

PROPOSED AMENDMENTS TO NJSFWC BYLAWS

APRIL 2022

This is the ONLY copy of the Proposed Amendments to the Bylaws that clubs will receive.

PLEASE BRING THIS COPY WITH YOU TO CONVENTION APRIL 24-26

ARTICLE IV OFFICERS

Section 4.1 The Officers

CURRENT BYLAW:

The Officers of the NJSFWC shall be a President, a First Vice President/President-elect, a Second Vice President, a Third Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer, a Financial Secretary and eight District Vice Presidents.

PROPOSED AMENDMENT:

After President, strike "a First Vice President. Strike "Third Vice President".

TO READ:

The Officers of the NJSFWC shall be a President, a President-elect, a First Vice President, a Second Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer, a Financial Secretary and eight District Vice Presidents.

RATIONALE:

To allow for the President-elect to better prepare for the next administration.
If this bylaw passes the following bylaws will have editorial corrections.

Article IV OFFICERS

Section 4.3 The Vice Presidents

- A. Strike "The First Vice President" and insert "President-elect.
- A. 6 Strike entire sentence.
 7. Strike after becoming President-elect.
- B. 1. Strike "Second Vice President" and insert "First Vice President".
- C. Strike "Third Vice President" and insert "Second Vice President"

Article IV OFFICERS

Section 4.7 The Financial Secretary

- B. Strike "First Vice President".

Article V BOARD OF DIRECTORS

Section 5.3 Filling of Vacancies

- A 1. Strike "First Vice President
2. Strike "First Vice President. Insert "President-elect". Strike "Second" and insert "First Vice-President".
3. Strike "Second" and insert "First". Strike "Third" and insert "Second".

Article VI EXECUTIVE COMMITTEE

Section 6.1 Membership

Strike "the First Vice President

Insert "First Vice President" before "Second Vice President". Strike "Third Vice President".

Article VII COMMUNITY SERVICE PROGRAMS

Section 7.2 Methods of Procedure

- c. Strike "three Vice Presidents". Insert "President-elect and the two Vice Presidents".

Article VIII CHAIRMEN AND STANDING COMMITTEES

Section H. FINANCE COMMITTEE

Strike "First Vice President

Section J. GIRLS CAREER INSTITUTE COMMITTEE

Strike "Third Vice President. Insert "Second Vice President".

Section K HEADQUARTERS COMMITTEE

Strike "Third". Insert "Second".

Section O. MEMBERSHIP

Strike "Third". Insert "Second".

Article XII NOMINATIONS

Section 12.4 Eligibility of Candidates

- B. Insert "President-elect" before "First". Strike "Third".

ARTICLE IV OFFICERS

Section 4.2 The President

CURRENT BYLAW:

The President shall:

- A. Enforce the Bylaws and Standing Rules.
- B. Preside at all meetings of the NJSFWC, the Board of Directors and the Executive Committee.
- C. Appoint the Chairmen of all Committees subject to the approval of the Trustees. The President shall appoint no more than two chairmen from one club in a given year.
- D. Sign all contracts, leases, and other documents requiring official NJSFWC signatures. These shall also be signed by the Recording Secretary.
- E. Countersign all checks for authorized expenses drawn by the Treasurer.
- F. Supervise Headquarters personnel and office procedures.
- G. Perform such duties as are germane to the office or as designated by the Board of Directors.
- H. Be ex-officio member of all Community Service Programs and Committees, except the Committee on Nominations and Elections.
- I. Represent the NJSFWC at GFWC Board meetings and Conventions.
- J. Be the official representative of NJSFWC in all communication between GFWC and NJSFWC.

PROPOSED AMENDMENT:

- C. Insert after committee "a Parliamentary Consultant to the Board and a Parliamentary Consultant to Clubs," Insert after the word Trustee, "The term of office shall be for one year and reappointment may be made for an additional year."

TO READ:

Appoint the Chairmen of all Committees, a Parliamentary Consultant to the Board and a Parliamentary Consultant to Clubs, subject to the approval of the Trustees. The term of office shall be for one year and reappointment may be made for an additional year. The President shall appoint no more than two chairmen from one club in a given year.

RATIONALE:

To include these 2 positions in the Bylaws.

Article IV OFFICERS

Section 4.6 The Treasurer

CURRENT BYLAW:

The Treasurer shall:

- A. Be the custodian of all NJSFWC monies.
- B. Open accounts in the name of the New Jersey State Federation of Women's Clubs of GFWC in banking institutions approved by the Executive Committee, except as otherwise provided in these bylaws.
- C. Send notices for annual dues. She shall keep a record of the number of members in clubs and shall issue a check for GFWC dues as required based on the amount of per capita dues received.
- D. Issue checks, countersigned by the President, for all authorized expenditures.
- E. Update the list of those members and NJSFWC employees to be covered by the Employee Dishonesty Board and keep this policy current.
- F. Present a financial statement at each regular meeting of the Board of Directors.
- G. Submit the annual report of the auditor to the Board of Directors at the Board Meeting immediately following receipt of same.
- H. Serve as Chairman of the Finance Committee and an ex-officio member of all Designated Fund Committees.

PROPOSED AMENDMENT:

Add new I, J and K

TO READ:

- I. Oversee the Charity Registration requirements.
- J. Maintain all contacts in connection with scholarships and fellowships and oversee the Continuing Funds form.
- K. Advise the Executive Committee and the Education and Libraries Chairman in March of the funds available for Margaret Yardley fellowships.

RATIONALE:

Better allocation of duties.

ARTICLE IV OFFICERS

Section 4.7 The Financial Secretary

CURRENT BYLAW:

The Financial Secretary shall:

- A. Serve as Assistant Treasurer and conduct any correspondence pertaining to finance as may be requested by the Treasurer and/or the NJSFWC Board of Directors.
- B. In the event of an emergency that would prevent the Treasurer from fulfilling the duties of her office, the President or the First Vice President/ President-elect, and the Financial Secretary shall be charged with such duties.
- C. Research and implement NJSFWC Fundraising.
- D. Maintain all contacts in connection with scholarships and fellowships.
- E. Review club requests to be included as part of the NJSFWC 501(c)(3) status and prepare the necessary forms for filing.
- F. Advise the Executive Committee and the Education Chairman in March of the funds available for Margaret Yardley fellowships.
- G. Provide the clubs with ideas and suggestions for club fundraisers.
- H. Serve as Finance Chairman on the Convention Committee and the Credentials and Registration Committee.

PROPOSED AMENDMENT:

Strike D. Maintain all contacts in connection with scholarships and fellowships.

Strike F. Advise the Executive Committee and the Education and Libraries Chairman in March of the funds available for Margaret Yardley fellowships.

Renumber current H to become D.

Add new F. Be the custodian of the raffle account.

TO READ:

The Financial Secretary shall:

- A. Serve as Assistant Treasurer and conduct any correspondence pertaining to finance as may be requested by the Treasurer and/or the NJSFWC Board of Directors.
- B. In the event of an emergency that would prevent the Treasurer from fulfilling the duties of her office, the President or the First Vice President/ President-elect, and the Financial Secretary shall be charged with such duties.
- C. Research and implement NJSFWC Fundraising.
- D. Serve as Finance Chairman on the Convention Committee and the Credentials and Registration Committee.
- E. Review club requests to be included as part of the NJSFWC 501(c)(3) status and prepare the necessary forms for filing.
- F. Be the custodian of the raffle account.
- G. Provide the clubs with ideas and suggestions for club fundraisers.

RATIONALE:

Better allocation of duties.

ARTICLE IX FINANCES

CURRENT BYLAW:

Section 9.6 Permanent Funds

Permanent Funds are those designated for specific purposes and are under the general supervision of the NJSFWC Board of Directors.

A. ENDOWMENT FUND

- 1. The interest from the invested principal of this fund shall augment the yearly income of the NJSFWC.
- 2. The principal of this fund is increased by donations.

B. HEADQUARTERS FOUNDATION FUND

- 1. The principal of this fund shall be invested.
- 2. The interest from the invested principal shall be used for the maintenance and repair of the Headquarters Building. When necessary, the funds shall be used to cover emergency repairs to the building by a majority of the NJSFWC Board of Directors.
- 3. The principal is increased by donations and NJSFWC fundraising.
- 4. If necessary, the Board of Directors may approve partial expenditures of the principal for maintenance and repair of the Headquarters Building. A minimum principal of \$225,000 shall be maintained at all times.

C. CECILIA GAINES HOLLAND AWARD FUND

- 1. The principal of this fund shall be invested.
- 2. The interest shall be used for a framed certificate and a charm to be awarded annually in recognition of a clubwoman doing outstanding civic work outside the scope of her club.
- 3. The principal of this fund shall be increased by donations.

D. EDNA JANE KELLER FUND

- 1. The principal of this fund shall be invested.
- 2. The income may be used at the discretion of the President for any project which will aid in furthering the work of the NJSFWC.

3. The principal of this fund shall be increased by donations.

E. MARGARET YARDLEY FELLOWSHIP FUND

1. The principal of this fund shall be invested.

2. The interest may be granted to one or more female graduate students for advanced study in the field of their choice.

3. The principal of this fund shall be increased by donations.

F. SHINING FUTURE ENDOWMENT FUND

1. The principal of this fund shall be invested.

2. The Board of Directors may approve partial expenditures of the fund including those for Headquarters Operating Expenses, NJSFWC Continuing Funds, and Membership Promotion.

3. The principal of this fund shall be increased by donations and NJSFWC fundraising.

G. DORIS PRAINO MUSIC FELLOWSHIP FUND

1. The principal of this fund shall be invested.

2. Interest from the fund may be used for a Music Fellowship.

3. The principal of this fund shall be increased by donations

PROPOSED AMENDMENT:

STRIKE entire 9.6

TO READ: New 9.6

Section 9.6 Designated Funds

Designated Funds are those designated for specific purposes and are under the general supervision of the NJSFWC Board of Directors.

A. ENDOWMENT FUND

1. The interest from the invested principal of this fund shall augment the yearly income of the NJSFWC.

2. The principal of this fund shall be increased by donations.

B. HEADQUARTERS FOUNDATION FUND

1. The principal of this fund shall be invested.

2. The interest from the invested principal shall be used for the maintenance and repair of the Headquarters Building.

3. The principal shall be increased by donations and NJSFWC fundraising.

4. If necessary, the Board of Directors may approve partial expenditures of the principal for maintenance and repair of the Headquarters Building. A minimum principal of \$225,000 shall be maintained at all times.

C. WOMEN WHO REACH FOR THE STARS FUND

1. The principal of this fund shall be invested.

2. The proceeds from the invested principal shall be used for donations to:

a) Increase our scholarships and fellowships to women, for survivors of sexual abuse and human trafficking.

b) Conduct a membership awareness campaign including updating our membership materials and social media sites, and establish new clubs as well as support existing clubs.

c) Support our GCI program.

d) Support Continuing Funds other than scholarships and fellowships.

e) Distribution of these funds will vary yearly based on the decision of the Board of Directors.

RATIONALE:

To clarify which funds are Designated.

TO READ: New 9.7

Section 9.7 Restricted Funds

Restricted Funds are designated by the wishes of the donors and cannot be changed without direction of the donor or their legal representation.

A. CECILIA GAINES HOLLAND AWARD FUND

1. Principal of this fund shall be invested.
2. The income shall be used for a framed certificate and a charm to be awarded annually in recognition of a clubwoman doing outstanding civic work outside the scope of her club.
3. The principal of this fund shall be increased by donations.

B. EDNA JANE KELLER FUND

1. The principal of this fund shall be invested.
2. The income of this fund may be used at the discretion of the President for any project which will aid in furthering the work of the NJSFWC.
3. The principal of this fund shall be increased by donations.

C. MARGARET YARDLEY FELLOWSHIP FUND

1. The principal of this fund shall be invested.
2. The income may be granted to one or more female graduate students for advanced study in the field of her choice.
3. The principal of this fund shall be increased by donations.

D. DORIS PRAINO MUSIC FELLOWSHIP FUND

1. The principal of this fund shall be invested.
2. Interest from the fund may be used for a music fellowship.
3. The principal of this fund shall be increased by donations.

E. CAROL J. SAS MEMORIAL FELLOWSHIP FUND

1. The principal of this fund shall be invested.
2. A minimum of \$500 of this fund shall be used to provide annual fellowship support to an alumna or alumnae of Douglass Residential College who is pursuing a post graduate degree in a business field.
3. The principal of this fund shall be increased by donations.

RATIONALE:

To clarify which funds are Restricted.

ARTICLE XI REPRESENTATION

Section 11.4 Delegates

CURRENT BYLAW:

Each delegate must pick up her credentials in person to be eligible to vote in any election.

PROPOSED AMENDMENT:

Insert "unless the Convention is held virtually"

TO READ:

Each delegate must pick up her credentials in person to be eligible to vote in any election unless the Convention is held virtually.

RATIONALE:

To conform to current practice.

ARTICLE XIV HEADQUARTERS STAFF

CURRENT BYLAW:

- A. All Headquarters Staff must be listed on the Employee Dishonesty Bond.
- B. All Headquarters Staff may receive compensation and other remuneration for services provided.

PROPOSED AMENDMENT:

B. Insert a second sentence "The Executive Committee will employ and discharge, prescribe the duties, and fix the compensation of all employees of NJSFWC."

New C. The Executive Assistant shall be supervised by the President and the Second Vice President. (Assuming that Article IV passes. If it does not pass, Third Vice President will replace Second Vice President).

New D. The Executive Assistant shall supervise all office employees and shall conduct their annual review.

TO READ:

A. All Headquarters Staff must be listed on the Employee Dishonesty Bond.

B. All Headquarters Staff may receive compensation and other remuneration for services provided. The Executive Committee will employ and discharge, prescribe the duties, and fix the compensation of all employees of NJSFWC.

C. The Executive Assistant shall be supervised by the President and the Second Vice President.

D. The Executive Assistant shall supervise all office employees and shall conduct their annual review

RATIONALE:

To establish an employee review process.