



THE JUNIOR SERVICE LEAGUE OF ST. AUGUSTINE, FLORIDA, INC.
The By-laws of the 501(c)(3) Florida Corporation

Amended and Adopted on this 9th day of March, 2015

ARTICLE I: NAME AND PURPOSE OF ORGANIZATION

§ 1.01: NAME OF ORGANIZATION

The name of this organization is The Junior Service League of St. Augustine, Florida, Inc. (here-in-after referred to by its full legal name or as the “League”).

§ 1.02: PURPOSE OF ORGANIZATION

The purposes of the League are exclusively educational and charitable. The official mission statement of the organization is as follows: *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, national origins, and sexual orientations regardless of disabilities, who demonstrate an interest in and commitment to volunteerism.*

ARTICLE II: POLICIES OF LEAGUE

§ 2.01: POLICY ON DISCRIMINATION

The League does not discriminate on the basis of race, creed, religion, national origin, sexual orientation, or disabilities. All meetings and functions of the League shall be held at facilities that do not discriminate against women on the basis of race, religion, national origin, sexual orientation, or disabilities.

§ 2.02: POLICY ON RETENTION OF OWNERSHIP

Work created by League Members for the benefit of the League, including intellectual property, project names, logos, copy and written materials, fundraising

plans, tangible property, and objects for sale or public relations objects including photographs or images taken at League events shall be the property of the Junior Service League of St. Augustine, Inc. and may not be adopted by individual Members for other use by other community organizations or individual purposes unless agreed upon in writing in advance after full disclosure, discussion and vote by the Board of Directors.

- a) If a partnership or co-ownership of any project is agreed upon, such agreement shall be signed in writing by the current League President and recorded in the minutes of the organization
- b) Requests for partnerships or co-owned artwork that use League hours may be submitted to the Board President for due consideration.

ARTICLE III: STANDARDS OF LEAGUE

§ 3.01: ADMINISTRATIVE STANDARDS

- a) **Minimum Standards and Definitions:** In order to maintain the business and purposes of the Junior Service League of St. Augustine, Inc. the corporate operations of the League shall meet the following minimum standards.
 - i) Fiscal year of the League: The League's fiscal year shall be January 1st to December 31st.
 - ii) Membership of the League: The League shall retain an active Membership of no more than 74 individuals.
 - iii) Attendance at Meetings: All Active Members are required to attend General Membership meetings.
 - iv) Voting of League:
 - a. *Quorum for Vote:* A quorum of the League shall consist of a majority vote of those Members present at a general, board, or committee meeting.
 - b. *Voting by Proxy:* Proxy voting shall be permitted. The method for submitting proxy votes may be organized and communicated as needed from time to time by the Board of Directors.
 - c. *Special Votes:* Where specially required in these By-laws, a two-third (2/3) vote of the Members present for any meeting shall be required to approve certain business.
 - v) Minutes of Meetings: Official Minutes shall be kept by the Recording Secretary of every General Meeting and of every Board of Directors meeting.
 - vi) Procedure for Meetings: The League shall operate meetings under *Robert's Rules of Order, Newly Revised, 10th Edition*. This shall be the authority of all matters of administrative procedure not specifically covered by the By-laws or the Articles of Incorporation.
 - vii) Maintenance of Executive Administration: The League shall maintain an independent and separate executive administration, which shall operate corporately for the good of the League in all matters requiring its attention.
 - i. The administrative body of the League is here-in-after referred to as the Board of Directors (Board).

- ii. The Board will hold regular monthly meetings at time and place set at the discretion of the League President in consultation with the Board and the policies and procedures of the League.
- viii) Composition of the Board:
 - i. The Board of Directors shall consist of the required officers of the League enumerated in Article VI.
 - ii. The Board of Directors may also include an ex-officio position appointed at the pleasure of the President.
 - iii. The Board of Directors shall also include the Members who shall serve as chairmen of the following standing committees: Communications, Membership, Sub Juniors, Ways and Means, Social, Service, Active Sustainer Committee and Historian.
- b) **Tax Exempt Status of League:** The League must retain tax-exempt status under Section 501 (c) (3) of the United States Internal Revenue Code and shall meet all legal minimums for operation in the community in which it resides.
- c) **Amendments to Administrative Standards:** The Board of Directors may from time to time set additional administrative standards for the benefit of the League.
- d) **Member Acknowledgment of By-Laws:** All members shall be required to sign an acknowledgement that they have read and understand the by-laws of the League.

§ 3.02: FINANCIAL ACCOUNTING STANDARDS

- a) **Accounting Practices of League:** The League shall remain financially stable, shall practice generally accepted standard accounting procedures, and shall keep its books on a cash basis. The finances of the League are meant to be used in service to the community but enough operating cash should be on-hand at all times to pay both anticipated and unforeseen expenses and to handle emergencies. The amount of cash necessary to remain financially stable may vary and shall be determined by the Board of Directors.
- b) **Treasurer's Report of League Finances:** A Treasurer's report shall be given at every meeting of the Board of Directors and at every meeting of the General Membership.
- c) **Use of Funds:** Funds raised will be used for the League's charitable causes. Generally, all donations to the League will be considered to be given free and clear. Excluding special event fund raising, the Board of Directors upon due consideration and a 2/3 vote, where a donor specifies a cause may honor that request.

§ 3.03: CHARITABLE GIVING STANDARDS

The League shall endeavor to associate itself with or endorse projects, programs or activities that meet accepted standards in their field or show evidence of working toward such standards.

- a) **Serving the Community:** The League must be located in a community with sufficient facilities and diversity to afford opportunities for volunteer service in a variety of fields. These fields include but are not limited to social causes, health and wellness, educational causes, arts and cultural causes, historic preservation, child welfare and elder welfare and other such causes that meet the demonstrated needs of its community.
- b) **Requests for Support:** Presentations as requests for support for community causes and volunteer needs may be made to the General Membership at the discretion of the President.

ARTICLE IV: MEMBERSHIP OF LEAGUE

§ 4.01: ADMISSION TO MEMBERSHIP

e) Eligibility for Membership

To be considered eligible for provisional Membership a candidate shall be at least twenty-five (25) years of age and reside within a 45-mile radius of St. Johns County. Consideration as to eligibility for Membership shall also include ability, willingness, and interest in the work of the League. Congeniality and a good standard of conduct are also necessary for consideration for Membership.

f) Proposal of New Members

Active, Active Sustaining, and Sustaining Members may propose candidates for Membership to the League. Such proposals may be accompanied by one endorsement from Active or Active Sustaining Members of the League. All those proposing and/or endorsing candidates for Membership shall know the candidate(s) personally.

g) Application for Membership

Interested persons of the community may submit an application for Membership; those interested persons without a proposer or endorser must submit 2 letters of recommendation and meet with the Membership Chairman and/or President before submitting application.

h) Due Date of Applications

The President shall set the date when Membership Applications are due and may extend that date at any time at her discretion.

i) Consideration of Applications and Proposals for Membership

Due consideration shall be given by the endorsers as to the eligibility of the name proposed, after which the candidate's name shall be submitted in writing to the Membership Chairman upon the standard League Membership application form by a date designated by the President.

j) Chairman of Membership

The Membership Chairman shall make available to the Board all completed Membership applications. The Membership chairman shall also submit to the Board of Directors a written list containing the names of all candidates proposed for Membership in the League along with the names of their

proposers and that list shall be made up as follows:

- i) All names considered eligible by the Membership Committee;
 - ii) All names considered ineligible and the reasons set forth for this ineligibility.
- k) Approval of New Members**
- i) Any name considered eligible by the Membership Chairman may be approved with a majority vote of the Board of Directors. Any name considered ineligible by the Membership Chairman may be approved if 2/3 of the Board of Directors formally vote to approve it after due discussion.
 - ii) A list of the approved proposed candidates' names shall be sent to the active Membership, including those Members who officially hold Provisional status.
 - iii) The Membership shall have the opportunity to comment on a proposed candidate in writing, during a time period specified by the President of no more than 10 days, but no less than 24 hours before the vote of the Board accepting the candidates as provisional.
 - a. The Membership Chairman shall review any comments made by the Active Membership and present them to the Board of Directors at a formal meeting of that body.
 - b. Comments made shall not be recorded in the official minutes and shall be kept in the strictest confidence for the good of the League and the proposed Member.

l) Transfer of Membership

The League may accept transfer members from other Leagues or Junior Service Leagues under the following conditions.

- i) Eligibility for transfer: Any Member in good standing of any national Junior League, or Junior Service, or Welfare League, upon moving to St. Johns County, FL shall be considered eligible for Membership in the Junior Service League of St. Augustine Inc. Any Transferring Members may be eligible for Membership immediately after relocating to St. Johns County. A Transferring Member may be required to provide written documentation of her good standing, and will be required to meet with the Membership Chairman and/or Parliamentarian to review the By-laws before she can become a League Member.
- ii) Membership Status on Transfer: Said transferring Member shall be invited to become affiliated with the League as an Active Member, Active Sustaining Member or Sustaining Member when her name is presented to the Board of Directors.
- iii) Membership Dues upon Transfer: Transferred Members shall be eligible for regular dues payments. Dues payments may or may not be prorated at the sole discretion of the Board of Directors.

§ 4.02: CLASSES OF MEMBERSHIP

The Membership of this organization shall consist of the following classifications:

a) Provisional Members of the League

- a. Provisional Members are not eligible to vote or hold office until their induction as an Active Member.

- b. Provisional Members must satisfactorily complete a training course incorporating the principles and history of the League, fulfill general and service hours, and serve on one committee as assigned by the President.
- c. Provisional Members shall attend meetings of the League and are required to participate in mandatory fundraising events, unless excused by the Board.
- d. Service Hours for Provisional Members must be submitted to Service Chairman throughout the year, and documentation of fulfillment of required hours must be made available to League Board for review and approval prior to Board meeting before the induction meeting.
- e. Provisional Dues are as designated by the League Board of Directors.
- f. Provisional Members failing to meet all specified requirements by October 31st are automatically removed from Membership unless the Board, upon the recommendation of the Membership Chairman, grants an extension of the Provisional period.

b) Active Members of the League

- a. Active Members are responsible for carrying on the activities of the Junior Service League and are entitled to all the rights and privileges of Membership.
- b. Active Members shall pay dues as designated by the League Board of Directors in order to retain the rights of Membership.
- c. Active Members shall serve on two committees and fulfill volunteer hours as specified by vote of the League and defined in the policy and procedures documents of the organization at the discretion of the Board of Directors.
- d. Active Members must submit hours to Service Chairman throughout the year as directed by the President.

c) Transitional Active Members of the League

- a. Transitional Active Members are those active Members who have served sixty (60) months, including one provisional term and completed all required service hours who wish to become less active in the League.
- b. Active Members shall make a written request to the Board of Directors in order to request Transitional Status. Such request shall be discussed for purposes of approval at the next regularly scheduled meeting of the Board.
- c. Transitional Members retain all the rights of active Membership except the right to hold elective office.
- d. Transitional Active Members are required to attend all general meetings, complete 2/3 of the service hours required for active Members, and pay active Member dues as designated by the League Board of Directors.
- e. They shall be assigned to only one committee and while they may not hold elective office they may serve on the Board of Directors in any appointed position.
- f. Upon request by the Transitional Member to the League Board of Directors, the Member will automatically be exempted from one mandatory function each year.

- g. Transitional Active Members dues shall be as designated by the League Board of Directors.
- h. All by-law references to Active Members shall be deemed to include Transitional Active Members except where specifically stated.

d) Active Sustaining Members of the League

- a. Active Sustaining Members are those who have served sixty (60) months, including one term of provisional Membership, and completed all required service hours and wish to be relieved of active duty.
- b. To become an Active Sustaining Member a written request for change of status shall be submitted to the Board of Directors, via the President, for approval by the League Board of Directors;
- c. After approval a record, shall be retained by the Recording Secretary in the organizational minutes, and by the Corresponding Secretary in the correspondence file.
- d. Active Sustaining Members are required to attend one (1) meeting each year and to participate in at least one (1) ways and means project each year.
- e. Active Sustaining Members shall not be eligible to vote or hold any office.
- f. Active Sustaining Members may endorse candidates for Membership and shall be invited to attend meetings and social events designated by the League.
- g. Active Sustaining Members shall pay dues as designated by the League Board of Directors, and must pay these dues by the last day of February each year in order to be in the directory.
- h. Upon application to the Board of Directors, Active Sustaining Members may become Active Members at any time.

e) Sustaining Members of the League

- a. Sustaining Members are those who have served sixty (60) months, including one year of provisional Membership, and completed all required service hours and wish to be relieved of active duty.
- b. Sustaining Members must submit a written request for change of status shall to the Board of Directors via its President for approval. After approval this request shall be retained by the Recording Secretary with the Board of Directors minutes.
- c. Sustaining Members shall not be eligible to become Members of the Board of Directors and are not entitled to vote or hold any office.
- d. Upon application to the Board of Directors, they may become Active Members at any time.
- e. Sustaining Members shall pay dues as determined by the League Board of Directors, and may support events and engage in social activities for the benefit of the community and the League.

f) Non-Resident Members of the League

- a. Non-Resident Members are Active Members who, upon moving away from the St. Johns County area, still desire to retain their affiliations with the League.
- b. Prospective Non-Resident Members shall make written application to the

Board of Directors for non-resident status.

- c. Non-Resident Members returning to St. Johns County may be able to resume their former Membership. Application to and approval from the Board of Directors shall be necessary to reinstate non-resident Members to Active Member status.

g) Honorary Members of the League

- a. Honorary Members are those persons upon whom the League wishes to bestow a special honorary Membership in recognition of services rendered and support given.
- b. Honorary Members are created by recommendation of the League Board of Directors for vote of the General Membership.
- c. Honorary Members are not entitled to vote or hold any office.
- d. All Honorary Members shall be invited to attend all meetings and social events designated by the League, as a guest of the League.

§ 4.03: DUES FOR MEMBERSHIP

(a) Payment of Dues

Dues shall be payable at the first League general meeting or on any payment schedule agreed upon by the Treasurer and President. Honorary Members shall not be responsible to pay dues. Lighthouse dues may be included or charged in addition at the discretion of the Board.

(b) Notice of Dues

All Members, including Provisional Members, shall be sent notices by the Treasurer by the beginning of the fiscal year that dues are payable by the end of first quarter of the fiscal year (March 31st) or as per the agreed payment schedule. Notices should include statements referring to benefits and responsibilities of each level of Membership and a reference to a late fee if renewal is received after the first League general meeting.

(c) Late Payment of Dues

All Members, including Provisional Members whose dues are not paid by the first quarter of the fiscal year (March 31st) or as per the agreed payment schedule will be notified by the Treasurer. Members, including Provisional Members whose dues are not paid by the first quarter of the fiscal year (March 31st) or as per the agreed payment schedule, may at the discretion of the board be fined no more than \$10.00 per month or 5 service hours and may not be considered in good standing until such indebtedness is paid.

(d) Amount of Dues

- (i) Dues for the following fiscal year shall be reviewed in the Board of Directors Meeting each year.
- (ii) The Board of Directors before the end of the fiscal year shall set the initiation fee, which may include the costs of non-returnable items, including but not limited to nametags, binders, bags, and t-shirts. Initiation fees are non-refundable.

(e) Refund of Dues Paid

- (i) Refunds of dues will not be made to Members resigning during the fiscal year or to Members who have been removed from Membership, unless otherwise

directed by the President.

(f) Proration of Dues Paid

- (i) Intent to resign must be signified before July 1st or the Member shall be liable for prorated dues as determined by the Treasurer and President.
- (ii) Transferring Member's dues may be prorated at the discretion of the President.
- (iii) Members requesting a leave of absence may request in writing to pay a prorated portion of the dues as agreed upon by the Treasurer and President.

§ 4.04: MAINTENANCE OF MEMBERSHIP

The following standards shall be met for Members

- a) Only women who comply with the requirements of the League shall be admitted to any level of League Membership, except where the Board of Directors votes a special exception.
- b) No Members shall be a Member of more than one Junior Service League or Junior League.
- c) Each Member must fulfill a required number of hours volunteering on League projects. Each Member's obligation also includes volunteering for the League's major fundraisers, functions and charitable events

§ 4.05: WITHDRAWAL FROM MEMBERSHIP

a) Resignation or Leave of Absence from Membership:

- i) Any Member may resign or take a leave of absence in good standing if she is not in arrears on membership dues and
- ii) Said resigning Members shall send a resignation or request for leave of absence in writing to the Board of Directors through the Recording Secretary and/or the President thirty (30) days prior to the effective date, except in emergencies.

b) Reinstatement of Membership:

- i) Any Provisional Member who has resigned may reapply for Membership as a Provisional.
- ii) Any Member who resigned in good standing may reapply for membership and can be reinstated at the discretion of the Board.
- iii) Any Member who resigns and is not in good standing must have a 2/3 vote of the Board to be approved for Membership.
- iv) Once a leave of absence is approved by the Board of Directors, the Board will not have to vote for reinstatement of Member returning from absence.

§ 4.06: DISCIPLINE OF MEMBERS

The Board of Directors and the General Membership of the League intend that warnings, sanctions and expulsions will be rare and sets these standards to govern their process as follows:

- a) **Causes For Discipline:** In order to protect the League and its Members at its discretion the Board of Directors shall consider the following causes for warning, sanction and/or expulsion of Members from the League.
 - i) Failure to pay dues beyond six (6) months from the time they are due.
 - ii) Absence without valid excuse from two (2) general meetings in a given year. To be excused Members must notify the President, President-Elect, or Recording Secretary in writing prior to the meeting at which they will be absent.
 - iii) Absence with valid excuse from three (3) meetings unless special circumstances have been presented to the Board of Directors via the President, in writing for special dispensation.
 - iv) Violation of the Charter or By-laws or Major Policies and Procedures of the League.
 - v) Conduct injurious and unbecoming to the League, including but not limited to the following:
 - a. Demonstrated lack of interest in the work of the League and failure to adhere to the object and purposes of the League.
 - b. Failure to perform general and service hours or participate, as defined by Board of Directors in mandatory functions.
 - c. Release to the press or public of any information concerning the League or its activities, without the approval of the President.
 - d. Discussion of confidential League business, activities, meetings, rules and regulations outside the League Membership.
 - e. Other such actions as shall be identified as injurious or unbecoming by the League Board of Directors to the League as a corporate body or to its Individual Members.
- b) **Warnings and Sanctions:** The following standards apply when warnings, sanctions of Members and other corrective actions become necessary to protect the League and its Members:
 - i) Written Notification of Warning: Members shall be duly warned of offenses or failures to meet League standards.
 - a. The Board of Directors, upon 2/3 votes, shall have the Recording Secretary compose a letter of such warning for the purposes of advising the Member.
 - b. The Member shall be notified in writing of a mandatory hearing to address those matters raised in the written notification, and the Member shall be invited to attend such hearing.
 - c. This written letter and invitation shall be known here after as an advisory letter
 - ii) Timing and Rights of Warned or Sanctioned Members: Adequate time must be given for a Member to attend hearings and to prepare a response.
 - a. The advisory letter shall be sent to the Member address of record not later than 14 days prior to the date of the hearing in order for adequate notice to the Member in question.

- b. On or after the 30th day from the date the advisory letter is sent a special meeting of the Board of Directors will convene to hold a mandatory hearing.
 - c. The Member in question has a right to ask questions of the League President during the period of notice;
 - d. Discussions of warnings, sanctions and/or the contents of advisory letters shall remain strictly confidential.
- c) Mandatory Hearing on Sanctions:** During the hearing the Member shall be advised of those causes for warning that have been raised in the advisory letter. The following conditions govern this process:
- i) Response to Sanctions: The Member will be allowed at the hearing to make a complete formal presentation in response to those causes of warning.
 - a. Said presentation will take place at the mandatory hearing.
 - b. Said presentation may not be ended or shortened by the Board President but in no event shall be longer than 15 minutes.
 - c. The Member may have a representative from the League Membership to speak for them or with them.
 - ii) Resultant Actions to Hearing:
 - a. Upon conclusion of the mandatory hearing, the Board of Directors shall excuse the Member for a period of confidential deliberation and consideration.
 - b. The Board of Directors may at their sole discretion in the best interests of the League take one of four actions within 24 hours:
 - i. Request sanctions or corrective actions such as additional service hours or projects, or changed behaviors on the part of the Member in question.
 - ii. Request the Member's resignation in writing,
 - iii. Delay actions until further facts can be verified or obtained.
 - iv. Request no additional actions, in which case full Member status is retained and no sanctions or additional warnings are given. In this case the Member shall be considered as having not received any sanctions or warnings and shall not be subject to double jeopardy.
 - c. Within 24 hours of the meeting, the Board President shall immediately contact the Member to inform them of the decision of the Board.
- d) Expulsion:** The following conditions may lead to expulsion from the League:
- i) Failure to attend a duly processed mandatory hearing.
 - ii) Failure to comply with those sanctions or warnings imposed by the Board of Directors.
 - iii) Subsequent or additional violations of the By-laws of the League or the Policies or Procedures of the League such that would result in the institution of repeated warnings or sanctioning processes.
 - iv) The following additional process will be used to determine expulsion of a Member from the League after due warnings and sanctions:
 - a. The Board of Directors, upon a two-thirds (2/3) vote, shall notify the Member in writing of its intent to expel.
 - b. A hearing to make a final ruling on these grounds shall be held at the next regular Board of Directors meeting or within fifteen (15) days of the date of the notice of intent to expel, whichever is shorter.

- c. Intent to expel shall be sent at least 7 days in advance of the meeting. Said notice of intent to expel shall set forth grounds for expulsion.
 - d. At the conclusion of the hearing, the Board of Directors shall excuse the Member in question, and vote on the issue of whether or not to expel the Member, a two-thirds (2/3) vote of the Board prevailing.
 - e. Thereafter such process the Member will be immediately informed of the Decision of the Board by the League President.
- e) Privacy and Confidentiality:** In order to protect the League and its Members all matters concerning warning, sanctions and expulsion shall be confidential. The following conditions are hereby established to protect this confidentiality while maintaining professional and fair communication:
- i) At either hearing set forth above, the Member in question shall appear before the Board of Directors and the discussions at said hearing shall remain confidential, as to both the Member in question and that of the Board of Directors present whether speaking corporately or individually
 - ii) Discussions of the actions, votes and notices taken shall not be presented at a General Meeting, nor discussed in writing or verbally with other League Member of any class.
 - iii) When necessary a simple notice of Acceptance of Resignation of any Member for any reason may be given by the Board President to the General Membership without violation of confidentiality. Any letter of resignation may be or may not be shared at the discretion of the President.

ARTICLE V: PROJECTS OF LEAGUE

§ 5.01: COMMUNITY SERVICE PROJECTS

In order to serve the purposes of the League as a benefit to its community the League formally adopts official Service projects of all sizes, scopes and focuses. The League may choose a variety of service projects each year based on community needs, financial ability and the size and interests of its Membership. It may also from time to time select larger projects that last for a number of years.

- a) **Small Scale Community Service Projects:** Small scale projects are less intensive in scope. These are generally projects that can be completed within a short time frame or with individual donations or volunteer or committee activities.
 - i) These projects do not require substantial investment of the League as a corporate body.
 - ii) The Board of Directors or Committee Chairmen with the agreement of the Board of Directors may consider these smaller projects at any time for the good of the League.
 - iii) Smaller projects shall be voted on and adopted informally in committee.
 - iv) Each committee will perform at least one *Difference in a Day* project each year, as will the Provisional class.
 - v) All classes of Membership may perform smaller projects toward the benefit of the League with the general notification to and approval of the Board of

Directors.

- b) **Major Community Service Projects:** Other community projects may be adopted by the League that are of a finite, multi-year nature in partnership with another community organization. These shall be designated by vote of the General Membership after recommendation as Major Projects by the Board of Directors in service to the Community. Said projects shall be recorded in the minutes of the League and included in new member trainings.

§ 5.02: MAJOR PROJECTS

- a) Major League Community Service Projects are those that require fundraising by the League as a whole and/or volunteer support from the League as a whole corporate entity acting together.
- b) Official Projects must be approved by the Board of Directors and presented to the General Membership for vote by a quorum of its Members.
- c) The League Board of Directors is responsible to make informed financial decisions regarding Official Projects and shall clearly present to the General Membership prior to any vote on an official Project projected outcomes and Community impact for full discussion.
- d) Full Information about a proposed project, including financial details, requests for volunteer support, as well as details about the project's community impact may be requested in writing and/or via presentation by a Community Representative representing the project at a Meeting of the General Membership.
- e) The League President may request additional presentations or information at any time and will make full disclosure of project details to the General Membership as appropriate.

§ 5.03: LEGACY PROJECTS

From time to time the League embarks on major projects that create a legacy for the community. Legacy Projects are projects that will and do create a permanent bond between the League and the St. Augustine/ St. Johns County Community. Such projects are initiated by the League, however the projects may go on to operate independently from the League. Legacy Projects are designated as such by vote of the League Board of Directors or by general acclamation of the General Membership with the approval of the Board of Directors. The following projects are Legacy Projects of the League.

- c) **St. Augustine Lighthouse & Keeper's Quarters Restoration (The Lighthouse)**
 - i) History: Following the United States 200th Birthday in 1976, a wave of historic preservation service projects swept the United States. The League responded to the needs of its community in St. Augustine when it saved and restored to the Secretary of the Interior's Standards the St. Augustine Light Station between 1980 and 1995, raising 1.2 Million dollars. The League caused this historic site to be listed on the National Register of Historic Places. Said project

included an adaptive restoration of the Lighthouse Keeper's House which had been burned and gutted by a vandal's fire; restoration of the St. Augustine Lighthouse Tower; and the rescue of the historic 1876 Fresnel lens at the top of the tower. In so doing the League performed restorations never before accomplished in the world, and helped to found the State of Florida Historic Preservation Program. The League opened the Lighthouse Museum of St. Augustine as a community service project of the Junior Service League on the site in 1983 and operated it with volunteers. It opened full time in 1994. Today the St. Augustine Lighthouse & Museum, Inc., a private non-profit Florida corporation, operates autonomously.

- ii) Agreement: The League and the St. Augustine Lighthouse & Museum, Inc. have a legal separation agreement as described herein.
- iii) Board Members: The League shall elect by majority vote, as needed, four (4) Members of the St. Augustine Lighthouse & Museum Board of Trustees.
 - a. *Process of Lighthouse Board Members Election*: The Lighthouse Executive Director (ED) or the Lighthouse Nominating Chairman in absence of the ED of the Lighthouse shall inform the League President, in writing of any absences in the Lighthouse Board of Trustees and of any deliberations made by the Lighthouse Nominating committee with regard to these positions.
 - b. *Composition of Board*: Three (3) positions shall be filled from the Active, Active Sustaining, or Sustaining Membership and the fourth shall be a current League officer on the Board of Directors.
 - c. *Vacancies on the Board*: Vacancies on the St. Augustine Lighthouse & Museum board will be announced to the Membership by the Board President. Any Member may ask to be considered for vacancies on the Lighthouse Board. Such interests will be forwarded by the League Board of Directors to the Lighthouse Nominating Committee for consideration at the direction of the League President.
 - d. *Compliance with Lighthouse Prerequisites*: Before voting the League Board of Directors shall consult with the Lighthouse Nominating Committee so as to ensure that the chosen League representatives meet the Lighthouse's trustee needs.
 - e. *Election of League Board Members*: By vote of a quorum of its Members the Board of the League shall elect Members to the St. Augustine Lighthouse & Museum Board and forward notice of said election to the St. Augustine Lighthouse & Museum Board of Trustees through the Lighthouse Executive Director via communication by the Lighthouse League Liaison or the League President.
 - f. *Duties of League Lighthouse Trustees*: All League Members on the Board of Trustees of the St. Augustine Lighthouse will serve terms of service and have duties as outlined in the By-laws of the St. Augustine Lighthouse and Museum, Inc. In general League Members of the Lighthouse Board of Trustees have the same duties of loyalty, care and fiscal responsibility as other Lighthouse Board Members. Lighthouse Board Members act corporately as a voting body and not individually according to the Lighthouse Code of Ethics adopted by the Lighthouse Board.

- iv) Official Communication: The following standards shall govern official League Lighthouse communications
 - a. *League Lighthouse Liaison*: One of the four (4) League Lighthouse trustees shall be designated a Lighthouse League Liaison.
 - b. *Payment of Dues*: The League shall pay for ONE LIGHTHOUSE TRUSTEE Members' dues for one (1) active Member of the League in such service. This Member shall generally be the designated League/ Lighthouse liaison unless otherwise indicated by the League President. This Liaison shall be of the officer who also serves on the League Board of Directors, unless otherwise designated by the League President.
 - c. *Duties of the League Lighthouse Liaison*: The Lighthouse Liaison's duties are to inform the League Board of Directors and General Membership about Lighthouse activities and to support the shared projects of the two organizations.
 - d. *Presentations to the League*: Official Information presented by the League to the Lighthouse shall generally be shared with the Lighthouse Executive Director (ED) for safekeeping and proper communication flow.
 - i. In the absence of the ED, information may be shared with Lighthouse personnel designated by the ED.
 - ii. The League Liaison and League Board Members of the Lighthouse retain all the rights and privileges of Membership on the Lighthouse Board of Trustees and may, if necessary, communicate to the ED of the Lighthouse through the Lighthouse Board President.
- (iv) Lighthouse Membership Dues: In order to stay informed and connected to the Lighthouse all active Members and Provisional Members shall obtain an individual Lighthouse Membership to the St. Augustine Lighthouse & Museum, Inc. In addition the League shall pay one corporate Membership to the Lighthouse each year. Membership renewal letters once initial dues are paid may come directly from the Lighthouse.
- (v) Lighthouse Service Hours: League Members shall each perform annual Lighthouse service hours in a manner and of a number determined by the League Board of Directors. However, these hours shall never be zero (0).
- (vi) Financial Support: the League shall provide the proceeds of one fundraiser (not to exceed \$5,000 without a vote by the Board) to the Lighthouse for general operating support general operating, and it may, by vote of the General Membership as recommended by the League Board of Directors provide other financial support as intermittently requested.
- (vii) League Member Benefits: The following benefits to the League from the Lighthouse have been approved and may be changed by agreement of both organizations.
 - a) The Lighthouse shall hold the records and archives of the League Light Station Restoration as items in its permanent collection, and protect the early history of the LEAGUE as requested by the League Board of Directors, making it available for review and study by new League Members.
 - b) The Lighthouse ED will support as requested, possible and available at League events and Provisional orientations.
 - c) The Lighthouse shall continue to promote and educate the public about the

work of the League regarding the 15 year preservation of the St. Augustine Light Station.

- d) The Lighthouse shall provide the to the League Members the benefits of Membership at the Lighthouse according to the terms explained above, and it shall provide ½ off discount on commemorative tiles for all League presidents each year, as well as ½ off any rentals of the light station, according to availability, for all classes of Membership.
- e) The Lighthouse may also provide other in-kind and financial services as agreeable to both organizations, such as sponsorships, silent auction donations or staff or volunteer support as mutual agreed upon.
- f) **Kids' Bridge Family Visitation Center (Kids' Bridge)**
 - i) History: In 1997, the 7th Judicial Circuit Judges, dealing with the consequences of the lack of a visitation center in the area, asked the Junior Service League of St. Augustine to establish one in St. Johns County. Forced to order families to services in Jacksonville, Daytona Beach, or other surrounding location, the Judges recognized that St. Johns County had a pressing need for a facility to which they could refer families involved in cases such as divorce, domestic violence, child abuse, neglect, substance abuse and mental health. The Junior Service League stepped up to the request and raised the necessary funds. In March 2002, Kids' Bridge opened its doors with the mission of providing a community-based setting where children can meet, spend time, share experiences, and work together to strengthen their sense of unity. In 2013 the Junior Service League paid off the mortgage on the Kids' Bridge Building and today the League continues to do work to support the Kids' Bridge Family Visitation Center.
 - ii) Kids' Bridge Terms of Service:
 - a. The League remains the parent organization for Kids' Bridge and in 2013 retired the mortgage on the Family Visitation Center. It continues to provide support and guidance to help preserve this community legacy.
 - b. Kids' Bridge Board Elections: The League shall elect by majority vote, as needed, Members of the Kids' Bridge Board according to the processes and standards established between the two organizations.
 - c. Any vacancy shall be filled by a qualified individual chosen by the Kids' Bridge Board of Directors to complete the unexpired time, with the exception of the League positions which will be filled by a qualified individual chosen by the League Board of Directors.
 - d. The League shall provide members to the Kids' Bridge Board of Directors in compliance with the By-Laws of Kids Bridge.
 - e. Vacancies on the Kids' Bridge Board of Directors will be announced to the League General Membership. Any Member may ask to be considered for vacancies or nominations.
 - f. By majority vote, the Board shall elect Members to the Kids' Bridge Board of Directors and forward such elections to the Kids' Bridge Board of Directors.
 - iii) The League Vice President's Duties to Kids' Bridge: The Vice President of the League shall monitor the maintenance of the Kids' Bridge facility and the Clubhouse at Kids' Bridge, and report all findings to the Junior Service League

and Kids' Bridge Boards as well as the staff of Kids' Bridge. The League Vice-President will serve on the Kids' Bridge board as a voting Member during her term as provided for in the Kids' Bridge By-laws.

- iv) Financial Support of Kids' Bridge: The League may also provide Kids' Bridge with \$5,000 per year for maintenance on the residence at the discretion of the League Board of Directors and in keeping with the League's financial abilities.
- v) Service Hours: League Members will perform annual volunteer service hours to Kids' Bridge of a number and kind as outlined in League policies and procedures and as agreed upon by the two organizations through their Boards of Directors.

ARTICLE VI: OFFICERS OF LEAGUE

§ 6.01: REQUIRED OFFICERS OF LEAGUE

The officers of the Junior Service League of St. Augustine, Florida, Inc. shall consist of a President, President-Elect, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

§ 6.02: ELIGIBILITY FOR OFFICERS

a) President of the League

In order to be President a member must have chaired a mandatory fundraising event and served on the Board of Directors for at least a year.

b) President-Elect of the League

A Member, to be considered eligible for the position of President-Elect, shall have served on the Board of Directors for at least one (1) year. The President-elect shall also have chaired one (1) fund-raising project as a Member of the League or shall have served as League Treasurer.

c) Parliamentarian of the League

The Parliamentarian shall be the immediate past President unless otherwise designated by the President.

§ 6.03: DUTIES OF OFFICERS

- a) **Duties of the President**: The President shall preside at all meetings of the League and of the Board of Directors, and shall be general executive officer of the League and ex-officio Member of all standing and special committees, except the Nominating Committee. The President will assign duties to President-Elect and Vice-President. She shall appoint Members to all standing committees of the League and to any special committees, except the Nominating Committee. The President shall call special meetings of the League or the Board of Directors at her discretion, or upon the request of three (3) Members of the League. She shall be the designated representative of the League at all outside meetings unless delegating this power to another. She shall review and approve all written correspondence. At the discretion of the Board of Directors, the President and in her absence the President-Elect, and in the absence of both, the Vice-President,

- shall be authorized to execute, acknowledge and deliver for and on behalf of the League, all instruments in writing required to be under seal, and the Recording Secretary shall be authorized to affix the corporate seal thereto, and attest the same. President shall advise the Corresponding Secretary of all donations to the Junior Service League of St. Augustine, Florida, Inc. requiring acknowledgment by the League. As her final duty the President shall gather together all committee slates, meeting minutes, meeting agendas, current policies and procedures of the League, and her annual report and pass those items to her successor on or before the first general meeting of the new year. *Vacancies:* The President shall appoint any vacated standing committee chair-person.
- b) **Duties of the President-Elect:** The President-Elect shall preside at all meetings in the absence of the president and shall perform all the duties of the President in case of her inability to serve and shall serve as President for the succeeding year unless she shall decline. The President-Elect shall work in conjunction with the President in all aspects of League business. She shall attend all slate meetings and be actively involved in the work of the Ways & Means Committee and the Service Committee. The President-Elect shall perform other duties as assigned by the League President and she shall thoroughly understand the financial situation of the League, and of League Legacy Projects and of any other projects of the League as they relate to matters that concern the League. In the event the President-Elect shall decline to become President, the office of President shall be included in the Slate of Officers prepared by the Nominating Committee for the ensuing year.
- c) **Duties of the Vice President:** The Vice-President shall temporarily perform all of the duties of the President-Elect in case of her inability to serve and shall assist the President Elect at all times. The Vice President shall perform all Duties to Kids' Bridge as required including monitoring facilities and reporting to both boards and staff. The Vice-President will serve on the Kids' Bridge Board as a voting Member during her term as provided for in the Kids' Bridge By-laws. Other duties and obligations and prescribed by the President.
- d) **Duties of the Recording Secretary:** The Recording Secretary shall keep a list of names of all Members of the League and the class of Membership to which they belong. The Recording Secretary shall maintain records on all Members listing each Member's name, address, birth date, and any change of status. She shall keep the minutes of the proceedings of the League and Board of Directors' meetings; keep a record of absences at each meeting; and with the President be responsible for editing and publishing the Annual Report of the League. The Recording Secretary shall transfer at the close of the fiscal year, the official history of the League to the next Board of Directors, either to its President or incoming Recording Secretary.
- e) **Duties of the Corresponding Secretary:** The Corresponding Secretary shall be responsible for all general Membership correspondence for the League and Board of Directors and shall perform the duties of Recording Secretary in her absence. She shall keep a complete list of all Members, duly classified, and their addresses corrected to date, and shall notify all Board Members of Board meetings and shall notify in writing all active and active sustaining Members of

League meetings. She shall maintain and update solicitation mailing lists. She shall perform such other duties as shall pertain to her office and as may be imposed upon her by the Board of Directors.

- f) **Duties of the Treasurer:** The Treasurer shall perform or supervise all duties usually pertaining to the Office of Treasurer, and shall exercise a general overview of the financial affairs of the League. She shall keep a list of all Members of the League and shall receive and deposit all moneys paid into the League within five (5) banking days of receipt. The Treasurer and or the President shall advise the Corresponding Secretary of all donations to the Junior Service League of St. Augustine, Florida, Inc. requiring acknowledgment by the League. The Treasurer shall keep an account of all League receipts and expenditures in a general ledger; make monthly reports of the financial condition of the League and notify all Members annually when dues are payable. She shall pay all League bills, preserve all receipts and collect all fines. She shall make no expenditure exceeding one hundred dollars (\$100.00) per function without approval of the President. The Treasurer shall present all financial records to the Audit Committee upon request. She shall be the chairman of the Finance Committee as needed. The Treasurer shall be responsible for paying the corporate Membership to the St. Augustine Lighthouse and Museum.
- a. Duties With Regard to the End of the Fiscal Year:
- i. The Treasurer shall present all financial records of the League to an independent Certified Public Accountant for a final compilation of the year's financial condition and results of operations on or before February 1st of each year.
- ii. At the close of each fiscal year the Treasurer will transfer all books, financial receipts and records of note to the next Treasurer.
- g) **Duties of the Parliamentarian:** She shall be thoroughly familiar with the Charter and By-laws of the League, and shall advise the presiding officer on points of parliamentary law as specified in *Robert's Rules of Order*, and also give similar advice to League Members and the Board of Directors, when requested to do so. She shall not exercise the right to vote when acting in an advisory capacity. She shall serve as Chairman of the By-laws Committee and appoint committee Members as needed. She shall review the policies and procedures of the League annually and review the By-laws regularly.

§ 6.03: TERM OF OFFICE

Each officer shall serve for a term of one year or until a successor is elected.

§ 6.04: NOMINATION AND ELECTION OF OFFICERS

- a) **Process Governing Nomination and Election of Officers:**
- a. The Nominating Committee shall present a slate for each office to be filled by vote of the General Membership. Additional nominations may be

- made from the floor.
 - b. A majority of votes cast elects Officers other than the President.
 - c. Where there is only one candidate for an office, election may be by voice vote.
 - d. At the October general meeting of the League, new officers shall be elected, but their office shall not commence until the beginning of the fiscal year on January 1st.
 - e. Officers will be presented each year at the Annual Dinner Meeting, at such time and place has been designated by the President of the previous year.
 - f. Officers assume office on the first day of the fiscal year.
- b) **The Election of the President:** The President-Elect elected each year serves one year in that capacity and upon the expiration of that term automatically becomes President to serve one year in that office.

§ 6.05: FILLING VACANCIES

Unless otherwise specified, the League Board of Directors shall fill vacancies in any office of the Executive Board.

a) Vacancy for President-Elect

The position of President-Elect, if vacated, shall either be filled by a special meeting of the nominating committee or during the normal nominating committee as provided. A special nominating committee may be convened at any time by majority vote of the Board of Directors to fill a vacant position of President- Elect. The process for selection and conduct of the special nominating committee will be the same as for the annual nominating committee.

b) Vacancy for President

Should the President be unable to fulfill her duties, the President-Elect shall fill the vacancy per §6.03(b) until the position shall either be filled by a special meeting of the nominating committee or during the normal nominating committee as provided. A special nominating committee may be convened at any time by majority vote of the Board of Directors to fill a vacant position of President. The process for selection and conduct of the special nominating committee will be the same as for the annual nominating committee

ARTICLE VII: COMMITTEES OF LEAGUE

§ 7.01: DESCRIPTION OF COMMITTEES

a) Executive Committee

- a. Composition: The Executive Committee shall consist of the officers of the League and one other Member of the Board to be appointed by the President and approved by the Board of Directors.
- b. Duties: The Executive Committee may act for the Board of Directors between meetings as necessary, and shall report its actions to the Board of Directors. The committee may meet from time to time, as necessary for the proper management of the affairs of the League. The Members of the Executive Committee shall serve as the Light station committee in the

event that a committee should be necessary.

b) Membership Committee

- a. Composition: The Membership Committee shall consist of the immediate past President, the President, the President-Elect and additional Members to be appointed by the President.
- b. Duties: The Membership Committee shall receive applications of recommendations for new Members of the League and thoroughly investigate the candidate's eligibility, and hold meetings as necessary. The Membership Committee shall be pledged to strictest confidentiality concerning proposed Members. However, the Membership Chairman shall report relevant activities of the Membership Committee, including information regarding proposed candidates to the LEAGUE Board of Directors, who will also treat this information confidentially. The Membership Committee shall administer the Provisional Orientation Course. Information about current projects, hours, and responsibilities of Members shall be shared and relevant information and speakers from past major projects of the League shall be included.
- c. Process: The following process shall govern the careful proceedings of the Membership committee.
 - i. A letter, which shall announce the name of the Board-approved, proposed, Provisional candidates, without revealing their sponsors or endorsers shall be sent by the Membership Chairman to the Active Members and current Provisional Members.
 - ii. Any League Member or current Provisional wishing to comment on a candidate must do so in a signed letter, to reach the Membership Chairman within the time period specified by the President, for confidential consideration by the Membership Committee, who may investigate further, if they so desire.
 - iii. The Membership Committee shall not be allowed to receive phone calls regarding candidates or be approached personally by a League Member concerning such candidates
 - iv. If any comments are submitted by Members: All comments shall be forwarded to the Board of Directors through the President.
 - v. Candidates for Membership who received comments from the Membership shall require a 2/3 vote of the board of directors to be approved for admission.
 - vi. Those accepting the invitations shall meet the standards set by the League and a period of volunteer service satisfactory to the Service Committee.
 - vii. The Membership Chairman shall issue a letter of invitation to Membership in the Junior Service League, following the
 - viii. The League Board shall by formal vote approve the list of provisional Members and report that approval to the full Membership at the next meeting.

c) Finance Committee

- a. Composition: The committee shall consist of the Treasurer, as Chairman,

and other Members to be appointed by the President, as necessary.

- b. Duties: The Finance Committee maintains the records of financial transactions and shall make a report monthly to the Board of Directors and the General Membership.

d) Scrapbook Committee

- a. Composition: shall consist of a Chairman and any additional Members necessary who shall be appointed by the President.
- b. Duties: The Scrapbook Committee shall keep a scrapbook of all publicity given or received by the League. The Chairman shall keep a written record of any and all matters concerning activities of the League, which will be of interest in future years.

e) Communications Committee

- a. Composition: shall consist of a Chairman and any additional Members necessary who shall be appointed by the President.
- b. Duties: This committee shall be responsible for and approve all publicity, such as media releases, advertising, website and social media updates and requests for assistance and cooperation of the community. It shall furnish to the Scrapbook Committee and Historian all publicity given or received by the League.
- c. The Historian(s):
 - i. Appointment: shall be appointed by the President and shall serve on the Communications Committee.
 - ii. Duties: The Historian shall keep a historical record of all League activities and collect information about past League activities. She shall work with Corresponding and Recording Secretaries to maintain a list of all former League Members particularly those who have successfully completed their active Membership commitment as are eligible to be an active sustainer/sustainer. The Historian shall be responsible for providing historical information as needed for publicity purposes. The Historian may attend Board meetings as a non-voting Member if requested by the President.

f) Ways & Means Committee

- a. Composition: The Ways and Means Committee shall consist of a Chairman and such additional Members, appointed by the President, as are necessary to carry out the work of this committee.
- b. Duties: The Ways and Means Committee shall plan and supervise all moneymaking projects of the League, subject to approval of the Board of Directors and a majority vote of the Membership. The Ways and Means committee shall review standing commitments to any Major Community Service Project Annually and plan accordingly with the needs of newly adopted projects.

g) Service Committee

- a. Composition: shall consist of a Chairman and such additional Members appointed by the President as in her judgment are necessary for carrying out the work of this committee.

- b. Duties: This committee shall be in direct charge of all social welfare or civic work sponsored by the League. They shall determine creditable hours for all League Members and submit documentation of such to the Board of Directors.

h) Social Committee

- a. Composition: Shall consist of a Chairman and all Active Members and Provisional Members.
- b. Duties: This committee shall arrange and be in charge of all social affairs given by the League, including provisional reception and excluding all money making projects of the League.

i) Active Sustainer Committee

- a. Composition: shall be appointed by the President and approved by the Board of Directors
- b. Duties: The chairman shall act as liaison between the Junior Service League Board of Directors and the Active Sustainer Liaison. She shall disseminate information regarding League activities and help foster positive communication and publicity of League events. The committee shall be comprised of the Chair, the President, the Corresponding Secretary, the President-Elect, the Parliamentarian, and other Members as assigned by the President.
- c. Active Sustainer Liaison:
 - i. *Appointment*: shall be chosen by current president at the beginning of her term.
 - ii. *Duties*: The liaison is responsible for communication with Active sustaining and sustaining Members and shall report all correspondence with the Junior Service League Board. The Liaison may choose to communicate by newsletter and/ or email. Liaison will facilitate a project with Active Members to fulfill requirement for active sustainer involvement with fundraiser. In addition, she will oversee any active- sustainer/ sustainer activities including social events

j) Sub-Juniors Committee

- a. Composition: shall consist of a Chairman and any additional Members necessary, who shall be appointed by the President.
- b. Duties: This committee shall be responsible for the young women in high school eligible to join Sub-Juniors, and will assist and advise these potential young Members on Service Project(s) and Ways and Means Project(s). The Chairman or appointed Member of the Sub-Juniors Committee shall attend all Sub- Junior meetings and board meetings.

k) Special Committees

Special Committees are those, which are appointed or elected for some special duty of a temporary nature. At the conclusion of their duties, the committee shall cease to exist.

l) Nominating Committee

- a. Composition: The Nominating Committee shall consist of five (5) active

§ 7.02: APPOINTMENT OF CHAIRMEN

Each Committee chairman shall be appointed by the President with approval of the majority vote of the officers. The President shall announce the action of the Board to the general Membership. Those respective chairmen so elected shall automatically qualify as Members of the Board of Directors. The committee chairmen approved by the Board of Directors shall be Members of the Board for one (1) year, and shall assume their duties effective January 1st.

§ 7.02: DUTIES OF CHAIRMEN

- a) **Written Reports of Committees:** The chairman of each committee shall file a written report of all work done and duties accomplished in their respective fields at each regular meeting.
- b) **Maintenance of Manual:** Each chairman of a standing committee shall keep an up-to-date manual describing the functions and work of her committee. This manual shall be handed to the incoming President, to be passed on to the proper chairman.
- c) **Appointment of Assistant Chairman:** Each chairman of a standing committee requiring an assistant chairman shall appoint one from the committee Members chosen by the President.
- d) **Voting at Committee Meetings:** For voting purposes, two (2) committee Members at regularly scheduled committee meetings shall constitute a quorum. The act of a majority of Members present at a committee meeting where a quorum is present shall be an act of that committee.

ARTICLE VIII: BOARD OF DIRECTORS OF LEAGUE

§ 8.01: COMPOSITION OF BOARD

The Board of Directors shall consist of all current Officers, the Parliamentarian, and the Members who shall serve as chairman of the following standing committees: Communications, Membership, Sub Juniors, Ways and Means, Social, Service, Active Sustainer Committee. Any Member serving on the Board of Directors shall be an Active Member of the League. The President may appoint an active Member of the League as a non-voting Ex-Officio Member of the Board of Directors with majority approval of the Board of Directors.

ARTICLE IX: MEETINGS OF LEAGUE

§ 9.01: GENERAL MEETINGS

- a) **Date of Meetings:** General meetings shall be held at regular and consistent times each month as decided by the Board of Directors and the League President except for June and July and in the case of legal holidays, unless otherwise ordered by the President or the Board of Directors. Said meetings are to be held

at such time and place as shall be stated in an advanced notice of such general meetings, the same which is to be provided by the President to the General Membership.

- b) **Attendance of Meetings:** Attendance at meetings is compulsory. A Member may be excused in the case of illness or extended absence from the city, by calling the President, President-Elect or Recording Secretary.

§ 9.02: ANNUAL MEETING

The December General Meeting of the League shall be the Annual Meeting, at which the officers and committees shall make time a full report of the work and activities of the League during the past year.

- a) New officers shall be installed at the December Dinner Meeting or at the discretion of the President, and these new officers shall assume the direction of the work and activities of the League at the beginning of the fiscal year.
- b) Officers do not have to be present to be installed. The full slate of elected officers must be announced whether or not the Member is present.

§ 9.03: SLATE MEETING

Slate meetings shall be held prior to the second Board of Directors meeting of the new fiscal year for the purpose of planning the year's work

- a) Purposes and Members: At this time the work for the full committee year should be discussed and recorded. Committee chairmen shall meet with the committees to determine the activities for the new fiscal year.
- b) The President and the President-Elect shall be invited to attend all slate meetings. The President shall read and review the proposed slates for accuracy and completion prior to the second Board of Directors Meeting.
- c) Voting: Prior to the second Board of Directors meeting, each Board Member will receive a copy of each committee's proposed slate. A vote shall be cast by the Board approving each slate.

§ 9.04: SPECIAL MEETINGS

The President or the Board of Directors may call Special Meetings as required to perform the work of the League.

ARTICLE X: AMENDMENTS TO BY-LAWS

§ 10.01: AMENDMENT PROCESS

- a) **Sanctity of By-laws:** simple date changes and or operational policy or procedural amendments will be made as needed in the policy document and should not impact the By-laws.
- b) **Motions for changes:** A motion to change or to repeal the By-laws of the Junior

Service League of St. Augustine, Inc. must be passed by a two thirds (2/3) vote of the Board of Directors of the Junior Service League at a regular meeting of the Board.

- i. After approval by a two thirds (2/3) vote of the Board, proposed amendments or repeals must be submitted in writing to the General Membership.
 - ii. The process of submission is as follows:
 - Either at a general meeting for vote at the next meeting,
 - Or in writing three days in advance of the general meeting at which the vote will be taken.
- c) **Effective Dates:** Changes become effective upon a two thirds (2/3) affirmative vote of the General Membership. Appropriate advance notice and discussion at a minimum of at least one general meeting must be held prior to the vote. Amendments shall be effective upon adjournment of the meeting at which they are adopted unless otherwise specified in the proposed amendment.