

RUSKIN JUNIOR WOMAN'S CLUB BYLAWS

ARTICLE I – Name

The name of the club shall be “**Ruskin Junior Woman’s Club**”. Our club is federated and is under the umbrella of the General Federation of Woman’s Clubs.

ARTICLE II – Mission

The primary mission of the GFWC Ruskin Junior Woman’s Club is to make a positive impact within the Southshore community, within our state, within our country and within our world! The club is organized to foster an environment for women 18 years of age and above, to work cohesively with others to for the betterment of the above. We are committed to community service, personal growth and developing lasting friendships along the way. The RJWC cooperates with the General Ruskin Woman’s Club in any project in the advancement of our mission.

ARTICLE III – Membership

Section 1: Membership to the club shall be of women eighteen (18) years of age or older.

Section 2: Membership is open to all regardless of race or religious affiliation and is by open invitation.

Section 3: Candidates must submit their application and yearly membership dues along with the name of her sponsoring club member (if applicable) to the Board of Directors.

Section 4: Members shall retain membership in the club as long as they stay active, volunteering at least ten (10) hours per year with club sponsored activities, and pay their membership dues on time.

Section 5: Any member who wishes to be removed from the roll and cease receiving any and all communications from the club shall submit a letter of resignation to the Membership Chairman also known as the club Director.

Section 6: Annual membership dues shall be \$40.00 per year and shall be paid by January 1st. A \$5.00 per month penalty will be added for each late month. If you join in the middle of the year, your membership dues will be prorated accordingly.

ARTICLE IV – Officers and Board of Directors

Section 1: The officers shall be President, Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Director (retiring President).

Section 2: The officers shall be elected in April of the current officers’ second term. Officers will serve for two (2) years. Installation of the officers will be held the month following the election of the new officers. Each officer will assume her responsibility of her elected position at the close of the May meeting.

Section 3: The duties of the Officers

- A. The **President** shall preside at all meetings of the club and Board of Directors. She shall be the main source of communication between the club members. She will correspond (via email or post office) with members, keeping all abreast of current activities and responsibilities of the club as well as the GFWC and the FFWC. She shall attend as many district, state, national and regional meetings as possible and encourage other members to do the same. Share GFWC materials with the members, leads her club in community activities and promotes membership. She shall appoint

standing committees as needed, department coordinators, club historian(s) and special programs chairwomen. Any members' correspondence to the club shall be approved by the President.

- B. The **Vice-President** shall assist the President. She shall serve as Dean of Departments, Program Protocol Chairwoman and State Reports Chairwoman. She shall preside over the meeting if the President is unable to attend (given advance notice). She is also in charge of coordinating hostesses for each monthly meeting and if needed, determining the 'menu'. If for some reason the President is unable to continue her office, the Vice-President will assume all roles of the President.
- C. The **Second Vice-President** shall serve in the absence of the President and First Vice President and oversee activities as needed. More specifically, the Second Vice President will serve as an educator, to the RJWC members', of GFWC and FFWC policies and programs and will provide activities or workshops as needed in order for the members to understand the entire scope of federated woman's clubs. The 2nd Vice President shall also be responsible for coordinating one guest speaker at each monthly meeting.
- D. The **Recording Secretary** shall keep the minutes of regular club and Board meetings. She shall provide copies of the minutes to the President before the next meeting. She shall note any bylaws, amendments or revisions accurately and shall call the meeting to order and preside over the meeting when the President and Vice-President and Second Vice-President are absent. The Recording Secretary shall have the minutes of the monthly meeting available for the President to review no later than 10 days following the meeting.
- E. The **Corresponding Secretary** shall write necessary thank you notes from our club to any business / individual or otherwise that has graciously helped our club in some way. The Corresponding Secretary is also responsible for creating a monthly newsletter to be emailed to the club members. The newsletter will include review from the previous monthly meeting, calendar of events, who signed up for what event and anything else helpful to club members. The Corresponding Secretary will also serve as Parliamentarian at monthly meetings.
- F. The **Treasurer** shall be the custodian of all club funds. She shall reimburse club members for budgeted expenses, when a receipt is presented. She shall collect the annual membership dues and present a report at the end of the fiscal year. She will also provide a treasurers report at the monthly meetings.
- G. The **Director** will assist in the affairs of the Club; serve as Membership Chairwoman focusing on the numerical expansion and retainment of current membership. She shall keep the membership list up to date at all times with paying members only in this directory. She will distribute the membership list to the board as well as other members of the club. Member Information Forms and New Member Applications will be turned in to her. The Director will select a month and venue for an annual membership event as well as coordinate this event to encourage growth of the membership. She will also take appropriate measures to reserve the clubhouse with the General Woman's Club as needed.
- H. In the event of any of the above elected officers resigning, volunteers will be taken from the club membership either at the meeting or via email and a secret ballot vote will be

presented at the following meeting of the resignation date. The newly elected officer will resume the duties of the position immediately.

ARTICLE V – Appointed Positions, Departments and Committees

Section 1: The President shall approve all Appointed Positions, Committee Chairwomen, Historian(s), Special Program Chairwomen and Department Coordinators and any other position deemed necessary. After the first year, if these appointed members do not wish to complete their two year term in conjunction with the elected officers' term, then they shall resign and another chairman will be appointed by the President. The Special Program Chairwomen shall be open to any member wishing to have a special program brought to the membership and will coordinate said program with the Vice-President once approved by the Board.

Section 2: There will be two positions in which volunteers will be taken: “The Sunshine Club” and Monthly Hostesses.

“**The Sunshine Club**” is responsible for sending out care notes and flowers as necessary to existing club members or their immediate family members (including parents and in-laws) in case of bereavement, illness or any other disconsolate circumstance. On the other hand, The Sunshine Club will also, send congratulatory notes / flowers to club members after giving birth / adopting a new child, special achievements, etc. Club members and officers can email card / flower requests directly to the Sunshine Club or the President. All cards / flowers must be approved by the President / Board.

Monthly hostesses (2) will coordinate food / snacks / drinks for the month they volunteered for. The hostesses will also be in charge of setting up their food, taking down their food as well as cleaning and closing up the clubhouse according to its specifications. The monthly hostesses will also be responsible for bringing one door prize (\$5) to be given away at that meeting.

ARTICLE VI – Meetings

Section 1: The business meeting shall be held on the second Tuesday of the month unless otherwise ordered by the Board of Directors or the Club.

Section 2: The Club will break from monthly meetings during the summer months of June, July and August and will reconvene in September.

Section 3: A quorum will consist of ten (10) members or if ten (10) members are not available, the majority of the club members present will rule.

Section 4: No one under the age of 18 will be allowed to attend general meeting unless a Juniorette Club is organized and then this will be revisited.

ARTICLE VII – Board of Directors Meetings

Section 1: The Board of Directors consists of the elected officers.

Section 2: The Board of Directors shall meet prior to the first meeting of the year for appropriate goal setting and planning.

Section 3: The Board of Directors shall meet every month to discuss future activities

Section 4: As with normal meetings, a quorum at a board meeting will consist of four (4) members, or if 4 are not available, the majority of the board members will rule.

ARTICLE VIII – Amendments

The constitution may be amended at any regular meeting provided written notice has been given to the general membership. Two-thirds of the vote of the members in attendance is required for the motion to carry. If two-thirds of the members are not physically present, see Article VI, Section 4 (rules for quorum) above.

Standing Rules:

1. The business meetings shall be held on the second Tuesday of the month at 6:30 pm.
2. The Club shall correspond with the traditional calendar year, January through December.
3. The Club will be officially adjourned during the months of June and July and August.
4. Membership dues are \$40.00 per year and are payable no later than December 31st. A \$5 fine each month will be added for late fees. If a new member joins in the middle of the year, her dues will be prorated appropriately.
5. Members are highly encouraged to volunteer *at least* 10 hours per calendar year in club activities.
6. Members shall be courteous to all speakers, guests and attendees.
7. Club members should speak with the reigning Director, for any reservations of the Clubhouse All debts, in regards to renting the clubhouse, are to be paid within ten (10) business days after event. Checks payable to the Ruskin Woman's Club.
8. Two signatures are required on all club checks.
9. No members are to purchase fund raising materials without Treasure's approval.
10. The Clubhouse must be cleaned and arranged appropriately after any and all events.

Rules for the Use of the Clubhouse:

Rules in accordance with the General Ruskin Woman's Club, Inc.

1. After any meeting or event, the Clubhouse is to be put in order within 24 hours: Chairs straight, floors swept, garbage removed and taken with you, stove cleaned, air turned up and doors locked and anything else that may be needed, but not mentioned.
2. The powder room key is to be placed on the inside of the back door and is to be locked after each meeting.
3. No shrubs are to be broken and blooms are to be used only for Clubhouse decoration.
4. If taken outside of the clubhouse, chairs and tables are to be used only by permission of the Ruskin Woman's Club.
5. Non-members, using the clubhouse, will need a club member to sponsor them and the sponsoring club member will be responsible for non-payment as well as opening and closing the clubhouse.
6. The clubhouse may not be rented to an individual or non-profit organization for fundraising activities unless sponsored by the Ruskin Woman's Club.
7. No dancing, serving of or consuming alcoholic beverages or smoking shall be allowed in the clubhouse.
8. Punchbowl, silver service, china, flatware, coffee pots, table cloths or kitchenware are not to be removed from the clubhouse except for laundering purposes and must be returned within 24 hours of use.
9. The charge for use of the clubhouse shall be:

Club Members & Non-Members:

For use of the clubhouse:\$100.00

Damaging / Cleaning Deposit: \$100.00 (fully refundable)