

JUNIOR AUXILIARY OF HATTIESBURG, INC.

CONSTITUTION & BYLAWS



NATIONAL ASSOCIATION OF
JUNIOR AUXILIARIES, INC.

Chapter Incorporation 1944

Revised May 2019

BYLAWS

ARTICLE I – NAME

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

ARTICLE II – PURPOSES 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 Hattiesburg, 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 The City of Hattiesburg, Mississippi, and surrounding areas.

ARTICLE IV - MEMBERSHIP

SECTION 1. CLASSES OF MEMBERSHIP

A WOMAN WHO IS AT LEAST TWENTY-ONE YEARS OF AGE and who shall have resided in Hattiesburg or surrounding areas for at least two (2) years as of September 1 of the year that she is considered MAY BE CONSIDERED ELIGIBLE FOR MEMBERSHIP.

THE CLASSES OF MEMBERSHIP SHALL BE AS FOLLOWS:

- 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 MONTHS AND TO COMPLETE A PROVISIONAL COURSE WITHIN THIS PERIOD. ONE EXTENSION OF SIX MONTHS MAY BE GRANTED BY THE LOCAL BOARD IN THE CASE OF A PROVISIONAL WHO, FOR UNAVOIDABLE REASONS, IS UNABLE TO COMPLETE THE COURSE WITHIN THE REQUIRED TIME. PROVISIONAL MEMBERS SHALL BE REQUIRED TO COMPLETE PROVISIONAL EDUCATION AND TRAINING IN A MANNER SATISFACTORY TO THE LOCAL BOARD AND IN ACCORDANCE WITH ASSOCIATION PROVISIONAL TRAINING MANUAL; SHALL ATTEND AT LEAST 2/3 OF THE REGULAR MEETINGS HELD BY THE CHAPTER DURING THIS PERIOD AND SHALL PAY DUES TO 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 DAYS UPON ACCEPTANCE OF THE PROVISIONAL MEMBER.

To complete a Provisional course within this period a Provisional shall:

1. Attend at least two-thirds of the Provisional meetings.
2. Attend at least two-thirds of the General meetings.
3. Attend the Annual Projects Meeting.
4. Participate fully in the Provisional project.
5. Participate in the set-up day for Charity Ball.
6. Purchase a ticket for Charity Ball equivalent to a couples' ticket, unless a donation has been made at a sponsorship level or higher which can be claimed as a personal tax deduction and attend a minimum of three hours.
7. Accumulate a minimum of 36 hours.
8. Pay Provisional dues.
9. In the event of a Provisional Meeting absence, call the Provisional Trainer in advance.
10. In the event of a General Meeting absence:
 - a.) Call an officer in advance

- b.) Call the recording secretary within a week afterward to obtain the minutes of the meeting.
- c.) Call the placement chairman within a week afterward to report hours.

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 TO VOTE AND ARE RESPONSIBLE FOR CARRYING OUT THE ACTIVITIES OF THE CHAPTER.

1. REQUIREMENTS: TO MAINTAIN MEMBERSHIP IN GOOD STANDING, A MEMBER SHALL PAY DUES TO THE ASSOCIATION ANNUALLY, AND SHALL OBTAIN A MINIMUM OF TWENTY-FOUR SERVICE HOURS AND TWELVE EDUCATION HOURS PER YEAR.

a.) Additional Requirements

In addition, a member shall:

- i. Pay annual dues
- ii. Obtain a minimum of 48 hours yearly: 24 service, 12 continuing education (of which 6 must be General meetings), 12 finance
- iii. Fulfill all duties and responsibilities assigned annually for finance, including purchasing a ticket for Charity Ball equivalent to a couple's ticket unless a donation has been made at a sponsorship level or higher which can be claimed as a personal tax deduction and attend Charity Ball until final roll call.
- iv. Attend at least nine General meetings a year.
- v. Attend the Annual Project Meeting.
- vi. Fulfill all project duties and responsibilities.
- vii. In the event of a General meeting absence:
 - (a) Call an officer in advance
 - (b) Call the recording secretary within one week afterward to obtain minutes.
 - (c) Call the Hours Secretary within one week afterward to report hours.

viii. In the event of a committee meeting absence, call the chairman in advance.

ix. In the event of a project absence, call the chairman in advance and replace yourself, if at all possible.

x. Each member will sign a confidentiality statement, which will be kept on file with the assistant treasurer.

xi. Comply with the Standing Rules of the Chapter

FOR EDUCATION PURPOSES, CHAPTER MEETINGS SHALL COUNT ONE HOUR EACH. SIX CHAPTER MEETINGS MUST APPLY TOWARD THE ANNUAL EDUCATION REQUIREMENT. OTHER EDUCATION HOURS MAY BE OBTAINED FROM ADDITIONAL CHAPTER MEETINGS, ANNUAL MEETING, AREA MEETINGS, AND CHAPTER/ COMMUNITY SEMINARS. Finance and Administration hour requirements shall be at the discretion of the Chapter. ALL HOURS SHALL BE ACCRUED UNDER THE SUPERVISION OF AND IN A MANNER SATISFACTORY TO THE LOCAL BOARD.

b.) Working Status. Working status may be granted by the Executive Board for any Active member in good standing who works at least thirty (30) hours per week or whose work schedule otherwise conflicts with General meetings.

i. Any member meeting the above standards may request the Executive Board in writing through the Corresponding Secretary for a change to Working Status.

ii. A member granted Working Status shall attend at least six General meetings a year. A member granted Working Status shall meet all other Active member requirements

c.) Limited Leave of Absence: Such leave may be granted by the Executive Board for any Active member in good standing for six months before such leave is requested who is unable to fulfill assigned work during a six-month period.

i. Any member meeting the above standards may request the Executive Board in writing through the Corresponding Secretary for a Limited Leave of Absence.

ii. The Limited Leave of Absence may be granted to the Active member by a two-third's vote of the Board.

iii. Once granted, the member shall notify the Hours Secretary.

iv. During the leave, the member shall be excused from General meetings, will not be able to vote, will not be able to propose candidates for membership, and will not be required to fulfill project duties, except for Finance.

- v. All Finance duties and responsibilities assigned are required to be carried out.
- vi. All Limited Leaves of Absence will be scheduled according to the JA fiscal quarters and fiscal year.
- vii. All local and Association dues are required to be paid by the member on leave.
- viii. A member's leave time is not accredited toward Associate membership eligibility.
- ix. No more than two Limited Leaves of Absence of six months each may be taken at any one time. A member will be required to return to full Active status for six months before requesting another leave.
- x. At the termination of a Limited Leave of Absence the Executive Board, through the Corresponding Secretary, must again be notified in writing in order to return to Active membership and complete the time remaining in her original term.

d.) General Leave of Absence: Such leave may be granted by the Executive Board for any Active member in good standing for eighteen months before such leave is requested who is unable to fulfill assigned work during a period of a year or longer due to extenuating circumstances.

- i. Any member meeting the above standards may request the Executive Board in writing through the Corresponding Secretary for a General Leave of Absence.
- ii. The General Leave of Absence may be granted to the Active member by a two-third's vote of the Board and a two-thirds vote of the general membership.
- iii. Once granted, the member shall notify the Hours Secretary.
- iv. During the leave, the member shall be excused from all meetings, will not be able to vote, will not be able to propose candidates for membership, and will not be required to fulfill any project duties.
- v. All General Leaves of Absence will be scheduled according to the JA fiscal year.
- vi. A member's leave time is not accredited toward Associate membership eligibility.

vii. General leaves of Absence shall be granted for a minimum of twelve months and a maximum of forty-eight months.

viii. Only one General Leave of Absence may be granted per Active member.

ix. At the termination of a General Leave of Absence the Executive Board, through the Corresponding Secretary, must again be notified in writing in order to return to Active membership and complete the time remaining in her original term.

2. PENALTIES: AN ACTIVE MEMBER FAILING TO FULFILL THE YEARLY REQUIREMENTS FOR MEMBERSHIP FORFEITS THAT YEAR OF WORK ACCREDITED TOWARD ASSOCIATE MEMBERSHIP ELIGIBILITY.

3. PRIVILEGES: a.) ANY MEMBER WHO, AFTER HAVING SERVED A MINIMUM OF FIVE ACTIVE YEARS AND HAVING PAID TO THE ASSOCIATION A TOTAL AMOUNT EQUAL TO TEN 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.

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 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.

Associate members wishing to retain the right to vote on new members may do so by performing twenty-four (24) hours of work per year.

Any Associate member delinquent in dues after May 15 of the fiscal year shall be removed from the Active list by action of the Board Treasurer. Reinstatement may be made by the Executive Board upon the recommendation of the Assistant Treasurer/Membership Coordinator when one year's back dues are paid.

D. LIFE - LIFE MEMBERS ARE THOSE WHO, AFTER HAVING ACCUMULATED A MINIMUM OF FIVE YEARS OF ACTIVE SERVICE, HAVE PAID TO THE ASSOCIATION A TOTAL AMOUNT EQUAL TO TEN ADDITIONAL YEARS OF CURRENT ASSOCIATE DUES. AT THE DISCRETION OF THE 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 HOURS OF VOLUNTEER COMMUNITY SERVICE WITHIN THE COMMUNITY AND TWELVE 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 PAYS TO THE ASSOCIATION A TOTAL AMOUNT EQUAL TO TEN (10) YEARS OF ASSOCIATE DUES TO ATTAIN LIFE STATUS.

SECTION 2. ADMISSION TO MEMBERSHIP

A. Eligibility. A WOMAN WHO IS AT LEAST TWENTY-ONE YEARS OF AGE and who shall have resided in Hattiesburg or surrounding area for at least two (2) years as of September 1 of the year of consideration for membership eligibility MAY BE CONSIDERED ELIGIBLE FOR MEMBERSHIP.

1. Any person who resigns from Active membership or who resigns from Provisional training is ineligible for membership again except under special circumstances and approval by the Executive Board.
2. Any person who refuses membership is not eligible to be proposed for two (2) years.
3. Any person dropped from the roll is ineligible for membership again.

B. Proposal of New Members. Only Active members in good standing for six months may propose names for membership. Each new member form must be signed by three Active members, one of whom must be non-graduating. No Active member may sponsor more than 3 new member forms and sign more than 5 new member forms.

C. Voting Procedure. All voting shall be by secret ballot, and a quorum for electing Members shall consist of 2/3's of the Active membership.

1. Each Active member may vote on the ballot for as many candidates as desired up to and including the number selected by the Admissions Committee. The ballot will be invalid if there are more than the stated number of votes.
2. That number of candidates receiving the highest number of votes shall be elected provided each has received a simple majority of the Active member present and voting.
3. Proxy voting will be allowed providing the member has received an excused absence from the August meeting.
4. Members approved for proxy voting must contact the First Vice-President to review the proposed new member forms and make arrangements to cast their ballots individually and privately at her residence up to seven days prior to the August meeting. Under no circumstances will voting be allowed after the conclusion of the August General meeting.

SECTION 3. MEMBERSHIP PROCEDURE

A. The Admissions Committee shall be composed of the President, the Immediate Past-President if still an Active member, the First Vice-President as Chairman, and one Active member from each Provisional class appointed by the First Vice-President.

B. The Admissions Committee, chaired by the First Vice-President, shall meet, screen all names proposed, and determine the maximum number of candidates to be elected to membership. The time of arrival of proposed members in Hattiesburg must be checked by the Admissions Committee. Should the name of and proposed candidate be found ineligible, the name shall be dropped from the list.

SECTION 4. CHANGES IN MEMBERSHIP

A. Applications for change to another class of membership must be made in writing to the Corresponding Secretary. Changes to another class of membership shall become effective upon the approval of the Executive Board and a two-third's vote of the Active membership at large. The member requesting the change shall be notified in writing of the approved change by the Corresponding Secretary.

B. Transfer of members. 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 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. Under special circumstances and at the discretion of the Executive Board, a member who resigns can be accepted back into membership.

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 \$65 ANNUAL DUES. ASSOCIATE MEMBERS SHALL PAY \$35 ANNUAL DUES.

PROVISIONAL MEMBERS SHALL BE LIABLE FOR CHAPTER DUES IMMEDIATELY UPON ACCEPTANCE OF THE INVITATION TO MEMBERSHIP. Provisional dues shall be \$55. ACTIVE, ASSOCIATE, AND NON-RESIDENT DUES FOR THE COMING YEAR SHALL BE PAYABLE TO THE CHAPTER NO LATER THAN April 1st. 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 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.

ASSOCIATE MEMBERS DROPPED FOR NON-PAYMENT OF DUES MAY BE REINSTATED UPON PAYMENT OF A MINIMUM OF CURRENT YEAR ASSOCIATE DUES.

ARTICLE VI – CHAPTER MEETINGS

SECTION 1. REGULAR AND SPECIAL MEETINGS

There shall be one monthly General meeting to be held at 9:30 a.m. or 6:00p.m. on the first Monday of each month unless the date falls on a holiday, in which case the meeting will be held the second Monday at a place selected by the President.

Additionally, should special circumstances arise where a need to reschedule or cancel, the President will request a vote of and approval by the executive board.

FOR EDUCATION PURPOSES, CHAPTER MEETINGS SHALL COUNT ONE HOUR

EACH. SIX CHAPTER MEETINGS MUST APPLY TOWARD THE ANNUAL EDUCATION REQUIREMENT. CHAPTER MEETINGS HELD IN AN ELECTRONIC FORMAT ARE PROHIBITED.

- A. A member must be present 3/4 of the meeting time or one and one-half hours, whichever is less, in order to receive credit for being present at the regular meeting.
- B. Special meetings shall be held at the discretion of the Executive Board or upon written request of 5 members of the Chapter. Notice of special meetings will be given within five days of meeting date.

SECTION 2. QUORUM

A quorum shall consist of a majority of the active voting members in good standing. A quorum for a meeting where new members are elected or where the Constitution and By-laws are to be voted on shall be two-thirds of the Active membership in good standing with the exception of those on leave of absence.

A simple majority of eligible voters shall be necessary for a motion or a project to pass.

Members who fail to vote waive their right and allow those voting to express the will of the majority.

SECTION 3. VOTING

ABSENTEE VALLOTS AND PROXY VOTING ARE PROHIBITED.

ARTICLE VII-OFFICERS

CHAPTER OFFICERS ARE THE PRESIDENT, First VICE-PRESIDENT, Second Vice-President, RECORDING SECRETARY, TREASURER, Assistant Treasurer/ Membership Coordinator, Corresponding Secretary, and Immediate Past President if still an Active Member.

SECTION 1. NOMINATION AND ELECTION

OFFICERS ASSUME DUTIES AT THE BEGINNING OF THE CHAPTER FISCAL YEAR, MAY 1, for a term of one year or until their successors are elected.

In the case of a vacancy in any office other than the President, the President with the approval of the Executive Board shall appoint a member to fill the vacancy. In the case of a vacancy in the office of President, the First Vice-President shall assume the office of President with the approval of the Board.

No member shall be eligible to serve in the same elected office for more than two consecutive years with the exception of the Treasurer and Assistant Treasurer/Membership Coordinator.

The Nominating Committee shall consist of the Immediate Past President, if still an Active member, First Vice-President and at least one representative from each Provisional class, to be voted upon by the general membership.

The Chairman of the Nominating Committee shall be the immediate Past President if still an Active member. If the immediate Past President is not an Active member, the President shall appoint a chairman of this committee.

Active members in good standing for six months are eligible for an elected office.

Any candidate for President or First Vice-President must have served on the Executive Board for at least one year and meet the recommendations set forth in the Standing Rules.

Any candidate for Second Vice-President must have been chairman of at least one project.

The Nominating Committee shall submit a single or a double slate of officers except for President. The First Vice-President shall automatically become President the following year. If the First Vice-President cannot serve, the Nominating Committee shall submit one or two candidates for President.

After securing the consent of each nominee for any office, the Nominating Committee shall submit this slate(s) to the membership in January. At this time, the chairman should read the duties of each office to the general membership. This will enable members to nominate candidates based on those qualifications. Nominations from the floor shall be in order in February. Not more than two additional names for each office shall be submitted.

The names of all nominees shall be placed on a ballot prepared by the Chairman of the Nominating Committee. They are to be voted on at the March meeting. If no additional nominations are received from the floor in the February meeting, a vote may be taken at that time.

All elections shall be by secret ballot with a simple majority electing. There shall be no voting by proxy.

SECTION 2. DUTIES AND TERM OF OFFICE

- A. 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 NOMINATING COMMITTEE. THE PRESIDENT APPOINTS ALL COMMITTEES, INCLUDING THE CHAIRMAN, UNLESS OTHERWISE PROVIDED.

The creation and dissolution of standing and special committees except those set up in the Bylaws shall be subject to the approval of the Executive Board. The President shall call special meetings of the Executive Board, and the general membership at her discretion. ONE YEAR TERM OF OFFICE AFTER HAVING SERVED AS VICE-PRESIDENT.

- B. THE First VICE-PRESIDENT ASSUMES THE DUTIES OF THE PRESIDENT IN THE ABSENCE OF THE PRESIDENT and shall provide an educational course for the new Provisional members. The First Vice- President shall also serve as a voting delegate to the National Convention. ELECTED FOR A TERM OF ONE YEAR. AUTOMATICALLY BECOMES THE PRESIDENT THE NEXT YEAR; MOVES TO EX-OFFICIO THE FOLLOWING YEAR.
- C. The Second Vice-President shall serve as Projects Chairman, shall be in charge of the service projects of the Chapter, and shall work with a Projects Committee appointed by the President to supervise all community activities undertaken by the Chapter in the fields of welfare, health, recreation, culture, civics, or education. The Second Vice-President shall be in charge of appointing chairmen of projects with the assistance of the President and in charge of assigning members to service projects and committees.
- D. 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 roll kept by the Recording Secretary shall be the official record of attendance at meetings of the Chapter and the Executive Board. ELECTED FOR A TERM OF ONE YEAR; MAY BE RE-ELECTED FOR ONE ADDITIONAL TERM.
- E. The Corresponding Secretary/Membership Coordinator answers and keeps on file all correspondence relating to the Chapter and shall be responsible for informing all members of change of status. She shall include notifying all members of their dues and shall be responsible for notifying all members whose accounts are delinquent as stated elsewhere in the Bylaws. She shall act as personnel chairman by maintaining a current and accurate file on all persons, including addresses, who have been at any time a member of the Junior Auxiliary of Hattiesburg; be responsible for maintaining a member's record and the offices and chairmanships that a member has held; notify the Association office of membership changes as of May 1.

- E. 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 TRANSFERS 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 AND ASSISTANT TREASURER ARE ELECTED FOR A TERM OF ONE YEAR. THE ASSISTANT TREASURER SHOULD BECOME THE TREASURER THE FOLLOWING YEAR **OR** THE TREASURER MAY BE RE-ELECTED FOR ONE ADDITIONAL TERM.

- G. The Assistant Treasurer shall assist the Treasurer with any duties as requested relating to the management of Chapter funds.

- H. Hours Secretary. The Hours Secretary will keep a monthly record of the hours each member works and to help the Second Vice-President place members to work on needed projects. At the beginning of the last month of each 6-month period, she shall inform any members whose hours are falling below the minimum required. The Hours Secretary shall be responsible for maintaining an hours' sheet on Associate and Life members who perform service hours for the Chapter.

- I. Immediate Past President. The Immediate Past President shall serve in the capacity of Chairman of the Nominating Committee if still an Active member and shall serve as a voting delegate to the Annual Association Meeting if still an Active member.

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 the President, First Vice President, Second Vice President, Recording Secretary, Treasurer, Assistant Treasurer, Corresponding Secretary, Hours Secretary. Additionally, the general board of directors will include the Finance Chair, Nominating Chair, Public Relations Chair, Education Chair, Constitution and Bylaws Chair, Project Finding Chair, Self-Evaluation Chair, Scholarship Chair, Social Chair, Awards Chair, Family Affair Chair, Welfare Chair, Website Char, Crown Club Chair and Lifetime Member Affiliate Chair. EXCEPT AS OTHERWISE PROVIDED, CHAIRMEN ARE 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.

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 MATTERS RELATING TO FINANCING CHAPTER ADMINISTRATION AND PROGRAM OF SERVICE and shall propose a new annual budget based on study of the former budgets while taking into consideration the recommendations of the Projects Research Chairman as regards new projects. THE COMMITTEE SHALL BE COMPOSED OF THE incoming and outgoing Presidents, TREASURERS, Second Vice-Presidents, AND THE OFFICERS OR CHAIRMEN OF COMMITTEES RESPONSIBLE FOR ANY PHASE OF THE CHAPTER FINANCING (Charity Ball Chairmen), TOGETHER WITH SUCH OTHER MEMBERS AS SHALL BE DESIGNATED BY THE PRESIDENT.

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 PROJECTS 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 TO 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 SERVICE, TOGETHER WITH SUCH OTHER MEMBERS AS SHALL BE DESIGNATED BY THE PRESIDENT. The Chairmen of each project undertaken by the chapter shall be a member of the Projects Committee. THE CHAIRMAN OF THIS COMMITTEE shall be the Second Vice President, elected by the membership, AND SHALL KEEP ADEQUATE RECORDS OF CHAPTER ACTIVITIES WHICH SHALL BE TURNED OVER TO HER SUCCESSOR.

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 consist of the Immediate Past President if still an Active member, First Vice-President, and at least one representative from each Provisional class, to be voted upon by the general membership. THE PRESIDENT SHALL NOT SERVE AS 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 and shall act as liaison between NAJA and the area served regarding the National JA Scholarships. Duties shall include publicizing said scholarships, making personal contact with nearby colleges and universities to reach prospective applicants, collecting and analyzing completed

applications, evaluating the applicants, securing the Chapter endorsement of the chosen applicant, and mailing the completed application to NAJA by the given deadline. Said Committee shall also be responsible for the above duties in relation to any local scholarships the Chapter should choose to provide.

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 MEMEBERSHIP TO HELP ENSURE THE FUTURE AND SUCCESS OF THE CHAPTER.

H. Charity Ball Committee.

There shall be a Charity Ball Committee whose function shall be to arrange and hold an annual fundraising event to provide the Chapter with operating funds. The committee shall be composed of the President, the Treasurer, and the Chairman and appointed sub-committee chairmen of the event.

I. Constitution, By-Laws, and Parliamentarian.

This committee shall attend to all matters pertaining to the Constitution and amendments, By-Laws, and rules of the organization. They shall keep available current copies of the Constitution to NAJA office by May 15 of each year. If a Bylaws Committee becomes necessary, the President shall form a committee that will be chaired by the Bylaws Chairman.

J. Projects Research.

The Projects Research Chairman shall be responsible for researching future projects and presenting them to the general membership for adoption at the Annual Projects Meeting in March.

K. Self-Evaluation.

There shall be a Self-Evaluation Committee whose function shall be to poll the chapter on a yearly basis to determine the members' perception of its agenda, progress, programs, and any other item deemed worthy by said committee. The President of the chapter, while of necessity serving on said committee, will not chair it in the interest of unbiased evaluation.

L. Awards Committee

There shall be an Awards Committee whose function shall be to facilitate the selection of award nominees in the various categories and submit applications to NAJA for these award categories. They shall also facilitate the selection of the Crown Award and the Humanitarian of the Year Award.

K. Social Committee

There shall be a Social Committee whose function shall be coordination of any social aspects of the chapter, including but not limited to Spring Luncheon and a meeting for prospective members.

M. Crown Club Committee

There shall be a Crown Club Committee whose function is to oversee all aspects of the Crown Club of the Junior Auxiliary of Hattiesburg, Mississippi.

SECTION 2. SPECIAL COMMITTEES

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

Section 3. Reports

All chairman shall be responsible for a monthly report to the general membership and for annual reports to the Chapter.

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 Hattiesburg, Mississippi SHALL UNDERTAKE THOSE ACTIVITIES WHICH ENHANCE COMMUNITY SERVICES AND RESOURCES, CONTINUE THE EDUCATION OF MEMBERS IN THE VARIOUS FIELDS OF PUBLIC SERVICE AND MEET THE NEEDS OF MEMBERS.

A PROJECT IS A PLANNED UNDERTAKING IN THE FIELDS OF WELFARE, HEALTH, RECREATION, CULTURE, 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 THE MEMBERS.

THE CHAPTER MAY ENGAGE IN AS MANY ELIGIBLE PROJECTS AS IS 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 CHILD WELFARE PROJECT (NATIONAL SERVICE PROJECT) FOR WHICH THE CHAPTER HAS FULL ADMINISTRATIVE RESPONSIBILITY.

ALL SERVICE AND FINANCE PROJECTS UNDERTAKEN BY THE CHAPTER MUST BE VOTED UPON BY THE CHAPTER MEMBERSHIP.

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 CORPORATION SHALL INURE TO THE BENEFIT OF, OR BE DISTRIBUTABLE 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 Hattiesburg, 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. Code of Ethics

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 it 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 setting 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.

SECTION 5. LEGISLATIVE OR POLITICAL ACTIVITIES

NO SUBSTANTIAL PART OF THE ACTIVITIES OF THE CORPORATION SHALL BE THE CARRYING ON OF 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 6. OPERATIONAL LIMITATIONS

NOTWITHSTANDING ANY OTHER PROVISIONS OF THESE BYLAWS, 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 THE 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 7. 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.

If items are charged to the Chapter at any business, the charge ticket must be signed by the member buying the merchandise or service. The member should also write on the charge slip what was bought and what the items are to be used for.

Additionally, members buying merchandise or paying for services associated with the organization must turn in to the Treasurer a receipt for the item, as well as the reimbursement form required by the chapter, before reimbursement is made by the Treasurer.

As the Treasurer maintains the chapter checkbooks and balances the expenses, she should remain a signing member at the financial institutions used. In an effort to coordinate and preserve expenditures, the President and First Vice President should also serve as co-signers for each account.

ARTICLE XII-AMENDMENTS AND PARLIAMENTARY AUTHORITY

This constitution and bylaws may be amended at any Regular meeting in the following manner: such changes signed by five 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 shall be voted upon. A 2/3 vote of the members present shall be required to adopt such changes.

ROBERT'S RULES OF ORDER NEWLY REVISED SHALL BE THE AUTHORITY FOR ALL MATTERS OF PROCEDURE NOT SPECIFICALLY COVERED BY THE BYLAWS OR BY SPECIAL RULES OF PROCEDURE ADOPTED BY THE CHAPTER.

ARTICLE XIII-DISSOLUTION

SHOULD THE JUNIOR AUXILIARY OF Hattiesburg, Mississippi, INCORPORATED EVER BE DISSOLVED PURSUANT TO MISSISSIPPI CODE SECTIONS 79-11-101 et. Seq., 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 MANNER, OR TO SUCH ORGANIZATION 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.