

# Work Crew Guidelines

## Article I – Membership

### Section I – Work Crew Definition

Work Crew (the “Club”) is sponsored by the First Junior Woman’s Club of Houston (FJWC) and consists of high school boys who are interested in serving their community.

### Section II – Membership Eligibility/New Members

- A. Membership is limited to the high-school aged son(s) of a First Junior Woman’s Club (FJWC) Active, Professional, Provisional, Professional Provisional, or Sustaining Member in Good Standing. In the absence of a mom, eligible boys may be represented by any FJWC Member in Good Standing at the discretion of the FJWC Executive Board.
- B. New Club members shall be admitted and introduced at the September Club meeting.

### Section III – Dues/Financial Obligations

- A. Annual dues shall be determined by the FJWC Executive Board and are generally paid online as the mom submits her yearly membership application. If the annual dues are not paid online, a check should be made payable to FJWC and delivered to the *FJWC Treasurer* before September 1st.
- B. Donations such as food items, toiletries, etc., may also be required throughout the year.

### Section IV – Meetings

- A. Dates and locations of Club meetings shall be determined by the *President* and the Work Crew Executive Board and shall occur monthly during the school year. The meeting times and locations will be determined at the beginning of the school year and communicated to the membership.
- B. Dates and locations of Work Crew Executive Board meetings shall be determined by the *President* and communicated to the Executive Board.
- C. A Work Crew member is expected to attend all Club meetings. However, if a member has an unavoidable conflict, he may be absent from a meeting provided he has notified a Work Crew Executive Board member or advisor prior to the meeting.
- D. Attendance is very strongly encouraged at the October, December, and March meetings. However, if a member has an unavoidable conflict, he may be excused from one of the meetings (provided he has notified a Work Crew Executive Board member or advisor

prior to the meeting), but will then be required to bring one bag of clothes or food items to the next meeting, to be donated by an Officer to Memorial Assistance Ministries (MAM).

- E. Work Crew are expected to act respectfully at meetings by listening attentively to Officers, who will run meetings efficiently and fairly. Meeting rules will be approved at the beginning of the year by the Work Crew Officers and presented to the FJWC Executive Board for approval. Meeting rules will be introduced to the Club members at the first meeting.

## **Section V – Service Project Requirements**

Club members will participate in individual service projects, group service projects, and mandatory contribution projects throughout the year. A minimum of 12 service hours are required for the year, but each Work Crew member is encouraged to provide service to his community exceeding these minimum requirements.

- A. **Individual Service Projects** are defined as those service projects that have been selected by the *Second Vice President, Philanthropy*. Although termed “individual,” these projects usually involve several Work Crew members for each service opportunity. Sign-ups will be made available through Remind or other media. Work Crew members are responsible for signing up for times they know they are available and arriving for their service work on time. If a Work Crew member cancels at any time or is unable to attend, the member must notify the *Second Vice President, Philanthropy* prior to the event. Each Work Crew member will be required to have completed at least one individual service project by the January meeting.
- B. **Group Service Projects** will be conducted at the October, December, and March Club meetings. All members are strongly encouraged to attend these three meetings and participate in these activities. However, if a member has an unavoidable conflict, he may be excused from one of these meetings, provided he notifies a Work Crew Executive Board member or advisor prior to missing the meeting and brings a bag of clothes or food items to the next meeting for donation to MAM.
- C. **Contribution Projects** are defined as contributions to food pantries, etc., which have been selected by the *Second Vice President, Philanthropy*. Work Crew members will be informed which items are to be collected. All members are expected to participate in contribution projects.

## **Section VI – Forfeiting Membership for Not Meeting Requirements**

- A. All Club members are expected to attend all Club meetings. However, if a member has an unavoidable conflict and notifies a Work Crew Executive Board member or advisor prior to missing the meeting, the member’s absence from the meeting will be excused. If no one is notified of the member’s absence beforehand, the member’s absence at the meeting

is considered unexcused.

- B. If a member has two unexcused absences from meetings or fails to meet the service hour and membership requirements outlined in this document, his membership shall be reviewed by the Work Crew Executive Board and appropriate action shall be taken, including but not limited to requiring additional service work (as in the case of missed or cancelled individual service projects and/or group service projects) or asking for his resignation from the Club.

## **Article II – Work Crew Officers and Duties**

### **Section I – General Officer Information**

The term “Executive Board” shall be used to describe the Officers whose duties are described in Section III, subsections A – F. The term of office for the Work Crew Executive Board shall be one Club Year (which begins June 1st and ends May 31st).

### **Section II – Officer Eligibility and Election of Officers**

Members desiring to be on the Work Crew Executive Board for the following year should submit an application to the current *President* and *FJWC Work Crew Liaison* by the deadline. To be considered for the office of President or any other Executive Board position of the Club, the applicant must meet the following requirements:

- A. The applicant must have completed at least one year of Work Crew membership.
- B. The applicant must be a Member in Good Standing (have fulfilled his yearly service hour requirements and attendance requirements as well as been respectful during meetings).
- C. The applicant’s mom must be an Active, Professional, or Sustaining Member in Good Standing of FJWC (or if his mom is currently a Provisional or Professional Provisional, his mom must be installed at the current year’s FJWC Spring Luncheon in May to become an active member of FJWC the following year, when her son will be an Officer).

The current *President* and Work Crew Executive Board along with the *FJWC Work Crew Liaison* will review the applications and determine the Officers for the upcoming year from among the applicants. The new Officers shall be introduced and installed at the last Club meeting of the year (Spring Celebration in May).

### **Section III – Offices and Duties**

- A. The **President** presides over all Work Crew Executive Board and Club meetings and works with the *Second Vice President, Philanthropy* to plan service projects for meetings and outside events. **The President’s mom serves on the FJWC Executive Board as Work Crew Liaison.**

- B. The **First Vice President, Membership** is responsible for all communication to membership (usually through Remind); provides sign-up sheets for meetings and events; distributes Club T-shirts; monitors members' service hours and provides printed reports at the November, January, and March meetings to be reviewed by membership; and works with the *Second Vice President, Philanthropy* to host the membership drive at the last business meeting of the year (April). In the absence of the *President*, the *First Vice President, Membership* shall perform the duties of the office of the President.
- C. The **Second Vice President, Philanthropy** works with the *President* to plan service projects for meetings and all outside events, works with the *Juniorette First Vice President, Philanthropy* on all joint service projects, coordinates with the *FJWC Work Crew Liaison* (parent) for contact with and help from the *FJWC Charity Liaisons* for all service projects, plans meeting ice breakers, and works with the *First Vice President, Membership* to host the membership drive at the last business meeting of the year.
- D. The **Third Vice President, Special Events** works with the *Juniorette Third Vice President, Special Events* to plan, coordinate, and serve as a student leader for the Spartan Share shopping event (early to mid-December) and Spartan Share wrapping party (mid-December), including promoting these events to all Student Groups and adult membership; works with the *Juniorette Third Vice President, Special Events* and the *FJWC Third Vice President, Membership* to plan the Spring Celebration program; gathers graduating seniors' info for the Spring Celebration program; and works with the *Historian* to collect senior pictures from parents to be used in the Spring Celebration program and slide show.
- E. The **Historian** takes photos at all events and posts Work Crew activities on the FJWC website, Facebook page, Instagram, and other social media; works with the *Juniorette Historian* to create the slide show for both the FJWC Auction (February) and the Spring Celebration (May); and works with the *Third Vice President, Special Events* to collect graduating seniors' pictures from parents to be used in the Spring Celebration program and slide show. **The Historian must be able to attend most, if not all, general meetings and special events.**
- F. The **New Member Liaison** welcomes new members, encouraging them to attend Club meetings, projects, and events and helps answer any questions about the Club and logging hours.

#### Section IV – Filling Officer Vacancies

- A. A vacancy in the Presidency shall be filled by the *First Vice President, Membership*.
- B. A vacancy in any other office shall be filled by a majority vote of the Work Crew Executive Board. The election shall be for the remainder of the unfinished term of office.