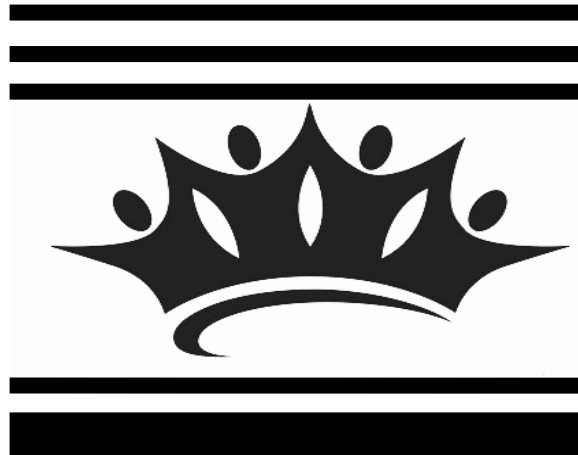


NATIONAL ASSOCIATION OF JUNIOR AUXILIARIES, INC.

HANDBOOK



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(The National Association of Junior Auxiliaries, Inc. is a 501 (c) (3) charitable and educational organization.)

All Provisional and Active members are required to have a current **NAJA Handbook** which may be purchased at Annual Meeting, Area Meeting, or ordered from Headquarters. The entire Handbook will be reviewed and updated every five years. In other years, updates to the Handbook will be published on the NAJA website. It is the responsibility of the Chapter member to keep her copy of the **Handbook** current by downloading the annual updates from the NAJA website.

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I

NATIONAL ASSOCIATION
OF
JUNIOR AUXILIARIES, INC.



INTRODUCTION

A. JUNIOR AUXILIARY PRAYER

Send us, O God, as Thy messengers to the hearts without a home, to lives without love, to the crowds without a guide. Send us to the children whom none have blessed, to the famished whom none have visited, to the fallen whom none have lifted, to the bereaved whom none have comforted.

Kindle Thy flame on the altars of our hearts, that others may be warmed thereby; cause Thy light to shine in our souls, that others may see the way; keep our sympathies and insight ready, our wills keen, our hands quick to help others in their need.

Grant us clear vision, true judgment, with great daring as we seek to right the wrong; and so endow us with cheerful love that we may minister to the suffering and forlorn even as Thou wouldst. May the blessing of God Almighty, the Father, the Son and the Holy Spirit, rest upon us and upon all our work. May He give us light to guide us, courage to support us, and love to unite us now and forever more.

Amen

NAJA MISSION STATEMENT

NAJA provides support, resources, and specialized training to its local Chapters so they may better serve their communities.

JUNIOR AUXILIARY SLOGAN

Caring Hearts. Helping Hands. Changing Lives.

B. JUNIOR AUXILIARY DEFINED

Junior Auxiliary represents a serious endeavor on the part of women to be active and constructive community participants and to assume leadership roles in meeting community needs. Junior Auxiliary is an inclusive organization and provides the member with the opportunity to serve and to be a vital part of the community.

The objectives of the Association are to unite in one body all Junior Auxiliary Chapters and members to promote National and individual Chapter purposes; to encourage members to render charitable services which are beneficial to the general public, with particular emphasis on children; to cooperate with other 501 (c) (3) organizations.

Junior Auxiliary was founded on the principles of helping children and making a difference in their lives. At the discretion of the Board of Directors, a National Focus may be recommended to the Association. The National Focus theme addresses specific areas of concern to children and societal trends that affect the welfare of children and families.

PROJECTS

The **work unit** of the Junior Auxiliary **Chapter** is the **project**. 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. **All projects undertaken by the Chapter must be voted upon by the Chapter membership.** No project should be undertaken which does not receive the attention of a sufficient number of members to benefit the program of the Chapter. **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.**

The Chapter Project is generally initiated with the idea that, after having been successfully established and operated, an appropriate community group will assume responsibility for its continuance. If a project is not taken over by a community group within five years, the Chapter should re-evaluate the project to determine if it is still performing a necessary service to the community. If an essential service is being provided, then the project should be continued by the Chapter. A Chapter should always be ready to expand activities to meet new needs arising from changing times.

HOURS

The **work unit** of the Junior Auxiliary **Chapter member** is the **hour**. Only Junior Auxiliary members earn hours for projects. These hours reflect the individual time and efforts of our volunteers. As such, they should be represented by hands-on service only. While the real impact of service cannot be measured by counting hours, for internal purposes hours are reported in the following categories:

1. **Administration:** Hours worked to organize, administer and operate Junior Auxiliary both locally and nationally.
2. **Education:** Hours obtained in attending Chapter meeting, Area Meeting and Annual Meeting; Provisional Training; seminars and programs which enhance volunteer skills and effectiveness. **All hours accrued by a Provisional are to be recorded as Provisional hours and are reported to NAJA as Education hours.**
3. **Finance:** Hours worked to raise funds to cover Chapter and project expenses.
4. **Service:** Hours given to serve others in the community. Service includes approved welfare, community, cultural and other activities. Service requires a commitment of time, talents, and dedication. Service hours must be earned. Monetary donations for projects **cannot** be credited as service hours.

*All hours accrued by a Provisional member are to be recorded as Provisional hours.
Life/Associate member hours are to be recorded as Life/Associate hours. Neither category is included in Active member hours totals, but each class of member hours is maintained separately.*

NATIONAL SERVICE PROJECT DEFINED **CHILD WELFARE**

Since Junior Auxiliary gives primary consideration to children, each Chapter is required to have at least one **Child Welfare Project** for which it has full administrative responsibility. **The objective of this project is to break the cycle of dependency**, whether it be physical or emotional. There are two basic requirements.

- The project must provide one or more of the basic necessities of life: food, clothing, shelter and/or emotional support.
- There must be an ongoing relationship and commitment established between the Chapter member or members and the recipient.

Full administrative responsibility means that the Chapter initiates the project, executes the project and reserves the right to continue or terminate the project. The Chapter may work with other agencies or enlist services from other individuals.



Child Welfare
Impacting the future of a child

C. CHRONOLOGY

- Nov. 3, 1941 Organizes in Greenville, Mississippi with one hundred women in attendance representing ten towns in Mississippi and Arkansas.
- Nov.14, 1941 Ratifies tentative Constitution; elects Louise Eskrigge Crump as first NAJA President.
- 1941-1945 Continues child welfare and adds home defense and support of war effort during World War II; convention themes reflect a world at war (1942: "Children, the Last Line of Defense") and a return to peace (1945: "The Way of Peace").
- 1945 Adopts Crown design for pin with five points symbolizing Charity, Youth, Health, Service, and Leadership--the ideals of Junior Auxiliary.
- 1946 Incorporates; prints Bylaws; numbers thirteen Chapters.
- 1948 Begins tradition of a National Gavel inscribed with name and date of each NAJA President for use by NAJA. (Note: Donated by the Leland Junior Auxiliary, the tradition continues at 1990 Convention with presentation of fourth National Gavel).
- 1949 Numbers twenty-six Chapters.
- 1950 Adopts slogan: "Care Today — Character Tomorrow".
- 1952 Employs Martha Wise of Warren, AR as Executive Secretary; publishes first National **Handbook**; institutes annual report for Chapters.
- 1953 Publishes quarterly newsletter, **The Crownlet**, assumes responsibility for hostessing annual Convention.
- 1954 Creates four geographic Regions, choosing a Regional Director for each Region; begins fall meetings of Regions; provides annual **Directory** to all members (Convention minutes, National and Chapter reports, membership list).
- 1961 Divides into five Regions.
- 1962 Approves emblem (badge); establishes Louise Eskrigge Crump Award; establishes Civic Hour and Annual Report Committee; approves national graduate scholarship project; Scholarship Committee awards first scholarship grant in the amount of \$2,000 in August 1962.
- 1963 Approves Scholarship Committee as Standing Committee to administer graduate scholarship program.
- 1964 Adopts official uniform, a blue jumper having set-in waist, left side buttons shoulder to hem (Note: current uniform ranges from smock to apron, or T-shirt selected by Chapter with approval of Executive Committee).
- 1966 Celebrates twenty-fifth year, numbering fifty-one Chapters in four states.
- 1968 Begins internal system of judging annual report.
- 1970 Establishes Martha Wise Award.
- 1975 Presents first Award of Excellence; recognizes sixty Active Chapters at Convention; Association receives 501(c) (3) status.
- 1976 Recommends Greenville, Mississippi as site for permanent NAJA Headquarters; requires Chapters to have annual audit.

- 1977 Honors Martha Wise for twenty-five years as Executive Secretary; achieves 501 (c) (3) Tax Exempt Status (all Chapters) from Internal Revenue Service; approves Greenville, Mississippi as site for permanent NAJA Headquarters.
- 1978 Approves Evaluation Committee as Standing Committee of Association; purchases Headquarters building at 255 South Poplar in Greenville, Mississippi.
- 1979 Approves Board of Finance as Standing Committee; redraws Regions from five to seven; awards one hundredth graduate scholarship.
- 1981 Presents first Presidents Award.
- 1984 Restructures Board of Directors: twenty-one member board vested with management of Association; honors Executive Secretary Martha Wise, retiring after thirty-two years service; employs Norma DeLong as Executive Secretary.
- 1985 Releases the video, ***A New Day with JA***, providing a history past and present; begins Resource Center function/purpose of Headquarters; makes Headquarters Committee a Standing Committee of the Association; replaces Annual Report with Annual Standards Review; issues Chapter Self-Evaluation Packet and new ***NAJA Handbook of Information*** to Chapters; changes title of Executive Secretary to Executive Director; numbers seventy Active Chapters and three Provisional Chapters.
- 1986 Begins Chapter Self-Evaluation process and Annual Standards Review; dissolves Evaluation Committee; issues first semi-annual NAJA Resource Center Catalog; moves into Alabama with acceptance of petition from Eastern Shore, Alabama; adopts new logo design.
- 1987 Adopts National Focus: Kids Count, a biennial emphasis (1987-1989, Drug Abuse Education); employs Resource Center Coordinator to conduct Chapter Triennial; publishes Provisional Training Manual; releases ***“Excellence in Action,”*** a video explaining Chapter and National programs of service; begins plans for 50th Anniversary in 1991; presents first Efficiency Awards.
- 1988 Presents first National Focus Awards; revises and reprints ***NAJA Handbook of Information***; publishes ***Child Welfare Manual***; completes ***Convention Manual***; numbers seventy-two Active Chapters, and eight Provisional Chapters.
- 1989 Continues National Focus: Kids Count (1989-1991, Teen Esteem); returns to Texas with the addition of Mt. Pleasant, Texas as a Petitioning Chapter; adds exhibit function to Convention via Convention Carousel; presents first Public Relations Awards (Service and Finance); relocates NAJA Headquarters in Greenville to 845 South Main Street; numbers seventy-seven Active Chapters, three Provisional Chapters.
- 1990 Establishes Steering Committee to plan 50th Anniversary; holds first NAJA Leadership Conference for Chapters, Board of Directors; publishes ***NAJA Public Relations Workbook***; employs Chapter Development Coordinator to actively pursue expansion of NAJA; approves Education Committee as Standing Committee; establishes Forward from Fifty Ad Hoc Committee to study the structure of NAJA and make recommendations for future; numbers seventy-eight Active Chapters, two Provisional Chapters; issues commemorative Crownlet/Convention program; celebrates "The Community Spirit for 50 Years" at 50th Anniversary Convention, Biloxi, Mississippi (May 1-3); celebrates actual anniversary at NAJA Headquarters, Greenville, MS on November 3.
- 1991 Adopts National Focus: Families First (1991-1994).

- 1992 Approves per Active member 24 Service hour and 12 Education hour requirement, with minimum of six Chapter meetings counting toward the required 12 Education hours; Finance and Administrative hours being at the discretion of the Chapter; allows Non-Resident member to achieve Associate status by completing 24 hours of community service within the community and 12 Education hours per remaining year to fulfill the requirement.
- 1994 Numbers 86 Active Chapters, 3 Provisional and 4 Petitioning Chapters; issues **A Manual for Education** to instruct Chapters in understanding the education concept and the development of a Chapter Education program; presents first Norma DeLong Education Award to recognize excellence in Chapter Education; produces **Partners in a Caring Community**, a new video which gives both the historical and present perspectives on the Association; begins sending certificates to new Life members.
- 1995 Adopts National Focus: Violence Free Youth; moves into state of Missouri with acceptance of Caruthersville as a Provisional Chapter; establishes the Betty W. Robbins Endowed Scholarship.
- 1996 Numbers 97 Active Chapters and 4 Provisional Chapters; approves changes to Nominating Committee composition; Nominating Committee proposes a single slate of candidates for National office; re-defines duties of Third Vice-President to serve as Chairman of the Education Committee and for the committee to plan the program details of Annual Meeting, Area Meeting, and Leadership Conference; increases number of Regions from seven to ten.
- 1997 Continues National Focus: Violence Free Youth (1997-1999, One Child at a Time).
- 1998 Numbers 98 Active Chapters, 2 Provisional Chapters, and 2 Petitioning Chapters; in seven states: Alabama, Arkansas, Louisiana, Mississippi, Missouri, Tennessee, and Texas; expands Headquarters facility to add additional office space for staff and growing Resource Center.
- 1999 Numbers 102 Active Chapters and 1 Petitioning Chapter. Robbins Family Challenge begins with a challenge to the Chapters of \$10,000 annual matching funds for the NAJA Scholarship Program.
- 2000 Adopts National Focus: Care Today-Character Tomorrow; numbers 102 Active Chapters and 3 Petitioning Chapters; July 1, Hires Merrill Greenlee as the new Executive Director upon the retirement of Norma DeLong after sixteen years of service; implements **CrownPoint** computer program for Chapters.
- 2001 Numbers 102 Active Chapters and 3 Petitioning Chapters; NAJA celebrates 60th Anniversary.
- 2002 Adopts National Focus: Keeping Our Children Safe; numbers 104 Active Chapters and 2 Petitioning Chapters; expands into the state of Florida; forms NAJA Foundation; replaces Regional Directors with Chapter Support Coordinators (2 per Region). Each Region is also represented by a Director on the NAJA Board.
- 2003 Numbers 102 Active Chapters and 2 Provisional Chapters (Madison Co., FL and Webster Co., MS); NAJA Foundation mails its first contribution to the Chapters to be used with their Child Welfare Project (\$80 per Chapter); designs Crown Club pin; celebrates the 20th Anniversary of Angela Pierce as Executive Secretary.
- 2004 Continues National Focus: Keeping Our Children Safe (2004-2005); numbers 103 Chapters and 1 Provisional Chapter (Tate-Panola, MS); holds Area Meetings in each Region (Six); produces a new NAJA video entitled Care Today – Character Tomorrow; establishes the MAG Award in honor of Executive Director Merrill Greenlee for outstanding Provisional Projects.

- 2005 Begins calling the annual meeting of the Association the Annual Education Conference. Linda Smith retires as Membership Services Secretary; continues as *Crownlet* Editor as an independent contractor. Dolores Fratesi retires as Chapter Development Coordinator; NAJA Ex-Officio resumes these duties; eliminates the office of NAJA Corresponding Secretary and creates the office of NAJA Marketing Vice-President; establishes a NAJA Honorary Membership classification.
- 2006 Adopts National Focus: Healthy Children ~ Healthy Futures; numbers 102 Active Chapters with Tate-Panola, MS receiving its Charter at AEC 2006.; produces the first manual for Chapter Recording Secretaries; designs Foundation pin; approves Membership Committee as a Standing Committee; establishes the Crown Jewel Award.
- 2007 Approves the publication of a NAJA Cookbook; designates Child Welfare as the National Service Project; numbers 102 Chapters with the dissolution of Aberdeen, MS and the granting of Collierville, TN Active status.
- 2008 Continues National Focus: Healthy Children ~ Healthy Futures; adopts Child Welfare logo and tag line - "Impacting the future of a child"; publishes the first Membership Manual; establishes the Eleanor Slaughter Award to recognize Chapters in the area of membership; publishes cookbook with the title of Silver Spoons, Blueberry Afternoons and orders 10,000 copies; numbers 101 Chapters with the dissolution of Blytheville, AR.
- 2009 Establishes new awards for recognizing Chapters with Outstanding Crown Clubs and Outstanding Crown Club Projects; adds a new category for Existing Projects to the Martha Wise Award; creates an Ambassador Program to involve Non-Resident members in Chapter expansion; makes *The Directory* available on the website; approves Child Welfare as the name for the National Service Project; establishes a Facebook page.
- 2010 Implements online reporting of Chapter Year-End reports; Linda Smith retires as *The Crownlet* Editor; publishing of *The Crownlet* is taken over by Caraway Designs; eliminates Mid-Year Board of Directors Meeting; replaces Director position on Board with one CSC per Region; encourages donations to the Foundation with a \$10 in 2010 promotion; changes Chapter Fee to \$300.00 per year; numbers 99 Chapters with the dissolution of Leland, MS and Jacksonville, AR.
- 2011 Raises Active dues to \$55 and Associate dues to \$35; changed the Chapter year end report deadline to May 15th; celebrates 70th Anniversary of NAJA with "Day in the Delta"; establishes a new membership award called More Members Matter for small Chapters who increase in membership by at least 25%.
- 2012 Celebrates 10th Anniversary of Foundation at AEC; numbers 100 Chapters with the granting of active status to Pike County, AR.
- 2013 Celebrates Wilma Wilbanks' service of 20 years as NAJA Parliamentarian; adopts new National Focus for 2013-15 of Teen Pregnancy Prevention; renames the National Focus Award to the Wilma Johnson Wilbanks National Focus Award; grants Provisional status to Lawrence County, AR; adopts Service Attire Policy.
- 2014 Numbers 97 Active Chapters in seven states with the loss of Iberia Parish, LA, Mount Pleasant, TX, and Lewisburg, TN and the granting of Active status to Lawrence County, AR. Independence County, AR takes inactive status; reprinting of the NAJA Handbook; implements new Service Attire policy that all Chapters must comply with by May 2016; establishes Foundation Annual Fund; partners with Girls Scouts Heart of the South for National Stand Beside Her Week; adds Bitcoin as a payment option for donations and is the first all-women's non-profit organization to do so.
- 2015 Numbers 96 Chapters with the dissolution of Pike Co, AR.; establishes Foundation Hall of Honor at NAJA Headquarters; raises Active dues to \$65; adopts new National Focus for 2015-2017 of Keeping It Real in a Virtual World.

- 2016 Numbers 92 Chapters with the dissolution of Franklin, TN, Phillips Co, AR, Scott Co, MS, and Washington Co, AR; began the year-long celebration of the Associations 75th Anniversary; establishes the Outstanding Service Project Award in which the winner receives a cash prize from the Foundation; launches the total online NAJA Graduate Scholarship Program application; adds the Marketing VP position as the chairman of the Marketing and Technology Committee.
- 2017 Numbers 92 Chapters with the dissolution of Amite, LA and the addition of Dyer County, TN; continues the National Focus of Keeping It Real in a Virtual World for 2017-2019; adopts a logo for the National Graduate Scholarship Program; launches the redesigned NAJA website.
- 2018 Numbers 93 Active Chapters with the addition of Yell County, AR; 5 Provisional Chapters (Cross County, AR, Barren County, KY, Nevada County, AR, Newton County, MS and Hancock County, MS) in 8 states. Hires Anna Peralisi as the new Executive Director upon the retirement of Merrill Greenlee after eighteen years of service.
- 2019 Numbers 95 Active Chapters with the addition of Cross County, AR and Nevada County, AR; 4 Provisional Chapters (Barren County, KY, Clay County, AR, Hancock County, MS, and Newton County, MS). Savannah, TN Chapter goes inactive status; Adopts new National Focus for 2019-2021: "Don't Stand By!: Stand Up, Stand Strong, Stand Together" NAJA stands up to BULLIES; Anna Peralisi resigns as Executive Director, President Darlene Carey acting Executive Director.
- 2020 Numbers 96 Active Chapters with the dissolution of Camden, AR and Eunice, LA; and the addition of Clay County AR; Hancock County, MS and Newton County, MS; 1 Provisional Chapter (Pontotoc County, MS); in 7 states. Barren County, KY does not form a JA Chapter; Adapted to the health and safety concerns created by the Covid-19 Pandemic by canceling the Annual Education Conference and changing the format for NAJA meetings, including the 2020 Annual Business Meeting, to allow virtual meetings when necessary; Hires Melanie Livingston as new Executive Director; New logo, slogan and branding standards updated that all Chapters must comply with by May 2022; renamed the *Bulletin* to *Directory*; with COVID 19 pandemic, First virtual AEC training and Business Meeting was held June 25, 2020. First virtual Area Meeting August 15, 2020, Columbus, MS.
- 2021 Number 94 Active Chapters with the addition of Pontotoc County, MS. East St. Mary, LA goes inactive status; Adopts new National Focus for 2021-2023: "The Power of Words" – Be the kind in Humankind. Chapter name changes: Clarksville, AR to Johnson County, AR; Crystal Springs, MS to Copiah County, MS; Crossett, AR to Ashley County, AR; Forrest City, AR to St. Francis County, AR, Hammond, LA to Tangipahoa, LA and Osceola, AR to South Mississippi County, AR.; Neshoba County, MS and South Mississippi County, AR are the first Chapters to participate in a CDC-led Chapter "Restart", a step-by-step format for rebuilding a Chapter, modeled after starting a Chapter.; First Foundation Virtual 5K Run; First AEC hybrid meeting in Jonesboro, AR May 15, 2021; revise and reprint of the NAJA Handbook.

D. ASSOCIATION: GENERAL INFORMATION

1. RELATION TO THE CHAPTERS

The purpose of the Association is to unite Junior Auxiliary Chapters and to provide leadership and assistance. It is an advisory, not a supervisory, organization. The Chapters are self-directing and are bound only by the provisions of the Association Bylaws and Standing Rules. The Association acts as a clearinghouse for the Chapters, providing necessary services.

2. OFFICERS

The duties and responsibilities of the Association officers are found in the Association Bylaws, Article VII and in the Internal Operations Guide.

3. EXPENSES

The Chapters provide for the expenses of the Association by payment of fees and per capita dues. These payments cover regular services to the Chapters and Chapter members, the salary of the professional staff, the partial cost of publications and operating expenses incurred by the National Association.

4. HEADQUARTERS AND STAFF

The Association maintains administrative offices, a repository for Chapter and Association records, archives and history, resources and meeting facilities at its National Headquarters. On behalf of the Board of Directors, the Executive Director employs and supervises support staff for efficient management and growth of the Association.

5. PUBLICATIONS

a) THE NAJA *DIRECTORY*

The *NAJA Directory* contains the minutes of all sessions of the Annual Meeting; the names and addresses of all National Officers, National Committees, Directors, Chapter Support Coordinators and NAJA Staff; the names and addresses of officers and committee chairmen of the Chapters; a complete list of the members of each Chapter; and a yearly report of Chapter activities. A copy of the **Directory** is published annually.

b) *THE CROWNLET*

The Crownlet is the official magazine of the Association. It contains information about the Chapters and the Association.

c) THE *HANDBOOK*

The *NAJA Handbook* provides information on the history, program, administration and organization of the National Association of Junior Auxiliaries. All Provisional and Active members are required to have a current **NAJA Handbook**. The entire **Handbook** will be reviewed and updated every five years. In other years, updates to the Handbook will be made available electronically. It is the responsibility of the Chapter member to keep her copy of the **Handbook** current.

d) ELECTRONIC PUBLICATIONS

NAJA maintains a web site at www.najanet.org.

e) OTHER PUBLICATIONS

- | | |
|--|---------------------------------------|
| 1) Chapter President's Notebook | 6) Projects Manual |
| 2) Chapter Treasurers Manual | 7) Provisional Training Manual |
| 3) Child Welfare Manual | 8) Public Relations Manual |
| 4) Education Manual | 9) Recording Secretary Manual |
| 5) Membership Manual | 10) Admissions Manual |
| | 11) Model Chapter Constitution |

6. SYMBOL

The authorized symbol of the Association is the Crown. The five points on the Crown symbolize Charity, Youth, Health, Leadership, and Service. The Crown is worn in recognition of

the ideals of Junior Auxiliary. Items for sale bearing the symbols



, and/or



can only be authorized by the Executive Committee.



7. JEWELRY

Official Association jewelry consists of pins and charms in the shape of the NAJA Crown. NAJA jewelry may be purchased and worn by/for Active, Associate and Life members only. Jewelry may be purchased at Annual Meeting, Area Meetings, www.najanet.org or by mail order from Headquarters.

8. SERVICE ATTIRE

Junior Auxiliary Chapters must have standard service attire of either a smock, apron, t-shirt, or collared shirt that is light chambray blue in color.






For all shirts, the NAJA logo and "Junior Auxiliary of _____" (City with comma followed by state or parish) should be placed on front left chest in dark royal blue. The fonts should be used as follows: One the first line centered below the logo, "Junior Auxiliary" should be in Adelle Regular font, and "of" should be in Adelle Regular italicized font. On the second line centered below the logo, the Chapter's city/county/parish with comma followed by state should be in Adelle Regular font. Styling and spacing should match the National Logo. Any design of the chapter's choosing will be allowed on the back, as long as it only uses the NAJA colors of Classic Blue (PMS 287), Light Yellow (PMS 649), and Gray (PMS 7537).

For smock and apron designs, all instructions listed for the front of the shirt design should be followed, but the design should be at center chest.

All designs must be submitted to the Executive Committee for approval before ordering. These new designs should be adopted before the start of AEC 2022. Chapter members are encouraged to wear their service

attire at all service projects to promote and develop the NAJA brand among all Chapters and members. Basic aprons, t-shirts, and collared shirts in light chambray blue are available for purchase from the NAJA store. Service attire ordered from the NAJA Store does not require Executive Committee approval.

9. LOGO

The official Association Logo is . Variations of the logo include  ,  ,  , and  . These are the registered trademark of the National Association of Junior Auxiliaries, Inc. Items sold by Chapters using the logo must be approved by the Executive Committee. Other individuals or entities will be subject to a royalty fee.

10. The name of the Annual Meeting of the Association shall be called the NAJA Annual Education Conference (AEC), also known as Annual Meeting.

11. USE OF LOGOS/ARTWORK FOR BOTH SALEABLE AND NON-SALEABLE PURPOSE BY INDIVIDUAL CHAPTERS

Any items for sale by a Chapter bearing the NAJA official symbols, logo, or any AEC logo design or any likeness thereof must be authorized in advance by the NAJA Executive Committee. Chapters that do not obtain advanced authorization will be required to share with the Association a percentage of the profits from the sale of such items. Such a percentage would be determined by the NAJA Executive Committee. Chapters seeking approval must submit the request to the NAJA Executive Committee prior to purchase of the item by the Chapter.

Saleable items that could be considered service attire (e.g. t-shirts, polos, pull overs) that are available for purchase by other Chapters must have a disclaimer statement on the order form stating that the item was not approved by the NAJA Executive Committee to be used as service attire.

Any items for sale by the Chapter bearing the NAJA Foundation logo and property or any likeness thereof must be authorized in advance by the NAJA Foundation Board of Trustees. Chapters who do not obtain advanced authorization will be required to share with the Foundation a percentage of their profits from the sale of the item. Such percentage would be determined by the NAJA Foundation Board of Trustees. Chapters seeking approval must submit the request to the NAJA Foundation Board of Trustees prior to purchase of the item by the Chapter.

Chapters may not use the logos and themes created by another Chapter without that Chapter's written permission.

Chapters may not use a NAJA President's (either current or former) theme/artwork without permission from the Executive Committee. A mock-up of the item and its intended use should be submitted for approval.

NATIONAL ASSOCIATION
OF
JUNIOR AUXILIARIES, INC.



CONSTITUTION:
BYLAWS
STANDING RULES

A. BYLAWS

**NATIONAL ASSOCIATION OF JUNIOR AUXILIARIES, INC.
(A Non-Profit Corporation Chartered by the State of Mississippi)**

ARTICLE I

NAME

The name of this organization shall be the National Association of Junior Auxiliaries, Inc.

ARTICLE II

PURPOSE

The purpose of the National Association of Junior Auxiliaries, Inc., hereinafter referred to as the Association, is to unite in one body all the Junior Auxiliaries and members and to promote their individual purposes; 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.

ARTICLE III

MEMBERSHIP

A. Membership in the Association

SECTION 1. Composition

The membership of the Association shall consist of the individual Junior Auxiliary Chapters which have been accepted into membership in the manner hereinafter provided and who continue to comply with the provisions of these Bylaws and Standing Rules of the Association.

SECTION 2. Qualifications for Admission to Membership

To qualify for membership in the Association, the purpose of an organization must be the same as that stated in Article II of the Bylaws; and it must be entirely unconnected with, and independent of, any other organization. It must be on a financial basis satisfactory to the Association; must have an Active membership of at least fifteen; must be located in an area having a minimum population of seven thousand five hundred which lends itself to the program recommended by the Association; must adopt a constitution and bylaws which conform to requirements of the Association; must be incorporated by the Secretary of State; name of Chapter must be stated as Junior Auxiliary of _____, Inc.; must have 501 (c) (3) status with the Internal Revenue Service; and must use the classification "Provisional" as assigned by the Executive Committee until accepted into Active membership.

SECTION 3. Admission to Membership

Organizations which comply with the provisions of Article III, A, Section 2 and the Standing Rules of the Association may be elected to membership by the Association.

SECTION 4. Requirements for Active Chapters

To maintain membership in the Association an Active Chapter must have the same purpose as that stated in Article II of the Bylaws; and be a separate entity that is entirely unconnected with and independent of any other organization. It must be on a financial basis satisfactory to the Association; must have an Active membership of at least fifteen; must have a constitution, bylaws and standing rules which conform to requirements of the Association; must be incorporated by the Secretary of State; and must have 501 (c) (3) status with the Internal Revenue Service.

SECTION 5. Dues

Each Chapter shall pay per capita dues annually for each of its members with the exception of Life members. The manner and time of payment shall be described in the Association Standing Rules and Procedures. Each Chapter, shall pay annual National fees.

SECTION 6. Suspension or Withdrawal of Recognition

A Chapter may be suspended from membership, or recognition may be withdrawn, if the Board of Directors deems it to be in the best interest of the Association. A Chapter from which recognition has been withdrawn must discontinue use of the name "Junior Auxiliary" and take necessary legal steps to nullify its charter of incorporation and its 501 (c) (3) status. Information to assist with this procedure may be found in IV.POLICIES AND PROCEDURES: CHAPTERS E. INTERNAL OPERATIONS: CHANGING CHAPTER STATUS 2. Chapter Dissolution Procedures b. Steps Chapters should take to move forward with dissolution. NAJA shall hold the Charter, IRS Letter of Determination, and other important documents for Chapters on suspension.

B. Membership in the Chapter

SECTION 1. Classes of Membership

A woman who is at least twenty-one years of age may be considered eligible for membership. The classes of membership shall be as follows:

a. Provisional

Provisional members are those who are engaged in complying with the requirements for admission to Active membership and are not eligible to vote or hold office. Provisional members are required to serve a term of six months and to complete a Provisional course within this period. One extension of six months may be granted by the local Board in the case of a Provisional who, for unavoidable reasons, is unable to complete the course within the required time. Provisional members shall be required to complete Provisional education and training in a manner satisfactory to the local Board and in accordance with Association Provisional Training Manual, shall attend at least two-thirds of the regular Chapter meetings held by the Chapter during this period, and shall pay dues to the Chapter. All hours accrued by a provisional member shall be recorded as Provisional hours. These hours are kept separate from other classes of membership. Provisional membership information shall be electronically submitted to NAJA Headquarters within thirty days upon acceptance of the Provisional member.

b. Active

Active members are those who have completed the requirements for Provisional membership and have been admitted to Active membership by a two-thirds vote of the local Board. They shall be entitled to all the privileges and rights of membership, including the right to hold office and to vote, and are responsible for carrying out the activities of the Chapter.

(1) Requirements: To maintain membership in good standing, a member shall pay dues to the Association annually and shall obtain a minimum of twenty-four Service hours and twelve Education hours per year. For Education purposes, Chapter meetings shall count one hour each. A minimum of 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. Finance and Administration hour requirements shall be at the discretion of the Chapter. All hours shall be accrued under the supervision of and in a manner satisfactory to the local Board.

(2) Penalties: An Active member failing to fulfill the yearly requirements for membership forfeits that year of work accredited toward Associate membership eligibility.

(3) Privileges: a) Any member who, after having served a minimum of five Active years and having paid to the Association a total amount equal to ten additional years of current Associate dues, shall be absolved from further financial obligation. b) At the discretion of the local Board, a member may be temporarily excused from Active service.

c. Associate

Associate members are those who, while serving as Active members in good standing of a Provisional or Active Junior Auxiliary Chapter, have accumulated a minimum of five years of Active service and who desire to change membership classification. The member shall pay Associate dues. At the discretion of the Chapter, an Associate member may be accorded Associate Active status.

d. Life

Life members are those who, after having accumulated a minimum of five years of Active service, have paid to the Association a total amount equal to ten additional years of current Associate dues. At the discretion of the Chapter, a Life member may be accorded Life Active status.

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 the 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 the Active obligation and attain Associate status, the member must:

- (1) complete twenty-four 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 years to fulfill the requirements; and twelve Education hours per remaining year to fulfill the requirements;
- (2) pay Non-Resident dues to Chapter of record;
- (3) report Service and Education hours to Chapter of record.

Upon attaining Associate status, the member pays to the Association a total amount equal to ten (10) years of Associate dues to attain Life status.

SECTION 2. Transfer of Members

Any member in good standing who changes residence shall be permitted transfer privileges to a Chapter in the new locality. The right of transfer is an absolute right granted to members in good standing. The right of transfer granted in this section does not extend to a person who has been dropped or who has resigned from membership. Members shall take any additional training required by the Chapter to which they transfer. Transfer members shall not count toward any established Chapter quota. They are immediately welcomed into the new Chapter upon the receipt of individual records.

ARTICLE IV

MEETINGS

SECTION 1. Annual and Special Meetings

The Annual Meeting of the Association shall be held as near to April 30 as feasible on a date to be determined by the Executive Committee for the purpose of electing the Officers of the Association and transacting other business as may properly come before the meeting. If the Annual Meeting is not held at the specified time, a special meeting shall be called by the President for the same purpose as soon as possible. Special meetings of the Association may be called by the Board of Directors at any time they shall deem necessary for the interest of the Association. Area Meetings shall be held each year no later than October 31 for the purpose of conducting Association business and for member education.

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, the Annual, Area, and any specially called meetings of the Association shall be conducted through use of electronic meeting services designated by the NAJA Board of Directors that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of the votes. These electronic meetings shall be subject to all rules adopted by the Association to govern them, which may include any reasonable limitations on, and requirements for, members' participation. Any such rules adopted by the NAJA Board of Directors shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the Association. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote to be conducted by ballot.

SECTION 2. Notices

Written notice of the time, place and purpose of the Annual and Special Meetings shall be mailed to each Chapter no less than forty (40) days before the meeting.

SECTION 3. Delegates

Members of the Association Board of Directors, Chapter Support Coordinators and no more than three representatives from each Active Chapter in good standing shall serve as delegates to the Annual Meeting. Each delegate is entitled to one vote. National Officers, National Committee Chairmen, Directors, and Chapter Support Coordinators vote in their official capacity at Annual Meeting and may not vote as Chapter delegates. No delegate may vote by proxy.

SECTION 4. Quorum and Voting

At meetings of the Association, two-thirds of the delegates representing at least two-thirds of the member Chapters shall constitute a quorum. The voting body shall consist of the duly accredited delegates. If at any meeting no quorum is present, a majority may recess the meeting.

ARTICLE V

BOARD OF DIRECTORS

SECTION 1. Composition, Qualifications and Term

The management of the Association shall be vested in a Board of Directors, hereinafter referred to as the Board, consisting of the Officers of the Association, Directors and Chairmen of the Standing Committees. The NAJA Foundation Chairman shall serve as a non-voting member. Active, Associate and Life members in good standing of a Chapter shall be eligible to become a Director. A member shall not serve as a Chapter officer and Association Board member concurrently. The term of office shall be one year unless otherwise specified in these Bylaws or until a successor is designated. Directors may serve no more than six (6) consecutive years on the Board of Directors.

SECTION 2. Duties

The Board shall be responsible for the finances of the Association. The Board shall make recommendations to the delegate body regarding proposed amendments to the Bylaws and Standing Rules and shall generally manage the business and affairs of the Association. The Board shall determine the amount of surety bond for the Executive Director, Bookkeeper, Treasurer and President. Additional duties of the Board are delineated in the Policies of the National Association of Junior Auxiliaries, Inc.

SECTION 3. Committees

The Board may recommend the establishment of Standing Committees whose functions and powers shall be set forth in the Bylaws and shall approve all recommendations of the committee chairmen before they are presented to the delegate body.

SECTION 4. Meetings

The Board shall meet annually. Special meetings may be called by the President or by five members of the Board, provided written notice has been communicated electronically at least two weeks in advance for an in-person meeting and one week in advance for a meeting via secure electronic/remote means; Notice shall include time, place and purpose of the meeting. Any Board meeting may be held in person or conducted by one or more means of secure electronic communication which provide all Board members the opportunity for simultaneous aural and visual communication, if the number of members participating in the meeting would be sufficient to constitute a quorum. Participation in a meeting by electronic means constitutes presence in person at the meeting, provided the member may be seen and heard in real time.

SECTION 5. Quorum and Voting

Two-thirds shall constitute a quorum for a meeting of the Board. Matters shall be decided by a majority vote of the members present. A vote of the Board may be taken by verbal or written communication at the request of the President. Such votes shall have the force and effect of a vote taken at a meeting.

ARTICLE VI

EXECUTIVE COMMITTEE

SECTION 1. Composition

The President, First Vice-President, Second Vice-President, Third Vice-President, Marketing and Technology Vice-President, Recording Secretary, Treasurer and Ex-Officio of the Association shall constitute the Executive Committee.

SECTION 2. Duties and Powers

The Executive Committee shall have power to act for the Board in the interim between meetings of the Board and shall report to the Board business transacted by the Committee. They shall employ the services of an Executive Director. They shall have the right to delegate authority to the Executive Director to execute the policies and program of the Association and to employ and prescribe the duties of all other professional personnel. They shall provide for the annual audit of Association books by a certified public accountant. They shall confirm appointments to Standing Committees. They shall determine the specific dates of the Board meetings. These and additional duties of the Executive Committee are delineated in the Policies of the National Association of Junior Auxiliaries, Inc.

SECTION 3. Meetings

There shall be four regular meetings of the Executive Committee each year, one of which, the organizational meeting, shall be held immediately after the close of the Annual Meeting. The other meetings shall be held during the summer, in November and immediately preceding the Annual Meeting. The President may call special meetings provided written notice of time, place and purpose of the meeting has been *communicated electronically at least one week prior to the date of the meeting; may be conducted in-person or via secure electronic/remote means.; Any Executive Committee meeting may be held in person or conducted by one or more means of secure electronic communication which provide all members the opportunity for simultaneous aural and visual communication, if the number of members participating in the meeting would be sufficient to constitute a quorum. Participation in a meeting by electronic means constitutes presence in person at the meeting, provided the member may be seen and heard in real time.*

SECTION 4. Quorum and Voting

A majority shall constitute a quorum for a meeting of the Executive Committee. Matters shall be decided by a majority vote of the members present. A vote of the Committee may be taken by verbal or written communication at the request of the President. Such votes shall have the force and effect of a vote taken at a meeting.

ARTICLE VII

OFFICERS

SECTION 1. Association Officers

There shall be a President, First Vice-President, Second Vice-President, Third Vice-President, Marketing and Technology Vice-President, Recording Secretary, Treasurer and an Ex-Officio.

SECTION 2. Eligibility

Candidates for Association office must at the time of election have a minimum of two years Active service and have served as a Chapter officer or Committee Chairman, a National committee member, a member of the Association Board or a Chapter Support Coordinator. Candidates for the office of NAJA First Vice-President must have served on the Association Board for a minimum of one year at the time of election. Active, Associate and Life members in good standing of a Chapter are eligible to become officers.

SECTION 3. Nomination of Officers

The National Nominating Committee shall be composed of the Ex-Officio and four members elected at large by and from the Board and six current Chapter Presidents selected by alphabetical rotation within the geographic regions. In the event that the required number of Chapter Presidents cannot serve, the Chapter Ex-Officios will be eligible to serve. In the event that the required number of Board members cannot serve on the National Nominating Committee, the NAJA Board shall elect the remaining number of representatives first from the Chapter Support Coordinators and then from the NAJA Standing Committee members. The Association President and First Vice-President shall not serve on the Nominating Committee.

The National Nominating Committee shall meet and propose a single slate of candidates for office. The candidate slate information will be sent to all Chapters and Board members with the Call to Annual Meeting. Nominations may be made from the floor following the report of the Nominating Committee. All candidates for national office must be present at the Annual Meeting.

Chapters shall be provided a standard set of Candidate Data/Chapter Endorsement forms to submit to the National Nominating Committee. Criteria for the Nominating Committee to consider in developing the slate shall include but are not limited to: service to Chapter; NAJA service/experience; community involvement; special skills; geographic location; and leadership ability.

Names of all candidates, together with a brief statement of the experience and qualifications of each, shall be posted by the National Nominating Committee Chairman no later than the night preceding the opening of the polls.

The Board shall determine the hours the polls will be open. A majority of all qualified votes cast shall constitute an election.

SECTION 4. Election and Term

The First Vice-President, Third Vice-President, Marketing and Technology Vice-President, Treasurer, and Recording Secretary shall be elected at the Annual Meeting. The Ex-Officio, President, and Second Vice-President assume their offices as constitutionally provided. In the event of a contested election, the election shall be by written ballot. The term for each respective office shall be one year or until a successor is elected. The Treasurer, Marketing and Technology Vice-President and Recording Secretary may be re-elected for one additional term, and shall not serve more than two years consecutively.

SECTION 5. Vacancies

Vacancies shall be filled by appointment of the President with the approval of the Executive Committee, except a vacancy in the office of the First Vice-President. The President shall call a meeting of the Association Board for the purpose of electing a First Vice-President to fill the vacancy of this office.

SECTION 6. Compensation/Work Requirements

No salary shall be paid to any officer of the Association for the execution of the duties of the office. Officers are released from work requirements of the local Chapters during the term of office. Hours spent in carrying out Association duties may be credited to the individual Chapter of record.

SECTION 7. Duties of Officers

a. President

The President is the chief executive officer of the Association. The President shall have general direction of the affairs of the Association, shall preside at all meetings of the Association, the Board and the Executive Committee and shall make a report on the work of the Association at the Annual Meeting. The President shall appoint the personnel of all special committees and committee vacancies, subject to the approval of the Executive Committee; shall be ex-officio member of all committees except the NAJA Nominating Committee and shall see that orders and resolutions of the Board or Executive Committee are carried into effect.

b. First Vice-President

The First Vice-President, in the absence of the President, shall perform the duties and exercise the powers of the President and shall perform any other duties assigned by the Board or Executive Committee. The First Vice-President shall become President the following year. The First Vice-President shall make appointments to Standing Committees, appoint Chapter Support Coordinators, and designate committee chairmen within the three month period prior to assuming the office of President, subject to the approval of the Executive Committee. The First Vice-President shall not make Nominating Committee appointments.

c. Second Vice-President

The Second Vice-President shall perform the duties of the President in the absence of both the President and the First Vice-President. The Second Vice-President shall supervise the arrangements of the Annual Meeting.

d. Third Vice-President

The Third Vice-President shall perform the duties of the President in the absence of the President, the First Vice-President and the Second Vice-President. The Third Vice-President shall serve as Area Meeting Chairman, conduct Annual Meeting Registration and become Second Vice-President the following year.

e. Marketing and Technology Vice-President

The Marketing and Technology Vice-President shall coordinate the internal and external promotion of the Association, work with community partners, and secure advertisers for **The Crownlet**. The Marketing and Technology Vice-President shall serve as the Chairman of the Marketing and Technology Committee.

f. Recording Secretary

The Recording Secretary shall keep the minutes and the roll of the meetings of the Association, the Board and the Executive Committee. The Recording Secretary shall send notice of the Annual Meeting to every Chapter at least forty (40) days prior to the first day of the meeting.

g. Treasurer

The Treasurer is the chief financial officer of the Association and shall have general supervision of all funds and securities of the Association. The Treasurer shall report the financial condition of the Association at each meeting of the Association, the Board and the Executive Committee and at any other time upon request of the President; shall make certain that NAJA Headquarters sends a

statement of dues to the Treasurer of each Chapter within one month prior to the date when dues are payable; shall serve as Treasurer of the NAJA Scholarship Program; shall perform or cause to be performed all acts pertaining to the position of Treasurer, subject to control of the Executive Committee. In the absence of the Executive Director, the Treasurer shall disburse funds upon receipt of signed bills. The Treasurer shall serve as Chairman of the Finance Committee.

h. Ex-Officio

The Ex-Officio is the immediate Past President of the Association; serves as Chairman of the National Nominating Committee and as Chairman of the Crown and Gavel. The Ex-Officio shall serve as Credentials Chairman of the Annual Meeting to examine and approve the credentials of the delegates and shall report a correct list of delegates present at the Annual Meeting; shall submit a list of qualified voters to the Tellers Committee no less than two hours prior to the opening of the polls.

ARTICLE VIII

REGIONS

SECTION 1. Geographical Divisions

The Chapters of the Association shall be divided into Regions for the purpose of encouraging interchapter relations, holding periodic conferences and receiving instruction.

SECTION 2. Directors

A Director to represent each Region shall be appointed by the NAJA First Vice-President from one of the Chapter Support Coordinators per Region for a term of one year. The term of the Director begins at the close of Annual Meeting.

a. Duties

The Director shall represent the Chapters and shall serve on the Association Board.

b. Vacancies

In the event of a vacancy in the position of Director, the President shall appoint a successor, subject to the approval of the Executive Committee. The Director so appointed shall serve for the remainder of the unexpired term.

c. Compensation/Work Requirements

No salary shall be paid to any Director of the Association for the execution of the duties of the position. Directors are released from work requirements of the local Chapter during the term of office. Hours spent in carrying out Association duties may be credited to the individual Chapter of record.

SECTION 3. Chapter Support Coordinator

Chapter Support Coordinators shall be appointed for two-year terms in each Region. The number of Chapter Support Coordinators per Region shall be determined by the Executive Committee.

a. Eligibility

A Chapter Support Coordinator must at the time of appointment be an Associate or Life member and have served as a Chapter officer or committee chairman, a National Committee member, or a member of the Association Board.

b. Term

The Chapter Support Coordinator serves for a term of two years and may be reappointed.

c. Duties

The Chapter Support Coordinator will provide information, resources and support for the Chapters.

The Chapter Support Coordinator shall evaluate annually the Annual Standard Review and Constitution for each Chapter.

d. Vacancies

In the event of a vacancy in the position of Chapter Support Coordinator, the President shall appoint a successor, subject to the approval of the Executive Committee. The Chapter Support Coordinator so appointed shall serve for the remainder of the unexpired term.

e. Compensation/Work Requirements

No salary shall be paid to a Chapter Support Coordinator of the Association for the execution of the duties of the position. Hours spent in carrying out Association duties may be credited to the individual Chapter of record.

ARTICLE IX

COMMITTEES

SECTION 1. Standing Committees and Chairmen

Each Standing Committee shall consist of a chairman together with such additional members, and a minimum of two committee members. Other members may be added as deemed necessary. Committee appointments are made by the First Vice-President within the three month period prior to assuming the office of President, subject to the approval of the Executive Committee. Vacancies shall be appointed by the President, subject to the approval of the Executive Committee. Standing Committee members shall be released from the work requirements of the local Chapters. All hours spent in carrying out Association duties may be credited to the individual Chapter of record. Committee Members serve a three year term, unless they are filling a vacancy on the committee. Those appointed to fill a vacancy will serve the remaining time left on that term.

a. Education Committee

The Education Committee augments the program of service of the Association by providing educational support for areas of concern to NAJA members and others.

b. Finance Committee

There shall be a Finance Committee whose function shall be to assist with financial matters of the Association. It shall be composed of the NAJA President, First Vice-President, Treasurer, Ex-Officio, Executive Director, and three appointed committee members. The Treasurer shall serve as Chairman of the Finance Committee.

c. Marketing and Technology Committee

The Marketing and Technology Committee enhances the public image of the Association by interpreting NAJA programs through all possible channels; promotes the overall public relations of the Association and of the Chapters; *reviews The Crownlet* prior to publication; compiles the National scrapbook; and attends and conducts public relations seminars. Committee members serve a three year term.

d. Scholarship Committee

There shall be a Scholarship Committee whose function shall be to select the recipients of the Association scholarships and manage the NAJA Scholarship Program.

e. Membership Committee

There shall be a Membership Committee whose function shall be to develop membership programs that benefit our Chapters and Association.

f. Child Welfare Project Committee

There shall be a Child Welfare Committee whose function shall be to review all Child Welfare projects identified by Chapters and determine compliance with the NAJA standards for Child Welfare Projects. The NAJA First Vice President shall serve as Chairman of the Child Welfare Committee.

SECTION 2. Special Committees

Special committees shall be established by the Executive Committee who shall designate powers and terms of the committee appointments.

Special committees shall be established by the Executive Board who shall designate scope and parameters of each committee. Membership shall be appointed by the NAJA President and ratified by the Executive Committee.

a. Constitution Committee

A Constitution Committee of no more than seven should be established for the full review of the NAJA Handbook and Model Chapter Constitution at least every five years. The committee membership should reflect a varied representation of all areas of NAJA. The Recording Secretary shall attend all meetings of the Constitution Committee to record minutes. The Ex-Officio shall serve as a member of this committee.

b. Long Range Planning Committee

A Long Range Planning Committee shall be held to supplement goals and strategy planning by the NAJA Board of Directors at least every six years. Subcommittees shall be formed in the areas of Finance, Chapter Support and Development, Branding and Marketing, Technology, and Membership with additional subcommittees added as needed.

SECTION 3. Alternative Methods for Meetings

Committee meetings may be conducted by secure electronic means that provide for members to be seen and heard in real time. Participation in a meeting by electronic means constitutes presence in person at the meeting, provided the member may be seen and heard in real time.

ARTICLE X

FOUNDATION

The National Association of Junior Auxiliaries Foundation is an organization under the umbrella of the National Association of Junior Auxiliaries, Inc. The purpose of the Foundation is to receive, solicit, accept, and hold, administer, invest, and disburse any and every kind of property for such educational, charitable, and service activities that support the purpose of the National Association of Junior Auxiliaries, Inc.

ARTICLE XI

FISCAL POLICIES

SECTION 1. Fiscal Year

The fiscal year of the Association shall be July 1 through June 30. For reporting purposes, the Chapter fiscal year must end no later than April 30.

SECTION 2. Audit

The books of the Association shall be audited annually by a certified public accountant.

SECTION 3. Bonding

All agents and persons handling Association funds shall be bonded.

Section 4. Indemnification Clause

Each member of the Board of Directors of the Association or Corporation now or hereafter serving as such, shall be indemnified by the Association or Corporation against any and all claims and liabilities to which she has or shall become subject by reason of serving or having served as such officer or director, or by reason of any action alleged to have been taken, omitted, or neglected by her as such officer or director; and the Association or Corporation shall reimburse each such person for all legal expenses reasonably incurred by her in connection with any such claim or liability; provided, however, that no such person shall be indemnified against, or be reimbursed for any expense incurred in connection with, any claim or liability arising out of her failure to discharge her duties in accordance with her good faith belief that she is acting in the best interest of the Association or Corporation.

ARTICLE XII

PARLIAMENTARY AUTHORITY

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 Association.

ARTICLE XIII

AMENDMENTS

These Bylaws may be amended at the Annual Meeting or at any special meeting of the Association by a two-thirds vote of the delegates present and voting. Any proposed amendment, or a summary thereof, must be set forth in the notice of the meeting. Amendments may be proposed by the Board, or to the Board by an Active Chapter, or by a special committee appointed for that purpose which has furnished the Board with a written copy of the proposed amendment at least forty (40) days prior to the meeting at which action on such amendment is to be taken.

ARTICLE XIV

DISSOLUTION

Upon the dissolution of this corporation, no part of its funds or properties shall be distributed to, or shall inure to the benefit of, any member, trustee, director, officer or other private person; but, after its debts and obligations have been paid or adequate and proper provision made therefore, all of the remaining assets of this corporation shall be distributed exclusively for the charitable purposes of the corporation in such manner as the members thereof may determine by appropriate vote, or to and among such organization or organizations, as the members may determine, which are 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 1954 (or for the corresponding provision of any future United States Internal Revenue Law).

ARTICLE XV

STANDING RULES

The Association may establish Standing Rules which are standards for the conduct of the affairs of the Association, the Chapters and Junior Auxiliary members. The Standing Rules may be amended at the Annual Meeting or at any special meeting of the Association by a majority vote of the Chapters present if notice of the proposed action was given in the call for the meeting. Without prior notice, the Standing Rules may be amended or rescinded by a two-thirds vote. At any Annual Meeting the Standing Rules may be suspended by a majority vote.

B. STANDING RULES

I. ASSOCIATION

A. Authority

The Association shall act in an advisory capacity to the Chapters except as otherwise stated in the Bylaws adopted pursuant thereto. It shall have the right to protect all Chapters from action by one Chapter which may adversely affect the program, standing, or fundraising of other Chapters.

B. Executive Director

The Executive Director shall be responsible to the Executive Committee and shall report regularly to the Executive Committee and to the Board; shall have the care and custody of all funds and securities of the Association and shall deposit same in such banks as the Treasurer and President may designate; shall disburse funds only upon receipt of original statements; and attend all Annual, Area, Board and, Committee Meetings, with the exception of the Nominating Committee.

C. Fundraising and Contributions

The Association shall not act for others as a fund-raising agent. The National Association shall not make financial contributions to individuals, other organizations, or agencies. Financial support may be rendered for direct services.

The Association shall not recommend the exclusive use of a specific commercial product or the services of a specific commercial concern. The Junior Auxiliary membership list shall not be made available for commercial purposes or for the purpose of solicitation.

D. National Projects

The NAJA Scholarship Program is designated the National Service Project.

II. CHAPTERS

A. Reinstatement of Associate Members Dropped for Non-Payment of Dues

Associate members dropped for non-payment of dues may be reinstated upon payment of a minimum of current year Associate dues.

B. Transfer of Members

The President of the Chapter from which a transfer is made shall be responsible for transferring the information regarding the membership record. The President shall certify that the transferring member is in good standing and shall then be responsible for forwarding the transfer information to the President of the Chapter to which the transfer is made. Transfers shall be accepted by the Executive Board of any Chapter unless the member has no right to transfer under Article III of the Association Bylaws. The right of transfer is an absolute right granted to members in good standing. Transfer members shall not count toward any established Chapter quota. They are immediately welcomed into the new Chapter upon the receipt of individual records.

C. Program of Service

In developing the Program of Service the Chapters shall consider: Community resources, community needs, and effective ways of meeting these needs. Chapters shall undertake those activities which enhance community services and resources, and also continue the education and training of its members in volunteerism and public service.

A project is a planned undertaking in the fields of Welfare, Health, Recreation, Culture, or Education for which the Auxiliary has some part of financial or administrative responsibility. **All projects undertaken by the Chapter must be voted upon by the Chapter membership.** The Chapter may engage in as many eligible projects as is consistent with efficiency and effectiveness. **Each Chapter must engage in at least one Child Welfare Project for which the Chapter has full administrative responsibility.**

Eligibility of projects shall be determined by the Purpose in the Articles of Incorporation. An eligible project must be interpreted as being such activity as benefits the community, is within the Chapter's field of service, is suited to the volunteer abilities of the Chapter members, and has sufficient support of the Chapter members. **Adoption of or participation in projects sponsored by other religious, school, or civic organizations should be kept to a minimum. The majority of all projects should be under the full administrative responsibility of the Chapter. Chapter involvement in any political activity is prohibited.**

III. MINIMUM STANDARDS

- A. The Minimum Standards adopted by the Association are required of Chapters, the observance and enforcement of which are the responsibility of the Chapter and its officers. The Association is obligated to point out apparent deviations from these standards, but the responsibility for constant self-evaluation rests with the Chapter and not with the Association.

In order to meet the Association Minimum Standards, each Active Chapter shall:

1. Be a separate entity that is entirely unconnected with and independent of any other organization.
2. Be incorporated by the Secretary of State.
3. Have 501 (c) (3) status with the Internal Revenue Service
4. Have a Constitution, Bylaws and Standing rules which conform to the requirements of the Association.
5. Have the same purpose as stated in Article II of the Bylaws of the NAJA Constitution.
6. Include in the Chapter Bylaws a definition of the program of service, eligibility, and requirements of projects as found in the Association Standing Rules.
7. Require that each member meet the requirements of a specific class of membership as stated in Article III, Section B of the Bylaws.
8. Have an Active membership of at least fifteen members.
9. Be on a financial basis satisfactory to the Association.
10. Engage in at least one Child Welfare Project for which the Chapter has full administrative responsibility. All Child Welfare Projects shall bear the designation "-an NAJA Child Welfare Project."
11. Keep permanent records concerning all Junior Auxiliary activities of its members.
12. Pay dues annually for each member with the exception of Life members. All dues shall be paid to the Association by July 15.
13. Keep Chapter books and accounts in accordance with sound accounting principles, distribute a statement of these accounts at each regular Chapter meeting or electronically prior to each regular Chapter meeting. File a Form 990 Series or extension with the Internal Revenue Service by September 15. A copy of Form 990 Series filing confirmation or extension filing confirmation must be electronically submitted to Headquarters by October 15. If an extension

is filed, a copy of the 990 Series filing confirmation must be electronically submitted to Headquarters **prior** to the appropriate IRS deadline.

14. Send an Active member as a representative to Area Meeting and Annual Meeting, including the Business Meetings, each year. Failure to comply for two consecutive years without an excuse deemed adequate by the Executive Committee may be considered cause for termination of membership in the Association.
 15. Submit an Annual Standards Review according to the guidelines provided by the Association.
 16. Send an electronic version of the current Chapter Constitution, Bylaws, Standing Rules, and Policies and Procedures, to the NAJA office by May 15 of each year.
- B. All Chapters falling below Minimum Standards shall be reported by the Executive Director to the Board of Directors with a statement concerning status of each Chapter in a four-year procedure.

The Executive Director shall notify a Chapter by letter when an infraction causes the Chapter to fall below Minimum Standards. This notification shall be submitted immediately after the status has been determined with copies of the letter forwarded to the Board.

The procedure for enforcing Minimum Standards begins on May 1, following receipt of notification from the Association and shall be as follows:

1. The first year a Chapter falls below Minimum Standards the Executive Director sends notification to the Chapter concerning the deviation(s). An Advisor shall be assigned if the Board of Directors deems necessary, or upon request by the Chapter.
2. The second year a Chapter falls below Minimum Standards the Chapter has no vote, provided the standard not met is the same not met the previous year and continues with an Advisor if necessary. If a Chapter is below Minimum Standards on membership, the Board reserves the right to allow that Chapter a continued vote.
3. The third year a Chapter falls below Minimum Standards the Chapter has no vote and continues with an Advisor if necessary.
4. The fourth year a Chapter falls below Minimum Standards, the Executive Director may recommend to the Board of Directors that the Chapter be placed on probation.
5. If a Chapter continues to fall below Minimum Standards with no improvement, the Board of Directors will revoke the charter.

IV. FINANCIAL POLICIES

A. Association

1. All adjustments of expense not originally included in the budget shall be approved by the Executive Committee. The designated reimbursable expenses incurred by the Association officers shall be paid by the Association.
2. The Association shall not advance or contribute any funds to Chapters or to individual members of Chapters, or make any special financial arrangement with any Chapter. No fees, dues, or assessments other than those provided in the Bylaws and Standing Rules shall be charged to Chapters or Chapter members except registration fees.

B. Chapters

1. Based on NAJA membership records at Headquarters as of May 15, Active Chapters shall pay by July 15 membership dues of \$65.00 per annum per capita for all Active (including members on leave of absence), Non-Resident and Sustaining members. Associate dues are \$35.00 per annum per capita.
2. Life members shall not be required to pay Association dues.

3. Active Chapters shall pay an annual Association fee of \$300.
4. Any Chapter in arrears shall stand suspended until all delinquent dues are paid and shall not be entitled to representation at any meetings of the Association. No fees shall be refunded to a Chapter. Any Chapter which is released at its own request, resigns from the Association, or dissolves, must pay all fees for the current year.
5. Every year each Chapter President and Chapter Treasurer shall be instructed as to the implications of 501 (c) (3) status.
6. All Chapters shall be instructed annually regarding Standing Rules 1A and 1C.
7. Chapters shall notify Headquarters if they are to be audited by the IRS or any state and/or local taxing authorities.
8. Active Chapters shall pay a \$10 technology fee per Active (including members on leave of absence), Non-Resident and Sustaining member.

V. ADMISSION OF APPLYING ORGANIZATIONS

A. Application

Any organization qualified under the terms of Association Bylaws, Article III, Section 2, desiring admission as a member of the Association, shall furnish the Association information concerning the group and the community on an informational questionnaire supplied by the Association.

B. Provisional Chapters

1. An organization having filed provisional papers and having approval of the NAJA Executive Committee and Board of Directors shall begin its affiliation with the Association as a Provisional Chapter.
2. A Provisional Chapter shall have all the privileges of an Active Chapter with the exception of the vote. It shall be subject to an annual review. The review shall consider such matters as personnel, administration, activities and educational programs of the applicant and whether its Constitution and Bylaws, financial structure, placement or hour system, training course, requirements and projects conform to the standards of the Association. A report shall be made by the Advisor to the Chapter Development Coordinator to present to the NAJA Executive Committee and Board of Directors. This Chapter shall be incorporated and shall hold 501(c) (3) classification with the Internal Revenue Service.
3. The President will notify a Chapter in writing of any changes in status granted by the NAJA Executive Committee and Board of Directors. All applicants for Active membership in the Association shall be represented at the Annual Meeting.
4. Final action with the regard to Provisional Chapters shall be granted by the Executive Committee and Board of Directors.
5. The President or an appointed official shall present a Charter to the Chapter, which, unless revoked, shall be evidence of its membership in the Association.

C. Financial

1. A non-refundable provisional member fee shall accompany the provisional papers filed with the Executive Director.
2. A Provisional Chapter shall pay annual Association fees and per capita membership dues as designated in the NAJA Admissions Manual.
3. The Association may charge an additional sum to cover actual costs of any visits other than the customary inspection, orientation and follow-up visits usually considered sufficient during the probationary period.

NATIONAL ASSOCIATION
OF
JUNIOR AUXILIARIES, INC.

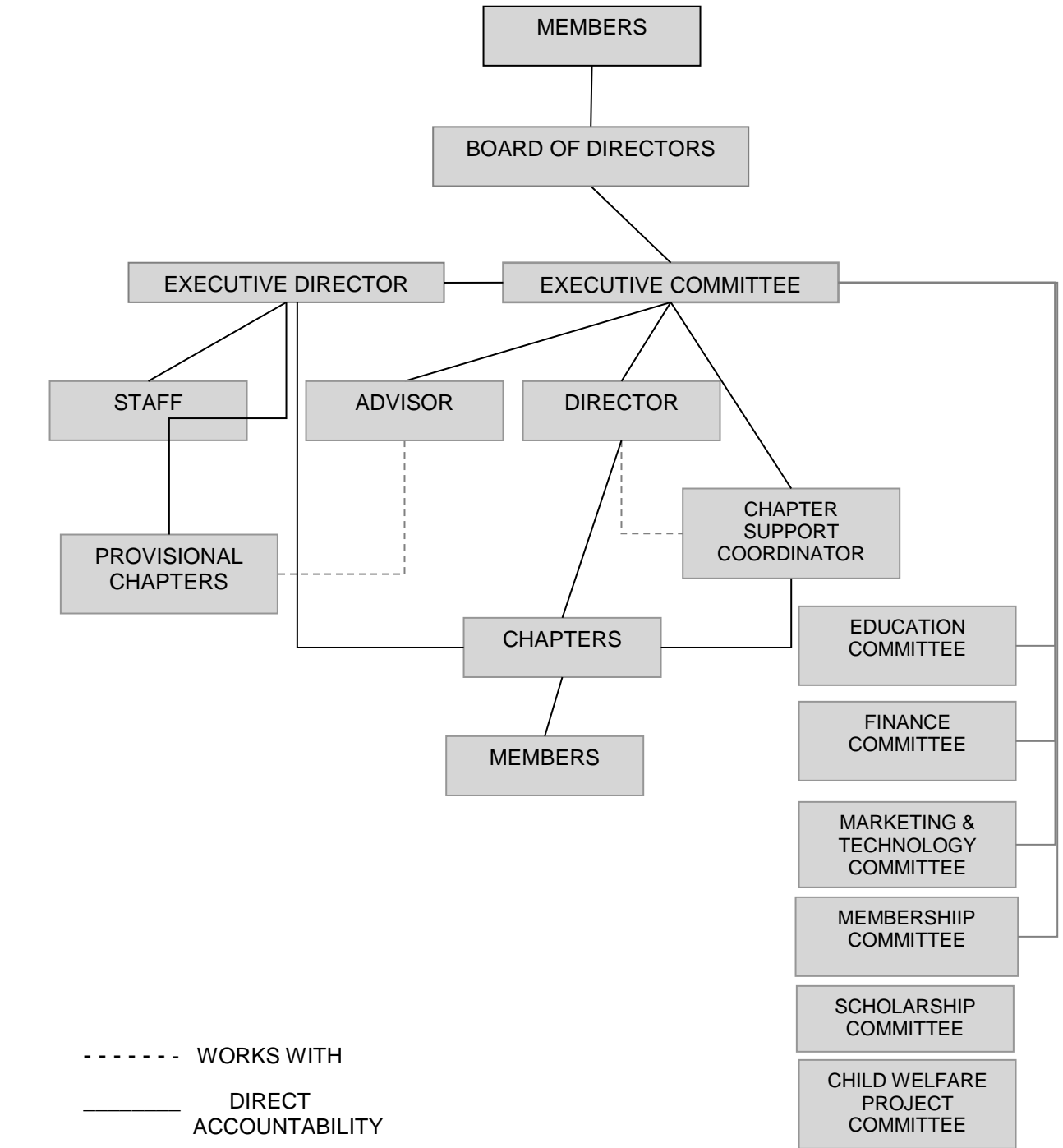


POLICIES AND PROCEDURES

A. INTERNAL OPERATIONS: MANAGEMENT

1. Organizational Chart:

The operation of the National Association of Junior Auxiliaries, Inc. is executed through the team management approach, with the Executive Committee, Board of Directors, Executive Director and individual officers and Directors sharing management responsibilities.



2. The Role of the Executive Committee:

Association officers are elected to conduct the business of the Association between Annual Meetings. Bylaws and Standing Rules are adopted by the Chapters for the guidance of the Association and its Officers.

The Executive Committee is responsible for the day-to-day management policies of the Association. In turn, the Executive Committee delegates the authority to the Executive Director to execute the policies and programs of the Association.

Other Executive Committee responsibilities include:

- a) The power to act for the full Board of Directors in the interim between meetings.
- b) The responsibility of the employment of the services of an Executive Director.
- c) The duty to provide for the annual audit of Association books by a certified public accountant.
- d) The right to ratify all appointments.
- e) The authority to initiate and entertain proposals for constitutional change.
- f) The responsibility for preliminary planning, setting agendas and presenting Association matters to the Board of Directors.
- g) The duty to report semi-annually to the Board of Directors all actions transacted by the Executive Committee.
- h) The responsibility to assign Chapters to a Region.
- i) The responsibility to approve the date and place of the Annual Meeting.
- j) The authority to approve the use of the Crown(s) and/or logo(s) on saleable items.
- k) The authority to approve the use of any NAJA AEC and NAJA President's themes/artwork for both saleable and non-saleable items. The Executive Committee shall consult the owner of the theme/artwork whenever possible.
- l) The authority to grant Sustaining Membership in NAJA.

The Executive Committee has the authority to address problems needing immediate resolution as well as long-term proposals and revisions.

3. The Role of the Board of Directors:

The Board of Directors is responsible for the year-to-year management policies of the Association. The Board makes recommendations to the delegate body regarding proposed amendments to the Association Bylaws and Standing Rules and is responsible for all major decisions and policies regarding Association finances.

The members of the Board of Directors will be apprised on an annual basis of their financial and legal responsibilities and liabilities as a Board member.

Other duties of the Board of Directors include:

- a) To maintain proper balance among the interests of the membership, staff, service recipients and the general public.
- b) To conduct long-range planning based on the intent, purpose and the general course of the membership.
- c) To fill the office of the First Vice-President in the event of a vacancy.

- d) To set polling hours for elections at Annual Meeting.
- e) To approve any unbudgeted expenditure in excess of \$3,000.00.

Major financial decisions and policies, proposals requiring constitutional change and recommendations that impact the long-term direction of the Association require the approval of the Board of Directors.

4. The Role of the Executive Director:

The Executive Director is employed by the Executive Committee and is the principal administrative officer of the Association. The Executive Director provides professional organizational management for the program, committee activities and internal operations of NAJA and executes the policies and programs of the Association. The Executive Director employs and prescribes the duties of all other professional personnel and staff.

The Executive Director serves in an advisory capacity to all individual members of the Executive Committee and Board of Directors as they seek to carry out their responsibilities in the administration of NAJA. The Executive Director implements policy as directed by the Executive Committee and Board of Directors according to the guidelines set out in the Bylaws and Standing Rules of NAJA.

Other specific duties of the Executive Director are outlined in the job description of the Executive Director.

5. The Role of Individual Officers and Board Members:

The administrative responsibility of the individual officer or Board member varies and depends upon the office held and additional assignments delegated by the Executive Committee and/or Board of Directors. Officers/Board members assume the duties at the close of the Annual Meeting at which they are elected. Officers/Board members hold office for a term of one year or until successors are elected.

The following are general duties of all Board Members:

- a) To be completely familiar with and uphold the principles set forth in the Association Bylaws and Standing Rules and the ***NAJA Handbook***.
- b) To review all information in the officer and Board member files and all notebooks.
- c) To prepare for and attend all meetings of the Executive Committee and/or Board of Directors.
- d) To compile written reports to the President and Executive Director semi-annually in October and April.
- e) To complete all assignments thoroughly and promptly.
- f) To respond to all correspondence and other communications in a courteous and timely manner.
- g) To copy all significant correspondence to the NAJA President, NAJA First Vice-President, NAJA Executive Director and to any other officer, Board member, or Chapter Support Coordinator for whom the information is necessary.
- h) To consider the business matters of NAJA to be privileged and confidential information. It is the duty of the NAJA President to inform the Chapters, Committees and others of the decisions and actions of the Executive Committee and Board of Directors.
- i) To understand that the business of the Executive Committee and Board of Directors is determined by majority vote and that the decision reached is the policy for the entire body.
- j) To work in a cooperative manner with other officers, Board members, Executive Director and staff in the execution of the business of NAJA.
- k) To report hours of service to the Association to the Chapter of record.

- l) To uphold the commitment specified in the Volunteer Service Contract and/or the job description of the individual office.
- m) To be fiscally responsible.
- n) To provide the Chapters with the highest quality of services from the Association.
- o) To write articles for ***The Crownlet*** as assigned.
- p) To attend the mandated Board of Directors training session. Those members not attending the mandated training session may be asked by the President to tender their resignation.

6. **Code of Ethics:**

Each NAJA Volunteer acts as a representative of the entire Association. The demeanor, appearance and behavior of each NAJA Volunteer is a direct reflection on the Association as a whole.

The individual political, religious and philosophical ideology of the NAJA Volunteer does not impact on the administration of the business affairs of NAJA. Further, personal likes, dislikes, disappointments, frustrations and resentments are not allowed to enter into or alter the context of meeting materials and are not to be used in private conversation in order to alter the course of NAJA business.

Since the duties detailed in the job descriptions often overlap, communication and cooperation among NAJA Volunteers are vital elements for the effective administration of duties. Flexibility and cooperation among NAJA Volunteers, professional personnel and staff are essential tools for the success of the team management approach employed in the operation of the National Association of Junior Auxiliaries, Inc.

Should any NAJA Representative violate the NAJA Code of Ethics, violate confidentiality of privileged information (outside of NAJA whistleblower policy) or demonstrate characteristics unbecoming of a NAJA member, the infraction will be presented to and reviewed by the Executive Committee. If the Executive Committee deems the Representative's removal is warranted, the Executive Committee will bring it before the Board of Directors for a vote. The NAJA representative will be immediately removed from her position after consent from the Board of Directors. Removal of any NAJA Representative due to a violation in the Code of Ethics shall render her unable to serve in future NAJA positions for at least two years.

7. **Officers and NAJA Representatives**

a) **PRESIDENT**

- 1) **TERM OF OFFICE**
One-year term of office after having served as First Vice-President. Shall not serve as a Chapter officer and Association Board member concurrently.
- 2) **DUTIES**
 - (a) Plan and conduct work of the Association for the year with the assistance of the Executive Director and Board of Directors.
 - (b) Plan Executive Committee Meetings.
 - (c) Plan Board of Directors meeting with the Executive Committee.
 - (d) Work with and assist all NAJA volunteers.
 - (e) Make appointments to special committees and fill vacancies on standing committees, subject to ratification by the Executive Committee.

- (f) Make appointments of advisors, subject to approval of the Executive Committee.
- (g) Request the resignation of an appointed NAJA representative if said member is not performing her duties.
- (h) Plan and conduct Incoming Chapter Presidents Workshop at Annual Meeting.
- (i) File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively.
- (j) Send a monthly report of the actions of the Executive Committee to the Board of Directors.
- (k) Prepare, together with the Recording Secretary, a list of actions taken by the Board of Directors for the Annual Report to the delegate body.
- (l) Serve as a member of the Finance Committee.
- (m) Conduct Annual Performance Review of the Executive Director with the First Vice-President, Ex-Officio and Treasurer.
- (n) Present the Annual Report of the Board of Directors at the Business Meeting during Annual Meeting, and submit two copies to the Recording Secretary.
- (o) Appoint a special committee to approve the minutes of Sessions of the Annual Meeting, subject to approval of the Executive Committee.
- (p) Ensure that Chapters are advised annually on the implications of the Internal Revenue Service 501 (c) (3) status.
- (q) Ensure that Chapters are advised annually on NAJA Standing Rules 1A and 1C.
- (r) Serve as a member of the Board of Trustees of the NAJA Foundation.
- (s) Conduct training of Chapter Support Coordinators.
- (t) Serve as Ex-Officio to all committees, except Nominating Committee.
- (u) Ensure all records are uploaded and current, and access has been transferred to successor.
- (v) Review and update the Chapter President's manual annually.

3) TRAVEL

- (a) Attend all Area Meetings.
- (b) Attend all meetings of the Executive Committee, Board of Directors, Chapter Support Coordinators, NAJA Foundation and all other committee meetings, except the Nominating Committee.
- (c) Attend Annual Meeting.
- (d) Attend mandatory training of Board of Directors and Chapter Support Coordinators.

b) FIRST VICE-PRESIDENT

1) TERM OF OFFICE

Elected for a term of one year. Automatically becomes the President the next year, moves to Ex-Officio the following year. This is a commitment of three years. Shall not serve as a Chapter officer and Association Board member concurrently.

2) **DUTIES**

- (a) Prepare and conduct workshops for meetings as requested.
- (b) Meet with Chapter Support Coordinators at Annual Meeting.
- (c) Attend Incoming Chapter Presidents Workshop at Annual Meeting.
- (d) Prepare President's message for forthcoming *Directory*.
- (e) File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively.
- (f) Serve as a member of the Finance Committee.
- (g) Participate in Annual Performance Review of the Executive Director with the President, Ex-Officio and Treasurer.
- (h) Supervise all communication by the Chapter Support Coordinators and consult with the President to oversee all work by the Chapter Support Coordinators.
- (i) Submit appointment recommendations for any Chapter Development Coordinators, Chapter Support Coordinators, and Standing Committee members, as well as designate Standing Committee Chairmen, to the President for ratification by the Executive Committee prior to the year-end Executive Committee Meeting.
- (j) Assist with training of Chapter Support Coordinators.
- (k) Plan and conduct Chapter Support Coordinators mid-year meeting.
- (l) Attend at least one meeting of each Standing Committee with the exception of the Nominating Committee.
- (m) Supervise all communication by the Chapter Support Coordinators and Chapter Advisors and consult with the President to oversee all work by the Chapter Support Coordinators and Chapter Advisors.
- (n) Serve as Chairman of the Child Welfare Projects Committee
- (o) Ensure all records are electronically files and access has been transferred to successor.

3) **TRAVEL**

- (a) Attend at least one Area Meeting.
- (b) Attend all meetings of the Executive Committee, Board of Directors, Chapter Support Coordinators and Finance Committee. Attend at least one meeting of the other standing committees, with the exception of Nominating, and any other committee meetings as requested by the President.
- (c) Attend Annual Meeting.
- (d) Attend mandatory training of Board of Directors and Chapter Support Coordinators.

c) SECOND VICE-PRESIDENT

1) **TERM OF OFFICE**

One-year term of office after having served as Third Vice-President. Shall not serve as a Chapter officer and Association Board member concurrently.

2) **DUTIES**

- (a) Plans Annual Meeting, except for speakers and workshops.

- (b) Work with the Executive Director and hotel to make physical arrangements for Annual Meeting.
- (c) Delegate Annual Meeting duties to the Third Vice-President.
- (d) Prepare Annual Meeting budget for approval of Executive Committee.
- (e) Set cost for meals at Annual Meeting.
- (f) Determine registration fees for Annual Meeting based on projected meal, speaker, special events costs with the approval of the Executive Committee.
- (g) Prepare necessary articles/information for Annual Meeting **Crownlet**, together with Education Committee Chairman.
- (h) Prepare and conduct workshops as requested.
- (i) Investigate Annual Meeting sites as directed by the Executive Director.
- (j) File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively.
- (k) Provide a categorized final Annual Meeting report to be filed with the Association by June 30 following May meeting.
- (l) Ensure all records are uploaded and current, and access has been transferred to successor.

3) TRAVEL

- (a) May attend Area Meetings to promote Annual Meeting as needed.
- (b) Attend all meetings of the Executive Committee, Board of Directors and Education Committee.
- (c) Attend Annual Meeting.
- (d) Attend mandatory training of Board of Directors.

d) THIRD VICE-PRESIDENT

1) TERM OF OFFICE

Elected for a term of one year. Automatically becomes the Second Vice-President the next year. Shall not serve as a Chapter officer and Association Board member concurrently.

2) DUTIES

- (a) Serve as Area Meeting Chairman.
- (b) Secure hostess Chapters for various workshops and social events.
- (c) Assist Second Vice-President with details of Annual Meeting.
- (d) Serve as Annual Meeting registration chairman.
- (e) Investigate Annual Meeting sites as directed by the Executive Director.
- (f) File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively.
- (g) Prepare and conduct workshops for meetings as requested.
- (h) Ensure all records are uploaded and current, and access has been transferred to successor.

- 3) TRAVEL
 - (a) Attend all Area Meetings.
 - (b) Attend all meetings of the Executive Committee and Board of Directors. May attend meetings of the Education Committee.
 - (c) Attend Annual Meeting.
 - (d) Attend mandatory training of Board of Directors.

e) MARKETING AND TECHNOLOGY VICE-PRESIDENT

- 1) TERM OF OFFICE

Elected for a term of one year; may be re-elected for one additional term and shall not serve more than two years consecutively. Shall not serve as a Chapter officer and Association Board member concurrently.

- 2) **DUTIES**
 - (a) Secure advertisers for *The Crownlet*.
 - (b) Serve as Chairman of the Marketing and Technology Committee.
 - (c) File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively.
 - (d) Ensure all records are uploaded and current, and access has been transferred to successor.

- 3) TRAVEL
 - (a) May attend Area Meetings.
 - (b) Attend all meetings of the Executive Committee, Board of Directors, and the Marketing and Technology Committee.
 - (c) Attend Annual Meeting.
 - (d) Attend mandatory training of Board of Directors.

f) RECORDING SECRETARY

- 1) TERM OF OFFICE

Elected for a term of one year; may be re-elected for one additional term and shall not serve more than two years consecutively. Shall not serve as a Chapter officer and Association Board member concurrently.

- 2) **DUTIES**
 - (a) Obtain roll of all Executive Committee, Board of Directors and Annual meetings from Headquarters
 - (b) Read minutes of Executive Committee, Board of Directors and any special meetings.
 - (c) Take minutes of all Executive Committee, Board of Directors, Annual Meetings, and Constitution Committee Meetings. Provide minutes to President for initial approval. President will forward minutes to Headquarters once final approval has been made by the Executive Committee, Board of Directors, appointed committee to approve Annual Meeting minutes, or Constitution Committee, respectively.

- (d) Responsible for sending, or causing to be sent, notice of the Annual Meeting to the Chapters forty (40) days prior to the meeting.
- (e) Provide initial draft of the minutes of the Annual Meeting to the President and Headquarters within four (4) weeks following Annual Meeting. Corrected drafts should be returned to the President and Headquarters within one week of request.
- (f) Prepare and conduct workshops for meetings as requested.
- (g) File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively.
- (h) Prepare, together with the President, a list of actions taken by the Executive Committee for the monthly report to the Board of Directors, and a list of any additional actions for the semi-annual meetings of the Board of Directors.
- (i) Prepare, together with the President, a list of actions taken by the Board of Directors for the Annual Report presented to the delegates during the Business Meeting held at Annual Meeting.
- (j) Ensure all records are uploaded and current, and access has been transferred to successor.
- (k) Review and update Recording Secretary's Manual annually.

3) TRAVEL

- (a) May attend Area Meetings.
- (b) Attend all meetings of the Executive Committee, Board of Directors and Constitution Committee.
- (c) Attend Annual Meeting.
- (d) Attend mandatory training of Board of Directors.

g) TREASURER

1) **TERM OF OFFICE**

Elected for a term of one year; may be re-elected for one additional term and shall not serve more than two years consecutively. Shall not serve as a Chapter officer and Association Board member concurrently.

2) **DUTIES**

- (a) Be thoroughly familiar with the general financial condition of the organization and the budget.
- (b) Ensure that Headquarters mails Statement of Dues, Fees and Publications by June 15 to Treasurer of each Chapter.
- (c) Approve all expense sheets of officers, CSC's, CDC's, and committee chairmen prior to forwarding them to the Executive Director for payment.
- (d) Serve as Chairman of Finance Committee.
- (e) Prepare for and conduct Review of Audit at fall Finance Committee meeting.
- (f) Prepare for and conduct spring budget preparation meeting of Finance Committee.
- (g) Present proposed budget to Executive Committee and Board of Directors for approval prior to Annual Meeting.
- (h) Prepare and conduct Treasurers Workshop for Annual Meeting and as requested.
- (i) Participate in Annual Performance Review of the Executive Director with the President, Ex-Officio and First Vice-President.
- (j) Ensure that Chapter Treasurers are advised annually on the implications of the Internal Revenue Service 501 (c) (3) status.
- (k) Instruct Chapters to notify Headquarters if they are to be audited by the IRS or by state or local taxing authorities.
- (l) File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively
- (m) Present Financial Report and the budget to delegate body at Annual Meeting, submitting two written copies to the Recording Secretary.
- (n) Ensure all records are uploaded and current, and access has been transferred to successor.

3) **TRAVEL**

- (a) May attend Area Meetings.
- (b) Attend all meetings of the Executive Committee, Board of Directors, and Finance Committee. Attend meetings of the Scholarship Committee when requested.
- (c) Attend Annual Meeting.
- (d) Attend mandatory training of Board of Directors.

h) EX-OFFICIO

1) **TERM OF OFFICE**

One-year term of office. This officer is the immediate Past President of the Association. Shall not serve as a Chapter officer and Association Board member concurrently.

2) **DUTIES**

- (a) Serve as Chairman of the Nominating Committee.
- (b) Send election information to the President of each Active Chapter by September 1.
- (c) Conduct meeting of the Nominating Committee.
- (d) Present to the Nominating Committee all information concerning candidates and accept any other nominations from the Nominating Committee.
- (e) Present the Nominating Committee report to the Executive Committee, Board of Directors and delegate body.
- (f) Prepare slate and candidate qualifications to be sent in Call to Annual Meeting.
- (g) Determine that all proposed candidates for office are present at Annual Meeting prior to presenting the slate of nominees at the Business Meeting at Annual Meeting.
- (h) Post the names of all nominees and a list of their qualifications no later than the night preceding the election.
- (i) Prepare ballots for the election at Annual Meeting.
- (j) Serve as Annual Meeting Hostess and give the welcoming speech at Annual Meeting.
- (k) Serve as Credentials Chairman of the Annual Meeting and report a correct list of delegates present to the Annual Meeting:
 - (1) Instruct tellers in their duties.
 - (2) Submit a list of qualified voters to the Tellers Committee not less than two hours prior to the opening of the polls at Annual Meeting.
- (l) Prepare and conduct workshops for meetings as requested.
- (m) File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively.
- (n) Conduct goal-setting at Board of Directors Meeting.
- (o) Serve as Chairman of the Crown and Gavel.
- (p) Plan and conduct training for Board of Directors at the end of the term.
- (q) Serve as a member of the Finance Committee.
- (r) Serve as parliamentarian for the Executive Committee.

- (s) Serve as a member of the Board of Trustees of the NAJA Foundation.
 - (t) Appoint trustees to the NAJA Foundation by April 1 to fill vacancies created by expiring terms, subject to ratification by the Executive Committee
 - (u) Serve as a member of the Constitution Committee.
 - (v) Participate in the Annual Review of the Executive Director with the President, First Vice President, and Treasurer.
 - (w) Supervise all communication by the Chapter Development Coordinators and consult with the President to oversee all work by the Chapter Development Coordinators
 - (x) Ensure all records are uploaded and current, and access has been transferred to successor.
 - (i) Outgoing Ex-Officio collaborate with Incoming President and Executive Director in planning and executing logistics for Board Training.
- 3) TRAVEL
- (a) May attend Area Meetings.
 - (b) Attend all meetings of the Executive Committee, Board of Directors, Finance Committee, Constitution Committee and NAJA Foundation.
 - (c) Attend Annual Meeting.
 - (d) Attend mandatory training of Board of Directors.

i) DIRECTOR

1) TERM OF OFFICE

A Director to represent each Region shall be appointed by the NAJA First Vice-President from one of the two Chapter Support Coordinators per Region. The term of the Director begins at the close of Annual Meeting.

2) DUTIES

- (a) Serve as a member of the Board of Directors.
- (b) Review the monthly NAJA Financial Statements and correspondence.
- (c) Become completely familiar with NAJA Bylaws, Standing Rules, Policies, and Procedures and all NAJA manuals and publications in order to effectively guide NAJA toward its long-term goals.
- (d) Fulfill all of the duties of Chapter Support Coordinator.
- (e) File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively.
- (f) Ensure all records are uploaded and current, and access has been transferred to successor.

3) TRAVEL

- (a) Attend all meetings of the Board of Directors.
- (b) Attend Annual Meeting.
- (c) Attend mandatory training of Board of Directors.

j) CHAPTER SUPPORT COORDINATOR

1) TERM OF OFFICE

Appointed for a two-year term to provide information, resources, and support for assigned Chapters.

2) DUTIES

- (a) Work with Active Chapters and, if assigned, any Provisional Chapters.
- (b) Meet with Chapter Presidents at Annual Meeting.
- (c) Contact Chapter Presidents and, by September 1, schedule Chapter visits.
- (d) Notify Executive Director, NAJA President and First Vice-President prior to all Chapter visits.
- (e) Make annual Chapter visits, and submit the Chapter Visit Report to the Executive Director, President, First Vice-President, and Director.
- (f) Review Chapter Annual Standards Review and attachments.
- (g) Review Chapter Data Overview.
- (h) Assist with Annual and Area Meetings as directed.
- (i) Prepare and conduct workshops for meetings, as requested.
- (j) Communicate with the Director regarding Chapter concerns as needed.
- (k) Encourage Chapters to share education, projects and public relations information with Headquarters to apply for awards, and to submit articles for ***The Crownlet***.
- (l) Copy all significant correspondence to the Executive Director, President and First Vice-President.
- (m) File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively
- (n) Ensure all records are uploaded and current, and access has been transferred to successor.

3) TRAVEL

- (a) Attend at least one Area Meeting.
- (b) Attend Annual Meeting.
- (c) Visit Chapters annually.
- (d) Attend mandatory training of Chapter Support Coordinators.

k) CHAPTER ADVISOR

1) TERM OF OFFICE

Appointed as needed for a minimum of one year. All newly formed Chapters will receive an

Advisor at the end of their Provisional Training, and will continue for a minimum of one fiscal year after they receive Active Chapter status.

2) DUTIES

- (a) Assist assigned Chapter with operational direction.
- (b) Communicate with CSC regarding pertinent Chapter information.
- (c) Adhere to specific duties as outlined in Chapter Advisor Manual.
- (d) Communicate with the NAJA First Vice President and Chapter CSC regarding chapter concerns as needed, with a minimum of biannually. Copy all significant correspondence to the NAJA First Vice President and Chapter CSC.
- (e) File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively.
- (f) Ensure all records are uploaded and current, and access has been given to successor.

3) TRAVEL

- (a) Attend regularly scheduled Chapter Executive Board and/or Chapter meetings each month.
- (b) Attend as many Chapter projects as possible.
- (c) May attend Area Meeting
- (d) May attend Annual Meeting.
- (e) Reimbursed according to NAJA guidelines if attending Area and/or Annual meeting.

I) STANDING COMMITTEES AND COMMITTEE CHAIRMEN

1) TERM

Appointed for a three-year term. Standing committees are constituted on a rotating basis.

2) COMMON DUTIES

- (a) Participate in meeting(s) of committee.
- (b) Plan details of Association work area assigned to committee, procedures for which are delineated in committee manual.
- (c) Assist at Area and Annual Meeting when committee has designated program responsibility.
- (d) Handle follow-up assignments from Executive Committee and meetings of the committee.
- (e) Committee Chair shall present standing committee report to delegate body at Annual Meeting, submitting a copy to the Recording Secretary.
- (f) Committee Chairmen shall:
 - 1. Prepare agendas and preside over all meetings.
 - 2. Appoint a committee member to take minutes.
 - 3. Provide a written report of actions and recommendations of the committee to the Executive Committee and Board of Directors.
 - 4. Serve as a member of the NAJA Board of Directors.
 - 5. File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively.

- 6. Ensure all records are uploaded and current, and access has been transferred to successor.
 - (g) Prepare and conduct workshops for Annual and Area Meetings as requested.
 - (h) Submit articles and information for NAJA News, *The Crownlet*, and social media, as requested.
 - (i) Maintain availability to NAJA personnel and Chapters to answer questions, facilitate meetings, and provide further education on the committee's area focus.
- 3) TRAVEL
- (a) Attend committee meeting(s), including electronic and telecommunication meetings.
 - (b) Attend informational meetings or seminars relative to committee needs (i.e. Education Committee reviewing speakers for Annual and/or Area Meetings).
 - (c) Attend Area and Annual Meetings when requested by the Second Vice-President or Third Vice-President.
 - (d) Attend all meetings of the Board of Directors and mandatory Board training during year as a committee chairman.
- 4) DUTIES SPECIFIC TO INDIVIDUAL COMMITTEES
- a) Child Welfare
 - 1. Review all submitted Chapter Child Welfare projects.
 - 2. Offer suggestions to assist with compliance to those Chapters whose Child Welfare Project does not meet current NAJA guidelines.
 - 3. Review and update the Child Welfare Manual annually.
 - b) Education
 - 1. Work with the Second Vice President to plan the Annual Meeting and Third Vice President to plan the Area Meeting(s).
 - 2. Seek nationally known presenters/speakers for Annual/Area meetings that exemplify the volunteer commitment and focus on service of NAJA. These speakers may focus on the current National Focus and/or aid Chapters in the areas of service, finance, leadership, public relations, and human resources.
 - 3. Introduce speakers at Annual/Area Meetings.
 - 4. Serve as a hostess/leader for meetings.
 - 5. Review and update the Education and Projects manuals annually.
 - 6. Chairman shall either attend or designate another to attend each Officer's Workshop at Annual and Area Meetings.
 - c) Finance
 - 1. Meet with CPA to review audit.
 - 2. Prepare budget.
 - 3. Evaluate need for increase in member dues, Chapter fees, and/or technology fees according to the Finance Committee Guidelines.
 - 4. Review and update the Treasurer's Manual annually.
 - 5. Chairman shall conduct the Treasurer's workshop at Annual and Area meetings, and present the proposed budget to the Executive Committee and Board of Directors for approval, and present final budget at the Annual Meeting during the Business Meeting.
 - d) Marketing and Technology
 - 1. Enhance the public image of NAJA and its Chapters by interpreting NAJA programs through the website and all possible media channels. Develop promotional resources as needed.
 - 2. Promote the overall public relations of NAJA and its Chapters.
 - 3. Reviews the *Crownlet* prior to publication.
 - 4. Compile the National Scrapbook annually.

5. Promote JA week, which is the first full week in April, to the Chapters.
6. Review and update the Public Relations Manual annually.
7. Audit the NAJA website annually to recommend changes.

e) Membership

1. Assist NAJA and its Chapters with the recruitment, retention, and reengagement members.
2. Implement NAJA 101 with Chapters upon request.
3. Promote Chapter Board Training, facilitate upon request.
4. Review and update the Provisional Training and Membership Manuals annually.

f) Scholarship

1. Evaluate and select semi-finalists to be interviewed by the committee from NAJA Scholarship applicants.
2. Select recipients of the Association scholarships from semi-finalists.
3. Ensure all recipient obligations to NAJA are fulfilled.
4. Chairman shall advise committee members of voting procedures for determining semi-finalists, tally committee votes on applicants, and report the semi-finalists to the committee and the Executive Director.

m) CHAPTER DEVELOPMENT COORDINATOR

1) **TERM**

Appointed for a two-year term. May be re-appointed for consecutive terms.

2) **DUTIES**

- (a) Work to secure new Chapters for the Association.
- (b) Coordinate informational meetings for potential new Chapters and training sessions for Provisional Chapters.
- (c) Work with Chapter Advisors for Provisional Chapters, as requested.
- (d) File semi-annual and annual reports with NAJA Headquarters by October 15 and April 1, respectively.
- (e) Ensure all records are electronically filed and access has been transferred to successor.

3) **TRAVEL**

- (a) Attend informational, training and organizational meetings relative to formation of new Chapters for NAJA.
- (b) May attend Area Meetings.
- (c) May attend Annual Meeting.

B. INTERNAL OPERATIONS: FISCAL

1. The Executive Director appoints the Annual Meeting Storekeeper(s) whose expenses will be paid from Annual Meeting funds.
2. Association memorials are given to the Scholarship Fund on the death of a current officer, current member of Board of Directors, current Chapter Development Coordinator, current Chapter Support Coordinator, current committee member, current Foundation Trustee, former National President, or members of their immediate families (father, mother, husband, or children).
3. The Executive Director is authorized to purchase new equipment as allocated in the budget.
4. Approval of the Executive Committee must be obtained prior to incurring any budget expense causing the line item to be exceeded. Any unexpected budget line item overage must be reported to the Executive Committee for approval immediately upon discovery.
5. Any budget line item in excess of \$3,000.00 must be approved by the Board of Directors.
6. Each committee is allocated yearly operation expenses. The decision to reimburse which expenses is determined by each committee. The committee chairman authorizes which expenses are reimbursed for each committee. The chairman's authorization (either by signature on the reimbursement form or by emailed approval) should accompany any committee expense that are submitted for reimbursement, provided expenses are filed by April 30.
7. All reimbursable Annual Meeting expenses of officers, committee chairmen, Directors, Chapter Support Coordinators and authorized committee members must be filed two weeks following Annual Meeting. No expenses will be reimbursed after the deadline.
8. The Treasurer approves all expense reimbursement requests of officers, Directors, Chapter Support Coordinators and committee chairmen (except the Treasurer) prior to forwarding them to the Executive Director for payment. The Committee Chairman approves all expense reimbursement requests of committee members. The President approves all expense reimbursement requests of the Treasurer and Executive Director.
9. All officers, Directors, Chapter Support Coordinators, committee chairmen and committee members who are unable to attend meetings for which lodging rooms have been reserved must cancel reservations with Headquarters 48 hours prior to meeting. Failure to do so will result in the NAJA representative paying one-half (½) of the room costs.
10. The Second Vice-President authorizes all Annual Meeting expenses prior to expenditure.
11. The Third Vice-President authorizes all Area Meeting expenses prior to expenditure.
12. Official forms must be submitted to obtain reimbursement for authorized expenses (budgeted).
13. The chairmen of all Standing Committees attend Annual Meeting by virtue of their membership on the Board of Directors.
14. Annual Meeting Registration will be paid for all Standing Committee members. All Annual Meeting expenses of Standing Committee members with program responsibilities will be paid according to NAJA policies. Expenses, other than registration, will not be paid for a Standing Committee member if there is no committee assignment.
15. The Association will retain in reserve funds an amount equal to at least one-half the current annual operating expenses for the Association.
16. The following is a flexible guideline for the division of any remaining reserve funds:
 - a. 50% charitable purposes
 - b. 40% expanded services
 - c. 5% headquarters
 - d. 5% public relations

17. The Board of Directors must receive annual instruction regarding the Association reimbursable expense policy.
18. Registration fees for Annual and Area meetings will be waived for past NAJA Presidents.
19. Annual Meeting expenses for the proposed Board of Directors and incoming Chapter Support Coordinators will be paid according to NAJA policies.
20. Approval of the Executive Committee is required prior to conducting any fundraiser on behalf of the Association, except for fundraisers of the Foundation.
21. Merit raises for the staff will be determined at the discretion of the Executive Director. These raises will be recommended to the Treasurer prior to the Spring Finance Committee Meeting for potential inclusion in the final budget. If approved, the expenditure would go into effect the following fiscal year.
22. The Association shall charge an annual administrative fee to the NAJA Foundation and the NAJA Graduate Scholarship Program.

C. INTERNAL OPERATIONS: NATIONAL SCHOLARSHIP PROJECT

National Association of Junior Auxiliaries, Inc. Graduate Scholarship Program

1. GENERAL INFORMATION

Graduate Scholarships are awarded to individuals who plan to work with children who have special needs. Candidate eligibility is determined by the Scholarship Committee. Scholarships are not awarded for graduate work in administration or general education. Both men and women are eligible to receive a scholarship. Recipients may attend the college of their choice. Applicants must be residents of a state in which there is a NAJA Chapter.

A grant is awarded to a recipient for study during one scholarship year. If more than one year is required to complete the degree, the recipient may reapply for an additional grant, provided he/she has fulfilled the commitment to the Scholarship Program.

Great importance is attached to the applicant's purpose in life, dedication to the chosen field and scholastic record. Financial need of a candidate is not the determining factor in the selection of the recipient. The purpose for entering the profession must coincide with the Junior Auxiliary underlying purpose of helping children in need.

The primary purpose of the Scholarship grant is to present a gift to the children, not to the individual recipient.

2. FINANCING OF SCHOLARSHIP PROGRAM

The Scholarship Program is financed by Association and Chapter contributions and memorials and honoraria from individuals and groups. Donations to the NAJA Graduate Scholarship Program can be made on the NAJA website at www.najanet.org.

3. PROCEDURE FOR APPLICATION

Scholarship application forms are available only from the NAJA web site address at www.najanet.org.

The application and required recommendation forms must be filed with the Association Office by a date designated each year by the Scholarship Committee.

4. METHOD OF SELECTION

A. The Scholarship Committee meets in March to select the candidates to be given grants. The number of grants awarded is determined by the Scholarship Committee according to the qualifications of the candidates and the amount of money available to the Committee.

B. Selections are made on the basis of applicant credentials. Finalists are interviewed by phone during the annual Scholarship Committee meeting.

C. All NAJA Scholarship recipients are subject to Executive Committee approval.

5. SCHOLARSHIP OBLIGATIONS

The acceptance of a NAJA Scholarship carries obligations for the recipient. A contract must be signed by each recipient.

D. INTERNAL OPERATIONS: AWARDS

The Association presents awards at the Annual Meeting and Area Meetings to Chapters and individuals in recognition of outstanding accomplishment, achievement and performance. Some awards are for Chapter performance and are awarded by NAJA based on certain criteria being met. Other awards are given based on applications submitted by Chapters. Awards are given only to Chapters meeting Minimum Standards, which is verified by the Executive Director. The three year period begins in the fiscal year following the winning of said award. Standards and procedures for selection, application instructions, entry forms and deadlines for awards can be found on the NAJA Website. Brief descriptions and an awards chart are in the *Awards Section* of the **Chapter President's Notebook**. If a Chapter wins a specific award for a specific project, that project cannot be re-submitted for that same award for three years. Chapters may enter all award categories; but an **individual project may be submitted for only one award** in a calendar year.

AWARDS FOR WHICH CHAPTERS SUBMIT:

1. LOUISE ESKRIGGE CRUMP CHILD WELFARE AWARD (1962)

Established in 1962 by Mrs. Brodie Crump, the first President of the National Association of Junior Auxiliaries, Inc., the Louise Eskrigge Crump Child Welfare Award reaffirms the underlying NAJA purpose of working with children. It is presented annually to one Chapter per population category for a project judged to be outstanding in its contribution to the well-being of a child, children or family. It may be a new project or an old project reaching its peak of effectiveness during the year. This award is presented by the Junior Auxiliary of Greenville, MS.

2. MARTHA WISE AWARD (1970)

The Association established the Martha Wise Award to honor Executive Secretary Martha Wise and to encourage Chapters to search for community needs and to demonstrate how these needs may best be met. This award is given in two categories: a.) an outstanding new project initiated during the current year and b.) an outstanding existing project. The project must provide a community service that builds a better community and a stronger Chapter; must demonstrate initiative, ingenuity and imagination in searching for needs in the community; and must meet the requirement of a Junior Auxiliary project as defined in the Standing Rules of the Association. This award is presented by the Executive Director.

3. AWARD OF EXCELLENCE (1975)

The Award of Excellence is given to Chapters deemed excellent in all areas of Junior Auxiliary work. This award is presented by the NAJA President. The Award of Excellence is given only to Chapters meeting Minimum Standards. Chapter eligibility is reviewed by the NAJA Executive Director.

4. PRESIDENTS AWARD (1982)

Established to honor all past NAJA Presidents, the Presidents Award is given to recognize Chapters that have continued to serve their community while overcoming great obstacles and/or adverse circumstances. This award is presented by the NAJA Ex-Officio.

5. WILMA JOHNSON WILBANKS NATIONAL FOCUS AWARD (1988)

The Association designated the National Focus Award the Wilma Johnson Wilbanks National Focus Award in 2013 in honor of her 20 years of service as NAJA Parliamentarian. National Focus Awards are given to recognize Chapters that sponsor outstanding projects pertaining to the National Focus. Awards are not given if there is no current National Focus. The award is presented by Wilma Wilbanks, if present.

6. PUBLIC RELATIONS AWARDS (1989)

The Public Relations Award for Service recognizes Chapters for outstanding public relations in promoting a service project and/or the Chapter through the media.

The Public Relations Award for Finance recognizes Chapters for outstanding public relations in promoting a successful finance project while enhancing the image of Junior Auxiliary. These awards are presented by the NAJA Marketing and Technology Vice President.

7. NORMA DeLONG EDUCATION AWARD (1993)

The Norma DeLong Education Award is given to recognize outstanding Chapter education programs and/or projects. This award is presented by the NAJA Education Committee Chairman.

8. BETTY ROBBINS VOLUNTEER-OF-THE-YEAR AWARD (1995)

The Betty Robbins Volunteer-of-the-Year Award is presented to one recipient per Region per year to recognize individual Associate or Life members who exemplify the distinguished volunteer commitment of 1992-93 Association President Betty Robbins. This award is given for excellence in Junior Auxiliary and community volunteerism. A recipient may not be currently serving on the NAJA Board of Directors, as a Chapter Support Coordinator or as a Committee member. This award is presented by the NAJA First Vice-President. The recipient will be the guest of the Association at the Awards Banquet at Annual Meeting.

9. MAG AWARD (2004)

The Association established the MAG Award in 2004 to honor former Executive Director Merrill Alexander Greenlee. This award is presented to a Chapter or Chapters whose Provisional Class develops an outstanding or unique project that exemplifies the spirit of Junior Auxiliary in dedication and service to the community. The entire Provisional Class must participate in at least one aspect of the Project. The Project must be new to the Chapter and be completed within the fiscal year of the Chapter. This award will be presented by Merrill Greenlee, if present.

10. ELEANOR SLAUGHTER AWARD (2008)

The Eleanor Slaughter Award is given to recognize Chapters for achievement in the areas of recruitment, retention and/or reengagement of its members. This award may be given to more than one Chapter, or omitted. Established in 2008, the Eleanor Slaughter Award was initiated by the NAJA Membership Committee in honor of past National President Eleanor Slaughter. This award is presented by the NAJA Membership Committee Chairman.

11. CROWN CLUB AWARDS (2009)

The Association established two Crown Club awards: one to recognize an overall outstanding Crown Club and one to recognize an outstanding Service project adopted and carried out by a Crown Club. This award is presented by the NAJA First Vice-President.

AWARDS PRESENTED BY NAJA BASED ON CERTAIN CRITERIA:

12. EFFICIENCY AWARD (1987)

The Executive Director presents the Efficiency Award to Chapters in recognition of punctuality and administrative excellence.

13. CROWN JEWEL AWARD (2006)

The Association established the Crown Jewel Award to recognize outstanding Chapters who exceed the minimum requirements and standards set forth in the NAJA Constitution and Bylaws for a Junior Auxiliary Chapter. Criteria for the award include, but are not limited to the following areas: attendance at NAJA meetings, Service and Education hours, involvement of Life and/or Associate members, contributions to NAJA Foundation and NAJA Scholarship Fund, Public Relations, percentage of Chapter funds raised that are spent on Chapter Service projects. This Crown Jewel Award may be presented to more than one Chapter in any given year. This award is presented by the NAJA President.

14. MORE MEMBERS MATTER AWARD (2012)

The Association established the More Members Matter Award to recognize any small Chapter (25 members or less) that increases membership by 25% or more in one year. NAJA wants to encourage smaller Chapters by sharing their successes in recruitment. Recipients of this award are determined by Headquarters after the year end reports are filed.

In 2016, a category was added to recognize Chapters with more than 25 members that also experience impressive growth. These Chapters receive the award if they increase their membership by at least 10% and add at least 5 members. This award is presented at Area Meetings.

15. OUTSTANDING SERVICE PROJECT AWARD (2016)

The NAJA Foundation established the Outstanding Service Project Award to monetarily award the Chapter decided to have the best Service Project. The NAJA Awards Committee will select the winner from all project entries for the year. The project does not have to win another NAJA award to be considered an outstanding service project. The same project may not win twice.

16. AWESOME ATTENDANCE AWARD (2017)

The Association established the Awesome Attendance Award to recognize Chapters with high attendance at AEC and Area Meetings. Making AEC and Area Meetings a priority shows a Chapter's effort to grow future Chapter leaders and to continually improve Chapter Service projects and to its belief that time spent at NAJA events is time well invested. This award is presented annually to Chapters with 25% or more of their Active members attending AEC and/or Area Meetings for the prior calendar year.

E. INTERNAL OPERATIONS: GENERAL

1. Incoming and outgoing Chapter Presidents and the Crown and Gavel are honored at Annual Meeting. The Crown and Gavel is composed of the past NAJA Presidents.
2. Any recommendation or request to be considered at the Executive Committee meeting must be presented in writing to the NAJA President at least one week prior to said meeting.
3. All NAJA scholarship recipients must be accepted by the Executive Committee. To be a recipient of the NAJA Graduate Scholarship, the applicant must be a resident of a state in which there is a NAJA Chapter.
4. All elected or appointed volunteers must sign a Volunteer Service Contract, which includes a conflict of interest statement, for their term of service. Volunteers shall also sign a Whistleblower Policy.
5. The President, First Vice-President Ex-Officio and Treasurer conduct the Annual Performance Review with the Executive Director.
6. Reports of the NAJA President, Executive Director, Treasurer, Standing Committee Chairmen, and NAJA Foundation Chairman are given at Annual Meeting. A formal report must be submitted to the Recording Secretary at Annual Meeting.
7. Workshops are conducted at Annual Meeting on Chapter administration, project implementation and other topics which meet the needs of the Chapters.
8. NAJA Headquarters and NAJA meetings are designated "Non-Smoking."
9. The use of Association funds for alcoholic beverages is prohibited.
10. The Annual Meeting is to be held at least every other year in a state which has granted sales tax exempt status to the Association.
11. Three Annual Meeting registrations are awarded to a Chapter for a successful new Chapter referral. This is awarded at the Annual Meeting at which the new Chapter attains Active status.
12. Chapters, NAJA Representatives, and NAJA Headquarters observe JA Week during the first full week in April.
13. A roster of NAJA members is kept on file at National Headquarters.
14. All Chapter visits by NAJA representatives must have prior approval from the Executive Director.
15. Chapter name changes require advance approval from the NAJA Executive Committee.

F. INTERNAL OPERATIONS: ELECTRONIC MEETING PROCEDURE

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:

1. **Login information.** Prior to each meeting, attendees shall be sent by e-mail the time of the meeting, the URL and codes necessary to connect to the electronic meeting service. A copy of, or link to, these procedures should also be included in the email.
2. **Login time.** Electronic meeting service availability will begin at least 15 minutes before the start of each meeting of the Association.
3. **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 departure before adjournment.
4. **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 NAJA Recording Secretary or another designated by the NAJA President/Chair.
5. **Assignment of the Floor.** Members shall seek recognition by use of the phrase "I wish to speak" via use of the chat box or similar method of real-time written communication. The NAJA President/Chair will then recognize members in chronological order.
6. **Debate.** During debate, Members shall seek recognition by 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 the debate. The NAJA 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.
7. **Motion 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.
8. **Communication Monitoring.** The NAJA President/Chair will designate individuals to monitor the chat box or other method of real-time written communication during the entirety of the meeting.
9. **Voting.** Votes shall be taken by the anonymous voting feature of the Internet meeting service, unless a different method is ordered by the Board or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The NAJA 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 NAJA Ex-Officio and the NAJA Parliamentarian, or another designee as appointed by the NAJA President/Chair.
10. **Recording.** All electronic meetings may be recorded to aid in the taking and verification of minutes.
11. **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.
12. **Forced disconnections.** The NAJA 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 NAJA President/Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

G. INTERNAL OPERATIONS: PRIVACY POLICY

NAJA retains permanent records on its members at both the National and Chapter level. This information includes current demographics, any positions held at the chapter/national level, and current member status. A member may, at any time, request this information be removed from our database. This information is for internal use only, and is never shared outside the NAJA organization without the written permission from the member.

If a NAJA member has passed, information regarding any positions held at the chapter/national level and current member status will be released to the current Chapter President and spouse/children listed in the demographic information only, unless the member has given prior written permission revoking this access, or has designated others who may access this information. Release forms are available through NAJA Headquarters.

NAJA will not sell, share, or trade our donors' names or personal information with any other entity, nor solicit our donors on any other entity's behalf. This includes all donations received by NAJA, whether online or offline, and includes any platform used by NAJA as well as any electronic, written, or oral communications. To any extent a donation is processed through a third-party service, the donor's information will only be used for purposes necessary to process the donation.

H. INTERNAL OPERATIONS: INACTIVE CHAPTER PROCEDURE

If a community has the population to sustain a Chapter and Associate/Life members willing to maintain. The Chapter's filing with the IRS and Secretary of State, a Chapter can elect to go inactive instead of dissolving. This gives the option for a group of Associate/Life members to reinstate the Chapter in a few years. For example, inactive status would prevent the need for an application to the IRS for a 501(c) (3) tax exempt status, incorporation with the state, and the need to become a Provisional Chapter with the Association again. These three things alone could be so significant as to discourage the efforts to reestablish a Chapter. That is why choosing an inactive status is much more advantageous for those with an eye to future possibilities.

The NAJA Board of Directors hopes that before a Chapter officially votes to become an inactive Chapter, that it has exhausted all avenues of assistance such as working with the Chapter's CSC, requesting an Advisor, and asking for help from its Associate/Life members.

1. The Chapter's Executive Board would vote to recommend to the Chapter members that the Chapter change its status to inactive. The Chapter needs to notify its CSC before the Chapter vote.
2. If the Chapter's members decide to have the Chapter go inactive, a copy of the minutes from that meeting needs to be emailed to Headquarters and the Chapter's CSC. Also the name of the contact that will be responsible for maintaining the Chapter's IRS and Secretary of State filings needs to be stated. NAJA suggests the Chapter give any and all documents, such as the Charter and minutes to that contact since she would be the person that NAJA would need to contact to reinstate the Chapter in the future.
3. Disburse any remaining funds that the Chapter has by year-end. The money can be given to any other 501(c) (3) org, according to Chapter bylaws. The Executive Board can vote on where the money will be distributed. This should be documented in Chapter minutes.
4. If the Chapter has not submitted a Petition for reinstatement after three years, the Executive Committee may consider administratively dissolving the Chapter.

To reactivate the Chapter:

1. The Chapter's contact will send a letter to Headquarters informing NAJA that there is interest from women in the community to reestablish the Chapter and become an active Chapter.
2. A Chapter Development Coordinator will contact the Chapter's contact to discuss the process of reactivating the Chapter.

3. The Chapter must hold a Petitioning Meeting where a minimum of 20 women must be present to vote to petition NAJA to reactivate the Chapter's charter. The meeting will follow the outline of the Petitioning Meeting in the NAJA Admissions Manual. An Informational Meeting can be held at the CDC and Chapter's discretion.
4. A petition for Charter status change signed by the CDC must be sent to the Association Office. This submission includes the original petition document, attachments and application fee.
5. A Chapter Advisor will be assigned to the Chapter for a minimum of one year.
6. The Chapter will be considered a Provisional Chapter until it completes the Provisional Requirements Checklist found in the Admissions Manual.

I. INTERNAL OPERATIONS: CHAPTER PROBATION PROCEDURE

Placing a Chapter on probation is a serious undertaking that the Board of Directors will recommend when it feels that all other options have been exhausted. This action is taken in order to protect all Chapters from action by one Chapter, which may adversely affect the program, standing, or fundraising of other Chapters.

1. The Executive Committee will recommend to the Board of Directors that a Chapter be put on probation.
2. If the BOD votes to put a Chapter on probation, they will appoint a delegation that will meet with representatives from the Chapter informing them of reasons that led to the probation. A letter from the Executive Director and the NAJA President to the Chapter's Life and Associate members will be sent informing them of the Chapter's status.
3. Chapters on probation will:
 - a. Be assigned an Advisor, if one hasn't already been appointed.
 - b. If warranted, have an examination of the Chapter's financials conducted by a NAJA-approved accountant.
 - c. Participate in a Chapter-wide or Chapter Board Training facilitated by NAJA Representatives.
 - d. Lose the right to vote at the Business Meeting.
4. After one year, the EC will evaluate a Chapter's probation status from information provided by the Chapter's Advisor & CSC, to determine if the actions that caused its probations have been corrected. Probation can be extended.
5. The Executive Committee will recommend lifting probation to the Board of Directors.
6. If the Chapter's probation is lifted, the right to vote at the Business Meeting will be immediately reinstated unless the Chapter is still below Minimum Standards as stated in the NAJA Handbook. A letter from the Executive Director and the NAJA President will be sent to the Chapter's Associate and Life Members informing them of the change of the Chapter's change in status. An Advisor may still be assigned to the Chapter if the EC feels that it is necessary.

J. INTERNAL OPERATIONS: CHAPTER DISSOLUTION PROCEDURES

Steps a Chapter should undertake prior to voting to dissolve:

1. Notify all Active Members in advance of the meeting date where potential dissolution will be discussed
2. Notify NAJA Executive Director and Chapter Support Coordinator immediately when the Chapter is contemplating dissolution
3. Complete applicable components of Membership 101
4. Schedule a meeting with Life and Associate Members to discuss other options
5. Consider going inactive first

List of steps that Chapters should undertake if they should decide to dissolve to ensure the dissolution is handled correctly:

1. Membership must vote to dissolve
2. Return Charter to Headquarters
3. File Articles of Dissolution with the Secretary of State and pay any required fees.
4. The following states require the Chapter to file Final Notice to the Attorney General indicating who other than creditors receive assets:
 - Missouri
 - Tennessee
5. The following states require the Chapter to mail notice of the proposed dissolution to its creditors:
 - Louisiana if using Long Form Dissolution. Louisiana also requires publishing a notice in a newspaper if Long Form Dissolution
6. File final form 990 with IRS notifying it that the Chapter has dissolved.
7. Inform Active Members that they can become a Non-Resident Member to complete their Active years
8. Inform Associate Members that they should send Associate dues directly to NAJA Headquarters
9. Send letter to all Members so they are aware of the Chapter's decision
10. Develop plan to distribution of Chapter funds
 - Pay any outstanding bills including any monies owed to NAJA (for example: Chapter fees, Active Member dues, Associate Member dues, Handbooks, items purchased from the NAJA store, etc.)
 - Disburse any remaining money in accordance with Chapter Constitution
11. Submit the following paperwork to NAJA Headquarters:
 - Copy of Articles of Dissolution
 - Copy of Final Notice to Attorney General, if applicable
 - Copy of final Form 990 filed with IRS

The NAJA Executive Committee and Board of Directors must vote to accept the surrendered charter or hold it in abeyance.

NATIONAL ASSOCIATION
OF
JUNIOR AUXILIARIES, INC.



POLICIES and PROCEDURES:
CHAPTER

CHAPTER

A. INTERNAL OPERATIONS: ADMINISTRATION

1. EXECUTIVE BOARD

The Executive Board is composed of the officers and the chairmen of committees involving administrative or program responsibility. Except as otherwise provided, chairmen are appointed by the President. The term of office of the chairmen is one year. Officers and committee chairmen required to be on the Executive Board include: President, Vice President, Recording Secretary, Treasurer, Education Committee Chairman, Finance Committee Chairman, Service Projects Committee Chairman and Membership Committee Chairman.

The Executive Board has general charge and control of the business and property of the Chapter. It is responsible for the monthly examination of the statements of all Chapter bank accounts. It presents to the membership all proposed major program activities for ratification.

The Executive Board holds regularly scheduled meetings. Special meetings may be called by the President or upon request of a minimum of three members of the Board.

2. OFFICERS

Chapter officers are the President, Vice-President, Recording Secretary, and Treasurer. Each Chapter should have an Assistant Treasurer who may or may not be a member of the Executive Board. Additional officers are optional.

a) NOMINATIONS AND ELECTIONS

The Nominating Committee presents a slate of candidates. Officers are elected by ballot at the March meeting of the Chapter for a term of one year, or until successors are chosen. Officers assume duties at the beginning of the Chapter fiscal year, May 1.

b) DUTIES AND TERM OF OFFICE

- 1) The President is the chief executive officer of the Chapter, presides at all Chapter and Executive Board meetings and is an ex-officio member to all committees except the Nominating Committee. The President appoints all committee personnel, including the chairman, unless otherwise provided. Serves a one-year term of office after having served as Vice-President.
- 2) The Vice-President assumes the duties of the President in the absence of the President. Elected for a term of one year. Automatically becomes the President the next year; moves to Ex-officio the following year, if applicable.
- 3) The Recording Secretary keeps the minutes and the roll of the meetings of the Chapter and the Executive Board, keeps a correct, classified list of the names and addresses of all members and maintains a file of essential records on each member. These files are transferred to the successor at the close of the term of office. Elected for a term of one year; may be re-elected for one additional term.
- 4) The Treasurer and Assistant Treasurer are custodians of all Chapter funds; collect all dues and assessments and receive monies; keep full and accurate accounts and 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 and Assistant Treasurer are responsible for prompt payment of all dues and fees to Headquarters by July 15; for sending a copy of the Chapter Federal Tax Return Form 990 series to Headquarters by October 15 of each year; and for preparation of Statement of Cash Balances for the President to send with reports due to

Headquarters by May 15. The Treasurer and Assistant Treasurer are elected for a term of one year. The Assistant Treasurer should become the Treasurer the following year. In a Chapter that does not have the position of Assistant Treasurer, the Treasurer may be re-elected for one additional term.

3. **COMMITTEES**

According to Association Bylaws each Chapter is required to have certain committees. These, with an explanation of their purposes, personnel and activities, are:

a) EDUCATION COMMITTEE

1) PURPOSE

To implement the Education Program for the Chapter and to ensure that all Chapter members complete NAJA and Chapter requirements for Education hours.

2) PERSONNEL

The committee is composed of the chairman and any number of committee members who plan the Education Program for the Chapter and advise members of educational opportunities and hours.

3) ACTIVITIES

The committee works with the Executive Board to provide for and advise Chapter members of education opportunities. It serves with the Board to determine the eligibility of education opportunities.

4) DUTIES OF THE CHAIRMAN

- (a) Serves as a member of the Executive Board,
- (b) Ensures that all Chapter members complete their Education hours as delineated in Association and Chapter guidelines.
- (c) Conducts research and to provide opportunities beyond Chapter meetings for membership to secure Education hours.
- (d) Presents educational opportunities for Chapter members to the Executive Board for approval.
- (e) Avails Chapter of NAJA Resources and to seek assistance from NAJA Resource Coordinator.
- (f) Lends structure to Chapter development of Education, with particular emphasis on programs that involve and benefit the community at large and not just the Chapter membership.
- (g) Functions as communication liaison between Chapter members and the NAJA Education Committee.

b) FINANCE COMMITTEE

1) PURPOSE

To plan financing of the Chapter administration and program of community service, including the preparation of budgets; to consult and advise the Executive Board on problems and policies regarding dues collection, banking, taxes and all business matters; to study and oversee Chapter funds and investments; to suggest, investigate and direct fund-raising activities.

2) PERSONNEL

The committee is composed of the Chapter Treasurer, Assistant Treasurer, and other officers or chairmen who have financial responsibility. Two or three other members, preferably not on the Executive Board, but chosen primarily because of interest or experience in finance, should be included. The Treasurer may act as chairman.

3) ACTIVITIES

The Finance Committee has responsibility for budgets, donations, funding and expenditures of the Chapter. It should be a fact-finding rather than a policy-making committee that advises the Executive Board on all matters relating to Chapter finances. Budgets and/or budget amendments require approval of Executive Board and then Chapter membership.

4) DUTIES OF THE CHAIRMAN

- (a) Serves as a member of the Executive Board.
- (b) Ensures that each fundraising activity is approved by the Executive Board and then the Chapter membership.
- (c) Reports to the Executive Board and to the Chapter on committee activity.
- (d) Ensures that the chairman of each fund-raising activity completes the necessary report forms.
- (e) Works closely with the Projects Chairman and Public Relations Chairman in planning fund-raising activities.
- (f) Maintains the necessary committee files and books, transferring them to a successor promptly and in good order.

c) NOMINATING COMMITTEE

1) PURPOSE

To present to the Chapter a slate of candidates for the coming year as provided in the Chapter Bylaws.

2) PERSONNEL

Effort should be made to obtain a truly representative committee. The size of this committee depends upon the Chapter size. One member should represent the Executive Board. The President may not serve as a member. It is sometimes desirable to elect a certain number of the committee from the floor. This procedure gives the members direct representation on the committee.

3) ACTIVITIES

The committee presents the slate as defined in the Chapter Bylaws. Provision for further nominations is required. The committee selects candidates for office on the basis of the duties of each position and the qualifications required.

4) DUTIES OF THE CHAIRMAN

- (a) May be a member of the Executive Board.
- (b) Calls and presides at meetings of the committee.
- (c) Discusses with each candidate selected by the committee the responsibilities of the particular office, the time involved and ascertains willingness to accept the nomination.
- (d) Announces the slate of candidates as directed by the Chapter and reminds the membership of the procedure for making further nominations.

d) SERVICE PROJECTS COMMITTEE

1) PURPOSE

To supervise community activities which are undertaken by the Chapter in all fields of work, with the exception of finance; to consult with and advise the Executive Board on problems and policies regarding Chapter projects in the fields of Welfare, Health, Recreation, Culture, or Education; to study Association policies and requirements pertaining to program and projects and to make recommendations to the Board when Chapter standards do not comply; to study and confer with the Board to ensure that Chapter projects are of sufficient scope to enable each member to complete the required number of hours per year; and coordinate the program so that members may have the knowledge and training necessary for effective community service and citizenship.

2) PERSONNEL

The Chairman of every service project is a member of this committee. The Service Projects Committee Chairman is chosen according to the provisions set up in the Bylaws and usually does not hold any other chairmanship during the term of office. According to the size of the Chapter and the scope of its work, it is sometimes advisable to have an Assistant Chairman to help in coordinating the work of the Committee. If the Chapter has a Placement or Hours Chairman, this chairman is a member of the committee.

3) ACTIVITIES

The Service Projects Committee supervises the community service of the Chapter. All program activities are decided by the Chapter with the committee carrying only the responsibility of coordinating the work determined by the membership. The committee works closely with the Executive Board in setting up schedules of work for the membership; and serves in an advisory capacity investigating new projects, utilizing the Chapter community survey. The actual delivery of the projects is the responsibility of the entire membership.

4) DUTIES OF THE CHAIRMAN

- (a) Serves as a member of the Executive Board.
- (b) Presents findings, studies and concerns of the Committee to the Executive Board for consideration.
- (c) Ensures that the Chairman of each project completes the necessary report forms.
- (d) Communicates with NAJA for information on new projects, trends and suggestions for improvement.
- (e) Works closely with the Finance Chairman scheduling projects and with the Chairman in publicizing the Program of Service.
- (f) Maintains the necessary committee files and books, transferring them to a successor promptly and in good order.

e) PUBLIC RELATIONS COMMITTEE

1) PURPOSE

To build good public relations for the Chapter; to make use of the appropriate media for interpretation of all phases of the Program of Service to the public and to promote community understanding, interest and support.

2) PERSONNEL

Requirements of the Program of Service will determine the size of the committee. The Public Relations Chairman is responsible for committee assignments.

3) ACTIVITIES

The committee works closely with the Executive Board in planning the Public Relations program. It points out to the membership the public relations implications of projects and undertakings. The committee coordinates activities for National JA Week, which is the first full week in April.

4) DUTIES OF THE CHAIRMAN

(a) Usually serves as a member of the Executive Board.

(b) Contact and manage all media. Contact NAJA Headquarters to utilize use of any NAJA media.

(c) Coordinates public relations on general Chapter matters such as visits from the Chapter Support Coordinator, Association Board and Executive Director, Chapter meetings, educational courses, projects and volunteer service and any aspects of the program not assigned to other committee members.

(d) Assigns special news stories to Chapter members, if needed.

(e) Furnishes the Association with articles for *The Crownlet*, requested information and oversees NAJA media releases.

(f) Maintains the necessary committee files and records, transferring them to a successor promptly and in good order.

(g) Ensures that the Chapter is represented in the NAJA Scrapbook.

(h) Assumes responsibility for NAJA Public Relations Awards entries.

f) SCHOLARSHIP COMMITTEE

1) PURPOSE

To seek qualified applicants for the graduate scholarships which are awarded annually by NAJA. To implement the Chapter's Scholarship program, if applicable. Committee members assist in the promotion of the National Scholarship Program.

2) PERSONNEL

Requirements of the Chapter's Scholarship program will determine the size of the committee.

3) DUTIES OF THE CHAIRMAN

(a) Educates the Chapter about the National Scholarship Project (the NAJA Graduate Scholarship Program) upon receipt of information from the NAJA Scholarship Committee.

- (b) Publicizes and promotes the NAJA Graduate Scholarship Program.
- (c) Makes personal contacts with nearby colleges and universities, mental health facilities, teachers and other community agencies to reach the prospective applicants.

g) **MEMBERSHIP COMMITTEE**

1) **PURPOSE**

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.

2) **PERSONNEL**

The committee is composed of the Membership Chairman and any number of members. Depending upon the Chapter, this may be a committee composed only of the Chairman.

3) **ACTIVITIES**

The Membership Committee Chairman works with the Executive Board to stress the importance of membership service as provisional, active, associate and life members, and helps to create a service environment that will achieve continued success of the Chapter.

4) **DUTIES OF THE CHAIRMAN**

- (a) Serve as a member of the Executive Board.
- (b) Emphasize the importance of the Chapter's process for recruitment of members.
- (c) Support the Board with retention of active members through monitoring and evaluating the membership through tools such as Chapter self-evaluations or other Chapter designated procedures.
- (d) Make recommendations to the Board of changes or alterations that the Board should consider based on needs, talents and available time of the membership while maintaining the quality of service to the community.
- (e) Provide the Board and Chapter with opportunities to reengage Associate and Life members through social events and/or service projects.

4. CHAPTER MEETINGS

The Chapter holds regularly scheduled meetings. Special meetings may be called pursuant to Chapter Bylaw provisions. 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 and any specialty called meetings may be held via secure videoconference, provided that:

- 1. The videoconference equipment used provides methods for all participating members to see and hear one another at the same time.
- 2. Chapter Bylaw provisions allow for electronic meetings.
- 3. Chapter Policies and Procedures provide methods for seeking recognition, obtaining the floor, submitting motions in writing, determining the presence of a quorum, and the taking and verification of votes for an electronic meeting.

Voting by absentee ballot and/or proxy voting is prohibited.

CHAPTER

B. INTERNAL OPERATIONS: FISCAL

1. DUES AND FEES

NAJA Headquarters sends a statement of dues and fees to the Chapter Treasurer based on the NAJA membership records at Headquarters as of May 15. Dues and fees are payable in full immediately upon receipt of this statement and are delinquent after July 15.

An Associate member may, at any time, pay the equivalent of ten years Associate dues to attain the status of Life member. This amount must be forwarded immediately to Headquarters in order for Life membership status to be granted.

When an Associate member is reinstated in a Chapter, the Chapter Treasurer immediately sends a check to Headquarters to cover the dues paid by the member.

The Association dues of a transferring member should be paid only once during a fiscal year. Payment of the per capita dues of a transferred member is made by the Chapter of record on May 15.

2. PROCEDURE FOR DONATIONS TO THE ASSOCIATION

The Association encourages Chapters, members, and individuals to make tax-deductible contributions to the NAJA Graduate Scholarship Program, NAJA Resources, and/or to the Association. Forms for donations to the Association are available from Headquarters or online. Contributions should be mailed to the NAJA Executive Director, P.O. Box 1873, Greenville, MS 38702-1873 or may be made through the NAJA website.

3. PROCEDURE FOR DONATIONS TO THE NAJA FOUNDATION

Tax-deductible donations to the NAJA Foundation may be made by Chapters, members, and individuals by sending checks or credit card information to Headquarters. A five-year pledge option is available as well as sample bequest language. Forms for donations to the Foundation are available from Headquarters or online. Contributions to the Foundation should be mailed to the NAJA Executive Director, P.O. Box 1873, Greenville, MS 38702-1873 or may be made through the NAJA website.

4. ACKNOWLEDGEMENTS

Headquarters acknowledges memorials, honoraria, or gifts to the appropriate parties within two weeks of receipt.

5. PROCEDURE FOR TAX AUDIT

A Chapter must immediately notify the NAJA Executive Director if it is to be audited by the Internal Revenue Service, or any state or local taxing authority.

6. FISCAL RESPONSIBILITIES

- Collect all member dues prior to May 1. List non-paying members as dropped (D) on the **Directory** Verification Listing due May 15. Upon receipt of delinquent dues by Headquarters, dropped members will be reinstated.
- Require the Treasurer to bring all original bank statements and cancelled checks to all Executive Board meetings for review by those in attendance
- Bring written financial report to Board and Chapter meetings.
- Have a receipt from a Chapter member prior to making any reimbursement.
- Should require two signatures on **all** checks.

7. FUNDRAISING FOR OTHER ORGANIZATIONS

Chapters should not act as a fundraising agent for other organizations.

CHAPTER

C. INTERNAL OPERATIONS: GENERAL

1. CHAPTER MEMBER

a) TERM OF SERVICE

The term of service for a member of a Provisional Chapter begins with the fiscal year in which the member begins to pay Association dues. An Active Chapter member begins her term of Active service when the member has completed Provisional membership and has been elected into Active membership by the Executive Board of the local Chapter.

In order to receive a year of credit toward Associate eligibility, a member must have complied with Chapter hour (Administration, Education, Finance and Service) requirements and any other Chapter requirements. Should it be necessary to take a leave of absence, the time does not apply toward the five years of Active service. At the end of the year the member receives credit toward Associate membership eligibility for only those months in which the member was on full Active service.

Should an Active member find it necessary to request a leave of absence from the Chapter, the member is not required to attend meetings or fulfill work assignments during the leave. At the end of the year the member receives credit toward Associate membership eligibility for only those months in which the member was on full Active service, provided the member complied with Chapter hour (Administration, Education, Finance and Service) requirements. An Active member on leave is required to pay the annual dues stated by the Chapter and the Association.

b) NEW MEMBER INFORMATION

Information on each new member should be turned in to NAJA Headquarters within thirty days of the first Provisional Meeting.

c) CHANGE OF MEMBERSHIP STATUS AND/OR ADDRESS

All changes of names, membership status and addresses should be reported to Headquarters by the Recording Secretary throughout the year using the Change of Status and/or Address form, in order to keep membership records current at Headquarters. All changes not previously made must be reflected on **The NAJA Directory** Verification Listing due May 15. (It is not necessary to submit electronically a status change form for the information already provided on **The NAJA Directory** Verification Listing report).

d) RESIGNED OR DROPPED MEMBERS

Should a member who resigns or is dropped from the Chapter move to another city and receive an invitation to membership, the member must complete a full Provisional term. The member is not allowed to receive credit for any completed Active service in the former Chapter.

Under special circumstances and at the discretion of the Executive Board, a member who resigns or is dropped from a Chapter can be accepted back into membership of that Chapter.

e) REINSTATEMENT OF ASSOCIATE MEMBERS

An Associate is dropped from the Chapter membership roll for failure to pay the annual dues required by the Chapter. Should an Associate desire to be reinstated at a later date, the member may be reinstated upon payment of a minimum of current year Associate dues. Upon receipt of the Associate dues, the Chapter is then required to immediately send a check to Headquarters to cover all Associate dues paid by the member.

f) **TRANSFER OF CHAPTER MEMBERSHIP**

Any member in good standing who changes residence is permitted transfer privileges if there is a Chapter in the new locality. The President of the Chapter from which a transfer is made must certify that the transferring member is in good standing. That Chapter is responsible for sending notification of the change in residence of the member together with the complete information regarding the membership record to the President of the Chapter to which the transfer is being made. No member is taken into membership of another Chapter until all records have been received by the Chapter to which the member is transferring.

The right of transfer does not apply to a member who has resigned or who has been dropped from Chapter membership.

A member transferring to a new locality is required to take any additional training designated by the Chapter to which transfer is made.

The right of transfer is an absolute right granted to members in good standing. Transfer members shall not count toward any established Chapter quota. They are immediately welcomed into the new Chapter upon the receipt of individual records.

Names and addresses of transferred members and reinstated Active and Associate members accepted after May 15 are sent to Headquarters immediately upon their admission or reinstatement to the Chapter.

g) **MEMBERSHIP RECORD FORMS**

Each Chapter is required to keep permanent records concerning the activities of each member. Record sheets for use by the Chapters are furnished by Headquarters at no cost to the Chapters and are also online at NAJA website under forms.

2. CHAPTER DELEGATES TO ASSOCIATION MEETINGS

a) **ANNUAL MEETING**

Each Chapter is required to have Active member representation at the Annual Meeting and is encouraged to send as many members as possible. Inspiration and knowledge gained at Annual Meeting is of vital importance to the program of the Chapter.

Three Chapter members serve as delegates and participate in the election of NAJA officers and in the transaction of Association business. These delegates may be constitutionally designated or elected by the Executive Board of the Chapter or the membership of the Chapter. Alternate delegates should be designated to assure that each Chapter has three voting delegates. **Chapter delegates must attend the Business Meeting for the Chapter to receive credit for Annual Meeting attendance.**

Members should attend all sessions of the Annual Meeting and meetings in which Chapter representation is expected, take an active part in the discussion of the meetings, interpret the point of view of the Chapter on issues, and **report in full** on the Annual Meeting to the Chapter at the first meeting following the Annual Meeting. Only eligible activities are counted as Education hours when members record hours for attending Annual Meeting. Travel time and social functions may not be counted.

b) **AREA MEETING**

Each Chapter is required to have Active member representation at an Area Meeting and is encouraged to send as many members as possible. This meeting is designed to give instruction in implementing the program of the Chapter, to serve as a time for discussion of issues, and to provide workshops for the exchange of ideas among Chapters.

3. CHAPTER ACCOUNTABILITY

a) ANNUAL STANDARDS REVIEW

The Annual Standards Review is the summary of the Junior Auxiliary Chapter year. These reports include a Minimum Standards Checklist, a Report of Statistical Data, a Statement of Cash Balances, a Chapter Constitution, and ***The Directory*** information. This data is used by NAJA to assess trends, progress, growth, stability and service.

b) SELF-EVALUATION

The hallmark of the successful Junior Auxiliary Chapter is a sound, systematic evaluation of goals, objectives, policies, projects and program of service. Self-study includes goal setting as well as performance review. This process guarantees improved planning, effectiveness, and overall impact. The aim of self-evaluation is not to judge, but to determine more effective ways to serve the community. This process leads to positive, planned change and increased volunteer efficiency and service.

Guidelines for conducting a Chapter self-evaluation are found in the ***NAJA Chapter President's Notebook***. Additional evaluation materials are available upon request from the Resource Center.

c) CHARTER PRESENTATION

The Charter presentation is made at the Annual Meeting at which the Chapter is presented as an Active Chapter in the Association. The Chapter President, Chapter members in attendance, and involved NAJA representatives participate in the Charter Presentation Ceremony which is conducted during the Awards Ceremony at the Annual Meeting. The Charter is a cherished piece of Chapter history, and should be preserved.

d) ACTIVE CHAPTER REQUIREMENTS

Bylaws and Standing Rules govern the Association and the Chapters. Observance and enforcement are the responsibility of each Chapter and its officers.

Each Chapter must incorporate in the Chapter Constitution or Bylaws the Chapter requirements prescribed in Association Bylaws and Standing Rules. Chapter requirements may exceed the minimum prescribed by the Association.

- e) All Chapters should maintain a privacy policy that denotes how both member information (including permanent records) and donor information is stored and used.

Input from the Chapters is not only vital but essential to the administration of the National Association of Junior Auxiliaries, Inc. and is always welcome. Correspondence should be directed to the President and copied to the Executive Director.

V

NATIONAL ASSOCIATION
OF
JUNIOR AUXILIARIES



FOUNDATION

A. FOUNDATION: GENERAL INFORMATION

The National Association of Junior Auxiliaries, Inc. established the NAJA Foundation in 2002 to raise and hold money in a public trust. The purpose of the Foundation is to receive, solicit, accept and hold, administer, invest, and disburse any and every kind of property for such educational, charitable, and service activities that support the purpose of the National Association of Junior Auxiliaries, Inc.

Mission Statement:

To enhance and financially support educational, leadership, and cultural programs for NAJA members and to optimize community service by NAJA Chapters who demonstrate a financial need.

Levels of Giving:

- \$10 Friend
- \$100 Supporter
- \$250 Sustainer
- \$500 Sponsor
- \$1,000 Patron
- \$2,500 Partner
- \$5,000 Fellow *
- \$10,000 Silver Crown *
- \$25,000 Gold Crown *
- \$50,000 Platinum Crown *
- \$100,000 Crown Benefactor *

Donations may be made to the NAJA Foundation, P.O. Box 1873, Greenville, MS 38702. Donations may also be made online at www.najanet.org/naja-foundation-donation-form.

* Will be recognized at AEC the year giving-level is attained.

B. BYLAWS

NATIONAL ASSOCIATION OF JUNIOR AUXILIARIES FOUNDATION

ARTICLE I

NAME

The name of this organization shall be the National Association of Junior Auxiliaries Foundation, hereinafter referred to as the NAJA Foundation.

ARTICLE II

PURPOSE

The purpose of the NAJA Foundation shall be to receive, solicit, accept and hold, administer, invest, and disburse any and every kind of property for such educational, charitable, and service activities that support the purpose of the National Association of Junior Auxiliaries, Inc.

ARTICLE III

TRUSTEES

A. Composition

The NAJA Foundation shall be governed by a Board of Trustees composed of eleven members. The NAJA President and NAJA Ex-Officio shall be members of the Board of Trustees by virtue of their respective offices. The remaining nine Trustees shall be appointed by the NAJA Ex-Officio.

B. Term

The term of service for appointed Trustees shall be four years, which shall be established on a staggered basis. The NAJA Ex-Officio shall appoint Trustees annually by the Annual Meeting to fill vacancies created by expiring terms, subject to the approval of the NAJA Executive Committee. The term of service will begin at the close of the Annual Meeting.

C. Officers

The officers of the Board of Trustees of the NAJA Foundation shall be a Chairman, a Vice-Chairman and a Secretary/Treasurer. The officers of the Board of Trustees of the NAJA Foundation shall be elected by and from the Board of Trustees. The term of office shall be one year beginning at the close of Annual Meeting or until a successor is elected. No member may serve as an officer of the Foundation while serving as an officer of the National Association of Junior Auxiliaries, Inc.

D. Eligibility

To be eligible for appointment to the Board of Trustees, one must be an Associate or Life member of NAJA, and must have previously served as a NAJA Standing Committee member, a Chapter officer, a Chapter Support Coordinator, or as a member of the NAJA Board of Directors. No member of the NAJA Board of Directors may serve as an appointed Foundation Trustee concurrently. Any member of the NAJA Executive Committee or Foundation Board of Trustees will not be eligible for appointment for one year following completion of her term of service. In the event the Vice Chair is in the last year of her term, the Ex-Officio may extend her term for one year to serve as the Chairman.

E. Compensation

The Trustees shall serve without compensation. Approved expenses shall be reimbursed as administrative expenses of the NAJA Foundation.

F. Removal

Any Trustee failing to fulfill the obligations of the office may be removed by a majority vote of the Board of Trustees.

G. Vacancies

In the event of a vacancy in the position of Trustee, the NAJA Ex-Officio shall appoint a member to fill the unexpired term, subject to the approval of the NAJA Executive Committee. In the event of a vacancy in the office of Chairman of the Board of Trustees of the NAJA Foundation, the Trustees shall elect a new Chairman.

ARTICLE IV

MEETINGS

A. Regular meetings

The Board of Trustees of the NAJA Foundation shall meet twice a year, in January and July. The Board of Trustees may also hold additional meetings throughout the year by conference call.

B. Special meetings

Special meetings may be called by the Chairman of the Board of Trustees, or upon written request by any three Trustees. Notice of such special meetings must be dated no later than 14 days prior to said meeting.

C. Quorum

The quorum for meetings of the Board of Trustees shall be a simple majority.

D. Voting

A vote of the Board of Trustees may be taken by mail, facsimile, or electronic transmission at the request of the Chairman of the Board of Trustees. Such votes shall have the force and effect of a vote taken at a meeting.

E. Fiscal year

The fiscal year of the NAJA Foundation shall be from July 1 through June 30.

ARTICLE V

PARLIAMENTARY AUTHORITY

The parliamentary authority for the NAJA Foundation shall be Robert's Rules of Order, Newly Revised.

ARTICLE VI

AMENDMENTS

These Bylaws may be reviewed and amended as deemed necessary by the Board of Trustees of the NAJA Foundation. Such proposed amendments shall become effective upon approval of the NAJA Board of Directors.

ARTICLE VII

DISSOLUTION

Upon the dissolution of the Foundation, no part of its funds or properties shall be distributed to, or shall inure to the benefit of, any member, Trustee, Director, officer or other private person; but, after its debts and obligations have been paid or adequate and proper provision made therefore, all of the remaining assets shall be distributed exclusively for the charitable and educational purposes of the National Association of Junior Auxiliaries, Inc.

C. POLICIES AND PROCEDURES

1. Fiscal

- a) The NAJA Foundation may donate from its annual income for the purpose of giving grants and/or awards to support Chapters in financial need. Grant applications are on the NAJA website and only accepted online. A brief description of each grant is in the Chapter President's Notebook.
- b) Approval of the Foundation Trustees is required prior to conducting any fundraiser on behalf of the NAJA Foundation.
- c) The NAJA Foundation Annual Fund shall be a year-long project to raise money to assist with grants, scholarships, outreach programs, and ongoing expenses of the Foundation. A formal campaign shall be conducted each year. Unrestricted gifts given during the fiscal year beginning at the Friend of the Foundation level will be recognized. Annual Fund gifts of \$100 or greater will be acknowledged in the Fall *Crownlet*.
- d) The Chairman and Secretary/Treasurer, as well as Executive Director, shall be the authorized signers of the bank accounts and other investments. The amount of surety bond shall be set by the Foundation Trustees.
- e) Foundation Trustees attending Annual Education Conferences and Area Meetings will be provided transportation, meals, room, and registration costs according to the NAJA reimbursable expense policy.
- f) The Budget shall be set at the January meeting for the next fiscal year.
- g) The NAJA Foundation shall transfer annually a minimum of 10% of total income (donations and fundraisers) into a no-load mutual fund account.

2. Investment Allocation Policy

- a) The Chairman of the Foundation Board of Trustees shall appoint an investment committee consisting of a minimum of three members, two of whom must be current Foundation trustees, who shall be ratified by the Board of Trustees. This committee shall have the authority to set investment allocations subject to the approval of the Board of Trustees. This committee shall confer quarterly and report semi-annually to the Foundation Board of Trustees. The committee shall have authority to consult financial planners, brokers investment counselors or any other consultant deemed necessary.
- b) NAJA Foundation equity holdings shall be invested in no-load mutual funds until the value of such assets exceeds \$1 million, at which time consideration may be given to the transfer to an actively managed fund.

3. Gifts

a) Gifts of Securities

1) Definition

Gifts of securities as defined by this policy are gifts of marketable securities, including but not limited to shares of common stocks, mutual funds, money market funds, bonds, etc... that have a ready market that would allow the immediate conversion to cash for deposit in the Foundation investment portfolio.

2) Acceptance

The Executive Director, Chairman of the Foundation Board of Trustees and the NAJA President will decide whether or not to accept gifts of marketable securities. When in doubt as to the marketability of the security, the officer or staff member should consult the broker chosen to handle assets of the Foundation.

Once the security is deemed marketable, transfer of ownership is required. The transfer must follow standard rules for the transfer of stock/securities as determined by the laws of the state and nation, and by the rules of the IRS, Securities and Exchange Commission and any additional governing authority. As soon as the security transfer has been completed, the security may be liquidated or held. Cash acquired from the liquidation will be invested in the Foundation portfolio according to investment guidelines operative at the time of liquidation.

3) Acknowledgment

All gifts of marketable securities will be acknowledged by the Foundation to the donor stating the gift date and the market value of the security on the date of the gift to the Foundation. The gift date is defined as the day the Foundation receives the securities in hand or in an account under the control of the Foundation.

4) Valuation to Donor

The market value of the security gift will be determined according to the operable rules of the NYSE/NASDAQ and the IRS at the time of the donation. The value is normally the average of the prices per share traded during the day of transfer.

b) Gifts of Personal Property

1) Definition

Personal property gifts as defined by this policy are current non-cash tangible or intangible gifts other than real property or marketable securities which the Foundation deems to be of value, meaning it can be used by the Foundation in its operations or sold to generate resources for its current use.

2) Acceptance

The Executive Director, the Chairman of the Foundation Board of Trustees, and the NAJA President are responsible for deciding whether or not to accept gifts of personal property under the conditions listed, but not limited to: 1) the gift has an immediate use by the Foundation, and/or 2) the gift can be sold by the Foundation with the proceeds to benefit the Foundation. Under no condition should the personal property gift be accepted if it personally benefits an officer, a member of the Foundation Board of Trustees or, a member of the NAJA Board of Directors.

A statement must be obtained from the donor of the property gift affirming that the donor is transferring ownership of the property to the Foundation. This statement should also include the fair market value of the gift as determined by the donor. The value is to allow the Foundation to value the gifts on its books, not on the receipt to the donor as stated below. Some property gifts

3) Acknowledgment

All gifts of personal property will be acknowledged by the Foundation to the donor stating the description, but not the value, of the property donated, and whether or not the donor received any goods or services in return for the gift.

4) Valuation to Donor and Requirements for Deduction

The donor should value gifts of personal property at the fair market value. Fair market value is the price a willing, knowledgeable buyer would pay a willing, knowledgeable seller when neither has to buy or sell. If the fair market value of the gift as determined by the donor is over \$500, the donor must fill out section A of IRS Form 8283 to attach to their tax return. If the fair market value of the gift is over \$5000, the donor will have to fill out section B of IRS Form 8283, which requires an independent appraisal and acknowledgment by the Foundation. The Foundation acknowledgment includes an affirmation that in the event it sells, exchanges, or otherwise disposes of the property within two years after the date of receipt, it will file IRS Form 8282, and give the donor a copy of that form. Appraisals must be made no earlier than 60 days before the date the donor contributes the property. The donor is required to attach a complete copy of the appraisal for gifts with a fair market value of \$20,000 or more. The donor cannot deduct gifts of services.

5) Valuation to Foundation

The Foundation will value gifts of personal property for which donors qualify for a charitable deduction at their fair market value. These gifts will be recorded as donated assets on the books of the Foundation and recorded as an in-kind gift on the donor's record at their fair market value. The fair market value of the gift will be as determined by the donor. Gifts of services cannot be recorded for any value on the books of the Foundation or the donor's record.

c) Gifts of Real Property

1) Definition

Real property gifts as defined by this policy are gifts of undeveloped or developed land for which the Foundation deems of value, meaning it can be used by the Foundation in its operation or sold to generate resources for current use.

2) Acceptance

The Executive Director, the Chairman of the Foundation Board of Trustees and the NAJA President shall be responsible for obtaining information about the property. Such information should include, but not be limited to, potential liability from contaminated soil, land use restrictions and applicable tax rates. After inspections of such real property and consideration of information, this committee will render a decision concerning the market potential of the property. The Foundation should view the cost of holding certain parcels. Distressed property or parcels which carry liabilities may have no place in the Foundation's portfolio and may be refused by the Foundation.

The Foundation will obtain a general warranty deed and a current appraisal from a licensed appraiser which satisfies the IRS guidelines for a charitable contribution. The Foundation will expect a clear certificate of title from a licensed attorney. The donor should also provide a letter from an accountant stating that the transaction has been reviewed for tax purposes.

3) Acknowledgment

All gifts of real property will be acknowledged by the Foundation to the donor stating the description, but not the value of the property donated, and whether or not the donor received any goods or services in return for the gift.

4) Valuation to Donor and Requirements for Deduction

The donor should value gifts of real property at the fair market value. Fair market value is the price a willing, knowledgeable buyer would pay a willing, knowledgeable seller when neither has to buy or sell. If the fair market value of the gift determined by the donor is over \$500, the donor must fill out the section A of IRS Form 8283 and attach to their tax return. If the fair market value of the gift is over \$5000, the donor will fill out section B of IRS Form 8283, which requires an independent appraisal and acknowledgment by the Foundation. The Foundation acknowledgment includes an affirmation that in the event it sells, exchanges, or otherwise disposes of the property within two years after the date of receipt, it will file IRS Form 8252, and give the donor a copy of that form. Appraisals must be made not earlier than 60 days before the date the donor contributes the property.

5) Valuation to Foundation

The Foundation will value gifts of real property for which donors qualify for a charitable deduction at their fair market value. These gifts will be recorded as donated assets on the books of the Foundation and recorded as an in-kind gift on the donor's record at their fair market value. The fair market value of the gift will be as determined by the Foundation's independent appraisal.

4. Officer Duties

The Chairman shall serve a one year term. She shall plan and conduct Foundation meetings, prepare agenda for each meeting and present Foundation report at Annual Meeting. She shall attend meetings of the NAJA Board of Directors as a non-voting member. She may attend Board Training.

The Vice-Chairman shall serve a one year term and automatically become Chairman the following year. She shall preside at Foundation meetings in the absence of the Chairman. She shall attend meetings of the NAJA Board of Directors as a non-voting member in the absence of the Chairman. She shall be responsible for scheduling Foundation Trustees as speakers in order to promote the Foundation to Chapters. The Vice Chairman shall serve as the liaison to the Cornerstone Society. She shall send pertinent information regularly to past Trustees.

The Secretary/Treasurer shall serve a one year term. She shall read and record minutes at each meeting and distribute minutes to Foundation Trustees. She shall also track and report on electronic votes, actions, and decisions of the Board of Trustees.

5. General

- a) Officer elections for the next fiscal year shall take place at the January Foundation meeting.
- b) NAJA Foundation AEC (Annual Education Conference) Grants.
 - 1) Registration costs for up to three members per selected Chapter(s) to be paid by the Foundation.
 - 2) Limited to the cost of registration only (room and travel will not be covered by the AEC Grant).
 - 3) Strongly recommended that the incoming Chapter President be one of the three delegates selected to attend.
- c) All Foundation Grant recipients shall be asked permission to identify the Chapter in publicity of the Grant.
- d) The *Cornerstone Society* is composed of current and past Foundation Trustees for the purpose of encouraging their continued support of the NAJA Foundation.
- e) A liaison (Grants Committee Chair) will be assigned to all grant recipients.

- f) The NAJA Foundation may host fundraising, donor recognition, and other events at the NAJA Annual Education Conference. These events will be planned in collaboration with the AEC Chairman.
- g) The NAJA Foundation established a New Chapter Grant for Provisional Chapters. This grant was created to assist these Chapters financially with some of the costs associated with establishing a Junior Auxiliary Chapter and starting service projects. After the Organizational Meeting, interested candidates shall complete the grant application found on the NAJA website on the Foundation's page. The grant will reimburse the Chapter for start-up costs. If funding permits, the Foundation may provide financial support as budgeted.
- h) The NAJA Foundation may donate income annually for the purpose of supporting National Service Projects, National Focus Projects, New Chapter Development, and other grants/awards to Chapter who demonstrate financial need. If funding permits, the Foundation may provide financial support as budgeted. Grant applications are on the NAJA website and only accepted online. A brief description of each grant is available in the Chapter President's notebook.
- i) The NAJA Foundation established the Foundation Outstanding Service Project (OSP) to award a monetary donation to the Chapter decided to have the best Service Project at AEC. The NAJA Awards Committee shall select the winner from all project entries for the year. The project does not have to win another NAJA award to be considered for the OSP. The same project may not win twice. If funding permits, the Foundation may provide a financial award as budgeted. All applicants must be present at the AEC Awards Ceremony in order to receive the OSP financial award.