

JUNIOR LEAGUE OF NORMAN, INC.

POLICIES AND PROCEDURES OUTLINE

Section 1 - Administration

A. Board of Directors	1
B. Elections	2
C. Employees	2
D. Meetings	5
E. Office	5
F. Project and Fundraiser Evaluation and Vote	5
G. Teams	6

Section 2 - Communication

A. Marketing/Public Relations/Annual Report	7
---	---

Section 3 - Community

A. Committees	8
B. Project Adoption	8

Section 4 - Finance

A. Accounts and Audit	9
B. Budget	9
C. Conference Delegates' Expenses	10
D. Contracts	10
E. Dues	11
F. Fees	11
G. Fundraisers	11

H. Ways & Means Obligations	11
I. Payment or Reimbursement of Expenses	12
J. Returned Checks	12
Section 5 - Membership	
A. Admission Procedures	12
B. Attendance	14
C. Absences	14
D. Changes in Membership Category	15
E. Changes in Membership Information	15
F. Leave from Membership Requirements	15
G. Member In Good Standing	16
H. Placement	17
I. Reinstatement	17
J. Removal	18
K. Resignation	18
L. Sustainer of the Year Award	18
M. Member of the Year Award	18
N. Transfers	19

JUNIOR LEAGUE OF NORMAN, INC.

(hereafter referred to as "the League")

Section I ADMINISTRATION

A. BOARD OF DIRECTORS

1. **Composition.** The Board of Directors shall include the elected officers, the Vice Presidents of all teams, the immediate past president who will serve as the Bylaws/Parliamentarian, the Sustaining Advisor, one member-at-large, and the Advisory Planning chair. If a team Vice President or committee chair is unable to attend a meeting of the Board of Directors, she may designate a committee or team member to attend in her place.

2. **Authority to Act.** By virtue of the general powers granted to it in the Bylaws, the Board of Directors has general charge and control of the affairs, funds and property, both real and personal of the League. In exercising these powers, the Board of Directors is authorized to take the following specific actions:

a. Vote into Active membership those New members who have satisfactorily met the course requirements and financial requirements prior to the general meeting of the League held in May of the year in which the New Members are admitted for membership.

b. Remove an officer, a member of the Board of Directors or a committee chair from office by a two-thirds (2/3) ballot vote of the Board members present at a meeting of which fifteen (15) days written notice, by certified mail with return receipt requested, has been given to the individual who is subject to being removed from office.

c. Remove from membership a member who has failed to fulfill her membership requirements, financial requirements, or failed to comply with the Bylaws and Policies and Procedures of the League. A member may be removed by a two-thirds (2/3) ballot vote of the Board of Directors at a meeting of which the member has been given, by certified mail with return receipt requested, fifteen (15) days notice stating the cause for such action.

3. **Indemnification of Board of Directors, Committee Chairs, Employees and Agents.**

To the extent and in the manner permitted by the laws of State Oklahoma and specifically as is permitted under Section 1031 of Title 18 of the Oklahoma Statutes, the League shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the League by reason of the fact that such person is or was an officer, chair, coordinator, employee or agent of the League or is or was serving at the request of the League as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorney fees), judgments, fines and amounts paid in settlement actually and necessarily incurred by said person in connection with such action. Such indemnification shall not apply to any matter excepted under any policy or policies of insurance obtained by the League nor shall such indemnification exceed any amount or amounts in excess of the limits of any policy or policies of insurance obtained by the League.

B. ELECTIONS

1. **Leadership Selection.** The following procedures will be followed in selecting the leadership positions of the League.

a. The Nominating Committee will announce the slate of candidates for the positions available on the Nominating and Placement Committees no later than the September general meeting and the slate of candidates for all Board positions no later than the January general meeting. The Board will present a slate of candidates for all other leadership positions at least 10 days prior to the March general meeting. Only members in good standing who have been Active members for one (1) fiscal year shall be eligible to be slated for an elected position. Any Active member returning from a period of absence from active service due to any combination of leaves, including Associate status, must complete one (1) fiscal year of active service before being eligible to be slated for an elected position. Any Active member reinstating after a period of absence due to resignation, must complete one (1) fiscal year of active service before being eligible to be slated for an elected position.

b. The election to determine new members of the Nominating and Placement Committees will be held no later than the October general meeting. The election of Board positions will be held no later than the February general meeting. The election for all other leadership positions will take place no later than the March general meeting.

2. **Ballot Vote Procedures.** All elections discussed in this Section B shall require a ballot vote unless there is only one (1) candidate for any office, when a voice vote may elect. The following procedures will be followed in any election for which a ballot vote is taken.

a. The Bylaws/Parliamentarian and members of the Nominating or Placement Committee will be responsible for collecting and tallying the vote.

b. An eligible voting member who is unable to attend the general meeting at which a vote is to be taken, may cast an absentee ballot. Absentee ballots will be prepared by the Bylaws/Parliamentarian and will be available at the League office seven (7) days prior to the meeting at which the vote will be taken. All absentee ballots must be received in the League office by 5 p.m. the day prior to the general meeting. Any ballot which does not comply with the instructions thereon will be considered null and void.

C. EMPLOYEES

1. **Equal Employment Opportunity.** The League is committed to equal employment opportunity and to employment of only U.S. citizens and aliens authorized to work in the United States. Appointments, promotions and transfers will be made on the basis of individual qualifications and merit without regard to race, creed, color, national origin, sex, age, religion, disability or status as a veteran.

2. **Application for Employment.** Each applicant shall be required to submit a formal application for employment. Employees may be required to submit a birth certificate. A personnel committee will be created by the President and they shall be responsible for interviewing applicants. The President and President-Elect in conjunction with the personnel committee will hire staff members.

3. **Restriction.** Effective May 1, 1997, no League member may be hired as a League employee. Any League employee or Collaborative Project employee who desires to become a New member must resign her position upon accepting the invitation to membership.

4. **Background Investigation.** A thorough investigation of qualified applicants will be made to verify character, suitability, employment history, education, military service and other information provided to the League.

5. **Appointment Letter.** An official appointment letter will be written to the new employee, including a statement of the title of the position, job description, the rate of pay, the beginning date of employment and other information deemed pertinent to the appointment.

6. **Orientation.** At the beginning of employment, the employee shall be oriented regarding the general policies and purpose of the League, the duties and responsibilities of the position and the relationship of his/her duties to those of the supervisor, League members and other League employees. Orientation will be the responsibility of the President-Elect.

7. **Status.** All employees are employed as hourly employees, either full-time or part-time. Full-time is defined as holding a continuous appointment and working 40 hours per week. Part-time is defined as working seventeen (17) to thirty-nine (39) hours per week. Employees who work less than seventeen (17) hours per week will not accrue any type of leave.

8. **Probationary Period.** Each employee will be on a probationary period for ninety (90) calendar days. Successful completion of the probationary period does not guarantee permanent or continued employment.

9. **Job Descriptions.** Upon employment with the League, an employee will be given a current job description for his/her position which will include the title of the position, job duties and responsibilities, salary range and qualifications required. This job description shall be updated annually or as needed. Current job description is attached to this document.

10. **Pay Period.** Employees will be paid semi-monthly for the preceding pay period.

11. **Punctuality.** Employees are expected to arrive on time each work day. Employees are responsible for clocking themselves in upon arrival on work premises and clocking themselves out upon departure.

12. **Jury Duty.** Full-time and part-time employees (as defined above) who are subpoenaed for jury duty or as a witness before a court of law will be paid the salary that would have been paid had they been working. Any remuneration received from the court will be endorsed over to the League immediately. If jury duty is for a portion of the day, the employee is expected to return to his/her place of employment when practicable.

13. **Training and Development.** The League is committed to staff development and training for its employees. Time off during working hours may be given. Permission to enroll and attend staff development training opportunities during normal working hours must be approved by the employee's supervisor. Compensation for evening classes will be at the employee's regular salary (or compensated time) for the actual time spent in class as decided by the President-Elect. Reimbursement for use of a private automobile for staff development training will cover tolls, parking and mileage. Should a training opportunity not be completed, the employee shall reimburse the League.

14. **Workers' Compensation.** All employees are covered by Workers' Compensation which is fully paid by the League. Employees must immediately report to the President-Elect all injuries, no matter how slight, that occur on the job.

15. **Social Security.** Each employee of the League shall contribute to the Federal Old Age and Survivor's Insurance (Social Security) from the date of their employment. The League matches this contribution on behalf of each employee.

16. **Sexual Harassment.** Sexual harassment will not be tolerated. If anyone suggests that granting or not granting sexual favors might influence an employee's employment, they should be

reported immediately to the President or President-Elect. Unwelcome touching or sexually-related remarks that interfere with job performance or create an offensive working environment should also be reported.

17. **Business Expenses Reimbursement.** Employees incurring any necessary business and travel expenses will be reimbursed upon submission of an approved expense voucher with receipts attached. Employees may also use the JLN check card for approved purchases.

18. **Dress Code.** The League relies on the good taste and judgment of each employee to dress appropriately for his or her individual position. The President-Elect has the responsibility to decide when an employee's attire is unacceptable.

19. **Resignations.** All employees are requested to give at least two weeks written notice of their intention to resign. Since a longer period is desirable, the intention to resign should be made known as far in advance as possible.

20. **Reduction of Staff.** Should it become necessary to reduce staff, separations will be made with consideration for staffing requirements and personal qualifications. All other factors being equal, length of service will prevail. The final decision will be made by the Board of Directors with the recommendation from the President-Elect. Employees who must be separated will receive one month's notice.

21. **Suspension and Termination.** An employee may be suspended or terminated by the Board of Directors or its designee, after considering all factors, including, but not limited to, performance, excessive absence or lateness, violation of League policy, wrongdoing or repeated insubordination. However, because employment is terminable at will, employees may be discharged with or without cause. When disciplinary action is indicated, the following steps will be followed:

a. Documented Verbal Communication. The supervisor will give a full verbal explanation of the offense, what is necessary to remedy the situation and a time frame for expected change.

b. Written Action. The supervisor will give an explanation of the offense in writing. The supervisor will write the action plan and target dates and it will be made clear that failure to comply on the part of the employee will result in termination.

c. Termination. If the problem remains unsolved, employment will be terminated.

If the employee's supervisor is a committee chair, a recommendation for termination must be submitted in writing to the President-Elect. Employees will be paid for unused vacation leave.

22. **Additional Work Hours.** Occasionally, employees may be required to work additional hours to handle an unusual or critical work load. When non-exempt staff is required to work beyond forty (40) hours per week, those added hours will be paid at one and one-half times the straight hourly rate.

23. **Time Clock.** All hourly employees shall use the office time clock to clock in when on duty and will use the office time clock to clock out when off duty. Such employees will be required to clock out any time that they leave the building.

24. **Prohibition of Transportation by Employees or Agents.** No League employee or agent shall transport other individuals while on League business.

25. **Collaborative Project Employees.** All employees who are hired in a collaborative effort with other organizations or agencies shall be governed by the personnel policies and procedures of the agency to whom the League reimburses for their salary/benefits. However, the League shall work closely with the collaborative agency in order to maintain a high standard of quality in carrying out the project goals.

D. MEETINGS

1. **Facilities.** The Education & Development Committee will secure facilities for all general meetings and other functions as specified by the Board of Directors, insuring that such facilities are in compliance with any requirements set forth in the Bylaws.

2. **General Meetings.** Any written communication intended to be distributed at a general meeting must be pre-approved by the President. Only material which is directly related to League business will be allowed. Distribution of any material promoting the use of any specific commercial product or the services of a specific business is prohibited unless approved by the Board of Directors.

E. OFFICE

1. **Drug-Free Workplace.** In accordance with the Drug-Free Work Place Act of 1988 (45 CFR Part 76, Subpart F for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610), it is the policy of the League to prohibit the use, sale, dispensing, possession, or manufacture of illegal drugs or narcotics on its premises. This prohibition applies to the abuse of alcohol and prescription drugs which have the effect of impairing an employee's ability to perform his or her job safely or properly. Additionally, any employee who is convicted of a violation of a criminal drug statute occurring in the work place must notify the League within five (5) days of the conviction. Action will be taken by the League within thirty (30) days of notification. Possible action includes disciplinary action, up to and including termination of employment, provided such action is consistent with the Rehabilitation Act of 1973, as amended.

2. **Hours of Operation.** The normal work week for the League office will be Monday through Friday from 8:30 a.m. to 12:30 p.m. and 1:30 p.m. to 5:30 p.m., subject to change at the Board of Directors discretion and upon notification to the League members. Employees must clock in and out for lunch.

3. **Smoke-Free Office.** There will be no smoking anywhere in any League office.

4. **Prohibition of Transportation of Non-members by Members.** No League member shall transport any non-member while on business of the League or while fulfilling a placement obligation.

5. **Commercial or Political Activities.** The JLN does not endorse any candidate, commercial product, program, enterprise or idea. There will be no solicitation of such on the premises.

6. **Keys.** Office keys will be checked out to the Office Manager, members of the Board of Directors and committee chairs. All keys will be numbered and, with the exception of the key assigned to the Office Manager, must be returned at the end of the fiscal year. No other employee shall be given a key to the office. All persons entrusted with keys are responsible for reporting any loss of keys immediately. The Office Manager must turn in all keys issued to him/her upon termination of employment. Keys are for the use of the person to whom they are issued and shall not be given to anyone else.

F. PROJECT AND FUNDRAISER EVALUATION AND VOTE

1. **Purpose.** The Project and Fundraiser Evaluation and Vote will be conducted annually to provide the membership with a tool for monitoring and assessing the performance of League projects and fundraisers. Information collected through the evaluative process will be utilized in making decisions concerning the continuation of each project, fundraiser and publication.

2. **Process.** Projects and fundraisers will be evaluated and voted on for approval/disapproval on a schedule established by the Board of Directors, using the following procedure.

a. The Advisory Planning Committee will coordinate the evaluation and vote following a timeline approved by the Board of Directors.

b. Each project and fundraiser committee will provide to the Advisory Planning Committee, information about its purpose, impact, staffing and budget.

c. The Advisory Planning Committee will provide this information to each team which will complete an evaluation of each project and fundraiser and make a recommendation (with rationale) for approval or disapproval.

d. The Advisory Planning Committee will compile the results of the evaluations and distribute this information to the membership.

e. At any time during the evaluation process, up until one (1) week prior to the vote, a project or fundraiser not scheduled to appear on the ballot may be added to it by a vote of the Board of Directors, acting upon their own volition or upon the recommendation of any team. The current chair of the committee of the project or fundraiser must be immediately notified by the Board of Directors of this action. Notification to the membership must be mailed within twenty-four (24) hours.

f. The Advisory Planning Committee will conduct a brief presentation at the general meeting at which the vote is to be taken. Ballots will be collected and tallied as provided in these Policies and Procedures.

g. Results of the vote will be announced before the general meeting is adjourned and also communicated to the League through electronic mail. In the case of a vote of disapproval, it is the responsibility of the Board of Directors to insure that any League employee or any organization which will be directly and adversely affected by the discontinuation of the project or fundraiser is notified of the vote results in a timely and appropriate manner.

G. TEAMS

1. **Structure.** League management will be organized into four teams based on areas of responsibility: Communication, Community, Finance and Membership.

2. **Composition.** Each team will be comprised of leadership and support positions from League committees which fall under the four management areas. The following positions will serve ex officio on teams, President - all teams; President-Elect - Communication Team; Community Vice President - Community Team; Treasurer/Finance Vice President - Finance Team; and Administrative Vice President - Membership Team.

3. **Chairs.** The Vice President of each management area will serve as the chair of the Team and will serve as team liaison to the Board of Directors.

4. **Meetings.** The teams will meet monthly.

5. **Meeting Minutes.** Minutes from each team meeting will be provided within a week following the meeting to the President, President Elect, Administrative Vice President, Placement Chair, and to the League office.

6. **Business.** Each team will monitor and assist in the operational decisions of all the committees within its management area, transact business referred to the team from any of the member committees, other committees, teams or the Board of Directors. When necessary, the Vice President will bring team recommendations to the Board of Directors for a final policy decision.

Section 2 COMMUNICATION

A. MARKETING/PUBLIC RELATIONS/ANNUAL REPORT

1. **Committee Responsibilities.** The committee shall be responsible for planning a program of action to assist in the understanding, acceptance and support of the League by the membership and the community. All media contacts shall be initiated or approved, in advance, by the committee. The committee shall also be responsible for producing an annual report to the community which provides a concise description of the League, its community projects, the utilization of resources to support these projects and the number of people affected thereby. The Board of Directors shall have the discretion each year whether to present to membership for approval committee chairs of sub-committees within the committee, such as Marketing, Public Relations, or Annual Report Committee.

2. **Committee Chair.** The committee chair(s) shall be elected by the membership and serve on the Communication Team.

3. **Policies.** The following policies are to be followed to insure that the League is represented in a positive and correct manner in all public forums.

a. All outgoing written communications, including, but not limited to letters, fact sheets and press releases must be pre-approved by the Communication Vice President, then the Office Manager, and finally the President for final approval. Additionally, any written communication which includes information concerning League finances or budgeting must be checked and approved by the Treasurer/Finance Vice President. All mailings that consist of 200 pieces or more must be bulk mailed.

b. No member, agent or employee of the League shall make any public statement concerning the League or its activities without prior approval of the Communication Vice President or the President.

c. All media contact shall be pre-approved by the Communication Vice President or the President.

d. The membership directory may not be used for any purpose other than League business.

e. The official name of the League, The Junior League of Norman, Inc., shall be used in all correspondence, statements and publicity connected with the business of the League. [After the initial use of the official name with parenthetical inclusion of "(JLN)", the letters may be used in place of the full name.]

f. The League's name may not be used without prior approval of the President and Communication Vice President.

g. The League shall not recommend the use of any specific commercial product or the services of a specific business.

h. No League member may be identified as such for personal gain in commercial advertising.

i. The Communication Vice President shall report any alleged violation of the Public Relations Policies to the Board of Directors which shall determine if a violation has occurred and what action is to be taken.

j. In each meeting notice and on each invitation the following wording must be included: Accommodations on the basis of disability will be made available.

Section 3 COMMUNITY

A. COMMITTEES

1. **Composition.** Each League project listed below will have a committee responsible for its organization and coordination.

- a. Baby Steps
- b. Done In A Day
- c. Food for Kids

Each committee will have a chair, elected by the membership and, if necessary, one (1) or more committee members. Assistant chairs of any committee may become the chair of that committee the following year.

2. **Team.** The chair of every project committee will serve on the Community Team and report to the Community Vice President. The Community Team, under the leadership of the Community Vice President is responsible for administering the projects of the League.

3. **Signature Project.** The League may participate in a signature project that does not necessarily fall under the adopted focus. The project is not subject to the annual Projects and Fundraisers vote but will be evaluated annually by the Advisory Planning committee and the Board of Directors. The project will fall under the guidance of the appropriate vice president. The Baby Steps Project was approved as a signature project and shall remain as such.

B. PROJECT ADOPTION

1. **Procedure.** The following procedure will be used in adopting a new project of the League.

- a. A request for researching a project shall be made to the Advisory Planning chair.
- b. The Advisory Planning committee shall review each project request to determine whether the project coincides with the League's strategic plan.
- c. The Advisory Planning committee shall then make a decision to research or terminate each project.
- d. After research by the committee, project proposals with recommended exit plans shall be presented to the membership to determine interest in each project.
- e. After evaluation of membership interest, the committee shall vote on each project proposal.
- f. The proposed project must be approved by the League's liability insurance carrier before the project is presented to the membership. This must be done by July 1st of the current fiscal year to adopt a project for the following year.
- g. Following approval of the Board of Directors, the project proposals with exit plans are presented to the membership at a general meeting.
- h. Following the presentation to the membership, the committee shall prepare written summaries of the proposed projects with exit plans to be distributed to each Active member.
- i. Voting by ballot shall take place at the next regularly scheduled general meeting.
- j. The person who originated the proposal shall be notified whether the project was approved or disapproved.

k. Written agreements and contracts shall be in place on all projects prior to the release of volunteers or money. The committee shall oversee the negotiation of said agreements and contracts; however, the committee shall not have authority to execute agreements or contracts and the League Bylaws and these Policies and Procedures shall be followed.

Section 4 FINANCE

A. ACCOUNTS AND AUDIT

Standard. The books and accounts of the League shall be kept in accordance with generally accepted accounting principles and shall be audited annually by a certified public accountant at the end of the fiscal year. A copy of the audited financial report shall be made available to each member of the League and a copy shall be sent to the office of the Association of Junior Leagues International as soon as possible.

B. BUDGET

1. **Preparation.** The proposed interim budget will be prepared by the Treasurer/Finance Vice President and Assistant Treasurer with the assistance of the President, President-Elect, and current League accountant.

2. **Board of Directors Approval.** The proposed interim budget will be distributed to the members of the Board of Directors at least three (3) days prior to their April meeting at which time it will be submitted to them for their approval. The proposed final budget will be distributed to the members of the Board of Directors at least three (3) days prior to their August meeting at which time it will be submitted to them for their approval.

3. **Unbudgeted Expense.** Any expenditure of \$250 or less, not provided for in the budget must be approved by a two-thirds (2/3) vote of the Finance Team. Any expenditure of more than \$250 not provided for in the budget, must be authorized by a two-thirds (2/3) vote of the Board of Directors. Moving a budgeted line item expense within a total committee budget is permitted up to \$2,000 with approval by a simple majority vote of the requesting committee. Moving line item amounts cannot increase the overall budget of a committee. The Treasurer/Finance Vice President must be notified as soon as possible when line item budgets are modified.

4. **Bidding Process.** For any budgeted or unbudgeted expense for print services, food services, facilities, t-shirts or fundraising items, or any other expense over \$250, a minimum of three (3) bids shall be obtained in writing. Committee chairs are responsible for getting the submitted bids to the Treasurer/Finance VP at least one week prior to the next regularly scheduled Board meeting, for approval by the Board of Directors.

6. **Community Enrichment Fund.** In the event the budget allows for funds to be available from the Community Enrichment Fund, the Board of Directors must approve any expenditure from this fund with a 2/3 vote. Any expenditure from this fund must be used for projects within our community and fulfill the League's mission.

C. CONFERENCE DELEGATES' EXPENSES

1. **Approved Conferences.** Before any expense of attending a conference or seminar will be paid, the conference must be approved, in advance, by the Board of Directors. For conferences sponsored by an organization other than the Association of Junior Leagues International, the officer, member of the Board of Directors or committee chair desiring to attend, must provide to the Board of Directors information on the conference. The Board of Directors will confer with the chairs of the Education & Development Committee and the Nominating Committee before approving or disapproving a conference. If a conference is approved, the Nominating Committee is notified. They select the delegate(s) and alternate(s), contact the person(s) for their acceptance and then notify the Executive Committee, the Board of Directors, and the membership.

2. **Allowable Expenses.** The President, Treasurer/Finance VP, or the Assistant Treasurer will plan all training and conference expenses and the Treasurer/Finance VP or Assistant Treasurer will approve travel arrangements prior to purchase. The Nominating chair shall notify the President, Treasurer/Finance VP, or the Assistant Treasurer upon selection of conference delegates at least 30 days prior to date of travel. The following expenses will be allowed for attendance of an approved conference:

- a. Round-trip airfare when the total travel distance is over 400 miles or the least expensive mode of transportation.
- b. Reimbursement of current IRS mileage rate per mile driven when round-trip driving distance is under 400 miles. Carpooling is required when two (2) or more members are attending the same function for which one is reimbursed for mileage up to four (4) individuals per vehicle.
- c. Conference registration.
- d. Lodging costs during the conference and hotel internet access fee up to \$19.99.
- e. Meals while attending the conference, with a total of \$50 per day. If meals are provided, the following amounts will be deducted: breakfast - \$5; lunch - \$10; dinner - \$35. If a meal is provided at a conference and a delegate chooses to dine somewhere else, the delegate will not be reimbursed for her expenses. No alcoholic expenses will be reimbursed.
- f. Transportation by taxi, bus or rental car from airport to conference site.
- g. Tips: \$1 per bag; \$2 valet.
- h. Entertainment, only as pre-approved by the Board of Directors.

3. **Expense Receipts.** Original itemized receipts must accompany all expense vouchers for reimbursement of any expense over \$5.00. Credit card receipts will only be accepted if itemized.

4. **Cash Advance.** At the request of the delegate, a \$50 cash advance will be made for any of the above expenses. The cash advance will be deducted from the submitted expense report. If a delegate's expenses total less than the cash advance, the delegate shall reimburse the League the difference.

5. **Exceptions.** Any exceptions to the above provisions must be approved by the Treasurer/Finance Vice President and have written documentation that the exceptions were made in the best interest of the League and/or delegate.

D. CONTRACTS

Signatures Required. All written contractual agreements shall be co-signed by the Treasurer/Finance Vice President and the President.

E. DUES

1. **Amount.** Each Active and New member shall pay annual dues in the amount of \$185, which includes the purchase of one (1) Charity Ball ticket of \$75. Associate members shall pay annual dues in the amount of \$135. Sustaining members shall pay annual dues in the amount of \$85. Sustainer Emeritus members are relieved of dues payment.

2. **Deadline.** Dues must be paid on or before June 1. Written notification, mailed to the last known address, will be sent to each member who has not paid by the deadline. For any member who has not paid in full by June 1, notification by certified mail with return receipt requested to the last known address will be made and a \$25 late fee will be added to the amount of dues owed.

3. **Failure to Pay Dues.** If dues and any applicable late fees are not paid on or before July 1, the Board of Directors of the League shall vote in accordance with these Policies and Procedures and the League Bylaws as to whether the member's name shall be removed from the membership, not in good standing.

4. **Payment Plan.** Members encountering financial hardship may coordinate a payment plan with the Treasurer/Finance Vice President. The Treasurer/Finance Vice President must be contacted prior to June 1 and full payment must be made no later than September 1.

F. FEES

1. **Dues Late Fee.** If annual dues are not paid in full by June 1, a \$25 late fee will be charged.

2. **New Member Fee.** In addition to annual dues, a fee in the amount of \$40 must be paid by each New member upon her acceptance of the invitation to membership on or before August 1 of the year in which she will be a New Member. New member fees are not refundable after September 15.

3. **Sustaining Seasonal Inter-League Fee.** A Sustaining member who holds the seasonal inter-league privilege must pay annual dues if this League is the "sending" League. However, if this League is the "receiving" League, she must pay an annual inter-league fee in the amount of the annual dues reduced by the amount of the per capita dues of the Association of Junior Leagues International.

4. **Returned Check Fee.** Any Active, Associate, Sustaining, or New member who has written (a) check(s) to the League for any reason, that is/are returned by the bank (except in the case(s) of bank error), will be charged a \$5 returned check fee if, after being presented twice, it is still returned.

G. FUNDRAISERS

1. **Committees.** Each fundraiser approved by the membership will have a committee which is responsible for the coordination of the event. Each committee will have a chair, elected by the membership, who serves on the Finance Team and reports to the Treasurer/Finance Vice President.

2. **Prohibition Against Fundraising for Others.** The League shall not act as a fundraising agent for the benefit of others.

H. WAYS & MEANS OBLIGATIONS

1. **Obligations of Members.** All Active members must complete six (6) project hours out of placement (Baby Steps, Done in a Day, Food For Kids, Girl Power), one (1) hour for out of placement Charity Ball fundraiser and one (1) hour for out of placement Monster Dash

fundraiser (a Fund Development hour may be substituted for either Charity Ball or Monster Dash but not both), and attend two (2) trainings. All Active members must attend 66% of in-placement committee meetings and events. All Active members must purchase or sell three (3) cookbooks. If a member cannot fulfill her hourly obligations, she shall have the option of buying out each hour for twenty (20) dollars per hour. Members may not buy-out any trainings.

A. Payment of buyout shall be made to the League by May 10 of the current fiscal year (June-May). If payment is not made by May 10, a \$2.50 per buyout hour late fee will be added to the amount owed.

B. An Active member's hourly/buyout obligation is incurred if that person is an Active member of the League as of December 1 of the current fiscal year (June-May).

2. **Failure to Fulfill Obligations.** A member who fails to fulfill her ways & means obligations may be removed from the membership by a 2/3 ballot vote of the Board of Directors at a meeting of which the member has been given fifteen (15) days' notice by certified mail with return receipt requested.

I. PAYMENT OR REIMBURSEMENT OF EXPENSES

All vouchers, accompanied by original receipts or invoices, must be submitted to the Assistant Treasurer for reimbursement within fifteen (15) days of the receipt of the invoice or when the goods or services were purchased. All vouchers must be accompanied by an invoice or original itemized receipt and must be signed by the committee chair. No reimbursement will be made for expenses when vouchers are submitted beyond the fifteen (15) day period specified above.

J. RETURNED CHECKS

Any Active, Associate, Sustaining, or New member having written more than two (2) checks to the League, for any reason, that were returned by the bank (except in the case(s) of bank error), shall be placed on a cash, money order, or cashiers check only basis with the League.

Section 5 MEMBERSHIP

A. ADMISSION PROCEDURES

1. **Proposal of New Member.** A prospective New member shall be proposed for membership by one (1) Active or Sustaining member and seconded by two (2) Active or Sustaining members. Prospective new members proposed by Sustaining members shall be seconded by at least one (1) Active member. Active or Sustaining members may propose or second no more than two (2) prospective members for New membership in a given year. No member may propose or second a relative. Relatives are defined as mothers, daughters, step-daughters, daughters-in-law, granddaughters, nieces, sisters, and sisters-in-law.

2. **Non-resident New Member.** A prospective New member living outside the Norman area may be proposed for membership into another League in whose area she is currently residing. She shall meet the residence and age requirements of the other League prior to her proposal. She shall not have lived away from the Norman area for more than five (5) years at the time of the other League's deadline for proposals. She shall live close enough to another League to participate in that League's

New member training. She shall pay the per capita dues of the Association of Junior Leagues International and a processing fee, not to exceed the annual membership dues. Upon acceptance to New membership, the transfer card shall then be sent to the League in which she will take the New member course.

3. **Sponsor Requirements.** A member proposing a prospective member is responsible for completing the appropriate forms contained in the New Member Sponsor Packet, attending the New Member Orientation meeting with the prospective member and, if the prospective new member accepts the invitation to membership, buying her ticket for dinner at the Annual Meeting. It should be the intent of the proposing and seconding Active sponsor(s) that they do not take a leave of any kind during their prospective new member's year.

4. **Invitation to Membership.** An invitation to membership and information stating the purpose and functions of the League shall be delivered to the prospective New member by July 1.

5. **Prospective New Member Orientation.** Upon accepting the invitation to membership, the prospective New member shall receive an orientation, conducted by the New Member Committee, on the privileges and responsibilities of League membership.

6. **Acceptance or Refusal.** After the orientation meeting, an acceptance accompanied by payment of dues and New member fee or a refusal of the invitation to membership must be written and mailed to the New Member Committee chair by August 1.

7. **Names Announced.** A list of the names of women who accepted the invitation to membership shall be announced to the general membership.

8. **Introduction of New Member Class.** The New Member Committee shall introduce the members of the New member class at the Annual Meeting in May.

9. **New Member Course Requirements.** New member course requirements, as annually approved by the Board of Directors and specifically outlined in the New member application packet, shall include:

- a. Payment of annual dues and New member fee.
- b. Attendance of all general meetings and all New member course meetings or alternate requirement as set forth by the New Member Committee.
- c. Fulfillment of all ways and means obligations.
- d. Participation in a New Member Class project.
- e. Fulfillment of in-League committee and project site visitations.
- f. Any other requirement approved by the Board of Directors. If, for some unavoidable reason, a New member is unable to complete the New member course requirements within the prescribed time limit, she may request in writing to the New Member Committee chair that she be granted an extension of time in which to complete the requirements. The New Member Committee chair shall present the request to the Board of Directors for approval.

10. **Unsatisfactory Completion.** A New member is expected to complete all portions of the New Member Course requirements to the satisfaction of the New Member Committee. If more than twenty-five percent (25%) of the New member course requirements are not completed in a timely fashion, the New member course must be repeated.

11. **Admission to Active Membership.** The New Member Committee shall recommend for admission to Active membership those New members who are eligible. Within thirteen (13) months of the acceptance of the invitation to membership, the Board of Directors shall vote to approve for Active membership those New members who have successfully completed the New member course requirements.

B. ATTENDANCE

1. **General Meetings.** All Active and New members are expected to attend all general meetings.

2. **Failure to Comply.** An Active member shall be automatically placed on leave of meetings if she cannot show just cause for not attending six (6) general meetings per fiscal year.

C. ABSENCES

1. **General Meeting Attendance.** The League office manager shall keep the records of attendance at all general meetings.

a. **Notification.** The League office manager will notify the Nominating and Placement Chairs of the member's third absence. The appropriate placement advisor will then contact the member.

b. **Number of Absences.** If an Active member's absences from general or special meetings exceed three (3) per fiscal year, she will be automatically placed on leave of meetings.

2. **Attendance at Other Meetings.** Attendance records of other League meetings shall be kept as set forth below.

a. **Committee Meeting Absence.** In case of absence from a committee meeting, the member shall notify, in advance, the committee chair, who is responsible for keeping records of attendance.

b. **Executive Committee Meeting Absence.** In case of absence from an Executive Committee meeting, the member shall notify, in advance, the President. The Administrative Vice President is responsible for keeping records of attendance.

c. **Board of Directors Meeting Absence.** In case of absence from a Board of Directors meeting, the member shall notify, in advance, the President. The Administrative Vice President is responsible for keeping records of attendance.

d. **Team Meeting Absence.** In case of absence from a Team meeting, the member shall notify, in advance, the Vice President of the team, who is responsible for keeping records of attendance.

e. **Fundraiser Commitment Absence.** In case of absence from commitments relating to League fundraising activities, the member shall notify, in advance, the appropriate fundraiser chair, who is responsible for keeping records of attendance.

f. **Project Commitment Absence.** In case of absence from commitments relating to League project activities, the member shall notify, in advance, the appropriate project chair, who is responsible for keeping records of attendance.

g. **Placement Absence.** In case of absence from a placement commitment, the member shall notify in advance, the committee chair, who is responsible for keeping records of attendance and, if applicable, the agency involved. The member is responsible for getting a substitute or for scheduling a make-up time.

h. **New Member Meeting Absence.** In case of absence from a New member meeting, the member shall notify the New Member Committee chair, who is responsible for keeping records of attendance.

D. CHANGES IN MEMBERSHIP CATEGORY

1. **Sustaining Member.** An Active or Associate member in good standing may become a Sustaining member at the end of the fiscal year upon completion of seven (7) years of membership (one New member and six Active and/or Associate years), excluding periods of absence due to leave or resignation, by providing a written request to the League office manager who shall notify the Board of Directors at its next meeting. The request must be received by March 1.

2. **Sustaining Member Reclassifying to Active.** A Sustaining member may reclassify to active membership by notifying the League office manager who shall notify the Board of Directors. Any Sustaining member reclassifying to active membership after a period of absence from active service must complete one (1) fiscal year of active service before being eligible to be slated for an elected position.

3. **Associate.** A member with five (5) years of membership (one New member year and four Active years), excluding periods of absence due to leave or resignation is eligible for Associate status by providing a written request to the League office manager who will notify the Board of Directors at its next meeting. The request must be received by March 1.

4. **Associate Reclassifying to Active.** An Associate may reclassify to active membership by notifying the League office manager who shall notify the Board of Directors.

E. CHANGES IN MEMBERSHIP INFORMATION

Changes Reported to League office manager. Any change in information (i.e. address, telephone, etc.) shall be reported promptly to the office manager.

F. LEAVE FROM MEMBERSHIP REQUIREMENTS

1. **Request for Leave.** Requests for the various types of leave shall be made in writing to the League office manager who shall present the requests to the Board of Directors for approval at its next meeting. A member must be in good standing to request a leave. A member who is currently an officer, member of the Board of Directors or committee chair, shall resign her position if she is granted any type of leave. Any Active member returning from a period of absence from active service due to any combination of leaves must complete one (1) fiscal year of active service before being eligible to be slated for an elected position.

2. **Types of Leave.** The following types of leave, with terms as stated, may be granted by the Board of Directors to members in good standing:

a. **Leave of Absence.** A member requesting a leave of absence must have three (3) years of active service. A leave of absence may be granted to an individual only twice during her active League membership. A member granted a leave of absence retains all privileges of membership, with the exception of serving in any elected position, and is responsible for fulfilling all financial and ways & means obligations or quotas approved by the League and for completing an annual placement interview. She need not state a reason for requesting the leave of absence but must specify the length of time requested, not to extend past the fiscal year in which the leave is in effect.

b. **Emergency Leave.** A member requesting an emergency leave for personal or medical reasons shall be responsible for all financial and ways & means obligations and shall complete the annual placement interview. A request for an emergency leave shall state the reason for

the leave and the length of time requested, not to extend past the fiscal year in which the leave is in effect. An emergency leave may be granted to an individual only twice during her active League membership.

c. **Leave from General Meetings.** A member requesting a leave from general meetings must have three (3) years of active service. A member requesting a leave from general meetings for personal necessity is responsible for all financial, ways & means and placement obligations. A request for a leave from general meetings shall state the reason for the leave and the length of time requested, not to extend past the fiscal year in which the leave is in effect. A leave from general meetings may be granted to an individual only twice during her active League membership.

d. **Emergency Leave from General Meetings.** A member requesting an emergency leave from general meetings for personal necessity is responsible for all financial, ways & means, and placement obligations. A request for an emergency leave from general meetings shall state the reason for the leave and the length of time requested, not to extend past the fiscal year in which the leave is in effect. An emergency leave from general meetings may be granted to an individual only twice during her active League membership.

3. **Notification of Placement Chair.** The League office manager will notify the Placement Chair of a request for leave. The Placement Chair or advisor will contact the member requesting the leave to discuss the matter.

G. MEMBER IN GOOD STANDING

1. **Active Member Requirements.** An Active member in good standing will fulfill the following requirements:

- a. Complete all ways & means obligations.
- b. Attend meetings as required.
- c. Remain current on financial obligations and quotas.
- d. Complete League placement as stated in the member's placement agreement.
- e. Complete any orientation and/or education requirements.

2. **Associate Member Requirements.** An Associate member in good standing shall remain current on all financial obligations.

3. **Rights of Member in Good Standing.** Only an Active member in good standing will be extended the privileges of holding office, serving on the Board of Directors, serving as a committee chair, serving as a conference delegate, or being granted leaves of any kind. Only an Active or Associate member in good standing will be extended the privileges of voting, serving on an elected committee, or becoming a Sustaining member. Active, Associate, and Sustaining members in good standing will be extended the privileges of proposing or seconding prospective members for membership, being reinstated after a resignation in good standing, and serving on the Board of Directors as either the Sustaining Advisor or past president. It is a privilege of all members in good standing to transfer to another League.

4. **Failure to Fulfill Requirements.** When one or more of the requirements of Active membership has not been fulfilled, excluding payment of dues, the following procedures apply and the member is subject to removal from membership by the Board of Directors.

- a. A committee chair or advisor reports the member's failure to meet requirements to the Nominating or Placement Chair. The Nominating or Placement Chair and/or advisor shall work with the member to correct the problem.

b. If the problem is not resolved within one (1) month, the member is asked to meet with the Nominating or Placement Committee, with the Board of Directors being notified of this meeting.

c. The Nominating or Placement Committee reports and makes recommendations to the Board of Directors, which takes action in accordance with the Bylaws.

d. If a member of the Nominating or Placement Committee fails to fulfill her placement requirements after the one (1) month probationary period, the Nominating or Placement Chair will make recommendations to the Board of Directors which will take action in accordance with the Bylaws.

H. PLACEMENT

1. **Requirement.** Each Active member shall justify her membership through some form of community or in-league service satisfactory in quality and amount to the Placement Committee.

2. **Interviews.** Each member shall be interviewed by the Placement Committee in the spring to determine placement assignments for the following fiscal year.

3. **Choices.** Each member shall have the right and obligation to choose from the available, approved placement opportunities.

4. **Hour Commitment.** Emphasis shall be on the quality of placement rather than the quantity of hours. However, the guideline is one to three (1-3) hours weekly for thirty-six (36) weeks.

5. **Placement Agreement.** Each member shall sign a placement agreement recognizing the following obligations:

a. To complete the task required and /or work a specified amount of time as agreed upon by the agency or committee chair;

b. To be prompt and reliable;

c. To notify the agency or committee chair if unable to work as scheduled and secure a substitute, if necessary;

d. To attend orientation and training sessions as scheduled;

e. To make up any work missed; and

f. To notify her placement advisor immediately if placement problems occur.

6. **Fulfillment.** Each member is expected to fulfill her placement requirements as stated in her placement contract. Placement Advisors will keep track of hourly requirements.

7. **Failure to Fulfill.** A member who does not fulfill her placement obligations may be subject to removal from membership by the Board of Directors.

8. **Maximum Time in One Placement.** Placement in one area (not necessarily one agency) shall not exceed five (5) consecutive years.

9. **Change of Placement.** A change of placement may be permitted upon application to the Placement Committee and with its consent.

I. REINSTATEMENT

1. **After Resignation in Good Standing.** A member who has resigned while in good standing may submit to the League office manager a written request for reinstatement to membership. The request for reinstatement will be processed in accordance with the applicable provision(s) of the Bylaws. A member reinstating after a period of absence from active service is not eligible to be slated for an elected position until she has completed one (1) fiscal year of active service.

2. **Member Removed from Membership.** A member removed from the membership for any reason is not subject to reinstatement.

J. REMOVAL

1. **Reasons for Removal.** A member may be removed from the membership by the Board of Directors for failure to fulfill membership requirements, comply with New member course requirements, comply with transfer requirements, or comply with the Bylaws or Policies and Procedures of the League.

2. **Nonpayment of Dues.** A member shall be removed from the membership in bad standing for failure to pay dues.

K. RESIGNATION

1. **Resignation.** An Active, Associate, or Sustaining member may resign her membership by notifying, in writing, the League office manager by April 1. Any member whose request for resignation is received after May 31 shall be responsible for paying annual dues for the upcoming year. The Membership Vice President will present resignations to the Board of Directors for approval at its next meeting.

2. **Notification of Nominating or Placement Chair.** The League office manager will notify the Nominating or Placement Chair upon receipt of a resignation.

L. SUSTAINER OF THE YEAR AWARD

1. **Purpose.** There shall be an annual Sustainer of the Year Award given to honor a Sustaining member who has made significant contributions to the League.

2. **Criteria.** Any Sustaining member who contributes to the League through volunteer service may be nominated.

3. **Number of Recipients.** One individual may receive the award with the possibility of one (1) two-person tie.

4. **Individual Recipients.** A person may receive the award for not more than two consecutive years. Additionally, a person may receive no more than three awards in her lifetime.

5. **Nomination.** A nomination form must be filled out by an Active member in good standing or a Sustaining member and submitted to the Membership VP on or before April 1. A member may nominate no more than two Sustaining members per year.

6. **Ineligible Sustaining Members.** The current Sustaining Board Advisor and Sustaining Coordinator are not eligible for the award during their year of service.

7. **Selection.** The Membership VP will forward all nominations to the Board of Directors which will act as the selection committee. The recipient(s) of the award will be announced at the Annual Meeting.

M. MEMBER OF THE YEAR AWARD

1. **Purpose.** There shall be an annual Member of the Year award given to honor an Active member who has made significant contributions to the League.

2. **Criteria.** Any Active member who contributes to the League through volunteer service may be nominated.

3. **Number of Recipients.** One individual may receive the award with the possibility of one (1) two-person tie.

4. **Individual Recipients.** A person may receive the award for not more than two consecutive years. Additionally, a person may receive no more than three awards in her lifetime.

5. **Nomination.** A nomination form must be filled out by an Active member in good standing or a Sustaining member and submitted to the Membership VP on or before April 1. A member may nominate no more than two Active members per year.

6. **Ineligible Active Members.** The current Active Boards of Directors are not eligible for the award during their year of service.

7. **Selection.** The Membership VP will forward all nominations to the Board of Directors, which will act as the selection committee. The recipient(s) of the award will be announced at the Annual Meeting.

N. TRANSFERS

1. **Request for Privilege.** The transfer privilege of membership shall be requested in writing to the League office manager who notifies the Board of Directors, the Placement Chair, all publication committee chairs, the New Member Committee chair if the transfer is a New member and, if the transfer is a Sustaining member, the Sustaining Coordinator.

2. **Active Member Transfer.** An incoming Active member transfer will have a Placement advisor assigned to her. The advisor will present the transfer with a current copy of the yearbook, inform her of her League responsibilities, invite her to participate in the community portion(s) of the New course and make arrangements for her to be escorted to her first general meeting.

3. **New Member Transfer.** An incoming New member transfer will have a Placement advisor assigned to her and the New Member Committee chair will present her with a current copy of the yearbook, inform her of all the New member course requirements and make arrangements for her to be escorted to her first New member and general meetings.

4. **Sustaining Member Transfer.** An incoming Sustaining member transfer will be contacted by the Sustaining Coordinator who will present her with a current copy of the yearbook, inform her of Sustainer activities and make arrangements for her to be escorted to her first Sustainer meeting.

5. **Refunds.** A member whose written request for a transfer is postmarked between July 1 and January 1 will receive a 50% refund of dues, exclusive of the amount of the Association of Junior Leagues International per capita dues. The receiving League may collect no more than 50% of its dues, exclusive of the per capita dues. No refund will be made to any member whose written request for transfer is postmarked after January 1. No dues will be collected from an incoming transfer member who is transferring after January 1.