



GFWC MT Billings Junior Woman's Club Bylaws

HISTORY

The GFWC Billings Junior Woman's Club was organized February 11, 1933. In 1934, the Billings Junior Woman's Club (BJWC) joined the Montana Federation of Woman's Clubs; then in 1935, the General Federation of Women's Clubs. The General Federation of Women's Clubs is an international organization of community-based volunteer clubs. It is also the largest and oldest nondenominational women's organization in the world. GFWC Billings Junior Woman's Club was incorporated under the laws of the State of Montana on October 1, 1958, as exclusively charitable defined by Section 501 (c) 4 of the IRS code.

PREAMBLE

The GFWC Billings Junior Woman's Club of Billings shall strive through the organization and its individual members to promote: An active interest in good government, civic affairs, educational support, philanthropy, moral values, and cultural development. BJWC shall encourage members to serve their community while promoting good fellowship within BJWC.

GFWC BILLINGS JUNIOR WOMAN'S CLUB BYLAWS

ARTICLE I – NAME

The name of the organization shall be GFWC Billings Junior Woman's Club, hereafter referred to as BJWC.

ARTICLE II – OBJECT AND PURPOSE

The object of BJWC is to operate exclusively as a not-for-profit organization and to promote social welfare as listed under Section 501(c)4 of the Internal Revenue Code.

The primary purpose of the GFWC Billings Junior Woman's Club is to make a positive impact within our community, our state, our country, and our world. The club is organized to foster an environment to work cohesively with others for the betterment of the aforementioned. We are committed to volunteer service, personal growth, and development of lasting friendships.

ARTICLE III – MEMBERSHIP

Section 3.1 – Eligibility

Any person, age 18 or older, and in agreement with the object and purpose as stated above, shall be eligible for membership.

Section 3.2 – Types of Membership

Active membership shall be the only type of membership and members shall participate in programs of GFWC. All members of BJWC shall be members of GFWC Billings Junior Woman's Club Children's Foundation.

Section 3.3 – Membership Procedures

To become a member of GFWC/BJWC requires:

1. A written membership form.
2. Payment of dues in the amount specified in Article IV Section 4.2 Dues.
3. New members to attend an orientation conducted by the membership committee.

3.4 – Confidentiality

Member information shall be kept confidential and not be disclosed to any third parties.

3.5 – Transfers

Transfer from another GFWC organization to BJWC may be granted upon presenting a letter of transfer from their previous club, filing a membership form, payment of dues, and acceptance of BJWC's object and purpose.

3.6 – Resignations

Any member may resign by notifying to the Executive Committee.

Section 3.7 – Removal

1. A member shall be removed by following Robert's Rules of Order, Newly Revised.
2. A member is removed from membership if dues are not paid by October 1.

Section 3.8 – Reinstatement

Any member who has resigned in good standing may request reinstatement from the Executive Committee with payment of

current dues and completion of a new membership application.

ARTICLE IV – DUES AND FINANCES

Section 4.1 – Fiscal Year

The fiscal year shall be from June 1 through May 31. The accounts of BJWC shall be kept in accordance with sound accounting practices and shall have a compilation annually by a Certified Public Accountant.

Section 4.2 – Dues

1. Dues shall be paid annually in May.
2. The membership chairman shall notify members by June 30 of delinquent dues. Members whose dues are not paid by October 1 shall be removed from membership.
3. New members joining after January 31 will not be required to pay dues again until the end of the following fiscal year.

Section 4.3 – Contributions

Financial contributions from members to projects approved by the Board of Directors shall be sent to the treasurer by check or electronic transfer.

Section 4.4 – Investments

1. All monies held by BJWC shall be placed in accredited financial institutions selected by the Board of Directors. The entire membership shall be apprised of the selection.
2. The financial institutions will report directly to the Treasurer and President.

3. Funds may not be invested in any new accounts unless approved by two-thirds of the Board of Directors.

Section 4.5 – Disbursements

Disbursement of funds of BJWC shall be by check or electronic transfer and made by the reimbursee's submission of a "Request for Funding" form signed by the committee and/or project chairman responsible for a budget.

Section 4.6 – Expenditures

All purchases in excess of committee budgets shall be approved by two thirds (2/3) vote of the membership in attendance at a club meeting.

Section 4.7 – Monies

Any monies given to the treasurer shall be made by check or electronic transfer.

Section 4.8 – Fiduciary Security Policy

A Fiduciary Security Policy shall be secured and reviewed by the Executive Committee upon renewal of the policy.

Section 4.9 – Dissolution

Upon the Dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) 4 of the IRS Code, or corresponding section of any future federal tax code or shall be distributed to the federal government, or to a state or local government, for public purposes.

ARTICLE V – OFFICERS

Section 5.1 – Elected Officers

The Elected Officers of BJWC shall be President, President-Elect, Secretary, and Treasurer.

No person may hold more than one office. No officer shall receive any salary or other compensation for services rendered to the club.

Section 5.2 – Appointed Positions

The Appointed Positions of BJWC shall be Member-at-Large and Parliamentary Advisor. These positions are appointed by the President. No Appointee may hold more than one office or receive any salary or other compensation.

Section 5.3 – Eligibility

Eligibility for all offices shall include active membership in BJWC. Eligibility for the office of President shall include service on the Executive Committee for a minimum of two (2) years. Eligibility for the office of President Elect, Secretary and Treasurer shall include service on the Board of Directors for a minimum of two (2) years.

Section 5.4 – Term

1. The term of office shall be two years or until such a time as a successor assumes office. Officers shall serve beginning July 1.
2. From June 1 through June 30, outgoing and incoming officers will work together for a smooth transition.

Section 5.5 – Nominations and Elections

1. The Nomination Committee shall present a slate of candidates for the offices of President-Elect, Secretary and Treasurer at the meeting in March of even numbered years. Additional nominations may be made at the April general meeting.
2. Offices of President-Elect, Treasurer, and Secretary shall be elected by a two thirds (2/3) vote of the members present and voting at the April annual meeting of even numbered years. All officers assume a two-year term.
3. The offices of President and Treasurer are limited to two consecutive terms. The term of office begins July 1st of even numbered years. Special elections will be held to fill a vacant position.

Section 5.6 – Duties of Officers

PRESIDENT

The President Shall:

1. Be the official representative of BJWC.
2. Preside at meetings of BJWC and the BJWC Children's Foundation.
3. Be an ex-officio member of all committees except Nominations.
4. Serve as a member of the Budget and Finance Committee.
5. Serve as Chairman of the Executive Committee, Board of Directors, and Children's Foundation Board.
6. Appoint a Member-at-Large and Parliamentary Advisor for her term of office.

7. Appoint a Nomination Committee by January of even years.
8. Appoint a Financial Audit Committee of 3 members to review the Treasurer's Report annually by June 10th and present the books to the CPA.
9. Serve on the Board of Directors of GFWC MT and attend GFWC MT meetings.
10. Prepare an Annual Club Report and End of Year Statistical Report for GFWC MT.
11. Coordinate with the successor for a smooth transition and transfer of records.

PRESIDENT-ELECT

The President-Elect Shall:

1. In the absence of the President perform the duties of the President.
2. Perform such other duties as may be assigned to her.
3. Preside at one of the general meetings at the discretion of the President.
4. Serve as a member of the Budget and Finance Committee.
5. Serve as co-chairman of the Membership Committee.
6. Serve as chair of the Nominations Committee in even years.
7. Coordinate with the successor for a smooth transition and transfer of records.

The Membership Committee Shall:

1. Recruit prospective members.
2. Promote good fellowship within the club.

3. Maintain membership records and be responsible for ordering name badges and club pins.
4. Provide orientation for each new member.
5. Perform other duties as assigned.
6. Keep accurate records of the Committee budget and volunteer hours.

The Nominations Committee Shall:

1. Prepare a slate of qualified candidates the elected offices of BJWC.
2. Present the slate of candidates at the March meeting in even numbered years.
3. Hold elections at the April Meeting in even numbered years.

SECRETARY

The Secretary Shall:

1. Take all minutes and keep essential records.
2. Provide the minutes within two weeks after each meeting for the president's review.
3. Compile copies of all minutes from Regular Meetings, Board of Director Meetings, Executive Committee Meetings and Children's Foundation Meetings. At the end of the term, present all to the Document Organization Committee.
4. Coordinate with the successor for a smooth transition and transfer of records.

TREASURER

The Treasurer Shall:

1. Be the custodian of all funds.
2. Deposit all dues and assessments and receive all monies.
3. Make payments in accordance with the budget.
4. Make payments of expenses not provided for in the budget only upon order of at least two-thirds (2/3) of the members at a general meeting.
5. Keep full and accurate accounts and prepare monthly financial statements for each committee chairman prior to the regular meetings.
6. Prepare and present a financial report at each regular meeting.
7. In event of a vacancy of the Treasurer, two members shall be appointed by the President until a new Treasurer can be elected.
8. Prepare records for the Audit Committee including reimbursement forms, receipts, check register, and bank statements by Jun 10th.
9. Be Chairman of the Budget and Finance Committee.
10. Coordinate with the successor for a smooth transition and transfer of records.

The Budget and Finance Committee Shall:

1. Be composed of the Treasurer, Past Treasurer, President, Past President, President-Elect, Secretary, and Member-at-Large.
2. Prepare a budget and submit it with recommendations to the Executive Committee prior to the Board of Directors meeting in June.

MEMBER-AT-LARGE

The Member-at-Large Shall:

1. Serve on the Budget and Finance Committee.
2. Be co-chairman of the Membership Committee.
3. In the event of an absent officer, other than President, assume the duties of that office for that meeting.
4. Coordinate with the successor for a smooth transition and transfer of records.

PARLIAMENTARY ADVISOR

The Parliamentary Advisor Shall:

1. Assist the President with Parliamentary Procedure by following the Robert's Rules of Order Newly Revised.
2. Have all rights and privileges of any other member.
3. Advise the Bylaws Committee composed of members appointed by the president.
4. Coordinate with the successor for a smooth transition and transfer of records.

The Bylaws Committee Shall:

1. Review the Bylaws of BJWC and the Foundation odd years. Officers of BJWC **will** certify the Bylaws after approval by the membership. Submit the proposed Bylaws amendments and Standing Rules with rationale to the Executive Committee for review.
2. Send the proposed amendments to the membership to review at least one week prior to a BJWC meeting.

3. Present the proposed changes and amendments with rationale at a meeting. A two thirds (2/3) vote is needed for approval.

ARTICLE VI – MEETINGS

Section 6.1 – Regular Meeting

Regular meetings of the general membership shall be on the third Tuesday of each month, September through May except when otherwise ordered by the club or the executive committee. There will be no December meeting.

Section 6.2 – Annual Meeting

The Annual meeting of BJWC shall be the third Tuesday of **April**. The minutes from this meeting are to be put on file with the incorporation papers by the President.

***INFORMATION PURPOSE: This portion is in the bylaws because the club is incorporated and a 501 (c) Annotated 2021 TITLE 35. CORPORATIONS, PARTNERSHIPS, AND ASSOCIATIONS CHAPTER 2. NONPROFIT Part 5. Members -- Delegates – Voting Annual And Regular Meetings*

35-2-526. Annual and regular meetings. (1) A corporation with members shall hold a membership meeting time stated in or fixed in accordance with the bylaws.

Section 6.3 – Special Meeting

Special meetings shall be called by the President, Board of Directors, Executive Committee, or upon written request of ten members of BJWC.

Section 6.4 – Cell Phones

Cell phones shall be turned off or set on vibrate during the meeting. Members should excuse themselves for any cell phone use.

Section 6.5 – Notice of Meetings

1. Notice of the annual and general meetings shall be given by the Communication/Public Relations Committee.
2. Notice of regular, special and annual meetings shall be given at least three (3) days in advance.

Section 6.6 – Quorum

The quorum for the meetings of BJWC shall be two-thirds (2/3) of the members physically or electronically present.

Section 6.7 – Electronic Meetings

Except as otherwise provided in these bylaws, meetings of BJWC can be conducted through use of Internet meeting services designated by the President. These electronic meetings shall be subject to Robert’s Rules of Order Newly Revised.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 7.1 – Composition

The Executive Committee of BJWC shall be President, President-Elect, Secretary, Treasurer, Member-at-Large, Parliamentary Advisor, and Immediate Past President.

Section 7.2 – Duties

The Executive Committee Shall:

1. Be responsible for the general meetings and hold meetings as deemed necessary.

2. Transact the business of BJWC between meetings of the Board of Directors.
3. Review and approve the budget recommended by the Treasurer.
4. Create and dissolve special committees.
5. Declare vacancies in office.

Section 7.3 – Meetings

The Executive Committee shall meet at least yearly, at the call of the President or upon request of any three members of the Board of Directors. Electronic meetings may be held as stated in Section 6.7.

Section 7.4 – Quorum

The quorum for the meetings of the Executive Committee shall be five (5) members present or electronically.

ARTICLE VIII - BOARD OF DIRECTORS

Section 8.1 – Composition

The Board of Directors consists of:

1. The elected officers of BJWC and the Immediate Past President.
2. Appointed Positions: Community Service Program (CSP) and Advancement Plans Chairmen (AP), Member-at-Large, and Parliamentary Advisor.
3. The President of BJWC by virtue of the office shall be Chairman of the Board of Directors.

4. The Secretary will take minutes of the meeting and provide the minutes to the Board of Directors within two weeks following the meeting.

Section 8.2 – Duties

The Board of Directors shall be responsible for the business and funds of BJWC. It shall present all proposed major business transactions to the membership for ratification.

Section 8.3 – Meetings

The Board of Directors Shall:

1. Hold two (2) meetings per year and others as deemed necessary by the President.
2. One (1) meeting shall be held in June to approve the following year's budget.
3. Electronic meetings may be held as stated in Article VI Section 6.7.

Section 8.4 – Quorum

The quorum for the meetings of the Board of Directors shall be two thirds (2/3) of the Board of Directors.

ARTICLE IX – COMMUNITY SERVICE PROGRAMS AND ADVANCEMENT PLANS

Section 9.1 – Definition

BJWC Community Service Programs (CSP) and Advancement Plans (AP) will follow those of GFWC.

Section 9.2 – Size and Term

1. Each CSP and AP will be composed of a chairman appointed by the President with no fewer than three (3) members and serve for the 2-year administration or until successors are appointed.
2. Each CSP and AP will be given a budget.
3. CSP and AP Chairmen may appoint project chairmen within the CSP and AP.

Section 9.3 – Duties

Each CSP and AP Chairman Shall:

1. Be responsible for the implementation of the designated programs consulting with the President to plan, outline, and promote programs of work and study.
2. Submit a monthly written report 3 days prior to each regular club meeting.
3. Submit an end-of-the-year written report by January 31st as directed by GFWC MT.
4. Keep accurate records of their budget and volunteer hours and turn it over to their successors at the close of the administration.
5. Present a Budget Request to be approved by the Budget and Finance Committee by May 31st.

ARTICLE X – COMMITTEES

Section 10.1 – Standing Committees

1. The Budget and Finance Committee (Details under Treasurer)
2. The Bylaws Committee (Details under Parliamentary Advisor)
3. The Nominations Committee (Details under President Elect)
4. The Membership Committee (Details under President Elect)
5. The Audit Committee (Details under President)
Electronic meetings of all committees may be held as stated in Section 6.7.

ARTICLE XI – STANDING RULES

In order to comply with the specific BJWC Bylaws, Standing Rules may be established, which shall have the same force and effects as the Bylaws.

ARTICLE XII – AMENDMENTS

Section 12.1 – Bylaws

May be amended by a two-thirds vote of members present at any meeting of BJWC, provided the meeting date and proposed amendment(s) have been submitted to the membership 3 days prior to the vote.

Section 12.2 – Standing Rules

May be adopted, amended, or rescinded by a two-thirds (2/3)

vote of those present at a regular meeting, without previous notice.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The proceedings of the Club shall be governed by and conducted according to Robert’s Rules of Order, Newly Revised.

We the undersigned, being all of the elected officers of BJWC, do hereby certify:

That the foregoing Bylaws appearing upon the pages of this record immediately preceding constitute the Bylaws and are the official Bylaws of this club as passed, approved and adopted by the members of the BJWC on April 15, 2025.

GFWC BJWC President

Marsha Hotchkiss

GFWC BJWC President Elect

Peggy O'Brien

GFWC BJWC Treasurer

Karin Green

GFWC BJWC Secretary

Kristen Stewart

STANDING RULES

1. It shall be the responsibility of the general membership to read the Bylaws and Standing Rules.
2. Voting at Board of Directors, Executive Committee, and general meetings shall be by secret vote when the question is of such a nature that any member would hesitate to vote publicly.
3. The Executive Committee shall have authority to appropriate funds of BJWC in unexpected situations in amounts \$5,000. Any funding requested that is greater than \$5,000 must be approved by two thirds (2/3) of the membership.
4. BJWC shall not make financial contributions in excess of \$250, which are not included in a committee's budget, without a two thirds (2/3) vote of club members.
5. Funds used within a committee shall be agreed upon by a majority of that committee's members. Individual committees may raise their own funds above and beyond those budgeted as deemed necessary.
6. No committee can move their funds to another committee's project without the approval of the general membership.
7. Specific committee proposals or projects not initially outlined in the budget that request the support of the entire membership will be presented to the general membership for approval.
8. The yearly membership dues are \$35.
9. Each member is encouraged to be a member of at least one committee.
10. Rules for Electronic Meetings are taken from Robert's Rules of Order, Newly Revised.

11. All BJWC members are encouraged to attend meetings, boards, conferences, and/or conventions as listed below. Some of the travel and meeting expenses will be reimbursed by BJWC as described below. All reimbursement decisions will be subject to budget constraints.

1. Attendees will be encouraged to give a report on their experience at the next BJWC Meeting.
2. To be considered for reimbursement of some of their expenses, attendees must have their registration and meals pre-approved by the Leadership Committee.

A. GFWC Annual International Convention

1. All members of BJWC are encouraged to attend the GFWC International Convention. Members will receive reimbursement of to \$800 and must be pre-approved by the Leadership Committee.
2. The newly elected President-Elect shall attend the GFWC Annual International Convention one time (preferably odd years) at the expense of BJWC. BJWC will reimburse the officer for costs of registration, official meals, and one-half (1/2) of the convention hotel room rate for days needed to attend the convention during the meeting days. Travel must be pre-approved by the BJWC Executive Committee with input from the Leadership Committee.
Rationale, This would help the President-Elect gain the capabilities, confidence, and commitment necessary to use in their administration as President.
3. Any member holding an elected International office may receive up to \$500 to attend required GFWC International meetings up to two times per year.
4. Reimbursement will be paid after attending the meeting and presenting receipts to the Leadership Chairman.

B. Western States Regional Conference

1. All members of BJWC are encouraged to attend the GFWC Western States Regional Conference (WSR). Members will receive reimbursement up to \$500 and must be pre-approved by the Leadership Committee.
2. Any member holding an elected WSR office may receive up to \$500 to attend required Western States Regional meetings up to two times per year.
3. Reimbursement will be paid after attending the meeting and presenting receipts to the Leadership Chairman.

C. GFWC MT

1. Members of BJWC are encouraged to attend the GFWC MT Fall Boards (Fall Meeting) and GFWC MT Biennial Convention. Members will receive reimbursement up to \$250 and must be pre-approved by the Leadership Committee.
2. Any member holding an elected GFWC of MT office may receive up to \$250 to attend required state meetings up to two times per year.
3. Reimbursement will be paid after attending the meeting and presenting receipts to the Leadership Chairman.

D. LEADS (Leadership, Education And Development)

Participation in GFWC LEADS can help up-and-coming leaders gain the capabilities, confidence, and commitment necessary to pursue and achieve higher leadership roles or offices and serve with distinction. GFWC LEADS is held annually on the day prior to the official opening of the GFWC Annual Convention.

1. If a BJWC member is chosen as a GFWC Montana LEADS Candidate, some of the training day expenses are covered by GFWC International and GFWC MT. If the Candidate agrees to attend all the additional days of the GFWC International Convention and functions, the remainder of their expenses for registration, official

meals, and travel will be covered by BJWC. Travel must be pre-approved by the Executive Committee with input from the Leadership Committee.

2. Reimbursement will be paid only after attending the meetings and presenting receipts to the Leadership Chairman.

E. All reimbursement requests must be submitted to the Leadership Chairman on the correct form with receipts attached, within-30 days after attending any meeting. No reimbursements will be paid without correct documentation.