

CONSTITUTION / BYLAWS
GFWC WILBRAHAM JUNIOR WOMEN'S CLUB
Revised and Approved as of February, 2007

ARTICLE I – NAME

The name of the organization shall be the Wilbraham Junior Women's Club.

ARTICLE II – OBJECTIVE

The object of this non-profit organization shall be to promote the civic and cultural interests of our community in cooperation with the General Federation of Women's Clubs of Massachusetts, Jr. Membership.

ARTICLE III - MEMBERSHIP

Any woman over eighteen, who is a resident of the community of Wilbraham is eligible for membership.

ARTICLE IV - DUES

Section 1 - Annual dues are \$35.00

Section 2 - Dues are to be paid by December 30 of each calendar year and prorated thereafter.

ARTICLE V - WORKING CAPITAL

Section 1 - At the end of each administration, we shall keep a minimum of \$150.00 in the Treasury for the next year's Board.

Section 2 – If the GFWC Wilbraham Junior Women's Club dissolves, all collected monies will be forwarded to GFWC National Headquarters, Washington D.C. for charitable contributions.

ARTICLE VI - OFFICERS

The officers of the Club shall be a President; two Vice Presidents; a Secretary, with dual responsibilities of recording and correspondence; and a Treasurer. These officers, with six Directors, shall constitute the Executive Board of the Club.

ARTICLE VII - DUTIES OF THE OFFICERS

Section 1 – PRESIDENT - a) The President shall preside at all meetings of the Club and Executive Board. b) She shall have the power to make any necessary "emergency" decisions on behalf of the Club, later advising the Board of her actions. c) She shall appoint Chairmen of all committees, subject to approval of the Executive Board. d) She shall be delegate, or shall appoint other such delegates, as the Club is entitled to, for all Federation meetings. e) She shall submit an annual report at the Annual meeting.

Section 2 - FIRST VICE-PRESIDENT - a) The First Vice President, or the next in order, shall perform the duties of the President in her absences, or at her request, or in the case of a vacancy in office of the President. b) She shall act as Dean of

Federation Chairmen. c) She shall submit an annual report at the Annual meeting

Section 3 - SECOND VICE-PRESIDENT - a) She shall act as Membership Chairman and receive all applications for memberships accompanied by registration fees. b) She shall be responsible for keeping an updated membership list and notifying the Executive Board of all changes. c) She shall notify all members when dues are overdue. d) She shall be Sunshine Chairman. e) She shall coordinate all membership activities as designated in her job description. f) She shall coordinate monthly meetings, Christmas gatherings, and the Installation Banquet with the Programs and Hospitality Committees.

Section 4 - RECORDING AND CORRESPONDENCE SECRETARY - a) The Recording and Correspondence Secretary shall keep a record of the proceedings at all regular and Executive Board meetings of the Club. b) As Correspondence Secretary, she shall conduct all general correspondence. c) She shall keep the Bylaws and the Standing Rules in such order that she can promptly and properly record any changes. d) She shall keep an up-to-date record of the Club properties. e) She shall present, at the Annual Meeting, a report of the year's work, which shall be entered upon the Club's records.

Section 5 - TREASURER - a) The Treasurer shall receive and hold all money and pay bills as directed by vote of the Club. b) She shall close her books and submit for audit at least seven days before the Annual Meeting. c) She shall prepare an annual report. d) In the event of the inability of the treasurer to perform, then the President has the authority to sign checks.

Section 6 - THE AUDITOR shall examine the books of the Treasurer and submit a report at the Annual Meeting.

ARTICLE VIII - EXECUTIVE BOARD

Section 1 - The Executive Board shall consist of Club Officers and Chairmen of Standing Committees.

Section 2 - COMMITTEES a) The Standing Committees shall be: Programs, Ways and Means, Publicity, Hospitality, and Parliamentarian. b) Parliamentarian is an honorary Board position to be filled by the immediate past President, not subject to election by the Club members. c) In the event the immediate past President is unavailable to serve, the position shall be offered to and filled by those in order of succession, or ultimately remain vacant.

Section 3 - The Executive Board shall have entire charge of matters not assigned to committees, provided that any action involving the expenditure of money, not included in the regular expenses, shall first receive sanction of the Club.

Section 4 - It shall appoint an Auditor.

Section 5 - VOTING - a) Fifty percent plus one member of the Executive Board shall constitute a quorum. b) The Executive Board shall have one vote per Standing Committee.

Section 6 - It shall have the power to call special and business meetings of the Club.

Section 7 - STATE REPORTS - a) All Federation Chairmen shall submit a written report, in duplicate, to the First Vice-President two weeks prior to the State deadline. b) All other Chairmen shall submit a written annual report, in duplicate, to the President, by the State deadline. c) The Officers shall be responsible for the coordination and completion of all state reports when due.

Section 8 - All Executive Board members shall submit an annual report at the Annual meeting.

ARTICLE IX - NOMINATIONS AND ELECTIONS

Section 1 - NOMINATING COMMITTEE - a) This committee of five members shall be established at the September meeting as follows: The Chairman shall be the immediate past President; if she chooses not to serve, then the President shall appoint a Chairman; also, one member shall have been elected by ballot from the Executive Board, excluding the Vice Presidents; and three members shall be elected from eligible membership candidates by ballot of the general membership of the Club at the meeting. b) The three members from the general body shall not be eligible unless she has been an active and participating member for one year.

Section 2 - No member shall serve on this committee who served on the Nominating Committee the previous year.

Section 3 - The slate of Officers prepared by the Committee shall be presented to the club in written and oral form at the November meeting, and voted upon at the December meeting.

Section 4 - The election of Officers, Standing Committee Chairmen, and Special Committee Chairmen, shall be by ballot at the December meeting, a majority vote of members present and voting being necessary to elect.

Section 5 - If there is only one nominee for each office, by vote of the Club, the Secretary shall cast one ballot for the entire slate, or for as many as are the sole nominees for an office.

Section 6 - No person shall hold more than one office on the Executive Board at one time, and shall not serve for longer than two successive years in the same office. Any person shall be eligible for re-election after the intervention of one year from the time she last held the position.

Section 7 - The Nominating Committee shall establish a chairmanship or co-chairmanship as deemed necessary to fill all Standing Committees and Special Committees.

Section 8 - Vacancies among Officers, Standing Committees, and Special Committees shall be filled by the Executive Board.

Section 9 - No member shall be nominated for the position of President or First Vice-President unless she has served on the Executive Board for one year.

Section 10 - No member intending to hold an Officer's position shall serve on this committee.

ARTICLE X - DONATION COMMITTEE

Section 1 - DONATION COMMITTEE a) This committee shall consist of the immediate Past President, a member of the Ways and Means Committee, and the current Treasurer. b) They shall work continuously throughout the year, seeking areas to which our Club may be of financial assistance. c) They shall receive recommendations from the membership and other sources, thus making recommendations to the Board for General Club approval.

ARTICLE XI - FINANCE COMMITTEE

Section 1 - FINANCE COMMITTEE - a) This committee shall consist of the incoming and outgoing Presidents, the outgoing Treasurer and the incoming treasurer. b) They shall prepare a proposed budget for the new term which shall be presented to the Board for general Club approval at the Annual meeting.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The parliamentary authority shall be Parliamentary Law, "Roberts rules of Order, Newly Revised."

ARTICLE XIII - AMENDMENTS

The Bylaws may be amended at any regular meeting, provided notice had been given at the previous meeting, a vote of two-thirds of those present and voting being necessary for the change.

STANDING RULES

1. JOB DESCRIPTIONS - Club Officers, Chairmen of Standing Committees, Special Committee Chairman, and Federation Chairmen shall be responsible for their duties as outlined in the Club's Job Description Manual. Each responsible party shall update this manual on an annual basis.
2. The Parliamentarian shall serve the Executive Board in an advisory capacity.
3. The Programs Committee shall arrange all programs for regular monthly meetings, completing the arrangements necessary to carry these out, and act as hostess for program guests.
4. The Ways and Means Committee shall be in charge of money-raising projects.
5. The Publicity Committee shall be responsible for publicizing Club activities and making a book of press clippings. Other items of interest to the Club should be maintained, thus serving the function of Historian.
6. The Newsletter Committee shall be responsible for compiling the Newsletter, which shall be distributed at least one week prior to the monthly meeting.
7. The Yearbook Committee shall be responsible for compiling and publishing the Club Yearbook or the new club year.
8. The Hospitality Committee shall have charge of arranging for refreshments at monthly Club meetings and functions.
9. The Telephone Committee shall perform such duties as develop upon it.

10. The Special Committees shall be; Nominating, Finance, Donations, Yearbook, and other appointed by the President.

11. Special Committees and duties shall be created by the general membership as interest and needs dictate.

12. Each member shall support or participate, in some way, toward Club fund raising endeavors.

13. Ten percent of all fund raising projects shall be designated for our State Conference Fund. This fund shall not exceed \$500. At all State meetings, the Club will cover the meals and registration for the President or her appointed alternate. The Club will also cover accommodations for the President or alternate attending the State Annual Conference. The remainder of the Conference Fund will be divided equally among all

Club members attending State meetings, to help defray the cost of their meals and registration.

14. The regular monthly meeting shall be held on the third Tuesday of each month, with the exception of July and August unless otherwise voted by the Executive Board. The election of Officers shall be in December with the Annual Meeting and the Installation of Officers at the Annual meeting. The Installing Officer shall be the immediate past President.

15. Flowers shall be sent by the Second Vice-President to the funeral home in the event of the death of an active member; a memorial contribution of \$10.00 will be sent to a charity or fund in the event of a death in the immediate family (parent, husband, children) of an active member. A plant shall be sent if an active member is hospitalized. A book shall be donated to the public library upon the birth of a Club member's child or grandchild.

16. This Club will financially support our Western District Representative for her travel fund and expenditures.

17. No member, chairman, or committee shall authorize non-budgeted expenditures, unless in the event of an emergency. (Article VII, Sec. 1.b.)

18. Our State Board Representative shall be an honorary member of the Executive Board.

19. These standing Rules may be amended by vote of active members present at any regular meeting of the Club. One-third of membership shall constitute a quorum.

20. All prospective members must attend one Club activity and one regular monthly meeting before officially joining as a dues-paying member.

21. Friends of Membership Project - Club will allow non-resident friends of juniors to join the regular membership of the Wilbraham Junior Women's Club. This project shall be reviewed by the current executive committee and presented to full membership for vote every odd year for continuation or termination.

22. Up to 20% of year-end uncommitted funds may be allocated towards the GFWC Wilbraham Jr. Women's Club Operating Budget as decided by the Executive Board annually.

23. All reports should be kept on file for three years, with the exception of the secretary (all records will be kept for historical purposes) and treasurer (all records will be kept for seven years for tax purposes).

Club Business Information

Meetings

Third Tuesday of each month at 7:00 p.m., January through December. There will be no meetings held in July and August. The meetings are held in the Wilbraham Senior Center at the Scantic Valley YMCA, Post Office Park, Wilbraham and at the Wilbraham Middle School Sewing Room, Stony Hill Road, Wilbraham.

Dues

\$35.00 annual dues, payable by December 31st of each calendar year.

For Your Information

GFWC of MA, Junior Membership Fall Conference and Mid-Winter Conference: All Junior Clubs throughout the state meet for an all-day conference and workshops. Emphasis is primarily on Federation projects and membership. Participation is open to all members of Junior Women's. Registration fees are paid for all club members who wish to attend.

GFWC of MA, Junior Membership Annual Meeting: This all-day and evening event is usually held in April and is considered the most important event of the year for Juniors throughout the state. Events include award luncheon and evening banquet and guest speakers. The Club pays registration fees and expenses (providing funds are available. – Standing Rules Article 13).

District Representative: This person represents our club on the State level. She is a liaison between the State Executive Board and the clubs in her district. She attends the monthly meeting of the State Board and is responsible in setting up a District meeting during her two years of service. Wilbraham is in the Western District. The other Junior clubs in our district are Agawam, East Longmeadow, and Pioneer (Orange).

Topics Magazine: This is a magazine published by the GFWC of MA and is issued bi-monthly October through June. It contains information on clubs throughout the state and also features a Junior Membership section. The cost is \$8.00.

Clubwoman Magazine: This is a magazine published by the GFWC. It contains information about clubs throughout the United States, Pictures of special club events, messages from the president of GFWC, etc. The cost is \$6.00 annually.

Secret Pals: This is a "fun" program that our club has to better acquaint members and at the same time have fun. Each year at our January meeting, members who want to partake fill out an information sheet with their name, address, birthday, favorite color, etc. The Membership chairman (who keeps a master file) distributes names. For that year, you are a secret pal to the person whose name you have received. The only obligation to taking part in the Secret Pal program is that you remember your Secret Pal on her birthday and anniversary with a card. (Many choose to give small gifts and to remember their pal on other occasions.) At the end of the club year, secret pal names are revealed.

Junior Invocation: "O Lord, under Thy guidance, may the Juniors on this Federation seek knowledge courageously, Walk fearlessly, and live nobly in Thy service."