

# Junior Service League of St. Augustine, Inc

## *Policies and Procedures*

### Mission

The Junior Service League of St. Augustine, Inc. is an organization of women committed to promoting volunteerism, developing the potential of its members for volunteer participation in community affairs and demonstrating the effectiveness of trained volunteers within St. Johns County. The Junior Service League of St. Augustine, Inc. reaches out to women of all races, religions, and national origins who demonstrate an interest in and commitment to volunteerism.

### Policies and Procedures And Standing Rules

*These policies, procedures and standing rules are supplementary to the Bylaws and shall be used in conjunction with them. Policies and Procedures may be amended by a two-thirds (2/3) vote of the general membership. Any Policies and Procedures rule can be suspended with a two-thirds (2/3) vote by the general membership.*

### Dues

Actives \$320.00 (possible additional fee for monthly committee dinner assignment); Transitional \$320; Active Sustainers \$75 (additional fee for attendance at June Dinner Meeting) and a cost break for gala if payment is received by August 15; Provisionals \$340 (including tickets to fall fundraiser); Sustainers \$60.00; Non-Resident \$60.00. For a description of dues and consequences of late payment of dues see Article V of the Bylaws. For the half year from July 1, 2010 to December 31, 2010, dues will be set on a prorated basis as determined by the President and the Treasurer.

### Membership Benefits

Active sustainers shall receive an abbreviated yearbook for each League year to include no less than a complete membership roster and calendar. Additionally, they will receive any updates to the bylaws and policies and procedures throughout the year, no less than 2 newsletters throughout the business year with updates on League activities. The president's report will be mailed at the end of the year to any active sustainer who did not attend the December Dinner Meeting. All invitations to fundraisers and social events shall be sent to Active Sustainers. In addition to membership dues, AS will be required to pay for any fundraiser attended and the December Dinner Meeting (if attending). No payment will be required to attend the Annual JSL Spring Social.

Sustaining members shall receive an updated membership roster for each League year, invitation to any fundraiser, updated bylaws and/or policies and procedures, and at least 2 newsletters. In addition to membership dues, sustainers will be required to pay for any fundraiser attended and the December Dinner Meeting (if attending). No payment will be required to attend the Annual JSL Spring Social.

Past Presidents – efforts should be made to keep track of as many past presidents as possible. In addition to fundraisers, past presidents should receive invitations to all social events. If a past president is not an Active Sustaining, Sustaining or Non-Resident member, any payment for social events shall be required.

Honorary members will receive invitations to all fundraisers as well as social events and will be expected to pay when necessary, except for the year they are inducted. Honorary members should not be asked to pay to attend a social event, but will be asked to pay for fundraisers they attend.

### Mailings Schedule

AS-Active Sustaining member  
AM-Active member  
Sus- Sustaining member  
PP- Past President

Hon – Honorary member  
NR – Non-Resident member  
PR – Provisional

Transitional members for mailing purposes should be treated like an active member.

Any time change is made  
For each League year

Bylaws/ Policies and Procedures (AS/Sus/NR)  
Abbreviated Yearbook (AS)  
Member Roster (Sus/NR)  
AS/Sus/NR/PP/Hon  
AS/Sus/NR/PP/Hon/AM/PM  
AS/Sus/NR/AM/PM  
AS/Sus/NR/AM/PM  
AS/Sus/NR/AM/PP/PM  
AS/Sus/NR/PP/Hon/AM/PM  
Any AS not attending December Dinner Meeting

#### Fundraisers

Annual Spring Social

Newsletter (at least 2, at president's discretion)

Dues Renewal Notice (no later than December 1<sup>st</sup>)

Provisional Meet & Greet

December Dinner Meeting

President's Report (December)

### **Admissions/Provisional**

#### **Proposing a Candidate**

1. For guidelines to evaluate an individual as a candidate for membership see Article IV Section 2 of the Bylaws.
2. Proposer kits will be available from the Membership Chair.
3. The proposer, endorsers and candidate are responsible for completing the appropriate form as approved by the Board, typewritten or legibly printed and signed. Furthermore, it is the proposer's responsibility to obtain the appropriate endorsers and forward all the completed forms to the Membership Chair. The application must be submitted as a whole on or before a specified date to the Membership Chair.
4. If the proposer, endorsers and candidate all meet the Bylaw requirements the candidate will be invited to become a Provisional of the League.

### **Invitation to Membership**

At the meeting of the Board of Directors, candidates for membership shall be voted upon in the following manner, each member of the Board of Directors shall be given a complete list of eligible candidates, who shall be accepted by a two-thirds (2/3) vote of the Board of Directors. Those accepting the invitations shall meet the standards set by the League and a period of volunteer service satisfactory to the Service Committee.

### **Transition to Active Membership**

The Board of Directors at the November Meeting will review each provisional's hour submissions and will confirm that all financial obligations have been met. Upon review and a two-thirds (2/3) vote of the Board of Directors, a provisional member becomes an active voting member of the Junior Service League of St. Augustine, Inc. To be approved to transition to active status, the provisional must have completed a background check or provided documentation of a previous background check and be approved to be a Kids Bridge volunteer based on the their standards.

### **General and Service Hours**

General and Service hours are accumulated between January 1<sup>st</sup> and December 31<sup>st</sup>.

During this time Active members are required to submit 75 total hours; Provisionals 60 total hours.

For the half year from July 1, 2010 to December 31, 2010; Active members shall be required to serve half the number of service and general hours. For purposes of transitioning to active membership, provisional service hour requirements will be measured from January 1, 2010 to December 31, 2010.

Each Active member and Provisional shall serve a total of twenty (20) service hours at JSL Board approved service projects. At least 10 hours must be served at Kids Bridge and/or the Lighthouse, and the additional 10 hours may be counted as flex hours. Provisionals and Active members receive credit for flex hours by volunteering at any of the approved JSL projects as well as community service projects that have been approved by the President in advance. Current projects include: the Lighthouse, Kids Bridge, Homeless Coalition and Pie In The Sky. With respect to Kids Bridge Service hours, if a member has volunteered and there is a cancellation within five (5) hours of scheduled visit (and Center director has no other task that could be performed at that time), member shall take credit for 1/2 scheduled time.

Up to 25 excess general hours may be carried over to the next year.

All general and service hours are to be recorded and must be turned in to Service Chair at least three times a year.

Each member, if unable to participate in a particular function of the League, except for mandatory functions, for which she is responsible, shall be required to find a member to serve in her place.

The President may, at her discretion and with the approval of the Board of Directors, designate certain fundraising projects and/or other League-sponsored activities as mandatory functions.

Members must be notified with adequate notice (and not fewer than 45 days) that functions are mandatory; each member shall be required to participate in said function. If any member required to participate in a mandatory function is unable to do so, she shall petition the Board of Directors, via written correspondence, to be excused from said mandatory function. The written correspondence shall set forth the reason(s) for her inability to participate and shall be delivered to the Board of Directors, for consideration, no less than forty-five (45) days prior to the scheduled mandatory function. The Board of Directors shall vote on the request to be excused and the requesting member shall be notified of the Board of Directors' decision within five (5) days thereof. The sanction for missing a mandatory event with valid excuse granted by the Board will be an hour-for-hour service hour assessment to be completed at KBVC or the Lighthouse for time missed at the mandatory event, as calculated by the President and approved by the JSL Board.

The Board of Directors shall, at their discretion, excuse a member from a mandatory function in the case of an emergency.

The sanction for an unexcused absence from a mandatory event will be an hour-for-hour service hour assessment to be completed at KBVC or the Lighthouse for time missed at the mandatory event, as calculated by the President and approved by the JSL Board, along with additional sanctions, including service hours, approved by the Board, not to exceed a 20-hour penalty per event. Within five (5) days of the decision, the Board of Directors shall notify the member of the reason for the denial of an excused absence. The member may request to appear before the Board of Directors for additional consideration of any special circumstances. Should the member fail to comply with the additional hours or other sanctions imposed by the Board of Directors, she may be dropped from membership following the procedures outlined in Article IV, Section 6 of the Bylaws.

If a member misses two (2) or more mandatory events within a five year period the member will be assessed an additional fifteen (15) service hours for each mandatory event missed thereafter.

If a member is unable to fulfill her general or service hour requirement in any given year, she shall notify the Board of Directors in writing via the President for consideration of special dispensation or extension prior to the December Board Meeting. Failure to do so will be considered grounds for Warning and Expulsion as set forth by JSL By-laws, Article IV, Section 6.A.7.

### **Status Changes**

Members changing status must:

- Have her hours and financial obligations completed.
- Notify the Board of Directors of such a request in writing.

Consistent with the Bylaws a resignation in good standing may be granted to any member who contacts the Board in writing 30 days prior to the effective date. Resignation specifically needs to request an "in good-standing" designation for the Board of Directors to vote on said status.

Consistent with Article IV, Section 5 of the Bylaws any member removed from good standing membership for nonpayment of dues and or failure to meet other obligations may be reinstated in good standing once the following conditions have been met:

Payment of the following:

- Dues for the year she went into arrears (if applicable)
- Dues for the year in which she is applying for reinstatement of good standing
- Completion of missed service hours
- Approval of her reinstatement by a two-thirds vote of the Board

### **Leaves of Absence**

Any Active member on leave shall have the privilege of proposing new members. Leaves will be granted for one year starting January 1 unless otherwise stated below.

Requests must be made in writing to the Board one month prior to time leave is desired unless otherwise stated below. Leaves shall be classified as:

*Inactive Leave:* members who are temporarily unable to work who have been excused from active service at the discretion of the Board of Directors. Inactive membership shall be granted for a period not exceeding one year at any time. However, an extension of this time may be granted if necessary upon application to the Board of Directors. Inactive members shall not be eligible to become members of the Board of Directors nor be allowed to vote.

*Emergency or Short Term Leave:* The leave is granted for medical reasons, family reasons, family illness, financial hardship, and other extenuating circumstances and may be up to three month. Request should be made as soon as possible. Leave may be extended for up to a year. The Board will define the requirements during the leave.

### **Attendance Policy**

Members are expected to attend monthly membership meetings unless on inactive or emergency leave. A member may miss no more than three (3) excused or two (2) unexcused meetings, not to exceed (3) three total in any year, as set forth in JSL By-laws, Article IV, Section 6B.

Members should contact the President regarding any conflict that would precipitate missing more than three meetings, before actual absences have taken place, as set forth in JSL By-laws, Article IV, Section 6.A.3. If a member is unable to attend a membership meeting she is to call the Recording Secretary or President at least two hours prior to the meeting.

The December Dinner Meeting is considered a regular meeting for Active members and Provisionals. Policies on attendance are in effect for this meeting.

### **Policy on Fund-Raisers and Community Commitments**

The Board must approve any project, fund-raiser, or community commitment and may recommend adoption by ballot and two-thirds vote of the general membership at any regular League meeting. The Board without a vote of the General Membership shall approve any Provisional fundraiser or project and any Sub-Junior fundraiser or project.

The President of the Junior Service League is exempt from any financial requirement of fundraisers, dues and/or events. This exclusion does not include required Lighthouse membership.

### **Communications**

The President shall approve all external and internal League communications.

The Corresponding Secretary shall send out all general membership correspondence.

Both the President and Parliamentarian shall approve any communications dealing directly with bylaw or policy and procedure issues.

The chair of the Nominating Committee shall report to the President.

### **Good Standing**

An Active member is entitled to the rights and privileges of membership so long as she is considered to be

in good standing. To be in good standing a member must:

1. Have all dues and fees current,
2. Participate in mandatory events or have submitted a letter to the Board.
3. Have all Junior Service League hours recorded and turned into the Service Chairman according to JSL Policies and Procedures. In order for a member to be in good standing, she must fulfill a minimum of 2/3 of her yearly general and service hours requirement and turn in documentation of such prior to the October Board Meeting  
or she  
shall submit a letter requesting the Board consideration of any special circumstances preempting her from completing this requirement.
4. Have no more than two (2) unexcused absences or three (3) excused absences or a total of three missed meetings.

The Board will review the status of membership obligations, including but not limited to attendance, fundraising participation, and her general and service hours by the October meeting of each year. In order for a member to be nominated for an Executive Board position or vote at the November meeting, she must be in good standing.

At the decision of the Board, members in arrears will be monitored by the President. These members will receive written notice from the President stating that all League obligations must be current by October 31st. This notice will specify deficiencies and give the recipient an opportunity for discussion with the President in the event the member disagrees with the deficiency. The notice will state that the failure to complete membership obligations removes her from good standing and from the privileges of an Active member as per Article IV, Section 6 of JSL By-Laws.

If the Board deems a member not to be in good standing, the Board shall also vote upon actions needed by the member to restore her good standing status. The member must be notified of the Board's decision, and the member may request a hearing at the next meeting of the Board of Directors, as per Article IV, Section 6, of JSL By-Laws.

### **Voting**

Any membership vote affecting financial or volunteer commitments, bylaws or standing roles, endorsement of issues, elected positions, or adoption of proposed budget may be taken by written ballot. In addition, any member may request a written ballot on any vote from the President. These may be received via snail mail or email. Any other vote will be handled at the discretion of the presiding officer. Proxy voting is permitted.

### **Election**

The nomination announcement, as set forth in JSL Bylaws Article VIII, Section 6(A), shall state for which offices the proposed candidates are recommended. The nominating committee's approved slate will be presented at the November General Meeting. Nominations from the floor will be taken for each position.

Elections shall be by voice vote if the candidate is unopposed. If there are two or more names appearing on the ballot then voting shall be by secret ballot and the members receiving the highest number of votes for a particular office will be elected.

After nominations for each office have been made, the President shall appoint two (2) tellers to receive and canvas the votes, if necessary. The tellers shall receive the ballots and shall certify members, and shall certify the results to the presiding officer, who shall then and there announce the same. If a candidate for office is unopposed, the Recording Secretary may be instructed to cast the ballot for unanimous election.

Any vacancy on the Executive Board of Directors caused by a loss of one or more of the officers shall be filled by the Board of Directors. Any vacancy occurring among previously appointed committee chairmen on the Board of Directors shall be re-appointed by the President, with the approval of majority vote of the officers. This procedure follows the original method of election of such committee chairmen as are separate and apart from chairmanships included in the officer's duties.

### **Annual Report**

The Annual Report shall consist of an overview of the work and activities of the Junior Service League during the past year. Each Standing Committee chair, prior to the November meeting of the Board of Directors, shall submit an annual report of the work of their committee to the President. The final report shall be prepared and signed by the President.

The annual report shall be published and presented at the annual meeting.

An Approved Treasurers report shall be generated at the close of the fiscal year and be distributed to the Active membership by the February Meeting.