

## **ARTICLE I – NAME**

THE NAME OF THIS ORGANIZATION SHALL BE JUNIOR AUXILIARY OF Meridian, Mississippi, INCORPORATED.

## **ARTICLE II – PURPOSE AND POLICIES**

### **SECTION 1. PURPOSE**

THE PURPOSE OF THIS ORGANIZATION SHALL BE TO ENCOURAGE MEMBERS TO RENDER CHARITABLE SERVICES WHICH ARE BENEFICIAL TO THE GENERAL PUBLIC, WITH PARTICULAR EMPHASIS ON CHILDREN; TO COOPERATE WITH OTHER ORGANIZATIONS PERFORMING SIMILAR SERVICES. THIS ORGANIZATION IS ORGANIZED EXCLUSIVELY FOR CHARITABLE, EDUCATIONAL, RELIGIOUS, OR SCIENTIFIC PURPOSES WITHIN THE MEANING OF SECTION 501 (C) (3) OF THE INTERNAL REVENUE CODE.

### **SECTION 2. POLICIES**

THE POLICIES OF THE JUNIOR AUXILIARY OF Meridian, Mississippi SHALL BE IN HARMONY WITH THE POLICIES OF THE NATIONAL ASSOCIATION OF JUNIOR AUXILIARIES, INCORPORATED (HEREINAFTER REFERRED TO AS NAJA).

## **ARTICLE III – FIELD OF SERVICE**

THE FIELD OF SERVICE SHALL BE Meridian, Mississippi and Lauderdale County.

## **ARTICLE IV – MEMBERSHIP**

### **SECTION 1. CLASSES OF MEMBERSHIP**

A WOMAN WHO IS AT LEAST twenty-three (23) YEARS OF AGE and who has been a resident of the Meridian, Mississippi / Lauderdale County area, or who lives in an adjacent county with no active Junior Auxiliary (JA) chapter, for a minimum of six

(6) months MAY BE CONSIDERED ELIGIBLE FOR MEMBERSHIP.

A. **PROVISIONAL** – PROVISIONAL MEMBERS ARE THOSE WHO ARE ENGAGED IN COMPLYING WITH THE REQUIREMENTS FOR ADMISSION TO ACTIVE MEMBERSHIP, AND ARE NOT ELIGIBLE TO VOTE OR HOLD OFFICE. PROVISIONAL MEMBERS ARE REQUIRED TO SERVE A TERM OF SIX (6) MONTHS AND TO COMPLETE A PROVISIONAL COURSE WITHIN THIS PERIOD. ONE (1) EXTENSION OF SIX (6) MONTHS MAY BE GRANTED BY THE LOCAL BOARD IN CASE OF PROVISIONALS WHO FOR UNAVOIDABLE REASONS ARE UNABLE TO COMPLETE THE COURSE WITHIN THE REQUIRED TIME. PROVISIONAL MEMBERS SHALL BE REQUIRED TO COMPLETE a minimum of thirty-five (35) hours of PROVISIONAL EDUCATION AND TRAINING IN A MANNER SATISFACTORY TO THE LOCAL BOARD AND IN ACCORDANCE WITH ASSOCIATION PROVISIONAL TRAINING MANUAL; SHALL ATTEND AT LEAST TWO-THIRDS OF THE REGULAR MEETINGS HELD BY THE CHAPTER. ALL HOURS ACCRUED BY A PROVISIONAL SHALL BE RECORDED AS PROVISIONAL HOURS UNDER EDUCATION. A CHAPTER MEMBERSHIP CARD SHALL BE SENT TO NAJA HEADQUARTERS WITHIN THIRTY (30) DAYS UPON ACCEPTANCE OF THE PROVISIONAL MEMBER.

A provisional member shall obtain a minimum of thirteen (13) service hours (to include two [2] hours in support of welfare project), two (2) administration hours (to include one [1] committee and one [1] hospitality hour), six (6) finance hours, and fourteen (14) education hours. Those members failing to meet the provisional requirements shall be dropped from membership.

B. **ACTIVE** – ACTIVE MEMBERS ARE THOSE WHO HAVE COMPLETED THE REQUIREMENTS FOR PROVISIONAL MEMBERSHIP AND HAVE BEEN ADMITTED TO ACTIVE MEMBERSHIP BY A TWO-THIRDS VOTE OF THE LOCAL BOARD. THEY SHALL BE ENTITLED TO ALL THE PRIVILEGES AND RIGHTS OF MEMBERSHIP, INCLUDING THE RIGHT TO HOLD OFFICE AND VOTE AND ARE RESPONSIBLE FOR CARRYING OUT THE ACTIVITIES OF THE CHAPTER.

1. TO MAINTAIN MEMBERSHIP IN GOOD STANDING, A MEMBER SHALL PAY DUES TO THE

ASSOCIATION ANNUALLY, AND SHALL OBTAIN A MINIMUM OF thirty (30) SERVICE HOURS and TWELVE (12) EDUCATION HOURS PER YEAR. A total of sixty (60) hours minimum is required to remain in good standing. FOR EDUCATION PURPOSES, SIX (6) CHAPTER MEETINGS MUST APPLY TOWARDS THE ANNUAL EDUCATION REQUIREMENTS. OTHER EDUCATION HOURS MAY BE OBTAINED FROM THE ADDITIONAL CHAPTER MEETINGS, ANNUAL MEETING, AREA MEETINGS, AND CHAPTER/COMMUNITY SEMINARS. A member shall obtain a minimum of thirteen (13) finance hours, five (5) administration hours, two (2) welfare service hours and two (2) hospitality hours. ALL HOURS SHALL BE ACCRUED UNDER THE SUPERVISION OF AND IN ALL MANNERS SATISFACTORY TO THE LOCAL BOARD. At the discretion of the Executive Board, a member may be excused from chapter responsibilities a maximum of three (3) months for unusual circumstances. This does not excuse a member from meeting minimum chapter requirements for the year. Members must log all hours into Track It Forward within sixty (60) days of earning the hours. Any entries made after this time period will require approval of the recording secretary.

2. **PENALTIES:** AN ACTIVE MEMBER FAILING TO FULFILL THE YEARLY REQUIREMENTS FOR MEMBERSHIP FORFEITS THAT YEAR OF WORK ACCREDITED TOWARDS ASSOCIATE MEMBERSHIP ELIGIBILITY. Any member unable to fulfill the requirement of active membership must submit in writing a letter of appeal to the Executive Board.

3. **PRIVILEGES:** a.) ANY MEMBER WHO, AFTER HAVING SERVED A MINIMUM OF FIVE (5) ACTIVE YEARS AND HAVING PAID TO THE ASSOCIATION A TOTAL AMOUNT EQUAL TO TEN (10) ADDITIONAL YEARS OF CURRENT ASSOCIATE DUES, SHALL BE ABSOLVED FROM FURTHER FINANCIAL OBLIGATION. b.) AT THE DISCRETION OF THE LOCAL BOARD, A MEMBER MAY BE TEMPORARILY EXCUSED FROM ACTIVE SERVICE. A member may be excused for a period of one (1) year for extenuating circumstances. Requests must be in writing and will take effect upon the date of Executive Board approval. Should additional leave be deemed necessary, a member must reapply in writing. Leave of absence may not exceed two (2) years. During a leave of absence, dues must be paid but all other chapter responsibilities are waived. Upon returning to active status, the member will be required to fulfill the remainder of her five (5) active years.

C. **ASSOCIATE** – ASSOCIATE MEMBERS ARE THOSE WHO, WHILE SERVING AS ACTIVE MEMBERS IN GOOD STANDING OF A PROVISIONAL OR ACTIVE JUNIOR AUXILIARY CHAPTER, HAVE ACCUMULATED A MINIMUM OF FIVE (5) YEARS OF ACTIVE SERVICE, AND WHO DESIRE TO CHANGE MEMBERSHIP CLASSIFICATION. THE MEMBER SHALL PAY ASSOCIATE DUES. AT THE DISCRETION OF THE CHAPTER, AN ASSOCIATE MEMBER MAY BE ACCORDED ASSOCIATE ACTIVE STATUS.

D. **LIFE** – LIFE MEMBERS ARE THOSE WHO, AFTER HAVING ACCUMULATED A MINIMUM OF FIVE (5) YEARS OF ACTIVE SERVICE, HAVE PAID TO THE ASSOCIATION A TOTAL AMOUNT EQUAL TO TEN (10) ADDITIONAL YEARS OF CURRENT ASSOCIATE DUES. AT THE DISCRETION OF CHAPTER, A LIFE MEMBER MAY BE ACCORDED LIFE ACTIVE STATUS.

E. **SUSTAINING** – SUSTAINING MEMBERS ARE THOSE PERSONS IN THE COMMUNITY WHO ARE NOT ELIGIBLE FOR ACTIVE MEMBERSHIP AND UPON WHOM THE CHAPTER DESIRES TO BESTOW AN HONORARY MEMBERSHIP DUE TO OUTSTANDING SERVICE OR FINANCIAL CONTRIBUTION TO THE CHAPTER.

F. **NON-RESIDENT** – ACTIVE MEMBERS IN GOOD STANDING ARE ENTITLED TO NON-RESIDENT MEMBERSHIP, WHICH IS OPEN TO THOSE WHOSE RESIDENCE IS CHANGED TO THAT OF ANOTHER COMMUNITY. IF A NON-RESIDENT MEMBER WISHES TO COMPLETE ACTIVE OBLIGATION AND ATTAIN ASSOCIATE STATUS THE MEMBER MUST:

1. COMPLETE TWENTY-FOUR (24) HOURS OF VOLUNTEER COMMUNITY SERVICE WITHIN THE COMMUNITY AND TWELVE (12) EDUCATION HOURS PER REMAINING YEAR TO FULFILL THE REQUIREMENTS.

2. PAY NON-RESIDENT DUES TO CHAPTER OF RECORD.

3. REPORT SERVICE AND EDUCATION HOURS TO CHAPTER OF RECORD. UPON ATTAINING ASSOCIATE STATUS, THE MEMBER PAY TO THE ASSOCIATION A TOTAL EQUAL TO TEN (10) YEARS OF ASSOCIATE DUES TO ATTAIN LIFE STATUS.

#### **SECTION 2. ADMISSION TO MEMBERSHIP**

A WOMAN WHO IS AT LEAST twenty-three (23) YEARS OF AGE and who has been a resident of the Meridian, Mississippi / Lauderdale County area, or who lives in an adjacent county with no active Junior Auxiliary Chapter, for a minimum of six (6) months MAY BE CONSIDERED ELIGIBLE FOR MEMBERSHIP. The candidate must be proposed, in writing, by one (1) member and seconded by two (2) others. Only active members in good standing may propose candidates for membership. No member may propose or second more than five (5) candidates a year.

#### **SECTION 3. MEMBERSHIP PROCEDURE**

At the first regular monthly meeting of the fiscal year, the First Vice-President chairman shall make an announcement calling for active members to propose candidates. All proposals must be submitted to the Membership Committee by the date determined by the committee. At this meeting, the membership chairman shall read the list of proposed candidates. The Membership Committee shall determine the provisional class size. Active members shall vote by written ballot for the predetermined number of candidates.

#### **SECTION 4. CHANGES IN MEMBERSHIP**

Application for changes in another class of membership must be made in writing to the recording secretary. Changes to another class of membership shall become effective upon the approval of the Executive Board, and members shall be notified in writing of the action of the Executive Board. ANY MEMBER IN GOOD STANDING WHO CHANGES RESIDENCE SHALL BE PERMITTED TRANSFER PRIVILEGES TO A CHAPTER IN THE NEW LOCALITY. THE RIGHT OF TRANSFER GRANTED IN THIS SECTION DOES NOT EXTEND TO A PERSON WHO HAS BEEN DROPPED OR WHO HAS RESIGNED FROM AUXILIARY MEMBERSHIP. PROVISIONAL MEMBERS SHALL TAKE ANY ADDITIONAL TRAINING REQUIRED BY THE CHAPTER TO WHICH THEY TRANSFER. IF THERE ARE NO VACANCIES IN THE CHAPTER TO WHICH A MEMBER IS TRANSFERRING, THE NAME OF THE MEMBER SHALL BE PLACED ON THE WAITING LIST AND SHALL BE

ACCEPTED IN ORDER OF APPLICATION. An active member wishing to resign should be encouraged to take a year leave of absence before being granted resignation. Once an active member resigns from the chapter, she will not be accepted again as a member.

### **ARTICLE V – DUES AND CHARGES**

ALL CLASSES OF MEMBERSHIP WITH THE EXCEPTION OF PROVISIONAL AND LIFE MEMBERS, SHALL PAY ANNUAL DUES TO THE ASSOCIATION. ACTIVE MEMBERS (INCLUDING MEMBERS ON LEAVE OF ABSENCE) AND NON-RESIDENT MEMBERS SHALL PAY \$100 ANNUAL DUES. ASSOCIATE MEMBERS SHALL PAY \$35 ANNUAL DUES. PROVISIONAL MEMBER SHALL BE LIABLE FOR CHAPTER DUES IMMEDIATELY UPON ACCEPTANCE OF

THE INVITATION TO MEMBERSHIP. Provisional members shall pay \$100 chapter dues. ACTIVE, ASSOCIATE, AND NON-RESIDENT DUES FOR THE COMING YEAR SHALL BE PAYABLE TO THE CHAPTER NO LATER THAN March 1. ALL DUES ARE PAYABLE TO THE ASSOCIATION UPON RECEIPT OF STATEMENT AND ARE DELINQUENT AFTER JULY 15. AN ASSOCIATE MEMBER MAY, AT ANY TIME, PAY THE EQUIVALENT OF TEN (10) YEARS ASSOCIATE DUES TO ATTAIN THE STATUS OF LIFE MEMBER. THIS AMOUNT MUST BE FORWARDED IMMEDIATELY TO HEADQUARTERS IN ORDER FOR LIFE MEMBERSHIP STATUS TO BE GRANTED. REFUNDS OF DUES WILL NOT BE MADE TO MEMBERS RESIGNING DURING THE FISCAL YEAR. REFUNDS WILL NOT BE MADE TO PROVISIONAL MEMBERS FAILING TO MEET THE REQUIREMENTS.

### **ARTICLE VI – CHAPTER MEETINGS**

#### **SECTION 1. REGULAR AND SPECIAL MEETINGS**

Regular meetings shall be held monthly except June and July. FOR EDUCATION PURPOSES, CHAPTER

MEETINGS SHALL COUNT ONE (1) HOUR EACH. SIX(6) CHAPTER MEETINGS MUST APPLY TOWARD THE ANNUAL EDUCATION REQUIREMENTS. CHAPTER MEETINGS HELD IN AN ELECTRONIC FORMAT ARE PROHIBITED. The president has the discretionary authority to change the chapter meeting or call special chapter meetings. A member shall be considered present at a monthly meeting if the member is fulfilling a JA assignment, which occurs simultaneously with the meeting. This shall not apply to regular placements. The member shall be responsible for notifying the recording secretary prior to the date of the meeting.

## **SECTION 2. QUORUM**

A quorum shall consist of a majority of the voting members.

## **SECTION 3. VOTING**

ABSENTEE BALLOTS AND PROXY VOTING ARE PROHIBITED.

## **ARTICLE VII – OFFICERS**

CHAPTER OFFICERS ARE THE PRESIDENT, first VICE-PRESIDENT, second vice-president, third vice-president, parliamentarian, who shall be the immediate past-president, RECORDING SECRETARY, CORRESPONDING SECRETARY, AND TREASURER.

### **SECTION 1. NOMINATION AND ELECTION**

The Nomination Committee shall be responsible for preparing a slate of candidates for election to the various elective officers of the chapter. The recording secretary shall prepare a list of all members eligible for office. The committee shall submit at least one (1) name, and not more than two (2), for each office. After securing the consent of the nominees, these names shall be presented to the members. In the event the first vice-president is unable to serve as president for the coming year, this Nomination Committee will proceed as in nominating other officers. When the slate of candidates is announced, nominations from the floor will be accepted for each office. The president will call for a vote by acclamation. Officers shall be reelected no later than the March meeting of the chapter for a term of one (1) year. OFFICERS ASSUME DUTIES AT THE BEGINNING OF THE CHAPTER FISCAL YEAR, MAY 1.

### **SECTION 2. DUTIES**

THE PRESIDENT IS THE CHIEF EXECUTIVE OFFICER OF THE CHAPTER, PRESIDES AT ALL CHAPTER AND EXECUTIVE BOARD MEETINGS AND IS AN EX-OFFICIO MEMBER TO ALL COMMITTEES EXCEPT THE NOMINATION COMMITTEE. THE PRESIDENT APPOINTS ALL COMMITTEES, INCLUDING THE CHAIRMAN, UNLESS OTHERWISE PROVIDED.

THE FIRST VICE-PRESIDENT ASSUMES THE DUTIES OF THE PRESIDENT IN THE ABSENCE OF THE PRESIDENT; shall train to serve as next president of the chapter; shall provide the provisional training course for the provisional members; and shall serve as the chapter's chairman of the NAJA Annual Education Conference (AEC) and Area Meetings. She shall serve as the chairman of the Placement Committee.

The second vice-president shall act as president in the absence of the first vice- president; shall be in charge of all projects except financial projects; shall serve as chairman of the Projects Committee; and shall be responsible for grant applications related to current or anticipated service projects and follow up reports, if required by the grantor.

The third vice-president shall be the chairman of the Hospitality Committee and be in charge of all social functions of the chapter to include the fall and spring membership functions.

THE RECORDING SECRETARY KEEPS THE MINUTES AND THE ROLL OF THE MEETINGS OF THE CHAPTER AND THE EXECUTIVE BOARD; KEEPS A CORRECT, CLASSIFIED LIST OF THE NAMES AND ADDRESSES OF ALL MEMBERS AND MAINTAINS A FILE OF ESSENTIAL RECORDS ON EACH MEMBER. THESE FILES ARE TRANSFERRED TO THE SUCCESSOR AT THE CLOSE OF THE TERM OF OFFICE. The recording secretary shall report to NAJA the chapter service hours.

THE CORRESPONDING SECRETARY ANSWERS AND KEEPS ON FILE ALL CORRESPONDENCE RELATING TO THE CHAPTER.

THE TREASURER IS CUSTODIAN OF ALL CHAPTER FUNDS; COLLECTS ALL DUES AND ASSESSMENTS, AND RECEIVES MONIES; KEEPS FULL AND ACCURATE ACCOUNTS AND PRESENTS FINANCIAL STATEMENTS AT THE REGULAR MEETINGS OF THE CHAPTER AND THE BOARD; PRESENTS AN ANNUAL REPORT OF THE BALANCE SHEET AT A CHAPTER MEETING AND TRANSFER TO SUCCESSORS ALL BOOKS AND FINANCIAL RECORDS. THE TREASURER IS RESPONSIBLE FOR FILING ONLINE THE STATEMENT OF CASH BALANCES BY MAY 15, FOR PROMPT PAYMENT OF ALL DUES AND FEES TO NAJA HEADQUARTERS BY JULY 15, AND FOR SENDING A COPY OF FORM 990 OR 990-N FILED WITH INTERNAL REVENUE SERVICE TO HEADQUARTERS BY OCTOBER 15 OF EACH YEAR. The treasurer shall be bonded in the amount determined by the Executive Board.

The parliamentarian is the immediate past-president; shall ensure that the chapter and board meetings are properly conducted and serve as chairman of the Membership Committee.

## **ARTICLE VIII – EXECUTIVE BOARD**

### **SECTION 1. COMPOSITION AND DUTIES**

THE EXECUTIVE BOARD IS COMPOSED OF THE OFFICERS AND THE CHAIRMEN OF COMMITTEES INVOLVING ADMINISTRATIVE OR PROGRAM RESPONSIBILITY. THE EXECUTIVE BOARD CONSISTS OF PRESIDENT, FIRST VICE-PRESIDENT, SECOND VICE-PRESIDENT, THIRD VICE-PRESIDENT, CORRESPONDING SECRETARY, RECORDING SECRETARY, TREASURER, SPONSORSHIP CHAIRMAN, BALL CHAIRMAN, CONSTITUTION CHAIRMAN, CONTINUING EDUCATION CHAIRMAN, PUBLIC RELATION CHAIRMAN, PROPERTIES CHAIRMAN, YEARBOOK CHAIRMAN, COMMUNICATIONS CHAIRMAN AND PARLIAMENTARIAN. EXCEPT AS OTHERWISE PROVIDED, CHAIRMEN ARE APPOINTED BY THE PRESIDENT. The Executive Board may include an associate or life member who shall be appointed by the president. THE TERM OF OFFICE OF THE CHAIRMEN IS ONE YEAR. THE EXECUTIVE BOARD HAS GENERAL CHARGE AND CONTROL OF THE BUSINESS AND PROPERTY OF THE CHAPTER. IT IS RESPONSIBLE FOR THE MONTHLY EXAMINATION OF THE STATEMENTS OF ALL CHAPTER BANK ACCOUNTS. IT PRESENTS TO THE MEMBERSHIP ALL PROPOSED MAJOR PROGRAM ACTIVITIES FOR RATIFICATION.

### **SECTION 2. MEETINGS**

THE EXECUTIVE BOARD HOLDS REGULARLY SCHEDULED MEETINGS. SPECIAL MEETINGS MAY BE CALLED BY THE PRESIDENT OR UPON REQUEST OF MEMBERS OF THE BOARD. All board members are required to attend the majority of scheduled meetings for the fiscal year.

### **SECTION 3. EMERGENCY PROCEDURES**

The Executive Board shall have the power to act in an emergency on call of the president or any three (3) members of the Executive Board, and such action shall be binding on the chapter. Such an emergency shall be deemed to exist when two-thirds of the board shall declare.

## **ARTICLE IX – COMMITTEES**

### **SECTION 1. STANDING COMMITTEES**

#### **A. FINANCE COMMITTEE**

THERE SHALL BE A FINANCE COMMITTEE THAT SHALL FUNCTION AS THE FINANCIAL, FACT-FINDING COMMITTEE TO ADVISE THE BOARD AND CHAPTER ON ALL MATTERS RELATING TO FINANCING CHAPTER ADMINISTRATION AND COMMUNITY SERVICE PROGRAM. THE COMMITTEE SHALL BE COMPOSED OF THE TREASURER, AND THE OFFICERS OR CHAIRMEN OF COMMITTEES RESPONSIBLE FOR ANY PHASE OF THE CHAPTER FINANCING, TOGETHER WITH

SUCH OTHER MEMBERS AS SHALL BE DESIGNATED BY THE PRESIDENT. The treasurer shall serve as chairman of the Finance Committee. Members shall include the president, first vice-president, second vice-president, parliamentarian, and all financial project chairmen.

**B. PUBLIC RELATIONS COMMITTEE**

THERE SHALL BE A PUBLIC RELATIONS COMMITTEE WHOSE FUNCTION SHALL BE TO MAKE USE OF APPROPRIATE MEDIA FOR THE CHAPTER. IT SHALL ATTEMPT TO BUILD GOOD PUBLIC RELATIONS BY INTERPRETING CHAPTER ACTIVITIES TO THE PUBLIC SO THAT COMMUNITY UNDERSTANDING, INTEREST, AND SUPPORT WILL RESULT.

**C. PROJECTS COMMITTEE**

THERE SHALL BE A PROJECT COMMITTEE WHOSE FUNCTION SHALL BE TO SUPERVISE ALL COMMUNITY ACTIVITIES UNDERTAKEN BY THE CHAPTER IN ALL FIELDS OF WORK WITH THE EXCEPTION OF FINANCE; TO CONSULT WITH AND ADVISE THE EXECUTIVE BOARD ON PROBLEMS AND POLICIES REGARDING CHAPTER PROJECTS IN THE FIELDS OF WELFARE, HEALTH, RECREATION, CULTURE OR EDUCATION; TO STUDY ASSOCIATION POLICIES AND REQUIREMENTS PERTAINING TO PROGRAM AND PROJECTS, AND TO MAKE RECOMMENDATIONS TO THE BOARD WHEN CHAPTER STANDARDS DO NOT COMPLY; TO STUDY AND CONFER WITH THE BOARD IN SEEING THAT CHAPTER PROJECTS ARE OF SUFFICIENT SCOPE TO ENABLE EACH MEMBER TO COMPLETE THE REQUIRED NUMBER OF HOURS PER YEAR; AND TO INTERPRET ALL PHASES OF THE PROGRAM TO THE CHAPTER AND COORDINATE THE PROGRAM SO THAT MEMBERS MAY HAVE THE KNOWLEDGE AND TRAINING NECESSARY FOR EFFECTIVE COMMUNITY SERVICE AND CITIZENSHIP. THE COMMITTEE SHALL BE COMPOSED OF A GENERAL CHAIRMAN AND THE CHAIRMEN OF THE COMMITTEES RESPONSIBLE FOR ALL PHASES OF CHAPTER SERVICES, TOGETHER WITH SUCH OTHER MEMBERS AS SHALL BE DESIGNATED BY THE PRESIDENT. The second vice-president shall serve as chairman and SHALL KEEP ADEQUATE RECORDS OF CHAPTER ACTIVITIES WHICH

SHALL BE TURNED OVER TO THE SUCCESSOR. The Projects Committee shall be composed of the president, first vice-president, and all chairmen of the chapter service projects.

**D. NOMINATING COMMITTEE**

THERE SHALL BE A NOMINATING COMMITTEE WHOSE FUNCTION SHALL BE TO PREPARE A SLATE OF CANDIDATES FOR ELECTION TO THE VARIOUS ELECTIVE OFFICES OF THE CHAPTER. The Nominating

Committee shall be appointed by the president after the January meeting. The committee shall consist of the first vice-president as chairman; and one (1) active member chosen from each class. The parliamentarian shall serve as a non-voting advisor to the committee. THE PRESIDENT SHOULD NOT BE A MEMBER OF THIS COMMITTEE.

**E. EDUCATION COMMITTEE**

THERE SHALL BE AN EDUCATION COMMITTEE WHOSE FUNCTION SHALL BE TO IMPLEMENT THE EDUCATION PROGRAM FOR THE CHAPTER TO ENSURE THAT ALL CHAPTER MEMBERS COMPLETE NAJA AND CHAPTER REQUIREMENTS FOR EDUCATION HOURS.

**F. SCHOLARSHIP COMMITTEE**

THERE SHALL BE A SCHOLARSHIP COMMITTEE WHOSE FUNCTION SHALL BE TO SEEK QUALIFIED APPLICANTS FOR THE GRADUATE SCHOLARSHIPS WHICH ARE AWARDED ANNUALLY BY NAJA. The public relations chairman shall oversee this committee.

**G. MEMBERSHIP COMMITTEE**

THERE SHALL BE A MEMBERSHIP COMMITTEE WHOSE FUNCTION SHALL BE TO HELP THE CHAPTER ACCOMPLISH ITS PURPOSE, MISSION, AND GOALS BY EMPHASIZING THE IMPORTANCE OF MEMBERSHIP TO HELP ENSURE THE FUTURE AND SUCCESS OF THE CHAPTER. The Membership Committee shall be composed of the parliamentarian (to serve as chairman), the president, the corresponding secretary, and four (4) members appointed by the president. The first vice president shall not serve on the

Membership Committee.

#### **H. CONSTITUTION COMMITTEE**

The Constitution Committee shall study and recommend such changes necessary in the Constitution and By-Laws.

#### **I. PLACEMENT COMMITTEE**

The Placement Committee shall assign active members to duties relating to the service projects of the chapter and distribute placement sheets to the membership. The committee shall be composed of the first vice-president to serve as chairman, the president, parliamentarian, second vice-president and recording secretary. Each standing committee chairman shall report the status of the committee to the Executive Board.

#### **SECTION 2. SPECIAL COMMITTEES**

Special committees may be appointed by the president who shall designate the powers and term of service.

### **ARTICLE X – PROGRAM**

IN DEVELOPING THE PROGRAM OF SERVICE THE CHAPTER SHALL CONSIDER: a.) COMMUNITY RESOURCES, b.) COMMUNITY NEEDS, AND c.) EFFECTIVE WAYS OF MEETING THESE NEEDS. THE JUNIOR AUXILIARY OF Meridian, Mississippi SHALL UNDERTAKE THOSE ACTIVITIES WHICH ENHANCE COMMUNITY SERVICES AND RESOURCES, CONTINUE THE EDUCATION OF MEMBERS IN THE VARIOUS FIELDS OF PUBLIC SERVICE MEET THE NEEDS OF MEMBERS. A PROJECT IS A PLANNED UNDERTAKING IN THE FIELDS OF WELFARE, HEALTH, RECREATION, CULTURAL, OR EDUCATION FOR WHICH THE CHAPTER HAS SOME PART OF FINANCIAL OR ADMINISTRATIVE RESPONSIBILITY.

#### **SECTION 1. ELIGIBILITY**

ELIGIBILITY OF PROJECTS SHALL BE DETERMINED BY THE PURPOSE STATED IN THE ARTICLES OF INCORPORATION. AN ELIGIBLE ACTIVITY MUST BE INTERPRETED AS BEING SUCH ACTIVITY AS BENEFITS THE MEMBERS AND THE ORGANIZATION, PRECLUDES OVERLAPPING IN THE FIELD OF SERVICE, AND IS OF SUFFICIENT IMPORTANCE TO WARRANT THE PARTICIPATION OF MEMBERS. THE CHAPTER MAY ENGAGED IN AS MANY ELIGIBLE PROJECTS AS IN CONSISTENT WITH EFFICIENCY AND EFFECTIVENESS. ADOPTION OF OR PARTICIPATION IN PROJECTS SPONSORED BY OTHER RELIGIOUS, SCHOOL, OR CIVIC ORGANIZATIONS SHOULD BE KEPT TO A MINIMUM. CHAPTER INVOLVEMENT IN ANY POLITICAL ACTIVITY IS PROHIBITED.

#### **SECTION 2. REQUIREMENTS**

THE CHAPTER MUST ENGAGE IN AT LEAST ONE (1) CHILD WELFARE PROJECT (NATIONAL SERVICE PROJECT) FOR WHICH THE CHAPTER HAS FULL ADMINISTRATIVE RESPONSIBILITY. ALL PROJECTS UNDERTAKEN BY THE CHAPTER MUST BE VOTED UPON BY THE CHAPTER MEMBERSHIP. A welfare or financial project may be voted upon at the meeting at which it is presented.

### **ARTICLE XI – POLICIES**

#### **SECTION 1. FISCAL YEAR**

THE FISCAL YEAR SHALL BE FROM MAY 1 THROUGH APRIL 30.

#### **SECTION 2. INUREMENT OF INCOME**

NO PART OF THE NET EARNINGS OF THE CORPORATIONS SHALL INURE TO THE BENEFIT OF, OR BE DISTRIBUTED TO, ITS MEMBERS, DIRECTORS, OFFICERS, OR OTHER PRIVATE PERSONS EXCEPT THAT THE CORPORATION SHALL BE AUTHORIZED AND EMPOWERED TO PAY REASONABLE COMPENSATION FOR SERVICES RENDERED.

#### **SECTION 3. CONFLICT OF INTEREST**

ANY MEMBER OF THE JUNIOR AUXILIARY OF Meridian, Mississippi SHALL HAVE A DUTY OF LOYALTY TO THE CHAPTER AND SHALL NOT USE HER POSITION AS AN OFFICER, CHAIRMAN, OR VOLUNTEER FOR PERSONAL BENEFIT. IF A MEMBER IS AWARE OF A POTENTIAL CONFLICT OF

INTEREST WITH ANY MATTER COMING BEFORE THE CHAPTER THAT MAY RESULT IN A DIRECT BENEFIT TO THE MEMBER AND/OR HER FAMILY, THE MEMBER HAS A DUTY OF FULL DISCLOSURE TO THE CHAPTER EXECUTIVE COMMITTEE WHICH WILL MAKE THE DETERMINATION WHETHER THE MEMBER SHOULD RECUSE HERSELF FROM THE DISCUSSION AND DECISION.

#### **SECTION 4. LEGISLATIVE OR POLITICAL ACTIVITIES**

NO SUBSTANTIAL PART OF THE ACTIVITIES OF THE CORPORATION SHALL BE THE CARRYING ON THE PROPAGANDA OR OTHERWISE ATTEMPTING TO INFLUENCE LEGISLATION AND THE CORPORATION SHALL NOT PARTICIPATE IN OR INTERVENE IN (INCLUDING THE PUBLISHING OR DISTRIBUTION OF STATEMENTS) ANY POLITICAL CAMPAIGN ON BEHALF OF ANY CANDIDATE FOR PUBLIC OFFICE.

#### **SECTION 5. OPERATIONAL LIMITATIONS**

NOTWITHSTANDING ANY OTHER PROVISIONS OF THESE BY-LAWS, THE CORPORATION SHALL NOT CARRY ON ANY OTHER ACTIVITIES NOT PERMITTED TO BE CARRIED ON (A) BY A CORPORATION EXEMPT FROM FEDERAL INCOME TAX UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE OF 1986 (OR CORRESPONDING PROVISION OF ANY FUTURE UNITED STATES INTERNAL REVENUE LAW) OR (B) BY A CORPORATION, CONTRIBUTIONS TO WHICH ARE DEDUCTIBLE UNDER SECTION 170(C)(2) OF THE INTERNAL REVENUE CODE OF 1986 (OR THE CORRESPONDING PROVISION OF ANY FUTURE UNITED STATES INTERNAL REVENUE LAW).

#### **SECTION 6. FINANCIAL RECORDS**

THE BOOKS OF ACCOUNT OF THIS CHAPTER SHALL BE KEPT IN ACCORDANCE WITH SOUND ACCOUNTING PRACTICES AND AN ANNUAL REPORT OF THE BALANCE SHEET SHALL BE READ AT A CHAPTER MEETING. The records shall be audited annually by a certified public accountant when deemed necessary by the Executive Board, which will be voted on annually by the Executive Board.

#### **SECTION 7. GENERAL POLICIES**

- A. The chapter shall not act for others as a fund-raising agent.
- B. The chapter shall not recommend the exclusive use of a specific commercial product or the services of a specific commercial concern.
- C. The Junior Auxiliary of Meridian Membership List shall not be made available for commercial purposes or for the purpose of solicitation.

### **ARTICLE XII – AMENDMENTS AND PARLIAMENTARY AUTHORITY**

The Constitution and Chapter Policies may be amended at any regular meeting in the following manner: such changes signed by five (5) active members may be presented in writing to the chairman of the Constitution Committee, or may be proposed orally by a member of the committee itself or by the Executive Board. The Constitution Committee shall present the proposed changes to the Executive Board. If the Executive Board approves the proposed changes, they shall then be presented to the chapter at large at the meeting previous to the one at which they will be voted upon. A two-thirds vote of the members present shall be required to adopt such changes. ROBERTS RULES OF ORDER NEWLY REVISED SHALL BE THE AUTHORITY FOR ALL MATTERS OF PROCEDURE NOT SPECIFICALLY COVERED FOR THE BY-LAWS OR BY SPECIAL RULES OF PROCEDURE ADOPTED BY THE CHAPTER.

### **ARTICLE XIII – DISSOLUTION**

SHOULD JUNIOR AUXILIARY OF Meridian, Mississippi INCORPORATED EVERBE DISSOLVED PURSUANT TO Mississippi Code of 1972, Annotated, Section 9-11-101 et. seg, THE DISPOSITION OF ALL ASSETS OF THE CORPORATION REMAINING SHALL BE DISTRIBUTED TO ONE OR MORE EXEMPT PURPOSES, AS OUTLINED IN IRS REGULATION SECTION 1.501 (c) 3 1(b) (4). UPON THE DISSOLUTION OF THIS CORPORATION, THE EXECUTIVE BOARD SHALL, AFTER PAYING OR MAKING PROVISIONS FOR THE PAYMENT OF ALL THE LIABILITIES OF THE CORPORATION, DISPOSE OF ALL THE ASSETS OF THE CORPORATION EXCLUSIVELY FOR THE PURPOSES OF THE CORPORATION IN SUCH A MANNER, OR TO SUCH ORGANIZATIONS OR ORGANIZATIONS ORGANIZED AND OPERATED



EXCLUSIVELY FOR CHARITABLE, EDUCATIONAL, RELIGIOUS, OR SCIENTIFIC PURPOSES AS SHALL AT THE TIME QUALIFY AS AN EXEMPT ORGANIZATION OR ORGANIZATIONS UNDER SECTION 501 (C) (3) OF THE INTERNAL REVENUE CODE OF 1986 (OR THE CORRESPONDING PROVISION OF ANY FUTURE UNITED STATES INTERNAL REVENUE LAW), AS THE EXECUTIVE BOARD SHALL DETERMINE. ANY SUCH ASSETS NOT SO DISPOSED OF SHALL BE DISPOSED OF BY THE COURT OF COMMON PLEAS OF THE COUNTY OR PARISH IN WHICH THE PRINCIPAL OFFICE OF THE CORPORATION IS THEN LOCATED, EXCLUSIVELY FOR SUCH PURPOSES OR TO SUCH ORGANIZATION OR ORGANIZATIONS, AS SAID COURT SHALL DETERMINE, WHICH ARE ORGANIZED AND OPERATED EXCLUSIVELY FOR SUCH PURPOSES.

## **CHAPTER POLICIES**

### **SECTION 1. BUDGET/FINANCE**

A. The Finance Committee shall meet annually in March to create a budget for the following fiscal year. The budget shall be presented to the membership at the regular April meeting and shall be voted upon at the regular May meeting.

B. Requests for financial contributions not included in the budget shall be on the floor a month before being voted on. The Executive Board shall have the power to dispense funds up to \$1,000.

### **SECTION 2. PROJECTS**

A. Members shall fulfill the duties assigned by the Placement Committee. If they cannot fulfill these duties, members are required to obtain permission from the Executive Board.

B. Members may earn required service hours using the variable service hour option by serving up to five (5) of the twenty-eight (28) project hours at a pre-approved child-based, local project.

C. The president, first vice-president, treasurer, recording secretary, ball chairman, sponsorship chairman, and designated special project chairman, as approved by the Executive Board, shall not be assigned on the placement schedule. They must still earn a minimum of fifty-six (56) hours, including twenty-four (24) of the required service hours, and twelve (12) continuing education hours. Members that are off-placement must attend a minimum of six (6) chapter meetings each year, pay dues, and meet the requirements of all financial projects.

D. A member shall serve as chairman of the same project for no more than three (3) years, unless approved by the board.

E. Each financial project chairman shall report the status of the project to the Executive Board.

F. The project chairman, service or financial, shall report to the Executive Board any member's failure to fulfill any assigned duties.

G. When a placement needs to ask for donations from the membership, monetary or otherwise, the placement chairman will notify the second vice-president of the need. The second vice-president will inform the Executive Board of the need, and the board will approve or disapprove the request for donations.

### **SECTION 3. HOSPITALITY**

A. There shall be an annual fall function to introduce the provisional class.

B. There shall be a spring function honoring the outgoing active members, the incoming officers, and the new active members. An annual report may be presented by outgoing officers and committee chairmen.

C. All members shall accrue a minimum of two (2) hospitality hours, including one hour from either the Informational Coffee and one (1) hour for the Mini Grant reception.

### **SECTION 4. MOTIONS**

A. Motions may be voted on by a secret ballot at the request of a member.

B. The adoption of a motion shall require a majority vote of the members present and voting.

#### **SECTION 5. PRIMARY FUNDRAISING EVENT REQUIREMENTS**

A. Primary fundraising events are defined and determined by the Executive Board.

B. Each active and provisional member shall purchase a single event ticket or a project sponsorship per year.

C. Each active and provisional member must be in attendance at any and all primary fundraising events. In the event a member is unable to attend, a written excuse must be submitted to the Board by the last Executive Board meeting prior to the event

D. Every active and provisional member shall serve the required hours to be determined by the Executive Board.

E. Any active and provisional member failing to work a scheduled event shift shall be fined in the amount of two (2) times the monetary value of the cost of the ticket. .

F. Any active and provisional member failing to pay required fines shall be considered a member not in good standing, and therefore must forfeit one (1) year of service or resign from the chapter.

#### **SECTION 6. AREA MEETING/ANNUAL EDUCATION CONFERENCE**

A. A member shall be required to attend either an Area Meeting or an AEC during their initial two (2) years of membership, inclusive of the provisional year and the first active year. Additionally, a member shall be required to attend the remaining meeting within the first five (5) years of membership. The first vice-president shall notify the recording secretary when this attendance has taken place. Failure to fulfill this requirement within the time specified shall be subject to review by the Executive Board.

B. During the first chapter meeting after an Area Meeting or AEC, the chapter delegates shall report in full on the meeting.

C. Any member failing to attend an Area Meeting or AEC after committing to attend must reimburse the chapter the current cost of registration paid by the chapter or find another member who can attend in the registrant's place.

D. After having met the required attendance obligation, chapter members (excluding the Executive Board) who choose to attend an additional Area Meeting or AEC must pay one-half of the chapter's cost of their attendance.

#### **SECTION 7. MISCELLANEOUS POLICIES**

A. Members shall be notified mid-year of any delinquency in requirements by the following:  
Dues and Finance by the Treasurer  
Meetings and Hours by the Recording Secretary

B. Sponsorship duties shall be completed as defined by the sponsorship chairman. Any exception must be put in writing and approved by the Executive Board.

C. All active and provisional members shall meet the requirements of financial projects.

D. By mid-year, the chapter will vote on existing projects and projects that have been in research development. Each project will be brought before the chapter and discussed. Projects receiving a majority yea versus nay will be approved for next year.

E. All members must submit and pass a formal background check upon joining the chapter in order to participate in project activities and so that the chapter may remain in good standing with its insurance policy.

F. Chapter properties are to be used solely for the chapter purpose. With prior approval of the Executive

Board, chapter properties may be loaned. The Executive Board shall keep a record of such loans and their return.

#### **SECTION 8. MEMBER CONDUCT**

The chapter's reputation, of its members collectively and individually, directly impacts the chapter's ability to conduct the business of the chapter including, but not limited to, executing successful finance projects and service projects and recruiting and retaining members. Chapter business and votes shall be considered confidential. As such, members shall use discretion in discussing chapter business matters outside of a general business meeting, executive board meeting, or committee meeting. This includes, but is not limited to, discussing chapter business and the decision of the board and chapter with individuals who are not members of the chapter, making comments in public settings or via social media, and generally disparaging the chapter and/or any of its members. Members whose actions and conduct violate this policy shall be brought before the Executive Board and may incur fines and penalties up to and including expulsion from the chapter membership pursuant to the chapter's membership dismissal policies.