



GFWC OF MASSACHUSETTS JUNIOR MEMBERSHIP STANDING RULES



- 1) The Standing Rules of GFWC/GFWC of Massachusetts Junior Membership shall be reviewed by a committee and changes presented in writing to the Executive Board at least 7 days prior to an Executive Board Meeting, reviewed and voted on at said meeting. Changes may be made by a majority vote.
- 2) The Executive Board is composed of the following:
 - a) Officers who are elected from the slate at the even calendar year Annual Conference for a two-year term. These officers shall be a Director of Junior Clubs, Assistant Director, Recording Secretary, Corresponding Secretary, and Treasurer.
 - b) District Representatives and Nominating Committee Members who are elected from the slate at the even calendar year Annual Conference for a two-year term.
 - c) Standing Committee Chairmen.
 - i. Chairman of Nominating Committee who shall be the immediate Past Director of Junior Clubs.
 - ii. Other Standing Committee Chairmen who are appointed on the even calendar year by the Appointments Committee for a two-year term.
 - d) Counselor to Junior Membership who is appointed by the GFWC of Massachusetts President.
 - e) Director of Juniors Club's Assistants who shall be appointed by the Director at her discretion.
 - f) Parliamentary Advisor who shall be appointed by the Director at her discretion.
 - g) Special Committee Chairmen, who shall be approved by the Executive Board if the need arises.
- 3) Eligibility for Office/Appointment:
 - a) To qualify for service as a member of the Junior Board, the nominees and appointees must hold membership in an active GFWC of Massachusetts/GFWC of Massachusetts Junior Club.
 - b) To qualify for service as Director of Junior Clubs; the nominee must have been a President of a GFWC of Massachusetts/GFWC of Massachusetts Junior Club; served on the Executive Board of Junior Membership for one term; and served as an Officer of Junior Membership for one term.
 - c) To qualify for service as Chairman of the Nominating Committee or an Officer, other than the Director of Junior Clubs; the nominee must have been a President of a GFWC of Massachusetts/GFWC of Massachusetts Junior Club and served on the Executive Board of Junior Membership for one term.
 - d) To qualify for service as a District Representative, the nominee must have been a President of a GFWC of Massachusetts/GFWC of Massachusetts Junior Club. In the event that no past President is available to serve, a nominee who has not been a President may be approved by the Nominating Committee.
 - e) No person, other than the Treasurer, is eligible to serve consecutive terms in the position without the approval of the Officers of Junior Membership.
 - f) The Nominating Committee shall make an effort not to have two officers from one club.
 - g) Each Junior Club is encouraged to send names of potential candidates to the Chairman of the Nominating Committee.
- 4) Vacancies on the Executive Board shall be filled by the Executive Board.
 - a) If more than one name is presented, the choice shall be made by ballot.
 - b) An appointee assuming the position after the odd calendar year Annual Conference is entitled to serve one full two-year term in the same capacity at the conclusion of this appointment.
 - c) An appointee assuming the position before the odd calendar year Annual Conference is considered to have served the full term.

- 5) The Executive Board shall meet monthly with the exception of February, May, July, August and December. The day, time and place shall be established by the Executive Board.
- a) All Executive Board Members shall attend all meetings. If unable to attend, they must notify any State Officer of Junior Membership.
 - b) Traveling companions of Executive Board members may attend the Board meetings, at discretion of the Director of Junior Clubs. They shall have no voice or vote.
- 6) The Appointments Committee shall be composed of the Officers of Junior Membership and Nominating Committee Chairman. The Director-Elect of Junior Clubs shall serve as the Chairman. The Committee will meet in January of the even calendar year, unless otherwise arranged.
- a) This Committee shall be responsible for appointing the following Standing Committee Chairmen on the Executive Board for the next term: Arts, Conservation, Domestic Violence Awareness and Prevention, Education, Home Life, Leadership, GFWC Junior Special Project Advocates for Children, International Outreach, Public Issues, Meetings, Communications and Public Relations and other committees as necessary. The Appointments Chairman is responsible for writing to all of the suggested chairmen.
 - b) Appointments are for a two-year term only. If no willing, qualified candidate exists, the Appointments committee may re-appoint a chairman for a second two-year term.
- 7) Membership
- a) There are the following types of membership in Junior Clubs:
 - i. Active or Sustaining Members who must be included in dues-paying membership figures.
 - ii. Inactive or Honorary members who are not included in dues paying figures. Any inactive or honorary members may participate in GFWC of Massachusetts or GFWC contests by paying \$15 Federation dues.
 - b) There are two Membership Classifications of Junior Clubs:
 - i. Active clubs, which shall pay to the Treasurer of GFWC of Massachusetts annual per capita state dues of five dollars (\$5.00) for GFWC of Massachusetts and fifteen dollars (\$15.00) for General Federation of Women's Clubs international dues. Effective with dues payable on or before February 1, 2016, GFWC of Massachusetts shall increase one dollar (\$1.00) per year through the dues payable on or before February 1, 2020, at which time the GFWC of Massachusetts dues shall be ten dollars (\$10.00). Annually three dollars (\$3.00) of State dues shall be returned to Junior Membership and two dollars (\$2.00) shall be retained by GFWC of Massachusetts.
 - ii. Associate clubs, which shall pay to the Treasurer of GFWC of Massachusetts annual per capita state dues of five dollars (\$5.00) for GFWC of Massachusetts. Effective with dues payable on or before February 1, 2016, GFWC of Massachusetts shall increase one dollar (\$1.00) per year through the dues payable on or before February 1, 2020, at which time the GFWC of Massachusetts dues shall be ten dollars (\$10.00). Annually three dollars (\$3.00) of State dues shall be returned to Junior Membership and two dollars (\$2.00) shall be retained by GFWC of Massachusetts. Associate Clubs may elect membership in the General Federation (GFWC) by paying international GFWC per capita annual dues of fifteen dollars (\$15.00). Members of Associate clubs, which are not members of the GFWC, may not hold an elective office or enter GFWC contests.
 - c) Resignation of Clubs:
 - i. Any club may be dropped from the State Federation by the action of the State Junior Executive Board for any reason which would have prevented its admission or for non-payment of dues.
 - ii. Dues to GFWC of Massachusetts shall be payable no later than the deadline established by GFWC of Massachusetts bylaws. Dues remaining unpaid shall be reported to the Executive Board. By majority vote of the Board present and voting, the names of such clubs or organizations shall be dropped from membership seven days after notification of this action.

- iii. Any club desiring to resign from the GFWC/GFWC of Massachusetts shall do so before Dec 31st or be responsible for the current year's dues. Such request must be made by a two-thirds vote at the regular business meeting of the club, provided that written notice of the proposed resignation has been sent to each member of the club at least 10 days before the vote is taken. Prior to said vote the Assistant Director/Membership Chairman and Director of Junior Clubs should be invited to a club meeting. A letter of notification shall be sent to the Corresponding Secretary of Junior Membership for action. Following affirmative action, the club will be notified and requested to disperse all assets and file club records of the past two years with the Recording Secretary of Junior Membership, unless continuing as an active non-federated club.
 - iv. A club having resigned or been dropped from Federation (GFWC of Massachusetts) may be reinstated by a two-thirds vote of the Junior Executive Board.
- 8) No member club should directly solicit other clubs in the state for funds, programs, or projects without the approval of the Executive Board. Requests should be made in writing to the Director of Junior Clubs.
- 9) The Executive Board of Junior Membership shall submit an annual budget to the GFWC of Massachusetts Council for approval no later than June 1 of each year.
- 10) Voting on issues that require final action before the next business meeting may be conducted via email with the authorization of the Director of Junior Clubs. The requirements are as follows:
- a) All members have electronic access.
 - b) The Director of Junior Clubs shall present the motion and define the time frames.
 - c) A brief explanation of the reasons of the time sensitive situation will be included.
 - d) Inclusion of all members in the discussion e.g. by using the 'reply all' button in email
 - e) A quorum of members must participate in the vote.
 - f) All members will be permitted to view votes.
 - g) The final results will be announced by the Director via email and again at the next scheduled business meeting and thus recorded in the minutes.

DUTIES OF OFFICERS **DIRECTOR OF JUNIOR CLUBS**

- She shall preside at all meetings of Junior Membership and the Executive Board.
- She shall perform other duties as usually pertain to the office of president.
- She shall be the official delegate of Junior Membership to the GFWC Convention, GFWC Board of Director Meetings, the New England Conference and Executive Board Meetings and the Fall, Mid-Winter, and the Annual Meetings of the General Federation of Women's Clubs of Massachusetts.
- She shall sign checks in the event of a vacancy in the office of Treasurer or in her prolonged inability to serve.
- She shall be responsible to organize and publish *Information Please* and *Information Please Supplements* and approve all pages before publication.
- She shall submit articles to promote Junior Membership to the GFWC Massachusetts state newsletter.

- She shall determine the dates of Junior Conferences and submit to GFWC of Massachusetts Council in May for approval.
- She shall have approval of all official mailings.
- She shall appoint two members to serve on the Standing Rules Review Committee by June 30th each year.
- She shall serve on the Appointments Committee.
- She shall appoint the following: Director's Assistants, Parliamentary Advisor, Dean of Chairmen.

ASSISTANT DIRECTOR

- She shall be Chairman of Membership.
- She shall be Chairman of Programs and Activities, Membership programs and contests.
- She shall act in place of the Director of Junior Clubs in case of her absence or inability to serve.
- She shall assist the Director of Junior Clubs in the organization of *Information Please*.
- She shall serve on the Appointments Committee.
- She shall become the Junior Director-Elect on November 1st of the odd calendar year with all the duties and responsibilities of the Assistant Director.

RECORDING SECRETARY

- She shall be the Chairman of Leadership.
- She shall keep accurate minutes of all meetings of Junior Membership and the Executive Board.
- She shall be responsible to post a copy of the minutes of each meeting to the website prior to the next Executive Board Meeting.
- She shall be Chairman of the Standing Rules Review Committee.
- She shall assist the Director of Junior Clubs in the organization of *Information Please*.
- She shall serve on the Appointments Committee.

CORRESPONDING SECRETARY

- She shall have charge of all correspondence pertaining to Junior Membership.
- She shall be Refreshment Committee Chairman.
- She shall be in charge of the official letterhead template.
- She shall assist the Director of Junior Clubs in the organization of *Information Please*.
- She shall serve on the Appointments Committee.

TREASURER

- She shall be the chairman of the Community Improvement Program.
- She shall have charge of funds including those collected by chairmen.

- She shall compile a financial report and post it to the website prior to the next Junior Executive Board meeting.
- She shall prepare the budget for the Junior Executive Board to approve prior to the June 1st deadline.
- She is authorized to purchase Junior Club President pins, traditional outgoing Director's pin and other pins and charms when needed.
- She shall pay the subscription fee for *CLUBWOMAN Magazine* for the Director of Junior Clubs.
- She shall assist the Director of Junior Clubs in the organization of *Information Please*.
- She shall serve on the Appointments Committee.

ALL OFFICERS

- Each officer shall prepare an annual report to be given at Annual Conference. A copy shall be filed with the Recording Secretary for the permanent record.
- All officers shall plan the format of the Junior State Conferences. These plans shall be presented to the Executive Board for approval.

DUTIES OF A DISTRICT REPRESENTATIVE

- She is the official liaison between the clubs and the Executive Board. She shall keep the clubs informed of the decisions and plans of the Executive Board in writing within ten days of each Board Meeting. She shall keep the Director of Junior Clubs and the Dean of District Representatives informed of the activities of the clubs in her District.
- She shall encourage all clubs within her district to invite the officers of Junior Membership to a club meeting once during each administration.
- She should attend any meetings in her district to which she is invited and shall speak at these meetings if requested.
- She should attend all Junior Membership Conferences. She shall be noted as a State Delegate to those conferences.
- She shall be available to assist the Meetings Chairman during conferences and be informed of her duties by the Meetings Chairman prior to the Meetings.
- She shall be well informed about the clubs in her District and be able to assist the Director of Junior Clubs or the Dean of Representatives in any way she can with the clubs in her District.
- She should be on the constant lookout for the possibility of organizing new Junior Clubs in her District and should report any possibilities to the Membership Chairman for further study.

DUTIES OF THE NOMINATING COMMITTEE

- A member of the Nominating Committee shall be required to familiarize herself with the by-laws of GFWC of Massachusetts and especially with Article IX pertaining to Junior Membership and with Article XI concerning Nominations and Elections.
- She should attend any club meetings in her District to which she is invited.
- She should attend all Junior Membership Conferences. She shall be noted as a State Delegate to those conferences.

- She should be well informed and constantly on the lookout for people in her District possessing the qualities necessary for leadership.
- She should be prepared to speak on nominations and leadership in her District.
- No member of the Nominating committee should offer anyone a nomination. Nominations shall be the decision of the Nominating Committee.
- The Chairman of the Nominating Committee shall:
 - a) Be a member of the Executive Board of Junior Membership.
 - b) Be a member of the Appointments Committee.
 - c) Be responsible for distribution and recording results of the Interest Surveys. All surveys received shall be made available to the Appointments Committee.
 - d) Meet her committee as needed.
 - e) Appoint a secretary to record the proceedings of committee meetings.
 - f) Issue a hardcopy or email invitation to accept nominations.
 - g) Announce at the Executive Board meeting in January (of each even calendar year) all of the candidates who have accepted nominations for the next term.
 - h) Email the slate of Officers, District Representatives and Nominating Committee Members to all Executive Board members and club presidents immediately following the January Executive Board Meeting of the even calendar year. Further nominations must be submitted to the Chairman of the Nominating committee in the even calendar year by February 1st when all nominations will be closed.
 - i) Announce the final slate of Officers, District Representatives and Nominating Committee members at the Junior Executive Board meeting in March of the even calendar year. Email final slate to Director of Junior Clubs, Director-elect and Recording Secretary. One copy to be retained for the Committee file.
 - j) Should there be more than one nominee, the Nominating Committee Chairman will prepare a ballot and appoint three tellers prior to the Annual Conference.

DUTIES OF A STATE CHAIRMAN

- She shall attend all Executive Board Meetings and be prepared to make a report.
- She shall prepare material for her pages in *Information Please*. This shall be emailed to the Director of Junior Clubs and webmaster at the date set by the Officers of Junior Membership.
- She shall attend all Junior Membership Conferences. She shall be noted as a State Delegate to those conferences.
- She should be ready to give information concerning her program area at all conferences and meetings when requested.
- She shall be ready to recommend speakers in her program area.
- She shall attend and speak at Junior club meetings when invited.
- She shall keep a file of the materials passed on to her by the preceding State Chairman, including copies of Junior chairman reports, State program area winners, and synopsis of clubs' activities, and should add such material to it as she deems advisable. This file should be passed to her successor following the Annual Conference.
- She shall be constantly on the lookout for ways to implement the work of her program area.

- She shall be thoroughly familiar with the program area materials that are sent out from the GFWC and GFWC of Massachusetts.
- She shall compile a program summary of Junior Membership clubs' accomplishments, in accordance with the accepted format, by the due date. She shall send copies of this program summary to the Director of Junior Clubs. She shall work with her GFWC of Massachusetts counterpart to compile the state award for her program area.
- She shall present awards at the Annual Conference. Copies of presentations shall be distributed to the Recording Secretary and the Director of Junior Clubs.
- By March Executive Board Meeting she shall submit to the Dean of Chairman the chairman's report rating form for her program area. By April 1st she shall submit a list of certificate and citation recipients to the Director of Junior Clubs.
- All correspondence representing Junior Membership must be approved by the Director of Junior Clubs. Must include appropriate letterhead and/or signature.

GFWC OF MASSACHUSETTS JUNIOR MEMBERSHIP RICKY GOMES
MEMORIAL SCHOLARSHIP

SECTION I

- 1) The GFWC of Massachusetts Ricky Gomes Memorial Scholarship has been established to provide an annual award to a member of GFWC of Massachusetts Junior Membership, and/or the son or daughter of a GFWC of Massachusetts Junior member, who shall meet the necessary qualifications as stated in the scholarship.
- 2) GFWC of Massachusetts Junior Membership will make out a check and award it to the recipient at GFWC of Massachusetts Junior Membership Annual Conference.
- 3) The award amount will be set according to the finances of GFWC of Massachusetts Junior Membership.
- 4) The award may be given to a full-time or part-time student in any year of study.

SECTION II

- 1) The GFWC of Massachusetts Junior Membership Treasurer shall establish a separate account in the name of the GFWC of Massachusetts Junior Membership Ricky Gomes Memorial Scholarship and shall there deposit any money turned over to her for the scholarship fund.
- 2) Funds for the scholarship shall be raised by donations, as well as special projects, determined by the Executive Board of Junior Membership.

SECTION III

- 1) The fund shall be administered by the GFWC of Massachusetts Junior Education Chairman who shall be the Scholarship Administrator. In the event the Education Chairman has a conflict of interest, administration will pass to the Assistant Director/ Director-Elect.
- 2) Applications forms are in *Information Please* and *Information Please Supplement*.
- 3) The Scholarship Administrator shall select three judges.
 - a) It is preferred that the judges be involved in the field of education.
 - b) A judge may not be a member of GFWC of Massachusetts/GFWC of Massachusetts Junior Membership
 - c) A judge may not be related to any applicant.
 - d) The judges shall select at least one recipient and one runner-up. Additional recipients may be selected upon direction of the Junior Membership Scholarship Committee provided there is sufficient money available

THE MARTA L. DIBENEDETTO JUNIOR MEMBERSHIP FUND

The Marta L. DiBenedetto Junior Membership Fund (“Fund”) shall be established for GFWC of Massachusetts Junior Membership and operate under the following mandates:

- 1) The Fund shall be an unrestricted fund which may be used for the purpose of supplementing operating expenses of the organization.
- 2) A separate account shall be established and maintained for the purpose of maximizing the monies in the Fund.
- 3) Every donation shall become part of the Fund in a timely manner.
- 4) A Fund Committee shall consist of the Director of Junior Clubs, Treasurer, Immediate Past Director of Junior Clubs, Member of the Past Junior State Officers Club not presently serving on Junior Membership Board and a Member at Large not presently serving on Junior Membership Board. The Treasurer shall serve as chairman and call a meeting on an as-needed basis to conduct the business of the Committee.
- 5) Following a two thirds vote of the Executive Board of GFWC of Massachusetts Junior Membership, a written request for action will be submitted to the Fund Committee. The Fund Committee shall respond within three months from the date of the written request.

OFFICIAL MAILING

- 1) All official mail sent out by Junior Membership MUST have the following words placed in this order:
 GENERAL FEDERATION OF WOMEN'S CLUBS OF MASSACHUSETTS
 _____ (Her name) _____, President
 _____ (Her name) _____, Director of Junior Clubs
- 2) All official mail should first be sent to the Director of Junior Clubs for approval.

- 3) A copy of all correspondence should be sent to everyone on the Director of Junior Clubs' Mailing List. Copies of other pertinent material should be sent to respective officers, District Representatives, District Nominating members, chairmen, etc. Each state Junior Chairman should include on her mailing list the GFWC of Massachusetts state program chairman and the GFWC chairman.
- 4) Advance notices of all Junior Membership activities and all programs must be sent to GFWC of Massachusetts Headquarters.

OFFICIAL JEWELRY FOR DIRECTOR, OFFICERS, AND COUNSELOR

- 1) A gift up to \$300 symbolizing her administration shall be given to the outgoing Director of Junior Clubs.
- 2) The traditional pin for the presiding Director of Junior Clubs has been provided and shall be passed on to her successor.
- 3) A gift shall be given to the outgoing Counselor to Junior Membership.
- 4) A traditional pin for each officer has been provided and shall be passed on to her successor.

VOTING AND REPRESENTATION

- 1) Voting at Junior Membership Conferences is governed by Junior Membership Bylaws, Article IX, Section 8, entitled Representation as printed in the GFWC of Massachusetts Manual.
 - a) For every ten members, a Junior Club shall be entitled to one voting delegate.
 - b) Junior Membership Officers, Chairmen, District Representatives, District Nominating Committee Members and Past Directors of Junior Clubs shall be State Delegates with voting privileges.
- 2) A member of the Executive Board who is not president of her local club must register at Junior Conferences as a State Delegate and not as a delegate from her club. A member of the Executive Board who is president of her club may register either as a State Delegate or as a Club Delegate.
- 3) Junior representation and voting at GFWC of Massachusetts Meetings is governed by the GFWC of Massachusetts Bylaws, Article X, Sections 1,2,3,4, and 5 and Article IX, Section 8 as printed in the GFWC of Massachusetts Manual.

CONVENTION REPRESENTATION AND EXPENSE

- 1) The travel fund shall be based on \$1.00 per capita dues allocated from dues money reserved for use of Junior Membership. Within this limit the Travel Fund shall pay all travel expenses, (including mileage reimbursement at a rate of \$0.25 per mile), room and board, and registration of the Director of Junior Clubs (or her alternate) to the GFWC Convention, GFWC Board of Director's Meetings, The New England Region Conference and Board Meetings, and the Fall, Mid-Winter and Annual Meetings of the General Federation of Women's Clubs of Massachusetts. Transportation and room and board costs shall be kept at a minimum.
 - a) It shall pay her expenses for all meals and scheduled functions at the GFWC Convention.
 - b) It shall pay the registration and room and board for the official delegate of Junior Membership (or her alternate) for the Annual Meeting of GFWC of Massachusetts.

- c) This fund will be used solely for the purpose of sending a delegate to these meetings and will not take the place of the amount given to the Director of Junior Clubs when she visits local clubs.
- 2) Attending the GFWC of Massachusetts and the GFWC Convention shall be the Director of Junior Clubs who has served as the Director during the club year immediately preceding the Convention. It will be her duty to report to her successor projects and plans for the coming year. She shall make the Official Report at Fall Conference of Junior Membership following the Convention.
- 3) The President of GFWC of Massachusetts shall be the guest of Junior Membership at the Junior Banquet at the GFWC Convention.
- 4) The in-coming Director of Junior Clubs shall have a portion of her expenses paid to GFWC of MA Annual Meeting and GFWC Convention based on available funds in the Junior treasury.

RULES AND EXPENSES OF JUNIOR MEMBERSHIP CONFERENCES

- 1) A conference is held to enable the Director of Junior Clubs and the Executive Board to explain the work of the organization and to help clubs with ideas to implement the programs of Junior Membership. The geographic location of conferences will be voted on by the Executive Board, with special consideration being placed on rotation throughout the State. Any club wishing to be the hostess club for a conference must submit its invitation to the Executive Board in writing.
- 2) Conference registration fee will be \$15.00.
 - a) The State President, Counselor to Junior Membership and Director of Junior Clubs shall not pay the usual registration fee for all conferences.
 - b) Past Directors of Junior Clubs shall not pay the usual registration fee for Annual Conference.
- 3) The CALL for the Conferences shall be sent no later than four weeks before the meeting date.
- 4) The Meetings Chairman must consult with the Director of Junior Clubs and may consult with the District Representative in whose district the Conference is to be held. She shall make all arrangements for the Conference with the hostess club(s) or facility representative with the approval of the Executive Board.
- 5) Junior Membership shall be responsible for:
 - a) Printed programs.
 - b) Luncheon and banquet tickets for GFWC of Massachusetts Junior Membership Annual Conference for the State President (or her alternate) who has served during the club year immediately preceding the Conference.
 - c) Luncheon and banquet tickets for the GFWC of Massachusetts Junior Membership Annual Conference for the Counselor to Junior Membership who has served during the club year immediately preceding the Conference.
 - d) Banquet tickets at the Annual Conference of Junior Membership for the incoming GFWC of Massachusetts President when there is a change in administration.
 - e) Luncheon tickets for the Director of Junior Clubs at Fall and Annual Conferences and banquet tickets and room and board at the Annual Conference of Junior Membership.
 - f) Making luncheon arrangements which shall be handled apart from conference expenses when in a hotel. Luncheon reservations and advance registration is refundable if the meetings chairman is notified by the time noted in the official Conference Call.

- 6) If a conference is hosted by a Junior Club, that club shall be responsible for:
- a) Providing name tags, staying at registration table until all clubs are registered and helping the Meetings Chairman during the day.
 - b) Providing centerpieces for lunch and/or banquet tables.
- 7) The Meetings Chairman will have her meals at Fall and Annual Conferences and her share of room (1 night) at Annual Conference paid for by Junior Membership.

INFORMATION PLEASE

Information Please is the Massachusetts Junior Membership club manual. It is made available electronically on the GFWC of Massachusetts, Junior Membership website.

MEMBERSHIP FIGURES/ MANUAL QUESTIONNAIRES

The official membership figure will be that figure listed for the club in the current GFWC of Massachusetts Manual. This is the figure given by club presidents on the manual questionnaire with their slate of incoming officers. Club presidents must submit the questionnaire to the Director of Junior Clubs by April 1st. Clubs shall be divided into two categories:

- | | |
|------------|----------------------|
| Division 1 | Membership of 31+ |
| Division 2 | Membership of 1 - 30 |

This figure shall be used in all reports, contests, and Junior questionnaire.

EXPENSES

No expenses may be reimbursed by Junior Membership without submission of detailed bills/receipts and explanation to the Treasurer of Junior Membership. Expenses, other than necessary expenses of the Director, shall be submitted to the Junior Executive Board for approval.

The Membership Chairman will be allowed expenses to help defray costs in the formation of new clubs.

COURTESIES/ETIQUETTE/PROTOCOL

When inviting an Officer, District Representative, Counselor to Junior Membership or Chairman to visit a club, the club Secretary should send the invitation well in advance of the meeting. The invitation should include the date, time, place (including street address and contact number.) If the person is being asked to speak the length of time should also be included. If the person had accepted, a reminder should be sent a few days before the meeting.

A club may pay the travel expense of an invited Officer, Counselor, District Representative, Chairman or any other member of the Junior Executive Board when they have been specifically asked to speak on the work of Junior Membership at a club meeting. Expenses rated at \$.25/mile. No club shall pay more than \$25.00.

Guests should be greeted at the door and directed to their seat. If there is more than one state guest, they would prefer to sit directly among club members rather than be seated together. The entire audience, in respect for the office, should rise to greet the GFWC President, GFWC State President, GFWC Director of Junior Clubs and/or the GFWC Director of Junior Clubs. One would rise when she is introduced to speak.

Federation leaders should be introduced at the beginning of the meeting in the following order:

State President
 Director of Junior Clubs
 Counselor to Junior Clubs
 State Officers-General then Junior
 District Directors (General)
 District Representatives (Junior)
 District Nominating Committee Members
 Junior State Chairmen
 Visiting Club Presidents, General or Junior
 Club Advisors

When guests are to speak the order is reversed.

General club members holding offices and chairmanships take precedence over their Junior counterparts, even at Junior Meetings. If GFWC International guests are present, they take precedence over any state guest except State President.

OTHER INFORMATION FOR CLUB PRESIDENTS

Addresses:	GFWC of Massachusetts Headquarters P.O. Box 679 245 Dutton Road Sudbury, MA 01776 (978) 443-4569 www.gfwcma.org www.gfwcmajuniors.org	GFWC Headquarters 1734 N Street, N.W. Washington, D.C. 20036 www.gfwc.org E-mail: gfwc@gfwc.org
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