

PLANTATION JUNIOR WOMEN'S CLUB

BYLAWS (2017)

**ARTICLE I
NAME**

The name of this organization shall be the PLANTATION JUNIOR WOMEN'S CLUB, INC., and said organization shall be located in the City of Plantation, Florida.

**ARTICLE II
OBJECT OF ORGANIZATION**

SECTION 1. The object of the Organization shall be the development of its members in intellectual endeavor, cultural interest, social fellowship, and community service.

SECTION 2. The Organization shall be nonprofit, nonpolitical and nonsectarian in accordance with its charter as a Corporation not-for-profit pursuant to the laws of the State of Florida. The Organization shall not discriminate against any person on the basis of race, color, or religion.

SECTION 3. A specific objective shall be the promotion of the PLANTATION JUNIOR WOMAN'S CLUB FOUNDATION, INC., whose purpose shall be to raise, receive and administer funds in the City of Plantation and for the Make A Wish Foundation of South Florida, Inc.

**ARTICLE III
ORGANIZATION STRUCTURE**

SECTION 1. The routine affairs of the organization shall be managed by a Board of Directors consisting of President; First Vice President, Make A Wish Vice President; Art in the Park Vice President; Recording Secretary; Corresponding Secretary; Historian; First Director and the Chair of each Committee.

**ARTICLE I V
MEMBERSHIP**

SECTION 1. A prospective member must be at least 21 years of age at the time she enters the Club.

SECTION 2. Unless otherwise specified, membership privileges shall include attending Club meetings, voicing opinions at meetings, voting and holding office.

SECTION 3. Membership shall consist of three classes: Active, Inactive, and Courtesy.

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(a) Active Members must:

- (i) Serve on one General Club Committee or Office;
- (ii) Support Club projects and uphold the bylaws;

(a) Inactive Membership may be granted by the Board of Directors to any member provided:

- (i) She has fulfilled her obligations of membership for a period of one year.
- (ii) Request in writing shall be made to the Membership Chair no later than June 1;
- (iii) Payment of dues is current.

Inactive Members shall not be called upon for committee work, shall not vote and need not attend meetings. Inactive Membership status may never be taken in consecutive years.

(b) Courtesy Membership may be granted by the Board of Directors provided:

- (i) The Member is unable to fulfill the requirements of Active Membership due to serious illness or other emergency.
- (ii) Request must be in writing.
- (iii) Payment of dues is current.

Courtesy Members shall not be called upon for committee work, shall not vote and need not attend meetings.

**ARTICLE V
ELECTION OF MEMBERSHIP**

SECTION 1. A prospective new member shall:

- (a) Attend 2 General Club meetings within 12 months;
- (b) Attend an orientation seminar;
- (c) Indicate she is willing to comply with the bylaws of the Club

SECTION 2. Membership may be granted by a two-thirds vote by the Board members present and voting. Election to membership shall be contingent upon payment of dues.

SECTION 3. A member who has resigned in good standing may apply for membership only in the manner prescribed for prospective members.

If membership has been withdrawn by the action of the Board of Directors, she can reapply for membership only in the manner prescribed for new members AFTER one club fiscal year has elapsed.

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**ARTICLE VI
DUES**

SECTION 1. Annual dues shall be:

(a)		Active Membership	
		\$50.00	
			If paid after July 1
	\$55.00		
(b)	New Membership		\$50.00
			If joined after January 1
	\$25.00		
(c)	Inactive Membership		\$30.00

SECTION 2. All dues for the current year shall be payable to the Treasurer at the June meeting and become delinquent after July 1st.

Attendance at meetings will not be counted until dues are current.

**ARTICLE VII
MEETINGS**

SECTION 1. General Club meetings to be held on the third Wednesday of each month unless otherwise specified.

December meeting will be a Holiday Dinner. March meeting will be elections.

May meeting, known as the Annual/Installation Meeting, will be in the form of a Luncheon or Dinner at which time the newly elected officers are formally installed and an annual report is given by the President.

SECTION 2. Special meetings of the Club may be called by the President or by written request of not less than 40 percent of the voting membership.

SECTION 3. Forty percent of the voting membership shall constitute a quorum at any Club meeting.

SECTION 4. Membership Chair shall keep a record of attendance of all club meetings and shall submit such to the First Vice President.

SECTION 5. Orientation meetings (compulsory for the new members) will be conducted by the Membership Chair.

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**ARTICLE VIII
OFFICERS**

SECTION 1. Officers shall be President, First Vice President, Make A Wish Vice President, Art in the Park Vice President, Recording Secretary, Corresponding Secretary, Treasurer, First Director, Historian, and Parliamentarian.

Except for the First Director and Parliamentarian, said officers are elected at the March Meeting to serve a term of one year or until their successors are elected and installed.

The retiring President shall automatically become First Director. The Parliamentarian shall be appointed. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Club.

SECTION 2. Vacancies and temporary absences in elected offices shall be filled as follows:

- (a) A vacancy in the office of the President shall be automatically filled by the First Vice President for the expired term.
- (b) A vacancy in any other elected office shall be filled by a general election with nominations from the floor.
- (c) In the temporary absence of the President, the Vice Presidents, in order of succession, shall perform her duties.
- (d) In the temporary absence of any other elected officer, the President, with the approval of the Executive Board, shall appoint an officer pro tem.
- (e) In filling vacancies of unexpired terms, an officer who has served more than half the term in any office is here considered to have served a full term.

SECTION 3. Responsibilities and provisions of office shall be as follows:

- (a) President
 - (i) Preside at all general meetings of the Club, Executive Board and Board of Directors meetings. The Chair shall perform all duties incidental to the "Office of Chair" and any other duties as from time to time may be assigned to her by the PJWC.
 - (ii) Appoint Special Committees whose members shall serve until their assignments are completed.
 - (iii) Appoint a Parliamentarian and Chair of all Committees and Special Committees.

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- (iv) Serve on Finance Committee.
 - (v) Receive a budgeted allotment for her expenses.
 - (vi) Represent the Club at community functions
 - (vii) Reserve the meeting place for all meetings.
 - (viii) Receive notices of personal conflicts that are submitted to the President and/or First Director which are then addressed by the Executive Board.
 - (ix) Notify General Board Members of the meetings.
 - (x) Serve, ex-officio, as a member of all committees.
- (b) First Vice President
- (i) Assist the President in her duties
 - (ii) Perform the duties of President in her absence or at her request
 - (iii) Serve as Administrator of Committee Chairs. Responsible for timely collection of committee reports.
 - (iv) Provide devotional for General Meetings.
 - (v) Responsible for Committee Chairs and their reports throughout the year.
 - (vi) Coordinate Joint Board dinner
 - (vii) Send birthday and other occasion cards and purchase gifts for births, weddings, etc.
- (c) Make A Wish Vice President
- (i) Serve as a liaison with the Plantation Junior Woman's Club Foundation for the Make A Wish event.
- (d) Art in the Park Vice President
- (i) Serve as liaison with the Plantation Junior Woman's Club Foundation for the Art in the Park event.
- (e) Recording Secretary
- (i) Keep minutes of General Meetings, Executive Board, and Board of Director's meetings.
 - (ii) Maintain a file pertaining to all reports which will become a part of the permanent records.
 - (iii) Arrange all programs pertaining to General Meetings.
 - (iv) Minutes will reflect all motions (including: maker of the motion, person seconding and the results of the vote) and any decisions reached by consensus.
 - (v) Distribute minutes of a meeting to members.

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- (f) Corresponding Secretary
 - (i) Conduct the correspondence of the Club.
 - (ii) Send all notices to members as may be ordered by the Board of Directors.

- (g) Treasurer
 - (i) Receive all monies belonging to PJWC and make such disbursements as ordered by the Board of Directors.
 - (ii) Report each month to the Board of Directors the financial status of the general fund and file such report for review.
 - (iii) Present the updated budget at the monthly general meeting.

- (h) First Director
 - (i) Serve as advisor to the Board of Directors and Executive Board.
 - (ii) Chair of Budget Committee
 - (iii) Preside at Annual Club Meeting in May.
 - (iv) Advisor of the President's Reception.
 - (v) Serve as Protocol Chair.
 - (vi) Serve as Community Liaison in the President's stead or for any other member when they are unable to fulfill this obligation.
 - (vii) Chair and appoint nominating committee, which shall consist of two additional Board members and two general Club members in good standing.

- (i) Parliamentarian
 - (i) Serve as advisor to the President at Executive Board and Board of Directors meetings.
 - (ii) Serve as advisor to the Club at General meetings.
 - (iii) Serve as Chair of the By-Laws Committee.
 - (iv) Maintain an accurate copy of the Club's By-Laws and Standing Rules.

- (j) Historian
 - (i) Coordinate and compile Club Yearbook.
 - (ii) Maintain a file pertaining to all records of the Club activities which will become a part of the permanent records.
 - (iii) Act as Club Historian.

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**ARTICLE IX
BOARD OF DIRECTORS**

SECTION 1. The Board of Directors shall consist of

- (a) Elect Officers
- (b) First Director
- (c) Parliamentarian
- (d) Historian
- (e) Chair of all Committees

SECTION 2. Meetings of the Board of Directors shall be held on the first Tuesday of each and every month unless otherwise specified.

SECTION 3. A quorum at any Board of Directors meeting is sixty percent with each Board position in attendance having one vote. If a Board position is filled by more than one member, then only one vote is allocated between the members representing that position.

SECTION 4. Responsibilities: To transact the business of the Club and shall perform such duties as outlined in these bylaws:

- (a) Authorize an expenditure of no more than \$100. 00 not included in the budget;
- (b) Vote on membership status;
- (c) Plan direction of Club through committee projects

SECTION 5. The General membership may overrule any action of the Board of Directors by a two-thirds vote.

SECTION 6. Members of the Board of Directors shall attend Board meetings and shall fulfill all duties pertaining to their office or committee.

**ARTICLE X
EXECUTIVE BOARD**

SECTION 1. The Executive Board shall consist of the President, First Vice President, Make A Wish Vice President, Art in the Park Vice President, Recording Secretary, Corresponding Secretary, Treasurer, First Director, Historian, and Parliamentarian.

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SECTION 2. Meetings of the Executive Board shall be called by the President whenever necessary. Five voting members shall constitute a quorum. Parliamentarian shall not have a vote. President shall vote in the event of a tie.

SECTION 3. Responsibilities: To perform such duties as outlined in these bylaws:

- (a) Approve budget.
- (b) Advise the General membership concerning the disbursement of funds.
- (c) Manage emergency business, which arises between Board of Directors scheduled meetings.
- (d) Create and discontinue committees

**ARTICLE XI
NOMINATIONS AND ELECTIONS**

SECTION 1. A member desirous of becoming a candidate for an office will present her wishes known to the First Director.

SECTION 2. Said candidate will be presented at the March meeting.

SECTION 3. Nominations may also be made from the floor at the March meeting.

SECTION 4. Candidates for the office of the President shall have served on the Board of Directors for at least one year within the last three years..

SECTION 5. No elected officer shall succeed herself more than one time in the same office, unless voted upon by the general membership.

SECTION 6. No member may hold the office of President or Vice President for more than two consecutive years.

SECTION 7. The election shall be held at the March General Meeting. Voting shall be by ballot and proxy voting shall not be permitted. A majority vote of those present and voting shall be necessary to elect. To be eligible to vote in the General Club election a member must attend four General Club Business meetings and the March meeting for a total of five Business meetings. Members joining during the Club year will

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become eligible to vote at the General Club election after meeting the above requirements.

SECTION 8. An officer-elect takes possession of her office immediately following a formal installation at the Annual Meeting, with the exception of the Treasurer who shall take possession at the beginning of the fiscal year, June 1. Failure to hold a formal installation does not affect the time at which the new officers assume their offices. Current officers must turn over all documents and items pertinent to their office to the newly elected officers for that position at the Joint Board Meeting in June.

**ARTICLE XII
COMMITTEES**

SECTION 1. All Committee and Special Committee Chairpersons shall be appointed by the President and shall serve until their assignments are completed.

SECTION 2. Anyone becoming a Committee Chairperson shall have served on said committee for one year prior to becoming Chairperson of that committee. In the absence of a candidate qualified by the aforementioned guideline, the President may submit a candidate of her choice to the Executive Board for approval.

SECTION 3. Each Chairperson shall keep a log of the committee's progression and submit to the President at the April Board Meeting or upon request from the President

SECTION 4. Committees may be created or discontinued by the Executive Board who shall decide upon the function and duties of each.

SECTION 5. No standing or special committee or individual shall exercise the authority of the PJWC without the permission of the Board of Directors.

**ARTICLE XIII
FINANCE**

SECTION 1. The beginning of the Fiscal Year shall be June 1 and the end of the Fiscal Year shall be May 31. The budget shall be submitted not later than June 1.

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SECTION 2. The Budget is prepared by the following, approved by the Board of Directors:

First Director - Chair
President
Treasurer
Immediate Past Treasurer

The Budget shall be subject to an end-of-year audit performed by an audit committee consisting of the current President, the President-elect, the current Treasurer, the Treasurer-elect, and one to two additional persons selected by the President, with the committee consisting of an odd number of members. The audit committee shall certify that the check book balance is correct, that all expenses are documented and supported by receipts or other acceptable approvals, and that the budget was properly administered. The results of the audit committee shall be reported to the general membership at the September meeting. The committee shall also ensure provisions for submitting federal income tax returns are made.

SECTION 3. Expenditures:

- (a) Any contract or expense involving a financial liability in excess of \$500.00 shall be approved by the Executive Board. Contracts shall be signed by the Board Member who negotiates the contract and co-signed by the President and Treasurer.
- (b) The President shall be authorized to spend up to \$50.00 not included in the budget.

SECTION 4. The funds of this organization shall be deposited in a recognized bank in the City of Plantation under the name of Plantation Junior Women's Club, and funds shall be withdrawn from the bank by the President, and Treasurer with two signatures being necessary on a check request form.

SECTION 5. Compensation: Officers and members shall not receive any stated salaries for their services, but they shall be entitled to reimbursement from the Corporation for any expenses they may expend in furtherance of the

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purpose of the Corporation with prior written consent of the Board of directors.

SECTION 6. Earnings: No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

**ARTICLE XIV
AMENDMENTS**

Parliamentarian shall serve notice in the January newsletter that any member desiring to initiate a bylaw change shall notify Parliamentarian before the February Board meeting. These By-Laws may be amended by a two-thirds vote of those present and voting at any Club meeting. The proposed amendments shall have been created in a By-Laws Committee meeting open to all members and chaired by Parliamentarian. The proposed amendments must be submitted to the membership either at the previous meeting or in writing at least one week prior to the meeting at which they are voted upon.

The Bylaws will be reviewed by a By-Laws Committee formed by the Parliamentarian at least every two years.

Refer to the Standard Operating Procedures for more specific information on the Club Operations.

¹

ARTICLE XV

¹ Note: this change fulfills the notification process of a proposed By-Law change for a vote at the 2/19/20 meeting. A $\frac{2}{3}$ vote was present and qualified for the proposed change.

PARLIAMENTARY AUTHORITY

The usual parliamentary procedure shall be observed at all meetings, the current edition of Robert's Rules of Order being the authority, except when they are inconsistent with our bylaws. In the event of a challenge, a professional parliamentarian should be consulted.

Should any of the provisions or portions of these bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these bylaws shall be unaffected by such holding.

**ARTICLE XVI
LIQUIDATION**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(7) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.