

CHAPTER CONSTITUTION



JUNIOR AUXILIARY OF OXFORD, MISSISSIPPI INC.

Chartered in 1989 •
Constitution Updated
February 2023

BYLAWS

ARTICLE I-NAME

THE NAME OF THIS ORGANIZATION SHALL BE THE JUNIOR AUXILIARY OF Oxford, MS, INCORPORATED.

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 Oxford, MS 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 Oxford-Lafayette County area, including the Oxford City School District, the Lafayette County School District, and the University of Mississippi.

ARTICLE IV -MEMBERSHIP

SECTION 1. CLASSES OF MEMBERSHIP

A WOMAN WHO IS AT LEAST twenty-five YEARS OF AGE and shall have lived in Oxford/Lafayette County for at least one year from the March meeting 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. PROVISIONAL MEMBERS SHALL BE REQUIRED TO COMPLETE PROVISIONAL EDUCATION AND TRAINING IN A MANNER SATISFACTORY TO THE CHAPTER EXECUTIVE BOARD (HEREINAFTER REFERRED TO AS BOARD) AND IN ACCORDANCE WITH THE NAJA PROVISIONAL TRAINING MANUAL; SHALL ATTEND AT LEAST $\frac{2}{3}$ 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 (30) DAYS UPON ACCEPTANCE OF THE PROVISIONAL MEMBER. The Board shall require a Provisional Member to accrue a minimum of thirty hours of Education under the Provisional Trainer which will include attending one Board meeting by March of each year.

ONE EXTENSION OF SIX MONTHS MAY BE GRANTED BY THE BOARD IN THE CASE OF A PROVISIONAL WHO, FOR UNAVOIDABLE REASONS, IS UNABLE TO COMPLETE THE COURSE IN THE REQUIRED TIME.

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 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 NAJA ANNUALLY, AND SHALL OBTAIN A MINIMUM OF **twenty-four** SERVICE HOURS AND TWELVE EDUCATION HOURS PER YEAR, and attend seven

regular Chapter Meetings. 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. Each Member shall be required to attend at least one Area Meeting and /or Annual Meeting during her first four years of Active status but encouraged to attend more. In addition to the national minimum hour requirements for service and education hours, the Board shall require eighteen additional hours per year and participation in all fundraising projects for a minimum total of 54 hours annually. ALL HOURS SHALL BE ACCRUED UNDER THE SUPERVISION OF AND IN A MANNER SATISFACTORY TO THE BOARD. Board meeting attendance may apply to the seven regular Chapter meeting attendance requirements provided the Member notifies the President in advance and attends the Board meeting on the day of the Chapter meeting to be missed. This privilege may not be used more than once a year. (NOTE: According to National Policy-SIX CHAPTER MEETINGS MUST APPLY TOWARD THE ANNUAL EDUCATION REQUIREMENT.)

2. PENALTIES: AN ACTIVE MEMBER FAILING TO FULFILL THE YEARLY REQUIREMENTS FOR MEMBERSHIP FORFEITS THAT YEAR OF WORK ACCREDITED TOWARD ASSOCIATE MEMBERSHIP ELIGIBILITY. If a Member fails to fulfill the yearly requirements of membership for more than one year, the member will be automatically dropped from the membership roll. The Board may grant an exception to this policy in extreme circumstances.
3. PRIVILEGES: A.) ANY MEMBER WHO, AFTER HAVING SERVED A MINIMUM OF FIVE ACTIVE YEARS AND HAVING PAID NAJA 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 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 who accrue a minimum of ten service hours by the April meeting are eligible for promotion to Associate Active status. The only privilege accorded to Associate Active Members is the right to sign a membership application.

UPON ATTAINING ASSOCIATE STATUS, THE MEMBER PAYS TO NAJA A TOTAL AMOUNT EQUAL TO TEN (10) YEARS OF ASSOCIATE DUES TO ATTAIN LIFE STATUS

D. LIFE

LIFE MEMBERS ARE THOSE WHO, AFTER HAVING ACCUMULATED A MINIMUM OF FIVE YEARS OF ACTIVE SERVICE, HAVE PAID TO NAJA 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 who accrue a minimum of ten Service hours by the April meeting are eligible for promotion to Life Active status. The only privilege accorded to Life Active Members is the right to sign a membership application.

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 thirty HOURS OF VOLUNTEER COMMUNITY SERVICE WITHIN THE COMMUNITY OF RESIDENCE AND TWELVE EDUCATION HOURS CONSISTENT WITH NAJA EDUCATION TO ENHANCE VOLUNTEER SKILLS AND EFFECTIVENESS 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.

SECTION 2. ADMISSION TO MEMBERSHIP

A WOMAN WHO IS AT LEAST twenty-five YEARS OF AGE and shall have lived in Oxford/Lafayette County for at least one year from the March meeting MAY BE CONSIDERED ELIGIBLE FOR MEMBERSHIP.

SECTION 3. MEMBERSHIP PROCEDURE

The candidate must be proposed in writing by one Member and seconded by **two** others. Only Active Members in good standing may propose candidates for membership. Members who are in good standing may sign for two candidates.

- A. Provisional Membership Application: The chairman of the Membership Committee shall present to each Active Member in good standing and each Associate Active or Life Active Member, a Provisional membership application. Members will return the completed application to the Membership Chairman at the following Chapter meeting.

All candidate applications will be voted and approved by the Board, to be presented to the Chapter.

- B. Informing Provisional Members: The Vice-President will contact each woman whose Provisional membership application was accepted and request her presence at a Junior Auxiliary of Oxford Informational sessions. Following the informational session, the applicants will be offered Provisional membership in Junior Auxiliary. Those declining membership may be eligible for membership at a later date, but must again go through the application process.
- C. Junior League Affiliate: If the Chapter's membership is less than its quota, the President and Vice President will visit the potential Junior League Affiliate and invite her to an informational session. She will then be given the opportunity to become a Member of the next Provisional class. Should the Junior League Member wish to pursue affiliating with the Junior Auxiliary of Oxford, a letter indicating that she was a Member in good standing must be sent to the Vice-President of the Junior Auxiliary of Oxford by the Junior League Chapter with which she was affiliated. Training for the Junior League affiliate must coincide with Provisional training. All requirements as described in Classes of Membership for Provisional Members must be met.

SECTION 4. CHANGES IN MEMBERSHIP

A. CHANGES IN CLASSES OF 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 Board, and Members shall be notified of the action of the Board.

B. CHANGES IN MEMBER RESIDENCE AND TRANSFER PRIVILEGES

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. A Member who resigns or is dropped from the JA of Oxford Chapter will not be accepted again as a Member.

C. LEAVE OF ABSENCE

An Active who cannot fulfill her requirements for any given year may be granted a leave of absence. Members may go inactive for only one year during her five years of Active service. The leave of absence will be requested of and granted by the Board for the period needed, not to exceed one year. The Board may grant an exception to this policy in extreme circumstances. The Member must pay Active status dues in order to remain in good standing.

D. REINSTATEMENT OF RESIGNED OR DROPPED MEMBERS

Under special circumstances and at the discretion of the Board, a Member who resigns or is dropped 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 NAJA DUES.

ACTIVE MEMBERS (INCLUDING MEMBERS ON LEAVE OF ABSENCE) AND NON-RESIDENT MEMBERS SHALL PAY \$65.00 ANNUAL NAJA DUES TO THE CHAPTER THAT REMITS THEM TO HEADQUARTERS and \$25.00 to the local Chapter for a total of \$90.00 annual dues. Annual dues must be paid by the April Chapter meeting. REFUNDS OF DUES WILL NOT BE MADE TO ACTIVE MEMBERS RESIGNING DURING THE FISCAL YEAR.

PROVISIONAL MEMBERS SHALL BE LIABLE FOR CHAPTER DUES IMMEDIATELY UPON ACCEPTANCE OF THE INVITATION TO MEMBERSHIP.

Annual dues are \$45.00. Once voted into Active membership, dues will be \$90 and will be due by the April meeting. REFUNDS WILL NOT BE MADE TO PROVISIONAL MEMBERS FAILING TO MEET THE REQUIREMENTS.

ASSOCIATE MEMBERS SHALL PAY \$35 ANNUAL NAJA DUES TO THE CHAPTER THAT REMITS THEM TO HEADQUARTERS. 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. ASSOCIATE MEMBERS DROPPED FOR NON-PAYMENT OF DUES MAY BE REINSTATED UPON PAYMENT OF A MINIMUM OF CURRENT YEAR ASSOCIATE DUES.

ACTIVE, ASSOCIATE, AND NON-RESIDENT DUES FOR THE COMING YEAR SHALL BE PAYABLE TO THE CHAPTER NO LATER THAN, the April Chapter meeting. ALL DUES ARE PAYABLE TO NAJA UPON RECEIPT OF STATEMENT AND THE ARE DELINQUENT AFTER JULY 15.

ARTICLE VI-CHAPTER MEETINGS

SECTION 1. REGULAR AND SPECIAL MEETINGS

IF IT IS DETERMINED VIA STATE, LOCAL, FEDERAL, AND/OR CDC MANDATES/RECOMMENDATIONS THAT MEMBERS ARE UNABLE TO MEET IN A FACE-TO-FACE SETTING AS IT MAY ENDANGER THE HEALTH AND SAFETY OF THE MEMBERS, CHAPTER, BOARD, AND/OR COMMITTEE MEETINGS MAY BE HELD VIA SECURE VIDEO CONFERENCE, PROVIDED THAT THE VIDEO CONFERENCE EQUIPMENT USED PROVIDES METHODS FOR ALL PARTICIPATING MEMBERS TO SEE AND HEAR ONE ANOTHER AT THE SAME TIME.

OTHERWISE, REGULAR MEETINGS SHALL BE HELD IN PERSON _ the second Monday of each month at 7:00 p.m. except when a change in date is deemed necessary by the Board ____.

FOR EDUCATION PURPOSES, CHAPTER MEETINGS SHALL COUNT ONE HOUR EACH. A MINIMUM OF SIX CHAPTER MEETINGS MUST APPLY TOWARD THE ANNUAL EDUCATION HOUR REQUIREMENT.

Members may attend an in-person meeting by electronic means with prior Board/President request/approval.

SPECIAL MEETINGS SHALL BE HELD AT THE DISCRETION OF THE LOCAL CHAPTER EXECUTIVE BOARD OR UPON WRITTEN REQUEST OF _one-half of the_ MEMBERS OF THE LOCAL CHAPTER. NOTICE OF THE SPECIAL MEETINGS WILL BE GIVEN WITHIN _five_ DAYS OF THE MEETING

DATE.

In the case of inclement weather, the Chapter meeting will be moved to the following Monday of the given month, if the Board deems necessary.

SECTION 2. QUORUM

A quorum shall consist of a majority of the voting Members.

SECTION 3. VOTING

ABSENTEE BALLOTS AND PROXY VOTING ARE PROHIBITED. In the event a vote needs to be taken before the next Chapter meeting, the president can call for an electronic vote. Electronic voting is allowed when Members take part in virtual meetings. Chapter business is decided by a 2/3 vote of the Members present (in person and virtual) at the time of the vote.

THE RESULTS OF ANY ELECTRONIC VOTES ARE TO BE READ AT THE NEXT CHAPTER MEETING AND THE VERBIAGE OF THE ELECTRONIC VOTE IS TO BE INCLUDED IN THE MINUTES. ELECTRONIC VOTING ON NEW MEMBERS, CONSTITUTION/BYLAW AMENDMENTS AND OFFICER ELECTIONS SHOULD BE AT AN IN-PERSON MEETING IF AT ALL POSSIBLE. IF THESE VOTES ARE HELD AT AN ELECTRONIC MEETING, THEN THOSE VOTES AND THE REASON FOR PERMITTING THESE VOTES SHOULD BE CLEARLY DOCUMENTED IN THE MEETING MINUTES.

ARTICLE VII-OFFICERS

CHAPTER OFFICERS ARE THE PRESIDENT, First VICE-PRESIDENT, RECORDING SECRETARY, TREASURER, Second Vice-President, and Ex-Officio.

Assistants may be appointed to the following offices: Treasurer, Recording Secretary, and Ex-Officio. Assistants are not required to attend Board meetings unless requested to do so. Assistants should have designated responsibilities given to them by their corresponding officer. Assistants are expected, but not required, to roll up into the position they are associated with the following year.

SECTION 1. NOMINATION AND ELECTION

The Nominating Committee shall present a slate of candidate(s). Only Active Members in good standing are eligible to hold office. Officers shall be elected by ballot no later than the March meeting of the Chapter for a term of one year or until their successors are elected.

OFFICERS ASSUME DUTIES AT THE BEGINNING OF THE CHAPTER FISCAL

YEAR MAY 1. If a Board Member misses three board meetings, she will be dismissed from her position and the Board will appoint her replacement.

SECTION 2. DUTIES AND TERM OF OFFICE

THE **PRESIDENT** IS THE CHIEF EXECUTIVE OFFICER OF THE CHAPTER, PRESIDES AT ALL CHAPTER AND 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. If the President is absent the First Vice President assumes the role for meetings. The President shall assume the role of Ex-Officio once the role of President ends.

THE First **VICE-PRESIDENT** ASSUMES THE DUTIES OF THE PRESIDENT IN THE ABSENCE OF THE PRESIDENT. ELECTED FOR A TERM OF ONE YEAR. AUTOMATICALLY BECOMES PRESIDENT THE NEXT YEAR; She shall serve as a Member of the Constitution and Bylaws Committee. Duties of the First Vice President will be Parliamentarian. The First Vice-President is automatically one of the Board appointed Members of the Nominating Committee.

The Second Vice-President shall assume the duties of the President in the absence of the President and the First Vice President. She will also serve as corresponding secretary who answers and keeps on file all correspondence relating to the Chapter. She will keep track of the hours for all Members and communicate with Members about their hours. She will report these hours to the President for annual reports. She is responsible for securing meeting locations for monthly meetings and communicating any changes in monthly meeting dates and times. This position is not required to move into first Vice President.

THE **RECORDING SECRETARY** KEEPS THE MINUTES AND THE ROLL OF THE MEETINGS OF THE CHAPTER AND THE BOARD; KEEPS A CORRECT, CLASSIFIED LIST OF THE NAMES AND ADDRESSES OF ALL MEMBERS AND MAINTAINS A FILE OF PERMANENT RECORDS ON EACH MEMBER. THESE FILES ARE TRANSFERRED TO THE SUCCESSOR AT THE CLOSE OF THE TERM OF OFFICE. ELECTED FOR TERM OF ONE YEAR; MAY BE RE-ELECTED FOR ONE ADDITIONAL TERM. Responsible for managing shared drive and communication platforms, including but not limited to emails, Google Drive, Group Me, etc.

THE **TREASURER** is the CUSTODIAN(s) OF ALL CHAPTER FUNDS; COLLECT ALL DUES AND ASSESSMENTS AND RECEIVE MONIES; KEEP FULL AND ACCURATE ACCOUNTS AND 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 SUCCESSORS ALL BOOKS AND

FINANCIAL RECORDS. THE TREASURER IS RESPONSIBLE FOR FILING ONLINE THE STATEMENT OF CASH BALANCES 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 THE INTERNAL REVENUE SERVICE TO HEADQUARTERS BY OCTOBER 15 OF EACH YEAR. The budget and any deductions from the budget via checks or other expenses shall be updated so the Chapter and/or project chairs and committees may see the balance of any budget line. The Treasurer is responsible for organizing and chairing/leading the Finance Committee. The Annual budget should be presented at the May meeting. 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.

The Ex-Officio, without further election, shall be assumed by the outgoing President and will serve as Provisional Trainer. She shall serve as chair of the Nominating Committee and as chair of the Constitution and Bylaws Committee.

Fundraising Chairmen are responsible for researching, planning, and executing Chapter fundraising efforts/ fundraising project (s). The Chairmen will communicate to fundraising assistants and Chapter Members roles, responsibilities and opportunities for service/hours to fulfill the funding needs and initiatives of the Chapter.

SECTION 3. FILLING OFFICER VACANCIES

Should an officer position become vacated during the year, the Board will be responsible for filling the vacancy.

6. Participation in Camp Sunshine (**2 hours**) and the Fundraising Project(s) is mandatory. Members who are unable to attend Camp Sunshine or Fundraising Project must submit a written excuse to the Board. A Member will be excused from Camp Sunshine or the Fundraising Project pending Board approval. Excuses are due at the board meeting 2 months prior to the project. A Member who is approved/excused from the physical event/project of Camp Sunshine or Fundraising Project **must complete required hours** toward Camp Sunshine and the Fundraising Project.

ARTICLE VIII-EXECUTIVE BOARD

SECTION 1. COMPOSITION AND DUTIES

THE BOARD IS COMPOSED OF THE OFFICERS AND THE CHAIRMEN OF COMMITTEES INVOLVING ADMINISTRATIVE OR PROGRAM RESPONSIBILITY. OFFICERS AND COMMITTEE CHAIRMEN REQUIRED TO BE ON THE BOARD INCLUDE: PRESIDENT, First VICE-PRESIDENT, Second Vice- President, RECORDING SECRETARY, TREASURER, EDUCATION COMMITTEE CHAIRMAN, FINANCE COMMITTEE CHAIRMAN, PROJECTS COMMITTEE CHAIRMAN AND MEMBERSHIP COMMITTEE CHAIRMAN. The other Member of the Board is the Ex-Officio. EXCEPT AS OTHERWISE PROVIDED, CHAIRMEN ARE APPOINTED BY THE PRESIDENT. THE TERM OF OFFICE OF THE CHAIRMEN IS ONE YEAR.

THE 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.

If a Board Member resigns from the Chapter, the Board Members will be responsible for filling the vacancy.

SECTION 2. MEETINGS

THE BOARD HOLDS REGULARLY SCHEDULED MEETINGS. SPECIAL MEETINGS MAY BE CALLED BY THE PRESIDENT OR UPON REQUEST OF MEMBERS OF THE BOARD.

ARTICLE IX-COMMITTEES

SECTION 1. STANDING COMMITTEES

A. FINANCE COMMITTEE

The chair of the committee is the Treasurer. THERE SHALL BE A FINANCE COMMITTEE THAT SHALL FUNCTION AS THE FINANCIAL, FACT-FINDING COMMITTEE TO ADVISE THE BOARD AND CHAPTER ON MATTERS RELATING TO FINANCING CHAPTER ADMINISTRATION AND PROGRAM OF SERVICE. THE COMMITTEE SHALL BE COMPOSED OF THE TREASURER,

AND THE OFFICERS OR CHAIRMEN OF COMMITTEES RESPONSIBLE FOR ANY PHASE OF THE CHAPTER FINANCING, TOGETHER WITH SUCH OTHER MEMBERS AS SHALL BE DESIGNATED BY THE PRESIDENT, including president, First Vice-President, Ex-Officio, Project Chairman, and incoming Project Chairman. The Finance Committee shall serve a one-year term beginning May 1 and ending April 31.

B. PUBLIC RELATIONS COMMITTEE

The chair of the Public Relations Committee is the Public Relations Chairman. 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. There shall be a Social Media Chairman and Website Chairman that are appointed by the Public Relations Chairman. The Public Relations Committee is responsible for posting content on the Chapter's social media channels and updating the website as needed.

C. PROJECTS COMMITTEE

The chair of the Projects committee is the Projects Chairman. 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 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. All chairs and co-chairs of current projects are Members of the project committee. Event-based project chairs are expected to attend the Board meeting the month prior to their project

to update the Board. Ongoing project chairs should attend at least twice a year to give updates. THE CHAIRMAN OF THIS COMMITTEE SHALL BE APPOINTED BY THE PRESIDENT OR ELECTED BY THE MEMBERSHIP AND SHALL KEEP ADEQUATE RECORDS OF CHAPTER ACTIVITIES WHICH SHALL BE TURNED OVER TO HER SUCCESSOR.

D. NOMINATING COMMITTEE

THERE SHALL BE A NOMINATING COMMITTEE WHOSE FUNCTION SHALL BE TO PREPARE A SLATE OF CANDIDATES FOR ELECTION TO THE VARIOUS ELECTIVE OFFICES OF THE CHAPTER. The committee shall be composed of 5 Members where one is elected by the Board and two by general membership.

The Nominating Committee shall be composed of:

1. Ex-Officio – serves as chairman
2. First Vice-President
3. Board Member – elected by Board
4. Non-Board Member – elected by general membership
5. Non-Board Member - elected by general membership

THE PRESIDENT SHOULD NOT BE A MEMBER OF THIS COMMITTEE.

E. EDUCATION COMMITTEE

The chair of the Education committee is the Education Chairman. 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 Chairman will also head the Scholarship Committee.

F. SCHOLARSHIP COMMITTEE

THERE SHALL BE A SCHOLARSHIP COMMITTEE WHOSE FUNCTION SHALL BE TO SEEK QUALIFIED APPLICANTS FOR THE GRADUATE SCHOLARSHIPS WHICH ARE AWARDED ANNUALLY BY NAJA. The Scholarship Committee Chairman will also head the Education Committee.

G. MEMBERSHIP COMMITTEE

The chair of the Membership Committee is the Membership Chairman. 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 Life/ Associate Liaison and Hospitality Chair as a part of this committee.

H. Constitution and Bylaws Committee

There shall be a Constitution and Bylaws Committee, chaired by the First-Vice President, which is responsible for amendments, changes in Chapter Policies/Internal Operations, or any other matters which pertain to the Constitution. The Constitution Committee shall consist of the Members of the Nominating Committee.

I. Awards Committee

The Awards Committee is responsible for collecting project information from project chairs and writing and submitting awards for NAJA awards. The committee will be directed by the Awards chair who will seek assistance and assign tasks to other Members of the committee.

J. Research & Development Committee

The Research & Development Committee, with the direction of the R&D chair, is responsible for exploring new opportunities for JA to be involved in the community. The chair works with the Ex-Officio, appoints counselor liaisons, and consults with the Projects Committee Chairman.

K. Fundraising Committee

The Fundraising Committee is responsible for researching, planning, and executing Chapter fundraising efforts/ fundraising project (s). The committee is led by a fundraising chairman(s). The chairman(s) will communicate to the fundraising committee and Chapter Members' roles, responsibilities and opportunities for service/hours to fulfill the funding needs and initiatives of the Chapter.

SECTION 2. SPECIAL COMMITTEES

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

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 Oxford, MS SHALL UNDERTAKE THOSE

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

A PROJECT IS A PLANNED UNDERTAKING IN THE FIELDS OF WELFARE, HEALTH, RECREATION, CULTURE, OR EDUCATION FOR WHICH THE CHAPTER HAS SOME PART OF FINANCIAL OR ADMINISTRATIVE RESPONSIBILITY.

SECTION 1. ELIGIBILITY

ELIGIBILITY OF PROJECTS SHALL BE DETERMINED BY THE PURPOSE STATED IN THE ARTICLES OF INCORPORATION. AN ELIGIBLE ACTIVITY MUST BE INTERPRETED AS BEING SUCH ACTIVITY AS BENEFITS THE MEMBERS AND THE ORGANIZATION, PRECLUDES OVERLAPPING IN THE FIELD OF SERVICE AND IS OF SUFFICIENT IMPORTANCE TO WARRANT THE PARTICIPATION OF THE MEMBERS.

THE CHAPTER MAY ENGAGE IN AS MANY ELIGIBLE PROJECTS AS IS CONSISTENT WITH EFFICIENCY AND EFFECTIVENESS. ADOPTION OF OR PARTICIPATION IN PROJECTS SPONSORED BY OTHER RELIGIOUS, SCHOOL, OR CIVIC ORGANIZATIONS SHOULD BE KEPT TO A MINIMUM. CHAPTER INVOLVEMENT IN ANY POLITICAL ACTIVITY IS PROHIBITED.

SECTION 2. REQUIREMENTS

THE CHAPTER MUST ENGAGE IN AT LEAST ONE CHILD WELFARE PROJECT FOR WHICH THE CHAPTER HAS FULL ADMINISTRATIVE RESPONSIBILITY.

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

ARTICLE XI-POLICIES

SECTION 1. FISCAL YEAR

THE FISCAL YEAR SHALL BE FROM MAY 1 THROUGH APRIL 30.

SECTION 2. INUREMENT OF INCOME

NO PART OF THE NET EARNINGS OF THE CORPORATION SHALL INURE TO THE BENEFIT OF, OR BE DISTRIBUTABLE TO, ITS MEMBERS, DIRECTORS, OFFICERS OR OTHER PRIVATE PERSONS EXCEPT THAT THE CORPORATION SHALL BE AUTHORIZED AND EMPOWERED TO PAY REASONABLE COMPENSATION FOR SERVICES RENDERED.

SECTION 3. CONFLICT OF INTEREST

ANY MEMBER OF THE JUNIOR AUXILIARY OF Oxford, Mississippi SHALL HAVE A DUTY OF LOYALTY TO THE CHAPTER AND SHALL NOT USE HER POSITION AS AN OFFICER, CHAIRMAN OR VOLUNTEER FOR PERSONAL BENEFIT. IF A MEMBER IS AWARE OF A POTENTIAL CONFLICT OF INTEREST WITH ANY MATTER COMING BEFORE THE CHAPTER THAT MAY RESULT IN A DIRECT BENEFIT TO THE MEMBER AND/OR HER FAMILY, THE MEMBER HAS A DUTY OF FULL DISCLOSURE TO THE CHAPTER EXECUTIVE COMMITTEE WHICH WILL MAKE THE DETERMINATION WHETHER THE MEMBER SHOULD RECUSE HERSELF FROM THE DISCUSSION AND DECISION.

SECTION 4. 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.

ARTICLE XII-AMENDMENTS AND PARLIAMENTARY AUTHORITY

This Constitution and Bylaws may be amended at any regular Chapter meeting in the following manner: Constitutional changes can be presented orally or in writing by any Chapter Member to the Board and Chairman of the Constitution Committee. If the Board approves the proposed changes, they shall then be presented to the Chapter and voted on at the next/following meeting. A 2/3 vote of the Members present shall be required to adopt such changes.

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

ARTICLE XIII-DISSOLUTION

SHOULD THE JUNIOR AUXILIARY OF Oxford, MS INCORPORATED EVER BE DISSOLVED PURSUANT TO MISSISSIPPI CODE SECTIONS 79-11-101 ET SEQ., THE DISPOSITION OF ALL ASSETS OF THE CORPORATION REMAINING SHALL BE DISTRIBUTED TO ONE OR MORE EXEMPT PURPOSES, AS OUTLINED IN IRS REGULATION SECTION 1. 501 (c) (3), 1(b) (4).

UPON THE DISSOLUTION OF THIS CORPORATION, THE 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 BOARD SHALL DETERMINE. ANY SUCH ASSETS NOT SO DISPOSED OF SHALL BE DISPOSED OF BY A COURT OF COMPETENT JURISDICTION IN Oxford/Lafayette County, Mississippi FOR SUCH PURPOSES OR TO SUCH ORGANIZATION OR ORGANIZATIONS, AS SAID COURT SHALL DETERMINE, WHICH ARE ORGANIZED AND OPERATED EXCLUSIVELY FOR SUCH PURPOSES.

CHAPTER POLICIES/INTERNAL OPERATIONS

Attendance

1. General membership shall meet each month except July and December. December's Christmas party may count as a Hospitality hour. Board shall meet each month except June, July and December. June's Passing of the Crown is a Chapter meeting.
2. A Member shall be counted present at Chapter Meeting if she arrives prior to the Treasurer's report and is present until the completion of the Projects reports. It will be the responsibility of the Member to let the Recording Secretary know of her arrival by signing in if roll has been called.
3. Chapter Meetings shall begin promptly at 7:00 p.m. and be adjourned by 8:30 p.m. unless a special meeting is called. Annual Board Training for all Board Members will be required.
4. Children may not attend regularly scheduled business meetings or service projects. Service projects that the Board approves as appropriate for Chapter Members' children will be exempt from this policy.

Virtual Meeting Attendance

IF IT IS DETERMINED VIA STATE, LOCAL, FEDERAL, AND/OR CDC MANDATES/RECOMMENDATIONS THAT MEMBERS ARE UNABLE TO MEET IN A FACE-TO-FACE SETTING AND AN ELECTRONIC MEETING IS NECESSARY FOR THE HEALTH AND SAFETY OF THE MEMBERS, THE FOLLOWING ELECTRONIC MEETING PROCEDURES SHALL BE IMPLEMENTED:

A. LOGIN INFORMATION: PRIOR TO EACH MEETING, ATTENDEES SHALL BE SENT BY EMAIL THE TIME OF THE MEETING AND THE URL AND CODES NECESSARY TO CONNECT TO THE ELECTRONIC MEETING SERVICE. A COPY OF OR A LINK TO THESE PROCEDURES SHOULD ALSO BE INCLUDED IN THE EMAIL.

B. LOGIN TIME: ELECTRONIC MEETING SERVICE AVAILABILITY WILL BEGIN AT LEAST 15 MINUTES BEFORE THE START OF EACH MEETING.

C. SIGN IN/SIGN OUT: MEMBERS SHALL IDENTIFY THEMSELVES AS REQUIRED TO SIGN INTO THE ELECTRONIC MEETING SERVICE, AND SHALL MAINTAIN INTERNET, VISUAL, AND AUDIO ACCESS THROUGHOUT THE MEETING WHENEVER PRESENT, BUT SHALL SIGN OUT UPON ANY DEPARTURE BEFORE ADJOURNMENT.

D. QUORUM: THE PRESENCE OF A QUORUM SHALL BE DETERMINED VIA THE USE OF THE ONLINE LIST OF PARTICIPATING MEMBERS AND/OR VERBAL ROLL CALL WITH VISUAL ACKNOWLEDGEMENT BY THE RECORDING SECRETARY OR ANOTHER DESIGNATED BY THE CHAPTER PRESIDENT/CHAIR.

E. ASSIGNMENT OF THE FLOOR: MEMBERS SHALL SEEK RECOGNITION BY THE USE OF THE PHRASE "I WISH TO SPEAK" VIA USE OF THE CHAT BOX OR SIMILAR METHOD OF REAL-TIME WRITTEN COMMUNICATION. THE CHAPTER PRESIDENT/CHAIR WILL THEN RECOGNIZE MEMBERS IN CHRONOLOGICAL ORDER.

F. DEBATE: DURING DEBATE, MEMBERS SHALL SEEK RECOGNITION BY THE USE OF THE PHRASES "PRO" INDICATING THEY WISH TO SPEAK IN FAVOR OF THE MOTION OR "CON" INDICATING THEY WISH TO SPEAK AGAINST THE MOTION VIA USE OF THE CHAT BOX OR SIMILAR METHOD OF REAL-TIME WRITTEN COMMUNICATION. NO OTHER VERBIAGE SHOULD BE USED IN THE CHAT BOX DURING DEBATE. THE CHAPTER PRESIDENT/CHAIR WILL THEN RECOGNIZE MEMBERS FOR DEBATE IN CHRONOLOGICAL ORDER, BEGINNING WITH THE MEMBER WHO MADE THE MOTION AND ALTERNATING BETWEEN PROS AND CONS.

G. MOTIONS SUBMITTED IN WRITING: IF A MEMBER WISHES TO SUBMIT A MOTION IN WRITING, THE CHAT BOX OR SIMILAR METHOD OF REAL TIME WRITTEN COMMUNICATION MAY BE USED.

H. COMMUNICATION MONITORING: THE CHAPTER PRESIDENT/CHAIR WILL DESIGNATE INDIVIDUALS TO MONITOR THE CHAT BOX OR OTHER METHOD OF REAL-TIME WRITTEN COMMUNICATION DURING THE ENTIRETY OF THE MEETING.

I. VOTING: VOTES SHALL BE TAKEN BY THE ANONYMOUS VOTING FEATURE OF THE INTERNET MEETING SERVICE, UNLESS A DIFFERENT METHOD IS ORDERED BY THE CHAPTER BOARD OR REQUIRED BY THE RULES. WHEN REQUIRED OR ORDERED, OTHER PERMISSIBLE METHODS OF VOTING ARE BY ELECTRONIC ROLL CALL OR AUDIBLE ROLL CALL. THE CHAPTER PRESIDENT/CHAIR'S ANNOUNCEMENT OF THE VOTING RESULT SHALL INCLUDE THE NUMBER OF MEMBERS VOTING ON EACH SIDE OF THE QUESTION AND THE NUMBER, IF ANY, WHO EXPLICITLY RESPOND TO ACKNOWLEDGE THEIR PRESENCE WITHOUT CASTING A VOTE. BUSINESS MAY ALSO BE CONDUCTED BY UNANIMOUS CONSENT. THESE PROCEDURES WILL BE GOVERNED BY THE CHAPTER EX-OFFICIO AND THE CHAPTER PARLIAMENTARIAN, OR

ANOTHER DESIGNEE AS APPOINTED BY THE CHAPTER PRESIDENT/CHAIR.

J. RECORDING: ALL ELECTRONIC MEETINGS MAY BE RECORDED TO AID IN THE TAKING AND VERIFICATION OF MINUTES.

K. TECHNICAL REQUIREMENTS AND MALFUNCTIONS: EACH MEMBER IS RESPONSIBLE FOR HER AUDIO AND INTERNET CONNECTIONS; NO ACTION SHALL BE INVALIDATED ON THE GROUNDS THAT THE LOSS OF, OR POOR QUALITY OF, A MEMBER'S INDIVIDUAL CONNECTION PREVENTED PARTICIPATION IN THE MEETING.

L. FORCED DISCONNECTIONS: THE CHAPTER PRESIDENT/CHAIR MAY CAUSE OR DIRECT THE DISCONNECTION OR MUTING OF A MEMBER'S CONNECTION IF IT IS CAUSING UNDUE INTERFERENCE WITH THE MEETING. THE CHAPTER PRESIDENT/CHAIR'S DECISION TO DO SO, WHICH IS SUBJECT TO AN UNDEBATEABLE APPEAL THAT CAN BE MADE BY ANY MEMBER, SHALL BE ANNOUNCED DURING THE MEETING AND RECORDED IN THE MINUTES.

Membership

5. Each year membership applications will be distributed and collected. Nominated Members will attend an information session.
6. Whenever a late fee for Annual meeting or other registration is assessed to the Chapter, the fee will be paid by the individual Member responsible for the late charge.
7. Dues will be collected at February, March and April meetings and will be due no later than April 1st. Completed Member hour sheets are due by April 15th.

Service Requirements

8. 24 required service hours must come from at least four different service projects. Service Project Committee Chairs are exempt from this requirement and may serve a minimum of 24 unrestricted service hours.
9. Participation in Camp Sunshine (**2 hours**) and the Fundraising Project(s) is mandatory. Members who are unable to attend Camp Sunshine or Fundraising Project must submit a written excuse to the Board. A Member will be excused from Camp Sunshine or the Fundraising Project pending Board approval. Excuses are due at the board meeting 2 months prior to the project. A Member who is approved/excused from the physical event/project of Camp Sunshine or fundraising project **must complete required hours** toward Camp Sunshine or the Fundraising Project.

10. One community Education hour per year can come from attending a local PTO meeting to learn about the different needs in the community.
11. If a Member neglects to attend a project assignment or neglects to bring an item signed up for, she shall be fined double the hours she was to receive upon completion of the project. The project chairs shall report any such occurrence to the Board. These Penalties are not intended to punish, but to emphasize the importance of overwork caused by a Member failing to meet responsibilities to the Chapter.
12. Thank-you note requests must be made to the Corresponding Secretary within a month following a donation of time, money, service, etc., or the Member must write the note.

Chapter Finances

13. Receipts and/or bills must be submitted to the Treasurer within 30 days for reimbursement or payment. Members will be reimbursed for approved Adopt-a-Family purchases (excluding Christmas gifts) and project supplies with approval from the project chair.
14. A donation of \$25 will be made to the NAJA Foundation in honor of any Provisional, Active, or Life/Associate Member who passes away.
15. The Oxford Chapter of NAJA will pay for up to three (3) rooms including the base rate plus tax at the Annual Meeting. Fuel expenses, airfare, registration and other expenses may be paid in part or full for all Members attending the Annual Meeting, subject to Board approval and budget allotment.
16. Members should only contact the general public for donations to the Chapter under the direction of or by permission from the Treasurer and Fundraising Chairmen.
17. The Chapter budget should be prepared by the Finance Committee and submitted to the Board for approval. Before the budget becomes final, it should be approved by the Chapter. The Chapter Board has the right to review and approve requests for unbudgeted items and additional fund allocations throughout the year.

Fundraising Project(s)

- A. The Fundraising Project(s) is subject to a budget to be set by the Board.
- B. Fundraising Chairmen are expected to present their overall ideas/plans for the annual Fundraising Project or projects to the Board and Chapter by the September meetings for discussion. Vote and approval should take place by October meeting.
- C. Chapter Member participation and expectations, including number of hours required per Member, must be outlined at the October meeting.
- D. All JA Members are required to fulfill the Fundraising Project(s) hour obligation outlined and approved each year
- E. If an in-person event(s.) is included as part of the Fundraising Project(s) in a given year, Member attendance at the physical event(s) is required. If a Member is unable to participate and/ or attend any physical events for the project(s), the Member must seek approval by submitting an excuse to the Chairmen within the requested time frame. Approval of absence by the Board and reassignment of duties is determined by the Chairmen.
- F. If a ticketed event and/ or ticketed raffle is included as part of the Fundraising Project(s), the Fundraising Chairmen shall have discretion regarding the value of those tickets and the minimum required quantity to be sold by each Member. The Fundraising Chairmen will present a proposed quantity and dollar amount for which each Chapter Member shall be responsible to the Board for approval.
If the Member is unable to sell the required number of tickets, she is responsible for paying the total cost of the tickets.
- G. In the event a Member does not meet the expectations of the Fundraising Project requirements, including committee involvement or completion of hours, the Board may be notified and the Member may be subject to a deduction of service hours or a request to repeat the service year.

Code of Conduct

18. Code of Conduct: The Chapter's reputation, that of its Members, collectively and individually, directly impacts the Chapter's ability to conduct the business of the Chapter including, but not limited to, executing successful finance projects and service projects and recruiting and retaining Members. Chapter business and votes shall be considered confidential. As such, Members shall use discretion in discussing Chapter business matters outside of a general business meeting, Board Meeting or committee meeting. This includes, but it is not limited to, discussing Chapter business and the decision of the Board and Chapter with individuals who are not Members of the Chapter, making comments in public settings or via social media, and generally disparaging the Chapter and/or any of its Members. Members whose actions and conduct violate this policy shall be brought before the Board and may incur fines and penalties up to and including expulsion from the Chapter membership pursuant to the Chapter's membership dismissal policies.

Addendum A

WAIVER AND RELEASE BY PARENT OF MINOR CHILD FROM NON PROFIT

I, _____, on behalf of _____ (hereinafter referred to as "CHILD") HEREBY WAIVE AND RELEASE, indemnify, hold harmless and forever discharge Junior Auxiliary of Oxford, Mississippi Inc. (hereinafter "JA Oxford") a nonprofit 501(c)(3), and its agents, employees, officers, directors, affiliates, successors and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I or CHILD ever had or may have, arising from or in any way related to CHILD'S participation in any of the events or activities conducted by, on the premises of, or for the benefit of JA Oxford. This waiver of liability does not apply to any acts of gross negligence or intentional willful or wanton misconduct.

I understand that the activities and functions that said CHILD will participate in may be inherently dangerous and may cause serious or grievous injuries, including bodily injury, damage to personal property and/or death. On behalf of myself, CHILD, my heirs, assigns and next of kin, I and said CHILD waive all claims for damages, injuries and death sustained to me or my property, that I or said CHILD may have against the aforementioned released party to such activity.

CHILD has the necessary and requisite skills to participate in the requested activities and CHILD'S only limitations or activities from which said CHILD is prohibited are noted below. The nature of the activities has been fully disclosed and any flyer, advertisement, or brochure relating to the participating activities is expressly made a part of this WAIVER AND RELEASE.

By this Waiver, I, on behalf of said CHILD, assume any risk, and take full responsibility and waive and relinquish any and all claims of any sort whether in tort, contract, equity, or otherwise including any claims of personal injury, death, or damage to personal property associated with the Junior Auxiliary of Oxford, Mississippi, Inc. including, but not limited to, the participation in any volunteer activities, transportation to and from the volunteer site, consumption of food, recreational activities, use of the facility and its equipment, or other related activities occurring both on and off the event premises.

This WAIVER AND RELEASE contains the entire agreement between the parties, and supersedes any prior written or oral agreements between them concerning the subject matter of this WAIVER AND RELEASE. The provisions of this WAIVER AND RELEASE may be waived, altered, amended or repealed, in whole or in part, only upon the prior written consent of all parties.

The provisions of this WAIVER AND RELEASE will continue in full force and effect even after the termination of the activities conducted by, on the premises of, or for the benefit of JA Oxford whether by agreement, by operation of law, or otherwise.

I have read, understand and fully agree to the terms of this WAIVER AND RELEASE. I understand and confirm that by signing this WAIVER AND RELEASE said CHILD and I have given up considerable future legal rights. I have signed this Agreement freely, voluntarily, under no duress or threat of duress, without inducement, promise or guarantee being communicated to me. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to the full extent of the law.

Medical Conditions. CHILD is subject to the following allergies or medical conditions, and I authorize the facility to disclose these conditions to a physician or other medical professional in the event said CHILD should require emergency medical care: _____

Prohibited Activities. As a result of the above-mentioned medical conditions, I, on behalf of said CHILD, am prohibiting involvements in the following specific activities:

Printed Name of CHILD

DATE

Printed Name of Parent (Guardian)

Signature of Parent (Guardian)