NATIONAL OFFICERS

JOLI COOPER-NELSON
National President
Southeastern Region

DANIELLE BROWN
National Vice President
Eastern Region

VARA ALLEN-JONES
National Program Director
Far West Region

MICHELLE GENTRY ANDERSON
National Recording Secretary
Central Region

PAULA MCCANN-HARRIS
National Corresponding Secretary
South Central Region

PAMELA D. TAYLOR
National Treasurer
Mid-Atlantic Region

TANYA HAND
National Editor
Mid-Western Region

REGIONAL DIRECTORS

DEBRAH MITCHELL
Central Region

MONDI KUMBULA-FRASER
Eastern Region

LATANYA BELLOW
Far West Region

CLAUDIA CURTIS
Mid-Atlantic Region

NADINE GIBSON
Mid-Western Region

CONSUELLA GUILLORE-ADAMS
South Central Region

GINA WILLIAMS-JACKSON
Southeastern Region
The Jack and Jill of America, Inc. Policies and Procedures Manual is one of several governing documents created to provide operational guidance to members and chapters. The purpose of the manual is to give notice and operational policies and procedures of this organization. This manual complements the National Constitution and Bylaws and will be used in conjunction with other exciting governing documents to help the organization operate effectively and efficiently. This document is intended to evolve to best meet the needs of the membership.

2016-2018 National Policies & Procedures Committee

**Bridgette Frazier**
Central Region

**Jennifer DaSilva**
Eastern Region

**Erica Dennings**
Far West Region

**Diane Cabbell**
Mid-Atlantic Region

**Seqwana Pryor, Chair**
Mid-Western Region

**Alicia Carrier**
South Central Region

**Darlene Whittington**
Southeastern Region
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I. Purpose
The purpose of this policy is to outline how the Policies and Procedures Manual will be updated.

II. Policy
The Policies and Procedures Manual is designed to complement The National Constitution and Bylaws and other governing documents of Jack and Jill of America, Inc. The Manual shall be reviewed as needed by the National Executive Board (NEB) for modification and amending. All modifications and amendments shall be ratified by the body at subsequent conventions.

III. Procedure
Modifications and Amendments:
1. Critical Change Required
   A. If the National Executive Board (NEB) or National Advisory Council (NAC) determines that there are critical changes to the Policies and Procedures Manual that need to be addressed in between Conventions the critical change should be referred to the National Policies and Procedures Committee for drafting and analysis. The committee shall provide proposed language and recommendations to the NEB/NAC for review. The NEB will approve and distribute the new and/or amended policies and procedures to the body within two (2) weeks of approval.

2. After a National Convention
   A. Bylaw(s) that are adopted at the National Convention that require clarification by way of a policy and/or procedure shall be submitted to the National Policies and Procedures Committee from the National Bylaws Committee no later than thirty (30) calendar days after the close of the National Convention.
   B. Within thirty (30) calendar days of receipt of the bylaw(s), the Policies and Procedures Committee shall develop appropriate procedures and/or policy to clarify the new bylaw(s) and submit to the National Executive Board (NEB) for review. The NEB shall give the Regional Directors ten (10) calendar days to review the proposed policy/procedure and submit any recommendations. Upon receipt of the recommendations from the Regional Directors, the NEB shall have up to thirty (30) calendar days for further review, approval and distribution to the body.

IV. Affected Parties
Chapters, Regional Officers, Directors, National Executive Board
Subject  Conflicts with Governing Documents
Effective Date  08/03/14
Bylaws Reference  Article VIII
Procedure Number  1.2

I. PURPOSE
The purpose of this policy is to clarify how to resolve conflicts between the Policies and Procedures Manual and any other Jack and Jill of America, Inc. governing document.

II. POLICY
1. The Charter (Certificate of Incorporation) is the highest ranking governing document for Jack and Jill of America, Inc. The National Constitution and Bylaws is the next highest-ranking document.
2. Governing documents for Jack and Jill of America are as follows:
   A. Charter
   B. Constitution and Bylaws
   C. Resolutions
   D. Policies and Procedures
   E. Financial Handbook
3. Roberts Rules of Order is consulted and prevails when our governing documents are silent on an issue.

III. PROCEDURE
1. Any document that contains provisions that are in conflict with any of the provisions in the Charter and/or the National Constitution and Bylaws is void. Any actions taken in reliance on the void provisions are also considered void.
2. If there are conflicts between the Charter and any other document, the Charter shall prevail. If there are conflicts between the National Constitution and Bylaws and the Policies and Procedures Manual, Financial Handbook, or Resolutions, the National Constitution and Bylaws shall prevail.
3. If there are conflicts between the Policies and Procedures Manual, Financial Handbook, and Resolutions, the conflict shall be documented and forwarded to the National President or her designee following the proper chain of command (i.e. mother member to Chapter President, to Regional Director, to National Officer). The National President with approval from the National Executive Board shall resolve all such conflicts.
4. All requests for interpretations of any information contained in the Policies and Procedures Manual, Financial Handbook, or Resolutions shall be documented and forwarded to the National Corresponding Secretary (NCS) following the proper chain of command (i.e. mother member to Chapter President, to Regional Director, to NCS). The National Corresponding Secretary shall provide such interpretation with the approval of the National President and/or the National Executive Board.

IV. AFFECTED PARTIES
Chapters, Regional Officers, National President, National Executive Board
I. PURPOSE
The purpose of this policy is to outline the process to transfer power from the National Executive Board (NEB) to the National Advisory Council (NAC) should this be required to prevent an operational or service failure in the organization.

II. POLICY
This procedure shall only be triggered when it has been determined that the National Executive Board cannot fulfill its responsibilities and/or function and as a result, the everyday operations and functioning of the organization are in jeopardy. This procedure shall only be used in an extreme emergency to prevent an operational or service failure in the organization.

III. PROCEDURE
1. Upon notice of an operational or service failure of the organization, the National Advisory Council (NAC) shall be convened by two thirds (2/3) vote of the NAC. The sole purpose of the meeting is to determine if the everyday operations and functioning of the organization are in jeopardy and if so, vote to convene a special meeting of the chapter presidents.

2. The special meeting of the chapter presidents shall be for the sole purpose of transferring the authority and power for transacting the business of the national organization between Conventions to the NAC.

3. The NAC shall convene a special meeting of the chapter presidents as soon as possible. The NAC shall present concrete evidence regarding the urgency and necessity of a transfer of power to those in attendance. A two thirds (2/3) vote of the chapter presidents is required for the transfer of power from the NEB to the NAC. In order for the action to be binding, a quorum of the chapter presidents must be present and voting.

IV. AFFECTED PARTIES
All Members
Section II

National Operations
I. PURPOSE
The purpose of this policy is to clarify the process of filling a vacancy occurring during the term of a National Officer.

II. POLICY
Any vacancy in a National Office occurring between National Conventions 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 the National Constitution and Bylaws to the extent possible. The exception shall be a vacancy in the office of the National President, which shall automatically be filled by the National Vice President.

III. PROCEDURE
In the event of any vacancy on the National Executive Board, the National President shall appoint a candidate from the Region that lost representation:
1. Candidates for appointment must meet the eligibility requirements, for the vacant office as stated in the National Constitution and Bylaws. Should there be no qualified candidate who meets the eligibility requirements of the vacant office within the region, the National Executive Board shall make those adjustments and appointments necessary to manage the organization and prevent disruption.
2. The National President shall confer with the Regional Team for possible candidates.
3. The National President may confer with Chapter Presidents in the respective Region.
4. The National President may request resumes outlining Jack and Jill experience from potential candidates.
5. The National President shall make the final appointment subject to the approval of the National Executive Board.

IV. AFFECTED PARTIES
The Regional Team and Members of the Region where the vacancy occurred, National Advisory Council, National Executive Board
I. PURPOSE
The purpose of this policy is to address the definition, appointment, and dissolution of National Standing and National Ad Hoc Committees.

II. POLICY
The organization shall use standing and ad hoc committees to assist the National Executive Board in managing and conducting the business of the organization between conventions. A Standing Committee is one that is formed to perform a continuous function and responsibility of the organization.

Ad Hoc or Special Committees are appointed to carry out a specific task and at the completion of the task the committee automatically ceases to exist.

III. PROCEDURE
National Standing Committees
1. The National Standing Committees listed in the Jack and Jill of America, Inc. National Constitution and Bylaws are Nominating, Fathers’ Auxiliary, and Program Committees.
2. National Standing Committees shall be composed of seven members, one from each region, who shall be recommended by their respective Regional Director and National Officer and approved by the National President; with the exception of the Nominating Committee.
3. The Nominating Committee shall be composed of seven members, one from each region. The Nominating Chair from each Regional Nominating Committee, who is voted on by the body of the respective region at the Mothers’ Regional Conferences, shall serve on the National Nominating Committee. The Chair of the National Nominating Committee shall be rotated among the regions in alphabetical order. For further information on the Nominating Committee, please refer to Section 4, Election Procedures in this manual.
4. All National Standing Committee Chairs and members shall serve concurrent terms to the National Executive Board. No appointed chair or member shall serve more than two (2) terms in succession. The term of office does not apply to individuals appointed to serve the interim period created by a vacancy.
5. Standing Committee members and chairs can be removed by the National President with approval by the National Executive Board.

Ad Hoc Committees
1. National Ad Hoc Committee members and chairs shall be appointed by the National President at the National Convention, or in the interim, with the approval of the National Executive Board.
2. All National Ad Hoc Committee chairs and members shall serve concurrent terms to the National Executive Board. No appointed chair or member shall serve more than two (2) terms in succession.
3. National Ad Hoc Committee chairs and members can be removed by the National President with approval of the National Executive Board.

IV. AFFECTED PARTIES
Chapters, Regional Officers, National President, National Executive Board
I. PURPOSE
The purpose of this policy is to define the composition of the National Advisory Council (NAC) and clarify their role, responsibilities and function.

II. POLICY
The NAC shall consist of the seven (7) Regional Directors and the seven (7) National Officers. The NAC exists to provide a broader governance structure for the organization on certain issues. The NAC shall meet on issues that affect the organization on a national, regional and chapter level. The NAC shall have as many meetings as needed to conduct the business of Jack and Jill of America Inc., but in no event less than three (3) meetings between conventions.

III. PROCEDURE
1. NAC meetings are called by the National Vice President.
2. NAC review and approval may be required for:
   A. Grievance Appeals
   B. Issues that have a serious impact on Regions or have primarily a regional focus.

IV. AFFECTED PARTIES
National Advisory Council
I. PURPOSE
The purpose of this policy is to provide the organization with a method and process to convene meetings outside of the biennial National Convention.

II. POLICY
The organization shall convene meetings when needed outside of the National Convention pursuant to the authority set forth in the National Constitution and Bylaws. The meetings shall be called Special Meetings.

III. PROCEDURE
1. Special Meetings of the national organization may be called by the National President or at the request of the National Advisory Council through the National Corresponding Secretary for the purpose 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 by the National Corresponding Secretary not less than fourteen (14) days prior to the proposed Special Meeting date. Such notice shall state specifically the matters to be addressed at the Special Meeting.
3. A quorum must be present at all Special Meetings. The voting strength required on any decision is the majority of the body present and the actions are binding.

IV. AFFECTED PARTIES
All Members
I. Purpose
The purpose of this policy is to define the process for a third party vendor to use or sell products for profit bearing the Jack and Jill of America, Inc. registered trademark logo.

II. Policy
Jack and Jill of America, Inc. is entitled to the exclusive use of its trademark logo. Any person or entity that wants to design, manufacture, display, market or sell merchandise imprinted, emblazoned, embossed, or stamped with the Jack and Jill of America, Inc. trademark logo must enter into a license agreement with Jack and Jill of America, Inc. A designer, manufacturer, or vendor may not design, make, copy, manufacture, or sell any merchandise bearing the Jack and Jill of America, Inc. trademark logo without a license from Jack and Jill of America, Inc.

III. Procedure
1. Any person or entity that wants to design, manufacture, display, market or sell merchandise imprinted, emblazoned, embossed, or stamped with the Jack and Jill of America, Inc. trademark logo must apply for a license with Jack and Jill of America, Inc. by submitting an application to the National Headquarters office. Applications for license agreements are available on the national website. Applications must be submitted to the National Headquarters office along with samples or pictures of merchandise to be designed, sold, or displayed before any design, sale, display, or marketing of any such merchandise.

2. All applications will be reviewed and a decision rendered within twenty (20) days of receipt by the National President, her designee, or the Executive Director. A license agreement will be executed and provided to any approved person or entity.

3. Jack and Jill of America, Inc. shall have on file a license agreement (with a sample or photo) with persons or entities that meet its requirements and specifications for designing, manufacturing, selling or displaying merchandise bearing the Jack and Jill of America, Inc. trademark logo.

4. All merchandise bearing the Jack and Jill of America, Inc. logo shall be of good quality and shall be presented in good taste. No offending words or images will be permitted in association with use of the Jack and Jill logo.

5. Jack and Jill of America, Inc. will not issue a license for the design, manufacture, display, marketing, or sale of merchandise that conflicts with its mission and/or policies; portrays it in a negative manner; or causes ridicule.

6. FEES - Every application shall be accompanied by a license fee. The license fee is $1,500 annually. When a license is renewed, the licensee must submit samples of printed materials with the logo.

7. Exceptions to the license fee would be for the usage of the logo for chapter use and fundraising activities.

8. The license is not transferable. Jack and Jill of America, Inc. reserves the right to withdraw the license and terminate the associated license agreement of any vendor that violates the license agreement.

IV. Affected Parties
All persons or entities wanting to use the Jack and Jill of America, Inc. trademark logo.
Subject: National Partnerships
Effective Date: 08/03/14
Bylaws Reference: Article VII, Section 2F
Procedure Number: 2.6

I. PURPOSE
The purpose of this Policy is to provide guidance on collaboration with corporations and other entities as formal “partnerships” to further the Jack and Jill of America, Inc. mission and core initiatives.

II. POLICY
Only the National Executive Board of Jack and Jill of America, Inc., under the direction of the National President, shall be authorized to enter into a formal partnership or affiliation with a corporation or other entity.

III. PROCEDURE
1. The adoption of a corporation or other entity as a partner or affiliate requires approval of the NEB.
2. Following an approval of a corporation or other entity for adoption as a partner or affiliate, such corporation or entity must enter into a memorandum of understanding with Jack and Jill of America, Inc. prior to any public acknowledgment as a partner or affiliate.
3. Recommendations for partnerships or affiliates may be presented to the National Executive Board by National or Regional elected officers.
4. Such partnerships and affiliations shall be developed when they will enhance and promote the national mission and initiatives and comply with the following:
   A. The principles, policies, actions or activities of the corporation or entity cannot conflict or appear to conflict with Jack and Jill of America, Inc.’s mission and values.
   B. The officer or body recommending the partnership or affiliation must reveal any known financial interest or other arrangement that may be of benefit to a mother member if the organization enters into the partnership or affiliation.
   C. The memorandum of understanding must preserve Jack and Jill of America, Inc.’s rights, title and interest to its name, logo and other property including, but not limited to retention of control over use in media releases, promotions and products.
5. The national organization, regions and chapters may have entities that sponsor events or collaborate on initiatives and programming with Jack and Jill of America, Inc.; however, such entities, including advocacy groups, may not be referred to as “partners” or “affiliates” except upon completion of the process set forth in this Policy.
6. A partnership or affiliation may terminate upon the following:
   (1) expiration of the memorandum of understanding; or (2) when the National Executive Board elects to terminate the partnership or affiliation (a) because it fails to meet the requirements of Section III.D of this policy; or (b) for some other reason or for no reason at all.
7. Upon a decision to terminate a partnership or affiliation, the National President shall (i) send a notice to the corporation or entity, terminating the memorandum of understanding; (ii) cease all references to such partnership or affiliation; (iii) and notify the membership that the partnership or affiliation has ended.

IV. AFFECTED PARTIES
All members
Section III

National Conferences & Conventions
Subject  Attire at Ceremonies
Effective Date  08/03/14
Bylaws Reference  N/A
Procedure Number  3.1

I. PURPOSE
The purpose of this policy is to clarify the requirements of Ceremonial Attire in Jack and Jill of America, Inc. and define the instances where Ceremonial “uninterrupted white” attire must be worn.

II. POLICY
Ceremonial “uninterrupted white” attire must be worn by all members and female teens participating in or attending the following Jack and Jill of America, Inc. ceremonies:
1. Opening Ceremonies at National Conventions and Regional Conferences
2. New Member Initiation
3. Officer Installation
4. New Chapter Chartering
5. Rededication
6. Memorial Services at the National, Regional and Chapter levels

III. PROCEDURE

Mothers and Female Teens
All Mothers and female teens participating in or attending any Jack and Jill of America, Inc. ceremony must wear “uninterrupted white” attire as described below. (Beige or off white is not allowed.)
1. Dresses or skirt suits – If a blouse is necessary, it must be white. Pants or pant suits are not allowed.
2. The white attire must be “uninterrupted”, except for crystal accessories, such as buttons. J&J pins are permissible.
3. Sleeveless dresses, tank tops or shirts with spaghetti straps are not allowed unless shoulders are covered with a white jacket or sweater.
4. White or flesh tone stockings are required.
5. Shoes must be white. Toes and/or heels must be enclosed (i.e. pumps; peep toe with heel enclosed; sling back pumps). Wooden heels, mules or sandals of any kind are not allowed.

Male Teens and Male Chaperones
All male teens and male chaperones participating in or attending any Jack and Jill of America, Inc. ceremony must wear:
1. White shirt
2. Dark tie
3. Dark slacks
4. Dark jacket (optional)
5. Dark closed shoes
6. Dark socks

Not adhering to the ceremonial dress code described above will result in the affected party not being admitted to the ceremony.
IV. Affected Parties
All Officers, Associate Members, Fathers, Mother Members, Teens, Teen Chaperones
I. Purpose
The purpose of this policy is to clarify requirements for a chapter being seated at National Convention and/or Regional Conference and define the instances where a chapter will not be seated.

II. Policy
1. Chapters may be seated at the National Convention or Regional Conferences when they have met all obligations, financial and otherwise as outlined in the National Constitutions and Bylaws and other governing documents, including but not limited to:
   A. Providing financial support of the Jack and Jill Foundation Inc.
   B. Submitting a complete end-of-year report.
   C. Submitting Per Capita reports.

III. Procedure
1. All Chapters shall provide financial support as outlined in the National Constitution & Bylaws to the Jack and Jill Foundation and submit all financial and membership documents by the established due dates.
   A. Every year chapters shall provide financial support to the Jack and Jill Foundation, Inc.
   B. Every year chapters shall submit End-of-Year reports.
   C. Every year chapters shall submit per capita reports.
2. Chapters that fail to provide financial support to the Jack and Jill Foundation, submit End-of-Year reports and submit National and Regional per capita by the established due dates, will forfeit the right to have their delegate and alternate seated at the Regional Conference and or National Convention.

IV. Affected Parties
Chapters
I. PURPOSE
The purpose of this procedure is to establish a standard format for conducting elections at all levels of the Organization. For more information regarding the details of the campaign process, please refer to “Regional and National Campaign Guidelines” in the Governance section of the national website.

II. POLICY
Jack and Jill of America, Inc. wants to attract and select the very best of our membership to serve as officers of this Organization. To do this, we must establish standardized, fair, transparent and inclusive election processes that shall be used at all levels of this Organization. The procedures set forth below are the minimum requirements for conducting elections at any level (Chapter, Regional or National).

1. Nominating Committee
   A. A nominating committee must be established prior to the start of the election process or campaign season.
      i. The National Nominating Committee is comprised of the Regional Nominating Committee Chairs from each of the seven regions. The National Chairperson shall rotate among the seven regions in alphabetical order by region.
      ii. The Regional Nominating Committee is comprised of seven members elected from seven different chapters.
           1. Nominees must be registered attendees at the Regional conference.
           2. Nominees cannot be a current National or Regional officer.
           3. No member may serve more than two consecutive terms on the committee.
           4. The Regional Chairperson shall be the person receiving the highest number of votes.
      iii. The Chapter Nominating Committee is comprised of members elected by the body during a meeting of the general assembly.
           1. The Chapter Chairperson shall be the person receiving the highest number of votes.
   B. Members of the Nominating Committee must be unbiased and remain neutral while performing their committee duties.
      i. Members of the Nominating Committee cannot campaign for a particular candidate during general meetings of the assembly.
      ii. Members of the Nominating Committee cannot wear or hold campaign materials for a particular candidate during general meetings of the assembly.
      iii. A member of the nominating committee who is found campaigning for a particular candidate during general meetings of the assembly or acting in a biased manner shall be removed from the Nominating Committee.

2. Tellers
   A. The Presiding Officer shall appoint Tellers prior to elections. Tellers shall administer the balloting process, count votes, and certify election results.
3. Eligibility to Run for Office
   A. A member desiring to run for office must be a member in good standing at all levels of the Organization (Chapter, Regional and National) when the nomination is accepted.
      i. The member must remain a member in good standing at all levels of the Organization throughout the election process and their tenure in office.
      ii. Should an officer be found non-compliant with any of the Organization’s governing documents, she will be deemed ineligible and immediately removed from slate/officer.
      iii. Should a Regional or National Officer’s chapter be suspended or terminated during their tenure in office, the officer will be deemed ineligible, and immediately removed from office.
   B. A member desiring to run for an elected office must meet the requirements for that office as set forth in the appropriate governing documents.
   C. A candidate for National or Regional office must be registered and in attendance at the convention/conference in which the election is held.

4. Campaigns
   A. The Nominating Committee shall set forth, in writing, the specific campaign procedures that must be followed by all candidates for office. Guidelines for campaigning are contained in the Governance section of the national website.

5. Elections
   A. The Nominating Committee shall prepare the ballot of slated candidates for elections at all levels of the Organization.
   B. The Presiding Officer shall conduct elections at all levels of the organization.
   C. The Tellers shall administer the ballot process during elections, properly count cast ballots and certify election results at all levels of the organization.

III. Procedure
1. Nominating Committee
   A. At all levels of the Organization, the Nominating Committee shall announce, via email and/or the appropriate website (Chapter, Regional, or National), the opening of the election and campaign season. Regional and National announcements shall be made at least ninety (90) days prior to Election Day.
   B. The announcement shall include:
      i. The names of the open positions
      ii. The minimum requirements to be a candidate for open positions
      iii. Any deadlines for submitting documentation necessary to declare a member’s candidacy for a particular office
      iv. The date and location of the election
   C. Once the deadline for declaring to run for office has passed, the nominating committee shall clear the credentials of potential candidates and publish (via email and the appropriate website) a slate of names for each office.
   D. The Nominating Committee shall also publish (via email and the appropriate website) the specific campaign procedures and guidelines that all candidates must follow throughout the remainder of the campaign season.
E. The Nominating Committee shall be available to answer campaign questions.
F. The Nominating Committee may provide opportunities for the candidates to address the body during general meetings/conferences/conventions.
G. The Nominating Committee shall prepare a ballot of slated candidates for use during the election.

2. Running for Office (Eligibility)
   A. A candidate must remain a member in good standing at all levels of the Organization (Chapter, Regional and National) throughout the election process and their tenure in office.
   B. A candidate must meet all minimum requirements for an office at the time they announce their candidacy.
      i. If at any time during the campaign season, the candidate fails to meet the minimum requirements for the position, she will be disqualified and immediately removed from the slate of candidates for office.
   C. A candidate must be in compliance with all campaign procedures and guidelines as published by the Nominating Committee throughout the campaign.
      i. Should a candidate be found non-compliant with published campaign procedures and guidelines, she will be disqualified and immediately removed from the slate of candidates for office.
   D. A candidate for National or Regional office must be registered and in attendance at the convention/conference in which the election is held.
   E. A candidate for National or Regional office must have attended the required conferences in the region in which they are seeking office.

3. Election of Officers
   A. No campaign material is allowed in or around the room designated for voting.
   B. The Presiding Officer is responsible for conducting the election of officers.
   C. A single ballot will be used in the election process, which means that all approved candidates will appear on one (1) ballot in ranking order.
      National President National, National Vice President, National Program Director, National Recording Secretary, National Corresponding Secretary, National Treasurer, National Editor
   D. A winner will be decided by majority vote (50% + 1) of the voting delegates present at the time of the election.
   E. In the event of a tie or the ballot does not yield a majority vote for a position, voting will continue until a winner is declared. The process will be conducted as follows:
      i. If the 1st ballot yields a tie or a majority vote is not declared, a second vote will be taken for the position.
      ii. If the 2nd ballot yields a tie or a majority vote is not declared, a third vote will be taken for the position.
      iii. If the 3rd ballot yields a tie or a majority vote is not declared, the Nominating Committee will ask the candidate(s) one question. They will have one (1) minute to respond. The Timekeeper will be responsible for keeping track of the response time. Afterwards, a fourth vote will be taken for the position.
      iv. Balloting will continue, retaining on the ballot ALL CANDIDATES who do not voluntarily withdraw, until a candidate is declared for the respective office.
   F. Winners will be restated by the Presiding Officer at the conclusion of the entire election process.
   NOTE: There are NO elections for a National Nominating Committee.
4. Tellers shall:
   A. Assist with the distribution and tally of ballots.
   B. Administer the balloting process, using a secret ballot process
   C. Count all properly cast ballots
      i. In the event that electronic balloting is used, the Tellers shall sit with the vendor, conduct sample/test balloting prior to the actual election, and personally observe the secret balloting process to ensure that the electronic equipment is working properly.
   D. Report election results to the Presiding Officer
   E. Prepare a written report of the election process, including the results, for submission to the Recording Secretary.

IV. Affected Parties
All Members
I. PURPOSE
The purpose of this policy is to outline the roles and responsibilities of the National Nominating Committee.

II. POLICY
Jack and Jill of America, Inc. relies on the National Nominating Committee to assist with a fair and compliant election process. This committee’s duties include the following:

- To receive credentials and eligibility of mothers and teen candidates seeking to hold an elected office
- Uphold campaign guidelines
- Provide opportunities for the candidates to address the delegates
- Present a slate of candidates, to the appropriate National officer, for election to a national office

III. PROCEDURE
Composition of the National Nominating Committee:
The National Nominating Committee is elected at each Regional Conference following this process:
- The elected Chairs of the Regional Nominating Committees from each Region will serve on the National Nominating Committee.
- Instead of serving a two-year term, members serving on the National Nominating Committee will serve an additional year. Two (2) years on the Regional Nominating Committee following one (1) additional year on the National Nominating Committee. Their term will conclude at the close of the National Convention where they have facilitated the nominating and campaign process.

For clarity, the following outlines the term for the Regional Nominating Committee Chairs who serve on the National Nominating Committee:
- Elected as the Regional Chair at the Regional Mothers Conference
- Begin serving on the National Committee, while continuing her term on the Regional Committee
- Regional term ends at the conclusion of the Regional Mother Conference. The timeline begins for the newly elected Regional Chair.
- National term ends at the conclusion of the National Convention the following year. Newly elected Regional Nominating Chairs will begin serving at the conclusion of the National Convention.

National Committee Activity Timeline
After the Regional Nominating Chairs have completed their Regional term, they will continue serving for an additional year on the National Nominating Committee. The National Nominating Committee will begin preparing for the nomination and campaign process for the next National Convention following the Regional Mother Conference where their Regional term ends.

Additional Year:
- June-July: The Regional Term ends at the close of Mothers Conference. The Regional Chairs will begin serving on the National Nominating Committee.
- October-December: National Committee begins to meet to prepare for the upcoming Nominating and Campaign process for Nationals.
January: Send Campaign Guidelines/Candidates Profile forms for National candidates to Chapter Presidents, Regional and National Officers in all Regions.

February: The chair receives all required credentials from potential national candidates.

*NOTE:* The assistance of the Regional Secretary, Regional Treasurer and National Treasurer is required for verification of prior conference attendance.

March: The chair submits the approved slate of candidates to the National Recording Secretary by March 1st. The National Recording Secretary must provide the slate to chapters by April 1st.

April-May: Begin developing the National Candidates Profile Booklet consisting of the candidates whose credentials were previously submitted and approved.

June: Distribute the National Candidates Profile Booklets to all Chapter Presidents, Regional and National Officers. *NOTE:* Booklets may be distributed electronically.

July (National Convention): Facilitate and monitor the nominating and campaign process at the National Convention. The committee’s term will end at the conclusion of the National Convention.

**Order of National Nominating Committee Reporting**
When developing the National Convention agenda, there are certain protocols that should be followed regarding the following:

**Reporting Requirements**
First Report: The Nominating Committee gives their report, which should include:
- An overview of committee prior activities,
- Date, time & location of Candidate’s forum (if applicable), speeches & election
- Date, time & location for receipt of credential for candidates nominated from the floor

After the report is given, the Presiding Officer will call for nominations from the floor. Following the 1st plenary, cleared candidates may begin campaigning and the Candidate’s Forum may commence.

Second Report: The Nominating Committee should report the following:
- Names of those candidates who were nominated from the floor (if applicable)
- The office they are seeking
- If their credentials were or were not cleared

Next Plenary following the Election: The Tellers Committee gives their report, which should include:
- The number of votes needed to declare a winner
- Number of votes each candidate received per office
- Multiple ballot tallies (if applicable)

**Campaign activities, including Candidate Forums (if applicable), Candidate Speeches & Fishbowl questions**
The Nominating Committee ensures candidates comply with the campaign guidelines established for candidates seeking regional or national office. Refer to Campaign Guidelines.

**IV. Affected Parties**
Chapters, Regional Officers, Directors, National Executive Board
Subject  Regional Nominating Committee  
Effective Date  08/03/14  
Bylaws Reference  Article III, Section 12  
Procedure Number  4.3  

I. PURPOSE  
The purpose of this policy is to outline the roles and responsibilities of the Regional Nominating Committee.  

II. POLICY  
The duties of the Regional Nominating Committee include the following:  
- To receive credentials and eligibility of mothers and teen candidates seeking to hold an elected office  
- Uphold campaign guidelines  
- Provide opportunities for the candidates to address the delegates  
- Present a slate of candidates, to the appropriate Regional officer, for election to a regional office  

III. PROCEDURE  
Composition of the Regional Nominating Committee:  
The Regional Nominating Committee shall be elected at each Regional Conference following this process:  
- The Regional Nominating Committee shall be comprised of seven (7) members.  
- Nominees are nominated by their peers and must be a registered conference attendee at the time of nomination.  
- Nominees cannot be a current Regional or National Officer  
- Nominee must be able to be in attendance at the next Regional Teen and Regional Mother’s Conferences.  
- The top seven (7) nominees receiving the highest number of votes shall serve on the Nominating Committee.  
- The 8th and 9th nominees will serve as the 1st and 2nd Alternates.  
- The Nominee with the highest number of votes will serve as the Regional Chair of the Nominating Committee. If the Chair is unable to serve, then the member with the next highest number of votes will obtain the position as Chair.  
- The Nominating Committee shall be a closed committee, retaining ONLY those members who were elected to serve on the committee.  
- The National Recording Secretary shall serve as Liaison to the committee.  

NOTE: Teens may be elected or appointed to the Regional Teen Nominating Committee. If an election is held, teen candidate must adhere to the same rules as the Mothers.  

Term Limits for Regional Nominating Committee  
MOTHERS: Committee members (except for the regional chair) who are elected to the Regional Nominating Committee will serve during the same 2-year term as the newly elected Regional Officers who were elected at the same conference.
TEENS: The Regional Teen Nominating Committee is elected or appointed at each Regional Teen Conference and therefore will serve during the same 1-year term as the newly elected Regional Teen Officers.

No member may serve more than two (2) terms in succession on the committee.

Regional Nominating Committee Activity Timeline

FIRST ACTIVE YEAR OF TERM
June-July (Mothers Conference): The Regional Nominating Committee is elected. They will begin meeting with the National Liaison for training and guidance.

November-December: The Regional Committee begins meeting to prepare for upcoming Regional Teen Conference Nominating and Campaign Process

January: Send Campaign Guidelines/Candidate Profile forms for Teen candidates to Chapter Presidents and Teen Advisors

February: Receive and verify required credentials from potential Teen candidates.

NOTE: The assistance of the Regional Secretary is required for verification of prior Teen Conference attendance

March-May: In accordance to the Teen Bylaws, the Nominating Committee must provide the approved slate of candidates to chapters 30 days before the Regional Teen Conference

April-June (Teen Conference): Serve as advisor(s) to the Regional Teen Nominating Committee during the conference

SECOND ACTIVE YEAR OF TERM
July-December: Following the National Convention, the Regional committee should begin meeting to prepare for the next year’s Regional Conferences

January: Send Campaign Guidelines/Candidates Profile forms for Mothers and Teen candidates to Chapter Presidents, Teen Advisors and Regional Officers

February: Receive and verify required credentials from potential Mothers and Teen candidates.

NOTE: The assistance of the Regional Secretary and National Treasurer is required for verification of prior conference/convention attendance.

March-April: Send the approved Mothers slate of candidates to the National Recording Secretary by March 1st. The National Recording Secretary must provide the slate to chapters by April 1st.

April-June (Teen Conference): Serve as advisor(s) to the Teen Nominating Committee. Develop the Mothers Candidate Profile Booklet highlighting approved candidates who previously submitted their credentials.

June-July (Mothers Conference): Facilitate and monitor the Nominating and Campaign process at the Regional Mothers Conference. Facilitate the process for nominating the newly elected Regional Nominating Committee.

Order of Regional Nominating Committee Reporting at Mothers Conference

When developing the Regional Conference agenda, there are certain protocols that should be followed regarding the following:

REPORTING REQUIREMENTS

First Report: The Nominating Committee should include:

- An overview of committee prior activities,
- Date, time & location of Candidate’s forum (if applicable), speeches & election
- Date, time & location for receipt of credential for candidates nominated from the floor
Date, time & location of submittal of nomination committee nominee forms

After the report is given, the Presiding Officer may call for nominations from the floor. Following the 1st plenary, cleared candidates may begin campaigning and the Candidate’s Forum may commence.

**Second Report:** The Nominating Committee should report the following:

- Names of those candidates who were nominated from the floor (if applicable)
- The office they are seeking
- If their credentials were or were not cleared
- Names of nominees and chapter who were nominated to serve on the incoming Regional Nominating Committee

**Next Plenary following the Election:** The Tellers Committee gives their report, which should include:

- The number of votes needed to declare a winner
- Number of votes each candidate received per office
- Multiple ballot tallies (if applicable)
- All newly elected officers and the Regional Nominating Committee, including the Chairperson

**Order of Regional Nominating Report at Teen Conference**

The Teens agenda should typically follow the same outline as the Mothers’ agenda; however, teens typically DO NOT have as many plenary sessions; therefore, the chain of events may differ slightly.

**REPORTING REQUIREMENTS**

**First Report:** The Teen Nominating Committee report should include:

- An overview of committee prior activities,
- Date, time & location of Candidate’s forum (if applicable), speeches & election
- Date, time & location for receipt of credential for candidates nominated from the floor
- Date, time & location of submittal of nomination committee nominee forms (if applicable)

**NOTE:** Teens may be elected or appointed to the Nominating Committee.

After the report is given, the Presiding Officer will call for nominations from the floor. Following the 1st plenary, cleared candidates may begin campaigning and the Candidate’s Forum may commence.

Candidate’s speeches may begin for ALL cleared candidates. Therefore, adequate time should be given to allow for credential verification for candidates nominated from the floor. The Nominating Committee facilitates and oversees this activity.

**NOTE:** Because there may not be another plenary before the candidate’s speeches, the Teen Nominating Committee Chair should announce those candidates who were nominated from the floor and credentials cleared before the start of the Candidates Speeches.

**Regional Mothers Conference Elections**

1. No campaign material is allowed in or around the room designated for voting.
2. The Presiding Officer of the Regional Conference is responsible for conducting the Election of Officers. The Tellers Committee assists with the distribution and tally of ballots.
3. A single ballot will be used in the election process, which means that all approved candidates will appear on one (1) ballot in ranking order:
   - Regional Director
   - Regional Treasurer
   - Regional Secretary
Regional Foundation Member-at-Large
National Endorsed Candidate

4. A winner will be decided by majority vote (50% + 1) of the voting delegates present at the time of the election.

5. In the event of a tie or the ballot does not yield a majority vote for a position, voting will continue until a winner is declared. The process will be conducted as follows:
   A. If the 1st ballot yields a tie or a majority vote is not declared, a second vote will be taken for the position.
   B. If the 2nd ballot yields a tie or a majority vote is not declared, a third vote will be taken for the position.
   C. If the 3rd ballot yields a tie or a majority vote is not declared, the Nominating Committee will ask the candidate(s) one question. They will have one (1) minute to respond. The Regional Timekeeper will be responsible for keeping track of the response time. Afterwards, a fourth vote will be taken for the position.
   D. Balloting will continue, retaining on the ballot ALL CANDIDATES who do not voluntarily withdraw, until a candidate is declared for the respective office.

6. Winners will be announced by the Presiding Officer at the conclusion of the entire election process.

Regional Teen Conference Elections

1. No campaign material is allowed in or around the room designated for voting.

2. The Presiding Officer of the Regional Teen Conference is responsible for conducting the Election of Officers, with supervision by the Regional Director. The Tellers Committee assists with the distribution and tally of ballots.

3. A single ballot will be used in the election process, which means that all approved candidates will appear on one (1) ballot in the following order:
   Regional Teen President
   Regional Teen Vice-President
   Regional Teen Secretary
   Regional Teen Treasurer
   Regional Teen Foundation Chair

4. A winner will be decided by majority vote (50% + 1) of the voting delegates present at the time of the election.

5. In the event of a tie or the ballot does not yield a majority vote for a position, voting will continue until a winner is declared. The process will be conducted as follows:
   A. If the 1st ballot yields a tie or a majority vote is not declared, a second vote will be taken for the position.
   B. If the 2nd ballot yields a tie or a majority vote is not declared, a third vote will be taken for the position.
   C. If the 3rd ballot yields a tie or a majority vote is not declared, the Nominating Committee will ask the candidate(s) one question. They will have one (1) minute to respond. The Regional Timekeeper will be responsible for keeping track of the response time. Afterwards, a fourth vote will be taken for the position.
   D. Balloting will continue, retaining on the ballot ALL CANDIDATES who do not voluntarily withdraw, until a candidate is declared for the respective office.

6. Winners will be announced by the Presiding Officer at the conclusion of the entire election process.
IV. AFFECTED PARTIES
Chapters, Regional Officers, Directors, National Executive Board
I. PURPOSE
The purpose of this procedure is to establish a Code of Ethics for Jack and Jill of America, Inc.

II. POLICY
Jack and Jill of America, Inc. must maintain standards that allow our members to serve as role models for our children and protect our organization from harassment, ridicule, scandal or legal liability. Any member who violates the Code of Ethics (in whole or in part) shall be subject to disciplinary action up to and including termination of her membership in Jack and Jill of America, Inc. This following Code of Ethics shall be binding on all members, chapters, regions, and officers of the organization.

1. Members shall maintain the highest ethical standards of conduct by adhering to the National Constitution and Bylaws of the Organization, the Jack and Jill of America, Inc. Member Handbook, and all governing documents of the organization.
   A. Members must abide by and support all official decisions at the chapter, regional and national levels.

2. Members shall present themselves publicly in ways that reflect the high moral and ethical character of Jack and Jill mothers by:
   A. Obeying all local, state, and federal laws, and;
   B. Refraining from acts of violence and criminal conduct.

3. When representing the organization in the community, members will conduct themselves in an appropriate manner.
   A. Members must be sensitive to the needs of the community
   B. Members must not discriminate based upon age, race, ethnicity, gender, disability, body type, religion, or fraternal affiliations.
   C. Members must not make derogatory, demeaning, and insulting remarks while representing the organization.

4. Members shall not misuse funds or monies raised in the name of the organization. Any funds raised in the name of the organization must be used for the stated purpose.
   A. Members are responsible for the proper use of any monies advanced to them by the organization. It is the responsibility of the member to return to the Organization any funds not used or needed for their stated purpose.

5. Members must be respectful of each other at all times.
   A. Members must not abuse others by fighting, using foul language, gossiping, making threats, or harassing another member.
   B. Members must be polite, kind, honest, fair, and conciliatory.
   C. Members must maintain confidentiality.

III. PROCEDURE
1. A member who is alleged to be in violation of the organization’s Code of Ethics shall become subject to the Grievance Process as outlined in this Manual.
2. A grievance based upon a violation of the Code of Ethics may be filed against the alleged violator by any member of this organization with the appropriate presiding officer in accordance with the Grievance Process outlined in this Manual.

**IV. Affected Parties**

All Members
I. Purpose
The purpose of this policy is to provide clarity on when members, employees or officers of Jack and Jill of America, Inc. must address conflict(s) of interest.

II. Policy
No member, officer or employee of the Organization shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by the Organization, unless the employment, activity or enterprise is required as a condition of regular employment of the Organization.

1. No member, officer or employee of the Organization shall contract on his/her own behalf as an independent contractor with the Organization to provide goods or services without full disclosure to the organization and where possible completion of a fair and equitable process.

2. Nothing in this Policy shall prohibit the Organization from retaining services or goods of a member provided there has been proper disclosure.

III. Procedure
Once a conflict of interest issue has been identified, it should be documented and reported to the elected officer following chain of command (i.e. chapter member to chapter president, to regional director, to national officer and so on). The officer receiving the report shall investigate and render a decision. Appeals to the decision of the officer shall follow the Grievance Process. Members are encouraged to resolve all Conflicts of Interest at the lowest level possible.

IV. Affected Parties
All Members
I. PURPOSE
The purpose of this policy is to address the issue of equipment that is leased or purchased with Jack and Jill of America, Inc. funds.

II. POLICY
Equipment can be leased or purchased at the Chapter, Regional or National levels. This Policy and Procedure addresses all equipment except for that which is at the National Headquarters office in Washington D.C.

To the extent possible, National, Regional and Chapter elected officers should not enter a contract to lease equipment for longer than their term in office.

III. PROCEDURE

Leased Equipment
1. If the equipment is leased at the local level, the Chapter President and Chapter Treasurer must sign the contract.
2. If the equipment is leased at the regional level, the Regional Director and Regional Treasurer must sign the contract.
3. If the equipment is leased at the national level, the National President and the National Treasurer must sign the contract.
4. The leasing agreement must include insurance to cover damages and/or replacement of the equipment.
5. The equipment should be returned in accordance with the lease contract.
6. If the equipment is not returned according to the lease contract or is damaged, then the chapter, region, or national office shall be held financially responsible for any amount not covered by the insurance.
7. The lease should not exceed the term of the officer.

Purchased Equipment
1. The National Headquarters office shall publish a capitalization policy to be used at the regional, if applicable, and national levels. This policy will set forth guidelines to determine whether equipment will be expensed or capitalized.
2. Any equipment that is purchased at the regional level shall be the responsibility of the Regional Director. When there is a change in Regional Officers, all equipment owned by the region that still has a useful life shall be physically transferred to the new Regional Director within sixty (60) calendar days of the installation of the new regional officers. Failure to comply with this policy will jeopardize the membership status of the outgoing officer.
3. If the equipment has no more useful life, then the newly installed Regional Director must write a memorandum stating this fact. This memorandum should be filed with the Regional Secretary.
4. Any equipment that is purchased at the National level shall be the responsibility of the National President. When there is a change in National Officers, all equipment owned by National that still has a useful life shall be physically transferred to the new National Officer within sixty (60) calendar days of
the installation of the new National Officers. Failure to comply with this policy will jeopardize the membership status of the outgoing officer.

5. If the equipment has no more useful life, then the newly installed National President must write a memorandum stating this fact. This memorandum should be filed with the Executive Director.

IV. AFFECTED PARTIES
Chapters, Regional Director, National President, Executive Director
I. PURPOSE
The purpose of this policy is to establish the Grievance Process for members of Jack and Jill of America, Inc.

II. POLICY
A person aggrieved by the action of a member of the organization, may seek redress by filing a grievance pursuant to the process outlined below.

The National Grievance process is binding on the members, chapters, regions, and national officers of the organization.

1. The term “grievance” shall refer to any complaint for good cause shown by a member who reasonably believes she has suffered an injustice or injury directly resulting from:
   A. An action or a failure to take action, or a violation of the Code of Ethics, National Constitution and Bylaws, or other governing documents of this organization; or
   B. A breach of the fiduciary duties of this organization by any other member, organized body, or collective group authorized to conduct the business of Jack and Jill of America, Inc. at any level of the organization.

2. Members should try to resolve all disputes informally or at the lowest possible level (chapter or regional). The grievance process should be considered the option of last resort, with members having exhausted all other remedies to resolve disputes.

3. Should an informal resolution not be possible; a member should submit a written grievance on the National Grievance Form (available on the Jack and Jill of America, Inc. national website) to the appropriate presiding officer for resolution.

4. The costs of filing the grievance, including all copies and mailings, as well as any attorney fees associated with the communications between the member's attorney and the National Executive Board shall be borne by the person making the grievance (grievant) or the person against whom the grievance has been filed (respondent) as appropriate. The grievant or respondent will be billed for these costs.

5. A grievance must be “accepted” by the presiding officer before the process can be utilized. Frivolous or baseless complaints nor gratuitous personal attacks will not be accepted as appropriate subject matter for a grievance and shall not be addressed through this process. Any such grievances will be returned without action.

6. Should Jack and Jill of America, Inc. incur attorneys' fees and/or costs in having to respond or defend a grievance, said attorney fees shall be assessed against and borne by the grieving party.

III. PROCEDURE
The Grievance Process

1. Grievance Against Chapter Member or Chapter Officer
   A. If a member has a grievance against a member from her own chapter, a written grievance should be submitted to her local presiding officer - the Chapter President, for resolution.
i. In the event that the grievance is against the local Chapter President, the next highest officer at the chapter level shall preside over the grievance. However, in this instance, the grievant reserves the right to bypass the local chapter and file the grievance directly with the Regional Director.

ii. The written grievance shall include the alleged violation, the specific act(s) leading to the violation, and the remedy being sought.

iii. Once the grievance is accepted, the respondent will receive a copy of the grievance form and have seven (7) days to respond, in writing, to the presiding officer.

iv. At the end of the seven (7) day response period, the local presiding officer shall convene the Chapter Grievance Committee. A written decision from the Chapter Grievance Committee must be supplied to the grievant and respondent within fourteen (14) days of the receipt of the respondent's written response or the end of the seven (7) day response period.

B. If either party (the grievant or respondent) is not satisfied with the local Chapter Grievance Committee's decision, the decision can be appealed to the Regional Director.

i. The written appeal from the grievant or respondent must be filed within ten (10) days of the original decision, and shall include all written correspondence from the initial grievance, including the decision of the local grievance committee.

ii. The Regional Grievance Committee will have fourteen (14) days to render a written decision on the appeal.

C. If either the grievant or respondent remain unsatisfied with the decision of the Regional Grievance Committee, the decision can then be appealed, in writing, to the National Advisory Council (NAC).

i. The NAC shall have thirty (30) days to render its decision, along with its rationale to the member, the chapter, and the appropriate region by registered letter.

ii. The decision of the NAC shall be final.

2. Grievance Against Regional Officer

A. In the event that the grievance is against a Regional Officer, arising from her conduct as a Regional Officer (and not her role as a local chapter member), the grievant shall file her written grievance directly with the NAC.

i. The written grievance shall include the alleged violation, the specific acts leading to the violation, and the remedy being sought.

ii. Once the grievance is accepted, the respondent will receive a copy of the grievance form and have seven (7) days to respond, in writing, to the presiding officer - the National President.

iii. At the end of the seven (7) day response period, the presiding officer shall convene the NAC.

iv. The NAC shall have thirty (30) days to render its decision, along with its rationale to the member, respondent, and the appropriate region by registered letter.

B. If either party (the grievant or respondent) is not satisfied with the decision of the NAC, the party can request a review of the decision to the NEB, by submitting any additional information they want considered, in writing, to the presiding officer – the National President.

i. Once the review request and additional information is accepted, the respondent will receive a copy of the review request and supporting documents and have seven (7) days to respond, in writing, to the presiding officer.

ii. At the end of the seven (7) day response period, the NEB shall have fourteen (14) days to render its final decision on the review request, along with its rationale to the member, respondent, and the appropriate region by registered letter.

iii. The decision of the NEB shall be final.
3. Grievance Against a National Officer

A. In the event that the grievance is against a National Officer, arising from her conduct as a National Officer (and not her role as a local chapter member), the grievant shall file her written grievance directly with the NEB.

i. The written grievance shall include the alleged violation, the specific acts leading to the violation, and the remedy being sought.

ii. Once the grievance is accepted, the respondent will receive a copy of the grievance form and have seven (7) days to respond, in writing, to the presiding officer – the National President.

iii. In the event that the grievance is against the presiding officer - the National President, the next highest officer at the national level shall preside over the grievance.

iv. At the end of the seven (7) day response period, the presiding officer shall convene the NAC.

B. If either party (the grievant or respondent) is not satisfied with the decision of the NAC, the party can request a review of the decision, by the NEB, by submitting any additional information to be considered, in writing, to the presiding officer – the National President. In the event that the grievance is against the presiding officer – the National President, the next highest officer at the national level shall preside over the review.

i. Once the review request and additional information is accepted, the respondent will receive a copy of the review request and supporting documents and have seven (7) days to respond, in writing, to the presiding officer.

ii. At the end of the seven (7) day response period, the NEB shall have fourteen (14) days to render its final decision on the review request, along with its rationale to the member, respondent, and the appropriate region by registered letter.

iii. The decision of the NEB shall be final.

IV. Affected Parties

All Members
Subject: Penalties for National, Regional or Chapter Elected Officers

Effective Date: 08/03/14

Bylaws Reference: Article III, Section 11; Article VII, Section 4

Procedure Number: 6.2

I. PURPOSE
The purpose of this policy is to clarify and outline the circumstances in which penalties are imposed upon National, Regional or Chapter Elected Officers.

II. POLICY

National Officer

1. A National Officer is subject to discipline if she:
   Fails to perform the duties of her office as outlined in the National Constitution and Bylaws and all other governing documents of the Organization.

2. An outgoing National Officer is also subject to discipline if she fails to affect an orderly transition between outgoing and incoming officers, as defined in the National Constitution and Bylaws.

3. The penalties allowed are as follows and must be sanctioned by the National Executive Board:
   
   A. Fines/Sanctions – Monetary penalty or Letter of Reprimand.
      This penalty shall be imposed for inadvertent financial issues, such as not providing timely information to the Organization’s financial officers as defined in the National Constitution and Bylaws.
      i. This penalty may be combined with other penalties depending on the severity of the infraction.
   
   B. Probation – The probation period and specific conditions of the probation will be determined by the National Executive Board.
      i. May be imposed when a National Officer violates the Organization’s governing documents or displays unacceptable or libelous conduct.
      ii. A National Officer on probation may not run for any other Local, Regional or National Office, nor may she be appointed to any local, Regional or National Committee.
      iii. This penalty can be combined with an appropriate fine.
   
   C. Suspension – The suspension period and specific conditions of the suspension as determined by the National Executive Board.
      i. May be imposed when a National Officer fails to meet financial obligations, including per capita or assessments, or fails to give financial support to the Jack and Jill of America Foundation, Inc.
      ii. May be imposed when a National Officer violates the Organization’s governing documents or displays unacceptable or libelous conduct.
      iii. A National Officer on suspension is not a member in good standing. She forfeits all rights to active membership while on suspension.
   
   D. Termination
      i. May be imposed when a National Officer fails to meet financial obligations including per capita or assessments, or fails to give financial support to the Jack and Jill of America Foundation, Inc.
      ii. May be imposed when a National Officer violates the Organization’s governing documents or displays unacceptable or libelous conduct.
iii. May be imposed when a National Officer commits a crime.
iv. A National Officer that fails to complete the requirements of an imposed suspension or probation shall be terminated upon a thirty (30) day notice from the National Executive Board.
v. A National Officer who has been terminated forfeits all rights and privileges of membership.

Regional Officer

1. Regional Officer is subject to discipline if she fails to perform the duties of her office as outlined in the National Constitution and Bylaws or all other governing documents of the Organization.

2. An outgoing Regional Officer is also subject to discipline if she fails to affect an orderly transition between outgoing and incoming officers, as defined in the National Constitution and Bylaws.

3. The penalties allowed are as follows and must be sanctioned by the National Executive Board or in appropriate circumstances approved by the National Advisory Council (NAC):
   A. Fines/Sanctions – Monetary penalty or Letter of Reprimand.
      This penalty may be imposed for minor infractions or where there are substantial mitigating factors.
      i. This penalty may be combined with other penalties depending on the severity of the infraction.
   B. Probation – The probation period and specific conditions of the probation will be determined by the National Executive Board or in appropriate circumstances the National Advisory Council.
      i. May be imposed when a Regional Officer violates the Organization’s governing documents or displays unacceptable or libelous conduct.
      ii. A Regional Officer on probation may not run for Local, Regional or National Office, nor may she be appointed to any Local, Regional or National Committee.
      iii. This penalty can be combined with an appropriate fine.
   C. Suspension – The suspension period and specific conditions of the suspension as determined by the National Executive Board or in appropriate circumstances the National Advisory Council.
      i. May be imposed when a Regional Officer fails to meet financial obligations, including per capita or assessments, or fails to give financial support to the Jack and Jill of America Foundation, Inc.
      ii. May be imposed when a Regional Officer violates the Organization’s governing documents or displays unacceptable or libelous conduct.
      iii. A Regional Officer on suspension is not a member in good standing. She forfeits all rights to active membership while on suspension.
   D. Termination
      i. This penalty should only be imposed as a last resort, upon two thirds (2/3) vote of the chapter presidents of the region.
      ii. May be imposed when a Regional Officer fails to meet financial obligations, including per capita or assessments, or fails to give financial support to the Jack and Jill of America Foundation, Inc.
      iii. May be imposed when a Regional Officer violates the Organization’s governing documents or displays unacceptable or libelous conduct.
      iv. May be imposed when a Regional Officer commits a crime.
      v. A Regional Officer that fails to complete the requirements of an imposed suspension or probation shall be terminated upon a thirty (30) day notice, from the National Executive Board.
      vi. A Regional Officer that has been terminated forfeits all rights and privileges of membership.
Chapter Officers

1. A Chapter Officer is subject to discipline if she fails to perform the duties of her office as outlined in the National Constitution and Bylaws or other governing documents of the Organization, including Chapter Bylaws.

2. An outgoing Chapter Officer is also subject to discipline if she fails to affect an orderly transition between outgoing and incoming officers, as defined in the National Constitution and Bylaws, National Policies and Procedures and Chapter Bylaws.

3. The penalties allowed are as follows and must be sanctioned by the Chapter members and Chapter Executive Board.
   
   A. Fines/Sanctions – Monetary penalty or Letter of Reprimand.
      This penalty shall be imposed for inadvertent financial issues, such as not providing timely information to the Organization’s financial officers or Region and/or members.
      i. This penalty may be combined with other penalties depending on the severity of the infraction.
   
   B. Probation – The probation period and specific conditions of the probation will be determined by the Chapter.
      i. May be imposed when a Chapter Officer violates the Organization’s governing documents or displays unacceptable or libelous conduct.
      ii. A Chapter Officer on probation may not run for Local, Regional or National Office, nor may she be appointed to any Local, Regional or National Committee.
      iii. This penalty can be combined with an appropriate fine.
   
   C. Suspension – The suspension period and specific conditions of the suspension as determined by the Chapter.
      i. May be imposed when a Chapter Officer fails to meet financial obligations, including per capita or assessments, or other infractions outlined in Chapter governing documents.
      ii. May be imposed when a Chapter Officer violates the Organization’s governing documents or displays unacceptable or libelous conduct.
      iii. A Chapter Officer on suspension is not a member in good standing. She forfeits all rights to active membership while on suspension.
   
   D. Termination
      i. This penalty should only be imposed as a last resort, and in accordance with the Chapter Bylaws.
      ii. May be imposed when a Chapter Officer fails to meet financial obligations, including per capita or assessments, or fails to give financial support as outlined in Chapter governing documents.
      iii. May be imposed when a Chapter Officer violates the Organization’s governing documents or displays unacceptable or libelous conduct.
      iv. May be imposed when a Chapter Officer commits a crime.
      v. A Chapter Officer that fails to complete the requirements of an imposed suspension or probation shall be terminated upon a thirty (30) day notice, by the Chapter Executive Board.
      vi. A Chapter Officer that has been terminated forfeits all rights and privileges of membership.

III. Procedure

1. National Officer - 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.
A. The discipline process for a National Officer shall be followed in accordance with the Grievance Process defined in this Manual.

B. Should the decision be made to terminate the membership of the National Officer, the process followed shall be in accordance with the Termination of Membership Policy defined in this Manual.

2. Regional Officer

A. The discipline process for a Regional Officer shall be followed in accordance with the Grievance Process defined in this Manual.

B. Two thirds (2/3) vote of the Chapter Presidents of a Region is required to remove a standing Regional Director.

C. Should the decision be made to terminate the membership of the Regional Officer, the process followed shall be in accordance with the Termination of Membership Policy defined in this Manual.

3. Chapter Officers – The discipline process for Chapter Officers will follow the organization's governing documents with deference given to the Chapter governing documents (i.e. Chapter Bylaws, Chapter Policies and Procedures).

IV. AFFECTED PARTIES
National Executive Board, National Advisory Council, Regional Officers, Chapter Officers
I. PURPOSE
The purpose of this policy is to clarify the circumstances under which penalties may be imposed upon chapters, who may impose such penalties and to describe the potential penalties.

II. POLICY
Chapters who fail to comply with regional and/or national requirements of the organization may be subject to disciplinary action by the NEB or NAC. Disciplinary action may include a range of penalties including fines, fees, probation, suspension, and/or chapter termination as described below.

1. Fines/Sanctions
   A. A fine, recommended by the regional or national budget committee and approved by voting delegates, shall accompany all delinquent per capita tax reports, financial statements or other assessments.

2. Fees
   A. Fees, such as those for insufficient funds, shall be paid by the local chapter.

3. Probation
   A. A chapter shall be placed on probation following a thirty (30) calendar day written notification from the National Executive Board. The probation period and specific conditions of the probation will be determined by the NEB. Such probation shall be imposed under the following circumstances.
      i. A chapter’s level of participation falls below the minimum requirement.
      ii. A chapter violates chapter or national bylaws.
      iii. A chapter displays unacceptable or libelous conduct.

4. Suspension
   A. Chapters that fail to pay financial obligations, including per capita or assessments, or that fail to give financial support to the Jack and Jill of America Foundation, Inc. shall be suspended, following a thirty (30) calendar day grace period, subject to the approval of the National Executive Board. Suspended chapters and the members thereof forfeit all rights of active membership.

5. Termination
   A. A Chapter that fails to complete the requirements of an imposed suspension or probation shall be terminated upon a thirty (30) calendar day notice by the National Executive Board. Terminated chapters and the members thereof forfeit all rights and privileges of membership.
III. Procedure

Chapter Penalties

A Chapter that is not in compliance with Regional or National requirements as outlined in the organization’s governing documents may be subject to disciplinary action up to and including termination. The penalty process for all levels of penalties (fines-termination) is defined in the following 6 steps:

1. The Regional Director and the Region’s National Officer shall notify the Chapter, the Chapter’s members and the National Executive Board (NEB), in writing (certified US mail to the Chapter and NEB, email notification to chapter members), when it is in violation of the organization’s governing documents. The notice shall include the specific violation(s) which put the Chapter out of compliance with the organization’s governing documents.

2. The Chapter shall have fifteen (15) calendar days to respond, in writing (certified US mail) to the notice.

3. Upon receipt of the Chapter’s written response, or upon completion of the fifteen (15) calendar day period, the Regional Director and the Region’s National Officer shall have fifteen (15) calendar days to recommend a course of action to the National Executive Board.

4. The National Executive Board shall issue a Notice of Penalty to be imposed on the Chapter within thirty (30) calendar days of receipt of documentation (notice of the Chapter’s violation(s), the Chapter’s written response, and the Region’s recommended course of action). The written Notice of Penalty containing the NEB’s decision shall be sent to the Chapter (certified US mail), the Chapter’s members (email), the Regional Director and the Region’s National Officer (certified US mail).

5. The written Notice of Penalty from the NEB shall include the complete terms of the penalty imposed, including whether the Chapter members can run for national or regional office or retain the ability of the chapter delegate to be seated at any conferences/conventions.

6. A Chapter may appeal the National Executive Board’s decision, in writing, within fifteen (15) calendar days of receipt of the Notice of Penalty. The NEB will review the appeal and issue a final decision within fifteen (15) calendar days of receipt. The appeal process will be completed within a thirty (30) calendar day period. Upon the conclusion of the appeal process, the NEB’s decision will be final.

Fines

Fines may be imposed when Chapters do not meet the stated deadlines for filing Per Capita Tax Reports, Financial Statements and other assessments.

1. The Regional and National Budget Committees shall make recommendations for the fines to be assessed for delinquencies in reporting. These fines must be approved by the voting delegates of the National Convention and the Regional Mothers’ Conference respectively.
   A. Fines for delinquent per capita tax reports, financial statements and other assessments shall be paid to the National Treasurer and/or Regional Treasurer as appropriate.
   B. All National and Regional deadlines must be strictly adhered to.
   C. A minimum ten (10) calendar day notice will be sent before fines are assessed.

Fees

Fees are any amounts charged to the organization by third parties (i.e. banks) in the processing and/or collection of payments from Chapters. Any fees, such as those imposed by banks for insufficient funds shall be paid by the local Chapter to the National or Regional Treasurer, as appropriate.
Probation
The National Executive Board determines when a chapter shall be placed on probation based on the parameters set by the organization’s governing documents. The probation terms and conditions shall be determined by the National Executive Board.

1. A chapter shall be placed on probation following a thirty (30) calendar day written notification from the National Executive Board with copies to the Regional Director. The probation period and specific conditions of the probation will be determined by the NEB. Such probation shall be imposed under the following circumstances.
   A. A chapter’s level of participation falls below the minimum requirement.
   B. A chapter is in violation of Chapter or National Bylaws.
   C. A chapter displays unacceptable or libelous conduct.

2. A Chapter must strictly adhere to the terms and conditions stipulated in the written probation notice issued by the National Executive Board.

3. A Chapter on probation is responsible for all Jack and Jill of America, Inc. obligations, financial and otherwise.

4. A Chapter on probation shall maintain their right to be seated at National Convention, Mothers' Conferences and Teen Conferences as long as the Chapter is in strict compliance with the terms and conditions of the written probation notice.

5. Mothers and Teens shall not be eligible to run for or hold Regional or National office when a chapter is on probation.

6. A Chapter that does not successfully comply with the terms and conditions of its probation shall be subject to termination by the National Executive Board.

Suspension
The National Executive Board determines when a chapter shall be suspended based on the parameters set by the organization's governing documents. The terms and conditions of the suspension shall be determined by the National Executive Board.

1. A Chapter shall be suspended following a thirty (30) calendar day written notice from the National Executive Board when:
   A. A Chapter fails to pay National or Regional financial obligations by stated deadlines.
   B. A Chapter fails to give financial support to the Jack and Jill of America Foundation, Inc.

2. Suspended Chapters forfeit all rights of active membership. However, a suspended chapter is still responsible for all Regional and National financial obligations, including any fees and/or fines, during its suspension.

3. Suspended Chapters shall not be seated at National Conventions, Mothers' Conferences or Teen Conferences.

4. Mothers and Teens shall not be eligible to run for or hold Regional or National office when a chapter is suspended.

5. Names of suspended chapters shall be circulated to all chapters by the National Treasurer.

6. Chapters failing to abide by the terms and conditions of its suspension may be subject to termination.

Termination
The National Executive Board (NEB) determines when a chapter shall be terminated based upon the parameters set by the organization’s governing documents.

1. A Chapter shall be terminated following a thirty (30) calendar day written notice from the National Executive Board when:
A. A Chapter fails to pay fines or fees assessed at the National or Regional levels.
B. A Chapter fails to abide by the terms and conditions of a previously imposed suspension or probation.

2. The written notice of termination from the NEB shall include a list of any members who are eligible for transfer to another chapter.

3. Terminated Chapters forfeit all rights of membership. The members of the Chapter will not be listed on the membership rolls of Jack and Jill of America, Inc.

4. Terminated Chapters will not be seated nor listed at National Conventions, Mothers’ Conferences or Teen Conferences.

5. Mothers and Teens shall not be eligible to run for or hold Regional or National office when a chapter has been terminated.

IV. Affected Parties
Chapter, Chapter Members, Regional Director, National Officer of the Region, the National Executive Board
I. PURPOSE
The purpose of this policy is to clarify how existing members maintain their membership in Jack and Jill of America, Inc.

II. POLICY
A mother, female legal guardian, or female custodial caretaker of children between the ages of two (2) years and through their nineteenth (19) year may hold membership in Jack and Jill of America, Inc. A female legal guardian or female custodial caretaker may be required to produce legal documentation of her legal or custodial status.

A mother in “good standing” is defined as a mother who is both active and financial in the Organization.

1. Active is defined as participating in local chapter activities, sponsoring age-group activities and supporting the Foundation.
2. Financial is defined as having paid all chapter, regional and national dues, assessments and fees.

III. PROCEDURE
To maintain membership, all mother members must be in good standing throughout her tenure in the organization.

Active
1. A member must attend all meetings and activities as required by the local chapter bylaws and other governing documents.
2. A member must attend regional and national activities as required in the National Constitution and Bylaws.
3. A member on leave of absence is not active for the program year during which she is on leave.

Financial
1. A member must support the Jack and Jill of America Foundation, Inc. as required by her local chapter.
2. A member is responsible for local, region and national financial obligations (dues, assessments and/or fees). Any financial obligations not paid by the due date, as established by the local, region, and/or national office are deemed past due.
3. A member must pay all outstanding monies due, including late fees, to regain financial status.

Membership Status
1. A member who is not in good standing, places her membership in jeopardy.
   A. The member shall be notified by the chapter Vice-President, via certified mail, of her membership status, the corrective actions needed, and the deadline by which corrective actions must be completed.
   B. If the member does not correct the deficiencies as delineated in the written notification, her membership shall be subject to immediate termination.
   C. Termination decisions will follow the process outlined in the Termination of Membership policy in this Manual.
IV. AFFECTED PARTIES
All Members
I. PURPOSE
The purpose of this policy is to define the rights and responsibilities of a National Member.

II. POLICY
1. A national member is a member in good standing who changes her place of residence to an area where no chapter exists and transfers her membership to the National Headquarters.
2. A member who has met all financial obligations and changes her residence to an area where no chapter exists shall have one (1) year to transfer her membership to the National Headquarters.
3. A member who moves to an area where no chapter exists may hold national membership in Jack and Jill of America, Inc. for up to five (5) years.
4. A member must be in good standing with a local chapter for at least one (1) year before requesting a transfer to national membership.
5. A new member may not apply for membership to this Organization through National Member status. She must join the Organization through a local chapter.

III. PROCEDURE
1. National Membership
   A. A member may elect to become a National Member when she moves to an area that does not have a local chapter.
      i. A member that transfers to an area without a local chapter but within the 48 contiguous states or Alaska may also have regional membership.
   B. A National membership provides that:
      i. National Member can attend national events.
      ii. Teens and children can attend national events, as appropriate.
      iii. A National Member that does not have regional membership cannot participate in regional activities.
   C. A National Member that has been granted regional membership provides that:
      i. The National Member can attend regional events.
      ii. Teens and children can attend regional events, as appropriate.

2. Financial Obligations
   A. A National Member is responsible for all financial obligations (dues, assessments and/or fees) as established by the National Organization.
      i. All payments must be made to the Jack and Jill of America, Inc. National Headquarters office. National members pay the same national per capita as all members and may choose to pay the same regional per capita if they desire to participate in regional events.
      ii. Any financial obligations not paid by the established due dates are deemed past due.
iii. A National Member must pay all outstanding monies due, including late fees, to maintain national membership. Failure to pay outstanding monies by the designated due date will result in immediate termination of national membership.

B. A National Member with regional membership is responsible for all financial obligations (per capita assessments and/or fees) as established by the National office and the Region.
   i. All national payments must be made to the National Headquarters office.
   ii. All regional payments must be made to the Regional Treasurer and the Regional Treasurer shall report receipt of such payments to the National Headquarters Office.
   iii. Any financial requirements not paid by the established due dates are deemed past due.
   iv. A National Member with regional membership must pay all outstanding monies due, including late fees, to maintain their national and regional memberships. Failure to pay outstanding monies by the designated due date will result in immediate termination of both national and regional memberships.

3. Membership Status
   A. A National Member is not considered “active”. To be considered active, as defined in the National Constitution and Bylaws, a mother member must participate at the local chapter level. Therefore:
      i. National Members are not eligible to serve on Regional and/or National Committees nor are they eligible to run for Regional or National office.
      ii. If a Regional or National Officer or a national committee member changes membership status to that of a National Member, she may complete her tenure subject to the approval of the Regional Director and National Officer.

B. Headquarters must notify National members who are in their fourth year as a national member by January 31st of the fourth year.

C. Once a National Member has held this status for five (5) years, she must:
   i. Join a local chapter to continue her membership in the organization; or
   ii. Reapply; or
   iii. Resign her membership from the organization, by writing to the National Corresponding Secretary. Failure to resign will result in termination of the national membership.

IV. Affected Parties

National Members
I. PURPOSE
The purpose of this policy is to standardize the recruitment of new members into Jack and Jill of America, Inc. Additional information on recruitment of new members can be found in the New Member Handbook contained in the Governance section of the national website.

II. POLICY
The recruitment of Jack and Jill of America, Inc. members should be limited to mothers, female legal guardians, or female custodial caretakers who have children between the ages of two (2) and nineteen (19) years old.

A candidate for membership must be sponsored by a current member in good standing.

If several chapters share the same boundaries, then chapters can recruit within the shared boundaries. Chapters must have a written boundary sharing agreement on file with the National Headquarters office in order to recruit within shared boundaries. If chapters do not share boundaries, they shall not recruit members outside of their boundaries.

Members who have not been in a chapter for more than three years, and are found to live outside of a chapter’s boundaries shall be transferred to the correct chapter at the beginning of the next program year.

III. PROCEDURE
1. The local chapter’s Membership Committee should report the following to the membership:
   A. The number of vacancies anticipated.
   B. The projected distribution of children, by age group and gender.
   C. The recommended number of new members.
   D. Confirm that prospective members live within the chapter boundaries.

2. The membership shall vote on the maximum number of new members to be invited to join the chapter, in accordance with the chapter’s charter and bylaws.

3. The recruitment process should include, but not be limited to, inviting the prospects and their children, if appropriate, to chapter activities. The activities may include community service projects, fundraisers, Kwanzaa/holiday celebration, Jack and Jill Day, Black Family Day, or other group activities.

4. A fact sheet should be distributed to the membership that details the prospective member’s family (children’s name, age, and age group) and their community involvement.

5. The election shall be held in either March or April.

6. Before the election of new chapter members in March or April, the chapter may conduct a social activity for prospective members. The membership is invited and encouraged to attend the social activity to meet the prospective members. An overview of Jack and Jill of America, Inc. shall be given to inform prospective members about the organization’s national, regional, and local structure, as well as the chapter’s community involvement.

7. Elected candidates shall be invited to attend an orientation, which must occur prior to the initiation of new members.
8. Sponsors and Chapter Officers shall be invited to attend the Orientation. However, this does not preclude other members from attending.

9. At the orientation, the candidates will once again hear about the organization's national, regional, and local structure. However, at this orientation emphasis is placed on the local chapter. Information presented should include membership and financial requirements, time commitments and leadership expectations as well as children's participation.

IV. AFFECTED PARTIES
Chapters, Prospective Members
I. PURPOSE
The purpose of this policy is to define the process by which a member transfers to a different chapter.

II. POLICY
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 the chapter within whose boundaries she now resides. If her new residence is not within a chapter’s boundaries, she may become a National Member. Transfers do not impact the receiving chapter’s membership quotas.

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 to the national office in the absence of a chapter in her place of residence, irrespective of the chapter membership quotas.

A member, in good standing, with three (3) continuous years of service who changes her residence may choose to maintain her membership with her current chapter. If this option is chosen, the member must continue to fulfill all local chapter membership requirements.

III. PROCEDURE
1. Transfer Request
   A. A mother member shall submit a form for transfer to the local chapter Vice President. The Member Transfer Request Form shall include her new address and the new desired local chapter, if known. P.O. Boxes are unacceptable.
   B. Once the local Vice President has verified that the member is currently in good standing, the completed Member Transfer Request Form shall be forwarded to the National Corresponding Secretary and the National Headquarters office.
   C. The transfer process shall be completed within sixty (60) days of receipt by the National Corresponding Secretary or the National Headquarters office.
   D. The National Corresponding Secretary shall notify the transferring member, the former chapter, the new chapter, and their respective regions of the approved transfer.
   E. The receiving chapter’s Vice President shall notify the transfer mother, in writing, of the chapter’s membership requirements. This notification shall include the dues structure and payment deadlines.
   F. If the transfer is within the 48 contiguous states or Alaska and there is no receiving local chapter, the transfer member becomes a National Member with potential Regional membership. Should the transfer member elect to participate in Regional activities, she shall contact the Regional Director for payment requirements and deadlines.
   G. If the transfer is out of the country, the transfer member becomes a National Member without the possibility of regional membership.

2. Financial Obligations
   A. Financial obligations shall be consistent with the requirements outlined in the Financial Handbook.
B. When a mother initiates a transfer between June 1 and September 30, dues payments are made to the chapter she is transferring from. When a mother initiates a transfer between October 1 and May 31, dues payments for the next program year are made to the chapter she is transferring to.

3. Receiving Chapter
   Upon receipt of a Transfer Approval Letter, the new local chapter shall:
   A. Provide the transfer mother with the local handbook.
   B. Outline, in writing, the membership requirements for the new local chapter.
   C. Provide the transfer mother with the option for an in-person orientation to discuss the local chapter organization, policies and membership requirements.
   D. Provide the mother with contact information for the local Vice President, who shall answer any questions the transfer member may have about membership requirements.

IV. Affected Parties
All Members
I. PURPOSE
The purpose of this policy is to define the process for termination of membership in Jack and Jill of America, Inc.

II. POLICY
1. A member may decide to terminate her membership, or her membership may be terminated by her chapter.
2. A mother may discontinue her membership in the organization with a written resignation letter submitted to the local chapter Vice President.
3. A local chapter may terminate a mother's membership for reasons:
   A. Stated in their Chapter Bylaws; and/or
   B. Non-compliance with the National Constitution and Bylaws and/or other governing documents.
4. A Regional or National Officer’s membership may be terminated for non-compliance with the National Constitution and Bylaws and/or other governing documents.
5. A mother whose membership has been terminated that decides to reapply for a new membership in the organization must state on their application that their previous membership was terminated for cause.
6. A mother who fails to state their termination on any new application for membership in this organization is subject to immediate termination due to fraud.

III. PROCEDURE
1. A Mother whose membership is being terminated by the local chapter must be notified by the local chapter Vice President through registered mail. If the Vice President is the member to be terminated, the Chapter President must notify the member through registered mail.
   A. The notification shall include the reasons for the termination and information regarding the member’s right to appeal.
   B. Copies of the notification shall be sent electronically or by hard copy mail to the Regional Director, the Region’s National Officer, the National Recording Secretary and the National Headquarters.
   C. The member shall have thirty (30) calendar days to appeal, in writing, to the local chapter executive board. If the appeal at the local chapter level is deemed unsatisfactory, the member shall have thirty (30) calendar days to appeal, in writing, to the Regional Director upon written notification of appeal results from the local Chapter Executive Board.
   D. If the appeal at the Regional level is deemed unsatisfactory, the member shall have thirty (30) calendar days to appeal, in writing, to the National Advisory Council (NAC).
   E. The NAC shall have thirty (30) calendar days to render its decision, along with its rationale, to the member, the local chapter, and the Regional Director by registered mail.
   F. The decision of the NAC shall be final.
2. A member, serving as a Regional Officer whose membership is being terminated due to conduct as a Regional Officer must be notified by the National Corresponding Secretary through registered mail.
A. The notification shall include the reasons for the termination and information regarding the member’s right to appeal.
B. Copies of the notification shall be sent to the Regional Officer’s local Chapter President, the Regional Director, and the Region’s National Officer.
C. The Regional Officer shall have thirty (30) calendar days to appeal, in writing, to the National Advisory Council (NAC).
D. The NAC shall have thirty (30) calendar days to render its decision, along with its rationale, to the Regional Officer, the local Chapter President, the Regional Director and the National Officer of the region by registered mail. If the Regional Director is the officer in question, the next highest-ranking Regional Officer shall sit on the NAC to represent the Region.
E. The decision of the NAC shall be final.

3. A member serving as a National Officer whose membership is being terminated due to conduct as a National Officer must be notified by the National Corresponding Secretary through registered mail. The Executive Director will provide this notification if the officer in question is the National Corresponding Secretary.
A. The notification shall include the reasons for the termination and information regarding the member’s right to appeal.
B. Copies of the notification shall be sent to the National Officer, the National Officer’s local Chapter President, the Regional Director, and the Executive Director.
C. The National Officer shall have thirty (30) calendar days to appeal, in writing, to the National Advisory Council (NAC).
D. The NAC shall have thirty (30) calendar days to render its decision, along with its rationale, to the National Officer, the local Chapter President, the Regional Director and the Executive Director by registered mail.
E. The decision of the NAC shall be final.

IV. Affected Parties
All Members
Subject: Leave of Absence  
Effective Date: 08/03/14  
Bylaws Reference: Article I, Section 4  
Procedure Number: 7.6

I. PURPOSE
The purpose of this policy is to clarify the membership status of a member who is granted a leave of absence.

II. POLICY
1. A member may request a written leave of absence for a limited duration as specified in the local Chapter Bylaws.
2. Any member who has been granted a leave of absence by the local chapter must meet all National and Regional financial obligations.
3. A member must be in good standing as defined in the National Constitution and Bylaws, before requesting a leave of absence. The Chapter Bylaws shall address the voting strength and conditions by which a leave is granted.
4. A leave of absence prohibits the participation of the entire family unless otherwise authorized by the chapter due to extenuating circumstances.
5. Extenuating circumstances warranting a leave of absence should be defined in local chapter bylaws and may include circumstances such as a physical impossibility to participate due to hospitalization or illness of the member, or the hospitalization, illness or death of an immediate family member (spouse, children or parents).
6. Leave of absence requests should be maintained by the chapter.

III. PROCEDURE
1. A member in good standing may apply for a leave of absence by submitting a letter of request to the chapter’s Vice President or designee.
2. The letter should be reviewed by the chapter’s executive board before submission to the membership for approval.
3. Granting of a leave of absence must be decided in annual increments by the local chapter. Chapters shall not grant a leave of absence to an “At Risk” member unless granted due to extenuating circumstances as defined in the national organization’s governing documents.
4. A vote during a chapter meeting is required to approve the request that is granted on an annual basis.
5. A member on leave of absence is ineligible to vote or to sponsor new members.
6. A member may not transfer while on a leave of absence. A member must become active and in good standing before she can request a transfer.
7. A member may not graduate out while on a leave of absence.
8. A member may not participate in chapter, regional and/or national activities while on leave of absence. However, a member may participate in public events and activities sponsored by Jack and Jill of America, Inc. (i.e. open to the public) while on leave of absence.

IV. AFFECTED PARTIES
All Members
I. PURPOSE
The purpose of this policy is to define the process for obtaining membership through legacy and identify the rights and benefits under legacy status.

II. POLICY
Legacy status is granted to each child (male or female) who graduates from a chapter of Jack and Jill of America, Inc. while their mother was a member in good standing.

The female child or spouse of a male child shall be entitled to automatically become a member of the chapter in whose boundaries they reside, upon submission of an application verifying their right to legacy status.

Each legacy (male or female) shall attain membership through this process only once. If legacy status was granted to the first spouse of a male child, a subsequent spouse must seek membership through the new member intake process.

A member entering the Organization through legacy is required to fulfill the obligations of membership as outlined in the Chapter Bylaws and the organization’s National Constitution and Bylaws. Failure to comply with the obligations may result in termination. Once terminated, they may not reapply for membership under legacy status.

III. PROCEDURE
Legacy members shall submit an application for legacy membership to the National Corresponding Secretary by January 31st. Legacy status will be documented in the archives of the National Headquarters office for all members graduating in good standing. Legacy Certificates shall be provided to the graduate.

Orientation and initiation of legacy members shall take place on the same timetable as new members.

Legacy members are subject to all membership requirements as established by the local chapter and the national organization.

IV. AFFECTED PARTIES
Graduates, Spouse of a Male Graduate, Chapters
I. Purpose
The purpose of this policy is to define how the organization implements compliance with the 1-in-4 conference attendance requirement bylaw. This policy will identify how compliance, including an appeal procedure, is administered, measured and enforced.

II. Policy
All members shall be required to register and attend one (1) qualifying event on a rolling four (4) year period to fulfill the 1-in-4 conference attendance requirement bylaw.

Definitions
1. Qualifying Events:
   A Qualifying Event shall be defined as a National Convention; a Regional Conference; a Regional Teen Conference or Regional Area Workday/Mother’s Cluster.
   For regional events, attendance must be in the member’s home region. Attending another region’s conference or area workday/Mothers Cluster shall not count towards the fulfillment of this requirement. Attendance at a Children’s Cluster does not count in meeting the 1-in-4 conference attendance requirement.

2. Rolling Four Year Period
   A rolling period refers to each four (4) year period which commences on the date on which a member last attended a documented qualifying event for the duration of her membership tenure.

3. Qualifying Year
   A qualifying year shall be defined as September 1 through August 31 of a given year. If a member attends a qualifying event during the qualifying year, then her rolling period starts with the last documented qualifying event of that year.

Membership Compliance
1. A member must be in compliance by August 31st of the year she tenures out by having attended one (1) documented qualifying event within a rolling four (4) year period in order to tenure out in good standing. Failure to do so will result in membership termination.
2. Members who tenure out in 2015, 2016, and 2017 must have attended a documented qualifying event within four (4) years of their graduating year in order to satisfy their 1-in-4 requirement and complete their tenure in good standing. Failure to do so will result in membership termination.
3. Compliance with this policy shall be determined by the chapter after all regional and national conferences/conventions have been held for that qualifying year and prior to submission of membership documentation and per capita taxes to the Regional and National organization for the new Program Year. Membership compliance must be verified no later than August 31st of each year.

New Members
New Members joining Jack and Jill of America, Incorporated must register and attend one (1) of the qualifying events within the first four (4) years of membership and thereafter on a rolling four year period for the duration of her membership.
Member “At Risk”
A member “At Risk” is a member who has not attended a qualifying event by the end of year three (3) of a rolling four (4) year period.

Leave of Absence
1. Members on leave of absence are not exempt from the 1-in-4 conference attendance requirement nor are those members able to attend an event during a leave of absence as per the National Constitution and Bylaws.
2. Members who are considering a leave of absence are responsible for knowing the status of their 1-in-4 conference attendance requirement and ensuring that the requirement is met prior to requesting the leave.
3. Chapters shall not grant a leave of absence to a member “at risk” unless granted due to extenuating circumstances as defined in the national organization’s governing documents.

Transfers
1. Members who have submitted or are considering submitting a transfer request are not exempt from the 1-in-4 conference attendance requirement.
2. Members who are considering, or have submitted, a transfer request are responsible for knowing the status of their 1-in-4 conference attendance requirement and must ensure that the requirement is met either prior to requesting the transfer or will be satisfied in the new region by the appropriate deadlines.
3. Chapters must indicate the member’s last attended qualifying event on the Transfer Request form.

III. Procedure
1. Conference Registration and Attendance
   In order to ensure compliance with the stated bylaw, each member must:
   A. Register and attend a Teen Conference, Mothers Cluster/Area Workday, Mothers Regional or a National Convention.
   B. Conference attendance will be validated using the following methods:
      i. A scanning system to be used in each region to confirm conference attendance.
      ii. A member is required to sign-in and present photo identification (i.e., state issued identification) to validate her identity and attendance.
      iii. A member can only pick up her conference registration materials.
      iv. Members should keep their name badge and receipts as back-up in the event of an unexpected technology and/or record-keeping failure at the chapter, regional and/or national level.
      v. At the conclusion of each conference, the appropriate officer (Regional Secretary or National Recording Secretary) shall be responsible for reconciling conference registration and attendance with the host chapter’s registration chair(s).
   C. Records of attendance will be maintained using the following methods:
      i. MIS system – each member shall be responsible for assuring her MIS record accurately reflects her conference attendance at one of the eligible qualifying events each year.
      ii. The National Recording Secretary or the Regional Secretary shall have the responsibility of maintaining attendance records for their respective events/conferences.
      iii. The National Recording Secretary or Regional Secretary shall provide to the Chapter Vice/President/Membership Chair a record of member attendance for national and regional
conferences. The Chapter Vice President/Membership Chair is required to maintain a chapter record of member attendance at regional or national conferences.

2. Chapter Responsibility
   A. Chapters are responsible for communicating with the member her 1-in-4 conference attendance requirement once during the program year. Information shall be collected and maintained by the chapter Vice-President/Membership Chair.
   B. Chapters will provide the following:
      i. An updated/current 1-in-4 Conference Attendance Compliance Form shall be provided to the chapter membership on or before August 31st of each year. Notification shall include members “at risk” and any member in their fourth year and subject to termination for non-compliance of the conference attendance requirement.
      ii. A list of the qualifying events for the current qualifying year.
      iii. The chapter Vice-President/Membership Chair or her designee shall send a notification letter, via certified mail, to members who are “At Risk” notifying the member that she is “At Risk” and must attend one (1) of the listed qualifying events in order to maintain membership and/or tenure out in good standing.
      iv. Members “At Risk” who do not attend a qualifying event by August 31st of the fourth year of a rolling four year period will be notified of membership termination. A member whose membership is being terminated must be notified by the chapter Vice President via certified mail with copies sent to the Regional Director, the Region’s National Officer and the National Recording Secretary.

3. Member Responsibilities
   A. Members are ultimately responsible for the accuracy of their conference attendance.
   B. All members will sign a copy of the 1-in-4 Compliance Form.
   C. Members are responsible for providing valid proof for any corrections to their conference registration and attendance.

4. Regional and National Communication
   The National Recording Secretary or Regional Secretary shall send to Chapter Presidents and Regional Directors a summary of members subject to termination and members “at risk” no later than August 31st of each year.

5. Penalties
   A. If a member is determined to have not complied with this policy by August 31st of their fourth (4th) year of a rolling four (4) year period, the penalty imposed upon the member shall be termination effective immediately.
   B. If a member tenures out or terminates membership, and she has not satisfied the 1-in-4 conference attendance requirement:
      i. She does not tenure out or terminate membership in good standing.
      ii. Her child(ren) graduating that year are **not** granted legacy status, as per the National Constitution and Bylaws.
      iii. Her remaining child(ren) that has(have) **not** graduated will not be granted legacy status.
      iv. However, any child(ren) that graduated at a time when the member was in good standing, and in compliance with the 1-in-4 conference attendance requirement, will retain legacy status.
6. Appeal Process
   In order to be considered for an appeal, there must be a showing of contrary evidence of compliance or extenuating circumstances that prohibited compliance.

   Upon receipt of a termination letter from the chapter, the member shall have 30 calendar days to submit a written Notice of Appeal. The Notice of Appeal shall be sent to the Regional Director and copied to the National Recording Secretary and Chapter President. The Notice of Appeal shall state whether the appeal is based on one of the following:

   **Evidence of 1-in-4 Conference Attendance compliance**
   - If you have complied with the 1-in-4 conference attendance requirement indicate the name and date of the qualifying event attended.
   - Attach evidence of said attendance such as a name badge, and receipts from the qualifying event.
   - An official letter from the Regional Secretary or the National Recording Secretary is also permissible.

   **Extenuating circumstances**
   - An extenuating circumstance is defined as a physical impossibility to continue membership due to hospitalization, illness of the member or hospitalization, illness or death of an immediate family member (spouse, children, or parents).
   - Financial hardship DOES NOT qualify as an extenuating circumstance.
   - Attach evidence of said extenuating circumstances such as a letter from the chapter president indicating chapter approved leave, a notarized statement confirming illness, hospitalization or an obituary as reasonable proof.
   - A member must be registered for the event for extenuating circumstances to apply. The extenuating circumstance must have occurred between registering and attending, therefore prohibiting attendance. A member cannot claim extenuating circumstances if not registered to attend an event. This section does not apply to mothers on leave due to extenuating circumstances.

7. Appeal Decision
   A. The appeal will be reviewed and decided by the Regional Director and the decision must be rendered within ten (10) calendar days of receipt of the appeal. The Regional Director will send the decision to the member, the chapter president and the National Recording Secretary.
   B. If the member is not satisfied with the decision of the Regional Director, an appeal can be made, within five (5) calendar days of receipt of the decision, to the National Advisory Council (NAC). A decision by the NAC will be rendered within thirty (30) calendar days of receipt of the appeal. The decision of the NAC will be final.
   C. If the appeal of the termination of membership is granted or denied, notification will be provided by the NAC to the Regional Director, the Region’s National Officer, the Chapter President and the National Recording Secretary. In the event the termination of membership is reversed on appeal, the member MUST attend the next qualifying event or the member will be terminated.

8. Supporting Documents
   The following list of documents is required for use when implementing the 1-in-4 conference attendance requirement policy and procedure. The documents, which are included in the Governance section of the national website, are as follows:

   A. Conference Compliance Form— this form is to be used to capture and report information on the status of 1-in-4 conference attendance requirement to chapter members, the region and national. This document is used once a year in August of each year.
B. Member “At Risk” Letter - This letter is to be used to put individual members on notice regarding non-compliance with 1-in-4 conference attendance requirement and outlines the opportunities to rectify the situation. It shall be sent via certified mail to ensure proof of receipt.

C. Membership “At Risk” Form – This form is to be used by the Regional Secretary to notify the National Recording Secretary of the total number of “At Risk” members by chapter and region. This same form will be adapted for use by the National Recording Secretary to report the total number of “At Risk” members for the nation as part of her national report.

IV. AFFECTED PARTIES
All Members
Section VIII
Region Operations
I. PURPOSE
The purpose of this procedure is to address the management of Regions in Jack and Jill of America, Inc. to ensure consistency.

II. POLICY
1. Regions are administrative arms of the National Executive Board and as designated in the National Constitution and Bylaws shall be governed by all National governing documents.
2. A region may establish a written Regional Policies and Procedures Manual to govern regional operations between conferences.
3. Regional policies and procedures shall not be in conflict with Jack and Jill of America, Inc. governing documents.
4. The approved Regional Policies and Procedures Manual must be submitted to the appropriate National Officer (as designated by the National President) for review and compliance with Jack and Jill of America, Inc. governing documents.

III. PROCEDURE
1. The Regional Policies and Procedures Manual shall be approved by a majority vote of chapter delegates at a formal meeting or at the Regional Mothers Conference.
2. The Regional Policies and Procedures Manual shall follow an established format which shall include, but is not limited to, the following topics:
   A. Cluster Organization - There shall be a listing of the chapters assigned to each cluster in the Region.
   B. Officer Duties - There shall be a duty statement for all regional officers, including appointed officers.
   C. Regional Committees - There shall be a listing and description of all regional committees.
   D. Nominating Committee - There shall be a written process for selecting members and alternates to the nominating committee in accordance with the “Election, Nominating and Campaign Guidelines” in this Manual.
   E. Finance - There shall be a section devoted to the finances of the Region in accordance with the “Financial Handbook” in this Manual. This section shall include:
      i. The amount and due dates of any regional fees approved the by delegates.
      ii. The amount and due dates of any regional late fees approved by the delegates.
      iii. The amount and requirements of any stipend provided to chapters hosting regional events.
   F. Amendments – This section shall include the specific procedures and timelines for amending the Regional Policies and Procedures Manual.

IV. AFFECTED PARTIES
All Members
I. PURPOSE
The purpose of this policy is to define the process that Regions and Chapters must follow in order to comply with the National Constitution and Bylaws that require full financial disclosure.

II. POLICY
All financial reporting by Regions and Chapters shall be consistent with the requirements outlined in the Financial Handbook. Should any conflicts exist with the regional or chapter financial reporting requirements and the Financial Handbook, the Financial Handbook will prevail.

III. PROCEDURE
Chapter Treasurers shall provide complete financial reports as required in the Financial Handbook at each chapter meeting. The Regional Treasurer shall provide complete quarterly financial reports to Chapters.

1. Quarterly Reports shall include but not be limited to:
   A. Income and Expenses from:
      i. Per Capita
      ii. Cluster
      iii. Regional Conference
      iv. Teen Conference
      v. Other Meetings
      vi. Travel Expenses (travel, per diem, meals and hotel costs)
      vii. Other Expenses
   B. The last month of the quarter’s Bank Reconciliation

2. Regional Quarterly Financial reports should be signed by both the Regional Treasurer and Regional Director.

3. Any discrepancy shall promptly be reported to the Regional Treasurer.

4. The Regional Treasurer shall email this letter along with the report to the Chapters and the Regional Team.

5. The timeline for submission of regional reports is as follows:

<table>
<thead>
<tr>
<th>QUARTERLY REPORTS</th>
<th>REGION TO CHAPTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June, July, August</td>
<td>October 15th</td>
</tr>
<tr>
<td>September, October, November</td>
<td>January 15th</td>
</tr>
<tr>
<td>December, January, February</td>
<td>April 15th</td>
</tr>
<tr>
<td>March, April, May</td>
<td>July 15th</td>
</tr>
</tbody>
</table>

IV. AFFECTED PARTIES
Regional Treasurer, Chapters, National Officer of the Region, Regional Director, National Executive Board
I. Purpose
The purpose of this policy is to provide guidance on the selection of a Region’s national endorsed candidate including, but not limited to setting forth selection and eligibility requirements.

II. Policy
1. Election of national endorsed candidate. Each region has the opportunity to elect a national endorsed candidate to run for a national office of Jack and Jill of America, Inc., but is not required to do so.

2. Eligibility. In order to be eligible to serve as a region’s national endorsed candidate, a mother must meet the qualifications of candidates for national office, per Article VI, Section 2 of the National Bylaws.

3. Funding. The region may allocate funding within the region’s budget to cover expenses for the national endorsed candidate as defined in the region’s budget.

4. Change of Candidate. Upon the written resignation of the region’s national endorsed candidate, the Regional Executive Board may choose to appoint another national endorsed candidate.

5. Position on Regional Executive Board. The national endorsed candidate does not hold a position on the Regional Executive Board unless she was an existing member of the Regional Executive Board during her tenure as the national endorsed candidate.

III. Procedure
1. The national endorsed candidate shall be elected in accordance with election procedures for the regional officers, per Article III, Section 5 of the National Bylaws and Procedure 4.1 of the National Policies and Procedures Manual (Regional Mothers Conference Elections).

2. Upon receipt of written resignation of the elected national endorsed candidate, the regional director shall send a notice of same to the region’s chapter presidents to forward to the chapter members.

IV. Affected Parties
All members and Regional Officers.
SECTION IX

CHAPTER OPERATIONS
I. PURPOSE
The purpose of this policy is to address how chapter boundaries are established within Jack and Jill of America, Inc.

II. POLICY
The boundary of any given chapter is established during the creation of the chapter with approval from the National Executive Board (NEB). Chapter boundaries shall be described in the Chapter Bylaws.

All chapters must have current approved boundaries on file in the National Headquarters office. Changes to chapter boundaries must be approved by the National Executive Board. Chapters must adhere to their boundaries and not recruit members outside of their boundaries.

If several chapters share the same boundaries, then chapters can recruit within the shared boundaries. Chapters must have a written sharing agreement on file with the National Headquarters office in order to recruit within shared boundaries.

III. PROCEDURE
1. The NEB will review the geographic area that will be covered by the chapter being chartered and verify that there is no overlap/sharing.
2. Chapters in large metropolitan areas may share boundaries if the population of the area is in excess of 500,000 people, unless prohibited by Chapter Bylaws or NEB.
3. The National Executive Board (NEB) shall determine the boundaries of said chapters.
4. Anytime there are changes to the boundaries for a given chapter, it is the responsibility of the chapter President to provide documentation to support the change to the Region and the NEB for review and approval.

PENALTY
A chapter that does not comply with the rules governing chapter boundaries may be subject to disciplinary action up to and including termination as determined by the NEB.

IV. AFFECTED PARTIES
Chapter Members, Regional Officers, National Executive Board
I. PURPOSE
The purpose of this policy is to ensure the viability of new chapters. Members should refer to the Chapter Establishment Guide and New Member Handbook (in the Governance section of the national website) for further information on requirements for new chapters.

II. POLICY
A provisional group must have a minimum of fifteen (15) members to be considered for membership.

III. PROCEDURE
1. Application
   A. Any group of mothers including legal female guardians and female custodial caretakers with children between the ages of two (2) through nineteen (19) years of age interested in the ideals and purposes of Jack and Jill of America, Inc. may request an application from the National Vice President for the establishment of a new chapter.
   B. If approved, a 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.
   C. Each member of a provisional group will be charged a joining fee upon their acceptance at the National Convention. This fee is due and payable at the National Convention.
   D. Members of interest and provisional groups may attend any national or regional conference as observers.
2. Sponsor
   A. The group must be sponsored by a majority vote of an existing chapter in good standing or by the National Executive Board.
   B. The sponsoring chapter, the Regional Director, and the National Officer of the Region shall assist the provisional group in following the procedures and guidelines established by Jack and Jill of America, Inc.

IV. AFFECTED PARTIES
Sponsoring Chapter, Region, National Executive Board
I. Purpose
The purpose of this policy is to establish a required membership level required for a chapter to maintain its status in Jack and Jill of America, Inc. The policy is designed to ensure that a chapter level of membership is sufficient to sustain participation and viability in Jack and Jill of America, Inc.

II. Policy
1. Existing chapters with fewer than fifteen (15) members will be subject to a review of the chapter and its viability.
2. The viability of the chapter will be determined by reviewing attendance at conferences, conventions, activity in the community, ability to carry out the aims and objectives of the Organization, demographics of its location, and the chapter’s recruitment efforts.

III. Procedure
The Regional Team shall review a chapter with low membership to assess the chapter’s viability. Those chapters who have less than fifteen (15) members at the time of review shall be deemed at-risk. The Regional Team shall establish written procedures to assist at-risk chapters with increasing their membership, which may include, but is not limited to financial support, training and monitoring.

The Regional and National Officers must maintain documentation to verify the chapter’s attendance at conferences and conventions.
1. At-risk chapter(s) must submit written monthly reports to the Regional Team documenting the chapter’s activities.
2. At-risk chapter(s) must submit all required written reports to the Regional Team in accordance with established dates

IV. Affected Parties
At-Risk Chapters, Regional and National Officers
I. PURPOSE
The purpose of this policy is to provide guidance on the election and responsibilities of elected chapter officers of Jack and Jill of America, Inc.

II. POLICY
Each chapter must have but are not limited to the following officers: President, Vice-President, Program Director, Recording Secretary, Corresponding Secretary, Treasurer and Editor. Should a chapter have additional officers, it should be documented in the Chapter Bylaws.

III. PROCEDURE
1. Election of chapter officers shall be held no later than April 30th of each election year.
2. The installation of officers shall be held no later than May 31st of each election year.
3. The names of elected officers must be entered into the Membership Information System (MIS) no later than June 15th of each year.
4. All outgoing chapter officers must complete all reports due at the end of their tenure, turn over all files and records to incoming chapter officers, and hold a transition meeting no later than June 15th of each year (Except for the Treasurer, whose deadline is June 30th of each year).

DUTIES OF ELECTED CHAPTER OFFICERS
Each chapter officer must perform but is not limited to the following duties.

President
The President shall preside over chapter meetings. She shall serve as ex-officio member of all committees except the Nominating Committee. She shall have the authority to appoint special committees as necessary. She shall have the authority to call special meetings. She shall appoint the Parliamentarian. Along with the Vice President and Treasurer, she shall sign checks written on the Chapter’s bank accounts.

Vice President
The Vice President shall, in the absence of the President, preside over chapter meetings. She shall serve as Membership Committee Chairperson. She shall coordinate the invitation to membership. She shall be a member of the Grievance Committee. Along with the President and Treasurer, she shall sign checks written on the Chapter’s bank accounts.

Program Director
The Program Director shall assist with annual program planning and compile monthly activity reports for all age group. She shall be a member of the Grievance Committee. She shall compile a program book for the year to be given to the members and forward copies to the Regional Director and National Program Director annually by November 1st of each year.

Recording Secretary
The Recording Secretary shall keep all chapter records (except for financial records) and maintain the official minutes for all chapter meetings. She must publish and distribute the minutes, take attendance and prepare a written attendance report to be given to the Vice-President.

Corresponding Secretary
The Corresponding Secretary shall notify all members of the meetings and chapter, regional and national
activities. She shall maintain a record of all correspondence and report such to the members.

**Treasurer**
The Treasurer is responsible for managing all financial transactions of the Chapter. She shall write checks and keep an accurate account of all monies collected and disbursed by the Chapter. She shall provide a written report to the members at all chapter meetings and perform other duties in accordance with the Financial Handbook. She shall sign checks for the chapter along with the President and the Vice President.

**Editor**
The Editor shall submit articles for the regional newsletter, Scope and Up the Hill publications. She shall see that the community is made aware of the chapters’ events by distribution of a press release to all news media (newspaper, radio and television).

**VACANCY OF OFFICE**
An officer who is unable or unwilling to perform the duties of her office shall submit a written resignation to the President. Vacancies shall be filled by the Chapter President with approval of the Chapter Executive Board in accordance with the Chapter Bylaws. Vacancies shall be filled within thirty (30) calendar days of the vacancy.

**IV. AFFECTED PARTIES**
Chapter Members
I. PURPOSE
The purpose of this policy is to address the selection of chapter appointees for Jack and Jill of America, Inc.

II. POLICY
The Chapter President may make but is not limited to the following appointments: Foundation Chair, Parliamentarian and Protocol Chair. Chapter Appointees shall serve no more than two (2) terms in succession.

III. PROCEDURE
1. Within thirty (30) calendar days of installation of the Chapter President, a Foundation Chair, Parliamentarian and Protocol Chair shall be appointed.
2. Duties of Chapter Appointees shall be codified in Chapter Bylaws.
3. A Chapter Appointee who fails to fulfill the duties of her office shall be removed from office by the Chapter President in accordance with the Chapter Bylaws.

IV. AFFECTED PARTIES
Chapter President, Chapter Appointees
I. PURPOSE
The purpose of this policy is to define chapters’ responsibility in establishing and maintaining a Fathers’ Auxiliary.

II. POLICY
Chapters shall have the option of establishing a Fathers’ Auxiliary as a support group for the chapter. The male spouse of a member in good standing within the chapter is eligible to participate in the Fathers’ Auxiliary.

III. PROCEDURE
The Chapter President appoints the Fathers’ Auxiliary Chair in accordance with the Chapter Bylaws.
1. The Fathers’ Auxiliary Chair surveys the membership for possible auxiliary members.
2. Once the Father’s Auxiliary is established, a Fathers’ Workshop should be conducted by the Regional Father’s Auxiliary Chair and the Chapter President. The purpose of the workshop is to acquaint the fathers with the goals and objectives of the Regional and National Fathers’ Auxiliary as well as the local chapter’s program agenda.

IV. AFFECTED PARTIES
Chapter Presidents, Fathers
I. PURPOSE
The purpose of this policy is to clarify support for children of deceased mothers. Understanding that the children have immediate legacy status, regardless of whether they continue to participate in Jack and Jill, these children may also continue to participate in the organization if desired by the surviving parent or guardian.

II. POLICY
1. A parent or guardian who notifies a chapter of the desire for children of a deceased member to participate would be assigned a female sponsor (current chapter member in good standing) to support the child(rens) participation in the organization.

III. PROCEDURE
1. Upon the death of a mother member the children may continue their affiliation with their current chapter or a chapter where they reside, provided that the parent or guardian requests participation and is assigned a current chapter member sponsor to support the children’s participation.
   A. The current chapter member sponsor must be a member in good standing and willing to oversee the child(rens) participation.
   B. The chapter member sponsor will work with the child(rens) parent or guardian to ensure the family gets the information needed for the child(ren) to participate.
   C. The local chapter may waive fees and assessment for the child(ren).
   D. In the event the chapter does not waive fees, the parent or guardian is responsible to pay any fees and or assessments associated with the child(ren). This should be communicated to the parent/guardian through the chapter member sponsor as soon as practical.
   E. The surviving parent or guardian is responsible for paying any national and regional fees per capita for the child(ren).

IV. AFFECTED PARTIES
Chapters
I. Purpose
The purpose of this policy is to establish guidelines for children’s programming (ages 12 and under).

II. Policy
Children’s activities should include a variety of simple activities that will help them develop rapport and friendship with other children in their group. Activities should concentrate around the national theme and/or the national programmatic thrust for the year.

III. Procedure
A Chapter Program Director shall assist age group chairs with planning appropriate activities that will meet the needs, interests and concerns of the children.
Mothers planning the activity should select projects, which are appealing to the group as a whole.
Mothers shall plan activities that may include other children from the community. See New Member Handbook for liability and insurance release information.
Mothers should ensure that the activities are age group appropriate.
The frequency of the children’s programming activity should be determined by chapter bylaws or planning group.
An Activity Report and Evaluation form should be completed and given to the Program Director for all children’s programming activities.
The Medical Information and Liability Release Form must be completed for all children annually. The form(s) should be collected by the Program Director and be available at every activity in case of an emergency.
Children’s programming activity at the National Convention should be centered around the national theme and/or national programmatic thrust for the year. A copy of the child(ren) Medical Information and Liability Release Form is required.

IV. Affected Parties
Mothers, Children
SECTION XI

TEENS
I. PURPOSE
The purpose of this policy is to provide guidance for conducting a Regional Teen Conference in Jack and Jill of America, Inc.

II. POLICY
1. Each region shall hold an annual Teen Conference, which shall not conflict with the National Convention or Regional Mothers’ Conference.
2. A Teen whose mother, female legal guardian, or female custodial caretaker who is a member in good standing in a Jack and Jill of America, Inc. chapter or is a National Member with regional membership may attend the Regional Teen Conference.
3. A teen must be between the ages of thirteen (13) (by June 30th of the year of the conference year) and nineteen (19) in order to be eligible to attend the Regional Teen Conference.
4. Only registered teen members of Jack and Jill of America, Inc. are allowed to attend Regional Teen Conference.
5. Each teen is encouraged to attend Regional Teen Conference at least once during their tenure in the teen group.

III. PROCEDURE
1. Teen Conference Behavior
   A. Teen Judicial Review Board
      i. Each region shall have a Teen Judicial Review Board and a Code of Ethics at Regional Teen Conference.
      ii. The Teen Judicial Review Board shall consist of regional officers, teen officers and others as appointed by the Regional Director.
      iii. Any infraction of the Code of Ethics will result in appearing before the Teen Judicial Review Board,
      iv. The Teen Judicial Review Board has authority to issue penalties for violation of Code of Ethics or any Jack and Jill of America, Inc. governing documents up to and including dismissal of the offending teen(s) from the conference.
      Parents of the offending teen shall be duly informed of the infraction, preferably by telephone. Each infraction and decision shall be discussed and approved by the Regional Director.
   C. Code of Ethics
      Each sponsor/chaperone is responsible for making their teens aware of the Code of Ethics for the Regional Teen Conference. Parents that have a participating teen(s) should receive a copy of the Code of Ethics.
      A teen Code of Ethics shall be enacted in each region and shall include:
      A. A mandatory 1:00 a.m. curfew, except Saturday night, which shall have a mandatory curfew
      B. Adequate adult chaperones at all functions
C. No alcohol or other drugs
D. No post-curfew parties
E. Each teen must respect all sponsors, chaperones, adults, and regional officers regardless of chapter affiliation

3. Attendance at Workshops and Plenary Sessions
   Registered conference attendees must attend all meetings and plenary sessions.
   A. The plenary sessions shall be held at the times determined and scheduled by the Regional Director, the Teen Officers and the mothers of the host chapter.
   B. Only registered attendees may attend conference sessions and activities.
   C. There shall be one (1) sponsor/chaperone per five (5) teens to assist with all activities at the conference at all times.
   D. No teen may leave the conference premises unless for a scheduled teen conference activity and must be accompanied by a registered teen sponsor/chaperone.
   E. All registered attendees must wear their registration badge at all times except for the formal banquet at which time a ticket must be presented in order to attend.
   F. Dress Code: No short-shorts, halter-tops, cut-off jeans, midriff shirts, see through clothing, micro miniskirts/dresses, or “do-rags” will be allowed. The attire required for all plenary sessions is business attire. Male teens are required to wear dress shirts, ties and slacks. Female teens are required to wear dresses, pant suits or a skirt and blouse.

IV. Affected Parties
   Teens, Sponsors, Chaperones, Regional Officers
I. **Purpose**
The purpose of this policy is to identify the governing document for teen activities in Jack and Jill of America, Inc.

II. **Policy**
Teen activities in Jack and Jill of America, Inc. shall be governed by Teen Regional Bylaws. Said bylaws shall not conflict with any other governing documents of Jack and Jill of America, Inc.

Teen Regional Bylaws are to be presented and amended, if necessary, at Regional Teen Conference. Any amendments coming from Regional Teen Conference must be approved by the delegates in attendance at the Mother’s Regional Conference before amendments can be submitted to National for consideration.

III. **Procedure**
Any teen may submit a proposed amendment to the Teen Bylaws Committee at Regional Teen Conference.

Proposed bylaw amendments require a two thirds (2/3) vote of the teen delegates present at Regional Teen Conference.

Should the bylaw amendment pass, the amendment is then submitted for approval at the next Mother’s Regional Conference.

IV. **Affected Parties**
Teens, Regions
I. Purpose
The purpose of this policy is to identify and define regional teen elected officers and their roles.

II. Policy
Regional teen officers shall be elected in accordance with the election process as outlined in this Manual. The teen elected officers include the President, Vice-President, Secretary, Treasurer and Foundation Chair.

III. Procedure
The duties of Teen officers are defined as follows:

1. President
   A. Shall preside over meetings; serve as ex-officio member of all committees except the Nominating Committee.
   B. Shall appoint the: Parliamentarian, Chaplain, Sergeant-at-Arms and other officers/committee members as appropriate with approval of the Regional Director.
   C. Shall work with the Regional Team and host chapter in planning Regional Teen Conference.
   D. Shall attend the National Convention as a representative of the Region, to serve as a page.

2. Vice-President
   A. Shall preside over meetings, in the absence of the President.
   B. Shall assist the President.
   C. Shall perform duties as designated by the Regional Director.

3. Secretary
   A. Shall conduct the roll call at each plenary session to include:
      i. Seating of the delegates
      ii. Recording of chapters who are tardy and absent.
   B. Shall keep records of the business sessions of Teen Regional meetings.
      i. Shall record all votes and compile all committee reports for inclusion in the minutes.
      ii. Shall see that all correspondence authorized by Regional Director and Teen President is sent.
   C. Shall work under the supervision of the Regional Secretary on the recording of the minutes and submit to the Regional Secretary no later than December 31st unless the services of a professional stenographer have been contracted.

4. Treasurer
   A. Shall serve as chair of the Regional Teen Budget Committee and work under the supervision of the Regional Treasurer.
   B. Shall keep accurate account of all income and expenditures and submit a copy at the Regional Teen Conference.
C. Shall record and report the teen chapters’ contributions to Jack and Jill of America Foundation, Inc.

5. Teen Foundation Chair
   A. Shall disseminate information on the Jack and Jill of America Foundation, Inc. to regional teens.
   B. Shall represent the interest of regional teens as they relate to the Jack and Jill of America Foundation, Inc.
   C. Shall encourage and support fundraising efforts and grant submissions by chapter teen groups.
   D. Shall work under the direct supervision of the Regional Foundation Member-At-Large (MAL).
   E. Shall serve as chair of the Regional Teen Foundation Committee.
   F. Shall serve as the regional teen representative on the Jack and Jill of America Foundation Advisory Committee.
   G. Shall assist with planning and implementing the Regional Teen Conference Service Project(s).

IV. AFFECTED PARTIES
Regional Team, Regional Teen Officers
I. PURPOSE
The purpose of this policy is to define the qualifications and eligibility requirements for appointed teen officers.

II. POLICY
In order to be eligible for appointment to a regional teen office, a candidate must:

1. Have been active in Jack and Jill of America, Inc. for at least one (1) full calendar year prior to the appointment.
2. Be able to complete a possible second year in office before reaching age twenty (20).
3. Remain active, both in the appointed position and also in their local chapter, during the tenure of their appointment. Active is defined as attending a majority of the meetings and participating in a majority of the local chapter teen activities.

   If an appointed teen officer fails to remain active in their appointment and/or in their local chapter, the teen officer is subject to removal from office.

III. PROCEDURE
The Regional Director shall appoint teens to serve as Appointed Teen Officers.

IV. AFFECTED PARTIES
Regional Director, Teens
SECTION XII

ASSOCIATES
I. PURPOSE
The purpose of this policy is to define associate membership and outline their responsibilities.

II. POLICY
1. A mother may become an associate member of the organization if she is a member in good standing when either her youngest child completes high school or when the youngest child reaches age twenty (20).
2. Upon the death of an only child or the youngest child of a member in good standing, a member may continue her affiliation with the organization as an associate member.
3. An associate member may choose to affiliate with an associate group of a nearby chapter, if her chapter does not have an associate group.
4. If the chapter or its associate group dissolves, the associate member is entitled to transfer her membership to a nearby chapter’s associate group or to the National Office.
5. Each chapter shall have an associate liaison to help recruit tenured mothers and disseminate information to the associate group. The chapter’s associate group may fall under the responsibilities of the Vice-President.
6. An associate member may attend national, regional and chapter meetings as a non-voting member, but cannot be elected to an office. An associate member cannot chair or serve as a member on any standing committee at the local, regional or national level other than the Associate Committee.
7. At each National Convention, the National President, with the approval of the National Executive Board, will appoint the National Associate Chair from the pool of regional associate chairs in accordance with the alphabetical rotation of regions.

III. PROCEDURE
1. The chapter associate group may organize with a minimum of five (5) financial associate members.
2. The chapter associate group cannot have its own checking or fundraising account. All funds received by an associate group, (i.e. dues, fundraiser tickets, anniversary celebrations, etc.) must be submitted to the local chapter for deposit in the Chapter’s checking or fundraising account.
3. Associate members must give financial support to Jack and Jill of America Foundation. They may do so by assisting and or supporting the local chapter with its fundraiser; by having their own fundraiser, or by making a donation.
4. An associate group cannot sign contracts in the name of Jack and Jill of America, Inc. The local chapter’s President and Treasurer must sign all contracts.

IV. AFFECTED PARTIES
Chapters, Associate Groups, Associates
ASSOCIATE MOTHERS AWAY FROM HOME PROJECT

The Mothers Away from Home Project is the premiere program of The Associates of Jack and Jill of America, Incorporated. This program is designed to provide a “network” of contacts by which Jack and Jill College and boarding school students may be assisted in their transition and existence in their new environment. The MAFH Project is administered through local Jack and Jill chapter Associates Groups across the country. The major thrust is to continue to perpetuate the aims and objectives of the organization through educational, cultural, civic, recreational and social activities.

The program is open to all consenting mothers and students who meet the following criteria:

- Active Mother
- Associate Mother
- Mother who has completed tenure in good standing

Enrollment Procedure:

- MAFH Student registration form must be completed and submitted to the National Office
- Enrollment is available at anytime
- Full instructions and forms may be located on the Jack and Jill web site by clicking on the Associates link, then select procedures to enroll in the MAFH Project
- Chapters are encouraged to keep logs of outreach activities provided to college students.
- Chapters should make contact with the collegiate through the months of November through April.

Required Forms:

- MAFH Student Registration Form
- MAFH Chapter Assignment Form
- MAFH Activity Log

Suggested Activities:

1. Send school supplies
2. Box of goodies for room
3. Telephone call
4. Invite to lunch or dinner
5. Holiday memoirs
6. Send cards (birthday, holidays, etc.)
7. Personal items
8. Invite collegiate to speak to teens
9. Off-campus activities
10. Travel assistance
I. PURPOSE
The purpose of this policy is to define the tenure, financial requirements, benefits and responsibilities of Life Membership.

II. POLICY
Any mother, female legal guardian, or female custodial caretaker who has been an active member for at least ten (10) years, and has completed her tenure in good standing, and has reached Associate status may apply for Life Membership.

This minimum ten (10) year service requirement can be satisfied by either membership as an active member in a Chapter or by membership in a chapter of less than ten (10) years combined with membership as an Associate Member.

1. Mothers with ten (10) years of membership shall pay a one (1) time Life Membership fee of $450.
2. Mothers with fifteen (15) years of membership shall pay a one (1) time Life Membership fee of $350.
3. Mothers with twenty (20) years of membership shall pay a one (1) time Life Membership fee of $250.
4. Past National Presidents are entitled to free Life Membership.

Life Member Benefits and Responsibilities
1. Life Members may, but are not required to, attend chapter meetings, regional conferences or national conventions as non-voting members.
2. Life Members who attend national conventions, regional conferences and area workday/mothers’ workday cluster meetings will receive a reduction on conference and convention registration fees.
3. 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 conventions. A former National President who remains an active member upon completion of her term in office must meet active member obligations of her local chapter.
4. Life Members will be entitled to the following privileges: reduced registration fees, reserved seating, a gold life pin, life membership certificate and card, and inclusion on the mailing list for national publications.

III. PROCEDURE
All life membership fees shall be paid through the local chapter. Chapters should forward one (1) lump sum for all life membership fees by chapter check to the National Treasurer no later than September 30th.

1. A Life Member, who is not a past National President, attending a Mothers’ Workday Cluster, Regional Conference, or National Convention, must submit all registration documents and monies to the local chapter. The local chapter should ensure that the Life Member is properly registered.
2. A past National President attending a Mothers’ Workday Cluster or a Regional Conference, must submit all registration documents to the Regional Director or designee. The Regional Director or designee should ensure that the past National President is properly registered. Lodging and travel arrangements/expenses should be covered by the Region.
3. A past National President, attending a National Convention, should submit all registration documents to
the Registration Committee. Registration, lodging and travel arrangements/expenses should be covered by the National Convention Budget.

IV. AFFECTED PARTIES
Life Members, Past National Presidents
GLOSSARY OF TERMS

Active
Participates in the required activities of Jack and Jill of America, Inc.

Appointed Appointee
Appointed by National President, Regional Director or Chapter President

Business Day
Monday – Friday, excludes weekends

Calendar Day
Sunday – Saturday

Chapter Executive Board
Consists of Chapter elected or appointed persons as defined in Chapter Bylaws

Elected Officer
Elected by vote by the delegates or membership at all levels (National, Regional or Chapter)

Fine
Fee assessed for infraction of Jack and Jill of America Governing documents

Financial
Current with required Jack and Jill of America, Inc. dues, fees and assessment

Good Standing
Active and Financial. Compliant with Jack and Jill of America, Inc. rules, regulations and processes.
Section XIV

Appendices
APPENDICES

The following is a list of supporting documents that are included in the governance policy and hereeto presented as part of this manual, not shown, however referenced. Most documents can be accessed electronically in the Governance section of the member’s-only portal of the national website at http://jackandjillinc.org.

Chapter Establishment Guidelines
Chapter “At Risk” Letter
Membership “At Risk” Form
Charter (Articles of Incorporation)
Code of Ethics
Financial Handbook (see under “Officer Forms and Guidelines”)
General Rules of Teen Conference
Member Manual
National Constitution and Bylaws
New Member Orientation Guidelines
Robert Rules of Order