

**CHARMS,
INCORPORATED**

Standing Rules

July 2017

**Charm Lynada C. Martinez
Chairperson
Constitution & By-Laws Committee**

Revised July 2017

TABLE OF CONTENTS

Budget & Finance	4
Annual Dues.....	4
Advance Payment.....	4
Bills.....	4
Checks.....	4
Certified Mail.....	5
Conclave Tax.....	5
Due Dates.....	5
Estimated Budget.....	5
Expenses – Chapter & Members	
Conclave.....	5-6
Executive Board Meeting.....	6-7
Installations.....	7-8
Investments.....	8
New Member and Reinstatement Dues.....	8
Project.....	8
Chapter Project.....	8
Project Assessment.....	9
Penalties	
Chapter Penalties.....	9
Member Penalties.....	9
Social and Other Expenses.....	10
Taxes.....	10
Due Dates.....	11
Meetings	
Dates and Fees.....	11
Agenda.....	11
Rotation.....	12
Publication	
Authorization.....	12
Archives.....	12
Executive Board Meeting Guidelines.....	13-14
Founders' Month and Charter Day Guidelines.....	15
Organizing Committee Guidelines.....	16
Installation Guidelines.....	17
Installation Gift Choices.....	18
Criteria for the Selection of Charm of the Year.....	19
COTY Award Luncheon Guidelines.....	20
Criteria for Selection of the Community Service Award.....	21
Criteria for the Selection of the Chapter Trailblazer Award.....	22
Auditing Committee Guidelines.....	23
Auditing Process.....	24
National Benevolence Committee Guidelines.....	25
Local Benevolence Committee Guidelines.....	26
Constitution and Bylaws Committee Guidelines.....	27
Grievance Committee Guidelines.....	28

Membership and Credentials Committee Guidelines.....	29
Nominating Committee Guidelines.....	30
Charms, Inc. Election Procedures.....	31
Recommendations Committee Guidelines.....	32
Tax Committee Guidelines.....	33
Conclave Committee Guidelines.....	34-35
Charms Incorporated Procedures for Inducting New Members.....	36
Table of National Dues and Fees.....	37
Honorary Charms Member Guidelines.....	38
Publicity Committee Guidelines.....	39
Rededication Ceremony.....	40
Symbolization Ceremony.....	41
Diamonds in the Rough Guidelines.....	42

BUDGET AND FINANCE

- 1) Annual Dues Charms, Incorporated dues are \$100.00

- 2) Advanced Payment No more than \$400.00 shall be advanced to an officer or committee chairperson in a single payment in a fiscal year without prior approval from the national president. Thereafter, payment shall be made upon submission of bills.

- 3) Bills Any Executive Board member, chapter, or charm member incurring a bill for Charms, Incorporated shall present said bill to the Financial Secretary on the official Charm, Incorporated Expense Account Form within thirty (30) days after Executive Board Meeting and/or Conclave or shall be held personally responsible for payment. This does not apply to items of expense incurred in the discharge of duty which the individual has paid. All bills must be submitted in duplicate to the Financial Secretary for approval as per the guidelines set in the Constitution and By-Laws Committee and the Budget and Finance Committee. Upon approval they shall be forwarded to the Treasurer for payment.
(Article VII, Section 8, item c, Standing Rules 17b)

- 4) Checks
 - a. An authorized Expense Form must accompany each request for reimbursement.
 - b. Checks issued by Charms, Incorporated are void if not cashed within thirty (30) days.
 - c. All checks to Charms, Inc. are to be made payable to "Charms, Incorporated" and mailed directly to the Financial Secretary.
 - d. All checks to Charms, Incorporated are to be drawn on the bank account of local chapters. Personal checks from individual members will not be accepted. Members with special membership status must submit payment to their local chapter

07/14/12

5. Certified Mail Correspondence sent to chapters or members regarding fines, penalties, forfeiture of membership, grievances, or related matters shall be sent certified mail, returned receipt requested. The returned receipt shall be used to determine if compliance has been maintained.
6. Conclave Tax Annual Conclave Tax is \$30.00
7. Due Dates
 - a. Conclave Tax May 1, annually
 - b. National Dues May 1, annually
 - c. Financial Penalties May 1, annually
 - d. Project Assessment May 1, annually
 - e. Tax Information Oct. 31, annually
8. Estimated Budget Officers and committee chairs shall submit estimated expenses to the Budget and Finance Committee no later than December of each year. If this information is not received by the due date, no money will be paid.
If an officer or committee chair needs to exceed their budget, they will need prior approval of the national president.
9. Expenses – Chapters & Members

CONCLAVE

- a. Actual expenditures for round-trip first class railroad fare, car expenses or minimum air fare, food, lodging and registration fees shall be allowed the President of Charms, Incorporated.
- b. A subsidy of \$700.00 maximum shall be allowed other elected officers who register, attend, and discharge their duties as determined by the agenda.
- c. A subsidy of \$700.00 maximum shall be allowed Standing and Appointed Committee chairpersons who are not elected officers, when discharge of their duties require their presence at the meeting and this shall be determined by the agenda.

07/14/12

- d. Expenses that may be submitted for reimbursement by officers and committee chairpersons:
- (1) Meals not to exceed \$31.00 per day
\$6.00 for breakfast
\$10.00 for lunch
\$15.00 for dinner
 - (2) Mileage @ \$.0.40 per mile by car
 - (3) Transportation to and from hometown airport shall not be included unless airport is more than 50 miles away.
 - (4) Airport parking shall not be included.
 - (5) Only single room accommodation charges including tax shall be included on expense form.
 - (6) Registration fees.
- e. Chapter fines for delinquency in attendance at conclave is \$300.00. (Standing rules, Chapter Penalties, 14d)
- f. Chapter fines for delinquency in attendance at two Consecutive Conclaves is \$500. (Standing Rules, Chapter Penalties, 14d)
- g. Conclave Tax shall be paid to the hostess Chapter in two installments. The first 9check will be presented two years prior to Conclave at the beginning of the fiscal year in September. The second in March of Conclave year. (Standing Rules 16c, 17d)

EXECUTIVE BOARD MEETING

- a. Actual expenditures for round-trip, first class railroad fare, car expenses or minimum airfare, food, lodging and registration fees shall be allowed the President of Charms, Incorporated.
- b. A subsidy of \$700 maximum shall be allowed elected officers who register, attend, and discharge their duties as determined by the agenda.

- c. A subsidy of \$700 maximum shall be allowed Standing Committee chairpersons who are not elected officers, when discharge of their duties require their presence at the meeting and this shall be determined by the agenda.
- d. Expenses that may be submitted for reimbursement by officers and committee chairpersons.
 - (1) Meals not to exceed \$31 per day
\$6.00 for breakfast
\$10.00 for lunch
\$15.00 for dinner
 - (2) Mileage @ \$0.40 per mile by car
 - (3) Transportation to and from hometown airport shall not be included unless airport is more than 50 miles away
 - (4) Airport parking shall not be included.
 - (5) Only single room accommodation shall be included on expense form, include tax.
 - (6) Registration fees.
- e. Charms, Incorporated shall pay at the beginning of the fiscal year (September) to the host chapter for Executive Board Meeting which is not combined with an Installation or Conclave to defray expenses of the meeting only. The fees are paid by submission of an expense form.
- f. Chapter fine for delinquency in attendance at Executive Board Meeting is \$200.00. (Standing rules, Chapter Penalties, 14e)

INSTALLATIONS

- a. Actual expenditures for round trip, first class railroad fare, car expenses or minimum air fare, food lodging and registration fees shall be allowed the President of Charms, Incorporated.
- b. Actual expenditures for round-trip, first class railroad fare, car expenses or minimum airfare, food, lodging and registration fees shall be allowed the Organizer.

c. Installation weekend fees for Charms shall not exceed \$110.00 and shall not exceed \$85.00 for Charmers.

d. Chapter fine for delinquency in attendance (2) at an Installation is \$100.00. (Standing Rules, Chapter Penalties, 14f)

10. Investments

The Budget and Finance Committee is authorized to invest Charms, Incorporated funds in the current money market.

11. New Member and Reinstatement Dues

a. New member assessment to Charms, Incorporated is a total of \$215.00 (\$100.00 joining fee; annual dues for the current fiscal year (per the prorated New Member and Reinstatement Annual Dues guidelines); and \$30.00 Conclave tax \$10 Executive Board tax for the current fiscal year. (National Constitution, Article V, Section 2, item g and Standing Rules Procedures for Inducting New Members)

b. New member and Reinstatement annual dues shall be prorated as follows: September-December-100%; then in descending amounts; January-50%; February-40%; March-30%; April-20%; May-June-100% for the next fiscal year.

c. Member reinstatement fees to Charms, Incorporated is \$60.00 reinstatement fee, annual dues prorated on the month of application, and \$30.00 conclave tax for the current fiscal year.

12. Project

a. The Charms, Incorporated Project amount to be awarded every two years at Conclave is \$5,000.00, unless a different amount is recommended by the Project Committee and is approved by the total membership. (Constitution, Article VII, Section 8i)

b. Chapter Project
There shall be an established Walk Activity project that is held the third Saturday in May by each chapter yearly as a public event for the Charms Organization.

13. Project Assessment

- a. The Project assessment, \$140.00, from local chapters is due annually, May 1. This money is to be deposited in a savings account to accrue interest. (Article VII, Section 8, item I)

14. Penalties

Chapter Penalties

- a. A penalty of \$75.00 shall be imposed for the late payment of dues, Conclave Tax, Project, or other assessment, after May 10.
- b. A penalty of \$100 for each tax form not postmarked from a local chapter by the required date of November 1st or earlier.
- c. A fine of \$300.00 for delinquency in attendance at conclave payable to National. Minimum required attendance is three (3).

If a Chapter misses two (2) consecutive Conclaves, the Chapter shall be fined \$500 to be paid to National.
- d. A fine of \$200.00 for delinquency in attendance at Executive Board Meetings payable to National. Minimum attendance is two (2).
- e. A fine of \$100.00 for delinquency in attendance at Installation payable to National. Minimum attendance is two (2).
- f. Any Chapter found to be in conflict with national will be fined \$100 payable to National.

Member Penalties

- a. A late registration fee of an additional \$25.00 shall be assessed against Charms, only. (Late registration penalties payment goes to the chapter hosting the Conclave or Executive Board Meeting).
- b. An on-site registration fee of an additional \$75.00 payable by cash or cashier's check shall be assessed against Charms, Charmers, GEMS and Guests.
- c. Registration refunds for cancellation – Conclave or Executive Board meeting: One half the cost, 45 days prior, one fourth, 30 days prior, no refund 15 days or less. This includes Charmers, Gems and guests.

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|--|---|
| l. Financial Secretary Reminder | Thirty (30) days in advance of deadline dates regarding Dues, Conclave Tax, Project Assessment, Other assessments |
| m. National Officer & Chapter President
Written reports | Usually, during Executive Board Meeting and Conclave |

18. Meetings

Dates/Fees:

- a. Conclave shall be held at two-year intervals and may be held between June 15 and August 15. Conclave registration fees for charms shall not exceed \$150. Registration fees for Charmers and guests shall not exceed \$125. Registration for Gems shall not exceed \$75.
- b. Executive Board Meetings shall be held once yearly in July unless combined with an Installation. Charms registration fees shall not exceed \$125. Registration fees for spouse or guest registration shall not exceed \$110. Registration for Gems shall not exceed \$60 (fee to be collected only if activities are planned for GEMS).
- c. Host chapter may charge an additional fee for the evening social event. For Executive Board, the chapter may charge up to \$25 (in addition to the registration fee) for the evening social event. In addition to registration fees, the host chapter for Conclaves may charge up to \$35 for the evening social event. These additional "fees" shall be included on pre-registration materials as a cost for "Optional Activities Not Included in Registration". The fees shall be included in the mailings to all chapter presidents at least 8 months prior to Conclave/Executive Board Meetings.
- d. Installation shall be held during the months March through November, unless combined with a Conclave or Executive Board. Charms registration fees shall not exceed \$110. Registration fees for spouse or guest shall not exceed \$85.

Agenda: Executive Board Meeting agenda shall be sent to Executive Board members five(5) weeks before meeting date.

Rotation: Conclave shall be rotated among chapters in order of entry into the organization or may be exchanged by invitation. Invitation shall be extended no less than two years prior to date of Conclave with acceptance pending approval of chapter in rotation, chapter in exchange, and the Executive Board. Approval of the two chapters in exchange shall be sent in writing to the President of Charms, Incorporated no later than September 30 of year invitation is extended.

If this exchange does not occur, past National Officers shall facilitate the implementation of the Conclave in question.

19. Publications

Authorization

- a. Printing or revision of any forms must be approved by the Executive Board.
- b. All materials for distribution to chapters, either printed, mimeographed, xeroxed must be sent to the President of Charms, Incorporated for prior approval.
- c. "Charms Connection" Newsletter to be electronically published quarterly.

20. Archives

Historical items, including albums, shall be housed in Pittsburgh, Pennsylvania, home of the founding chapter.

The National President shall have access to the Charms Records Archives for the purposes of scanning and/or copying historical materials.

EXECUTIVE BOARD MEETING GUIDELINES

1. Executive Board meetings shall be held once yearly and may be combined with an Installation or Conclave.
2. Chapters shall entertain Executive Board Meetings in the order of their entrance into the organization, except when a new chapter shall host, then the sequential order shall be resumed the following year. A new chapter's first hosted meeting will be an Executive Board Meeting. The selected Executive Board year shall be no less than 10 years after the new chapter's installation. If possible the selected year will be in sequential order of entrance into the organization. If a sequential order is more than 15 years from the date of entry into the organization, then dates may be changed with approval by National no less than two years in advance. (See item 18, Meeting Rotation, page 11 of the Standing rules.)
3. Charms, Incorporated shall pay an amount designated in the Standing Rules to a chapter hosting Executive Board Meeting to help defray the expenses of the meeting only. (Standing Rules, page 7, Item 9E)
4. Executive Board Meeting shall not exceed three days.
5. There shall be a registration fee for Executive Board Meeting. Charms registration fees shall not exceed \$125.00. Registration for spouse or guest shall not exceed \$110.00. Registration for GEMS shall not exceed \$60 (if activities are planned for GEMS). Said fees shall be approved by Charms, Incorporated.
6. Registration fees shall not be prorated.
7. Activities for Executive Board Meeting shall include at a minimum the following: one (1) evening event, one luncheon and one brunch scheduled at the discretion of the hostess chapter. Charms and guests shall participate in the evening event and brunch.
8. Chapters are not required to provide activities for Gems during Executive Board Meetings.
9. The meeting time for each session shall be adhered to as scheduled on the agenda.
10. Voting members of the Executive Board shall be seated in the designated area.
11. The Executive Board shall consist of the following persons: All national officers (11); immediate past president (1); Standing & Appointed Committee chairpersons (13); Ad-Hoc Committee Chairperson, if applicable, chapter presidents (20) and a Representative-at-large from each chapter (20).
12. All chapters shall file written reports of all activities, membership activities, and sponsored affairs before leaving the site of the Executive Board Meeting.

13. All proceedings of the Executive Board Meeting shall be conducted with courtesy, harmony, and unity.
14. All Past Presidents shall be acknowledged and recognized at the First Plenary Session of all Conclaves and National Executive Board Meetings and they shall also be recognized at all national and local chapter events.
15. Color Day – the first day of our national meetings and our First Plenary Session shall be designated “Official Color Day” and all Charms are asked to wear our colors, white is an acceptable substitute.
16. Floor Procedures:
 - a. A member wishing to speak shall be recognized by the Chair, use the microphone and she shall state her name and chapter before proceeding.
 - b. A member may not speak a second time until all others wishing to speak have had an opportunity to do so.
 - c. Non-voting members may participate in discussion of issues on the floor.
 - d. Non-voting members shall refrain from participating in the voting on issues on the floor.
 - e. Speeches or remarks on matters of business shall be limited to three minutes, but the time may be extended by a majority vote of the members present.

FOUNDERS' MONTH AND CHARTER DAY GUIDELINES

1. June 25, 1962, is the official date of the founding of Charms, Incorporated.
2. The month of June is designated as Founders' Month.
3. Each chapter must observe Founders' Month.
4. Each chapter must include the program carried out in observance of Founders' Month and its annual report.
5. Each chapter should send to the Charms, Incorporated Historian newspaper clippings, copies of programs and other items regarding its program.
6. Each chapter shall use acceptable means of celebrating Founders' Month, such as, attending church together, banquet and banquet speaker, contributions, awards, recognition.
7. Mass media publicity shall be arranged before, during and after Founders' Month.
8. Each chapter will observe its Charter Day during the month of its installation.
9. Guidelines for planning, observing, recording, and publicizing Charter Day observance shall follow those of Founders' Month.
10. Symbolization shall be a part of all ceremonial activities of Charms, Incorporated.

ORGANIZING COMMITTEE GUIDELINES

1. The Organizing Committee shall be composed of one (1) member from each chapter and shall be appointed by the President.
2. The Organizer and Organizing Committee members must be familiar with the Constitution so they can communicate knowledgeably with prospective chapters.
3. Installation weekend and all instructions and arrangements for Installation shall be the responsibility of the Organizer and the Organizing Committee.

Procedures:

- a. An interest group must have been formally organized for a period of not less than six months or not more than a year before being installed.
- b. Organization date shall be retroactive to date of Organizer's visit.
- c. When the Organizer is contacted by an Interest Group, she and her committee shall, upon mutual agreement, visit the Interest Group which shall pay total expenses for the Organizer's visit.
- d. After the Organizer and Organizing Committee's visit, they shall make a written report of their impressions and recommendations concerning the Interest Group and send to all elected officers and presidents of each chapter.
- e. If the Organizer's visit occurs within a short time prior to attending Executive Board Meeting, a majority vote of Executive Board members casting secret ballot shall be needed to approve a new prospective chapter. If the Organizer's visit occurs within a long time span prior to attending Executive Board meeting, presidents of each chapter shall present the recommendation to their respective chapters for a membership vote.
- f. After approval of a new prospective chapter, the Organizer shall notify the new prospective chapter and work towards establishing timelines for Installation.
- g. Required national amount per member shall include joining fee, Conclave Tax, and annual national dues (per the "Prorated New Membership Dues" guidelines in the Standing Rules). A chapter may assess local induction fees, if necessary.
- h. Unless physically unable to attend because of illness, death or other emergency, absentee candidates must be installed not later than the first regular chapter meeting following the initiation.

INSTALLATION GUIDELINES

1. A prospective chapter shall request a visit from the Organizer at least six (6) weeks prior to the Organization Date.
2. Social activities during the Installation weekend shall be planned by the prospective chapter. Charms and Charmers from visiting chapters shall be assessed in accordance with current Standing Rules or minutes.
3. Each chapter must have at least two representatives at Installation.
4. A prospective chapter shall present all visiting Charms an inscribed, custom-designed, silver charm after the Installation Ceremony. The following procedure shall determine the number of charms to purchase for visiting Charms.
 - a. Poll Letter
A prospective chapter shall send a letter to chapter presidents three (3) months before Installation requesting the names and addresses of members planning to attend. Deadline dates shall be included.
 - b. Official Registration Form and Flyer
Two (2) months before Installation, a flyer and formal registration form noting planned activities for installation weekend shall be mailed to those chapter members who have returned a Poll Letter. Request for registration fee and deadline date shall be included on registration form.
5. Charms attending Installation weekend shall be expected to pay the full registration fee regardless of the number of activities they plan to attend during Installation weekend.
6. Prospective chapter is responsible for all publicity.
7. Photographs and publicity articles shall be forwarded to the Charms, Incorporated Historian to be placed in the national archives. Publicity releases shall be forwarded to the Charms, Incorporated Historian/Publicity Chairperson.
8. Two photographs shall be required at an Installation weekend, one group picture of the installed chapter and one group picture of the visiting Charms.
9. Symbolization shall be a part of all ceremonial activities of Charms, Inc. (Article III, Section 9, Item d).

INSTALLATION GIFT CHOICES

<u>CHAPTER</u>	<u>GIFT CHOICE:</u>
PITTSBURGH	Crystal Vase (w/Washington)
PHILADELPHIA	Imprinted Picture Album
DETROIT	Candle Snuffer
BENTON HARBOR	Oval Silver Tray (w/Tulsa)
TOLEDO	Imprinted guest book
CLEVELAND	Tablecloth
CHARLOTTE	Imprinted Robert Rules
DURHAM	Imprinted Scrapbook
SAVANNAH	Silver Water Pitcher
DALLAS	Charms Stationery
FORT WORTH	3-Tier Candelabra (w/Houston)
WASHINGTON	Crystal Vase (w/Pittsburgh)
HOUSTON	3-Tier Candelabra (w/Fort Worth)
ATLANTA	Silver-Plated Floral Centerpiece
TULSA	Oval Silver Tray (w/Benton Harbor)
COLUMBUS	Crystal Water Pitcher
MIAMI	Set of 4 Full Lead Crystal Flutes (w/Birmingham & Las Vegas)
BALTIMORE	Gavel (w/Inscribed New Chapter Name & Date of Installation)
BIRMINGHAM	Set of 4 Full Lead Crystal Flutes (w/Miami & Las Vegas)
LAS VEGAS	Set of 4 Full Lead Crystal Flutes (w/Miami & Birmingham)

07/23/11

CRITERIA FOR THE SELECTION OF THE CHARM OF THE YEAR

1. Candidates must complete the COTY Award Criteria Form in triplicate and must be a member in good standing on the National and local levels.
2. Each local chapter shall choose its chapter's recipient.
3. Preferable, COTY Award recipients should be present at the Conclave from which they are to receive the COTY Charm. However, the award may be presented in absentia.
4. A chapter recipient may succeed herself.
5. A chapter may elect not to submit a candidate in any given year.
6. Chapter recipients shall submit a written profile and photo to the hostess chapter upon request.
7. One group picture of COTY Award recipients shall be required for the Charms, Incorporated scrapbook.
8. The COTY candidates shall meet the Charms, Incorporated criteria:
 - a. Attendance
 - b. Participation in local Charm activities
 - c. Participation in national Charm activities
 - d. Community involvement
 - e. Leadership
 - f. Outstanding Achievements

COTY AWARD LUNCHEON GUIDELINES

1. The following awards shall be presented biennially during the Conclave Luncheon
 - a. Charm of the year (COTY) Awards
 - b. Community Service Award
 - c. Pittsburgh Trailblazer Award
 - d. Special recognitions as deemed appropriate
2. The COTY Award shall be a custom-designed, silver charm with Conclave date inscribed.
3. The format for presentation shall be set by the hostess chapter.
4. The President of Charms, Incorporated shall present the awards to respective recipients.
5. Preferably, award recipients should be present at the Conclave Luncheon. However awards may be presented in *absentia*.
6. Photos shall be required for the Charms, Incorporated scrapbook, as follows:
 - a. One group picture of COTY Award recipients
 - b. One group picture of Community Service Award Recipients
 - c. One photograph of the Pittsburgh Trailblazer Award Recipient(s)
 - d. One photograph of National Project Recipient Representative
7. If the luncheon is to be attended by persons other than Charms, tables shall be reserved for Charms.
8. The luncheon should not exceed 2 ½ hours

07/10/08

**CRITERIA FOR SELECTION OF THE
COMMUNITY SERVICE AWARD**

Community Service Award

The Charm's life should exemplify the following:

One who:

1. Is an active member in good standing on both local and national levels.
2. Has given service to the community above and beyond employment and responsibilities within the past two years.
3. Gives services that have brought about an effective change in individuals and/or the community.
4. Demonstrates dedicated service to improve and enhance the quality of life for her fellowman.
5. Shows consistency and determination to improve community life in one or more areas.
6. Gives unselfishly of time and talent for the benefit of mankind.

Award The type of award is at the discretion of the National President.

**CRITERIA FOR THE SELECTION OF
"THE PITTSBURGH TRAILBLAZER AWARD"**

A TRAILBLAZER CHAPTER is:

- A chapter that blazes a trail guide to others.
- A chapter that helps open up a new line of thought or activity. (Ex. Public relations, fundraising, recruitment, record keeping, etc.).
- A chapter that explores untraversed regions to mark a new route.
- A chapter that discovers a way to accomplish the team goals against seemingly insurmountable obstacles.

The Chapter action may be action that:

1. Has served as a buffer in the face of chapter adversity.
2. Has introduced and effectively executed changes in national policies that have resulted in economic and moral growth in the organization.

The design of the Trailblazer award is at the discretion of the Pittsburgh Chapter.
The recipient of the Trailblazer Award shall be selected by the Pittsburgh Chapter.

AUDITING COMMITTEE GUIDELINES

1. The Auditing Committee Chairperson shall be appointed by the President.
2. The Auditing Committee shall consist of one (1) member from each chapter.
3. The Auditing Committee shall audit the books of Charms, Incorporated from the Financial Secretary and Treasurer every year. The audit shall be for the previous year. An audit year shall be July through June.
4. The Financial Secretary and the Treasurer shall submit all financial books and a written report (copies for each committee member) to the Auditing Committee Chairperson by 8:30 a.m. on the first full day of Conclave, along with the Charms adding machine with tape.
5. The Auditing Committee shall divide into subcommittees to audit all expenses, deposits and receipts from the Financial Secretary and the Treasurer.
6. Discrepancies
 - a. All information regarding discrepancies shall be submitted in writing to the responsible officer, the Financial Secretary or Treasurer, at the Executive Board Meeting general session for clarification.
 - b. Clarifications are to be sent in writing to Auditing Committee Chairperson by the end of the Conclave.
 - c. Discrepancies and clarifications shall be submitted in writing to the President by the Auditing Committee Chairperson by October 31.
 - d. Upon completion of their audits, the subcommittees shall sign and date the books audited. Example: Audit Completed, Date, Names of Subcommittees, All Amounts Verified, No Discrepancies, or if there are Discrepancies and/or Errors, submitted in writing.
7. Treasurer shall attach canceled checks to check stubs.
8. Show Transfer to Reinstatement column before "total" column. All changes shown in ledgers shall be initialed by the preparer.
9. All minus figures (deficits) shall be enclosed in parenthesis.

AUDITING PROCESS

The Audit Process includes:

1. Check canceled checks against bank statements, Treasurer's report and Treasurer's financial book.
2. Check bank deposits against Treasurer's financial book.
3. Review all received Expense Forms.
4. Double check all calculations in Treasurer's financial book and Treasurer's report.
5. Cross check Financial Secretary's records with Treasurer's report.

07/08/04

NATIONAL BENEVOLENCE COMMITTEE GUIDELINES

1. The Benevolence Committee shall have co-chairpersons in order to expedite the flow of information to chapters.
2. On the death of a Charm, active, at large, associate and emeritus one hundred (\$100) be given. Upon the death of a Charmer or Gem fifty (\$50) will be given.
 - a. A family has the option of receiving the Charms, Incorporated allotment in cash, a floral arrangement, a donation to favorite foundation, Greek or fraternal organization, church, etc.
 - b. Floral arrangement shall be a white chrysanthemum background with a blue replica of a charm bracelet.
 - c. Carnations may be used for floral arrangement in areas where chrysanthemums are not in season or not available.
3. Upon the death of an Emeritus member, a certificate will be issued from National, appropriately signed, regarding the deceased Charm's successful member status for twenty years (or as appropriate).
4. Charms, Incorporated President shall represent Charms at a funeral or memorial service for the death of either a current National Officer, a past National President or a founder of Charms, Inc. In the event she is unable to attend, she will designate an alternate who will attend in her stead. The travel expenses for the designated Charm will be paid from the President's Discretionary Fund.
5. "All Occasion" cards and envelopes of special design will be procured by Charms, Incorporated to be sent to families who incur a death, a wedding or a birth. The inside will be blank for a personal handwritten message by the Benevolence Chairperson.
6. For the marriage of a Charm, a \$40 gift or gift certificate is to be sent.
7. A memorial service for deceased Charms and Charmers shall be held during Conclave. (Article III, Section 9, item c). All Charms are to wear uninterrupted white.

LOCAL BENEVOLENCE COMMITTEE GUIDELINES

1. The local chapter will serve as agent for Charms, Incorporated upon the death of a Charm, Charmer, or Gem.
 - a. Upon the death of a Charm, Charmer, or Gem, or immediate (parent and/or guardian of the Charm or Charmer) Charm family member, the local Benevolence Chairperson shall contact, by telephone, the designated Benevolence Chairperson who shall notify by telephone, the President and all other local Benevolence chairpersons assigned to her.
 - b. The local Benevolence Chairperson will ascertain from the family its wishes regarding expressions.
 - c. The local Benevolence chairperson or local chapter President shall share the family preference with the Charms, Incorporated Benevolence Chairperson to be shared with other chapters.
 - d. The local chapter must submit bill in duplicate on the official expense account form to the Financial Secretary within 30 days following a funeral. Charms, Incorporated, shall reimburse only the appropriate amount. Add tax amount for floral arrangement.
2. Each local chapter is expected to respond in its own way to the death of a Charm, Charmer, or Gem or family member in other chapters.
3. The local Benevolence Chairperson shall notify the Charms, Incorporated Benevolence Chairperson of a prolonged illness or hospitalization of a Charm. She will send a card to the ill Charm and shall notify, by mail, her co-chairperson and all other local Benevolence Chairpersons assigned to her of such illness. When the Charms, Incorporated Benevolence Chairperson is not available, someone else in the chapter shall be contacted.

CONSTITUTION AND BY-LAWS COMMITTEE GUIDELINES

1. Prepare and distribute the Constitution to all members every five years with all constitutional changes voted upon in the intervening years duly recorded. Constitutional changes voted upon and that become rulings shall be distributed to membership every two years as an addendum to the present document until a revised edition is made available.
2. Prepare and distribute the revised Standing Rules to all members annually, following Executive Board and Conclave meetings.
3. Provide an adequate supply of the Constitution and Standing rules for the Membership Committee.
4. Have available at each executive session copies of all Constitution, revisions of same; Standing Rules, revisions of same Executive Board minutes, revision of same; and copies of the local chapter By-Laws, revision of same.
5. Propose needed changes in the Constitution, Standing Rules, By-Laws, Organizer's Handbook, Charms, Inc., Handbook and Conclave Procedures Manual for approval.
6. Bring discrepancies to the attention of the Executive Board.
7. Receive from the Recommendations Committee all proposed changes to the Constitution and Standing Rules.
8. Review Executive Board minutes for actions that require constitutional interpretation.
9. Consider all ramifications of a proposed change to the Constitution and Standing Rules, including cross-references.
10. Apprise local chapters of any proposed changes to the Constitution and to the Standing Rules, and solicit chapter participation in decision-making.
11. Work closely with the Parliamentarian.
12. All points not covered by the Constitution, the Standing Rules or the chapter By-Laws shall be governed by Roberts Rules of Order, Newly Revised (most current issue).

GRIEVANCE COMMITTEE GUIDELINES

1. The Grievance Committee shall meet at all Charms, Incorporated business meetings.
2. Grievances are to be submitted to the Grievance Chairperson in writing by registered mail on the designated form thirty (30) days before a Charms, Incorporated business meeting.
3. Grievance Forms must be submitted in triplicate. An official Grievance Form is included in the Standing Rules or may be secured from the Grievance Chairperson.
4. Charms or chapter filing a grievance shall be present or send a representative to the Executive Board Meeting or Conclave.
5. The Grievance Chairperson shall notify all chapters when a grievance is received.
6. The Grievance Committee recommendation shall be sent to the Executive Board. The Executive Board shall notify the Charm or chapter of the decision during the current session.

MEMBERSHIP AND CREDENTIALS COMMITTEE GUIDELINES

1. The Membership Committee Chairperson shall record and maintain a record of attendance at each Charm, Incorporated function, and inform each local Membership Chairperson, local President and member concerned six (6) months prior to a Charms, Incorporated function of her membership status: (A Charms, Incorporated function includes: Executive Board Meeting, Conclave, or Installation).
2. Each member affected must be notified at least ninety (90) days prior to a Charms, Incorporated business meeting that she must attend the meeting in order to retain her membership in Charms, Incorporated. The member shall be issued a membership Status Form.
3. The Membership Chairperson shall provide a Membership Status Form to be used by those who will not be able to make the fourth (4th) year function because of emergency (i.e. chronic illness and other extenuating circumstances), and returned to the Membership Committee Chairperson by the first day of the Charms, Incorporated business meeting. This is a one-time exception. (Article IX, Section 8b)
4. The host chapter of either an Executive Board meeting or a Conclave will provide the National Membership Chairperson an accurate list of all attendees at that meeting within 30 days after meeting adjournment. The attendance information will be recorded on a computer disc for future use.
5. The Membership Chairperson shall review the attendance records at the next Membership Committee meeting, submit completed Membership Status Forms and make recommendations regarding actions to be taken by the Executive Board.
6. The Membership Chairperson and/or Corresponding Secretary or President shall be responsible for notifying a member of forfeiture of membership.
7. Copies of all correspondence pertaining to membership shall be sent to the Corresponding Secretary for her file or for distribution to chapters when necessary.
8. Members notified of forfeiture of membership shall have the right to appeal for reinstatement through the Grievance Committee to the Executive Board. The official Grievance Form shall be enclosed in the letter of forfeiture.
9. A Charm who moves to a city or a metropolitan area where there is an active chapter of Charms, Incorporated must affiliate with the local chapter within one year to retain her membership in Charms, Incorporated.

Credentialing

The actual number of legal voting representatives shall be determined at the beginning of each Executive Board Meeting or Conclave business session. Vote count should not exceed official count.

NOMINATING COMMITTEE GUIDELINES

1. Choose a chairperson from three Presidential Appointees.
2. Send to each chapter, no later than seven (7) months before Conclave, the official Nominating Committee Form on which the chapter may submit the name of persons to be considered as candidates for office.
3. Forms should be returned to the Nominating Committee in triplicate not later than six (6) months before Conclave.
4. Chapters shall submit to the Nominating Committee qualifications and eligibility of candidates for office.
5. The Nominating Committee shall prepare a slate of officers no later than four (4) months before Conclave and shall send each chapter a complete slate of candidates for office no later than eight (8) weeks before Conclave.
6. The Nominating Committee shall compile and prepare a "Know Your Candidate" bulletin to be sent to each chapter to be distributed to each member.
7. The Nominating Committee shall draw up procedural rules for voting officers at Conclave and send them to the chapter sixty (60) days before Conclave.
8. Procedural Rules shall be voted upon at Conclave.
9. The Nominating Committee shall present its slate of candidates to the Conclave.
10. The Nominating committee shall call for nominations from the floor immediately following the report of the committee.
11. Nominations from the floor shall be made by any member at the Conclave and supported by the local president and one other endorser.
12. Officers shall be elected by plurality vote.
13. The Nominating Committee Chairperson shall preside as Mistress of Ceremonies over the "Meeting the Candidates" social hour after due notification to the hostess chapter and in cooperation with the hostess chapter.

CHARMS, INC.
Election Procedures

1. Nominations from the floor shall be held on _____.
2. Nominations from the floor shall be made by any member at the Conclave and supported by the local president and one other endorser.
3. Polls will be open for voting on _____ from _____ until _____.
4. All financial members who are registered at Conclave will be entitled to one ballot. Voters must wear ID (BADGE).
5. Voting by proxy will not be permitted.
6. Election shall be by secret ballot.
7. Officers shall be elected by plurality vote.
8. Eligible members shall be permitted to run for one office.
9. Nominations will be placed on the ballot in alphabetical order.
10. Nominees will not be permitted to serve as tellers at the election.
11. Prospective nominees should not accept nominations for office unless they are willing to take full responsibility for said office.
12. All members eligible for national office should be financial with both local chapter and national by May 31 of Conclave year.
13. Prospective candidates submitted to the nominating committee are found on the sample ballots with spaces provided for nominations from the floor.
14. Sample ballots will be blue. Official ballots will be white and numbered.
15. Sample ballots may be obtained at the registration desk during registration hours. They also will be available at the Executive Board Meeting.
16. Final election returns will be submitted at the end of the COTY Luncheon.

RECOMMENDATIONS COMMITTEE GUIDELINES

1. The Recommendations Committee Chairperson shall be appointed by the President.
2. Each chapter shall have a member appointed to the Recommendations Committee.
3. Recommendations must be submitted in triplicate on the official Recommendations Form from either the chapter or individual members.
4. Official Recommendations Form may be secured from the Recommendations Committee Chairperson or from the packet of Forms.
5. Each local Recommendations Chairperson shall solicit recommendations from her chapter and forward these to the National Recommendations Chairperson by the third week of March. She will then forward them to the appropriate Standing and Appointed Committee Chairpersons, the National President and the National Recording Secretary before the Executive Board Meeting or Conclave.
6. The Recommendations Committee shall compile, read, and interpret the nature of each recommendation.
7. The Recommendations Committee shall forward recommendations to the proper Standing Committee for deliberation and to the National Corresponding Secretary for mailing to the local Chapters by the third week of April.
8. The Recommendations Committee Chairperson shall share with the President, local Presidents and local chapter Recommendations Chairperson all recommendations received by her. She will indicate to which Standing Committee the recommendation has been forwarded. Any concerns pertaining to the recommendation(s) shall be sent to the Recommendations Committee Chairperson.
9. Chairpersons of Standing Committees shall report the action of the committee on the recommendation(s) and make recommendation to the Executive Board or Conclave regarding the disposition of the recommendation.
10. If a recommendation cannot be resolved at the Executive Board Meeting or Conclave, it shall be channeled back to the proper committee, or original source for clarification and further deliberation.

TAX COMMITTEE GUIDELINES

1. The Tax Chairperson shall be responsible for forwarding to IRS annual supplemental information about our subordinate organizations as required by Revenue Procedure 80-27 to keep the tax exempt status for our group.
2. Each chapter shall appoint a tax representative from its chapter for representation at National meetings.
3. The tax representative's name and address shall be listed with I.R.S. as your chapter's tax representative.
4. Information is due to IRS by January 15th.
5. Charms, Incorporated's subordinate organizations fall under the IRS Annual Electronic Filing Requirements for small Exempt Organizations. Organizations with gross receipts of \$50,000 or less file a Form 990-N (e-postcard). Chapters with gross receipts of \$50,000 or less will not be required to complete 990-EZ Tax Form.
6. Each Charm member is to sign a "Conflict of Interest" statement.

CONCLAVE COMMITTEE GUIDELINES

I. Hostess Chapter Obligations

- A. Required Social Activities shall officially begin on Opening Night and shall include the following:

Opening Night Get-Reacquainted Social
Second Night Social
COTY Awards Luncheon
Closing Night Grand ball
Farewell Brunch
Charmers Golf Tournament
Activities for Gems
Activities for non-golfers

- B. Required Amenities shall include the following:

Identification Badges for all Registrants (Article III, Section 6)
Souvenir Journal
Tote bag
Custom-designed Sterling Silver Charm (Article III, Section 7a)
Golf Trophies
Hospitality Suite
Scheduled photography session for all chapters
Photography sessions as required by COTY Luncheon Guidelines

- C. Optional activities are held at the discretion of the host chapter and may include the following:

Pre-Conclave Activities
Post Conclave Activities
Additional Gems Activities

II. Notification

- A. The host chapter shall notify Charms, Incorporated of the exact dates for the Conclave at least two years prior to the meeting.
- B. Final information, including registration fees and forms, souvenir journal submission requests, and activity schedules with suggested attire for all activities, shall be mailed to all Chapter presidents eight months prior to Conclave.
- C. Information in items A and B, above shall also be posted at CHARMSINCORPORATED.COM

III. Special Considerations

- A. If the luncheon is to be attended by persons other than Charms, tables should be reserved for Charms. The luncheon should not exceed 2 ½ hours.
- B. At the Grand ball tables shall be reserved for visiting Charms and Charmers. Those Charms and Charmers who prefer to sit elsewhere may do so.
- C. Time shall be allotted on the Conclave Brunch agenda for the presentation of awards by Charmers and for announcements by Chapter hosting upcoming national meetings.

CHARMS INCORPORATED
PROCEDURES FOR INDUCTING NEW MEMBERS

1. Submit completed Application for membership Form, and check, to national Membership Chairperson, at least (30) days prior to the anticipated induction of new member(s).
2. Make check payable to Charms, Incorporated. Please send chapter checks only. Personal checks are not acceptable.

3. New Member fees are:

\$75.00	Joining Fee
100.00	National Dues
<u>40.00</u>	Conclave & Exec. Board Tax
\$215.00	Total per member

Reinstatement Fees are:

\$60.00	Joining Fee
100.00	National Dues
<u>40.00</u>	Conclave & Exec. Board Tax
\$200.00	Total Reinstatement per member

Prorated New Membership Dues

Sept.-Dec.	100%
Jan.	50%
Feb.	40%
March	30%
April	20%
May-June	100% next fiscal year

- (a) Local chapter establish and assesses its own induction fees.
- (b) These fees are retained for use by the local chapter to defray specific expenses related to induction.

Upon receipt of Application for Membership Form, and check, the National Membership Chairperson will send check and a copy of the Application for Membership Form to the Financial Secretary, a copy of the Application for Membership Form to the President, and will return a copy of the Application for Membership Form to the local Membership Chairperson. In addition to the form, the local Membership Chairperson will receive for each prospective inductee the following:

 - a. Binder
 - b. Charm
 - c. Constitution
 - d. Standing Rules
 - e. Handbook

No person shall be considered a member until the fees have been paid, application has been submitted, and the national Membership Chairperson has returned the Application for Membership Form to the local chapter.

4. All new members shall be sent a greeting letter signed by both the National President and National Membership Chairperson.

Charms Incorporated
Table of National Dues and Fees

Month Joined	Joining Fee	Conclave Tax	Exec Bd. Tax	Prorated Dues	Total
September	\$75	\$30	\$10	\$100 (100%)	\$215
October	\$75	\$30	\$10	\$100 (100%)	\$215
November	\$75	\$30	\$10	\$100 (100%)	\$215
December	\$75	\$30	\$10	\$100 (100%)	\$215
January	\$75	\$30	\$10	\$50 (50%)	\$165
February	\$75	\$30	\$10	\$40 (40%)	\$155
March	\$75	\$30	\$10	\$30 (30%)	\$145
April	\$75	\$30	\$10	\$20 (20%)	\$135
May	\$75	\$30	\$10	\$100 (100%-applied toward upcoming year)	\$215
June	\$75	\$30	\$10	\$100 (100%-applied toward upcoming year)	\$215
July					
August					

No meetings during these months

NOTE: This table is based on the Charms Incorporated September-August fiscal year.

*Updated 2016

HONORARY CHARMS MEMBER GUIDELINES

Honorary Charms will be persons who are not now or who have never been members of Charms, Incorporated, but who have performed outstanding service directly related to the aims and purposes of Charms, Incorporated.

- (1) Nominations of Honorary Charms may be submitted by a local chapter to the national Executive Board. The Executive Board must submit its recommendation to each chapter for a vote of each chapter member. A 2/3 affirmative vote of the total membership of Charms, Incorporated is necessary to bestow Honorary Member status.
- (2) Honorary Members shall be privileged to participate in social activities.

Publicity Committee Guidelines

The Publicity Committee shall:

- Edit and release news pertaining to national functions, historical and current events.
- Publish a digital edition of the Charms Connection each quarter.

Additionally:

- There shall be an established Walk Activity project that is held the third Saturday in May by each chapter yearly as a publicity event for the Charms organization.
- A national Charms Tee Shirt shall be sold as a fundraiser coordinated by the Historian, Publicity and Finance Committees.

CHARMS, INCORPORATED
REDEDICATION of MEMBERS
By Rosalie M. Wooden

- Leader** Let us as officers and members rededicate ourselves to the task of making our chapter the best in every respect by putting first things first.
- Members** May our Father God come first in all our dealings with one another and others.
- Leader** Secondly, let us think of each other as very special persons trying at all times to treat one another as we wish to be treated with love, respect and understanding, so that such mutual interest will bring happiness for every member.
- Members** As Tennyson has so well said, "Our little systems have their day and cease to be, but thou of God are more than thee."
- Leader** We are living in a world so busy, so beautiful, so interesting, and often so confusing that some of us may feel like saying, "What's the use?"
- Members** Let us resolve to pray before we come to our meetings for kindly thoughts, meekness and a good spirit to deal with each other, our plans and our problems.
- Leader** Whatever the misunderstanding – may we always arrive at some agreement and no one leave our midst without the hand of Friendship.
- Members** We must trust that our leaders all realize their great responsibilities and know that with the help of god and faithful followers that we can accomplish anything, "with God, everything."
- Leader** In our meetings let there be a time for all things, let us take care of our business prayerfully and diligently. Then let the period of fellowship and laughter be a happy time for every member. We are not a group that got together accidentally, but one organized in the name of SERVICE for the betterment of mankind.
- Members** May our misunderstandings, disappointments, and sorrows be stepping stones to success; Let us avoid being like leaky faucets whose lives are endless drips of complaints.
- ALL** (HOLDING HANDS)

PRAYER
By St. Francis of Assisi

Lord, Make me an instrument of Thy Peace; where there is hatred, let me sow Love; where there is despair, Hope; where there is darkness, Light; and where there is sadness, Joy.

Divine master, grant that I may not so much seek to be consoled, as to console, to be understood, as to understand, To be loved, as to love; For it is in giving that we receive; it is in pardoning that we are pardoned, and it is in dying we are born to Eternal Life.

SYMBOLIZATION

- C** is for **COMMITMENT** in our organization
and **CONFIDENCE** in ourselves
I take this flower
to symbolize **COMMITMENT** and **CONFIDENCE**
- H** is for **HARMONY** in our thoughts
To foster unity from within
I take this flower
to symbolize **HARMONY**.
- A** is for **ACCOMPLISHMENT** of the purposes we support
I take this flower
to symbolize **ACCOMPLISHMENT**
- R** is for **RESPECT** for each other
and **RELIABILITY** in our relationships
I take this flower
To symbolize **RESPECT** and **RELIABILITY**.
- M** is for the **MANNER** in which we conduct ourselves
and the **MOTIVATION** we provide to others
I take this flower
to symbolize **MANNER** and **MOTIVATION**
- S** is for **SINCERITY** and **SOCIABILITY**
in our association with others
I take this flower
to symbolize **SINCERITY** and **SOCIABILITY**

Note: In the Symbolization, candles or other suitable symbols may be used on the local level for installation of officers and new members, i.e. I light this candle, etc.

STANDING RULES
DIAMONDS IN THE ROUGH

A Diamond in the Rough is a young woman between the ages of 12 and 20 who has the intention of becoming a member of Charms, Inc. beginning at the age of 21.

Diamonds are to be invited to become a part of Charms, Inc. by attending Charms meetings and participating in programs as invited. They will have no official status on the National level, but can attend National functions (Executive Board Meetings, Conclaves and Installations). These ladies are actually "Charms in training".

Diamonds will pay \$10 a year as National Dues.

If any Chapter attains more than 10 Diamonds, they can establish a separate group of Diamonds and use the guidelines set up adopted July 12, 2012 that are kept by the Chairperson of the National Constitution and Bylaws Committee.

Charms' Diamonds in the Rough

[LOGO]

By- Laws
And
Standing Rules

Adopted July 12, 2012

*Philadelphia Chapter Host
50th Anniversary
President Elizabeth Chatman, Kalamazoo
Founder, Mae C. Orr, Charlotte*

Co-Founders
*Minnie Cruce, Cleveland
Pauline Scales, Cleveland
Melinda Phippen-Miller, Savannah
Lorraine Johnson, Philadelphia
Lizzie Alexander, Atlanta
Dorothy D. Price, Ft. Worth
Betty Davis, Tulsa
Karen Thomas, Washington
Geraldine Collins, Birmingham
H. Hortense Ward, Toledo
Grenae Dudley, Detroit
Barbara Peebles, Benton Harbor*

Foreword

The forward and purpose be to seek to attain and maintain high cultural standards and economical empowerment to promote and emphasize moral values of honesty and integrity through the development of esteem, discipline and self-respect.

Mission Statement

To seek to attain and maintain high cultural standards by demonstrating good character through the development of esteem, discipline and self-respect. Members will work to create interest in providing help to others in need aspiring to improve academically, professionally and spiritually.

National Pledge

I pledge allegiance to Charms'-Diamonds in the Rough. I therefore believe it is my duty to uphold its purposes, to obey its by-laws, perform duties faithfully and conduct its affairs in a fair and just manner.

The Logo

A small charm bracelet with a cubic zirconium gemstone

National Colors
Blue and White

National Flower
White Carnation

Official Publication
The Diamond News

National Icon
Sojourner Truth

Official Abbreviation
CD (Charms' Diamonds)

**Charms' Diamonds in the Rough
Club History**

**Contents
By-Laws**

Club History

Article I: Name

Charms' Diamonds in the Rough

Article II: Purposes

Article III: Status

- Section 1. Nonprofit organization and does not contemplate the distribution of gains, profits or dividends to the members.
- Section 2. Limitation of Activities
No substantial part of the activities of this Club shall consist of carrying on propaganda or otherwise attempting to influence legislation and the club shall not participate or intervene in any political campaign on behalf of any candidate for office.

Article IV: Membership

Section 1. Definition of Membership

Charms Diamonds in the Rough shall be composed of young ladies between the ages of 12 and 20. The adult chapters of Charms', Incorporated shall work with them to create interest in providing help to others in need, aspiring to improve academically, professionally and spirituality.

Section 2. Membership fees and dues

Membership joining fees to National would be \$10.00 to National Charms, Incorporated with local and joining dues being open to each chapter; National dues would be \$15.00 with no Conclave tax. All monies would be restricted to the account of the Charms' Diamonds per year.

Section 3. Leave of absence

Section 4. Qualifications for regular membership

- Section 5. Member in Good Standing
- Section 6. Selection of Regular Members
- Section 7. Rights and Responsibilities of Regular Members
- Section 8. Forfeiture of Membership
- Section 9. Resignation

Article V: Club Organization and Responsibilities

- Section 1. Organization
This Club is a constituent of the National Organization of Charms, Incorporated and the local chapter of Charms, Incorporated.
- Section 2. Delegates
Local Chapter of Charms will include 2 representatives at Board Meeting/Conclave. Attendance is voluntarily.
- Section 3. Attendance at National Meetings
- Section 4. Club in Good Standing
To be in good standing this club shall fulfill the following requirements:
 - 1. Support the purposes of this organization
 - 2. Maintain a minimum of ten (10) members.
 - 3. Elect Officers every 2 years in May and install in June.
 - 4. Club's fiscal year is July 1 to June 30th
 - 5. Club's financial records shall be audited annually
 - 6. Request for a Charter from the National Organization shall be submitted through the local chapter of Charms, Incorporated
 - 7. Determine Club's budget and dues with input from the local adult members of Charms, Incorporated
 - 8. Submit to local chapter of Charms, Incorporated
 - 1. Program outline
 - 2. Membership report
 - 3. Financial report of dues and assessments received
 - 4. Roster of officers and members with addresses and age
 - 5. Compile and update annually a club history
 - 6. Celebrate Charms, Incorporated Founders' Day annually

7. Be represented at National meetings and Conventions.
8. Comply with all mandates within prescribed time limits
9. Suspension of Revocation

1. The National Chapter of Charms, Incorporated along with the local chapter, may suspend the activities of this club for failure to comply with the by-laws, policies, and regulations.
2. Upon recommendation of National and/or local chapters of Charms, Incorporated the charter of a club may be revoked due to the above stated policy.

Article VI. Meetings

Each club shall decide on the regular meeting date for their particular club.

Article VII. Officers

Section 1. The officers known as the Executive Committee shall consist of President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, and Parliamentarian.

Section 2. The majority of the membership shall constitute a quorum

Section 3. The Executive Committee shall act as a liaison between this club, the national and local chapter of Charms, Incorporated

Article VIII. Elections

Section 1. Time of Procedures
The Nominating Committee shall be elected by the majority members at the March meeting in the even year. Club officers will be elected at the May meeting and installed in June. Officers shall assume their duties by July 1 of the year in which they were elected.

Section 2. Appointment of Officers and Chairpersons
The president with the collaboration of the Executive Committee, when appropriate, shall appoint such other persons as may be necessary to conduct the business of the Club.

Section 3. Vote

- a. A majority vote shall elect officers.
- b. When there are more than two (2) candidates running for the same office, the candidate with the highest number of votes wins the election.

c. Voting shall be secret ballot and shall take place at the May membership meeting in the even numbered year.

d. The length of term for all officers is two (2) years, and shall not exceed two (2) terms.

Section 4. Duties of Officers

A. The President shall--

1. preside at all meetings, in her absence, the Vice president shall preside
2. appoint chairpersons or officers if appropriate and collaborated with Executive Committee
3. serve as ex-officio member of all committees except the nominating committee
4. upon proper authorization, sign all vouchers and checks against the treasury.
5. report to membership the business transacted by the Executive Committee
6. present a written report to the membership at the June meeting.

B. Duties of the Vice President

Presides and performs duties of the president in her absence, and serves as chairperson of the program committee.

C. The Recording Secretary shall--

1. Keep an accurate record of the proceedings of all membership and Executive Committee meetings.
2. maintain an attendance report for all meetings
3. keep a file of all committee reports and bind them.

D. Corresponding Secretary

1. Be responsible for all correspondence of the club
2. maintain a permanent file of all incoming and outgoing correspondence.
3. Read all communications at all meetings of the club.

E. The Financial Secretary

1. Receive and record accurately all funds accruing to the club
2. Render monthly statements on all income and expenditures to the membership, in collaboration with the treasurer using bank statement.

3. Forward all funds received to the treasurer for deposit in the designated financial institution approved by the membership.
4. Upon authorization by the membership vote, sign all vouchers, which may be co-signed by the President or Treasurer.
5. Receive and maintain an accurate record of membership dues and new member joining fees.

F. Treasurer shall—

1. receive funds from the Financial Secretary and deposit in a timely manner, all funds received in the financial institution approved by the membership.
2. make payment in a timely manner upon receipt of a duly authorized voucher.
3. maintain an accurate record of all income and expenses, and render monthly reports to the membership.
4. Prepare all ledgers and records for the annual audit
5. the treasurer shall be the custodian of all funds and may sign checks with the Financial Secretary or the President.

Article IX: Standing Committees

Section 1. Budget and Finance Committee

- a. The finance committee shall prepare the annual budget.
- b. The financial committee shall consist of at least two (2) appointed members, the treasurer, and the financial secretary as chairperson.
- c. The treasurer shall not chair the finance committee.
- d. Shall review the club year and prepare a budget for program implementation and to submit it to the club for approval at the regular meeting in September.

Section 2. Membership Committee

Shall be the duty of this committee to develop and implement a program to expand and retain the membership's goal to screenings of membership applications and present recommendations to the club for approval; maintain contact with members who are delinquent and ensure active membership involvement.

Section 3. Program Committee

It shall be the duty of this committee to plan and delegate to the appropriate committees the program for the club year which embraces the theme as developed by the club. This committee shall be chaired by the Vice President and at least 2 appointed members.

Section 4. Resource Committee

Shall plan fundraising functions, in order to increase funds for operating expenses for the club.

Section 5. Communication Committee

Shall promote and project to the public a positive image of the youth club and the local and National Association.

Section 6. By-Laws Committee

- a. The By-laws committee shall submit amendments in accordance with article to By-laws.
- b. This committee shall consider, edit and/or correlate such amendments as it may originate with mentor of adult club.
- c. the By-Laws committee shall consist of at least three (3) appointed members, a chairperson and at least one (1) adult Charm.

Section 6. Nominating Committee

- a. The nominating committee shall consist of three (3) members in good standing elected by a majority vote of eligible members present at the March membership meeting. The nominating committee shall elect its chairperson.
- b. The nominating committee shall prepare a slate for each elective office. Before the election, additional nominations from the floor shall be permitted.
- c. Members in good standing are eligible for nomination. No member shall hold more than one (1) elected office at a time.
- d. Only members in good standing are eligible to vote.
- e. The nominating committee members shall not be eligible for any elected office on the current ballot. May be appointed by incoming President, except for non-elected officers.
- f. Voting shall be by secret ballot.

Section 7. Special Committees (ad hoc)

Special committees may be appointed for some special work or purpose. The term of special committee ends at the completion of the charge and the presentation of the report.

Article X: Parliamentary Authority

Charms' Diamonds in the Rough shall be governed by Roberts Rules of Order Revised, on all points not covered by these By Laws, Standing Rules, Articles of Incorporation and Enactments of the organization.

Article XI: Amendments

These By-laws may be amended at any membership meeting of the club by a majority vote, provided that the amendment has been sponsored by at least twenty-five (25%) of the membership in good standing and submitted in writing at the previous general membership meeting.

Article XII: Dissolution

The process of dissolution of this club shall be as follows:

Section 1. Initial Action

Club officers contact local chapter of adult Charms, and National to discuss the process of dissolution. A resolution or dissolution of the club is presented at a regular meeting and must be signed by a majority of active members in good standing present at the meeting. Club officers then call a special meeting of the members to vote on the resolution for dissolution of the club. Three-fourths (34%) of the active members present must vote to dissolve.

Section 2. If club approves dissolution, the Disposition of Club funds shall be as follows:

All cash and other assets remaining after the club's outstanding debts are paid should be sent to the National Office, unless one or more members are eligible to join the local chapter of Charms, Incorporated. In that case, the assets shall go to the local chapter of Charms, Incorporated. The recipient club at the time qualifies as an exempt club under Section 501c3 of the Internal Revenue Code of 1954 (or the correspondence provision of any future United States Revenue Law).

Charms' Diamonds in the Rough

Standing Rules

Charms' Diamonds in the Rough

Procedures for Inducting New Members

1. Submit completed *Application for Membership Form* and check to the Diamonds in the Rough Membership Chairperson.
2. Make check payable to Diamonds in the Rough
3. New member fees are—
 - a. \$10.00 - Joining Fee
 - b. \$\$15.00 – National dues per year
4. Upon receipt of *Application for Membership Form* and check, the Diamond in the Rough membership chairperson will send check and a copy of the application for Membership to the Financial Secretary, a copy of the *Application for Membership Form* to the President, and will return a copy of the *Application for Membership Form* to the local Membership Chairperson

No person shall be considered a member until the fees have been paid, application has been submitted, and the Membership Chairperson has returned the *Application for Membership Form* to the local Club of Diamonds In the Rough.

Installation of Clubs

Installation of Diamonds in the Rough, shall be performed by the local chapter of Charms, Incorporated

1. A prospective club shall request a visit from the local chapter at least six (6) weeks prior to appointed date.
2. Social activities during the Installation weekend shall be planned by the prospective club.
3. The prospective local club shall send a letter to local members of Charms, Incorporated requesting the names of members planning to attend three (3) months before installation. Deadline dates shall be included.
4. The sponsoring chapter is responsible for all publicity.
5. Photographs and publicity articles shall be forwarded to the Charms, Incorporated Historian to be placed in the national archives. Publicity releases shall be forwarded to the Charms, Incorporated Publicity Chairperson.
6. Two (2) photographs shall be required at an installation weekend, one group picture of the installed chapter and one group picture of the visiting Charms.
7. Symbolization shall be a part of all ceremonial activities of Charms, Inc (Article III, Section 9, Item d)

Guiding Principles
By Mae C. Orr

Our guiding principles are values that guide how we conduct the business of Diamonds in the Rough and relate to and interact with one another

Harmony

We strive to create an environment of cooperation, dignity and unity among all members at all times.

Advocacy

We advocate addressing issues, not personalities, as we resolve the business of Diamonds in the Rough.

Respect

We honor the diversity, wisdom and experience of all Charms' Diamonds in the Rough.

We respect the right of others to express their concerns and views.

**Charms Diamonds in the Rough
REDEDICATION OF MEMBERS
By Rosalie M. Wooden**

- Leader** Let us as officers and members rededicate ourselves to the task of making our club the best in every respect by putting first things first.
- Members** May our Father God come first in all our dealings with one another and others.
- Leader** Secondly, let us think of each other as very special persons trying at all times to treat one another as we wish to be treated with love, respect and understanding, so that such mutual interest will bring happiness for every member.
- Members** As Tennyson has so well said, "Our little systems have their day and cease to be, but thou of God are more than thee."
- Leader** We are living in a world so busy, so beautiful, so interesting, and often so confusing that some of us may feel like saying, "What's the use?"
- Members** Let us resolve to pray before we come to our meetings for kindly thoughts meekness and a good spirit to deal with each other, our plans and our problems.
- Leader** Whatever the misunderstanding—may we always arrive at some agreement and no one leave our midst without the hand of Friendship.
- Members** We must trust that our leaders all realize their great responsibilities and know that the help of God and faithful followers that we can accomplish anything, "with God, everything."
- Leader** In our meetings let there be a time for all things; let us take care of our business prayerfully and diligently. Then let the period of fellowship and laughter be a happy time for every member. We are not a group that got together accidentally, but one organized in the name of service for the betterment of mankind.
- Members** May our misunderstandings, disappointments, and sorrows be stepping stones to success; Let us avoid being like leaky faucets whose lives are endless drips of complaints.
- All** (HOLDING HANDS) PRAYER
By St. Francis of Assisi

Lord, make me an instrument of Thy Peace; where there is hatred, let me sow Love;
where there is despair, Hope; where there is darkness, Light; and, where there is
sadness, Joy.

Divine Master, grant that I may not so much seek to be consoled, as to console;
To be understood, as to understand; To be loved, as to love; For it is in giving that we
receive; it is in pardoning that we are pardoned, and it is in dying we are born to Eternal
Life.

Auditing Committee Guidelines

1. The Auditing Committee Chairperson shall be appointed by the President
2. The Auditing Committee shall consist of two (2) Diamond in the Rough members and one (1) member from local Charms, Incorporated chapter.
3. The Auditing Committee shall audit the Diamond in the Rough books from the Financial Secretary and Treasurer every year. The audit shall be for the previous year. An audit year shall be July through June.
4. The Financial Secretary and the Treasurer shall submit all financial books and a written report (copies for each committee member) to the Auditing Committee Chairperson on the day of the audit.
5. The Treasurer shall provide all canceled checks.
6. The Auditing Committee shall divide into subcommittees to audit all expenses, deposits and receipts from the Financial Secretary and the Treasurer.
7. Discrepancies
 - a. All information regarding discrepancies shall be submitted in writing to the responsible officer, the Financial Secretary or Treasurer, for clarification.
 - b. Clarifications are to be sent in writing to Auditing Committee Chairperson before the following meeting.
 - c. Discrepancies and clarifications shall be submitted in writing to the President by the Auditing Committee Chairperson by October 31.
 - d. Upon completion of their audits, the subcommittees shall sign and date the books audited. Example: Audit Completed, Date, Names of Subcommittees, All Amounts Verified, No Discrepancies, or if there are Discrepancies and/or Errors, submitted in writing.

Auditing Process

The Audit Process includes:

1. Check cancelled checks against bank statements, Treasurer's report and Treasurer's financial book.
2. Check bank deposits against Treasurer's financial book.
3. Review all received Expense Forms.
4. Double check all calculations in Treasurer's financial book and Treasurer's report.
5. Cross check Financial Secretary's records with Treasurer's report.

Benevolence Committee Guidelines

1. The local chapter will serve as agent for Charms, Incorporated upon the death of a Charm, Charmer, or Gem.
 - a. Upon the death of a Diamond in the Rough or immediate (parent and/or guardian of Diamond in the Rough) family members, the local Benevolence Chairperson shall contact the Club's President and all other members and sponsors.
 - b. The local Benevolence Chairperson will ascertain from the family its wishes regarding expressions.
2. Each club shall respond in its own way to any form of benevolence regarding its members.
3. The local Benevolence Chairperson shall notify the local chapter of Charms, Incorporated Benevolence Chairperson of a prolonged illness of hospitalization of two (2) weeks or longer of a Diamond in the Rough. She will send a card to the ill Diamond in the Rough. When the Charm, Incorporated Benevolence Chairperson is not available, someone else in the chapter shall be contacted.
4. "All Occasion" cards and envelopes of special design will be procured by Diamonds in the Rough to be sent to families who incur a death, a wedding, or a birth. The inside will be blank for a personal handwritten message by the Benevolence Chairperson.
5. A memorial service for deceased Diamond in the Rough shall be held during Conclave. All Charms and Diamonds in the Rough are to wear uninterrupted white.

Constitution and By-Laws Committee Guidelines

1. Prepare and distribute the Constitution to all members every five (5) years with all constitutional changes voted upon in the intervening years duly recorded. Constitutional changes voted upon and that become rulings shall be distributed to membership as an annual addendum to the present document until a revised edition is made available.
2. Prepare and distribute the revised Standing Rules to all members following annually.
3. Provide an adequate supply of the Constitution and Standing Rules for the Membership Committee.
4. Have available at each executive session copies of all Constitution, revisions of same; Standing Rules, revisions of same; minutes, revision of same; and, copies of the local club By-Laws, revision of same.
5. Propose needed changes in the Constitution, Standing Rules, By-Laws, Organizer's Handbook, Charms, Incorporated, Handbook and Conclave Procedures Manual for approval.
6. Bring discrepancies to the attention of the National Executive Board.
7. Receive from the Recommendations Committee all proposed changes to the Constitution and Standing Rules.
8. Consider all ramifications of a proposed change to the Constitution and to the Standing Rules, including cross-references.
9. Apprise sponsoring local chapter of any proposed changes to the Constitution and to the Standing Rules, and solicit chapter's participation in decision-making.
10. Work closely with sponsoring chapter of Charms, Incorporated.
11. All points not covered by the Constitution, the Standing Rules or the chapter By-Laws shall be governed by Robert's Rules of Order.

Grievance Committee Guidelines

1. The Grievance Committee shall meet all Charms, Incorporated business meetings.
2. Grievances are to be submitted to the Grievance Chairperson in writing by registered mail on the designated form thirty (30) days before a Charms, Incorporated business meeting.
3. Grievance Forms must be submitted in triplicate. An official Grievance Form is included in the Standing Rules or may be secured from the Grievance Chairperson.
4. Charms or chapter filing a grievance shall be present or send a representative to the Executive Board Meeting or Conclave.
5. The Grievance Chairperson shall notify all chapters when a grievance is received.
6. The Grievance Committee recommendation shall be sent to the Executive Board. The Executive Board shall notify the Charm or chapter of the decision during the current session.

Membership and Credentials Committee Guidelines

1. The Membership Committee Chairperson shall record and maintain a record of attendance at each function. Diligent members shall be informed.
2. Each member affected must be notified at least ninety (90) days prior to a Diamonds In the Rough business meeting that she must attend the meeting in order to retain her membership in Diamonds in the Rough. The member shall be issued a Membership Status Form.
3. The Membership Chairperson shall provide a Membership Status Form to be used by those who will not be able to make function because of emergency (i.e., chronic illness and other extenuating circumstances).
4. The Membership Chairperson shall review the attendance records at the next Membership Committee meeting, submit completed Membership Status Forms and make recommendations regarding actions to be taken by the Executive Board.
5. The Membership Chairperson and/or Corresponding Secretary or President shall be responsible for notifying a member of forfeiture of membership.
6. Copies of all correspondence pertaining to membership shall be sent to the Corresponding Secretary for her file or for distribution to members when necessary.
7. Members notified of forfeiture of membership shall have the right to appeal for reinstatement through the Grievance Committee to the Executive Board. The official Grievance Form shall be enclosed in the letter of forfeiture.
8. A Diamond who moves to a city or a metropolitan area where there is an active chapter of Charms, Incorporated must affiliate with the local chapter within one year to retain her membership in Charms' Diamonds in the Rough.

Nominating Committee Guidelines

1. Choose a chairperson from three (3) Presidential Appointees.
2. Give each member two (2) months before the next business meeting, the official Nominating Committee Form on which the member may submit the name of persons to be considered as candidates for office.
3. Forms should be returned to the Nominating Committee in triplicate not later than two (2) months before the club's deadline.
4. Members shall submit to the Nominating Committee qualifications and eligibility of candidates for office.
5. The Nominating Committee shall prepare a slate of officers no later than four (4) months before the National Charms Conclave and present to all Diamond members two (2) months before Charms National Conclave.
6. The Nominating Committee shall present its slate of candidates to the local Charms chapter.
7. Officers shall be elected by plurality vote.

**Charms Diamonds in the Rough
Election Procedures**

1. Nominations from the floor shall be held on _____.
2. Nominations from the floor shall be made by any member at the Business meeting and any two (2) endorsers.
3. Polls will be open for voting on _____ from _____ until _____.
4. All financial members will be entitled to one ballot.
5. Voting by proxy will not be permitted.
6. Election shall be by secret ballot.
7. Officers shall be elected by plurality vote.
8. Eligible members shall be permitted to run for one (1) office or two (2) if necessary—because of a small number of members.
9. Nominees will be placed on the ballot in alphabetical order.
10. Nominees will not be permitted to serve as tellers at the voting procedure.
11. Prospective nominees should not accept nominations for office unless they are willing to take full responsibility for said office.
12. All members eligible for office should be financial with both local club and National by May 31 or Conclave year.
13. Prospective candidates submitted to the nominating committee are found on the sample ballots with spaces provided for nominations from the floor.

TAX COMMITTEE GUIDELINES

1. The Tax Chairperson shall be responsible for forwarding to IRS annual supplemental information about our subordinate organizations as required by Revenue Procedure 80-27 to keep the tax exempt status for our group.
2. Each chapter shall appoint a permanent tax representative from its chapter for representation at National meetings, assisted by a member of the local chapter of Charms, Incorporated.
3. The Tax Representative's name and address shall be listed with I.R.S. as your chapter's tax representative, if required by the I.R.S.
4. Information is due to IRS by April 30.

Under Form filing requirement code (code 1 means required to file gross receipts over \$25,000; code 2 means not required to file – gross receipts of \$25,000 or less. **Chapters will no longer be required to complete 990ez Tax Form.**

Charms'
Diamonds In The Rough

Forms

Charms Diamond in the Rough Application Form

Applicant's Name _____
Last First Middle

Date of Birth _____

Home Address _____

Home phone number _____ Cell Number _____

E-mail Address: _____

Mother's Name _____ Phone Number _____

Mother's Address (if different from applicant) _____

Father's Name _____ Phone Number _____

Father's Address (if different from applicant) _____

School Name _____

School Address _____

Hobbies _____

What are you future goals? _____

Why do you want to be a Charms' Diamond in the Rough? _____

Recommended by: _____

Sponsoring Chapter _____

Applicant's Signature _____

_____ Date

Parent or Guardian Signature _____

_____ Date

Diamonds In The Rough
Membership Financial Form

Chapter _____ Date _____

Number of Applications Submitted

\$ _____ @ _____ per New Member \$ _____ Amount Submitted

Names of Applicants

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

Signatures:

_____ Date _____ Local President

_____ Date _____ Local Membership Chairperson

_____ Date _____ National Financial Secretary

Nominating Committee Form

Official Recommendation

Recommendation for office of _____
Name _____ Chapter _____
Address _____
City _____ State _____ Zip _____
Telephone _____
Occupation _____
Number of years affiliated with CHARMS, Incorporated _____

Present Position:

National _____
Local _____

Position (s) previously held:

National _____

Local _____

Community interests and activities at present:

Comments: (list those skills and qualifications which seem to you to make this candidate eligible for this position. Use back of form.)

Submitted by _____ (Name) _____ (Position)

Complete in Triplicate

**Charms Diamonds In The Rough
Recommendations Committee Form**

Chapter _____

Source of Recommendation (check one)

Club _____ Individual _____

Recommendation:

Signature _____ Position _____

Date Submitted _____

National Recommendations Committee's Action(s)

Committee Referral _____ Date _____

Disposition

_____ 1. Brought to floor of Executive Board Meeting by Committee

_____ 2. Deadlocked. Returned to Recommendations' Committee

_____ 3. Returned to source for clarification

_____ 4. Action tabled until next Executive Board Meeting

_____ 5. Other, explain _____

_____ Approved _____ Not Approved Effective Date _____

Comments: _____

Signatures: Charms National Committee Chairperson _____

Charms National Recommendations Committee Chairperson _____

PROJECT PLANNER

Primary Objective	Title

Secondary Objective

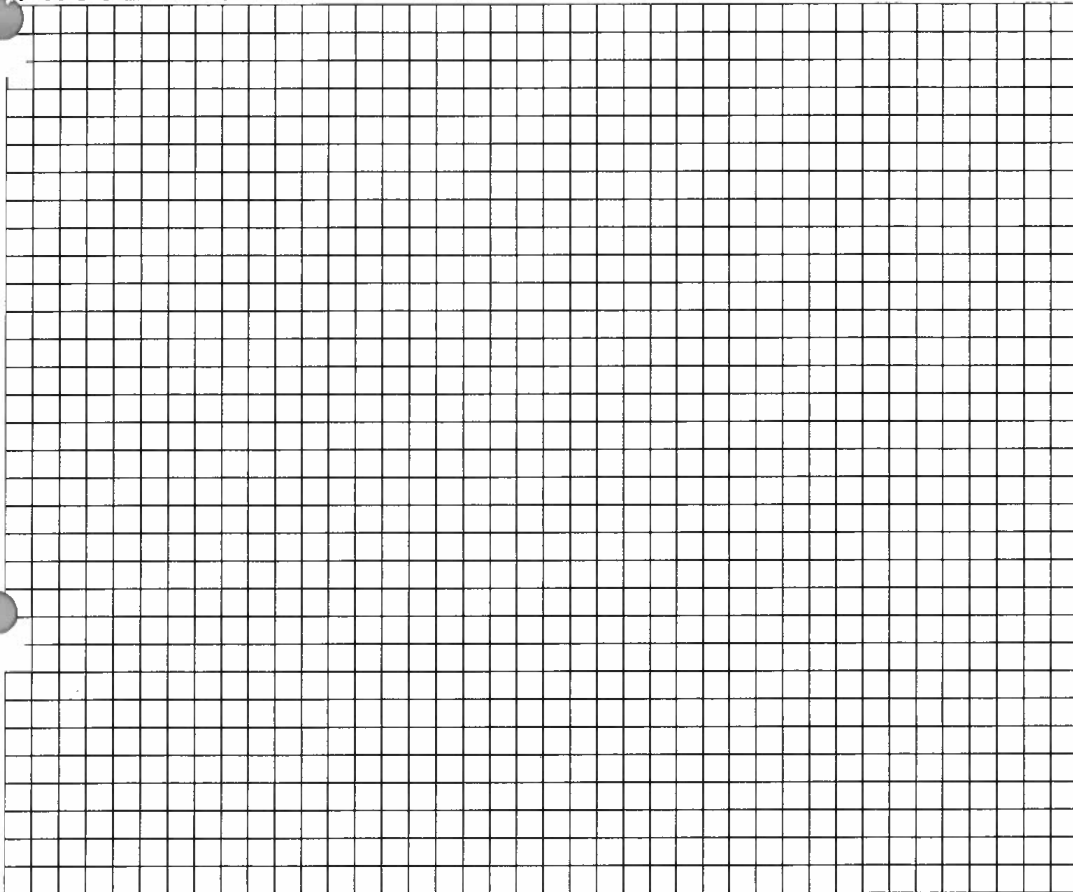
Start	Finish	Target Completion Date

√ Agenda

Contact Persons/Services	Phone

Expense Items	Amount

PROJECT UPDATE



Sketch/Grid

Problems

Remedies

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Final Disposition
