

**GENERAL POLICIES
OF
THE GFWC-WISCONSIN JUNIOR WOMEN'S CLUBS**

1. At the end of an Administration, the outgoing Junior Director shall be the official representative of the GFWC-WI Junior Women's Clubs to the Convention of the General Federation that closes that Administration, whether the General Federation Convention precedes or follows the GFWC-WI Convention. In all other capacities, the incoming Junior Director shall assume all the duties and privileges of the office at the time of her installation.
2. The Junior Director and Junior Director-Elect shall be ineligible for the same office for two consecutive terms. This policy may be suspended, at any regular meeting, by unanimous vote of the Junior Board.
3. No Chairman shall serve in the same capacity for more than two consecutive terms. Exceptions may be made where the nature of the position makes advisable for such an exception.
4. No member shall have the right to write or speak as a representative of the GFWC-WI Junior Women's Club unless she has been so specifically authorized by the Junior Director.
5. GFWC-WI Junior Executive Committee shall approve a budget for travel fund at the beginning of each administration for GFWC-WI Director of Junior Clubs and Director-Elect. This set-aside Fund shall be under the custodianship of the Junior Treasurer or Junior Secretary/Treasurer, as part of the Junior Fund, and fund-raisers shall be held by the GFWC-WI Junior Women's Clubs members to generate the monies for the Expense Fund.
 - A. The Junior Director-Elect's Expense Fund shall be released for her use as of June 1 of the odd numbered years.
 - B. It shall be the policy of the GFWC-WI Juniors to reimburse, up to the budgeted amount, provided funds are available.
6. \$10.00 of the per capita registration fee underwrites costs of the Junior Fall Conference; any monies left after bills of the conference are paid out, shall be placed in the Junior Fund.
7. The Junior Director shall sign any contracts and other written agreements pertaining to the next immediate Junior Fall Conference.
8. If an Officer, Chairman or other member of the GFWC-WI Junior Women's Clubs Board is invited to speak before a Junior Club on Federation topics, projects or interests, a \$15.00 fee shall be charged the host club, payable to the Junior Fund.

Similarly \$20.00 fee shall be charged to districts. If more than one member of the Board is invited to the same meeting, only one fee shall be charged.

9. The Junior Special Project (s) shall be the same as the GFWC Junior Special Project, and/or a GFWC-WI Junior Project at the discretion of the Junior Director.
10. The duration of the State Project (s) shall be limited to the period of the Administration in which they are inaugurated. Projects of continuing scope must be authorized by vote of the membership at any business session.
11. There shall be desk allotments payable as follows:
 - a. \$ 20.00 for the Junior Director-Elect, payable only at the end of her first year.
 - b. \$ 20.00 per year each for the Junior Secretary, Junior Treasurer, Junior Membership,
 - c. Junior Special Project, Junior Leadership, Junior Fundraising and the Junior Bylaws Chairmen. (The Bylaws Chairman's desk allotment shall be payable only if the committee is active during the year).
 - d. If the Junior Secretary and Junior Treasurer position is held by the same person, she shall receive only one desk allowance of \$20.00.
12. The cost of the Junior of the Year award shall not exceed \$ 75.00
13. Duties of the Board of Directors:
 - a. The Director of Junior Clubs shall:
 1. Be the official representative of the GFWC-WI Junior Women's Clubs on the GFWC-WI Executive Committee, at meetings of the GFWC-WI Board of Directors, and at GFWC-WI Conventions;
 2. Preside at all meetings of the GFWC-WI Junior Women's Clubs and shall interpret the General and Wisconsin Federation programs to said members;
 3. Appoint the Parliamentary Advisor, and all Department and Committee Chairmen;
 4. Be a co-signer of all bank accounts; and
 5. Submit current financial statements, prepared by the Junior Secretary/Treasurer, quarterly to the GFWC-WI Executive Committee.
 - B. The Director-Elect of Junior Clubs shall:
 1. Serve in the absence of the Junior Director, and in the event the Junior Director is unable to perform her duties, the Junior Director-Elect shall accede to that office through procedures set forth in ARTICLE. XI (VACANCIES) of the Bylaws;
 2. Automatically accede to the office of Director of Junior Clubs at the expiration of her term;

3. Be the Junior Dean of Departments, and as such, shall assist the GFWC-WI 2nd Vice President/Dean of Departments with the compilation and printing of the annual GFWC-WI Awards and Awards Booklet;
4. Submit an annual report at the GFWC-WI Annual Convention, as well as any other reports required by GFWC or GFWC-WI;
5. Work closely with the Director of Junior Clubs and District Director (if applicable) in planning that meeting; and
6. Be Junior Bylaws Chairman.

C. The Junior Secretary shall:

1. Record the proceedings of all Executive Committee, Board of Directors, and general membership meetings;
2. Give copies of approved minutes to each member of the Board at the next scheduled meetings; and
3. Submit the name of the Junior Director-Elect to the GFWC-WI Election Committee no later than December 31 of the odd numbered years.

D. The Junior Treasurer shall:

1. Be a co-signer with the Junior Director on all bank accounts;
2. Maintain an accurate record of all monies collected and disbursed, and shall pay all expenses promptly;
3. Be custodian of all the funds established by the Board;
4. Prepare quarterly financial statements on a timely basis for the Junior Director's scheduled presentations to the GFWC-WI Executive Committee. Copies of these statements shall be submitted to the Junior Board of Directors. In addition, she shall submit a copy of the final financial statement to all Club Presidents during the Annual Meeting; and
5. Maintain her financial records in such a manner that the annual audit thereof may readily commence no later than August 1 of each year.

E. The District Directors of Junior Clubs shall be the liaison between the Junior Board and the clubs in their District, their District Board of Directors, and the GFWC-WI Board of Directors. They shall coordinate Projects and interpret the General and Wisconsin Federation Programs to the Junior clubs' members within their District. They shall keep in touch with their clubs, informing them of the work and needs of the membership. They shall work with the Junior Director, the Membership Chairman and their District President to develop new Junior clubs within their District. They shall submit reports to the Junior Director and their District President as required or requested.

- F. The GFWC-WI Department Chairmen shall inform the General and Junior membership of any projects falling within their scope.
 - G. The Junior Director-Elect, shall be the Fall Conference Chairman. She and the District Director(s) of Junior Clubs shall work closely with the Junior Director on the planning of the Annual Meeting. She shall also work closely with the Conference Steering Committee comprised of the Host(s) District Director(s) of Junior Clubs, District(s) Junior Club President(s), and any other member the District clubs she chooses to include. Annually, she shall submit a detailed financial report of said Conference to the Junior Board and the Steering Committee, no later than the GFWC-WI Winter Board meeting. In the event there is no GFWC-WI Winter board meeting, this report should be submitted by the last day of February, annually.
 - H. The Junior Membership Chairman shall work with the District Directors of Junior Clubs to encourage new Junior clubs, promote increased membership in existing Junior Clubs, handle all transfers, and assist with any membership questions and/or problems.
 - I. The Junior Special Project (s) Chairman shall coordinate GFWC and GFWC-WI Junior Project (s).
14. While it is recommended, it is not mandated that the Annual Junior Meeting be held at the time of the GFWC-WI State Convention in the even numbered years. It is further recommended though not mandated that the Annual Junior Meeting be held separately from a regularly scheduled GFWC-WI meeting in the odd numbered years and remain as what is currently known as the Junior Fall Conference. When the Junior Fall Conference is held it shall be handled in accordance with the following:
- A. The location shall be rotated, when possible, in different demographic geographic district. However, this shall not preclude several smaller Districts from jointly hostessing a Junior Fall Conference. For the sake of convenience, a Junior Fall Conference may be held in a non-hostess District.
 - B. To help the financing of the Junior Fall Conference, the following funds are available to them:
 - 1. A "Reserve" amount of \$ 150.00 shall be used as a start-up fund for the Junior Fall conference.
 - 2. \$ 10.00 of the per capita registration fee (the remaining monies shall be placed in Junior Fund); and
 - 3. The Junior Conference Chairman shall:
 - a. Work closely with the Junior Director and Junior Director-Elect in planning the Conference. All arrangements are subject to the approval of the Junior Director and the Junior Director-Elect; and
 - b. Coordinate planning with the District Clubs hostessing the Conference. She shall work with them to create a working budget to cover;

- i. A hotel deposit;
- ii. Printing (Call, programs, meal tickets, name tags, delegate cards);
- iii. Decorations;
- iv. Postage;
- v. Cost of meeting rooms;
- vi. Speakers' expenses (fee, meals, travel, room);
- vii. One hotel room, to be used jointly by the GFWC-WI Junior Executive Committee, comprised of the Junior Director, Junior Director-Elect and the Junior Secretary/Treasurer. In the event two persons fill the Junior Secretary and Junior Treasurer positions, two hotel rooms or one suite (whichever is more fiscally responsible) may be occupied by the GFWC-WI Junior Executive Committee and will be included in the annual Junior Fall Conference budget expenses; and
- viii. Any miscellaneous expenses to be determined by the Fall Conference Steering Committee.

c. The Junior Fund shall cover the cost of:

- i. Lunch for the Immediate Past Junior Director, and for the current GFWC-WI President; and
- ii. Registration fees for the GFWC-WI President, 1st Vice-President or President-Elect, and the Immediate Past President.

4. At the conclusion of Junior Fall Conference, the hostessing clubs shall compile an accurate report covering their areas of responsibilities, and forward it to the Conference Chairman. The Chairman shall then prepare an overall report to be distributed as per Policy 13-G, and retained in the permanent Conference File.

- 15. At the beginning of each Administration the bylaws and policies of the Wisconsin Juniors shall be reviewed.
- 16. These policies may be amended or revised by a majority vote of the voting body present, providing notice of at least 30 days is given to all clubs.
- 17. A Nominating Committee (with a minimum of 3 members) will be appointed by the Junior Director either at the Winter Workshop (if held) or by the end of February of the odd numbered year. The Nominating Committee will be responsible for getting nominees for the positions of Director-Elect of Junior Clubs, Junior Secretary, and/or Junior Treasurer. The Nominating Committee will be responsible for announcing the delegates in the Clubwoman and/or email to the Junior Board before the Junior Fall Conference in odd numbered years. The Nominating Committee will be responsible for conducting and tallying the vote and also announcing the election results.

18. Junior of the Year (JOY) Award
 - A. All club nominees will be announced in the GFWC-WI Club Woman
 - B. The Junior of the Year will be announced at the GFWC-WI State Convention.
 - C. All rules and procedures will be set by the Junior Membership Chair.
19. All GFWC-WI Junior Clubwomen shall abide by the Code of Conduct for Junior Clubwomen when conducting business on behalf of GFWC-WI in any capacity.
20. Reimbursement for a budget line item does not need approval but receipts must be turned in with an expense sheet. Reimbursement for non-budget line items may gain approval via electronic means and then may be attached to the expense sheet as written approval.
21. Junior Board Elected Officers Pins: In the event of the loss of an officer's official pin, it shall be the duty of that officer to replace the pin at her own expense. The pin must be replaced by the next administration.