Article XIII

Parliamentary Authority

ROBERTS RULES OF ORDER NEWLY REVISED shall be the Parliamentary Authority.

Article XIV

Amendments

Section 1. Amendments shall be submitted in writing to the Bylaws Committee Chairman no later than 60 days prior to the Division Convention. The Bylaws Committee provides a copy of proposed revisions to the Club's President before seeking Division Bylaw Committee endorsement. The proposed revisions are sent to the Club's membership 30 days prior to the Division Convention. Bylaws may be amended in odd years.

GREAT GRANDDAUGHTERS CLUB BYLAWS  
VIRGINIA DIVISION, UNITED DAUGHTERS OF THE CONFEDERACY®  
20 September 2025

Section 2. Proposed amendments shall be read and voted on at the regular meeting of the GGDC which takes place during the Virginia Division Convention. Bylaws shall be amended by two thirds vote of those GGDC members present.

Article XV  
Dissolution

In the even of the dissolution of the Division GGDC, all assets remaining after payment of authorized expenditures shall be distributed to the Virginia Organization of the UDC, or to another organization that qualifies for tax exemption as provided for by the U.S. Internal Revenue Service, with no part to inure to any member or private individual.

Standing Rules

Section 1. Order of Business

- a. Call to Order
- b. Reading of the Minutes
- c. Financial Report
- d. Membership Report
- e. Committee Reports
- f. Unfinished Business
- g. New Business
- h. Election of Officers, even years
- i. Amendments to Bylaws, odd years
- j. Installation
- k. Adjournment

Section 2. Dues and Fees:

- a. The Club dues are ten dollars (\$10.00) per member per year. Eight dollars (\$8.00) to remain in the Club treasury and two dollars (\$2.00) will be sent to GGDC of General by June 30.
- b. Members in arrears may be reinstated by paying twenty-six dollars (\$26.00). Twenty dollars remain in the Club treasury to cover current and prior year dues and six dollars (\$6.00) cover Division and General reinstatement fees.
- c. The cost of the Virginia Division G GDC pin is \$60.00.