

**CONSTITUTION AND BY-LAWS  
OF  
THE JUNIOR WELFARE LEAGUE, INC.  
OF  
YORK COUNTY, SC**

Amended as of 1953-54-58-60-66-68-72-73-75-76-78-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-98-99-00-01-02-03-04-05-06-07-09-10-11-12-13-14-15-16-17-18-22

**CONSTITUTION**

**ARTICLE I**

**Name**

The name of this organization shall be the Junior Welfare League, Inc.,  
of York County, South Carolina.

**ARTICLE II**

**Purpose**

Said corporation is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law). Notwithstanding any other provisions of these Articles, this corporation will not carry on any other activities not permitted to be carried on by (a) a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law.

**Mission Statement**

The Junior Welfare League, Inc. is an organization of volunteers committed to serving and improving the quality of life for people living in York County. We are dedicated to focusing on advocacy, health, education and awareness of issues for children. Our purpose is exclusively educational and charitable.

**ARTICLE III**

**Membership**

The membership of the Junior Welfare League, Inc. of York County shall consist of six (6) classifications: Provisional, Active, Sustaining, Non-Resident, Advisory, and Lifetime.

## **ARTICLE IV**

### **Officers and Board of Directors**

- Section 1.** The executive power of the league shall be vested in the Board of Directors.
- Section 2.** The officers shall be President, Vice-President, Recording Secretary, Director of Finance, and Past President.
- Section 3.** The Board of Directors shall consist of the officers of the League and the Chairmen of the Standing Committees. Special projects chairmen and other special representatives will be required to attend board meetings at the discretion of the Executive Board.
- Section 4.** The officers shall incur no liability, and shall appropriate no money without the consent of the Board of Directors.
- Section 5.** No expenditure exceeding budgeted funds may be authorized by the Board of Directors until approved by vote of the general membership.
- Section 6.** A copy of the proposed recommendation must be sent to each member at least three days prior to the meeting at which it is to be voted upon. Recommendations from committees involving expenditures over \$100.00 and which are not included in the budget shall go to the Director of Finance for study and proposal to the Board of Directors for approval.

## **ARTICLE V**

### **Meetings**

- Section 1.** The meetings shall be held at the discretion of the Board of Directors.
- Section 2.** Special meetings may be called by the President at her discretion, or on the written request of four (4) members of the Board of Directors or of Ten (10) active members of the League.

## **ARTICLE VI**

### **Amendments**

- Section 1.** A proposed amendment to the constitution must be signed by ten active members of the League and submitted to the President in writing.
- Section 2.** A copy of the proposed amendment must be sent to each member, with a notice of the time and place of the meeting at least three days in advance of the meeting at which it is to be voted upon. A two-thirds (2/3) vote of the members present, provided there is a quorum, shall be required for the adoption of such a measure of the League. A quorum of the membership is fifty-one percent of members with voting privileges present.

## **ARTICLE VII**

### **Dissolution**

Upon the dissolution of the corporation, after paying or making provision for the payment of all liability of the corporation, all of the assets of the corporation shall be disposed of exclusively for the purposes of the corporation in such manner, or to such organization, or organizations organized and operated exclusively for charitable and educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

## **BY-LAWS**

### **ARTICLE I**

## Section 1. Non-Discrimination Policy

The Junior Welfare League, Inc. of York County does not discriminate on the basis of race, creed, religion or national origin.

## Section 2. Classes of Membership

The membership of the Junior Welfare League, Inc. of York County shall consist of six (6) classifications.

**Provisional Membership:** Provisional members are those in training to become League members during a one-year period of probation. After satisfactorily completing the provisional course, they shall be voted into active membership at the May meeting. Provisional members are required to attend meetings, but shall not have the power to vote or hold office. A provisional member unable to begin or complete her provisional year may be granted an extension of up to one year as long as all requirements have been met. Any work done in the incomplete year may not be applied to her full provisional year. She will be reinstated at the beginning of the next provisional year and will complete the course in full with that provisional class. The initiation fee is paid only once.

**Active Membership:** Active members are those who have completed the requirements for provisional membership and who, having been admitted to active membership, justify such membership through service to their communities.

**Advisory Membership:** An active member may apply to the Executive Committee for Advisory status. Upon application, the Board of Directors will vote upon the requested Advisory status, which shall be determined at the discretion of the Board and will be based on seniority, the reason for the request and participation in the Junior Welfare League of York County. Advisory status can be granted for a maximum of one year prior to becoming a sustaining member. In order for a member to qualify to request Advisory status the member must be an active member in good standing.

### Advisory Member Requirements

Membership Dues

Ticket Sales (*defined as fundraising event or special project*)

Community Service Hours

General Fundraising Placement

Any Required Quota

*Waived:*

Meeting Attendance

Special Project Placement  
Small Project Placement

Standing Committee Placement

Provisional Project Placement

Advisory members are eligible for appointment or election to leadership positions and must return to active status upon accepting such positions. In order to obtain Advisory status, a written request outlining the reasons for the request in change of status from Active to Advisory needs to be mailed to the Corresponding Secretary. If the Corresponding Secretary position is vacant, the request should be sent to the Recording Secretary. The number of Advisory positions shall be limited to no more than 10 percent of Active membership.

**Sustaining Membership:** A member of the Junior Welfare League, Inc. of York County may become a sustaining member at any time after the end of the (administrative) year in which she has met one of the following three criteria:

1. Has attained the age of 40, is in good standing and has completed five years of active service immediately prior to requesting sustaining membership.
2. Has served seven active years (at least two years must have been served in the Junior Welfare League, Inc. of York County, SC) *plus* has served in a Chair position within the Board of Directors of the Junior Welfare League, Inc. of York County, SC or served as Chair position on a Special Projects Committee.
3. Has served as President and Past President of the Junior Welfare League, Inc. of York County.

Sustaining members shall have all privileges of membership except they may not hold office or vote.

**Non-Resident Membership:** Active and Sustaining members having moved away from York County who wish to retain any affiliation with the League will, upon application to the Board of Directors, through the Corresponding Secretary, be put on the non-resident membership list. If the Corresponding Secretary position is vacant, the request should be sent to the Recording Secretary. Until such an application is filed their status in the League will remain unchanged.

A league member leaving York County and failing to make written application for non-resident membership shall continue to have her status in the League unchanged until such application is made, and she is subject to dues, assessment and fines of her classification.

A non-resident member, upon returning to York County, shall notify immediately the Corresponding Secretary for active status.

In the event of relocation, it is suggested to take a non-resident status effective immediately. The member will not be given a year's credit for the current League year.

**Lifetime Membership:** Any member 70 years or older shall be a lifetime member upon notification to the Corresponding Secretary. If the Corresponding Secretary position is vacant, the notification should be sent to the Recording Secretary. These members have all the privileges of sustaining members, but are not required to pay dues.

### **Section 3. Admission to Membership**

**Eligibility:** Proposed members shall not be younger than twenty-three (23) years of age at the time of proposal and must reside in this Junior League's admissions area at the start of the provisional course. Before accepting the invitation to membership, they shall agree to all League requirements in accordance with the Constitution and Bylaws.

**Proposal:** A candidate for membership shall be proposed by one Sponsor and two Co-sponsors, one of these three being an Active member.

Membership proposal forms will be given out to the membership in the fall. Forms must be returned to the Admissions Chairman. Membership proposal forms may also be obtained by contacting the Admissions Chairman directly.

The Sponsors and Co-sponsors may be responsible for attending an interview(s) concerning their candidate. The interview(s) will be conducted by the Admissions Committee and/or a member of the Executive Committee.

The Board of Directors may decide at their discretion that in lieu of the above Sponsor/Co-sponsor Admissions policy, a Private Membership Drive will take place. What year and how often the Private Membership Drive takes place will be solely determined by the Board of Directors, with the approval of the general membership.

**Election to Membership:** The members of the Admissions Committee shall determine which candidates for membership shall be invited to join. Written invitations shall be extended to these candidates. At the April meeting, the Chairman of the Admissions Committee or her designee shall announce the names of the newly proposed members who have accepted their invitation to join in writing.

Upon completion of the Provisional course, the names of the members to be admitted to active membership shall be submitted by the Education committee for election by the general membership at the May meeting.

Junior League or Service League transfer members may be elected to membership by vote of the Board of Directors at any time. They shall pay a transfer fee and shall transfer into the membership category of their previous league in accordance with our by-laws. In addition to satisfying the current active status requirements, transfers shall complete an educational course designated by the Education Committee Chairman. In order for a transfer to receive one active year of credit, the transfer must start at the beginning of a League year and meet all requirements stated above. Transfer members may request credit for Active years spent in the League in which they transferred by notifying the Corresponding Secretary. If the Corresponding Secretary position is vacant, the notification should be sent to the Recording Secretary. Credit requests will be voted on by the Board of Directors.

#### **Section 4. Leaves, Resignations, Reinstatements and Expulsions**

**Leaves of Absence:** An active member in good standing may request a leave of absence in writing to the Board of Directors through the Corresponding Secretary. If the Corresponding Secretary position is vacant, the request should be sent to the Recording Secretary. Requests for leave are due by February 1. Leave dates are effective June 1 through May 31.

Any member taking a one year leave of absence will forfeit active status for that year and will not be required to attend any meetings; meet quotas; or serve placements; but must pay dues.

A maternity (including adoption) leave of three months is granted by the Board upon written request provided the member has previously notified the Corresponding Secretary of her expected leave time. If the Corresponding Secretary position is vacant, the notification should be sent to the Recording Secretary. The time period of the maternity leave is 3 months, to begin no earlier than one month prior to the expected date of birth and no later than the date of birth or in the case of adoption the date of receipt of the child. During a maternity leave, the member will not be required to attend meetings, meet project obligations, or serve placements, but, must pay dues and meet quotas.

Emergency leaves must be submitted to the Corresponding Secretary by the first day of the month in writing. If the Corresponding Secretary position is vacant, the notification should be sent to the Recording Secretary. Emergency leaves will be considered by the Executive Board and approved on an individual basis. The Executive Board will determine if enough requirements have been met to receive credit for the league year. Emergency leaves will last for three months, but may be extended by the Executive Committee for additional three month terms, as deemed appropriate.

**Resignations:** Any member in good standing may resign. Resignation shall be made in writing to the Corresponding Secretary for consideration by the Board of Directors on or before the February Board meeting; otherwise members shall be liable for dues for the coming year. If the Corresponding Secretary position is vacant, the resignation should be sent to the Recording Secretary. To resign in good standing, all responsibilities must be met through the end of the current League year. A statement of reason for resignation shall be kept in the files by the Corresponding Secretary, or Recording Secretary.

**Reinstatement:** Any member who has resigned in good standing may be reinstated, after investigation of her reason for resignation, by making written application to the Board of Directors through the Corresponding

Secretary, or Recording Secretary. Reinstatement requires a two-thirds (2/3) vote of the Board of Directors and payment of a reinstatement fee of \$100. (See Article VIII, Section 2. Fines & Penalties 1.b.)

**Expulsions:** After a written notification has been sent by registered mail to an offending member, it shall be at the discretion of the Board of Directors to expel a member for one of the following reasons: failure to cooperate in the activities of the League including, without limitation, excessive meeting absences; violation of the Constitution and By-Laws of the League; and/or non-payment of dues. Three absences may be grounds for expulsion.

## **Article II**

### **Officers**

#### **Section 1. Personnel**

The officers shall consist of the President, Vice President, Recording Secretary, Director of Finance, and Past President. If active membership is above 50 members on February 1 of the league year, the nominating committee can add the Corresponding Secretary and Treasurer to the Executive Committee the following year. The number of officers in the League must always be an odd number to avoid a tie when voting.

#### **Section 2. Nomination**

The Nominating Committee shall present a slate of one candidate for each office to be filled. The slate shall be sent to each voting member no later than the April general meeting. Additional candidates may be proposed from the floor provided consent has been previously obtained from the candidates.

#### **Section 3. Election**

Officers shall be elected by ballot no later than the April meeting for a term of one (1) year. They shall assume their duties at the annual May meeting. The candidates receiving the highest number of votes shall be deemed elected. A tie shall be submitted to the League immediately for ballot. Voting by proxy shall not be allowed at any time.

All officers shall be covered by the Junior Welfare League's blanket insurance policy.

#### **Section 4. Duties**

**President.** The President shall preside at all meetings of the League and the Board of Directors, be the general executive officer of the League, and ex-officio member of all standing and special committees except the Admissions Committee and the Nominating Committee. She shall be the accredited representative of the League at local and outside meetings unless delegating the power to the Board to elect another representative. She may call special meetings at her discretion or upon written request of four members of the Board of Directors or ten active members of the League. She shall, with the Director of Finance, sign all obligations and contracts authorized by the Board of Directors.

**Vice-President.** The Vice-President shall assume all duties of the President in her absence. She shall become the President in the next administrative year. She shall serve as the Chairman of the Future Directions committee. She may be assigned special duties at the discretion of the President.

The Vice-President shall serve as General Placement Chairman for the following league year. As placement chairman, placements with Standing Committees and Special Project Committees shall be done at

her discretion based on the needs of the League at that time. She shall be an ex-officio member of all standing and special committees except the Admissions Committee.

**Recording Secretary.** The Recording Secretary shall keep minutes of the meetings of the League and the Board of Directors. She shall keep a correct, classified list of all names of all members, their dates of election, and the classes of membership to which they belong. She shall receive all letters from members pertaining to absences from meetings and shall record all absences. The Recording Secretary will give written notification to the Vice-President of any absences as they occur. The Recording Secretary should maintain all non-legal or non-financial records of the League for the previous 7 years. She shall be a member of the Ballot Committee.

**Corresponding Secretary.** If active membership is above 50 members on February 1<sup>st</sup>, the Corresponding Secretary position will be added to the ballot for the following League year. The Corresponding Secretary shall have charge of all correspondence of the League and the Board of Directors. She shall keep a correct listing of all members and their addresses and phone numbers and keep this information updated on the Junior Welfare League website. She shall disseminate any address corrections to appropriate committees in the League. She shall receive correspondence regarding changes of status in the League and present these to the Board. The Corresponding Secretary shall present the Vice-President with written notification of any changes in status. If the Corresponding Secretary position is vacant, the Recording Secretary assumes all duties.

**Director of Finance.** The Director of Finance shall chair the Ways and Means Committee. The Director of Finance shall serve on the Board of Directors. She shall, with the President, sign all written contracts and obligations of the League.

She shall oversee the activities of the Treasurer and the Special Project Treasurer. She will serve as the Special Project Treasurer and shall receive all revenue and donations paid to this committee. She will disburse money as deemed necessary to satisfy any and all outstanding debts that apply to the fundraising events of this committee.

She shall also be responsible for handling the filing of the IRS Form 990, the annual tax return and the registrations with the SC Secretary of State's Office. She will educate the membership regarding the League's 501(c)(3) status.

She shall be responsible for maintaining a file of all the League's legal documents including copies of all documents in the safe deposit box. She will further establish and maintain a system for financial recordkeeping. She will maintain all legal and financial records of the League for the previous 7 years.

She will oversee the Budget process for the upcoming League year and work with the Treasurer to prepare and submit a budget no later than the last general meeting before the annual Spring Dinner.

**Treasurer.** If active membership is above 50 members on February 1<sup>st</sup>, the Treasurer position will be added to the ballot for the following League year. The Treasurer shall be custodian of the Administrative, Community Fund, General Fundraising, Special Projects and Savings accounts. She shall receive all sums and donations paid to the League with the exception of those paid to the Special Project Fundraising Committee. With the exception of the aforementioned accounts, she shall disburse the money of the League upon order of the Board of Directors and on approval of the person or committee authorized to contract the debt.

She shall keep accurate records and present financial statements to the Board and general membership at each called meeting for all League accounts. During the current league year, any expenditures over \$100 and which are not included in the budget shall go to the Treasurer for study and proposal to the Board for approval. The Treasurer will work with the Director of Finance to prepare a budget for the upcoming year. She will obtain budget requirements from each committee and work with the Director of Finance to propose a



budget to the Board and to be presented to the general membership for approval no later than the last general meeting before the annual Spring Dinner.

She shall serve on the Ways and Means Committee and Board of Directors. She shall become the Director of Finance the following year. If the Treasurer position is vacant, the Director of Finance assumes all duties.

**Past President.** The immediate Past President shall be an Honorary Advisory member, with no obligation to meet the requirements of Active Members, though she shall continue to pay dues as an Active Member. She shall be a member of the Board of Directors and may attend Board meetings as a participating member of the Board. She shall strive to assist the President in every way possible. She shall serve as Chairman of the Nominating Committee, and shall attend the general meeting in which members are selected for the nominating committee, the Board meeting to discuss the nominations, and the general meeting presenting the officers. She shall serve as Chairman of the Ballot Committee.

## **ARTICLE III**

### **Board of Directors**

#### **Section 1. Personnel**

The Board of Directors shall consist of the elected officers and the Chairmen and Vice-Chairmen of all standing committees, who shall be appointed by the newly elected President with the assistance of the Vice President. One Sustaining member shall act in an advisory capacity.

#### **Section 2. Duties**

The Board of Directors shall act as a governing body, controlling the policies and expenditures of the League, and shall determine the methods of conducting the League activities according to the Constitution and By-Laws.

A member who accepts a position on the Board must remain active until the end of her term in office to remain in good standing.

The interpretation of the Board of Directors regarding the Constitution, By-Laws, and Standing Rules shall be final.

#### **Section 3. Vacancies**

Vacancies among officers shall be filled by election by League members. Vacancies on the Board of Directors among Chairmen shall be filled by the President.

#### **Section 4. Meetings of the Board**

Meetings of the Board of Directors shall be held at the discretion of the President or upon request of three members.

Any member accepting a position on the Board is expected to attend all meetings as well as the Board Retreat. A written excuse to the Recording Secretary should be sent before the meeting if the Board member is unable to attend. If the Chairman and Vice-Chairman will both be absent from a Board meeting, a written report should be sent to the President at least two days before the meeting. Special representatives to the Board are expected to attend Board meetings at the discretion of the Executive Committee.

Meetings will be held at facilities, which do not discriminate against women, or on the basis of race, religion, or national origin.

### **Section 5. Executive Committee**

There shall be an Executive Committee composed of the officers. The Executive Committee shall be empowered to act in an emergency when a quorum of the Board of Directors is not available. When the Executive Committee meets for an emergency meeting, the minutes of the Executive Committee shall be submitted to the Board of Directors for ratification at its next meeting. No member shall serve on the Executive Board as an officer until she has completed one year of active membership.

### **Section 6. Quorum**

A quorum of the Board of Directors shall consist of two-thirds (2/3) of the members of such Board. There shall be no voting by proxy.

## **ARTICLE IV**

### **Section 1. Standing Committees**

There shall be the following standing committees whose Chairmen and Vice-Chairmen shall sit on the Board of Directors, and who shall present plans for the year's program to the Board of Directors for approval. Other standing committees shall be formed each year to meet specific needs. Admissions, By-Laws, Community Relations and Website, Education, General Fundraising, Historian Service, Small Projects and Social.. The Standing Committee Chairmen or the Vice-Chairmen is required to attend each board meeting. Each Active member shall chair or serve on a standing committee except members of the Executive Board and Special Projects Chairmen. Members will be expected to fulfill their assigned committee's requirements for the League year.

**Admissions Committee.** The Admissions Committee shall consist of a Chair, Vice-Chair and as many members as deemed necessary. They will serve a one-year term.

The function of the Admissions Committee shall be membership building. The Sponsor and the Admissions Committee shall evaluate each candidate using the following criteria:

1. AGE AND RESIDENCY REQUIREMENT
2. INTEREST IN VOLUNTEERISM
3. COMMITMENT TO COMMUNITY SERVICE
4. INTEREST IN DEVELOPING HER POTENTIAL FOR VOLUNTARY COMMUNITY PARTICIPATION
5. HIGH MORAL STANDARDS

The Committee shall hold as many meetings as are deemed necessary to qualify them to vote fairly on the names proposed. The Admissions Committee may meet with each sponsor and/or co-sponsor if deemed

necessary. The Chairman shall keep a continuing record of all candidates at time of election. This record will include names of candidates not elected; names of candidates receiving a favorable number of votes but not elected because of a quota restriction; names of elected candidates unable to accept. At the end of each year, the record shall be copied and signed by the Chairman, who shall make the necessary revisions and additions, and then given to the new Chairman for reference by the Committee.

The Admissions Committee will present the names of up-coming provisionals at the April Board Meeting.

Committee members are expected to assist with preparation for Information Meeting(s) and attend Information Meeting(s) or complete follow-up activities designated by the Committee Chair. Committee members are also expected to assist with the spring drop in for new provisional members.

**Ballot Committee.** There shall be a Ballot Committee consisting of the Recording Secretary and the Past President or a delegate from Executive Board. The duties of the Committee shall be to count the votes and check them against members present. The President may appoint substitutes as necessary.

**By-Laws Committee.** The By-Laws Committee shall consist of a Chairman and Vice-Chairman. The committee shall have charge of all revisions and amendments of the By-Laws. As part of the educational course required for provisional and transfer members, the committee shall give a thorough review of the handbook. The committee will also be responsible for compiling, printing, and distributing the Handbook.

**Community Relations and Website Committee.** The Community Relations and Website Committee shall consist of a Chairman and a Vice-Chairman. The committee will promote the League concerning its educational programs, community donations, fund-raising efforts, and volunteer services through media channels. The Committee will be responsible for making any necessary updates or changes to our website deemed appropriate by the Board of Directors as well as distributing any mass email communication to League members including "League Lites" to inform and educate the membership on the activities and interests of the League. The Chairman and Vice-Chairman shall update and maintain social networking sites deemed appropriate by the Board.

**Education Committee.** The Education Committee shall plan and supervise the educational program of the League for the year. The Education Chairman shall serve as Provisional Chairman and shall be in charge of training provisional members to prepare them for active membership and volunteer service. The Chairman shall also supervise the educational course required for all transfers.

**General Fundraising Committee.** The General Fundraising Committee shall consist of a Chairman, Vice-Chairman and as many members as deemed necessary, which shall assist in the marketing of general fundraising events.

The Chairman shall be responsible for the general management and marketing of the General Fundraising event(s) and shall enforce all policies of the General Fundraising Committee. Any policy change must be approved by the Board of Directors.

The JWL Director of Finance shall serve as custodian of the General Fundraising account and shall receive all revenues and donations paid to the General Fundraising Committee. The DOF shall disburse money as deemed necessary to satisfy any and all outstanding debts which apply General Fundraising events. The DOF shall keep accurate records and present financial statements to the Board and general membership at each called meeting.

**Historian.** The Historian shall consist of one position on the Board. She shall be in charge of all public relations files and records and will update the pictorial directory and scrapbook. She will also supply the Community Relations and Website Committee with current pictures and additional information.

**Nominating Committee.** The Nominating Committee shall consist of five members: the Past-President, who shall serve as the Chairman; one member appointed by the Board of Directors; and three members selected at the fall meeting based on nominations from the floor. The Vice-President shall be an ex-officio member. A member of this committee cannot be nominated to be an officer. Nominees for the Nominating Committee shall be consulted as to their willingness to serve.

**Service Committee.** The Service Committee shall consist of a Chairman, a Vice-Chairman and as many other members as deemed necessary. The Service Chair and Vice-Chairman shall coordinate and supervise all service hours required of members as well as other special projects such as agency donations and group service projects. The Service Committee will coordinate the annual grant meeting and process all grant applications. Once processed by the Service Committee, all grant applications shall be presented to the Board.

**Social Committee.** The Social Committee shall consist of a Chair, Vice-Chair, and as many members as deemed necessary. The functions of the Social committee shall be to provide communication between League members, undertake the entertainment for the League year, and to promote the general Social welfare of the League.

Committee members are expected to assist with preparation for Social events and attend events or complete predetermined activities designated by the Committee Chair. Committee members are also expected to maintain active communication and responses with committee chair and other committee members.

**Sustainer Representative.** A Sustaining member shall serve on the Board in advisory capacity. She will serve as the liaison between the current Active and Sustaining members, communicating the current activities and events of the League. She shall organize the Sustainer Drop-Ins as deemed necessary by the Board of Directors during the League year. The Sustainer Representative is a two-year term and will be appointed by the Vice President.

**Small Project Committee.** The Small Project Committee shall consist of a Chairman, a Vice-Chairman, and as many members as deemed necessary, who shall assist in the operation of small projects. The Vice-Chairman shall become the next year's Small Project's Chairman.

The Chairman shall be responsible for the general management of small projects.. Any policy change must be presented to the Board of Directors.

. The Small Project Chairman will receive any revenues and donations paid to the committee, will keep detailed deposit records and make the deposits to the Administrative account. The Treasurer shall keep accurate records and present financial statements to the Board and general membership as requested.

**Ways and Means Committee.** The Ways and Means Committee shall consist of The Director of Finance, the Treasurer, and the Chairs and Co-Chairs of the following committees: Service, Education, General Fundraising, and Special Projects. The Director of Finance shall serve as the chair of this committee. The President and Vice-President shall serve in an advisory capacity. The Ways and Means Committee shall meet at least twice a year to review grant requests and allocate proceeds from General Fundraising and Special Projects, as well as any other excess funds for that league year.

## **Section 2. Special Committees**

Special Committees shall be appointed by the President with the approval of the Board of Directors, which shall designate their powers and the term of the Committee's appointments.

## ARTICLE V

### Meetings of the League

**The Annual Meeting** shall be held in May for the purpose of receiving the annual reports, installing the elected officers and introducing the Chairmen of Committees.

**Regular Meetings** shall be held as designated by the Board. Meetings will be held at facilities which do not discriminate against women or on the basis of race, religion, or national origin.

**Special Meetings** may be called by the President at her discretion, or on the written request of four (4) members of the Board of Directors or of ten (10) active members of the League.

## ARTICLE VI

### Financial Arrangements

#### Section 1. Fiscal Year and Audit

The fiscal year shall be from June 1<sup>st</sup> through May 31<sup>st</sup>. The books and accounts of the Junior Welfare League shall be kept in accordance with generally accepted accounting principles and shall be audited or reviewed annually by a certified public accountant.

#### Section 2. Membership Dues

Dues for all active members shall be \$150.00. Dues for sustainers are \$75.00. Non-resident members shall be \$50.00. All dues must be paid by June 1 and will be considered late if not received by June 30.

Provisional members shall be liable for \$150.00 dues and initiation/application fee of \$50 upon acceptance of invitation to provisional membership.

A transfer member shall be liable for \$150.00 dues and a \$25.00 Transfer fee. Transfers joining in the middle of the year will be liable for a pro-rated portion of the \$150.00 dues.

Refunds will not be made to members resigning during the fiscal year or to provisionals failing to meet the requirements.

#### Section 3. Treasury Fines

All fines must be paid to the Treasurer upon notification.

1. If dues are not paid by June 30<sup>th</sup>, a fine of fifty (\$50) may be imposed. At the discretion of the board, a member may be automatically dropped from membership from non-payment of dues.
2. There will be a twenty five (\$25) fine for all returned checks.
3. The reinstatement fee shall consist of payment of all back dues from the date of resignation to the date of reinstatement, provided these back dues do not exceed one hundred (\$100) dollars, in which case the Board of Directors will decide a fixed sum after considering the individual case.
4. Any member wishing to change her classification shall notify the Corresponding Secretary before

February 1 or be liable for League dues for the following year.

## **ARTICLE VII**

**Amendments.** The By-Laws may be amended at any regular or special meeting of the League by a two-thirds (2/3) vote, provided the amendment was submitted in writing three days in advance. Roberts Rules of Order shall be parliamentary authority for all procedure not specifically covered in the By-Laws and Standing Rules of the League.

## **ARTICLE VIII**

The Board of Directors may establish Standing Rules for the conduct of all business for the League not specifically provided for in the By-Laws, except when it deems it advisable to submit each rule for the vote of the League.

### **Section 1. Meetings**

1. Requirements:
  - a. All members, both active and provisional, are required to attend general meetings in their entirety with the exception of sustaining members, non-resident members, and excused absences.
2. Rules and Regulations:
  - a. General membership meetings and Board of Director meetings shall be held as designated by the Board for the corresponding year.
  - b. Standing Committee and Special Project meetings shall be called by committee or project chairmen of the corresponding year.
  - c. Any active or provisional member unable to attend regular meetings must submit her excuse in writing to the Recording Secretary no later than one week from the date of the meeting.
  - d. Temporary absence from regular meetings due to extenuating circumstances may be excused by the board, but a written request describing the circumstances and dates of meetings to be excused must be submitted to the Recording Secretary prior to such dates in order to be excused. Any temporary absence which requires a member to miss more than three regular meetings may result in forfeiture of active status for that year.
3. Fines and Penalties
  - a. In the case of three missed absences, an appearance before the Board may be required and a \$50 fine may be assessed.
  - b. Three tardies to or early exits from a regular meeting will count as one (1) absence.

### **Section 2. Provisional Project**

1. Requirements:
  - a. Each active member will be required to serve a placement on the day of the provisional project or choose an early "buyout" placement alternative that is deemed comparable by the provisional members.
  - b. Each Provisional member will attend regular meetings to plan and organize the provisional project. They will also serve a placement deemed by the Provisional members.
2. Rules or Regulations:
  - a. Provisional project placements will be set by the Education Chair for each administrative year.

3. Fines and Penalties:
  - a. Any active member or provisional member failing to complete a provisional project placement will be assessed a fine equal to the average buyout of the current League year. The paid fine will be donated to the agency selected to receive the provisional project grant.
  - b. In addition to paying a fine, any active member or provisional member failing to complete their provisional project placement will have to make up that placement by serving three additional service hours.

### **Section 3: Small Projects**

1. Requirements:
  - a. Each active member will serve small projects placements as deemed appropriate for the current administrative year.
  - b. Each provisional member will serve up to 15 placements as deemed appropriate for the current administrative year.
2. Rules and Regulations:
  - a. Any members unable to fulfill a Small Projects placement must secure an additional General Fundraising placement.
3. Fine and Penalties
  - a. A fine of twenty- five dollars (\$25) may be paid for tardiness to Small Projects. Tardiness over thirty (30) minutes will be considered a missed placement.
  - b. Failure to work your small projects placement will result in a \$100 fine.

### **Section 4. General Fundraising**

1. Requirements:
  - a. Each active, advisory and provisional member will be required to serve a placement and/or be responsible for all monetary requirements as set by the General Fundraising Chair for each administrative year.
2. Rules and Regulations:
  - a. General Fundraising placements will be set by the General Fundraising Chair for each administrative year.
3. Fines and Penalties:

Any member who fails to complete her General Fundraising Placement and/or fulfill her monetary requirements may be called before the Board of Directors to review her status as a League member

  - a. A member failing to meet her General Fundraising Placement shall be fined \$125.00) and those funds will be added to the income of General Fundraising
  - b. A fine of five dollars (\$5) shall be paid for tardiness to a placement and added to the income of General Fundraising. Tardiness over thirty (30) minutes will be considered a missed placement

### **Section 5: Service**

1. Requirements:
  - a. Each active and advisory member shall serve the JWL through service. Five to ten hours of service to the community will be required, as designated by the Board each League year.
2. Rules or Regulations:
  - a. The number of service hours required and date of completion is subject to change each league year at the discretion of the board. Members will receive notification of deadline and hour requirements at the beginning of the league year.

- b. Service placements should be served with a qualified 501(c)(3) organization within York County with priority given to agency's that the League currently serves.
  - c. No member will be exempted from service hours.
  - d. Any member upon accepting a given service placement must give notice to change the accepted service placement and should make every effort to find someone to replace them.
3. Fines and Penalties
- a. Failure to notify the Service Committee of an inability to fulfill a given service placement by the notification deadline may result in an appearance before the Board of Directors. Continued missed placements will result in expulsion from the League.
  - b. A fine of twenty dollars (\$20) per hour missed will be assessed for failure to complete service hours on time unless prior written approval was given by the Service Committee for an extension due to extenuating circumstances. Hours must be completed by the date given in the extension or the fine parameters will apply to the new deadline.
  - c. Additionally, a member failing to complete any service hours must make up the missed service hours.
  - d. All fines and service hours must be paid and scheduled within thirty (30) days of notification of the missed service hours. Failure to do so may result in an appearance before the Board of Directors and may result in expulsion from the League.

### **Section 6: Special Project**

1. Requirements:
- a. Each active and provisional member shall be required to:
    - i. Serve on a special project committee except the Executive Board, Chairmen and Vice-Chairmen of Standing Committee and Special Project Committees
    - ii. Serve a Special Project Placement as deemed appropriate by the Special Project Chair and Vice-Chair
  - b. Each active, advisory and provisional member shall be required to:
    - i. Be responsible for all monetary requirements or otherwise (e.g. Ticket Sales, Sponsorship, In-Kind Items) as deemed appropriate by the Chair and Vice-Chair.
2. Rules or Regulations:
- a. Absences from Special Project committee meetings will be reported to the Board of Directors
3. Fines and Penalties
- a. Any member who fails to participate in this League project may be called before the Board of Directors to review her status as a League member
  - b. A fine of twenty-five dollars (\$25.00) shall be paid for tardiness of up to ten minutes for a placement and added to the income of the Special Project, and the member must complete the rest of the placement.
  - c. A fine of fifty dollars (\$50.00) shall be paid for tardiness of up to twenty minutes for a placement and added to the income of the Special Project, and the member must complete the rest of the placement
  - d. Tardiness over thirty minutes constitutes a missed placement
  - e. A fine of two hundred twenty-five dollars (\$225.00) shall be paid for a missed placement and added to the income of the Special Project.

### **Section 7: Standing Committees**



1. Requirements:
  - a. All active members, excluding board members, will be assigned to serve on a committee for each League year. The requirements for each committee are listed in Article IV.
2. Rules or Regulations:
  - a. Each active member will be assigned to a committee by the board. Once the committees have been assigned for the League year they cannot be changed.
  - b. Each active member is expected to serve on her assigned committee for the full League year
3. Fine and Penalties:
  - a. Any member who fails to complete her committee placement requirements may be called before the Board of Directors to review her status as a League member
  - b. A fine of fifty dollars (\$50.00) may be discussed for not fulfilling committee requirements

#### **Section 8: Reports**

1. All reports and files from each chairman and officer must be submitted to the Historian, along with the incoming President at the May Board meeting.

#### **Section 9: Community Relations**

1. All written communications to be released through media channels concerning this League must be cleared through the Community Relations committee.
2. Any use of logos or photographs of the Junior Welfare League, Inc. of York County must be approved by the Board of Directors.