

Standing Rules

1. The President's pin is to be presented at the Installation of Officers to the newly installed President. The Membership ~~Director~~ **Chairman** will be responsible for the purchase of the pin.
2. The incoming President shall have the choice of the installing officer at the Installation of Officers.
3. The newly installed President shall present a gift to the outgoing President at the Installation of Officers on behalf of the club. The Vice-President will be responsible for the purchase of the gift.
4. Every active club member will be assigned to serve on the Hospitality Committee once a year.(Excluding the President). They shall be involved in all aspects of hospitality: set-up, preparation of refreshments, serving and cleaning.
5. The Membership Chairman shall receive all applications for membership. These applications will be presented to the Executive Board for approval.
6. No bills may be incurred or commitments made on behalf of the club without the full approval of the Executive Board.
7. Reservations for social and Federation functions must be received at a specified deadline; otherwise a negative reply will be taken.
8. All the club members are requested to make all guests feel welcome.
9. Any member who is aware of any illness, births, or deaths among our members, please notify the Corresponding Secretary.
10. Yearbooks will be distributed to dues paying members.
11. A newsletter will be e-mailed ~~monthly September through May~~ **throughout the year** to all dues paying members. The December newsletter may be waived. A hard copy of the newsletter may be mailed upon request to any member **that provides the Newsletter editor with a self addressed, stamped envelope.**
12. All members are obligated to support club Ways and Means projects.
13. Expenses incurred in relation to banquets and socials, not budgeted, shall be the responsibility of the committee.
14. A book will be donated by the club to the local library of any club member who has given birth, adopted a child, or become grandmother **or great-grandmother.** The book will be donated in the child's name. This will be known as the Book-a-Baby Program.

15. The Membership Chairman will be responsible for the purchase and awarding of a Perfect Attendance Award at the Installation of Officers. The amount spent will be determined by the Budget committee.
16. Registration fees will be paid for all club members attending GFWC Massachusetts, Junior Membership conferences.
17. Any members with new business and/or fundraiser ideas should notify the President so that those matters may be brought before the Executive Board prior to the next Business Meeting for review. Any new business requiring general club approval which is brought up at a Business Meeting will be referred back to the Executive Board for review.

By-Laws

ARTICLE I – NAME

Section 1: The name of the organization shall be ~~GFWC Taunton and Raynham Juniors~~ **GFWC Greater Taunton Woman's Club.**

Section 2: The ~~GFWC Taunton and Raynham Juniors~~ **GFWC Greater Taunton Woman's Club** is a member of the General Federation of Women's Clubs, the GFWC Massachusetts, Junior Membership and the GFWC Massachusetts.

ARTICLE II – OBJECT

Section 1: The object of this non-profit organization shall be to bring together the young women of the community who are interested in promoting good fellowship, self-improvement, advancing along the lines of general culture, participation in civic activities and cooperating with GFWC of Massachusetts Junior Membership.

ARTICLE III – MEMBERS

Section 1: Any woman, interested in the welfare and betterment of the club, 18 years of age or older, who is a resident of **the Greater Taunton area** ~~Taunton, Raynham, or an adjoining town~~ in which there is not a Junior Woman's Club, may make application for membership after attending one business meeting of the club.

Section 2a: Application for membership shall be made by sending a standard application form to the Membership ~~Director~~ **Chairman** and signed by the applicant. This application shall be submitted to the Executive Board for final action. Upon approval of the application and with receipt of dues, the new member shall be installed.

Section 2b: Any former member in good standing who reapplies to the club or anyone who submits credentials showing membership in an affiliated Federated Club, shall be granted membership by vote of the Executive Board and upon receipt of dues.

Section 3: There shall be ~~three~~ **two** classes of members as follows:

- a. ACTIVE –A member with all the privileges including the right to vote, hold office, chair a committee, attend any function of the club or any function of GFWC Massachusetts Junior Membership or GFWC MA.
- b. HONORARY – A member shall be nominated by the Executive Board and elected by vote at a regular meeting of the club. Honorary members shall not be subject to dues, shall not have the right to vote, but may enjoy all the rights and privileges of members unless otherwise limited by GFWC Massachusetts Junior Membership.
- c. ~~SUSTAINING—A member having at least five (5) years of active service to the club may apply in writing to the Executive Board for Sustaining Membership. A Sustaining Member may not vote or hold office, but shall receive all emails and a Yearbook and may participate in meetings and club activities, including GFWC Massachusetts Junior Membership activities, unless otherwise limited.~~

Note- now that there is no longer a minimum number of meetings required to attend to retain membership, we recommend removing the sustaining membership category, since they pay higher dues and lose the right to vote.

Section 4: A member wishing to resign from the ~~GFWC Taunton and Raynham Juniors~~ **GFWC Greater Taunton Woman's Club** shall send her written resignation to the Corresponding Secretary, who shall present it to the Executive Board at its next regular meeting.

ARTICLE IV – DUES

Section 1: The fiscal year for the ~~GFWC Taunton and Raynham Juniors~~ **GFWC Greater Taunton Woman's Club** begins January 1 and ends December 31.

Section 2: The annual dues of all Active Members shall be determined annually by the Executive Board. ; ~~Sustaining Member dues shall be an additional \$10.00 above the amount of Active Member dues.~~

Section 3: Dues are payable by the January Business Meeting. Members whose dues remain unpaid by January 15th shall be notified by the Treasurer. Members who fail to pay their dues by the February Business Meeting shall be dropped from membership at the discretion of the Executive Board. Reinstatement will require the filing of a standard application form and the payment of a \$10.00 reinstatement fee. The Membership List in the annual Yearbook will include only the names of those members whose dues have been paid by the February Business Meeting.

Section 4: Members who are installed September through December will have their dues applied to the next fiscal year.

ARTICLE V – OFFICERS AND THEIR DUTIES

Section 1: The Officers shall be a President, Vice President, Recording Secretary, Corresponding Secretary and a Treasurer.

a.) Terms of officers shall be two years

Section 2: The **President** shall:

- a.) Preside at all meetings of the club and Executive Board
- b.) Have full authority to act in the name of the club in emergency situations, reporting her actions at the next Executive Board meeting.
- c.) Appoint all department **and committee** chairmen, ~~chairmen of special committees~~ and fill all vacancies occurring among these chairmen with the approval of the Executive Board.
- d.) Call special or emergency Board Meetings with the approval of the Executive Board
- e.) Call special club meetings with Executive Board approval.
- f.) Notify all members of special meetings and their purpose.
- g.) Be the official delegate and appoint any additional delegates to State meetings.
- h.) Be responsible for leaving the sum of at least One Hundred Dollars (\$100.00) in the club treasury at the end of her term in office.
- i.) Be ex-officio member of all committees, except Nominating.
- j.) The President shall present any certificates and awards received by the club at the first meeting following the GFWC of Massachusetts Junior Membership Annual Meeting. The President or designated conference attendee shall also present an overview of conference proceedings.
- k.) Appoint a Parliamentary Advisor at her discretion to serve on the Executive Board
- l.) Have the authority to sign checks.
- m.) Shall be responsible for the state reports and contests covering her term of office. She can appoint individual members to complete
- n.) Notify applicants of their acceptance into membership.
- o.) Notify members of their dismissal for failure to live up to the By-Laws of the club.
- p.) Provide agendas for Executive Board Meetings and Business Meetings at least 3 days in advance.**

Section 3: The **Vice-President** shall:

- a.) Act in the President's place in case of her absence.

- b.) Serve as record keeper of all programs, activities, donations, and fund-raisers for report writing.
- c.) Be Hospitality Chairman
- d.) Assume the presidential duties if a vacancy should occur during the year.
- e.) Purchase a gift for the outgoing President, to be presented at the Installation of Officers.

Section 4: The **Recording Secretary** shall:

- a.) Keep minutes of the club and Executive Board meetings.
- b.) In the absence of the President and Vice-President, assume the presidential duties.

Section 5: The **Corresponding Secretary** shall:

- a.) Conduct and record all correspondence **including sending cards and condolences to members, as appropriate.**
- b.) ~~Act as Sunshine Chairman~~
- c.) Extend an invitation to the state officers to attend any meetings or functions and to notify the President of their reply.
- d.) **Ensure the** purchase the "Book-a-Baby" book for the local library of the mother, ~~or~~ grandmother **or great-grandmother** of the newborn

Section 6: The **Treasurer** shall:

- a.) Be custodian of all funds, including those collected by chairmen.
- b.) Collect all dues, ~~issue a membership card which shall constitute a receipt~~ and keep a list of paid members.
- c.) Notify all members at the November Business Meeting that dues are due and payable by December 31st.
- d.) Pay all bills incurred by the club with the approval of the Executive Board or club membership.
- e.) Handle all other disbursements after club approval.
- f.) Shall serve Chairman of the Budget Committee, appointing maximum four members.
- g.) Submit a written financial report for both Board and Business Meetings. The President and Recording Secretary will keep a copy for their records. (Board recommended change.)

- h.) Submit the books to the Auditor by May 15 and after the December bank statement has been received.
- i.) Present the audited report at the (February) meeting.
- j.) Be responsible for giving the President her travel and expense money at the first board meeting of the club year.
- k.) Be responsible for giving travel and expense money to any other person so designated by the By-Laws.
- l.) Serve as Federation Secretary
- m.) Shall subscribe to *Clubwoman* magazine for the club President.

Section 7: All officers shall:

- a.) Each officer shall submit a written annual report, in triplicate, at the November Executive Board Meeting. One copy shall be submitted to the President, one to the Recording Secretary, and one to be retained to be read at the Meeting..
- b.) All officers shall assist the President in every way possible.

ARTICLE VI – EXECUTIVE BOARD AND COMMITTEES

Section 1: The **Executive Board** shall consist of:

- a. All Officers.
- b. An Auditor; who shall audit the books twice a year, reporting at the September business meeting, and at the February meeting.
- c. The Director, who shall serve as Chairman of ~~the Nominating~~ Committees.
- d. Membership Director **Chairman**
- e. Parliamentary Advisor
- f. The Newsletter Editor
- g. The Webmaster
- h. Any member or members of the club who are serving on the State Executive Board of Junior Membership.

Section 2: The **Executive Board** shall:

- a. Transact all routine business of the club.

- b. Approve all applicants for membership.
- c. Authorize all dismissals for membership.
- d. Approve all presidential appointments for chairmanships.
- e. Fill vacancies occurring among elective officers.
- f. Recommend expenditures for club approval.
- g. Determine meeting places and dates, changing the dates of meeting if necessary.
- h. Authorize new ~~Standing~~ Committees and prescribe their duties.

Section 3: A majority shall constitute a quorum of the Executive Board.

Section 4: The President may invite any member of the club to an Executive Board meeting.

~~**Section 5:** There shall be the following Standing Committees: Membership, Fundraising, Hospitality, Programs, Newsletter, Yearbook, and Publicity.~~

Section 6: There shall be Department Committees which shall coincide with GFWC Massachusetts and GFWC Department Committees. **NOTE - this now includes publicity, fundraising and membership committees.**

Section 7: There shall be such other committees as are required to carry on the work on the ~~GFWC Taunton and Raynham Juniors~~ **GFWC Greater Taunton Woman's Club** and they shall be determined by the President and approved by the Executive Board.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1: A Nominating Committee of three (3) members shall be established at the September Business Meeting as follows:

The Director shall serve as Chairman and two members and two alternates shall be elected from the nominations by the club at the meeting.

Section 2: The Director will be responsible for distributing an application for prospective Board members in September.

Section 3: Members of the Nominating Committee shall have been members of the club for one full year, and nominations shall be announced to the general membership at the November Meeting..

Section 4: The Nominating Committee shall present its report at the November meeting. The committee shall be responsible for the entire slate of Officers, Auditor and Director..

Section 5:

- a. No one shall be elected to ~~any office~~ **the office of the President or Treasurer** until she has been a member for one year.
- b. To qualify for Director, a person must have served as an officer on the Executive Board for one year.

Section 6: The election of officers shall be by ballot at the Annual Meeting, a majority vote of members present and voting being necessary to elect.

Section 7: If there is only one nominee for each office by vote of the club, the Recording Secretary shall cast one vote for the entire slate or for as many as are the sole nominees for an office.

ARTICLE VIII – MEETINGS

Section 1: Business Meetings shall be held on the first Monday of each month from January through December, excluding June, July, and August, unless otherwise voted by the Executive Board. If the first Monday of the month is a legal holiday, then the meeting date shall be on the second Monday. The hour and place shall be determined by the Executive Board.

Section 2: Special meetings may be called by the President or by vote of the Executive Board or upon written request of one-third of the members of the club.

Section 3: The Business Meeting in December shall be immediately followed by the Annual Meeting. The Annual Meeting shall be for the purpose of electing officers, receiving reports and transacting any other business that may arise.

Section 4: Twenty-five (25) percent of membership shall constitute a quorum of the club.

Section 5: Executive Board Meetings shall be held no more than fourteen (14) days prior to each Business Meeting. The date and place shall be determined by the Executive Board. The December Board Meeting may be waved.

Section 6: **An online meeting can take the place of an in-person meeting in the event of inclement weather or other special circumstances. Whether a meeting is in-person or online shall be at the discretion of the President.**

ARTICLE IX – TRAVEL AND EXPENSE ACCOUNT

Section 1: A travel and expense account of \$25.00 shall be set up for the President and/or her assignee to be used for expenses of carrying on business pertaining to the club.

Section 2: The club shall pay for the President's registration fee, luncheon and dinner for all GFWC of Massachusetts Junior Membership Meetings.

~~**Section 3:** The club shall contribute \$25.00 toward the expense of the GFWC Massachusetts Junior Membership South Eastern District Representative in January.~~ **NOTE: Position no longer exists**

Section 4: The club shall contribute \$25.00 toward the expense of any club member serving as an officer **or executive board member** of GFWC Massachusetts Junior Membership in January.

Section 5: The club shall contribute \$25.00 toward the expense of any club member serving as a Chairman of GFWC Massachusetts Junior Membership in January.

ARTICLE X – PARLIAMENTARY ADVISOR

Section 1: The rules contained in Roberts’ Rules of Order newly revised edition shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE XI – AMENDMENTS

Section 1: These By-Laws may be amended by a two-thirds vote of the members present and voting at any Business Meeting of the club, provided the proposed amendment has been presented in writing at the previous Business Meeting or sent to each active member at least seven (7) days before the meeting.