

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Nassau County Chapter of Jack and Jill of America, Incorporated.

ARTICLE II. OBJECTIVES AND AIMS

- A. The objectives of this organization are:
- To create a medium of contact for children, which will stimulate growth and development;
 - To provide for children constructive, educational, cultural, civic, recreational, health and social programs.
- B. The aims of this organization are:
- To aid mothers in learning more about their children through careful study;
 - To seek for all children the same advantages which we desire for our own;
 - To support all national legislation aimed at bettering conditions of all children.

ARTICLE III. MEMBERSHIP

Section 1. Members

A. Members shall be limited to mothers, legal guardians, or female custodial caretakers of children between the ages of two (2) years and through the nineteenth (19) year who are legal residents of Nassau County.

B. To maintain a membership, a member must be in good standing. Good standing as used in this document means a member must be active and financial. Active is defined as participating in local chapter activities, sponsoring age-group activities and supporting the Foundation. A member in good standing shall be required to attend one (1) national convention or one (1) regional convention or one (1) regional conference or one (1) regional workday or cluster or one (1) teen conference on a rolling four (4) year period for the duration of her membership tenure. Financial is defined as being current all chapter, regional and national dues, assessment and fees. A member who is not financial at any time during a program year shall not be entitled to vote until she resumes the status of being financial.

C. Chapter members who relocate outside of the boundaries of Nassau County Chapter may maintain membership in said chapter if said member has been an active member in good standing in the chapter for a period of three years or more and she's able to maintain her obligations of membership as established by the original chapter.

D. In the event that this chapter's boundaries change and excludes the residence of a mother in good standing, she may, within a period of one (1) year of the change, transfer to an existing chapter whose boundary encompasses her place of residence or the national office in the absence of a chapter in her place of residence, irrespective of the chapter membership quotas.

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

E. The status of a member in good standing terminates at the end of the membership program year which includes all conventions when the youngest child completes high school or reaches age twenty (20), whichever comes first.

F. Upon the death of a member in good standing, the children of said member may continue their affiliation with the organization for the duration of the fiscal period and the ensuing fiscal periods, if the parent (guardian) so desires. Said deceased member shall be classified as having completed their tenure in good standing thereby granting immediate legacy to her children irrespective of their age or if they continue to participate in the organization.

Section 2. Number of Members

When the chapter's membership exceeds 85 members, the chapter shall enter into a written agreement to share boundaries with one or more bordering chapter(s). The membership of each chapter entering into the agreement to share boundaries must ratify this agreement by majority vote of its members at a regular meeting of the members. Another chapter shall be allowed to organize in accordance with Article II, Section 6 of the National Constitution and Bylaws. When a chapter's membership reaches 100 members, the chapter will limit the new member intake to legacy and transfer applicants only in compliance with Article 1, Sections 2 and 3 of the Jack and Jill of America, Inc. National Bylaws.

Section 3. Age Eligibility

A. Children of members automatically become participants at the age of two years. Said participation terminates when the youngster graduates high school or reaches the age of twenty (20), whichever comes first.

B. Any child who resides with and is receiving long term continuous care from a mother, female guardian or female custodial caretaker who is a member of Jack and Jill can participate in the chapter where the mother, female guardian or female custodial guardian is a member.

Section 4. Groups: Pre-K Grade Group, K-2 Grade Group, 3-5 Grade Group, 6-8 Middle School Grade Group, and 9-12 Teen Group

B. The group of the child is determined by the grade of the child on September 30th of the current year. These groups shall be adhered to unless the member for specified reasons, desires a child to be transferred to a different group. This request must be submitted to the President by the May Executive Board meeting in order to be read and voted on at said meeting.

C. In any given program year where the number of children in a grade group falls below five (5), the Executive Board may restructure the grade groups for that program year to accommodate the smaller age group(s).

Section 5. Sponsoring Members and Nomination

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

A. Names of members eligible to sponsor new members shall be determined by the order of their admission into the chapter and shall be listed on a sponsorship list maintained by the Chair of the membership Committee. These members will be responsible for filing application for new members. Subsequent members shall be eligible to sponsor new members in the order of their admission into the chapter. New members' names shall be added to the end of the sponsorship list in alphabetical order by year of entrance. Members must be in the chapter for 3 years before becoming eligible for sponsorship. Members who sponsored a candidate in any given year shall not be eligible to sponsor a candidate in the following year that there is a membership intake unless the membership votes by majority to have an open membership intake process in that year.

A transfer member may become eligible to sponsor after she has completed at least one (1) year in this chapter and has a total of at least three (3) years in the organization.

B. In the event there is a need to enlarge an existing group or groups after the foregoing procedures have been followed, names will be presented by the next members on the sponsorship list according to the number of vacancies.. The names of those members who do not sponsor at this time will remain in the same place on the eligibility list the following year.

C. Members eligible to sponsor for the following program year shall be notified by the Vice President in May. The sponsor must confirm her intention to use her sponsorship option by notifying the Vice President by September 15. If this option to sponsor is not confirmed, the option shall pass on to the next eligible member. The names of those eligible members who decide not to sponsor will be placed at the top of the list for the following year.

D. Sponsoring members shall be responsible for notifying the Vice President in writing as to the names and addresses of the new members to be sponsored and their child/children. The application of the family to be sponsored will be presented to the general body. Voting will take place at a Mothers' Meeting or Special Meeting held during the months of February through April.

E. Chapters may only vote on new members once a program year. Acceptance is determined by 2/3 majority vote. If the nomination is accepted, the Corresponding Secretary shall send a formal invitation to the new member to attend the new member orientation workshops in April.

F. Prior to installation, the Executive Board shall assume responsibility for acquainting new members with chapter responsibilities. Installation of new members shall take place in May. New members must be present at the orientation and the installation. They will only be excused for extenuating circumstances and be installed at the next meeting, as determined by all members of the Executive Board through a majority vote.

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

G. All new members' fees including joining and membership dues must be paid via guaranteed funds – preferred method is chapter established electronic payment methods of QuickPay, Zelle or Square; alternative method is money order or certified check if electronic options are not available

H. Prospective new members with only teenaged children who are in the 11th grade or higher may not be sponsored into the organization.

I. (1) Names of members who return from a leave of absence shall be moved down on the sponsorship list so that they are listed after the members of the next intake class that followed their admission to the chapter. If the member is returning from her second leave of absence, her name shall be moved down the list behind the members of the second intake class that followed her admission to the chapter.

(2) A member returning from leave shall not be eligible to sponsor a new member for membership intake in the same program year in which she has returned.

J. A mother must be Financial, as defined in Section 9 - Finances, at all times during the sponsorship process. Failure to be financial shall deem such mother ineligible to sponsor, except for where extenuating circumstances exist and by approval of the Executive Board. Financial status shall be verified by the Financial Secretary at the time of the initial application of the prospective new member, throughout the sponsorship period up to and including the time of voting on prospective new members.

K. In order to be eligible to sponsor a prospective new member (PNM), the chapter member must be in active and financial good standing. Failure to maintain good standing during the sponsorship period will jeopardize the candidacy of her PNM.

L. In order to be eligible to sponsor, the chapter member must attend the Sponsorship Workshop for that intake cycle.

M. A chapter member may only sponsor one potential new member during an intake cycle.

Section 6. Transfers

A. Transfers in from other chapters shall be accepted on a letter of introduction from the National body. Their name shall then be placed at the bottom of the sponsorship list in the order of their admission into the Chapter.

B. A member who changes her place of residence within a region and has been a member in good standing in a chapter for a period of three years or more is not required to transfer to an existing chapter in the new city, if she's able to maintain the obligations of membership as established by the original chapter. See National Bylaws Article II Section 8 for further clarification.

C. Transfers shall be required to pay chapter event assessments that are collected with chapter dues if they did not otherwise pay dues to this chapter. Such event

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

assessments include Black Family Day, the Installation Ceremony and other designated events

Section 7. Leave of Absence

A. Members must notify the Executive Board, in writing, that they wish to become inactive and apply for a leave of absence by June 1st. They may be granted this privilege upon the approval of the chapter. The Member must notify the Chapter Vice President by April 1st regarding their desire to return to active status.

B. Leave of absence members shall not be responsible for chapter dues or fundraiser but shall be responsible for National and Regional per capita assessment. Members on leave of absence must meet all national and regional financial obligations, including the conference attendance requirement.

Section 8. Duties of Members

A. All members are expected to function on committees to which they select or are appointed to, in order that the activities of the chapter may be carried out effectively. Each member must serve on a minimum of two committees.

B. If an individual member is ill or for some reason unable to perform the duties assigned, it is her responsibility to so notify the President or Chairperson of her committee of her inability to perform such duties in ample time prior to such performance, in order that adequate arrangements can be made to replace her. The President or Chairperson will make an exchange appointment and so notify the members involved.

C. It is expected that members will involve their children in all chapter activities. Each member shall be responsible for the conduct of her child/children at all children's activities.

D. Members are responsible for notifying the Corresponding Secretary of a change in address, telephone number, and/or email. An active e-mail address is required. All members must have access to electronic communication and all notices and chapter communication may be sent to members via electronic communication.

Section 9. Finances

A. Membership shall be responsible for all fundraising projects and financial assessments voted by the majority and establish a due date for payment of the obligation to be voted on by the membership. Members are to be given prior notice of a meeting at which there will be a vote on a fundraiser or other financial assessment. In the event of a fundraising affair, all members must fulfill their financial obligations by the date of the fundraiser. Other financial assessments must be paid by the deadline established at the time of the vote. Any member not assuming such responsibility will not be considered financial until this obligation is fulfilled. It is the responsibility of the Financial Secretary to report to the Executive Board any such member at the first

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

Executive Board meeting following the fundraiser or other deadline. Dues will not be accepted for the following year until all previous financial obligations have been met.

B. The chapter will charge a fee equal to the current bank fee for all returned checks. Only cash, money order, or certified check will be accepted as replacement for the returned check. The second time a check is returned by the same member, an additional fee will be imposed, and must be paid. A member who fails to pay the required fees will not be considered financial. Additionally, future financial obligations of that member must be met by certified check, money order, or cash. If a check is returned in error by the bank, it is the responsibility of the member to get the statement clarifying the error.

C. Any member in default of payment of dues will be denied membership privileges. Such member shall be notified, in writing, by the Financial Secretary, of her impending termination. This notification shall be signed by both the Financial Secretary and the President and sent by registered mail, no later than June 15th. If all financial obligations have not been cleared by June 30th, the member's name shall be dropped from the membership roster and membership terminated on that date.

D. Should a member experience extenuating circumstances that prevent a member from participating in the fundraiser, notice must be given to the Executive Board (within 14 days) prior to the fundraiser to determine a payment plan for the member. The member shall remain responsible for the full cost of her fundraiser obligation; which shall be paid in full by May 31st of the current year.

E. A member whose membership is terminated due to unresolved financial obligations cannot be responsored until all outstanding debts to the chapter are resolved.

F. Where ever monies are involved, a due date for receipt of monies must be set.

G. A member who is not financial at any time during the Program Year shall not be entitled to vote on Chapter matters until she resumes the status of being financial. Members that are not financial will lose the privilege to vote on the Chapter's behalf as a delegate at a Regional or National Convention. Such standing must be confirmed through official notice from the Chapter.

Section 10. Expulsion of Members

A. A member may be expelled from the organization for behavior not in keeping with the constitution, Bylaws, Code of Ethics, policies and philosophy of the organization. The charges shall be presented to the Executive Board.

B. No vote of expulsion (except for Article III. Section 8. D-G) may be taken unless at least fifteen days notice in writing of the charges preferred have been given to the member by registered mail. Members shall be notified of the time and place of the meeting at which the charges will be considered. Action shall be taken by the majority

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

vote of the Executive Board members present. If the member in question should not appear or respond to notice of said hearing, the above procedure will be adhered to in her absence. Said letter must include the reasons for the termination and the member's right to appeal. Copies of the letter shall be sent to the Regional Director, the National Officer of the Eastern Region and the National Recording Secretary. A member shall have thirty (30) days to appeal after receiving notification of termination, first to the Executive Board: second to the Regional Director.

Section 11. Former Members

A. Former members must be re-sponsored. The former member must adhere to the same rules and regulations as prospective new members.

B. A member who has tenured out in good standing may become an Associate Member of Jack and Jill by paying the required associate member fees. To "tenure out" means that the member's youngest child has graduated high school or reached the age of twenty (20), whichever occurs first. Associate members may not vote or hold office. A person already holding office at the time of such an occasion may finish her term of office.

The Associate Group (as a group, not necessarily individually) must give financial support to the Jack and Jill of America Foundation, Incorporated. They may support the Foundation by assisting and/or supporting the local chapter with its fundraiser, by having their own fundraiser, or by making a donation.

Section 12.

Fathers' Auxiliary

The Father's Auxiliary will serve as a support group for the Chapter. The spouse of a member in good standing within the Chapter is eligible to participate in the Father's Auxiliary.

ARTICLE IV. OFFICERS AND DUTIES

Section 1. Officers

A. Members who are elected to office are expected to fulfill the duties of that office.

1. There shall be the following elected officers:

- a. President
- b. Vice President
- c. Program Director
- d. Recording Secretary
- d. Corresponding Secretary
- e. Treasurer
- f. Financial Secretary
- g. Editor

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

2. The following officers shall be appointed **by the President**
 - a. Parliamentarian
 - b. Chaplain
 - c. Historian
 - d. Sergeant At Arms
 - e. Foundation Chair
 - f. Legislative Chair
 - g. Protocol Chair
 - h. Group Activity Chairpersons, including Teen Advisors

Section 2. Duties of Officers

A. President

1. To stimulate and direct the activities of children and parents.
2. To preside at the regular Mothers' meetings and the meetings of the Executive Board
3. Appoint committees and serve as ex-officio member of all committees except the Nominating and Audit Committee.
4. Enforce the Constitution and Bylaws.
5. To render an annual culminating report at the May Mothers' meeting.

B. Vice President

1. Assume the powers and duties of the President in the latter's absence or inability to act.
2. Maintain membership roster.
3. Keep accurate record of membership status, year entered, sponsor, termination date and reason.
4. Prepare Teens and Mother Members' roster for National and Regional by November 1st of each year.
5. Works with the Chapter Program Director to prepare Chapter Program Handbook for submission to National and Regional by November 1st of each year.
6. Acts as Chair of the Membership Committee

C. Recording Secretary

1. Keep minutes of all proceedings of the Mothers' and Executive Committee Meetings.
2. Be responsible for recording of attendance at the Executive Board and Mothers' Meeting in the minutes.
3. Perform all duties usual to this office.
4. Have a copy of the Constitution, Bylaws, Standing Rules of Order and agenda at all meetings.

D. Corresponding Secretary

1. Have charge of all correspondence on behalf of the members and Executive Board.
2. Keep a current list of the names and addresses of all members and notify the members of all Mothers' meetings.
3. Send and manage evites for chapter events.

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

4. Prepare credentials of delegate and alternate to Conventions and Conferences.
5. Perform all duties usual to this office.

E. Treasurer

1. Have charge of collecting and dispensing all funds belonging to the chapter, and depositing within seven (7) days in a bank account approved by the Executive Board.
2. Submit at the annual September meeting a detailed account of receipts and disbursements for the chapter fiscal year.
3. Sign jointly with the President or Financial Secretary, all checks withdrawn from the chapter's bank account.
4. Newly elected Treasurers shall conduct all business after August 1st.
5. Previous bank accounts shall be reconciled (instead of closed) by September 1st.
6. A minimum of one-third (1/3) of the net proceeds raised in the name of Jack & Jill of America, Inc. shall be designated for Jack & Jill of America Foundation. The remaining portion may be kept for the support of local charities and chapter designated charities as approved by the Internal Revenue Service.
7. Acts as Chair of the Budget Committee.

F. Editor

1. Be responsible for obtaining and distributing publicity for the chapter activities.
2. Be responsible for arranging for photographs of group activities and other chapter membership activities.
3. Prepare articles for all regional and national publications.
4. Acts as Chair of the Publicity Committee
5. Works with the Vice President and Program Director to prepare Chapter Program Handbook for submission to National and Regional by November 1st of each year.

G. Program Director

1. Coordinates all group activities.
2. Acts as Chair of the Program Committee and coordinates chapter activities.
3. Reports to the Executive Board on group activity attendance.
4. There shall be at least two (2) family activities a year to be held in September and May, or as designated by the chapter.
5. Works with the Chapter Vice President to prepare Chapter Program Handbook for submission to National and Regional by November 1st of each year.

H. Financial Secretary

1. Receive and transmit without delay, upon receipt all monies and funds to the Treasurer.
2. Keep all financial records and notify each member of her financial status.
3. The Financial Secretary will submit a monthly written report to the chapter at the Mothers' meeting.
4. Serves on the Budget Committee.

I. Legislative Chairperson

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

1. Be responsible for receiving and relaying to chapter information from National and Regional regarding legislation pertinent to children including State and Federal legislation.

2. Acts as Chair of the Legislation Committee

J. Parliamentarian

1. Act as custodian of the Constitution and Bylaws and the chapter's one copy of Roberts Rules of Order.

2. Perform all duties usual to this office.

3. Acts as Chair of the Constitution and By-Laws Committee

K. Chaplain

1. Be responsible for the spiritual welfare of the chapter membership.

2. Perform all duties usual to this office.

L. Historian

Collect reports of chapter and group activities to be preserved for the chapter and to be shared with other chapters of Jack and Jill of America, Inc.

M. Sergeant-at-Arms

1. Assist the President or presiding officer at the Mothers' meetings and meetings of the Executive Board in keeping order among the membership.

2. Be the keeper of the time to insure for the timely start and ending of meetings and reports.

N. Foundation Chairperson

1. Acts as Chair of the Foundation Committee.

2. Acts as a liaison between the Regional Member at Large and the chapter to disseminate information about Foundation and keep the chapter informed of fundraising guidelines.

O. Group Chairperson

1. Hold sufficient number of Mothers' meetings to plan group activities for the year.

2. Plan the September activity.

3. Assign a mother to be responsible for each activity. Remind mothers that a minimum of two weeks (14 days) notification is required for monthly activities.

4. Keep an attendance record and activity report of all activities and submit timely to the Program Director.

5. Ensure that the responsible mother notifies each mother at least two weeks (14 days) in advance.

6. Ensure that activities are planned to cover all National programming areas

Section 3. Outgoing Officers

All outgoing chapter officers must complete all reports due at the end of their tenure and turn over all files and records to the incoming officers by June 15th.

ARTICLE V. COMMITTEES

Section 1. Executive Board

A. The Executive Board shall consist of all officers of the chapter, Activity Group Chairpersons, and Chairpersons of Standing Committees. The outgoing president shall automatically become a member of the Executive Board for one year. It shall be the duty of the Executive Board to propose programs for the membership. The minutes of the Executive Board shall be read at the Executive Board meeting. The Executive Board shall meet regularly prior to each Mothers' meeting. A quorum for the meeting of the Executive Board shall consist of five (5) members of the Executive Board.

B. The Executive Board shall notify new members of their duties and obligations.

Section 2. Standing Committees

A. Budget – The Chairperson of the Budget Committee will be the Treasurer and one representative from each age group.

Responsibilities – To make sure National, Regional and local financial obligations are included in the budget. A financial report should be submitted at the September Mothers' meeting. The budget shall be presented at the January meeting and approved by the majority vote of those present and voting at the March meeting.

B. Constitution – This committee is composed of a chairperson who is the Parliamentarian and one person from each age group. This committee shall abide by the laws as set forth by National.

C. Nominating – This committee shall be formed prior to the January meeting and one member from each age-group shall serve on the committee. The chairperson for the nominating committee shall be the member who receives the highest number of overall votes to the committee. The committee shall prepare a slate of officers for the presentation at the January meeting. Voting will take place at the April meeting (no later than April 30th). Installation of officers shall take place at the May meeting (no later than May 31st)

D. Courtesy – This committee is composed of a chairperson appointed by the President and one representative from each age group. Responsibilities – Each representative shall notify chairperson of all illnesses, etc., including children of all age groups. The chairperson will send courtesies whenever needed. Welcome new members. Provide refreshments at Mothers' Meetings.

E. Program – The program committee will consist of the Program Director who will serve as chairperson and one representative from each age group. Responsibilities – Responsible for developing chapter programs. Plan an activity for National Jack and Jill Day. Prepare lists of names of children entering groups.

F. Fundraising – The chairperson of this committee may volunteer: however, if there is no volunteer it shall be the duty of the President to appoint a chairperson. In the event

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

that the President does not appoint a chairperson, then the chapter will elect a chairperson. A person from each age group will work on this committee.

Section 3. New Committees

The President and/or the Executive Board may create additional Committees as needed from year to year.

ARTICLE VI. DUES AND ASSESSMENTS

Section 1. The Chapter Dues

A. The chapter dues shall be fixed yearly based on the recommendation of the Budget Committee, and shall be passed with a majority vote of the membership present and voting. Dues shall be payable by any of the chapters acceptable forms of payment. Acceptable forms of payment shall be indicated by the President or Financial Secretary. Membership dues will be fully payable on June 1st of each year. To the extent payment is not received by June 1st or postmarked by June 1st, a \$50 late fee will accrue in addition to membership dues owed. If payment is not received by June 15th certified letters shall be sent indicating that membership will be terminated if payment is not received by June 30th.

B. A Member may request an extension to pay dues due to extenuating circumstances. Such extension must be approved by the President, Treasurer, and Financial Secretary; however, no request can extend beyond September 15th of the current fiscal year and the request must be made by June 30th of the current fiscal year. A fiscal year shall be defined as June 1 to May 31. Any requests for payments to be made beyond September 15th must be approved by 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 Financial Secretary in the case of a request to extend payment up to September 15th, and decided by the Executive Board for any requests to extend payment beyond September 15th.

C. Failure to pay dues by June 30th will result in termination procedures, as delineated in Article III. Section 8.G.

ARTICLE VII. MEETINGS

Section 1. Children's Meetings

There shall be at least five (5) children's activities a year. **Tagalongs (siblings of children in the grade group) at children's meetings shall be left to the discretion of the activity host(s) and grade group chairperson.** Visiting Jack and Jill members from other chapters may be invited to bring their children to grade group activities.

Section 2. Mothers' Meeting

A. **Monthly Mothers' Meetings**, which may include webinars, shall be held at least six times per year on the third Friday of the month **except in December, July and August.**

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

The date of the regular meetings can be changed as needed by a majority vote of the members. Special meetings may be called at the order of the President and shall be counted as regular meetings

B. Members must attend 2/3 of scheduled Mothers' meetings. Prior to any scheduled meeting, a-member shall notify the President or Recording Secretary if an absence is anticipated. Such absence shall be deemed excused. A warning letter will be sent following the first unexcused absence. If a member has three or more unexcused absences and/or fails to meet the minimum attendance requirement, except for extenuating circumstances which will be determined by the Executive Board, she and her child or children shall be automatically dropped, and will be so notified by certified or registered mail, return receipt requested, signed by the President and Recording Secretary.

C. Notices of Mothers' Meetings shall be delivered to each member by e-mail at her last known e-mail address at least ten (10) days before the date of the meeting.

ARTICLE VIII. ELECTIONS and VOTING

Section 1. Officers

A. The elected officers shall be elected annually at the April meeting and no later than April 30th, by the majority vote of the members present at the Mothers meeting. Voting shall be by secret ballot. Newly elected officers shall assume responsibility of office upon installation, except where described otherwise in these Bylaws. Installation of officers shall be held no later than May 31st of each election year.

B. Officers shall serve for a term of two (2) years or until their successors are elected with the President, Program Director, Recording Secretary and Financial Secretary, elected in even years; the Vice President, Treasurer, Corresponding Secretary, and Editor elected in odd years.

C. No officer shall serve more than two (2) consecutive terms, however there is no limit to the number of overall times a member may serve in an office.

D. In the event of a vacancy occurring in any of the foregoing offices, the President will fill such vacancy by appointment within thirty (30) days.

ARTICLE IX. CONVENTION DELEGATES

Section 1. Delegates

A. The President shall be designated as the Delegate and the Vice President shall be designated as the Alternate to attend the National Convention and the Regional Conference.

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

B. The chapter must be represented at the Mother's Regional Conference and Teen Conference or pay to the Regional Treasurer the cost of the registration fee for a delegate to help defray expenses of the region.

Section 2. National Convention and Regional Conference

Room, transportation and registration fees will be paid by the Chapter for one delegate and one alternate. The Chapter shall be responsible for providing two single rooms – one each for the delegate and the alternate.

Section 3. Teen Conference

A. Hotel and registration fees will be paid by the Chapter for a teen delegate, a teen alternate, and required chaperones. The chaperones shall consist of Teen Advisors and, if needed, other members who are mothers of teens, designated by the President in consultation with the Lead Teen Advisor.

B. To minimize the expense to Chapter, hotel rooms will be shared by the children. Similarly, chaperones will share hotel rooms on a double occupancy basis.

Section 4. Cluster Meeting

Registration fees will be paid by the Chapter for the Chapter President and the Teen President.

ARTICLE X. PARLIAMENTARY PROCEDURES

All questions of parliamentary procedure shall be decided according to ROBERT'S RULES OF ORDER NEWLY REVISED

ARTICLE XI. AMENDMENTS

These Bylaws may be amended yearly by submitting in writing the proposed amendment. Said amendment must be approved by a two-thirds vote of those present and voting at the second reading of the proposed bylaw change which occurs during the second of two (2) successive Mothers' Meetings; regular or special sessions called for that purpose.

ARTICLE XII. QUORUM

The quorum for a Mothers' Meeting shall consist of one third of the chapter membership. A quorum for a meeting of the Executive Board shall consist of five members of the Executive Board.

ARTICLE XIII. GENERAL

A. These bylaws shall not conflict with nor be more restrictive than the National Constitution and Bylaws.

B. All Chapters must submit a copy of their most current bylaws to Regional Director, subject to review by National President.

JACK AND JILL OF AMERICA, INCORPORATED
NASSAU COUNTY CHAPTER BYLAWS

C. All members and teens must sign the Code of Ethics Acknowledgement Form each program year by September 30th.

Appendix A

Need the document outlining the chapter boundaries including map and zip codes.