

Jack and Jill of America, Inc.

Oklahoma City Chapter

Power and Potential:



**Parents Empowering Youth through
Leadership Development, Cultural Heritage
and Community Service**

2013 - 2014
Program Handbook

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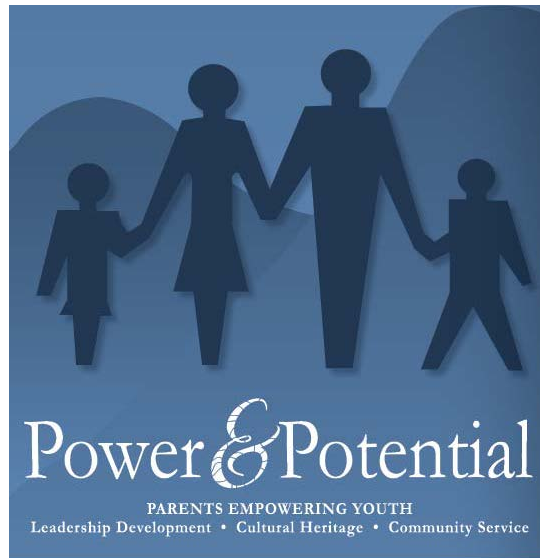
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SECTION 1

National Information



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National Organization Objectives and Aims

The objectives of this nonprofit organization are:

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

The aims of the organization are:

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

National Organization Motto and Pledge

The Jack and Jill Motto

Let's work, let's play, let's live together.

The Jack and Jill Pledge

To support the aims of the National Organization

Colors, Flower and Emblem

Jack and Jill's Colors

Pink and Blue



Jack and Jill's Flower

Pink Sweetheart Rosebud

Jack and Jill's Emblem

*Designed in 1962 by Edward S. Richard
Father, Chattanooga (TN) Chapter*





National Jack and Jill Prayer

Oh, Father, make us better parents. Teach us to understand our children, to listen patiently to what they say and to answer all their questions kindly. Keep us from interrupting them, talking back to them and contradicting them. Make us as courteous to them as we would have them be to us. Give us the courage to confess our sins against our children and to ask of them forgiveness when we know that we have done them wrong.

May we not vainly hurt the feelings of our children. Forbid that we should laugh at their mistakes, or resort to shame and ridicule as punishment. Let us not tempt our children to lie or steal. So guide us hour by hour that we may demonstrate by all we say and do that honesty produces happiness.

Reduce we pray the measures in us. May we cease to nag and when we are out of sorts, help us, Oh Lord, to hold our tongues. Blind us to the little errors of our children and help us to see the good things they do. Give us a ready word for honest praise.

Help us to grow up with our children, to treat them as those of their own age, but let not expect of them the judgment and convictions of adults. Allow us not to rob them of the opportunity to wait upon themselves, to think, to choose and make decisions.

Forbid that we should ever punish them for our selfish gain. May we grant them all their wishes that are reasonable and have the courage always to withhold a privilege which we know will do them harm.

Make us so fair and just, so considerate and companionable to our children that they will have a genuine esteem for us. Fit us to be loved and imitated by our children. With all these gifts Dear God, give us calm and poise and self-control. Amen.

Jack and Jill Hymn

Let's work, let's play, let's live together is our Jack and Jill Motto forever.
We're one big family of love with blessings from God up above.
Gain our children's trust, make them leaders we must to believe in themselves
To achieve and excel.
Let's work, let's play, let's live together is our Jack and Jill Motto forever.
In our hearts we pray that every day, our mottos fulfilled, long live Jack and Jill...

Composed December 15, 1987 by
Samuel J. Brown III, Philadelphia Chapter Father

JACK AND JILL HYMN
 Samuel J. Brown, III
 Father, Philadelphia (PA) Chapter
 12/15/87

LET'S WORK LET'S PLAY LET'S LIVE TO - GETH - ER IS OUR

JACK AND JILL MOT - TO FOR EV - ER WE'RE ONE BIG FAMILY OF

LOVE WITH BLESSINGS FROM GOD UP A - BOVE GAIN OUR

CHILDREN'S TRUST MAKE THEM LEAD-ERS WE MUST TO BE - LIEVE IN THEM

SELVES TO AC - HIEVE AND EX - CEL - LET'S - WORK LET'S PLAY LET'S

LIVE - TO - GETH - ER IS OUR JACK AND JILL MOT-TO FOR EV - ER IN OUR

HEARTS WE PRAY THAT EV' RY DAY, OUR - MOT TO'S FUL FILLED:

LONG LIVE JACK AND JILL

National History

Jack & Jill of America, Inc. was founded January 24, 1938 in Philadelphia, Pennsylvania from a meeting of 20 mothers by the leadership of Marion Stubbs Thomas with the idea of bringing together children in a social and cultural environment. In 1964, as more groups became active, bylaws were drawn up and incorporated under the laws of Delaware. The organization was a nonprofit family organization by mothers of children between the ages of 2 and 19 holding membership. Jack & Jill celebrated its 50th Golden Anniversary in January 1988. The organization continues on, dedicating its resources to improving the quality of life, particularly African-American children.



Implementation

Each year, chapter programming activities are guided under a national theme in adherence to fulfillment of our organizational goals. Individual chapters embrace a plan of action geared toward a united commitment to address and help alleviate disturbing community problems that affect children.

At Jack & Jill, we have taken our goals and objectives seriously. We are taking bold new steps, not only in raising awareness of children's needs and concerns in our communities, but actually doing something about them. Through national incentives such as the Million-Point Health Plan and through collaboratives with organizations like the Links and Children's Defense Foundation. Jack & Jill chapters across the nation are making a difference in the lives of their families and those in the communities we serve.

Governing Documents Overview

Governance is a system by which an organization directs and controls its functions and relates to its members. It is the way in which the organization: 1) manages and conducts business; 2) minimizes risk; 3) ensures continuity, transparency and equity; and 4) protects the membership.

The membership is the sole authority to amend, enact, and ratify all bylaws, rules, edicts, resolutions and policies, and is empowered to do so at the biennial national conventions of the organization.

The National Executive Board is comprised of elected officers of the organization that are empowered to: 1) implement and enforce the rules and policies of the organization; 2) provide accountability, oversight, transparency; 3) assess risk management; and 4) provide internal control framework.

Governance is vital to maximize overall member value. Governance is not only important for internal decision making, it is also important for shaping external perceptions. It insures that the organization operates in an orderly fashion, provides accountability, sustainability, liability and indemnification.

The governing documents of Jack and Jill of America, Inc. include (but not limited to):

- Charter (Articles of Incorporation)
- National Constitution and Bylaws
- National Executive Board Resolutions
- Policy and Procedures Manual (with appendices of manuals, handbooks, guidelines)
- Chapter Bylaws
- Robert's Rules of Order

Governance documents may be found on the national website via the member private portal at <http://jackandjillinc.org/> or from your regional and/or chapter officers.

Code of Ethics

In order to honor its Founders, maintain a standard that allows its members to serve as role models for our children, preserve Jack and Jill of America, Incorporated as a desirable and honorable affiliation and to protect our organization from harassment, ridicule, scandal or legal liability, I do voluntarily agree to observe the following rules of conduct:

- A. To respect and comply with the Constitution and Bylaws and all other official governing documents of Jack and Jill of America, Incorporated, including regional and chapter documents.
- B. To remain subject to the authority of the National Organization and the National Executive Board.
- C. To respect our elected/appointed leaders and support them in conducting the business of Jack and Jill of America Incorporated.
- D. To present myself publicly in a way that reflects the high moral and ethical character of Jack and Jill mothers by:
 - i. Obeying the law.
 - ii. Exercising good manners.
 - iii. Displaying concern for my appearance by following established Jack and Jill of America guidelines.
 - iv. Refraining from profanity, acts of violence and criminal conduct.
- E. To demonstrate the high regard we have for each other as mothers by:
 - i. Avoiding derogatory, demeaning and insulting remarks.
 - ii. Being polite, kind, honest, fair and conciliatory.
 - iii. Keeping confidences and maintaining confidentiality.
 - iv. Abiding by and actively supporting official Chapter and Jack and Jack decisions, Regional Rules of order, Regional and National protocol and policies even in the event of personal disagreement.
- F. To work diligently to foster the programs of the Organization and participate fully in meetings and conferences that enhances personal knowledge and improves the organization's effectiveness.
- G. To maintain integrity in financial matters related to the Organization by:
 - i. Remaining current with all dues and financial obligations.
 - ii. Following accepted financial procedures.
 - iii. Avoiding the co-mingling of personal and Jack and Jill funds.
 - iv. Utilizing the tax-exempt status only as legally permitted.

- v. Expecting that financial officers will maintain records, make them available for inspection and pass them on to succeeding officers as required.
 - vi. Reporting the misappropriation of the Organization's funds and/or property to the appropriate authority and taking the necessary action to protect or retrieve funds and/or property belonging to Jack and Jill of America, Inc.
 - vii. Being sensitive to the dangers of conflicts of interest. Board members who are professional can advise on policies related to their expertise, but if they receive any compensation from the organization, a conflict may arise. Full disclosure is the first step, then, in each case careful and conservation judgment on the merits is called for.
- H. To invite for membership in Jack and Jill only those community minded mothers of sufficient high moral and ethical character and scholarship who have true interest in serving our Organization.
- I. To refrain from soliciting advertisement, endorsements and sponsorships that harm the image of Jack and Jill of America or that conflict with its program concerns and values.

I shall remain cognizant that others will judge the values and principles of Jack and Jill of America, Incorporated by my personal deportment and conduct. Furthermore, should I attain a leadership position in Jack and Jill of America, Incorporated that requires me to be an official spokesman or public representative; I understand that my conduct must rise to the highest standard.



In promising to obey these rules of conduct, I acknowledge that the continuation of Jack and Jill of America, Incorporated as an organization of women of high moral and ethical standards depend on my compliance.

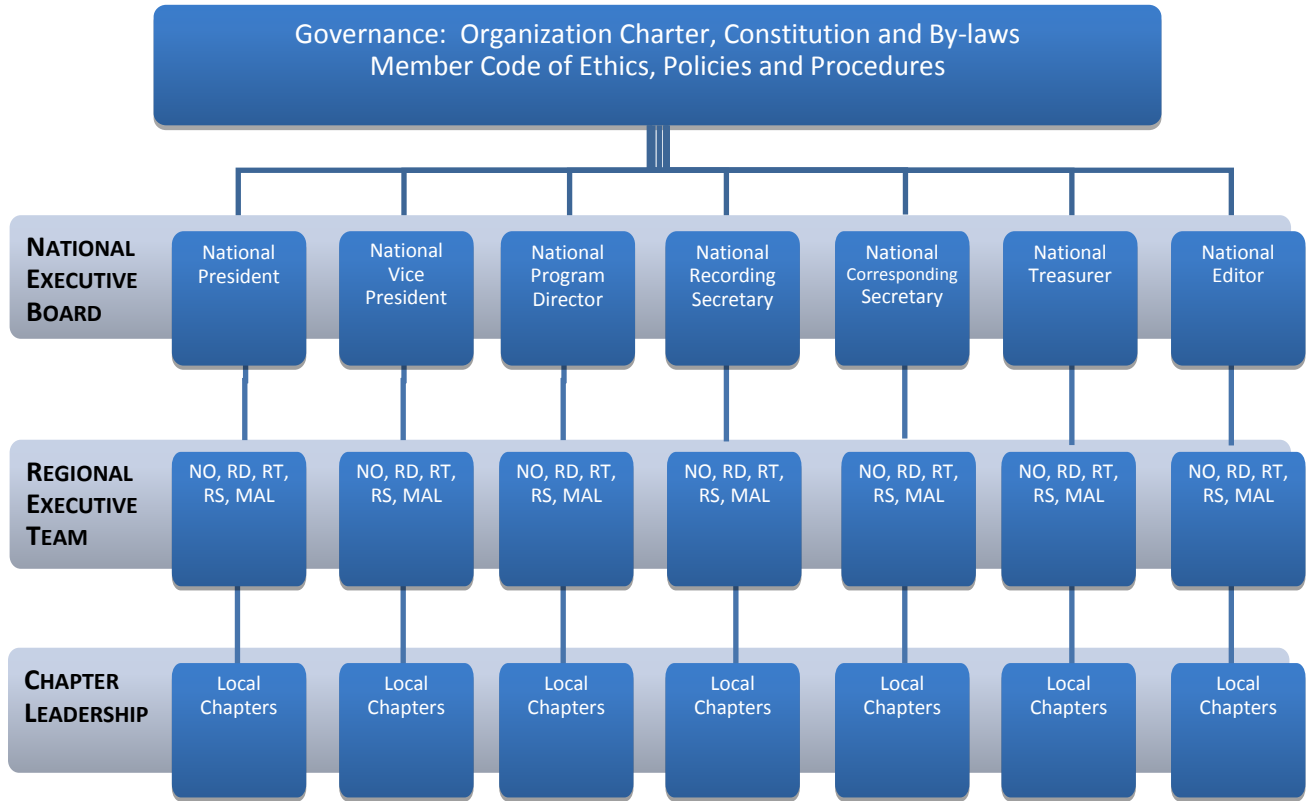
A violation of this Code shall lead to disciplinary action, up to and including the termination of all membership privileges in Jack and Jill of America, Incorporated.

- Any violation of this Code of Ethics shall be reported to the Regional Director of the region where the violation occurred within 10 business days of its occurrence or the discovery of its occurrence.
- With regards to financial and other long term investigations, the report must be made upon the determination by audit or other investigation, that this Code may have been violated. In these instances, a reasonable period of time for reporting must be less than two years from the date of the actions, and shall be determined based on the facts and circumstances of each individual situation by the Regional Director.

- Within, 10 business days of receiving the report of a violation of this Code, the Regional Director shall convene the grievance committee to investigate and render an opinion as to whether a violation has occurred. The committee has 10 business days to review and render an opinion to the Regional Director. If more time is needed, the committee must make that request of the Regional Director. Any requests for an extension must be made within the first 10 business days of receipt and will be limited to an additional 5 business days.
- The Regional Director shall review all information submitted by the committee to determine if further action is needed. If the opinion of the committee is in the affirmative, the Regional Director shall, within 10 business days of receiving the opinion, render a decision stating whether or not a violation of this Code has occurred, providing written rationale for that decision. The Regional Director's decision shall include a recommendation of an appropriate punishment, sanction, or action based on the violation.
- The Regional Director has the authority to impose disciplinary action for any breach of the Code of Ethics without filing a grievance. Prior to the Regional Director initiating the action, she must consult with the elected regional team and provide the details of the infraction. The Regional Director has the authority to send a letter to the chapter outlining the details of the recommended disciplinary action, along with any punishment or sanctions imposed, along with any consequences of non-performance of the imposed sanctions and directives.
- If the decision of the Regional Director is appealed, the National Executive Board shall have 10 business days to review the decision and recommendation as to the appropriate sanction and punishment for the violation. If the opinion of the National Executive Board differs from that of the Regional Director, she (the Regional Director) shall either accept the modification and/or change or request that the Advisory Council be convened. She shall make this request within 10 business days of the receipt of the opinion of the National Executive Board.
- If the subject of the ethics code violation is the Regional Director or a National Officer, the advisory council chair shall be immediately notified and shall act to convene the full advisory council. If the advisory council chairperson is the subject of the grievance, the National President shall be immediately notified and proceed to convene the full advisory council.
- If the request for the Advisory Council to be convened is made, it shall be convened within 30 days of the request and shall review the evidence submitted, decisions made, and rationales submitted. The Advisory Council shall, by a 2/3rds vote, decide any outstanding issues not agreed upon within that 30 day period.
- Time periods for all communications shall run from the date of receipt as evidenced by certified mail, return receipt requested, Federal Express, or other carrier with delivery confirmation.

- The final determination of any sanction or punishment shall be immediately communicated to the member(s) in violation by the Regional Director, unless: the National Advisory Council has been convened, and/or membership termination or suspension is the sanction. In such instances, the communication to the member shall be made by the National Corresponding Secretary on behalf of the Advisory Council. This communication shall be made by certified mail, return receipt requested.

Organizational Chart



- NO = National Officer
- RD = Regional Director
- RT = Regional Treasurer
- RS = Regional Secretary
- MAL = Foundation Member-At-Large

Pertinent Facts and Dates

1. Jack and Jill of America, Incorporated, was organized in 1938 in Philadelphia, PA by Marion Stubbs Thomas. There are two (2) founders: Marion Stubbs Thomas and Louise Truitt Jackson.
2. Chapters have organizers and charter members upon installation as a chapter.
3. The first National President was Dorothy B. Wright, one of the organizers of Jack and Jill of America, Incorporated.
4. There are seven (7) National Officers who represent the seven (7) Regions. They are President, Vice-President, Program Director, Recording Secretary, Corresponding Secretary, Treasurer and Editor.
5. There are seven (7) Regions and Regional Directors. The Regions are: Central, Eastern, Far West, Mid-Atlantic, Mid-Western, South Central and Southeastern.
6. There are national recognition days with mandatory activities that are observed annually:
 - a. Jack and Jill Day during the month of September.
 - b. National Black Family Day during the month of May.
 - c. Carole Robertson Memorial Day during the month of September to honor a Jack and Jill Teen that was killed in the Birmingham, Alabama church bombings. Memorial activities in honor of Carole Robertson can be for the entire chapter, but are strongly recommended for teen groups.
7. Jack and Jill Chapters must financially support the Jack and Jill of America Foundation, our National Service Project, by raising funds through chapter fundraisers or chapter contributions. A chapter is required to give one-third of all monies raised to Foundation and the remainder of all monies raised must be given to 501(c)(3) organization(s).
8. Each chapter must have a minimum of one local service project per age groups and mothers group.
11. The National Convention meets biennially (even numbered years) and alternates years with the Regional Conference, which meets in the odd number years.
12. The Teen Regional Conferences meet annually.
13. The National Editor publishes **Up the Hill**, the annual journal of Jack and Jill of America, Incorporated and posts it on the Jack and Jill of America, Incorporated website.
14. The National Program Director publishes the **Member Manual** and **SCOPE** for Jack and Jill of America, Incorporated and is emailed directly to each member. The **SCOPE** publication is posted on the Jack and Jill of America, Incorporated website.

15. The National Editor publishes the quarterly publication, **ExecuCom**, and emails it directly to each member. The **ExecuCom** publication is posted on the Jack and Jill of America, Incorporated website.
16. Only Jack and Jill of America, Incorporated children whose mother's membership is Active may attend the Regional Children's Clusters.
17. Teenagers who are not members of Jack and Jill of America, Inc. may attend upon invitation from the local teen sponsored chapter social activities. **ONLY JACK AND JILL OF AMERICA, INCORPORATED TEENS WHOSE MOTHER'S MEMBERSHIP IS ACTIVE, MAY ATTEND THE TEEN REGIONAL CONFERENCES AND CLUSTERS.**
18. A mother may become an Associate member of the organization when her youngest child reaches age twenty (20) or when the youngest child completes high school. Associate members must pay the National per capita tax, Regional per capita tax and whatever the local fees agreed upon with the Chapter. Upon completion of tenure, a member may also qualify for National Life membership as outlined in the National Constitution and Bylaws.
19. The official dress for Jack and Jill of America, Incorporated, ceremonies is uninterrupted white. This means that no other color of any kind may be on the garment or on the shoes. The official ceremonies of the organization are: new chapter chartering, installation of chapters' officers, initiation of new members, formal opening ceremonies of conferences or any ceremony listed in the official Jack and Jill of America, Incorporated Manual under the section labeled ceremonies. The officiating officers shall wear white as well as the membership unless it is stated otherwise in the manual for the membership.
20. Only Jack and Jill of America, Incorporated, Mothers holding Active membership may attend Jack and Jill of America, Incorporated, ceremonies. Fathers may only attend the Fathers portion of the New Members Initiation Ceremony once the mothers have been initiated. Teens may only attend these ceremonies that are designated for the teen programming.
21. Ceremonies are conducted by the current highest-ranking officer in attendance.
22. The official attire for Regional and National mother and teen conferences during plenary session is business attire. The means: stocking, heels or pump (not sandals), suits or business pants suits.
23. Fathers do not hold membership in Jack and Jill of America, Incorporated. They do support the mothers and the organization through the Fathers' Auxiliary groups. Fathers' groups cannot have separate checking accounts, bylaws or officers.
24. The "Jack" and "Jill" are male and female children, respectively, of our organization.
25. The official colors of the organization are blue and pink.



26. The official flower of the organization is the pink Sweetheart Rosebud.
27. The Jack and Jill of America, Incorporated, official emblem is the registered trademark of the organization. It was designed in 1963 by Edward S. Richards, a father of Chattanooga, Tennessee Chapter.
28. The Jack and Jill National Installation Prayer is an adaptation of a Parents Prayer by Gary C. Meyers, Founder of Highlights for Children magazine.
29. The Jack and Jill Hymn was written and composed in 1987 by Samuel J. Brown, a father of the Philadelphia, Pennsylvania Chapter. All mothers and teens are expected to learn the hymn and sing the hymn at any official Jack and Jill of America, Incorporated ceremony when required.
30. There is only one Constitution, The National Constitution and Bylaws of Jack and Jill of America, Incorporated.
31. Regions and chapters are governed by the National Constitution and Bylaws, National Policies and Procedures Manual, chapter bylaws and Robert Rules of Order. National governance documents and policies and procedures supersede any region and chapter governance. Regions and chapters shall not have any bylaws or policies and procedures that conflict with national governance.
32. Life Membership is awarded to Past National Officers who have completed their term of office and active mother tenure is in good standing.
33. The National Headquarters of Jack and Jill of America, Incorporated is located at 1930 17th Street, NW Washington D.C. 20009.

Key Dates to Remember

January 31	Legacy applications are due to National HQ
January 15	Deadline for submissions for Up the Hill to National Editor
February 15	Deadline for submissions for Scope to National Program Director
March 1 (Before National Convention)	The National Nominating Committee submits slate of candidates for national office to National Recording Secretary
March	Election of Chapter Officers Election of new Chapter Members
April 1 (Before National Convention)	National Recording Secretary circulates slate of candidates for national office
April	Orientation of New Members
May	National Black Family Day Initiation Ceremony for new members and Installation Ceremony for Chapter Officers must be completed; Youth Service Hours due to National Program Director Teen Leadership Module Completion due to National Program Director
June 30	EOY Financial Report due to National Treasurer; EOY Chapter Program Assessment due to National Program Director
September	Jack and Jill Day; Carole Robertson Day
September 30	Per Capita for all active members and associates due to National Treasurer
November 1	Chapter Program Handbook due to National Program Director Amendments (proposed) to National Bylaws due to National Corresponding Secretary (November immediately preceding the National Convention)
December 1	Foundation grant applications are due to Regional Member-At-Large for Jacqueline Robinson application; all other applications due to Foundation National Youth Leadership Project applications due to National Program Director



IMPORTANT DATES TO REMEMBER

DUE DATE	REPORT	PLACE/PERSON
September 30	National Per Capita Reporting <ul style="list-style-type: none"> • MIS Membership Roster • Bank Transmittal Form • New Member Per Capita • National Per Capita Chapter Check • \$50 Donation for Thompson Quintuplets 	National Treasurer National Recording Secretary
September 30	Regional Per Capita Reporting <ul style="list-style-type: none"> • Regional Per Capita Chapter • Check • Copy of all reports sent to HQ 	Regional Treasurer
November 1	Chapter Handbook	National Program Director Regional Director
December 1	Foundation Grant Application	Foundation Regional Member-at-Large
January 31	Legacy Application due date	Director, National Headquarters
January 15	Up The Hill submissions deadline	National Editor
January, February, March, or April	New Member Intake Election	All Chapters
February 15	SCOPE submissions deadline	National Program Director
February, March or April	Chapter Officer Elections	All Chapters and Teens
May	Initiation of New Members and Officers	All Chapters
May 15	Foundation Reports <ul style="list-style-type: none"> • Bank Transmittal • Check Written to Foundation 	Regional Treasurer
May 31	New Member Financial Reporting <ul style="list-style-type: none"> • MIS new member roster • Bank Transmittal – HQ • Bank Transmittal – Joining Fee • 2 checks 	National Treasurer National Recording Secretary
May 31	New Member Financial Reporting <ul style="list-style-type: none"> • Regional joining fee • Copies of all reports sent to HQ 	Regional Treasurer

DUE DATE	REPORT	PLACE/PERSON
June 1	Chapter Foundation Reporting for the Region	Regional Treasurer National Treasurer
June 15	<ul style="list-style-type: none"> • Bank Transmittal form • National per capita check 	National Treasurer National Recording Secretary
June 15	Foundation Reports	Regional Treasurer
June 15	New Member Per Capita <ul style="list-style-type: none"> • Regional per capita check • Copies of all reports sent to HQ 	Regional Treasurer
June 30	End of Year Reporting <ul style="list-style-type: none"> • Financial Report • Quicken Bank Summary • Reconciliation Report • Quicken Transaction Report • 2 Bank Statements • \$500 late penalty End of Year Chapter Programming Assessment results	National Treasurer Regional Treasurer National Program Director
August 1	Audit Report	Regional Treasurer



OTHER IMPORTANT DATES TO REMEMBER

- March 1** *(Before a National Convention)* The National Nominating Committee submits slate of candidates for national office to National Recording Secretary
- February, March or April** Election of Chapter Officers
- April** Election of new Chapter Members
- April** Orientation of New Members
- April 1** *(Before National Convention)* National Recording Secretary circulates slate of candidates for national office
- May** National Black Family Day (1st Saturday)
- May 15**
- Youth Volunteer Service Hours and
 - Teen Leadership Module Completion due to National Program Director
- May 31** Initiation Ceremony for new members and Installation Ceremony for Chapter Officers must be completed
- September** Carole Robertson Memorial Day
- Observed to honor this Jack and Jill Teen that was killed in the Birmingham, Alabama church bombing of the 16th Street Baptist Church
- Jack and Jill Day
- Observed by chapters during the month of September annually.
- September 30** Per Capita due to National for all active members, new members and associates.
- November 1** Chapter Program Handbook due to National Program Director
- Amendments (proposed) to National Bylaws due to National Corresponding Secretary (November immediately preceding the National Convention)
- December 1** Foundation grant applications are due to Regional Member-At-Large for Jacqueline Robinson application; all other applications due to Foundation

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2012 - 2014 National Executive Board



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Jack and Jill of America, Incorporated
2012-2014 COMMITTEE ASSIGNMENTS

	Central	Eastern	Far West	Mid-Atlantic	Mid-Western	South Central	Southeastern
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2012-2014 COMMITTEE ASSIGNMENTS

	Central	Eastern	Far West	Mid-Atlantic	Mid-Western	South Central	Southeastern
Program	Monica Williams Bloomington-Normal mmoton918@gmail.com	ShawnDya Simpson-Walthour Greater Essex County jjgeccpres@gmail.com	Tiffany Aldridge Los Angeles tiffanyala@aol.com	Tracy Burton Eastern North Carolina tracyburton@hotmail.com	Shermanita Cotton Ypsilanti mccotton@sbcglobal.net	Melissa Johnson Greater Frisco lele103@hotmail.com	Latrecia Jordan Nashville latrecia@comcast.net
Protocol	Shelley Cooper Kansas City KS shelleycooper20@hotmail.com	Nikki Farrior Bucks County nikfarrior@yahoo.com	Patricia Grooms-Jones North County San Diego pjhillygirl@att.net	Tijuana Crosby Raleigh Wake tvm1908@aol.com	Lolita Bennett Windy City Lolita372@aol.com	Marchantia Smith North Suburban Dallas marchantiasmith@gmail.com	Sharon Bourges-Jones Pensacola jnjsermal@aol.com
Strategic Relevance and Value	Jacqueline Easley McGhee Des Moines jacquieeasley@aol.com	Juanita Thompson North Jersey kthomp676@aol.com	Kathy Chappell-Dossett Pasadena kdossett@pacbell.net	TBD	Andrea S. Lyons Akron andrea_s_lyons@hotmail.com	Glenda Delgado Dallas glendelg@live.com	Hilary Dunson Atlanta hdunson@dunsodontal.com
Technology	Madeline Romious Johnson County iluvcj@sbcglobal.net	TBD	Lisa Crooms Tucson lordonez@email.arizona.edu	Carla Strothers Durr James River carla_aaron@msn.com	Sherree Anderson Cleveland sandersontkt@sbcglobal.net	Beverly McQuarn Alexandria LA balm63@bellsouth.net	TBD
Liaison SRV / Program Initiatives							Zanetta Batchelor Tallahassee
Five Star Chapter Committee	TBD	TBD	TBD	TBD	TBD	TBD	TBD

National Legal Advisor	Patrise Perkins-Hooker
National Chaplain	Carla Kirkland Jackson, MS
National Historian	Stephanie H. Gilbert Philadelphia, PA

National Headquarters

Dy Brown

Executive Director

1930 17th Street NW
Washington, DC 20009

Phone: 202-667-7010

Fax: 202-667-6133

www.jackandjillinc.org

2012 - 2014 National Programming Thrust

- **Leadership Development**
 - **JMB Modules** *Continue & Refresh*
 - **Leadership In Action (LIA)**
 - **STEM** (*Science, Technology, Engineering & Math*) to **STEAM** (*Science, Technology, Engineering, Arts & Math*) Initiative
 - **“Outliers” Project**
- **Cultural Heritage**
 - **Healthy Living Initiative**
 - **HBCU Linkage**
 - **“Finding Your Roots” Project**
 - **National Museum for AA History & Culture Linkage**
- **Community Service**
 - **Boys & Girls Club**
 - **March of Dimes**
- **Partnerships**



Leadership Development

- **JMB Modules**
Continue & Refresh
- **Leadership In Action (LIA)**
- **STEM to STEAM** (*Science, Technology, Engineering, Arts & Math*) Initiative
- **“Outliers” Project - NP**



Cultural Heritage

- **Healthy Living Initiative**
- **HBCU Linkage**
- **“Finding Your Roots” Project**
- **National Museum for AA History & Culture Linkage**



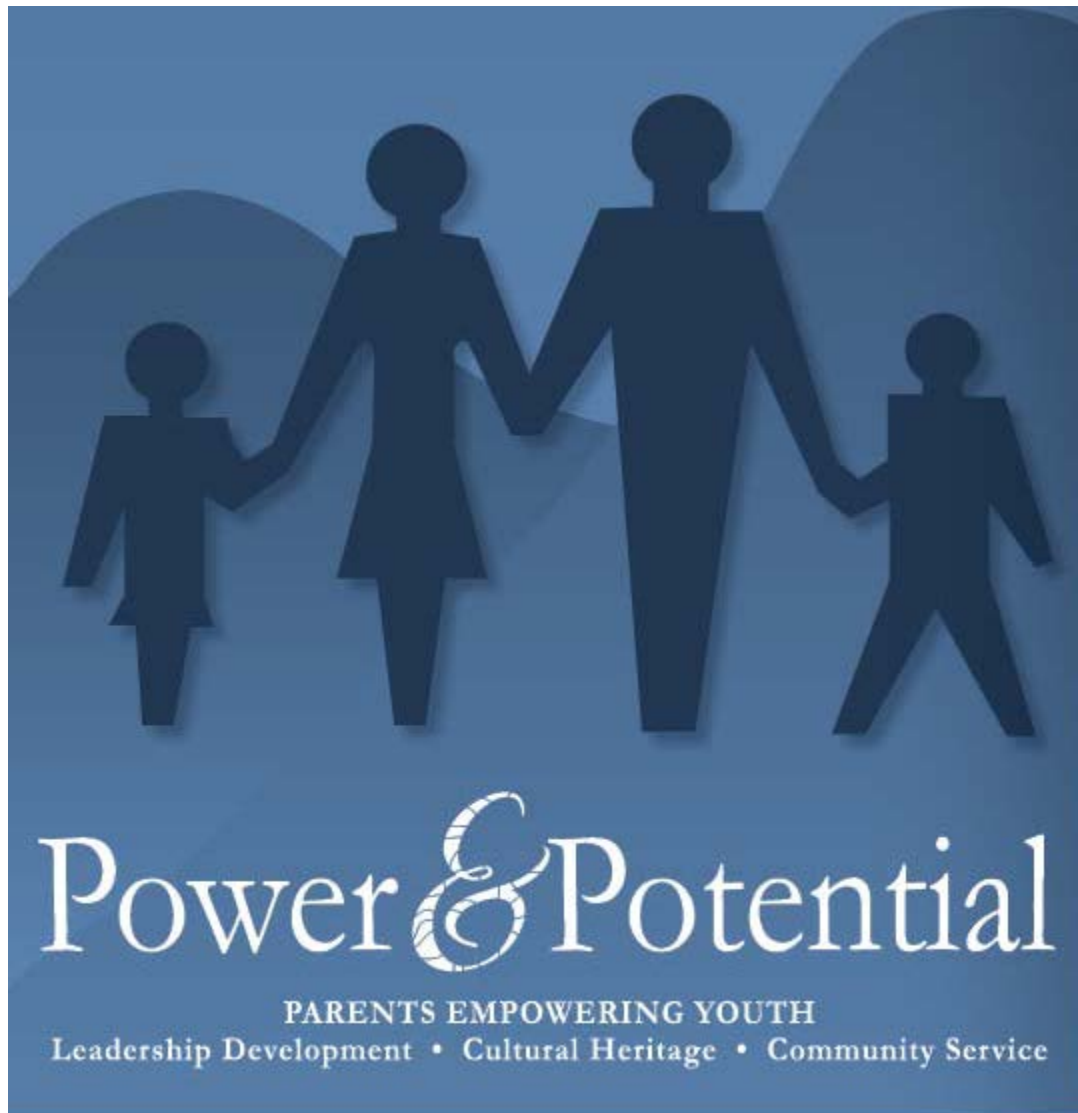
Community Service

- **Boys & Girls Club**
- **March of Dimes**

PARTNERSHIPS

2012 - 2014 National Theme

"Power & Potential: Parents Empowering Youth through Leadership Development, Cultural Heritage and Community Service"



SECTION 2

Jack and Jill Foundation



Jack and Jill of America Foundation, Inc.

The Certificate of Incorporation was issued by the Secretary of State of Illinois on February 4, 1968. The purpose as stated in the Certificate of Incorporation: "To carry on educational, literary, scientific and charitable purposes or any one of them, by the application of assets to the use of the Jack and Jill of America Foundation." Authority: Internal Revenue Code Section 501(c)(3).

The Foundation Logo was adopted at the 1974 National Convention of Jack and Jill of America, Inc., parent organization of the Foundation. It was designed by a father of the Kansas City, Missouri Chapter.

Elected officers of the Foundation Board of Trustees shall be a President, Vice-President, Secretary and Treasurer.

The Foundation Board of Trustees consists of 18 members. The membership consists of:

- Four National Officers of the parent organization, Jack and Jill of America, Inc. -- National President, National Vice President, National Program Director and National Treasurer.
- One Regional Director from a Region not represented by the National Officers
- Seven Members-at-Large representing each region elected at the Regional Mothers' Conference
- Six Community Leaders who represent the Community-at-Large and are not necessarily Jack and Jill members
- One Jack and Jill Youth Representatives (Regional Teen President) who rotate on the Board alphabetically by Region

Effective 2011-2012 Board fiscal year, the members of the Foundation Board of Trustees shall consist of 13 members. The Membership shall consist of;

- Six Trustees shall be selected from the community in general and each shall hold terms of two (2) years each, not to exceed three consecutive terms.
- The National President, National Vice President, National Program Director and National Treasurer of Jack and Jill of America, Inc. shall serve as ex-officio members with voting rights. They shall serve two-year terms, which shall coincide with their terms of office in Jack and Jill of America, Inc.
- One Regional Director of Jack and Jill of America, Inc. shall be an ex-officio member of the Foundation Board of Trustees with voting rights. She shall serve for a two-year term.
- Two Members-at-Large who have been elected by the delegates of Jack and Jill of America, Inc.'s Mother's Regional Conference shall serve as ex-officio members with voting rights. The two MALs who serve on the Board of Trustees shall be appointed as determined by Jack and Jill of America, Inc. Those MALs not serving on the Board of Trustees shall serve on the Board's Advisory Committee.
- One Regional Teen President serving on the Board of Trustees. Regional selection shall be on a rotating basis. Regional Teen President shall serve a one-year term and shall serve as an ex-officio member without voting rights.

The Annual Meeting of the Board of Trustees is held during the month of April.

The Foundation Executive Committee shall include the Board of Trustees' President, Vice-President, Secretary, Treasurer and the following designated officers from Jack and Jill of America, Inc. – National President, National Vice- President, National Treasurer and Member-at-Large Chairperson. The Executive Committee shall consist of not more than eight members. The Executive Committee shall have and exercise the power and authority of the Board of Trustees in reference to deleting, appointing or removing any member of the Executive Committee, and adopting a plan of action for present and future operations in the interim between Board meetings.

Chapter Responsibilities: Support Foundation by local fundraising activities; recommend through Member-at-Large or Regional Director for board members in community and father representative slots; provide name and address of Foundation Committee Chairpersons to Corresponding Secretary and Members-at-Large; prepare and submit proposals and offer suggestions for source of funds.

Through the Foundation money raised by the Jack and Jill Chapters and donations by others are carefully channeled to help eliminate some of the contemporary obstacles that confront Black youth and those of other minority groups. In an effort to help the underachiever, who remains a casualty of his environment, the Foundation began initially with projects such as the Talking Typewriter, JACK BE QUICK, SOPHIA, and Education on Wheels.

Through funding of independent proposals, and the Jacqueline Robinson Competition Awards, the Foundation has continued to diversify its emphasis to help youth in major cities throughout the U.S.

Since its inception in 1968, the Foundation has grown to assets in excess of three quarters of a million dollars and have awarded 495 grants totaling \$584,000 to various educational and community projects.

National Project - At the beginning of the 80's, Foundation President Betty H. Johnson directed the implementation of the national project concept, Education + Leadership = Success. This was to become the united thrust of each chapter and each proposal request. The theme of this national endeavor was to assist in preparing youngsters to compete successfully in the rapidly developing technological marketplace. Such programs took place at Florida A & M University in Tallahassee, Florida and at Central State University in Wilberforce, Ohio.

Media Library - 16mm Film, "Black Excellence" (Pittsburgh-Talking Typewriter) and the film, "Reaction to Black Excellence"; Video Cassette, "The Living Foundation"; Video Cassette "Sickle Cell Anemia" (Kansas City Project); Sound Filmstrip Tape "Test Taking Skills" (Los Angeles Project); Slides: "Proud Black Images (Columbus, Ohio), "Reading Program at Baptist Children's Home" (Petersburg, Virginia).

Today, Foundation continues its role of collaboration with chapters and 501c3 organizations to ensure that youth in at-risk communities have access to a healthy lifestyle, higher education and the ability to learn how to accumulate wealth to continue the cycle of giving. Those grantees are, Tacoma Washington chapter for its Health Fair, YMCA of Metro. Atlanta for its Youth Fit for Life program; UNCF to send students to a four-year university for four years of undergraduate studies; Contra Costa chapter for its Youth Leadership Academy; Austin Community Foundation for its Legacy of Giving program and the New Orleans chapter for its Financing the Future: Investing Pays off.

In addition, Jack and Jill Rebuilds America Project is a partnership between Jack and Jill of America, Inc and the New Orleans Area Habitat for Humanity organization to build a home for a deserving family. The first Jack and Jill sponsored home is scheduled to be built in the lower 9th ward in New Orleans, Louisiana. In support of this endeavor, the Foundation has established a Jack and Jill Rebuilds America Project restricted fund. This fund can only be used for the Jack and Jill Rebuilds America Project and will allow Jack and Jill to utilize 100% of the donations to the rebuilding of our communities.



Jack and Jill of America Foundation, Incorporated

Foundation Leaders

Executive Committee

Jacqueline Moore Bowles
President, Board of Trustees

Lucille Allen Hadley
Vice President

Paulette Keys
Secretary

Christine Govan
Treasurer

Tamara Robinson
National President

Tammy King
National Vice President

Crystal Turner
National Treasurer

Gwen Hewitt
*MAL Liaison,
Southeastern Region*

Erik A. Cliette
Ex. Officio

Administration

Pier Blake
Executive Director

Board of Trustees

Gladys M Henderson
National Program Director

Pamela Askew
*Regional Director
Mid-Atlantic Region*

Tamela Franks
MAL, Central Region

Karen Chaplin
MAL, Eastern Region

Tracie Muldrow
MAL Far West Region

Valerie Dillard
MAL, Mid-Atlantic Region

Tanya Hand
MAL, MidWestern Region

Diedra Fontaine
MAL, South Central Region

Sharon Bourges-Jones
Community Member

Albert Dotson, Jr.
Community Member

Mavis James
Community Member

Andrienne Booth Johnson
Community Member

Mitzi Miller
Community Member

Linda Murrain
Community Member

Bryant Robinson, III
Community Member

Advisory Board Council

Shirley Mathis Carter

Helen Mitchell

1930 17th Street NW
Washington, DC 20009
Phone: 202-232-5290
Fax: 202-232-1747

E-mail: administration@jackandjillfoundation.org
www.jackandjillfoundation.org

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SECTION 3

Regional Information



CENTRAL REGION HISTORY

When Jack and Jill of America, Inc. was three years old, members of the then 15 chapters expressed differences of opinions concerning a division of the national organization into regions. The idea of a regional plan of the National Organization was advanced at the third annual meeting of Jack and Jill of America, Inc. held in Washington, DC, in 1948. At the 1953 National Convention in Memphis, Tenn., guidelines for organizing teen conferences were established. In June 1954, the St. Louis chapter invited the teens in the Central Region to attend their first regional conference. Three chapters - Memphis, Oklahoma City and St. Louis, attended the teen conference. The second teen conference was held in Oklahoma City on June 17, 1955. The regional plan for the mothers' organization was finally adopted at the 1957 National Convention in San Francisco and Regional Directors were appointed or elected for the three regions. At this time, there were 94 chapters, 3,500 members and 12,000 children and teens. A ruling was also adopted at this time that the delegates would elect Regional Directors at the conference from their respective regions.

The 13th Annual Convention was held in 1958 in St. Louis (Central Region) and was the last yearly convention of the National Body. The first Regional meetings were held in 1959. Regional Conferences convene on the odd numbered years following the national conventions. The first Central Region, Mothers' Conference was held in Memphis, Tennessee. Melba Briscoe was the first Central Regional Director. Margaret Simms from the St. Louis Chapter was elected National President in 1962 and served two terms until 1966. Dr. Lillian A. Parks from the East St. Louis Chapter was elected National President in 1978 and served two terms until 1982. Tara Joseph Labrie from the South Suburban Denver Colorado Chapter was elected 22nd National President in 2010 and served one term.

CENTRAL REGION REGIONAL MAP



The **CENTRAL REGION** is comprised of the following states:

Arkansas
Colorado
Illinois
Iowa

Kansas
Missouri
Montana
Nebraska

North Dakota
Oklahoma
South Dakota
Wyoming

There are **18 Chapters** in the **CENTRAL REGION**:

Arkansas: Little Rock;

Colorado: Denver and South Suburban Denver;

Illinois: Bloomington-Norman, East St. Louis, Quad Cities (Moline and Rock Island); Springfield, and St. Clair County;

Iowa: Des Moines and Quad Cities (Davenport & Bettendorf);

Kansas: Air Capital Wichita, Johnson County, Kansas City, and Wichita;

Missouri: Kansas City and Metropolitan St. Louis;

Oklahoma: Oklahoma City, Tulsa

Central Region Officers 2013-2014

Elected Regional Officers and National Officer

Name	Office	Chapter	Email Address
Debra Mitchell	Regional Director	Greater Little Rock, AR	D4mitchell@sbcglobal.net
Traci Rhone	Regional Treasurer	Oklahoma City, OK	mtrhone@cox.net
Michelle Anderson	Regional Secretary	Tulsa, Oklahoma	pnlady@aol.com
Elsie Jackson	Regional Member at Large	Des Moines, IA	jacksonelsie@yahoo.com
Crystal Johnson	National Treasurer	Air Capital Wichita	ntcrystal@jack-and-jill.org

Appointed Regional Officers

Name	Office	Chapter	Email Address
Tara Bradley	Regional Associate Chair	Oklahoma City	Tara.bradley@oneok.com
Natalie Brunson-Wheeler	Regional Parliamentarian	Bloomington/Normal	Natalie.brunson-wheeler.cavk@statefarm.com
April Hall Key	Regional Teen Advisor	Johnson County	momofwar@live.com
Shelley Cooper	Regional Protocol Chair	Kansas City, KS	Shelleycooper20@hotmail.com

Regional Teen Officers

Name	Office	Chapter	Email Address
Quinton Burnett	President	Kansas City, KS	Quinton.burnett.1@gmail.com
Quinton Jenkins	Vice President	Des Moines, IA	Quinton.jenkins7@gmail.com
Taelor Nicholas	Treasurer	Kansas City, MO	Taelorlyn97@gmail.com
Logan Mitchell	Secretary	Tulsa, OK	lomitchell@riverfield.org
Austin Wheeler	Foundation Chair	Bloomington/Normal	Autingwheeler22@gmail.com

Appointed Teen Officers

Name	Office	Chapter	Email Address
Morganne Veal	Chaplin	Johnson County	Morg.anne.v88@gmail.com
Tianna Carter	Parliamentarian	Oklahoma City	tiannalenee@hotmail.com
Micah Armstrong	Sargent at Arms	Greater Little Rock	Micah.a1011@yahoo.com

Central Region Officers 2013-2014

(Continued)

National Committee 2012 – 2014 Appointments

Committee	Appointee	Chapter	Email Address
Associates	Tara Bradley	Oklahoma City	tbradley@ong.com
Budget & Finance	Traci Rhone	Oklahoma City	mtrhone@cox.net
Constitution & Bylaws	Tori Perry	Oklahoma City	tperry41@cox.net
Father's Auxiliary	Tracy Steele	Greater Little Rock	
Legislative	Rosemarie Allen	Denver	allenrosemarie@gmail.com
Membership	Erin Pullen	Johnson County	eringpullen@live.com
Nominating	Katrina Little	South Suburban Denver	katrina.littlern@yahoo.com
Policy & Procedures	Lillian Fanning	Kansas City Kansas	Lfann98@sbcglobal.net
Program	Monica Moton Williams	Bloomington-Normal	mmoton918@gmail.com
Protocol	Shelley Copper	Kansas City Kansas	shelleycooper20@hotmail.com
Strategic Relevance & Value	Jacqueline Easley	Des Moines	jacqueeasley@aol.com
Technology	Madeline Romious	Johnson County	iluvcj@sbcglobal.net



**Regional Director
Debra Mitchell**

Central Region Officers

Traci Rhone, Elsie Jackson, Debra Mitchell, Michelle Anderson, Crystal Turner



Regional Teen Officers



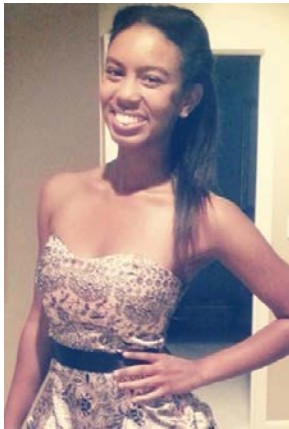
Quinton Burnett
President
Kansas City, KS



Quinton Jenkins
Vice President
Des Moines, IA



Logan Mitchell
Secretary
Tulsa, OK



Taelor Nicholas
Treasurer
Kansas City, MO



Micah Armstrong
Sargent at Arms
Greater Little Rock



Tianna Carter
Parliamentarian
Oklahoma City, OK

CENTRAL REGION DATES TO REMEMBER



2013	ACTIVITY	LOCATION
SEPTEMBER		
September 8th	Regional President's Call	
September 30th	National and Regional Per Capita Due	
OCTOBER		
October 2nd	Regional Team Call	
October 6th	Regional Presidents Call	
October 13th	Regional Team Call	
October 19th	North Cluster Mother/Teen Workday	Des Moines
NOVEMBER		
November 1st	Program Handbooks Due to National Program Director	You Send It DropBox
November 2nd	South Cluster Mother/Teen Work day	Oklahoma City
November 2nd	West Cluster Mother/Teen Workday	South Suburban Denver
November 10th	Regional Team Call	
November 16th	East Cluster Mother/Teen Workday	St. Clair
November 17th	Regional Teen Presidents Call	
DECEMBER		
December 1st	Carole Robertson proposals due to Regional MAL	
December 1st	Deadline for submitting Foundation Grant Proposals to Foundation	
December 1st	Jacqueline Robinson Regional Competition Proposals due to Regional Member at Large and Regional Director	
December 4th	Regional Team Call	
December 8th	Regional Presidents Call	
December 8th	Regional Team Call	
December 15th	Regional Teen Presidents Call	
2014	ACTIVITY	LOCATION
JANUARY		
January 8th	Regional Team Call	
January 12th	Regional Presidents Call	
January 15th	Up the Hill Articles/Pictures Due to the National Editor	
January 19th	Regional Teen Presidents Call	
January 15th	Up the Hill Articles/Pictures Due to the National Editor	
January 29th	Regional Team Call	

January 31st	Legacy Applications due to the National Corresponding Secretary	
FEBRUARY		
February 2nd	Regional Presidents Call	
February 9th	Regional Teen Team Call	
February 15th	Deadline for submitting information for the SCOPE publication	
February 16th	Regional Teen Presidents Call	
February 26th	Regional Team Call	
MARCH		
March 2nd	Regional Presidents Call	
March 9th	Regional Teen Team Call	
March 15th	Minimum of 3 Leadership & Financial Literacy Modules Due for Teen Summit Eligibility	
March 16th	Regional Teen Presidents Call	
March 26th	Regional Team Call	
APRIL		
April 2nd	Regional Presidents Call	
April	Children's Clusters	Air Capital Wichita, Denver, Johnson County, Metro St. Louis
April 13th	Regional Teen Team Call	
April 20th	Regional Teen Presidents Call	
April 30th	Regional Team Call	
MAY		
May 4th	Regional Presidents Call	
May 11th	Regional Teen Team Call	
May 15th	Thompson Quintuplets \$50 Donation Due to National Office	Jack and Jill Foundation
May 15th	Jack and Jill Youth Service Recognition & the Presidential Volunteer Service Awards Due	
May 18th	Regional Teen Presidents Call	
May 28th	Regional Team Call	
JUNE		
June 1st	Regional Presidents Call	
June 1st	End of Year (EOY) Programming Assessment Due	
June 8th	Regional Teen Conference Call	
June 18th-22nd	Regional Teen Conference	Tulsa, OK
JULY AUGUST		
July 30th-August 3rd	National Mothers Conference	Charlotte, NC

SECTION 4

Chapter Information

Time to fly



with power and potential

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Jack and Jill Children's Prayer

Dear heavenly Father,
bless us and keep us safe in your love.
Teach us the ways of good behavior
so that we are precious in your sight.
Nurture our souls with merriment
so that we can enjoy the fruits of our childhood.

Help us to remember our heritage
and the African tales of strength and stature.
Guide us in the ways of respect for our ancestors
for their hardships have brought us a long way.

Show us how to respect our families,
to honor our parents and to understand our siblings
when it is the hardest thing to do.

Help us to be kind, caring and giving.
Enlighten us in the ways of charity and good will.
With all these gifts, dear God,
give us poise, confidence and self respect.

Amen

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Oklahoma City Chapter History

While visiting her native Pennsylvania, Ruth Littlepage became acquainted with Jack and Jill of America, Inc. When she returned, she organized the Oklahoma City Chapter in 1942. The original group included eight members:

Ruth Littlepage*	Doris Trotman*	Jennie Lou Pollard*
Ruby Hall*	Sadye Boyd*	Freddye Williams*
Grace Palmore*	Loeshia Moon*	

The Oklahoma City Chapter, a group of friends, continued to operate with mothers enjoying the activities as much as children. Membership changed slightly, but the chapter continued. In 1952, Dr. Alberta Turner, National President officially chartered the Oklahoma City Chapter. The event took place in the home of August Morgan. The following members were present:

Ruth Littlepage*	Cernoria Johnson*	Mattie Locust*
Saretta Finley*	Elwyn Breaux*	August Morgan*
Ruby Hall*	Gloria Massey*	Jean Harvey*
Opaline Wadkins*	Thelma Gorham*	Alberta Slaughter*
Jennie Lou Pollard*	Gay Biscoe*	Irene Kimbrough*

*Deceased

The Oklahoma City Chapter suffered a great loss in Program Year 2006-2007. Shawna Nicole Williams, born June 12, 1986, the proud daughter of Bobby and Kathy Williams, left this world on Sunday, November 19, 2006 to join her heavenly Father. She was a long time, dedicated member of Jack and Jill of America, Incorporated, where she served as teen secretary. Miss Williams was a kind and giving person. She will be missed by all who knew her. Her parents established a scholarship fund in her honor which bears her name. At the August Workshop in 2007, the Oklahoma City Chapter adopted the following Bylaw: The members of the Oklahoma City Chapter of Jack and Jill of America, Incorporated will be assessed a minimum of \$5.00 per year for 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.

Karen Clark (deceased 10/25/2011) - Regional Associate Chair, 2008 – 2010, 2010-2012;
National Program Director, 2000 – 2002

Chapter Presidents

1952 – 1954	Ruth Littlepage*	1984 – 1986	Carole Johnson
1955 – 1956	Alberta Slaughter*	1986 – 1988	Edwina Littlepage
1956 – 1958	Hannah Atkins O’Neil	1988 – 1989	Beth Wilson
1958 – 1959	Ruby Hall*	1989 – 1990	Ruth Bonnie Williams
1959 – 1961	August Morgan	1990 – 1991	Judy Wakefield
1961 – 1963	Freddy Williams*	1991 – 1992	Cynthia Hollier
1963 – 1965	Geraldine Lonian	1992 – 1994	Karen Clark
1965 – 1967	Martina Cox	1994 – 1996	Emilykaye L. Mitchelson
1967 – 1969	Cemonia Hibbler	1996 – 1998	Corlis Clay McLoed
1969 – 1971	Kathy Tollett	1998 – 2000	Marsha Neal Lyons
1971 – 1973	Maurine Francisco	2000 – 2001	Tara Ravnell Bradley
1973 – 1976	Iris Bruce	2001 – 2002	Joanne Davis
1976 – 1977	Alma Pringle	2002 – 2006	Kathleen Williams
1977 – 1979	Vinata Johnson	2006 – 2007	Phyllis Mitchell
1979 – 1981	Diana Franklin	2007 – 2008	Sherrita Wilson
1981 – 1983	Alice Johnson	2008 – 2010	Karen Carter
1983 – 1984	Carolyn Sawyer	2010 – 2012	Traci Rhone
		2012 – 2014	Tori Perry

National and Regional Officers

Regional Officers

1962 – 1965	Hannah Atkins, Regional Director
1989 – 1991	Diana Franklin, Regional Member-At-Large
1995 – 1999	Karen Clark, Regional Director*
2001 – 2002	Tara Ravnell Bradley, Regional Secretary-Treasurer
2002 – 2005	Tara Ravnell Bradley, Regional Director
2008 – 2010	Kathy Williams, Regional Teen Advisor
2008 – 2010	Dr. Karen Clark, Regional Associates Chair*
2012 – 2014	Tara Bradley, Regional Associates Chair

*Deceased

Oklahoma City Chapter - National Officers

1986 – 1988	Alice Johnson, National Corresponding Secretary
1994 – 1996	Karen Clark, National Nominating Committee, Chair
1999 – 2001	Tara Ravnell Bradley, National Nominating Committee
2000 – 2002	Karen Clark, National Program Director*
2012 – 2013	Traci Rhone, National Bylaws Committee
2013 – 2014	Tori Perry, National Bylaws Committee

Hosted Conferences

Mothers Clusters

April 1988	October 2004
April 1998	October 2005
April 1991	November 2011
April 1998	November 2013
April 2001	

Mothers Regional Conferences

1965 “The Family in the Great Society”
1997 “Children First”

Teen Regional Conferences

1964 - “A Challenge to Greatness Moving Forward”
1975 - “We Gotta Make a Change”
1990 - “I Shall Succeed, Despite ...”
2002 - “Look At Us Now”, Leaders of Tomorrow

Teen Clusters

October 2005
November 2013

Children Clusters

April 2002
April 2004

Regional Awards



2012

Teen Conference

Regional Officer

Chaplain – Sierra Williams

Chapter Awards

Foundation Chapter Total Contribution – 1st Place

Foundation Chapter Total Teen Contribution – 1st Place

Chapter Service Project (backpacks brought to conference) – 3rd Place

Although the teens did not place with the banner, skit or t-shirt competitions, they did a wonderful job with each

Michael Ables, J&J graduate (and friend) was the vendor used for the t-shirt production

Individual Awards (Division I – 13-15 yrs; Division II - 16-19 yrs)

Aleksandr Pushkin Writing, Division II – 1st Place, Zachary Wilson

Art Exhibit, Division II – 3rd Place, Adrian Ables

Outstanding Leadership in Community Service, Division II – 3rd Place, Jonathan Wilson

Outstanding Scholastic Achievement-Sophomore – 2nd Place, Jonathan Wilson

Talent Show – Placed in the top 4 finalists, Tianna Carter (singing)

2011

Teen Conference

Chaplain – Sierra Williams served as Teen Regional Chaplain. She stepped up to the plate and did a fantastic job.

Leadership in Community Service – 1st Place – Zach Wilson

Art Exhibit – 3rd Place – Adrian Ables

Scholastic Achievement – 1st Place – Jonathan Wilson

Writing, Sr Category - 1st Place – Zach Wilson

Talent Show – 3rd Place (tie) – Seth Liggins

Certificate of Appreciation - J&J Foundation Service Project Donation to Elie Levitt Boys and Girls Club

Skit – didn't place but they were excellent

J&J Foundation Loose Change Total Contribution Award – 2nd Place (\$116.59)

J&J Foundation Loose Change Total Per Capita Contribution Award – 3rd Place

J&J Foundation Chapter Total Contribution Award – 1st Place (\$3,025-Mothers, \$92-Teens)

J&J Foundation Chapter Total Per Capita Contribution Award – 1st Place

2010

Teen Conference Skit Competition – 3rd Place

Teen Conference Art Contest – 1st Place – Adrian Ables

Teen Conference Oratorical Contest – Sr. Category – 3rd Place – Zachary Wilson

2009

Teen Conference Carol Robertson Award – 2nd Place – SaRai Williams

2008

Teen Conference Skit Competition - ? Place

2007

Best Chapter Scrapbook – 2nd Place

Scholastic Achievement Award - Junior Category– Bryson Green

Best Program Handbook – 3rd Place

2006

Carole Robertson Memorial Award - 1st Place Camal Pennington

Teen Conference Skit Competition - 2nd Place

2005

Best Chapter Scrapbook – 2nd Place

Certificate of Appreciation – Hosting Mothers Cluster – October 2004

Trophy – Outstanding Chapter Special Programming

Certificate of Excellence – 2004-2005 Chapter Program Book Cover Design

Fabulous Father Award – Chris Turner

Mothers Award – Alexis Franklin

Associates' Award – Mary Burriss

2003

1st Place Program Year Book

1st Place Mothers Scrapbook

Special Recognition Mother of the Year – Joy Summers-Ables

Special Recognition Father of the Year – Bobby Williams

1999

Chapter of the Year

1st Place Associates Membership

Largest Contribution per Capita – J&J Foundation

Largest Contribution – J&J Foundation

1st Place Service Project

Highest Contribution to the Thompson Family

Certificate of Appreciation – Hosting J&J Foundation

Special Recognition for receiving a J&J Foundation Grant

2nd Place in Membership

3rd Place Contribution – J&J Foundation – Mothers

1st Place Scrapbook

Largest Contribution – J&J Foundation – Mothers and Teens

Jack and Jill of America, Inc.
Oklahoma City Chapter
2013-2014 Officers and Appointed Positions

Officers

Tori Perry
President
1308 NW 193rd
Edmond, OK 73012
tperry41@cox.net
405.285-5822 – Home
405.818.3272 – Cell

Cheryl Dixon
Vice-President
3221 Wexford Ave
Oklahoma City, OK 73170
dixon42@hotmail.com
405.261.0943 – Home
405.308.8061 – Cell

Yolanda Coronel
Program Director
15252 Worthington Lane
Edmond, OK 73013
livebygoals@yahoo.com
405.513.2307 – Home
405.513.2307 – Cell

Aquilah Ahmad
Recording Secretary
11032 Larkin Lane
Midwest City, OK 73130
myhippocampus@yahoo.com
405.455.3821 – Home
405.514.4667 – Cell

Joy Summers-Ables
Treasurer
3008 N. Meadowood Dr.
Midwest City, OK 73110
joy-summers@ouhsc.edu
405.737.0501 – Home
405.250.2420 – Cell

Aquesha Williams
Corresponding Secretary
400 N.W. 138th Circle
Edmond, OK 73012
aquesha.williams@tinker.af.mil
405.514.5029 – Home
405.514.5029 – Cell

Racquel Crisp
Financial Secretary
5501 N.E. 53rd Street
Oklahoma City, OK 73121
racquelc70@yahoo.com
405.427.9411 – Home
405.919.1768 – Cell

Lydia Townsend-Shirley
Editor/Historian
14759 Cottonwood Drive
Edmond, OK 73025
lshirley3346@sbcglobal.net
405.341-7206 – Home
405.408.2350 – Cell

Appointed Positions

Lillian Pope
Foundation Chair
1705 N.W. 164th Circle
Edmond, OK 73013
Lillian405@cox.net
405.562.4214 – Home
405.202.3456 – Cell

Patrina Sattiewhite-Walter
Children's Coordinator
17012 Fenwick Blvd.
Edmond, OK 73012
patrina89@yahoo.com
405.348.8641 – Home
405.315.3492 – Cell

Sherrita Wilson
Parliamentarian
13716 Plymouth Crossing
Edmond, OK 73013
sherritawilson@hotmail.com
405.478.0437 – Home
405.821.6242 – Cell

Sharri Coleman
Chaplain
616 N.E. 19th Street
Oklahoma City, OK 73105
coleman4ok@yahoo.com
405.525.7194 – Home
405.501.4284 – Cell

Sherrita Wilson
Protocol
13716 Plymouth Crossing
Edmond, OK 73013
sherritawilson@hotmail.com
405.478-0437 - Home
405.821-6242



Jack and Jill OKC Teen Officers



2013-2014

President
Samuel Stephens

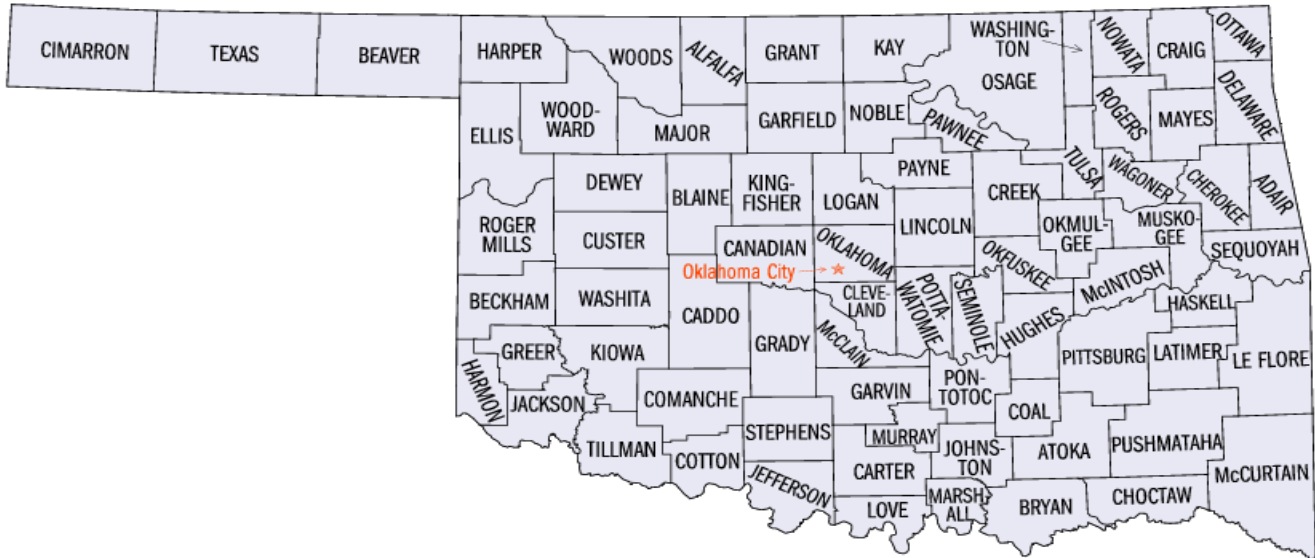
Vice President
Sebastian Coronel

Secretary
Raven Crisp

Treasurer
Jonathan Wilson

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Jack & Jill OKC Chapter Boundaries



List of Counties within boundaries:

Caddo County, Garvin County, Lincoln County, Pottawatomie County
 Canadian County, Grady County, Logan County, Cleveland County,
 Kingfisher County, Payne County

Boundary Zip Codes

Agra	74824	Calumet	73014
Alex	73002	Carnegie	73015
Amber	73004	Carney	74832
Anadarko	73005	Cashion	73016
Apache	73006	Cedar Valley	73044
Arcadia	73007	Cement	73017
Asher	74826	Chandler	74834
Bethal Acres	74801	Chickasha	73018
Bethany	73008	Chickasha	73023
Binger	73009	Choctaw	73020
Blanchard	73010	Cimarron City	73028
Bradley	73011	Cole	73010
Bridgeport	73047	Coyle	73027
Brooksville	74873	Crescent	73028
Byars	74831	Cushing	74023

Cyril	73029	Noble	73068
Davenport	74026	Norge	73018
Dibble	73031	Norman	73019
Dover	73734	Norman	73026
Eakly	73033	Norman	73069
Earlsboro	74840	Norman	73070
Edmond	73003	Norman	73071
Edmond	73013	Norman	73072
Edmond	73034	Norman	73083
Elmore City	73433	Okarche	73762
El Reno	73036	Orlando	73073
Etowah	73070	Oklahoma City	73101
Fallis	74841	Oklahoma City	73102
Fort Cobb	73038	Oklahoma City	73103
Geary	73040	Oklahoma City	73104
Glencoe	73032	Oklahoma City	73105
Goldsby	73093	Oklahoma City	73106
Gracemont	73042	Oklahoma City	73107
Guthrie	73044	Oklahoma City	73108
Hall Park	73070	Oklahoma City	73109
Harrah	73045	Oklahoma City	73110
Hennessey	73742	Oklahoma City	73111
Hinton	73047	Oklahoma City	73112
Hydro	73048	Oklahoma City	73113
Johnson	74801	Oklahoma City	73114
Jones	73049	Oklahoma City	73115
Kendrick	74040	Oklahoma City	73116
Kingfisher	73750	Oklahoma City	73117
Langston	73050	Oklahoma City	73118
Lexington	73051	Oklahoma City	73119
Lindsay	73052	Oklahoma City	73120
Lookeba	73053	Oklahoma City	73121
Loyal	73756	Oklahoma City	73122
Luther	73054	Oklahoma City	73123
Maysville	73057	Oklahoma City	73124
Macomb	74852	Oklahoma City	73125
Marshall	73056	Oklahoma City	73126
Maud	74854	Oklahoma City	73127
McLoud	74851	Oklahoma City	73128
Meeker	74855	Oklahoma City	73129
Meridian	73058	Oklahoma City	73130
Minco	73059	Oklahoma City	73131
Mulhall	73063	Oklahoma City	73132
Mustang	73064	Oklahoma City	73133
Moore	73160	Oklahoma City	73134
Ninnekah	73067	Oklahoma City	73135
Newcastle	73065	Oklahoma City	73136
Nicoma Park	73066	Oklahoma City	73137

Oklahoma City	73138	Oklahoma City	73190
Oklahoma City	73139	Oklahoma City	73191
Oklahoma City	73140	Oklahoma City	73192
Oklahoma City	73141	Oklahoma City	73193
Oklahoma City	73142	Oklahoma City	73194
Oklahoma City	73143	Oklahoma City	73195
Oklahoma City	73144	Oklahoma City	73196
Oklahoma City	73145	Oklahoma City	73197
Oklahoma City	73146	Oklahoma City	73198
Oklahoma City	73147	Oklahoma City	73199
Oklahoma City	73148	Paoli	73074
Oklahoma City	73149	Pauls Valley	73075
Oklahoma City	73150	Perkins	73059
Oklahoma City	73151	Piedmont	73078
Oklahoma City	73152	Pink	74873
Oklahoma City	73153	Prague	74864
Oklahoma City	73154	Purcell	73080
Oklahoma City	73155	Ripley	74062
Oklahoma City	73156	Rosedale	74831
Oklahoma City	73157	Rush springs	73082
Oklahoma City	73158	Shawnee	74802
Oklahoma City	73159	Slaughterville	73051
Oklahoma City	73160	Spencer	73084
Oklahoma City	73161	St. Louis	74866
Oklahoma City	73162	Stillwater	74074
Oklahoma City	73163	Stillwater	74075
Oklahoma City	73134	Stillwater	74076
Oklahoma City	73135	Stillwater	74077
Oklahoma City	73169	Stillwater	74078
Oklahoma City	73170	Sparks	74869
Oklahoma City	73171	Stratford	74872
Oklahoma City	73172	Stroud	74079
Oklahoma City	73173	Tecumseh	74873
Oklahoma City	73175	Tribbey	74878
Oklahoma City	73176	Tryon	74875
Oklahoma City	73177	Tuttle	73089
Oklahoma City	73178	Union City	73090
Oklahoma City	73179	Verden	73092
Oklahoma City	73180	Wanette	74878
Oklahoma City	73181	Warwick	74834
Oklahoma City	73182	Washington	73093
Oklahoma City	73184	Wayne	73095
Oklahoma City	73185	Wellston	74881
Oklahoma City	73186	Wynnewood	73098
Oklahoma City	73187	Yale	74085
Oklahoma City	73188	Yukon	73085
Oklahoma City	73189		



Jack & Jill Oklahoma City Mother's Directory 2013-2014

Name	Address	City/State/Zip	Home Phone	Mobile/Work Phone	Email	Children	M/F	Birthday mm/dd/yy	Age as of 9/1/13	Grade
Ahmad, Aquilah	11032 Larkin Lane	Midwest City, OK 73130	405-455-3821	405-514-4667	myhippocampus@me.com	Haná	F	5/16/1997	16	11
Benabdallah, Valeria	1714 NE 44th	Oklahoma City, OK 73111	405-424-0180	405-863-4486	valeriabenabdallah@hotmail.com	Samuel Stephens*	M	7/1/1998	15	11
Buggs, Michelle	1309 NW 106 th	Oklahoma City, OK 73114	405-413-0712	405-476-1828	buggs_michelle@yahoo.com	Danielle Darianna Micha Anthony	F M M	9/23/2003 2/7/2002 11/1/2000	9 11 12	3 4 6
Carter, Karen	PO Box 13184	Oklahoma City, OK 73113	405-767-9343	405-923-3341	kcarter@pikepass.com krtc40@hotmail.com	Tianna	F	10/30/1995	17	12
Coleman, Sharri	616 NE 19th St	OKC OK 73105	405-525-7194	405-501-4284 (m) 405-325-1186 (w)	coleman4ok@yahoo.com	Chandler Courtland	F F	5/12/2000 6/2/2004	13 9	8 4
Coronel, Yolanda	15252 Worthington Lane	Edmond, OK 73013	N/A	405-513-2307	livebygoals@yahoo.com	Mateo Nicolás Sebastián	M M M	12/30/06 7/2/2001 1/24/1997	6 12 16	K 6 11
Crisp, Racquel	5501 NE 53rd Street	Oklahoma City, OK 73121	405-427-9411	405-919-0329	rcrisp854@aol.com racquelc70@yahoo.com	Raigen Raven	F F	7/6/2004 9/1/1995	9 18	4 11
Daniel, Cherdena*	3208 N Forest Park	Forest Park, OK 73121		405-808-2548	cherdenadaniel@gmail.com	Gabby Christen Edward Evan Sophia	F F M M F	9/10/1999 11/18/03 10/16/04 7/24/09 1/11/11	13 9 8 4 2	9 5 4 Pre-K Pre-K

Davis, Freda	5816 Whitchall Blvd	Oklahoma City, OK 73162	405-621-9292	405-514-5029	fredadavis1999@aol.com	Kyndal Harper	F F	4/22/2002 11/14/2005	11 7	6 2
Dixon, Cheryl	3221 Wexford Ave	Oklahoma City, OK 73170	405-261-0943	405-308-8061	Dixon42@hotmail.com	Jaylon	M	1/7/1999	14	9
Fletcher, Chaya	1101 NE 19th	Oklahoma City, OK 73111	405-605-0577	405-694-1502	chayafletcher@gmail.com	Mason Michael Mekhi	M M M	3/27/2006 3/27/2006 11/19/2002	7 7 9	2 2 5
Groom, Terri*	16408 Old Elm Lane	Oklahoma City, OK 73013		405-708-1503	tgroomft@yahoo.com	Emmuel Ezekial	M M	6/16/00 4/16/08	13 5	8 Pre-K
Jones, Eneshal	2300 Bradford Place	Edmond, OK 73003	405-340-0921	405-739-2633	ejones1908@cox.net	Riley Reygann Riyen	F F F	3/9/2004 5/11/2006 5/7/2011	9 7 2	4 2 Pre-K
Jones, Mautra	13409 Princeton Lane	Edmond, OK 73013	405-463-5721	405--821-2868 (m) 405-302-5123 (w)	mantra.jones@gmail.com	Bernard	M	12/29/2008	4	Pre-K
McPherson Powers, Angela	14112 Apache Drive	Edmond, OK 73013	405-749-1806	405-642-4466	angelapowers@sbcglobal.net	Thomas	M	8/1/1998	15	9
Mitchell, Nicole*	11721 Silver Sun Drive	Oklahoma City, OK 73162		405-208-9629	nikkidst@hotmail.com	Chandler Christian Chase	F M M	12/22/98 3/8/03 9/23/05	14 10 7	9 5 2
Oakes, Martha "Jackie"	13313 Fairway Dr	Choctaw, OK 73020	405-769-1156	405-642-4788	moakesj@cox.net	Jessica Jones	F	7/21/1999	14	9
Perry, Tori	1308 NW 193rd St	Edmond, OK 73003	405-285-5822	405-818-3272	Tperry41@cox.net	Sebastian Russell	M M	3/3/2005 8/23/2002	8 11	3 5
Pope, Lillian	1705 NW 164th Circle	Edmond, OK 73013	405-562-4214	405-202-3456	lillian405@cox.net	Allison Michael	F M	11/25/2003 4/2/2001	9 12	4 7

Rhone, Traci	16109 Himalaya Ridge	Edmond, OK 73013	405-844-0082	405-476-3437	mtrhone@cox.net	Brianna Brandon William	F M M	11/5/1998 11/5/1998 8/28/1997	14 14 16	9 9 10
Saxton, Theresa	9212 Sutton Pl.	Oklahoma City, OK 73132	405-470-0903	706-464-3303	theresa_saxton@yahoo.com	Tyra Teah	F F	3/18/2002 7/2/2000	11 13	6 8
Shirley, Lydia Townsend	14759 Cottonwood Drive	Edmond, OK 73025	405-341-7206	405-408-2350	lshirley3346@sbcglobal.net	Langston	M	5/27/1997	16	11
Smith, Charifa	PO Box 1405	OKC, OK 73101		405-210-1958	csmith@sageokc.com	Addis Ellis	F F	11/03/09 08/01/11	3 2	Pre-K Pre-K --
Summers-Ables, Joy	3008 N Meadowood Dr	Midwest City, OK 73110	405-737-0501	405-250-2420	joy-summers@ouhsc.edu	Averee Ables	F	6/20/1997	16	11
Trevillion, Shana	511 N Fonshill	OKC, OK 73117	405-802-4088	405-272-1535 (h)	sjoyreed@yahoo.com	Akwe Jafari Mikuili (lives in Tulsa)	F M M	5/16/2003 4/4/2008 5/19/1998	10 5 16	5 Pre-K
Walter, Patrina Sattiewhite	17012 Fenwick Blvd	Edmond, OK 73012	405-348-8641	405-315-3492	patrina89@yahoo.com	Peyton William	M M	7/12/2001 9/28/1998	12 14	7 9
Williams, Angel	5825 Hardwick Lane	Edmond, OK 73034		585-298-8912	awilliams1908@yahoo.com	Bryce Ardent	M F	3/30/2003 11/16/07	10 5	5 K
Williams, Aquesha	400 Nw 138th Circle	Edmond, OK 73013	405-514-5029	405-514-5029	aquesha.williams@tinker.af.mil aquesha.williams@gmail.com	Tiffany Marcus	F M	12/22/2003 12/30/12	9	4
Williams, Kjulonda*	1308 NE 56th	Oklahoma City, OK 73111		405-229-6269	kogles1@gmail.com	Jada (step-child)	F	2/21/2006	7	2

Wilson, Sheritta	13716 Plymouth Crossing	Edmond, OK 73013	405- 478- 0437	405-821- 6242	sherritawilson@hotmail.com	Alina Jonathan	F M	6/16/2001 7/4/1996	12 17	7 12
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Associates 2013 – 2014

Name and Occupation	First Name	Last Name	Recipient	Address	City/State/Zip	Phone Numbers	Mobile/Work Phone	Email	Status
Bradley, Tara									
Crump, Renita Life Member as of 2013	Renita	Crump	Renita Crump	4101 Kings Court	Forest Park, OK 73121	405-424- 2631	405-990- 9162	renita.crump@okc.gov	Associate Life
Ingersoll, Marsha Life Member as of 2013	Marsha	Ingersoll	Marsha Ingersoll	1705 Westwood Lane	Edmond, OK 73013		405-919- 7232	mingersolll@cox.net	Associate Life
Johnson, Alice Life Member	Alice	Johnson	Alice Johnson	3319 Rock CreekWay	Oklahoma City, OK 73120	405-749- 1151	405-641- 6499	alicealan44@cox.net	Associate Life
Liggins, Loraine Life Member as of 2012	Loraine	Liggins	Loraine Liggins	532 Redvine Rd.	Edmond, OK 73034	405-341- 8101	405-264- 3973	loraine_liggins@okwp.uscourts.gov	Associate Life
Lyons, Marsha Life Member	Marsha	Lyons	Marsha Lyons	5500 N. Stonewall Dr	Oklahoma City, OK 73111	405-424- 0103	405-410- 3489	ladylyons@cox.net	Associate Life

Pennington, Cheryl Life Member as of 2012	Cheryl	Pennington	Cheryl Pennington	709 N.E. 20 th St	Oklahoma City, OK 73105	405-427- 7992	405-831- 5508	mspenny7052@hotmail.com	Associate Life
Turner, Sharon Life Member as of 2012	Sharon	Turner	Sharon Turner	12309 Val Verde Dr	Oklahoma City, OK 73142	405-751- 0495	405-209- 5612	volvomom1157@aol.com	Associate Life

2013 - 2014 Jack & Jill OKC Children's Groups

Sandbox - 2 years old – Kindergarten

Sponsor: Shana Trevillion 802-4088

Coordinator: Patrina Sattiewhite Walter 315-3492 patrina89@yahoo.com

<u>Name</u>	<u>Birth Date</u>	<u>Age</u>	<u>Grade</u>	<u>Mother</u>	<u>Phone</u>
Mateo Coronel (M)	12/30/06	6	K	Yolanda Coronel	513-2307
Evan Daniel (M)	7/24/09	4	Pre-K	Cherdena Daniel	808-2548
Sophia Daniel (F)	1/11/11	2	Pre-K	Cherdena Daniel	808-2548
Ezekiel Groom (M)	4/16/08	5	K	Terri Groom	708-1503
Bernard Jones (M)	12/29/08	4	Pre-K	Mautra Jones	302-5123
Addis Smith (F)	11/03/09	3	Pre-K	Charifa Smith	210-1958
Ellis Smith (F)	08/1/11	2	Pre-K	Charifa Smith	210-1958
Jafari Trevillion (M)	4/4/2008	5	Pre-K	Shana Trevillion	272-2535
Arden Williams (F)	11/16/2007	5	K	Angel Williams	585-298-8912

5 boys, 4 girls = 9 total



2013 - 2014 Jack & Jill OKC Children's Groups

Humpty - 1st, 2nd, & 3rd Grades

Sponsor: Eneshal Jones 340-0921

Coordinator: Patrina Sattiewhite Walter 315-3492 patrina89@yahoo.com

<u>Name</u>	<u>Birth Date</u>	<u>Age</u>	<u>Grade</u>	<u>Mother</u>	<u>Phone</u>
Harper Davis (F)	11/14/05	7	2nd	Freda Davis	621-9292
Mason Fletcher (M)	3/27/06	7	2nd	Chaya Fletcher	694-1502
Michael Fletcher (M)	3/27/06	7	2nd	Chaya Fletcher	694-1502
Reygan Jones (F)	5/11/06	7	3rd	Eneshal Jones	513-3179
Chase Mitchell (M)	9/23/05	7	2 nd	Nicole Mitchell	208-9629
Kevin "Sebastian" Perry (M)	3/3/05	8	3rd	Tori Perry	285-5822
Jada Williams (F)	2/21/06	7	2nd	Kjulonda Williams	229-6269

3 girls, 4 boys = 7 total



2013 - 2014 Jack & Jill OKC Children's Groups

Dynamite – 4th & 5th Grades

Sponsor: Chaya Fletcher 694-1502

Coordinator: Patrina Sattiewhite Walter 315-3492 patrina89@yahoo.com

<u>Name</u>	<u>Birth Date</u>	<u>Age</u>	<u>Grade</u>	<u>Mother</u>	<u>Phone</u>
Courtland Coleman (M)	6/2/2004	8	4th	Sharri Coleman	502-4284
Raegan Crisp (F)	7/6/04	8	3 rd	Raquel Crisp	919-1768
Christen Daniel (F)	11/18/03	9	5 th	Cherdena Daniel	808-2548
Edward Daniel (M)	10/16/04	8	4 th	Cherdena Daniel	808-2548
Mekhi Fletcher (M)	11/19/02	9	5 th	Chaya Fletcher	694-1502
Riley Jones (F)	3/9/04	9	4 th	Eneshal Jones	513-3179
Christian Mitchell (M)	3/8/03	10	5 TH	Nicole Mitchell	208-9629
Allison Pope (F)	11/25/03	10	4th	Lillian Pope	202-3456
Akwe Trevillion (F)	5/16/2003	10	5 th	Shana Trevillion	272-1535
Bryce Williams (M)	3/30/2003	10	5 th	Angel Williams	585-298-8912
Tiffany Williams (F)	12/22/03	9	4 th	Aquesha Williams	514-5029

5 boys, 6 girls = 11 total



2013 - 2014 Jack & Jill OKC Children's Groups

Twix Tweens – 6th, 7th, & 8th Grades

Sponsor: Lillian Pope 202-3456

Coordinator: Patrina Sattiewhite Walter 315-3492 patrina89@yahoo.com

<u>Name</u>	<u>Birth Date</u>	<u>Age</u>	<u>Grade</u>	<u>Mother</u>	<u>Phone</u>
Kyndal Davis (F)	4/22/02	11	6 th	Freda Davis	621-9292
Chandler Coleman (M)	5/12/00	13	8 th	Sharri Coleman	525-7194
Nicolas Coronel (M)	7/2/01	12	6 th	Yolanda Coronel	513-2307
Emmanuel Johnson (M)	6/16/00	13	8 th	Terri Groom	708-1503
Russell "Miles" Perry (M)	8/23/02	11	6 th	Tori Perry	285-5822
Michael Pope (M)	4/2/01	12	7 th	Lillian Pope	202-3456
Teah Saxton (F)	7/2/00	13	8 th	Theresa Saxton	706-464-3303
Tyra Saxton (F)	3/18/02	11	6 th	Theresa Saxton	706-464-3303
Peyton Walter (F)	7/12/01	12	7 th	Patrina Walter	315-3492
Alina Wilson (F)	6/16/01	12	7 th	Sherrita Wilson	478-0437
5 girls, 5 boys = 10 total					





2013 - 2014 Jack & Jill OKC Children's Groups

Vogues & Esquires – 9th, 10th, 11th, & 12th Grades

Sponsors: Yolanda Coronel 513-2307, Lydia Townsend-Shirley 408-2350 Sherrita Wilson 821-6242

Coordinator: Patrina Sattiewhite Walter 315-3492 patrina89@yahoo.com

<u>Name</u>	<u>Birth Date</u>	<u>Age</u>	<u>Grade</u>	<u>Mother</u>	<u>Phone</u>
Averee Ables (F)	6/20/97	16	11 th	Joy Summers-Ables	250-2420
Hana Ahmad-Coleman (F)	5/16/97	16	11 th	Aquilah Ahmad	455-3821
Gabby Daniel (F)	9/10/99	13	9 th	Cherdena Daniel	808-2548
Jaylon Dixon (M)	1/7/99	14	9 th	Cheryl Dixon	308-8061
Tianna Carter* (F)	10/30/95	17	12 th	Karen Carter**	767-9341
Sebastian Coronel (M)	1/24/97	16	11 th	Yolanda Coronel	513-2307
Raven Crisp* (F)	9/1/95	18	12 th	Raquel Crisp	427-9411
Jessica Jones (F)	7/21/99	14	9 th	Jackie Oakes	642-4788
Chandler Mitchell (F)	12/22/98	14	9 th	Nicole Mitchell	208-9629
Thomas Powers (M)	8/1/98	15	9 th	Angela McPherson	642-4466
Brandon Rhone (M)	11/5/98	14	9 th	Traci Rhone	844-0082
Brianna Rhone (F)	11/5/98	14	9 th	Traci Rhone	844-0082
William Rhone (M)	8/28/97	16	11 th	Traci Rhone	844-0082
Langston Shirley (M)	5/27/97	16	11 th	Lydia Shirley	408-2350
Samuel Stephens (M)	7/1/98	15	11 th	Valeria Benabdallah	424-0180
William Walter (M)	9/28/98	14	9 th	Patrina Walter	348-8641
Jonathan Wilson* (M)	7/4/96	17	12 th	Sherrita Wilson	478-0437

*Graduating Teen, **Graduating Teen and Mom
8 girls, 9 boys = 17 total



2013-2104 Jack & Jill OKC Children's Event Calendar

Sandbox - 2 years old – Kindergarten

Sponsor: Shana Trevillion 802-4088

Coordinator: Patrina Sattiewhite Walter 315-3492 patrina89@yahoo.com

Month	Date	Event	Hostess	Theme	Location	Time	Approximate Cost
September	9/14	Family Campout	Eneshal Jones	Recreational /Social	Lake Arcadia	3pm – overnight	\$10 pp
October	10/26	Haunt the River Cruise	Charifa & Nikki	Recreational /Social	4345 SW 15 th Dock	1pm - 3pm	\$20 pp including box lunches
November	11/10	Veterans Day Service Project	Mautra & Freda	Educational / Legislative	OUHSC Library	1:45pm – 3pm	\$0
December	TBA	Black Santa Party	Committ ee	Community Service /civic/ Social	Ralph Ellison Library	TBA	\$0
January	1/11	Prepare a meal for V&E; MLK movie; Donate a book to Positive Tomorrows	Cherden a & Terri	Day of Service	OUHSC	6pm	\$0
February	TBA	Black History Event	Committ ee	Cultural/Civ ic	The Centre	TBA	\$0
March	3/8	Clay Date w Dimes Drive	Yolanda Coronel	STEAM & March of Dimes Init.	15252 Worthington Ln	11 am – 12 pm	Dimes
April	4/12	Egg Hunt at Hafer Park	Cherden a & Charifa	Service & Educational	Covell/Kelly	12 noon	\$0
May	TBD	Black Family Day	Group Activity	Recreational /Cultural	TBA	TBA	\$0

2013-2014 Jack & Jill OKC Children's Event Calendar

Humpty - 1st, 2nd, & 3rd Grades

Sponsor: Eneshal Jones 340-0921

Coordinator: Patrina Sattiewhite Walter 315-3492 patrina89@yahoo.com

Month	Date	Event	Hostess	Theme	Location	Time	Approximate Cost
September	9/14	Family Campout	Eneshal Jones	Recreational /Social	Lake Arcadia	3pm – overnight	\$10 pp
October	10/26	Haunt the River Cruise	Charifa & Nikki	Recreational /Social	4345 SW 15 th Dock	1pm - 3 pm	\$20 pp including box lunches
November	11/10	Veterans Day Service Project	Mautra & Freda	Educational / Legislative	OUHSC Library	1:45pm – 3pm	\$0
December	TBA	Black Santa Party	Committ ee	Community Service /civic/ Social	Ralph Ellison Library	TBA	\$0
January	1/11	Prepare a meal for V&E; MLK movie; Donate a book to Positive Tomorrows	Cherden a & Terri	Day of Service	OUHSC	6pm	\$0
February	2/23	AA History of Oklahoma Leaders	Committ ee	Cultural/Civ ic	Oklahoma Historical Museum	3pm	\$0
March	3/8	Clay Date w Dimes Drive	Yolanda Coronel	STEAM & March of Dimes Init.	15252 Worthingto n Ln	11 am – 12 pm	Dimes
April	4/12	Egg Hunt at Hafer Park	Cherden a & Charifa	Service & Educational	Covell/Kell y	12 noon	\$0
May	TBD	Black Family Day	Group Activity	Recreational /Cultural	TBA	TBA	\$0

2013-2014 Jack & Jill OKC Children's Event Calendar

Dynamite – 4th & 5th Grades

Sponsor: Chaya Fletcher 694-1502

Coordinator: Patrina Sattiewhite Walter 315-3492 patrina89@yahoo.com

Month	Date	Event	Hosts	Theme	Location	Time	Approximate Cost
September	9/14	Family Campout	Eneshal Jones	Recreational/Social	Lake Arcadia	3pm – overnight	\$10 pp
October	10/26	OKC River Sports	Tori/Lillian	Recreational/Social	OKC River	1pm - 3pm	\$20
November	11/10	Veterans Day Service Project /Cash Flow for Kids	Lillian /Shana, Patrina	Education/Legislative/Financial Literacy	OUHSC Library	1:45pm – 3pm	\$0
December	12/14	Bowling at Red Pin/Service for Langston U	Eneshal, Cherdena, Chaya	Service to HBCU, Civic, Recreational	Red Pin	2pm	\$20
January	1/11	Food Bank	Raquel	Day of Service	OK Regional Food Bank	10:00am	\$0
February	2/23	AA History of Oklahoma Leaders A viewing of “The Loving Story” Documentary AA History	Committee	Cultural/Civic	Oklahoma Historical Museum	3pm	\$0
March	3/8	Fiscal Fitness with a touch of Physics	Cherdena (Edward)	Leadership/STEAM	Downtown Public Library	3pm	\$0
April	4/12	Downtown Scavenger Hunt	Angel	Health, Leadership	Meet at Memorial Park	2pm	\$0
May	TBD	Black Family Day/Fathers Appreciation Day	Group Activity	Recreational/Cultural	TBA	TBA	\$0

2013-2014 Jack & Jill OKC Children's Event Calendar

Twix Tweens – 6th, 7th, & 8th Grades

Sponsor: Angela Powers 652-4466

Coordinator: Patrina Sattiewhite Walter 315-3492 patrina89@yahoo.com

Month	Date	Event	Hostes s	Theme	Locat ion	Time	Approximat e Cost
September	9/14	Family Campout	Eneshal Jones	Recreational/Social	Lake Arcadia	3pm – overnight	\$10 pp
October	10/26	OKC River Sports	Lillian	Recreational/Social	OKC River	1pm - 3pm	\$20
November	11/10	Veterans Day Service Project, Financial Literacy “Cash Flow for Kids”	Shana, Patrina	Educational/Legislative	OUSH SC Library	1:45pm – 3pm	\$0
December	12/14	Bowling at Red Pin/Service for Langston U	Patrina, Terri	Service to HBCU, Civic, Recreational	Red Pin	2pm	\$20
January	1/11	Food Bank	Theresa, Freda	Day of Service	OK Regional Food Bank	10:00am	\$0
February	2/23	AA History of Oklahoma Leaders A viewing of “The Loving Story” Documentary AA History	Committee	Cultural/Civic	Oklahoma Historical Museum	3pm	\$0
March	3/8	Fiscal Fitness with a touch of Physics	Sherrita (Nathan), Yolanda	Leadership/STEAM	Downtown Public Library	3pm	\$0
April	4/12	Downtown Scavenger Hunt	Patrina, Shari	Health, Leadership	Meet at Memorial Park	2pm	\$0
May	TBD	Black Family Day/Fathers Appreciation Day	Group Activity	Recreational/Cultural 78	TBA	TBA	\$0



2013-2014 Jack & Jill OKC Children's Event Calendar

Vogues & Esquires – 9th, 10th, 11th, & 12th Grades

Sponsors: Yolanda Coronel 513-2307, Lydia Shirley 408-2350; Sherrita Wilson 821-6242

Coordinator: Patrina Sattiewhite Walter 315-3492 patrina89@yahoo.com

Month	Type of Activity	Program	Hosts
August 25 @ 3pm	Recreational/Planning	Sandbridge Sky Trail /Planning for coming year;	Jonathon;
September 14 @ 3pm	Recreational	Campout	Langston
October 19 @ 2pm	Health	Bike Touring through Downtown OKC	Jaylon/Gabby
November 10 @ 3pm	Youth Leadership	Financial Literacy & Leadership #14 International Currency & #2 Budgeting.	William R
December 14 @ 8pm	Social/Recreational	Christmas Party	Jessica/Walter/Averee
January 11 @ 10:00am	Service/Civic	Regional Food Bank	Samuel
February 23 @ 3pm	Cultural	Bruce Fisher's overview of Notable AA Oklahomans and A viewing of "The Loving Story" Documentary AA History	Raven
March 8 @ 3pm	Educational/Cultural	Ralph Ellison Library Documentary; Physic & Fiscal Fitness	Thomas/Jonathon
April 12 @ 2pm	Health	Downtown Scavenger Hunt – meet at the Memorial	Tianna
May 25 @ 2pm	Cultural	Sister Act @ Civic Centr	Chandler
June TBD	Fundraising	Junteenth Fundraiser (donating to March of Dimes) & Washington Park. Module: – Benefits of Philanthropy #13 module.	Sebastian/Hana

Jack & Jill Oklahoma City Chapter

2013-2014 Mother's Meeting Hostess Calendar

"Time 2 Fly"

September	Executive Board
October	Karen Carter Jackie Oakes Theresa Saxton Kjulonda Williams
November	Shana Trevillion Lillian Pope Nicole Mitchell Cheryl Dixon
January	Angela Powers-McPherson Angel Williams Cherdena Daniels Freda Davis
February	Eneshal Jones Traci Rhone Lydia Shirley Sherri Coleman Tori Perry
March	Valeria Benabdallah Mautra Jones Charifa Smith Racquel Crisp
April	Joy Summers-Ables Aquilah Ahmad Patrina Sattiewhite-Walter Terri Groom
May	Aquesha Williams Chaya Fletcher Sherrita Wilson Yolanda Coronel



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Jack & Jill Oklahoma City Chapter

2013-2014 Committee Roster

"Time 2 Fly"

Jack & Jill of America, Incorporated
Oklahoma City Chapter
2013-2014 Committee Roster

Black Heritage Recognition (\$400)

Freda Davis (Chair)
Aquilah Ahmad
Kjulonda Williams
Aquesha Williams
Patrina Sattiewhite-Walter
Racquel Crisp
Mautra Jones

Bylaws

Karen Carter
Traci Rhone
Terri Groom
Charifia Smith
Tori Perry

Auditing/Finance

Joy Summers-Ables (Chair)
Aquesha Williams
Lillian Pope
Eneshal Jones

Foundation/Fundraising

Lillian Pope (Chair)
Lydia Shirley
Chaya Fletcher
Freda Davis
Sharri Coleman
Shana Trevillion
Mautra Jones
Charifa Smith
NEW MEMBERS*

Mother's Night out

Chaya Fletcher (Chair)
Freda Davis
Angela Powers-McPherson
Nicole Mitchell
Eneshal Jones
Shana Trevillion

MLK/Community Service

Aquesha Williams (Chair)
Cherdena Daniel
Terri Groom
Nicole Mitchell
Kjulonda Williams

Graduation/Family Day (\$450)

Angel Williams (Chair)
Aquilah Ahmad
Racquel Crisp
Joy Summers-Ables
Lydia Shirley
Shana Trevillion
Kjulonda Williams

Holiday/Teen Party

Lydia Shirley (Chair)
Yolanda Coronel
Patrina Sattiewhite-Walter
Sharri Coleman
Aquilah Ahmad
Sherrita Wilson
Cherdena Daniel

Health Concerns (\$100)

Patrina Sattiewhite-Walt. CH
Lillian Pope
Valeria Benabdallah
Sharri Coleman
Karen Carter
Racquel Crisp
Aquilah Ahmad

Campout/Family Picnic (\$250)

Eneshal Jones (Chair)
Theresa Saxton
Angela Powers-McPherson
Sherrita Wilson
Ted Saxton*
Nathan Wilson *
Richard McPherson*

Father's Appreciation (\$240)

Traci Rhone (Chair)
Theresa Saxton
Mautra Jones
Valeria Benabdallah
Angel Williams
Terri Groom

Legislative (\$100)

Jackie Oakes (Chair)
Mautra Jones
Cheryl Dixon
Charifa Smith
Bernard Jones*

Membership

(\$300)

Cheryl Dixon (Chair)
 Cherdena Daniel
 Terri Groom
 Traci Rhone
 Yolanda Coronel
 Eneshal Jones
 Freda Davis
 Patrina Sattiewhite-Walter
 Chaya Fletcher

May Day/Black Family Day (\$300)

Angela Powers-McPherson (Chair)
 Traci Rhone
 Shana Trevillion
 Michael Rhone*
 Jeff Trevillion*
 Kevin Perry*
 Richard McPherson*

Black Santa/Community Service

Aquesha Williams (Chair)
 Cheryl Dixon
 Nicole Mitchell
 Angel Williams
 Cherdena Daniel
 Chaya Fletcher
 Karen Carter
 Kjulonda Williams

Youth Leadership/Money Mgmt (\$50)

Racquel Crisp
 Joy Summers-Ables
 Yolanda Coronel
 Eneshal Jones
 Cheryl Dixon
 Theresa Saxton

Scrapbook

Aquilah Ahmad
 Patrina Sattiewhite-Walter
 Valeria Benabdallah
 Angela Powers-McPherson
 Cherdena Danie 1

Mother/Teen Cluster

Sherrita Wilson
 Lydia Shirley (Teen Chair)
 Yolanda Coronel
 Patrina Sattiewhite-Walter
 Joy Summers-Ables
 Angel Williams
 Shana Trevillion
 Freda Davis
 Aquesha Williams (Chair)
 Kevin Perry*
 Chuck Davis*
 LaDarryl Shirley*
 William Walter*
 Jeff Trevillion*
 Nathan Wilson*
 Carlin Williams*
 Adriano Coronel*
 Greg Ables*

Nominating Committee

Shana Trevillion (Chair)
 Angel Williams
 Nicole Mitchell
 Chaya Fletcher
 Aquilah Ahmad

Father's Auxiliary (\$100)

Kevin Perry (Chair)
 Greg Ables*
 Adriano Coronel*
 Chuck Davis*
 Michael Rhone
 Rachid Benabdallah
 Byron Coleman
 Adriano Coronel
 Robert Crisp
 Chuck Davis
 Ed Dixon
 Michael Fletcher

Eugene Jackson
Bernard Jones
William Oakes
Richard McPherson
Ted Saxton
LaDarryl Shirley
Greg Ables
Jeff Trevillion
William Walter
Carlin Williams
Nathan Wilson
Fairo Mitchell



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Jack & Jill Oklahoma City Chapter

2013-2014 Mothers Calendar

August 2013	September 2013	October 2013
<ul style="list-style-type: none"> 8/3 - E-Board Meeting 8/17 - Annual Mothers Workshop (Executive Board) <p>8/17 Children's Group Activity in Fenwick Pool 8pm – 10pm SWIM BASH</p> <ul style="list-style-type: none"> 8/30 - E-Board Meeting 	<ul style="list-style-type: none"> 9/8 - Mother's Meeting – 3pm Nominating Committee Vote <p>9/14 - 9/15 - Jack & Jill Day Family Campout (Campout/Family picnic committee) 3:00pm Start time to pitch tents and set up tents. Carole Robertson Recognition (President/Vice-President).</p> <ul style="list-style-type: none"> 9/27 – E-Board Meeting 9/30 - Per capita for all active members and associates <u>due</u> to National Treasurer Crystal Turner. (Treasurer/Financial Secretary) 9/29 – OKC Chapter “Derby Day” Fundraiser. 2pm start Remington Park (Foundation/Fundraising Com.) Monies Due to Lillian 9/27 	<ul style="list-style-type: none"> 10/13 - Mother's Meeting – 3pm 10/25 – E-Board Meeting <p>10/26 Children's Group Activities</p> <ul style="list-style-type: none"> 10/26 - Sandbox & Humpty – Kids - “HAUNT the RIVER” - 1pm (Ferry leaves at 2pm) (Charifa/Nicole/Tori) 10/26 Dynamite & Twixteens – OKC River Sports – (Lillian/Patrina/Angel) 1pm start time 10/26 Couples Night at “HAUNT the RIVER” - Adults
November 2013	December 2013	January 2014
<ul style="list-style-type: none"> 11/1 – Chapter Program Handbook <u>due</u> to National Program Director. (Program Director) 11/1 - Proposed National Bylaws Amendments <u>due</u> to National Corresponding Secretary (Bylaws Committee) 11/2 - Mother/Teen Workday Cluster – OKC HOST CHAPTER 11/5 – Election Day!! <p>11/10 – Mother's Meeting – 3pm</p> <ul style="list-style-type: none"> Youth Leadership & Money Mgmt Workshop (Youth Leadership/Money Mgmt Committee) Mom's Night Out (Mother's Night Out committee) 11/29 – E-Board Meeting <p>11/17 Children's Group –</p>	<ul style="list-style-type: none"> NO Mother's Meeting in December 11/30 – Foundation grant applications <u>due</u> to Regional MAL for Elsie Jackson funding. Foundation National Youth Leadership Project applications due to National Program Director. (Foundation/Fundraising Committee) <p>12/21 Teen Holiday Party - Edmond Community Center (Holiday Party Committee)</p> <ul style="list-style-type: none"> 12/14 Mother's Holiday Activity (Holiday Party Committee) Black Santa Project @ Ralph Ellison Library (Black Santa Committee) <p>Children's Groups:</p> <ul style="list-style-type: none"> Sandbox & Humpty – “Saturday's with Santa at Devon Energy” Dynamite & Twix Teens – “Red Pin Bowling” (Eneshal, Chaya, Sharri) - 	<ul style="list-style-type: none"> 1/3 – E-Board Meeting <p>1/12 – Mother's Meeting- 3pm “Founder's Day Program” Associates' Project</p> <ul style="list-style-type: none"> 1/15 – Up the Hill submissions <u>deadline.</u> Due to the National Editor. (Editor) TBA - Health Awareness Program (Health Concerns Committee) <p>1/18 - MLK Day of Service. Regional Food Community Service Activity (Community Service Committee)</p> <ul style="list-style-type: none"> 1/31 – E-Board Meeting 1/31 – Legacy Application National Headquarters <p>1/18 Children's Group Activity</p> <ul style="list-style-type: none"> “Regional Food Bank” – Dynamite, Twixteen (Aquesha,

<ul style="list-style-type: none"> • “Veterans Day Activity” (Dynamite/Twix Teens) Lillian/Shana/Kjulonda/ Freda - 2:00 pm 	<p>HBCU Linkage</p>	<p>Tori, Traci)</p> <ul style="list-style-type: none"> • “MLK Movie”– (Sandbox/Humpty) Bring a book to donate to <i>Positive Tomorrors</i> – (Yolanda, Eneshal, Mautra)
<p>February 2014</p>	<p>March 2014</p>	<p>April 2014</p>
<ul style="list-style-type: none"> • 2/9 – Mother’s Meeting – 3pm • Mother & Father of the Year nominations. (<i>Submit at Mother’s Meeting</i>) • New Member Nominations (<i>Membership Committee</i>) • 2/14 – Deadline for submissions for Scope to National Program Director (<i>Chapter Editor</i>) • 2/23 AA Celebration at Oklahoma Historical Museum, hosted by Bruce Fisher – (<i>Black Heritage Committee & Associates</i>) • 2/28 – E-Board Meeting <p>2/23 Children’s Group Activity</p> <ul style="list-style-type: none"> • “Black History Event” – Metropolitan Library Black History Lunch at The Centre. (All Groups) 	<ul style="list-style-type: none"> • 3/9 – Mother’s Meeting – 3pm Mother & Father of the Year nominations presented at Mother’s Meeting. (Chapter Vote) • Election of New Members/New Officer’s Election – (Chapter Vote) • 3/16 – Prospective Members Tea (<i>Membership Committee</i>) • 3/28 – E-Board Meeting • 3/31 – Deadline for applying for Leave of Absence (<i>Submit to President</i>) <p>3/23 Children’s Group Activities</p> <ul style="list-style-type: none"> • Sandbox & Humpty – “Clay Date” (Angel, Cherdena, Terri, Chaya) • Dynamite & Twix Teen – “Fiscal fitness with a touch of Physics” - (Yolanda, Patrina, Aquesha, Sherrita) (Nathan for physics) 	<ul style="list-style-type: none"> • 4/13 – Mother’s Meeting – 3pm • TBA – Father’s Appreciation Event – Winery Activity (<i>Father’s Appreciation Committee</i>) • TBA t (<i>Health Concerns Committee</i>) • 4/13 - New Member Orientation (<i>Membership Committee</i>) 1:00 pm – 2:15 pm (all members attend “Meet & Greet” following Orientation) • 4/25 – E-Board Meeting <p>4/20 Children’s Group Activities</p> <ul style="list-style-type: none"> • Sandbox/Humpty – “Easter Egg Hunt” – (Charifa, Cherdena) • Dynamite/Twix Teens, Teens – “Scavenger Hunt Downtown” - (Chaya, Shana, Patrina, Traci and Nikki) <i>Teens can be Team Leaders</i>
<p>May 2014</p>	<p>June 2014</p>	<p>July 2014</p>
<ul style="list-style-type: none"> • 5/1 – Service Project Report Due • 5/3- National Black Family Day (<i>May Day Committee</i>) - (All Groups) 5/3 March of Dimes walk – Myriad Gardens – 2 miles, 9am start • 5/11 Family Day – Recognition of Graduating Mothers, Seniors and Mother & Father of the Year (<i>Graduation/Family Day Committee</i>) • 5/17 – Mother’s Meeting – 2pm (meal served) Bylaw Amendments due to <i>Bylaws Committee</i>. • 5/17 - Initiation of New Members/New Officer Initiation (meal served following Initiation) 	<p>New Fiscal Year</p> <ul style="list-style-type: none"> • 6/1 - Mother & Teen Foundation Contributions DUE • 6/20 – E-Board Meeting <p>Juneteenth Family Day (New Member social activity) & Juneteenth Teen Fundraiser – (<i>Teen’s & Foundation/Fundraising Chair</i>)</p> <ul style="list-style-type: none"> • 6/30 – EOY Chapter Financial Reports due to National Treasurer. (<i>Treasurer</i>) • 6/30 – EOY Chapter Programming Assessment due to National Program Director (<i>Program Director</i>) 	<ul style="list-style-type: none"> • JJ National Meeting – Myrtle Beach, S.C.

<p>– (Membership Committee)</p> <ul style="list-style-type: none">• 5/30 – Youth Service Hours & Teen Leadership Modules - Due to National Program Director• 5/30 – Committee Calendars• 5/30 – E-Board Meeting (Officer Transition Meeting)	<ul style="list-style-type: none">• Central Region Teen Conference – Tulsa, OK	
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Jack & Jill Oklahoma City Chapter

Standing Committees

Program Committee – Provide assistance to the Journalist in preparing the program book to send to the National Program Director by November 1 of the program year. Prepare for the Carole Robertson Award and memorial service in September. Establish local charity selection process.

Membership Committee – Organize tea for perspective members. Oversee the selection process of new members, including orientation and induction. Send cards during illness and death and send out resolutions for funeral services if needed.

Publicity Committee - Prepare and deliver yearbooks to members; prepare and send new articles and photos to the local press; prepare articles for *Scope* and *Up the Hill*; prepare and maintain scrapbook. Serve as photographer for all social and chapter events.

Social Committee - Plan December Holiday Party, Progressive Dinner, Family Day activity, and the recognition of Founders Day. Plan National Jack and Jill Black Family Day (May Day) – First Saturday in May. A play day for our children where we may invite selected members of the community (celebrated in the year when there is not a children’s cluster in Oklahoma City). Plan a social activity for new members in June or July.

Foundation/Fund Raising Committee - Disseminate information regarding J&J Foundation to chapter. Write grants and develop strategic alliances with non-profit organizations that have children as their purpose to assist with grant proposals. Plan an activity(s) to raise funds for local charities and J&J Foundation.

Community Service Committee - Select and involve the chapter in one service project a year. Plan and coordinate with Ralph Ellison to provide Black Santa for the children who utilize their community Library and plan and participate in Martin Luther King, Jr. Holiday (a day of service).

Black Heritage Celebration Committee – Plan program to celebrate our African American Heritage, which will also include an Associates’ Appreciation program.

Legislative Representative/By-Laws Committee – Identify and analyze local, regional, and national issues that impact African American children and families. Keep members informed of how elected officials vote on children’s issues. Work with regional and legislative chair to develop public awareness programs that highlight our priorities and concerns. (Visit the Oklahoma Institute for Child Advocacy website www.oica.org and the Children’s Defense Fund website www.childrensdefense.org for assistance). Ensure that bylaws are current and up to date as well as in compliance with the national bylaws.

Health Concerns – Implement the National Jack and Jill of America, Inc. health concerns guidelines, promote healthy lifestyles within the Chapter and promote health awareness in the African American community. All activities and events should be documented for remittance to the Program Director.

Finance Committee – Performs audit at year's end

Fathers' Appreciation Committee – Plan a dinner banquet for fathers and daughters and/or sons.

Youth Leadership/Money Management Workshop Committee

Plan and implement workshops that provide children with leadership strategies and money management concepts and practices.

Oklahoma City Chapter Budget

2013 - 2014

Income

Carry Forward	7,690.55
Mothers Dues	16,500.00
Teen Dues	450.00
Associates Dues	<u>0.00</u>
TOTAL INCOME	24,640.55

Expenses

605 - Per Capita - Headquarters

New Members

610 - Per Capita - National

Associate Life	600.00
Associate Regular	75.00
Members	<u>2,250.00</u>

Total 610 - Per Capita - National 2,925.00

615 - Per Capita - Regional

Associate	55.00
Members	1,650.00
Teen (13 and over)	<u>450.00</u>

Total 615 - Per Capita - Regional 2,155.00

705 - Chapter Meetings

Monthly Mothers Meeting	750.00
New Member Initiation	1,050.00
New Member	
New Member Initiation	100.00
New Member Orientation	300.00
New Member Tea	<u>500.00</u>

Total 705 - Chapter Meetings 2,700.00

710 - Cluster

Registration	<u>75.00</u>
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Total 710 - Cluster 75.00

715 - National Convention

Associate	10.00
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725 - Regional Conference

Other	3,500.00
Registration	<u>800.00</u>

Total 725 - Regional Conference 4,300.00

730 - Teen Conference

Registration	<u>450.00</u>
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Total 730 - Teen Conference 450.00

735 - Refund-NSFS

50.00

805 - Children's Activities

Dynamite Group	400.00
Humpty Group	400.00
Sandbox Group	400.00
Twix Teens Group	<u>400.00</u>

Total 805 - Children's Activities 1,600.00

810 - Family Activities

Black History	500.00
Black Santa	750.00

Christmas Party 750.00

Campout 400.00

Chapter Family Day 750.00

Chapter Family Day-Grad Sr/Mom Recog 200.00

Fathers Appreciation 500.00

Assessment	300.00
Registration	<u>0.00</u>
Total 715 - National Convention	310.00
825 - Other Activities	
Financial Management Workshop	500.00
Health/Legislative Initiatives	<u>500.00</u>
Total 825 - Other Activities	1,000.00
830 - Parental Activities	500.00
835 - Teen Activities	
Banner	50.00
Other	627.43
Supplies	200.00
Tshirts	<u>500.00</u>
Total 835 - Teen Activities	1,377.43
840 - Up The Hill	100.00
905 - Advertisement	300.00
910 - Bank Charges	200.00
915 - Bonding&Insurance	
Chapter	100.00
Natl Per Capita Bonding	<u>10.00</u>
Total 915 - Bonding&Insurance	110.00
920 - Clerical Assistance	0.00
925 - Computer-Other Equip	500.00
930 - Contributions	
National-Thompson Quintuplets	50.00
Shawna Williams Foundation	<u>150.00</u>
Total 930 - Contributions	500.00
935 - Courtesies	
Chapter	500.00
National/Regional (mandatory)	50.00
Additional National/Regional	<u>200.00</u>
Total 935 - Courtesies	750.00
940 - Duplicating/Printing	500.00
945 - Foundation Contribution	0.00

J&J National Black Family Day (May Day)	<u>500.00</u>
Total 810 - Family Activities	4,350.00
820 - Installation-New Officers	100.00
825 - Father's Auxillary	300.00
955 - Miscellaneous	
Associates (carryforward + dues)	577.86
Miscellaneous	765.26
President's Expenses	<u>750.00</u>
Total 955 - Miscellaneous	2,093.12
960 - Office Supplies	250.00
965 - Postage & Shipping	
PO Box Rental	58.00
Postage	300.00
970 - Telephone-Fax	0.00
975 - Travel	
Mothers Cluster Hotel	350.00
Mothers Cluster Transportation	300.00
Mothers Conf Hotel	250.00
Mothers Conf Transportation	250.00
Mothers Conf Per Diem	0.00
Teen Conf Hotel	1,200.00
Teen Transportation	<u>500.00</u>
Total 975 - Travel	2,850.00
TOTAL EXPENSES	<u><u>24,640.55</u></u>
	<u><u>0.00</u></u>

950 - Legal_Accounting Fees

0.00

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 2013-2014

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)

Oklahoma City Chapter of Vogues and Esquires

By-Laws

Article I. Name of the Organization

The name of this organization shall be the Vogues and Esquires of Oklahoma City, Oklahoma.

Article II. Membership

Section I Membership Eligibility.

- A. Membership in this organization shall consist of the teens whose Mother, legal guardian or custodial caretaker is an active and financial member of Jack and Jill of America, Incorporated, and whose membership is with the Oklahoma City Chapter.
- B. A teen must be between the ages of thirteen (13) and Nineteen (19) years of age, and be active and in good standing. Active is defined as attending 75% of the meetings and participating in 75% of local chapter teen activities with the local chapter being that where the teen's mothers/legal guardian/custodial caretaker holds membership. Failure to meet these criteria for active membership will result in probationary status for that teen. Good standing is defined as being current in financial obligations as set by the membership.
- C. The active status of the teen must terminate when he/she reaches age twenty (20) or when the teen's mother/legal guardian/custodial caretaker not longer holds membership.

Article III. Officers

Section I Elected and Appointed Officers

- A. The elected officers of the Oklahoma City Vogues and Esquires shall be the President, Vice President, Secretary and Treasurer, Each of who shall serve for a tone (1) year. No officer shall serve more than two (2) consecutive years.
- B. The appointed officers of Vogues and Esquires may include, but are not limited to, the Parliamentarian, Sergeant-At-Arms, Foundation

Representative and Historian. They shall be appointed by the teen President.

C. Parliamentarian

1. Shall interpret parliamentary procedure when called up on the President. Parliamentary procedure shall be dictated by Parliamentarian Authority.*

D. Vacancies

1. Any vacancies in a teen office shall be filled by appointment of the President with the approval of the Teen Executive Board and the Lead Teen Sponsor.

Section II. Qualifications

- A. All members who meet the following qualifications are eligible to become candidates for election to office:

- a. Candidates must be active in Jack and Jill of America for one full year prior to election and remain active in good standing during the tenure of office. Active is defined as attending meetings and participation in chapter teen activities.

- B. No teen shall hold a local and a Regional office simultaneously.

Section III. Elections

- A. The officers shall be elected annually during their May meeting by secret ballot.

- B. Officers shall be elected by majority vote of a quorum of members present.

- C. In the event there is only one (1) candidate slated for an office and there are no nominations from the floor, the presiding officer may entertain a motion from the Secretary cast a unanimous ballot for the candidate (s).

Section IV. Duties

All teen officers of the Oklahoma City Vogues and Esquires shall perform their duties under the direction of and with approval from the Teen Sponsors.

A. President

1. Shall preside over all meetings; serve as ex-officio member of all committees except the nominating committee; appoint the Parliamentarian, Sergeant-At-Arms, Historian; and appoint other officers and committees as deemed necessary.
2. Shall serve as the liaison between Vogues and Esquires and the Mothers of the Chapter regarding all activities and requests from teen group.
3. Shall appoint all committees.

B. Vice President

1. Shall preside in the absence of the President, and assist in any way the President deems necessary.

- C. Secretary
 - 1. Shall keep records of each business meeting of the Vogues and Esquires.
 - 2. Shall record all votes, and compile all committee reports for inclusion in the minutes
 - 3. Shall see that all correspondence authorized by Teen Sponsors and Teen President is sent.
 - 4. Shall keep a record of all members in attendance at each business meeting.
- D. Treasurer
 - 1. Shall serve as Chairperson of the Budget Committee and work under the supervision of a designated Teen Sponsor.
 - 2. Shall keep accurate account of all income and expenditures and submit a copy at each business meeting.
 - 3. Shall keep record of yearly contributions to Jack and Jill Foundation of America.
 - 4. Shall notify the Secretary regarding members whose dues are in arrears as defined by the Bylaws.

Article IV. Meetings

Section I. Meeting Schedule

- A. Meetings of the Vogues and Esquires of Oklahoma City Chapter shall be held once per month on the third Sunday at 3:00pm at a place designated by the host teen(s) for that month or by the President.
- B. Each monthly meeting shall be hosted by one or more teens per month. Hosting is defined as being the person or persons who will provide the meeting place, refreshments for the membership and an activity after the business meeting.
- C. The meetings shall be presided over by the elected teen president and conducted according to the standard Robert's Rules of Order.
- D. There shall be at least one (1) teen sponsor in attendance at each meeting
- E. Attendance by the membership is expected monthly. If a member is unable to attend a meeting the elected secretary of the president should be notified prior to the meeting. Three successive unexcused absences will be noted by the teen sponsor who will notify the teen's mother/legal guardian/custodial caretaker to verify these absences. Excessive unexcused absences and non participation in program activities may result in an inactive status and may jeopardize one's eligibility to attend the Teen Regional Conference.
- F. Change of any regular meeting will be determined by vote of two-thirds (2/3) of the body at a previous meeting.

- G. The calling committee will notify the membership at least seven (7) days prior to any meeting.
- H. In case of an emergency, the elected officers have the power to change time and date of the meeting.

Article V. Teen Executive Board

The teen Executive Board shall consist of the elected officers of the Oklahoma City vogues and Esquires who must perform its duties under the direction of the Lead Teen Sponsor and the immediate past teen President who shall serve as ex-officio on the Board. The Executive Board shall meet at such times and places as may be designated by the teen President.

A. Parliamentarian

- 1. Shall interpret parliamentary procedure when called up on by the President. Parliamentary procedure shall be dictated by Parliamentarian Authority.*

B. Vacancies

- 1. Any vacancies in a teen office shall be filled by appointment of the President with the approval of the Teen Executive Board and the Lead Teen Sponsor.

Article VI. Committees

Section I. Standing Committees

The standing committees may include, but are not limited to the following: Nominating, Budget, Foundation, Scrapbook, Skit, and T-Shirt.

Section II. Other Committees

Other committees shall be established or deemed necessary by the teen President.

Article VII. Parliamentary Authority*

Section I. Robert's Rules of Order Newly Revised shall be the parliamentary authority of all matters not covered by the National Constitution and Bylaws, the Teen Regional Bylaws and the Oklahoma City Chapter Vogues and Esquires bylaws of Jack and Jill of America, Inc.

Section II. No clause of the Bylaws covering any matter herewithin shall be in conflict with the National Constitution and Bylaws of Jack and Jill of America, Inc., and Robert's Rules of Order Newly Revised.

Article VIII. Amendments

These Bylaws may be amended at any regular meeting provided

- A. The announcement is made at the previous meeting
- B. The Secretary so notifies the membership by mail prior to the meeting; and
- C. Two thirds (2/3) of the members present vote in favor of the amendment,

Article IX. Financial Support

Section I. Dues

- A. Yearly dues for teen membership shall be \$25.00 per year to be used for seed money for program projects. Dues are due into elected treasurer by October 30th of each year. Dues not paid by this date are subject to late fee of \$5.00.

Section II. Seed Money

- A. The Vogues and Esquires shall receive \$400.00 annually from the Chapter Mothers as seed money for the annual fundraiser-Winter Ball. This money is to be repaid to the mother's account when this activity is completed.

Section III. Fundraisers

- A. All fundraisers held by the Vogues and Esquires of Oklahoma City in the name of Jack and Jill of America, Inc., shall be used for charitable causes. A minimum of 1/3 of all funds raised in the name of Jack and Jill of "America, Inc. shall go to the Jack and Jill Foundation. All other funds in the name of Jack and Jill shall be used for a charity or charities of choice by the Vogues and Esquires membership as approved by the IRS.
- B. All moneys collected by the Vogues and Esquires are to be turned over to the elected treasurer who will, in turn, file a report and turn the money to the Teen Sponsor designated to channel funds to the appropriate Mother's account.

Article X. Code of Ethics

Section I.

- A. A teen code of ethics shall be enacted by the Oklahoma City Chapter Vogues and Esquires, but not to conflict with the code of ethics set forth by the Regional Bylaws Code of Ethics.
- B. All teens shall abide by the code of ethics prescribed by the Regional Bylaws.

- C. Teen sponsors shall be present at all teen meetings and activities.
- D. No alcohol or other drugs shall be permitted at meetings, activities or social gatherings of the Vogues and Esquires.

Central Region Standing Rules

The Central Region Standing Rules relate to the details of administration, both policies and procedures, practiced by the Central Region geographical subdivision of Jack and Jill of America, Incorporated.

Article I. Name

The Central Region (Central Region/Region) is an administrative geographical subdivision of Jack and Jill of America, Incorporated.

Article II. Purpose

The purpose of the Central Region is to:

- 1.) Bring together representatives of chapters within the Region.
- 2.) Allow a closer, fully participation and communication between chapters.
- 3.) Enrich chapter programs.
- 4.) Interpret National policy, programs and projects.

Article III. Membership

Section 1 - Chapters

The members of the Central Region shall be those chapters included within a geographical radius as determined by the National Executive Board.

Section 2 – Individual Classifications

Active membership is defined as a mother who has met all program and financial obligations as defined in Article I. Section 1(A1.) and (A2.) of the National Bylaws.

Article IV - Organization

Central Region shall be divided into 2 cluster areas as follows:

East Cluster Area: Metro St. Louis, Springfield, St. Clair County, East St. Louis, Bloomington, Quad Cities

West Cluster Area: Des Moines, Kansas City, Kansas, Kansas City Missouri, Johnson County, Denver, South Suburban Denver, Greater Little Rock, Oklahoma City, Air Capital Wichita, Tulsa Family Network.

Article V - Officers

- A. The elected officers of the Region shall be the Regional Director, the Regional Secretary-Treasurer, and the Foundation Member-at-Large.
- B. The appointed officers of the Region as directed by the National office shall include: Parliamentarian, Sergeant-At-Arms, Regional Associate Chair and Regional Fathers Auxiliary Chair.
- C. Additional appointed officers of the Region shall include, but not be limited to: Teen Advisor, Regional Program Chair, Protocol Chair, Technology Chair and Chapter Membership Chair.
- D. Regional appointed officers shall serve no more than two (2) terms (4 years) in succession.

Section 1 Duties of Elected Officers

The duties of the elected officers of the Region are outlined in the National Constitution and By-Laws of Jack and Jill of America, Inc. and the Official Manual of the organization.

Section 2 Duties of Appointed Officers

- A. The duties of the appointed mandated officers of the Region are outlined in the National Constitution and By-Laws of Jack and Jill of America, Inc. and the Official Manual of the organization.
- B. The duties of the recommended appointed officers of the Region are determined by the Regional Director and the elected Regional Team, based upon the needs of the region:

Teen Advisor:

- Shall participate in teen conference and regional teen officers training program
- Shall serve as an advisor to teen sponsors in the region and provide training during clusters and conferences to sponsors and teens to develop leadership and knowledge of the organization.
- Shall assist new chapters with the development of their teen chapter and provide them with structure and guidance that is in compliance with the National Organization by-laws, policy and procedure.

- Shall work with the regional team in planning teen conference, writing teen programming manuals for the region.
- Shall with the National Program Director to ensure that national programming is reflected and implemented in the teen programming. Works under the direction and guidance of the Regional Director.

Regional Program Chair:

- Shall provide guidance to chapter program directors on how to work with age group sponsors and committee chairs in planning and implementing effective children's program within the chapter.
- Shall work with the Regional Team in planning the regional children's clusters.
- Shall assist the regional team at the mother's clusters and conference in providing training for the region.

Protocol Chair:

- Shall develop a regional protocol manual and assist the regional team at clusters and conferences in providing workshops, related to protocol, courtesies, ceremonies and communication channels in accordance with the National Organization policy, procedures and by-laws.
- Shall be available at the request of the Regional Director to coordinate ceremonies etc within the region.
- Shall assist chapters in developing chapter protocols in accordance with the established protocol framework of the National Organization.
- Shall work under the direction and guidance of the Regional Director in developing the manual and will perform any other tasks that the Regional Director may ask.

Technology Chair:

Shall assist the regional team in maintaining the regional website on the National website. Advises the regional director on new technology or

existing technology that will enable the regional team to be more visible and connected to the region without having to spend significant money. Provides technical assistance to regional officers and chapters when requested to do so. At clusters and conferences shall provide training that will enhance the membership's skills. Works closely with the regional editor and the secretary-treasurer in assist them in technological skills that will make their jobs easier. Work under the direction and guidance of the Regional Director.

Historian Chair:

Shall work with the regional team in gathering and compiling the history of the region. The chair shall have a committee (selected by the regional team) of active and associate members in different sections of the region that will assist her in gathering information and develop the first regional history book. The chair works under the direction and guidance of the Regional Director.

Chapter Membership Chair:

- Shall work with the regional team in identifying areas for chapter development within the regional boundaries.
- Shall provide training at clusters and or conferences relative to new chapters development, chapter sponsorship and new membership intake within the by-laws, policy and procedures of the National Organization.
- Shall assist the regional team upon their request with new chapters in the region who need assistance in the area of chapter stability and compliance of National policy, procedures and expectations. Works under the guidance and direction of the Regional Director.

Bylaws Chair:

- Shall work with the National Officer of the Region, the Regional Director and the Regional Parliamentarian in reviewing chapter by-laws and making recommendations to chapters: mothers, teens, associates and fathers auxiliary to assure that the by-laws are in compliance with the National Organization by-laws, policy and procedures and follow Roberts' Rules of Order. Reviews regional standing rules and makes recommendations to the regional team for presentation at the mother's regional conferences. The chair works under the direction and guidance of the Regional Director.

Section 3 Term of Office

A term of office shall be two (2) years. Officers and Chairpersons shall serve no more than two terms.

Section 4 Vacancies

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

Section 5 Duties of Outgoing Officers

- A. All outgoing officers elected and appointed shall complete their duties and transfer all accounts, records and files to the new officers within sixty (60) days after the Mother's Regional Conference with the exception of the Regional Conference Minutes. Financial Books should be audited at this time.
- B. Outgoing officers shall give an orientation of her duties to incoming officers. A transition meeting of all officers of the region shall take place at the close of the Regional Conference.

Article VI. Elections

Section 1 General Process

- A. Regional officers shall be elected by the majority vote of the delegates at the Mothers' Regional Conference and shall serve for one(1) term of office (two (2) years) or until their successors are elected. Regional officers shall serve no more than two (2) terms.
- B. Jack and Jill is a present and voting organization.
- C. The Nominating Committee shall direct the election process as articulated in the Nominating Committee provisions of the National Constitution and Bylaws and this document.

Section 2 Voting Process

The vote shall be by secret ballot with each chapter having one vote. In the event there is only one candidate slated for an office, and there are no nominations from the floor, the presiding officer may entertain a motion that the Regional Secretary-Treasurer to cast a unanimous ballot for the qualified candidate.

Section 3 Campaigning

The region shall follow the campaign guideline policy and procedures that have been established by the Advisory Council and circulated by the Regional Nominating Chair.

Article VII. Regional Committees

Section 1 Nominating Committee

- A. The nominating committee shall consist of seven (7) members elected from seven (7) chapters of the delegates present at the Regional Conference.
- B. Chairperson of the nominating committee shall be determined by the highest number of votes received and age of child at the time of the National Conference following the next Mother's Regional Conference. The chairperson shall be required to have a minimum of 3 years of remaining active membership.
- C. Names and profiles of nominees for Regional Director shall be submitted by the nominating committee to the Secretary-Treasurer by March 1 and circulated to chapters by April 1 before the Regional Conference.
- D. Additional nominations may be made from the floor at the Regional Conference. Nominees must be present at the time the nomination is made and shall have on file with the Nominating Committee all credentials as requested by the committee by the specified dates.
- E. Voting shall be by ballot, a candidate shall be elected by a majority affirmative vote.
- F. Chapters must provide a letter of verification stating that the nominee (mother or teen) is in good standing financially and has met all of the requirements for membership as outlined in local and national by-laws.
- G. If no names are submitted, the committee shall actively seek nominations from the Region of those members who are qualified to seek an office.

Section 2 Budget Committee

- A. The Budget Committee shall be chaired by the Regional Secretary/Treasurer.
- B. The duty of the Budget Committee is to prepare a regional budget for two (2) years based on available projected funds.

Section 3 Bylaws Committee

The Bylaws Committee shall recommend changes to the National Constitution and Bylaws and review proposed changes, deletions and amendments to the Regional Conference for approval and submission to National.

Article VIII Conferences

Section 1 Mothers' Regional Conference

- A. Each chapter shall be assigned to host the conference based upon the rotation system. Host chapter rotation can be changed by the Regional Team based upon the needs of the region and the ability of the proposed chapter to meet those needs
- B. The business of the Regional Conference shall consist of four (4) plenary sessions in which the following shall be included:
 - 1.) Such matters as are referred to the Conference by the local chapters or the National Executive Board.
 - 2.) Recommendations to the National Executive Board for National programs and policies.
 - 3.) Interpretation of the National Organization and policies and programming in the chapters.
 - 4.) Determination of Regional projects and programs.
 - 5.) Election of Regional Officers.
 - 6.) Matters as referred by the Regional Team.
- C. Each chapter must be represented at the Regional Conference or pay the Regional Secretary Treasurer the cost of one (1) full registration fee within fifteen (15) days after the closing of the conference to help defray expenses of the Region.
- D. The Regional Officers in conjunction with the host chapter shall establish criteria for the registration process and enforce and publish said guidelines at least 30 days

prior to the initial registration period. (i.e., deadlines, individual ticket purchase, minimums, maximums, penalties, refunds, etc.)

Section 2 Teen Regional Conference

- A. Chapters with teens shall be represented by a delegate and alternate at the teen conference or pay a registration fee for one participant within fifteen (15) days after the conference to the Regional Secretary Treasurer.
- B. Teen Regional Conferences are for members of Jack and Jill of America, Incorporated only.
- C. Teen Regional Conferences Attendees are to follow the Teen Code of Ethics upon arrival to the conference site.
- D. Chaperones for Teen Regional Conference dances shall be oriented by the Regional Team prior to the convening of the convention.

Section 3 Cluster Meetings

A. Mother's Cluster

All Chapters shall have a mother representative at the mothers' cluster. It is recommended that one (1) of the following officers attend: president, program chair, teen advisor, financial officer, or membership chair.

B. Teen Cluster

- 1.) The region shall hold a teen cluster annually as directed by the National Executive Board.
- 2.) All teen chapters shall have a teen representative at the teen cluster. It is recommended that the following officers attend: president, vice president, and financial officer.
- 3.) Each chapter shall send a chaperone to accompany their teens to the cluster.
- 4.) The Regional Code of Ethics for teens applies at the teen cluster.

C. Children's Cluster

The region shall hold a children's cluster annually as directed by the National Executive Board.

D. Time and Place

Mother, Teen and Children's Cluster will be combined and hosted in the fall of each year.

Article IX Chapter Obligations

Section 1 Chapter dues which include National, Regional, and Teen Per Capita Taxes and local dues and assessments are due and payable no later than October 31st of each program year. Failure to comply will result in termination of membership in accordance with Chapter and National bylaws.

Section 2 Each chapter shall have one (1) operating and one (1) fundraising/foundation bank account shared by mothers and teen. All checks must be co-signed by a minimum of two bonded officers.

Section 3 Each chapter shall contribute to Jack and Jill Foundation by raising funds within the chapter and contributing 1/3 of the profit to the Regional Secretary-Treasurer by May 1st.

Article X Finances

Section 1 Mothers regional budget and regional dues shall be approved by the body at each Mothers Regional Conference. Mother's Regional dues are to be paid by each chapter to the Regional Secretary Treasurer on or before October 31st. Regional per capita tax paid after October 31st shall be accompanied with a \$50.00 late fee payable to the region.

Section 2 Teen regional budget and regional dues shall be approved by the body at each Mothers Regional Conference. Regional teen dues are to be paid by each chapter to the Regional Secretary Treasurer on or before October 31st. Teen regional per capita tax paid after October 31st shall be accompanied with a \$50.00 late fee payable to the region.

Section 3 Expenses such as, invited guests, special committees etc shall be paid as reflected in the Cluster and Conferences budgets.

Section 4 Each chapter shall be assessed \$50.00 courtesy assessment fee to be paid on or before October 31st; monies collected shall be used for regional courtesy. Courtesy assessment fees paid after October 31st shall be accompanied with a \$50.00 late fee payable to the region.

Section 5 The cost of a stenographer shall be included in the Teen and Mothers Conference budget.

Section 6 The regional budget presented will include a \$2000 line item to assist with expenses of the endorsed candidate to campaign and attend meetings and conventions."

Section 7 Assessments shall be approved upon majority vote of the delegates at Mothers Regional Conference or the National Convention, Central Region Delegates Meeting.

Section 8 The Regional Team shall not open up a credit card account of any type without the majority vote of the delegates at the Mothers Regional Conference.

Section 9 The Regional operational budget shall pay for travel, lodging and registration for the following officers: Regional Director, Regional Secretary Treasurer, Regional MAL, Regional Associate Chair, Regional Fathers Auxiliary Chair, and Regional Parliamentarian at the Mothers Regional Conference, Teen Regional Conference and Regional Clusters.

Section 10

- The Regional operational budget shall pay for lodging, travel, and registration for the Regional Director, Regional Secretary Treasurer and the Regional Associate Chair for the National Conference.
- The National officer of the Region National Conference expenses shall be paid by the National Operating Budget.
- The Regional MAL registration shall be paid by Foundation and one half of the travel expenses, the balance of travel expenses and lodging is paid by the Regional operational budget.
- The Teen Regional budget shall pay for travel, lodging, and registration for all of the elected officers of the region and the two appointed regional teen officers.

Section 11 Regional Officers shall share rooms when they are traveling on regional business outside of Regional Conference.

Article XI Associates

Section 1 The Associates Chair shall be appointed by the Regional Director.

Section 2 There shall be provisions for Associates at Mothers' Regional Conferences consistent with the approved budget and the National Constitution and Bylaws.

Section 3 The Associates sections shall be represented at Regional Team meetings when matters concerning the Associates are on the agenda.

Section 4 The Associates shall have representation on Regional committees when items on the agenda concern the Associates.

Section 5 The Associates shall have an associate regional budget line item in the Regional Budget to cover their regional officer expenses and programming

Section 6 Chapters with Associates shall have elected officers and those officers are to be installed by May 31st

Section 7 Associates regional and national dues are due to the Regional Secretary Treasurer by October 31st.

Section 8 The Regional Associates Chairman may be invited to attend the Teen Regional Conference and serve at the request of the Regional Director.

Section 9 Travel expenses of the Regional Associates Chairman shall be paid by the region from funds, the amount of which shall not exceed that paid collectively by The Associates of the region as regional per capita.

Article XII Fathers Auxiliary

Section 1 There shall be provision for the Regional Fathers Auxiliary Chair at the Regional Clusters and Conferences.

Section 2 The region is responsible for the Regional Fathers Auxiliary Chair expenses related to the clusters and conferences.

Article XIII Courtesies

Section 1 A floral arrangement, or monetary donation to a preferred charity, shall not exceed \$30.00. Arrangement shall be sent in case of death of immediate family (husband, child) member of an active member of the region.

Section 2 A floral arrangement, or monetary donation to a preferred charity, shall not exceed \$50.00. Arrangement shall be sent in event of the death of a National or Regional Officer. This shall apply to past National and Regional officers.

Section 3 In the case of death in a member's extended family (grandparents, grandchildren, aunt, uncle, etc.) a card will be sent to the bereaved, provided the region has been notified. A card not to exceed \$3.00 shall be sent for short illnesses in (one) to three (3) days.

Section 4 A congratulatory note or letter shall be sent to officers for noteworthy achievements which impact Jack and Jill of America, Inc.

Article XIV Travel Expenses

The Following expenses shall be handled according to the following guidelines and not inconsistent with the National Bylaws. All expenses, including such items as gifts, invited guests, and special committees shall be paid as reflected in the approved budget. Any exceptions must be reviewed and approved by the Advisory Board.

Section 1. Meals*

- A. Per diem for meals will be paid at the daily rate of \$65. The day shall commence at the time of departure for the reimbursable event and shall continue up until the departure from the event.
- B. The following guideline may be helpful: Breakfast – \$15.00, Lunch - \$15.00, Dinner - \$35.00. Total - \$65.00, including tax and gratuity.

* When meals are included in the fee for clusters, conferences, and other events, the per diem will be reduced accordingly since the region or host chapter has already covered these charges. For example, breakfast and lunch are included in all cluster workdays; therefore, you will be allowed \$35.00 inclusive of tax and gratuity for one meal that day.

Section 2. Reimbursement/Advances for Expenses

- A. Reimbursement for approved expenses will be provided by direct reimbursement to the expending mother upon the presentation of receipts and the completion of a reimbursement voucher form. All receipts shall be presented no later than 60 days after the incurred expense. Failure to provide a receipt may prevent reimbursement from being made.
- B. Requests for advances to be made direct to vendor must be submitted thirty (30) days prior to travel or the expense to be incurred. In all cases, advance payments will be submitted directly to the billing party/vendor.
- C. Conference fees and related expenditures must be confirmed prior to any registration deadlines. Assessments and fees attached after deadlines have passed are the responsibility of the member. The region is encouraged to meet all deadlines accordingly. The REGION is not to reimburse fees incurred due to late registration or “booking” deadlines, except in extreme circumstances (i.e. death, verifiable illness).
- D. Approval for all travel must be provided before the travel commences. Failure to adhere to this policy could result in reimbursement being delayed or denied.
- E. The Secretary-Treasurer shall approve ticket purchases for travel by air and by train when the requests are received thirty (30) days prior to travel. Travel requests must be submitted thirty (30) days prior to meeting arrival dates for clusters, conferences, and pre- scheduled meetings to prevent potential denial of approved travel.
- F. Airline Travel will be paid at the lowest available coach fare utilizing twenty-one (21) day advance notification rate as the standard. In the event the approved expense is not processed by the Secretary-Treasurer, all ticket receipts or electronic ticket stubs must be attached to the expense voucher at the conclusion of each trip (no later than 60 days upon returning from the trip). 1. Emergency travel for official regional business may be reimbursed as approved at the lowest available coach fare.

Section 3. Miscellaneous

- A. Phone calls for official regional business (local and long-distance) will be paid in accordance with the approved budget and upon presentation of bill listing the itemized phone charges indicating the nature of the call in the margin of the bill.

- B. Where applicable and feasible, a regional shared plan for mobile telephone usage shall be implemented for all Regional Officers.
- C. Freight Charges to ship documents will be paid at the lowest available rate. Excess baggage charge for transporting official documents will be paid. However, any excess baggage charges for personal luggage will not be reimbursed.
- D. Approved Courtesies criteria shall be determined and established in writing by the Advisory Board to be implemented and enforced such that appropriate organizational protocol is followed and the same types of courtesies shall be provided at a uniform and consistent level to all recipients.
- E. Receipts are required for all expenses in excess of \$25.00, including miscellaneous expenses such as: public transportation, car rentals, gasoline purchased for rental cars, hotel charges, tolls, and/or other related automobile transportation travel expenses. There should be no advances for mileage. Mileage for personal automobile use will be reimbursed at the standard IRS approved mileage rate on approved travel. This amount shall not exceed the amount that would have been incurred for travel by air.

NOT ALLOWABLE: (Therefore reimbursement requests will not be accepted) - 1) repairs for personally owned vehicles, 2) excess baggage charges for personal luggage, 3.) dry cleaning.

Article IV Amendments

Section 1 Notice of proposed amendments to the Regional Rules of Order shall be published and distributed by the Regional Secretary/Treasurer to chapters at least 60 days prior to the Mother's Regional Conference.

Section 2 The Regional Rules of Order shall be amended by a majority vote of delegates assembled at the Mothers' Regional Conference. Amendments approved at any Mothers Conference shall become effective at the close of the Convention unless otherwise stipulated.

Section 3 The Regional Rules of Order may be amended by a majority vote of delegates assembled at the Mothers' Regional Conference.

Jack & Jill Oklahoma City Associates Directory

2013-2014



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Secretary

Renita Crump

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Renita Crump

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Jack & Jill Oklahoma City Chapter

2013-2013 Statement for Resolutions

Resolutions from the 40th National Convention can be found via the private member portal at <http://jackandjillinc.org/> or from your regional and or chapter officers.

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SECTION 5

National Recognition Days



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National Recognition Days

Carole Robertson Day (September)

Carole Robertson Day is in memory of Carole who was a member of our teen group in Birmingham, AL. She was killed in the 16th Street Baptist Church bombing on September 15, 1963. At our National Convention in San Francisco, it was decided by resolution that all chapters would honor her in September with an activity that would highlight the goals of human rights, civil rights, racial harmony that Carole did not live to enjoy. She was 14 years of age at her death and she was at the church preparing to march with other youth that day for civil rights. Her mother was the regional director for the Southeastern region.

Traditionally the Oklahoma City Chapter recognizes her and the event during the September meeting. However this year we included a candle light vigil at our Family Campout by teaching the children about her life. The older children read excerpts of her life and discussed the significance of her achievements. A discussion about fighting ignorance and racism is concluded with the reading of a poem *To Carole Robertson* by Junita Uancey.

Jack and Jill Day (September)



Jack and Jill Day began in 1948 under the direction of Dorothy Wright our first National President, the concept was that this day would be our family round-up time. Chapters are required to have a family activity in September that brings all of the membership together after the summer break. It is a time to also invite families that are interested in joining the organization. It focuses on the programmatic thrusts of social and recreational. However many chapters have incorporated cultural/heritage as part of the day. The focus is to promote the membership growth of the organization at an event that promotes what the organization is all about.

The Oklahoma City Chapter has chosen to hold an annual camp out on September 14. The children will play games and experience the great outdoors.

National Black Family Day

National Black Family Day came about in May of 1987 when The Honorable William Gray III, Congressman from Pennsylvania, spoke with conviction when he entered a tribute to JJOA into the Congressional Record on May 5 1987 as the organization embarked upon a Black Family Day of Celebration. Activities were to focus on the needs of children worldwide with special attention to the needs of children in Africa through our partnership with Africare. Over time we have broadened our scope to focus on aspects of family and the cultural heritage of families for African Americans. Activities are planned around the family. Activities should promote the solidarity of the family by with events such as: family dinners, family worship, family communication, workshops, community service to children without families or support non-

traditional families such as foster care homes, workshops on the need for black adoptions etc. Many chapters made their city governments aware of their projects and that resulted in many chapters receiving proclamations from their city or county government. Congressmen had the chapters placed in their state records for their efforts to support and strengthen black families in their areas.

The Chapter will celebrate Family Day on the first Saturday in May with Picnic in the Park with play time for the children. On the day after we will join together in worship and fellowship with a local church.

Founders' Day (January)

Founders' Day will be celebrated in conjunction with the Martin Luther King Jr. Day Parade.

Father Appreciation Program (April).

Associate Appreciation Program (February)

SECTION 6

Programming



Time to Fly
Leadership Development, Cultural
Heritage and Community Service

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Jack & Jill of America, Inc

2013-2014 National Programming Thrust

JMB Leadership Development Modules

The Oklahoma City Chapter of J & J of America Vogues & Esquires and the Twix Teens commit to completing 3 Leadership Development modules this program year, including the Legislative module.

The teens will have the opportunity to participate in the Legislative Day at the State Capital. The teens will have an opportunity to meet with local representatives and ask questions and discuss the legislative process and how it impacts their lives and their community.

During the summit there will be an opportunity to speak with the State Representative sponsoring a bill on bullying this will also provide a forum for discussion of Conflict Resolution and Problem Solving.

Throughout our upcoming program year our teens will have the opportunity to participate in community service projects which will allow our teens to give unselfishly of their time and talents to their community.

One of our favorite community service events will be travelling to the OKC Regional Food Bank on January 11, 2014. Our children as young as 3rd grade through teen group will be going next year. In the past, this has been our best attended group activity, attracting the kids from all groups, as they work together at the Food Bank. Some of our favorite past-times were putting together the Friday Backpacks, given to children so that they have food to eat over the weekend, sorted canned foods, and built snack food kits

Legislative Programming

Legislative Summit

The Oklahoma City Chapter of Jack and Jill will host its first Legislative Summit in Spring 2013 in the Oklahoma House Chamber.

The purpose of this event is to bring the Oklahoma City Chapter and the Tulsa Chapter of Jack and Jill to the State Capitol to meet with their state representatives and senators. Chapter members will have the opportunity to speak directly with individuals who influence the issues that impact our communities and to learn about legislation that is important to youth and our

community. Children will also have an opportunity to learn about the legislative process through a mock legislative session.

From a legislative perspective, the heart of our organization's concern remains centered upon addressing and elevating the well-being of children. Thus, continuing our endeavor to dismantle "the pipeline" that affects our minority children. Jack and Jill of America, Inc. and the Oklahoma Chapters of Jack and Jill are particularly interested in adequate healthcare and quality education for all children, equitable and impartial juvenile justice adjudication and environmental justice. We are also concerned with job creation, bullying and gang activity.

Leadership in Action

The Oklahoma City Chapter teens will participate in a chapter wide scavenger hunt activity that will be held at the Oklahoma Science Museum. They will have leadership responsibilities in assisting with the planning and execution of the scavenger hunt. The teens will also be responsible for assisting the younger groups in completing outlined tasks.

Financial Literacy Modules

The Oklahoma City Chapter of J & J of America Vogues & Esquires are committing to completing 3 Financial Literacy modules this program year, including the "#2 Put Some Aside; Budgeting" and #14 "What in the World: International Currencies" and #13 "Give and Take: The Benefits of Philanthropy" modules. The first two modules will be completed in November and the final module will be completed in June before their fundraising activity, which we will teach them about the benefits of giving back through the Philanthropy module.

Financial Literacy Workshop

Why didn't anyone teach me how to save and invest when I was young?"

If you have ever asked this question, you're not alone. Less than 10% of all high school graduates learn about money in school and even less learn about it at home. This is because parents often don't know the information themselves or simply don't have the tools to teach their kids about money. We believe that becoming financially free is primarily a matter of making the right choices in life and developing the right financial habits. Habits that sound something like this:

- Pay Yourself First
- Save Early, Save Often
- Put Your Money to Work For You
- Spend Less Money Than You Make

- Invest in Assets that Produce Passive Income
- Only Borrow Money When it's Going to Make You Money

To Become a Millionaire, What must your goal be?

At the very least, try to gain a heightened awareness of the financial world around you.

- Learn which is the best way to make your money through a job and or having a business-which is right for you
- Learn to manage your money through (budgets);
- Learn how to multiply your money through (investing);
- Learn how to think like and develop the habits of a wealthy person;
- Learn how to develop passive income streams by investing in real estate assets.

All of this will be taught in our Financial Literacy Program by a Financial Professional in our chapter with over 30 years of experience as a Financial Planning Professional. We plan to partner with an elementary school to teach grades 3-5 and teach our own Jack and Jill OKC Chapter as well from grades 3 -12. To reinforce the learning a games will be played called, "Cashflow for Kids" by **Robert Kiyosaki**. This will be done at our November activity.

STEM + A – Science, Technology, Engineering, Math or Arts

On March 8, at the Downtown Public Library, we are hosting an Egg Drop Challenge to satisfy the STEAM requirement. One of our engineering dads will give a brief explanation of the physics associated with calculating mass, speed, velocity, momentum, force, and acceleration. Then we will hand out materials and have them create their egg protection. We will drop them from 5.3 meters and see what eggs survives. This activity will fulfill its objective by teaching the kids several math and physics concepts, while being both engaging and challenging. It teaches science, engineering (physics), and industrial art design. Ideally it take difficult concepts and make them fun and engaging to kids who may be weary of them. It will be offered to 4th graders - 12 graders. Additionally, we will pair the older children up with younger children as to help them learn leadership skills.

Cultural Heritage/HBCU

The Oklahoma City Chapter of Jack and Jill of America will host an educational African American history information day. Jack and Jill OKC will invite Scholarly Bruce Fisher, who is the Director of African American History at the Oklahoma Historical Museum in Oklahoma City. We will invite other community members such as the Links, AKAs, the Boule, Deltas, and the Tulsa chapter children to the event. Mr. Fisher will give an engaging historical overview of notable African Americans in Oklahoma. This event will occur on February 23, 2014 at the Oklahoma

Historical Museum. We will have a luncheon and invite notable African Americans from our community.

In addition, in order to introduce our children to historically black colleges and universities we will have a HBCU informational display during the luncheon. This display will provide literature on HBCU's and will also be manned by J& J parents who graduated from HBCU's.

Community Service

- Regional Food Bank
The OKC Chapter will volunteer to assist at the Regional Food Bank.
- March of Dimes
The OKC Chapter will participate in the March of Dimes – March for Babies Walk in on May 3, 2014 at the Myriad Gardens, 301 N Reno Avenue, OKC. It is a 2 mile walk around downtown OKC. Additionally, the teens will donate their earnings from their Juneteenth snow sale to the March of Dimes, OKC chapter.
- Boys & Girls Club of America
The OKC Chapter will provide sports equipment for the afterschool program and will establish a relationship and assess other possible needs that the OKC Chapter can fulfill.
- Black Santa Project
The OKC Chapter will help host the Ralph Ellison Library's Community Christmas program. This community service program provides the underprivileged community of NE Oklahoma City an opportunity to have fun arts and craft activities, free food, free books, and free Christmas gifts for children. Also provided is a Black Santa for children of all ages to discovery if they have been bad or good.
- Fall Coat Drive
The OKC Chapter will conduct a Fall Coat Drive in order to help the Oklahoma Jesus House and the Boys and Girls Club of America meet their coat requirement needs.

SECTION 7

SPECIAL PROGRAMMING

Jack & Jill Oklahoma City Chapter
2013-2014 Special Programming

OKC Father's Auxiliary Programming Calendar

September 14, 2013	Jack & Jill Day
September 29, 2013	OKC Derby Day Fundraiser
November 16, 2013	Dad's Night Out
December 14, 2013	Christmas Party – Date Night
January 20, 2014	MLK Day of Service Parade
February 23, 2014	Black Heritage & HBCU Celebration
March 14, 2014	Dad & Mom's Night Out
April 26, 2014	Father Appreciation Celebration
May 1, 2014	Black Family Day Campout
May 9, 2014	OKC Chapter Family Day

Fundraising Projects

The Oklahoma City Chapter of Jack and Jill of America held its 4th Annual Jack and Jill Off to the Races Derby fundraiser on Sunday, September 29, 2013 in conjunction with Remington Park's Oklahoma Derby. It was hosted by TV personality Tierney Cook. The fundraiser featured a Derby Hat Contest, live music, a silent auction and a wonderful meal. The Derby allowed the OKC Chapter the opportunity to host an elegant event, raise funds and showcase its membership and teens to prospective members and the community. The event attracted many

dignitaries, past presidents and former members of the Oklahoma City Chapter of Jack and Jill. The derby received corporate sponsorship from Publishing & Broadcasting, Inc., the only black owned and operated publishing and broadcasting company in Oklahoma. The fundraiser was truly a success, exceeding attendance expectations. Proceeds from this fundraiser will benefit the Jack and Jill of America Foundation, Inc.

Future fundraising projects are:

- Black Heritage Catalog – Sale of Christmas cards, calendars and other specialty items
- The Oklahoma City Juneteenth Festival – selling snow cones.

The OKC Chapter Foundation/Fundraising committee plans to develop and submit a proposal to the Jack and Jill of America Foundation to support programming for our local community.

Mothers Retreat

Chapter Mothers Planning Retreat - The August Workshop was held August 17, 2013 at the OU Health Science Center Library. This meeting allowed for the Oklahoma City Chapter of Jack and Jill of America to lay out its calendar year plans and discuss new initiatives.

Founders Day Recognition Program

The OKC Chapter will have a Founders Day Recognition program to honor its national founders and history. This program will take place on January 18, 2014.

Associate Appreciation & Outstanding Members Recognition

The Oklahoma City Chapter of Jack and Jill of America will be celebrating its Associates contribution to its Chapter. We will be having a program that highlights and celebrates our Associates, past presidents and outstanding members. This program will take place on February 22, 2014.

National Day of Fitness

The Oklahoma City Chapter will provide a Day of Fitness that will be open to the community. It will be held at the McFarland YWCA on Saturday, April 12, 2014. The Chapter will provide an instructor and will advertise this program to elicit participation.

Martin Luther King Day of Service

The OKC Chapter will participate in the Oklahoma City MLK Day Parade and will volunteer at the Regional Food Bank on January 18, 2014.

Black Heritage Celebration and HBCU Information Day

The Oklahoma City Chapter of Jack and Jill of America will host an educational African American history information day. Jack and Jill OKC will invite Scholarly Bruce Fisher, who is the Director of African American History at the Oklahoma Historical Museum in Oklahoma City. We will invite other community members such as the Links, AKAs, the Boule, Deltas, and the Tulsa chapter children to the event. Mr. Fisher will give an engaging historical overview of notable African Americans in Oklahoma. This event will occur on February 23, 2014 at the Oklahoma Historical Museum. We will have a luncheon and invite notable African Americans from our community.

In addition, in order to introduce our children to historically black colleges and universities we will have a HBCU informational display during the luncheon. This display will provide literature on HBCU's and will also be manned by J& J parents who graduated from HBCU's.

Father Appreciation Program

The Father Appreciation Program will take place on Saturday, April 26, 2014 at Boulevard Steakhouse. We will be awarding our Father of the Year and highlighting the many achievements of our father's.

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Jack and Jill of America, Incorporated

National Constitution and Bylaws

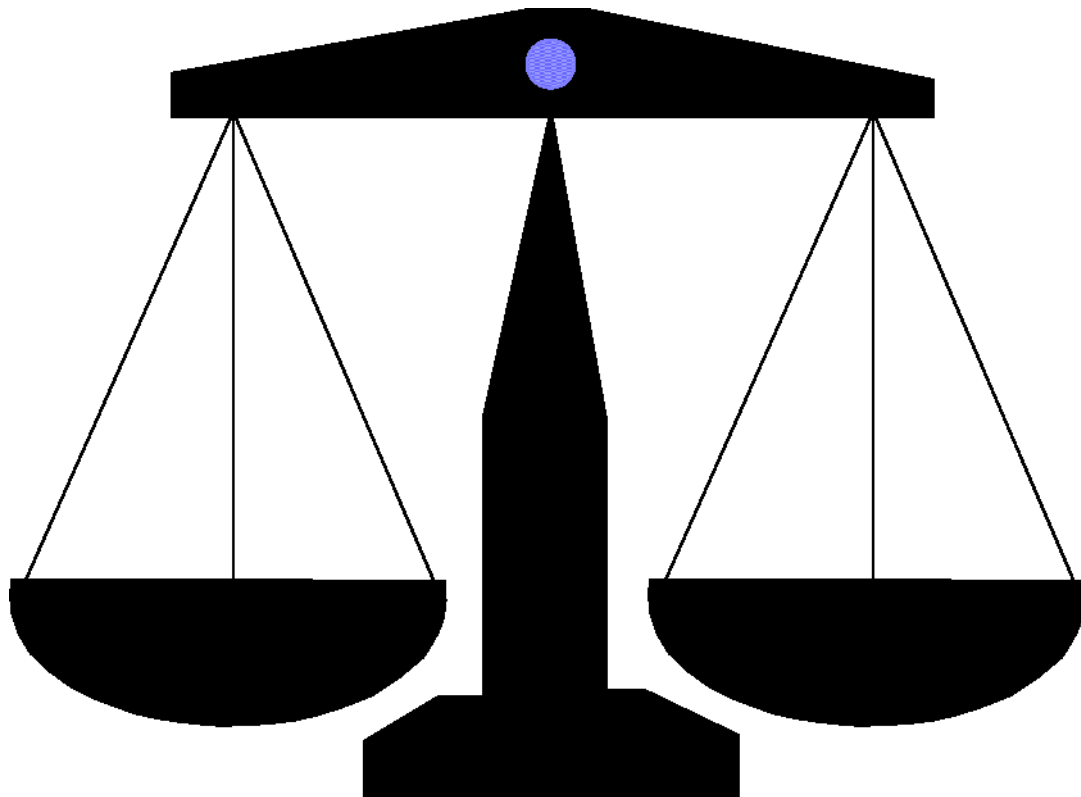


2012-2014 Edition

**Published By
JACK AND JILL OF AMERICA, INCORPORATED
AS REVISED AT THE 40TH NATIONAL CONVENTION**

Philadelphia, Pennsylvania

2012



2012 AMENDMENTS

**EDITED AND UPDATED by
Kimberley Goode
National Corresponding Secretary
October 2012**

Jack and Jill of America, Incorporated
National Constitution and Bylaws

INCLUDING

**ORIGIN AND PURPOSE OF
THE JACK AND JILL OF AMERICA FOUNDATION**

AND

TEEN REGIONAL BYLAWS



**Updated by the
Office of the National Corresponding Secretary**

Kimberley Goode

**Published
by**

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NATIONAL ADVISORY COUNCIL

NATIONAL OFFICERS

TAMARA TURNLEY ROBINSON	President Southeastern Region
TAMMY KING	Vice President Eastern Region
GLADYS HENDERSON	Program Director South Central Region
ALLISON COPELAND	Recording Secretary Mid-Atlantic Region
KIMBERLEY GOODE	Corresponding Secretary Mid-Western Region
CRYSTAL JOHNSON-TURNER	Treasurer Central Region
REGINA PAGE	Editor Far West Region

REGIONAL DIRECTORS

NATALIE BRUNSON WHEELER	Central Region
JOI GRADY	Eastern Region
KATHRYN CUNNINGHAM	Far West Region
PAMELA ASKEW	Mid-Atlantic Region
MELANIE C. LYNN	Mid-Western Region
MILLIE MITCHELL	South Central Region
MARJORIE MITCHELL	Southeastern Region

JACK AND JILL OF AMERICA, INCORPORATED

INCORPORATION

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

FOUNDER

Mrs. Marion Stubbs Thomas (1910-1996)

“THE GREAT PURPOSE OF ALL RULES AND FORMS IS TO SUBSERVE THE WILL OF THE ASSEMBLY RATHER THAN TO RESTRAIN IT; TO FACILITATE AND NOT TO OBSTRUCT, THE EXPRESSION OF THEIR DELIBERATE SENSE.”

--ROBERT’S RULES OF ORDER

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NATIONAL CONSTITUTION AND BYLAWS

PREAMBLE

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

CONSTITUTION

ARTICLE I NAME

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

ARTICLE II OBJECTIVES AND AIMS

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

ARTICLE III MEMBERSHIP

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

ARTICLE IV OFFICERS

The officers of the corporation shall be National President, National Vice President, National Program Director, National Recording Secretary, National Corresponding Secretary, National Treasurer and National Editor and such other officers as may be deemed necessary and recommended by the National Executive Board and approved by the national body. (2008)

ARTICLE V MEETINGS

- A.** The organization shall assemble in a national convention at regular intervals or special meetings as defined in the national bylaws. (2008)
- B.** In the event that it is determined by a two-thirds vote of the members that the National Executive Board cannot fulfill its responsibilities and/or function, the National Advisory Council (NAC) shall be convened and the powers for transacting the business of the national organization shall be transferred to the NAC. (2008) Regional and local meetings shall be as provided in these Jack and Jill of America, Incorporated bylaws.

ARTICLE VI FINANCE

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

ARTICLE VII JACK AND JILL OF AMERICA FOUNDATION, INCORPORATED

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

ARTICLE VIII AMENDMENTS

The provisions of this Constitution may be amended only upon approval of two-thirds of the voting membership in good standing. Amendments must be submitted in writing to the National Corresponding Secretary by November 1st prior to the national convention and be circulated to chapters by April 1st before the national convention. Voting is permissible via email or fax in exigent circumstances as determined by the National Advisory Council. (2008) (2012)

ARTICLE IX DISSOLUTION

If Jack and Jill of America is dissolved at any time, unless otherwise ordered by a court of competent jurisdiction, no part of its funds or property shall be distributed to or among its members, but after payment of substantiated and documented indebtedness of the organization, all surplus funds and properties shall be placed in escrow and used to promote the welfare of children in such a manner as the national body of the organization shall determine by majority vote. (2008)

BYLAWS

ARTICLE I MEMBERSHIP

Section 1 Classifications

A. Active Members

1. Mothers, female legal guardians, or female custodial caretakers with children between the ages of two (2) years and through the nineteenth (19) year may hold active membership in Jack and Jill of America, Incorporated. (2008)
2. To maintain membership, a member must be in good standing. Good standing as used in this document means a mother must be active and financial. Active is defined as participating in local chapter activities, sponsoring age-group activities and supporting the Foundation. An active member shall be required to attend one national convention or one regional conference or one regional area workday or cluster within each four-year period for the duration of her membership tenure. Financial is defined as having paid all chapter, regional and national dues, assessments and fees. (2008)
3. Any child who resides with and is receiving long term continuous care from a mother, female guardian or female custodial caretaker who is a member of Jack and Jill of America, Incorporated can participate in the chapter in which the mother, female guardian or female custodial caretaker is a member and pays dues.
4. The active status of a member terminates at the end of the membership program year which includes all conventions when the youngest child completes high school or reaches age twenty.
5. Upon the death of an active member in good standing, the children of said member 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. Said deceased member shall be classified as having completed her tenure in good standing thereby granting immediate legacy to her children irrespective of their age or if they continue to participate in the organization. (2006) (2012)

B. National Members

1. A national member is an active member who transfers to an area where no chapter exists.
2. A member may maintain national membership status for up to five years.
3. It is the member's responsibility to submit national per capita tax directly to the National Corresponding Secretary by September 30th of each year, as outlined in these bylaws.

C. Associate Members

1. A mother may become an associate member of the organization when either the youngest child completes high school or when the youngest child reaches age twenty and the mother completes tenure in good standing, by paying the national and regional per capita tax and any fees upon which the local chapter and associates mutually agree. (2004)
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. (2004)
3. An associate member may attend national, regional and chapter meetings as a non-voting member, but cannot be elected to an office or chair a national committee other than the Associate Chair. (2006)
4. If the chapter or the associate group that the associate member is affiliated with dissolves, the associate member is entitled to transfer her membership to a nearby chapter or to the national office. (2004)
5. An associate member may choose to affiliate with the associate group of a nearby chapter, if her chapter does not have an associates group. (2004)
6. Each chapter shall have an associate liaison to help recruit tenured mothers and disseminate associate information to associates and associate groups. The associate membership may fall under the responsibilities of the vice president. (2008)
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.

Bylaws

8. The National Associate Chair shall serve as an ex officio member of the National Advisory Council attending one meeting per year.

D. Life Member

1. Any mother, female legal guardian, or female custodial caretaker who has been an active member for at least 10 years, has completed her tenure in good standing and has reached Associate status may apply for Life Membership. The 10-year service requirement can be satisfied by either membership as an active member in a Chapter for a minimum of 10 years or by membership in a chapter of less than 10 years combined with membership as a financial Associate member. (2008)
 - a. A one time prorated Life Membership fee commensurate with the number of years of active membership must be paid as indicated to the National Treasurer. (2008)
 - b. Mothers with ten (10) years membership shall pay the one time Life Membership fee of \$450. (2008)
 - c. Mothers with fifteen (15) years membership shall pay the one-time Life Membership fee of \$350. (2008)
 - d. Mothers with twenty (20) years membership shall pay the one-time Life Membership fee of \$250. (2008)
 - e. Members who have completed their tenure in good standing and who have paid Life Membership fees at any time commensurate with the number of years of active membership completed, shall maintain their life membership status throughout their affiliation with the organization. (2010)
 - f. Past Jack and Jill Executive Board members shall receive life membership upon completion of their term as active members.
2. Life Member Benefits and Responsibilities
 - a. Life Members may, but are not required to, attend chapter meetings, regional conferences or national conventions. Life members are not required to assume chapter obligations and do not have voting privileges at any level. (2008)
 - b. Life Members who attend national conventions, regional conferences and cluster meetings will receive a reduction on conference and convention registration fees.
 - c. Past national presidents shall be entitled to life membership upon completion of their term of office; this designation waives conference fees, lodging and travel expenses for future national conferences. A former national president who remains an active member upon completion of her term of office must meet active member obligations of her local chapter. (2008)
 - d. Life members will be entitled to the following privileges: reduced registration fees, reserved seating, a gold life pin, life membership certificate, card and inclusion on the mailing list for national publications. (2008)

E. Honorary Life Member

Outstanding and influential mothers who have made meritorious contributions to children and children's welfare shall hold Honorary Life Membership, when recommended by the membership and approved by the National Executive Board.

F. Alumni Member

1. Children who have completed high school or are between the ages of nineteen (19) and twenty-five (25) who graduated while the mother, legal guardian, or custodial caretaker was either active or completed her tenure in good standing and who are not eligible for regular membership in Jack and Jill according to these bylaws shall be eligible for alumni membership.
2. Alumni members may organize on college/university campuses or in a metropolitan area as "The Alumni of Jack and Jill of America, Incorporated" for the purpose of carrying out the aims and objectives of Jack and Jill of America, Incorporated.
 - a. An alumni group on a college campus must comply with the institution's rules and regulations as they pertain to student organizations.
 - b. The National officer and the Regional Director of the region in which an alumni organization is being formed must be notified of the same within 30 days of the initial meeting.

Bylaws

3. An alumni group shall have bylaws to govern the conduct of its business consistent with the National Constitution and Bylaws of Jack and Jill of America, Incorporated.

4. An alumnus is eligible to attend a national or regional meeting as a non-voting participant.

Section 2 New Members

A. Candidates for membership come through a chapter's in-take process, legacy status or through establishment of new chapters as described in these bylaws. (2008)

1. In-take Process (2008)

- a. Election of new chapter members shall be held once a program year during the months of January through April of each year. (2012)
- b. New members' orientation shall be held before the initiation ceremony.
- c. The initiation ceremony shall be held no later than May 31.

2. Legacy Status

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 (or granted immediate legacy status due to the death of their mother who completed her tenure in good standing) from the chapter. (2012) 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. 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.
- b. Members entering a chapter under this legacy classification are oriented and initiated on the same timetable as other incoming members.
- c. Members entering a chapter under this legacy classification shall be in addition to chapter quota and shall be initiated yearly.
- d. Members entering a chapter under this legacy classification are expected to fulfill the requirements of membership as established by the local chapter and the national organization.
- e. Members who do not fulfill the obligations of membership are subject to the same process of membership termination as outlined in these bylaws. (2006)
- f. Members who are terminated may not re-apply for membership under legacy status.

B. New members shall be required to attend orientation and initiation and required to purchase a Jack and Jill Manual and a Jack and Jill National Constitution and Bylaws. (2008)

C. The roster of new members, their joining fees and the Headquarters assessment must be sent to the National Headquarters no later than May 31.

D. A mother who has completed her tenure in good standing and due to changed circumstances desires to again become a member of Jack and Jill of America, Incorporated shall be entitled to automatically become a member of the chapter where she presently lives, upon submission of an application and payment of any required fees, except the "one time" National Headquarters fee shall not be due upon rejoining the organization. (2006)

Section 3 Transfers

A. An active member who has met all financial obligations and changes her place of residence outside her current chapter's boundaries, shall within a period of one (1) year of the change, transfer to an existing chapter in the new city or the national office in the absence of a chapter in the new city, irrespective of the chapter membership quotas. (2012)

1. The transfer request shall be submitted and effectuated by the member on the required transfer form and forwarded to the National Headquarters office. (2012)
2. The National Executive Director shall verify with the local chapter that the member is in good standing.
3. The transfer process shall be completed within sixty (60) days of receipt of the verification request from the former chapter.

4. The Executive Director, with the approval of the National Corresponding Secretary will notify the new chapter, the former chapter and the region and the applicant of the approved transfer.
 5. The notification is the official authorization for the transfer member to attend meetings, chapter activities and inclusion on the new chapter's roster.
- B. A member who changes her place of residence within 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's able to maintain the obligations of membership as established by the original chapter.
- C. When an active member who has met her financial obligations moves in an area where there is no chapter, the former chapter shall transfer the membership to the national office, upon request.
1. The status of this membership shall not exceed five (5) years.
 2. If the member transfers overseas, she shall pay national per capita until she returns to the United States. The member shall be in non-resident active status and shall maintain this status until she affiliates with a chapter.
 3. National per capita tax shall be paid by the member to the National Corresponding Secretary by September 30th of each year.
 4. If the membership is with the national office, a member may start an interest group.
- D. A member in good standing who transfers to another chapter shall not be required to pay national, regional and local financial obligations twice in one fiscal year.

Section 4 Leave of Absence

- A. Any member who has been granted a leave of absence by the local chapter must meet all national and regional financial obligations including the conference attendance requirement in Article I, Section 1.A.2. (2012)
- B. A leave of absence prohibits the participation of the entire family during the leave period, unless otherwise authorized by the chapter due to extenuating circumstances as defined in the national organization's governing documents. (2008)
- C. Granting notice of leave of absence must be decided in annual increments by the local chapter. (2008)

Section 5 Termination of Membership

- A. A member who wishes to discontinue her membership should submit a written resignation to the chapter vice president.
- B. Local chapters shall have within their bylaws clearly stated reasons for which membership will be terminated as well as the procedures for termination.
 1. Local chapters shall notify a member of the termination of her membership by registered letter, stating the reasons for the termination and the member's right to appeal. Copies of the letter shall be sent to the Regional Director, the National Officer of the respective region and to the National Recording Secretary.
 2. Upon receipt of notification of termination, a member shall have thirty (30) days to appeal to the local chapter executive board. If the appeal at the chapter level is deemed unsatisfactory, a member may then appeal to the Regional Director. If the appeal at the regional level is deemed unsatisfactory, a member then may appeal to the National Advisory Council (NAC). (2008)
 3. The NAC shall send its decision, along with the rationale, to the member, the chapter and its region by registered letter. The decision of the NAC shall be final. (2008)

ARTICLE II CHAPTER GUIDELINES

Section 1 Boundaries

- A. All new chapters must have boundaries on file in the national office. Existing chapters of one year or more will have boundaries on file in the national office as approved at the time of their installation.

- B. Interest group boundaries may not overlap the boundaries of the existing chapter without the existing chapter's approval.
- C. Chapters existing or established with a boundary defined area may recruit and install members from the entire defined area.
- D. In situations where chapters share existing boundaries a member is not allowed to transfer chapter membership when she changes residence within the shared boundaries. Said member must keep her membership with her original chapter affiliation.
- E. There generally shall be only one (1) chapter in a metropolitan area. However, areas having a population in excess of 500,000 shall be allowed to have additional chapters. The National Executive Board shall determine the boundaries of said chapters. A new chapter, in this instance, shall be sponsored by an existing chapter in that metropolitan area or by the National Executive Board.

Section 2 Chapter Level of Membership and Participation

- A. A minimum group of fifteen (15) interested mothers, legal female guardians or female custodial caretakers is required for any chapter membership in the National Organization. (2012)
- B. A chapter shall be required to maintain a minimum level of membership. Such level shall be determined by the regional officers with approval by the National Executive Board. A chapter's level of membership and its activity shall determine its status with the organization. (2008)
- C. Existing chapters with fewer than 15 members will be subject to a review of the chapter and its viability. (2008)
- D. Determining factors in a chapter's continuance shall be its documented attendance at conferences, conventions, activity in the community, the ability to carry out the aims and objectives of the organization, the demographics of its location and the chapter's recruitment efforts. (2008)

Section 3 Chapter Establishment

A. Application

- 1. Any group of mothers including legal female guardians and female custodial caretakers with children between the ages of two (2) through nineteen (19) years, interested in the ideals and purposes of Jack and Jill and America, Incorporated, may request an application from the National Vice President for the establishment of a new chapter.
- 2. No member of an interest group may be an active member of an existing chapter. No active member of an existing chapter shall be a participant of an interest group. (2004)
- 3. Upon receipt of the completed application requirements, the National Vice President shall present the application to the National Executive Board for final approval. The National Vice President shall notify the applicant fifteen (15) days following the National Executive Board meeting on action taken on said application.
- 4. Non-refundable application fee determined by the National Executive Board shall accompany all applications to the National Vice President at least twelve (12) months prior to a national convention.
- 5. Each member of a provisional chapter will be charged a joining fee upon their acceptance at the national convention. This fee is due and payable at the national convention.
- 6. Members of interest and provisional groups may attend any national or regional conference as observers.
- 7. No member leaving an existing chapter in a non-financial status shall be eligible for active membership in an interest group or newly formulated chapter of the organization without having satisfied all obligations to the previous chapter in which membership was held. (2004)

B. Sponsor

- 1. The group shall be sponsored by the majority vote of an existing chapter in good standing or the National Executive Board. A chapter in good standing is one that is in compliance with all local, regional and national requirements.
- 2. The sponsoring chapter, the Regional Director and the national officer of the region shall assist with the provisional group in following the procedures and guidelines established by Jack and Jill of America, Incorporated. (2006)

C. Number of Members

1. A prospective chapter shall have a minimum number of 15 members to be considered. (2008)

D. Probationary Period

A provisional group shall serve a probationary period of at least nine (9) months prior to election to membership at a national convention.

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

E. Voting on Provisional Chapters

Election to membership shall be by majority vote of the delegates present at the national convention or by the National Advisory Council in the interim between national conventions.

F. Installation

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

Section 4 Chapter Bylaws

- A. Each chapter shall have bylaws to govern the conduct of its business, consistent with the National Constitution and Bylaws.
 1. Chapter bylaws shall not conflict with the National Constitution and Bylaws. (2008)
- 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. Chapters that do not abide by these bylaws shall be terminated from membership. (2008)

Section 5 Chapter Finances

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

Section 6 Chapter Programming

Chapter program directors are required to submit a chapter program handbook to the National Program Director and Regional Director annually by November 1. (2008)

Section 7 Chapter Officers

- A. Election of chapter officers, both mothers and teens, shall be held no later than April 30 of each election year.
- B. The installation of officers of both the mothers and teens shall be held no later than May 31st.

- C. The names of the elected officers must be sent to the National Office no later than June 15th of each year.
- D. Elected chapter officers must include, but are not necessarily limited to, the following offices: President, Vice President, Program Director, Recording Secretary, Corresponding Secretary, Treasurer and Editor. Officers assume the responsibilities of their office upon installation. (2008)
- E. Appointed officers must include, but shall not be limited to Foundation Chair. (2008)
- F. All outgoing chapter officers must complete all reports due at the end of their tenure and turn over all files and records to incoming chapter officers and hold at least one transition meeting by June 15th. (2008)
- G. Teen officers for chapters should have the same election deadline dates as the mothers.

Section 8 Chapter Penalties

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

A. Fines

- 1. A fine, recommended by the regional or national budget committee and approved by the voting delegates, shall accompany all delinquent per capita tax reports, financial statements and other assessments.
- 2. Fees, such as for insufficient funds, or for any materials returned to the national office or its officers shall be paid by the local chapter.

B. Probation

- 1. A chapter shall be placed on probation after a 30 day notification from the National Executive Board when a chapter's level of participation falls below the minimum requirement or when a chapter violates chapter or national bylaws, or displays unacceptable or libelous conduct. The probation period and conditions of the probation will be determined by the National Executive Board.

C. Suspension

- 1. Chapters that fail to pay national financial obligations, including national per capita or assessments, and/or that fail to give financial support to the Jack and Jill of America Foundation, Incorporated shall be suspended, following a thirty day grace period, subject to the approval of the National Executive Board. Suspended chapters forfeit all rights of active membership. (2008)
- 2. Names of suspended chapters shall be circulated to all chapters by the National Treasurer.

D. Termination

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

Section 9 Chapter Reinstatement

A. Following a chapter's suspension from the National Organization, reinstatement requires:

- 1. A written request by the chapter to the National President,
- 2. One hundred dollars (\$100) reinstatement fee and
- 3. Compliance with policy and procedure which caused the suspension.

B. The above requirements must be completed at least nine (9) months prior to the national convention, as outlined in these bylaws.

C. Chapters failing to comply with these requirements for reinstatement shall be terminated.

D. Readmission for terminated chapters shall be through regular channels as defined for provisional groups in these bylaws. (2006)

Section 10 Chapter Associates Group (2004)

A. Associate members may organize at the local, regional and national levels into a group known as the 'Associates' of

Jack and Jill of America, Incorporated with a minimum of five associates members. (2004)

- B. The Associates may organize and function independently of a local chapter, but all funds must be channeled through the local chapter. (2004)
- C. The Associates will be governed by the National Constitution and Bylaws of Jack and Jill of America, Incorporated (2004)
- D. The Associates must give financial support to the Jack and Jill of America Foundation, Incorporated. They may support the Foundation by assisting and/or supporting the local chapter with its fundraiser, by having their own fundraiser, or by making a donation. (2004)
- E. The Associates groups shall have the right for a non-voting associates delegate to voice their concerns on the floor at national conventions and regional conferences. (2004)

Section 11 Fathers' Auxiliary

- A. Chapters shall have the option of establishing a Fathers' Auxiliary as a support group for the chapter. The spouse of an active member within the chapter is eligible to participate in the Fathers' Auxiliary.
- B. Each region may appoint a regional Fathers' Auxiliary committee to assist with regional activities, including regional teen conference. (2008)
- C. A national liaison from the Fathers' Auxiliary shall be appointed by the national president. This representative chairs the national Fathers' Auxiliary standing committee, which consists of one member per region. (2008)

ARTICLE III REGIONS

Section 1 Purpose

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

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

Section 2 Regional Divisions

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

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

Section 3 Members

- A. The members of each region shall be those members in the chapters included within a geographic radius and boundaries as determined by the National Executive Board. (2008)
- B. A member who relocates to an area where no chapter exists but whose permanent residence is located in the regional boundaries shall be eligible upon application for membership in the Regional and National organization upon payment of regional and national per capita dues. Every attempt shall be made to affiliate with the chapter closest to the member. (2008)

Section 4 Regional Officers

- A. The elected officers of the region shall be:
 - 1. Regional Director

2. Regional Treasurer (2010)¹
 3. Regional Secretary (2010)²
 4. Foundation Member-at-Large
- B. The appointed officers of the Region shall include but not be limited to a Parliamentarian, a Sergeant-at-Arms and a Regional Associate Chair. Regional appointed officers shall serve no more than two (2) terms in succession. (2008)

Section 5 Election of Officers

- A. Regional officers shall be elected by the majority of the delegates present and voting at the Mothers' Regional Conference and shall serve for one (1) two-year term of office or until their successors are elected. Regional officers shall serve no more than two (2) terms in succession. No member shall serve as a regional officer for more than four years. (2004, 2008)
- B. Regional officers shall assume office at the conclusion of the conference at which they are elected.
- C. Eligibility and requirements:
1. All officers shall be active and in compliance financially with their local chapter, the region and national for the complete tenure of office.
 2. A Regional Director shall have within the past six (6) years attended at least one national convention, one previous regional conference, one regional teen conference and one area workday/cluster meeting.
 3. A Regional Treasurer shall have within the past six (6) years attended at least one national convention, one previous regional conference, one regional teen conference and one area workday/cluster meeting. (2010) A Regional Treasurer shall have a financial background or financial experience. (2012)
 4. A Regional Secretary shall have within the past six (6) years attended at least one national convention, one previous regional conference, one regional teen conference and one area workday/cluster meeting. (2010) (2012)
 5. A Member-at-Large shall have within the past six (6) years attended at least one national convention, one previous regional conference, one regional teen conference and one area workday/cluster meeting.
 6. Only one candidate per chapter shall be elected to regional office.
 7. Regional officers shall be elected as provided in these bylaws and shall not hold a chapter office or national office or serve on the national nominating committee while serving as a regional officer.
 8. All regional officers must physically reside in the region in which they hold an office during their entire term. If unable to do so, the officer must immediately submit a written resignation within 30 days of a move to the Regional Director and national officer of the region.
- D. Campaigning procedures and guidelines for regional officer elections shall be followed as established in the organization's policy and procedures manual. (2010)

Section 6 Duties of Elected Regional Officers

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

A. Regional Director

It shall be the duty of the Regional Director to:

1. Convene, organize and preside over the regional conference.
2. Be responsible for reporting the news of the region to the National Editor for "Up the Hill."
3. Be responsible for reporting regional conference and teen conference programs to the National Program Director for "Scope" (such as workshops, time, place and the theme of Conference, etc.)

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4. Supervise the annual teen conference and coordinate all business related to the teens' program.
5. Enforce the rules and regulations of the national organization within the region.
6. Stimulate the growth and development of the region.
7. Assist in the establishment of new chapters within the region.
8. File with the National Recording Secretary, minutes of the regional conference within ninety (90) days after the closing of the meeting.
9. Attend all meetings of the National Advisory Council and report to the council and to the regional conference on activities of the office.
10. Administer the budget of the region in accordance with the financial policy established by the national organization.
11. Exercise all powers and duties generally pertaining to a presiding officer as provided in the bylaws.
12. Send communications regarding deadlines and dates to presidents of local chapters.

B. Regional Treasurer (2010)

It shall be the duty of the Treasurer to:

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

C. Regional Secretary (2010)

It shall be the duty of the Secretary to:

1. Record, review, distribute and archive official minutes of Regional Conferences and Executive Meetings for audit. (2012)
2. Manage the process for recording minutes for all regional conferences.
3. Develop, conduct, and disseminate regional correspondences under the direction of Regional Director as authorized.
4. Distribute meeting notification as directed.
5. Maintain regional calendar.
6. Attend all regional conferences as the recording officer of the region.
7. Publish and distribute the minutes to each chapter in the region within ninety (90) days following the conference.
8. Conduct roll call, log and report meeting attendance and report to National for membership requirement as per the bylaws.
9. Receive copies of income transactions and reconcile receipt of funds with Regional Treasurer. (2012)
10. Receive and review bank statement monthly to ensure all checks have two signatures and no debit card transactions. Report any violations to the Regional Executive Board. Record in the minutes the appropriate explanation. (2012)
11. Verify and provide nominating committee with appropriate credential verification for all elections.
12. Manage conference registration process.
13. Function as a full member of the regional team of elected regional officers.

D. Foundation Member-at-Large

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

1. Attend the regional conference.
2. Make an oral report at the regional conference.
3. Disseminate information on the foundation to their regions.
4. Represent the interest of chapters as they relate to the foundation.
5. Fulfill the same financial obligations required of other members of the Jack and Jill of America Foundation Board of Trustees. (2008)
6. Promote the image and interests of the foundation in her region encouraging and supporting fund-raising, external funding and submission of grants by chapters and community agencies.
7. Actively participate as a member of the regional elected team supporting the objectives of the regional team.

Section 7 Appointed Regional Officers (2008)

The appointed officers of the region shall include but not be limited to a Parliamentarian, a Sergeant-at-Arms and a Regional Associate Chair. Regional appointed officers shall serve no more than two years in succession. (2006, 2008)

Section 8 Duties of Appointed Regional Officers

A. Parliamentarian (2008)

It shall be the duty of the parliamentarian to:

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

B. Sergeant-at-Arms (2008)

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

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

C. Regional Associate Chair (2008)

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

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

Section 9 Term of Office

A term of office shall be two (2) years. Officers and committee chairs shall serve no more than two (2) terms in succession. (2008)

Section 10 Vacancies

- A. An officer who is unable or unwilling to perform the duties of office shall submit a written resignation to the Regional Director or be removed from office upon the vote of 2/3 of the chapter presidents within the region. (2008)
- B. When a vacancy occurs in the office of the Regional Director, the national officer from that region shall appoint a qualified person from that region to serve for the interim period, with the approval of the National Executive Board.
- C. When a vacancy occurs in the office of the Regional Treasurer, Regional Secretary or Member-at-Large, the Regional Director shall appoint a qualified person from that region to serve for the interim period with the approval of the remaining elected officers of the region and national officer from the region.
- D. The Regional Director shall appoint a replacement to fulfill the obligations of the office as soon as possible with assistance of the national officer for the region.

Section 11 Penalties for Regional Officers (2008)

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

Section 12 Regional Committees

- A. Nominating Committee
 1. Shall be composed of seven (7) members elected from seven (7) different chapters of the delegates present at a regional conference.
 2. Names and profiles of nominees for regional office shall be submitted by the nominating committee to the Secretary/Treasurer by March 1 and circulated to chapters by April 1 before the regional conference.
 3. Additional nominations may be made from the floor at the regional conference as outlined in the election process in the region's standing rules. Nominees must be present at the time the nomination is made and shall have on file with the Nominating Committee all credentials as requested by the committee by the specified dates.
 4. Voting shall be by ballot; a candidate shall be elected by a majority affirmative vote.
- B. Budget Committee
 1. The Budget Committee shall be chaired by the Regional Treasurer. (2010)

2. The duty of the Budget Committee is to prepare a regional budget for two (2) years based on available projected funds.

C. Bylaws Committee

1. The Bylaws Committee shall recommend changes to the National Constitution and Bylaws and review proposed changes, deletions and amendments for submission to the national organization as outlined in these bylaws.

Section 13 Regional Finances

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

A. Regional per capita tax

1. The regions shall be financed by a regional per capita tax and any other fees assessed to each member and each teen of each chapter of the region. The amount is to be established at each regional conference.
2. Mothers', Associates' and Teens' regional per capita taxes are due and payable to the Regional Treasurer on or before September 30. (2010)
3. A fine, recommended by the regional budget committee and approved by the voting delegates, shall accompany all delinquent per capita tax report, financial statements and other assessments.
4. The regional joining fee for each new member must be paid to the Regional Treasurer at the time the mother is initiated into the local chapter and is due and payable along with the national joining fee by May 31st. (2010)
5. A list of active mother(s) in the chapter and names and ages of children must accompany the regional per capita taxes each year.
6. In a case where a member is deceased and the child(ren) are affiliated, the annual regional and national per capita taxes must be paid.

B. Covered expenses for regional officers

1. The region shall pay office expenses necessary to fulfill the duties of the office for the elected officers of the region, including expenses to the regional and teen conferences and other authorized travel.
2. Any business requiring a personal visit from an elected regional officer to a chapter should be financed by the inviting chapter.
3. Travel expenses of the Regional Director to the national meetings shall be paid from the national treasury.
4. For the Member-at-Large, travel expenses to the national convention shall be shared by the region and the Foundation Board.
5. Travel expenses for transportation, hotel accommodations and per diem shall be paid at the most economical rate possible. (2008)

C. Covered Expenses for the Region's National Officer

1. Travel expenses incurred by the National Officer to the Regional Conferences and the area meetings shall be paid from funds of the national organization. (2006)
2. The expenses incurred for any business requiring a personal visit to a chapter by a National Executive Board member or a regional officer shall be financed by the inviting chapter.

D. Voucher System

1. All expenditures shall be made in accordance with regional budgets and authorized by a signed voucher, specifically indicating expenses.
2. Each voucher is to be signed by the Regional Treasurer and approved by signature of the Regional Director. (2010)

Section 14 Meetings/Regional Conferences

A. Regional Conference

1. The Regional Director is responsible for convening the regional conference and should provide written notice to the membership at least 90 days in advance.
2. Each region shall hold a regional conference on alternate years with the national convention.

3. The host chapter for regional conference shall receive one thousand dollars (\$1,000) from the National Treasurer to help defray conference expenses.
4. Each chapter seated at the regional conference shall have one (1) vote.
5. The quorum of a regional conference shall be a majority of the delegates present at the conference. (2012)
6. The business of the regional conference shall consist of:
 - a. Business matters referred to the conference by the local chapters or the National Executive Board.
 - b. Recommendations to the National Executive Board for national programs and policies.
 - c. Interpretation of the national organization and policies and programming in the chapters.
 - d. Determination of regional projects and programs.
 - e. Election of regional officers.

B. Teen Regional Conference

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

C. Governance

1. Each regional and teen conference shall adopt standing rules consistent with that of the National Constitution and Bylaws and submit a copy thereof to the National President and the National Recording Secretary. These rules shall not conflict with the National Constitution and Bylaws.
2. All standing rules shall be dissolved or be null and void at the conclusion of each teen and regional conference. (2008)

D. Absentee Penalty

1. Each chapter must be represented at the regional and teen conference or pay to the Regional Treasurer the cost of the registration fee for a delegate to help defray expenses of the region. The absentee fee is not transferable to the host chapter. (2010)
2. Chapters failing to send delegates to two (2) consecutive regional conferences may be terminated from

membership.

ARTICLE IV NATIONAL ORGANIZATION

Section 1 National Executive Board

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

4. Develop and implement strategies to achieve the organization's aims and maintain and grow the membership. (2008)

Section 2 National Advisory Council

- A. The National Advisory Council shall be comprised of the following members: the National Executive Board and the Regional Directors.
- B. The National Advisory Council shall meet before and after the National convention and hold one (1) meeting in the interim.
- C. The purpose of these meetings may include but will not be limited to:
 - 1. Discuss regional issues that are relevant to the National Advisory Council. (2008)
 - 2. Provide orientation and clarification for regional directors.
 - 3. Establish a closer relationship between the national officers and the regional directors.
 - 4. Develop guidelines for giving maximum service to the chapters.
 - 5. Develop guidelines as needed, discuss grievance issues as related to the national organization, and act as grievance committee as determined by the National Executive Board. (2006)
 - 6. Address issues or concerns relating to the functioning of the National Executive Board. (2008)
 - 7. To make any decisions that deviate from the National Constitution and Bylaws necessary for the efficient management of the organization. (2006, 2008)
- D. The post-convention National Advisory Council session shall be comprised of both outgoing and newly elected officers.
- E. All members of the National Advisory Council must be polled to vote on any matters brought before the council. Votes can be cast by fax, e-mail, conference call or any electronic means. A vote can be cast by a proxy. (2006, 2008)

Section 3 National Headquarters

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

Section 4 Duties of the Executive Director

It shall be the duty of the Executive Director to:

- A. Serve as the administrative officer of the national organization and be employed by the National Executive Board under contract. The Executive Director shall be in charge of the headquarters of the corporation and act under the immediate direction of the Executive Board and under certain instances, the National President.
- B. Be ex-officio secretary of the National Executive Board and the Advisory Council and shall conduct the day-to-day business of the organization.
- C. Supervise a staff that is responsible for:
 - 1. First review of all bills and vouchers for payment.
 - 2. Checking for supporting data prior to submitting a schedule of obligations for authorization by the National President and National Treasurer.
 - 3. Submitting approved bills and vouchers for payment by the Treasurer.
 - 4. Reviewing all bank statements, including all transactions, to ensure that vouchers and receipts are submitted as backup data.
 - 5. Report any discrepancies to the National Treasurer and the National President and perform other duties as assigned. (2008)
 - 6. Keep a record of all receipts collected by the Treasurer and report quarterly those receipts to the National Executive Board and the Regional Directors. (2010)

Section 5 National Convention and Special Meetings

- A. The National President is responsible for presiding over the national convention and should provide written notice to the membership at least one year in advance. (2008)
- B. The biennial meeting of the corporation shall be held in June or July in the even numbered years at such time and

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place as may be designated by the vote of the delegates at the convention, or by the National Executive Board in the absence of a decision at the biennial meeting.

C. Each Jack and Jill member in attendance shall pay a registration fee to the National Treasurer; the amount is to be approved by the National Executive Board.

D. A host chapter shall not have the authority to cancel a national convention or any portion of the convention program. The host chapter, confronted with a problem which may involve the cancellation of portions of the national convention shall refer the matter to the National Executive Board for a decision.

E. Business Sessions

1. The business of the organization is conducted in plenary sessions at the national convention, unless a special meeting is called as outlined in these bylaws. (2008)
 - a. A quorum is required for all plenary sessions; two-thirds (2/3) of the voting delegates registered at the national convention shall constitute a quorum.
 - b. Attendance at all business meetings and committee meetings shall be limited to members as defined in these bylaws, headquarters personnel of Jack and Jill of America, Incorporated and provisional chapter representatives.
 - c. Voting at the national convention shall be on the basis of one (1) vote for each chapter seated. (2004)
 - d. Voting shall be by ballot or electronic ballot for national officers. (2004)

F. Absentee Penalty

1. Chapters shall be represented at the national convention or pay to the national treasury the cost of registration for a delegate to help defray expenses of the corporation.
2. The absentee fee is payable to the national treasury.
3. Chapters failing to send delegates to two (2) consecutive national conventions shall be dropped from membership in the national organization.

G. Special meetings (2008)

1. Special meetings of the national organization may be called by the National President or at the request of the National Advisory Council by the National Corresponding Secretary for the purposes of discussing and voting on urgent business matters requiring a decision prior to the next national convention.
2. Notice of a special meeting must be given to members in writing not less than 14 days prior to the proposed special meeting date.
3. Such notice shall state specifically the matters to be discussed at the special meeting.

H. Travel Expenses

1. Travel expenses of national officers shall be paid from the funds of the corporation. Travel by plane shall be planned in advance and paid at the economy-class rate. (2006)
2. Lodging expenses shall be paid from the funds of the corporation. National officers will use economy-class rates for lodging when traveling on Jack and Jill business. (2006)
3. National officers should conduct routine business via conference calls whenever possible. (2006)
4. Travel expenses of Regional Directors to the national convention shall be paid from the national treasury; the same terms shall be applicable as stated in these bylaws. (2006)
5. Insurance fees for National Officers and Regional Directors on official business of Jack and Jill of America, Incorporated shall be paid by the corporation. (2006)
6. Travel reimbursements for all elected officials and appointees shall be paid at the most economical rate possible. Any cost beyond that will be borne by the traveler. (2008)

I. Registration Fees

1. A registration fee shall be paid by all delegates members, observers and others as authorized in these bylaws to attend the national convention. (2006)
2. Registration fees of national officers attending the national convention shall be paid from the national

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treasury.

3. In the event a registrant is unable to attend the national convention, the registration fee may be refunded if the National Treasurer is notified of the reason in writing by the registrant, her doctor, or her chapter president. The excused absence must be acceptable to the National Executive Board.

Article V. National Finance

Section 1 Financial Policy

- A. The fiscal year for the organization is from June 1 through May 31. The program year is the same as the fiscal year. (2008)
- B. Jack and Jill of America, Incorporated shall manage its financial transactions in accordance with generally accepted accounting rules and practices and keep appropriate records. (2008)

Section 2 National Per Capita Tax

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

Section 3 National Joining Fee

- A. The national organization assesses a joining fee for all new members.
- B. This fee shall be paid to the National Treasurer at least two weeks prior to the initiation ceremony, but not later than May 31st.

Section 4 Disbursements

- A. Disbursement of National funds shall be upon presentation of a signed voucher with receipts to the National Treasurer by all authorized representative of Jack and Jill of America, Incorporated.
- B. Disbursement of funds shall be made upon the signatures of two (2) of three (3) authorized officers: the National President, the National Recording Secretary and the National Treasurer.
- C. Disburse all funds in accordance with the budget approved at the national convention. Request for expenditures not included in the national budget must be referred to the National Treasurer. The National Treasurer will determine which requests are to be referred to the National Executive Board through the Finance Committee. (2006)

Section 5 Indemnification

This organization shall indemnify to the fullest extent authorized or permitted by the state of Delaware any person made, or threatened to be made, party to an action, suit or proceeding by reason of the fact that said person is or was an officer or employee acting in good faith and within the scope of her duty on behalf of Jack and Jill of America, Incorporated. (2006)

ARTICLE VI NATIONAL OFFICERS

Section 1 The officers of the national organization shall be:

A. Elected officers shall consist of:

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

1. Only one of these officers shall reside in each region.
2. National officers shall be elected by the majority vote of the delegates present and voting at the national convention and shall serve for a term of two (2) years or until their successors are elected. No officer shall serve more than two terms in succession. No member shall serve as a national officer for more than four years. (2004, 2008)
3. National officers shall not hold a chapter or regional office while serving as a national officer.
4. National officers shall perform the duties prescribed in these Bylaws and other duties applicable to the office as prescribed in the parliamentary authority adopted by the organization, which is Roberts Rules of Order Newly Revised.

B. All elected national officers must physically reside in the region in which they hold an office during their entire term. If unable to do so, the officer must immediately submit a written resignation, within 30 days of a move to the National President.

C. The following appointees shall be named for national conventions:

Parliamentarian
Sergeant-At-Arms
Time Keeper

D. Other national representatives may be appointed by the national president and may include but are not limited to:

National Associate Chair

National Legal Advisor
National Legislative Chair (2008)

E. All appointed National Officers shall serve concurrent terms to the National Executive Board. No appointed officer shall serve more than two (2) terms in succession. (2008)

Section 2 Eligibility

A. All candidates for national office must meet the following requirements:

- 1 Shall have active membership status during complete tenure of office.
2. Shall have attended at least one of the last three national conventions and within the past six (6) years have attended one regional conference, one regional teen conference and one area workday/cluster meeting in the region for which she represents.
3. Shall have served as a chapter president or a regional officer. (2006)

B. Candidates for certain offices must also meet the following requirements:

1. A candidate for National President shall have served as a national officer or Regional Director.
2. A candidate for National Treasurer should have served as a Regional Treasurer or have a financial background. (2010)

Section 3 Elections

- A. Nominees from the floor shall be present at the time the Nominating Committee gives its report.
- B. An officer shall serve no more than two (2) terms in succession.
- C. Only one of these officers shall reside in each region.
- D. Campaigning procedures and guidelines for national officer elections shall be followed as established in the organization's policy and procedures manual.
- E. In the event a tie is recorded for candidates on the first ballot, further balloting shall be taken by the delegates until all national officers have been elected by a majority of those delegates present. Abstentions will not be counted.
- F. In the event there is only one (1) candidate slated for an office and there are no nominations from the floor, the presiding officer may entertain a motion that the candidate is elected.
- G. National officers shall assume office at the conclusion of the national convention at which they are elected. (2008)

Section 4 Vacancies

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

ARTICLE VII DUTIES OF NATIONAL OFFICERS

Section 1 Duties of Elected National Officers

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

A. National President

It shall be the duty of the National President to:

1. Supervise the organization and preside over the National Convention.
2. Serve as chair of the National Executive Board.
3. Enforce the Constitution and Bylaws of the organization.
4. Serve as one of three signatories for financial disbursements. (2008)
5. Serve as ex-officio member of all committees, except the Nominating Committee.
6. Exercise all powers and duties generally pertaining to the office of President.
7. Serve as ex-officio member on the Board of Trustees of The Jack and Jill of America Foundation, Incorporated.
8. Define the program thrust of the organization.
9. Serve as spokesman and interpreter of the work and philosophy of the organization to the community.

B. National Vice President

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

1. Perform the duties of the National President if she is unable to do so.
2. Serve as chair of the National Advisory Council.
3. Work with the Regional Directors in coordinating their efforts.
4. Communicate with groups interested in becoming affiliated with the organization, process all membership applications and report to the National Executive Board.

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5. Promptly notify the provisional groups of their acceptance status following a vote held at the National Convention regarding their application for membership.
6. Serve as ex-officio member on the Board of Trustees of the Jack and Jill of America Foundation, Incorporated.
7. Serve as liaison for the Associates to the National Executive Board. (2010)

C. National Program Director

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

1. Develop and implement a multi-faceted program that will provide a constructive cultural, educational and/or community serving experience for children locally, nationally and internationally.
2. Edit, publish and distribute the national bulletin, "Scope," by April 1 annually.
3. Serve as an ex-officio member of the Board of Trustees of Jack and Jill of America Foundation, Incorporated.
4. Review and revise the content of the Jack and Jill manual when directed by the National Executive Board.
5. Implement the program thrust of the organization. (2008)
6. Serve as liaison for Members at Large to the National Executive Board to identify current and future issues affecting children, which may be targets for the generation of grant proposals.
7. Serve as chairperson for the National Program Committee to the National Executive Board. (2012)

D. National Recording Secretary

It shall be the duty of the Recording Secretary to:

1. Attend the National Convention and be responsible for:
 - a. An accurate written account of the business sessions.
 - b. Seating the delegates.
 - c. Taking the delegates' attendance and verifying the number adequate for a quorum.
2. Publishing and distributing the minutes to each chapter by January following the National Convention.
3. Be the recording officer for the meetings of the National Executive Board and the National Advisory Council.
4. Preserve all books, records and documents pertaining to the office.
5. Maintain an updated National Membership Directory Roster at headquarters and assist Executive Director in developing guidelines for distribution. (2010)
6. Send the slate of national officer candidates that has been submitted by the Nominating Committee to all chapters by April 1, before the National Convention.
7. Serve as one of three signatories for financial disbursements. (2008)
8. Work with the Regional Secretaries to coordinate their training. She shall also serve as their liaison to the National Executive Board. (2010) (2012)
9. Serve as liaison to the Nominating Committee. (2010)

E. National Corresponding Secretary

It shall be the duty of the Corresponding Secretary to:

1. Handle all correspondence as may be required.
2. Send a copy of all proposed amendments to the National Constitution and Bylaws to the chapters by April 1 prior to the National Convention.
3. Approve all transfers and verify legacy status in a timely manner in accordance with criteria outlined in these Bylaws, and notify the Regions of the census change.
4. Update the National Constitution and Bylaws following the National Convention. (2008)
5. Shall serve as liaison for the Fathers' Auxiliary.
6. Serve as liaison for the National Bylaws Committee and National Policies and Procedures Committee to the

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National Executive Board. (2012)

F. National Treasurer

It shall be the duty of the Treasurer to:

1. Be bonded by an approved bonding company, in an amount to be determined by the National Executive Board.
2. Collect all funds of the organization and deposit them in a checking account in the name of Jack and Jill of America, Incorporated, in a bank approved by the National Executive Board.
3. Create the forms and processes necessary to complete the required financial statements. (2008)
4. Disburse all funds in accordance with the budget approved at the national convention and in accordance with policies and procedures in the organization's financial handbook.
5. Submit at the national convention of the organization an accounting of receipts and disbursements audited by a certified public accountant since the previous convention. This report shall be mailed to each chapter not present at the national convention within thirty (30) days after the convention. This report shall not be mailed until the fine for non-attendance is paid.
6. Be responsible for maintaining the exemption status of the corporation.
7. Keep complete bank statements on file in the national office for a period of seven (7) years. (2008)
8. Be fully knowledgeable and accountable for the organization's tax responsibility for both the national body and local chapters.
9. Pass complete, audited financial records and properties of the office to the incoming treasurer no later than ninety (90) days after completion of a national convention. (2008)
10. Provide an annual Foundation contribution report for the Foundation Executive Committee meeting in January.
11. Serve as an Ex-officio member on the Board of Trustees of Jack and Jill of America Foundation, Incorporated.
12. Work with the Regional Treasurers and coordinate their training. She shall also serve as their liaison with the National Executive Board. (2010)
13. Distribute financial reports of all income and expenditures on a quarterly basis to the National Executive Board and to the Regional Directors. (2006)
14. Make all records and accounts available on request to the National Executive Board, audit committee, and National Advisory Committee. (2006)
15. Seek advice as necessary on tax matters from a financial advisor, CPA, or legal counsel, within budget parameters outlined. (2006)
16. Keep proper records of Jack and Jill of America, Incorporated financial transactions in accordance with generally accepted accounting rules and practices. (2006)

G. National Editor

It shall be the duty of the National Editor to:

1. Edit, publish and distribute the annual journal, Up the Hill, by the end of July. (2008)
2. Serve as the liaison for teen issues and concerns to the National Executive Board.
3. Oversee the maintenance of the organization's web site.
4. Serve as liaison to the National Public Relations Committee.
5. Work in conjunction with staff to provide data for the publication of the directory and Up the Hill. (2010)

Section 2 Duties of National Appointees (2008)

A. Parliamentarian

It shall be the duty of the parliamentarian to:

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

B. Sergeant-at-Arms

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

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

C. Timekeeper

It shall be the duty of the timekeeper to:

1. Keeping accurate record of time during all meetings.

D. National Associate Chair

It shall be the duty of the National Associate Chair to:

1. Serve as chair of The Associates at the National Convention.
2. Fulfill duties as assigned by the National Executive Board.

E. National Legal Advisor (2008)

It shall be the duty of the National Legal Advisor to:

1. Serve as legal counsel to the National Executive Board of Jack and Jill of America, Incorporated. She shall be appointed by the National President and shall serve as ex-officio, non-voting member of the National Executive Board. She shall serve as a volunteer and must hold an active license to practice law, in good standing, in one or more of the states in which Jack and Jill of America, Incorporated has chapter(s). Whenever possible, she shall be an active member of Jack and Jill of America, Incorporated.
2. Provide legal advice and counsel to the National Executive Board and National Advisory Council on matters pertinent to the organization.
3. Be available to review documents, draft opinions, enter into negotiations, draft contracts, correspondence and any other documents deemed necessary by the National Executive Board to conduct the business of the organization.
4. To assist with hiring of an attorney who is qualified and a neutral party to file suit or retain other counsel to pursue civil relief or criminal prosecution only upon direction from National President with approval from the National Executive Board. (2008)
5. Be available to receive service of process on behalf of the organization.

F. National Legislative Chair (2008)

It shall be the duty of the National Legislative Chair to:

1. Serve as a chair of the national legislative committee.
2. Advance and advocate legislation for children's issues as determined by the organization's objectives.
3. Coordinate national legislative projects.
4. Assist the regional legislative committee members in carrying out legislative initiatives at the regional and local chapter level.
5. Work closely with advocacy groups, interest groups and policy makers to develop partnerships that will enhance and promote the national legislative agenda.
6. File a written report outlining performance and results of the national legislative committee at each national convention.

Section 3 Responsibility of Outgoing Officers

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

Section 4 Penalties for National Officers

- A. A national officer who fails to fulfill the duties of her office shall be removed from office upon the vote of two-thirds of the National Advisory Council. Said officer's position shall then be filled by an interim appointment of the

presiding officer, approved by the National Executive Board. (2004)

- B. A national officer or former national officer who refuses to relinquish the records and property that pertain to that office within the proper time allotted shall be suspended from the organization until compliance is met and may be subject to termination from the organization to be determined by National Executive Board. A national officer on suspension is unable to participate in Jack and Jill of America, Incorporated activities on a local, regional or national level and is subject to a monetary fine determined by the National Advisory Council. (2004)
- C. When a national officer or former national officer is suspended or terminated from the organization by the National Executive Board, a registered letter shall be sent to the respective chapter President and Regional Director. Terminated members lose all rights and privileges of membership and are removed from the membership roll. (2008)
- D. The National Executive Board shall notify chapters of any violations of duties of national officers and the action taken by the National Executive Board. (2006)

Section 5 National Committee Chairs/Members

- A. All national committee chairs and members shall serve concurrent terms to the National Executive Board. No appointed chair or committee member may serve more than two (2) terms in succession. (2008)
- B. Committee members shall be appointed or elected as provided in these bylaws.
 - 1. The standing committees at the national level shall include Nominating, Fathers Auxiliary and Program. (2012)
 - 2. Each committee shall be composed of seven (7) members, one per region, who shall be recommended by their respective Regional Directors (except nominating).
 - 3. At cluster workdays, reports of the national committees (except nominating) shall be made by the national officer of the respective regions.
- C. Nominating Committee
 - 1. A nominating committee composed of seven members one from each region shall be elected by the body. The chair shall be rotated among the regions in alphabetical order by region.
 - 2. A slate of candidates for national officer positions shall be submitted by the Nominating Committee to the National Recording Secretary by March 1 prior to the national convention, to be circulated among chapters by April 1 before the national convention. (2010)
- C. Committees, standing or special, shall be appointed by the National President at the national convention, or in the interim with the approval of the National Executive Board as it shall from time to time deem necessary to carry on the work of the organization. The National President shall be an ex-officio member of all committees except the Nominating Committee. Committee appointments will run concurrent with the National Executive Board's term of office. (2004)

ARTICLE VIII GOVERNANCE

Section 1 National Constitution and Bylaws

A. Amendment Process

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

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

B. Proposed Amendments

All proposed amendments to the National Constitution and Bylaws of Jack and Jill of America, Incorporated, submitted to the National Executive Board for review will be voted on by the delegates at the national convention.

Such vote shall not be required, however, to correct misspelled words and typographical errors provided that the correction does not require additional language nor change the meaning of the provision. The membership will be notified of such corrections within thirty (30) days of the change by communication from the National Corresponding Secretary. (2012)

C. Approved Amendments

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

Section 2 Parliamentary Authority

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

Section 3 Code of Ethics and Grievance Policy

A. The national organization shall adopt and adhere to a Conflict of Interest policy. (2008)

B. A National Code of Ethics and grievance process, which are outlined in the organization's policies and procedures manual, shall be promulgated by the national organization and are binding on the members, chapters and regions of the organization. (2008)

ARTICLE IX JACK AND JILL OF AMERICA FOUNDATION, INCORPORATED

A. Purpose

The purpose of the Foundation, as stated in the Certificate of Incorporation, is 'to carry on educational, literary, scientific and charitable projects, or any one of them individually by the application of assets to the use of Jack and Jill of America Foundation, Incorporated.'

B. Relationship to the mother body

Jack and Jill of America, Incorporated members shall always be in the majority on the Board of Trustees of the Foundation. A biennial report is made to chapters at the National Convention from the President of the Board of Trustees. A financial accounting of the receipts of the Foundation is included in the report.

C. Board Structure

1. The Board of Trustees of Jack and Jill of America Foundation, Incorporated is structured as follows: Four (4) National Officers: President, Vice President, Treasurer and Program Director; one (1) Regional Director from those regions not represented by National Officers, appointed based upon alphabetical order; seven (7) Members-at-Large, one from each region; eleven (11) Community Leaders, not limited to Jack and Jill membership or region; and one (1) Teen President. (2004) (2012)
2. There shall be one Regional Director appointed to the Board as an ex-officio member. This Director shall be selected from the three remaining Regions of Jack and Jill of America, Incorporated which are not represented by the ex-officio members of the Board of Trustees as stipulated in the preceding paragraph. She shall serve two one-year terms coinciding with her term of office in Jack and Jill of America, Incorporated. In the absence of representation in any region, the National Executive Board of Jack and Jill of America, Incorporated will make the appropriate appointments. (2012)

D. Responsibility of chapters

1. The support of the Foundation is the responsibility of the chapters of Jack and Jill of America, Incorporated.

TEEN REGIONAL BYLAWS NATIONAL REQUIREMENTS

ARTICLE 1 Membership

Section 1 Membership Eligibility

A. Membership in this organization shall consist of the teens whose mothers, legal guardians, or custodial caretakers are active and financial member of Jack and Jill of America, Incorporated and whose membership is with a chapter in the Region.

B. A teen must be between the ages of thirteen (13) through the 19th year and be active and in good standing. Active is defined as attending meetings and participating in local chapter teen activities with the local chapter being that where his/her mother/legal guardian/custodial caretaker holds membership.

C. Each teen is encouraged to attend teen conference at least once during their tenure in the teen group.
(2008) (2012)

D. The active status of a teen must terminate when he/she reaches age twenty (20) or when the teen's mother/legal guardian/custodial caretaker withdraws her membership or is terminated from membership with her local chapter of Jack and Jill of America, Incorporated.

ARTICLE II Attendance

Section 1 Attendance at Teen Regional Conference

A. Only members of Jack and Jill of America, Incorporated are allowed to attend the Teen Regional Conference.

B. A teen is eligible to attend the annual Teen Regional Conference under the following conditions.

1. If the child shall have become thirteen (13) years of age by June 30th of the year of the Conference;
and
2. If the Teen has not reached his/her twentieth (20) birthday by midnight, June 30, of that year; and
3. If the Regional Per Capita tax was sent in for the child either as part of the local chapter's financial report for that year, or as part of the local chapter's report of new members initiated between the submission of the financial report and the beginning of the annual Teen Regional Conference.

ARTICLE III Voting

Voting shall be on the basis of one (1) vote for each chapter seated.

ARTICLE IV Code of Ethics

Section 1

A teen code of ethics shall be enacted within each region and shall include:

A. A mandatory 1:00 a.m. curfew, except Saturday night which shall have a mandatory 1:30 a.m. curfew.

B. A minimum mandatory ratio of one (1) adult chaperone for every five (5) teens in attendance throughout the entire Teen Regional Conference, inclusive of all social functions. (2012)

C. No alcohol, cigarettes, weapons or other drugs. (2012)

D. No post-curfew parties. (2012)

E. No teen shall drive and/or travel alone to and from the Teen Regional Conference. (2012)

ARTICLE V Financial Support

Section 1 National Financial Support

Each Region shall receive one thousand five hundred dollars (\$1,500) annually from the National Treasury at least 18 months in advance of the Teen Conference to be given to the host chapter to defray expenses that occur. (2008)

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ARTICLE VI Quorum

Section 1

The quorum for a Teen Conference shall be a majority of the voting delegates registered at the Conference.

REGIONAL REQUIREMENTS

ARTICLE VII Meetings

Section 1

The Teen Regional Conference shall be held annually. (2006)

Section 2

The annual Teen Regional Conference is to be hosted by chapters within the Region on a rotation basis. The time and place of the Teen Regional Conference shall be determined by the Regional Conference with approval by the Regional Director.

Section 3

The meetings at the Teen Regional Conference shall be designated as Plenary Sessions and shall be held at the times determined and scheduled by the Regional Director, the Teen Officers and the mothers of the host chapter.

Section 4

All plenary sessions and committee meetings shall be closed and limited to bonafide members of Jack and Jill of America, Incorporated and provisional representation.

Section 5

There shall be at least one (1) registered adult chaperone per five (5) teens in attendance to assist with plenary sessions, committee meetings, community service activities, social functions and after curfew monitoring at the conference. (2012) A chaperone must be a member (active or associate) or member of the Fathers Auxiliary of Jack and Jill of America, Incorporated. (2012) The number of teens attending the Teen Regional Conference shall be limited to the number of chaperones from a local chapter who are registered and can accompany the teens, adhering to the five (5) teens per chaperone requirement. (2012)

ARTICLE VIII Officers

Section 1 Elected and Appointed Officers

A. The elected teen officers of this organization shall be the President, Vice-President, Secretary, Treasurer and Foundation Chair, each of whom shall serve the region under the direction of the Regional Director. (2008) (2012)

B. The appointed teen officers of this organization may include, but not be limited to the Parliamentarian, the Chaplain, Legislative Chair and Sergeant-at-Arms. They shall be appointed by the Regional Teen President, with approval from the Regional Director; and they shall represent a chapter other than those represented by the Regional Teen Executive Board. (2012)

C. Elected and appointed officers must be active in Jack and Jill of America, Incorporated for one full year prior to election and appointment. Officers must remain active participants during their tenure. (2012) Active is defined as attending meetings and participating in local chapter teen activities. (2008)

D. The term of office shall be for one (1) year, commencing at the time of installation. (2012)

E. Only one teen from a chapter may hold a Regional office. (2012)

Section 2 Qualifications

All members who meet the following qualifications are eligible to become candidates for election to office:

A. Candidates must have attended at least one previous Teen Regional Conference, either as a voting delegate, alternate, or registered member.

B. Candidates must be active in Jack and Jill of America, Incorporated for one full year prior to election and remain active during the tenure of office. Active is defined as attending meetings and participating in local chapter teen activities.

C. Teen Regional Officers must be able to complete a possible second year in office before reaching the age

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of twenty (20).

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D. Candidates must be registered as a delegate, alternate, or member in attendance at the annual Teen Regional Conference, but not necessarily present at the time of balloting for the election.

E. No teen shall hold both a local and regional office simultaneously.

F. Prospective candidates must submit names and profiles to the Regional Nominating Committee by the deadline established by the Regional Nominating Committee. (2012)

G. The Regional Nominating Committee Chair shall provide a slate of candidates in writing to the chapters thirty (30) days prior to the Teen Conference.

H. Nominations from the floor will be accepted and added to the official ballot following clearance by the Credentials Committee.

I. Candidates must be cleared by the Nominating Committee prior to launching a campaign. All campaigning must be consistent with the rules and regulations established by the Nominating Committee and when on site, those of the host facility. Candidates shall be disqualified if campaign materials are circulated before credentials are cleared.

J. No officer shall serve more than two (2) terms in succession.

Section 3 Elections

A. The officers shall be elected annually during the Teen Regional Conference by secret ballot.

B. Each chapter seated shall have one (1) vote.

C. All attending chapters' delegates must be present during the voting process unless officially excused.

D. Officers shall be elected by majority vote of a quorum of delegates present and voting at the Teen Regional Conference.

E. In the event there is only one (1) candidate slated for an office and there are no nominations from the floor, the presiding officer may entertain a motion that the Secretary cast a unanimous ballot for the candidate.

Section 4 Duties

All Teen Regional Officers shall perform their duties under the direction of and with approval from the Regional Director.

A. President

1. Shall preside over all meetings; serve as ex-officio member of all committees except the Nominating Committee; appoint the parliamentarian, chaplain, sergeant-at-arms; and appoint other officers and committees deemed necessary.
2. Shall work with the Mothers' Regional officers, and host chapter in planning the Teen Regional Conference; and shall attend the National Convention, when eligible, as a representative of his/her Region, to serve as a Page.

B. Vice President

1. Shall preside in the absence of the President and assist in any way the President deems necessary.
2. Shall perform those specific duties as designated by the Regional Director. (2012)

C. Secretary

1. Shall keep records of the business sessions of the Teen Regional meeting.
2. Shall record all votes and compile all committee reports for inclusion in the minutes.
3. Shall see that all correspondence authorized by Regional Director and Teen President is sent.
4. Shall work under the direct supervision of the Mothers' Regional Secretary on the recording of minutes. They must be submitted to the Regional Secretary no later than December 31st of that same year unless the services of a professional stenographer have been contracted. (2010)
5. Shall conduct the roll call at each plenary session to include seating of the delegates and recording their tardiness and absenteeism.

D. Treasurer

1. Shall serve as chair of the Budget Committee and work under the supervision of the Regional Treasurer. (2012)

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2. Shall keep accurate account of all income and expenditures and submit a copy at the Regional Conference.
3. Shall record and report the Teen Chapters' Contributions to Jack and Jill of America Foundation, Incorporated.

E. Foundation Chair (2008)

1. Shall disseminate information on the Jack and Jill of America Foundation to Chapter Teen groups.
2. Shall represent the interests of Chapter Teen groups as they relate to the Foundation.
3. Shall promote the image and interests of the Foundation in the region by encouraging and supporting fundraising and submission of grants by Chapter Teen groups.
4. Shall work under the direct supervision of the Mothers' Regional Foundation Member-at-Large (MAL). (2012)

F. Teen Executive Board

The Teen Executive Board shall consist of the elected officers of the Region who must perform its duties under the direction of the Regional Director.

G. Vacancies

Any vacancy in a Regional Office at the time of Conference shall be filled by appointment of the President with the approval of the Teen Executive Board and the Regional Director.

ARTICLE IX Delegates

Section 1

Only chapters in good financial standing shall send delegates to the Teen Regional Conference.

Section 2

There shall be only one (1) voting delegate per chapter. There may be an alternate delegate.

Section 3

Either the alternate or the official substitute (a registered teen) may sit in for the voting delegate in case of an emergency. The Teen Secretary must be officially notified and verify the change before it takes place.

Section 4

Only the voting delegate, or the official substitute, exercises the power to vote, representing his/her chapter.

Section 5

If the voting delegate is absent from a regular or call meeting where a vote is to be taken, than he/she forfeits the chapter's vote.

Section 6

All teen members registered must attend all plenary sessions that are scheduled and/or called, except those that are specified for voting delegates only.

Section 7

All teens attending the Teen Regional Conference must abide by the Teen Code of Ethics.

ARTICLE X Committees

Section 1

The standing committees may include but not be limited to the following: Nominating, Credentials, Rules and Regulations, Budget and Finance, Evaluation and Recommendation, Foundation and Judicial Board.

Section 2

Other committees shall be established as deemed necessary by a Region's Rules of Order.

Section 3

All committees, except the Judicial Board, shall be appointed in accordance with Article VIII, Section 4.A. 1. in consultation with the Regional Director.

and Bylaws

Section 4

The Judicial Board shall be established in accordance with the Region's Rules of Order and operate under the direction and with approval of the Regional Director.

ARTICLE XI Finance

Section 1 Regional

A. The Teens Regional per capita tax shall be established at the Mothers' Regional Conference. The Regional per capita tax must be paid annually by October 31st for all teens between the ages of thirteen (13) through the nineteenth (19th) year and for these children who will reach age thirteen (13) by June 30th of a program year.

B. Travel expenses for elected Teen Regional Officers shall be paid from the Regional Treasury. (2012)

Section 2 National

The registration fees and travel expenses to the National Convention for the Regional Teen Presidents shall be paid from the National Treasury.

Section 3 Foundation

Chapter Teen groups must support the Jack and Jill of America Foundation, Incorporated annually. (2012) A minimum of one-third (1/3) of all proceeds raised in the name of Jack and Jill of America, Incorporated by a local chapter's teen group must be designated for Jack and Jill of America Foundation, Incorporated. The remaining portion may be kept for support of local charities, as approved by the Internal Revenue Service.

ARTICLE XII Fines And Penalties

Section 1

Any local chapter whose Teen group is absent from a Teen Regional Conference shall pay to the Regional treasury the cost of registration for one (1) delegate to help defray expenses of the Region. This absentee fee is payable to the Regional Treasurer and is not transferable to the host chapter. (2010)

Section 2

Any Teen in violation of the Teen Code of Ethics must appear before the Judiciary Board and abide by any decisions rendered.

Section 3

All other fines and penalties may be established in the Region's Standing Rules.

ARTICLE XIII Program Activities

The Regional Director shall be responsible for planning the program and activities of the Teen Regional Conference in consultation with the host chapter, Regional Team and Teen officers.

ARTICLE XIV Parliamentary Authority

Section 1

Robert's Rules of Order Newly Revised shall be the parliamentary authority of all matters not covered by the National Constitution and Bylaws and the Teen Regional Bylaws of Jack and Jill of America, Incorporated.

Section 2

No clause of the Bylaws covering any matter here within shall be in conflict with the National Constitution and Bylaws of Jack and Jill of America, Incorporated and Robert's Rules of Order Newly Revised.



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Constitution and Bylaws