

Jack and Jill of America,  
Incorporated  
Nashville Chapter  
Bylaws



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## **BYLAWS**

This organization, formerly called the Mothers' Study Group, was founded in February of 1939, at the home of Mrs. Pearl Creswell (I.T.) along with Mrs. Geraldine Fort (William H.). Mrs. Creswell and Mrs. Fort were the Charter Members of the Nashville Chapter.

### **ARTICLE I Name**

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

### **ARTICLE II Objectives and Aims**

The objectives of this nonprofit organization are:

To create a medium of contact for children, that will stimulate growth and development. To provide a constructive, educational, cultural, civic, recreational and social programs for children.

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 children.
- To support all national legislation aimed at bettering the conditions of all children.

**ARTICLE III**  
**Membership**

**Section 1. Chapter Boundaries**

A. The Nashville Chapter Boundaries include Nashville, TN and surrounding counties:

Cheatham County

- Ashland City 37015
- Kingston Springs 37082
- Pegram 37143
- Pleasant View 37146

Davidson County

- Belle Meade: 37205
- Berry Hill: 37204
- Forest Hills: 37215
- Goodlettsville: 37072
- Nashville: 37201, 37203,37204, 37205, 37206, 37207, 37208, 37209, 37210, 37211, 37212, 37213, 37214, 37215, 37216, 37217, 37218, 37219, 37220, 37221, 37228, 37232, 37234, 37235, 37236, 37238, 37240, 37241, 37242, 7243, 37246, 37250
- Oak Hill: 37220

Rutherford County

- LaVergne: 37086
- Smyrna: 37167

Sumner County

- Gallatin: 37066
- Hendersonville: 37075
- Portland: 37148
- Westmoreland: 37186
- White House: 37188

## Wilson County

- Lebanon: 37087, 37090
- Mount Juliet: 37122
- Watertown: 37184

- B.** In situations when a change in the chapter's boundaries exclude the residence of a mother in good standing, she may, within a period of (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.

## **Section 2. Classifications**

### **A. Active Members**

1. Mothers, legal guardians or custodial caretakers with children between the age of two (2) and through the age of nineteen (19) who are committed to the goals of the organization, are eligible to become active members upon recommendation of a member in good standing and approval of the body as provided herein.
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. An active member shall be required to attend one national convention or one regional conference or one regional area workday or cluster or one teen conference on a rolling four-year period for the duration of her membership tenure. Financial is defined as having paid all chapter, regional and national dues, assessments and fees. (2008).

For regional activities, attendance must be in the member's home region. Attending another region's activities shall not count towards this requirement. A Mother must actually register and attend the activity. Attendance at a Children's Cluster does not count.

3. Any child who resides with and is receiving long term continuous care from a mother, female guardian or female custodial caretaker who is a member of Jack and Jill 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. In order to nominate a prospective member, the nominating mother must have been a member in good standing in the Nashville chapter for at least one year. The names of prospective members shall be presented at least thirty (30) days prior to election of new members., Election of new chapter members shall be held once a program year during the months of January through April of each year. New members should be initiated no later than May 31<sup>st</sup> of that program year. New members shall participate in a new member orientation prior to their initiation ceremony.

The child(ren) of a new member must be at least twenty-four (24) months of age in order for the new member to be considered for membership.

The Chapter shall designate age group priority in August, so that the presentation of names of prospective members can reflect that priority. In addition, the Chapter shall decide the number of new members to permit to join.

Written notice of the new member election shall be given to members reminding them that voting on prospective members will occur. Only members in good standing who are present shall be eligible to vote on new members.

If the chapter elects to limit the number of new members to permit to join, candidates for membership must receive a plurality of the votes cast by ballot. Plurality vote counting will be used in ranking order to achieve quota. Ballots should be marked “yes” or “no”. If no limit on intake is set, candidates for membership receiving majority vote shall be permitted to join.

In the event a person declines an invitation to join the organization and a plurality vote was conducted, the candidate who received the next highest vote in the ranking sequence will be invited into membership.

Initiation and/or joining fees shall be determined by the Membership Committee and Budget Committee no later than January of the program year, as well as the date that those fees shall be due in accordance with the National Constitution and Bylaws.

## **B. Number of Members**

The minimum number of members for this organization shall be fifteen (15) with a maximum of seventy-five (75). This number shall include members in good standing and members on leave, but shall not include associate members, legacies, or members who transfer in after the selection of new members.

Existing chapters with fewer than 15 members will be subject to a review of the chapter and its viability. Chapters shall be required to maintain a minimum level of participation. Such level shall be determined by the Regional Officers with approval by the National Executive Board.

### **C. Existing/Current Members**

A member who graduates out by 2014 must have attended one of the four activities listed in Article III. Section 2. All members graduating past 2014 shall have attended one of the four activities listed in Article III. Section 2. Every four years in order to graduate in good standing.

### **D. Leave of Absence**

1. A member in good standing may make a formal written request for a leave of absence for a period of one year. An explanation shall not be required and shall be the sole decision of the member to provide one. The body shall then vote whether or not to accept the request. If the request is accepted by the body upon majority vote, the entire family will be on a leave of absence.
2. Members granted a leave of absence must meet all national and regional financial obligations, including the conference attendance requirements established by the National bylaws. A member on a leave of absence must pay National and Regional per capita assessments no later than July 1<sup>st</sup> of that year, the same as for other members.

### **E. New Members**

New Members (joining Jack and Jill of America, Inc, after the 2008 National Convention) shall attend one of the four activities listed above by their fourth year of membership.

### **F. Associate Members**

1. Associate members may organize at the local, regional and national levels into a group known as the 'Associates' of Jack and Jill of America, Incorporated with a minimum of five (5) financial associates 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.
2. The Associates may organize and function independently of a local chapter, but all funds must be channeled through the local chapter.
3. The Associates 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.
4. A mother may become an associate member when the youngest child completes high school or reaches age 20 and the member completes her tenure in good standing. Associate members must comply with the guidelines set forth in the National Constitution and Bylaws.
5. Upon the death of an only child or the youngest child of a member in good standing, a member may continue her affiliation as an Associate member. 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.
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.

## **G. Life Members**

Any mother, legal guardian, or custodial caretaker who has been a member in good standing for at least ten (10) years, has completed her tenure in good standing and has reached Associate status may apply for National Life membership in accordance with the guidelines set forth in the National Constitution and Bylaws.

## **H. Legacy Members**

Legacy status is granted to each child (if the child is male, then to his spouse) who graduated from Jack and Jill and whose mother was in good standing at the time of the child's high school graduation or granted immediate legacy status due to death of their mother who completed her tenure in good standing. Each legacy shall obtain membership through this process only once and as such if a male legacy and his first spouse obtain membership through his legacy status; a subsequent spouse shall be required to seek membership as a new member and shall not qualify for legacy status. Candidates entering the chapter through this classification shall apply for membership as a legacy in accordance with the National Constitution and Bylaws and shall be oriented and installed on the same timetable as other new members.

## **I. Transfer Members**

A transferring member shall send a transfer request to the Executive Director at the National Headquarters who in turn, will notify the new chapter and the former Chapter. This transfer process shall be completed within sixty (60) days of Executive Director's receipt of the request from the former chapter.

1. A member in good standing of a Jack and Jill Chapter, who changes a place of residence, may, within a period of one (1) year, transfer to an existing Chapter in the new city or national office in the absence of a chapter in the new city, irrespective of Chapter membership quotas. Requested transfers shall be effectuated by the Chapter in which the mother has been an active member in good standing, within thirty (30) days of the member's request.
2. A transfer member shall become a member of the Chapter when the Chapter receives notification from the National Office that her transfer has been approved. It is at this time that she becomes responsible for obligations of the Chapter.
3. A transfer member who has not paid her dues to her former Chapter for the current year will be assessed the full amount of the dues of the Chapter. A transfer who has paid dues to her former Chapter for the current year shall not be assessed dues by the Chapter.
4. A transfer member is exempt from paying a late fee if her transfer becomes effective after September, provided her dues are paid within two (2) months of the effective date of the transfer.
5. A transfer member is responsible for any assessment due for Chapter activities or programs to be held after the date of her transfer.

6. A member, who fails to request a transfer within a one (1) year period, where a Chapter exists, shall be dropped from Chapter rolls and thereafter shall be subject to the status of a new member.
7. When a financial member moves to an area where there is no chapter, upon request, the Nashville Chapter shall transfer the membership to the National Office (see National Bylaws, Article I, Section 3.C).
8. 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.
9. Alumni Membership: Children who have completed high school or are between the ages of nineteen (19) and twenty -five (25) who graduated while the mother, legal guardian, or custodial caretaker was either active or completed her tenure in good standing shall be eligible for Alumni Membership in accordance with the National Bylaws.

### **Section 3. Resignation**

Letters of resignation must be submitted to the Chapter Vice President, with a copy to the Membership Committee Chairman.

### **Section 4. Termination of Membership**

- A. Upon the death of a member **in good standing**, the children may continue their affiliation with the organization for the duration of that program year and subsequent program years, if the surviving parent or other guardian so desires. Said deceased member shall be classified as having completed her tenure in good standing thereby granting legacy status to her children.
- B. Any member may be subject to discipline, up to and including termination from the organization, for intentional violation of the objectives and goals of the organization, for conduct resulting in public embarrassment to the organization, for misappropriation of funds, or for failure to maintain standing as a member in good standing. In the case of termination of a member, said member is to be notified by the Membership Committee within five (5) business days, by certified mail, return receipt requested. The notification will state the reasons for the termination and the member's right to appeal.
- C. Copies of the letter shall be sent to the Regional Director, the National Officer of the respective Region and to the National Recording Secretary.
- D. The Corresponding Secretary shall notify the National Recording Secretary in writing of members dropped from their rolls, within fifteen (15) calendar days after taking action. The notice shall contain expressed reason for such action.

#### E. Appeals Process

1. After receiving notification of termination by registered mail, a member shall have thirty (30) calendar days to appeal in writing to the President with a copy to the Membership Committee Chairman.
2. Appeals considered by the Nashville Chapter Executive Board will be brought before the body for vote. The appealing party will be notified of the resolution immediately thereafter.
3. If the appeal at the chapter level is deemed unsatisfactory, the member then may direct their written appeal to the Southeastern Regional Director (with a copy to the Nashville President and Membership Chairman) as outlined in the National Constitution and Bylaws, Article I, Section 5.
4. If the appeal at the Regional level is deemed unsatisfactory, a member then may appeal to the National Advisory Council (NAC).
5. NAC shall send its decision, along with the rationale, to the member, chapter and its region by registered letter. The decision of the NAC shall be final. In case of termination of membership, neither the member nor her family should participate in Jack and Jill activities, even while the termination is being appealed. Discipline sought against a member shall be brought before the grievance committee in the form of a properly filed grievance pursuant to National Grievance Policy and Procedure. No member against whom a grievance is filed shall serve on the grievance committee convened to review a grievance filed said member.  
A member shall be notified in writing of the action of the grievance committee and the member's right to appeal. Copies of the letter shall be sent to the Regional Director, the National Officer of the respective region and the National Recording Secretary.

**ARTICLE IV**  
**Officers**

**Section 1. Officers**

The officers of the Nashville Chapter of Jack & Jill shall be:

**Elected:**

President  
Vice President  
Program Director  
Recording Secretary  
Corresponding Secretary  
Treasurer  
Financial Secretary  
Editor

**Appointed:**

Parliamentarian  
Foundation Chairperson  
Chaplain  
Historian  
Sergeant-at-Arms  
Protocol Chairperson  
Legislative Chairperson

**Section 2. Term of Office**

Once elected or appointed, each officer shall serve a term of two (2) years. No officer shall serve more than two (2) terms in succession.

**Section 3. Eligibility**

All officers shall be members in good standing for two (2) years prior to and for the complete tenure of their office. To be eligible for the office of President, a candidate shall have served in an elected or appointed capacity on the Executive Committee of the Chapter within the last four (4) years. Additionally, a candidate for the office of President shall have attended either one (1) National Convention OR one (1) Regional Conference AND one (1) other area business meeting within the last four (4) years.

#### **Section 4. Election**

- A. At the August meeting, the Chapter shall elect the members of the Nominating Committee, which shall have the responsibility of presenting a slate of officers to the body for election. Members of the nominating committee are not prohibited, by their service on the Committee, from being nominees for office. The nominating committee, prior to making its report, shall contact each person who it wishes to nominate in order to obtain their verbal acceptance of the nomination. At the meeting where the nominating committee presents its slate of officers, the President shall call for nominations from the floor prior to the voting. Nominated members from the floor must be physically present to accept the nomination or should have given to the nominating committee acceptance in writing. Any member nominated from the floor must be a member in good standing (verified by the Treasurer and Recording Secretary). Once the Nominating Committee has presented its report and nominations from the floor are closed, the nominating committee shall be automatically discharged, but may be revived as needed should a nominee withdraw or should a vacancy occur pursuant to Art. IV, Sec. 6.
  
- B. Election of officers shall be held no later than April 30<sup>th</sup> of each election year and installed no later than May 31<sup>st</sup>. Officers shall begin their term of office by assuming the responsibilities of their office upon installation.
  
- C. Officers shall be elected by a majority vote of members in good standing, present and voting.

#### **Section 5. Responsibility of Outgoing Officer**

- A. 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 a transition meeting by June 15<sup>th</sup>. The names and respective offices of each officer shall be sent to the National Office no later than June 15<sup>th</sup> of each year.
  
- B. All outgoing officers shall complete their duties and transfer all accounts, records and files to the new officers within thirty (30) days after the installation of new officers with the exception of the Treasurer to allow for a smooth transition and necessary closeout responsibilities of the outgoing Treasurer. As per the national bylaws a financial statement for the period of June 1<sup>st</sup> through May 31<sup>st</sup> shall be submitted by the chapter on the form provided by the National Treasurer no later than June 30<sup>th</sup> of each year.

#### **Section 6. Vacancies**

- A. If a vacancy occurs in any office, except that of President, the President, with the approval of the Executive Committee, may appoint a member to serve the remainder of the term or the President, without Executive Committee approval, may permit the Chapter to elect, by majority vote of members in good standing, present and voting, a successor to fill the unexpired term of such vacancy.

- B. If a vacancy occurs in the office of President, the Vice-President shall assume the office of President for the remainder of the President's term. The vacancy created by the ascension of the Vice-President shall be filled in accordance with the procedures outlined in Art. IV, Sec. 4 (A) & (C).

## **Section 7. Discipline**

An officer who fails to fulfill the duties of her office shall be subject to discipline, up to and including removal from office, by action of the grievance committee upon a properly filed grievance pursuant to the National Grievance Policy and Procedure. If removed from office, said officer's position shall be filled in accordance with Section 6 of this

Article. No officer against whom a grievance is filed shall serve on the grievance committee convened to review a grievance filed for said officer.

An Officer shall be notified in writing of the action of the grievance committee and the officer's right to appeal. Copies of the letter shall be sent to the Regional Director, the National Officer of the respective region and the National Recording Secretary.

## **ARTICLE V Duties of Elected and Appointed Chapter Officers**

### **A. President**

The President is responsible for leadership. She will embrace the organization's intention expressed by mission, vision and in the bylaws, and move the organization to excel. She will continuously assess the needs of the members and the children. She will work with and through others to maintain optimal programs and operation, while adhering to the principles Jack and Jill of America, Incorporated was founded upon. She will facilitate the development of an organizational plan that identifies its goals and inspire the members toward goal achievement. She will coordinate the activities of the organization by insuring officers, committee chairs, and others in lead positions have the opportunity and support to lead. She is responsible for the overall performance of the group based on National measures, and especially the criteria the members deem important to its operations. The president manages the external relationships for the chapter.

The President shall exercise all powers and duties generally pertaining to the office of President. She shall preside at all regular/special meetings; chair the Executive Committee; serve as ex-officio member on all committees, except the Nominating and Audit committees; appoint a Parliamentarian, Foundation Chairperson, Chaplain, Historian, Sergeant-at-Arms, Protocol Chairperson, and Legislative Chairperson upon taking office. All appointed officers shall be members in good standing with the Chapter for one year prior to appointment. The President may also appoint special committees as may be necessary; and counter-sign, with the treasurer, all checks related to the organization and chapter business.

## **B. Vice President**

The Vice President of Membership continuously monitors members' needs and recommends approaches to better serve the members. She is responsible for recording individual compliance with the Member Requirements established by the bylaws and for routinely reporting pertinent information to the Executive committee. She is accountable for the design and implementation of the membership intake process and new member orientation, as well as the execution of the established appeal process. She shall preside at all meetings in the absence of the President, and shall assume the responsibilities of all duties of that office in the event the President is unable to fulfill her duties. She shall serve as the chair of the Membership committee. To the extent possible and practical, she shall work closely with and assist the President on all matters pertaining to the Chapter. She shall also work with the Program Director in an advisory capacity on matters concerning programs, and shall serve in accordance with the National and Chapter Bylaws, and Policies and Procedures (2012). She shall also countersign with the Treasurer, all checks related to the organization.

## **C. Program Director**

The Program Director shall lead the children and teens programming initiatives. She is responsible for the annual program planning process. The process seeks to learn programming through membership, including the children and teens, and integrate the needs with the requirements specified in the mission, vision and bylaws to design the program plan and establish the annual Program calendar. She chairs a team of mothers on the Program committee, including the Assistant Program Director (PK-6th and 7th-12<sup>th</sup> grades) and Teen Lead Coordinators (Junior, Senior) to implement the program plan. She is responsible for the development and maintenance of a system to evaluate each activity, as well as the evaluation of the program as a whole. She is responsible for establishing a method to record the participation of the children and record member compliance with host responsibilities and reporting the information to the Membership committee. The Program Director is required to submit a chapter program handbook to the National Program Director and Regional Director annually by November 1. Chapters whose submissions are delinquent or who choose not to submit a program handbook will be subject to a late fee or non-submittal fee. She is responsible for the monthly newsletter article, SCOPE article, and any other formal written reporting on behalf of Nashville chapter programming. To the extent possible and practical, she shall work closely and assist the President and Vice President of Membership on all matters pertaining to the Chapter.

## **D. Recording Secretary**

The Recording Secretary shall keep accurate minutes of all Chapter and Executive Committee meetings and preserve all books, records and documents pertaining to her office. She shall serve in accordance with the National and Chapter Bylaws and Policies and Procedures. She shall be responsible for keeping records of attendance and absences. She shall verify the presence of a quorum at each regular/special meeting and serve as a member of the Membership Committee. In the absence of the Recording Secretary, the Corresponding Secretary shall assume all responsibilities of the Recording Secretary.

#### **E. Corresponding Secretary**

The Corresponding Secretary shall handle all official correspondence for the chapter which includes the distribution of the chapter newsletter; provide proper notice of all meetings; verify legacy and transfer status of new members; and serve as liaison for the Father's Auxiliary. In the absence of the Financial Secretary, the Corresponding Secretary shall assume all responsibilities of the Financial Secretary.

#### **F. Treasurer**

The Treasurer shall deposit all funds received by of the organization and deposit them in a checking account in the name of Jack & Jill of America, Incorporated Nashville Chapter. She shall keep records of all monies and expenditures disburse funds in accordance with the approved annual Chapter budget, and prepare annual reports of receipts and expenditures. She shall send fees to the National Headquarters, prepare national and regional financial reports, and serve as the Chairperson of the Budget Committee. The Treasurer shall have all accounts ready for audit at any time.

#### **G. Financial Secretary**

The Financial Secretary shall mail or provide a timely invoice to members for their dues and receive and receipt members' dues as well as any funding that is to be deposited into the Chapter's account. She shall receive and keep an accurate record of membership dues, give a record of payments to the Corresponding Secretary, and forward all monies received to the Treasurer with an itemized account of source of income. She shall assist the Treasurer in the preparation of reports, (National and Local). She shall notify the Membership Committee and the affected members of delinquencies regarding payments of Chapter dues and assessments.

#### **H. Editor**

The Editor shall be responsible for getting the important news about the Chapter to the News Media (newspaper, radio, and television), develop and publish the chapter newsletter, and prepare articles for Up The Hill. She chairs the Public Relations Committee.

#### **I. Parliamentarian**

The Parliamentarian shall be appointed by the President and shall assure that chapter meetings are conducted in accordance with the National bylaws, local chapter bylaws and Robert's Rules of Order Newly Revised and assure that all business of the chapter is conducted in accordance with the local chapter bylaws and the National bylaws of this organization. She shall chair the Bylaws Committee.

#### **J. Foundation Chairperson**

The Foundation Chairperson shall be appointed by the President and chair the charities committee. The Foundation Chairperson shall be responsible for handling the local chapter's Jack & Jill of America Foundation affairs. She shall serve as the chapter's liaison with the Regional Foundation Member-At-Large and organizations in the community who benefit from the chapter's fundraiser.

**K. Chaplain**

The Chaplain shall be appointed by the President and will conduct the religious services, (prayer, inspirational words to the group, words of encouragement), for the group at monthly meetings and other activities/programs of the organization.

**L. Historian**

The Historian shall be appointed by the President. She will capture and archive the history of the organization. She is responsible for collecting, compiling, and communicating living and written history in various forums, with new member orientation, storyboards for conferences, scrapbooks, etc. She will identify the appropriate means of exhibit and storage. The Historian shall maintain and archive all pertinent records, artifacts, correspondence, and memorabilia as specified herein and in the policies and procedures containing the history of Jack and Jill, Incorporated and the Nashville Chapter. The Historian is the chair of the scrapbook committee and coordinates the scrapbook development for the Regional Teen Leadership Conference Scrapbook competition.

**M. Sergeant-at-Arms**

The Sergeant-at-Arms shall be appointed by the President and will insure that there is order during the chapter meetings so that they may be run efficiently and with the dignity they deserve. It shall be important that you quiet members who are out-of-order promptly and effectively. She shall notify the President as to whether a quorum is present during Executive and Chapter Meetings. She will coordinate the counting of all votes taken at the meetings except during secret ballots. She shall assist with the distribution of literature at meetings. She will ensure that the meeting proceeds in an orderly manner without obstruction from members or nonmembers. She supervises the door not allowing members to leave when business is being conducted and voting is in session.

**N. Protocol Chairperson**

The Chapter Protocol Chairperson (CPC) is responsible for the overall planning and execution of protocol responsibilities in the Chapter. She assists the Chapter President by serving as lead host when a National or Regional Officer is attending a Chapter event. She shall be appointed by the President and shall serve in accordance with the National and Chapter Bylaws and Policy procedures. She may form an ad hoc committee, at her discretion.

**O. Legislative Chairperson**

The Chapter Legislative Chairperson is appointed by the President and shall serve as chair of the legislative committee. She shall advance and advocate legislation for children's issues as determined by the national organization.

## **ARTICLE VI**

### **Committees**

#### **Section 1. Term of Appointment**

Committee appointments shall run concurrent with the term of the President.

#### **Section 2. Standing Committees**

##### **A. Executive Committee**

The Executive Committee shall consist of the elected and appointed officers of the organization. The Executive Committee shall meet prior to each chapter meeting to plan the chapter meeting agenda. Five (5) members shall constitute a quorum. Between chapter meetings, the Executive Committee shall have the power to act on behalf of the chapter. Said action shall be reported and ratification of the membership sought at the next regular meeting of the Chapter.

##### **B. Budget Committee**

The Treasurer shall serve as the chairperson.

1. The Committee shall determine and report the financial needs and resources of the organization.
2. The Committee shall plan and execute a budget suitable to the annual needs of the Chapter.

##### **C. Charities Committee**

The Foundation Chair shall serve as the chairperson. The Charities Committee shall recommend opportunities for the organization to give back to the community on a regular basis. In doing so, the Committee shall be guided by the national legislation aimed at bettering the conditions of all children.

##### **D. Membership, Orientation, and Installation Committee**

The Vice President shall serve as chairperson. The Committee shall accept the names of prospective members and present them to the body in accordance with Art. III., Sec. 2 (A) (4). The Committee shall inform the Chapter of the procedure for presenting prospective members and generate appropriate forms. The Committee shall plan the installation and orientation programs for new members and officers. The membership committee shall annually select a liaison to the Associates group.

E. Bylaws Committee

The Parliamentarian shall serve as chairperson. The Committee shall receive suggested amendments, additions, and deletions to the Chapter bylaws, which are not inconsistent with the National Constitution and Bylaws. The Committee shall also receive and forward to the National Corresponding Secretary, no later than November 1, all suggestions endorsed by the Chapter for amendments to the National Constitution and Bylaws.

F. Scrapbook Committee

The Archivist shall serve as chairperson. The Committee shall assume the responsibility of preparing and maintaining a scrapbook for the Mother's Regional, which meets every two (2) years, and the National Convention, which convenes on alternate years.

G. Courtesy Committee

The Committee shall be responsible for implementation of Article X.

H. Nominating Committee

The Committee shall be composed of five (5) members and shall submit a slate of nominees/candidates for officers at the March meeting of an election year in accordance with the provisions of Art. IV., Sec. 4 (A).

I. Jack and Jill Observance Committee

The Committee shall be responsible for planning and implementing the Jack and Jill Observance Day activity.

J. Program Committee

The Program Director shall serve as Chairperson. The Committee shall assist the Program Director in the preparation of the Program Book and shall do so in conjunction with the grade group chairs and teen sponsor(s). The committee shall plan the year's grade group, family, and other chapter activities, including assigning hostesses, as needed, and present the proposed program at the annual planning meeting.

K. Foundation Committee

The Foundation Chairperson shall chair this committee. The Committee shall be responsible for implementing all matters that pertain to the Jack & Jill Foundation and shall promote the image and interests of Jack & Jill Foundation within the local chapter.

L. Public Relations Committee

The Editor shall serve as Chairperson. The Committee shall coordinate all media activity of the organization.

### **Section 3. Ad Hoc (Special) Committees**

#### Grievance Committee

A Grievance Committee shall be convened as the need arises upon receipt of a grievance. The Committee shall be comprised of no more than four (4) active members from the body nominated by the President and confirmed by the body (unless the grievance is filed against the President, in which case the Vice President shall make such nominations) and one member of the Executive Committee also appointed by the President (unless the grievance is filed against the President, in which case the Vice President shall make such appointment). The Grievance Committee shall resolve chapter level grievances in accordance with Robert's Rules of Order, Newly Revised and the Grievance Policy and Procedure adopted by the 37<sup>th</sup> National Convention of Jack and Jill, Inc., as it may from time to time be amended.

A Grievance Committee shall be convened to consider all same or similar grievances filed on a singular subject matter and shall be dissolved upon resolution of the matter. The members of the grievance committee shall keep all grievances and matters entertained by the committee confidential. Grievance matters, which may pertain to any member or officer of the organization, shall only be discussed during a grievance consideration meeting by the committee. The authority of the Grievance Committee shall not supersede the authority of the following governing documents:

National Constitution and Bylaws  
Regional Standing Rules Nashville  
Chapter Bylaws  
Robert's Rules of Order, Newly Revised

**ARTICLE VII**  
**Meetings and Membership Responsibilities**

Section 1. Regular Chapter Meetings.

- A. The Chapter shall meet at least nine (9) times program per year, between the months of June and May. Attendance is expected at all meetings so that the chapter can properly conduct chapter business and keep abreast of grade group activities. All members in good standing shall be required to attend at least five (5) regular meetings per program year, June thru May.
  
- B. Failure to attend the requisite minimum number of regular chapter meetings shall subject a member to discipline pursuant to Art. III, Sec. 2A (2).
  
- C. It is each member's responsibility to sign-in at each meeting. The "sign-in" sheet shall be the official document used to determine member attendance. (The Recording secretary is responsible for an accurate accounting of attendance). No member may sign-in after the meeting has been adjourned. Attendance shall not be counted if a member signs in and immediately leaves, unless it is an emergency. No member may sign-in for another member.
  
- D. Regular chapter meetings shall be held on the first (1<sup>st</sup>) Saturday of each month, with the exception of September and January due to Labor Day weekend and New Years' Day and as required due to special circumstances. No later than May of the preceding program year, the membership shall vote on the dates of the September and January meetings, whether to keep the date or choose another in the respective months. Such altered dates shall be considered regular chapter meeting dates and will be counted for the purpose of attendance records.

Section 2. Special Chapter Meetings.

Special meetings of the members may be called by the President or by a majority of the Executive Committee or upon the written request of 30% of the membership. Any such meetings shall be held at such location, date and time as specified by the person calling the meeting.

### Section 3. Notice of Meetings

Written and/or electronic notice of each regular or special meeting shall be delivered to each member no less than five (5) days prior to the date of the meeting. The notice of the meeting shall specify the place, date and time of the meeting and in the case of a special meeting, the purpose of the meeting.

### Section 4. Quorum

A quorum for transacting business at either a regular or special meeting shall consist of 1/3 of the active membership.

### Section 5. Voting

Unless otherwise provided herein, a majority shall consist of 1 more than ½ of the members in good standing that are present and voting. Unless otherwise provided herein, a plurality vote is the largest number of votes to be given a particular ballot item. Unless otherwise designated herein or required by parliamentary authority, all voting shall be conducted by majority vote.

### Section 6. Chapter Activities.

Attendance at chapter sponsored events, or other Jack and Jill related activities that fall on regular chapter business meeting dates shall constitute attendance at a regular chapter meeting if voted on by the body and approved by the Executive Committee.

### Section 7. National and Regional Meetings.

The Chapter is responsible for the financial sponsorship of one delegate and one alternate to represent the Chapter at the National Convention or Regional Conference. The President, if available, shall be the delegate and either the Vice - President of Membership or Program Director at the discretion of the President, shall be the alternate representative of the Chapter. In event, the Vice - President or Program Director cannot serve as alternative representative of the Chapter, a member of the Executive Committee at the discretion of the President shall be selected as the alternative representative of the Chapter. Additional alternates shall be elected to serve as substitutes in the event of the inability of the President and Vice -President or someone from the Executive Committee to attend. These alternate representatives shall be elected at a general meeting by a majority vote. The names of the Chapter delegate and alternate shall be submitted by the President or Corresponding Secretary to the National Secretary at the time specified by the National Convention. The chapter shall avoid regularly sending the same officer to serve as Alternate and shall instead weigh the best interest of the chapter.

If no member of the Executive Committee is able to attend the Regional Conference or the National Convention, then the chapter may elect an alternate from the membership. If funding will allow, the chapter may vote to send a third representative to the conference.

**ARTICLE VIII**  
**Grade Groups**

- A. Grade groups shall host monthly functions during the program year. The group chairperson shall report on activities and attendance at the chapter meetings.
  
- B. Members are assigned a month, during the program year, for which they are responsible for grade group activities (grades pre-K – 8). If a member fails to sponsor an activity during her assigned month, she shall be fined fifty dollars (\$50.00) first offense and one-hundred (\$100) subsequent offenses unless arrangements to swap months have been made with another mother or the member has been granted an exception due to an emergency as been determined by the Executive Board. Grade Group Chairs shall report to the Treasurer and President the names of members who fail to sponsor activities for their assigned month.
  
- C. **Grade Groups**  
The children shall be organized in the following groups: Pre-K ages 2-5 years old; 1<sup>st</sup> – 3<sup>rd</sup>, 4<sup>th</sup>-5<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup>, and 9<sup>th</sup>- 12<sup>th</sup> grade. Modifications to the grade group configurations may be made by the chapter based upon membership and chapter needs for the program year.

**ARTICLE IX**

**Dues, Assessments, and Penalties**

**Section 1. DUES**

- A. Dues for the upcoming program year may be paid any time after the May meeting, so that the chapter can receive all fees timely. Otherwise, dues are payable and are considered late after July 1 of the same program year. The financial secretary must have possession of dues no later than 11:59 PM on July 1 of the same program year. Members not paying dues by this time shall be assessed a fifty dollar (\$50.00) late fee payable with dues.
  
- B. Dues shall not be accepted, until all fines, assessments, taxations, etc. have been paid for the previous program year and the fifty dollar (\$50.00) late fee, if applicable. Members, who have outstanding fines, assessments, taxations, etc. from the previous program year, shall not be in good standing.
  
- C. Any member not paying her dues by July 1 of the program year may be dropped from membership pursuant to Art. III, Sec. 2.

- D. Any additional postage (including Fed EX, Priority Mail, etc., and return receipts) incurred due to tardiness of a member's dues shall be paid/reimbursed by that member, as well as any additional fees due to National as a result of the tardiness. In case of late dues, due to EXTREME hardship circumstances, a letter must be written to the President by the member, and then be presented to the Executive Committee, stating the member's intention relative to payment. The board will then make a recommendation to the body at which time, the body will vote to accept or decline the Executive Committee's recommendation.
- E. A thirty dollar (\$30.00) fee shall be charged to any member who gives the Chapter a check that is returned unpaid.
- F. A family whose membership has been terminated may consult the Manual of Procedures and/or the National Constitution and Bylaws to seek to reapply to the organization.

## **Section 2. ASSESSMENT DISTRIBUTION**

The charities committee along with the Treasurer and President shall make a recommendation for the local distribution of funds raised through a chapter fundraising assessment within (3) three months of the completion of the fundraiser. Once the charities committee has made its' recommendation and it has been approved by the body, the funds shall be distributed to the approved organization(s) within 60 days of the chapter vote. A minimum of one-third (1/3) of the net proceeds (profit) raised from a fundraiser shall be designated for the Jack and Jill of America Foundation. Chapters must adhere to the Bylaws and Regional Policies & Procedures for penalties related to non-participation. All Chapter contributions to the Jack and Jill of America Foundation should be submitted to the Regional Treasurer by May 15<sup>th</sup>.

## **Section 3. PENALTY FOR FAILURE TO ATTEND AN ACTIVITY**

Mothers assume financial responsibility for advance expenditures based upon her RSVP response. Financial responsibility remains for any or all of the guests that fail to show for the activity. The Executive Board has the discretion to grant exceptions for mothers who have/had emergency situations. The Financial Secretary should invoice the mother for her portion of the fees that were incurred on her behalf.

**ARTICLE X**  
**Courtesy**

A. If a Jack and Jill immediate family member (which includes- Jack & Jill mother, father and children) has a serious illness and is hospitalized, a courtesy gift shall be sent by the Courtesy Committee, not to exceed thirty (\$30.00), exclusive of taxes, shipping, handling and/or delivery fees. In the event of the death of a Jack and Jill immediate family member (as defined above), an active associate member or a Chapter Charter Member, a floral arrangement or charitable contribution to be designated by the family, shall be sent, not to exceed seventy-five dollars (\$75.00), exclusive of taxes, shipping, handling and/or delivery fees. In the event of the death of a parent of a Jack and Jill mother or father, a courtesy gift shall be sent, not to exceed forty dollars (\$40.00), exclusive of taxes, shipping, handling and/or delivery fees. In the event of the death of other family members of Jack and Jill members, a card shall be sent.

**ARTICLE XI**  
**Parliamentary Authority**

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

**ARTICLE XII**  
**Amendments**

Amendments to these bylaws of the Nashville Chapter of Jack and Jill may be recommended annually by the Bylaws Committee. For such amendments to be approved, a 2/3 vote of the active members in good standing of the chapter is required. Said amendments and/or bylaws must conform to Robert's Rules of Order, Newly Revised edition and shall not be inconsistent with the National bylaws of Jack and Jill of America. Properly approved amendments shall have prospective application and become effective upon approval, unless otherwise agreed upon.

**ARTICLE XIII**  
**Calendar**

References contained herein to “program year” shall be that period during the months of September through May when the chapter conducts business meetings.

**ARTICLE XIV**  
**Other Matters**

On all matters not covered specifically in these bylaws, Robert's Rules of Order, Newly Revised shall determine the operating procedure. Chapter bylaws shall not conflict with nor be more restrictive than the National Constitution and ByLaws.

Amended and corrected February 6, 2010 cfd

Amended and corrected November 2, 2013 lfj

Amended and corrected April 2, 2014 lfj

Amended and corrected January 31, 2015 cww

Amended and corrected March 1, 2015 cww

Amended and corrected May 4, 2015 cww