

CONSTITUTION OF FIRST JUNIOR WOMAN'S CLUB OF HOUSTON

ARTICLE I - NAME The name of this organization shall be First Junior Woman's Club of Houston (FJWC).

ARTICLE II - OBJECTIVES The objectives of this organization are to be charitable, religious, and educational.

ARTICLE III - MEMBERSHIPS Any woman interested in the objectives of the Club and willing and able to cooperate in its work shall be eligible for membership. The Club does not tolerate, either by practice or teaching, violation of national or state laws.

ARTICLE IV - OFFICERS The officers of the Club shall be President; First Vice President/Programs; Second Vice President(s)/Ways & Means; Third Vice President/Membership; Fourth Vice President/Philanthropy; Treasurer; Recording Secretary; Technology Secretary; Parliamentarian; and Sustainer, Junior Juniorette (JJ), Juniorette, Junior Work Crew, and Work Crew Liaisons.

ARTICLE V - MEETINGS General Meetings shall be held once a month within the academic year (September - May).

ARTICLE VI - AMENDMENTS The Constitution may be amended at a General Meeting or Special Meeting by a two-thirds vote of the attending Members in Good Standing, provided the proposed amendments have been read at the previous General Meeting and/or circulated to the entire general membership via the Club website or email one month prior to the vote.

FIRST JUNIOR WOMAN'S CLUB OF HOUSTON BYLAWS

ARTICLE I - DEFINITIONS

- A.** "Club" means First Junior Woman's Club of Houston.
- B.** "Club Year" means a year beginning June 1st and ending May 31st.
- C.** "Executive Board" means the board of directors of the Club, which shall for each Club Year consist of the President; First Vice President/Programs; Second Vice President(s)/Ways & Means; Third Vice President/Membership; Fourth Vice President/Philanthropy; Treasurer; Recording Secretary; Technology Secretary; Parliamentarian; and Sustainer, Junior Juniorette (JJ), Juniorette, Junior Work Crew, and Work Crew Liaisons.
- D.** "Fundraiser" means the fundraiser(s) organized during a Club Year.
- E.** "Members" means all Active, Professional, and Sustaining Members of the Club. However, a Sustaining Member shall not be considered a "Member" for the purpose of voting.
- F.** "Sponsored Charities" means charities supported by the Club, by providing time in service and/or by financial donation. Each year, the board will review our Sponsored Charities to ensure the organization fits our mission and membership goals. Any proposed changes will be sent to the Steering Committee for discussion. The Steering Committee will then make a

recommendation to the board. A majority vote from both the Executive Board and the Steering Committee will be needed to make a change.

G. A “service hour” shall be defined as the designated unit of time for service provided at any of the Sponsored Charities, service provided by approved Committee Chairmen, or any other service provided that has been approved in advance by the Executive Board.

- a.** The second Vice President(s)/Ways and Means will determine the necessary committees needed for a successful fundraiser. The VP(s) will also determine if the Committee Chairmen receive 3 or 6 hours based upon the amount of time needed to perform the job.
- b.** All other Fundraiser Chairmen and all Standing and Special Committee Chairmen shall be credited with three service hours for the Club Year.
- c.** Charity Liaisons shall each be credited with six service hours for the Club Year.
- d.** All Active and Professional Club Members are responsible for submitting their total service hours electronically each Club Year, including those service hours credited to them for holding chairman, liaison, and/or officer positions.

Terms not defined in this **Article I** shall have the meanings ascribed to them elsewhere in these Bylaws.

ARTICLE II - MEMBERSHIP

SECTION 1- Membership Classifications

A. ACTIVE MEMBERS are those Members who:

- 1.** Pay annual dues for the upcoming Club Year at the May General Meeting or no later than September 15th.
- 2.** Attend at least four of the nine General Meetings, unless the Third Vice President/Membership is notified in advance of any absence, and the Member is excused from attendance.
- 3.** Participate in at least 20 hours of service work each Club Year at any of the Sponsored Charities. A maximum of 3 hours of special service work that has been submitted in advance to the Fourth Vice President/Philanthropy and has been approved by the Executive Board may be applied toward the required 20 hours of service. Committee Chairmen are also credited service hours as noted in **Article I, Item G**. An Active Member may earn up to a maximum of nine service hours through monetary donations, as designated by the Executive Board.
- 4.** Serve on one Standing or Special Committee.
- 5.** Serve on at least one Fundraiser Committee.
- 6.** Purchase a designated number of tickets to the Fundraiser, which is in addition to paying membership dues.

7. Participate in the donation of Fundraiser items.
Donations may be: items/services solicited from vendors, items of a specified amount delivered to the Committee Chairman, or a designated monetary donation.
8. No Member shall serve as a Committee Chairman or hold any office for more than two consecutive years.

B. Sustainer Members are those members who:

1. Wish to participate in Club activities but are no longer required to meet active membership duties.
2. Have completed at least five years as an Active or Professional Member in Good Standing. including the Provisional Year. However, a Member may be allowed to change her status to Sustaining after only four years if she is a Member in Good Standing and her youngest child has graduated high school.
3. Will contribute financially in the form of dues that will include minimum operating costs for the upcoming Club Year as set by the Executive Board. These dues shall be paid at the May General Meeting or no later than September 15th.

D. INTERIM MEMBERS are those Members who:

1. Have completed at least three years in the Club.
2. Will contribute financially in the form of dues as set

by the Executive Board. These dues shall be paid by the May General Meeting for the following year of each Club Year but no later than October 1st of each Club Year.

3. Do not have any children eligible to be active in a Club Student Group.
4. Must rejoin during the membership window when the next child is eligible for Club Student Group membership. To rejoin, the Member must have a child active in one of the Club Student Groups.
5. May rejoin with active status. However, the inactive year(s) shall not count with respect to Club years of service.
6. This request for a change in membership status for the upcoming Club Year must be made to the Third Vice President/Membership at the May General Meeting or no later than September 15th.

SECTION 2- Membership Leave of Absence Due to Exceptional Circumstances

If a Member is unable to meet the requirements outlined in **Article II, Section 2** due to exceptional circumstances, the Executive Board may allow, after individual review, such Member a leave of absence, during which such requirements need not be met. It is the Member's responsibility to contact the Third Vice President/Membership to request such a leave.

SECTION 3 - Membership Status

- A.** Any change in membership status must be requested of the Third Vice President/Membership. The request shall be granted by a two-thirds vote of the Executive Board.
- B.** Membership status shall be reviewed by the Executive Board on occasion during each Club Year. Subsequently, the Executive Board shall notify each Member not in Good Standing. To maintain membership privileges, a Member must be in Good Standing upon evaluation by the Executive Board. “Good Standing” means that a Member has met the financial obligations, meeting attendance requirements, Standing and Special Committee duties, and service hour requirements as set forth for such Member’s membership classification in **Article II, Section 2.**

If a Member at any time during a Club Year is not in Good Standing, the Executive Board may take any action it deems appropriate with respect to such Member, including but not limited to the following:

- 1.** Denying such Member privileges of membership in the Club during the Club Year and/or the following Club Year, including sponsoring a Provisional Member, voting, and serving on committees.
- 2.** Prohibiting such Member from counting the Club Year or the following Club Year as a year of membership for purposes of determining that Member’s ability to become a Sustaining Member.
- 3.** Terminating such Member’s membership in the Club,
or

4. Fining such member. All Members who have not met the minimum volunteer service hour requirements by May 31st shall be fined \$25 per service hour not completed.
5. Denying such Member's child(ren) membership for the current and/or following Club Year in the following Club Student Groups: Junior Juniores (JJs), Juniores, Junior Work Crew, and Work Crew.
6. All members who have not paid their specified dues for the Club Year by the conclusion of the October General Meeting shall not be listed in the Club Membership Roster for that Club Year.

SECTION 4 - Membership Dues

- A. The Executive Board shall set the amount of the annual membership dues each Club Year.
- B. Each returning Member shall pay her dues by the May General Meeting or no later than September 15th.
- C. The Third Vice President/Membership, with information supplied by the Treasurer, shall notify any Member who has not paid her dues no later than September 15th.

SECTION 5 - Membership Resignation and Reinstatement

- A. To resign from the Club in Good Standing, a Member must send a written notice of resignation to the Third

Vice President/Membership. A Member who resigns in Good Standing may rejoin the Club at any time within five years of her resignation by paying the current Club Year's dues.

- B.** Members who cease to be Members under any circumstances other than resignation in Good Standing may be reinstated in accordance with the application procedure for new members set forth in **Article II, Section 1.**

ARTICLE III - OFFICERS AND DUTIES

SECTION 1 - Eligibility and Terms of Office

- A.** Members in Good Standing shall be eligible to hold office.
- B.** The term of office for each officer is one Club Year or until her successor is otherwise duly elected. No Member shall hold any office for more than two consecutive years.
- C.** Resignation of an officer shall be made in writing to the President, who shall then notify the Executive Board.
- D.** Any vacancy in office, except President, shall be filled by a majority vote of the Executive Board. A vacant presidency shall be filled by the First Vice President/Programs. A new First Vice President/Programs shall be elected by a majority vote of the Executive Board. Officers who fill offices in this manner shall serve the remainder of the original term.

E. Officers shall be elected at the March General Meeting by a majority vote of the Members in Good Standing.

F. Service on the Executive Board shall exempt the President from her service work requirement for the year. Each remaining Executive Board member earns 15 service hours for serving a leadership role, regardless of her membership classification.

SECTION 2 - Officers and Duties

A. President - The duties of the President shall include, but not be limited to: presiding at all General Meetings and all meetings of the Executive Board, serving as an ex-officio member of all committees required to perform the functions of the Club (except the Nominating Committee), and appointing or approving chairmen for each Standing and Special Committee in conjunction with the Third Vice President/Membership.

B. First Vice President/Programs - The duties of the First Vice President/Programs shall include, but not be limited to: being responsible for the programs and meeting place for all General Meetings and coordinating all aspects of the December Holiday Luncheon. In the absence of the President, she shall perform the duties of that office.

C. Second Vice President/Ways & Means - The duties of the Second Vice President(s)/Ways & Means shall include, but not be limited to being responsible for all aspects of the Fundraiser. In the absence of the President and First Vice President/Programs, she shall

perform the duties of the President.

D. Third Vice President/Membership - The duties of the Third Vice President/Membership shall include, but not be limited to: being responsible for membership, including receiving all applications for membership and organizing an orientation meeting for Provisional Members; keeping a record of all attendance at General Meetings; maintaining a record of the membership status of each Member; tracking the Provisional visits of Provisional Members; and co-hosting the May Spring Luncheon with the Fourth Vice President/Philanthropy. She shall also be responsible for providing the Junior Juniorette, Juniorette, Junior Work Crew, and Work Crew Liaisons a roster of the high-school aged daughters and sons and middle-school aged daughters and sons of Active, Professional, and Sustaining Members in Good Standing before the October meeting. In the absence of the President, First Vice President/Programs, and Second Vice President(s)/ Ways & Means, she shall perform the duties of the President.

E. Fourth Vice President/Philanthropy - The duties of the Fourth Vice President/Philanthropy shall include, but not be limited to: being responsible for overseeing service work by Members at the Sponsored Charities, assisting the Charity Liaisons, arranging special projects at the Sponsored Charities or elsewhere, researching and recommending new organizations as Sponsored Charities, maintaining a record of each Member's service hours, and co-hosting the May Spring Luncheon with the Third Vice President/Membership. In the absence of the

President

and all other Vice Presidents, she shall perform the duties of the President.

F. Treasurer - The duties of the Treasurer shall include, but not be limited to: being the custodian of the funds of the Club, which shall be deposited in a bank designated by the Executive Board; preparing a projected budget, with the assistance of the Budget Committee, for review by the Executive Board prior to the September General Meeting; being responsible for all authorized expenditures; keeping an itemized account of all receipts and expenditures; filing vouchers covering all payments and presenting a report at each General Meeting and at each meeting of the Executive Board; advising the Special Projects Committee in writing before April of each Club Year of monies available to donate to the Sponsored Charities and other projects; and presenting the books and records of the Club to the Executive Board in June of each Club Year for audit.

G. Recording Secretary - The duties of the Recording Secretary shall include, but not be limited to: keeping the minutes of the General Meetings and the Executive Board Meetings, as well as keeping the minutes of any other meetings of the Members. She shall post the minutes of the General Meetings on the Club website.

H. Technology Secretary - The duties of the Technology Secretary shall include, but not be limited to: attending to such correspondence as directed by the Executive Board and preparing, editing, and seeing to the publication of

such correspondence via email, as determined by the Executive Board; sending Members email notifications; maintaining the Club website; and managing any other online media.

I. Parliamentarian - The duties of the Parliamentarian shall include, but not be limited to guiding the Club to see that accepted parliamentary law is followed. The immediate past President may be appointed Parliamentarian but is not eligible for any other office. The Parliamentarian is also the Chairman of the Steering Committee.

J. Juniorette Liaison - The duties of the Juniorette Liaison are to represent the Juniorettes and the Juniorette Officers to the Executive Board, to manage and oversee all activities related to Juniorettes, and to co-host and coordinate all aspects of the Spring Celebration.

K. Work Crew Liaison - The duties of the Work Crew Liaison are to represent the Work Crew and the Work Crew Officers to the Executive Board, to manage and oversee all activities related to Work Crew, and to co-host and coordinate all aspects of the Spring Celebration.

L. Sustainer Liaison - The duties of the Sustainer Liaison are to represent the Sustainers to the Executive Board and to coordinate activities for Sustaining Member involvement in the Club.

SECTION 3 - Executive Board Responsibilities, Authority, and Voting

- A.** The Executive Board shall have general supervision of the affairs of the Club, and none of its actions shall conflict with the purposes of the Club.

- B.** The Budget Committee shall create and propose an annual budget for the Club Year before the August Executive Board Meeting. The Executive Board shall vote and approve this budget at the August Executive Board Meeting, and then present this approved annual budget at the September General Meeting for membership approval. The Executive Board shall appoint an Audit Committee each Club Year for the purpose of auditing the Club's financial records during the summer of each Club Year.

- C.** A majority of the number of members of the Executive Board shall constitute a quorum for the transaction of business, and a vote of not less than a majority of such quorum shall be required to constitute an act of the Executive Board per the Bylaws.

SECTION 4 - Election of Officers

- A.** Election of officers, except for Parliamentarian as well as Junior Juniorette, Juniorette, Junior Work Crew, and Work Crew Liaisons shall take place at the April General Meeting. The Juniorette and Work Crew Liaisons are the mothers of the incoming Presidents of those respective Student Groups. The Parliamentarian is the outgoing Club President, unless there is a need for a different arrangement. If necessary, the incoming President shall appoint the Parliamentarian.

B. The Nominating Committee shall present a slate of nominees for each office at the March General Meeting. All nominees must be Members in Good Standing who have agreed to serve the Club as an officer. Additional nominations may be made from the floor, but only with prior consent from the nominees.

C. In the event there are two or more nominees for any office(s), a printed ballot shall be used. The ballot shall be prepared by the Nominating Committee and shall list, in alphabetical order, the nominees for each office having more than one nominee. At the April General Meeting, the ballots shall be distributed and counted by the Parliamentarian and two assistants that are appointed by the President.

SECTION 5 - Removal from Office

Officers who fail to perform the duties of their office may be removed from office by a majority vote of the Executive Board.

ARTICLE IV - COMMITTEES

SECTION 1 - Committee Composition, Authority, and Responsibilities

A. The Executive Board shall form the committees set forth in **Article IV, Section 2** and may form the committees set forth in **Article IV, Section 3** by approving of committee members and chairmen.

B. Committees may exercise such authority of the

Executive Board in the business and affairs of the Club as the Executive Board may duly delegate to them, except as prohibited by law or these Bylaws.

- C. Committees shall meet as necessary to perform their functions, unless otherwise required by these Bylaws.
- D. Any Active Member or Professional Member in Good Standing is eligible to serve as a chairman or philanthropy liaison of a Special Committee or Standing Committee.
- E. All Committee Chairmen shall submit a report to the President in May of each Club Year that summarizes the work of their committee. Each Committee Chairman is responsible for providing a timeline of her work/duties for the year in a notebook or folder that can be passed on to the incoming Chairman to serve as a guide.
- F. Authorization for expenditures of any of the Club's funds by the committee members for the committee's projects must be obtained from the Committee Chairman. Receipts and reimbursements for all authorized expenditures that were not budgeted shall be handled through the Committee Chairman, with the approval of the Executive Board.

SECTION 2 - Standing Committees

- A. Audit Committee** - This committee shall assist the Treasurer in auditing the Club's financial records by August 1st of each Club Year.

B. Hospitality Committee - This committee shall be responsible for providing coffee and paper products at the monthly General Meetings.

C. Holiday Outreach Committee - This committee shall coordinate charitable outreach efforts for the Club as needed, such as Spartan Share.

D. Holiday Luncheon Committee - This committee shall provide all aspects of the Club's annual Holiday Luncheon, including food, drinks, desserts, and table centerpieces.

E. Nominating Committee - This committee shall consist of five Members, at least one of whom is on the Executive Board. This committee shall present a slate of nominees for each office, except Parliamentarian (who is generally the outgoing President), at the March General Meeting.

F. Spring Celebration Committee - This committee shall assist with the Club's Spring Celebration and help plan and coordinate parties and events for our Sponsored Charities.

SECTION 3 - Special Committees

A. Steering Committee - This committee shall make recommendations to the Executive Board of goals and guidelines for the Club to follow. This committee shall also review the Bylaws each year, making recommendations for changes as needed. The Parliamentarian is the Steering Committee Chair.

B. Special Projects/Scholarship Committee - This committee shall consist of no fewer than five Active and/or Professional Members in Good Standing and a Member of the Executive Board. An additional position may be filled by a Sustaining Member in Good Standing. This committee shall meet at least twice during the Club Year, preferably in the fall and in the spring. This committee shall address the apportionment of funds, as needed for:

1. An award not to exceed \$100, to be presented in the name of and to the charity of choice of the Member who has completed the most service hours for the Club Year.
2. Contribution to the Club's scholarship fund, which is awarded to select high school seniors based on their outstanding community service and good academic standing. The scholarship funds shall be administered consistent with **Standing Rule 4**.

SECTION 4 – Sponsored Charity Liaisons

- A. A Liaison will be chosen to represent each FJWC sponsored charity. The liaisons will report to the Fourth Vice President/Philanthropy. The Liaison shall be responsible for coordinating the volunteer work schedule between the charity and the Club and for providing information regarding the charity

to the membership on a monthly basis.

ARTICLE V - MEETINGS

A. General Meetings - General Meetings shall be held once a month during the Club Year from September to May. The date of any General Meeting may be changed at the discretion of the Executive Board, provided notice is given at the previous meeting or at least one week in advance.

B. Special Meetings - Special Meetings may be called by the President or the Executive Board at any time during the Club Year. All Members must be notified at least one week in advance of any Special Meeting.

A. Business Meeting - The March General Meeting shall be the Club's yearly business meeting, at which the election of officers for the upcoming year shall be conducted. All written reports from Committee Chairmen and officers shall be due in May.

B. Executive Board Meetings - Executive Board Meetings shall be held at least once a month during the academic year from August to May. Members of the Executive Board shall attend all the Executive Board Meetings unless notice has been provided to the President. Members wishing to make a proposal to the Executive Board may do so in writing to the President at least one week in advance of the Executive Board Meeting.

ARTICLE VI - AMENDMENTS

These Bylaws may be amended at a General Meeting or Special Meeting by a two-thirds vote of the attending Members in Good Standing, provided the proposed amendments have been read at the previous General

Meeting and/or are circulated to the entire general membership via the Club website or email one month prior to the vote.

First Junior Woman's Club Standing Rules:

Standing rules contain only such rules as may be amended or adopted by a two-thirds vote of the attending Members in Good Standing at any General Meeting or Special Meeting, provided the proposed amendments have been read at the previous General Meeting and/or are circulated to the entire general membership via the Club website or email one month prior to the vote. No such standing rule is in order that conflicts with the Constitution or the Bylaws of this Club.

1. Members are financially responsible for any reservations not canceled by the cancellation date, and shall be billed by the Treasurer.
2. A Ways & Means project, after being voted on by the membership, is in the hands of the Second Vice President(s)/Ways & Means and her various committees for discussion of details and requires approval of the Executive Board only.
3. The net profit of the Fundraising activities shall be donated to the designated charities and Special Projects/Scholarships, as long as the current working/operating fund is adequately funded by the membership dues. One hundred percent (100%) of the Fundraiser's Paddles Up Donations shall go to the scholarship fund.
4. The Club Scholarship Program shall be administered as follows:

A. Scholarship Awards

1. The Club shall administer a Scholarship Program that awards scholarships to eligible graduating seniors who exhibit outstanding community service and good academic standing.
2. Through the Club's Scholarship Program, the Club may award one or more scholarships in an amount to be determined by the membership during each fiscal year.
3. The amount of scholarship funds awarded shall be divided equally so that each scholarship recipient receives an equal amount. The amount of each scholarship shall be no less than \$1,000.

B. Scholarship Eligibility - To be eligible for a Club scholarship, an applicant must be a senior graduating from high school that has been accepted into a college, university, or other acceptable post-secondary educational program.

C. Scholarship Schedule - The Club's Scholarship Program schedule shall be announced no later than March 15th of each fiscal year. The scholarship application form shall be made available on the Club website and is included as **Exhibit A** to these Standing Rules. The schedule shall be:

1. Applicants shall submit completed scholarship application forms at least three weeks before the Club's May General Meeting.

2. The Special Projects/Scholarship Committee shall evaluate all submitted scholarship application forms and finalize the recipients by April 30th.
3. The Special Projects/Scholarship Committee Chairman shall advise the President of the committee's decisions regarding scholarship recipients by April 30th.
4. Scholarship recipients shall be announced at the Stratford High School Senior Awards Ceremony in May and posted on the Club website.

D. Scholarship Evaluation

1. All attempts shall be made to keep the Club's Scholarship Program evaluation process and the names of applicants confidential.
2. The evaluation process and decisions made regarding the awarding of scholarships shall be based on the scholarship scoring sheet that is included as **Exhibit B** to these Standing Rules.
3. The Special Projects/Scholarship Committee Chairman shall collect all completed scholarship application forms and accompanying materials and review each of them to verify that the applicant is indeed eligible to receive a scholarship and has correctly completed the application form. The Chairman shall exclude any applicant that she determines to be ineligible or who has not correctly completed the application form. These materials shall

be retained in the Special Projects/Scholarship Committee's files for at least one year.

4. To maintain the anonymity of the scholarship applicants, the Special Projects/Scholarship Committee Chairman shall ensure that the applicants' names and any other identifying information are removed or redacted from the application forms and accompanying materials before distributing copies of such forms and materials to the Special Projects/Scholarship Committee members for evaluation.
 5. The Special Projects/Scholarship Committee members shall review the scholarship forms and accompanying materials of each eligible scholarship applicant and score each applicant using the scoring sheet that is included as **Exhibit B** to these Standing Rules. The Special Projects/Scholarship Committee Chairman shall participate in this review process only as necessary, while ensuring that throughout the process, the applicants remain anonymous. The Chairman is a non-voting member in the scholarship selection process.
 6. The Special Projects/Scholarship Committee shall meet in April to determine which applicants shall be awarded scholarships. All committee members must be present at this meeting.
- E. Scholarship Criteria** - The Club scholarships shall be awarded on the basis of outstanding community service and good academic standing. Specifically, scholarship

recipients shall be those applicants receiving the highest scores using the scholarship scoring sheet.

F. Scholarship Awards Procedure

1. A letter or certificate of award shall be given to each scholarship recipient indicating the amount of the scholarship and providing instructions for receiving the scholarship funds.
2. Scholarship recipients are required to be currently enrolled as full-time high school students to receive a scholarship award.
3. Each scholarship award shall be paid, in the form of a check, directly to the Financial Aid Office of the recipient's college, university, or post-secondary educational institution or to the recipient.

G. Scholarship Attachments

Exhibit A, First Junior Woman's Club (FJWC)
Scholarship Application

Exhibit B, First Junior Woman's Club (FJWC)
Scholarship Scoring Sheet