

**JUNIOR AUXILIARY OF SLIDELL  
STANDING RULES  
Revised as of March 5, 2013**

Standing Rules may be adopted by a majority of those present and eligible to vote.

**1. Meetings**

- A. There shall be ten (10) monthly General Chapter meetings; six (6) of which will be held during the day at 9:30 a.m. and four (4) which will be held at night. Chapter meetings for the months of March, April, August and December shall be designated as night meetings. Additionally, up to three (3) information/makeup meetings may be held during the year at the discretion of the President and Vice-President based upon reasonable request submitted in writing.
- B. An Executive Board meeting shall be held prior to each Chapter meeting.
- C. The roll shall be called at the beginning of every meeting.
- D. JAS Projects may not be scheduled during the regularly scheduled General Meeting.

**2. NAJA Annual Education Conference**

NAJA Annual Education Conference delegates are the President, the Vice President, and the Treasurer. Delegates of NAJA AEC shall attend the business meeting. Alternates in order are: Projects Coordinator, Provisional Trainer, Recording Secretary, and Education Chairman. Funds shall be dispensed for up to seven (7) delegates to attend the conference. Funds shall cover expenses related to registration.

**3. NAJA Area Meeting and/or Additional NAJA Sponsored Events**

The NAJA Area Meeting delegates shall be the President, the Education Chairman and Vice President. Alternates may be appointed by the President based on the subject matter presented. JAS shall pay for the cost of registration for three delegates.

**4. Reports**

- A. Each Project Chairman shall submit a monthly Project Report to the Recording Secretary and to the Projects Coordinator 48 hours prior to the General Meeting. Each Project Chairman shall submit an annual Service Project Spreadsheet to the Projects Coordinator by April 15<sup>th</sup>. Procedure Notebook, including a timeline, detailing the work of the committee should be relinquished to the Projects Coordinator upon completion of the project. The contents of the notebook should also be copied to electronic format (CD or flash drive).
- B. Each Committee Chairman shall submit a monthly report to the President and Recording Secretary prior to the Board Meeting. Each Project Chairman shall submit a monthly project report to the Projects Coordinator and the Recording Secretary prior to the General Meeting.
- C. The Executive Board, Standing Committee Chairmen, and Special Committee Chairmen shall submit annual reports to the President by April 15. The Self-Evaluation Chairman's report shall have a one (1) month extension. All Board Members and Standing Committee Chairmen shall compile an updated Procedure Notebook following the guidelines above.
- D. All receipts and requests for reimbursement must be submitted in hard copy to the Treasurer by April 15 to allow for reimbursement prior to the close of Chapter fiscal year on April 30.

**5. Community Board Seats**

- A. The purpose of a Community Board seat is a reciprocal obligation to keep JAS informed of other organizations and those organizations informed about JAS.
- B. There shall be only one JAS representative who shall receive hours for a Community Board meeting.
- C. Hours are received for Board meetings only. One (1) hour shall be counted as a continuing education hour. Any time in excess of one (1) hour shall count as administrative hours.
- D. Community Board seats shall be evaluated and voted on by the Chapter membership by secret ballot at the April General Meeting.

**6. Chapter Finance**

- A. There shall be a meeting of the Finance Committee after April 15 and before the May General Meeting to establish the budget for the upcoming fiscal year. The Budget shall be presented to the general membership and voted on at the first General Meeting of the fiscal year.
- B. Procedure for changing project or committee budgets: Written request to the Finance Chairman, review and recommendation by the Finance Committee to the Board for vote. Any expenses exceeding the approved budget, not in accordance with the above procedure, shall not be the responsibility of JAS. Any budget request increase over \$1,000 must be voted upon by the Membership.
- C. After completion of a project, each Project Chairman shall submit an annual Service Project Spreadsheet and an itemized report of project expenditures to the Projects Coordinator no later than April 15.
- D. The Chapter shall accrue and maintain a reserve fund equal to one (1) year's operating budget. Reserve funds should be maintained in a savings account, money market account or certificate of deposit. Chapter funds shall not be invested "at risk".
- E. The President, Vice President, Treasurer and Assistant Treasurer shall have signature authority over Chapter Finances. Two signatures are required for any payment. A completed reimbursement form and receipt/invoice are required for any purchase.

**7. JAS Relations with the Community and Other Non-Profit Organizations**

- A. The Chapter shall not act as a fund raising agent for others or make financial contributions to other individuals, organizations, or agencies. Financial support may be rendered for direct services.
- B. Any hours earned through participation in other community projects are not eligible for JAS required service hours, but can be counted as additional or miscellaneous category hours.

**8. Vacancies in Office**

The President shall be responsible for appointing a member to fill any vacant office that occurs during the year.

**9. Chapter Properties**

- A. Chapter properties shall be stored at the JAS facility.
- B. Property belonging to the Chapter shall not be rented or loaned to any organization or individual.
- C. JAS property shall be returned to the President within 7 days upon verbal or written request.

**10. Change in Status**

- A. Active members in good standing may request Associate or Life Membership after five (5) years of active service. Those eligible for Associate or Life Membership shall inform the Recording Secretary in writing by the February Board Meeting.
- B. An Active member in good standing may be temporarily excused from active service by requesting a leave of absence by notification to the Recording Secretary **in writing** stating the reason and length of time required. Leave shall be granted at the discretion of the Executive Board and must not exceed one (1) year at a time. A renewal of a leave of absence may be granted by the Executive Board following a written request. This member shall remain designated an Active Member on Leave and she will not be counted toward the membership quota. A leave of absence shall not excuse any member from paying dues.
- C. A member shall be given a partial year's credit if (a) she is on a leave of absence for part of a year or (b) she completes Provisional training while the year is in progress. During months of Active service, the member must attend at least two-thirds (2/3) of the regularly scheduled meetings and she must earn an average of six (6) hours per month.

**11. Membership Quota**

- A. There shall be at least fifteen (15) members and not more than seventy-five (75) fully Active members at sixty (60) hours per member. This number can only be exceeded at the discretion of the Board when bringing back members from leaves of absence.
- B. The Recording Secretary will contact those active members on leave two (2) months before said return date regarding the member's wish to return to Active status. Failure by the member to respond, in writing, within one (1) month will result in termination of her membership.
- C. Prior to the August Chapter meeting, the President, the Recording Secretary, and the Admissions Chairman shall declare the number of members needed to reach a quota of seventy-five (75). This number shall be reached by counting all Active members and subtracting those on leave and those whose term of service is to expire prior to this Provisional Class's becoming Active.

**12. Membership Admissions Procedure**

- A. The function of the Membership Admissions Committee shall be to ensure that each candidate nominated is at least twenty-one (21) years of age and has been a resident of the field of service for at least one (1) year.
- B. Applications for membership shall be distributed to all Active, Associate and Life members at the April Chapter meeting, to be turned in to the Membership Chairman no later than July 15th.
- C. A candidate's name may be resubmitted each election if she is not approved by the Admissions Committee. Those candidates requesting deferment shall be invited to be members of the next Provisional class. Each candidate will be allowed one (1) deferment per invitation.
- D. At the August Chapter meeting, the names of those candidates approved by the Membership Admissions Committee shall be presented for consideration together with the names of their sponsors and co-signers.
- E. Voting shall take place at the September Chapter meeting, which must be at least two (2) weeks after the presentations and discussion of candidates. If necessary, a called meeting shall be held to present and discuss new candidates or vote on them for membership.
- F. Voting Procedure
  - 1. All voting shall be by secret ballot.
  - 2. Once voting has begun, all members must remain until voting has been completed.

3. Those candidates receiving a two-thirds (2/3) vote by those present and eligible to vote shall receive invitations to membership unless the number selected exceeds the quota. In this event, a list of all those receiving the affirmative vote shall be presented to each member. Members will then vote for the number of candidates equal to the membership quota, not to exceed the number of vacancies plus five extra candidates. Numbers will then be totaled and candidates will be listed in order of total points received from the highest to the lowest. Invitations will be issued according to this ranking to the number of candidates equal to the membership quota. Once these invitations have been issued, no other invitations will be issued, unless deemed necessary by the Executive Board.
  4. In case of a tie for the final place(s) on the list, those candidates involved in the tie will again be voted upon. Those candidates receiving the highest number of votes will be placed on the list.
  5. In the event a first ballot does not fulfill a quota, a second and third ballot shall be held.
  6. At the completion of the voting, the membership will be presented an alphabetized list of those candidates receiving an invitation to the tea, to be held after the September Chapter meeting.
  7. An informative letter with a JAS brochure shall accompany the invitation to prospective members.
  8. Those candidates accepting membership shall begin their Provisional term in October.
  9. By the October meeting the Membership Chairman shall distribute a list of all proposed provisionals and their status (accepted, deferred, or declined).
- G. Upon an Executive Board recommendation, this membership election procedure may be repeated in the fiscal year if the Board deems it necessary. All additional elections shall follow the above format.

### **13. Courtesies**

The following is a recommended guideline for gifts purchased by the Chapter.

Immediate Family refers to an Active, Provisional, Associate, Life Member's husband and children.

Extended Family refers to an Active, Provisional, Associate, Life Member's parents, brothers, sisters.

- A. Illness
  1. A gift valued at not more than \$50.00 for an Active/Provisional member in the hospital or having same day surgery.
  2. A card or note for an Active/Provisional; an Active/Provisional's immediate family member; or an Associate/Life member.
- B. Death
  1. A memorial valued at not more than \$50.00 for an Active/Provisional member, an Active/Provisional's immediate family member, an Associate/Life member, or a National/Regional officer.
  2. A card or note for an Active or Provisional extended family member.
- C. Birth
  1. A gift for an Active or Provisional member should not exceed \$25.00.
- D. Gifts of Appreciation  
Gifts that are given by the Chapter to an Active member (e.g., outgoing President) should not exceed \$100.00.

### **14. Nominating Procedure**

Members in good standing may submit a list of suggested candidates for all Officers as listed in Bylaws Section VII as a guide in preparing a slate of candidates.

A straw ballot of nominees shall be taken at the January meeting and the results considered by the committee when preparing the slate.

At the February Chapter meeting the Nominating Committee shall present the slate of candidates. Additional nominations may be made in writing at this time. The name of those accepting nomination shall be added to the ballot. Members on leave of absence shall not be considered eligible for an elected office.

Officers shall be elected by written ballot at the March Chapter meeting and must receive the vote of at least 2/3 of the active membership.

Officers assume duties at the beginning of the Chapter Fiscal Year, May 1 after being installed at the April Chapter Meeting.

**15. Project Placement**

All members are required to attend the Mandatory Project Meeting in March. Should a member be unable to attend the Mandatory Project Meeting in March, prior notice must be given to the Projects Research/Placement Chair in order to be excused. This notice must be received no less than three (3) days prior to the event. If no prior notice is given, project placement will be done at the discretion of the Projects Research/Placement Committee. Members who are not in good standing will not be placed on any projects until such time as all financial obligations and/or minimum service hour guidelines have been met.

**16. Project Guidelines**

- A. All projects must work within the allotted budget. If a need arises for additional funds to accomplish its purpose, please see Section 6B of these Standing Rules.
- B. Any project or committee with a budget of \$2000.00 or greater shall have no fewer than five (5) members.
- C. No child of any current or past member of JAS shall be eligible to receive a scholarship awarded by JAS.
- D. Provisional dues are to be allocated to chapter finances and shall not be used to offset the cost of the provisional project.

**17. Projects**

- A. New Projects  
A new project voted in by the membership will go through a developmental year with no more than five (5) members assigned to the project. These requirements may be waived by the Executive Board.
- B. Expansion of Projects  
Expansion of an existing project may be proposed by any Active member.
- C. Project Proposal Procedures
  - 1. Members must complete a Project Proposal Form and present it to the Projects Research/Placement Chairman.
  - 2. The Projects Research/Placement Committee will review the proposal and it will be brought to the Executive Board for vote, if approved by the committee.
  - 3. If approved by the Executive Board, it will be brought to the active membership for vote.
  - 4. If approved by the Active members, it will be implemented as recommended by the membership.
- D. Project Committee Members should complete an annual evaluation of their projects.

**18. Project Evaluation Guidelines**

- A. In January, the Projects Research/Placement Chairman will identify projects that fall into the following categories:
  - 1. A project with more than an average of thirty (30) hours of service per committee member.
  - 2. A project that has been in existence for more than five (5) years without being taken over by a community group.
  - 3. A project that works in conjunction with another organization or agency.
  - 4. A project that has been difficult to staff and or fulfill over a two (2) year period.
- B. In February, the Projects Research/Placement Committee will recommend to continue the project, turn the project over, or drop the project. The membership will then vote on these recommendations.

- C. The new Projects Coordinator will follow up on continuing projects to make sure all new or expanded projects are implemented.
- D. The current Projects Coordinator and the incoming Projects Coordinator shall meet after Installation and prior to the May Chapter General Meeting to discuss project evaluation recommendations as well as any new or expanded projects.

**19. Continuing Education**

- A. Members shall receive one (1) hour for attending each General Meeting. Additional time will be counted as Administrative hours.
- B. Attendance at the NAJA Annual Education Conference will be credited to the educational requirements for the upcoming fiscal year.
- C. Education hours may also be obtained by:
  - 1. Observing existing JAS Projects (two hours maximum per year).
  - 2. Viewing DVD's approved by the Education Chairman or from the JAS Library
  - 3. Reading books approved by the Education Chairman or from the JAS Library
  - 4. Attendance at an Area Meeting and AEC.
  - 5. Attending seminars scheduled by the Education Committee presented either by Chapter Members or others in the community.
- D. Attendance at the Mandatory Projects Meeting will count towards one (1) hour of education regardless of the length of the meeting.

**20. Life and Associate Liaison**

The Ex Officio shall serve as the Life and Associate liaison the following year.

**21. Hour Administrator**

Hour sheets are due to the Hours Administrator at the Chapter meetings. If hour sheets are not turned in within a two (2) month period, those hours will be counted as zero (0), unless prior arrangements have been reached with the Hours Administrator. Refer to Guidelines for Hour Sheets in your Personal Notebook.

**22. Hour Guidelines**

The President, Treasurer, Provisional Trainer, and the Corporate Sponsor Chairman are not required to satisfy the chapter requirement for service hours. They are required to follow all other guidelines set for hours for all Active members (i.e., must still earn Finance and Education hours).

All Active members are required to obtain a minimum of sixty (60) hours per year. Breakdown as follows:

- A minimum of 26 hours of Service (2 hours required on a chapter wide project.)
- 12 Education Hours
- 6 Finance Hours (with hours coming from two (2) different fundraising events)
- 16 additional hours

Each Active Member is required to continue to work on her project regardless if she has already earned her minimum number of service hours.

Active Members must attend a minimum of six (6) Chapter Meetings per year.

**23. President-Appointed Committees**

The President will appoint chairmen for the following committees: (These chairmen are not part of the Executive Board)

- a. Grant Writing
- b. Historian
- c. Hospitality
- d. Inspiration
- e. JA Week/Outreach
- f. NAJA Scholarship
- g. Scrapbook
- h. Web Master
- i. Other committees as determined by the Executive Board.

**24. Projects nominated for NAJA Awards**

Chairs of all projects being nominated for an award shall be notified by the Awards Committee in October. It is the responsibility of that project Chairman and the project members to complete the award criteria, including any essay, and submit to the Awards Committee by published deadlines.

**25. JAS Corporate Sponsorship Guidelines**

- A. Anyone can be a Corporate Sponsor, including individuals, couples, organizations, and/or business owners.
- B. It is the responsibility of the Corporate Sponsor Committee to determine the levels of Corporate Sponsorship and the means by which JAS will recognize Corporate Sponsorship.
- C. JAS members or their spouses may also become Corporate Sponsors. JAS members or spouses owning businesses may have their business become a Corporate Sponsor. At the discretion of the President and the Corporate Sponsor Committee, the ticket cost of a JAS fundraiser may be waived for a member who becomes a Corporate Sponsor, or if their spouse or business owned by them/their spouse becomes a Corporate Sponsor, with the stipulation that the sponsorship must be at or above a level determined by the Corporate Sponsor Committee. The decision to waive ticket costs for members who themselves, their spouses, or their business become Corporate Sponsors shall be determined at or before the August Board meeting.

**26. Communications within the Chapter**

- A. All e-mails addressed to the entire membership or the Executive Board must go through the President for approval before being sent to the membership.
- B. JAS members may not solicit personal business through JAS member contacts.

**27. Code of Ethics**

Each JAS Member acts as a representative of the entire Chapter. The demeanor, appearance and behavior of each JAS Member is a direct reflection on the Chapter as a whole.

The individual political, religious and philosophical ideology of the JAS Member does not impact on the administration of the business affairs of JAS. Further, personal likes, dislikes, disappointments, frustrations and resentments are not allowed to enter into or alter the context of meeting materials and are not to be used in private conversation in order to alter the course of JAS business.

Since the duties detailed in the job description often overlap, communication and cooperation among JAS Members are vital elements for the effective administration of duties.