

Procedural changes to Membership Policies are voted on by the Board of Directors. The following procedural changes were approved by the Board of Directors on 8/20/2020. You may review them below.

Membership policy procedure change #1

B. New Member

Procedure: Annually, Management Team should approve membership credits structure for the upcoming year. The VP Education & Training Council will present all proposed General Membership Meetings and training events qualifying for membership credits, the VP Fund Development will present the proposed fundraising events qualifying for fundraising credits and the VP Community Impact will present the proposed community service projects that will qualify for community service credits. This should be completed no later than August 1 of each calendar year. Credits should be discussed/revised as needed throughout the year (as training, fundraising and community service opportunities become available [see process below]). Management Team should ensure that membership credits offer balance between education, fundraising, and relationship-building type activities. In order for an event/activity to qualify to receive credits, it must offer opportunity for training, further self-development, and/or relationship-building. Credits will not be offered for activities already required in other aspects of membership status, such as Transition Training, Community Volunteer Training, and credits will not be offered for Social events.

Approved change #1

Procedure: Annually, the Executive Management Team will determine requirements for New Member Onboarding, ensuring a balance between education, community service, fundraising, and relationship-building type activities. While ensuring a dedicated and thorough onboarding process, Management Team will also ensure the inclusion of New Members in League-wide programming, including General Membership Meetings, Community Service opportunities, Leadership Development opportunities, etc. to supplement the onboarding program and prepare New Members into Active Membership.

Membership policy procedure change #2

B. Active

Procedure: Annually, Management Team should approve membership credits structure for the upcoming year. The VP Membership and VP of Leadership & Training will present all proposed General Membership Meetings and training events qualifying for membership credits, the VP Fund Development will present the proposed fundraising events qualifying for fundraising credits and the VP Community Impact will present the proposed community service projects that will qualify for community service credits. This should be completed no later than August 1 of each calendar year.

Credits should be discussed/revised as needed throughout the year (as training, fundraising and community service opportunities become available [see process below]). Management Team should ensure that membership credits offer balance between education, fundraising, and relationship-building type activities. In order for an event/activity to qualify to receive credits, it must offer opportunity for training, further self-development, and/or relationship-building. Credits will not be offered for activities already required in other aspects of membership status, such as Transition Training, Community Volunteer Training, and credits will not be offered for Social events.

Approved change #2

Procedure: Annually, the Executive Management Team will determine requirements (as needed) for active members for the upcoming year.. This should be completed no later than August 1 of each calendar year. Requirements should be discussed/revised as needed throughout the year. Management Team should ensure that membership requirements offer balance between education, fundraising, and relationship- building type activities. "Requirements" will not include activities already required in other aspects of membership status, such as Transition Training, Community Volunteer Training, or Social events.

Membership policy procedure change #3

C. Sustaining

Procedure: The requirement for requesting Sustaining status is submission of the request, ~~in writing~~ (via online change of status form) via the dues invoice, ~~to the Secretary~~ prior to the dues deadline proceeding the administrative year in which the member desires to become a Sustainer. Active members in good standing with the appropriate number of years of service will be granted

Approved change #3

Procedure: The requirement for requesting Sustaining status is submission of the request, via the online change of status form or via the dues invoice, prior to the dues deadline proceeding the administrative year in which the member desires to become a Sustainer. Active members in good standing with the appropriate number of years of service will be granted Sustainer status.

Membership policy procedure change #4

E. Resignations

Procedure: Formal requests for resignation in good standing shall be made ~~in writing to the Membership Secretary.~~ (insert via the online change of status request form) A member should give at least two weeks' notice to her committee chair, ~~VP Engagement~~ and the VP Membership of her inability to fulfill a placement obligation resulting from her resignation. The member will have two months to complete a confidential exit interview in order for the resignation process to be complete. Members wishing to complete the placement year and resign effective June 1 shall submit a request ~~to the~~

Secretary (via the online change of status form) prior to March 15. Members who submit requests to resign after March 15 shall be responsible for the following year dues before resigning in good standing.

Approved change #4

Procedure: *Formal requests for resignation in good standing shall be made via the online change of status request form. A member should give at least two weeks' notice to her committee chair and the VP Membership of her inability to fulfill a placement obligation resulting from her resignation. The member will have two months to complete a confidential exit interview in order for the resignation process to be complete. Members wishing to complete the placement year and resign effective June 1 shall submit a request via the online change of status form prior to March 15. Members who submit requests to resign after March 15 shall be responsible for the following year dues before resigning in good standing.*

Procedure Change #5 (Section: Reinstatements)

Procedure: *All such requests shall be made in writing to the Secretary. (insert League Office Administrator) The Secretary and Office Manager (Administrator) shall verify that the member resigned in good standing and has paid any reinstatement fees and dues. Once reinstated, the member must meet the meeting, financial and placement obligations (insert: requirements) of membership, unless reinstated between March 15 and May 31, in which event placement and Fundraising and General Meeting obligations shall be waived. A reinstated member cannot be granted Advisory Active Status or a Special Placement. A reinstated member may be granted a flex leave, but the leave is to include membership activities that would allow the reinstated member to accrue one Active year of service.*

Approved change #5

Procedure: *All such requests shall be made in writing to the League Office Administrator. The Secretary and Office Administrator shall verify that the member resigned in good standing and has paid any reinstatement fees and dues. Once reinstated, the member must meet the requirements of membership. A reinstated member cannot be granted Advisory Active Status or a Special Placement. A reinstated member may be granted a flex leave, but the leave is to include membership activities that would allow the reinstated member to accrue one Active year of service.*

Procedure Change #6 (Section: Financial Obligations)

Procedure: *Due dates for JLL annual dues payments will be March 15. Dues notices shall be signed off by Finance Leadership (insert Finance Committee), with responsibility to ensure the dues amount listed in the notices are correct, by the Secretary with responsibility to draft the informational portion of the dues notices and by the President and President-Elect. First and second notices will either be emailed or mailed to the member's address on file at the JLL office. Failure to receive either notice will not remove a member's obligation to pay by the due date. Dues or complete monthly bank draft forms must be received in the JLL office by March 15th. Members whose fees and complete forms are not received in the office within five business days of March 15th will be assessed a \$25 late fee.*

The late fee will not be waived due to delays in receipt caused by the United States Postal Service or other delivery methods. Other extenuating circumstances may be referred in writing to the Finance Committee for its consideration.

If the JLL is engaged in a special fund raising initiative, such as Brackets for Good, as a means for members to pay their dues, special permission may be granted to pay dues without a penalty after the March 15 due date. Members wishing to participate in the program must coordinate with the VP of Fund Development and the Secretary.

Approved Change #6 (Section Financial Obligations)

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The late fee will not be waived due to delays in receipt caused by the United States Postal Service or other delivery methods. Other extenuating circumstances may be referred in writing to the Finance Committee for its consideration.

Procedural Change #7 (Section: Removal From Membership)

Procedure: A member may be removed from membership by a two-thirds (2/3) vote of the Board of Directors after fifteen (15) days' notice in writing, stating the cause for such action. An opportunity for a hearing before the Board of Directors and, if necessary, the Executive Management Team shall be given if the request is made in writing to the Management Team before the 15 days are up. If no request is made, the member will be removed by two-thirds (2/3) vote, and a letter will be sent to said removed member. If there is no acknowledgement, or letter is returned, the removal shall stand. If 15 day letters are returned, procedure will still follow course and removals will stand, since said removal candidate would be in further violation of requirements by not keeping personal information updated and correct. All aspects of evaluation, information and discussion by the Board of Directors and the Management Team shall remain confidential. The Board of Directors in its sole discretion shall have authority to remove a member for one of the following reasons:

- ~~1. Failure to meet minimum membership credit requirements.~~
2. Failure to fulfill financial obligations.
3. Failure to meet placement obligations.
4. Violation of the Charter, Bylaws or policies of the JLL.
5. Conduct injurious to the reputation of the JLL.
6. Change of residence and failure to retain any Junior League Affiliation.

Approved Change #7 (Section: Removal From Membership)

Procedure: A member may be removed from membership by a two-thirds (2/3) vote of the Board of Directors after fifteen (15) days' notice in writing, stating the cause for such

action. An opportunity for a hearing before the Board of Directors and, if necessary, the Executive Management Team shall be given if the request is made in writing to the Management Team before the 15 days are up. If no request is made, the member will be removed by two-thirds (2/3) vote, and a letter will be sent to said removed member. If there is no acknowledgement, or letter is returned, the removal shall stand. If 15 day letters are returned, procedure will still follow course and removals will stand, since said removal candidate would be in further violation of requirements by not keeping personal information updated and correct. All aspects of evaluation, information and discussion by the Board of Directors and the Management Team shall remain confidential. The Board of Directors in its sole discretion shall have authority to remove a member for one of the following reasons:

- 1. Failure to fulfill financial obligations.*
- 2. Failure to meet placement obligations.*
- 3. Violation of the Charter, Bylaws or policies of the JLL.*
- 4. Conduct injurious to the reputation of the JLL.*
- 5. Change of residence and failure to retain any Junior League Affiliation.*