



## **JUNIOR AUXILIARY OF ABBEVILLE CROWN CLUB CONSITUTION**

### **Article I – Name**

The name of this organization shall be the Junior Auxiliary of Abbeville Crown Club.

### **Article II – Objects and Policies**

Section 1: Object – The object of this club shall be to foster interest among its members in the social, economical, educational, civic, and cultural conditions about them; to develop leadership and character; to prepare for good citizenship; and to demonstrate the act of caring for others.

Section 2: Policies – The Junior Auxiliary of Abbeville Crown Club shall be an affiliate of the Junior Auxiliary of Abbeville, and its policies shall be in harmony with the policies of the Junior Auxiliary of Abbeville. All activities and projects of the Crown Club shall be subject to the approval of the JA Chair (advisor) who shall be an active or associate Junior Auxiliary member. This advisor shall be directly responsible to the Junior Auxiliary of Abbeville and shall report monthly to the Junior Auxiliary of Abbeville Executive Board on all activities and projects of the Crown Club.

### **Article III – Membership**

Section 1: Qualification for membership (or eligibility) – A prospective candidate may be considered eligible if she:

1. Has been a resident of her community for at least six (6) months,
2. Has successfully completed at least the first semester of her freshman year in high school, and
3. Has an overall 2.5 grade point average or above.

Section 2: Requirements – To maintain membership in good standing, a member must:

1. Attend 2/3 of the regular meetings,
2. Pay annual dues,
3. Perform a minimum of 20 hours of work, including 14 service and finance hours, and 6 hours of monthly meetings, and
4. Maintain an overall 2.5 grade point average or above.

### Section 3: Penalties

- A. A member failing to fulfill her annual requirements shall be dropped from membership.
- B. A member who fails to complete an assigned task or a task for which she has volunteered will have 3 hours deducted from her total number of hours completed.
- C. If a member's grades fall below an overall 2.5 average, she will be suspended until her grades return to an overall 2.5 average or above. This suspension may last no more than one 6 week semester. If, after one semester, her grade point is still below a 2.5 average, she will be dropped from membership.

Section 4: Proposal to Membership – Each January, the Junior Auxiliary of Abbeville Members shall present to the Crown Club Executive Board their list of new members and approved candidates. The list of new members shall automatically include any daughters or granddaughters of active, associate, or life members in good standing of the Junior Auxiliary of Abbeville, who meet the eligibility requirements. In addition, the Crown Club Committee reserves the right to solicit eligible candidates from area school counselors. The list of approved candidates shall include nominations made by Junior Auxiliary of Abbeville members in good standing. The Crown Club Executive Board shall present this slate of candidates to the active membership at the February meeting.

Section 5: Election to Membership – At the March meeting, Crown Club members in good standing shall vote on candidates. All voting shall be done by secret ballot. Those candidates receiving a majority of votes shall be elected as new members. In the event of a tie for the last available position, there will be a run off election by secret ballot. If invitations for membership are declined, the next candidate(s) with the most votes would become eligible and would be extended an invitation for membership. All new members will be notified in writing by the corresponding secretary before the April meeting.

Section 6: Membership Quota – The original authorized membership shall be 25 members. Each year, new members shall be admitted, not to exceed 25 members. (Seniors are not counted in the total when admitting new members for the next year.) All resignations shall be considered permanent. Criteria for imposed resignation are:

- 1. Four absences from regular monthly meetings,
- 2. Failure to pay dues, or
- 3. Repeated failure to fulfill assigned duties.

### **Article IV – Dues**

Members shall pay \$20.00 annual dues.

- A. Dues are payable on September 1, but not later than October 1.
- B. Refunds will not be made to members resigning, even if it is an imposed resignation.
- C. In the event that the Crown Club ceases to function, any money in the treasury shall revert to the treasury of the Junior Auxiliary of Abbeville.

### **Article V – Meetings**

Section 1: Regular Meetings – Regular meetings shall be held monthly, September through May at an appointed time. One hour credit shall be given for each regular club meeting. Members must attend the entire meeting to receive credit.

Section 2: Quorum – A quorum of the club shall consist of 2/3 of the membership.

## **Article VI – Advisors**

There shall be Advisors who shall be active or associate members of the Junior Auxiliary of Abbeville. They shall approve all resignations and all constitutional changes. At least one Advisor shall be on the Junior Auxiliary Executive Board and be responsible to this Board for all Crown Club activities.

## **Article VII – Officers**

Section 1: Personnel – The officers of the club shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Reporter.

Section 2: Nomination – Each May, the Nomination Committee shall present a slate of candidates for each office to be filled. Nominations may also be taken from the floor.

Section 3: Election – Officers shall be elected at the May meeting. Officers shall be elected by secret ballot for a term of one fiscal year. They shall be installed at the Provisional Tea and assume duties at the September meeting.

Section 4: Duties – The powers and duties for each officer are outlined in the Crown Club Guidelines.

## **Article VIII – Executive Board**

Section 1: Personnel – The Executive board shall consist of all officers and the Junior Auxiliary Advisor(s).

Section 2: Duties – The Executive Board shall have general charge and control of all affairs, funds, and property of the club. They shall present to the membership all proposed major program activities of the Board.

Section 3: Meetings – The Executive Board will meet monthly and other meetings may be called by the President or upon request of 4 members of the Board (with permission of the Advisor).

## **Article IX – Committees**

Committees shall be appointed by the President who shall designate their power and term.

## **Article X – Fiscal Policies**

Section 1: Fiscal Year – The fiscal year shall be from September 1 to May 31. Hours must be turned in monthly to the Corresponding Secretary, with all hours being turned in by May 15.

Section 2: Audit – The books of account of the club shall be kept in accordance with sound accounting practices and a monthly report of the balance sheet shall be read at each Junior Auxiliary of Abbeville and Crown Club meeting.

## **Article XI – Rules of Order**

Robert's Rules of Order (Revised) shall be the authority on all matters of procedure not specifically covered by the Constitution.