



GFWC ARLINGTON JUNIORES

Dear Girls and Parents,

We would like to take a moment to welcome you to the 2019-2020 GFWC Arlington Juniores Club year. We are looking forward to an exciting year of volunteering. Some of you are returning and we are so glad to have you back! Others are about to venture into a sisterhood and become new members and community volunteers.

Please read over the following information and complete the paperwork so that you can begin volunteering right away. **Without these forms filled out, notarized and in our Juniores binder**, you will not be able to participate even if your parent is present at an event.

If you are a returning Juniores, you may bring your completed application and to the next club meeting or event along with your dues. If you are a new member, bring your completed paperwork and dues to the next meeting or event. **Annual Dues are \$35.**

As part of the General Federation of Women's Clubs and New Jersey State Federation of Women's Clubs of GFWC, the GFWC Arlington Juniores learn leadership skills by planning their own meetings and service projects but do maintain an advisor designated by the sponsoring club to assist with meetings and projects during club meeting times. For outside projects to occur we will need parent chaperones and will confirm those on an event-by-event basis. Chaperone guidelines and the Club calendar are available on the website www.jwcarlington.com/juniores or from the Advisor.

Parent updates will be shared regularly via the Juniores Parents GroupMe app chat. Please let the Advisor know if you would like to be added to this group.

The GFWC Junior Woman's Club of Arlington is our sponsoring club and assists in community service throughout the Kearny community. If you are interested in information on joining and becoming a volunteer in our community outside of chaperoning, please let the advisor know and she will be happy to connect you with the JWCA Membership Chairman. You can also contact membership@jwcarlington.com or visit www.JWCARlington.com.

You may pay by check made payable to JWCA (memo Juniores Dues) and bring it to the next meeting or mail it to Junior Woman's Club of Arlington, ATTN: Juniores, PO BOX 61, Kearny, NJ 07032.

If you have any questions please feel free to contact us anytime.

Sincerely,

Ms. Denise
Denise M. Ganzer, President
Junior Woman's Club of Arlington
info@jwcarlington.com
(201) 315-7623

Ms. Brandi
Brandi-Leigh Miller
Juniores Advisor
brandimillernj@gmail.com
(202) 210-4488



GFWC ARLINGTON JUNIORES
MEMBERSHIP FORM

Name: _____

Grade: _____ School: _____

Address: _____

Home Phone #: _____

Cell Phone #: _____

Birthday: _____ / _____ / _____

E-mail: _____

Parent Name(s): _____

Parent E-mail(s): _____

Parent Cell Phone(s): _____

Parents, please read and sign:

<p>I hereby grant permission for use of photographs of my daughter to be used for the purpose of promoting Juniores activities.</p> <p><input checked="" type="checkbox"/> _____ <i>Date:</i> _____</p> <p>I hereby release the GFWC, NJSFWC, JWCA, and its members and chaperones from any claims or liability connected with or arising from my daughter's participation at events and meetings.</p> <p><input checked="" type="checkbox"/> _____ <i>Date:</i> _____</p> <p>Emergency Contact Name & Phone: _____</p>

Annual Dues are **\$35.00**. Please make checks payable to Junior Woman's Club of Arlington.
Mail to: JWCA/Juniores, PO Box 61, Kearny, New Jersey 07032

Application Date: _____ / _____ / _____

Dues Paid: Cash: _____ Check# _____ Paypal: _____

Received By: _____

PERMISSION/MEDICAL AUTHORIZATION/RELEASE

I, _____, as parent/legal guardian of _____
_____, hereby give my permission for my daughter's attendance and participation in GFWC Arlington Juniorette club meetings and events. In the event of illness or injury, I authorize to give consent for any necessary emergency medical treatment on behalf of my daughter. I understand that the GFWC, NJSFWC of GFWC, GFWC Junior Woman's Club of Arlington, Inc., its members or chaperones are not liable for expenses incurred, including hospital or emergency transportation, for the treatment of any such injury or illness and that I am liable for all such expenses. In the event of a medical emergency, I further authorize the Juniorette Advisor(s) and/or chaperones to provide the medical services provider with insurance information. **A copy of my child's insurance card is attached for that purpose, as well as a list of any known allergies and any medications my child may be taking at this time.**

The Juniorette Advisor(s) and/or Chaperone has my consent to render any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care to the minor under the general or special supervision and when the need for advice of any physician or surgeon licensed to practice in the state of New Jersey, when the need for such treatment is immediate.

As consideration for allowing my daughter to attend and participate in GFWC Arlington Junioresses club meetings and events. I release and forever discharge the GFWC, GFWC New Jersey, GFWC Junior Woman's Club of Arlington, Inc., its members and chaperones from any and all claims, actions, or liability which I or my daughter have or may have against the GFWC, GFWC New Jersey, GFWC Junior Woman's Club of Arlington, Inc., its advisors, members and chaperones concerning or in any manner connected with or arising from my daughter's attendance and participation in the events/meetings, including any and all acts of negligence occasioned by the GFWC, GFWC New Jersey, GFWC Junior Woman's Club of Arlington, Inc., its advisors, members and chaperones.

Individually, and as Parent/Legal Guardian of

Juniorette Name

Parent/Guardian Signature Date

Sworn and subscribed before me in the State of New Jersey, County of _____
by _____, who is personally known to me or produced the following
identification _____, on this _____ day of
_____, 20____.

Notary

Medical and Insurance Questionnaire

The applicant is under the care of a physician for the following condition(s):

Current treatment (include current medications):

Any medically-prescribed meal plan or dietary restrictions?

Any allergies (food, drugs, plants, insects)?

Special health and/or behavioral considerations:

Insurance Information:

Please attached a copy (front and back) of your insurance card

Signature of Parent/Guardian

Juniorette Agreement

I, _____ pledge to abide by the following agreement while I am a member of the GFWC Arlington Juniorettes.

- I will not leave the place I am volunteering without first notifying an advisor.
- I will behave in a manner that will reflect a positive image of the Juniorettes.
- I will abide by the Juniorette Bylaws and Code of Conduct (located on the Juniorettes website, and included in my membership packet).
- While volunteering, I will abstain from the use of illegal drugs and alcohol.

I understand that failure to abide by this agreement can result in my having to leave the meeting or event that my parent will be notified to pick me up, and/or other disciplinary action may be taken.

Juniorette Signature

Date

Arlington Junioresettes CODE OF CONDUCT

The Junioresette Pledge

I pledge my loyalty to the Junioresette Clubwomen by doing better than ever before what work I have to do; by being prompt, honest, courteous; by living each day, trying to accomplish something, not merely to exist.

We are committed to providing an environment, which allows members to perform to the best of their ability free from bullying and intimidation. As a part of our commitment, we have adopted a code to protect all members and mentors that are involved with our club.

Each member and mentor should:

- Perform all duties with a sense of the Junioresette Spirit - promoting a sense of friendship;
- Be safe and feel safe;
- Have fun and experience a sense of fulfillment;
- Be treated with respect, dignity, and sensitivity;
- Comment and make suggestions in a constructive manner;
- Be afforded appropriate confidentiality;
- Be listened to;
- Have the opportunity to make their concerns known and have them dealt with in an appropriate manner;
- Represent their club and family with pride and dignity;
- Refrain from gossip and the spreading of false information about others;
- Respect fellow members regardless of ability, ethnic origin, cultural background or religion;
- Avoid smoking, the consumption of alcohol or non-prescription drugs, foul or provocative language or gestures.

Public Image

Club members should always use the Internet and online sites in a courteous and respectful manner. They should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research or sharing information via the Internet.

Club members should be conscious of their online social media presence and also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Members may not post any Junioresette related photographs without approval by the Junioresettes Advisor or her designate. The Junioresettes Advisor or her designate shall monitor all official club social media accounts (Facebook, Twitter, Instagram, Email, etc.).

Your club uniform (any official JWCA shirt) must be sized to fit appropriately, cannot be altered, and may not be worn tied or cropped.

Arlington Junioresettes
Bylaws

ARTICLE I - NAME

The name of this club shall be Arlington Junioresettes referred to as “the club” located in Kearny, New Jersey; sponsored by the GFWC Junior Woman’s Club of Arlington, New Jersey, Inc., a constituent division of New Jersey State Federation of Women’s Clubs of GFWC (NJSFWC) and General Federation of Women’s Clubs (GFWC).

ARTICLE II – OBJECT

The club shall be organized and operated for charitable, educational and civic purposes to improve the community through volunteer service projects that benefit children, families and communities, improve leadership skills, and promote friendship. The club shall participate in GFWC and NJSFWC projects and programs and will focus their activities in areas that coincide with their talents, interests, abilities, and time availability.

ARTICLE III – MEMBERSHIP

Section 1. Membership is open to any student between the ages of 12 and 18 who is in accord with the object and bylaws of the club.

Section 2. A membership application accompanied by annual dues shall be submitted to the membership chairman. A majority vote by the members shall elect new members.

Section 3. Members may bring guests to any regular meeting of the club.

Section 4. When a member in good standing resigns, they should notify the membership chairman in writing.

Section 5. All members will conduct themselves in accordance with the established Code of Conduct.

ARTICLE IV – OFFICERS

Section 1. The officers of the club shall be President, Vice President, Recording Secretary, and Treasurer.

Section 2. The President, Vice President, Recording Secretary, and Treasurer shall be elected at the annual meeting for a term of one year.

Section 3. No member shall hold more than one office at a time. No member shall be eligible to serve more than one successive term in the same office. No member shall be eligible to serve as an officer unless they are a charter member or have been a member in good standing for at least one year and have attended a minimum of 50% of scheduled club activities including monthly membership meetings in the prior membership year.

Section 3. At the April meeting a nominating committee of four (4) members shall be elected by the club. All members will be invited to complete a volunteer service form indicating any and all positions in which they have an interest. The forms will be given to the nominating committee for reference. The

committee's duty is to nominate candidates for the offices to be filled at the annual meeting in May. The nominating committee shall report at the May meeting. Before the election at the annual meeting, nominations from the floor shall be permitted.

Section 4. Officers shall be elected by voice or ballot vote to serve for a term of one year or until their successors are elected. The term shall begin on June 1. A vacancy in the office of President shall result in the Vice President assuming the office of President. A vacancy in any office other than President shall be filled through appointment by the president with approval by the majority of the remaining officers.

Section 5. Duties of Officers: Officers are charged with the safekeeping of all property, records, and funds of the club. All officers shall be required to turn over any and all property, records, and funds of the club to their successors.

A. The President shall:

1. Preside at meetings of the club and officers
2. Appoint department, standing and special committee chairmen
3. Be official representative of the club at district/state meetings
4. Be ex-officio member of all committees except the nominating committee
5. Perform such other duties outlined in these bylaws and the parliamentary authority

B. The Vice President shall:

1. Work closely with president to set programs and long term plans for club
2. Perform duties of the president in her absence and assume the office of president should a vacancy occur.
3. Shall attend district/state federated functions as legal delegate
4. Shall oversee the planning and scheduling of the monthly meeting program and shall maintain and publish the Club calendar.

C. The Recording Secretary shall:

1. Record minutes of all meetings of the club and board
2. Be a signatory on all official documents
3. Issue notices as required
4. Write thank you notes and acknowledge club invitations/correspondence as directed by the president or board
5. Send get well cards to sick members as directed by president or board
6. Perform other duties as may be required

D. The Treasurer shall:

1. Receive and deposit all funds
2. Be responsible to pay all bills upon authorization
3. Keep an account of all receipts and disbursements and submit monthly reports to the officers and to the membership
4. Make an annual report and complete a final accounting
5. Submit all books and papers for examination upon request
6. Perform other duties as may be required

ARTICLE V – MEETINGS

Section 1. Regular meetings of the club shall be held monthly (year round) June 1 through May 31 unless otherwise ordered by the board.

Section 2. The Annual meeting shall be held in May unless otherwise set by the board. Annual reports by officers and chairmen are due at this meeting. The annual election shall take place at the May meeting. Members who are delinquent in their dues are ineligible to vote at the annual meeting.

Section 3. The Finance Committee shall be composed of the Treasurer, President, Vice President, and Immediate Past President. They shall prepare and present an annual budget for adoption by the membership at the June regular meeting, upon approval by the JWCA Board. The club's fiscal year runs June 1 – May 31.

Section 4. Special meetings of the club may be called by the president, Juniores advisor, JWCA board, or at the written request of a majority of club members. The object of the meeting shall be stated in the call.

Section 5. The Officers shall meet monthly before the regular meeting.

Section 6. A majority of the members shall constitute a quorum.

ARTICLE VI – DUES

Section 1. Annual dues shall be established and shall include applicable GFWC and NJSFWC dues. Annual dues of \$35.00 shall be payable on or before April 30 and delinquent after 30 days. Delinquent dues shall be assessed a \$5.00 penalty. The treasurer or her designate shall notify members who are delinquent.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

All meetings of the club shall be conducted by the Rules of Parliamentary Procedure, the authority being these bylaws and Roberts Rules of Order, Newly Revised in that order.

ARTICLE IX - AMENDMENT TO BYLAWS

The bylaws may be amended at any regular business meeting of the club by a two-thirds vote of the active members present with previous notice given. All proposed bylaws amendments must be presented to the Executive Board of the Junior Woman's Club of Arlington for pre-approval before notice of the proposed changes is given to the club. Notice shall be given by electronic mail or regular mail at least 2 weeks before the next scheduled meeting.

Bylaws adopted by the membership at a special meeting held at Kearny, New Jersey on September 15, 2017.

Arlington Junioresettes
Standing Rules

STANDING RULE I

A reserve fund created as an emergency measure shall be maintained at a minimum of \$150. If this balance drops below the said minimum, it shall be replenished by each operational fundraiser until the minimum is reached.

STANDING RULE II

It is recommended that the budget be prepared at the first officer meeting of each new administration.

STANDING RULE III

It is recommended that the Code of Conduct be included in all membership materials distributed to new members and revisited on an annual basis.

Arlington Junioresettes Contact Information

Brandi-Leigh Miller (JWCA) - Advisor
brandimillernj@gmail.com
(202) 210-4488

Denise Ganzer (JWCA President)
info@jwcarlington.com
(201) 315-7623

General info email: juniorettes@jwcarlington.com

Arlington Junioresettes Social Media

Website: www.JWCARlington.com/Juniorettes
Facebook: www.Facebook.com/JuniorettesofArlington
Instagram: JunioresettesJWCA

Meeting notices will be posted on Facebook and sent by group text using the GroupMe app. Please ensure that the Junioresettes Secretary has your cell phone number to add you to the GroupMe group.