

# **GFWC Junioresettes**

## **Bylaws**

### **ARTICLE I - NAME**

The name of this club shall be GFWC Junioresettes referred to as "the club" located in Florida: a constituent division of GFWC Florida Federation of Women's Clubs (GFWC FLORIDA) 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 and shall participate in one or more GFWC and GFWC FLORIDA projects and programs.

### **ARTICLE III - MEMBERSHIP**

- 1.** The club's membership shall be composed entirely of young women ages 12 to 18.
- 2.** Membership is by invitation by a member in good standing and shall be open to any person who is in accord with the object and bylaws of the club.
- 3.** A membership application accompanied by annual dues shall be submitted to the membership chairman who will submit it to the Board of Directors (henceforth referred to as the board). A majority vote by the board shall elect membership. The membership chairman shall notify the applicant.
- 4.** Membership may be revoked for failure to pay dues or conduct unbecoming a member of the club. Termination may only take place after notice and the opportunity has been afforded for a hearing by the executive board.
- 5.** Members may bring guests to any regular meetings of the club.

6. When a member in good standing resigns, she should notify the membership chairman in writing and return any and all club property. A member who is dropped from membership may make application to the membership chairman.

7. Booster membership is by invitation by a member in good standing and shall be open to friends and family of any age or gender. Booster members are subject to the bylaws and standing rules of the club. Booster membership may be revoked for failure to pay dues or conduct unbecoming a member of the club. Termination may only take place after notice and the opportunity has been afforded for a hearing by the executive board.

#### **ARTICLE IV- OFFICERS**

1. The officers of the club shall be president, vice president, recording secretary, treasurer and director. Other officers may be appointed as needed.

2. At the March meeting, a nominating committee of one-third of the members but no more than five (5) shall be elected by the club. The committee's duty is to nominate candidates for the offices to be filled at the annual meeting in April. The nominating committee shall report at the March meeting, nominations from the floor shall be permitted.

3. Officers shall be elected in April at the Annual Meeting to serve for a term of one year which begins June 1. A vacancy in office other than the president shall be filled by appointment by the president with approval by the board. The vice president will fill a vacancy by the president.

4. No member shall hold more than one office at a time when there are enough members fill all the vacancies. No member shall be eligible to serve more than one successive term in the same office unless there are no other candidates for the office.

## **ARTICLE V - DUTIES OF OFFICERS**

### **1. President shall:**

- a. preside at all meetings of the club and board
- b. appoint department, standing and special committee chairmen
- c. appoint a parliamentarian who shall serve on the board without a vote
- d. be official representative of the club at district, state and community meetings
- e. be ex-officio member of all committees except nominating committee
- f. perform such other duties outlined in bylaws and parliamentary authority

### **2. Vice President shall:**

- a. work closely with president to set programs and long-term plans for club
- b. suggest projects and work with chairman to coordinate fundraising and service hour projects
- c. perform duties of the president in her absence and assume the office of president should a vacancy occur
- d. serve as dean of programs
- e. be ways and means and community outreach chairman
- f. attend district state federated functions as legal delegate

### **3. Recording Secretary shall:**

- a. record minutes of all club meetings
- b. be a signatory on all official documents
- c. maintain member records, addresses and hold new member orientation
- d. issue notices as required
- e. write thank you notes get well cards and acknowledge club invitations and correspondence as directed by the president or board

### **4. Treasurer shall:**

- a. receive and deposit all funds
- b. be responsible to pay all bills upon authorization
- c. keep an account of all receipts and disbursements
- d. submit monthly reports to the board and membership
- e. make annual report and complete a final accounting
- f. submit all books and papers to accountant after close of fiscal year
- g. perform other duties as may be required

5. Director shall:
  - a. meet & greet members at meetings: provide name tags
  - b. perform other such duties as may be required

## **ARTICLE VI- MEETINGS**

1. Regular meetings of the club shall be held monthly (year-round) June 1 through May 31 unless otherwise ordered by the board. Meetings may be held physically or electronically.
2. The Annual meeting shall be held in April unless otherwise set by the board of directors. Annual reports by officers and chairmen are due at this meeting.
3. The Finance Committee shall be composed of the treasurer, president and director. They shall prepare and present an annual budget for adoption by the membership at the June regular meeting. The club's fiscal year runs June 1 - May 31.
4. Special meetings of the club may be called by the president or executive committee or at the written request of a majority of club members. The object of the meeting shall be stated in the call and may not be changed after the call is sent.
5. The Board of Directors shall meet monthly before the regular meeting unless otherwise voted upon by the executive committee.
6. A majority of the members in attendance shall constitute a quorum. Business and voting may be conducted either physically or electronically as long as a quorum is present.

## **ARTICLE VII - DUES**

Annual dues shall be established by the Board of Directors and shall include applicable GFWC FLORIDA and GFWC dues. Dues shall be payable on or before June I and delinquent after 10 days. The treasurer or her designate shall notify members who are delinquent. Those whose dues are not paid 30days after that notification shall forfeit membership.

## **ARTICLE VIII - BOARD OF DIRECTORS**

- 1.**The elected officers, department chairmen and parliamentarian shall constitute the Board of Directors. The parliamentarian shall have no vote. The Executive Committee shall be the elected officers.
- 2.** The Board is charged with the responsibility of transacting the routine business of the club. No board member shall exceed her authority.
- 3.** Any board member failing to attend two regular or two board meetings without being excused by the president may be removed from office.

## **ARTICLE IX PARLIAMENTARIAN AUTHOIIITY**

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.

Bylaws approved by membership\_\_\_\_\_ date.