

## **GFWC VIRGINIA JUNIOR STANDING RULES**

Approved April 2022

In accordance with GFWC Virginia Standing Rules, the following Standing Rules have been established to govern the GFWC Virginia Junior Clubs.

1. The Director of Junior Clubs shall appoint the following Standing Committees and special appointments: Budget and Finance, Courtesy, and Standing Rules. The GFWC Virginia Third Vice President may create additional special committees or appointments as are needed to implement the special programs pertaining to Junior Membership.
  - A) It shall be the duty of the Budget and Finance Committee to prepare an annual budget that shall be submitted to the Junior Executive Board for action by the Mid-Winter Board Meeting.
  - B) It shall be the duty of the Courtesy Chairman to administer the Junior Courtesy Fund as outlined in these Standing Rules. She shall also assist the GFWC Virginia Third Vice President/Director of Juniors Clubs and the Junior Executive Board as needed.
  - C) It shall be the duty of the Standing Rules Committee to review the GFWC Virginia Junior Standing Rules and propose any necessary changes to the Junior Executive Board for action. A report shall be given at the Junior Business Meeting at GFWC Virginia Annual Convention.
2. The GFWC Virginia Junior Executive Board shall review the financial portion of these Standing Rules each administration and may amend them by majority vote by the Board.
3. Reserved Funds of the GFWC Virginia Juniors, shall be:
  - A) The GFWC Virginia Third Vice President/Director of Junior Clubs Travel Fund
  - B) The GFWC Virginia Third Vice President/Director of Junior Clubs Gift Fund
  - C) The GFWC Virginia Junior Courtesy Fund
  - D) The GFWC Virginia Junior Advocates for Children Fund
  - E) The GFWC Virginia Juniors General Operating Reserve Fund
4. The following GFWC Virginia Junior items pertain to Delegate participation and her roles at GFWC Convention.
  - A) The Junior delegate to the GFWC Convention shall be the GFWC Virginia Director of Junior Clubs. In the absence of the Director of Junior Clubs, the alternate representative to the GFWC Convention shall be the Assistant Director of Junior Clubs or a member of the Junior Membership appointed by the Director of Junior Clubs.
  - B) In the even-numbered years, the immediate past Director of Junior Clubs of GFWC Virginia may attend the GFWC Convention to report the work of her administration and may be permitted to receive such awards, citations, and other recognition earned during her administration.
5. Advocates for Children shall be the continuing Junior State Program of the GFWC Virginia Juniors.
6. Additional Junior State Project

The nominee for GFWC Virginia Third Vice President/Director of Junior Clubs may submit a recommendation for an additional Junior State Project to be voted on by the Junior Membership at the GFWC Virginia Junior Business Session at the Annual Convention held during the even numbered years. Any such recommendation, with supporting information, shall be distributed no later than 30 days prior to Convention. The project shall be approved by a majority of the Junior Delegates present and voting at the GFWC Virginia Convention.

## **JUNIOR FINANCES**

1. The Junior checking account shall bear the title "GFWC Virginia Juniors". All funds shall be placed in a checking account unless otherwise authorized by the GFWC Virginia Third Vice President/Director of Junior Clubs.
2. There shall be two signatories on all Junior accounts, those of the GFWC Virginia Junior Treasurer or Secretary/Treasurer and the GFWC Virginia Third Vice President/Director of Junior Clubs, either of whom may sign independently of the other and receive access to the online banking.
3. The GFWC Virginia Junior Treasurer or Secretary/Treasurer shall continuously review the policies of that and competing institutions. The GFWC Virginia Junior Treasurer or Secretary/Treasurer has the option to move the checking account to another institution with the approval of the Junior Executive Board if more favorable policies exist at another financial institution. All money shall be deposited at a federally insured institution and may not be at the same institution as GFWC Virginia.
4. The GFWC Virginia Junior Treasurer or Secretary/Treasurer shall keep written records of all checks received and deposited, checks drawn against the account.
5. The GFWC Virginia Executive Secretary is responsible for depositing all funds collected for GFWC Virginia Juniors (dues, contributions, marketplace, etc.) into the GFWC Virginia Juniors' checking account. Deposit receipts will be sent to the GFWC Virginia Junior Treasurer or Secretary/Treasurer by the last day of each month for reconciliation.
6. At each meeting of the GFWC Virginia Junior Executive Board, the GFWC Virginia Junior Treasurer or Secretary/Treasurer shall provide a Treasurer's Report showing income, expenses, a detailed log of individual transactions, and the current balance of all accounts.
7. At the GFWC Virginia Convention, the GFWC Virginia Junior Treasurer or Secretary/Treasurer shall provide for the membership a summary of all activity on the Junior account for the year and a copy of the budget for the next year.
8. At the end of an administration, the outgoing GFWC Virginia Junior Secretary/Treasurer or Treasurer shall provide all financial records and supplies to the incoming GFWC Virginia Junior Treasurer or Secretary/Treasurer no later than 15 days after the close of the fiscal year.
9. If requested, the GFWC Virginia Junior Treasurer or Secretary/Treasurer shall provide necessary documentation to cooperate with the GFWC Virginia annual report.
10. There shall be a Junior Budget and Finance Committee appointed by the GFWC Virginia Third Vice President/Director of Junior Clubs with the GFWC Virginia Junior Treasurer or Secretary/Treasurer serving as chairman. The Junior Fundraising Chairman shall be a committee

member, if one has been appointed. It shall be the responsibility of this committee to oversee the finances of the GFWC Virginia Junior organization, to establish an annual budget, to advise the Junior Board of the need for fundraising activities when needed to achieve junior budgetary needs, and to recommend policies for financial transactions for the GFWC Virginia Juniors.

11. The annual GFWC Virginia Junior Budget shall include:
  - A) Allotments to help defray expenses of the members of the GFWC Virginia Junior Executive Board and help defray expenses of the GFWC Virginia Junior Chairmen. Vouchers must be presented and approved for reimbursement by the Third Vice President/ Director of Junior Clubs.
  - B) An allotment to help defray travel expenses of the GFWC Virginia Junior Delegate attending GFWC meetings. In even-numbered years, funds allotted in the budget for the GFWC Convention shall be split between the retiring and incoming Third Vice President/Directors of Junior Clubs, or their alternates.
12. The GFWC Virginia Junior budget for the second year of an administration shall also include:
  - A) An allotment to defray expenses of the GFWC Virginia Junior Nominating Committee.
  - B) An allotment for the purchase and mounting of a Director of Junior Club's pin for the retiring Third Vice President/Director of Junior Clubs in an amount not to exceed \$100. The original pin is to be passed on to each incoming Third Vice President/Director of Junior Clubs at the time of her installation. It is the responsibility of the incoming Third Vice President/Director of Junior Clubs to have the past Director of Junior Clubs pin mounted as directed by the sitting Director.
  - C) An allotment for a gift for the retiring Third Vice President/Director of Junior Clubs in an amount not to exceed \$250. The budgeted amount shall supplement the GFWC Virginia Third Vice President/Director of Junior Clubs Gift Fund with the total amount for the gift not to exceed \$250.00. This gift shall be purchased by the Junior Courtesy Chairman.
  - D) An allotment for a gift for the retiring GFWC Virginia President in an amount not to exceed \$250. The gift shall be purchased by the Junior Courtesy Chairman.
13. Reserve Funds of the GFWC Virginia Juniors shall be:
  - A) The GFWC Virginia Third Vice President/Director of Junior Clubs Travel Fund,
    - a. consisting of voluntary contributions received by way of the Junior Contributions Form, shall accumulate to defray travel expenses of:
      1. The Third Vice President/Director of Junior Clubs or alternate Delegate attending the GFWC Convention;
      2. The Third Vice President/Director of Junior Clubs attendance at the GFWC Board of Directors meetings;
      3. The Third Vice President/Director of Junior Clubs attendance at the annual Southeastern Region Conference;

4. The Third Vice President/Director of Junior Clubs when on official GFWC Virginia business;
  5. The Assistant Director of Junior Clubs when she is serving in the absence of the Third Vice President/Director of Junior Clubs.
- b. The Third Vice President/Director of Juniors Junior Clubs Travel Fund shall be disbursed for travel expenses upon submission of vouchers by the Third Vice President/Director of Junior Clubs or her representative. Any money remaining in the Fund at the end of an administration shall rollover to the next administration.
  - c. Funds received during odd numbered years are to be used by the sitting Director of Junior Clubs, while funds received during even numbered years are reserved for the incoming Director of Junior Clubs.
- B) The GFWC Virginia Third Vice President/Director of Junior Clubs Gift Fund, consisting of voluntary contributions via the Junior Contributions Form, shall accumulate during the two years of an administration.
- a. The Fund shall be used by the Junior Courtesy Chairman to purchase a gift for the outgoing GFWC Virginia Third Vice President/Director of Junior Clubs from the Junior membership in an amount not to exceed \$250.00.
  - b. The Junior Courtesy Chairman shall submit a voucher for reimbursement.
  - c. If the GFWC Virginia Third Vice President/Director of Junior Clubs Gift Fund is not depleted during the current administration, the remaining balance will rollover to the next administration.
- C) The GFWC Virginia Junior Courtesy Fund, consisting of voluntary contributions made via the Junior Contributions Form, shall accumulate during the two years of an administration.
- a. The Fund shall be used by the Junior Courtesy Chairman to purchase courtesy gifts for the GFWC Virginia Junior Executive Board, Junior chairmen, and special appointments, and for the GFWC Virginia President, GFWC President, and GFWC Director of Junior Clubs.
  - b. The Fund may also be used for expenses associated with the Junior Suite (including snacks and beverages).
  - c. Expenditures from the Courtesy Fund during each year of an administration should not exceed \$750.00.
  - d. A voucher shall be submitted by the Junior Courtesy Chairman for reimbursement.
  - e. Any money remaining in the Fund at the end of an administration shall rollover to the next administration.
- D) The GFWC Advocates for Children Program, consisting of voluntary contributions via the Junior Contributions Form, shall accumulate during each year of an administration.
- a. The Funds shall be used for the program.
  - b. The Junior Treasurer or/Secretary Treasurer shall disperse all funds collected at the end of each fiscal year.

- c. The Junior Treasurer shall submit a voucher for disbursement of this Fund.
- E) The General Operating Fund shall be used to supplement the operating budget of the GFWC Virginia Juniors as needed. Monies may be transferred from the Fund by majority vote of the GFWC Virginia Junior Executive Board.

### **GFWC VIRGINIA JUNIOR ENRICHMENT SCHOLARSHIP (SER)**

Established in 2022, The GFWC Virginia Junior Enrichment Scholarship was created to financially assist a District Director of Junior Clubs who wishes to attend the GFWC Southeastern Region Conference. This scholarship shall be funded through a line item in the Junior Budget along with contributions from clubs and individuals given for the purpose of awarding a scholarship. The GFWC Virginia Junior Executive Committee shall administer the scholarship fund. One Scholarship will be given annually. All monies will be paid directly to GFWC Southeastern Region.

1. Applicant must be a current GFWC Virginia District Director of Junior Clubs
2. Applications must be received between July 1 and August 30<sup>th</sup>.
3. Recipient shall be responsible for submitting their own registration form
4. All applications shall be kept confidential
5. Recipient will be selected randomly from the pool of applications
6. Recipient shall send a copy of their registration to the GFWC Virginia Junior Treasurer or Secretary/Treasurer.
7. Applicants may reapply annually.

### **GFWC VIRGINIA JUNIOR LEADERSHIP SCHOLARSHIP**

Established in 2022, The GFWC Virginia Junior Leadership Scholarships were created to financially assist a GFWC Virginia Junior or Juniorette club woman who wish to attend GFWC Virginia meetings. One scholarship shall be awarded for Convention and one scholarship shall be awarded for Conference annually. This scholarship shall be funded through line items in the Junior Budget along with contributions from clubs and individuals given for the purpose of awarding these scholarships. The GFWC Virginia Junior Board shall administer the scholarship fund. All monies will be paid directly to GFWC Virginia.

1. Applicant must be a current GFWC Virginia Junior or Juniorette club woman
2. Applications must be received 45 days prior to the registration deadline
3. Recipient shall be responsible for submitting their own registration form
4. All applications shall be kept confidential
5. Recipient will be selected randomly from the pool of applications

6. Applicants may reapply annually for each meeting.
7. Recipient shall send a copy of their registration to the GFWC Virginia Junior Treasurer or Secretary/Treasurer so that payment may be made to GFWC Virginia Directly.

These Standing Rules may be amended by a majority of the Junior delegates present and voting at any GWFC Virginia meeting with prior notice of thirty (30) days, or they may be amended by two-thirds vote of delegates without prior notice. Amendments shall be effective upon adjournment of the meeting at which they were adopted, unless the motion to adopt specifies a time for its going into effect.