



# **CJW BYLAWS & STANDING RULES**



# CONNECTICUT JUNIOR WOMEN, INC.

## ARTICLE I

### SECTION A. NAME OF ORGANIZATION

1. The name of this organization shall be Connecticut Junior Women, Inc., hereinafter referred to as CJW. Said organization, having been incorporated in the State of Connecticut on November 16, 1979 was recognized as a 501(c)(3) tax-exempt organization by the Internal Revenue Service on February 9, 2000 and received 501(c)(3) group exemption #9236 covering all member clubs effective February 1, 2001.

## ARTICLE II

### SECTION A. – OBJECTIVE

1. The Connecticut Junior Women, Inc. is a volunteer organization of women with diverse talents who donate their time, financial and moral support for the betterment of their local, state, national and global communities while providing opportunities for personal growth and leadership.

### SECTION B. – POLICIES

1. Policies of CJW shall be determined by the voting body at any regular or special meeting of CJW Executive Board and in the period between such meetings, policies shall be determined by the CJW Executive Committee or the CJW Board of Directors.

## ARTICLE III

### SECTION A. – OFFICERS

1. The officers shall be Director, Assistant Director, Recording Secretary, Corresponding Secretary, and Treasurer. No officer shall hold more than one elective office at the same time.
2. No officer shall serve more than one consecutive term in the same office. A Director who has succeeded to an unexpired term or an officer appointed to fill a vacancy may, however, be elected for a two-year term.
3. Officers shall serve two years from the adjournment of the Conference at which they were elected through the adjournment of the Conference at which their successors are installed.
4. The Director shall preside at all meetings of the CJW Executive Committee, the CJW Board of Directors and the CJW Executive Board and shall perform other such duties as are required of the office.
  - a. She shall create, discontinue and/or combine committees except the Nominating Committee.
  - b. She shall appoint Chairs for all committees and District Representatives for each district, subject to approval of the CJW Executive Committee, and shall be a member ex-officio of all committees except the Nominating Committee. She shall appoint a Parliamentarian to act in an advisory capacity.
5. The Assistant Director shall assume the office of the Director in the event of a vacancy in that office until the close of the next biennial conference. Vacancies among other offices shall be filled by the CJW Executive Committee, by secret ballot, at a meeting called for that purpose.
6. The Assistant Director shall assist the Director as required and she shall also be the Membership Chair.
7. The Recording Secretary shall keep accurate minutes of all meetings, of which she shall be custodian, along with reports from the Treasurer, Chairs, District Representatives, resolutions and other pertinent information. She shall make all meeting minutes available to the Board of Directors prior to the next scheduled meeting. Executive Board meeting minutes shall be made available to members by request.
8. The Corresponding Secretary shall keep a current list of the member clubs with names and addresses of officers; she shall issue calls for meetings six (6) weeks prior to the scheduled meeting and shall handle such correspondence as may be requested by the Director. All Calls for Fall and Spring Conferences shall be sent to all CJW Honorary Directors. She shall coordinate updates to the CJW Blue Book at the request of the Director.

# BYLAWS

9. The Treasurer shall distribute all bills for membership dues, bonding and liability insurance. She shall collect and deposit in a timely fashion, all dues and funds in such banks as the CJW Executive Committee approves. She shall make expenditures as are required within the limit of the budget. She shall pay such other bills as approved by the Director. The Treasurer and the Director shall be authorized to sign checks against any CJW account and endorse notes, checks, drafts or bills of exchange. She shall render a report on the breakdown (the individual amount for each item) of each account at all scheduled meetings and submit a written report to the Director and Recording Secretary. She shall have all accounts audited each year by a qualified member of CJW or an accountant approved by the CJW Executive Committee. She shall hire a certified public accountant, approved by the CJW Executive Committee, to compile the annual 990 federal income tax return.

## SECTION B. – NOMINATIONS

1. A Nominating Committee shall be established at Fall Conference during the second year of each term to recommend to the membership a proposed slate of officers for the upcoming two (2) year term. The chair shall be the Immediate Past Director or in the absence of an Immediate Past Director, this job shall be assumed by the individual who is a current member of the CJW Board of Directors, and who has served the most consecutive years as a member of the Board of Directors, and who has not self-nominated for an officer position. If these criteria are met by more than one board member, date of joining local club shall be the determining factor.
2. This committee shall consist of: the chair, one member from the CJW Board of Directors elected by the CJW Executive Committee and one member selected from each district prior to Fall Conference. The members selected from each district shall not be current members of the CJW Board of Directors. The Parliamentary Advisor will serve as an advisor to the Nominating Committee unless she has submitted her name as a candidate for an elected office. In the absence of a Parliamentary Advisor, the Director may appoint a substitute.
3. A quorum shall consist of two-thirds of the selected committee members in accordance with Robert's Rules of Order.
4. The District Representatives shall be responsible for the selection process of the committee member from their District. Each club may submit one name to the District Representative to represent the district on the Nominating Committee. The Nominating Committee Representative for each district shall be chosen by lottery (pulled name from hat) by Fall Conference. The name of the representative from each district shall be submitted to the chair of the Nominating Committee and shall be announced at Fall Conference.
5. The Nominating Committee shall meet in January of the election year to recommend a proposed slate of officers from candidates who have self-nominated for the position. These officers shall be Director, Assistant Director, Recording Secretary, Corresponding Secretary and Treasurer. The proposed slate of officers shall meet the eligibility requirements for the position as established within these bylaws.
6. No later than six weeks prior to the March Executive Board meeting, the proposed slate shall be sent to the clubs.
7. Eligibility for each office shall require membership in good standing in a CJW club. Candidates for the office of Director shall have served at least one full term in another CJW officer position. Candidates for other officer positions shall have served in at least one full term as a member of the CJW Board of Directors.
8. Nominations, other than those put forth by the Nominating Committee, will be taken from the floor at the March Executive Board meeting, after which, nominations shall be closed. Anyone who meets the eligibility requirements of an office may be nominated from the floor. If she did not self-nominate thru the nominating process, she must submit a completed self-nomination form to the Nominating Chairman (as found in the Blue Book) prior to accepting the nomination.
9. If more than one candidate is nominated for an office, election shall be by vote of the majority of duly accredited delegates present at Spring Conference.
10. If a single slate of officers is presented, the Recording Secretary shall cast one ballot for the proposed slate of officers at Spring Conference.

# BYLAWS

## ARTICLE IV

### SECTION A. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of all CJW Officers, Parliamentary Advisor, Immediate Past Director, Juniorette Chair and two members of the CJW Board of Directors appointed by the Director.
2. The Executive Committee shall approve all appointments and shall have the authority to transact business of the membership between regular meetings of the CJW Board of Directors. The Executive Committee meetings shall be held at the call of the Director or at the written request of any three members of the Executive Committee. Sixty percent of the Executive Committee shall constitute a quorum.
3. The Director shall determine the date and place of each meeting. The CJW calendar will be distributed at Spring Conference.

## ARTICLE V

### SECTION A. CJW BOARD OF DIRECTORS

1. The CJW Board of Directors shall consist of all CJW Officers, Parliamentary Advisor, Committee Chairs, District Representatives, Immediate Past Director and CJW Board Appointees. The membership of the Board of Directors shall not exceed 30 members.
2. The Board of Directors shall meet to transact business between regular meetings of the Executive Board. Meetings shall be called at the discretion of the Director or at the request of any ten members of the Board of Directors. One-third of the Board of Directors shall constitute a quorum.
3. No member of the Board of Directors shall hold more than one position on the Board without approval from the Executive Committee.

## ARTICLE VI

### SECTION A. EXECUTIVE BOARD

1. The Executive Board shall consist of all CJW Officers, Parliamentary Advisor, Chairs, District Representatives, Immediate Past Director, one President per club and accredited delegates for each club based on membership size.
2. Each club will be entitled to one (1) vote for its president (may be transferred if president if not in attendance) and additional votes based on membership as follows: 1-20 members – (1) vote; 21-40 members – (2) votes; 41-60 members – (3) votes; 61-80 members – (4) votes; over 80 members – (5) votes.
3. The Executive Board shall raise money as necessary and shall plan and execute such measures as are required to coordinate the activities of the member clubs. The Executive Board shall meet at least four times a year, including Fall and Spring Conference. 25% of the Executive Board shall constitute a quorum.

### SECTION B. VOTING AT EXECUTIVE BOARD MEETINGS

1. The voting body at the Executive Board meetings and Conferences shall consist of all CJW Board of Directors and Honorary Directors if presently a member of a Junior Club, Club Presidents or alternates and accredited delegates.
2. The number of voting delegates at all meetings will be based on club membership as reported in the preceding year's President's Report to the Director and as verified by the CJW Treasurer.
3. Clubs that have unpaid financial obligations to CJW for dues, insurance, etc. shall not have voting privileges until their financial obligations are met.
4. Members of clubs attending meetings as non-delegates may take part in the discussion but can not make motions or vote.

# BYLAWS

## ARTICLE VII

### SECTION A. – MEMBERSHIP

1. Any properly organized women's club of Connecticut whose bylaws have been approved by the CJW Executive Committee, and whose objectives and activities coincide with those of CJW is eligible for membership. Any member in good standing of any Connecticut Junior Women's Club shall be eligible for transfer of membership to any other Connecticut Junior Women's Club.
2. Classification of Membership
  - a. Juniors - Members of any Junior CJW Club who are over the age of 18.
  - b. Juniorettes – Members of a Juniorette Club who are nine to eighteen years of age.
3. Past Directors shall become honorary members for life with the title of Honorary Director.
4. Clubs in violation of any CJW bylaw shall be notified by registered mail that they have forfeited CJW membership privileges. A public notice shall be given of a club's loss of CJW membership status.

### SECTION B. – NEW CLUB MEMBERSHIP APPLICATIONS

1. Application for membership to CJW shall be sent to the CJW Corresponding Secretary by the prospective club and shall include a list of its officers, a copy of its bylaws and a payment for the dues for the number of club members on the date of application. The CJW Corresponding Secretary shall present the application to the CJW Executive Committee for action at its next meeting. Upon acceptance of the application, the Assistant Director, shall announce the acceptance to the general membership. The Director will induct the new club and install the new president at the next CJW Conference.

### SECTION C. – CLUB NAME CHANGES

1. Any club requesting to change their incorporated name must receive permission from the CJW Executive Committee prior to the change. The Club shall submit a request for permission, in writing, to the CJW Corresponding Secretary, along with a copy of the minutes of the meeting at which the action was proposed. The CJW Corresponding Secretary shall present the request to the CJW Executive Committee for action at its next meeting. The Assistant Director shall notify the club of the Executive Committee's decision. She shall make any announcements concerning the changes to the general membership.

### SECTION D. – RESIGNATIONS

1. Resignations shall be made in writing by the Club to the CJW Corresponding Secretary along with one copy of the minutes of the meeting at which the action was taken and all financial statements regarding final disbursements of funds. The CJW Corresponding Secretary shall present the notification to the CJW Executive Committee at its next meeting. The Assistant Director shall make any announcements concerning the resignation to the general membership. The Club resigning from CJW shall be responsible for notifying all government and state agencies as necessary. The CJW Treasurer shall notify the IRS to remove the club from the 501(c)(3) group exemption list.
2. In the absence of written notification, and when dues are not received from a club for 9 months, a certified letter will be sent to the last club president of record by the CJW Treasurer notifying her that the club will be removed from 501(c)(3) group exemption list.

### SECTION E. – DUES

1. Each "Junior" club shall pay membership dues to CJW of six dollars (\$6.00) per member per year. Each "Juniorette" club shall pay membership dues to CJW of three dollars (\$3.00) per member per year. Members of the CJW Board of Directors shall pay annual membership dues of ten dollars (\$10), with the exception of the Director, Asst. Director and the Immediate Past Director, who shall pay no dues.
2. The CJW Treasurer shall distribute a dues bill to each club at Spring Conference. All dues for returning club members shall be due and payable at the onset of the CJW fiscal year, June 1<sup>st</sup>.
3. Each club shall forward dues to CJW quarterly on Sept 1<sup>st</sup>, December 1<sup>st</sup> and March 1<sup>st</sup> for any additional members installed.
4. Clubs will be assessed a late fee of five dollars each month as of October 1<sup>st</sup> until dues are paid.
5. The Treasurer shall notify in writing, any club whose dues are unpaid at the September Executive Board meeting and shall provide a list of clubs with unpaid dues at the next meeting of the CJW Board of Directors.

Revised August 2009

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# BYLAWS

## SECTION F. – RESPONSIBILITIES OF MEMBER CLUBS

In order for clubs to maintain full CJW membership privileges including 501(c)(3) group exemption status, voting rights, CJW insurance coverage, and use of the CJW name:

1. All financial obligations to CJW shall be met by the September Executive Board meeting.
  - a. All clubs shall be required to have liability insurance that will be offered thru CJW as part of a group insurance plan. Clubs not participating in the CJW group insurance must submit a certificate of insurance equal to or greater than the value of the CJW coverage to the CJW Treasurer by March Executive Board meeting for the upcoming club year from June 1<sup>st</sup> – May 31<sup>st</sup>.
  - b. Submit an annual President's report to the Director by the March Executive Board meeting.
2. Submit an updated annual list of officers' names, addresses, email addresses and phone numbers to the CJW Corresponding Secretary by Spring Conference.

## SECTION G. – DISTRICTS

1. Clubs shall be divided by the CJW Board of Directors into geographical areas called Districts. The CJW Blue Book shall contain a list of the clubs by District.
2. Any club wishing to change their geographical designation must submit a written request to the CJW Board of Directors. The CJW Board of Directors shall vote on the request.

## SECTION H. – JUNIORETTE CLUBS

1. A Juniorette Club must be sponsored by an organized club of CJW. This should be voted on at the sponsoring club's general meeting and bylaws should be amended to include the appointment of a Juniorette Advisor. The advisor must be a member in good standing of the CJW club.
2. New Club Member Applications – See Article VII, Section B.
3. Any properly organized Juniorette club, whose bylaws have been approved by the CJW Executive Committee and their sponsoring club and whose activities coincide with those of CJW, is eligible for membership.
4. Dues – See Article VII, Section E.
5. The Juniorette club's insurance is covered under the sponsoring club's policy at no extra cost when obtained through CJW.
6. The Juniorette advisor must submit their annual budget and report to their sponsoring club with updates of current expenses and donations
7. A copy of the Juniorette President's report must be submitted to the CJW Director, the CJW Juniorette Chair and the sponsoring club at the March (President's dinner) Executive Board meeting.

## ARTICLE VIII

### SECTION A. FINANCES

1. Officers, Chairs and District Representatives shall be allowed appropriations within the budget to cover necessary expenses incurred in their CJW work.
2. The Director may approve all non-budgeted expenses up to \$250. The CJW Executive Committee may approve all non-budgeted expenses up to \$1000. The CJW Board of Directors shall approve all non-budgeted expenses over \$1000.
3. The fiscal year shall be June 1<sup>st</sup> to May 31<sup>st</sup>.
4. The Director, Assistant Director and Treasurer shall prepare an annual budget, to be submitted to the CJW Executive Committee for review. The proposed budget shall be presented to the CJW Board of Directors at their April meeting. A proposed budget shall be presented to the membership for acceptance at Spring Conference.
5. The CJW Director and Treasurer shall be bonded.

# BYLAWS

## ARTICLE IX

### SECTION A. – COMMITTEE CHAIRS

1. Committee chairs shall plan and promote activities and projects which are designed to carry out the purpose of CJW and which are approved by the Director. Committee chairs shall keep complete records of all work in accordance with the record retention schedule in the Blue Book and shall submit reports at the request of the Director.

### SECTION B. – DISTRICT REPRESENTATIVES

1. District Representatives shall serve as a liaison between the clubs in each District and the CJW Board of Directors. They shall also assist the Assistant Director with membership responsibilities within the Districts.

## ARTICLE X

### SECTION A. DISSOLUTION

1. Upon dissolution of CJW, all monies, after payment of obligations, shall be distributed to recognized 501(c)(3) organizations as approved by the CJW Executive Committee.

## ARTICLE XI

### SECTION A. PARLIAMENTARY AUTHORITY

1. The parliamentary authority for CJW shall be the “Robert's Rules of Order.”

## ARTICLE XII

### SECTION A. AMENDMENTS

1. These bylaws may be amended at CJW Executive Board Meetings by a two-thirds vote of the voting delegates in attendance.
2. Amendments may be proposed by the CJW Executive Committee, CJW Board of Directors or by any club or any individual club member in good standing. All amendments proposed shall be submitted in writing to the CJW Director and CJW Parliamentarian at least one month prior to the mailing of the Meeting Call.
3. The proposed amendments shall be included with the Meeting Call.

### SECTION B. STANDING RULES

1. Standing rules may be amended at any regular meeting of the Executive Committee, Board of Directors or Executive Board by a two-thirds vote of the voting delegates in attendance.

### SECTION C. RESOLUTIONS

1. Resolutions may be passed at any Executive Committee meeting by a majority vote of the members present. The resolution shall be submitted in writing to the Director in time to be included with the meeting agenda.
2. Resolutions may be proposed by the CJW Executive Committee, CJW Board of Directors, by any club or individual club member in good standing.



# CONNECTICUT JUNIOR WOMEN, INC.

## STANDING RULES

1. Registration fee for each Junior club member and Juniorette attending a CJW Executive Board Meeting shall be \$5.00. Registration fee for each Junior club member and Juniorette attending a CJW Conference shall be \$1.00.
2. All budgeted expenses shall be reimbursed for the Director. Mileage expenses of \$.40 per mile and other budgeted expenses incurred in the performance of their duties shall be paid to members of the CJW Board of Directors. This does not include mileage to meetings and Conferences.
3. All money for any CJW transaction must be forwarded to the CJW Treasurer. Checks must be made payable to Connecticut Junior Women, Inc.
4. There shall be no smoking within the meeting room during the social and business portions of the CJW meetings.
5. Maureen Borski CJW Scholarships, Marie Bates Juniorette Scholarships and Juniorette Camperships shall be given annually. The amount distributed will be no more than one-half of the balance of each fund.
6. CJW will provide hotel accommodations equaling two double rooms at Fall Conference to be shared by the Director, Assistant Director, Immediate Past Director and Conference Chair(s). For Spring Conference, CJW shall provide one (1) bedroom suite for two (2) nights to be shared by the Director, Assistant Director and Immediate Past Director. For Spring Conference, the Conference Chair(s) will be provided with a standard double room for one (1) night by CJW.
7. CJW shall pay for the meals of Director, Assistant Director, Immediate Past Director and Conference Chairs at the President's Dinner, Spring and Fall Conferences.
8. CJW does not allow the names and addresses of clubs, club members or members of the Board of Directors to be given out for purposes other than internal CJW use, including State Project use, without obtaining the permission of the Director.
9. All outgoing correspondence in the name of CJW must be approved by the Director, or the Assistant Director, in her absence.
10. The CJW Board of Directors shall be responsible for expenses for all activities for which they have registered regardless of attendance.
11. All members, including the Board of Directors, will register for all CJW meetings, except Spring and Fall Conference, with the CJW Meeting Planner.
12. Any profit made from a CJW Conference will be put into the CJW General Fund.

**Standing Rules**

**Revised August 2009**

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## **STANDING RULES**

13. The use/distribution of alcoholic beverages at club meetings & events is prohibited without an insurance rider.
14. If an event is held at a facility with a liquor permit, clubs should verify insurance coverage prior to holding an event.
15. No alcoholic beverages are to be included in any club's budget unless the beverages are purchased for use at a fundraising event.
16. No alcoholic beverages are to be included in raffles for CJW Conferences or meetings.
17. If alcoholic beverages are used in club raffles, all clubs must adhere to state regulations regarding the legal drinking age of persons purchasing tickets and/or receiving the beverages.