



2025 – 2026
Handbook and Directory

*The Allendale Woman's Club
of New Jersey, Inc.*

Members of:
*The New Jersey State Federation
of Women's Clubs*

*The General Federation
of Women's Clubs*

2025-2026 Handbook and Directory

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Co-Presidents' Message

As we commence this season we are acutely aware that membership levels and engagement are the most important drivers of our success. Each and everyone of you, as a member, influences what we do, determines the number of activities, the amount of fundraising and community re-investment, and the number of lives we can impact.

The 2025-26 board is committed to the continued growth and strength of the Allendale Woman's Club. This year the board is partnering with membership to study general trends in charitable engagement and membership retention and find new and fun ways to connect us. At some point in our lives each of us joined the club because we were at a certain age and stage and wanted to give back to our community, but we also acknowledge changing demographics, outlooks and members' wants and needs. An area of opportunity is for us to encourage women to also see the club as a valuable opportunity to develop new skills and build new social and professional networks.

Thank you to everyone who has already signed up to chair or serve as committee members this coming season. As we start the new season, there are still opportunities available to chair or work on a committee.. We encourage all of us to be outstanding and get comfortable with being uncomfortable. Let's take new risks and learn new things about ourselves while helping others!

As we grow together, we'd love to hear your thoughts on what you value most and what you'd like to see developed in our club culture. Your feedback will help shape a positive and inclusive environment for everyone.

Let's make this a year of Good Fun and Good Works!

All the best,
Diana and Nicole

The Allendale Woman's Club of New Jersey, Inc.

PO Box 284, Allendale, NJ 07401-0284

www.AllendaleWomansClub.org

Organized, Federated, and Incorporated

A 501 (c) (3) Non-Profit Corporation

Mission Statement

United in Laughter, Legacy, and an intention of Lasting Impact, we are a vibrant group of women of all ages and backgrounds who aim to be a force for good while having fun. We build meaningful relationships through our social activities, and engage with local communities to provide enrichment and to raise significant funds, which we donate to a broad range of organizations and causes.

Club Motto: ***"All we need is an ear to listen, an eye to behold, a heart to feel"***

Dr. Haim Ginott, Between Parent & Child

Club Symbols: Colors: Lavender and Teal; Flower: Iris

Club Objectives: The objectives of this organization will be to render service to the community as a group, to bring together women interested in subjects of general and social importance that may be helpful to one another, and to cooperate fully with the State Membership Department.

Regular Club Meetings: Regular meetings are typically held at 7:30 pm on the second Wednesday of each month from September through June at the first floor of Allendale Community Center, 210 W. Crescent Avenue, Allendale.

Board Meetings: The Board will meet prior to each month's meeting.

Department & Committee Meetings: Department and Committee meetings are held on an as needed basis. Days and times vary according to each department.

Federation Information: The Allendale Woman's Club is part of the Ramapo District of the New Jersey State Federation of Women's Clubs www.njsfwc.org and the national General Federation of Women's Clubs www.gfwc.org. These organizations connect us in service and mission with women around the region, state, and country to make an impact on our community both locally and nationally.

Officers 2025 - 2026

Co-President: Diana Davis

Co-President: Nicole Sardo

Vice President: Iram Kirmani

Secretary: Rose Amatuzzi

Treasurer: Lynda Hedbavny

The History of The Allendale Woman's Club

Did you know that our Woman's Club has been active for over 100 years? In 1918, a group of neighbors created a Community Club to serve as a Woman's Auxiliary to the Allendale Board of Trade. The Community Club was renamed the Woman's Club of Allendale and entered the New Jersey State Federation of Women's Clubs in 1922. The initial twenty members were vital in the creation of Memorial Park as a memorial to the soldiers who fought in World War I and lobbied for the installation of public street signs and streetlights in town. They were also instrumental in the creation of the library.

In 1933, the Junior Woman's Club of Allendale was founded, which was established as a community service organization for women aged 18-35 years old. Their initial 26 members chose the Iris as the club flower, which is still our symbol today. This club actively supported the war efforts during World War II by selling bonds, knitting for soldiers, and assisting the Red Cross.

By the 1960s, there were three established women's clubs in Allendale: The Junior Woman's Club of Allendale, The Allendale Woman's Club, and the Woman's Evening Club of Allendale. Each of these clubs promoted service and made significant contributions to the Allendale community. The Woman's Club sponsored a Girl Scout troop in 1927, donated chairs to the library in 1928, made drapes for the library in 1954, donated the funds for a kitchen for the Allendale Borough Hall in 1960, and sponsored a well-baby clinic. The Junior Woman's Club organized a quilt project illustrating historic sites, which was gifted to the Borough of Allendale on July 4, 1976, and still hangs in the municipal building today. In a joint effort, all clubs fundraised to reconstruct the local swimming pool after it was damaged by a flash flood in 1945 and worked on the writing of A History of Allendale in 1964.

In 1989, the Woman's Club of Allendale was dissolved. Four years later, the Junior Woman's Club was renamed the Allendale Woman's Club and the age cap requirement was eliminated. Today, the Allendale Woman's Club continues to promote service to Allendale and its neighboring communities by spearheading many of the worthwhile projects initiated by our predecessor clubs such as the annual Geranium sale, which was started in 1964, and continues to sponsor the annual Bookmark contest and the Busy Book project for elementary school students, the library activities program. The current club also supports a wider range of endeavors including providing bulletproof vests to the Allendale police officers, and supporting Boy Scout Eagle projects.

Moreover, as a 501(C)3 nonprofit organization, the club supports our neighboring communities by donating to The Center for Food Action, Center for Hope & Safety (formerly Shelter Our Sisters), The Center for Women's Heart Health at Valley Hospital, Eva's Village, Oasis a Haven for Women and Children, the Ramapo-Bergen Animal Refuge, Rebuilding Together, the West Bergen Mental Healthcare, YCS Holley Center, preservation initiatives and many others.

We are committed to serving the needs of our communities and are proud to continue the traditions and objectives of our predecessor clubs while bringing women together for friendship and service.

2025- 2026 Departments

(Chairpersons are listed in **Bold**)

CIP	Co-Presidents , Heidi Askin, Shannon Gramsch
Communications	Medy Murphy
Hospitality	Robin Galvin
Instappreciation Dinner	Medy Murphy
Insurance & Permits	Cyndi Bennewitz
Membership	Shirley Pflugfelder , Jen Scott, Liz Simendinger
Newsletter	Carol Lander
Nominating	Kathy Kaminsky , Heidi Askin
PR/Social Media Web Page	Emma McCormick , Maryam Skairek
Photo/Video Management	Maryam Skairek
Socials Book Group	Denise LaGalia , Emmy Eliya, Susan Karsiotas Chala Ural
Ways & Means	Iram Kirmani , Marie Caliendo, Kelly Cunningham, Kathy Kaminisky

2025 - 2026 Community Service Committees

(Chairpersons are listed in **Bold**)

**Allendale Day/
Holiday Walk**

Debbie Lucibello, Alicia DeLalio

Bookmark Contest

Katrina Fletcher

Busy Books

Lisa Uvanni

**Homelife &
Community
Engagement**

Giving Tree

Lynda Hedbavny

Cookie Boxing

Alicia DeLalio

XYZ Bingo

Susan Karsiotas

Oasis Jewelry Sale

Rose Amatuzzi

Speaker Series

Kathy Kaminisky

**School Break
Activity**

Lisa Uvanni

S.H.A.R.E.

Michelle Cortazzo, Seda Merijanian

Turn the Towns Teal

Lynn Novak, Linda Cennerazzo

2025 - 2026 Fundraising Committees

(Chairpersons are listed in **Bold**)

Charcuterie Board Night

Denise LaGalia, Marie Caliendo, Emma McCormack

Fall Mum Sale

Lisa Katz, Lynn Novak, Mary VanDalinda

Holiday Plant Sale

Lisa Katz, Lisa Wachino

Merchandise Sale

Dina Deana

Town Wide Garage Sale (Fall)

Cheryl Bock, Junko Chung-Munoz
Alicia DeLalio

Fashion Show

Sub-committees:

Acquisitions:

Linda Cennerazzo, Gerri Facchine, Denise LaGalia, Liz Simendinger

Baskets:

Robin Galvin, Lynn Novak, Michelle Cortazzo, Jen Scott

Decorations:

Dina Deana

Fashion/Models:

Iram Kirmani

Finance:

Cyndi Bennewitz

Permits/Insurance:

Cyndi Bennewitz

Program:

Program Writing:

Robin Galvin, Carol Lander, Liz Simendinger

Publicity:

Pre-Reg:

Seda Merijanian

Raffles:

Kelly Cunningham, Debbie Lucibello

Reservations:

Silent Auction:

Gerri Facchine

Venue:

Emmy Eliya

Volunteers:

Shirley Pflugfelder

2025- 2026 Hostessing Schedule

(Chairpersons are listed in **Bold**)

September	Cyndi B, Kathy K, Liz S
October	Marie C, Shirley P, Lisa K
November	Robin G, Heidi A, Lynn N, Maryam S
December	Executive Board
January	Carol L, Michelle C, Shirley P, Debbie L, Junko C
February	Denise L, Susan K, Jen S, Mary V
March	Medy M, Rosemary B, Chala U, Lisa U
April	Emma M, Alicia D, Cheryl B, Gerri F, Robyn R
May	Emmy E, Seda M, Dina D, Kelly C, Lisa W
June	Linda WC, Shannon G, Katrina F, Lucy S Jawahara S

A Collect for Club Women

(Revised)

by Mary Stewart

Keep us, O God, from pettiness; let us be large in thought, in word, in deed.

Let us be done with fault-finding, and leave off self-seeking.

May we put away all pretenses and meet each other, face to face, without self-pity and without prejudice.

May we never be hasty in judgment and always generous.

Let us take time for all things, make us grow calm, serene, gentle.

Teach us to put into action our better impulses, straightforward and unafraid.

Grant that we may realize it is the little things of life that create difficulties; that in the big things of life we are as one.

And may we strive to touch and to know the great common human heart of us all, and O, Lord God! Let us forget not to be kind.



Income		Expense		
Mum Sale	\$2,000		Fashion Show Recipient	\$13,000
TWIGS	\$1,900		CIP	\$13,000
Blanket Sale	\$5,000		Community Service Education Project	\$1,000
Charcuterie	\$6,000	Subtotal		\$27,000
Winter Flower Sale	\$2,000			
Fashion Show/Spring	\$73,000	Fundraising - Expenses		
Total Fundraising Income	\$89,900		Mum Sale	\$2,000
			Townwide Garage Sale	\$100
Membership Dues	\$1,400		Blanket Sale	\$2,500
			Charcuterie	\$4,800
Total Income	\$91,300		Winter Plant Sale	\$1,300
			Fashion Show	\$37,550
		Fundraising Expense Subtotal		\$48,250
		Recurring Donations		

			Allendale Day	\$240
			Bookmark Contest	\$250
			Brookside Yearbook Ad	\$230
			Busy Books	\$550
			Eastwick Scholarship	\$1,000
			Food Insecurity	\$1,000
			Girls'Career Institute	\$350
			Holiday Walk	\$150
			Homelife	\$1,460
			School Break Program - February	\$800
			Library Program Sponsor - Family Day	\$250
			NHRHS Awards	\$1,000
			NHRHS Project Graduation	\$300
			NHRHS Scholarship Fund	\$1,000
			Rotary Fees	\$200
			S.H.A.R.E.	\$630
			Scouting Projects	\$250
			Turn the Towns Teal	\$240
			Misc Donation (Calum in 2025)	\$1,000
			Total Recurring Donations	\$10,900

			Operating Expenses		
				Annual NJ Business Plan	\$50
				Bank Fees	\$150
				Chamber of Commerce Fees	\$100
				Charity Registration	\$100
				Accounting Fees	\$400
				Federation Dues	\$1,000
				Federation Miscellaneous	\$100
				Friendship	\$150
				Hospitality/Boro Hall Supplies	\$100
				Instappreciation Dinner	\$200
				Insurance/Permits	\$750
				Marketing	\$200
				Membership	\$750
				Misc. (Postage,Supplies, etc)	\$550
				Sandwich Boards	\$0
				Post Office Box	\$300
				Scrapbooks	\$250
			Operating Expense Subtotal		\$5,150
			Total Expenses		\$91,300

Bylaws

The Allendale Woman's Club of New Jersey, Inc.

ARTICLE I – NAME

The name of the Club shall be The Allendale Woman's Club of New Jersey, Inc., herein (known as) after the AWC.

ARTICLE II – OBJECTIVE

Said corporation is organized exclusively for charitable, educational and/or scientific purposes; including, for such purposes, the making of distributions to organizations under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding section of any future tax code). The AWC is a non-partisan, non-denominational organization.

ARTICLE III – MEMBERSHIP

The Club shall consist of Active, Inactive and Honorary Members.

Section 1 – Requirements for Membership

- A. This Club may admit to membership residents of Allendale or nearby towns.
- B. Any woman over the age of 18 who is in accord with the objective of the Club shall be eligible for membership.
- C. The Board shall have power to call to account a member who violated one or more Bylaws or whose activities are contrary to Federation Policy and to take such action thereafter as the Board shall approve by a 2/3 vote of its Board members.

Section 2 – Admission of Members

- A. A candidate for membership shall make an application upon a form provided by the Club.
- B. An applicant for membership may vote after being installed and shall receive a copy of the Club Handbook and Placement Guide.
- C. Membership Department will publish new member information via email, newsletter and website prior to the next Club meeting. After the June meeting this information will be published to the club within thirty days.

Section 3 – Annual Dues

- A. All members, including members on leave of absence, shall pay annual dues of \$35 from which shall be paid State and Federation dues. Annual dues for the coming Club year shall be payable to the Treasurer no later than March 30th.
- B. New members must pay the required dues to (the Treasurer) Membership upon acceptance in the Club. Members installed before December 31st shall pay annual dues of \$35 for the current Club year. Members installed between Jan 1st and March 31st shall pay \$20. Special consideration regarding dues may be given to a member experiencing financial hardship upon a majority vote of the Board Officers.
- C. Special consideration regarding dues may be given to a member upon majority vote of the Board officers.

Section 4 – Policy Regarding Members in Arrears

- A. Members not submitting dues by March 30th are considered in arrears. When a member is in arrears, she will be contacted by the Membership Chair. Any further action will be handled in writing by the Treasurer.
- B. In the absence of special consideration granted by the Board, nonpayment of dues shall result in suspension of membership.

Section 5 – Leave of Absence

A member may request a one-year leave of absence (LOA) in writing to the Membership Chair. A member may request a leave of absence at any time during the Club year and return to active duty as soon as she feels she is able. A member on leave of absence shall pay the same dues as an active member but shall have no vote and may not hold office. By the end of one full year, a member on leave of absence must inform the Membership Chair of her intended status for the next year. Leaves of absence may be carried over into a second year by applying in writing to the Board. No LOA will be granted beyond twenty-four months. Members should return to active status or resign and be reinstated when they are able to be an active member.

Section 6 – Resignations

Any member desiring to resign in good standing from the Club must send a written resignation to the Membership Chair and fulfill her financial obligations.

Section 7 – Reinstatements

- A. Any member who has resigned in good standing may be reinstated by applying in writing to the Membership Chair. She must be reinstalled and pay any monies due to the treasurer.
- B. Reinstated members shall not be eligible for “Rookie of the Year” honors, and their reported years of membership shall include previous years of service to the Club.

Section 8 – Honorary Members

Under extraordinary circumstances the Membership Department may nominate and a majority of the Board shall elect an outgoing member in good standing as an Honorary Member. Honorary membership will be based on criteria such as length of service, exemplary leadership and excellence in contributions to the Club. She may visit meetings, voice her opinions in discussions, but have no vote and pay no dues

ARTICLE IV – OFFICERS

Section 1 – Officers Required

The officers of the AWC shall be two Co-Presidents, Vice President, Secretary and Treasurer which shall make up the Board.

Section 2 – Eligibility Requirements of Officers

- A. Any active member with more than one full Club year standing is eligible for the office of Co-President or Vice President, which shall make up the Board.
- B. Any active member of more than one full Club year standing may hold the office of Secretary or Treasurer. If the candidate for office has professional expertise, a waiver of the membership requirement may be granted.

Section 3 – Election Procedures and Terms of Office

- A. There shall be a Nominating Committee, which shall consist of at least two members. The Board shall solicit a Chair and volunteer(s) at the January General Meeting.
- B. The Nominating Committee shall consider the name of any incumbent officer who is eligible for reelection and expresses a willingness to serve an additional year in the same office.
- C. The Nominating Committee Chairman shall prepare a statement

for the February Newsletter soliciting members to run for an office of their choice. This statement shall also be emailed to all members prior to the February meeting. All prospective candidates must meet Club requirements for holding office and the Nominating Committee must submit a brief Club biography prior to March 1st. (length of membership, activities, Departments chaired).

- D. The Nominating Committee shall prepare a slate of all officers running for both re-election and election to each office, including biographies, to be distributed at the March meeting. This information will be included in the March Newsletter and distributed via email to the Club prior to the March meeting. Included will be a ballot, which each member should complete and return to the Nominating Committee prior to or at the March meeting. The Nominating Committee will inform all prospective officers of others on the slate before the slate is announced to the general membership.
- E. Officers shall be elected at the April meeting by majority vote of members' votes by email by April 1st.
- F. An installation ceremony shall be conducted by any officer of the Federation. In the absence of an officer of the Federation, a past president of the Allendale Woman's Club shall conduct the ceremony.
- G. Officers shall serve for a full year starting on the first day of the new Club year and ending on the last day of the Club year.

Section 4 – Duties of Officers

- A. One of the Co-Presidents shall preside at all general and Board meetings and shall perform the regular duties of the office. They shall be ex-officio members of all committees except the Nominating Committee. They have the power to call special meetings of the Board and General Membership. Both Co-Presidents shall also be the Chair of CIP. An outgoing President shall solicit volunteers in June to form an Auditing Committee consisting of two members. This committee shall examine the books of the Treasurer before September and sign and report the books to the incoming Board.
- B. The Vice President shall preside in the absence of the Presidents and shall fulfill all the duties of the office. She will have the Club Handbook prepared and ready for the October General Meeting.

She shall be the Chair of the Ways and Means Committee.

- C. The Secretary shall accurately record the minutes of all General and Board Meetings. She shall make available the minutes of the current Club year at all General and Board Meetings. She shall keep record of the attendance of the Club members. In the absence of the Presidents and Vice President, the Secretary shall call the meeting to order and preside until a chairman pro tem has been elected. Included in her record, she shall keep a copy of current Club Bylaws and Policies. She shall conduct all correspondence required by the Presidents, Board and General Membership. She shall keep a current record of all Club correspondence.
- D. The Treasurer shall receive all monies belonging to the Club and pay all bills approved by the Board or General Membership. She shall keep a record of all receipts and disbursements and render a complete monthly record at the Board and General Meetings. All bills shall be paid by an approved and verifiable method. She shall prepare the annual Club budget for presentation at the June General Meeting.

Section 5 – Reelection Procedures

- A. Officers may be eligible for reelection to the same office but may serve no more than three consecutive years in the same office. The exception is the office of Co-President, which may be held for two consecutive years.
- B. Officers appointed or elected to fill an unexpired term of less than six months shall be eligible for reelection for two full consecutive terms for the same office.

Section 6 – Vacancies in Office

- A. In the event of the resignation or inability of a President to serve, the Co-President shall automatically assume the position of President. In the absence of a Co-President, the Vice President shall automatically assume the Presidency.
- B. In the event of the resignation of an officer other than a President, an election with nominations from the floor shall be held at the General Meeting following her resignation; and the member so elected shall immediately assume office.
- C. An officer found negligent of her duties may be removed from office by a majority vote of the Board.

ARTICLE V – THE BOARD

Section 1 – Board

- A. The Board officers shall consist of two Co-Presidents, Vice President, Treasurer and Secretary.
- B. The AWC requires the members of its Board to observe high standards of ethical conduct in the execution of their duties and responsibilities, as required by law and as specified in these Bylaws.

Section 2 – Membership

Membership shall consist of the officers and any Department chair as deemed necessary by the officers. This allows the Board to bring a chair onto the Board if they feel it necessary under extraordinary circumstances. The Club would be notified via email if this were to occur with an explanation as to why the Board voted it necessary.

Section 3 – Board Authority

- A. The Board shall act in an advisory capacity in transacting the Club business. The Board may approve all bills no greater than 30% above the budgeted amount. Amounts in excess of this will be brought to a General Membership vote.
- B. The Board may approve minor expenditures not in the budget up to \$200 without a vote by the General Membership. Such expenditures shall be reported to the Club at the next General Meeting.
- C. The Board shall be empowered to act in an emergency on behalf of the Club.
- D. Department and Committee Chairs shall seek prior approval of the Board before signing any contract on behalf of The Allendale Woman's Club (AWC).
- E. The Board shall be empowered to place names on the Federation Honor Roll in accordance with Federation policy.

Section 4 – Board Meetings

The Board Meetings shall be held once a month before the start of the General Meeting or at the discretion of the current Co-Presidents. One of the Co-Presidents will preside at the Board Meetings. The quorum of the Board is a majority of its members.

Section 5 – Special Board Meetings

There may be special meetings held at the call of the Co-Presidents. Three days' notice must be given to all members.

Section 6 – Reporting to Club

The Board will report to the Club any decisions, actions and information at the next General Meeting.

Section 7 – Authority of the Board

The Board shall be subject to the orders of the Club and all its actions shall reflect the decisions of the Club.

Section 8 - Indemnification

The AWC shall indemnify, to the fullest extent permitted by law, any current or former officers or members of the Board for any liability resulting from acts taken on behalf of AWC in their official capacity. An individual shall be entitled to indemnity only to the extent that their conduct was authorized by AWC.

Section 9 - Conflict of Interest

Officers, the Board, and members shall act in the best interests of the AWC. They shall be disqualified from acting when they have any actual or potential conflict of interest that may impede or be perceived as impeding their capacity to act in good faith in the best interest of the AWC.

- A. **Presumption of Conflict.** A conflict of interest shall be presumed when an officer or member of the Board, or any individual acting in that capacity for a member, or a member of their immediate family has a close affiliation or interest in an affected organization or company or could expect financial gain or loss from a matter being considered by AWC.
- B. **Public Positions.** No officer, member of the Board, or member, while acting in their official AWC capacity, may take a public position on any issue that is not in conformity with the official position of AWC, or on which AWC has taken no official position.

ARTICLE VI – MEETINGS

Section 1 – General and Board Meetings

There shall be one regular monthly meeting of the Club from

September to June inclusive, except when otherwise ordered by the Club or Board.

Section 2 – Special Meetings

There may be special meetings held at the call of the Co-Presidents. Three days' notice must be given to all members.

Section 3 - Declared Emergency/Disaster

When a National or State emergency/disaster is declared affecting the viability of holding a meeting, the AWC co-presidents, with consent of the AWC Board, may authorize all meetings, including Board meetings and/or monthly member meetings, to be conducted through the use of remote meeting services.

Section 4 - Meetings Held Remotely

The remote meeting service shall be selected by the Board. Such meetings should allow full featured remote meeting services that integrate audio, video, text, and voting capabilities. Procedures for conducting remote meetings shall be established by the Board. A vote conducted through a remote meeting service shall be considered a ballot vote, fulfilling any requirement in these bylaws that a vote be conducted by ballot.

Section 5 – Quorum for Meetings

- A. The presence of 40% of the active membership shall constitute a quorum for purposes of transacting business under these Bylaws.
- B. A majority of that quorum shall be required for any vote to pass.
- C. If a member knows she will be absent from a meeting, she may indicate a verbal or written proxy vote to any Club member regarding any question about which she has been previously notified.
- D. Board members, except the presiding Co-President (who is chairing the meeting) may vote and be counted toward the quorum. The chairing Co-President will vote if and when a tiebreaker is necessary.

ARTICLE VII – COMMITTEES

Section 1 – Kinds of Committees and Committee Chairs

- A. Committee Chairs and Committee Members will be selected on a volunteer basis and will serve through the Club year. Committees

are formed for the purpose of planning and executing community service and fundraising projects.

- B. The Committee Chairs may call special meetings and make reports to the Club at the General Meeting.
- C. Current committees are listed in the Placement Guide, which is included in the annual Handbook. An updated Placement Guide will be provided to all members prior to the sign-up meeting.

Section 2

Such other committees shall be appointed by the Co-Presidents, or the Club, or the Board, as shall from time to time be necessary to carry on the work of the Club.

Section 3

- A. Some committees may enter into projects for the purpose of raising money. Once vetted by the fundraising committee, the prospective beneficiary must also be vetted by the Board to insure that it meets all of our Club by-law standards. At this point, the primary recipient of the funds raised shall be voted on by the Club.
- B. At least 50% of the funds raised by any committee are to be paid into the Club treasury for general Club purposes.

ARTICLE VIII – DEPARTMENTS

Section 1 – Kinds of Departments

- A. Departments are formed to carry out the ongoing business of the Club. A list of the current departments can be found in the Placement Guide and Handbook.
- B. Departments carried by the Club shall be determined by members' suggestions, by the incoming Co-Presidents and through the yearly sign-ups. The Co-Presidents shall make the Club aware when new departments are needed or deleted.
- C. Chairs shall serve on a voluntary basis.

Section 2

A department is authorized to adopt rules for the transaction of its business provided they do not conflict with the bylaws of the Club.

Section 3

If any department enters into projects for the purpose of raising money, their actions must be approved by the Board. These funds are to be paid into the Club treasury.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable, and in which they are not in conflict with the Bylaws.

ARTICLE X – DISSOLUTION CLAUSE

Upon the dissolution of the corporation, the Treasurer shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes which shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as a majority vote of the Club membership shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, as said court shall determine.

ARTICLE XI – AMENDMENTS

These Bylaws may be amended at any general meeting by a 2/3 vote, a quorum being present, provided the proposed amendment has been read by the Secretary at the previous General Meeting or shall have been sent by mail or email to each member at least five days before such vote. Each year during the month of March, the Board will determine if the Bylaws and policies require a review. If it is determined that a review is needed, the Board will then solicit a Bylaw and Policy Review Committee consisting of at least two members. The Bylaws will be reviewed at a minimum of every three years.

ARTICLE XII – RESTRICTIONS

No public action shall be taken and no communication in regard to a public matter shall be made by or in the name of the Club without a

Policies

The Allendale Woman's Club of New Jersey, Inc.

A. FINANCIAL

1. The Club shall carry a comprehensive G.F.W.C. group liability insurance policy. The policy currently carried is renewable every year and is paid every year.
2. The Club shall maintain at least one checking account and whatever other bank accounts shall be deemed necessary to conduct Club business.
3. All proceeds from Club Ways and Means functions will be placed in the General Club Treasury unless the Club has voted to allocate all or part of the proceeds from a particular function to a specific charity, function, etc.
4. The Club year shall begin on July 1 and end on June 30th.
5. The tax reporting year shall be July 1 to June 30 to coincide with NJSFWC.
6. The Club will carry Directors and Officers Insurance.

B. CHAIR'S RESPONSIBILITIES

The responsibilities of a Department or Committee Chair shall be as follows:

1. She shall submit a written report of activities, plans and any information she wishes published in the monthly newsletter approximately two weeks prior to the upcoming meeting. At the end of the Club year, a report of activities shall be placed in the File Management system and the Departmental/Committee folder.
2. She shall arrange any necessary meetings of her department or committee and is authorized to adopt rules for the transaction of its business provided they do not conflict with the Bylaws of the Club.
3. She shall submit all receipts for monies used by her department/committee to the Treasurer earmarked with the department/committee name and project.
4. She shall plan to attend General and/or Board meetings prior to

- any function with a verbal report of accomplishments and plans.
5. She shall notify the Board of any anticipated budget issues.
 6. She or her delegate must turn over all funds raised to the Treasurer within three days of any event and must submit to the Treasurer all vouchers, bills and receipts within three weeks of the event to receive reimbursement.
 7. She or her delegate shall be responsible for checking fire, police, health and insurance requirements where applicable.

C. MEMBER'S RESPONSIBILITIES

1. Each member is required to follow Club Bylaws and Policies.
2. Each member must sign up for two activities - choosing from the combined departments/committees and fundraisers. Members are encouraged to work a shift at fundraisers, projects and Club events.
3. Each member of the Club is automatically an ex-officio (non-voting) member of the Membership Department and of the Community Improvement Program (CIP).
4. Each member is expected to follow the rules of common courtesy such as advising the Chair if she is unable to attend a Department, Board or Committee meeting, or if she is unable to fulfill an obligation to which she has committed herself.
5. Each member is expected to serve as a regular meeting hostess or co-hostess for one meeting each Club year.
6. For any social event, members must pay at least one week prior to the event. If she must cancel after the payment deadline (as determined and publicly announced by those running the event), she may forfeit her payment.
7. Each member shall submit receipts with a completed Expense Form (as found in the Handbook) for any monies expended to the committee or department chair, earmarked with her name and the purpose of the event. This should be submitted as soon as possible and no later than two weeks after the event or date of purchase, whichever is later. Members must use the tax-exempt permit (as found in the Handbook and on the Club website) when making purchases, as any money spent on sales tax is not eligible for club reimbursement.

D. CIP

1. The Community Improvement Project department (CIP) shall give the Club at least one formal presentation per year no later than February so that monies allocated can be spent by the end of April. Other presentations may be deemed necessary by the Board.
2. Any active Club member in good standing may suggest a beneficiary to the CIP department at any time. Suggestions will be kept on file by CIP for consideration during the next funding round.
3. The CIP department will investigate the eligibility of the suggested beneficiaries and determine a list of beneficiaries and the suggested amounts which will be provided to members via email at least one week prior to the meeting during which the detailed CIP presentation will be made. List and ballots will go out one week prior to the meeting and at the meeting, discussion will be reserved for clarification or explanation of items. Voting will occur at this meeting. Members will vote by ranking recipients and their suggested amounts in order, up to the total amount of monies available to be distributed. Members must rank all potential beneficiaries.
4. All ballots will be collected and tabulated by the next general meeting with each member eligible to vote only once. Members who are not able to attend the meeting must arrange to have their signed ballot presented at the meeting, or Email votes will be received until midnight of the date of the meeting. Proposed beneficiaries receiving the most votes will be funded, up to the total amount eligible for distribution.
5. Local student and Scout requests for funds may be separately approved by the Board without a vote by the Club membership. The maximum donation will be \$150 or 25% of the project total, whichever is less. These donations will be reported to the general membership at the next Club meeting.
6. Voting members of the CIP department may only serve for two consecutive years. After a one-year hiatus, a member may return to the CIP committee.

E. INSTALLATION/APPRECIATION DINNER

1. The following people are invited to the Annual Installation Dinner, and the Club pays for their dinners out of the General Treasury: Ramapo District Advisor (or her representative) and

- one Honorary Member who assists with the Installation Dinner.
2. The following people may be invited to the banquet but must pay for their own dinners: past Presidents, past advisors, other honorary members, honorary advisors, current members and their guests.
 3. The Membership Department is responsible for presenting the Annual Awards (described below) at the Installation Dinner.

F. AWARDS

1. The awards process (balloting and tabulation) is coordinated between the Membership Chair and an honorary member of the Club.
2. All awards are voted by secret ballot at the March meeting or by email to the honorary member. The unopened ballots are sealed in an envelope and delivered to the honorary member who will tabulate the results. Awards are to be presented at the Installation Dinner by the honorary member or the Membership chair.
3. The Clubwoman of the Year Award shall be presented to the outstanding member of the past year. She will be presented with a silver bowl engraved with her name. Her name will also be engraved on the plaque displayed at the Allendale Borough Hall.
4. Master of Service Award shall be presented to any member of the Club who has an outstanding record of service and loyalty to the Club throughout her entire membership. She will be presented with a silver platter engraved with her name.
5. Rookie of the Year Award may be presented to any member during her first full Club year of service for her outstanding contributions. She will be presented with a silver star paperweight engraved with her name.

G. MISCELLANEOUS

1. Memorial Day Parade: The Club shall participate every year in the Memorial Day Service. A member (preferably a Board member if she is available) shall be present at Memorial Park to place a symbolic flower in an urn. All active members are encouraged to march in the parade.
2. GCI: A representative from the Education Department will work

to find a delegate for the Girls Career Institute (GCI) at Douglas College from a local area school district. If no local delegate is identified, a delegate may be selected by the State Federation from any school district in need of support. The fee for this program shall be sent to the Federation and is part of the annual Club budget. A small additional sum may be allocated to the delegate for pocket money.

3. The AWC logo, banner and representation of the Club in any advertising or community use must have prior approval of the Board. Use of the Club's logo or banner or any representation of the Club for private use is prohibited.

Revised 8/2025

2025 - 2026 Placement Guide

*Listing and Descriptions of Departments, Committees,
and Fundraisers for Members to Join*

The Allendale Woman's Club is a nonprofit, charitable organization of women committed to rendering service and helping to make our community a little better. Over the years the community services we engage in have evolved to include the Departments, Committees and Fundraisers described here. In general, Departments are invaluable for the smooth and efficient running of the club. Committees reach out to the heart of our community to make hands-on and financial contributions. Our Fundraisers make it possible for us to provide scholarships and financially support groups that are helping to make positive changes in our world. *Whatever assignment you choose this year, we hope you feel pride in your service to those in need and joy at the opportunity to work alongside your fellow members in camaraderie and sisterhood.*

AWC Spirit of Volunteerism and Friendship

We hope you follow your interests as you chose your volunteer assignments this year. The club's positive impact on the community is entirely dependent on our collective efforts, so, be bold – take the lead – and by all means, don't hesitate to ask for help! Working on an

AWC project is the best way to make new friends and develop closer relationships with friends you already have in the club.

Department/Committee Sign-up Process

1. Review this Placement Guide, which provides descriptions of our Departments, Committees and Fundraisers.
2. Contact a current Chair or the Board with any questions you have about the activities described here.
3. Attend the May meeting and sign up for spots you will find fun and interesting. Departments are necessary for the running of the club, Committees provide services and activities to the community and Fundraisers are needed to fund our club, our charitable activities and donations. ***If you cannot attend the May meeting, email your top 3 sign up preferences for a Department, Committee and Fundraiser Position (9 total) to a Board member or a Proxy.**
4. Several departments and committees are led by co-chairs. The intent is for seasoned members to mentor newer members.

Each member of the Allendale Woman's Club is required to participate in two assignments within a Department or Committee and one fundraiser to support our community service mission. Additionally, members must fulfill one hosting assignment to ensure the smooth operation of our events. While these commitments are mandatory, we strongly encourage members to consider taking on additional shifts or roles in Committees or Fundraisers, as your extra support is invaluable in achieving our organizational goals.

Membership Requirements for the 2025-2026 Club Year

1. **Pay \$35 annual dues by March 30th - preferably at the March meeting.** New members who join after January 1st will pay a prorated/half year rate of \$20. Most of this money has to be paid out to the NJSFWC, so please pay promptly.
2. In order for the club run effectively, at a minimum, each member

must actively participate in:

- a. Two spots on a Department or committee and a fundraiser
 - b. One spot on Hostessing
 - c. You are strongly encouraged to sign up for a shift for a Committee or Fundraiser.
3. If you cannot fulfill your obligation for a spot you signed up for, immediately contact your Chair and help her find your replacement. The Chair will then inform the Board and Membership to reassign you to a position you can complete so your requirement for membership will be fulfilled.
 4. Please plan accordingly for the time commitment to your chosen Department, Committee and Fundraisers (attend meetings and events, respond to emails, etc.).
 5. Even if you are working a shift while attending one of our fundraisers, you must pay for your ticket.
 6. Attendance at monthly club meetings is strongly encouraged.
 7. Attending and contributing to New Member Socials is fun and encouraged to help expand our ranks (All of us are de facto members of the Membership Department).
 8. All members are asked to read the newsletters, agendas and minutes prior to attending the monthly meeting to encourage efficient and timely (short) meetings. Bring up any corrections to the minutes at the meeting. If the agenda states that voting is scheduled to take place at a meeting you cannot attend, submit your proxy vote to an attendee or a Board member.
 9. Department/Committee Chairs are required to submit two reports: Report One is due to the Co-Presidents at the end of December for Federation reporting which summarizes tasks, costs, number of members involved and an accounting of volunteer hours. Report Two is due at the end of the membership year **(June 2025)** and summarizes committee activities. This will go into the electronic file to help the next year's Committee.
 10. Department/Committee Chairs are asked to submit an update of their activities (if active) at monthly club meetings and to the newsletter. All relevant information for discussion should be

included in the newsletter, to the extent possible.

*Thank you very much for your
time, effort, and
for being part of the
Allendale Woman's Club*

Departments

Communications

Objective: To accurately convey vital club information via email (and telephone if necessary) to all members.

Structure: Chair, Board

Duties and Responsibilities:

- Maintain and update email list for all members. Delete and add members as needed.
- Distribute information in a timely manner to e-mail list. For last minute circumstances or technical difficulties, initiate a phone chain.
- Arrange for back-up email coverage in your absence.
- Check all correspondence for appropriateness before forwarding. When in doubt, discuss with the Board.
- Screen, reply to or pass along emails from the public or from prospective members (the email address is on our business cards and is made public).

Time Commitment: Daily

Volunteers Needed: 1 Chair

Hospitality

Objective: To coordinate and advise the monthly club meeting
Hostessing Teams.

Structure: Chair

Duties and Responsibilities:

- Ensure each membership meeting is assigned an adequate number of hostesses.
- Contact hostesses 4 weeks prior to monthly meeting, and provide general guidelines for hostessing. Food should be

finger foods and desserts. There should be a variety of drink options.

- All hostesses should assume 25-30 members will be present at each meeting.
- Maintain hostess supplies in a portable bin and any stored supplies at Orchard Commons.
- Make sure that we have a supply of large heavy-duty black trash bags in with supplies.

Time Commitment: Flexible, monthly prior to each meeting.

Volunteers needed: 1 Chair

Installation and Appreciation Dinner–May 2026

Objective: To plan a dinner to install new officers for the upcoming year, thank outgoing officers and recognize members for extraordinary service to the club.

Structure: Chair

Duties and Responsibilities:

- Coordinate date of the dinner with incoming and outgoing Board Members.
- Invite Honorary Members and NJSFWC Ramapo District VP who will perform the Installation (see By Laws/Policies for payment procedures, generally attendees pay for Honorees' dinner and flowers).
- If District VP cannot attend, any past AWC President, who is still an active member, can install the new Board.
- Organize the dinner: book the restaurant, choose the menu, decorate the room and/or tabletops, and purchase flowers/bouquets for Honorees.
- Determine cost to attend, collect payment from attendees and pay venue and other bills.
- Coordinate with Membership, Videographer, and President(s) for presentation of the awards, the President(s)' digital memories, and creating the event's program.
- Submit dates and captioned photos of activities to Social Media, Publicity, Newsletter and Shutterfly.

Time Commitment: Begin in February for dinner to be held in May.

Volunteers Needed: 1 Chair

Insurance and Permits

Objective: To ensure the club is in compliance with all required permits and insurance filings.

Structure: Chair

Duties and Responsibilities:

- Complete, submit and maintain records of all necessary raffle permits in coordination with the Chair of each raffle event.
- Secure and file insurance certificates for all club activities, including monthly meetings and fundraising events.
- Proactively assist with any other permits and insurance as needed.

Time Commitment: As required

Volunteers Needed: 1 Chair

Membership

Objective: To actively recruit new members, maintain membership statistics and contact lists. information to Communications, Hostessing and Newsletter Departments in a timely manner. Coordinate bios, voting and awards for the year-end ceremony.

Structure: Chair and Committee members

Duties and Responsibilities:

- Maintain membership data and actively recruit new members.
- Present Membership updates at Club meetings, including recognition of members' birthdays for the month.
- Provide new member information to the Club as soon as possible via email and newsletter.
- Monthly Newsletter Submissions: Celebration Report, Membership Report, Member Status and Information Changes.
- Plan and organize a minimum of one prospective membership social (usually in the Fall).
- Provide vital Club information to new members upon installation (i.e., handbook and quick tips). Keep "quick tips" document current.
- Awards: Coordinate and manage ballot voting for Membership Awards (Rookie, Club Woman of the Year and Master of

Service). Coordinate purchase and presentation of awards at Installation Dinner. Track perfect attendance and years of service for awards to be presented at Installation Dinner.

- Maintain a directory and give it to the Vice President for the Member Handbook (usually in September). Keep a condensed version of the directory current and provide to the Social Media Dept. for inclusion on the AWC members' only page.
- Oversee the ordering of AWC Apparel.
- Collect annual dues in March and manage membership status changes.
- Update and print new Membership marketing brochures as needed.
- Maintain name tags and bring them to every meeting.
- Maintain clean and clear records to be passed on to the successor.
- Submit dates and captioned photos of activities to Social Media, Publicity, Newsletter and Shutterfly.

Time Commitment: HEAVY, particularly February to April

Volunteers Needed: 2 Co-Chairs, 1 Committee member

Newsletter

Objective: To communicate committee reports, membership activities, and future events to members at large.

Structure: Chair

Duties and Responsibilities:

- Publish a monthly newsletter. Each edition should include announcements, special events, summaries of important committee decisions affecting all members, and the minutes from the previous month's meeting. Newsletter should arrive at least one week prior to the club meeting via email.
- Responsibilities include solicitation of announcements and reports from each Committee Chair, requesting and including submissions and announcements from members at large.

Time Commitment: Monthly as required.

Volunteers needed: 1 Chair

Nominating Committee

Objective: To prepare a slate of officers for the Executive Board.

Structure: Chair and Committee member

Duties and Responsibilities:

- Determine if any incumbent officers want to retain their current positions or take a new position on the board.
- Prepare a statement for the February newsletter, soliciting members to run for office.
- Prepare a slate of officers with their biographies, along with ballots, to be distributed at the March meeting.
- Count ballots and announce names of those elected at the April meeting.

Time Commitment: January - April

Volunteers Needed: 1 Chair and 1 Committee member

Public Relations/Social Media/Web Page

Objective: To promote awareness of all the AWC's activities, events and civic contributions. To proactively manage the public's positive perception of the club's activities through Social Media and the AWC website (***www.allendalewomans.club***). Postings should be coordinated with event and fundraiser chairs to promote AWC activities. Membership and social events can be posted as long as photos are tasteful.

Structure: Chair and Committee member

Duties and Responsibilities:

- Create and maintain an annual PR calendar of scheduled press releases and captioned photos to be submitted to publications and websites covering AWC activities.
- Liaise with Chairs of Fundraisers, Community Service Committees and Departments to plan and address publicity as needed.
- Submit all press releases from the club to local publications and online sources using professional format. Be the primary point of contact for all press and photographers.
- Create and manage marketing concepts for the AWC including posters, web page items and keeping the AWC brochure updated and available at all events.

- Oversee all flyers and correspondence for committees, fundraisers, and events.
- Coordinate and implement publicity with chairs of all fundraisers. Assure that public message across entities is consistent, prioritized appropriately and timely.
- All information needs to be reviewed by the Board prior to release.
- Maintain a positive representation of the club's charitable activities on Facebook, Instagram, or other platforms. NO "PARTYING" PICTURES. All pictures need the members' approval before they are posted.
- Maintain a list of upcoming events and publicize the club's charitable activities.
- Actively collect information from the agenda, Newsletter, Publicity, Board and club members to be included on the AWC web page.
- Update and maintain the web page.
- Manage our domain name and hosting service.

Time Commitment: As required based upon activities and events.

Volunteers Needed: Chair and 2 Committee members

Photo/Video Management

Objective: To compile a memento of the club's events and activities during the year. The digital memoir is presented to the President(s) at the end of the year (usually at the Installation/Appreciation Dinner).

Structure: Chair

Duties and Responsibilities:

- Take pictures at events and upload to the club's on-line Shutterfly account.
- Maintain and manage on-line photo collection and sharing.
- Preparation of a scrapbook at the end of the year.
- Coordinate with Publicity by sending photos of various activities

Time Commitment: Ongoing, heaviest at the end of year

Volunteers Needed: 1 Chair

Socials (including Book Group)

Objective: To build camaraderie among members and reward their volunteering efforts by organizing social gatherings and educational activities.

Structure: 1 Chair plus 4 Committee members

Socials Chair Duties and Responsibilities:

- Plan, organize and coordinate a variety of social events of interest to all members including a beginning and end of the year party, Progressive Dinner and Galentine's Day dinner.
- Communicate events to members at monthly meetings, in the newsletter and via e-mail or Evite prior to the event.
- Arrange for the set-up and clean up of events; hosting is permitted but not required.
- Maintain supplies and organize their storage at Orchard Commons.
- Submit dates and captioned photos of activities to Social Media, Publicity and Shutterfly.
- Organize monthly book group events. Choose books and schedule discussions.

Volunteers Needed: 1 Chair and 4 Committee members

Ways and Means

Objective: To research and propose fundraisers for the new club year.

Structure: Chaired by Vice President and Committee members

Duties and Responsibilities:

- Research and propose fundraising opportunities for the current and subsequent year. Include detailed information regarding the expected time commitment by the membership, the type of work involved, and an estimate of anticipated proceeds.
- Proposals should be made to the Board for approval. All approved proposals will be presented to the general membership for a vote at the March meeting.

Time Commitment: January through March

Volunteers Needed: Vice President plus 3 Committee members

Community Service Committees

Allendale Day (Sept 2025) & Holiday Walk (Dec. 2025)

Objective: To organize the AWC's participation in Chamber of Commerce community events.

Structure: Chair

Duties and Responsibilities:

- Register with the Allendale Chamber of Commerce, liaise with Chamber Chair to obtain table space.
- Contact PR to publicize and Membership for brochures to promote the AWC and upcoming events.
- Provide refreshments for holiday walk, usually cookies and hot cider or cocoa.
- Coordinate staffing of volunteers for the day, including setup and breakdown.
- Submit dates and captioned photos of activities to Social Media, Publicity, Newsletter and Shutterfly.

Time Commitment: September- December, day of event in September and evening of event in December

Volunteers Needed: 1 Chair plus 1 Committee member (event day volunteers)

Bookmarks Contest–Spring 2026

Objective: To create an enthusiasm for reading in young children by engaging them in a bookmark designing contest.

Structure: Chair

Duties and Responsibilities:

- Plan and conduct a bookmark contest for Hillside School children in coordination with the school's librarian.
- Finalists are chosen from each grade, K-3, and receive gift certificates to a local bookstore. All winning bookmarks are printed and distributed to the town and school libraries.
- Submit dates and captioned photos of activities to Social Media, Webmistress, and Publicity.

Time Commitment: March through June

Volunteers Needed: 1 Chair

Busy Books–Spring 2026

Objective: To encourage creative writing in young children by printing a book of their collective stories.

Structure: Chair

Duties and Responsibilities:

- Coordinate with Hillside School principal, technology teacher and third grade teachers to compile student creative writing and illustration submissions.
- Collect the submissions and have printed and bound into books. Distribute these Busy Books to students approximately one week prior to the end of school.
- Submit dates and captioned photos of activities to Social Media, Publicity, Newsletter and Shutterfly.

Time Commitment: April through June

Volunteers Needed: 1 Chair

Community Improvement Projects (CIP)

Objective: 1)To research and authenticate charities that the AWC can vote to support that will enhance the community or fulfill a community service need.

2)To organize annual grant making by the club.

Structure: Chaired by Co-Presidents and Committee members

Duties and Responsibilities:

- Evaluate charitable organizations that address needs that the AWC may choose to support. Recommendations may come from the membership or through research.
- Develop and present a slate of proposed charitable organizations and funding amounts at the January meeting. Voting can begin at the January meeting with the results presented at the February meeting.
- Work with Fundraising Committee Chairs before events to recommend and authenticate potential event beneficiaries. Once beneficiaries are vetted, the Fundraising Chairs will present the charity to a club for a vote. Donations to event beneficiaries cannot exceed 50% of the net event income.
- Submit dates and captioned photos of activities to Social Media, Publicity and Shutterfly.

Time Commitment: November - March

Volunteers Needed: Board Co-Presidents plus 3 Committee members

Homelife/Community Engagement

Objective: To provide financial and non-financial support to members of our community in need.

Structure: Chairs for each activity

Duties and Responsibilities:

- To assess the existing needs of our community through research with local social service organizations.
- Coordinate spring bingo event with XYZ Club seniors in town.
- Coordinate the boxing of cookies for the homebound using cookies from the Cookie Exchange in December (communicate to club, delivering cookies to homebound neighbors).
- Coordinate Mother's Day jewelry sale at Oasis.
- Coordinate Giving Tree at November AWC club meeting.
- Determine a topic of interest and plan speaker events.
- Submit dates and captioned photos of activities to Social Media, Publicity, Newsletter and Shutterfly.

Time Commitment: Monthly, based upon service required

Volunteers Needed: 5 Chairs plus event day volunteers

School Break Activity (February school break 2026)

Objective: To plan, organize and coordinate an activity during February school break. Function as a liaison with the youth services librarian. Events are open to all children living in Allendale.

Structure: Chair

Duties and Responsibilities:

- Research activities/entertainers to perform during February school breaks such as magician, storyteller, clowns. Present your choices for approval at the monthly club meeting.
- Communicate with the Lee Memorial Youth Services librarian, who will sign up the attendees. Based upon activity and location, attendance may be limited.
- One show should be organized based on budget; manage payments with the Treasurer.

- Create flyers to be submitted to Hillside School students in their backpacks the week before school breaks.
- Submit dates and captioned photos of activities to Social Media, Publicity, Newsletter and Shutterfly.

Time Commitment: Flexible. Attendance at events required.

Volunteers Needed: Chair plus event day volunteers

S.H.A.R.E. (Special Housing of Allendale Resident Enrichment)

Objective: To provide community service to the adult residents with special needs of Orchard and Crescent Commons.

Structure: Co-Chairs

Duties and Responsibilities:

- Assess the needs of the residents with the Commons Service Coordinator.
- Plan, organize and coordinate activities where AWC members can provide community service.
- Communicate planned events to members at monthly meetings, in the newsletter and via email prior to the event.
- Committee members facilitate and/or participate in various social and recreational activities, such as Walking Club, Game/Movie Night and an AWC Social for residents.
- Committee members provide food and beverage at social events.
- Submit dates and captioned photos of activities to Social Media, Publicity, Newsletter and Shutterfly.

Time Commitment: Attend monthly resident meetings. Time required based upon events scheduled.

Volunteers Needed: 2 Co-Chairs plus 3 monthly volunteers

Turn the Town Teal – September 2025

Objective: To raise awareness of the signs and symptoms of Ovarian Cancer

Structure: Chair

Duties and Responsibilities:

- In June, request a Proclamation that September is TTTT Day in Allendale from the Mayor and Council.

- Coordinate the display of teal ribbons around trees in town and on volunteer lawns.
- Coordinate activities with town officials, police, Publicity and Insurance and Permits.
- Develop promotional tie-ins to further raise awareness such as purchasing Teal Toes cards from the TTT website.
- Submit dates and captioned photos of activities to Social Media, Publicity, Newsletter and Shutterfly

Time Commitment: June and September

Volunteers Needed: 1 Chair plus 1 Committee member and volunteers to help cut and tie ribbons

Fundraising Committees

Fashion Show Fundraiser –April 2026

Objective: To organize a major Fashion Show/ Spring Fundraiser

Structure: Co-Chairs, Committee Chairs and All AWC Members

Duties and Responsibilities:

- Organize all aspects of this event, including creating a proposed budget, researching and selecting appropriate venue, ticket sales, and community business donations and ads.
- Coordinate the event with Publicity, Treasurer, and Insurance and Permits.
- Coordinate with the fundraiser committee to determine the beneficiary for the funds raised.
- Submit dates and captioned photos of activities to Social Media, Publicity, Newsletter and Shutterfly.

Time Commitment: All year for chairs, heaviest in late winter/spring.

Volunteers needed: 2 Co-Chairs, plus sub-committee chairs and members

Charcuterie Board Night - Fall 2025

Objective: To organize and execute all aspects of a charcuterie making fundraiser.

Structure: Chair plus Committee members

Duties and Responsibilities:

- Organize all aspects of this new event, including creating a proposed budget, securing venue (Community Center?), ticket sales, food and beverages, possible raffles and/or baskets
- Coordinate event with Publicity, Treasurer and Insurance and Permits.
- Submit dates and captioned photos of activities to Facebook, Webmistress, Publicity, Newsletter and Shutterfly.

Time Commitment: Heavy from September - date of event in Fall

Volunteers Needed: 1 Chair and 2 Committee members

Holiday Plant Sale - December 2025

Objective: To organize and execute all aspects of the winter plant (including Poinsettias, Christmas Cactus, and/or other) sale fundraiser.

Structure: Co-Chairs

Duties and Responsibilities:

- Procure grower, determine cost structure, plant selection, coordinate delivery date/time
- Coordinate pre-order sales, including online customer orders and payment; manage sales via phone and flyers (can use existing database) and pickup and delivery of plants.
- Manage and distribute call lists to member volunteers.
- Pick-Up Day (arrange for location; manage volunteers)
- Create a proposed budget of expenses/income.
- Coordinate efforts with Publicity and Insurance and Permits.
- Submit dates and captioned photos of activities to Social Media, Publicity, Newsletter and Shutterfly.

Time Commitment: Activity begins in early November.

Volunteers Needed: 2 Co - Chairs, plus event day volunteers

MERCHANDISE SALE - ON-GOING for Club Year 25-26

Objective: To organize and execute all aspects of the merchandise sale fundraiser

Structure: Chair and Committee member

Duties and Responsibilities:

- Procure vendor, determine cost structure, item selection, coordinate delivery date/time.
- Coordinate pre-order sales, including online customer orders and payment; manage sales via phone and email and pickup and delivery of merchandise. One sample should be assumed for generating sales-No inventory will be purchased and held.
- Sale Dates (arrange for merchandise to be sold at AWC events)
- Create a proposed budget of expenses/income.
- Coordinate efforts with Publicity, Insurance and Permits
- Submit dates and captioned photos of activities to Social Media, Publicity, Newsletter and Shutterfly

Time Commitment: ongoing during the Club Year 25-26

Volunteers Needed: 1 Chair plus 1 Committee member

Town Wide Garage Sale – Fall 2025

Objective: To organize and execute an Allendale town wide garage sale.

Structure: Chair and Committee Members

Duties and Responsibilities:

- Secure date by June.
- Organize all aspects of town wide garage sale. Suggested adding bake sale or hot dog sale at map purchase site for additional income.
- Arrange for creation, printing and sale of maps showing homes participating in TWGS.
- Coordinate means of identifying homes participating in TWGS (flag, sign)
- Coordinate the event with town officials, PR Dept. and Insurance and Permits.

- Submit captioned photos of activities to P.R. Dept. and Scrapbook Dept.
- Offer to have a member manage an AWC table by collecting donations and manning the table the day of the event.

Time Commitment: Mid to late summer, and day of event.

Volunteers Needed: 1 Chair, 2 Committee members, plus event day volunteers

Based on available membership the following tasks are no longer departments/committees: File Management, Sandwich Boards, and Friendship.

AWC Directory of Members: 2025-2026

updated 9/30/25

Rose Amatuzzi

243 Park Ave

H# 201-934-9046

C# 201-961-2109

amatuzzir@aol.com

DOB: 5/28

Signif Other: Joseph Amatuzzi

Anniv: 7/15

Children:

Nick

Chris

Dan

Member Since: 2/20

Signif. Other: Dan

Anniv: 5/20

Children:

Kevin 7/31

Lindsey 4/7*

Member Since: 11/12

Heidi Askin

9 Kayeton Road

H# 201-760-8797

C# 201-819-8017

askin2ski@gmail.com

DOB: 5/20

Signif. Other: Richard

Anniv: 8/11

Children:

Keefe 12/13

Jarret 10/30

Member Since: 4/02

Rosemary Benz

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DOB: 3/25

Signif. Other: Bob

Anniv: 1/30

Children:

Justin 1/11

Christopher 6/24

Member Since: 10/84

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C# 201-317-7063

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DOB: 6/11

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C#551-579-7491

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DOB: 7/17

Children:

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Lia 2/3*

Member Since: 11/22

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C# 201-417-0245

mcaliendo@aol.com

DOB: 6/8

Signif. Other:

Paul Thomasset

Anniv: 6/11

Children:

Carly Thomasset 6/4

Dylan Thomasset 12/17

Member Since: 4/01

Junko Chong-Munoz

98 Knowllton Road

C# 201-887-8213

junkoycm@gmail.com

DOB: 12/8

Signif. Other: Thomas

Anniv.: October

Child:

Thomas 9/27

Ericak 12/19

Member Since: 1/15

Michelle Cortazzo

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mnorthrup86@gmail.com

DOB: 3/14

Signif. Other: Christopher

Anniv.: 11/10

Child:

Giovanni 10/22*

Member Since: 9/22

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C#: 201-280-7241

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DOB: 12/31

Signif. Other: Hans

Anniv: 9/16

Children:

Will 2/28

Molly 12/4

Member Since: 1/19

Diana Davis

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C#201-788-5822

dianajane412@gmail.com

DOB: 12/4

Signif. Other: Layne Simon

Anniv: 7/14

Children:

Erin 5/26

Michael 3/30

Member Since: 11/22

Dina Deana

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C# 201-230-0689

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DOB: 06/11

Signif. Other: Steven

Anniv: 9/10

Children:

Theresa 5/10*

Catherine 4/24*

Member Since: 4/21

Alicia DeLalio

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C# 201-681-7188

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DOB: 11/22

Signif. Other: Robert McCormick

Children:

Emma McCormick 6/7

Genevieve McCormack 6/18

Member Since: 11/22

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DOB: 9/8

Signif. Other: Frank

Anniv.: 6/13

Child:

Maggie Miller 1/19

Member Since: 1/22

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W# 201-652-8130

C# 201-290-6509

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DOB: 4/25

Signif. Other: Abed

Anniv: 11/1

Children:

Joe 8/5

Gabby 1/21

Member Since: 1/12

Gerri Facchine

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Ramsey, NJ 07446

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Gfacchine@optonline.net

DOB: 2/8

Signif. Other: John Tworsky

Anniv: 9/7

Member Since: 11/2

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DOB: 10/22

Member Since: 9/24

Denice Gilchrist (LOA)

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Mahwah, NJ 07430

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C# 201-394-5896

W# 973-736-0101

dpgilchristesq.njlaw@gmail.com

DOB: 8/9

Signif. Other: Joseph Mercadante

Anniv: 5/24

Member Since: 11/09

Anne Goddard(LOA)

179 Powell Road

C# 201-788-3233

annemfg@verizon.net

DOB: 5/25

Signif. Other: Jim

Anniv: 5/2

Child:

Emily 10/10

Member Since: 4/97

Shannon Gramsch

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DOB: 1/1

Member Since: 1/25

Lynda Hedbavny

84 Elm Street

C# 917-520-9140

lzakrzewski@att.net

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Signif. Other: Chuck

Anniv: 1/13

Member Since: 1/14

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DOB: 12/28
Signif. Other: Brian
Anniv: 4/24
Children:
Daniel 12/15
David 7/4
Member Since: 11/07

Kathy Kaminsky

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C: (201) 315-1457
kathykaminsky21@gmail.com

DOB: 10/08
Signif. Other: David (Dave)
Anniv: 05/31
Member Since: 11/24

Susan Karsiotis

90 Edgewood Road
H# 201-785-9516
C# 201-937-2928
susanlkarsiotis@gmail.com

DOB: 8/3
Signif. Other: Nick
Anniv: 2/1
Children:
Helen 3/5
Andreas 2/27
Member Since: 10/17

Lisa Katz

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Mahwah, NJ 07430
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Lisakatz6114@gmail.com
DOB: 7/28
Children:

Perry Smith 6/3
Elana Smith 12/30
Member Since: 10/10

Iram Kirmani

270 Oak St. #D3
Ridgewood, NJ 07450
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Iramkirmani13@gmail.com
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Member Since: 3/23

Denise LaGalia

30 Louise Court
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Denise.LaGalia@me.com
DOB: 8/8
Signif. Other: Bob
Anniv: 9/22
Children:
Matthew 4/15
Catherine 11/24*
Member Since: 12/19

Carol Lander

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Ramsey, NJ 07446
C# 201-788-1843
landerfamily@ymail.com
DOB: 1/18
Signif. Other: Andrew
Anniv: 8/11
Children:
Brian 11/17
Jake 10/6
Member Since: 1/17

Debbie Lucibello

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DOB: 2/21
Signif. Other: Frank
Anniv: 10/9
Child:
Jacob 9/19
Member Since: 10/11

Christine Martin (LOA)

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celizabeth.martin@gmail.com

DOB: 12/11
Signif. Other: Christopher
Anniv: 7/17
Child:
Charlotte 12/10
Member Since: 12/03

Emma McCormick

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DOB: 6/7
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C# 201-906-0133
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DOB: 10/15
Signif Other: Eudoro Vallejo
Anniv: 10/9
Children:
Sebastian Vallejo 3/30
Alexander Vallejo 2/19
Isabella Vallejo 3/24*
Member Since: 10/10

Belinda Morriss (LOA)

17 Elm Street

H# 201-818-8740
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DOB: 6/10
Signif. Other: Ron
Anniv: 3/19
Children:
Christopher 7/6
Julia 12/12
Member Since: 4/93

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Signif. Other: Wayne Mackin
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Child:
Logan 10/17*
Member Since: 10/21

Medy Murphy

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DOB: 12/13
Signif. Other: William
Anniv: 2/12
Children:
Liam 5/21*
Mila 4/22*
Member Since: 12/18

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C# 201-230-0688
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DOB: 6/18
Signif. Other: Garry
Member Since: 11/23
Child: Dina 6/11

Lynn Novak

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Mahwah, NJ 07430
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DOB: 4/30
Signif. Other: Stephen
Anniv: 4/11
Children:
Ryan 7/12
Michael 1/26
Member Since: 5/00

Shirley Pflugfelder

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H# 201-327-8842
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DOB: 8/30
Signif. Other: Mark
Anniv: 3/23
Child:
Eric 4/9
Member Since: 1/17

Joanne Reich (LOA)

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C# 201-874-6114
joannereich@gmail.com
DOB: 10/15
Signif. Other: Michael
Anniv: 9/15
Children:
Meaghan 5/16
Matthew 8/19
Member Since: 9/93

Robyn Rohsler-Ortiz

35 Elm Street

C# 201-519-9149
rockinrobyn47@yahoo.com
DOB: 1/15
Signif. Other: Peter
Anniv: 5/6
Children:
Sean Reid 4/20
Heather Reid 10/18
Christina Ortiz 12/20
Alyssa Ortiz 9/22
Member Since: 9/08

Jawahara Saidullah

510 Kings Point Trail
Franklin Lakes, NJ 07417
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DOB: 1/26
Signif. Other: Bijoy Sagar
Anniv: 8/15
Child:
Mira Anja Sagar 1/15
Member Since: 9/25

Nicole Sardo

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Snac12@gmail.com
DOB: 9/1
Signif. Other: Steven
Anniv.: 10/15
Children:
Christopher 10/15
Abigail 8/8*
Member Since: 2/22

Jen Scott

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Member Since: 10/14

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Signif. Other: Fernando
Anniv: 7/24
Member Since: 12/23

Liz Simendinger

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DOB: 12/18
Signif. Other: Mike
Anniv: 9/9
Children:
Dana 6/17
Edward 6/13
Member Since: 10/03

Maryam Skairek

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DOB: 1/13
Member Since: 10/24

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caglaural@aol.com
DOB: 10/17
Signif. Other: Arda
Anniv: 4/22
Children:
Aras 9/15
Erman 7/21
Member Since: 12/23

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Member Since: 1/23

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H# 201-818-8967
C# 201-774-0245
mvandalinda@pnv.com
DOB: 9/13
Signif. Other: Tom
Anniv.: 10/10
Children:
Rachel Lynn 11/16
Thomas James 04/02*
Member Since: 11/23

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Ramsey, NJ 07446
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lwachino22@gmail.com
DOB: 9/21
Signif. Other: Ron
Anniv.: 3/26
Children:
Alex
Ian
Caroline
Member Since: 12/22

Linda Webster-Cennerazzo

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H# 201-847-7823
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linwebcen@hotmail.com

DOB: 6/20
Signif. Other: Phil Cennerazzo
Anniv: 6/8
Member Since: 9/23

Honorary Members (HON)

Kathy Acocella (HON)

1311 Paddington Rd.
Mahwah, NJ 07430
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DOB: 8/27
Member Since: 5/07

Patricia Bungert (HON)

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DOB: 11/12

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Liane Hamilton (HON)

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DOB: 7/17

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6750 Huntington Lakes Cir.
#202
Naples, FL 34119
C# 201-788-5627
wordstore@aol.com
DOB: 7/23

Rosemary Summers (HON)

865 Mooney Rd.
Worcester, NY 12197
C# 201-707-6440
rosemaryfsummers@gmail.com
DOB: 10/19



Allendale Woman's Club Expense Form

Please submit this form for reimbursement or payment of an expense related to an event or an approved expense. A separate expense form must be submitted for each event or department expense. **All** event expenditures must be approved, summarized, and submitted by the chair. *Do not combine receipts for more than one event or department.*

All receipts must be attached to this form.

Name

Date Submitted

Expenditure Details:

Vendor

Department/Event

Description

Total Amount \$

Approved by (Dept/Event Chair)

For Treasurer:

Date Reimbursed

Check #

Payee

Tax Exempt Certificate

Tax Exempt Certificate
The Allendale Woman's Club of New Jersey, Inc.
A 501 (c) (3) Non-Profit Corporation

STATE OF NEW JERSEY - DIVISION OF REVENUE
EXEMPT ORGANIZATION PERMIT
This permit authorizes the holder to collect sales and use taxes on behalf of the State of New Jersey.

The Allendale Woman's Club, Inc.
330 N. Main St.
Allendale, NJ 07001

Permit No. CO-521-872-016/000
Date Issued: 08-27-88
By: [Signature]

Acting Director, Division of Revenue

This Permit is NOT valid until the date of expiration.

Tax ID #52-1822476