

Oklahoma City Chapter Bylaws

Article I. Name

The name of this organization shall be the “Oklahoma City Chapter of Jack and Jill of America, Incorporated.”

Article II. Objectives and Aims

Section 1. The Objectives of this Non-profit Organization are:

- A. To create a medium of contact for children which will stimulate growth and development.
- B. To provide for children a constructive educational, cultural, civic, recreational and social program.

Section 2. The Aims of the Organization are:

- A. To aid mothers in learning more about their children by careful study.
- B. To seek for all children the same advantages which we desire for our own.
- C. To support all National legislation aimed at bettering the conditions of all children

Article III. Membership

Section 1. Individual Classification

A. Active Members

1. Mothers, legal guardians and custodial caretakers with children between the ages of two (2) years through the nineteenth (19) year may hold active membership in Jack and Jill of America, Incorporated. Active is defined as attending chapter meetings, participating in local chapter activities, sponsoring Age-group activities and supporting the Foundation. (2003)
2. An active member must be financial with National, Regional and chapter fees as provided in the Bylaws.
3. An active member is required to attend a minimum of five (5) meetings

per year and shall not have three (3) consecutive absences without a valid excuse (personal illness, family illness, work, death in the family, etc.) A member is also required to serve as a hostess for one business meeting per year and must sponsor their child's/children's group activities.

4. New members shall be required to attend initiation and required to purchase a Jack and Jill Manual and a Jack and Jill national Constitution and Bylaws.
5. Any child who resides with and is receiving long-term continuous care from a mother or guardian who is a member of Jack and Jill of America, Incorporated can participate in the chapter in which the mother or guardian is a member and pays dues.
6. The active status of a member terminates at the end of the fiscal year (May 31) when the youngest child reaches age twenty (20), or when the youngest child completes high school.
7. Upon the death of a member in good standing, the children may continue their affiliation with the organization for the duration of that fiscal period and the ensuing fiscal years, if the parent (guardian) so desires. A deceased member shall be classified as having completed her tenure in good standing thereby granting legacy status to her children.(2006)
8. The female child or spouse of a male child shall be entitled to automatically become a member of the chapter where they are presently living upon submission of an application and payment of any required monies under the following conditions:
 - a. Legacy status is granted to each child (*male or female*) who graduates from a Jack and Jill Chapter and whose mother is a member in good standing at the time of the child's graduation. (2006)
 - b. 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, any subsequent spouse must seek membership as a new member. (2004).
 - c. Members entering the Chapter under this classification are oriented and installed on the same timetable as other incoming members. (2006)
 - d. Members entering the Chapter under this classification are expected to fulfill the requirements of membership as established by the local chapter and the National Organization. Members who do not fulfill the obligations of membership are subject to the same process of

membership termination as outlined in Article I, Section 3. (2006)

- e. Members terminated may not re-apply for membership under legacy status.
- f. A mother who has completed her tenure in good standing and, due to changed circumstances, desires to again become a member of a Jack and Jill of America, Incorporated shall be entitled to automatically become a member of the chapter where she is presently living upon submission of an application and payment of any required monies, except that the “one time” National Headquarters Fee shall not be due upon rejoining the organization. (2006)

B. Associate Members

1. A mother may become an associate member of the organization either when the youngest child reaches age twenty, or when the youngest child completes high school by paying the National and Regional per capita tax and any fees upon which the local chapter and associates mutually agree.
2. An associate member may attend national, regional, and chapter meetings as a non-voting member, but cannot be elected to office or chair a national committee other than the Associate Chairperson. (2006)
3. Associate members may organize at the local, Regional and National levels into a group known as “The Associates” of Jack and Jill of America, Incorporated.
4. “The Associates” may organize and function independently of a local chapter, but all funds must be channeled through the local chapter.
5. “The Associates” will be governed by the Constitution and Bylaws of Jack and Jill of America, Incorporated.
6. “The Associates” must give financial support to the Jack and Jill of America, Foundation.
7. If the chapter or the associate group that the associate member is affiliated with dissolves, the associate member is entitled to transfer her membership to a nearby chapter or to the National Office. (2004)
8. An associate member may choose to affiliate with the associates’ group of a nearby chapter, if her chapter does not have an associates’ group. (2004)
9. Each chapter shall have an associate representative. (2004)
10. Mothers considered for membership in “The Associates” shall be former members who served their complete tenure in Jack and Jill of America, Incorporated.
11. Upon the death of any only child or the youngest child of a member in good standing, the member may continue her affiliation with the organization as an associate member.

Section 2. New Members

- A. Election of new chapter members shall be held in March or April of each year.
- B. The initiation ceremony shall be held no later than May 31.
- C. The roster of new members, their joining fees and one-hundred dollars (\$100.00) headquarters assessment must be sent to the National Headquarters no later than June 15; however, a member entering the chapter under section A. & (e) who has previously paid the headquarters assessment shall not be required to pay that assessment again.
- D. Balloting Process
 - 1. Names of candidates for membership shall meet the requirements of active membership as stated under section A.
 - 2. Names of candidates and pertinent information shall be submitted in writing to the total body at the February meeting.
 - 3. Names of candidates shall be read and voted on at the March meeting by ballot.
 - 4. Ballots shall be submitted in person only at the March meeting.
 - 5. Voting in candidates shall be limited to three ballots.
 - 6. Each candidate must receive at least three fourths (3/4) majority vote on any ballot to be eligible for active membership.
 - 7. The number of candidates elected cannot exceed the maximum number of membership vacancies.
 - 8. In case the number of elected candidates exceed vacancies, the procedures listed in the standing rules will be followed.
- E. Notification Process
 - 1. Candidates are notified in writing of their candidacy, orientation and acceptance procedures.
 - 2. Candidates must reply in writing to the Membership Chairman within ten days. If no reply is received within ten days, the candidate shall not be considered for membership in said year.
 - 3. A non-refundable joining fee which includes per capita taxes, cost of a manual, and all constitutions shall be paid by each new member.
- F. Orientation for new members shall be conducted by the President and her appointed committee prior to the initiation of new members
- G. Initiation Process
 - 1. Initiation of candidates shall take place by May 31.
 - 2. Candidates will be notified in writing of the date of initiation at least one week in advance.

3. Any candidate not initiated by May 31 shall have the opportunity to become a member the following year. If the candidate is not initiated at that time, her name must be resubmitted for voting.

Section 3. Changes in Active Membership Status

A. Transfers

1. A financial member of a Jack and Jill Chapter who changes her place of residence may, within a period of one (1) year, transfer to an existing chapter in the new city irrespective of chapter membership quotas. Requested transfers shall be effectuated by the chapter in which the mother has been an active member in good standing. This transfer process shall be completed within sixty (60) days of receipt of the request from the former chapter. The Executive Secretary at the National Headquarters, with the approval of the National Corresponding Secretary, will notify the new chapter, the former chapter and Region, and the applicant of the transfer.
2. A member who changes her place of residence within a region but has been an active member in good standing in a chapter for a period of three years or more is not required to transfer to an existing chapter in the new city, if she is able to maintain the obligations of membership as established by the original chapter.
3. When a financial member of a Jack and Jill chapter moves to an area where there is no chapter, the former chapter shall transfer the membership to the National Office, upon request.
 - a. The status of this membership shall not exceed five (5) years.
 - b. Per capita tax shall be paid to the National Corresponding Secretary by January 31 of each year.
 - c. If the membership is with the National Office, a member may start an interest group.

B. Leave of Absence

1. A leave of absence shall be granted for only one year to a member in good standing upon written request to the executive board by the March mother's meeting. The member who is granted a leave of absence pays only the National and Regional per capita taxes.
2. Leaves of absence prohibit the participation of the entire family during the leave period.
3. Members cannot request a leave of absence after April 30, but if extenuating circumstances occur that will affect a member's full participation (such as personal illness, family illness, work, death in the family, etc.), they can

- notify the executive board of the hardship in writing and be excused from full participation without forfeiting their membership status. They must still pay National and Regional per capita taxes and their local dues.
4. No leave of absence will be granted to a member during their first year of membership.

Section 4. Expulsion of Members

- A. Any member who does not pay the National and Regional per capita taxes and the local chapter dues; does not attend a minimum of five meetings per year, and /or misses three consecutive meetings without notification to the Financial Secretary or President; and /or does not serve as a hostess for one business meeting per year; or does not sponsor their child's/children's group activities, will be notified in writing, by registered mail, stating the reason for the termination of membership, that she and her children are ineligible for participation in any meetings or activities of the organization; and the right to appeal.
- B. Any member whose membership has been forfeited may file an appeal in writing to the executive board within thirty (30) days of notification. The member must then appear before the membership to state her case. The members can vote to reactivate or deny membership with a 2/3 vote of the quorum.
- C. In case of termination of a member who has gone through the chapter's appeal process, the member has the right to appeal to the Regional level and then to the National level as stated in our National Bylaws, Article I, Section 3 A-D.

Section 5. Chapter Membership Limit

The Oklahoma City Chapter has a membership limit of 50 members. This limit can not be exceeded except when a mother transfers to the Oklahoma City Chapter from another chapter as facilitated through the National Office.

Article IV. Finance

Section 1. Per Capita Taxes

- A. The national per capita tax shall be levied on each member as provided by the National Constitution and Bylaws.
- B. A Regional per capita tax shall be levied on each member as provided by the Regional Bylaws.

C. A Regional teenage per capita tax shall be levied on each teenage member as provided by the Regional Bylaws.

D. Per capita tax for all new members shall be paid to the National Treasurer no later than June 15th

Section 2. Local Chapter Dues

A. Annual dues shall be determined by the chapter's budget committee and adopted by the general body at the April mother's meeting.

B. The members of the Oklahoma City Chapter of Jack and Jill of America, Incorporated will be assessed a minimum of \$5.00 per year to the established Shawna Nicole Williams scholarship fund. The amount of the assessment for each member will be included in the chapter budget and paid with the annual dues. The budget committee will be responsible for submitting the proposed assessment with the annual budget that is approved by the membership.

C. The annual dues shall be due and payable by May 31 of the preceding calendar year.

1. Regional per capita taxes shall not be paid for any member who has not paid their annual dues.

2. National per capita taxes shall not be paid for any member who has not paid their annual dues.

3. The National Constitution and Bylaws requires upon payment of all dues and penalty fees are not paid by that date, the member shall be expelled and dropped from the rolls.

D. Any member in arrears at the close of the October meeting shall be notified in writing by the Corresponding Secretary that her membership had been forfeited.

E. Any such member may be reinstated upon payment of all dues and penalty fee on or before February 1st. If dues and penalty fee are not paid by that date, the member shall be expelled and dropped from the rolls.

Article V. Officers

Section 1. Elected and Appointed Officers

A. The elected officers shall be the President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Editor and Program Director.

- B. The appointed officers shall be the Parliamentarian, Legislative Representative, Children's Group Coordinator and Foundation Chairman.

Section 2. Election of Officers

- A. The chapter Nominating Committee, composed of three (3) individuals, shall be elected by the body.
- B. The chapter Nominating Committee shall present a slate of officers to the body in February of an election year.
- C. The election of Officers shall take place at the March meeting on even numbered years.
- D. A term of office shall be two (2) years. Officers and Chairpersons shall serve no more than two terms. (2006)

Section 3. Installation of Officers

Installation of officers shall take place at the May meeting. Officers assume the responsibility of their office upon installation.

Section 4. Orientation of New Officers and Transfer of Records

Orientation of the new officers and the transfer of records shall take place by July 15th.

Article VI. Duties of Officers

Section 1. President

- A. Preside at all meetings.
- B. Exercise general supervision over the affairs of the organization.
- C. Enforce the National Constitution and Bylaws and the local chapter bylaws.
- D. Appoint all committees.
- E. Appoint the Parliamentarian, Legislative Representative, Children's Group Coordinator, and the Foundation Chairman.
- F. Serve as ex-officio member of all committees, except the nominating committee.

- G. Acts for the organization, with the approval of the executive board, in the interim between business meetings.
- H. Shall serve as spokesman and interpreter of the work and philosophy of the organization to the local community.

Section 2. Vice President

- A. The Vice President, in the absence of the President, shall be vested with her powers and perform her duties.
- B. The Vice President shall chair the membership committee.

Section 3. Recording Secretary

It shall be the duty of the Recording Secretary to:

- A. Keep accurate minutes of all meetings of the organization which shall be the official record of all business transacted.
- B. Be the recording officer for meetings of the executive board.
- C. Preserve all books, records and documents pertaining to her office.
- D. Serve as the liaison between the local chapter and the Associates' group.

Section 4. Corresponding Secretary

It shall be the duty of the Corresponding Secretary to:

- A. Handle all correspondence as may be required.
- B. Preserve all books, records and documents pertaining to her office.
- C. Serve as the liaison between the local chapter and the Fathers' Auxiliary group.

Section 5. Financial Secretary

It shall be the duty of the Financial Secretary to:

- A. Check the roll at each meeting.
- B. Collect all money and give to the Treasurer at each meeting.
- C. Issue receipts.
- D. Keep an accurate record of all money.
- E. Notify the Corresponding Secretary regarding member:
 - 1. Who have missed three consecutive meetings without notifying her or the President.
 - 2. Who have missed five meetings per year without notifying her or the President.

- 3. Whose dues are in arrears as defined by the Bylaws.
- F. Serve as Chairman of the Fundraising Committee.

Section 6. Treasurer

It shall be the duty of the Treasurer to:

- A. Receive all money from the Financial Secretary and deposit in checking account within two weeks in the name of Oklahoma City Chapter of Jack and Jill of America, Inc., in a bank approved by the executive board.
- B. Pay all bills.
- C. Maintain two chapter accounts. A checking account for general operations and a savings account for the fund raising money earmarked for the National Foundation (at least 1/3) and 501 (c) (3) non-profit organizations.
- D. Submit to the organization a written monthly and annual report of all receipts and disbursements.
- E. Submit a financial statement for the period of June 1st through May 31st on a form provided by the National Treasurer no later than June 30th of each year.
- F. Serve as Chairman of the Budget Committee and serve as a member of the Audit Committee.

Section 7. Journalist

It shall be the duty of the Journalist to:

- A. Regularly report the chapter's activities to:
 - 1. Local newspapers
 - 2. The National Editor of Up the Hill by February 15 (See Jack and Jill Manual).
- B. Serve as Chairperson of the Publicity Committee.
- C. Work with the Program Director and Children's Group Coordinator to ensure the chapter yearbook contains all necessary and desired program and activity information and that it is printed and distributed to chapter members in a timely manner.

Section 8. Program Director

It shall be the duty of the Program Director to:

- A. Develop and implement multi-faceted chapter programs that provide constructive, cultural, educational and community serving experiences for children.
- B. Prepare the chapter yearbook and send one copy to each the Regional Director and the National Program Director by November 1. Work with the Children's Group Coordinator and Journalist to ensure the chapter yearbook contains all necessary and desired program and activity information and that it is printed and distributed to chapter members in a timely manner.
- C. Ensure all chapter committees are functioning and carrying out their duties as described in the Bylaws and as directed by the president.
- D. Submit an article on chapter's activities to the National Program Director for inclusion in the national bulletin Scope by February 15 (See Jack and Jill Manual)

Section 9. Parliamentarian

It shall be the duty of the Parliamentarian to interpret parliamentary procedures when called upon by the President.

Section 10. Foundation Chairman

It shall be the duty of the Foundation Chairman to:

- A. Disseminate information of the Foundation
- B. Investigate the possibility of involving Oklahoma/City youth in the projects of the Foundation
- C. Make application for Foundation funds which would be used for projects in the Oklahoma City area.
- D. To serve as Chairman of the Foundation Committee

Section 11. Legislative Representative

It shall be the duty of the Legislative Representative to keep the organization, including the National Legislative Chairman and the Regional Legislative Chairman, informed of legislation concerning Families and Children.

Section 12. Children's Group Coordinator

It shall be the duty of the Children's Group Coordinator to:

- A. Coordinate children's group activities and develop the program year calendar.
- B. Serve as a resource person to children groups' sponsors.
- C. Select sponsors for each children's group.
- D. Develop a budget for children's groups' activities and programs to submit to the Treasurer.
- E. Work with the Program Director and Journalist to ensure the chapter yearbook contains all necessary and desired program and activity information and that it is printed and distributed to chapter members in a timely manner.

Section 13. Transition of Officers

All outgoing officers shall complete their duties and transfer all accounts, records, and files to the new officers by July 15th.

Section 14. Failure to Fulfill Duties

Any officer who fails to fulfill her duties shall be removed from office upon the vote of two-thirds of the executive board. Said officer's position shall then be filled by an interim appointment of the President, approved by the Executive Board.

Article VI. Meetings

Section 1. Time and Place of Meeting

- A. The mothers shall meet once a month from August through May, omitting December. The August meeting will be a workshop. The day and time of the regular meeting is stated in the organization's Standing Rules.
- B. The Corresponding Secretary will notify the membership at least seven (7) days prior to any meeting.
- C. In case of an emergency or a holiday, the elected officers have the power to change time and date of the meeting.

Section 2. Quorum

The quorum or the minimum number of members who must be present at meetings for business to be legally transacted is one-third (1/3) of the total paid membership.

Article VII. Committees

Section 1. Standing Committees

- A. Standing Committees will include Nominating, Auditing, Membership, Program, Social, Publicity, Foundation and Chapter Bylaws.
- B. The President shall appoint the chairman of committees not covered by chapter officers, thirty (30) days before the August Workshop meeting.
- C. Duties of the Nominating and Auditing committees:
 - 1. **Nominating Committee** -The Nominating Committee shall be composed of three members elected by the membership. The Nominating Committee shall submit a slate of officers at the February meeting of an election year.
 - 2. **Auditing Committee** -The Auditing Committee shall be composed of five members appointed by the President at the May meeting. *The outgoing Treasurer will not serve on the Audit committee. The new (in coming) Treasurer will serve on the Audit committee,* and the Financial Secretary shall be in attendance when the committee meets. The Auditing Committee shall submit a report at the August workshop meeting.
- D. The duties of the other committees shall be outlined in the chapter yearbook.

Article VII. Members

Section 1. Members

The Executive Board shall consist of the elected officers, Committee Chairpersons, the immediate and past President and any National or Regional Officers who shall serve ex-officio.

Section 2. Meetings

The Executive Board shall meet at such times and places as may be designated by the President.

Article IX. Fathers' Auxiliary

The Fathers' Auxiliary is a support group for the chapter. The spouse of an active member within the chapter is eligible to participate in the Fathers' Auxiliary. The Fathers' Auxiliary of this organization shall assist with the children's group activities, the annual picnic, and camping activity, Kwanzaa, Family Day, and as chaperones for the teen dances and teen conferences.

Article X. Chapter Bylaws

This chapter shall have bylaws to govern the conduct of its business, consistent with the National Constitution and Bylaws.

- A. No clause of the chapter bylaws, covering any matter, shall differ from that which is covered in the National Constitution and Bylaws.
- B. All such bylaws and amendments thereto shall be submitted to the National President and the Regional Director for the chapter's region, and shall be subject to the approval of the National Executive Board. (2006)
- C. The Chapter Bylaws may be amended only once a year provided that two-thirds (2/3) of the membership is present and voting. The Bylaw changes must be submitted in writing to the Bylaws Committee Chairperson at the May meeting. The proposed amendments will be circulated to the membership by August 1st prior to the August Workshop meeting. Amendment approved at the August workshop meeting shall become effective at the close of that meeting, unless otherwise stipulated.

Article XI. Parliamentary Authority

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

Oklahoma City Chapter Standing Rules

2014-2015

Standing rules of the Oklahoma City Chapter of Jack and Jill expedite the functions and administration of the organization. A standing rule can be adopted by a majority vote at any business meeting without previous notice.

GENERAL RULES

1. Business meetings will be the second Sunday of every month, September through May with the exception of December when there is no meeting. The planning workshop will be held in August.
2. The meeting time is at 3:00 P.M. The meeting place is the Auditorium (rm.299) at the University of Oklahoma Health Sciences Center Library, 1000 Stanton L Young Blvd, Oklahoma City, OK 73117.
3. Dues (for Fiscal year 2013-2014) are \$550.00 a year. *Dues may be made 1) in one payment due May 31st or 2) in two installments; the first half is due May 31st and the second half is due August 1st.* A member will be assessed a late fee of \$25 if dues are not submitted by the due date.
4. All members must submit their written reports or other materials to the Corresponding Secretary or President before a report will be read at the general meeting of members.
5. All committee report submissions and other material for the permanent record shall be typed, and immediately on presentation shall be given to the Recording Secretary at the general business meeting of the members.
6. A member is requested to keep her child in his/her respective grade group. A member may however, request that her child be retained in the same group an additional year.
7. Speakers must address their remarks to the President, be courteous in their language and deportment, and avoid negative personalities.
8. If a member desires to speak, she should raise her hand or rise and wait to be recognized by the President before speaking.
9. In a debate each member has the right to speak twice on the same question, on the same day, but cannot make a second speech on the same question as long as any member who has not spoken on that question desires the floor.
10. Each children's group hostess/host is responsible for notifying each participant prior to each activity in a timely manner.

11. Members who are unable to attend a business meeting must contact the President or the Financial Secretary as a courtesy.

BALLOTING PROCEDURES

1. Only those with the highest number of votes will become candidates for membership if more than the maximum number receive three-fourths (3/4) majority vote.
2. On the first ballot, each active member is allowed to vote on, as many prospects, as there are positions available.
3. On the second ballot, names of prospects that receive five or less votes are eliminated. On the third ballot, names of prospects that receive seven or less votes shall be eliminated.

HOSPITALITY GUIDELINES

As a general matter the chapter will demonstrate its support of members dealing with deaths, illnesses, births and other hospitalizations. These expressions of support shall be within the guidelines listed below. The President, acting within the monetary guidelines stated below, may deviate from the type of expression and substitute another form of expression. An example would be instead of giving a floral arrangement valued at \$80.00 the President can in consideration of the needs or desire of the family or other legitimate factors, can give the family a monetary gift in the amount of \$80.00.

1. In the event of the hospitalization of a member or associate the chapter will send flowers. The cost shall not exceed \$50.00 including delivery and tax.
2. In the event of the birth of a child to a member or associate the chapter will host a shower at a monthly mothers' meeting.
3. In the event of the death of a member, associate, member's or associate's spouse, partner, child or parent the chapter will send flowers. The cost shall not exceed \$80.00 including delivery and tax.
4. In the event of a death illness of a member's or associate's relative or partner the chapter will send a card. The cost shall not exceed \$5.00 including deliver and tax.
(2007)