

PROPOSED AMENDMENTS TO THE NJSFWC BYLAWS

Article III Membership

Section 3.4 Annual Dues

Current Bylaw:

- A. Annual dues of Women's Clubs are based on the number of club members reported as of May 1, for inclusion in the NJSFWC Yearbook. Clubs not reporting by May 1 shall be billed based on the prior year's membership number. (Current NJSFWC dues are fifteen dollars per capita.) (Current NJSFWC dues for Juniors Clubs are ten dollars per capita and current GFWC dues are ten dollars per capita.)
- B. Annual dues of each Affiliate Club shall be one hundred fifty dollars.
- C. Annual dues for each State Organization shall be one hundred fifty dollars.
- D. Dues of Clubs and State Organizations newly admitted after the January meeting of the NJSFWC Board of Directors shall be credited to the following year.
- E. Dues of a Member-At-Large shall be fifty dollars. Each Member-At-Large will receive a subscription to the NJSFWC ALMANAC.
- F. Dues are due and payable with the submission of the "Yearbook Data Form aka the Blue Sheet by May 1st."

Proposed Amendment:

Letter E Strike last sentence "Each Member-At-Large will receive a subscription to the NJSFWC ALMANAC"

To Read:

- A. Annual dues of Women's Clubs are based on the number of club members reported as of May 1, for inclusion in the NJSFWC Yearbook. Clubs not reporting by May 1 shall be billed based on the prior year's membership number. (Current NJSFWC dues are fifteen dollars per capita.) (Current NJSFWC dues for Juniors Clubs are ten dollars per capita and current GFWC dues are ten dollars per capita.)
- B. Annual dues of each Affiliate Club shall be one hundred fifty dollars.
- C. Annual dues for each State Organization shall be one hundred fifty dollars.
- D. Dues of Clubs and State Organizations newly admitted after the January meeting of the NJSFWC Board of Directors shall be credited to the following year.
- E. Dues of a Member-At-Large shall be fifty dollars.
- F. Dues are due and payable with the submission of the "Yearbook Data Form aka the Blue Sheet by May 1st."

Rationale: No longer applies - ALMANAC is online.

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 contacts 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.

Proposed Amendment:

Insert a new Letter C.

“C. All cash deposits must be made within 24 hours. If money collected at an event cannot be deposited within 24 hours, the Treasurer or the Financial Secretary must take responsibility for cash.

- a. All cash received must be counted by the Treasurer or the Financial Secretary with one staff member or NJSFWC member present
- b. In event any cash is missing, the President must be notified immediately who will then notify the Executive Committee and file a police report.”

And re-letter

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. All cash deposits must be made within 24 hours. If money collected at an event cannot be deposited within 24 hours, the Treasurer or Financial Secretary must take responsibility for cash.
 - a. All cash received must be counted by the Treasurer or the Financial Secretary with one staff member or NJSFWC member present and a signed receipt placed in the envelope with the money.
 - b. In the event any cash is missing, the President must be notified immediately who will then notify the Executive Committee and file a police report.
- D. 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.
- E. Issue checks, countersigned by the President, for all authorized expenditures.
- F. Update the list of those members and NJSFWC employees to be covered by the Employee Dishonesty Bond and keep this policy current.
- G. Present a financial statement at each regular meeting of the Board of Directors.
- H. Submit the annual report of the auditor to the Board of Directors at the Board Meeting immediately following receipt of same.
- I. Serve as Chairman of the Finance Committee and an ex-officio member of all Designated Fund Committees.
- J. Oversee the Charity Registration requirements.
- K. Maintain all contacts in connection with scholarships and fellowships and oversee the Continuing Funds form.
- L. Advise the Executive Committee and Education and Libraries Chairman in March of the funds available for Margaret Yardley fellowships.
- M. 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 C. COMMUNICATIONS COMMITTEE

Current Bylaw:

C. **COMMUNICATIONS COMMITTEE** shall consist of the Chairman, an ALMANAC Chairman and committee, and a representative from each district. The Communications Chairman shall coordinate dissemination of NJSFWC publicity and serve as a member of the Convention Committee.

Proposed Amendment:

Strike “an ALMANAC Chairman and committee” and insert “be responsible for the NJSFWC website, social media,”

To Read:

C. **COMMUNICATIONS COMMITTEE** shall consist of the Chairman and a representative from each district. The Communications Chairman shall coordinate dissemination of NJSFWC publicity, be responsible for the NJSFWC website, social media, and serve as a member of the Convention Committee.

Rationale: Combining all communication responsibilities under one Chairman

ARTICLE VIII Chairmen and Standing Committees
Section 8.2 D. COMMUNITY IMPACT PROGRAM

Current Bylaw:

D. **COMMUNITY IMPACT PROGRAM** Chairman shall appoint a Vice Chairman and a sufficient number of committee members as are necessary. The Chairman shall promote the program as outlined by GFWC.

Proposed Amendment:

Strike “Vice Chairman”

To Read:

D. **COMMUNITY IMPACT PROGRAM** Chairman shall appoint a sufficient number of committee members as are necessary. The Chairman shall promote the program as outlined by GFWC.

Rationale: Position no longer needed.

ARTICLE VIII Chairmen and Standing Committees
Section 8.2 H.2 FINANCE COMMITTEE

Current Bylaw:

H. **FINANCE COMMITTEE** shall consist of the Treasurer as Chairman, the President, the Financial Secretary, the President-elect as a non-voting member, and two other members appointed by the Treasurer in consultation with the President and approved by the Board of Directors.

1. The committee shall meet at the call of the Chairman.
2. It shall prepare the annual budget for approval at the regular June meeting of the Board of Directors.
3. The committee shall study the finances of the NJSFWC and shall submit ideas for fundraising projects.

Proposed Amendment:

In number 2. Strike “June” and insert “September”

To Read:

H. FINANCE COMMITTEE shall consist of the Treasurer as Chairman, the President, the Financial Secretary, the President-elect as a non-voting member, and two other members appointed by the Treasurer in consultation with the President and approved by the Board of Directors.

1. The committee shall meet at the call of the Chairman.
2. It shall prepare the annual budget for approval at the regular September meeting of the Board of Directors.
3. The committee shall study the finances of the NJSFWC and shall submit ideas for fundraising projects.

Rationale: Conform to current practices.

ARTICLE VIII Chairmen and Standing Committees

Section 8.2 R. WEBMASTER

Current Bylaw:

R. WEBMASTER and a Vice Chairman shall be responsible for maintaining all aspects of the NJSFWC website (www.njsfwc.org) and social media in consultation with the President.

Proposed Amendment:

Strike "H. WEBMASTER and Vice Chairman shall be responsible for maintaining all aspects of the NJSFWC website and social media in consultation with the President."

Rationale: No longer a Board position. Combining all communication responsibilities under one Chairman.

ARTICLE XII NOMINATIONS

Section 12.2 Club Eligibility

Current Bylaw:

- A. A Woman's Club must belong to the NJSFWC for at least one year before being eligible to nominate one of its members for an office in the NJSFWC.
- B. Affiliate Clubs and State Organizations are not eligible to nominate members for office.
- C. Clubs with an active membership of fewer than eighty may propose no more than two members to serve as Trustees during any given two-year period.
- D. Clubs with an active membership of eighty or more may propose no more than three members to serve as Trustees during any given two-year period.

Proposed Amendment:

Insert a new letter C

"C. No more than one member per club may serve on the Executive Committee during an administration."

And re-letter

To Read:

- A. A Woman's Club must belong to the NJSFWC for at least one year before being eligible to nominate one of its members for an office in the NJSFWC.
- B. Affiliate Clubs and State Organizations are not eligible to nominate members for office.
- C. No more than one member per club may serve on the Executive Committee during an administration.

- D. Clubs with an active membership of fewer than eighty may propose no more than two members to serve as Trustees during any given two-year period.
- E. Clubs with an active membership of eighty or more may propose no more than three members to serve as Trustees during any given two-year period.

Rationale: To allow equal representation on the Executive Committee.

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. The Executive Committee will employ and discharge, prescribe the duties and fix 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.
- E. Headquarters Staff shall not serve on the NJSFWC Executive Committee during their employment.

Proposed Amendment:

Insert a new Letter C

“C. Headquarters Staff must sign into Headquarters with the date and times of arrival and departure.”

and re-letter

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 compensation of all employees of NJSFWC.
- C. Headquarters Staff must sign into Headquarters with the date and times of arrival and departure.
- D. The Executive Assistant shall be supervised by the President and the Second Vice President.
- E. The Executive Assistant shall supervise all office employees and shall conduct their annual review.
- F. Headquarters Staff shall not serve on the NJSFWC Executive Committee during their employment.

Rationale: Conform to current practices.