

WJWC BY-LAWS

Revised: January 2023

Voted on September 12, 2022

ARTICLE I CLUB INFORMATION

Section 1 Club Name

The name of this association shall be the Willoughby Junior Women's Club.

Section 2 Club Colors

The colors of this association shall be red and white.

Section 3 Club Objective

The object of this association shall be to promote friendship and to support activities, which lend to community improvement and goodwill.

Section 4 Club Motto

The Club Motto is, "Be the Good in your Neighborhood".

ARTICLE II MEMBERSHIP

Section 1 Membership Types

There shall be two types of membership: active and inactive. An active member shall be one who attends meetings regularly, actively participates in the affairs of the group, and be a member in good standing. A member not able to participate actively in the affairs of the group may become an inactive member. She is entitled to all club privileges except the right to vote and serve on the Executive Board. Inactive members are required to pay the current inactive dues amount and are entitled to receive the Activator.

Section 2 Inactive Members

If an active member wishes to become an inactive member, she must notify the Club Connections Chairperson or President in writing. If an inactive member is eligible and wishes to return to active status, she must notify the Club Connections Chairperson or President in writing.

Section 3 Active Members

The active members of this association shall not exceed 75 in number and shall be entitled to vote at all meetings and be eligible for any office of the association. Eligibility for the offices of the association is defined in Article V, Section 2.

Section 4 Prospective Members

Women 21 years of age and over shall be eligible to apply for membership. It is desirable that a woman remains an active member as long as she is interested in the work of the club and feels compatible with the membership. A prospective member must attend three club functions, two of which must be business meetings, the third being a social function, within the current club year before applying for membership.

Section 5 Application, Installation & Dues

The name of the applicant for membership must be given to the Club Connections Chairperson prior to the next Executive Board meeting. The club in general is responsible for introducing themselves to the applicant. The Club Connections Committee will be responsible for inviting the applicants to all club functions and reminding them of these. The Club Connections Chairperson is the club liaison for all potential new club members. The Club Connections Chairperson is responsible for obtaining potential new member name, contact information, inviting potential new members to meetings and events inform applicant of the membership process and when she will be eligible for membership, provide the club application and present list and status of all potential new members at each Board Meeting. The Club Connection Committee shall discuss eligible new members with the Executive Board prior to installation. Once installed the applicant shall be considered a member in good standing upon payment of current dues. Club Connections is also responsible for the installation of new members.

Section 6 Eligibility

Those women wishing to become new members shall either:

- live in the Lake County area
- work in the Lake County area
- have a definite reason for being concerned with the betterment of the Lake County community of Willoughby, or
- be sponsored into the club by a current member who is in good standing.

Section 8 Absenteeism

The Club Connections Chairperson shall notify any active member who is absent from three business meetings in one club year without an excuse will no longer qualify for membership upon missing the fourth meeting. After missing the fourth meeting, and before the next Executive Board meeting, said member may 1) submit in writing, for Executive approval, her desire to remain an active member, 2) submit in writing her desire to become an inactive member, or 3) will no longer qualify as a member. Notification must be in writing and submitted to the Executive Board.

Section 9 Resignation

Members in good standing desiring to resign from the membership shall present such resignation to the Club Connections Chairperson or President in writing.

Section 10 Relocation

Any member in good standing that relocates out of the Lake County area and wishes to remain active with WJWC shall make a request in writing to the President for approval to the Executive Board.

ARTICLE III MEETINGS

Section 1 General Meetings

The general meetings are held from September through May. The last business meeting shall be held in May, at which time any written reports of the officers and chairperson of each committee will be turned over to the incoming officers and chairpersons. The officers for the new club year will be installed at the annual banquet.

Section 2 Special Meetings

Special meetings may be called by the President or upon request of a quorum.

Section 3 Quorum

A majority (51%) of the membership shall constitute a quorum. After that number is seated, the majority of those voting shall win the issue.

Section 4 Voting

A vote of the association shall be by voice. When the outcome is uncertain the President will call for a show of hands, which shall be recorded by the Secretary.

ARTICLE IV DUES

Section 1 Membership Dues

Dues of the association will be \$35.00 per club year for active members and \$10.00 per club year for inactive members. Dues will be determined at the beginning of each club year and announced to all members, active and inactive. Additionally, the per-member contribution for supplementary monetary donation(s) to support club functions will be announced to all members at the beginning of each club year.

After the first of January, women becoming members shall be entitled to membership for the remainder of that year upon payment of one-half of the year's dues. After May 1st, any new member shall be assessed no dues until the beginning of the new club year.

Section 2 Members in Arrears

Dues are payable at the September meeting. Members in arrears on September 30th shall be notified by the Treasurer, with the dues payable no later than October 15th. Members in arrears after October 15th shall be assessed an additional \$5.00 per month until dues are paid.

Section 3 Assessments

Assessments in this club other than dues will be discussed and approved by the Executive Board. (Example: \$25.00 donation for each fundraising event).

ARTICLE V OFFICERS

Section 1 Officer Positions & Terms

The officers of this association shall be President, Vice President, Communications Officer, Recording Secretary, Treasurer and Public Relations Officer.

The office of the President requires service on the Executive Board for a minimum of one year prior to the election. The term of office shall be two years. Voting for President will be on an every-other-year basis. There will be no options for the President to stay on for a second consecutive two-year term but could run in subsequent years. The election for President will take place in the opposite year from the election of Treasurer.

The office of the Vice President requires service on the Executive Committee for a minimum of one year prior to the election. The term of the office shall be two years. If the Vice President cannot complete the full 2-year term, a new Vice President will be elected to finish the current term.

The office of the Treasurer requires membership in WJWC for a minimum of two years prior to the election. The term of office shall be two years. Voting for Treasurer will be on another year basis. There will be options for the Treasurer to stay on for consecutive two-year terms if voted on by the entire club membership. The election for Treasurer will take place in the opposite year from the election of the President.

The office of the Communications Officer requires membership in WJWC for a minimum of one year prior to the election. The term of office shall be two years. Election for the office of Corresponding Secretary will take place on an every-other-year basis.

The office of the Recording Secretary requires membership in WJWC for a minimum of one year prior to the election. The term of office shall be two years. Election for the office of Recording Secretary will take place on an every-other-year basis.

The office of Public Relations Officer requires membership in WJWC for a minimum of one year prior to the election. The term of office shall be two years. Election for the office of Public Relations Officer will take place on an every-other-year basis.

No elected officer shall serve more than two consecutive club years in the same capacity unless the general membership votes and approves an additional term.

Section 2 Officer Eligibility

Any active member in good standing, with one full club year of service, shall be eligible to hold any office in the association. The newly elected officers shall assume their duties at the close of the annual May banquet with the exception of the Treasurer who assumes her duties on July 31. However, the outgoing Treasurer will remain *active*, simultaneously with the new Treasurer, only to see the taxes through to completion.

ARTICLE VI OFFICER DUTIES

Section 1 President

The President shall preside at all meetings of the association, Executive Committee and Executive Board; appoint all special committee chairmen; and serve as an ex-officio member of all committees except the nominating committee.

As an ex-officio member of a committee, the President has the rights of the other members of that committee including the right to make motions, debate, and vote, but not the obligation to be present at each meeting.

The President shall appoint a new officer in case of a vacated office, with the approval of the Executive Board.

Section 2 Vice President

The Vice-President shall assume the duties of the President in her absence or disability, except in an ex-officio capacity, and shall oversee the meeting, edit the Redbook Club manual, chair the Donation Committee, Chair the by-laws committee (as required, see Article X), and book meeting room for General Meetings with the City of Willoughby.

Section 3 Recording Secretary

The Recording Secretary shall keep the minutes of all the general monthly meetings as well as all board meetings, and shall note attendance at all board meetings. She shall email the minutes to the membership/board prior to the next meeting. She may appoint another member to keep minutes in case of absence.

Section 4 Communications Officer

The Communications Officer shall coordinate the Sunshine Fund, and handle general correspondence of the club, including reporting on any letters received during monthly/board meetings. She shall handle the communications when needed and is responsible for preparing and emailing the monthly Activator Newsletter to each member unless the club designates another club member to do so. She oversees the upkeep of the website and the club mailbox (P.O. Box) unless the club designates another member.

Section 5 Treasurer

The Treasurer shall:

- Maintain check and savings accounts with the bank
- Reimburse club members as needed
- Communicate with the accountant regarding yearly taxes
- Prepare books for tax accountant and maintain service agreement for tax Accountant
- Manage all monies for any club fundraisers
- Collect member's dues, active and inactive
- Prepare a proposed budget for the board meeting and a final budget for the general meeting

- Prepare books for audit (Audit should take place in July)
- Maintain 501c 4 status
- Maintain tax-exempt status
- Pay monies to scholarship recipient's colleges/universities
- Pay monies awarded to allocated/approved donations as noted
- Maintain insurance
- Maintain the 'signers' on the checking and savings account with the bank
- Maintain the signed Conflict of Interest documents

Section 6 Public Relations

The Public Relations Officer will be responsible for the Marketing & Advertising of the club. Increase the visibility of the club and connect with the Community. Establish relationships & maintain contact with City of Willoughby officials and Lake County Chamber of Commerce.

In addition, the Public Relations Office shall maintain a database of past members, inactive members, scholarship recipient families, and persons or organizations to which donations have been given. With this database, save the dates and/or invitations will be mailed or emailed to said persons or organizations.

Section 7 Auditors

Three auditors shall be appointed by the President at the April general meeting. The books shall be closed June 30th and audited by July 31st upon which date the new Treasurer shall assume her duties. The auditors shall submit a report for adoption at the September general meeting.

ARTICLE VII EXECUTIVE COMMITTEE & EXECUTIVE BOARD

Section 1 Executive Committee

The Executive Committee shall be comprised of all elected officers and may transact emergency business, which shall be ratified by the Executive Board.

Four members of the Executive Committee shall constitute a quorum. After that number is seated, then the majority of those voting shall win the issue.

The Executive Committee meetings shall be determined by the Executive Committee.

Section 2 Executive Board

The Executive Board shall be comprised of all elected officers and all standing committee chairpersons. The immediate Past President shall serve on the board as an ex-officio member and have all voting rights.

The Executive Board shall review all plans and projects submitted by committees for approval. The Executive Board shall transact the routine business of the club, subject to approval by the members of the association. Recommendations of the Executive Board shall be presented at the next General business meeting. None of its acts shall conflict with any other action of the

Association. It shall be the duty of the Executive Board to authorize the payment of all bills not provided for in the budget.

The Executive Board meetings will be determined by the Executive Board. The Executive Board usually meets the third week of the month during the club year.

Six members of the Executive Board shall constitute a quorum. Once that number is seated, then the majority of those voting shall win the issue.

The Executive Board meetings can include active past presidents to subsidize those that serve dual roles on the Executive Board and by Committee Chairpersons. Those who serve a dual role as stated above, are only entitled to a single vote.

Section 3 Special Executive Board Meetings

Special Executive Board meetings may be called by the President and shall be called at the request of three members of the Board that represent more than one committee.

ARTICLE VIII COMMITTEES

Section 1 Standing Committees

The standing committees shall be Club Connections, Community Involvement, Holiday Fundraising, and Spring Fundraising.

Club Connections shall be the hostesses of the club. They shall maintain a current membership list, check club attendance at meetings and notify members of absences/eligibility. They are responsible for verbally informing the general membership of a prospective member's eligibility prior to the next Executive Board meeting. They shall arrange for the initiation of new members and provide Club Manuals. The Club Connections Committee shall hostess the member Holiday Party (December), the end of the year installation banquet (May), and the Welcome back meeting (September).

Holiday Fundraising in conjunction with the general membership is responsible for raising funds to cover general expenses and the club-designated donation(s). This committee shall consist of a minimum of five members, membership permitting, preferring at least one member who has served on the committee during the previous club year be on the committee. The system of service will maintain continuity and experience.

This committee hosts one of the two annual main fundraising opportunities, any changes to the following aspects of the prior year's main event, shall be presented to the Executive Board and voted upon by the General Membership:

- 1) Venue (i.e., Normandy, Landerhaven, etc.)
- 2) Event Type (i.e., Holiday Luncheon, Fashion Show, etc.)
- 3) Fundraising Activities (Chinese Auction, 50/25/25, Crafters, Grand Prizes, etc.)

The Committee will be responsible for two meetings during the club year.

Spring Fundraising in conjunction with the general membership will sponsor a fund-raiser for the scholarship fund. This committee shall consist of a minimum of five members, membership permitting, preferring at least one member who has served on the committee during the previous club year. This system of service will maintain continuity and experience.

This committee hosts one of the two annual main fundraising opportunities, any changes to the following aspects of the prior year's main event, shall be presented to the Executive Board and voted upon by the General Membership:

- 1) Venue (i.e., Normandy, Landerhaven, St. Noel's etc.)
- 2) Event Type (i.e., Holiday Luncheon, Fashion Show, Casino Night etc.)
- 3) Fundraising Activities (Chinese Auction, 50/25/25, Crafters, Grand Prizes, etc.)

The Committee will be responsible for two meetings during the club year.

Community Involvement shall be responsible for the Children's Santa party held in December. This Committee also coordinates community programs and volunteers year-round to partner with the Willoughby Community (Example: Willoughby 5K and adopt a family). New programs shall be presented to the Executive Board and voted upon by the General Membership. The Committee will be responsible for hosting two meetings during the club year. This committee will also be responsible for tending to the WJWC community garden located at the intersection of Brown/Waldamere & Euclid Ave.

Section 2 Committee Chairs

All committee chairpersons shall be appointed by the Executive Committee and shall attend all Executive Board meetings. Special committee chairpersons shall be appointed by the President. Members of each committee shall be named by the Executive Board.

One Chairperson from each Committee must be present at Executive Board meetings or send a member of their committee as a delegate.

Section 3 Committee Duties

All committee chairpersons shall implement the plans and projects of their committee keeping in mind the goals of the WJWC. Each committee shall be responsible for two meetings during the club year, one of which shall include a speaker or program for the membership.

All committee chairpersons shall keep a complete record of work done and procedures for their successors.

Section 4 Scholarship Review Board

Scholarship Review Board shall consist of four (4) volunteers, one (1) volunteer from the Holiday Fundraising Committee, one (1) volunteer from the Spring Fundraising Committee and (2) additional volunteers, who will be provided direction from the President. The Scholarship Review Board is responsible for updating and delivery of the scholarship applications and shall choose the scholarship recipient(s) and present or arrange for the winners to receive their award. Applicants from schools residing in the cities of Willoughby or Willoughby Hills are

eligible. In addition, children of members are eligible regardless of the school attended. Applicants are evaluated and scored as outlined in the scholarship application. Applicants with the highest scores will be awarded the scholarship(s). The number of scholarships awarded shall be discussed by the committee and recommended to the Executive Board. In the event of a tied vote, the President will be asked to select the recipient. If the tied vote needs to be determined by the President and their child is currently a senior who has applied for the scholarship, then the tied vote will be determined by the Vice President.

The amount of the scholarship or scholarships will be determined by the Executive Committee when the proposed budget is prepared. Scholarships will be for a one-year term and awarded to high school seniors for use during their freshman year of college. If a member has a child who will be a senior in either year of her service, that member shall be ineligible to vote if a vote is required.

Section 5 Auditors

Three (3) Auditors shall be appointed by the President at the April general meeting. The books shall be closed by June 30th and audited by July 31st upon which date the new treasurer shall assume her duties. The Auditors shall submit a report for adoption at the September general meeting.

ARTICLE IX ELECTIONS

Section 1 Nominating Committee

The Nominating Committee shall be made up of three (3) active Members who are responsible for contacting/nominating members to fill open positions for the upcoming club year. The Nominating Committee will be appointed by the President at the February meeting and the committee shall prepare and distribute ballots to the membership at the March meeting.

ARTICLE X BY LAWS DOCUMENT

This by-laws document is the governing document for the Willoughby Junior Women's Club. Each year, during the October general meeting of the club year, the by-laws will be read to the membership. A by-law review committee shall be appointed by the President at the September meeting every even-numbered year. The committee shall be chaired by the Vice President; the committee shall present proposed amendments (if any) in writing at the February meeting, at which time the membership shall vote on the proposed changes. This will ensure that the by-laws are reviewed biennially. The Executive Board can request an earlier review if there is a need.

ARTICLE XI DISSOLUTION

Upon dissolution of the Willoughby Junior Women's Club, any funds remaining will be given to a charitable nonprofit organization subject to the approval of the general membership and in accordance with governmental regulations. No portions of such funds shall be distributed among individual members.

Willoughby Junior Women's Club – Standing Rules

1. Each general meeting will be opened with Devotion by the hosting committee and a pledge to the Flag.
2. Records:
 - a. The Recording Secretary's minutes shall be kept in two separate notebooks, one for the board meetings and one for the general meetings. The minutes shall be signed in the Secretary's own handwriting.
 - b. The Treasurer's records shall be kept in a bound ledger or notebook.
 - c. The Committee reports and notebooks shall be forwarded to the upcoming Chairperson at the May Installation of Officers meeting.
3. Dues shall be payable thirty days after the installation of a new member.
4. All project bills must be turned in to the Treasurer within fifteen (15) days from the date of project completion. All project money must be turned in to the Treasurer by the next working day after the completion of the project.
5. A special savings account for club use is to be maintained. Expenditures from it will be upon the recommendation of the Executive Board, with the approval of the general membership. A carryover for the following club year will be left in the checking account; the amount of which will be determined by the budget committee and approved by the general membership.
 - a. The Sunshine fund, being a budgeted item and administered by the Communications Officer shall be used for weddings, births, illnesses, or deaths limited to the member, member's parents, spouse, or children. Gifts will be sent to active members for such occasions; said gifts are to be consistent and similar in type and value.
6. The meetings of this association shall be held the first Monday of the month at 7 p.m. at the Willoughby City Hall unless otherwise specified.
7. Any former member in good standing who has resigned with good reason may be reinstated with a written request to the Club Connection Chairperson or President, for approval by the Executive Board. After being approved she shall be considered a member in good standing upon payment of current dues.
8. Any club-owned item or any item borrowed for a bona fide club function is the responsibility of the club and any damages or replacement will be taken care of by the club. Any club-owned items borrowed in the name of the club but not being used for a club function becomes the responsibility of the individual using the item.
9. The keys to the post office should be held by the Treasurer and Communications Officer. All mail should be read and/or delivered to the appropriate person.
10. The keys to the WJWC meeting room cabinet should be held by the President and Vice-President.
11. If you are a board officer, you cannot hold a committee chairperson position, unless voted in.