

Les Jeunes Amies

Junior Women's Civic Club

Organized in 1958
New Iberia, Louisiana

Member Handbook

Club Year 2007-2008

Club Collect

Keep us, Oh God, from pettiness; let us be large in thought, in word, in deed. Let us be done with fault finding and leave off self seeking. May we put away all pretenses and meet each other face to face, without self-pity and without prejudice. May we never be hasty in judgment, and always generous. Let us take time for all things; make us grow calm, serene, and gentle. Teach us to put into action our better impulses, straightforward and unafraid. Grant that we may realize that it is the little things that create differences; that in the big things in life we are as one. And may we strive to touch and to know the great, common, human heart of us all. And, oh Lord God, let us forget not to be kind.

Pledge of Allegiance

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Pledge of Les Jeunes Amies

I honestly pledge my word of honor in the presence of the members of this club not to divulge to non-members anything pertaining to the business transactions of this club; not to mention unfavorable results of the ballot on a proposed member, and in balloting to always consider a person's qualities and not let personal grievances determine the ballot.

Les Jeunes Amies Constitution

By Laws

Article I: Identification of Club

Section A – Name

1. The club shall be called “Les Jeunes Amies”

Section B – Objective

1. The objective of this club shall be to promote cultural and civic activities in this community.

Section C – Flower

1. The club flower shall be a red rose.

Section D – Motto

1. The club motto shall be “we shall pursue happiness for others”.

Section E – Colors

1. The club colors shall be red and white

Article II: Members and their Election

Section A – New Members

1. New members’ names shall be submitted at the April meeting. Written invitations shall then be sent to attend the New Member Sherry, which will be held either the last Sunday in August or the first Sunday in September. *(There will then be a New Member Orientation - with board members, new members and nominating members/mentor only a few weeks later but before the September meeting in which to further clarify our events and activities for the new members).* Membership shall be limited to 50 active members.
2. Upon election of new members into the club, the club has the responsibility of presenting them with a copy of the Handbook, informing them of club projects and the club pledge at the October meeting.

Section B – Leaves of Absence and Resignation

1. A leave of absence or a resignation shall be written and sent to the secretary at any time from any member.
2. Members on leave shall be required to pay dues.
3. A resigning member must pay all fees for resignation to be accepted in good standing.

Article III – Executive Board and Officers

Section A – Executive Board

1. The board will consist of the officers of the board and the past president.
2. When an office of the executive board is vacated during the year, a general election shall be held to fill the vacancy with a majority vote for a quorum necessary for election.

Section B – Officers and Manner of Election

1. The officers of the club shall be president, first vice president, second vice president, recording secretary, corresponding secretary, treasurer, historian-reporter and parliamentarian.
2. The officers shall be nominated from the floor and elected by secret ballot at the regular meeting in April and installed in May. A majority vote shall be necessary to elect. When there is only one nominee for an office, she may be elected by acclamation.
3. A member of the club shall be eligible for election to any office, provided that she is in good standing and has not previously held the same office at any time within the past year.
4. Members are eligible to submit their names for nomination of any office except the president.

Section C – Duties of Officers

1. The President shall preside at all meetings, call all special meetings, appoint all committees not otherwise provided for, decide all points of order and perform such duties as customarily pertains to the office of the president.
2. First Vice President shall be an aide to the president and in case of absence or disability of the president shall assume and perform the duties of the President. She is also in charge of Ways and Means. She will be president-elect the following year.
3. The Second Vice President shall take the place of the first vice president in case of need. She shall be chairman of the Programs Committee and shall chair the committee for the main club project that year.
4. The Recording Secretary shall keep a record of the proceedings of all meetings, and keep a record of all appointments and committees. She will also be in charge of the handbook.
5. The Corresponding Secretary shall take care of all of the correspondence for the club. She shall also be in charge of the monthly newsletter, the membership list, committee lists and monthly meeting sign up sheet.
6. The Treasurer shall collect all fees and dues and all other finances and make a report of the same at each meeting.
7. The Historian-Reporter shall be in charge of publicity and the club scrapbook. She will also be in charge of getting the club news published in the local newspaper.
8. The Parliamentarian shall call roll and collect lottery money prior to each meeting. She will also advise on all questions relating to the rules and regulations of the club which may arise.

Article IV: Meetings

Section A – Time

1. The regular meetings shall be held every third Tuesday of the month from 6:45pm-9:00pm beginning in September and ending in May, with necessary exceptions. The meetings will begin promptly at 6:45pm with simple refreshments served at 6:30pm

Section B – Place

1. Meetings shall be held at members' homes as designated.

Section C – Guests

1. Speakers, special guests and houseguests may be guests of the club at program meetings only.

Article V: Dues

Section A- Payment

1. All dues must be paid by the October meeting.
2. A member whose dues are not paid by the October meeting shall be sent a notice by the Treasurer.
3. Any member whose dues are not paid by November 1st shall be dropped for membership in the club.

Article VI: Amendments and Revisions

Section A – Procedure

1. The executive board shall be responsible for reviewing the bylaws and standing rules.

Article VII: Quorum

Section A – Definition

1. Two thirds of the active members of the club shall constitute a quorum, but at no time shall the lack of a quorum at a regular meeting prevent those present from proceeding with the program of the day.

Standing Rules of Les Jeunes Amies

Members

1. Members shall submit a new member's name at the April meeting. No names will be accepted after this meeting. Each member will only be allowed to submit one name.
2. **Members will be required to notify either the president or corresponding secretary whether they will be able to attend every monthly meeting or function. There will be a \$10.00 fee charged to each member who fails to notify either the president or corresponding secretary before said time. The fees will be donated to the Milk Fund. The treasurer will include a list of each person owing fees in her monthly report. AFTER TWO UNEXCUSED MEETINGS, MEMBER SHALL BE REMOVED FROM THE CLUB.**
3. If a member misses two consecutive meetings, she will be personally contacted by the President to inquire about her future standing in the club.
4. All members shall be strictly required to participate in any project called upon for assistance by a chairman or co-chairman and continued failure to participate shall call for immediate evaluation by members for possible suspension. They shall be contacted by the president by letter and no response shall delete member from club.
5. Meeting attendance alone does not fulfill a member's responsibilities to the club.
6. **All members are required to join a committee. There will be one chairperson who will be required to give a report at each meeting as necessary.**
7. Yearly dues shall be \$20.00.

Meetings

1. New Member orientation (New Member Sherry) shall include a detailed description of their responsibilities such as yearly dues, meeting attendance, etc.
2. All members shall be expected (change to "are required") to extend the courtesy of notifying the parliamentarian (change to "corresponding secretary") or president if she must miss that meeting as soon as possible **or fees will be enforced.**
3. The order of business for the regular meetings shall be as follows:
 - a. House call to order
 - b. Club Collect and Pledge of Allegiance
 - c. Reading and adoption of minutes (option to remove this since will be posted to website)
 - d. Treasurer's report (to include fees owed by each member for missed meetings)
 - e. Unfinished business
 - f. Correspondence
 - g. New Business
 - h. Appointments
 - i. Reading of program of next meeting
 - j. Adjournment

- k. Program of the day
- l. Lottery

Officers

1. An executive board meeting shall be held in July to plan the New Member Sherry.
2. New Officers shall be installed at the May meeting.
3. In July, the executive board shall appoint their chairmen and co-chairmen for the coming year and give all necessary information to the handbook committee for the preparation of the coming's year's handbook to be distributed at the October meeting.

Committees

1. All committees shall consist of a chairman and two co-chairmen. They are responsible for organization of the project only and shall draw help from the entire membership to carry out all work required.
2. The first vice president shall be the Ways-and-Means chairman with the treasurer and historian-reporter as co-chairmen. **She will be in charge of Wake up with Santa**
3. The second vice president shall be the Programs chairman and shall be chairman for the main club project of that year **(The Spring Art Show)**.
4. The corresponding secretary shall be the "Newsletter" chairman. She shall submit by email or mail the newsletter to each member no less than two weeks prior to the monthly meeting.
5. The recording secretary shall be the "Handbook" chairman. **She shall submit her minutes to the corresponding secretary (/webmaster) two weeks prior to the following monthly meeting for posting to the website.**
6. The historian-reporter shall be the "Scrapbook" and publicity chairman.

Miscellaneous

1. The handbooks for the following club year shall be distributed to the members at the October meeting. Handbooks will contain the LJA By Laws, the current member list, meeting sign up sheet and committee list.
2. Lottery money **and all fees** collected at the monthly meeting shall be donated to the Milk Fund.
3. In order to simplify the matter of projects and programs, the club shall be encouraged to take advantage of all holidays and seasonal activities as incentives.
4. Members shall share the expenses of all socials.
5. Members are required to purchase Les Jeunes Amies shirts by the November meeting. Shirts must be worn to club activities.