



JUNIORETTE HANDBOOK

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New Jersey State Federation of Women's Clubs of GFWC

Juniorette Clubs

The GFWC (General Federation of Women's Clubs) was first introduced, on an international level, in 1966. From the inception, the purpose of a Juniorette Club was:

- To contribute to a meaningful community life;
- To become aware of community problems and how they could be met, and
- To learn the pleasures and rewards of working with a group.

Juniorette clubs are examples of how the call to community service can be answered at any age. Juniorettes have school, extracurricular activities and social lives to juggle, but they find the time to make positive changes in their communities.

According to NJSFWC bylaws, Juniorette clubs are a class of Membership that includes women's clubs, affiliate organizations, state organizations and a member-at-large (an individual desiring to remain a member of NJSFWC after her club has disbanded or who lives in an area that does not have an NJSFWC per capita dues-paying club. **To initially apply for membership in the NJSFWC, there needs to be 8 Juniorettes.**

NJSFWC Juniorette clubs shall continue with a minimum of four members between the ages of twelve and eighteen years of age. A member may remain a Juniorette until the end of the club year in which the member reaches the age of eighteen or upon the completion of the member's senior year in high school, whichever comes last.

Federating a Juniorette Club requires a commitment from a NJSFWC sponsoring club, who shall be a club in good standing. There shall be a dedicated club advisor from the sponsoring club who shall be required to accompany Juniorette Club representatives to all levels of State, District and GFWC meetings.

Once a Juniorette Club decides to apply for NJSFWC Membership, they must submit:

- Four copies of the application form (included in this packet)
- Three copies of the club bylaws (sample bylaws included in this packet)
- The initiation fee of \$5.00
- The annual dues

After a review of the club bylaws by the Parliamentarian Consultant to clubs and the approval of the NJSFWC Board of Directors, the Corresponding Secretary shall notify the club of its acceptance.



What a Sponsoring Club Needs to Know

1. The sponsoring club must be an active club (Women's Club or Juniorette Club) and accepts responsibility for ensuring the success of the Juniorette Club.
2. Provides a Club Advisor who is a member of the sponsoring club. This can be done with a small group of committed members, but one person must be the Chairman of that committee.
3. Sponsor club members and/or advisors are required to accompany all Juniorette club representatives to district, state or international meetings.
4. The advisor must attend all Juniorette meetings and activities and serves as a liaison between the sponsoring club and the Junioresses.
5. The advisor should be familiar with parliamentary procedures so the club meetings run smoothly. She serves as a model of leadership, cooperation and understanding and provides guidance and advice – when asked.
6. The advisor should be knowledgeable about NJSFWC procedures such as reporting, dues and deadlines.
7. The advisor allows the Juniorette club as much autonomy as possible, while understanding that leadership is learned by doing.

Financial obligations of the sponsor club are optional and may include:

- Help with establishing the annual budget of the Juniorette Club
- Assistance with the mechanics of establishing a club bank account
- Assistance with 'seed money' to help the Junioresses get started with a program/project
- Assistance with Juniorette Club liability insurance. Juniorette Clubs are not automatically covered by the sponsoring club's insurance. It is advisable for Juniorette clubs to have their own liability insurance. Sponsoring clubs may choose to cover the cost of that insurance for the first and second year, until the Juniorette club gets on its feet.

Juniorette Clubs will receive all NJSFWC and GFWC materials, which include:

- NJSFWC monthly Almanacs (NJSFWC newsletter)
- All NJSFWC which includes report writing packets, Call to Convention, NJSFWC Supplements (project ideas), invitations to District Councils and State Events

It is advisable for all Juniorette club members to subscribe to NJSFWC's E-Connections (a weekly email about NJSFWC happenings and information) and the GFWC News and Notes, which also arrives by email. Both are benefits of belonging to NJSFWC and GFWC.

Once all paperwork and dues is received by NJSFWC, the club automatically becomes a member of GFWC. When that is completed, the Juniorette Club will receive the following:

- A certificate of membership from GFWC and NJSFWC, a letter of welcome and the GFWC New Club Packet, which includes the GFWC Club Manual, the GFWC Public Policy Manual, subscription forms, brochures and endorsed fundraisers.
- Access to all Member Benefits found on the NJSFWC website.



GETTING STARTED

Although, Juniorettes may be comprised of young people in middle, junior and high school, the differences in maturity, ability and maturity between 6th and 7th grade students and high school juniors and seniors suggest that, to be successful, a Juniette be organized to be two separate groups. There has been some success in combining the two groups, but it may be advisable to have two advisors from the sponsoring club so the groups can be successful.

Seek out potential members through social media, school newsletters, your club's website (dedicate a portion of the website stating that you are looking for dedicated Juniette members), churches and NJSFWC referrals.

Remember that Juniorettes come in pairs! Always encourage initial contacts to provide a growing list of potential members.

BEFORE THE FIRST MEETING

1. Begin with a core group of potential members. Bring 3-4 girls together with the club advisor and one or two sponsor club members for an exploratory meeting to determine the interest.
2. Brainstorm ideas for where and how to find other interested members. Encourage them to make lists of friends to invite to the first 'meeting.'
3. The sponsor club is responsible for organizing the first gathering of potential Juniorettes, including time and place. Make sure the meeting doesn't conflict with other school activities. If the meeting is to be held in school, always check with the authorities about requirements and restrictions.
4. Select a neutral, easily accessible public facility as the meeting place conveys a message about the club.
5. Invitations for the first meeting that are sent to potential members can be hand-written, sent via email, announced on posters, advertised in school newspapers, evites, Facebook, etc. Keep the invitations friendly, informative and brief. Include the phrase, "bring your friends", and add a hook that will appeal to potential members, such as, "we need your help to...". Include an RSVP with a phone number and an email. Remember that girls do utilize the TEXT message as a way to communicate their responses.
6. Refreshments are a must, along with a Sign in Sheet which should include Name, Address, Phone Number and Email.

DON'T OVERWHELM THEM WITH TOO MUCH INFORMATION

FIRST MEETING

KEEP IT SHORT, SIMPLE AND SATISFYING

- About 90 minutes in length - Remember that an audience can only focus for a maximum of 19 minutes on any one subject.
- 10 minute welcome with introduction of all present. You may decide to have a short icebreaker.
- 20-minute orientation
 - Every club sets its own dues – explain NJSFWC dues and GFWC dues
 - Brief explanation of NJSFWC and GFWC



- Brief description of program areas, including examples of club activities that may appeal to Junioresettes
 - Brief introduction of officers' roles and duties
1. If the sponsoring club has officers present, each one can VERY briefly address her responsibilities
 2. Brief discussion about dues
 3. Convey voting rights and representation at all levels of Federation: club, district, state, national
 4. A brief explanation about awards and recognition
 5. Explain and ask for a motion indicating the desire for the group to form a new Junioresette club
 6. 5 – 10 minutes to establish a time and place for a second meeting
 7. Organize a communications committee for follow-up reminders. Include the advisor in this committee as an insurance that everyone gets a follow up.
 8. 30 minutes for refreshments and informal Q & A.

SECOND MEETING: LET'S GET ORGANIZED

- The advisor plays an important role at this meeting by providing guidance and advice on procedural issues – and bringing refreshments!
- The advisor can also work with the core group to discuss the agenda of the meeting. The core group may have already fielded questions from some potential members and will have an idea of what the girls are interested in pursuing.
- The Advisor opens the meeting with a welcome to both returning and first-time attendees.
- Distribute copies of the Junioresette Pledge to recite together.
- Have another introduction/icebreaker.
- Name tags can be used
- Elect Officers: President, Vice-President, Secretary, Treasurer (suggested)
- Advisor should explain proper parliamentary procedure for nominating and electing officers

THIRD MEETING: GETTING DOWN TO BUSINESS

- President opens the meeting with welcome
- Group recites Junioresette Pledge
- New Members and guests are introduced
- Discuss by-laws
- Adopt by-laws
- The Club Advisor/Treasurer should open a bank account. Know the specific bank restrictions for age on opening bank account. Or, you may utilize the sponsoring club's account.
- Survey the interests and abilities of members
- Brainstorm (every idea is an idea to consider – be considerate of time and money restraints)
- Narrow down suggestions to three or four real possibilities
- VOTE: The President asks for (or appoints) volunteers to form a committee to start organizing the first project
- VOTE: The President asks for (or appoints) volunteers to form a Communication Committee who will contact members to remind them of next meeting and any assignments or things needed for the meeting
- End meeting with refreshments and social time.



SAMPLE JUNIORETTE BYLAWS

ARTICLE I: NAME

The name of this club shall be _____ referred to a “the club” located in _____, New Jersey; sponsored by the _____; a constituent division of the New Jersey State Federation of Women’s Clubs of GFWC and the 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 communications, improve leadership skills, and promote friendship. The club shall participate in GFWC and NJSFWC projects and programs and will focus their activities 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 or Treasurer). A majority vote by the _____ (members or board) shall elect new members.

Section 3. Members may bring guests to any regular meeting.

Section 4. When a member in good standing resigns, she should notify the _____ (membership chairman or Treasurer) 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. (may include other officers such as President-Elect, First Vice President, Second Vice President)

Section 2. The officers of the club shall be elected at the annual meeting for a term of _____ year(s). The officers of the club constitute the Executive Board.

Section 3. At the March meeting a nominating committee of five (5) 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. 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 the list of candidates at the April 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 which begins _____.

Section 5. 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 6. Duties of Officers (utilize for only the officers you require)

- a) President shall:
 - 1. President meetings of the club and board
 - 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 committee except the nominating committee
 - 5. Perform such other duties outlined in these by-laws and parliamentary authority
- b) Vice President
 - 1. Work closely with president to set programs and long term plans for the club
 - 2. Perform duties of the president in her absence and assume the office of the president should a vacancy occur
 - 3. Shall attend district/state federated functions as a delegate
 - 4. Shall oversee the planning and scheduling of the monthly meeting program and shall maintain and publish the club calendar
- c) Recording Secretary
 - 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 the board
 - 5. Send get well cards to sick members as directed by the President
 - 6. Perform other duties as may be required
- d) Treasurer
 - 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 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

Additional officers if needed:

President-Elect

- a) Work closely with President to set programs and long term plans
- b) Perform duties of the president in her absence and assume the office of the president should a vacancy occur
- c) Shall serve as dean of departments, program and leadership chairman
- d) Shall attend district/state federated functions as a delegate
- e) Perform other duties as may be required



First Vice President

- a) Be membership chairman
- b) Maintain member records/addresses
- c) Meet and greet members and provide name tags
- d) Perform other duties as may be required

ARTICLE V: MEETINGS

Section 1.

Regular meetings of the club shall be held monthly June 1 through May 31, unless otherwise ordered by the board.

Section 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. The annual election shall take place at the April meeting. Members who are delinquent in their dues are ineligible to vote at the annual meeting.

Section 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.

Section 5. The Board of Directors (chairmen and the elected officers) shall meet monthly before the regular club meeting unless otherwise voted upon by the executive committee.

Section 6. A majority of the number in attendance shall constitute a quorum.

ARTICLE VI: DUES

Section 1. The annual dues shall be established and shall include applicable GFWC and NJSFWC dues. Annual dues of _____ shall be payable on or before March 31 and delinquent after 30 days. **Delinquent dues shall be assessed a \$5.00 penalty. (Or forfeit their membership)**

ARTICLE VII: PARLIAMENTARY AUTHORITY

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

ARTICLE VIII: AMENDMENT TO THE BY-LAWS

The by-laws may be amended at any regular business meeting of the club by a two-thirds majority of the active members present with previous notice given. All proposed by-law amendments must be presented to the Executive Board of the _____ **(sponsoring club)** for pre-approval before notice of the proposed changes given to the club. Notice shall be given by electronic mail or regular mail at least two weeks before the next scheduled meeting.



CHAPERONE RESPONSIBILITIES

Many times you will need parents to assist during outside general meetings. The safety of all is compromised when chaperones do not follow the established procedures and behave in a positive manner. Chaperones must actively supervise and keep an accurate check on the members assigned to them. Below are responsibilities chaperones should follow.

- All chaperones must be at least 21 years of age
- Carry Medical Release Waivers/Emergency contact information (provided by advisors)
- Arrive at any meeting place at or before the designated time
- Monitor their assigned group and stay until completion of the experience
- Do not allow any Juniorette to leave without permission
- Keep the focus on the members, not other adults
- Watch and assist all the members of your small group
- Cell phones need to be used at appropriate times
- Inappropriate language is unacceptable for adults or students
- Drinking of alcohol beverages and/use smoking products at any time during the outside community project is strictly prohibited
- Overnight chaperones may not retire until all group members are in their rooms, all visiting between rooms is stopped and the chaperones are sure the students are secure
- If transporting Juniorettes in a car, must have a valid driver's license and a registered/insured vehicle. Ensure that all Juniorettes are in a seatbelt.



COMMUNITY SERVICE FORM

NAME: _____

Email: _____ Phone: _____

School: _____ Grade: _____

Extracurricular Activities:

Special Talents or Skills:

Areas of Interests:

Arts (Creative/Performing) Environment Membership Education
 Public Issues Health Hospitality Website/Social Media

I am interested in serving in the following positions:

President Vice President Recording Secretary Treasurer

Please refer to the by-laws for the responsibilities of each officer

(Add other positions as necessary)



MEMBERSHIP FORM

NAME: _____

Email: _____ Cell Phone: _____

Address: _____

School: _____ Grade: _____

Birthday _____

Parent Name(s) _____

Parent(s) Emails: _____

Parent(s) Cell Phone(s) _____

Parents: please read and sign:

I hereby grant permission for use of photographs of my child to be used for the purpose of promoting Junioresettes activities.

X _____

I hereby release GFWC, NJSFWC, (Sponsoring Club) and its members and chaperones from any claims or liability connected with or arising from my child's participation at events and meetings.

X _____

Annual dues are _____. Please make checks payable to _____.

Mail dues to: _____

.....
Application Date _____

Dues paid: Cash: _____ Check: _____ Other: _____

Received by: _____



CLUB NAME

PERMISSION/MEDICAL AUTHORIZATION/RELEASE

Please print

I, _____ as parent/legal guardian of _____

_____, hereby give my permission for my child's attendance and participation in

Name of club club meetings and events. In the event of illness or injury, I authorize to give consent for any necessary emergency medical treatment on behalf of my child. I understand that the GFWC, NJSFWC, **SPONSORING CLUB NAME**, its members or chaperones are not liable for expenses incurred, including hospital or emergency transportation, for the treatment of any such injury or illness and that I am liable for all such expenses. In the event of a medical emergency, I further authorize the Juniette Advisor(s) and or chaperones to provide the medical services provider with insurance information. A copy of my child's insurance card is attached for that purpose, as well as a list of any known allergies and any medications my child may be taking at this time.

My emergency contact numbers are _____.

As consideration for allowing my child to attend and participate in NAME OF CLUB meetings and events I release and forever discharge the GFWC, NJSFWC, SPONSORING CLUB, its advisors, members and chaperones from any and all claims, actions or liability which I or my child have or may have against the GFWC, NJSFWC, **SPONSORING CLUB**, its advisors, members and chaperones concerning or in any manner connected with or arising from my child's attendance and participation in the events/meetings, including any and all acts of negligence occasioned by the GFWC, NJSFWC, **SPONSORING CLUB**, its advisors, members and chaperones.

Individually, ad as Parent/Legal Guardian of

Child's Name

Parent/Guardian Signature Date

Sworn and subscribed before me in the State of New Jersey, County of _____ by

_____, who is personally known to me or produced the

following identification _____ on this day of _____, 20____

Notary

