

## **STANDING RULES**

Standing rules are to be abided by in all activities by all members of the Chapter. Robert's Rules of Order state that Standing Rules may be rescinded at any meeting by a 2/3's vote of those present and voting. Standing Rules may be adopted by a majority of those present and voting at a General meeting without previous notice. Changes to Standing Rules may be proposed in same manner as changes to By-Laws.

1. Standing Rules concerning projects:

- a.) Nametags shall be worn to all Chapter projects.
- b.) Should the need for a cancellation or postponement of a project arise, the project chair shall work with project participants to ensure appropriate measures are taken for adequate scheduling and reassignment of duties.
- c.) No member may serve on the same project or in the same position for more than two consecutive years if there is a waiting list for that project without approval of the Board.
- d.) The President, First Vice-President, Treasurer, Finance Chairman and any Active member holding a National office may obtain requisite hours without restriction to category, except those Finance projects during the year of tenure. The Family Affair project chairman shall be relieved of all project responsibilities other than Family Affair and Finance projects during the year of tenure. The Second Vice-President shall serve on projects she feels appropriate in order to fulfill her service hour requirements.
- e.) Project reports for a complete project are due within two weeks of the completion of the project. Continuing or ongoing project reports shall be due on the day of the March General meeting. All reports should be made in duplicate with one copy given to the Projects Chairman and one copy given to the President.
- f.) Once service projects are approved at the Annual Project Meeting any changes must be brought before the Executive Board and have Board approval and approval of 2/3's of the General Membership before such changes are implemented.
- g.) Service project years will run concurrently with the JA fiscal year.

New project proposals received after May 1 will be considered by Projects Research for the next year.

2. Standing Rules concerning Charity Ball:

- a.) There will no refund on Charity Ball tickets.
- b.) There will be a \$100.00 fine per occurrence/roll call for missing and/or not fulfilling duties in conjunction with Charity Ball. This includes completion of tasks as assigned by co-chairs, set-up and clean up.
- c.) All members unable to attend Charity Ball will incur a fine of \$100, in addition to their Charity Ball ticket. This does not include members on General Leave of Absence and members excused from Charity Ball due to extenuating circumstances.
- e.) Charity Ball obligations and expectations, and penalties for failure to meet obligations, are set annually by the Finance Chair and are approved by the Executive Board. These are to be presented to the Chapter at the May meeting each year.
- f.) Any and all fines incurred by members related to Charity Ball shall be paid to the Assistant Treasurer/Membership Coordinator, as advised by the Finance Chairman. Payment should be made within 30 days of Charity Ball.

3. Standing Rules concerning general absences:

- a.) Absences from events taking place during any religious holiday will be excused provided the member contacts the chairman of the event, the President, or the Hours Secretary.
- b.) The reasons recognized as valid reasons or excuses for absence from meeting or duty are: being out of town, personal illness or immediate family, or death in one's family.
- c.) A member must notify any officer before a General meeting, an Executive meeting, or a special meeting in order to have an absence classified as an excused absence.
- d.) A member unable to be present for a scheduled duty or assignment must either find a replacement or notify the Chairman or Co-Chairman of that project if the absence is to be classified as excused.
- e.) All members must attend 2/3's or nine of the General meetings. Working members must apply to the Board for special consideration to attend six meetings.
- f.) The Executive Board has the right to grant a special absence for members.

- g.) An Active member who does not have Board approval for Working Status and misses her fourth General Meeting in a JA year will be automatically dropped from the Hattiesburg Chapter unless the Executive Board receives a written explanation regarding the extenuating circumstances of said absences by the next scheduled Board meeting. The Board's decision on Retention of membership at that point will be final.
  - h.) Members accorded Working Status by the Board are required to attend a minimum of six General Meetings per JA year. Said members who miss their seventh General Meeting will be automatically dropped from the Hattiesburg Chapter unless the Executive Board receives a written explanation regarding the extenuating circumstances of said absences by the next scheduled Board meeting. The Board's decision on retention of membership at that point will be final.
  - i.) Active members who miss three service project obligations in a JA year without prior approval of the project chairman (men) involved and replacement of said member by another will be automatically dropped from the Hattiesburg Chapter unless the Executive Board receives a written explanation regarding the extenuating circumstances of said absences by the next scheduled Board meeting. The Board's decision of retention of membership at that point will be final.
  - j.) Members with unexcused absences to a project will be required to complete additional hours, doubled by the amount of time missed, on another project assigned by the projects chairman.
  - k.) Members who are not on the Food for the Soul Committee can only receive a total of 4 substitute hours, per year, for baking casseroles or collecting can food items.
4. Standing Rules concerning expenditures:
- a.) If at all possible all Chapter expenditures must first be approved by the Treasurer, the Assistant Treasurer/Membership Coordinator or the President.
  - b.) If any 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.
  - c.) Members buying merchandise or paying for services associated with the organization must turn in to the Treasurer

a receipt, and itemized reimbursement form, for the item before reimbursement is made by the Treasurer.

- d.) The Hattiesburg Chapter shall contribute \$20.00 to the NAJA Memorial Fund, the NAJA Scholarship Fund, or the Emily Turner Weston Scholarship Fund on the death of a member or the member's immediate family. This does not include in-laws.

5. Standing Rules concerning finances:

- a.) No list of Chapter members either past or present shall be made available for commercial purposes or for the purpose of solicitation.
- b.) No money shall be solicited by the Chapter for any reason other than Charity Ball without prior approval of the Executive Board. A list of donated materials for service projects shall be maintained by the Second Vice- President. Services to be donated need prior approval by the Executive Board before their acceptance.
- c.) The Chapter will not host any fund-raising activities other than Charity Auction & Charity Ball without prior approval of the Executive Board.
- d.) The savings of Junior Auxiliary of Hattiesburg, Inc. shall be designated for the following: one to one half year's Chapter operating expenses.
- e.) There will be no Chapter assistance at procuring/recruiting volunteers for other organizations.

6. Standing Rules concerning regular and special meetings:

- a.) There will be no General meeting in June or July.
- b.) There will be no outside speakers at the Annual Projects Meeting.
- c.) The Chapter shall pay the registration expenses for the President, First Vice-President or the representatives to Area meetings.
- d.) The Hattiesburg Chapter shall be responsible for paying for registration, meals, and lodging for three official delegates to the NAJA Annual Meeting. The three official delegates shall be the incoming President, incoming First Vice-President, and the incoming Treasurer. If any are unable to attend, the duty shall pass to the incoming Second Vice- President and thusly down the chain of command.
- e.) The Chapter shall be responsible for partial payment for registration fees for any Active members who wish to attend the NAJA Annual Meeting. The Executive Board shall annually determine and notify the Chapter of the Amount of said fee to be paid.

- f.) All active members shall be encouraged to attend at least on Area and/or Annual Meeting during their active service.
- g.) The Assistant Treasurer/Membership Coordinator shall be responsible for keeping a record of those members arriving too late to any meeting (after roll call) or leaving early (must be present  $\frac{3}{4}$ 's of the meeting) before a meeting is adjourned.
- (h) A total of 10 General monthly meetings will be held throughout the year. Half should be scheduled for 9:30 am with the other half at 6:00 pm.

7. Standing Rules concerning Board:

- a.) The members of the Executive Board shall be:
  - i. President
  - ii. First Vice President
  - iii. Second Vice President
  - iv. Recording Secretary
  - v. Corresponding Secretary
  - vi. Treasurer
  - vii. Assistant Treasurer/Membership Coordinator
  - viii. Finance/Charity Ball Committee Chairman
- a.) Additional board members include:
  - ix. Nominating Committee Chairman
  - x. Public Relations Chairman
  - xi. Education Chairman
  - xiii. Hours Secretary Chairman
  - xiv. Constitution, Bylaws, and Parliamentary Chairman
  - xv. Self-Evaluation Committee Chairman
  - xiv. Project Research Chairman
  - xv. Self-Evaluation Chairman
  - xvi. Scholarship Chairman
  - xvii. Social Committee Chairman
  - xviii. Awards Committee Chairman
  - xix. Website Chairman
  - xx. Welfare Project Chairman
  - xxi. Family Affair Project Chairman
  - xxii. Crown Club Project Chairman
  - xxiii. Past Member Relations Chairman
- b.) Board members shall receive hours spent in Board meetings. Hours are to be placed under "Board."
- c.) Executive board members shall attend a minimum of nine Board meetings per year.

- d.) All officers shall turn over to their successors all official books and records.
9. Standing Rules concerning Awards:
- a.) The “Crownlet Award” shall be presented annually at the spring luncheon to a former JA member that continues to embody the spirit of JA through service to her community. Nominations shall be made at the General Meeting in March and voting shall occur at the April General Meeting. The Awards Chairman shall be responsible for procuring and engraving said award, whose recipient shall not be made public until the formal announcement at the luncheon.
  - b.) The “Humanitarian of the Year Award” shall be presented annually prior to and/or during the Charity Ball to an individual who embodies the spirit of JA through his/her service.
    - i. Nominations shall be accepted from the membership by application detailing the applicant’s specific volunteer work and history.
    - ii. Selection of a recipient shall be made by the Executive Board. For recognition of this honor, the recipient shall receive a JA donation to his/her desired 501 (c) (3) organization for a specific use complying with NAJA guidelines for donations. The scholarship committee shall select a recipient for a college tuition scholarship who exemplifies the “Humanitarian.”
10. Standing Rules concerning proposed members:
- a.) September through April - the First Vice-President shall remind the membership that completed proposed member nomination forms will be accepted until the end of the May General Meeting. Active members may submit nomination forms for the proposed membership and may endorse no more than three submittals. New members may endorse no more than two submittals.
  - b.) May - the First Vice-President shall remind the membership that proposed member nominations will be closed at the end of that General meeting. Only those with one sponsor and two endorsements, one of which must be by a non-graduating Active member in good standing, will be considered a valid nomination. The nomination forms will be kept confidential by the First Vice-President. The Admissions

Committee shall be selected by the First Vice-President at this meeting.

- c.) August - the proposed candidates' names and qualifications shall be presented to the membership prior to voting by secret ballot (to be prepared by the First Vice-President), the outcome of which is to be kept in strict confidence. Immediately after the voting, the First Vice-President and the Admissions Committee shall count the votes and compile an alphabetical list of eligible candidates to receive an invitation to a proposed membership function.
- f.) All names and information acquired throughout the nominating process shall remain confidential within the membership.
- g.) Upon acceptance, the candidate shall hereby become a Provisional Member. Each Provisional member shall have an advisor. Active members in good standing for 6 months may volunteer to become an advisor to an unfamiliar Provisional.
- h.) The First Vice-President will contact advisors upon acceptance of the candidates. The Advisors will immediately contact their Provisionals to introduce themselves and to answer any questions. The Advisors will remind Provisionals of General meetings and will contact them at least one other time per month. Advisors will invite Provisionals to observe their projects and/or coordinate observation of others. If any problems should arise during the Provisional year, the Advisor and Provisional Trainer will work to help the Provisional Member solve them.

#### 11. Standing Rules Concerning Conduct

The Chapter's reputation, that 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 refrain from discussing Chapter business outside of a general meeting, making comments in public settings or via social media, and generally disparaging the Chapter and/or any of its members. While an Active Member of Junior Auxiliary of Hattiesburg, Members shall use discretion when communicating opinions or personal experiences with local businesses out of respect for financial support that we receive from our community. Members whose actions 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.