

JJNC Policy and Procedures –updated May 2020

MEMBERSHIP

ELIGIBILITY

1. A mother, female legal guardian, or female custodial caretaker of children between the ages of two (2-19) years and through their nineteenth (19) years may hold active membership in Jack and Jill of America, Inc. A female legal guardian or custodial caretaker shall be required to produce legal documentation of her legal or custodial status.

A mother in “good standing” is defined as a mother who is both Active and Financial in the Organization.

a. Active – A mother is active if she meets all of the participation requirements of the organization.

b. Financial - A Mother is financial when she is current on all Chapter, Regional, and National dues, assessments and/or fees

2. A Mother who is NOT in good standing, places her membership in jeopardy.

a. The Mother shall be notified by the Chapter Vice-President, via certified mail, of her membership status, the corrective actions needed, and the deadline by which corrective actions must be completed.

b. If the Mother does not correct the deficiencies as delineated in the written notification, her membership shall be subject to immediate termination.

c. Termination decisions will follow those outlined in the Chapter Bylaws.

ONE IN FOUR ATTENDANCE REQUIREMENTS

1. Members must register and attend a regional mother's conference, a teen conference, a regional area workday/mothers cluster or a national convention every four years.

2. A mother's compliance with this policy shall be determined as of June 30th of each calendar year after all financial deadlines have passed for the prior fiscal year and all regional and/or national conferences/conventions have been held for that year, and prior to submission of membership documentation and per capita taxes to the regional and national organization for the new program year.

3. The Chair of Membership shall generate a report out of the MIS system of all members in the chapter who have not attended one of the above-mentioned activities within the past 3 years. The vice president/membership chair of the chapter or her designee shall send a letter to the member notifying the member

that the records reveal they are not in compliance and must attend one of the above mentioned activities in order to graduate in good standing.

4. A mother must actually register and ATTEND the event. At the time of attendance, the member must be a member and resident of the region in order for the attendance to count toward compliance with the one-in-four requirement. *Attendance at a children's cluster does not count.*

5. If a mother is determined to have not complied with this policy on June 30th, of their fourth year, the penalty imposed upon the mother shall be termination which shall be effective for the new program year. If a mother member graduates out of the organization and she has not met the one-in four requirement – she has not graduated in “good standing”.

GRADE GROUPS

1. Grade groups are determined by the grade of the child on September 30th of the current year.

Groups shall be divided by the following grades:

- Pre-K
- K-2
- 3-5
- Middle School Tweens
- Teen

2. A member who desires for their child to be transferred to a different grade group, must send a letter to the President stating specific reasons for the request. The letter shall be received by the May Executive Board meeting in order for it to be read and voted on at said meeting. The Executive Board may consider multiple factors including the gender ratio of each group.

3. For each grade group in which a mother has a child, the mother is responsible for sponsoring a grade appropriate activity for at least one month during the program year from September through June, which falls under at least one of the 9 programmatic thrusts.

4. Grade group activities are conducted on the following days for the respective age groups:

- a. The Pre-K grade group activity will be held on the first Saturday of every month.
- b. The K-2 grade group activity will be held on the second Saturday of every month.
- c. The 3-5 grade group activity will be held on the third Saturday of every month.

d. The MS 6-8 grade Tweens grade group activity will be held on the fourth Saturday of every month.

e. The Teen 9-12 grade group activity will be held on the first Sunday of the month.

5. Any change from the above described activity schedule may occur only if agreed to by vote of the mothers in the relevant age group.

a. The vote to change the age group activity day is conducted by the age group chair(s).

b. The request for the vote shall include the reason for the proposed change and a deadline by which mothers must vote.

i. A vote to change the day of the activity shall not be deemed a commitment to attend the activity on the new day and does not constitute a vote on the new date.

c. For the change to be in effect, 100% of mothers who vote must vote yes.

d. If a mother abstains from voting or fails to submit her vote by the deadline, her failure to vote will be considered a vote in favor of the date change.

SPONSORING MEMBERS

1. Names of members eligible to sponsor new members shall be maintained on a sponsorship list by the Chair of Membership and updated annually.

2. A member is eligible to sponsor a new member after she has completed 3 full years of service in the chapter. *Sponsorship of a PNM shall occur during her 4th year of membership.*

3. The sponsorship list, for mothers eligible to sponsor, shall be circulated to the members by the June meeting.

4. In order to be eligible to sponsor a Prospective New Member, a member must meet the following criteria:

a. Be in Good Standing (active and financial);

b. Be an active member of the chapter for at least 3 full years. Transfers can sponsor after one program year in the chapter and at least 2 years in their previous chapter.

c. Attended a mother's cluster, regional conference or national convention in the past 4 years;

d. Attend the Sponsorship Workshop for the current Intake cycle

e. Have attended at least 50% of chapter-wide events in the last program year.

f. Served in a leadership capacity in the past three years (e.g., elected or appointed officer, grade group chair or co-chair, committee chair or co-chair)

PROSPECTIVE NEW MEMBERS

1. A prospective new member (PNM) is a mother who has expressed an interest in learning about Jack and Jill of America, Inc. and has attended an informational session or a Meet & Greet with a member of the Membership committee.

2. For a chapter member to refer a PNM for inclusion on the PNM Contact List, the referring member must have been in the Nassau County chapter for a minimum of two years. Members of other chapters and associate members of the Nassau County chapter may also refer a PNM, but may not become a sponsor for them.

3. The Chair of Membership shall maintain a PNM Contact List. After attending a Meet & Greet or Informational session, the PNM will be added to the PNM Contact List and become eligible to attend 'OPEN' age group and chapter activities. It will be the responsibility of the Activity Host, coupled with the Referring Mom, to ensure that the PNM's get invited to 'OPEN' events, once eligible.

4. PNM's will be held to the same RSVP and financial commitments as the chapter members with respect to attendance at Open age group and chapter events.

5. The referring member is expected to educate the PNM about financial responsibilities. A PNM who fails to honor her financial responsibilities will be removed from the PNM Contact List and the referring chapter member shall be responsible for the financial obligations of the PNM. If the referring member is not a Nassau County chapter member then the chapter will bear the removed PNM's financial obligation.

6. PNM's will have one year from the date of their Informational/Meet & Greet to secure a sponsor. At end of one year, if sponsorship is not secured, they will be notified and removed from the PNM Contact list.

7. PNM's who attend an informational session or a Meet & Greet with a member of the Membership committee and express an interest in continuing the process shall be strongly encouraged to participate in a service activity prior to the

intake vote. The service activity shall be Teen Summit, the Breast Cancer Walk, or another appropriate activity, as agreed to by the Membership committee, in consultation with the Service Committee and Executive Board and agreed to by the chapter.

EXPULSION OF MEMBERS

1. A member may be expelled from the organization for unfavorable behavior that is referenced in the Chapter Bylaws, National Bylaws or Code of Ethics. All charges against a member shall be documented and presented to the Executive Board (by certified mail) detailing the reason(s) for the requested expulsion. Reasons must be fact-based and not based on perception, gossip or other reasons that cannot be verified.
2. A member will have thirty (30) calendar days to appeal in writing, to the Executive Board. If the appeal is deemed unsatisfactory by the Executive Board, a member has thirty (30) calendar days to appeal in writing to the Regional Director upon written notification of appeal results from the Executive Board.
3. A member whose membership has been terminated that decides to reapply for a new membership in the organization must state on their application that their previous membership was terminated for cause.
4. A member who fails to state their termination on any new application for membership in the organization is subject to immediate termination due to fraud.

LEAVE OF ABSENCE

1. A member may request a written leave of absence as specified in our Chapter's Bylaws.
2. Any member who has been granted a leave of absence by the chapter must meet all National and Regional financial obligations. A member must also be in good standing, as per the National Constitution and Bylaws, before requesting a leave of absence.
3. A leave of absence prohibits the participation of the entire family in closed chapter events.

4. While on a leave of absence, a member is ineligible to vote or sponsor new members. A member is unable to transfer or graduate out while on leave. A member cannot participate in Chapter, Regional, or National activities while on leave. A member can participate in public events and activities sponsored by Jack and Jill of America, Inc.

OFFICERS AND DUTIES

1. Members who are elected to office are expected to fulfill the duties of that office as stated in the chapter bylaws.
2. All outgoing officers must complete all reports due at the end of their tenure. In a transition meeting, they shall meet with the incoming officer to turn over all files and records by the 15th of June, to ensure the continuity of the office.
3. An officer is subject to discipline if she fails to perform the office duties or fails to have an orderly transition between outgoing and incoming officers, as per the National Constitution and Bylaws, or other governing documents.

CHAPTER DUES, ASSESSMENTS AND FEES

1. Chapter dues shall be fixed yearly based upon the recommendation from the Budget committee, and shall be passed with a majority vote of the membership present and voting.

2. Dues shall be paid in full by the June 1st deadline. Partial payments are not acceptable, nor will payment plans be accommodated. Dues must be received by the Financial Secretary or postmarked by the June 1st deadline to avoid a late fee. A late fee of \$50 will be assessed to any member whose dues are received after this date.

If full dues have not been received by June 15th, a certified letter shall be sent to the member, at their last known address, indicating their membership will be terminated if payment is not received by June 30th.

3. In the event of extenuating circumstances, a member may request an extension to pay dues and the late fee may be waived. This request shall be provided in writing to the Chapter President and shall be approved by the Chapter President, Treasurer and Financial Secretary. Per chapter bylaws, no extensions may be granted beyond

October 15th of the current fiscal year. Any requests for dues to be received after the

October 15th date shall require the approval of the Executive Board. Extenuating circumstances are defined as one or more of the following:

- Job Loss
- Illness
- Death of a family member
- Other circumstances to be decided at the discretion of the President, Treasurer and the Financial Secretary.

4. If a Member presents the Chapter with a “bounced check”, the Member must 1) make all future payments via cash, cashier's check, money order, or other Chapter-approved e-payment system for the balance of the relevant Fiscal Year, and 2) pay the cost of any NSF charges assessed against the Chapter by the bank. Said charges shall be categorized as an “Assessment” against the Member’s account with the Chapter. If a check is returned in error by the bank, it is the responsibility of the member to get the statement clarifying the error. A member who fails to pay the required fees will not be considered financial.

5. Chapter members may be reimbursed for any approved expenditures associated with chapter programs, meetings or events. All requests for reimbursement shall be given to the Treasurer prior to the close of the program year. *Members will not be reimbursed for any expenses that are not submitted by this time.*

- All check requests must be accompanied by a voucher and a receipt.
- The voucher must be completed in its entirety and include name, address, full description of items purchased, reason for purchase, and the signature of the requesting member
- Vouchers may be obtained from the Jack and Jill website.

6. All members are responsible for ensuring there are no outstanding payments due to the chapter in order to be considered financial for the upcoming program year. The Financial Secretary will notify any member who has an outstanding debt. All financial obligations to the chapter (and/or its members) must be paid within 60 days of the event/activity to be considered in “good financial standing”; this includes payment of late fees, returned check fees, assessments and penalties. The exception is if any expenses are incurred within the month of May, they must be paid prior to May 31st for the member's dues to be accepted by the Financial Secretary for the upcoming year.

ELECTION PROCEDURES

POLICY

1. Nominating Committee

a. A nominating committee must be established prior to the January Meeting by

election to take place at or before the November Mother's Meeting

- i. The chapter nominating committee is comprised of members representing each grade group and elected by majority vote of those present at the Mothers Meeting.
- ii. The chairperson of the Nominating committee shall be the member who received the most number of votes. In the event of a tie, there shall be a second vote taken to elect a chair of the committee from only those members who received the tie vote. If a tie remains after the second vote, the chairperson shall be selected by a random method, for instance, flipping a coin or picking a name out of a hat.

(a). If the member of the Nominating committee that receives the most votes has less than two years tenure in the chapter, the member who has the next highest number of votes shall be the chairperson of the Nominating committee.

b. The members of the Nominating Committee must be unbiased and remain neutral while performing committee duties.

- i. Members of the Nominating Committee cannot endorse or campaign for a particular candidate during chapter meetings
- ii. A member who is found campaigning for a particular candidate during a chapter meeting or acting in a biased manner shall be removed from the Nominating Committee.
- iii. Members of the Nominating Committee may not run for elected office while serving on the Nominating Committee. If a member intends on running for an elected position, that member should not accept the nomination for Nominating Committee. If a member of the Nominating Committee is nominated for a position and accepts such nomination, she must resign from the Nominating Committee immediately.
- iv. Members of the Nominating Committee shall keep confidential all aspects of the election process, except those elements which are included in the Nominating Committee Report at the Executive Board Meetings and Mothers Meetings.

2. Tellers

a. The Nominating Committee chairperson shall serve as Tellers and the President may appoint additional Tellers, as needed from the

committee to administer the balloting process, count votes, and certify election results.

3. Eligibility to Run For Office

- a. Members shall be allowed to nominate only ONE person per elected office and Distinguished Mother.
- b. A member desiring to run for office must be a member in good standing at all levels of the Organization (chapter, regional and national) when the nomination is accepted.
 - i. A member in good standing is both “financial” and “active” as defined in our bylaws.
 - ii. Should an officer be found non-compliant with any of the Organization’s governing documents, she will be deemed ineligible and immediately removed from the slate/office.
- c. A member desiring to run for a chapter office must meet the requirements for that office.

d. Qualifications for Office

i. President

1. Candidates **must** have a minimum of three (3) years tenure in the chapter.
2. Candidates should have attended at least 1 National or Regional meeting/conference and 2 Clusters.
3. Candidates must have previous service on the Executive Board

ii. Vice President

1. Candidates **must** have a minimum of three (3) years tenure in the chapter.
2. Candidates should have attended at least 1 Regional meeting/conference and 2 Clusters.
3. Candidates must have previous service on the Executive Board

iii. Program Director

1. Candidates **must** have a minimum of two (2) years tenure in the chapter.
2. Candidates must have served on the Executive Board.
3. Candidates should have served as a Group Activity Chair or have previous service on the Program Committee.
4. Candidates should have attended at least one cluster or Regional meeting/conference.

iv. Treasurer

1. Candidates **must** have a minimum of two (2) years tenure in the chapter.

2. Candidates should have financial, accounting or bookkeeping experience acquired professionally or in the alternative, acquired in another organization.

3. Candidates should have attended at least one cluster or regional meeting/conference.

v. Recording Secretary

1. Candidates **must** have a minimum of one (1) year tenure in the chapter.

2. Candidates should be mindful that there is an expectation of nearly perfect attendance and punctuality at the Mother's Meetings/Executive Board Meetings.

3. Candidates should have the ability to take accurate minutes.

vi. Corresponding Secretary

1. Candidates **must** have a minimum of one (1) year tenure in the chapter.

vii. Financial Secretary

1. Candidates **must** have a minimum of two (2) years tenure in the chapter.

2. Candidates should have financial, accounting or bookkeeping experience acquired professionally or in the alternative, acquired in another organization.

3. Candidates should have attended at least one cluster or regional meeting/conference.

viii. Editor

1. Candidates **must** have a minimum one year tenure in the chapter.

2. Candidates should be organized and have the ability to meet deadlines.

3. Candidates should have excellent written communication skills

e. A member who has served two consecutive terms in a specific elected office is ineligible to run for the same position.

i. The Nominating Committee will inform the members which, if any, members are ineligible to run for a specific position because they have served two consecutive terms in the same position.

f. The Nominating Committee will inform the members which, if any, members are graduating and, as such, ineligible for nomination to an elected position.

4. Campaigns

- a. The Nominating Committee determines and shall set forth in writing, the specific campaign procedures that must be followed by all candidates for office.
- b. Guidelines for Campaigning
 - i. Candidates are permitted to make a short (2 minute) oral presentation detailing their qualifications and/or interest in a position. Candidates may entertain questions following this short presentation.
 - ii. Campaigning should take place in a manner designed to reach the entire membership and reduce intimidation and/or undue influence. Therefore, for example, a candidate may send a chapter-wide email message or mailing prior to the date of the election detailing the candidate's qualifications for the position the candidate is seeking.
 - ii. In order to avoid intimidation, undue influence and to provide a level playing field for all candidates seeking open positions, telephone calls should not be made to individual members for the purpose of seeking votes.
 - iii. Nominations may be made from the floor on the day of the Election.
 - iv. All communications by candidates to the chapter must be pre-approved by the Nominating Committee

5. Elections

- a. The Nominating Committee shall prepare the ballots of slated candidates for elections.
- b. The Presiding Officer shall conduct elections.
- c. The Tellers should administer the ballot process during elections, count properly cast ballots and certify election results.

PROCEDURE

1. Nominating Committee

- a. The Nominating Committee shall announce the opening of the election process at the January Mother's Meeting and via email.
- b. The announcement shall include:
 - i. Names of open positions
 - ii. Minimum requirements to be a candidate for open positions
 - iii. Deadlines for submitting nominations for open positions
 - iv. Deadlines for submitting acceptance of a nomination or declaration of a member's candidacy for a particular office

- v. The date and location of the election
- c. The Nominating Committee shall publish a slate of names for each office at the March meeting and by email
- d. The nominating committee shall publish specific campaign guidelines to be followed by candidates.
- e. The Nominating Committee shall prepare a ballot of slated candidates during the election.

2. Eligibility for Office

- a. A candidate must remain a member in good standing throughout the election process and her tenure in office.
- b. A candidate must meet all minimum requirements for an office at the time she announces her candidacy.
 - i. If at any time during the campaign season, the candidate fails to meet the minimum requirements for the position, she will be disqualified and immediately removed from the slate of candidates for office.

3. Election Process

- a. No campaign material is allowed in or around the room designated for voting.
- b. The Presiding Officer is responsible for conducting the election.
- c. The Tellers assist with the distribution and tally of ballots.
 - i. A single ballot shall be used with all approved candidates appearing on one ballot in the following order, as applicable:
 1. **President**
 2. Vice President
 3. **Program Director**
 4. **Recording Secretary**
 5. Corresponding Secretary
 6. **Financial Secretary**
 7. Treasurer
 8. Editor
 - ii. The positions in bold type are elected in even years; the other positions not in bold type are elected in odd years.
- d. A winner will be decided by majority vote of the members present for the election – greater than 50%.
- e. In the event of a tie or if the ballot does not yield a majority vote for a position, voting will continue until a winner is declared, as follows:
 - i. If the first ballot yields a tie or does not yield a winner with a majority vote, a second vote will be taken for that position
 - ii. If the second ballot yields a tie or does not yield a winner with a majority vote, the Nominating Committee shall present a question to the candidates and each candidate shall have

one minute to respond. Thereafter, a third vote shall be taken.

- ii. If after a third vote, there is still a tie, the candidates' names shall be placed in a container and the chair of the Nominating Committee shall draw one name from the container. The name drawn shall be declared the winner of the election for that office.

4. Tellers Duties -Tellers a. The Chapter President shall appoint Tellers from the Teller Committee to administer the balloting process, count votes, and certify election results.

- a. Administer election process using secret ballots
- b. Count all properly cast ballots
- c. Report election results to the Presiding Officer
- d. Prepare written report of the election process, including results, for submission to the Recording Secretary.