

Arlington Junioresettes
Bylaws

ARTICLE I - NAME

The name of this club shall be Arlington Junioresettes referred to as “the club” located in Kearny, New Jersey; sponsored by the GFWC Junior Woman’s Club of Arlington, New Jersey, Inc., a constituent division of New Jersey State Federation of Women’s Clubs of GFWC (NJSFWC) and General Federation of Women’s Clubs (GFWC).

ARTICLE II – OBJECT

The club shall be organized and operated for charitable, educational and civic purposes to improve the community through volunteer service projects that benefit children, families and communities, improve leadership skills, and promote friendship. The club shall participate in GFWC and NJSFWC projects and programs and will focus their activities in areas that coincide with their talents, interests, abilities, and time availability.

ARTICLE III – MEMBERSHIP

Section 1. Membership is open to any student between the ages of 12 and 18 who is in accord with the object and bylaws of the club.

Section 2. A membership application accompanied by annual dues shall be submitted to the membership chairman. A majority vote by the members shall elect new members.

Section 3. Members may bring guests to any regular meeting of the club.

Section 4. When a member in good standing resigns, they should notify the membership chairman in writing.

Section 5. All members will conduct themselves in accordance with the established Code of Conduct.

ARTICLE IV – OFFICERS

Section 1. The officers of the club shall be President, Vice President, Recording Secretary, and Treasurer.

Section 2. The President, Vice President, Recording Secretary, and Treasurer shall be elected at the annual meeting for a term of one year.

Section 3. No member shall hold more than one office at a time. No member shall be eligible to serve more than one successive term in the same office. No member shall be eligible to serve as an officer unless they are a charter member or have been a member in good standing for at least one year and have attended a minimum of 50% of scheduled club activities including monthly membership meetings in the prior membership year.

Section 3. At the April meeting a nominating committee of four (4) members shall be elected by the club. All members will be invited to complete a volunteer service form indicating any and all positions in which they have an interest. The forms will be given to the nominating committee for reference. The

committee's duty is to nominate candidates for the offices to be filled at the annual meeting in May. The nominating committee shall report at the May meeting. Before the election at the annual meeting, nominations from the floor shall be permitted.

Section 4. Officers shall be elected by voice or ballot vote to serve for a term of one year or until their successors are elected. The term shall begin on June 1. A vacancy in the office of President shall result in the Vice President assuming the office of President. A vacancy in any office other than President shall be filled through appointment by the president with approval by the majority of the remaining officers.

Section 5. Duties of Officers: Officers are charged with the safekeeping of all property, records, and funds of the club. All officers shall be required to turn over any and all property, records, and funds of the club to their successors.

A. The President shall:

1. Preside at meetings of the club and officers
2. Appoint department, standing and special committee chairmen
3. Be official representative of the club at district/state meetings
4. Be ex-officio member of all committees except the nominating committee
5. Perform such other duties outlined in these bylaws and the parliamentary authority

B. The Vice President shall:

1. Work closely with president to set programs and long term plans for club
2. Perform duties of the president in her absence and assume the office of president should a vacancy occur.
3. Shall attend district/state federated functions as legal delegate
4. Shall oversee the planning and scheduling of the monthly meeting program and shall maintain and publish the Club calendar.

C. The Recording Secretary shall:

1. Record minutes of all meetings of the club and board
2. Be a signatory on all official documents
3. Issue notices as required
4. Write thank you notes and acknowledge club invitations/correspondence as directed by the president or board
5. Send get well cards to sick members as directed by president or board
6. Perform other duties as may be required

D. The Treasurer shall:

1. Receive and deposit all funds
2. Be responsible to pay all bills upon authorization
3. Keep an account of all receipts and disbursements and submit monthly reports to the officers and to the membership
4. Make an annual report and complete a final accounting
5. Submit all books and papers for examination upon request
6. Perform other duties as may be required

ARTICLE V – MEETINGS

Section 1. Regular meetings of the club shall be held monthly (year round) June 1 through May 31 unless otherwise ordered by the board.

Section 2. The Annual meeting shall be held in May unless otherwise set by the board. Annual reports by officers and chairmen are due at this meeting. The annual election shall take place at the May meeting. Members who are delinquent in their dues are ineligible to vote at the annual meeting.

Section 3. The Finance Committee shall be composed of the Treasurer, President, Vice President, and Immediate Past President. They shall prepare and present an annual budget for adoption by the membership at the June regular meeting, upon approval by the JWCA Board. The club's fiscal year runs June 1 – May 31.

Section 4. Special meetings of the club may be called by the president, Juniores advisor, JWCA board, or at the written request of a majority of club members. The object of the meeting shall be stated in the call.

Section 5. The Officers shall meet monthly before the regular meeting.

Section 6. A majority of the members shall constitute a quorum.

ARTICLE VI – DUES

Section 1. Annual dues shall be established and shall include applicable GFWC and NJSFWC dues. Annual dues of \$35.00 shall be payable on or before April 30 and delinquent after 30 days. Delinquent dues shall be assessed a \$5.00 penalty. The treasurer or her designate shall notify members who are delinquent.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

All meetings of the club shall be conducted by the Rules of Parliamentary Procedure, the authority being these bylaws and Roberts Rules of Order, Newly Revised in that order.

ARTICLE IX - AMENDMENT TO BYLAWS

The bylaws may be amended at any regular business meeting of the club by a two-thirds vote of the active members present with previous notice given. All proposed bylaws amendments must be presented to the Executive Board of the Junior Woman's Club of Arlington for pre-approval before notice of the proposed changes is given to the club. Notice shall be given by electronic mail or regular mail at least 2 weeks before the next scheduled meeting.

Bylaws adopted by the membership at a special meeting held at Kearny, New Jersey on September 15, 2017.

Arlington Juniores
Standing Rules

STANDING RULE I

A reserve fund created as an emergency measure shall be maintained at a minimum of \$150. If this balance drops below the said minimum, it shall be replenished by each operational fundraiser until the minimum is reached.

STANDING RULE II

It is recommended that the budget be prepared at the first officer meeting of each new administration.

STANDING RULE III

It is recommended that the Code of Conduct be included in all membership materials distributed to new members and revisited on an annual basis.

Arlington Junioresettes CODE OF CONDUCT

The Junioresette Pledge

I pledge my loyalty to the Junioresette Clubwomen by doing better than ever before what work I have to do; by being prompt, honest, courteous; by living each day, trying to accomplish something, not merely to exist.

We are committed to providing an environment, which allows members to perform to the best of their ability free from bullying and intimidation. As a part of our commitment, we have adopted a code to protect all members and mentors that are involved with our club.

Each member and mentor should:

- Perform all duties with a sense of the Junioresette Spirit - promoting a sense of friendship;
- Be safe and feel safe;
- Have fun and experience a sense of fulfillment;
- Be treated with respect, dignity, and sensitivity;
- Comment and make suggestions in a constructive manner;
- Be afforded appropriate confidentiality;
- Be listened to;
- Have the opportunity to make their concerns known and have them dealt with in an appropriate manner;
- Represent their club and family with pride and dignity;
- Refrain from gossip and the spreading of false information about others;
- Respect fellow members regardless of ability, ethnic origin, cultural background or religion;
- Avoid smoking, the consumption of alcohol or non-prescription drugs, foul or provocative language or gestures.

Public Image

Club members should always use the Internet and online sites in a courteous and respectful manner. They should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research or sharing information via the Internet.

Club members should be conscious of their online social media presence and also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Members may not post any Junioresette related photographs without approval by the Junioresettes Advisor or her designate. The Junioresettes Advisor or her designate shall monitor all official club social media accounts (Facebook, Twitter, Instagram, Email, etc.).

Your club uniform (any official JWCA shirt) must be sized to fit appropriately, cannot be altered, and may not be worn tied or cropped.

Arlington Junioresettes Contact Information

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Arlington Junioresettes Social Media

Website: www.JWCARlington.com/Junioresettes
Facebook: www.Facebook.com/JunioresettesofArlington
Instagram: JunioresettesJWCA

Meeting notices will be posted on Facebook and sent by group text using the GroupMe app. Please ensure that the Junioresettes Secretary has your cell phone number to add you to the GroupMe group.