

Blue Star Mothers of America, Inc. Big Dipper Auxiliary

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 Big Dipper
Annual Meeting by a majority vote.**

1. All Blue Star Mothers of America, Inc. (BSMA) members who are registered Big Dipper Auxiliary members and are members in good standing with BSMA in attendance at the National/Department Big Dipper Annual Meeting will constitute the voting membership of Big Dipper Auxiliary.
2. Departments must obtain written permission from both the National Big Dipper President and the BSMA National President before establishing a Big Dipper Auxiliary and must adhere to the current Standing Rules of the National Big Dipper.
3. National/Department Big Dippers are governed by all National BSMA governing documents concerning all aspects of policy, procedures and operations.
4. The Financial Policies of National Big Dipper will reflect the National BSMA Financial Policies in place for the current fiscal year. National Big Dipper's Financial Policies will also be utilized by each Big Dipper Auxiliary Department.
5. A bank with a national chain of offices is to be utilized by the National/Department Big Dipper each year, making it easy for both the National/Department Big Dipper Financial Secretary and National/Department Big Dipper Treasurer to access the account(s).
6. Annual Big Dipper membership dues will be \$10.00 and be used for the operational expenses of the Auxiliary. Chapters will send \$10.00 in dues and one copy of the membership application to the National Big Dipper Financial Secretary for each member joining/renewing. The membership year will run concurrently with the BSMA membership year.

Chapters belonging to states that have a Big Dipper Department will send \$10

dues to the Department Financial Secretary along with two copies of the application. One copy of the application and \$5.00 will be retained in the respective Department; the other copy of the application and \$5.00 will be sent to the Big Dipper National Financial Secretary.

7. Dues must be submitted using the current official forms. These are to be supplied by the National Big Dipper Vice President and are to be available on the Big Dipper Auxiliary page on the BSMA national website.
8. Any Big Dipper Auxiliary member in good standing is eligible to run for the office of Vice President, Recording Secretary, Financial Secretary and Treasurer. For the office of President, the member must be in good standing and have completed a minimum of one year as an elected officer on the National/Department Big Dipper Board. All elected officers must maintain their membership in both BSMA and National/Department Big Dipper throughout their terms.
9. Election and installation of new National/Department Big Dipper officers will be held during the Big Dipper Annual National/Department Meeting during the BSMA National/Department Convention.
10. The Big Dipper Auxiliary Executive Board will consist of the most recently elected Big Dipper Auxiliary officers, Big Dipper Auxiliary Department Presidents and the three (3) most recent Past Big Dipper National/Department Presidents still retaining their membership in Big Dipper and BSMA in good standing. If any of the three (3) most recent Big Dipper PNPs still retaining their membership cannot or will not serve on the National/Department Big Dipper Executive Board, the National/Department Big Dipper President, with the approval of the NEB, may pro-tem another Big Dipper PNP. These members of the Big Dipper Auxiliary Executive Board are the only Big Dipper board members with voting rights when the Board is in session.
11. When membership dues are paid at convention, the National Big Dipper Financial Secretary will provide a receipt for that payment. When membership dues are received after Convention throughout the fiscal year, the National Big Dipper Vice President will send an email acknowledging that the membership application and dues payment were received (even if the dues and application were submitted to a Department).
12. After she is elected, the President will appoint members in good standing in both BSMA and Big Dipper to the following positions: Chaplain, Historian, Patriotic

Instructor, Sgt. at Arms, Parliamentarian, and the three (3) members of the Educational Assistance Committee and its Chair. 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 chairs as needed.

13. The Department Big Dipper Recording Secretary will submit the newly elected Department Big Dipper Auxiliary officer list to the Big Dipper National Financial Secretary, with additional copies to be sent to the Big Dipper National President, Big Dipper National Vice President, the state's BSMA Department President and the BSMA National President to be uploaded to the National website within 30 days of the Department Convention. (*The uploading will be dependent on whether the National Big Dipper Auxiliary web page provides a place to post it.*)
14. Completed Josephine Calenda Educational Assistance (JCEA) applications must be received by the National/Department Big Dipper President no less than 30 days prior to the Annual National/Department Big Dipper Meetings.
15. A JCEA applicant must be an Active Duty US Military member or veteran; a BSMA member in good standing; a spouse of an Active Duty US Military member or veteran; a child or grandchild of an Active Duty US Military member, veteran, BSMA member in good standing or Blue Daisy.
16. Once recipients of the JCEA award are selected, a letter of congratulations will be sent by the National/Department Big Dipper President indicating they have been chosen as JCEA award recipients. In that congratulatory letter, recipients will be asked to provide enrollment verification for the school they will be attending in the upcoming term.
17. Recipients will be required to provide an official proof of enrollment verification or confirmation from registrar/bursar. (Refer to the Awardee responsibilities found in the JCEA program guidelines.) When that enrollment verification arrives, the award check will be written and mailed to the recipient.
18. Educational assistance may be received twice on the National level and twice on the Department level, if eligible.
19. Funds for JCEA will be from fundraising and donations. National Big Dipper fundraising projects must have the written permission of the National Big Dipper President and the BSMA National President. Department Big Dipper fundraising

projects must have the written permission of the National Big Dipper President and the appropriate BSMA Department President.

20. All donations collected for the JCEA fund at the National/Department Annual Meeting shall be used for educational assistance.
21. At the National Big Dipper level, the minimum of the individual JCEA award will be \$599 per recipient. If sufficient funds are available, the award amount may be increased. The amount and number of awards will be dependent upon the funds available. At the Department Big Dipper level, the amount and number of awards will be dependent upon the funds available and have no minimum award amount. On both national and department levels, the recipient will be informed of his/her responsibilities to claim the award as income on his/her tax return based upon current IRS rules. The National/Department Big Dipper Financial Secretary will file any needed IRS paperwork when applicable.
22. The Big Dipper Financial Secretary will request a check from the Treasurer in the full amount of the award payable written to the recipient once the recipient's enrollment has been verified. The Treasurer will forward this check within 14 days of receiving all necessary information from the Big Dipper Financial Secretary. All verified awards will be sent out no later than December 31st of the year of application.
23. Assistance will not be awarded to all applicants. To be considered, applications must be signed by a BSMA Chapter President or Chapter 1st Vice President, postmarked by the stated deadline, and fully comply with all requirements outlined in the application packet. Furthermore, applicants who achieve a total score of less than 70% on the scoring rubric will be deemed ineligible for assistance; however, they may reapply during future application periods. Any awards unclaimed during the current year shall be reserved for distribution to recipients in the following year.

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

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

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

Amended at Orlando, Florida – August 8, 2004
 Elaine Mather, National Big Dipper President
 Joyce Fulford, Past National President/Big Dipper Parliamentarian

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

Amended at San Francisco, California – August 16, 2013
 Paulette Glodin, National Big Dipper President
 Laura De Roo, Past National Big Dipper President
 Marianna Sherman, Past Dept. of Ohio President
 Ann Cordero, National Big Dipper Treasurer

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

Amended at Manhattan, New York – August 3, 2017
 Cyndi Ventura, National President
 Kade Rutherford, National Big Dipper President
 Theresa Koontz, National Big Dipper Vice President

Amended at New Orleans, Louisiana -August 25, 2021
 Carla Brodacki, National President
 Theresa Koontz, National Big Dipper President
 Tina Moses, National Big Dipper Vice President Pro Tem

Amended at Milwaukee, Wisconsin – July 31, 2025
 Rebecca Stafford, National President
 Connie Moler Shuck, National Big Dipper President
 Diana Evans Vance, Standing Rules Chair
 Gen Schindler, National Big Dipper Treasurer
 Patti Eliot, National BSMA Parliamentarian