



CI Federations

Judy Weitkemper

Director – Education, Cosmopolitan International

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FEDERATIONS

Overviews & Guidelines

As Cosmopolitan International took form and grew in numbers the organization became increasingly more challenging to manage. Clubs were becoming scattered all over the country. The concept of the Federations took form as a method of bringing clusters of local Clubs together to share ideas and common interests. It served to reduce the amount and length of travel time by Federation and International Officers.

We currently have six Federations:

1. CAPITAL FEDERATION
2. CORNBELT FEDERATION
3. MID-STATES FEDERATION
4. MO-KAN FEDERATION
5. NORTH CENTRAL FEDERATION
6. WESTERN CANADA FEDERATION

Each Federation also has an elected member on the CDF/CFCI Board. The term of that appointment should be spelled out in the Bylaws. Rule of thumb is no more than two, three/year terms. This Representative is elected at the Federation Convention.

The Federation constitution, Bylaws, and/or policies provide the legal structure for each Federation, no two are exactly alike. Governors should become familiar with the general content of each document used by the Federation and keep a copy of each with officer materials.

Federation Officers

The Federation Governor is over the Federation and operates with Federation Officers consisting of:

1. Federation Governor

See Governors' Manual

2. Governor-Elect

- A. Be aware and knowledgeable of Federation and CI bylaws.
- B. Assist the Governor in all duties.
- C. Act in all events the Governor is unavailable
- D. Prepare reports as needed or requested.
- E. Works closely with the Clubs planning of the Federation Convention.

3. Past Governor

1. Acts as Parliamentarian, making sure everything and everyone follows the Bylaws.
2. Assists Committee Chairs as needed.
3. Sees that everything is completed within the timeline spelled out in the Bylaws
4. Takes charge when the Governor nor the Governor-Elect is available.
5. Acts as Chair of the Nomination Committee

4. Treasurer

- A. Be aware and knowledgeable of Federation Bylaws
- B. Receive all monies due to the Federation and make prompt deposits into a bank designated by the Federation.
- C. Keep duplicate deposit slips showing all income and make a true and complete record of same.
- D. Render a statement to each member of the Federation board showing the financial status of the Federation.
- E. All disbursements should be signed by the Treasurer and either the Governor or Secretary as per Bylaws.
- F. Furnish a Bond as required by the Federation Board
- G. Records shall be open for inspection by the Audit Committee at all reasonable times.
- H. An audit will be arranged by the Treasurer and completed by the Audit Committee.
- I. Upon ending office, turn over and deliver to successor in office all records pertaining to the office within thirty (30) days. (archival Files, Current Computer Files, Check Book, Deposit Book, Bank Statement File, Expense Receipt File).
- J. Review Financial Statements, Invoices for dues and insurance, revenue and expense reports with incoming Treasurer.
- K. As a Federation Officer, the Treasurer shall not hold the same office for more than 5 consecutive years or as stated in Federation bylaws.

5. Secretary

- A. Be aware and knowledgeable of Federation Bylaws
- B. Maintain current list of Federation Board, Committee Chairs, and Club presidents & secretaries contact information.
- C. Keep a thorough and accurate record of all Federation Meetings and send a copy of the same to the elected Federation Board members, and each club within 30 days.
- D. Distribute electronically any information as requested by members/officers to Club members/officers, such as Newsletters, updates, mail, etc.
- E. Upon ending office, turn over and deliver to their successor in office all records pertaining to the office within thirty days (or as per Federation Bylaws).
- F. As a Federation Officer, the Secretary shall not hold the same office for more than five (5) consecutive years unless stated otherwise in Federation Bylaws.

6. Judge Advocate

This position can be filled by our CI Judge Advocate if he/she agrees.

- A. Be aware and knowledgeable of the Federation Bylaws.
- B. Has jurisdiction in all matters concerning changes or amendments to the Federation Bylaws.

7. Lt. Governors (2 or 3)

Depending on the number of clubs within the Federation.

- A. Be aware and knowledgeable of the Federation Bylaws.
- B. Assist Governor and Governor-Elect in communicating with the Clubs
- C. Prepare Lt. Governor report for Federation Convention reflecting on actions taken in the past year, noting success and challenges.

Federation officers are customarily elected at the Federation Convention. Candidates should be selected in advance of the Convention and made aware of the responsibilities of the various offices. Officers are elected by Federation delegates via a simple majority.

Federation Committees

Federations Governors should appoint Committee Chairs as follows:

1. Awards Chair

Typically, it is the past Governor of the Federation who chairs that Committee. Award winners at Federation level are then eligible to win at the International level. The Awards Chair should fully understand all rules governing an award.

- a. Proper Judges should be selected to judge the awards well in advance of the Federation Convention.
- b. The actual presentation of awards is a significant part of the Federation Convention and is deserving of a special time or occasion.

2. Audit Committee Chair

The committee will audit the Treasurers' records at the end of each Fiscal Year.

3. Budget Committee

This committee should be chaired by the Treasurer.

4. Bylaws

This position is usually filled with a past Governor or past Federation Board member or Club member showing an interest in the Bylaws. If any changes are voted on and passed at the Spring Federation Convention, the person in charge of the Bylaws should have them changed and reprinted prior to the International Convention. A copy of the current Federation Bylaws should be presented to the incoming Governor of the Federation and the Federation Board.

5. Nomination Committee

This is usually chaired by the immediate past Governor and includes the two previous past Governors.