

Standing Rules

These rules shall govern the Big Dipper Auxiliary in all cases in which they **will** apply and are consistent with the BSMA Governing Documents and Robert's Rules of Order.

Rules may be changed only at the National Convention by a majority vote.

1. "All BSMA members who are registered Big Dipper Auxiliary members and are members in good standing with BSMA in attendance at convention's Big Dipper Annual Meeting shall constitute the voting membership of Big Dipper Auxiliary."
2. Elections and installations of new Big Dipper Auxiliary officers shall be held at the BSMA Conventions.
3. Any BSMA member in good standing, may apply for and become a member of Big Dipper Auxiliary.
4. Annual membership dues shall be \$10.00. Chapters with no Big Dipper Auxiliary Departments shall send the \$10.00 and one copy of the application to the National Big Dipper Auxiliary Financial Secretary. The membership year runs concurrent with the BSMA membership year. Chapters belonging to states that have a Big Dipper Auxiliary Department, Dues are to be sent to the Department Big Dipper Auxiliary Financial Secretary along with two copies of the application. \$5.00 and one copy of the application shall be retained in Department. \$5.00 and the other copy of the application shall be sent to the Big Dipper Auxiliary National Financial Secretary.
5. Dues must be submitted using the official forms. These are to be supplied by the Big Dipper Vice President and are to be available on the Big Dipper Auxiliary page on the BSMA, Inc National website.
6. Big Dipper Auxiliary membership cards are available upon request.
7. The Big Dipper Auxiliary Executive Board shall consist of the most recently elected Big Dipper Auxiliary National/Department officers (President, Vice President, Recording Secretary, Financial Secretary, and Treasurer), Big Dipper Auxiliary Department Presidents and the three (3) most recent Past Big Dipper National/Department Presidents still retaining their membership in BSMA, Inc in good standing. These members of the Big Dipper Auxiliary Executive Board are the only Big Dipper Auxiliary Board members with voting rights when the Board is in session
8. Elected Officers of the organization shall be the President, Vice President, Recording Secretary, Financial Secretary and Treasurer.
9. The President shall appoint a Chaplain, Historian, Patriotic Instructor, Sgt. At Arms, Parliamentarian, and the three (3) members of the Educational Assistance Committee and its Chair shortly after she is elected. She may appoint additional members to assist with the planning and implementation of the Annual Fun Night at Convention or any other committees and their chair as needed.
10. The Department Big Dipper Auxiliary Recording Secretary shall submit the newly elected Department Big Dipper Auxiliary officer list to the Big Dipper Auxiliary National Financial

Secretary, with additional copies to be sent to the Big Dipper Auxiliary National President, Big Dipper Auxiliary National Vice President, the state's BSMA Department President and the BSMA National President to be uploaded to the National website (*The uploading will be dependent on whether the National Big Dipper Auxiliary web page provides a place to post it.*) within 30 days of the Department Convention.

- 11.** Completed Educational Assistance Applications must be received by National/Department Big Dipper Auxiliary President no less than 30 days prior to their Conventions.
- 12.** A child(ren) and grandchild(ren) of a Veteran or BSMA member; a Veteran, a BSMA member or the spouse of a Veteran or active duty personnel are eligible to apply for educational financial assistance.
 - A. Active Duty Personnel
 - B. US Military Veteran
 - C. Child (ren)/ Grandchild (ren)/ Spouse of Active Duty or US Military Veteran
 - D. BSMA Member/ Blue Daisy in good standing
 - E. Child (ren) / Grandchild (ren) of BSMA Member/Blue Daisy in good standing
- 13.** Once recipients of the Josephine Calenda Fund are chosen, a letter of congratulations will be sent by the National/Department Big Dipper Auxiliary President indicating they have been chosen as a JCEA award recipient. In that congratulatory letter we will ask them to provide, in a timely manner, enrollment verification for the school they will be/are currently attending. When that enrollment verification arrives, the check will be written and mailed to the recipient.
- 14.** Assistance can be received up to four times. Award assistance may not exceed twice on the National level and may not exceed twice on Department level if eligible.
- 15.** Funds from this Big Dipper Auxiliary organization shall be from dues and donations. Other projects must have the written permission of the Big Dipper Auxiliary President and the BSMA, Inc National Executive Board of the parent organization.
- 16.** The Financial Policies of National Big Dipper Auxiliary shall reflect the National BSMA, Inc Financial Policies in place for the current fiscal year. National Big Dipper Auxiliary's Financial Policies will also be utilized by each Big Dipper Auxiliary Departments.
- 17.** A bank with a national chain of offices is to be utilized by the Big Dipper Auxiliary each year making it easy for both the National/Department Big Dipper Auxiliary Financial Secretary and National/Department Big Dipper Auxiliary Treasurer to access the account(s).
- 18.** Any donation that will be collected by the National Big Dipper Auxiliary at the National & Department conventions shall be used for educational assistance awards, unless specified by the donor how the donation is to be used. Monies donated to this fund must be available to be dispersed to all qualified award recipients.
(If a RUBRIC scoring system is approved: to be a qualified recipient their application must score at least 70%)

*The suggested criteria/scoring for the RUBRIC is to come from the National Big Dipper Executive Board with BSMA, Inc National Executive Board approval.

19. An award maximum may be set to not exceed the IRS 1099 reporting amount; the number of awards will be dependent on the funds available. A letter will be sent with the award notifying the recipient of their responsibility to claim the award as income on their tax return based on any current IRS rules.
20. All awards shall be sent by December 31st to the qualified recipients that have supplied their proof of education enrollment.
21. All non-disbursed funds will remain in the account to be used for future years.
22. National Big Dipper Auxiliary shall follow all National BSMA, Inc. Organization election processes.

The “Big Dipper” Organization

Adopted at Milwaukee, Wisconsin November 7, 1951
As suggested by Ivah Z. Jones

Amended at Pittsburgh, Pennsylvania November 4, 1959
Marie Lynch, Big Dipper President
Erma Hoffman, Parliamentarian

Amended at Sault Ste. Marie, Michigan October 7, 1980
Frances Hanley, Chairman
Lucille Knoll, National Recording Sect.
Imogene Miller, 2nd Vice President Dept. of California

Amended at Orlando, Florida August 8, 2004
Elaine Mather, Big Dipper President
Joyce Fulford, Past National President
Big Dipper Parliamentarian:
Mary Susie Huffer, National 1st Vice President

Amended at Albuquerque, New Mexico August 3, 2007
Linda Humphrey, Big Dipper National President
Joyce Fulford, Past National President
Department of Michigan
Sue Grawey, Past Department President
Department of Michigan
Betty Stonner, National 1st V.P.

Amended at San Francisco, California Aug 16, 2013

Laura De Roo, Past National President Big Dipper
Marianna Sherman, Past Department President Department of Ohio
Ann Cordero National Big Dipper Treasurer

Amended at Cleveland, Ohio August 7, 2015
Lori Thueme, Big Dipper National President
Kade Rutherford, 1VP National Big Dipper
Judy Dorsey, National President

Amended at Manhattan, NY August 3, 2017
Kade Rutherford, Big Dipper President
Theresa Koontz, 1VP National Big Dipper
Cyndi Ventura, National President

Amended at New Orleans, LA August 25, 2021
Theresa Koontz, Big Dipper President
Tina Moses, 1VP National Big Dipper, Protem
Carla Brodacki, National President