

Jack and Jill of America, Incorporated

National Constitution and Bylaws

2020 - 2022 Edition



Published by
JACK AND JILL OF AMERICA, INCORPORATED
as revised at the 44th National Convention

2020 Virtual Convention
South Central Region, Host Region



These bylaws were updated in collaboration and partnership with the National Corresponding Secretary Sativa Leach-Bowen, National Bylaws Chair Diane Livings, the Immediate Past National Corresponding Secretary Consuella Guillory-Adams and Immediate Past National Bylaws Chair Tonya Tarpeh

November 2020

JACK AND JILL OF AMERICA, INCORPORATED

NATIONAL CONSTITUTION AND BYLAWS

INCLUDING

ORIGIN AND PURPOSE OF
JACK AND JILL OF AMERICA FOUNDATION, INCORPORATED



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JACK AND JILL OF AMERICA, INCORPORATED
AS REVISED AT THE 44th NATIONAL CONVENTION
2020 Virtual Convention – South Central Region

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JACK AND JILL OF AMERICA, INCORPORATED

INCORPORATION

UNDER THE LAWS OF DELAWARE, AUGUST 28, 1947, JACK AND JILL OF AMERICA WAS INCORPORATED AND ISSUED A CHARTER AS A NATIONAL ORGANIZATION.

FOUNDER

Mrs. Marion Stubbs Thomas (1910-1996)

"THE GREAT PURPOSE OF ALL RULES AND FORMS IS TO SUB-SERVE THE WILL OF THE ASSEMBLY RATHER THAN TO RESTRAIN IT; TO FACILITATE AND NOT TO OBSTRUCT, THE EXPRESSION OF THEIR DELIBERATE SENSE."

--ROBERT'S RULES OF ORDER

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NATIONAL CONSTITUTION AND BYLAWS

PREAMBLE

WE, THE MEMBERS OF JACK AND JILL OF AMERICA, INCORPORATED, IN ORDER TO MORE FULLY IMPLEMENT THE GOALS OF THE ORGANIZATION; TO MORE SPECIFICALLY ARTICULATE THE ASPIRATIONS OF OUR MEMBERS; AND, TO MORE DECISIVELY DEFINE BOTH POLICIES AND PROCEDURES OF THIS BODY, DO HEREBY ADOPT THE FOLLOWING CONSTITUTION AND BYLAWS.

CONSTITUTION

ARTICLE I: NAME

The name of this organization is Jack and Jill of America, Incorporated.

ARTICLE II: OBJECTIVES AND AIMS

- Section 1** The objectives of this nonprofit organization are:
To create a medium of contact for children which will stimulate growth and development
To provide for children, constructive educational, cultural, civic, recreational, health and social programs
- Section 2** The aims of this organization are:
To aid mothers in learning more about their children by careful study.
To seek for all children the same advantages which we desire for our own.
To support all national legislation aimed at bettering the conditions of all children.

ARTICLE III: MEMBERSHIP

- Section 1** The membership shall consist of those chapters which were members of Jack and Jill of America, Incorporated when it was chartered and such other chapters as may be elected to membership at a national convention.
- Section 2** All chapters shall be constituents and subordinate units of Jack and Jill of America, Incorporated subject to the general authority and jurisdiction of the national convention and organization.

ARTICLE IV: OFFICERS

The officers of the corporation shall be National President, National Vice President, National Program Director, National Recording Secretary, National Corresponding Secretary, National Treasurer and National Editor and such other officers as may be deemed necessary and recommended by the National Executive Board and approved by the national body.

ARTICLE V: MEETINGS

- A. The organization shall assemble in a national convention at regular intervals or special meetings as defined in the national bylaws.
- B. In the event that it is determined by a two-thirds vote of the members that the National Executive Board cannot fulfill its responsibilities and/or function, the National Advisory Council (NAC) shall be convened and the powers for transacting the business of the national organization shall be transferred to the NAC. Regional and local meetings shall be as provided in these Jack and Jill of America, Incorporated bylaws.

ARTICLE VI: FINANCE

The organization shall be financed by dues from its members and other contributions as provided in the bylaws.

ARTICLE VII: JACK AND JILL OF AMERICA FOUNDATION, INCORPORATED

The Jack and Jill of America Foundation, Incorporated shall receive financial support from the membership of Jack and Jill of America, Incorporated. Jack and Jill of America, Incorporated shall be represented on the Board of Trustees of the Jack and Jill of America Foundation, Incorporated as specified in the bylaws of Jack and Jill of America, Incorporated.

ARTICLE VIII: AMENDMENTS

The provisions of this Constitution may be amended only upon approval of two-thirds of the voting membership in good standing. Amendments must be submitted in writing to the National Corresponding Secretary by November 1st prior to the national convention and be circulated to chapters by April 1st before the national convention. Voting is permissible via email or fax in exigent circumstances as determined by the National Advisory Council.

ARTICLE IX: DISSOLUTION

If Jack and Jill of America, Incorporated is dissolved at any time, unless otherwise ordered by a court of competent jurisdiction, no part of its funds or property shall be distributed to or among its members, but after payment of substantiated and documented indebtedness of the organization, all surplus funds and properties shall be placed in escrow and used to promote the welfare of children in such a manner as the national body of the organization shall determine by majority vote.

BYLAWS

ARTICLE I: MEMBERSHIP

Section 1 • Classifications

A. Members

1. Mothers, female legal guardians, or female legal custodial caretakers with children between the ages of two (2) years and through the nineteenth (19) year may hold membership in Jack and Jill of America, Incorporated.
2. To maintain membership, a member must be in good standing. Good standing as used in this document means a mother must be active and financial. Active is defined as participating in local chapter activities, sponsoring age-group activities and supporting the Foundation. A member in good standing shall be required to attend one (1) national convention or one (1) regional conference or one (1) regional area workday or cluster or one (1) teen conference on a rolling four (4) year period for the duration of her membership tenure. Financial is defined as having paid all chapter, regional and national dues, assessments and fees. A member who is not financial at any time during a program year shall not be entitled to vote until she resumes the status of being financial.
3. Any child who resides with and is receiving long term continuous care from a mother, female legal guardian or female legal custodial caretaker who is a member of Jack and Jill of America, Incorporated can participate in the chapter in which the mother, female guardian or female custodial caretaker is a member and pays dues.
4. The status of a member in good standing terminates at the end of the membership program year which includes all conventions when the youngest child completes high school or reaches age twenty (20).
5. Upon the death of a member in good standing, the children of said member may continue their affiliation with the organization for the duration of that program year and the ensuing program years, if the parent (guardian) so desires. Said deceased member shall be classified as having completed her tenure in good standing thereby granting immediate legacy to her children irrespective of their age or if they continue to participate in the organization.

B. National Members

1. A national member is a member in good standing who transfers to an area where no chapter exists.
2. A member may maintain national membership status until a chapter is chartered in her area.
3. It is the member's responsibility to submit national per capita tax directly to the National Treasurer by September 30th of each year, as outlined in these bylaws.

C. Associate Members

1. A mother may become an associate member of the organization when either the youngest child completes high school or when the youngest child reaches age twenty and the mother completes tenure in good standing, by paying the national and regional per capita tax and any fees upon which the local chapter and associates mutually agree.
2. Upon the death of a child of a member in good standing, a member may continue her affiliation with the organization as an associate member if she has no other child between the ages of 2 and 19.
3. An associate member may attend national, regional and chapter meetings as a non-voting member, but cannot be elected to an office or chair a national committee other than the Associate Chair.
4. If the chapter or the associate group that the associate member is affiliated with dissolves, the associate member is entitled to transfer her membership to a nearby chapter or to the national office.
5. An associate member may choose to affiliate with the associate group of a nearby chapter, if her chapter does not have an associates group.
6. Each chapter shall have an associate liaison to help recruit tenured mothers and disseminate associate information to associates and associate groups. The associate membership may fall under the responsibilities of the vice president.
7. The National President will appoint the National Associate Chair from the pool of Regional Associate Chairs in accordance with the alphabetical rotation of regions.

8. The National Associate Chair shall serve as an ex-officio member of the National Advisory Council attending one meeting per year.
- D. Life Member
1. Any mother, female legal guardian, or female legal custodial caretaker who has been a member in good standing for at least 10 years, has completed her tenure in good standing, and has reached Associate status may apply for Life Membership. The 10-year service requirement can be satisfied by either completing membership tenure as a member in good standing for a minimum of ten (10) years or by membership in a chapter of less than ten (10) years combined with membership as a financial Associate member.
 - a. A one-time prorated Life Membership fee commensurate with the number of years of a membership in good standing must be paid as indicated to the National Treasurer.
 - b. Mothers with ten (10) years membership shall pay the one time Life Membership fee of \$450.
 - c. Mothers with fifteen (15) years membership shall pay the one-time Life Membership fee of \$350.
 - d. Mothers with twenty (20) years membership shall pay the one-time Life Membership fee of \$250.
 - e. Members who have completed their tenure in good standing and who have paid Life Membership fees at any time commensurate with the number of years of a membership completed, shall maintain their life membership status throughout their affiliation with the organization.
 - f. Jack and Jill National Executive Board members shall receive life membership upon completion of their tenure as a member in good standing.
 2. Life Member Benefits and Responsibilities
 - a. Life Members may, but are not required to, attend chapter meetings, regional conferences or national conventions. Life members are not required to assume chapter obligations and do not have voting privileges at any level.
 - b. Life Members who attend national conventions, regional conferences and cluster meetings will receive a reduction on conference and convention registration fees.
 - c. Past National Presidents shall be entitled to life membership upon completion of their term of office; this designation waives conference fees, lodging and travel expenses for future national conferences. A former National President who remains a member upon completion of her term of office must meet member obligations of her local chapter.
 - d. Life members will be entitled to the following privileges: reduced registration fees, reserved seating, a gold life pin, life membership certificate, card and inclusion on the mailing list for national publications.
 - e. Life members are not required to pay Regional or National per capita throughout their affiliation as a life member with the organization.
- E. Honorary Life Member
- Outstanding and influential mothers who have made meritorious contributions to children and children's welfare shall hold Honorary Life Membership, when recommended by the membership and approved by the National Executive Board.

Section 2 • New Members

- A. Candidates for membership come through a chapter's in-take process, legacy status or through establishment of new chapters as described in these bylaws.
 1. In-take Process
 - a. Election of new chapter members may only be held once a program year during the months of February through April.
 - b. A two-thirds vote of the members present and voting is required to secure an invitation for membership.
 - c. New members' orientation shall be held before the initiation ceremony.
 - d. The initiation ceremony shall be held no later than May 31st.

2. Legacy Status

Legacy status is granted to each child (male or female) who graduates from a Jack and Jill Chapter and whose mother was a member in good standing at the time of the child's graduation (or granted immediate legacy status due to the death of their mother who completed her tenure in good standing). The female child or female spouse of a male child shall be entitled to automatically become a member of the chapter where they are currently living upon submission of an application and payment of any required monies under the following conditions:

- a. Each legacy (male or female) shall attain membership through this process only once. If legacy status was granted to the first female spouse of a male child, any subsequent spouse must seek membership as a new member.
 - b. Members entering a chapter under this legacy classification are oriented and initiated on the same timetable as other incoming members.
 - c. Members entering a chapter under this legacy classification shall be in addition to chapter quota and shall be initiated yearly.
 - d. Members entering a chapter under this legacy classification are expected to fulfill the requirements of membership as established by the local chapter and the national organization.
 - e. Members who do not fulfill the obligations of membership are subject to the same process of membership termination as outlined in these bylaws.
 - f. Members who are terminated may not re-apply for membership under legacy status.
- B. New members shall be required to attend orientation and initiation.
- C. The roster of new members, their joining fees and the Headquarters assessment must be sent to the National Headquarters no later than May 31st.
- D. A mother who has completed her tenure in good standing and due to changed circumstances desires to again become a member of Jack and Jill of America, Incorporated shall be entitled to automatically become a member of the chapter where she presently lives, upon submission of an application and payment of any required fees, except the "one time" National Headquarters fee shall not be due upon rejoining the organization.

Section 3 • Transfers

- A. A member in good-standing who changes her place of residence outside her current chapter's boundaries, shall within a period of one (1) year of the change, transfer to an existing chapter in a new city or the national office in the absence of a chapter in the new city, irrespective of the chapter membership quotas.
1. The transfer request shall be submitted and effectuated by the member on the required transfer form and forwarded to the National Headquarters office.
 2. The National Executive Director shall verify with the local chapter that the member is in good standing.
 3. The transfer process shall be completed within sixty (60) days of receipt of the verification request from the former chapter.
 4. The National Corresponding Secretary shall notify the applicant, the new chapter, the former chapter and the region of the approved transfer.
 5. The notification is the official authorization for the transfer member to attend meetings, chapter activities and inclusion on the new chapter's roster.
- B. A member who changes her place of residence within the region and has been a member in good standing in a chapter for a period of three (3) years or more is not required to transfer to an existing chapter in the new city, if she's able to maintain the obligations of membership as established by the original chapter.
- C. When a member in good standing moves in an area where there is no chapter, the former chapter shall transfer the membership to the national office, upon request.
1. The status of this membership shall not exceed five (5) years.
 2. If the member transfers overseas, she shall pay national per capita until she returns to the United States. The member shall be a non-resident member in good standing and shall maintain this status until she affiliates with a chapter.

3. National per capita tax shall be paid by the member to the National Treasurer by September 30th of each year.
 4. If the membership is with the national office, a member may start an interest group.
- D. A member in good standing who transfers to another chapter shall not be required to pay national, regional and local chapter dues twice in one (1) fiscal year.

Section 4 • Leave of Absence

- A. Any member who has been granted a leave of absence by the local chapter must meet all national and regional financial obligations including the conference attendance requirement in Article I, Section 1.A.2.
- B. A leave of absence prohibits the participation of the entire family during the leave period, unless otherwise authorized by the chapter due to extenuating circumstances as defined in the national organization's governing documents.
- C. Granting notice of leave of absence must be decided in year long, program year increments by the local chapter.

Section 5 • Termination of Membership

- A. A member who wishes to discontinue her membership should submit a written resignation.
- B. Local chapters shall have within their bylaws clearly stated reasons for which membership will be terminated.
 1. Local chapters shall notify a member of the termination of her membership via written communication therein stating the reasons for the termination and the member's right to appeal.
 2. Upon receipt of notification of termination, a member shall have thirty (30) days to appeal to the local chapter executive board. If the appeal at the chapter level is deemed unsatisfactory, a member may then appeal to the Regional Director. If the appeal at the regional level is deemed unsatisfactory, a member then may appeal to the National Advisory Council (NAC).
 3. The NAC shall send its decision, along with the rationale, to the member, the chapter and its region by registered letter. The decision of the NAC shall be final.

ARTICLE II: CHAPTER GUIDELINES

Section 1 • Boundaries

- A. All new chapters must have boundaries on file in the national office. Existing chapters of one (1) year or more will have boundaries on file in the national office as approved at the time of their installation.
- B. Interest group boundaries may not overlap the boundaries of the existing chapter without the existing chapter's approval.
- C. Chapters existing or established with a boundary defined area may recruit and install members from the entire defined area.
- D. In situations where chapters share existing boundaries a member is not allowed to transfer chapter membership when she changes residence within the shared boundaries. Said member must keep her membership with her original chapter affiliation.
- E. In situations when a change in a chapter's boundaries exclude the residence of a mother in good standing, she may, within a period of one (1) year of the change, transfer to an existing chapter whose boundary encompasses her place of residence or the national office in the absence of a chapter in her place of residence, irrespective of the chapter membership quotas.
- F. There generally shall be only one (1) chapter in a metropolitan area. However, areas having a population in excess of 500,000 shall be allowed to have additional chapters. The National Executive Board shall determine the boundaries of said chapters. A new chapter, in this instance, shall be sponsored by an existing chapter in that metropolitan area or by the National Executive Board.

Section 2 • Chapter Level of Membership and Participation

- A. A minimum group of fifteen (15) interested mothers, legal female guardians or female legal custodial

caretakers is required for any chapter membership in the National Organization.

- B. A chapter shall be required to maintain a minimum level of membership. Such level shall be determined by the regional officers with approval by the National Executive Board. A chapter's level of membership and its activity shall determine its status with the organization.
- C. Existing chapters with fewer than fifteen (15) members will be subject to a review of the chapter and its viability.
- D. Determining factors in a chapter's continuance shall be its documented attendance at conferences, conventions, activity in the community, the ability to carry out the aims and objectives of the organization, the demographics of its location and the chapter's recruitment efforts.

Section 3 • Chapter Establishment

- A. Application
 - 1. Any group of mothers including legal female guardians and female legal custodial caretakers with children between the ages of two (2) through sixteen (16) years, interested in the ideals and purposes of Jack and Jill and America, Incorporated, may request an application from the National Vice President for the establishment of a new chapter.
 - 2. No member of an interest group may be a member of an existing chapter. No member of an existing chapter shall be a participant of an interest group.
 - 3. Upon receipt of the completed application requirements, the National Vice President shall present the application to the National Executive Board for final approval. The National Vice President shall notify the applicant fifteen (15) days following the National Executive Board meeting on action taken on said application.
 - 4. Non-refundable application fee determined by the National Executive Board shall accompany all applications to the National Vice President at least twelve (12) months prior to a national convention.
 - 5. Each member of a provisional chapter will be charged a joining fee upon their acceptance at the national convention. This fee is due and payable at the national convention.
 - 6. Members of a provisional group may attend any national or regional conference as observers only and at the discretion of the National Executive Board.
 - 7. No member leaving an existing chapter in a non-financial status shall be eligible for membership in an interest group, provisional group, provisional chapter, or newly formulated chapter of the organization without having satisfied all obligations to the previous chapter in which membership was held.
- B. Sponsor
 - 1. The group shall be sponsored by the majority vote of an existing chapter in good standing in the same region or the National Executive Board. A chapter in good standing is one that is in compliance with all local, regional and national requirements. The group shall be approved by the Regional Director.
 - 2. The sponsoring chapter, the Regional Director and the National Officer of the region shall assist with the provisional group in following the procedures and guidelines established by Jack and Jill of America, Incorporated.
- C. Number of Members
 - 1. A provisional group shall have a minimum number of twenty (20) members to be considered.
- D. Probationary Period

A provisional group shall serve a probationary period of at least nine (9) months prior to election to membership at a national convention or by the National Advisory Council in the interim between national conventions.

 - 1. Upon the invitation of the National Executive Board, a provisional group representative must attend the national convention and may attend the regional conferences as observers, but shall not have the power to vote.
 - 2. A copy of the provisional group's program covering a given time shall be filed with the National Vice President.
- E. Voting on Provisional Chapters

Election to membership shall be by majority vote of the delegates present at the national convention or by the

National Advisory Council in the interim between national conventions.

- F. Installation
 - 1. A provisional group shall be known as a chapter of Jack and Jill of America, Incorporated only when it has been officially voted into the corporation and duly installed.
 - 2. Transportation expenses of the installing officer shall be paid by the national office. Housing and courtesies shall be provided by the provisional chapter to be installed.
 - 3. Provisional chapters not installed by December 31st, after having been voted in at a national convention, shall be required to submit a new application.
 - 4. A provisional group not receiving a majority vote of the voting delegates present at the national convention will lose its provisional group status and shall be required to submit a new application, for interest group status.

Section 4 • Chapter Bylaws

- A. Each chapter shall have bylaws to govern the conduct of its business that are consistent with the National Constitution and Bylaws.
 - 1. Chapter bylaws shall not conflict with nor be more restrictive than the National Constitution and Bylaws.
- B. All such bylaws and amendments thereto shall be subject to review by the National President or the National Corresponding Secretary. Chapters shall submit a copy of their most current bylaws to the Regional Director.

Section 5 • Chapter Finances

- A. A financial statement for the period of June 1st through May 31st shall be submitted by each chapter and each region on a form provided by the National Treasurer not later than June 30th of each year.
- B. This statement must be prepared and signed by the designated officers of the period June 1st through May 31st.
- C. Delinquent reports will be subject to the approved fine.
- D. Chapters may vote, to levy assessments against its members; such assessments become part of the member's financial obligations to the organization.
- E. A minimum of one-third (1/3) of the proceeds raised in the name of Jack and Jill of America, Incorporated by a chapter shall be designated for Jack and Jill of America Foundation, Incorporated. The remaining portion may be kept for support of local charities, as approved by the Internal Revenue Service. All contributions should be received by the National Treasurer by June 1st.

Section 6 • Chapter Programming

- A. Chapter Program Directors are required to submit a chapter program handbook to the National Program Director and Regional Director annually by November 1st.
- B. Chapters whose submissions are delinquent or who choose not to submit a program handbook will be subject to a late fee or a non-submittal fee.

Section 7 • Chapter Officers

- A. Chapter Officers shall be elected by the majority vote of members present and voting at the Mothers' meeting and shall serve for a two-year term or until their successors are elected. Officers shall not serve for more than two terms in succession in the same office.
- B. Election of chapter officers, both mothers and teens, shall be held no later than April 30th of each election year.
- C. The installation of officers of both the mothers and teens shall be held no later than May 31st.
- D. The names of the elected officers must be sent to the National Office no later than June 15th of each year.
- E. Elected chapter officers must include, but are not necessarily limited to, the following offices: President, Vice President, Program Director, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary and Editor. Officers assume the responsibilities of their office upon installation.
- F. Chapter Appointees must include, but shall not be limited to Foundation Chair, Parliamentarian and Protocol Chair.
- G. All outgoing chapter officers must complete all reports due at the end of their tenure and turn over all files and

records to incoming chapter officers and hold at least one transition meeting by June 15th.

Section 8 • Chapter Penalties

A chapter that does not comply with regional or national requirements as outlined in these bylaws or the organization's policies and procedures or other governing documents, may be subject to disciplinary action up to and including termination.

- A. Fines
 - 1. A fine, recommended by the regional or national budget committee and approved by the voting delegates of the relevant body, shall accompany all delinquent per capita tax reports, financial statements and other assessments.
 - 2. Fees, such as for insufficient funds, or for any materials returned to the national office or its officers shall be paid by the local chapter.
- B. Probation
 - 1. A chapter shall be placed on probation after a thirty (30) day notification from the National Executive Board when a chapter's level of participation falls below the minimum requirement or when a chapter violates chapter or these National Constitution and Bylaws, or displays unacceptable or libelous conduct. The probation period and conditions of the probation will be determined by the National Executive Board.
- C. Suspension
 - 1. Chapters that fail to pay national or regional financial obligations, including national or regional per capita or assessments, and/or that fail to give financial support to the Jack and Jill of America Foundation, Incorporated shall be suspended, following a thirty (30) day grace period, subject to the approval of the National Executive Board. Suspended chapters forfeit all rights of active membership.
 - 2. Names of suspended chapters shall be circulated to all chapters by the National Treasurer.
- D. Termination

Chapters who do not comply with the governing documents that resulted in the chapter's probation or suspension, within the prescribed time may be terminated by the National Executive Board. Charters of chapters terminated from membership shall be recalled only by the National Executive Board.

Section 9 • Chapter Reinstatement

- A. Following a chapter's suspension from the National Organization, reinstatement requires:
 - 1. A written request by the chapter to the National President;
 - 2. One hundred dollars (\$100) reinstatement fee; and
 - 3. Compliance with policy and procedure which caused the suspension.
- B. The above requirements must be completed at least nine (9) months prior to the national convention, as outlined in these bylaws.
- C. Chapters failing to comply with these requirements for reinstatement shall be terminated.
- D. Readmission for terminated chapters shall be through regular channels as defined for provisional groups in these bylaws.

Section 10 • Chapter Associates Group

- A. Associate members may organize at the local level into a group known as the 'Associates' of Jack and Jill of America, Incorporated with a minimum of five (5) financial associate members. Financial is defined as having paid all chapter associate dues or life membership fees commensurate with years of a membership in good standing in Jack and Jill of America, Inc.
- B. The Associate Group shall organize through a local chapter. All funds must be submitted and deposited into the local chapter's operating and/or fundraising accounts.
- C. The Associates will be governed by the National Constitution and Bylaws of Jack and Jill of America, Incorporated
- D. The Associate Groups must give financial support to the Jack and Jill of America Foundation, Incorporated.

They may support the Foundation by assisting and/or supporting the local chapter with its fundraiser, by having their own fundraiser, or by making a donation.

- E. The Associates groups shall have the right for a non-voting associates delegate to voice their concerns on the floor at national conventions and regional conferences.

Section 11 • Fathers' Auxiliary

- A. Chapters shall have the option of establishing a Fathers' Auxiliary as a support group for the chapter. The spouse of a member in good standing within the chapter is eligible to participate in the Fathers' Auxiliary.
- B. Each region may appoint a regional Fathers' Auxiliary committee to assist with regional activities, including regional teen conference.
- C. A national liaison from the Fathers' Auxiliary shall be appointed by the National President. This representative chairs the national Fathers' Auxiliary standing committee, which consists of one member per region.

ARTICLE III: REGIONS

Section 1 • Purpose

The national organization shall be divided, for administrative purposes, into regions to:

- A. Bring together representatives of chapters within the region.
- B. Allow a closer, fuller participation and communication between chapters.
- C. Enrich chapter programs.
- D. Interpret national policy, programs and projects.

Section 2 • Regional Divisions

Regions shall be geographical subdivisions of the national organization, named as follows:

Central	Mid-Atlantic	South Central
Eastern	Mid-Western	Southeastern
Far West		

Section 3 • Members

- A. The members of each region shall be those members in the chapters included within a geographic radius and boundaries as determined by the National Executive Board.
- B. A member who relocates to an area where no chapter exists but whose permanent residence is located in the regional boundaries shall be eligible upon application for membership in the Regional and National organization upon payment of regional and national per capita dues.

Section 4 • Regional Officers

The elected officers of the region shall be:

1. Regional Director
2. Regional Treasurer
3. Regional Secretary
4. Foundation Member-at-Large

Section 5 • Election of Officers

- A. Regional Officers shall be elected by the majority vote of the delegates present and voting at the Mothers' Regional Conference and shall serve for a two-year term or until their successors are elected. Regional Officers shall serve no more than two (2) terms in succession.
- B. Regional Officers shall assume office at the conclusion of the conference at which they are elected.
- C. Eligibility and requirements:
 1. All officers shall be in good standing and in compliance financially with their local chapter, the region,

- and the national organization for the complete tenure of office.
2. A Regional Director shall have within the past six (6) years attended at least one (1) national convention, one (1) previous regional conference, one regional teen conference and one (1) area workday/cluster meeting. Candidates for Regional Director shall have served as a Chapter President or Regional Elected Officer, or one who has served as an appointed interim officer of an elected regional position.
 3. A Regional Treasurer shall have within the past six (6) years attended at least one (1) national convention, one (1) previous regional conference, one (1) regional teen conference and one (1) area workday/cluster meeting. A Regional Treasurer shall have a financial background or financial experience.
 4. A Regional Secretary shall have within the past six (6) years attended at least one (1) national convention, one (1) previous regional conference, one (1) regional teen conference and one (1) area workday/cluster meeting.
 5. A Member-at-Large shall have within the past six (6) years attended at least one (1) national convention, one (1) previous regional conference, one (1) regional teen conference and one (1) area workday/cluster meeting.
 6. Only one (1) candidate per chapter shall be elected to regional office.
 7. Regional Officers shall be elected as provided in these bylaws and shall not hold a chapter office or national office or serve on the national nominating committee while serving as a regional officer.
 8. All regional Officers must physically reside in the region in which they hold an office during their entire term. If unable to do so, the officer must immediately submit a written resignation within thirty (30) days of a move to the Regional Director and National Officer of the region.
- D. Campaigning procedures and guidelines for regional officer elections shall be followed as established in the organization's campaign guidelines.

Section 6 • Duties of Elected Regional Officers

Elected Regional Officers shall perform the duties of office as prescribed in these bylaws and other duties applicable to the office as prescribed by the parliamentary authority of the organization.

A. Regional Director

It shall be the duty of the Regional Director to:

1. Convene, organize and preside over the regional conference.
2. Be responsible for reporting the news of the region to the National Editor for *Up the Hill*.
3. Be responsible for reporting regional conference and teen conference programs to the National Program Director for "Scope" (such as workshops, time, place and the theme of Conference, etc.)
4. Supervise the annual teen conference and coordinate all business related to the teens' program.
5. Enforce the rules and regulations of the national organization within the region.
6. Stimulate the growth and development of the region.
7. Assist in the establishment of new chapters within the region.
8. File with the National Recording Secretary, minutes of the regional conference within ninety (90) days after the closing of the meeting.
9. Attend all meetings of the National Advisory Council and report to the council and to the regional conference on activities of the office.
10. Administer the budget of the region in accordance with the financial policy established by the national organization.
11. Exercise all powers and duties generally pertaining to a presiding officer as provided in the bylaws, including signing checks and executing all contracts.
12. Send communications regarding deadlines and dates to presidents of local chapters.

B. Regional Treasurer

It shall be the duty of the Treasurer to:

1. Attend the regional conferences as the financial officer of the region.

2. Prepare the budget for all conferences, clusters and the region.
 3. Keep orderly record of income and expenses of region.
 4. Receive, deposit and disburse all regional funds in the name of the region with properly executed vouchers and as per the approved budget in accordance with policies and procedures in the organizations Financial Handbook.
 5. Sign checks with Regional Director and National Officer (in emergencies) and sign all contracts.
 6. Send annual bonding fee to the National Treasurer no later than September 30th of each year. The amount will be circulated by the National Treasurer. Delinquent remittances will subject to a late fee.
 7. Submit the annual treasurer's report audited by a Certified Public Accountant, to the National Treasurer by August 31st on the form provided by the National Treasurer and distribute a copy of this report to each chapter within the region by November 30th.
 8. Maintain bank records on file for a period of seven (7) years.
 9. Maintain three (3) bank accounts. The designations shall be general operating, regional conference and teen conference.
 10. Provide full financial disclosure on regional finances to chapters on a quarterly basis. Reports should include all income and expenses for per capita, cluster, regional and teen conference and other meetings.
 11. Pass complete financial records and properties of the office to the incoming Treasurer no later than ninety (90) days after the regional conference.
 12. Newly elected Regional Treasurer shall conduct all new business after the conclusion of the conference at which they are elected.
 13. Previous bank accounts shall be closed within ninety (90) days of the conclusion of the conference. Bank statements shall be reconciled for interim report.
 14. An interim financial report from the Regional Treasurer is due ninety (90) days after the regional conference. This information is to be disseminated to the chapter presidents of the respective region.
 15. Regional Treasurer to submit contributions to the Foundation on behalf of the region to the National Treasurer by June 1st, as required by these bylaws.
 16. Chair the Regional Budget Committee.
 17. Function as a full member of the regional team of elected regional officers.
 18. Verify and provide Nominating Committee financial credentials verification for all elections.
- C. Regional Secretary

It shall be the duty of the Secretary to:

1. Record, review, distribute and archive official minutes of Regional Conferences and Executive Meetings for audit.
2. Manage the process for recording minutes for all regional conferences.
3. Develop, conduct, and disseminate regional correspondences under the direction of Regional Director as authorized.
4. Distribute meeting notification as directed.
5. Maintain regional calendar.
6. Attend all regional conferences as the recording officer of the region.
7. Publish and distribute the minutes to each chapter in the region within ninety (90) days following the conference.
8. Conduct roll call, log and report meeting attendance and report to National for membership requirement as per the bylaws.
9. Verify and provide Nominating Committee with appropriate credential verification for all elections.
10. Manage conference registration process.
11. Function as a full member of the regional team of elected regional officers.

D. Foundation Member-at-Large

It shall be the duty of the Foundation Member-at-Large to:

1. Attend and make oral reports at Area Work Days/Clusters and Regional Conferences.
2. Represent the interest of chapters as they relate to the foundation.
3. Fulfill the same financial obligations required of other members of the Jack and Jill of America Foundation Board of Trustees.
4. Promote the image and interests of the foundation in her region encouraging and supporting fundraising, external funding and submission of grants by chapters and community agencies.
5. Actively participate as a member of the regional elected team supporting the objectives of the regional team.
6. Provide consultation and guidance to the chapters according to the governance on fundraising and share with chapters best practices related to grant writing and community services initiatives.
7. Chair the Regional Foundation Committee and provide a formal report out to the region at Mothers' Conference of the committee's recommendations. Host an information session/workshop at Area Workdays/Clusters.
8. Serve as a mentor to the Regional Teen Foundation Chair by supporting their leadership development.
9. Disseminate Foundation information and participate in grant awardee selection on behalf of their region.
10. Oversee the Regional community service activities.

Section 7 • Regional Appointees

The Regional appointees of the region shall be appointed by the Regional Director in consultation with the regional team. They shall include but not be limited to a Parliamentarian, a Sergeant-at-Arms and a Regional Associate Chair. Regional appointees shall serve no more than two terms in succession.

Section 8 • Duties of Regional Appointees

A. Parliamentarian

It shall be the duty of the parliamentarian to:

1. Interpret procedure according to the organization's governing document and Robert's Rules of Order.
2. Advise the presiding officer on orderly conduct in meetings.
3. Other duties as assigned.

B. Sergeant-at-Arms

It shall be the duty of the sergeant-at-arms to:

1. Ensure orderly conduct of meetings.
2. Supervise the door, not allowing any member to leave or enter the room when business is being conducted and while a vote is in session.

C. Regional Associate Chair

The Regional Associate Chair shall be appointed by the Regional Director. It shall be the duty of the Regional Associate Chair to:

1. Serve as chair of the Associates at the regional conference.
2. Fulfill duties as directed by the Regional Director.

Section 9 • Term of Office

A term of office shall be two (2) years. Officers and committee chairs shall serve no more than two (2) terms in succession. The term of office does not apply to individuals appointed to serve for the interim period created by a vacancy.

Section 10 • Vacancies

- A. An officer who is unable or unwilling to perform the duties of office shall submit a written resignation to the Regional Director or be removed from office upon the vote of two-thirds (2/3) of the chapter presidents within the region.

- B. When a vacancy occurs in the office of the Regional Director, the national officer from that region shall appoint a qualified person from that region to serve for the interim period, with the approval of the National Executive Board.
- C. When a vacancy occurs in the office of the Regional Treasurer, Regional Secretary or Member-at-Large, the Regional Director shall appoint a qualified person from that region to serve for the interim period with the approval of the remaining elected officers of the region and National Officer from the region..

Section 11 • Penalties for Regional Officers

- A. A Regional Officer who fails to fulfill the duties of her office shall be removed from office upon the vote of two-thirds (2/3) of the chapter presidents within the region.
- B. Outgoing officers must appropriately transition their responsibilities as defined in these bylaws. Failure to do so may lead to probation, suspension or termination of membership as outlined in the national policies and procedures. A regional officer who refuses to relinquish the records that pertain to that office within the proper time allotted shall be suspended from the organization until compliance is met and may be subject to termination from the organization to be determined by the National Executive Board. Members on suspension are unable to participate in activities on a local, regional or national level and are subject to a monetary fine determined by the National Advisory Council.
- C. When a Regional Officer is terminated from the organization by the National Executive Board, a written communication shall be sent to the respective chapter President and the Regional Director or the National Officer if the terminated member is the Regional Director, so that the terminated member can be removed from the membership roll. Terminated members lose all rights and privileges of membership.

Section 12 • Regional Committees

- A. Nominating Committee
 - 1. Shall be composed of seven (7) members elected from seven (7) different chapters of the delegates present at a regional conference. The member with the highest number of votes shall be elected Regional Chair of the Nominating Committee
 - 2. Names and profiles of nominees for regional office shall be submitted by the nominating committee to the Secretary/Treasurer by March 1st and circulated to chapters by April 1st before the regional conference.
 - 3. Additional nominations may be made from the floor at the regional conference as outlined in the election process in the region's standing rules. Nominees must be present at the time the nomination is made and shall have on file with the Nominating Committee all credentials as requested by the committee by the specified dates.
 - 4. Voting shall be by ballot; a candidate shall be elected by a majority affirmative vote.
- B. Budget Committee
 - 1. The Budget Committee shall be chaired by the Regional Treasurer.
 - 2. The duty of the Budget Committee is to prepare a regional budget for two (2) years based on available projected funds.
- C. Bylaws Committee
 - 1. The Bylaws Committee shall recommend changes to the National Constitution and Bylaws and review proposed changes, deletions and amendments for submission to the national organization as outlined in these bylaws.

Section 13 • Regional Finances

The fiscal year of the regions is from June 1st through May 31st.

- A. Regional per capita tax
 - 1. The regions shall be financed by a regional per capita tax and any other fees assessed to each member and each teen of each chapter of the region. The amount is to be established at each regional conference.
 - 2. Mothers', Associates' and Teens' regional per capita taxes are due and payable to the Regional

Treasurer on or before September 30th.

3. A fine, recommended by the regional budget committee and approved by the voting delegates, shall accompany all delinquent per capita tax report, financial statements and other assessments.
 4. The regional joining fee for each new member must be paid to the Regional Treasurer at the time the mother is initiated into the local chapter and is due and payable along with the national joining fee by May 31st.
 5. A list of mother(s) in good standing in the chapter and names and ages of children must accompany the regional per capita taxes each year.
 6. In a case where a member is deceased and the child(ren) are affiliated, the annual regional and national per capita taxes must be paid.
- B. Covered expenses for Regional Officers
1. The region shall pay office expenses necessary to fulfill the duties of the office for the elected officers of the region, including expenses to the regional and teen conferences and other authorized travel.
 2. Any business requiring a personal visit from an elected regional officer to a chapter should be financed by the inviting chapter.
 3. Travel expenses of the Regional Director to the national meetings shall be paid from the national treasury.
 4. For the Member-at-Large, travel expenses to the national convention shall be shared by the region and the Foundation Board.
 5. Travel expenses for transportation, hotel accommodations and per diem shall be paid at the most economical rate possible.
- C. Covered Expenses for the Region's National Officer
1. Travel expenses incurred by the National Officer to the Regional Conferences and the area meetings shall be paid from funds of the national organization.
 2. The expenses incurred for any business requiring a personal visit to a chapter by a National Executive Board member or a regional officer shall be financed by the inviting chapter.
- D. Voucher System
1. All expenditures shall be made in accordance with regional budgets and authorized by a signed voucher, specifically indicating expenses.
 2. Each voucher is to be signed by the Regional Treasurer and approved by signature of the Regional Director.

Section 14 • Meetings/Regional Conferences

- A. Regional Conference
1. The Regional Director is responsible for convening the regional conference and should provide written notice to the membership at least ninety (90) days in advance.
 2. Each region shall hold a regional conference on alternate years with the national convention.
 3. Each region shall receive from the National Treasurer an amount determined in the National Budget to help defray Mothers' and Teen Conference expenses.
 4. Each chapter seated at the regional conference shall have one (1) vote.
 5. The quorum of a regional conference shall be a majority of the delegates present at the conference.
 6. The business of the regional conference shall consist of:
 - a. Business matters referred to the conference by the local chapters or the National Executive Board.
 - b. Recommendations to the National Executive Board for national programs and policies.
 - c. Interpretation of the national organization and policies and programming in the chapters.
 - d. Determination of regional projects and programs.
 - e. Election of regional officers.
- B. Teen Regional Conference

The purpose of the teen regional conference is to create a medium for teens to provide constructive educational, cultural, civic, recreational and social programs by and for teens within the region; and to interpret the programs and promote the projects of the national organization as they pertain to teens. See full text of the Teen Regional Bylaws in these bylaws.

- C. Governance
 - 1. Each region shall adopt standing rules for the specific use at Teen and Mothers' Conferences. A copy thereof shall be submitted to the National President and the National Recording Secretary. These rules shall not conflict with the National Constitution and Bylaws.
 - 2. All standing rules shall be dissolved or be null and void at the conclusion of each teen and regional conference.
- D. Meetings of the chapter presidents of a region may be held in-person, via teleconference, or via video conference.
- E. Absentee Penalty
 - 1. Each chapter must be represented at the regional and teen conference or pay to the Regional Treasurer the cost of the registration fee for a delegate to help defray expenses of the region.
 - 2. Chapters failing to send delegates to two (2) consecutive regional conferences may be terminated from membership.

ARTICLE IV: NATIONAL ORGANIZATION

Section 1 • National Executive Board

- A. The members of the National Executive Board shall be the elected officers of the national organization and the immediate past National President, who shall serve ex-officio without vote for one term and shall attend a maximum of two (2) board meetings.
- B. The National Executive Board shall meet before and after the national convention and at such times, formats and places as may be designated by the National President. Four (4) members shall constitute a quorum.
- C. The National Executive Board is responsible for providing leadership, strategic direction and operational excellence to the organization. Duties include but are not limited to:
 - 1. Act for the national organization in the interim between national conventions as provided in these National Bylaws.
 - 2. Authorize and supervise the installation of new chapters promptly following their election to membership.
 - 3. Plan the national convention program with the assistance of the host chapter (s); send an amount based on membership census to the host region to defray expenses associated with hosting a national convention.
 - 4. Develop and implement strategies to achieve the organization's aims and maintain and grow the membership.

Section 2 • National Advisory Council

- A. The National Advisory Council shall be comprised of the following members: the National Executive Board and the Regional Directors.
- B. The National Advisory Council shall meet before and after the National convention and hold one (1) meeting in the interim, and as otherwise required by these bylaws. They may meet in-person, via teleconference, or via video conference.
- C. The purpose of these meetings may include but will not be limited to:
 - 1. Discuss regional issues that are relevant to the National Advisory Council.
 - 2. Provide orientation and clarification for regional directors.
 - 3. Establish a closer relationship between the national officers and the regional directors.
 - 4. Develop guidelines for giving maximum service to the chapters.
 - 5. Develop guidelines as needed discuss grievance issues as related to the national organization, and act

- as grievance committee as determined by the National Executive Board.
6. Address issues or concerns relating to the functioning of the National Executive Board.
 7. To make any decisions that deviate from the National Constitution and Bylaws necessary for the efficient management of the organization.
 8. Review quarterly financial reports from the National Treasurer.
- D. The post-convention National Advisory Council session shall be comprised of both outgoing and newly-elected officer.
- E. All members of the National Advisory Council must be polled to vote on any matters brought before the council. Votes can be cast by fax, e-mail, conference call or any electronic means. A vote can be cast by a proxy.

Section 3 • National Headquarters

There shall be a National Headquarters to include the office of an Executive Director.

Section 4 • Duties of the Executive Director

It shall be the duty of the Executive Director to:

- A. Serve as the administrative officer of the national organization and be employed by the National Executive Board under contract. The Executive Director shall be in charge of the headquarters of the corporation and act under the immediate direction of the Executive Board.
- B. Be ex-officio secretary of the National Executive Board and the Advisory Council and shall conduct the day-to-day business of the organization.
- C. Supervise a staff that is responsible for:
 1. First review of all bills and vouchers for payment.
 2. Checking for supporting data prior to submitting a schedule of obligations for authorization by the National President and National Treasurer.
 3. Submitting approved bills and vouchers for payment by the Treasurer.
 4. Reviewing all bank statements, including all transactions, to ensure that vouchers and receipts are submitted as backup data.
 5. Report any discrepancies to the National Executive Board and perform other duties as assigned.
 6. Keep a record of all receipts collected by the Treasurer and report quarterly those receipts to the National Advisory Council.

Section 5 • National Convention and Special Meetings

- A. The National President is responsible for presiding over the national convention and should provide written notice to the membership at least one (1) year in advance.
- B. The biennial meeting of the corporation shall be held in June or July in the even numbered years. The biennial meeting shall rotate by regions in alpha order, or as determined by the National Executive Board.
- C. Each Jack and Jill member in attendance shall pay a registration fee to the National Treasurer; the amount is to be approved by the National Executive Board.
- D. A host chapter shall not have the authority to cancel a national convention or any portion of the convention program. The host chapter, confronted with a problem which may involve the cancellation of portions of the national convention shall refer the matter to the National Executive Board for a decision.
- E. Business Sessions
 1. The business of the organization is conducted in plenary sessions at the national convention, unless a special meeting is called as outlined in these bylaws.
 - a. A quorum is required for all plenary sessions; two-thirds (2/3) of the voting delegates registered at the national convention shall constitute a quorum.
 - b. Attendance at all business meetings and committee meetings shall be limited to members as defined in these bylaws, headquarters personnel of Jack and Jill of America, Incorporated and provisional

- chapter representatives.
- c. Voting at the national convention shall be on the basis of one (1) vote for each chapter seated.
 - d. Voting shall be by ballot or electronic ballot for national officers.
- F. Absentee Penalty
- 1. Chapters shall be represented at the national convention or pay to the national treasury the cost of registration for a delegate to help defray expenses of the corporation.
 - 2. The absentee fee is payable to the national treasury.
 - 3. Chapters failing to send delegates to two (2) consecutive national conventions shall be dropped from membership in the national organization.
- G. Special meetings
- 1. Special meetings of the national organization may be called by the National President or at the request of the National Advisory Council by the National Corresponding Secretary for the purposes of discussing and voting on urgent business matters requiring a decision prior to the next national convention.
 - 2. Notice of a special meeting must be given to members in writing not less than fourteen (14) days prior to the proposed special meeting date.
 - 3. Such notice shall state specifically the matters to be discussed at the special meeting.
 - 4. Special meetings may be held in-person, via teleconference, or via video conference.
- H. Travel Expenses
- 1. Travel expenses of national officers shall be paid from the funds of the corporation. Travel by plane shall be planned in advance and paid at the economy-class rate.
 - 2. Lodging expenses shall be paid from the funds of the corporation. National Officers will use economy-class rates for lodging when traveling on Jack and Jill business.
 - 3. National Officers should conduct routine business via conference calls whenever possible.
 - 4. Travel expenses of Regional Directors to the national convention shall be paid from the national treasury; the same terms shall be applicable as stated in these bylaws.
 - 5. Insurance fees for National Officers and Regional Directors on official business of Jack and Jill of America, Incorporated shall be paid by the corporation.
 - 6. Travel reimbursements for all elected officials and appointees shall be paid at the most economical rate possible. Any cost beyond that will be borne by the traveler.
- I. Registration Fees
- 1. A registration fee shall be paid by all delegates, members, observers and others as authorized in these bylaws to attend the national convention.
 - 2. Registration fees of national officers attending the national convention shall be paid from the national treasury.
 - 3. In the event a registrant is unable to attend the national convention, the registration fee may be refunded if the National Treasurer is notified of the reason in writing by the registrant, her doctor, or her chapter president. The excused absence must be acceptable to the National Executive Board.

ARTICLE V: NATIONAL FINANCE

Section 1 • Financial Policy

- A. The fiscal year for the organization is from June 1st through May 31st. The program year is the same as the fiscal year.
- B. Jack and Jill of America, Incorporated shall manage its financial transactions in accordance with generally accepted accounting rules and practices and keep appropriate records.

Section 2 • National Per Capita Tax

- A. The national organization shall be financed by a national per capita tax and other fees assessed to each

member of the organization. The amount is to be established by the national budget committee approved by a majority vote of the delegates present and voting.

- B. A per capita tax shall be levied on each member to defray expenses of the corporation for the current year. Per capita taxes shall be paid by each chapter in one lump sum by certified check, cashier's check or money order to the National Treasurer not later than September 30th.
 - 1. The per capita tax for all new members shall be paid to the National Treasurer not later than September 30th.
 - 2. A list of members in the chapter and the names and ages of children thirteen to nineteen (13-19) years of age shall accompany the per capita tax report.
 - 3. A fine, recommended by the national budget committee and approved by the voting delegates, shall accompany all delinquent per capita tax report, financial statements and other assessments.
- C. In a case where a member is deceased and the child(ren) are affiliated, the annual regional and national per capita taxes must be paid.

Section 3 • National Joining Fee

- A. The national organization assesses a joining fee for all new members.
- B. This fee shall be paid to the National Treasurer no later than May 31st.

Section 4 • Disbursements

- A. Disbursement of National funds shall be upon presentation of a signed voucher with receipts to the National Treasurer by all authorized representative of Jack and Jill of America, Incorporated.
- B. Disbursement of funds shall be made upon the signatures of two (2) of three (3) authorized officers: the National President, the National Vice President and the National Treasurer.
- C. Disburse all funds in accordance with the budget approved at the national convention. Request for expenditures not included in the national budget must be referred to the National Treasurer. The National Treasurer will determine which requests are to be referred to the National Executive Board through the Finance Committee.

Section 5 • Indemnification

This organization shall indemnify to the fullest extent authorized or permitted by the state of Delaware any person made, or threatened to be made, party to an action, suit or proceeding by reason of the fact that said person is or was an officer or employee acting in good faith and within the scope of her duty on behalf of Jack and Jill of America, Incorporated.

ARTICLE VI: NATIONAL OFFICERS AND APPOINTEES

Section 1 • The officers of the national organization shall be:

- A. Elected officers shall consist of:
 - National President
 - National Vice President
 - National Treasurer
 - National Program Director
 - National Recording Secretary
 - National Corresponding Secretary
 - National Editor
- 1. Only one of these officers shall reside in each region.
- 2. National Officers shall be elected by the majority vote of the delegates present and voting at the National Convention and shall serve for a term of two (2) years or until their successors are elected. No officer shall serve more than two terms in succession. The term of office does not apply to individuals appointed to serve for the interim period created by a vacancy.
- 3. National Officers shall not hold a chapter or regional office while serving as a National Officer.

4. National Officers shall perform the duties prescribed in these Bylaws and other duties applicable to the office as prescribed in the parliamentary authority adopted by the organization, which is Roberts Rules of Order Newly Revised.
- B. All elected National Officers must physically reside in the region in which they hold an office during their entire term. If unable to do so, the officer must immediately submit a written resignation, within thirty (30) days of a move to the National President.
- C. The following appointees shall be named for national conventions:
Parliamentarian
Sergeant-At-Arms
Time Keeper
- D. Other national representatives may be appointed by the National President and may include but are not limited to:
National Associate Chair National Legal Advisor National Legislative Chair
- E. All National Appointees shall serve concurrent terms to the National Executive Board. No Appointee shall serve more than two (2) terms in succession.

Section 2 • Eligibility

- A. All candidates for national office must meet the following requirements:
 1. Shall maintain membership in good standing status during complete tenure of office.
 2. Shall have attended at least one (1) of the last three (3) national conventions and within the past six (6) years have attended one regional conference, one (1) regional teen conference and one (1) area workday/cluster meeting in the region for which she represents.
 3. Shall have served as a chapter president or an elected regional officer, or one who has served as an appointed interim officer of an elected position.
 4. Shall not have been found guilty of a grievance and/or in violation of the Code of Ethics within the past three (3) years.
- B. Candidates for certain offices must also meet the following requirements:
 1. A candidate for National President shall have served as a National Officer or Regional Director.
 2. A candidate for National Treasurer should have served as a Regional Treasurer or have a financial background.

Section 3 • Elections

- A. Nominees from the floor shall be present at the time the Nominating Committee gives its report.
- B. An officer shall serve no more than two (2) terms in succession.
- C. Only one of these officers shall reside in each region.
- D. Campaigning procedures and guidelines for national officer elections shall be followed as established in the organization's campaign guidelines.
- E. In the event a tie is recorded for candidates on the first ballot, further balloting shall be taken by the delegates until all national officers have been elected by a majority of those delegates present. Abstentions will not be counted.
- F. In the event there is only one (1) candidate slated for an office and there are no nominations from the floor, the presiding officer may entertain a motion that the candidate is elected.
- G. National Officers shall assume office at the conclusion of the National Convention at which they are elected.

Section 4 • Vacancies

Any vacancy in a national office occurring during the interim shall be filled by appointment from the National President with the approval of the National Executive Board with a candidate from the region that has lost representation due to the vacancy. Candidates for appointment must meet eligibility requirements of the position as stated in these bylaws. The exception shall be the vacancy in the office of the National President, which shall be filled by the National Vice President.

ARTICLE VII: DUTIES OF NATIONAL OFFICERS

Section 1 • Duties of Elected National Officers

Duties for each officer are as follows and may also include other duties as assigned and not listed in these bylaws.

A. National President

It shall be the duty of the National President to:

1. Supervise the organization and preside over the National Convention.
2. Serve as chair of the National Executive Board.
3. Enforce the Constitution and Bylaws of the organization.
4. Serve as one (1) of three (3) signatories for financial disbursements.
5. Serve as ex-officio member of all committees, except the Nominating Committee.
6. Exercise all powers and duties generally pertaining to the office of President.
7. Serve as ex-officio member on the Board of Trustees of The Jack and Jill of America Foundation, Incorporated.
8. Define the program thrust of the organization.
9. Serve as spokesman and interpreter of the work and philosophy of the organization to the community.

B. National Vice President

It shall be the duty of the National Vice President to:

1. Perform the duties of the National President if she is unable to do so.
2. Serve as chair of the National Advisory Council.
3. Work with the Regional Directors in coordinating their efforts.
4. Communicate with groups interested in becoming affiliated with the organization, process all membership applications and report to the National Executive Board.
5. Promptly notify the provisional groups of their acceptance status following a vote held at the National Convention regarding their application for membership.
6. Serve as ex-officio member on the Board of Trustees of the Jack and Jill of America Foundation, Incorporated.
7. Serve as liaison for the Associates to the National Executive Board.
8. Review and revise the content of the Jack and Jill Member manual when directed by the National Executive Board.
9. Serve as one of three signatories for financial disbursements in the event that the National President is unable to do so.

C. National Program Director

It shall be the duty of the National Program Director to:

1. Develop and implement a multi-faceted program that will provide a constructive cultural, educational and/or community serving experience for children locally, nationally and internationally.
2. Edit, publish and distribute the national bulletin, "Scope," by September 1st annually.
3. Serve as an ex-officio member of the Board of Trustees of Jack and Jill of America Foundation, Incorporated.
4. Implement the program thrust of the organization.
5. Serve as liaison for Members at Large to the National Executive Board to identify current and future issues affecting children, which may be targets for the generation of grant proposals.
6. Serve as chairperson for the National Program Committee to the National Executive Board.

D. National Recording Secretary

It shall be the duty of the Recording Secretary to:

1. Attend the National Convention and be responsible for:

- a. An accurate written account of the business sessions.
- b. Seating the delegates.
- c. Taking the delegates' attendance and verifying the number adequate for a quorum.
2. Publish and distribute the minutes to each chapter within ninety (90) days following the national convention.
3. Be the recording officer for the meetings of the National Executive Board and the National Advisory Council.
4. Preserve all books, records and documents pertaining to the office.
5. Maintain an updated National membership roster at headquarters and assist Executive Director in developing guidelines for distribution.
6. Send the slate of national officer candidates that has been submitted by the Nominating Committee to all chapters by April 1st, before the National Convention.
7. Serve as the certifying officer as required by bank documents.
8. Work with the Regional Secretaries to coordinate their training. She shall also serve as their liaison to the National Executive Board.
9. Serve as liaison to the Nominating Committee.
- E. National Corresponding Secretary
It shall be the duty of the Corresponding Secretary to:
 1. Handle all correspondence as may be required.
 2. Send a copy of all proposed amendments to the National Constitution and Bylaws to the chapters by April 1st prior to the National Convention.
 3. Approve all transfers and verify legacy status in a timely manner in accordance with criteria outlined in these Bylaws, and notify the Regions of the census change.
 4. Update the National Constitution and Bylaws following the National Convention.
 5. Shall serve as liaison for the Fathers' Auxiliary.
 6. Serve as liaison for the National Bylaws Committee and National Policies and Procedures Committee to the National Executive Board.
- F. National Treasurer
It shall be the duty of the Treasurer to:
 1. Be bonded by an approved bonding company, in an amount to be determined by the National Executive Board.
 2. Collect all funds of the organization and deposit them in a checking account in the name of Jack and Jill of America, Incorporated, in a bank approved by the National Executive Board.
 3. Create the forms and processes necessary to complete the required financial statements.
 4. Disburse all funds in accordance with the budget approved at the national convention and in accordance with policies and procedures in the organization's financial handbook.
 5. Submit at the national convention of the organization an accounting of receipts and disbursements audited by a certified public accountant since the previous convention. This report shall be mailed to each chapter not present at the national convention within thirty (30) days after the convention. This report shall not be mailed until the fine for non-attendance is paid.
 6. Be responsible for maintaining the exemption status of the corporation.
 7. Keep complete bank statements on file in the national office for a period of seven (7) years.
 8. Be fully knowledgeable and accountable for the organization's tax responsibility for both the national body and local chapters.
 9. Pass complete, audited financial records and properties of the office to the incoming treasurer no later than ninety (90) days after completion of a national convention.
 10. Provide an annual Foundation contribution report for the Foundation Executive Committee meeting in January.

11. Serve as an Ex-officio member on the Board of Trustees of Jack and Jill of America Foundation, Incorporated.
 12. Work with the Regional Treasurers and coordinate their training. She shall also serve as their liaison with the National Executive Board.
 13. Distribute financial reports of all income and expenditures on a quarterly basis to the National Executive Board and to the Regional Directors.
 14. Make all records and accounts available on request to the National Executive Board, audit committee, and National Advisory Committee.
 15. Seek advice as necessary on tax matters from a financial advisor, CPA, or legal counsel, within budget parameters outlined.
 16. Keep proper records of Jack and Jill of America, Incorporated financial transactions in accordance with generally accepted accounting rules and practices.
- G. National Editor
- It shall be the duty of the National Editor to:
1. Edit, publish and distribute the annual journal, *Up the Hill*, by the end of July.
 2. Serve as the liaison for teen issues and concerns to the National Executive Board.
 3. Oversee the maintenance of the organization's web site and social media sites.
 4. Serve as liaison to the National Public Relations Committee.

Section 2 • Duties of National Appointees

- A. Parliamentarian
- It shall be the duty of the parliamentarian to:
1. Interpret procedure according to the organization's governing document and Robert's Rules of Order.
 2. Advise the presiding officer on orderly conduct in meetings.
 3. Other duties as assigned.
- B. Sergeant-at-Arms
- It shall be the duty of the sergeant-at-arms to:
1. Ensure orderly conduct of meetings.
- C. Timekeeper
- It shall be the duty of the timekeeper to:
1. Keeping accurate record of time during all meetings.
- D. National Associate Chair
- It shall be the duty of the National Associate Chair to:
1. Serve as chair of The Associates at the National Convention.
 2. Fulfill duties as assigned by the National Executive Board.
- E. National Legal Advisor
- It shall be the duty of the National Legal Advisor to:
1. Serve as legal counsel to the National Executive Board of Jack and Jill of America, Incorporated. She shall be appointed by the National President and shall serve as ex-officio, non-voting member of the National Executive Board. She shall serve as a volunteer and must hold an active license to practice law, in good standing, in one or more of the states in which Jack and Jill of America, Incorporated has chapter(s). Whenever possible, she shall be a member in good standing of Jack and Jill of America, Incorporated.
 2. Provide legal advice and counsel to the National Executive Board and National Advisory Council on matters pertinent to the organization.
 3. Be available to review documents, draft opinions, enter into negotiations, draft contracts, correspondence and any other documents deemed necessary by the National Executive Board to conduct the business of the organization.

4. To assist with hiring of an attorney who is qualified and a neutral party to file suit or retain other counsel to pursue civil relief or criminal prosecution only upon direction from National President with approval from the National Executive Board.
 5. Be available to receive service of process on behalf of the organization.
- F. National Legislative Chair
- It shall be the duty of the National Legislative Chair to:
1. Serve as a chair of the National Legislative Committee.
 2. Advance and advocate legislation for children's issues as determined by the organization's objectives.
 3. Coordinate national legislative projects.
 4. Assist the regional legislative committee members in carrying out legislative initiatives at the regional and local chapter level.
 5. Work closely with advocacy groups, interest groups and policy makers to develop partnerships that will enhance and promote the national legislative agenda.
 6. File a written report outlining performance and results of the national legislative committee at each national convention.

Section 3 • Responsibility of Outgoing Officers

All outgoing officers shall complete their duties and transfer all current accounts, records, files and equipment to the new officers within thirty (30) days after the national conventions, with the exception of the completed minutes of the National Convention, the amended National Constitution and Bylaws and the audit of the treasury by a certified public accountant, which must each be presented to the membership within ninety (90) days after the national convention.

Section 4 • Penalties for National Officers

- A. A National Officer who fails to fulfill the duties of her office shall be removed from office upon the vote of two-thirds (2/3) of the National Advisory Council. Said officer's position shall then be filled by an interim appointment of the presiding officer, approved by the National Executive Board.
- B. A National Officer or former National Officer who refuses to relinquish the records and property that pertain to that office within the proper time allotted shall be placed on probation or suspended from the organization until compliance is met and may be subject to termination from the organization to be determined by National Executive Board. A National Officer on probation is subject to the terms as outlined by the National Executive Board. A National Officer on suspension is unable to participate in Jack and Jill of America, Incorporated activities on a local, regional or national level and is subject to a monetary fine determined by the National Advisory Council.
- C. When a National Officer or former National Officer is suspended or terminated from the organization by the National Executive Board, a registered letter shall be sent to the respective chapter President and Regional Director. Terminated members lose all rights and privileges of membership and are removed from the membership roll.
- D. The National Executive Board shall notify chapters of any violations of duties of national officers and the action taken by the National Executive Board.

Section 5 • National Committee Chairs/Members

- A. All national committee chairs and members shall serve concurrent terms to the National Executive Board. No appointed chair or committee member may serve more than two (2) terms in succession.
- B. Committee members shall be appointed or elected as provided in these bylaws. Committee Chairs shall be determined by the National President or as provided in these bylaws.
 1. The standing committees at the national level shall include Associates, Bylaws, Fathers' Auxiliary, Legislative, Nominating, Membership, Policies and Procedures, and Program.
 2. Each committee shall be composed of seven (7) members, one per region, who shall be recommended by their respective Regional Directors (except nominating).
 3. At regional area workdays, reports of the national committees (except nominating) shall be made by the national officer of the respective regions.

- C. Nominating Committee
 1. A nominating committee composed of seven members one from each region shall be elected by the body. The chair shall be rotated among the regions in alphabetical order by region.
 2. A slate of candidates for national officer positions shall be submitted by the Nominating Committee to the National Recording Secretary by March 1st prior to the national convention, to be circulated among chapters by April 1st before the national convention.
- D. Committees, standing or special, may be appointed by the National President at the national convention, or in the interim with the approval of the National Executive Board as it shall from time to time deem necessary to carry on the work of the organization. The National President shall be an ex-officio member of all committees except the Nominating Committee. Committee appointments will run concurrent with the National Executive Board's term of office.

ARTICLE VIII: GOVERNANCE

Section 1 • National Constitution and Bylaws

- A. Amendment Process

This National Constitution and Bylaws may be amended only at a national convention provided that:

 1. Proposed amendments have been submitted in writing to the National Corresponding Secretary by November 1st prior to the National Convention and are circulated among the chapters by April 1st before the national convention.
 2. Two-thirds (2/3) of the delegates present and voting vote in favor of the amendment.
 3. In the event that circumstances prevent the circulation deadline from being met, proposed amendments may still be considered at the national convention provided that a motion to consider individual amendments is passed by a two-thirds (2/3) majority of delegates present.
- B. Proposed Amendments

All proposed amendments to the National Constitution and Bylaws of Jack and Jill of America, Incorporated submitted to the National Executive Board for review will be voted on by the delegates at the national convention. Such vote shall not be required, however, to correct misspelled words and typographical errors provided that the correction does not require additional language nor change the meaning of the provision. The membership will be notified of such corrections within thirty (30) days of the change by communication from the National Corresponding Secretary.
- C. Approved Amendments

Amendments approved at any National Convention shall become effective at the close of that convention unless otherwise stipulated.

Section 2 • Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Jack and Jill of America, Incorporated in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order which may be adopted.

Section 3 • Code of Ethics and Grievance Policy

- A. The national organization shall adopt and adhere to a Conflict of Interest policy.
- B. A National Code of Ethics and grievance process, which are outlined in the organization's policies and procedures manual, shall be promulgated by the national organization and are binding on the members, chapters and regions of the organization.
- C. All members must sign the Code of Ethics Acknowledgement Form each Program Year by September 30th.
- D. Duties and Responsibilities of the Grievance Committee
 1. Render fair and impartial decisions affecting the parties (grievant or respondent) resulting from an action or violation of the Code of Ethics, or National Constitution and Bylaws of the organization. The composition of the Grievance Committee must consist of seven (7), members.
 2. The final decision of the National Advisory Council shall be binding on the members, chapter, region

- and national officer of the organization on all Grievance matters and decisions.
3. A grievant nor respondent is permitted to participate in or vote in a grievance proceeding where she is a party.

Section 4 • Jack and Jill Census (JJ Census)

- A. The national organization shall adhere to conducting the Jack and Jill Census every other year.
- B. An executive summary and report of the JJ Census data must be shared with the national organization at the National Convention during that programming year.

Section 5 • Amendment to Financial Handbook

Amendments to the Financial Handbook shall be proposed by the National Budget Committee (comprised of the National Treasurer and the Regional Treasurers). Proposed amendments will be reviewed by the National Advisory Council and circulated to the chapters by April 1st before the national convention. Two-thirds (2/3) of the delegates present and voting vote in favor of the amended document. Such vote shall not be required, however, to correct misspelled words and typographical errors. The membership will be notified of such corrections within thirty (30) days of the change by communication from the National Treasurer.

ARTICLE IX: JACK AND JILL OF AMERICA FOUNDATION, INCORPORATED

- A. Purpose
The purpose of the Foundation, as stated in the Certificate of Incorporation, is "to carry on educational, literary, scientific and charitable projects, or any one of them individually by the application of assets to the use of Jack and Jill of America Foundation, Incorporated.
- B. Relationship to the mother body
Jack and Jill of America, Incorporated members shall always be in the majority on the Board of Trustees of the Foundation. A biennial report is made to chapters at the National Convention from the President of the Board of Trustees. A financial accounting of the receipts of the Foundation is included in the report.
- C. Board Structure
 1. The Board of Trustees of Jack and Jill of America Foundation, Incorporated is structured as follows: Four (4) National Officers: President, Vice President, Treasurer and Program Director; one (1) Regional Director from those regions not represented by National Officers, appointed based upon alphabetical order; seven (7) Members-at-Large, one (1) from each region; eleven (11) Community Leaders, not limited to Jack and Jill membership or region; and one (1) Regional Teen Foundation Chair.
 2. There shall be one (1) Regional Director appointed to the Board as an ex-officio member. This Director shall be selected from the three (3) remaining Regions of Jack and Jill of America, Incorporated which are not represented by the ex-officio members of the Board of Trustees as stipulated in the preceding paragraph. She shall serve two (2) one (1)-year terms coinciding with her term of office in Jack and Jill of America, Incorporated. In the absence of representation in any region, the National Executive Board of Jack and Jill of America, Incorporated will make the appropriate appointments.
- D. Responsibility of chapters
 1. The support of the Foundation is the responsibility of the chapters of Jack and Jill of America, Incorporated.
- E. Members of Jack and Jill of America Inc. Chapters, Regional officers and National Officers may provide proposed amendments to any member of the Board of Trustees of Jack and Jill of America Foundation no later than December 1st.



JACK AND JILL OF AMERICA, INCORPORATED
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