



GFWC Florida

Juniorette New Club Manual

Revised July 2022



FORMING A NEW GFWC FLORIDA JUNIORETTE CLUB - WHERE DO WE START?

Appoint a Juniorette Advisor

Potential advisors: Girl Scout leaders, Youth Group leaders, mothers of high school or middle school girls, community leaders, anyone who enjoys working with teenaged girls.

Advisor Selects a Committee

Each committee member can be in charge of a specific area to help out, such as leading the girls in set up/clean up, chaperoning service projects, guiding the girls in project planning, etc.

Set Date, Time, and Place for First Juniorette Meeting

Consult school calendars to make sure your meeting does not conflict with major school activities, such as football games or prom. Meetings can be in the evening (try not to go beyond 8:30 or 9:00 p.m.) or on a weekend afternoon. 90 minutes is a good meeting length. If your club does not have a clubhouse, try a meeting room at your library or community center.

Advertise and Invite

Solicit the support of your local newspaper to run an article about your new Juniorette club; if schools will allow you to distribute flyers or invitations do that; other possibilities are youth groups, girl scouts, sports teams; daughters and granddaughters of clubwomen. Remember, Juniorettes always come in pairs, so if you get one girl to come she will almost always bring at least one friend with her.

Plan Your Program

Make it FUN! Have a theme, such as an ice cream social. Hold a brief orientation about Juniorettes and GFWC; potential projects; complete a simple service project; refreshments; door prizes. Hand out information packets. Get contact information.

Follow-Up

Send follow-up notes to the girls with information on next meeting. At that meeting you can elect officers, brainstorm projects, collect dues, review by-laws. Club Officers are usually the President, Vice President, Secretary and Treasurer. You may combine the position of Secretary and Treasurer.

Federate

Follow GFWC Florida guidelines to federate your club, which include sending in dues, copies of your by-laws, lists of officers and members. You must have at least ten members to become Federated. Attend state meeting at which you are federated

GFWC JUNIORETTE ADVISORS RESPONSIBILITIES AND DUTIES OF AN ADVISOR

The duties and responsibilities of the advisor and her committee vary as the needs of the club and its members. The following suggestions were compiled to assist advisors with Juniorette clubs.

1. Willingness to work with young women

- a.** Attend each event and meeting
- b.** Be "another" adult contact for these girls -- NOT NECESSARILY A PARENT
- c.** Resource person

2. Knowledgeable of the GFWC and GFWC Florida organizations

- a.** Some history of each
- b.** Officers-especially members of the Juniorette Planning Committee
- c.** District Directors and Junior District Directors
- d.** CSP and Advancement areas

3. Reporting

- a.** Encourage club to file yearend report following report guidelines
- b.** Encourage club to meet all reporting deadlines
- c.** Submit all dues and contributions by state deadline

4. Leadership

- a.** Provide workshops for officers
- b.** Use committees
- c.** Assist with agenda development for meetings
- d.** Help them govern themselves

5. Meetings

- a.** Advisor and/or committee attend each event or meeting, including local, district and state meetings. If not possible, provide adequate adult chaperones.
- b.** Help keep meetings running smoothly.

6. Outgoing advisor to incoming advisor

- a.** For training purposes, pass on materials, booklets, handbooks, etc.
- b.** Review past year's successes and failures
- c.** Incoming advisor meet with new board to plan year as soon as possible. Plan meetings and programs
 - Decide projects
 - Discuss club promotional items (T-shirts, etc.)
 - Schedule socials
 - Prepare newsletter format
 - Organize yearbook
 - Prepare budget

- d. Recruit parents and club members to assist at meetings and events as needed throughout the year

SPONSORING CLUB RESPONSIBILITIES

The sponsoring club contributes to the success of the Juniorette club by providing the club and its advisor the following: **ORIENTATION, LEADERSHIP, FINANCIAL ASSISTANCE,** and **COMMUNICATION.**

ORIENTATION begins with basic Federation knowledge in the CSP's and any other special areas. The advisor must understand the importance of year end reporting. It is a time for bragging and a time for new ideas to be shared. The advisor and the Juniorette club need to be given a basic knowledge of Federation structure and history so that they understand that their club does not stand alone. It is part of the largest women's volunteer service organization in the world.

LEADERSHIP is learned through observing and participating in club work. The sponsor club can direct this leadership by utilizing its officers and chairmen for the Juniorette club. For example, the sponsoring club's department chairmen can work with the Juniorette department chairmen in planning projects and programs. The sponsoring club should encourage the Junioresses to broaden their scope of community service. Plan programs that focus on each of the departments. In this way the Junioresses can come to realize how the Federation compliments its members.

FINANCIAL ASSISTANCE is an obligation of the sponsoring club. The Juniorette club must learn to work within its means and become as self-reliant as possible. However, this is sometimes difficult for a new club. A sponsoring club can help by providing "seed" money and help its Juniorette club prepare an operating budget.

COMMUNICATION between the advisor and sponsor club is vital. A committee of knowledgeable members should be available for the advisor as well as the Junioresses. A member of this committee could attend each Juniorette meeting, informing them of happenings in the sponsoring club. Joint projects can be developed. This same sharing should be made available for the Junioresses to attend the sponsoring club's meetings. If this is difficult, you could try exchanging club newsletters.

Utilize the GFWC Florida Federation of Women's Clubs officers and chairmen, especially those living in the district in which your club is located. They offer a wealth of information. These officers would be honored and delighted to speak at your meeting and share information with your club.

GFWC JUNIORETTE CHAPERONE RESPONSIBILITIES

It is imperative that parents assist during outside general meetings. Chaperoning is an important responsibility and needs to be taken seriously. The safety of all is compromised when chaperones do not follow the established procedures. Chaperones should behave in a positive manner that our young ladies can use as a model. Although some of the items below may seem common sense, it is our duty to make you aware of each one for the safety of all involved.

What is expected of parent volunteers?

Chaperone responsibilities and expectations are like those in an indoor classroom:

- All chaperones must be at least 21 years of age.
- Always Carry Medical Release Waiver/Emergency Contact information for each Juniorette member (provided by club advisors). In case of an accident, the medical release waivers shall be presented to the treating physician. Chaperones are required to report any illness of members to the Lead Chaperone.
- The level of supervision of students while on an outside community project is no less than the level of supervision of members required when they are at general meetings.
- Arrive at any meeting place at or before the assigned time.
- Monitor your assigned group. Stay with the group until completion of the volunteer experience. Do not allow any Juniorette to leave without permission and only if accompanied with by another member. Remember — they travel in pairs!
- Keep the focus on the members, not on other adults.
- Discourage social talking amongst adults/chaperones.
- Remind everyone to stay on task.
- Watch and assist all the members in your small group, not just your own children.
- Share your enthusiasm for community service with your group.
- Parent chaperones are responsible for supervising members.
- Cell phones need to be used at appropriate times.
- We need chaperones who are interested in helping all members. Although your main responsibility is to take care of your own group, please be aware of what all members

are doing and discuss any inappropriate behavior with any member not acting appropriately.

- Inappropriate language is unacceptable for adults or Juniorette members. Please be mindful of the way you speak around our young ladies.
- Drinking of alcoholic beverages and/or use of tobacco products by a chaperone at any time during an outside community project is prohibited.
- Chaperones must actively supervise and keep an accurate check on members assigned to them. Typically, 4-5 girls per chaperone.
- Overnight chaperones may not retire until all group members are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the members are secure.
- Chaperones are typically not permitted to bring siblings of participating members, unless they are of the age that they may participate in the volunteer opportunity as well.
- If transporting Junioresses to and from an event, you must have a valid driver's license and a registered/insured vehicle. Obey all traffic laws and do not take driving risks that will place anyone in a harmful situation. Ensure all Junioresses have a seat in the vehicle and wear seatbelts.

Sample Juniorette Club Bylaws

ARTICLE I - NAME

The name of this club shall be GFWC Terrific Juniorette Club referred to as "the club" located in Happy, Florida; a constituent division of GFWC Florida Federation of Women's Clubs (GFWC FLORIDA) 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 and shall participate in GFWC and GFWC FLORIDA projects and programs.

ARTICLE III – MEMBERSHIP

Section 1. Membership is by invitation by a member in good standing and shall be open to any person 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 who will submit it to the Board of Director (henceforth referred to as the board). A majority vote by the board shall elect membership. The membership chairman shall notify the applicant.

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

Section 4. When a member in good standing resigns, she should notify the membership chairman in writing. A member who is dropped from membership may make application to the membership chairman.

ARTICLE IV - OFFICERS

Section 1. The officers of the club shall be president, president-elect, first vice president second vice president, recording secretary, corresponding secretary and treasurer.

Section 2. At the March meeting a nominating committee of five (5) 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 April. The nominating committee shall report at the April meeting. Before the election at the annual me eting, nominations from the floor shall be permitted.

Section 3. Officers shall be elected by voice or ballot vote to serve for a term of one year which begins June 1 . A vacancy in office other than the president shall be filled by appointment by the president with approval by the board. The president-elect will fill a vacancy by the president.

Section 4. 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.

Section 5. Duties of Officers:

a. President shall:

- (I) preside at meetings of the club and board
- (II) appoint department, standing and special committee chairmen
- (III) appoint a parliamentarian who shall serve on the board without a vote
- (IV) be official representative of the club at district state meetings
- (V) be ex-officio member of all committees except nominating committee
- (VI) perform such other duties outlined in bylaws and parliamentary authority

b. President-Elect shall:

- (I) work closely with president to set programs and long term plans for club
- (II) perform duties of the president in her absence and assume the office of president should a vacancy occur
- (III) shall serve as dean of departmental program and leadership chairman
- (IV) shall attend district/state federated functions as legal delegate

c. First Vice President shall:

- (I) be membership chairman
- (II) maintain member records /addresses and hold new member orientation
- (III) meet & greet members at meetings: provide name tags
- (IV) perform other such duties as may be required

d. Second Vice - President shall:

- (I) be ways and means /community outreach chairman
- (II) suggest projects and work with chairman to coordinate fundraising and service hour projects
- (III) perform other such duties as may be required

e. Recording Secretary shall:

- (I) record minutes of all meetings of the club and board
- (II) be a signatory on all official documents
- (III) perform other duties as may be required

f. Corresponding Secretary shall:

- (I) issue notices as required
- (II) write thank you notes and acknowledge club invitations /correspondence as directed by the president or board
- (III) send get well cards to sick members as directed by president or board
- (IV) perform other duties as may be required

g. Treasurer shall:

- (I) receive and deposit all funds
- (II) be responsible to pay all bills upon authorization
- (III) keep an account of all receipts and disbursements and submit monthly reports to the board and membership

- (IV) make an annual report and complete a final accounting
- (V) submit all books and papers to accountant after close of fiscal year
- (VI) perform other duties as may be required

ARTICLE V - MEETING

Section 1. Regular meeting 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 April unless otherwise set by the board of directors. Annual reports by officers and chairmen are due at this meeting. The annual election shall take place at the April meeting.

Section 3. The Finance Committee shall be composed of the treasurer, president , president-elect and immediate past president . They shall prepare and present an annual budget for adoption by the membership at the June regular meeting. The club's fiscal year runs June 1 - May 31.

Section 4. Special meetings of the club may be called by the president or executive committee 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 Board of Directors shall meet monthly before the regular meeting unless otherwise voted upon by the executive committee.

Section 6. A majority of the number in attendance shall constitute a quorum.

ARTICLE VI - DUES

Section 1. Annual dues shall be established by the Board of Directors and shall include applicable GFWC FLORIDA/GFWC dues. Dues shall be payable on or before June 1 and delinquent after 30 days. The treasurer or her designate shall notify members who are delinquent. Those whose dues are not paid 30 days after that notification shall forfeit membership.

ARTICLE VII - BOARD OF DIRECTORS

Section 1. The elected officers, department chairmen and parliamentarian shall constitute the Board of Directors. The parliamentarian shall have no vote. The Executive Committee shall be the elected officers.

Section 2. The Board is charged with the responsibility of transacting the routine business of the club. No board member shall exceed her authority.

Section 3. Any board member failing to attend two regular or two board meetings without being excused by the president shall be removed from office.

ARTICLE VIII - PARLIAMENTARIAN 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.

Bylaws approved by membership _____ date.



GFWC Florida
Club Information Form
Attention Club Presidents
(Juniorette, Junior and Woman's Club)



This information is needed to insure information is correct in the GFWC Florida Online Manual and for mailing of the Call to GFWC Florida State Meetings. Please return the completed form no later than **June 30th of each year to:**

Julia George **AND** **GFWC Florida Headquarters** **AND** **Your District Director**
6770 Ridgewood Ave #901 **4444 Florida National Drive**
Cocoa Beach, FL 32931 **Lakeland, Florida 33813**
gfwcjulia@yahoo.com gfwcfloridahq@gmail.com

Club Information

Legal Club Name: [Click here to enter text.](#)

Club Mailing Address: [Click here to enter text.](#)

Do you own a clubhouse? [Click here to enter text.](#)

If yes, clubhouse address: [Click here to enter text.](#)

If no, address where you meet: [Click here to enter text.](#)

Club phone number: [Click here to enter text.](#)

Club website: [Click here to enter text.](#)

Club email address: [Click here to enter text.](#)

GFWC Florida District: [Click here to enter text.](#)

Number of club members: [Click here to enter text.](#)

Year club organized: [Click here to enter text.](#) Year club federated: [Click here to enter text.](#)

Club meeting day & time: [Click here to enter text.](#) Months of year club meets: [Click here to enter text.](#)

Club President Contact Information

Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)

Club Juniorette Advisor Contact Information

Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)

Club Treasurer Contact Information

Name [Click here to enter text.](#)

Phone [Click here to enter text.](#)

Email address [Click here to enter text.](#)

Checklist

Two copies of all **information forms** plus a copy of your new bylaws, and a check made payable to GFWC Florida for dues **must be received no later than two (2) weeks prior** to the GFWC Florida Board of Directors Meetings which are held at the Rosen Plaza Hotel, Orlando, Florida, on the following dates:

- Sept. 23– 25, 2022 - GFWC Florida Fall Board of Directors meeting
- April 20-23, 2023 - GFWC Florida Annual Convention
- Sept. 21-24, 2023 – GFWC Florida Fall Board of Directors meeting
- April 12-15, 2024 – GFWC Florida Annual Convention

Required Information:

- ✓ New Bylaws
- ✓ New Club Information Form
- ✓ Remittance Form
- ✓ List of Members
- ✓ Check made out to GFWC Florida for \$15 per member. (\$5 per capita for GFWC FL plus \$10 per capita for GFWC). Advisors do not pay dues.

Please mail or email one copy to GFWC Florida Headquarters, gfwcfloridahq@gmail.com 4444 Florida National Drive, Lakeland, Florida 33813 (include the check in this mailing). The other copy is to be mailed or emailed to GFWC Florida Second Vice President: Laura Connelly, 485 Boca Ciega Point Blvd. S., St. Petersburg, FL 33808. secondvp@gfwcflorida.org

GFWC FLORIDA BYLAWS - JUNIORETTE CLUBS

ARTICLE XIV JUNIORETTE CLUBS

SECTION 1. DEFINITION Juniorette clubs are clubs whose membership is composed entirely of young women ages 12 to 18. Such clubs shall hold associate membership in GFWC Florida and shall undertake one or more projects of volunteer service.

SECTION 2. SPONSORSHIP A juniorette club shall be sponsored by an active club in good standing in GFWC Florida. The juniorette club shall have an advisor who shall be a member of the sponsoring club.

SECTION 3. STATE DIRECTOR OF JUNIORETTE CLUBS There shall be a state director of juniorette clubs. She shall serve on the GFWC Florida board of directors as the official representative of the juniorette clubs.

GFWC FLORIDA STANDING RULES JUNIORETTE CLUBS

F. JUNIORETTE CLUBS

1. State director of juniorette clubs

a. Eligibility

The state director of juniorette clubs shall:

- 1) be a member in good standing of a juniorette club;
- 2) have served as a juniorette club officer or chairman;
- 3) have served on the state juniorette planning committee;
- 4) be endorsed by the club of which she is a member.

b. Election

- 1) Election shall be by ballot at the annual juniorette business meeting and a majority vote shall elect.
- 2) If there is only one candidate, the vote may be by voice.

c. Term of Office

- 1) The term of office shall be for one year or until her successor is elected and shall begin at the close of the meeting at which she is elected.
- 2) She shall be ineligible for a succeeding term.

d. Duties

The state director of juniorette clubs shall:

- 1) preside at the juniorette meetings;
- 2) recommend juniorette chairmen for approval by the chairman of the juniorette advisory committee, for appointment by the GFWC Florida president;
- 3) perform such other duties as are necessary and as directed by the juniorette advisory committee;
- 4) serve as a member of the GFWC Florida board of directors.

2. Juniorette meetings

a. Annual meeting

- 1) The annual meeting shall be for the purpose of election of officers and other necessary business.
- 2) The time and place of the meeting shall be approved by the GFWC Florida executive committee upon recommendation of the juniorette advisory committee.
- 3) A club shall be represented by the club president, or her alternate, and three additional representatives.
- 4) Members of juniorette clubs who are not representatives may attend and speak, but shall not make motions nor vote.

b. Special meetings

With the approval of the GFWC Florida executive committee, special meetings may be called by:

- 1) the state director of juniorette clubs with the approval of the juniorette advisory committee;
- 2) the chairman of the juniorette advisory committee.

c. Rules

- 1) A chaperone/advisor shall stay in a room with, next to, or as near as possible to the juniorettes who are attending a state meeting.
- 2) There shall be chaperone(s)/advisor(s) at all juniorette meetings.
- 3) Each juniorette shall sign an agreement:
 - a) not to leave the premises without a chaperone/advisor;
 - b) to abstain from the use of illegal drugs and alcohol;
 - c) to a nightly check-in with the chaperone/advisor;
- 4) Violation of this agreement will result in disciplinary action;
- 5) Each juniorette's parent or guardian shall sign the Combined Parental Meeting Approval and Medical Emergency Form, have it notarized, and returned to the club sponsor/advisor before the juniorette may attend any GFWC Florida function.

3. Juniorette planning committee

a. Composition

The juniorette planning committee shall be composed of the state director of juniorette clubs, the vice-director, the secretary-treasurer, the state juniorette community service programs and standing committee chairmen as appointed by the GFWC Florida president and the chairman of the juniorette advisory committee.

b. Duties

The juniorette planning committee shall, in cooperation with the juniorette executive committee and the juniorette advisory committee, coordinate plans for special activities and projects for juniorette clubs.

c. Meetings

The juniorette planning committee shall meet at the call of the state director of juniorette clubs, with the approval of the chairman of the juniorette advisory committee.

4. Juniorette advisory committee

a. Composition

The juniorette advisory committee shall be composed of seven members, the second vice-president, a chairman and eight members appointed by the GFWC Florida president.

b. Duties

The juniorette advisory committee shall:

- 1) serve as liaisons between juniorette clubs and the GFWC Florida;
- 2) oversee the needs of the juniorette clubs;
- 3) hold an orientation for all juniorette sponsors/advisors at the state meetings;
- 4) perform such other duties as are necessary to assist the juniorette clubs and sponsors.

5. Junorette executive committee

a. Composition

The juniorette executive committee shall be composed of the chairman of the juniorette advisory committee and the three elected state juniorette officers; the director of juniorette clubs, the vice-director of juniorette clubs, and the secretary-treasurer.

b. Duties

The juniorette executive committee shall:

- 1) interpret the GFWC Florida program to the juniorette club members;
- 2) plan projects and special activities for the juniorette clubs in cooperation with the juniorette planning committee and the juniorette advisory committee.

c. Meetings

- 1) The juniorette executive committee shall meet at the call of the state director of juniorette clubs with the approval of the chairman of the juniorette advisory committee.
- 2) Meetings may be conducted by mail or electronic transmission.

6. Junorette budget

- a. The juniorette advisory committee shall prepare a proposed annual budget for the juniorettes.
- b. The budget shall be submitted to the GFWC Florida finance officer one month prior to the annual convention for approval by the GFWC Florida executive committee.
- c. The budget shall provide for a hotel room from the juniorette fund for:
 - 1) the juniorette executive committee at the GFWC Florida annual convention;
 - 2) the state director of juniorette clubs at the GFWC Florida fall board of directors meeting.
 - 3) the Junorette advisor has one (1) hotel room paid for, charged to JASM account 2C-279.
- d. Any expenses unanticipated by the juniorette budget shall be the responsibility of the juniorette incurring the expense and her parent or guardian. The juniorette and her parent or guardian shall be notified in advance of the amount of these expenses.

7. Junorette club officers' list

- a. The president of each juniorette club shall send the names and mailing addresses with zip codes of the newly elected officers of the club to the state director of juniorette clubs and the chairman of the juniorette advisory committee.

- b. The state director of juniorette clubs shall forward these lists to GFWC Florida headquarters and the GFWC Florida corresponding secretary no later than June 1 of each year.