

Jack and Jill of America, Incorporated

Nashville Chapter Standing Rules



ELECTED OR APPOINTED CHAPTER OFFICER POSITION

1. A member must be an active member of Jack and Jill of America, Inc. for a period of one program year before they are eligible for an officer position.

FINANCES

1. The budget shall be prepared and presented by the March meeting of the year preceding the time it will take effect. It shall be adopted at the April meeting of the same program year.

2. No post-dated checks shall be accepted for chapter dues.

3. Any member having a personal check returned from the bank for insufficient funds must make all future payments for the program year by cash, money order, traveler's check, or cashier's check.

4. In order to be reimbursed for expenditures, members shall submit a receipt and an expense voucher to the treasurer no later than thirty (30) days after the date the expenditure was made. This shall also apply for monies set in the budget for age group activities. In the absence of a receipt, a signed, itemized statement shall be required.

5. Only chapter vouchers submitted within the Chapter program year in which the expense occurred will be paid.

6. All expenses incurred as a result of Regional or National conferences (that are reimbursable at the Regional or National level) must be submitted to the appropriate Regional or National body by their expressed deadline. The Chapter assumes no responsibility for vouchers submitted to National or Regional.

7. All committees that receive in excess of \$100 from the Chapter shall submit a report consisting of an accounting of all funds expended, attendance at the event, and all other relevant information that might assist the Chapter in planning that activity or a similar activity in the future. This report shall be presented to the President as soon as possible after the funds are expended or the event occurs, but no later than thirty (30) days after the event occurs.

8. The organization may use PayPal for receipt of funds ONLY.

a. All refunds will be issued by chapter check.

b. When setting up PayPal services the instructions must clearly state members are not allowed to cancel payments due to the chargeback features in place. Members who violate this option may be subject to additional fees and/or restricted from utilizing PayPal services for events associated with the Jack and Jill Nashville Chapter.

c. There is a cost associated with using PayPal, therefore it is important to factor in that cost when pricing your event.

TRAVEL EXPENSES

1. The chapter will pay expenses for two delegates sharing one room for all conferences, conventions, and meetings, except teen delegates of the opposite sex.
2. If a mother is unable to attend a function for which advance registration and/or expenses have been paid, she shall reimburse the organization within fifteen (15) days after said function.

COURTESIES

1. Graduating teens will receive a gift from the chapter not to exceed two-hundred dollars (\$200.00) and graduating Mothers' will receive a gift from the chapter not to exceed one-hundred fifty dollars (\$150). The amount for courtesies will be set each program year by the budget committee and will be voted upon by the chapter.
2. Past members, having terminated in good standing, shall be sent cards upon the loss of Jacks, Jills, parents, mothers and fathers of parents.

DRESS CODE

1. The Chapter's Executive Board reserves the right to determine if a member's child is appropriately dressed at a meeting, activity, and/or conference. The dress code for the chapter is business attire (for mothers and teens). No jeans or warm up suits are allowed during the chapter business meeting. For conferences refer to the conference attire rules on file with the region and national office.
2. The guidelines for a member's child are as follows:
 - a) All clothing and shoes must be clean and in good condition: no holes, faded, torn, stretched, or unduly wrinkled apparel.
 - b) All clothing must be of appropriate size and fit without being too tight or baggy.
 - c) Girls should not wear strapless, midriff-exposing or low-cut blouses. Shorts, skirts and dresses must be an appropriate length.
 - d) Boys are required to wear full-length shirts at all times except when participating in a swimming activity. Pants and shorts must fit properly around the waist, with or without a belt, so as not to reveal any underclothes.
 - e) T-shirts may be worn. However, T-shirts may not display any profanity, vulgarity, sexually explicit images, and bigotry of any kind.
 - f) Shoes and/or sandals must be worn.

3. The dress code is necessary to uphold the integrity of Jack and Jill of America, Inc. Therefore, enforcement is essential. A Grade Group Coordinator or Teen Sponsor should report any violation of the dress code to the Mother. Every attempt should be made not to publicly embarrass or "single-out" a child.

GRADE GROUP ACTIVITY PLANNING RESPONSIBILITIES

1. Grade Group Coordinators should meet with the age group mothers at the planning meeting. Grade. Group Coordinators are responsible for planning the age group activities for the year working cooperatively with the Mothers. The activity plan is submitted at the end of the planning meeting. The age group coordinators should submit any changes on or before the post-marked deadline provided by the Program Director.

PINK & BLUE JAZZ GALA

1. Each year, the Foundation Chair and her committee are responsible for the planning and execution of the Nashville Chapter's signature fundraising event: The Pink & Blue Jazz Gala to raise funds for the Jack & Jill of America Foundation, Inc. and other local charities. Mothers are responsible for selling a minimum of 4 tickets or pay a \$300 assessment.
2. All gala assessments are due and payable November 30th of each year. A ten percent (10%) late fee applies to assessments received after the December meeting. The due date for other fundraisers will be determined by the Foundation Chair and her Committee and a ten percent (10%) late fee applies to all assessments received after that due date.

Amended and corrected May 4, 2015 cww