

# PROPOSED AMENDMENTS TO THE NJSFWC BYLAWS

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

*Please bring to Convention*

## Article IV Officers

### Section 4.8 The Financial Secretary

#### Current Bylaw:

The Financial Secretary shall:

- A. Serve as Assistant Treasurer and conduct such 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 President-elect, and the Financial Secretary shall be charged with such duties.
- C. Be custodian of the raffle account.
- D. Shall be responsible to secure all raffle licenses for the NJSFWC raffles and submit the final report.
- E. Research and implement NJSFWC Fundraising.
- F. Serve as Financial Chairman on the Convention Committee and the Credentials and Registration Committee.
- G. Review club requests to be included as part of the NJSFWC 501(c)(3) status and prepare the necessary forms for filing.
- H. Provide the clubs with ideas and suggestions for club fundraisers.

#### Proposed Amendment:

Strike Letter F and renumber

#### To Read:

The Financial Secretary shall:

- A. Serve as Assistant Treasurer and conduct such 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 President-elect, and the Financial Secretary shall be charged with such duties.
- C. Be custodian of the raffle account.
- D. Shall be responsible to secure all raffle licenses for the NJSFWC raffles and submit the final report.
- E. Research and implement NJSFWC Fundraising.
- F. Review club requests to be included as part of the NJSFWC 501(c)(3) status and prepare the necessary forms for filing.
- G. Provide the clubs with ideas and suggestions for club fundraisers.

**Rationale:** Conform to current practices.

## **Article IV Officers**

### **Section 4.7 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 Bond 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.
- I. Oversee the Charity Registration requirements.
- J. Maintain all contracts in connection with scholarships and fellowships and oversee the Continuing Funds form.
- K. Advise the Executive Committee and Education and Libraries Chairman in March of the funds available for Margaret Yardley fellowships.

#### **Proposed Amendment:**

Add Letter L. to Treasurer

#### **To Read:**

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 Bond 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.
- I. Oversee the Charity Registration requirements.
- J. Maintain all contracts in connection with scholarships and fellowships and oversee the Continuing Funds form.
- K. Advise the Executive Committee and Education and Libraries Chairman in March of the funds available for Margaret Yardley fellowships.
- L. Serve as Finance Chairman of the Convention Committee and the Credentials and Registration Committee.

**Rationale:** Conform to current practices.

**Article VIII, Chairmen and Standing Committees**  
**Section 8.2 Letter A – Advocates for Children Committee**

**Current Bylaw:**

- A. Advocates for Children Committee shall consist of the Chairman, Vice Chairman and sufficient members to promote activities which benefit and improve the lives of children.

**Proposed Amendment:**

Strike Vice Chairman and - and insert “ who shall appoint”

**To Read:**

**Section 8.2 Letter A**

- A. Advocates for Children shall consist of the Chairman who shall appoint sufficient members to promote activities which benefit and improve the lives of children.

**Rationale:** Conform to current practices.

**Article VIII Chairmen and Standing Committees**  
**Section 8.2 Letter M.2**

**Current Bylaw:**

**M. HONORS COMMITTEE** shall consist of the Chairman and Vice Chairman

1. The Committee shall accept names of members prominent in club work to be placed on the Honor Roll. Each name and a 25 word tribute shall be inscribed on a page of the Honor Roll book. A fee of fifty dollars shall accompany each tribute.
2. The Committee shall be responsible for the Honors and Memorial Books. A minimum fee of fifteen dollars shall accompany each name presented for the Honors and Memorial Books.
  - a. An individual may be honored by placing his/her name in the Honors Book.
  - b. An individual may be remembered by placing his/her name in the Memorial Book.
3. The Committee shall facilitate placing names on the Order of the Lily. Only those women already on the Honor Roll shall be eligible. A member who continues to be prominent in club work may be enrolled in the Order of the Lily as many times as named. The honoree's name will be inscribed in the Order of the Lily Book to be kept permanently at Headquarters. A fee of twenty-five dollars shall accompany each enrollment.
4. The Committee shall be responsible for the selection of the recipient of the Cecilia Gaines Holland Award. A framed certificate and a charm shall be given annually to a clubwoman doing outstanding civic work outside the scope of her club.
  - a. A club nominating a candidate for the award shall submit her name, address and a resume listing her civic activities and accomplishments. The resume, which shall be sent to the Honors Chairman by February 1, shall be no more than 300 words.
  - b. The Chairman shall send the anonymous qualifications of the candidates to three NJSFWC Past Presidents by February 15. Each of these Past Presidents will inform the Chairman of her choice for the recipient by March 15.

**Proposed Amendment**

Strike fifteen dollars and insert twenty dollars

**To Read**

**Section 8.2 Letter M.2**

**M. HONORS COMMITTEE** shall consist of the Chairman and Vice Chairman

1. The Committee shall accept names of members prominent in club work to be placed on the Honor Roll. Each name and a 25 word tribute shall be inscribed on a page of the Honor Roll book. A fee of fifty dollars shall accompany each tribute.
2. The Committee shall be responsible for the Honors and Memorial Books. A minimum fee of twenty dollars shall accompany each name presented for the

#### Honors and Memorial Books.

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    - b. The Chairman shall send the anonymous qualifications of the candidates to three NJSFWC Past Presidents by February 15. Each of these Past Presidents will inform the Chairman of her choice for the recipient by March 15.

**Rationale:** Rising costs of printing.

### **Article VIII, Chairmen and Standing Committees**

#### **Section 8.2**

#### **Current Bylaw:**

#### **M. HONORS COMMITTEE** shall consist of the Chairman and Vice Chairman

1. The Committee shall accept names of members prominent in club work to be placed on the Honor Roll. Each name and a 25 word tribute shall be inscribed on a page of the Honor Roll book. A fee of fifty dollars shall accompany each tribute.
2. The Committee shall be responsible for the Honors and Memorial Books. A minimum fee of fifteen dollars shall accompany each name presented for the Honors and Memorial Books.
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4. The Committee shall be responsible for the selection of the recipient of the Cecilia Gaines Holland Award. A framed certificate and a charm shall be given annually to a clubwoman doing outstanding civic work outside the scope of her club.
  - a. A club nominating a candidate for the award shall submit her name, address and a resume listing her civic activities and accomplishments. The resume, which shall be sent to the Honors Chairman by February 1, shall be no more than 300 words.
  - b. The Chairman shall send the anonymous qualifications of the candidates to three NJSFWC Past Presidents by February 15. Each of these Past Presidents will inform the Chairman of her choice for the recipient by March 15.

**Proposed Amendment:**

Add Number 5

5. The Chairman, representatives from the NJSFWC Executive Committee along with representatives of Douglass Residential College and AADC, shall be responsible for the selection of the Women of Achievement Recipients.
  - a. Nominees name, address and a resume of no more than 500 words shall be sent to NJSFWC Headquarters by November 15.
  - b. The Chairman shall prepare a packet for judging.

**To Read**

**Section 8.2 Letter M**

**M. HONORS COMMITTEE** shall consist of the Chairman and Vice Chairman

1. The Committee shall accept names of members prominent in club work to be placed on the Honor Roll. Each name and a 25 word tribute shall be inscribed on a page of the Honor Roll book. A fee of fifty dollars shall accompany each tribute.
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  - b. The Chairman shall send the anonymous qualifications of the candidates to three NJSFWC Past Presidents by February 15. Each of these Past Presidents will inform the Chairman of her choice for the recipient by March 15.
5. The Chairman, representatives from the NJSFWC Executive Committee along with representatives of Douglass Residential College and AADC, shall be responsible for the selection of the Women of Achievement Recipients.
  - a. Nominees name, address and a resume of no more than 500 words shall be sent to NJSFWC Headquarters by November 15.
  - b. The Chairman shall prepare a packet for judging.

**Rationale:** Conform to current practices.

## **Article XII, Nominations**

### **Section 12.1 Letter B**

#### **Current Bylaw:**

- B. Each nomination form, to be valid, must be signed by the President and the Recording Secretary of the sponsoring club and must be returned to the Nominations and Elections Committee Chairman, at Headquarters, postmarked not later than January 2 of the even-numbered years. Any club that nominates a candidate must be a club in good standing.

#### **Proposed Amendment:**

Strike January 2 and insert January 6

#### **To Read:**

### **Section 12.1 Letter B**

- B. Each nomination form, to be valid, must be signed by the President and the Recording Secretary of the sponsoring club and must be returned to the Nominations and Elections Committee Chairman, at Headquarters, postmarked not later than January 6 of the even-numbered years. Any club that nominates a candidate must be a club in good standing.

**Rationale:** To allow for delayed mail during the holidays.