



JUNIOR AUXILIARY OF SLIDELL

BYLAWS

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JUNIOR AUXILIARY OF SLIDELL, Inc.

BYLAWS

ARTICLE I. NAME

THE NAME OF THE ORGANIZATION SHALL BE THE JUNIOR AUXILIARY OF Slidell, Louisiana, INCORPORATED and shall be referred to in this document as JAS.

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 Slidell 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 Slidell, Pearl River, and Lacombe area.

ARTICLE IV. MEMBERSHIP

SECTION 1. CLASSES OF MEMBERSHIP

A WOMAN WHO IS AT LEAST TWENTY-ONE YEARS OF AGE and who has been a resident of the field of service for at least one-year 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 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.

Any member failing to meet the Provisional requirements shall be dropped from membership by a 2/3 vote of the Executive Board.

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. 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.

See Standing Rules Section 22 for additional Hour Guidelines.

ALL HOURS SHALL BE ACCRUED UNDER THE SUPERVISION OF the Hour Administrator AND IN A MANNER SATISFACTORY TO THE LOCAL BOARD.

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

Violation of these requirements over a period of two (2) consecutive years shall constitute an automatic dismissal.

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 shall have all the privileges of Membership except the right to vote or hold office. Associate Members may propose or second names for membership.

Associate members who fail to pay dues for one year shall be dropped from the rolls. If an Associate desire to be reinstated, she must make the request in writing to the Local Board, accompanied by one year's dues.

Members eligible for Associate Membership status may choose instead Associate/Active Member status by performing thirty-six (36) undesignated hours and attending one-third (1/3) of the Chapter meetings per year. Associate/Active Members shall receive one year Associate credit per year, pay Associate dues, and shall be entitled to all rights and privileges of Active membership except the right to vote or hold elected office. This member does not count in the Chapter's active membership quota.

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.

Life members shall have all the privileges of Membership except the right to vote or hold office. Life members may propose or second names for membership. Members eligible for Life Membership status may choose instead Life Active Status by performing 24 undesignated hours of work per year. These members shall be entitled to all rights and privileges of Active membership except the right to vote or hold office. These members do not count in the Chapter's active membership quota.

- 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.

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 WOMAN WHO IS AT LEAST TWENTY-ONE YEARS OF AGE and who has been a resident of the field of service for at least 1 year MAY BE CONSIDERED ELIGIBLE FOR MEMBERSHIP. The candidate must be proposed in writing by one member and seconded by two other members to the Admissions Chairman. Only Active members in good standing and Associate and Life Members may propose or second candidates for Membership. To propose or second, the member must know the candidate. A member may propose only two (2) candidates per election and may second only three (3) candidates per election.

## SECTION 3. MEMBERSHIP PROCEDURE

The Membership Admissions Committee shall oversee the admissions process. The Membership Admissions Committee shall be composed of four (4) Active members: the Membership Chair as Chairman and three (3) Active members elected by the Chapter. Only those three Active members are eligible to vote on the nominees to be presented to membership. See Standing Rules 11 Membership Quota and Section 12 Membership Admission Procedure for additional information.

## SECTION 4. CHANGES IN MEMBERSHIP

Application to change to 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 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 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 or is not in good standing 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 (NAJA).

ACTIVE MEMBERS (INCLUDING MEMBERS ON LEAVE OF ABSENCE) AND NON-RESIDENT MEMBERS SHALL PAY \$85 ANNUAL DUES. ASSOCIATE MEMBERS SHALL PAY \$40 ANNUAL DUES. Active members pay an additional \$20 local Chapter fees. Associate members pay an additional \$5 local Chapter fees.

PROVISIONAL, ACTIVE, AND NON-RESIDENT MEMBERS SHALL PAY the following ANNUAL DUES:

Class of Membership	Chapter Dues	NAJA Dues	Major Fund- Raiser Donation	Total Dues
1. Provisional	\$85.00			\$85.00
2. Active (including members on leave of absence)	\$20.00	\$65.00	* See Below	\$85.00 + *
3. Non-Res. Active	\$20.00	\$65.00		\$85.00

\* Note: All Active JAS Members are required to pay for the price of an individual ticket to the major fundraiser or the same amount in a cash donation.

ASSOCIATE MEMBERS SHALL PAY the following ANNUAL DUES:

4. Associate	\$5.00	\$35.00	\$40.00
5. Associate Active	\$5.00	\$35.00	\$40.00

Life members and Sustaining members are not required to pay dues.

PROVISIONAL MEMBERS SHALL BE LIABLE FOR CHAPTER DUES, IMMEDIATELY UPON ACCEPTANCE OF THE INVITATION TO MEMBERSHIP. Provisional dues shall be \$85. ACTIVE, ASSOCIATE, AND NON-RESIDENT DUES FOR THE COMING YEAR SHALL BE PAYABLE NO LATER THAN the April General Meeting.

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. EFUNDS 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.

Any member resigning after the April General Meeting shall be held responsible for paying National Association Dues.

ARTICLE VI. CHAPTER MEETINGS

SECTION 1. REGULAR AND SPECIAL MEETINGS

There shall be ten (10) monthly General Chapter meetings; three (3) of which will be held during the day at 9:30 a.m. and seven (7) which will be held at night.

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.

SECTION 2. QUORUM

A quorum of the Chapter shall consist of one-half (1/2) of the Active Members in Good Standing. Non-resident active members shall not be counted when determining the number required for a quorum.

SECTION 3. VOTING

ABSENTEE BALLOTS AND PROXY VOTING ARE PROHIBITED. Amendments to the Bylaws and such other important matters that JAS may vote on shall be done by written ballot, verbal ballot, or electronic mail ballot, at the option of the Executive Board. Any issue necessitating a vote by secret ballot may not be voted upon by the membership via electronic mail or verbal ballot.

ARTICLE VII. OFFICERS

CHAPTER OFFICERS ARE THE PRESIDENT, VICE-PRESIDENT, RECORDING SECRETARY, TREASURER, Assistant Treasurer, and Membership Chairman.

SECTION 1. NOMINATION AND ELECTION

- A. The Nominating Committee shall be elected in accordance with Article IX, Section 1.E and shall present a slate of candidates for each office to be filled.
- B. Officers shall be elected by ballot no later than the March General Meeting for a term of one year or until their successor is elected. All officers with the exception of the President and Vice President shall have the option to be elected for a second term.

OFFICERS ASSUME DUTIES AT THE BEGINNING OF THE CHAPTER FISCAL YEAR, MAY 1ST.

No officer shall hold the same position for more than two (2) consecutive years.

A member in her first active year may not serve on the Executive Board.

SECTION 2. DUTIES AND TERM OF OFFICE

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. ONE YEAR TERM OF OFFICE AFTER HAVING SERVED AS VICE-PRESIDENT.



She is not required to satisfy the chapter requirement for service hours. She is required to follow all other guidelines set for hours for all Active members (i.e., must still earn Finance and Education hours). The minimum number of hours for the year must be fifty (50).

She shall serve as a NAJA Annual Education Conference delegate, a NAJA Area Meeting delegate, and attend the local conclave.

She shall serve as the chapter Ex-Officio following her term as President. She shall have signature authority over Chapter finances.

She shall serve on the Finance Committee.

THE VICE-PRESIDENT ASSUMES THE DUTIES OF THE PRESIDENT IN THE ABSENCE OF THE PRESIDENT. ELECTED FOR A TERM OF ONE YEAR. AUTOMATICALLY BECOMES THE PRESIDENT THE NEXT YEAR; MOVES TO EX-OFFICIO THE FOLLOWING YEAR.

She shall serve as chairman of the Self-Evaluation Committee and as chairman of the Award Selection Committee, and as Chairman of the Nominating Committee. She shall also serve on the Finance Committee.

She shall serve as Chapter Parliamentarian.

She shall have signature authority over Chapter finances. She shall serve on the Finance Committee. She shall serve as a delegate to the NAJA Annual Education Conference and attend the local conclave. She shall serve as a NAJA Area meeting delegate.

THE RECORDING SECRETARY KEEPS THE MINUTES AND THE ROLL OF THE MEETINGS OF THE CHAPTER AND THE EXECUTIVE BOARD. SHE KEEPS A CORRECT, CLASSIFIED LIST OF THE NAME, ADDRESSES, and email addresses OF ALL MEMBERS, including Active, Life, Associate, and Provisional 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. ELECTED FOR A TERM OF ONE YEAR; MAY BE RE-ELECTED FOR ONE ADDITIONAL TERM.

She is required to complete all meeting minutes for the monthly Chapter meetings in a timely manner. The meeting minutes shall indicate the presence of a quorum.

She shall maintain an accurate record of all members on leave of absence, members who have resigned, provisional deferments, and provisional resignations.

She shall serve as an alternate delegate to the NAJA Annual Education Conference.

THE TREASURER and Assistant Treasurer ARE CUSTODIANS OF ALL CHAPTER FUNDS; COLLECT ALL DUES AND ASSESSMENTS AND RECEIVE MONIES; KEEP FULL AND ACCURATE ACCOUNTS AND SHALL PRESENT FINANCIAL STATEMENTS AT THE REGULAR MEETINGS OF THE CHAPTER AND THE BOARD; PRESENT AN ANNUAL REPORT OF THE BALANCE SHEET AT A CHAPTER MEETING AND TRANSFER TO SUCCESSOR ALL BOOKS AND FINANCIAL RECORDS. THE TREASURER and Assistant Treasurer ARE 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.

It is recommended that the position of Treasurer serve a two-year term.

The Treasurer shall have primary signature authority over Chapter finances.  
The Treasurer shall be responsible for securing an independent audit of Chapter finances annually.

The Treasurer shall ensure that the money in reserve will be in a savings account, money market account or Certificate of Deposit at the discretion of the Executive Board.

The Treasurer shall serve as chairman of the Finance Committee.

The Treasurer is not required to satisfy the chapter requirement for service hours. She is required to follow all other guidelines set for hours for all Active members (i.e., must still earn Finance and Education hours). The minimum number of hours for the year must be fifty (50).

The Treasurer shall serve as an alternate delegate to the NAJA Annual Education Conference and attend local conclave.

The position of Assistant Treasurer will be at the discretion of the Executive Board and will be determined prior to the presentation of the slate of candidates by the Nominating Committee.

The Membership Chairman answers and keeps on file all correspondence relating to the Chapter.

She shall serve as Chairman of the Membership Admissions Committee.

She shall serve as Hostess of the Provisional Tea.

## 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 Officers and the following positions as appointed by the President: Projects Coordinator, Provisional Trainer, Projects Research/Placement Chairman, Fundraising Chairman, Corporate Sponsor Chairman and Education Chairman. 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.

In addition, the outgoing President shall serve as the Ex-Officio member of the Executive Board.

It shall provide for the review of the books and accounts of the chapter at general chapter meetings.

Duties of non-elected Board positions are as follows:

#### A. Provisional Trainer

The Provisional Trainer shall prepare and conduct Provisional training according to the guidelines set by the Chapter and the NAJA Provisional Trainer manual. NAJA due dates must be adhered to when submitting the necessary paperwork involved with this position. Due to the large number of hours required by this position, the Provisional Trainer is exempt from service hour requirements.

She shall appoint an assistant, if it is deemed necessary. However, the assistant is not exempt from service hour requirements. Or, if two (2) members decide to share equally the duties of Provisional Trainer, they can split the service hour requirements for an active member.

She shall submit a list to the Recording Secretary of those proposed provisional members who have accepted, declined, or deferred provisional status.

She is not required to satisfy the chapter requirement for service hours. She is required to follow all other guidelines set for hours for all Active members (i.e., must still earn Finance and Education hours). The minimum number of hours for the year must be fifty (50).

She shall be an alternate to the NAJA Annual Education Conference.

B. Projects Coordinator

The Projects Coordinator shall oversee all service projects undertaken by the Chapter. She shall serve as chairman of the Projects Committee and shall serve on the Project Research/ Placement Committee, and she shall be a member of the Finance Committee, the Awards Committee, and of the Self-Evaluation Committee. It is the Projects Coordinator's responsibility to ensure that all Chapter By-Laws and Standing Rules are being followed throughout the year with regard to the Chapter Service Projects. If it is deemed necessary, the Projects Coordinator may appoint a Vice Chairman.

It is the responsibility of the Project Coordinator to ensure that monthly reports are obtained from each Project Chairman for all Chapter meetings. These reports should then be read by the appropriate Chair, Co-Chair or member at the meeting or read by the Project Coordinator in their absence.

She shall serve as a NAJA Annual Education Conference alternate delegate.

C. Fundraising Chairman

The Fundraising Chairman shall organize and conduct the Fundraising Projects of the Chapter and shall chair the Fundraising Committee; appointing the committee from the general membership. The Fundraising Chairman shall serve on the Finance Committee. If it is deemed necessary, the Fundraising Chairman may appoint a Vice Chairman.

The Fundraising Chairman must have full approval from the Finance Committee and/or the Executive Board prior to conducting any type of fundraiser for the organization. The entire Chapter has to vote to approve any finance project.

D. Projects Research/Placement Chairman

The Projects Research/Placement Chairman shall serve as the Chairman of the Projects Research Committee, identifying, and recommending new projects to be adopted by the membership and identifying and recommending which projects should be expanded, retired, or turned over to other community groups. If it is deemed necessary, the Projects Research/Placement Chairman may appoint a Vice Chairman.

The Projects Research/Placement Chairman shall serve on the Finance Committee.

It is the Projects Research/Placement Chairman's responsibility to ensure that all Chapter Bylaws and Standing Rules are being followed throughout the year with regard to new or expanding Chapter Service Projects.

She shall schedule and assign members to service projects. The committee shall be composed of the Projects Coordinator and the Hours Administrator.

E. Corporate Sponsor Chairman

The Corporate Sponsor Chairman shall be responsible for the fundraising efforts aimed at the corporate community. She shall serve as a member of the Finance Committee. If it is deemed necessary, the Corporate Sponsor Chairman may appoint an assistant.

F. Education Chairman

Education Chairman shall serve as the Annual Education Conference Chairman whose duties shall include handling registration of members to the Annual Conference, and coordinating travel, making reservations for one group meal, and providing a list of local entertainment and activity venues, as well as information for NAJA recommended hotel accommodations. Each member attending AEC will be responsible for making her own hotel reservations.

The Education Chairman shall coordinate education programs for the chapter to include seminars presented before or after general meetings and will inform members of seminars presented within the community. The Chairman will also maintain a library of books, CD's, and other materials to be checked out by chapter members.

G. Ex-Officio

The Ex-Officio shall provide historical information to the Executive Board on past JAS policies, procedures, and precedence.

The Ex-Officio shall be the immediate past President. The following year she shall become the Life and Associate Liaison.

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.

In the event a Chairman cannot attend the regular Executive Board Meetings, the Vice Chairman may attend and may vote in place of the Chairman, at the discretion of the Chairman.

One-half (1/2) of the number of the Executive Board shall constitute a Quorum.

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 CHAPTER MATTERS RELATING TO FINANCING CHAPTER ADMINISTRATION AND PROGRAM OF SERVICE. THE COMMITTEE SHALL BE COMPOSED OF THE President, the Vice President, THE TREASURER, Assistant Treasurer, AND THE OFFICERS OR CHAIRMEN OF COMMITTEES RESPONSIBLE FOR ANY PHASE OF THE CHAPTER FINANCING (the Fundraising Chairman, the Projects Coordinator, the Corporate Sponsor Chairman) TOGETHER WITH OTHER SUCH MEMBERS AS SHALL BE DESIGNATED BY THE PRESIDENT.

The current Finance Committee and the incoming Finance Committee shall meet after Installation and prior to the May Chapter General Meeting to discuss the preparation of the Proposed Budget. The incoming Finance Committee shall be responsible for preparing and presenting a Proposed Budget to the Executive Board. The Chair of the Finance Committee shall be the Treasurer.

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.

This Committee shall be composed of the Chairman designated by the President and other members as deemed necessary by the Chairman.

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 CHAIRMAN OF THIS COMMITTEE shall be appointed by the President and shall be the Project Coordinator 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 PRESIDENT SHOULD NOT BE A MEMBER OF THIS COMMITTEE.

The Committee shall be composed of five (5) Active Members, (one representative from each class), and three (3) alternates elected in the month of December by the general membership. The Chairman shall be the Vice President.

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.

The Education Committee shall be composed of the chairman and one active member appointed by the chairman.

F. SCHOLARSHIP COMMITTEE

THERE SHALL BE A SCHOLARSHIP COMMITTEE WHOSE FUNCTION SHALL BE TO SEEK QUALIFIED APPLICANTS FOR GRADUATE SCHOLARSHIPS WHICH ARE AWARDED ANNUALLY BY NAJA.

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.

There shall be a Membership Admissions Committee to consider nominations for new members to the Chapter. The Membership Committee shall be composed of four (4) Active members: The Membership Chairman and three (3) Active members elected by the Chapter at the May Chapter meeting.

#### H. Project Research /Placement Committee

The Project Research/Placement Committee is responsible for identifying new or the expansion of projects for the Chapter and determining which existing projects are reviewed by the membership for retirement. This committee is headed by the Projects Research Chairman and shall schedule and assign members to serve on projects.

This Committee shall be composed of the Projects Coordinator and Vice Chairman, the Hours Administrator, the Projects Research/Placement Chairman and Vice Chairman.

#### H. Constitution Committee

There shall be a Constitution Committee whose function shall be to review and propose revisions to the Bylaws and the Standing Rules.

This committee shall keep a current copy of the Bylaws to be available to the membership, including all approved Amendments and shall notify the National Association of Junior Auxiliaries of all adopted changes. Any changes to the Bylaws shall be filed with the State of Louisiana by the Constitution Chairman.

This Committee shall be composed of the Chairman and other active members designated by the President.

#### Chapter Self-Evaluation Committee

There shall be an Annual Chapter Self-Evaluation Committee whose function shall be to prepare the Self-Evaluation Report as required by the National Association of Junior Auxiliaries. The Committee shall be composed of the Vice President as Chairman, two other active members as designated by the Chairman, and the Projects Chairman.

#### I. Fundraising Committee

There shall be a Fundraising Committee whose function shall be to conduct the Fundraising Projects of the Chapter. A Fundraising Chairman shall head this Committee. The Chairman shall appoint the Committee from the active membership.

#### J. Award Selection Committee

There shall be an Award Selection Committee whose function shall be to select Chapter projects which meet the criteria of eligibility for National Awards. This Committee shall be composed of the Vice President as Chairman, the Projects Coordinator, and the President.

#### K. Corporate Sponsor Committee

There shall be a Corporate Sponsor Committee responsible for the fundraising efforts aimed at the corporate community. This shall include, but not limited to, attempting to renew previous supporters and contacting new ones. This committee will be composed of the Corporate Sponsor Chairman, the Corporate Sponsor Vice Chairman, and any active members.

SECTION 2. SPECIAL COMMITTEES

The President, who shall designate the powers and term of service, shall appoint special committees.

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

Voting on projects shall be by secret ballot.

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 Slidell, Louisiana, Incorporated 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 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 5. 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 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. Someone outside of the active membership should review the records annually.

## ARTICLE XII. AMENDMENTS AND PARLIAMENTARY AUTHORITY

This Constitution and these 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 or in writing by a member of the committee itself or by Executive Board. The proposed changes shall be presented by the Constitution Committee 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 prior to the meeting at which they shall be voted upon. A two-thirds (2/3) vote of eligible 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.

A. ARTICLE XIII. DISSOLUTION

SHOULD THE JUNIOR AUXILIARY of Slidell, Louisiana, INCORPORATED EVER BE DISSOLVED PURSUANT TO Louisiana R.S. 12:249, 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.