

**Crown Club of
Madison County
Mississippi**

**Policies and
Procedures**

Revised 8/19

Note: Please read these policies and procedures, as well as the related attachments, carefully. As a participant in a Crown Club Program, either as a member, administrator, and/or parent, you will be required to sign an acknowledgment indicating that you have read, understand, and agree to abide by the policies and procedures of the Club, including the Code of Conduct.

PURPOSE STATEMENT

To foster interest among members in the social, economic, educational, civic and cultural conditions of their community with the goal of developing leadership skills and character while inspiring passion for community service.

AFFILIATIONS AND REPRESENTATIONS

The Crown Club of Madison County, Mississippi is a service project of the Junior Auxiliary of Madison County.

The Junior Auxiliary of Madison County is a Chapter of the National Association of Junior Auxiliaries, Inc.

The National Association of Junior Auxiliaries is made up of 98 Chapters in AR, AL, FL, KY, LA, MS, MO, and TN. Junior Auxiliary represents a serious endeavor on the part of women to be active and constructive community participants and to assume leadership roles in meeting community needs. Junior Auxiliary provides the member with the opportunity to serve and to be a vital part of the community. The objectives of the Association are to unite in one body all Junior Auxiliary Chapters and members to promote National and individual Chapter purposes; to encourage members to render charitable services which are beneficial to the general public, with particular emphasis on children; to cooperate with other 501 (c) (3) organizations. Junior Auxiliary was founded on the principles of helping children and making a difference in their lives. The work unit of the Junior Auxiliary Chapter is the project. A project is a planned undertaking in the fields of Welfare, Health, Recreation, Culture, or Education for which the Chapter has some part of financial or administrative responsibility. Junior Auxiliary members each give at least 5 ½ years of service to their community through their Chapter. Annually, each member serves at least 24 hours and receives a minimum of 12 hours in education with the goal of being a better volunteer.

CROWN CLUB COMMITTEE 2020 – 2021

Name

Chair

Pam Ware - 601.862.7371

Co-Chair

Erin Ward - 662.590.3381

MEMBERS

Member Eligibility

1. Complete the annual application by August 31 of each service year.
2. Member must be a Madison County MS Resident OR attend a school within Madison County, MS.
3. Attend 5 of the 8 regular monthly meetings.
4. Pay annual dues in the amount of \$45.00 by the November meeting of each service year.
5. Perform a minimum of 12 Crown Club APPROVED service hours.
6. Obtain 3 Finance hours by the first of May.
7. Female student in grades 9-12. Must be in 9th grade by the start of each service year.
8. Service/fiscal year runs August to May.

Any Member that does NOT meet the eligibility requirements stated above by the end of EACH service year, will be removed from Crown Club and be deemed on probation for one service year.

JAMC retains the right to require proof of residency and/or attendance at a Madison County, MS school.

EQUAL SERVICE POLICY

Each Crown Club approved service project will be published on the Crown Club website. Members will sign up for said service projects on a first come first serve basis. Once a service event is full, no additional Members may attend said service project.

If a Member can't attend her signed up service hour, she must:

1. Contact a JAMC Crown Club Committee member for approval; **AND**
2. Amend the sign up to remove her time slot.

SERVICE HOUR LOG

Each Member has an account on the Crown Club website and is responsible for logging and/or reviewing her own service hours.

Crown Club Committee members retain the right to approve or disapprove logged service hours.

Crown Club Members are expected to be honest and fair with regards to logging hours. Any Member found falsifying or exaggerating her hours, is subject to removal from Crown Club.

COMMUNICATION

All Communication from the Crown Club Committee to Crown Club Members will be circulated via email, GroupMe, or Crown Club Website.

CODE OF CONDUCT

Each Member will be required to abide by the Code of Conduct.

Member and Parent/Guardian are required to sign the Code of Conduct each fiscal Crown Club Year.

OFFICERS

Crown Club officer position are:

1. President – must be a Senior
2. Vice President – Must be a Junior AND from different school than President
3. Secretary – Will be responsible for taking notes at each meeting
4. School Representative – will be responsible for helping to communicate upcoming meetings, projects, and information to the Member from your school.

JAMC Committee will determine on an Annual basis (based on the size of Crown Club membership) how many school representatives will be elected each service year.

ATTIRE

Members dues include a Crown Club t-shirt to be worn at ALL CROWN CLUB EVENTS.

Members may also elect to purchase additional Crown Club designated apparel. The additional designated apparel may also be worn at Crown Club events.

TRANSPORTATION

At no time will any Crown Club Committee Member and/or JAMC Member transport any Crown Club Member in their personal vehicle, unless a written permission is obtained by the Member's Parent or Legal Guardian.

Crown Club Members are responsible for her own transportation to all meetings, events, and/or service projects.

Crown Club Committee Member and/or JAMC Members will NOT wait any more than 15 minutes after the conclusion of any meeting, project, or event for Crown Club Members to be picked up.

If Crown Club Member is not picked up from any said events within 15 minutes, JAMC reserves the right to either contact law enforcement and/or enforce a financial fine up to \$50.00 per occurrence.

Crown Club Committee Member and/or JAMC is NOT responsible the following:

1. Tracking the transporting of the Crown Club Members
2. Any person or actions of said person that picks up or drops off Crown Club Member from any Crown Club event/function.

If parent or Guardian has any special considerations with regards to the same, parent or guardian needs to speak with a Committee Member directly. Agreements for any special conditions will be based on Committee approval.

HEALTH & SAFETY POLICIES AND PROCEDURES

Substance Abuse

Any Member found to be possessing, attempting to possess, using, manufacturing, distributing, dispensing, or being under the influence of illegal drugs, abusive use of inhalants, legal drugs, other controlled substances, lookalike drugs, drug paraphernalia, alcohol, and/or tobacco products shall be suspended from participation.

Sexual Harassment

The JAMC is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can participate and exist together comfortably. The JAMC prohibits any form of sexual harassment or sexual abuse. It shall be a violation of this policy for any member of JAMC to sexually harass, through conduct or communication of a sexual nature, any child or member of Crown Club. It shall be a violation of this policy for any member of JAMC to sexually abuse any child or member of Crown Club.

The Crown Club Committee will investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse and will discipline any member or player who sexually harasses or sexually abuses a child or other member of this organization.

The following, although not an all-inclusive list, will constitute sexual harassment and/or abuse:

- Any sexual physical contact with a minor;
- Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. In the case of minors, any sexual advances or sexual conduct will be considered harassment and/or abuse;
- Written contact, which includes but is not limited to sexually suggestive or obscene notes, drawings, text messages, social media communications, or letters;
- Verbal contact, which includes but is not limited to sexually suggestive or obscene comments, jokes or comments about a member's body or sexual characteristics;
- Physical contact, which includes but is not limited to any intentional pats, squeezes, touches, pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts.

General Harassment, Verbal Abuse, and Bullying

Harassment can take many forms and can occur at any Crown Club activity or can take place in classrooms, halls, cafeterias, gymnasiums, or even at programs sponsored by the JAMC at other locations. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, disability, athletic ability or other characteristics.

Reporting Procedures for Victims of Sexual Abuse, Physical Abuse, General Harassment, Verbal Abuse or Bullying

Any person who believes that he or she has been the victim of sexual, physical or verbal abuse, or any other form of harassment or bullying by any member of JAMC, or any person with the knowledge or belief of conduct which may constitute sexual, physical or verbal abuse, should report the alleged act(s) immediately to the Crown Club Chair or Co-Chair OR President of JAMC or any other board member.

The JAMC Board of Directors shall discipline any member who fails to report, immediately, to the President, any act(s) brought to their attention. In addition, the Board of Directors will take immediate steps, at its discretion, to protect the complainant, children, or members of Crown Club or JAMC pending the completion of an investigation of an alleged sexual, physical or verbal abuse. Upon receipt of a report of a sexual, physical

or verbal abuse, the President shall immediately authorize an investigation of the incident. JAMC Board members or a third party designated by the JAMC Board of Directors may conduct the investigation. A third party may include Law Enforcement or Social Services Personnel. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the President of JAMC. Upon proof of violation of this policy, the violator will be permanently banned or suspended from all Crown Club programs.

Injuries and Medical Conditions

Injuries and medical conditions are not to be taken lightly. If there is any question as to the seriousness of an injury or medical condition, immediate arrangements for medical attention must be made by the crown club committee member and/or JAMC representative and/or the parents.

When a Crown Club member has been injured or has been diagnosed with a medical condition, it is the responsibility of the parents to inform the Crown Club Committee.

In the case where an injury or medical condition requires admittance to the hospital, the Crown Club Committee should be notified immediately.

Weapons

The possession, use and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s) {weapons means a knife, firearm or any item which looks like a firearm, whether loaded or unloaded, in working or nonworking condition, explosives, any incendiary device or instrument which is utilized in such a manner so as to threaten} will result in immediate suspension from all team activities.

MEDICATION PRESCRIPTION AND OVER-THE-COUNTER

Under exceptional circumstances, medication may be administered by Committee personnel.

If a Member is required to take oral medication during events, the medication may be administered under the following guidelines:

- Parent/Guardian must transport medication to and from event.
- Parents/Guardian are responsible for informing JAMC of any change in their child's health or medication.
A physician's order is required for all medication, both over-the-counter and prescription.
- It is the parent's/Guardian's responsibility to notify the JAMC that the child needs to take prescription or over-the-counter medication.
- Any Member with a temperature of 100°, vomiting, or suffering diarrhea must be picked up immediately.

FUNDRAISING

Crown Club has the option of initiating mandatory fundraisers.

Each Member is required to participate in said fundraising efforts and/or make a minimal contribution.

FINANCIAL

The following financial policies and procedures will be utilized by Crown Club:

1. Crown Club will maintain individual accounts for each Member through the Crown Club Website.
2. Bill payment and reimbursement expense requests will require receipts before the Crown Club will make payment.
3. At the time of registration for any Crown Club fiscal year, all outstanding balances in family accounts must be paid in full before any Member in that family will be accepted. Fees for registration are set each year according to the Crown Club budget. Fees may increase or decrease as deemed necessary by the Committee to maintain a financially sound club.
4. Crown Club will retain the right to assess a late fee, as set by the Committee each year, for any registrations filed after the last day of published registrations. Exceptions will be made only for Members who have moved into the area. Mail in registrations must be postmarked by the last day of published registration.
5. Members who are not current with their Crown Club account will not be allowed to participate in any activities until their account is made current.

AUTHORIZATION TO PUBLISH INFORMATION

Crown Club, JAMC and NAJA Websites

MEMBER AND PARENT/GUARDIAN AUTHORIZATION TO PUBLISH INFORMATION

Unless indicated otherwise in writing, I authorize Crown Club, JAMC and NAJA to publish materials, names, images and other similar documentation, regarding my dependent/daughter on the Crown Club, JAMC and NAJA websites and in other written publications.

I understand that such publication will give unknown persons unlimited access to this information, and that the Crown Club, JAMC and NAJA will not control who has access to the information being used. The Crown Club, JAMC and NAJA shall be authorized to publish this information on its website until I provide the Crown Club Committee with written notice revoking this authorization.

INCLEMENT WEATHER

It is the philosophy of JAMC that events will be in session unless or until conditions dictate otherwise. In the event of inclement weather, the decision to cancel events will be made by the Committee.

Following are the basic guidelines JAMC will follow when bad weather occurs during an event:

1. Car drivers are not dismissed; and
2. Members are secured in the main building of the event.

Cut along dotted line and return signed form

Crown Club of Madison County Mississippi
Policy and Procedures Acknowledgment

I have read the Crown Club of Madison County Mississippi Policy and Procedures, and understand the terms and conditions therein, and understand and agree to abide by my duties and obligations as a Member, Administrator or parent/guardian representing the Crown Club of Madison County, Mississippi.

Crown Club Member Name (Print): _____

Member Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

Cut along dotted line and return signed form
Crown Club of Madison County Mississippi - Medical Care Permission Slip

Medical/Permission and Release Form This Form Is Valid For All Crown Club Activities

Name: _____
Age: _____
DOB: _____
Phone: _____
Address: _____

In Case of an Emergency Notify:
Relationship: _____
Phone: _____

Family Physician: _____
Phone: _____

Family Insurance Company: _____
Policy #: _____

Past Medical History: (Circle giving appropriate information)
Asthma Sinusitis Bronchitis Kidney Trouble Heart Trouble Diabetes
Dizziness Hay Fever StomachUpset Other

Allergies:
Food(s): _____
Penicillin or Other Drug(s) (Name): _____
Insect Stings/Bites: _____
Poison Sumac, Ivy, or Oak: _____

Previous Operations or Serious Illness: _____

Any Current Medication(s) List: _____

Permission for Treatment: My permission is granted for the staff, personnel or other adult(s) in charge to obtain necessary medical attention in case of sickness or injury to my child.

I, the undersigned, do hereby verify that the above information is correct and I do hereby release and forever discharge all sponsors and the JAMC from any and all claims, demands, actions or causes of action, past, present, or future arising out of any damage or injury while participating in a Crown Club sponsored activity.

Dated this _____ day of _____, 2019.

Guardian Signature: _____
Relationship: _____