

BODY OF LAW

	Page
DEFINITIONS	B-2
BY-LAWS	B-3
HISTORICAL POSITION STATEMENTS	B-26
CURRENT ACTIVE COMMUNITY IMPACT ISSUES	B-27
GENERAL REQUIREMENTS OF MEMBERSHIP ACTIVE STATUS	B-28
GENERAL REQUIREMENTS OF MEMBERSHIP ACTIVE GOLD STATUS	B-29
POLICIES	B-36
FORMS	B86

By-Laws
of the
Junior League of Evansville

DEFINITIONS

BY-LAWS: By-laws define the primary characteristics of an organization and include all rules the organization considers so important that they

- a. cannot be changed without previous notice and the vote of a specified large majority, such as 2/3, and
- b. cannot be suspended. By-laws should include all rights, privileges, and obligations of members.

AJL By-Laws Briefing, 1983

POLICIES: Policies define how the organization operates and the way it accomplishes its purpose. Policies need a two-thirds vote by the membership to be changed.

STANDING RULES: Standing Rules set forth the details of administration. They delineate the specific procedures which govern the day-to-day operation of a Board or organization. They are subject to more frequent changes than the By-laws or Policies and can be suspended. The membership votes on Standing rules only if it affects membership obligations (i.e., fundraiser responsibilities). In all other instances, the Board may vote to change Standing Rules by a two-thirds majority.

PROCEDURES: Procedures define the operations of the organization. Changes made to the Procedures may be made by the Board. An exception to this rule is if the membership is affected by the procedural change. In that case, the membership would vote.

Resource for further questions: Roberts Rules, Revised

BY-LAWS

ARTICLE I - NAME AND MISSION

Section 1. Name.

The name of this organization shall be the Junior League of Evansville Inc, (hereinafter sometimes referred to as “the League” or “this League”), a corporation formed under the not-for-profit corporation law of the State of Indiana.

Section 2. Mission.

The League is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

ARTICLE II - POLICIES AND MEMBERSHIP IN THE ASSOCIATION

Section 1. Policies.

The policies of the League shall be in harmony with the policies of The Association of Junior Leagues International, Inc. (hereinafter referred to as “the Association”) of which the League is a member (members of the Association are hereinafter referred to individually as “a Junior League” or collectively as “the Junior League” or “Junior Leagues”). These policies of the League include, but are not limited to, the policies specified below:

- (a) AJLI Vision. The Junior League: Women around the world as catalysts for lasting community change.
- (b) Junior League Vision.
- (c) No Discrimination. The League does not discriminate as defined in the applicable laws and ordinances in its jurisdiction.
- (d) Meeting Facilities. All meetings and functions of the League shall be held at facilities which do not discriminate as defined in the applicable laws and ordinances in its jurisdiction.

Section 2. Membership Policies of the Association.

Except as otherwise provided in these Bylaws, the Board of Directors of the Association shall, from time to time, adopt or amend written policies governing the privileges of membership in a Junior League, including transfer, inter-League, seasonal inter-League non-resident and non-resident transfer privileges. Such policies shall be subject to the approval of the Junior Leagues.

ARTICLE III - MEMBERSHIP IN THE LEAGUE

Section 1. Membership Categories.

(a) Provisional. Provisional members are new members who are engaged in training established by the League to prepare them for effective community and League involvement. (b) Active. Active members are members who have completed Provisional training and justify Active membership by demonstrating volunteer service to the community and the League, as defined by the League.

(b) Sustaining. Sustaining members are members who have fulfilled the Active membership requirements, as defined by the League, and who continue to support the League and its community.

Section 2. Criteria for Admission to Membership.

The Junior League is a network of women developed as community and civic leaders creating community impact. Women who have an interest in being engaged in community and civic leadership and who seek the opportunity to engage in work through the Junior League that results in meaningful and sustained community impact are welcome. Women who have passed their 21st birthday by the end of the fiscal year are welcome.

Section 3. Membership Policies of the League.

The Board of Directors of the League shall, from time to time, adopt or amend written policies regarding the rights, roles and responsibilities of members in the League ("Membership Policies"). Before taking effect, Membership Policies shall be approved by at least a majority affirmative vote of the membership entitled to vote thereon.

a. Sabbatical

Any Active member in good standing with at least one Active year may request a sabbatical leave. Option may be granted for two (2) consecutive years.

Section 4. Limitations on Membership.

No person shall at any time be a member of more than one Junior League.

Section 5. Membership in GOOD Standing.

A member shall be considered in good standing if she fulfills all membership obligations to this League, as defined by the Board of Directors, including, but not limited to, the timely payment of dues, fulfillment of volunteer responsibilities and participation in League activities, as defined in the League's Membership Policies.

Section 6. Voting.

- (a) Only Active members in good standing may vote at meetings of members of the League.
- (b) Except as otherwise provided by statute or these Bylaws, the affirmative vote of votes cast, if a quorum is present at such time, shall be the act of the membership of the League.

Section 7. Transfers between junior leagues.

Any Provisional, Active or Sustaining member in good standing of a Junior League may transfer membership to another Junior League. A member who transfers to another Junior League shall be granted the status consistent with the specifications of membership categories of the receiving Junior League. A Provisional member who transfers has the right to complete the training for effective community and Junior League involvement as determined by the receiving Junior League.

Section 8. Resignation and Termination of Membership

- (a) A member may resign at any time. The resignation of a member does not relieve the member from any obligations she may have to the League as a result of obligations incurred or commitments made prior to resignation. A member may resign in good standing only if she has met all membership obligations, as indicated in Section 5 of this Article.
- (b) A member who has not met all her membership obligations may have her membership terminated upon fifteen (15) days prior written notice from the Board of Directors. A member that receives such notice is entitled to a hearing before the Board of Directors to determine the conditions, if any, under which her membership might remain in force, provided the member makes a request for such hearing before the effective date of her membership termination.

Section 9. Reinstatement Of Membership.

- (a) A member who resigned in good standing in accordance with these Bylaws may be reinstated upon payment of the dues currently payable.
- (b) An individual whose membership was terminated for non-fulfillment of her membership obligations may be reinstated.

Section 10. No Rights Or Transferability

No member shall have any right, interest or privilege from or to the assets, functions, affairs or franchises of the League. No right, interest or privilege of membership in the League may be transferable or inheritable.

Section 11. Dues and other Financial Obligations

Dues and all other financial obligations of the League incurred by members shall be paid in accordance with such procedures as the Board of Directors may adopt. These procedures are subject to approval by the membership at any time.

ARTICLE IV - MEETINGS

Section 1. General Membership Meetings

General membership meetings shall be held from August through May

a. Annual Meeting

The Annual Meeting of the League shall be held in May

b. Election Meeting The meeting electing officers of the League shall be held in February.

Section 2. Special Membership Meetings

Special membership meetings may be called by the President of the Board of Directors or upon the written request of ten (10) active members of the League.

Written notice of special membership meetings shall state the purpose of the meeting and shall be given to members at least five (5) days in advance.

Section 3. Quorum

The quorum for all meetings of the League shall be 1/3 of the members eligible to vote, as defined in these By-Laws.

If, at any membership meeting there shall be less than a quorum present, the members present may adjourn the meeting until a quorum is obtained in order to conduct official League business.

ARTICLE V – BOARD OF DIRECTORS

Section 1. Composition

(a) The number of Directors constituting the entire Board of Directors shall be not fewer than five (5) and not greater than thirty (30). The required minimum and maximum number of Directors may be increased or decreased by a majority vote of the Directors then in office provided that no decrease shall shorten the term of any Director in office at the time of such vote.

(b) The Board of Directors shall consist of the Officers of the League, the Directors or At-Large Directors and any other members in good standing who may have been elected to the Board of Directors.

Section 2. Election and Eligibility.

Directors shall be elected by the membership from a slate prepared by the Nominating Committee. All candidates for directorships must be members of the League in good standing, as defined by these By-Laws, at the time of their application for consideration and must maintain this status throughout their directorship if elected.

Section 3. Duties

The Board of Directors has authority and responsibility for governance and management of the League. The Board of Directors shall have full power and authority to:

(a) Guide the League's compliance with the Junior League Mission, Vision and Reaching Out Statement and the Association of Junior Leagues International, Inc.;

(b) Ensure that the League is in compliance with all legal regulations, rules and ethical standards, maintains its accountability to the community and operates for the public good, in accordance with the purposes and limitations set forth in the Certificate of Incorporation of the League and in these By-Laws;

(c) Set policies and goals, direct planning and oversee the implementation of plans so as to enhance the effectiveness of the League's programs, promote the achievement of established goals, and further the work and impact of the League. Those policies which impact the rights, privileges and responsibilities of the members of the League shall require approval of the membership entitled to vote before they are carried into effect. All other policies shall be approved by the Board of Directors, except as may otherwise be required By-Law;

(d) Determine the management structure necessary to carry into effect the operations and plans of the League, including determining the number and duties of those designated to lead the management structure;

(e) Ensure that the League has adequate resources to fulfill its Mission and goals;

(f) Execute prudent financial oversight, including ensuring appropriate financial controls are in place and that the League responsibly budgets, invests and uses the funds at its disposal; and

(g) Perform its duties in ways that will enhance the League's reputation in the community.

Section 4. Policy Setting

The Board of Directors shall have the power to interpret the By-Laws. The Board may adopt or amend policies consistent with these By-Laws, which set forth the standards for the conduct of the affairs of the League. If any of the following policies are adopted or amended by the Board of Directors, they shall not become effective unless and until they are approved by at least two-thirds of the vote cast by the active members present and entitled to vote at a general meeting of the League. These policies include:

- External policies of the League
- Operational policies which restrict or add obligations and/or responsibilities to the membership
- Operational policies on the nominating process
- Operational policies on membership qualifications and privileges of membership in the League

Section 5. Vacancies

Vacancies on the Board of Directors shall be filled by the President with the approval of the Executive Committee. Persons so appointed shall serve until the expiration of the original term.

Section 6. Meetings

The Board of Directors shall hold monthly meetings from August through May. Special meetings may be called by the President or shall be called upon the written request of three members of the Board.

Section 7. Attendance

Any Board member absent from two or more meetings without representation by the committee shall be considered as having resigned from the Board unless communicated to the cluster Vice President.

Section 8. Quorum

The majority of the voting members of the Board of Directors shall constitute a quorum.

Section 9. Voting

a. Voting at Board of Director Meetings

1. Only members of the Board of Directors as described in Article IX, Section 1 who are present at the time the vote is called may vote.
2. There shall be no absentee or proxy voting.
3. A vote by email may be appropriate in certain circumstances in which the League's schedule precludes voting at a meeting. Such votes shall be approved by the Executive Board and the voting members must receive sufficient information to make an informed vote.

ARTICLE VI - NOMINATING COMMITTEE

Section 1. Composition.

The Nominating Committee shall consist of a minimum of 3 and a maximum of 5 members of the League. The Chair of the Nominating Committee shall be elected by the membership from a slate prepared by the Nominating Committee. The Chair shall facilitate the process and shall serve with voice or vote.

Section 2. Eligibility and Tenure

Active members in good standing, as defined in these Bylaws, may be elected to the Nominating Committee, and may serve until their successors are duly elected.

Section 3. Duties

The duties of the Nominating Committee are: (a) To ensure that the Board of Directors possesses the competencies necessary for effective governance and management of the League; (b) To prepare a slate of Officers, Directors and Nominating Committee members to be elected by the membership eligible to vote. Such slate shall consist of League members identified through an objective process that ensures transparency and accessibility to all who are eligible and qualified to serve on the Board of Directors, as Officer or on the Nominating Committee. Details of the nominating process are set forth in the [Operational Policies of the League]; and (c) To transmit the slate to the membership at least thirty (30) calendar days before the date on which the membership will be required to vote on the slate.

Section 4. Additional Candidates.

- (a) Independent nominations for additional candidates may be made by any Active member in good standing for vacancies in the positions of Officer or on the Board of Directors or Nominating Committee. Such nominations shall be in writing, bear the signatures of at least (10) members entitled to vote and be accompanied by the written consent of the nominee.
- (b) Independent nominations must be received by the Nominating Chair within fifteen (15) calendar days after the slate in Section 3(c) of this Article has been sent to the membership. The Nominating Chair must notify the membership of the content of such independent nominations no later than 7 days after the independent nomination has been received.
- (c) If there is more than one candidate for a position, that position is removed from the slate and is voted on by separate ballot.

SECTION 5. Vacancies.

Vacancies occurring among the Board of Directors and Nominating Committee members shall be filled from a single slate submitted by the Nominating Committee to the Board of Directors. The only exceptions shall be Officers who are ex-officio members of the Board of Directors, who shall be replaced in accordance with Article IX.

ARTICLE VII – OFFICERS

Section 1. Composition.

The Officers of the League shall be the President, President-Elect, Secretary and the Treasurer.

Section 2. Election and Eligibility.

Officers (other than the President) shall be elected by the membership from a slate prepared by the Nominating Committee. All candidates for Officer positions must be members of the League in good standing, as defined by these By-Laws, at the time of their application for consideration and must maintain this status throughout their term of office if elected.

Section 3. Election and Term

Officers shall be elected at the Election meeting of the League for a term of one year. When there is only one candidate for each office, vote may be by voice. The term of office shall be June 1 through May 31.

Section 4. Vacancies

Vacancies in any office shall be filled by the Board of Directors from a single slate submitted by the Nominating/Placement Committee. Such persons shall serve until the expiration of the original term. A vacancy in the office of President-Elect shall be elected by the membership from a single slate submitted by the Nominating/Placement Committee.

Section 5. Duties of Officers

The powers and duties of the officers shall be as follows:

a. President

The President shall be the chief executive officer of the League; shall preside at meetings of the League, Board of Directors, and Executive Committee, and shall be a member ex-officio of all committees except the Nominating/Placement Committee. The President shall, with the approval of the Board, create other committees as are deemed necessary and shall assign their duties. The President shall become the Immediate Past President upon completion of the term of office.

b. President-Elect

The President-Elect shall assist the President and shall assume the duties of the President in her absence. The President-Elect shall succeed to the office of President and shall coordinate and facilitate the activities of her cluster's committees.

c. Treasurer

The Treasurer shall be chief financial officer of this League and shall be responsible for management of all League monies and properties. The Treasurer shall coordinate and facilitate the activities of the Finance Committee.

d. Secretary

ARTICLE VIII - COMMITTEES

The League shall have committees to perform necessary functions of the League in the areas of Communication, Planning, Finance, Membership Training, Fundraising, Community Impact and Administration.

Section 1. Standing Committees

Standing Committees are those representing activities which are continuing in the program of the League. They may be created or dissolved as need indicates by the President, with approval of the Board of Directors.

Section 2. Special Committees - Ad Hoc

Special Committees may be appointed by the President with the approval of the Board of Directors, which shall designate their power and the term of appointment. The President shall coordinate with the Nominating/Placement chair to select the committee members. An odd number of members must be chosen for the Ad Hoc Committee and one member must be a Sustainer. No action shall be undertaken by a Special Committee without the approval of the Board of Directors. The chairperson of the special committee shall be responsible for reporting plans and the progress of the committee to the Board, or to a designated Standing Committee chairperson.

Section 3. Membership Recruitment Committee

There shall be a Membership Recruitment Committee whose function shall include recruitment of Provisionals for Active membership.

Section 4. Membership Development Committee

There shall be a Membership Development Committee, whose function includes training Provisionals and recommending to the Board, Provisionals for Active membership.

Section 5. Other Committees

There shall be a combination of committees to perform the following functions:

- Community Project Selection
- Training
- Finance
- Fund Development
- Public Relations
- Strategic Planning
- Membership Enrichment
- Project Development

ARTICLE IX - INDEMNIFICATION OF OFFICERS AND DIRECTORS

The League shall indemnify the directors and officers of the League in any proceeding in which Indiana Code 23 as amended, shall apply.

ARTICLE X - FISCAL POLICIES

Section 1. Fiscal Year

The fiscal year shall be from June 1 to May 31.

Section 2. Annual Audit or Review

The books and accounts of the League shall be kept in accordance with generally accepted accounting principles and shall be audited or reviewed annually by a certified public accountant at the end of the fiscal year. A copy of the audited or reviewed financial report shall be made available to each member of the League and a copy shall be sent to the Association as soon as possible. The League shall immediately send to the Association evidence of any change in its status as a tax exempt organization under Section 501(c)(3) of the U.S. Internal Revenue Code.

Section 3. Annual Budget

The annual budget shall be presented to the membership for its adoption at the April general membership meeting of the League.

Section 4. Bonding

Any employee, President, Vice-President Finance, Assistant Treasurer, or member responsible for the League funds shall be bonded in the amount determined by the Treasurer and approved by the Board of Directors.

Section 5. Dissolution Clause

In the event of the dissolution of the League, the Board shall, after paying or making provision for the payment of all of the liabilities of the League, dispose of all assets of the League to such organization or organizations organized and operating exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986 as amended (or corresponding provision of any future United States Internal Revenue Law) as the Board shall determine.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the League in all cases which they are applicable, and in which they are not inconsistent with these By-Laws and any special rules of order the League may adopt.

ARTICLE XII - AMENDMENT OF BY-LAWS

These By-Laws may be amended at any general or special meeting of the League by a two-thirds vote of the members present and voting, provided notice of such amendment has been submitted to the membership in the notice of the meeting or

in separate written notice at least five (5) days prior to the meeting, or at a previous general meeting. The Board of Directors may approve By-Law changes to the membership in the notice of the meeting or in separate written notice at least five (5) days prior to the meeting, or at a previous general meeting. The Board of Directors may approve By-Law changes to incorporate minimum standards approved by the Association delegate body at Annual Conference and those sections which are specifically delegated to the Board of Directors in these By-Laws.

**ORGANIZATIONAL STRUCTURE
OF THE
JUNIOR LEAGUE OF EVANSVILLE**

ARTICLE XIII - STANDING RULES

In order to comply with the specific provisions of the League's By-Laws, the Board shall establish Standing Rules, which have the same force and effect as the By-Laws. Standing Rules may be amended by the Board with a majority vote with written notice or by a two-thirds vote without previous notice. Standing Rule changes shall be reported to the membership in a manner designated by the Board.

RULE 1 - ADMINISTRATION

I. General

- A. No member shall state or imply representation of the League without prior approval from the Board.
- B. No member shall use her membership in this League or this League's name in any endorsement or reproach.
- C. All Junior League of Evansville announcements or printed material presented at any General Membership meetings of this League shall be approved by the President prior to the meeting.
- D. Non-members shall have the President's approval prior to attending Board meetings & General Membership meetings.
- E. All non-JLE announcements and handouts concerning other organizations must be approved by the President prior to the General Membership meeting.
- F. A League member may not actively solicit donations or funds in any way from individual League members without prior approval from the President.
- G. Every chair must coordinate with the Marketing Chair to promote or advertise the events of the committee and JLE, with approval of the Vice-President Communication.
- H. Every chair must coordinate with the Technology/Historian chair to communicate through the website and social media any information about their committee and/or events and with the approval of the Vice-President Communication.

II. Publications

- A. LeagueLine - The League's newsletter, which is published periodically based on an annual schedule to coincide with key communications activities.
- B. Yearbook - Booklet published annually which includes placement listings, committee descriptions, by-laws, League history, and membership listing.
 1. The Junior League of Evansville's membership list is for the use of the League only and cannot be used for promotion of any activity unrelated to the League.
 2. It shall not be used by any member for personal gain, or commercial, political or solicitation purposes.
 3. It also shall not be made available to non-members for any of these aforementioned purposes.
- C. Annual Report

D. All material is subject to editorial approval and standards.

III. Technology

- A. Website - The League's website is a communication tool for relaying information to League members and the community at large.
 - 1. General updates to the website shall be made at the discretion of the Technology Committee.
 - 2. Updates pertaining to specific committees shall be made at the discretion of the Committee Chairperson.
 - 3. Requests for updates pertaining to non-League activities must be approved by the Vice President Communication.
 - 4. Members whose placement requires them to update restricted areas of the website shall receive appropriate training coordinated by the Technology Committee.
 - 5. All members shall have access and are expected to update their personal information on the website.
 - 6. All committee chairs must communicate with Technology committee of events, updates, changes, deadlines to be added to the website.
- B. Email - Emails are used to communicate with League members.
 - 1. Members may communicate directly with their committees.
 - 2. Emails to the general membership must be sent by the League's Office Manager.
 - 3. Requests for emails to the general membership must be submitted to the Vice-President Communication for approval.
 - 4. Emails pertaining to non-League activities must be approved by the Vice-President Communication.
- C. Social Media - Social media such as Facebook and Twitter will be used to communicate with League members and the community at large.
 - 1. Members may communicate directly with their social media network.
 - 2. Messages to the general membership or the community at large must be sent by the League's Office Manager.
 - 3. Requests for social media messages/events must be submitted to the Vice-President Communication for approval.
 - 4. Social media messages pertaining to non-League activities must be approved by the Vice-President Communication.

IV. Advisors - Any League advisors or advisory boards must be approved by the Executive Committee. Consultation with any such advisors must have prior approval of President.

V. Insurance Reviewed annually by Treasurer. Competitive bids must be obtained. Current policy must be on file in League office.

VI. Office and Personnel

- A. Paid staff shall be employed as per JLE personnel policy.
- B. Office
 - 1. Location: 123 N.W. 4th Street, Suite 422, Evansville, IN 47708
 - 2. Office hours shall be established annually by the Executive Committee.
 - 3. Office Manager shall report to the Vice President Communication.

RULE 4 - OFFICERS

(REF ARTICLE VII & VIII)

I. General Responsibilities

- A. Share responsibilities of administration of League.
- B. Share responsibilities for collection and reporting of information from committees and special appointee to Board and membership.
- C. Select professionals to serve as advisors.
- D. Establish program and calendar for League year to include;
 - 1. Project voting
 - 2. Fundraising voting
 - 3. Budget
- E. Recommend and approve Presidential appointments.
- F. Consider general policies and make recommendations for action.
- G. Make decision in emergency situation.

II. Structure

These are the function statements for these positions. Additional detail on particular responsibilities is available from the Job Description (maintained on file in the League office.)

A. President

- To serve as the chief executive officer of the Junior League of Evansville.
- To be ultimately responsible for the operation, achievements, and morale of the JLE.
- To serve as a liaison between the Board and the League membership, the League and the community, and the League and the Association.

B. President-Elect

- To become familiar with all aspects of the JLE and to assist the President in leadership and management of the League as requested.
- To serve as the liaison for Area IV as the League's voting delegate at the Association's annual conference. In her absence, she shall appoint a voting delegate.
- To serve as parliamentarian by maintaining the bylaws and standing rules and ensuring that League meetings follow the By-Laws and Standing Rules.
- To assume the position of President in the following year.
- To serve as the League's primary liaison to the Sustainer Advisory Board and Community Advisory Board.

- To serve as the chief advisor in the maintenance and management of the League's Donor Base.
 - Effective June 1, 2009, the President-Elect shall also oversee the Strategic Planning/Fund Development Committee.
 - An additional officer, Vice President-Fundraising, shall become effective during the 2009-10 year and shall assume those President-Elect duties that are related to fundraising.
 - To oversee the Strategic Planning Committee.
- C. Treasurer
- To be the custodian of the funds of JLE.
 - To oversee the collection, assessment, and receipt of all monies.
 - To establish and maintain all financial records and policies.
 - To communicate the state of finances to the membership on a regular basis.
- D. Secretary
- Description of duties: The Corresponding Secretary Committee supports the League by maintaining its membership records with AJLI and by coordinating the League's annual dues billing. Additionally, the committee supports and informs the membership by producing the minutes from all monthly Board and General Membership meetings, and compiling the monthly written committee reports for the Board. Personal correspondence on behalf of the League such as sympathy or get-well notes are also the responsibility of this committee. Committee members may be asked to help with any or all of these duties along with various data entry and recordkeeping duties.

Skills helpful to serving on the committee: Good English skills, along with an ability to organize information and maintain records. Member should be able to work independently, with direction by the Chair. Basic computer skills and the ability to meet a deadline are very important.

Skills members will gain from serving on the committee: Improved organizational, writing, and computing skills, along with a better understanding of the administrative workings of the League.

Peak work times: Workload becomes heavier January through May during our annual membership renewal drive, with April being the busiest month for this committee. Work is steady throughout the rest of the League.

Board of Directors

General Responsibilities

(needs description – needs to state that it includes officers)

E. Executive Vice President

The EVP reports to the Board of Directors, and discusses with the Board of Directors the operations, administration and management of JLE. The

EVP is a voting member of the Board of Directors, and serves as the head of the Management Team. The EVP oversees the Management Team and its structure, directs and sets agendas for management team meetings, and communicates with the management team. The EVP serves on the Board of Directors and informs them of the Management Team's work and issues. The EVP is responsible for the overall Board of Directors fiscal health, fiduciary responsibilities, board of director legal duties, and compliance with nonprofit regulations. The EVP is responsible for implementing the approved strategic plan/yearly plan as set forth by the Board of Directors. The EVP is responsible for the review of staffing, paid employment, and authorizing payroll for the JLE staff. The EVP must mentor and train all VPs. The EVP conducts annual employee evaluations with one other Board member and coordinates with the Board of Directors regarding employee recognition and disciplinary actions., must attend monthly Board meeting, and run monthly Management Team meetings, drafts the monthly General Membership Meeting agendas and makes sure the League is compliant with the current year's Budget

F. Member at Large:

The Board Member-at-Large will be a voting member of the Board of Directors. Each Board Member-at-Large is responsible for the overall Board of Director fiscal health, fiduciary responsibilities, Board of Director legal duties, and compliance with nonprofit regulations. The Board Members-at-Large duties include assisting the Fund Development committee in soliciting corporate contributions (big asks, sponsorships, and researching projects); being aware of strategic development alliances, evaluating and approving.

Sustainer Director:

MANAGEMENT TEAM

General Responsibilities

C. Vice-President Communication

- To keep accurate records of the business of the Junior League of Evansville
- To maintain the official documents of the League including By-Laws, Standing Rules, and Policies and Procedures.
- To notify the Executive Committee and the Board of all upcoming meetings through mailed correspondence.
- To coordinate the Corresponding Secretary, Technology/ Historian, Publications and Marketing Committees.
- To serve as the JLE Office Administrator and direct the Office Manager.

- D. Vice-President Community
 - To coordinate the Community Proposals/Scholarship, Signature Project Development, Kids in the Kitchen/Youth Development, and Done-In-a-Day/Project Implementation Committees.
- E. Vice-President Membership
 - To coordinate the JLE Membership Cluster of Standing Committees: Nominating/Placement, Membership Development, Membership Arrangements, Membership Recruitment, Membership Enrichment, and Membership Training.
 - To serve as a liaison/advisor to the Provisional Class.
- F. Sustaining Advisor
 - To serve as an advisor to the Executive Board and to coordinate the sustainer cluster, which includes the Sustainer Advisory Board.
 - To serve as a liaison between the Board and the sustainers.
 - Must be a sustaining member of the League to be eligible.
- G. Vice-President Fundraising
 - To coordinate the JLE Fundraising Cluster of primary and secondary fundraisers of the League

RULE 6 - STANDING COMMITTEES

H. Definition

Standing Committees are those representing activities which are continuing in the program of this League. With the exception of those required by Association Policy VI, 7 they may be created or dissolved as the need indicates by the President with the approval of the Board. No action shall be undertaken by a Standing Committee without the approval of the Board unless stated in these By-Laws and Standing Rules.

II. General Responsibilities

- A. Shall have only League members.
- B. Follow office financial procedures.
- C. Set goals and objectives, in accordance with Strategic Plan.
- D. Evaluate goals and objectives at mid-year and year-end.
- E. Procedures for Committee Chairperson
 - 1. Submit written board report to designated Executive Committee Liaison on a monthly basis.
 - a. Report plans and progress of committee to Board.
 - b. Bring motion requiring Board approval for committee action.
 - 2. Establish number of members needed to constitute quorum.
 - 3. Make meeting dates/times available to President, President-Elect, designated Board liaison, Membership Development Chairperson, and Sustaining Advisor.
 - 4. Make minutes available to President, President-Elect, and designated Board liaison.
 - 5. Submit committee budget to be considered in preparation of annual budget.
 - 6. Maintain records:
 - a. Job description

- b. List of expenditures
- c. Minutes
- d. Roster and attendance
- e. Calendar of duties
- 7. Deliver records to successor.
- 8. Submit year end reports on timely basis (see Board manual).
- 9. For those Chairpersons who hold a position on the Board of Directors (see Article IX of the Bylaws), attendance by the Chairperson is required at all Board Meetings or by a suitable representative in her stead. The Chairperson herself must attend two-thirds of all Board meetings.
- 10. Attendance by Chairperson at Leadership Training.

III. Structure

These are the function statements for these positions. Additional detail on particular responsibilities is available from the Job Description (maintained on file in the League office).

A. Community Cluster

- 1. Signature Project Development - Responsible for appraising the needs and resources of the community in relation to the JLE goals and interests. Develops JLE projects that meet the community needs through the work of interest groups.
- 2. Community Proposals/Scholarship - Responsible for evaluating proposals from the community to determine the best use of JLE financial and member resources. Also responsible for overseeing JLE scholarships, identifying award candidates, reviewing applications, and selecting recipients.
- 3. Done-In-a-Day/Project Implementation - Responsible for coordinating Done-In-a-Day project for the membership. Also responsible for executing ongoing projects and keeping the JLE informed on the status of projects.
- 4. Kids in the Kitchen/Youth Development - Responsible for the development and training of youth volunteers.

B. Membership Cluster

- 1. Nominating/Placement - Responsible for slating members, for the following year's Executive Committee, identifying and developing future JLE leaders, assigning and overseeing membership placement on JLE Standing Committees, and tracking completion of membership requirements.
 - a. Composition and Responsibilities
 - 1. The 10 committee members will serve 2 year terms, rotating such that 5 members will be placed each year.
 - 2. Candidates will be elected from a single slate, presented by the incumbent Nominating/Placement Committee.
 - a. Additional nominations may be submitted in accordance with Article VII, Section 2b.
 - 3. Vice-Chairperson shall be designated on the slate to automatically succeed to position of Chairperson.

- a. This candidate will be recommended by Nominating/Placement and approved by the Executive Committee.
4. An alternate member shall be slated, in addition to regular candidates, to fill vacancy during term.
 - a. A second vacancy will be filled by presidential appointment from list submitted by Nominating/ Placement Committee.
5. Candidates must have a minimum of two years active JLE experience.
6. No member shall serve 2 consecutive terms.
7. Any member of this committee being considered for an office of Assistant Treasurer shall resign from this committee. Vacancies shall be filled by Presidential appointment from list submitted by Nominating/Placement Committee.
8. Placement - Responsible for assigning and overseeing membership placement on JLE Standing Committees.
9. The Membership Requirements Chairperson shall participate in Nominating/Placement meetings to update the Nominating/Placement Committee on the tracking of membership requirements.
- b. Procedures for Conference/Delegate Section:
 1. Any League member may submit conference material to Nominating/Placement Committee.
 2. Any League member may suggest potential delegates (including self).
 3. Committee makes recommendation to Executive Committee based on program content and League objectives. Committee provides and reviews list of delegates.
 4. The Executive Committee will approve or disapprove of delegates and conferences.
2. Membership Arrangements/Membership Training - Responsible for the arrangements at General Membership meetings. Also responsible for designing and implementing training and education opportunities for the membership to insure adequately trained volunteers.
3. Membership Recruitment/Membership Enrichment - Responsible for recruiting new members. Also responsible for coordinating social activities throughout the League year for members.
4. Membership Development - Responsible for conducting the Provisional training course.

C. Communication Cluster

1. Marketing - Responsible for promoting the League as a prominent community organization and publicizing League activities.
2. Publications - Responsible for developing newsletters, the League handbook, and other items needed for communicating League information.

3. Technology/Historian - Responsible for administering and maintaining the League's website and administering and maintaining the social media of JLE. Also responsible for maintaining historical documents related to League activities.
4. Corresponding Secretary - Responsible for receiving and sending all official correspondence, maintaining membership records with both the JLE and AJLI, processing all member requests for changes in their records, and collecting membership dues.

D. President-Elect Cluster

1. Strategic Planning/Fund Development - Responsible for developing, monitoring, and evaluating a three-year plan that states the League's vision and goals. This plan will be created and evaluated with the Board and membership's view in mind. This plan incorporates both short- and long-range objectives that will serve to implement the plan on an annual, ongoing basis. Also responsible for exploring potential fundraisers and evaluating the effectiveness of current fundraisers. Works with Vice-President Elect in regards to underwriting sponsors to ensure all sponsorship levels receive recognition based on level of giving.

E. Financial Cluster

1. Finance Committee

- a. Comprised of the following five members: Vice- President Finance, Treasurer, President-Elect, Prior Year Vice-President Finance, and one individual from the general membership appointed by the Vice-President Finance.
- b. Responsible for reviewing and developing financial policies and procedures for the League.
- c. Responsible for preparing the League's annual budget.
- d. Responsible for reviewing budget on a quarterly basis.

2. Investment Committee

- a. Comprised of the following five individuals: Vice-President Finance, Treasurer and three individuals who are appointed by the Vice-President Finance. These three individuals shall ideally have experience in the investment arena and shall be knowledgeable about investment funds and performance. These three individuals may be non-League members. The Investment Committee shall oversee the Investment Policy implementation and investment performance. The Investment Committee shall meet with the League's investment advisor at least quarterly in order to review the performance of the investment accounts and the implementation of the Investment Policy. The Investment Committee shall review the Investment Policy at least annually to determine if the stated goals continue to meet the mission and strategic plan of the League.

3. Committee Expenses - All committee expenses need to be submitted with the proper signatures for reimbursement within 60 days after the expense was incurred. Any expenses not submitted within this time frame will not be reimbursed. Additionally, it is the responsibility of the member to notify the Treasurer of any expenses that will be incurred after the

League's fiscal year end (May 31). Failure to notify the Treasurer of a pending reimbursement by May 31 may result in denial of the request.

F. Fundraising Cluster

1. Primary Fundraisers - Responsible for the planning and implementation of the League's major fundraising activities.
2. Secondary Fundraisers - Responsible for the planning and implementation of the League's secondary fundraising activities.

G. Special Committees or Boards

1. Sustainer Advisory Board. The Sustainer Advisory Board is a group of sustaining members whose purpose is to assist and advise the JLE Board of Directors as well as promote the involvement of sustaining members in JLE activities. The role of the Sustainer Advisory Board is solely advisory in nature. The Sustainer Advisory Board will be comprised of 18 sustainers who shall serve 3-year terms with not more than 2 consecutive terms. Appointments will be staggered so that six members will be appointed each year on June 1 by the Executive Board.

PARLIAMENTARY PROCEDURE **BASIC DOZEN RULES OF ORDER**

Basic Dozen Rules in order of priority with highest rank at top used most frequently (*) means no rank. Second dozen is listed below plus-twelve line. Enough to answer 80-90 percent of problems.

	<i>Amend</i>	<i>Debatable</i>	<i>Recognition</i>	<i>Needs Second</i>	<i>Vote Needed</i>
Adjourn to close meeting	No	No	Yes	Yes	Maj.
Recess - Brief interruption of meeting	Yes	No	Yes	Yes	Maj.
Question of privilege-Needs immediate answer	No	No	No	No	None
Order of the day-Follow the agenda	No	No	No	No	None
*Point or offer to question procedures	No	No	No	No	None
Table - to lay on the table	No	No	Yes	Yes	Maj.
Previous question or stop debate	No	No	Yes	Yes	2/3
Close, limit or extend debate	No	No	Yes	Yes	2/3
Postpone to a time later in meeting/next meeting	Yes	Yes	Yes	Yes	Maj.
Refer to Committee for further investigation	Yes	Yes	Yes	Yes	Maj.
Amend (one or two) to modify a motion	Yes	Yes	Yes	Yes	Maj.
Main motion - question on floor for discussion	Yes	Yes	Yes	Yes	Maj.

PLUS TWELVE

*Appeal Chair Decision-Disagree with chairman	No	No	No	Yes	Maj.
*Division of house-Ask for visual vote	No	No	No	No	None
*Division of question	No	No	Yes	Yes	Maj.
*Informal Discussion-Separate parts of question	No	Yes	Yes	Yes	Maj.
*Object to consideration - Try to stop debate on question	No	No	Yes	No	2/3
*Parliamentary inquiry-Question on procedures	No	No	No	No	None
Postpone indefinite-To kill a motion	No	Yes	Yes	Yes	Maj.
Reconsider, bring back a question	No	Yes	Yes	Yes	Maj.
Substitute motion-To change pending motion	No	Yes	Yes	Yes	Maj.
*Suspend the rules-Allow when rules prohibit	No	No	Yes	Yes	2/3
Take from the table	No	No	Yes	Yes	2/3
*Withdraw motion - Permission to withdraw	No	No	No	No	Maj.

HISTORICAL POSITION STATEMENTS

POSITION STATEMENT ON AGING

The Junior League of Evansville, Inc. is committed to ensuring that older adults have the opportunities and services essential for optimal physical, intellectual, emotional, mental, economical, and social well-being.

POSITION STATEMENT ON CHILDREN

The Junior League of Evansville, Inc. is committed to assuring that children have the opportunities and services essential for their optimal physical, intellectual, emotional, mental, and social growth and will advocate to see that such opportunities and services are provided.

POSITION STATEMENT ON CULTURAL & ECONOMIC DEVELOPMENT

The Junior League of Evansville, Inc. supports cultural and economic development in the greater Evansville area which it believes will enrich the quality and dignity of Evansville's community life. The Junior League of Evansville, Inc. will advocate for the attainment of cultural and economic development in the Greater Evansville Area.

POSITION STATEMENT ON DOMESTIC VIOLENCE

The Junior League of Evansville, Inc. is committed to eliminating domestic violence by supporting programs and legislation designed to understand the problem, assist and protect the victims, and work effectively with the abusers.

POSITION STATEMENT ON EDUCATION

The Junior League of Evansville, Inc. supports efforts to ensure that all people have access to an education that will provide them with the skills necessary to be productive members of our global society. The Junior League of Evansville is committed to and will advocate for policies and programs to achieve that goal.

POSITION STATEMENT ON THE ENVIRONMENT

The Junior League of Evansville, Inc. is committed to educating and motivating the residents of our community toward improving the quality of life by supporting and participating efforts to protect and restore the supply of our natural resources.

POSITION STATEMENT ON SUBSTANCE ABUSE.

The Junior League of Evansville, Inc. takes a position against the use of illegal drugs and the misuse of legal drugs.

POSITION STATEMENT ON VOLUNTEERISM

The Junior League of Evansville, Inc. supports and promotes volunteerism as an essential component of our society and will continue to take action which will ensure effectiveness of the voluntary sector.

POSITION STATEMENT ON WOMEN

The Junior League of Evansville, Inc. is committed to ensuring that women have the opportunities and services essential for their physical, intellectual, emotional, social, and economic well-being, and will advocate to see that such opportunities and services are available and obtainable.

CURRENT ACTIVE COMMUNITY IMPACT ISSUES

Pediatric Nutrition

Teen Issues/Body Image/Self Esteem

Volunteerism

PROJECTS

Live Fashion Project – Teen Issues/Body Image/Self Esteem

Santa's Workshop - Pediatric Nutrition

Give Back and Wrap - Volunteerism

Volunteer Fair – Volunteerism

Kids in the Kitchen - Pediatric Nutrition

**GENERAL REQUIREMENTS
OF MEMBERSHIP
ACTIVE STATUS**

1. To attend at least 6 General Membership Meetings, Mini-Meetings or Training Days until adjourned. Three points must come from General Membership meetings.
2. To fulfill placement requirements in a manner so determined by the Committee Chair, the Placement Committee, and the Board of Directors.
3. To fulfill the Community Opportunity by volunteering for 6 hours of a Done in a Day and 2 hours for a Community Issue Based Project.
4. To fulfill the Fundraising Opportunity by volunteering 4 hours for Rockin River City Ride AND purchasing \$75 in registrations/tickets AND \$60 in purchase to resale of any combination of Fall into Fashion, Santa's Workshop, Confessions of a Shopaholic OR \$40 and a 2 hour shift for one of the following events: Fall into Fashion, Confessions of a Shopaholic, Gift Wrapping Station with the approval of my advisor.
5. Placement fulfillment: Members shall fulfill their placement requirements in a manner so determined by the Committee Chairman, the Placement Committee, and the Board of Directors.
6. To pay annual dues of \$133 by April 1, 2017.

**GENERAL REQUIREMENTS
OF MEMBERSHIP
ACTIVE GOLD STATUS**

1. To attend at least 2 General Membership Meetings.
2. To purchase \$60 of any combination of our fundraisers tickets to use or resale: Rockin River City Ride or Rockin Run registration, Cookbook, Fall into Fashion ticket, Santa's Workshop ticket, Confessions of a Shopaholic ticket.
3. Choose one of the following:
 - 2 Hours of DIAD and 10 hours of a Community Issue Based Project.
 - 4 hours of Rockin River City Ride and 2 hours at one of the following Fall into Fashion, Santa's Workshop, Confessions of a Shopaholic , Gift Wrapping Station
 - Member serves in a volunteer leadership role for a non-profit organization outside of JLE. The position and organization must be approved, in advance, by their advisor
4. To pay annual dues by April 1, 2017.

POLICY MANUAL
OF THE
JUNIOR LEAGUE OF EVANSVILLE

ACCOUNTING METHOD

It is the policy of the Junior League of Evansville to use the accrual basis of accounting that recognizes revenues when they have been earned and expenses when they have been incurred, for reporting purposes. IRS Form 990 will be filed on a cash basis. Revenue is to be forward funded, i.e. revenues from one fiscal year are posted to balance sheet accounts pending the start of the ensuing fiscal year, then transferred to income accounts via journal entry on June 1.

BARTERING PROHIBITED

It is the policy of the Junior League of Evansville to prohibit entering into bartering agreements with members whereby dues are forgone in exchange for goods or services provided by the member. The Board of Directors may, however, agree to waive dues in cases of hardship or other extenuating circumstances.

BOARD OF DIRECTORS POLICY

Governance

The Board will govern according to our Mission statement with an emphasis on (1) outward vision rather than internal perception (2) encouragement of diverse viewpoints (3) strategic leadership (4) clear distinction of Board and management roles (5) collective rather than individual decisions (6) future rather than past or present, and (7) proactivity rather than reactivity.

Accordingly,

1. The Board will cultivate a sense of group responsibility. The Board will be responsible for excellence in governing. The Board will be the initiator of policy, not merely a reactor. The Board will use the expertise of individual members to enhance the ability of the Board as a body rather than substitute individual judgments for the Board's values.
2. The Board will direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives about Ends to be achieved and Means to be avoided. The Board's major policy focus will be on the intended long-term effects outside this organization, not on the administrative or programmatic means of attaining those effects.
3. The Board will enforce upon itself whatever discipline is needed to govern with excellence through an annual Board Agreement. Discipline will apply to such matters as attendance, preparation for meetings, policy-making principals, respect of roles, and ensuring the continuance of governance capability. Continual Board development will include orientation of new Board members in the Board's governance process and periodic discussion of process improvement.
4. The Board will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
5. The Board will allow no officer, individual or committee of the Board to speak on behave of the board without permission or direction by the board to do so.
6. The Board will monitor and discuss the Board's process and performance at each meeting. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance and Reporting categories.

Role of the Board of Directors

The role of the Board of Directors is to represent the membership of the Junior League of Evansville , Inc. in ensuring appropriate organizational performance. Accordingly, the Board has three main duties:

1. Trusteeship
The Board of Directors shall act in trusteeship for the membership of this League. The Board of Directors shall provide leadership to the

collaborative efforts and shall maintain a strategic plan based on our League Mission, Vision and priorities that are approved by the members of this League.

- The Board will produce the link between the organization and our owners, who are our members.
- The Board will obtain input, opinions and options as needed for fully informed decisions by the Board and our members.
- The Board will make informed decisions based on evidence and data that has been obtained.

2. Policy Setting

The Board of Directors will produce and maintain written policies consistent with the Bylaws, which set forth the standards for conduct of the affairs of this League and address each category of organizational decision.

- Ends: The purposes of our organization as expressed in products, impacts, benefits, outcomes, recipients, and their relative worth. (What good for which people at what cost).
- Limitations Policies: Constraints on authority that establish the prudence and ethics boundaries within which all council/committee activity and decisions must take place.
- Governance Process: How the Board conceives, carries out and monitors its own tasks.
- Reporting: How power is delegated and its proper use is monitored: The Board and cluster/committee roles, authority and accountability.
- Membership: Rights , Roles and Responsibilities as members of this League. All policies that effect these issues shall be voted on by the membership needing a majority vote for adoption.

3. Oversight

The internal and external affairs of this League shall be managed under the direction of the Board of Directors. The Board of Directors shall provide oversight to the programs and resources and committees of this League to ensure the achievement of its purposes based upon this League's Mission, Vision, and priorities and to ensure sound business practices and council/committee expectations and limitations are maintained

Composition of the Board

The Board of the League consists of the officers identified in the Bylaws together with an Executive Vice President, Nominating Committee Chair, Sustainers Director, and 3 Members at Large.

Eligibility

In line with the JLE Bylaws all members of the board of director shall be a member in good standing and remain in good standing during the duration of their term. To have a diversity of membership on the Board of Directors candidates for

the Board of Directors must have no less than 2 active years at the time of application. (going into their 3rd active year) for the following positions:

- All officer positions as outlined by the Bylaws
- Executive Vice President
- Nominating Committee Chair

Candidates for the Board of Directors must have no less than 1- 3 active years at the time of application (must have completed 1 active year)

- Members at Large Positions

Candidates for the Board of Directors must have sustainer status for no less than 5 years at the time of application

- Sustainer Director

BUDGET MONITORING AND CONTROLS

- A. Board of Directors Review. The Board of Directors shall strive to review the budget on a monthly basis when the monthly financials are available but at least as often as quarterly.
- B. Treasurer's Role. The Treasurer shall ensure the Board is aware of the percentages spent for each line item in the budget at each Board meeting throughout the year and shall highlight any areas of concern with respect to any line item of the Budget. The Treasurer shall communicate any areas of concern to the Management Team and the applicable committee chair.
- C. Committee Chair's Role. Each committee is expected to limit spending to the amounts agreed to during the budgeting process. If a committee chair is aware that her committee's projected expenses will exceed its budget, it is her responsibility to make the Board and Management Team aware of the proposed excess and the reason for it.
 - a. A proposal to spend an amount in excess of the budget requires prior approval from the Board of Directors and an authorized budget update. If a committee overspends its budget without prior approval, the chair of said committee shall report to the general membership during the May general membership meeting the amount in excess of the budget and the reason(s) behind the deficit. The purpose of this report is not to chastise or censure the committee chair but to learn the reason(s) behind the budget deficit to better equip that committee in the future to adhere to its budget.
- D. Funding of Reserves. The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The Board of Directors may from time to time direct that a specific source of revenue be set aside for Operating Reserves.
 - a. Use of Reserve Fund. If necessary at the end of the fiscal year, the Treasurer shall submit a request to the Board of Directors to use Operating Reserves in the event of a budget deficit. The request will include an analysis of reason(s) behind the budget deficit and a plan to avoid a similar deficit in the future.
 - b. Amount of Funds in Reserve. At no point shall the Operating Reserve Fund balance fall below the amount of six (6) months' worth of expenses. If use of funds from the Operating Reserve Fund shall cause the amount to fall below six (6) months' worth of expenses, the request to use Operating Reserves shall include a detailed plan for replenishment of the Reserves, including a specific fund source that will be allocated solely to replenishing the Reserves in the next fiscal year.
- E. Report to General Membership. The Treasurer shall provide an annual report to the General Membership mid-way through the fiscal year that provides the members with an overview of the League's financial performance as measured against the budget and provides a forum for the membership to ask questions or seek additional information.

- F. Budget Adjustments. Throughout the fiscal year, updates to the budget will be made via adjustments formally approved by the Board of Directors to be implemented by the Management Team.

BUDGETING PROCESS

- A. Preparation of Budget. The Treasurer will coordinate the budget process by providing budget request templates for each committee and then collecting, reviewing, and compiling the budget requests. Any requests by a committee chair to increase the committee's budget from the prior year shall include a detailed explanation of why additional funds are necessary.
- B. Presentation and Approval of Budget. The Finance Committee and the Treasurer will prepare and present a budget to the Board of Directors by the May Board meeting. The budget must be approved and ratified by the Board by a 2/3rd vote.

CHECK POLICIES

Check Preparation and Mailing

It is the policy of the JLE to prepare and mail checks for vendor payments and so forth within 30 days or 4 weeks of receipt of invoice.

It is the policy of the JLE to keep unused check supplies safeguarded under lock and key.

All check disbursements will require approved invoices or expense vouchers as outlined in these policies. The resulting checks will be signed in accordance with JLE bylaws and policies. Signed checks that have not been mailed or distributed will be put under lock and key at the end of the day.

Checks Received

Endorsement Stamp

It is the policy of the JLE to endorse checks with a stamp. If a stamp is not available, the endorsement FOR DEPOSIT ONLY and the Junior League bank account number will be endorsed and deposited.

Check Signatures

All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the League shall be signed by the Treasurer or her agent(s).

There shall be up to four (4) check signers for all League accounts. The signers are the President, President-Elect, Treasurer, and Secretary.

Checks in amounts greater than \$5,000 must be signed by the President and Treasurer.

Any checks issued to a member with check signing authority may not be signed by that member.

CONTRACTS

- A. The President of the Junior League of Evansville, Inc., signs all contracts on behalf of the organization. Any JLE committee or endorsed group must give ample notice to the President to allow for adequate review and signature.
- B. All project and/or event contracts shall be drafted for all partnerships that are produced or hosted by or for the JLE. All project and/or event contracts require a vote of the JLE Board of Directors for approval. The Board of Directors must insure a sufficient volunteer support component prior to the signing of project contracts and their execution.
- C. All fundraiser and/or event contracts shall be drafted for all partnerships that are produced or host by or for the JLE. All fundraisers and/or event contracts require a vote of the JLE Board of Directors for approval.
- D. All contracts and/or memo of understandings financial implications shall be included in the Junior League of Evansville's budget. If the financial implication of signing a contract is not included in the JLE's budget it must be presented to the Board of Directors for approval.

Professional Services Contact with attorney, auditor, insurance agent.

- A. All contact with the JLE attorney, auditor, and/or insurance agent will be made only by the President or Treasurer.
- B. This includes all contact by telephone, mail, fax or otherwise.
- C. A Board member may make contact with the attorney, auditor or insurance agent upon prior approval by the President or Treasurer.
- D. The JLE Office Manager may contact with the bookkeeper and/or auditor within the scope of the Office Manager's job description and/or tasks assigned.

CREDIT CARD POLICY

The President, President Elect, and Executive Vice President shall have individually issued Junior League credit cards to use in keeping with the policy set forth herein. In addition, the Office Manager shall be issued a corporate card for use in keeping with this policy.

Members should be aware that if they use Junior League credit cards for personal use, even if reimbursed, our organization could lose its 501(c)(3) status.

- The following purchases are not allowed by members:
 - Items or services on term contracts
 - Personal items or loans
 - Any items deemed inconsistent with the values of the Junior League
- Cash advances on credit cards are not allowed without written permission from the Board.
- Cardholders will be required to sign an agreement indicating their acceptance of these terms. Individuals who do not adhere to these policies and procedures will risk revocation of their credit card privileges and/or disciplinary action.
- Detailed receipts must be retained and attached to the credit card statements.

This policy sets out the acceptable and unacceptable uses of Junior League credit cards. Use of a Junior League credit cards is a privilege, which the League may withdraw in the event of serious or repeated abuse. Any credit card the League issues to a Member must be used for League purposes only, in conjunction with the Member's role in the League.

Members must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the League) with their own funds or personal credit cards.

The League will not regard expenses for one's own use, such as lodging and meals while on League-approved trips, as personal purchases, as long as such expenses are consistent with the League's credit card usage policy. Any purchases a Member makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of membership, depending upon the severity and repeat nature of the offense.

CREDIT CARD ACCEPTANCE AND FEE POLICY

- a. The JLE Finance Committee will identify the League's credit card payment collection services based on processing fees and other considerations. All JLE credit card sales (event tickets, cookbooks, etc...) must be driven through one of the collection systems identified during training for the current league year. To obtain approval to use an alternative system, you must submit a written request within a reasonable amount of time to the Treasurer. Additional details or documentation may be requested.
- b. Credit card processing fees must be included in the sale price of all JLE sale items (event tickets, cookbooks, etc...) A separate fee may not be charged for credit card payments. Committees will bear the expense for credit card processing fees relating to sales from their committee, so it is important that items are priced appropriately to recoup these expenses. Treasury will provide information on credit card processing fees to committees upon request. The only exception to this policy will be in regards to Membership dues. If JLE membership dues are paid with a credit card whatever the amount of the fee the League is charged for processing, the League shall charge 100% of the fee in a pass-through manner.

DUES

ANNUAL DUES AND CHARGES

A. Amount

All members shall pay annual dues which include dues to our Association. The amount of League dues must be adopted by the voting membership each year. Any increase in per capita dues charged by our Association shall automatically increase the membership dues of each member by that amount and shall be reported to this membership.

B. Payment

Dues for Active and Sustaining members shall be payable no later than April 1st for the upcoming League year. On April 1st, a late fee will be assessed in addition to the delinquent dues owed by members at the rate of \$15. Any member whose dues and related charges are in arrears June 1 shall be dropped from membership without further written notice. New members shall be liable for dues and fees immediately upon joining this League and no later than the specified course deadline.

C. Fees

The Board of Directors may from time to time set fees which shall be specified in Policies and payable to this League, including but not limited to fees for the New Member Course, reinstatements, transfers and late payments.

D. Refunds

Refunds of dues shall not be made to members resigning during the League year, to members removed from membership or to New members failing to meet the course requirements.

E. Indebtedness

Members who are delinquent in paying any indebtedness to this League shall be considered in arrears in their dues to this League.

END-OF-NIGHT DEPOSIT AND FUND COLLECTION POLICY

End-of-Night Deposit Form

The Finance Committee shall create an End-of -Night Deposit Form. The purpose of the form is for internal control of collected funds and financial protection of JLE members and the organization. The form should include but is not limited to:

- Name of committee, event, project in which funds are being collected for
- Verification Signatures of “starting” and “end” of event funds

The Finance Committee shall develop, maintain and train membership on procedures for the End-of -Night Deposit Form

General Fund Collection

All funds of the League shall be deposited in a timely manner to the credit of the League in such banks, trust companies or other depositories as the Board of Directors may select.

All members responsible for collection of funds for any reason on behalf of the JLE shall use the standard End-of –the Night Deposit Form, available from the Office Manager. Once the form has been completed and the signatures obtained, the member shall report the total amount of end-of-night money to the chair of the event and the JLE office (jleoffice@courtbuilding.com) via email.

Members shall follow the End-of –the Night Deposit Form procedures that have been set by the Finance Committee.

All money collected shall be deposited directly with the bank that the League does business with using the security deposit box or turned into the League office the next business day. This information shall be reported to the chair event and JLE office (jleoffice@courtbuilding.com) via email.

Fundraising Fund Collection

All primary fundraising events shall have a designated Treasurer who serves as a liaison to the Finance Committee. The fundraising event’s Treasurer will work directly with the Fundraiser Chair, League Treasurer and Finance Committee to oversee all financial aspects of the fundraiser.

The Finance Committee shall review any internal control procedures developed to ensure adequate controls are in place. All financial policies that have been set forth by the Board of Directors must be adhered to. In addition, the Event Treasurer is responsible for monitoring the implementation of such controls for all events.

The members responsible for collection of funds during a primary fundraiser shall use the standard End-of-Night Deposit form, available from the Office Manager. Members shall follow the End-of –the Night Deposit form procedures that have been set by the Finance Committee. Once the form has been completed and the signatures obtained, the member shall report the total amount of end-of-night

money to the chair of the event and the JLE office (jleoffice@courtbuilding.com) via email.

League Money Room for Primary Fundraisers

A ledger of the activities in the money room shall be maintained throughout the event/project.

No fewer than two Junior League members shall be in the money room at the time of collecting money during an event. If either member desires to leave the area for any reason, she shall first obtain a proxy who will stay in the money room for the duration of her absence. The JLE will strive to obtain an accountant volunteer to be present in the money room at all times during the duration of the primary fundraiser and shall sign off on the amounts collected after each shift change or when money is removed for deposit.

The member shall deposit the money directly with the bank that the League does business with using the security deposit box. Either another finance committee member or an event chair shall accompany the finance committee member to bank to ensure the money is properly deposited and for the safety of our members.

If the length of an event dictates the finance committee members work in shifts, this process shall be carried out upon each shift change.

EVENT BUDGET

All JLE events must provide an event budget during the event planning stage and a final budget upon closing of the event's financials. Committees accountable for the event coordination are responsible for developing the budget.

- a. All JLE events budgets must be reviewed and approved by the cluster VP Board of Directors before any expenditure can be made.
- b. Best and worst case scenarios and break-even analysis should be provided for JLE fundraising and any other applicable event budgets
- c. All JLE events (excluding social) must strive to expend no more the 25% of the revenue received during the event.
- d. All JLE social events expenses must be fully paid for by JLE members and/or guests and are not a part of the JLE operating budget, unless otherwise approved by the Board of Directors. JLE members and guest must pay in advance of the event or at the door of an event. d1. If a JLE member registers for a social event by website or by JLE office that said member is responsible for full payment of events cost unless said member cancels registration by posted cancellation deadline.

Credit Card Transactions

All Credit Card transactions whether made on website or in person will be subjected to a handling fee. Committees are encouraged to factor the Credit Card fee into the final fee or cost or event and/or ticket. All credit card transactions and fees will be managed through the pertaining committees budget.

Cash Box Management

All Committees that will need petty cash and cash boxes at events are program shall follow the money room and end of the night form policies. No League member or partner should use their personal money to supply petty cash for the event or program cash box. If a cash box is required for a given event, notice must be given by the Committee Chair to the Treasurer (and/Finance Committee Delegate) and Cluster VP in writing fourteen (14) days prior to the event, with the requested petty cash amount.

- a. All Petty Cash requests under \$500 will be produced to the Committee Chair in the form of a check prior to the event by the JLE office.
- b. All Petty Cash that is over \$500 will be produced to the Committee Chair the day of the event or program by the Finance Committee Delegate that will be working the money room per the money room policy.

EXPENSE REIMBURSEMENT POLICY

Purpose:

The Board of Directors of the Junior League of Evansville (JLE) recognizes that members will incur expenses on behalf of JLE. It is JLE's policy to reimburse reasonable and necessary expenses actually incurred by members. When incurring expenses on behalf of JLE, members shall:

- Exercise discretion and good judgment.
- Be cost conscious and spend money carefully, bearing in mind that they are spending money that others have voluntarily donated.
- Report expenses with documentation.
- Follow donor specifications and guidelines

Members shall strive to use in-kind donations wherever possible. Members should strive to use JLE sponsors for services needed when possible, provided the sponsor's quoted rates are competitive. Committee Chairs shall inform their committee members that their budget for the League Year, while it can be amended with Board approval for good cause shown, is a static figure and will not permit expenses in excess of the budget.

1. Advance Approval by the Management Team. The Management Team's advance approval is required for all expenditures involving payments that are over one thousand dollars (\$1,000.00) and/or for any expenditures that exceed one-third (1/3) of a committee's annual budget.

2. Report to the Board of Directors. The Management Team shall report to the Board of Directors all expenditures as they are approved.

3. Bids. Three written quotes are required for purchases of services or materials over one thousand dollars (\$1,000.00).

- a) The vendor submitting the lowest written quote shall be selected to provide the applicable service(s) and/or material(s) unless non-economic concerns factor into the selection process.
- b) If a proposed vendor did not submit the lowest quote but the appropriate committee member(s) and/or chair(s) desire to use said vendor due to non-economic concerns, the committee member(s) and/or chair(s) must inform the Management Team of the non-economic factors that led to their decision to use the vendor.

4. Members must use the Indiana Department of Revenue General Sales Tax Exemption Certificate whenever possible to avoid paying sales tax on items. Members who purchase items without using said Certificate will be reimbursed only for the cost of the items and not for sales tax.

5. Expense Reimbursement Form Submission. All reimbursement requests must be submitted within thirty (30) days of accrual of the expense. Members must use

the standard Reimbursement Form, available from the Office Manager and must include the following information:

- a) The name of the individual submitting the Payment Request Form and the name of the committee absorbing the expense
- b) An itemized list of the expenses requiring reimbursement with item description, purpose of the expense, and amount, including applicable taxes (other than state sales tax)
- c) All supporting receipts, invoices, or other documentation must be attached to the Payment Request Form before approval will be made and the request can be processed.

Expense Reimbursement Forms submitted after thirty (30) days will not be reimbursed. Properly submitted Expense Reimbursement Forms will result in reimbursement within four (4) weeks.

6. Management Team/Vice President (VP) Approval. The VP must approve all payment request forms for the committee members in excess of Two Hundred Fifty Dollars (\$250.00), regardless of whether the check will be issued to the individual member or a vendor. Approval can be indicated by signature or by an email from the approver to the Office Manager. A Committee Chair may approve all requests under Two Hundred Fifty Dollars (\$250.00), regardless of whether the check will be issued to the individual Member or a vendor. If the request is made by the Committee Chair, the members receiving the check, the request will need VP approval regardless of amount requested.

7. Large Checks: Checks over Five Hundred Dollars (\$500.00) require two signatures for approval, that of the VP and Chair of the affected committee, regardless of whether the check will be issued to the individual member or a vendor. Approval can be indicated by signature or by an email from the approver to the Office Manager.

FINANCIAL POLICY

I. Financial Requirements of Members

A. Actives

1. Annual Dues
 - a. Amount - \$133
 - b. Must be paid by April 1
 - c. Termination procedures will begin if not paid (See Standing Rules -Rule 3, II., F)
 - d. No refunds
2. Transfer Fees
 - a. Fee Amount - \$15
 - b. Dues - Assessed in accordance with BYLAWS (Article IV, Section 3.a.)
 - c. Members transferring out shall be responsible for fees assessed by receiving Leagues.
3. Reinstatement Fees
 - a. Fee Amount - \$15
 - b. Dues - Members are responsible for current dues, which may be prorated by AJLI schedule if applicable.
4. Any other financial obligation the membership may approve.
 - a. Must be paid by due date.
 - b. Considered delinquent 30 days past due.
 - (1) Notification of Placement Committee by appropriate committee chairman.
 - c. Termination procedures will begin if not paid. (See Standing Rules - Rule 3, E)
 - d. No refunds

B. Active Gold Members

1. Annual Dues
 - a. Amount - \$133
 - b. Must be paid by April 1
 - c. Termination procedures will begin if not paid (See Standing Rules - Rule 3)
 - d. No refunds
2. Transfer Fees
 - a. Fee amount - \$15
 - b. Dues -Assessed in accordance with By-Laws
 - c. Members transferring out shall be responsible for fees assessed by receiving Leagues.
3. Reinstatement Fees
 - a. Fee amount - \$15
 - b. Dues -Members are responsible for current dues, which may be prorated by AJLI schedule if applicable.
4. Any other financial obligation the membership may approve.
 - a. Must be paid by due date

- b. Considered delinquent 30 days past due. Notification of Placement Committee by appropriate committee chairman.
 - c. Termination procedures will begin if not paid. (See Standing Rules - Rule 3)
 - d. No refunds.
- C. Sustainers
- 1. Annual Dues
 - a. Amount - \$83
 - b. Must be paid by April 1
 - c. Termination procedures will begin if not paid (See Standing Rules - Rule 3,F).
 - d. No refunds
 - 2. Transfer Fees
 - a. Fee amount-No charge for sustainers transferring in
 - b. Dues -Assessed in accordance with BYLAWS (Article IV, Section 3.a.)
 - c. Members transferring out shall be responsible for fees assessed by receiving Leagues.
 - 3. Reinstatement Fees
 - a. Fee amount - \$15
 - b. Dues -Members are responsible for current dues, which may be prorated by AJLI schedule if applicable.
- D. Provisionals
- 1. Annual Dues
 - a. Amount - \$133 for Provisionals.
 - b. Must accompany letter of acceptance from Provisionals
 - c. Refund policy - A Provisional member who resigns prior to Oct. 1 will forfeit her Provisional fee. A Provisional member who resigns after Oct. 1 and prior to Jan. 1 of the following year forfeits Provisional fees along with AJLI dues. A Provisional member who resigns following Jan. 1 forfeits all dues.
 - 2. Provisional Fees
 - a. Amount - \$20
 - b. Must accompany letter of acceptance
 - 3. Transfer Fees
 - a. Fee amount - \$15
 - b. Dues -Assessed in accordance with BYLAWS (Article IV, Section 3.a.)
 - c. Members transferring out shall be responsible for fees assessed by receiving Leagues.
 - 4. Any other financial obligation the membership may approve
 - a. Must be paid by due date
 - b. Considered delinquent 30 days past due
 - (1) Notification of Placement Committee by appropriate committee chairman
 - c. Termination procedures will begin if not paid. (See Standing Rules - Rule 3,E)
 - d. No refunds

II. All over budgets or unbudgeted expenses must be approved before incurred as follows:

1. Under \$500 - Approval by Finance Committee
2. \$500 - \$1500 - Approval by Finance Committee and Board
3. Over \$1500 - Approval by Finance Committee, Board and Membership

FUNDRAISER PROCEDURES

Definition

A Primary Fundraiser is an approved League activity such as a festival or sale which produces revenue. The proceeds of the activity are the activity's revenues less expenses. Proceeds are used to fund both "Support Services" and "Program Services." All Primary Fundraisers must be adopted by two-thirds of the Active Membership voting.

A Secondary Fundraiser is an approved League activity such as a festival or sale from which the proceeds are used to recover unbudgeted expenses, fund a specific project, or otherwise does not fund "Support Services: and "Program Services." All Secondary Fund-raisers must be approved by the Board of Directors.

I. Primary Fundraiser

A. Proposal

1. Any League committee or League member(s) (Active, Provisional, or Sustainer) may submit a proposal for a Primary Fundraiser.
2. The Fund Development Chairperson shall submit the proposal to the Board of Directors.
3. The President will appoint an Ad Hoc Committee, consisting of representatives from the Finance Committee and any other members she deems appropriate, the purpose of which is to study the fundraiser and prepare a formal proposal.

B. Requirements for Adoption

1. Proposal is presented to Board of Directors with recommendations from the Ad Hoc Committee, including Committee votes, pro and/or con statements, and financial evaluations. Proposal should also include the number of required volunteers and membership work and financial obligations.
2. After the Board vote, the proposal shall be presented to the membership at the next General Membership meeting. This presentation should include the Board vote and the Ad Hoc Committee vote and statements. The number of required volunteers and membership work and financial obligations must also be included.

II. Secondary Fundraiser

A. Proposal

1. Any League committee or League member(s) (Active, Provisional, or Sustainer) may submit a proposal for a Secondary Fundraiser.
2. The Fund Development Chairperson shall submit the proposal to the Board of Directors.
3. The President will appoint an Ad Hoc Committee, consisting of representatives from the Finance Committee and any other members she deems appropriate, the purpose of which is to study the fundraiser and prepare a formal proposal.

- B. Requirements for Adoption. The proposal is presented to the Board of Directors. A majority vote of the Board is required for approval.

GENERAL MEMBERSHIP MEETINGS

General meetings of the membership, also known as General Membership Meetings, shall be held the third Tuesday of the month from August - May. General Membership Meeting shall be held in the evening.

Meeting Facilities.

According to the JLE Bylaws, all meetings and functions of the League shall be held at facilities which do not discriminate as defined in applicable laws and ordinances in its jurisdiction.

General Membership meetings shall not be held in locations that have a political or religious officiation (A religious officiation is a location that is registered with the state of Indiana as a religious organization ex: Church).

The Meeting Facility shall have the following:

- Parking that will accommodate the membership size
- Restroom Facilities that accommodate the membership size
- Handicap accessible
- Located in the Evansville, IN and/or Newburgh, IN City Limits

GOOD STANDING

To be considered a member in good standing **for slating**, the member shall

1. Have met all of the requirements from the previous League year by the agreed-upon/established deadline.
2. Be up to date on current requirements.
3. Have current Active or Sustainer status at the time of application.
4. Meet eligibility requirements for the position at the time of application.

To be considered a member in good standing **for voting**, the member shall

1. Have paid her dues.
2. Have resolved her requirements from the previous League year.

INSURANCE

It is the policy of the Junior League of Evansville to have an independent insurance consultant periodically review the Junior League of Evansville's insurance policies to ensure coverage and limitations adequately meet the needs of the Junior League of Evansville's members and employees.

General Liability Insurance

- It is the policy of the Junior League of Evansville to maintain general liability insurance to protect the Junior League of Evansville against unforeseen claims.

Errors and Omissions Insurance

- It is the policy of the Junior League of Evansville to maintain an errors and omissions insurance policy to protect the Junior League of Evansville in the event of unforeseen circumstances.

Officers and Directors Liability

- It is the policy of the Junior League of Evansville to maintain officers and directors liability insurance to protect individuals in these positions in the event unforeseen circumstances occur.

Property Insurance

- It is the policy of the Junior League of Evansville to maintain property and/or renter's insurance in the form of replacement value.

INVESTMENT POLICY

The Junior League of Evansville establishes the following Investment Policy covering its Investment Portfolio.

I. INTRODUCTION

The purposes of this policy are:

- To provide guidance to the Board of Directors and its appropriate committees and representatives, and

- To provide policies and guidelines to the Financial Consultant.

This policy is dynamic in nature and will be reviewed periodically. It is not expected that this policy will change frequently; however, if necessary, it may be changed from time to time. It is intended as a guide rather than a rigid policy from which there can be no deviation; however, short-term changes in the financial markets should not require adjustments to this policy. Any decision or activity that constitutes a deviation from this policy and its accompanying rationale should be brought to the attention of the League. It is understood that certain assets now owned or which may be received in the future by the League may cause a portfolio to deviate from the policies and guidelines established here.

II. INVESTMENT PHILOSOPHY

A balance between preservation and growth of capital is the goal when making investment decisions, with focus on:

- Diversification; and
- Liquidity needs.

Considering the objective and philosophy of the League in the context of the overall worldwide situation relative to investments, a well-diversified portfolio is warranted.

The following asset classes should be considered for inclusion in the League's investment portfolio:

- Large Cap Stock Funds
- Mid Cap Stock Funds
- Small Cap Stock Funds
- International Equity Funds
- Diversified Emerging Market Funds
- Domestic Fixed Income Funds
- Corporate High Yield Bond Funds
- International Bond Funds

III. MANAGEMENT OF THE INVESTMENT PORTFOLIO

The Board of Directors will select an experienced and professional Financial Consultant to manage the Investment Portfolio. The Financial Consultant may select and oversee qualified sub-managers to assist in managing specific parts of the Investment Portfolio.

IV. INVESTMENT OBJECTIVES

The general investment objectives are:

- To maintain a diversified Investment Portfolio that is consistent with sound management employed by a reasonably prudent and knowledgeable investor and that includes equity and fixed income investments in various asset classes as outlined below in Item V,
- To maximize total investment return within reasonable and prudent levels of risk,
- To maintain appropriate levels of cash reserves to meet short-term needs,
- To regularly monitor the investment performance of the portfolio utilizing the benchmark indexes as outlined below in Item IX.

V. SPENDING LEVEL DETERMINATION

Annually, during the first fiscal quarter of each year, the Board of Directors may choose to make a distribution from the Investment Portfolio. Any such distribution shall not exceed an amount equal to 4% of the average of the last 12 quarter-ending portfolio values. The goal of this spending rule is to provide a relatively smooth flow of distributions and to maintain the real value of distributions considering inflation without jeopardizing the real value of the remaining invested assets. This distribution is to be used for the benefit of the Junior League of Evansville or for the community at large, at the discretion of the Board of Directors as determined by majority vote. This distribution shall be earmarked separately in the annual budget. This distribution may be made to the extent that it does not allow the funds in the investment portfolio to be reduced below the amounts set aside as restricted funds. This distribution may be prorated over multiple years if the expense for which it was earmarked requires multiple annual payments.

VI. GUIDELINES AND POLICIES

- A. *Time Horizon.* The Financial Consultant should seek to provide the best possible return consistent with prudent limitation of risk over a long time horizon (at least a market cycle of normally 3-5 years), even if negative returns are generated in some shorter periods. The League recognizes that capital markets can be volatile over shorter periods and that even though the risk of capital loss exists no matter what the investment time horizon, it can be minimized through diversification and a long-term focus.

Asset Allocation. Academic research suggests that allocating invested assets among various asset classes is the most important diversification decision and sets

the risk/return parameters for the Investment Portfolio. The Financial Consultant shall invest in various asset classes and may further diversify the portfolio into various sub-classes representing different investment styles. Specifically, investments in different asset classes and sub-classes shall be maintained within the following ranges, expressed as a percentage of the Investment Portfolio's total market value:

NOMINATING/PLACEMENT

- a. The duties of the Nominating component of the Nominating/Placement Committee shall be to prepare slates of candidates for election to various offices of this League, to slate delegates to conferences, and to perform other related functions.
- b. The duties of the Placement component of the Nominating/Placement Committee shall be to advise members on placement, assess member satisfaction with their placement and the League, plan for ways to enhance such satisfaction, and facilitate opportunities for training on placement (such as placement fairs).
- c. The personnel of the Nominating/Placement Committee shall consist of a Nominating chair, a Chair-Elect/Placement chair, and a minimum of four committee members, half of which will focus primarily on Nominating and half of which will focus primarily on Placement (though all members may be asked to help with the other side if and as needed). All members of this committee shall be elected by the general membership from a single slate and shall have served a minimum of three active years in the Junior League of Evansville. All members will serve two-year rotating terms. One half of the members will be elected each year from a single slate of candidates. All committee members are ineligible:
 - (1) To serve consecutive terms on the Nominating/ Placement Committee with the exception of the chair.
 - (2) To hold any elected JLE position.
- d. A vacancy on the Nominating/Placement Committee shall be filled by a vote of the Board of Directors from a single slate submitted by the Nominating/Placement Committee. The selected member shall serve the duration of the vacancy.
- e. In order to avoid putting a Nominating/Placement committee member in a position where they would potentially be slating themselves or a fellow committee member for a slated position, Nominating/Placement committee members shall not be eligible to serve in a slated position for a period of one year following the end of their term.
- f. In the event that an advisee comes to a Nominating/Placement committee member with a grievance about another League member, the Nominating/Placement committee member should alert the advisee to the Code of Conduct and the process for filing grievances.

OFFICE EQUIPMENT

A record will be maintain in the League's office of all office equipment. The record should include but is not limited to

- The Name of the equipment
- Model
- Cost at time of purchase

Office equipment includes, but is not restricted to,

- All computer equipment and components
- Computer software
- Large Office Supplies such as Easels and Furniture

Office equipment shall be used for League business only. Office equipment may not be removed from League Office. If Office Equipment if portable it should only be lent and used for league business. Members wishing to use office Equipment should make a formal request to the office staff. All lending of equipment shall be recorded by office staff. Returning of items should be an agreement between the office staff the member requesting the items. Any items that are not returned within 30 days after the agreed return date will be replaced at the requesting member's expense. The requesting member understands and shall be held responsible for any damage made to the equipment while equipment is in the requesting member's possession.

A single official copy of licensed software will be stored in the League Headquarters and may not be removed from the building.

Loading personal software on League office equipment and/or League computers is prohibited.

Books and Records

In regard to retaining and safeguarding our League's records, we will compile, edit, and retain and submit records to be utilized for documentation, historical and planning purposes.

Location of Books and Records

The League shall keep at its office the original or a copy of its Policies, Articles and ByLaws as amended to date, which shall be open to inspection by members at all reasonable times during office hours.

Types of Books and Records

The League shall keep adequate and correct books and records of accounts and also keep minutes of the proceedings of its voting members, Board of Directors, and Committees of the Board of Directors and shall also keep a record of the names and addresses of the members entitled to vote. Minutes, books, and records shall

be kept either in written form or in any other form capable of being converted into written form.

Ownership of Records

It is the policy of the Junior League that all records, files, zip drives, binders and correspondence generated by members are the property of the Junior League and must be stored at the League Office by 60 days after the end of the fiscal year or can be stored in electronic format accessible by appropriate parties and the database manager.

An Annual Report for each committee and board position should be generated by the date requested or no later than the end of the League year.

No member of the league shall transmit, in whole or in part, any portion of the database or non-public information to any outside person or organization.

Documentation Records Retention

Management Team /Committee minutes will be retained their own minutes and records for no less than three (3) years. After the third year, this documentation if no longer relevant will be either historically document/condensed or destroyed by Office Manager. All the material will be condensed as much as possible for storage purposes.

All project materials will be kept for ongoing projects. When the project comes to an end, the contract, all reports and all JLE project minutes, and any public relations material will be kept for five (5) years. The contract and all reports received from the project will be kept for historical purposes. All the material will be condensed as much as possible for storage purposes.

Financial fundraiser documentation will be kept per the Treasurer's recommendation. All other financial documentation will be kept for five (5) years or as required by law (whichever is longer) so as to provide the historical information should future members require it. All the material will be condensed as much as possible for storage purposes.

The following special documents will be kept as long as the league exists.

- i. Current tax exempt status, license to solicit, etc.
- ii. Original 501 (c) (3) document.
- iii. Articles of Incorporation.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws or policies adopted by this League. The President may appoint a parliamentarian for advice in parliamentary procedure. When parliamentary advice is needed a professional parliamentarian or the parliamentarian authority for the Tri-State area will be utilized.

PERSONNEL POLICIES

I. Personnel Committee

A. The Personnel Committee

1. The Executive Vice President who shall also serve as the Personnel Committee Chairperson.
2. President-Elect.
3. Treasurer.
4. Other member as necessary to supplement the skills or expertise of the committee.

B. The committee will meet annually prior to budget preparation to review personnel and wages. The committee shall convene when changes are needed in personnel or personnel policies.

C. Committee Responsibilities The committee shall be responsible for filling any vacant staff positions.

II. Salaries, Wages and Benefits

A. Part-time employees shall be paid only for hours worked.

B. Employees shall be paid by check by the 15th day of the month for work performed between the 16th day and the last day of the prior month. The employee will be paid by the last day of the month for work performed between the first day and the 15th day of the current month. The employee will complete a time sheet which must be approved by the Vice-President of Communications.

C. There will be no severance pay.

D. The Junior League does not provide health, life or disability insurance.

E. In the event of sickness or emergency occurring during the regularly scheduled workday, time lost may be made up on arranged basis with the Vice-President of Communications.

PLACEMENT POLICIES

1. Placement Duties and Responsibilities

- a. Placement Advisers shall be well informed on all current aspects of the League in order to advise, direct, guide the advisee concerning League policies and procedures (i.e., membership status changes, fulfilling membership requirements), and in selecting the proper placement.
- b. Placement Advisers shall keep in close contact with their advisees, with a minimum of four contacts per year, to include:
 - 1) Initial membership requirement review
 - 2) A mid-year contact with advisees
 - 3) Placement confirmation interview
- c. The Placement Committee shall provide for a mid-year contact with the Committee Chairperson to determine current activities, as well as problems concerning any advisee's participation.
- d. The Placement Committee shall be responsible for keeping records of placement and membership requirement fulfillment of all Active and Provisional members. Membership Requirement Committee will give tracking info.
- e. Advisers shall facilitate the exchange of information, both positive and negative, between advisees and the appropriate persons or committees.
- f. The Placement Committee has the authority to determine the quality and quantity of volunteer service required for an Active year. A member may come before the Board if in disagreement with the placement committee.

PRIVACY POLICY

Our Commitment to Privacy

Our Privacy Policy was developed to provide the highest level of integrity in dealing with our members, Web users, donors and partners. The Policy is designed to assist you in understanding how we collect, use and safeguard the personal information you provide to us and to assist you in making informed decisions when using our site and/or services. This statement will be continuously assessed against new technologies, business practices and our users' needs.

What Information Do We Collect?

When you visit our Web site you may provide us with two types of information: personal information you knowingly choose to disclose that is collected on an individual basis and Web site use information collected on an aggregate basis as you and others browse our Web site.

1. Personal Information You Choose to Provide

Credit Card Information

If you choose to donate or purchase products or services from us, you may need to give personal information and authorization to obtain information from various credit services. For example, you may need to provide the following information:

Name
Mailing address
Email address
Credit card number
Home or business phone number

Email Information

In addition to providing the foregoing information to our partners, if you choose to correspond further with us through email, we may retain the content of your email messages together with your email address and our responses. We provide the same protections for these electronic communications that we employ in the maintenance of information received by mail and telephone.

2. Web Site Use Information

Similar to many other Web sites, our Web site utilizes a standard technology called "cookies" (see explanation below, "What Are Cookies?") and Web server logs to collect information about how our Web site is used. Information gathered through cookies and Web server logs may include the date and time of visits, the pages viewed, time spent at our Web site, and the Web sites visited just before and just after our Web site. This information is collected on an aggregate basis. None of this information is associated with you as an individual.

How Do We Use the Information That You Provide to Us?

Broadly speaking, we use personal information for purposes of administering our business activities and providing customer service to our donors, customers and prospective donors and customers. Occasionally, we may also use the information we collect to notify you about important changes to our Web site, new services and special events we think you will find valuable. The lists used to send you this information are developed and managed under our traditional standards designed to safeguard the security and privacy of our users' personal information. If you provide your personal information to us, you will be given the opportunity to notify us of your desire to receive or not to receive these offers.

What Are Cookies?

Cookies are a feature of Web browser software that allows Web servers to recognize the computer used to access a Web site. Cookies are small pieces of data that are stored by a user's Web browser on the user's hard drive. Cookies can remember what information a user accesses on one Web page to simplify subsequent interactions with that Web site by the same user or to use the information to streamline the user's transactions on related Web pages. This makes it easier for a user to move from Web page to Web page and to complete commercial transactions over the Internet. Cookies should make your online experience easier and more personalized.

How Do We Use Information We Collect from Cookies?

We use Web site browser software tools such as cookies and Web server logs to gather information about our Web site users' browsing activities, in order to constantly improve our Web site and better serve our users. This information assists us to design and arrange our Web pages in the most user-friendly manner and to continually improve our Web site to better meet the needs of our users.

Cookies help us collect important business and technical statistics. The information in the cookies lets us trace the paths followed by users to our Web site as they move from one page to another. Web server logs allow us to count how many people visit our Web site and evaluate our Web site's visitor capacity. We do not use these technologies to capture your individual email address or any personally identifying information about you although they do permit us to send focused information or other such responses to you.

Notice of New Services and Changes

Occasionally, we may also use the information we collect to notify you about important changes to our Web site, new services and special offers we think you will find valuable. As a user of our Web site, you will be given the opportunity to notify us of your desire not to receive these offers by clicking on a response box when you receive such an offer or by sending us an email request here.

How Do We Secure Information Transmissions?

When you send confidential personal credit card information to us on our Web site, a secure server software which we have licensed encrypts all information you

input before it is sent to us. The information is scrambled en route and decoded once it reaches our Web site.

Other email that you may send to us may not be secure unless we advise you that security measures will be in place prior to your transmitting the information. For that reason, we ask that you do not send confidential information such as Social Security or account numbers to us through an unsecured email.

How Do We Protect Your Information?

1. Information Security.

We utilize encryption/security software to safeguard the confidentiality of personal information we collect from unauthorized access or disclosure and accidental loss, alteration or destruction.

2. Evaluation of Information Protection Practices.

Periodically, our operations and business practices are reviewed for compliance with corporate policies and procedures governing the security, confidentiality and quality of our information.

3. Employee Access, Training and Expectations.

Our corporate values, ethical standards, policies and practices are committed to the protection of customer information. In general, our business practices limit employee access to confidential information, and limit the use and disclosure of such information to authorized persons, processes and transactions.

How Can You Access and Correct Your Information?

You may request access to all your personally identifiable information that we collect online and maintain in our database by emailing us [here](#).

Do We Disclose Information to Outside Parties?

We may provide aggregate information about our customers, sales, Web site traffic patterns and related Web site information to our affiliates or reputable third parties, but this information will not include personally identifying data, except as otherwise provided in this Privacy Policy.

What About Legally Compelled Disclosure of Information?

We may disclose information when legally compelled to do so, in other words, when we, in good faith, believe that the law requires it or for the protection of our legal rights.

What About Other Web Sites Linked to Our Web Site?

We are not responsible for the practices employed by Web sites linked to or from our Web site nor the information or content contained therein. Often links to other Web sites are provided solely as pointers to information on topics that may be useful to the users of our Web site.

Please remember that when you use a link to go from our Web site to another Web site, our Privacy Policy is no longer in effect. Your browsing and interaction on any other Web site, including Web sites which have a link on our Web site, is subject to that Web site's own rules and policies. Please read over those rules and policies before proceeding.

Your Consent

By using our Web site you consent to our collection and use of your personal information as described in this Privacy Policy. If we change our privacy policies and procedures, we will post those changes on our Web site to keep you aware of what information we collect, how we use it and under what circumstances we may disclose it.

PROJECT IMPLEMENTATION PROCEDURES

I. Project Agreement

- A. Project partnerships between new or existing organizations must be approved under the existing by-laws covering project proposal procedures.
- B. Once a project is approved, project liaisons and chairs must formalize the partnership with a project agreement form/contract signed by the V.P. Community, Project Implementation Chair, Project Liaison or Committee Chair, and a representative from the organization.
- C. The project agreement form must specify the amount of the grant, and the purpose of the grant (the project).

II. Project Agreement Specifics

- A. In the event that the project is completed without the use of League funding, the organization will still receive the amount specified in the project agreement. However, the organization must specify a use for the funds. The new project must meet the League mission and must be approved by a majority vote of the board.
- B. In the event that the project does not get off the ground, and the project agreement has NOT been signed, the money specified in the grant will return to the League. The Project Liaison chair will return to project proposals committee and present an alternative project for Board approval. If approved, the new project will go before the general membership and must be approved under the project proposal guidelines.
- C. In the event that the project does not get off the ground by the end of the League year, and the project agreement has been signed by both members of the League and a representative of the organization, the money specified in the grant will return to the League as spelled out in the signed project agreement. That funding will be split evenly between the other organizations who had projects approved for that League year, to be used at their discretion.

PROJECT PROPOSAL PROCEDURES

I. Definition

A proposal for the League to support a new or existing project either financially and/or with League placement commitments and volunteers.

A small project grant amount for each year will be determined by the finance committee. The recipients of small project grants will be further supported by the League with DIAD opportunities.

A large project grant amount will be determined by the finance committee. While small project grants are awarded each year, large project grants are awarded only when a need is seen in the community that requires more funds than are available as a small project grant, but does not fit the requirements for volunteer opportunities of a signature project. A signature project is a project that can be either founded by the Junior League of Evansville or developed in partnership with another community group. The amount available will be determined by the finance committee.

A signature project seeks to fill a need in the community that is not currently met. A signature project requires a contract to be signed that commits to providing funds as well as volunteers over multiple League years. A signature project has yearly volunteer requirement hours for all members.

II. Proposing a Project

- A. Any League committee, League member(s) (Active, Provisional, or Sustainer), or community person or agency that represents a mutual interest in the League may propose a project to the Project Development committee (signature project) or Community Proposals committee (large grant, small grant or short-term project).
- B. Proposals must be submitted to the appropriate committee with the standard grant or project proposal form.
- C. All projects must fit within a Junior League of Evansville position statement.
- D. No member may speak for nor try to rally support for a project if that member has a conflict of interest with that project's not-forprofit organization - ie., an employee or board member.

III. Requirements Before Presentation to the Membership Signature Project

- A. Finance committee will determine maximum project funding.
- B. Project Development committee evaluates submitted project ideas and determines initial list that meet requirements. The committee may cull out projects that do not meet the mission, focus, guidelines, deadline for application, instructions of grant, or impact that the Junior League of Evansville wishes to make with the grant.
- C. Board of Directors approves the initial qualified proposals from the Project Development committee.

- D. Project Development committee must present qualifying proposals to General Membership at least three times for a membership vote or comments before the final 3 proposals are selected by the membership. At each step, “none of the above” must be an offered choice.
- E. All decisions with regard to narrowing down proposals must be made by the membership in the interest of transparency of the process.
- F. Membership votes on a maximum of 3 of the presented proposals for further research by Project Development committee.
- G. Project Development continues research on the selected proposals and presents findings to Board of Directors for approval prior to vote or ranking by the General Membership.
- H. Project Development committee presents a minimum of two final proposals and the committee’s findings with Board approval to General Membership for final vote. “None of the above” must be an additional offered choice.

IV. Requirements Before Presentation to the membership - Large or Small Grant Project(s)

- A. Finance committee will determine maximum project funding.
- B. Community Proposals committee reviews the submitted proposals and establishes the initial number of possible proposals. The committee may cull out projects that do not meet the mission, focus, guidelines, deadline for application, instructions of grant, or impact that the Junior League of Evansville wishes to make with the grant.

V. Short-Term Project

- A. A short-term project is generally a one-day project, often in conjunction with another organization(s).
- B. The maximum funds that can be spent in a year may not exceed 10% of the Designated Projects Fund Balance.
- C. All short-term projects must fit within a Junior League of Evansville position statement.
- D. Short-term projects may be presented at any general membership meeting. Deadlines for short-term proposals will be determined by the Chair of the Community Proposals Committee.
- E. Proposal is presented to the Board with recommendations from the Community Proposals Committee.
- F. After the Board vote, proposal shall be presented to the membership at the next general membership meeting.

PROVISIONAL MEMBERSHIP POLICY

1. Provisionals.

- a. Provisionals are those who are engaged in complying with the requirements for admission to Active Membership.
- b. Provisionals are not eligible to vote or hold office.
- c. A Provisional shall be required to complete a Provisional Course within twelve (12) months after her application for membership. An extension of twelve (12) months may be granted by the Board of Directors in the case of a Provisional who, for unavoidable reasons, is unable to complete the Provisional Course.
- d. Provisional Course shall incorporate AJLI recommendations on New membership training and shall follow JLE training policies and/or JLE curriculum. Provisional Training specifics may vary from year to year.

Provisional members are required to pay membership dues and a provisional fee at the time.

Policy and Procedures

A. Policy: Effective and timely consultation and communication of policy changes for clusters or committees is crucial to ensure responsibilities are clear and well understood.

1. Board of Directors shall report policy changes for clusters and/or committees to the Management Team and the general membership. Policies will be maintained in accordance with the Books and Records policies as outlined in the JLE Operational Policy Manual.
2. Standing Committees shall be mentored and trained on all policies by the Management Team/Cluster Vice President .

B. Procedures: Effective and timely consultation and communication of procedural changes for clusters or committees is crucial to ensure responsibilities are clear and well understood.

1. Management Team and/or Standing Committees shall update and/or draft procedures in accordance with Operational policies set forth by the Board of Directors.
 - Any committee wishing to adopt new procedures or changes to existing procedures must follow the steps outlined below, in order listed:
 - It is recommended that committee seek advisement from Management Team and obtain history and information as to the rational of current procedure.
 - Committee shall submit changes to VP for approval
 - If the changes to procedures directly affect other committees, send a formal notice to all committees impacted must be recorded.

C. All procedures or changes to existing procedures shall be presented to the Board of Directors for review. The review of procedure by the Board of Directors is to ensure no risk management issues exist within the proposed procedure. The review is not for approval.

D. Management Team and chairs must inform our general membership and other committees of all procedural changes that affect them.

PUBLIC AFFAIRS PROCEDURES

I. Selection of a Public Issue

- A. Shall be germane to the purpose of the Junior League including, but limited to, its community program, or a priority concern. The issue must relate to volunteer service, to a project, or to a situation affecting the general welfare of the community for which this League has concern.
- B. While action may be taken on many issues, priority shall be given to those issues related to areas in which the Junior League has developed expertise or to topics upon which the Association has developed a position statement.
- C. A suggestion for a public issue to be studied may come from one member, any committee, or the Board.

II. Taking Action on a Public Issue

A. Study and Action

- 1. A selected issue must be studied by a special public affairs committee to be appointed by the President.
- 2. In order to proceed, the special committee must evaluate the proposed action of the selected issue and report its findings to the Board.

B. Study and Action by the Board The proposed action of the selected issue must be presented in writing to the Board. This written presentation must include the pros and cons of the issue and the opinion of the League Counsel.

C. Study and Action by the Membership

- 1. The proposed action on the selected issue must be presented in writing to the entire Membership prior to the meeting of this League at which the vote will be taken. The initiating committee shall be responsible for educating the Active and Sustaining membership. This written presentation must include the pros and cons of the issue, the opinion of the Legal Counsel, and the numerical result of the Board vote.
- 2. To take the proposed action on the selected issue, a quorum of the active League members must be present at the meeting at which the vote is taken, and a two-thirds affirmative vote by ballot of those present at the meeting is required.
- 3. The notification requirements above shall apply when a Junior League votes to take public action related to action taken by another Junior League.

III. Quick Endorsement Procedure

A. Definition - A process to take action on a public issue covered by existing League position statement when there is not enough time to have the action approved by the general membership.

B. Procedure

- 1. Issue must relate to current position statement of the Junior League of Evansville.
- 2. Proposed action shall be presented to the Special Committee. Requires a two-thirds vote for approval.
 - a. Requires affirmative vote of the Special Committee.
 - b. Must have been submitted to Legal Counsel for comments.

3. Factors to be considered by the Board.
 - a. League philosophy.
 - b. Volunteer involvement.
 - c. League monies spent on the issue.
 - d. Focus areas of the League.
4. The endorsement, if passed, shall read: "The Board of Directors of the Junior Leagues of Evansville..." The communication is signed by the President, Special Committee Chairman, and may be co-signed by the Chairman of the initiating group, or other appropriate members.

C. Notifications and Membership Approval

1. Action endorsed by this procedure must be presented to the general membership with background information for their approval at the next voting meeting.
 2. To take the proposed action on the selected issue, a two-thirds affirmative vote of the general membership by ballot is required.
- D. Reconsideration - The Board shall have the power to rescind its action by a two thirds vote of all Board members.

IV. Enabling Statement Procedure

- A. The Chairman of the Special Committee in consultation with the President or her designee, may initiate public action in accordance with the approval strategies for the League's position statements.
- B. Whenever possible, public action will be taken only with majority approval of the Special Committee.
- C. The Board will be advised of all public action taken by the Chairman of the Special Committee at the next Board meeting.
- D. The general membership will be advised of all public action taken by the Chairman of the Special Committee through the LeagueLine or at the next membership meeting.
- E. Whenever possible, the Chairman of the Special Committee will participate in general membership meetings so as to apprise and educate the membership of issues related to the League's position statements.
- F. Input on specific issues will be solicited from individual project and interest groups.

V. Affirmation of Position Statements

- A. Shall be reviewed on an annual basis.
- B. Shall be submitted to the membership for ratification in the Fall of even numbered years.

VI. Tax Exemption Protection

- A. To protect the tax exempt status of the League, time and monies spent on public action activities including, but not limited to, engaging in propaganda, taking part in political activity or making any attempt to influence legislation, must not exceed 10% of time and monies spent on the entire League in any fiscal year.

QUICK RESPONSE FUND PROCEDURES

I. Definition

- A. A fund set aside annually to be distributed throughout the year outside the regular project application process.
- B. Generally small, one-time grants for start-up costs, seed money, equipment, etc.
- C. Maximum yearly fund - \$1,000
- D. Maximum individual response - \$500

II. Criteria

- A. Written application.
- B. 501 C 3 Status with IRS.
- C. A proposal must fit within a League position statement.
- D. Requests will not be accepted for fundraising drives or capital campaigns.

III. Accountability

- A. All recipients must submit a written report to the JLE office within six months of receiving the award. The report shall include:
 - 1. An accounting of how money was spent.
 - 2. Was the goal achieved? If not, why?

IV. Disbursement Guidelines

- A. Is this service available elsewhere in the community?
- B. Are the funds or equipment available elsewhere?
- C. Is this request "critical" to the community organization or individual that is applying for funds?
- D. What is the viability of the organization or project?
 - 1. Credibility of organization.
 - 2. Competence of staff.

V. Procedure

- A. Application made to the Executive Committee.
- B. Recommendation made by the Project Development Committee to the Board.
- C. Board has final approval of allocations. Funds may be disbursed for a national disaster through other Junior Leagues or through the Red Cross. Executive Committee and the Board of Directors need to approve these in V. Procedure.

STANDING COMMITTEES

Meetings

- A. Standing committee meetings shall be held as often as is necessary to fulfill the responsibilities and duties of the committee. Standing Committees should strive to meet no less than 3 times throughout the League year to promote a scene of community with in the committee.
- B. Standing committee meetings shall not be held in locations that have a political or religious officiation (A religious officiation is a location that is registered with the state of Indiana as a religious organization ex: Church)

Reporting

- A. Standing Committee Minutes
All, committees and organized groups endorsed and recognized by the Junior League of Evansville and further receiving budget monies from the JLE, must prepare monthly meeting minutes and file such materials with the Office Administrative Assistant. All JLE minutes are subject to audit. Committee Minutes shall be retained in accordance with the Documentation Records Retention policy that is outlined in the JLE Operational Policy Manual
- B. Standing Committee Monthly Reports –
Effective and timely reporting is critical and allows our League's leadership team to make informed and proactive decisions.
 1. All standing committee chairs shall submit a committee monthly reports to the committees cluster's Vice President/Management Team each month. Standing Committee Monthly Reports shall be shared with the Board of Directors each month prior the Monthly Board of Directors Meeting. Standing Committee Monthly Report shall be shared with the JLE general membership.
 2. Standing Committee Monthly report shall include all information requested by the Board of Directors. Information that should be included but not limited to :
 - Items that are needed for Board of Director's approval and or agenda
 - Report on Standing Committee's Budget
 - Report on Standing Committee current and future activities
 - Recommendations, Issues, and Success
 - Data on how Annual Plan is being accomplished

SUSTAINER COMMITTEE

Purpose

One of the most important benefits of membership in the Junior League of Evansville is a lifelong connection to community-minded women. JLE is grateful to the sustaining members who have given their time, financial support and leadership skills to improve both our League and our community.

The Sustainer Committee is a group of sustaining members whose purpose is to assist and advise the JLE Management Team and JLE membership as a whole. The committee should promote the involvement of sustaining members in all JLE activities as well as plan, promote and execute activities and programing for sustainers. When filling the committees duties the Sustainer Advisory Committee shall:

- Shall always act to move the JLE mission forward
- Shall follow all by-laws , polices and procedure of the Junior League of Evansville
- Shall be good stewards of the committees budget
- Shall strive to include Provisionals and Active members in activities and programing when it is appropriate in order promote and develop lifelong members of the Junior League of Evansville.
- Promote sustainer involvement in all JLE activities
- Participate and be available for training and advisement to JLE Board, Management Team and Committees
- To provide access to historical information that may not be known by the current active membership. To document historical information as necessary
- To assist JLE in understanding the needs, interests and perspective of the sustaining members.

Meetings

Sustainer Committee should meet no less than three times a year.

Composition

The Sustainer Committee will be comprised of any sustainer that is in Good Standing with no term limits with the exception of Sustainer VP. There shall be no less than 20 members of this committee.

Committee Chairperson

The Sustainer Committee Chairperson shall have the title Sustainer VP and serve a (1) one year term and shall not serve more than 2 consecutive terms. The term of office shall be June 1st through May 31st. The Chairperson shall be selected by nominations from the floor by the committee prior to the May Sustainer Luncheon. The Chairperson shall report to the Executive Vice President and serve as a member of the Management Team. The Chair shall attend Management Team meetings as and if they are called. Chairperson is responsible to make sure committee is informed on JLE actives, and that committee follows JLE bylaws, policies, and the League's Annual Plan. Chair's responsibility is to ensure

committee plans sustainer's activities and programming throughout the year and will be the sustainer advisor to the Management Team.

Sustainer Committee Membership

The Placement Committee shall select no less than 20 sustainer Members of the Junior League of Evansville to serve on the Sustainer Committee. The Placement Committee shall strive to appoint Committee members that represent diversity in the number of service years to the league, past League positions, and in member's age. Members selected must be in good standing at the time of selection. Members shall be selected on or by June 1st of each league year. From time to time the Placement committee may ask committee members to voluntarily resign from the committee to allow other sustainer members to participate and share ideas, talents and skills.

Resignation

Any member of the Sustainer committee may resign at any time. Such resignation shall be made by written notice and shall take effect at the time specified therein and, in no time is specified, at the time of its delivery to Placement Committee. No resignation shall discharge any accrued obligation or duty of a member of the committee or as a member of the League.

Vacancies

The Placement Committee within a responsible amount of time will fill any vacancies.

TRAVEL POLICY

In the event of required traveling for the promotion of League business or training, travel expenses and hotel stays shall be booked in advance on the corporate card by the Office Manager. Other travel-related expenses shall be paid by the traveling Member(s) and will be reimbursed in keeping with the Expense Reimbursement Policy.

Members must submit the following documentation with their Reimbursement Request when traveling:

- Agenda of conference and/or training. The League will only pay expenses that enable the member to attend the entire conference and/or training.
- Credit card receipt or register receipts within the daily allotted amount for meal expenses.
- The per diem amount for travel expenses shall match the amount listed in the Per Diem Rates published by the U.S. General Services Administration but shall be offset where applicable by meals provided by the AJLI that are included in the conference fee. Hors' d'oeuvres or desserts provided in lieu of a meal shall not offset the Per Diem Rate.
- When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required. Actual bills/receipts must be submitted whenever possible.
- Members are responsible for paying all hotel charges (other than those prepaid by the League) as they are checking out of the hotel. Such charges must be included in the expense report, supported by attaching the hotel bill. Charges other than room and tax must be itemized.
- If a member travels early or stays late from a conference, she is responsible for any extra expenses incurred.

Air/Rail Travel

Air travel reservations should be made in such a manner as to secure the best available fare. Available resources include, but are not limited to: travel agents, online resources or directly with the airline. **ALL AIR TRAVEL MUST BE IN COACH CLASS.**

When traveling by air, members shall use the lowest logical airfare available.

Upgrades for Air Travel

Upgrades for air travel are not reimbursable. If a member wishes to upgrade, it is done at the member's expense.

Hotel Room Booking

It is the policy of the League that if two members are attending a conference, they will share a room. Should a member prefer a room of her own, all costs of this additional room will be her responsibility.

Taxi / Shuttle / Parking Fees

The use of airport shuttles and taxis upon arrival at the Member's destination is the preferred mode of transportation. Make sure to ask for a receipt if one is not offered.

Business Use of Personal Vehicle

Members may use their personal vehicle for League purposes if it is less expensive than using alternate transportation.

It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers.

Mileage is reimbursed at the rate established by the IRS for non-profits. This mileage allowance is in lieu of actual expenses for gasoline, oil, repairs, tags, insurance, and depreciation. Therefore, actual expenses for those items will not be reimbursed when a Member's personal vehicle is used for League-related travel.

Meals

Meals not provided in the conference registration fee. (Members must submit a conference agenda with their expense form.)

Be sure to note that the following items are NOT reimbursable under this policy:

- Parking tickets or other fines
- Delinquency fees / Finance charges for personal credit cards
- Excess baggage charges (more than one checked bag or one carry-on bag; or using a bag that exceeds regulation size)
- Expenses for travel incurred by companions / family members
- Expenses related to vacation or personal days while on a League trip
- Loss / Theft of personal funds or property / Lost baggage
- Repairs due to accidents
- Mini-bar charges

- Long distance charges in excess of one long distance call per day, which can be made to the member's immediate family if the member so chooses.
- Hotel health club and pool charges, snacks or sundries, movies, and loss/theft of personal property
- Any costs arising from the member's absence from home or place of business. Such expenses might include baby- or pet-sitting fees, housekeeping arrangements,
- and/or the loss of wages.
- Alcoholic beverages

Travel Companions

Members should use discretion in having companions accompany them while on League - related travel. The League is not responsible for any expenses associated with such a person and members are expected to organize such personal interactions so that League business is receiving the fullest possible attention of the member.

VOTING POLICY

Section 5. Voting at Meetings

1. Board of Directors. All members of the Board of Directors shall be entitled to vote at meetings of the Board of Directors, including Sustaining Members.
2. Committees. All members of a committee shall be entitled to vote at meetings of that committee, including Sustaining Members.
3. General Membership Meetings. Votes that involve finances or personnel may be closed ballot votes.
4. Voting at General Membership Meetings. All voting material shall be communicated to each voting member (in good standing) a minimum of fourteen (14) days prior to the published Voting Meeting.

These Member Rights, Privileges and Responsibilities may be amended at any regular, special or annual meeting of the League by a majority of affirmative votes cast by members entitled to vote, provided that the proposed amended has been mailed to each voting member at least twenty-one (21) days prior to the date of the meeting.

WEATHER POLICY

The Junior League of Evansville's inclement weather policy:

The Junior League of Evansville values the safety of their members and community guest therefore the JLE will follow the following practices for Official JLE Meeting, Community Events and Fundraisers. The JLE will follow the local universities, meaning if University of Evansville or University of Southern Indiana cancel evening classes or events the JLE will cancel official meetings or events. Official Meetings are Provisional, GM, Board and Management Team Meetings. As always we encourage our members to use their personal judgement on this matter.

FORMS
OF THE
JUNIOR LEAGUE OF EVANSVILLE

BOARD OF DIRECTORS

OATH OF CONFIDENTIALITY

As a Member of the Junior League of Evansville's Board of Directors, I am able to, and will discuss Member's statuses and placements. However, Board deliberations are confidential, and I will not discuss them outside the Board of Directors and/or Board of Directors meetings. Notwithstanding the foregoing a director may engage and share information that will add in fulfilling her duties to the Board and organization. This should be exercise with the highest professionalism and should be issue focused. Personal identities and thoughts should not be discussed. I will not share any confidential information with anyone outside of the Board of Directors. The penalty for violation of this Oath is disqualification from the Board.

A. General Provisions for all Board Members

1. I agree that the Oath is effective immediately upon signature and that it covers all confidential League information of any kind that may come to light. The definition of "confidential" is to be interpreted in its broadest sense. It includes but is not limited to confidential information which (a) is either written or spoken; (b) pertains to *any* League Member or matter; (c) is part of AND/OR arises outside of Board meetings, discussions or correspondence. The obligation to keep this information confidential extends beyond the date on which my placement on the Board of Directors ends.
2. Should a situation arise which appears that I have breached the Oath, the President will make reasonable efforts to research the situation and verify the allegations. She will give me an opportunity to explain the situation. She will then make a determination, based on the information she has before her, if I should be suspended from Board of Director activities.
3. If I am informed by the President that I am in breach of my Oath of Confidentiality, then I understand that I will be placed on suspension until a resolution can be reached. Upon hearing the evidence presented by the President, I have the right to take one of the following actions:
 - a) If I agree that I am indeed in breach of the Oath, then I agree to be removed from the Board of Directors at the request of the President. I understand that I may be placed on a different League Committee for the duration of the year.
 - b) If I disagree and do not believe that I am in breach of the Oath, then I may pursue the matter to the Board of Directors where the case can be heard and decided in accordance with procedures outlined in

the League's "Policies, Procedures & Guidelines" (PP&Gs) Membership. I understand that I will be suspended from Board of Directors activities until a resolution is made.

- c) I will accept the decision of Board of Directors Sub-Committee (Placement Review Process Committee) to either return to the Board of Directors or to move to another Committee for the duration of the League year. The Board of Directors Sub-Committee (Placement Review Process Committee) shall consist of the following which is outlined in the League's Policies, Procedures & Guidelines" (PP&Gs):
- Two Board of Director (2) Member at Large
 - Immediate Past President
 - 2 Sustainers (recommended to be Past Presidents)
- Or if the budget allows the Board of Directors may hire a professional Human Resource Company to hear the complaint.

I agree that the information surrounding a Board Member suspension or removal is considered confidential and should not be discussed with anyone outside of the process, including other Members of the Board.

4. I understand that a breach of this Oath can take place in writing, or through verbal or nonverbal communication.
5. Except as set forth above, all Members of the Board of Directors are still subject to the standard noncompliance provisions, as set forth in the PP&Gs Membership section, for any non-confidentiality related issues, such as failure to perform duties of their position or not remaining in "Good Standing".

B. Special Provisions for the President

1. Because sensitive situations can arise which require the President to conduct research or reach a decision, it is in the best interest of the League that she have resources available to assist her. Therefore, notwithstanding the provisions of Section A above, if the President wishes to seek advice, she may do so without a breach of the Oath of Confidentiality by talking with or writing to any of the parties listed below, as long as she takes care to remind any such party that they too must keep the information confidential and must adhere to the guidelines of this oath and policy. It is encouraged if needing to seek advice that the issue is the focus and personal identities are not used if possible.

These parties are:

- a) Any past President;
- b) The incoming JLE President;
- c) A person with information regarding an investigation into a potential breach of this Oath;
- d) AJLI.Staff and/or a current or a past AJLI President.
- e) Placement Review Process Committee

Dated and effective on: _____

Signed by: _____

CONFLICT OF INTEREST

The Junior League of Evansville (“JLE”), as a tax-exempt not-for-profit corporation, has a special obligation to uphold the public trust because of its charitable purposes and privileges, and is committed to acting with integrity and fairness in all of its operations. To this end, JLE is committed to avoiding any potential conflicts of interest and any appearance of conflict of interest in all aspects of its operations.

This Conflict of Interest Policy (the “Policy”) and JLE’s practices are intended to ensure that JLE actions do not result in, or have the appearance of, bias or unfairness in its decision-making as a result of personal or business relationships that JLE Directors may have with JLE vendors, with The Association of Junior Leagues International, Inc. (“AJLI”), or with other Junior Leagues or other parties. JLE also expects that its Directors will follow practices that preclude individual benefit, or the appearance of individual benefit, in the financial transactions of JLE, and will act with fairness and integrity in all dealings with AJLI, other Junior Leagues, grantors, potential grantors, grantees, potential grantees, vendors, and others who have a business relationship with JLE.

It is the obligation of each JLE Director to disclose actual or potential conflicts of interest. Such disclosure includes affiliations with any organization with which JLE does business, including AJLI, any other Junior League or grantor or potential grantor or grantee or potential grantee, and in which the individual has a personal or financial interest. When such an affiliation exists, the individual should not participate in decision-making involving business transactions between JLE and the organization.

This policy applies to the Directors of JLE.

Conflicts of Interest Defined

A conflict of interest exists when the duty of loyalty of a Director of JLE is potentially compromised by actual or potential benefits received from another source. A business or personal relationship may create a conflict of interest because it could impair the independent judgment of a JLE Director in the exercise of duties relating to JLE and its operations. Conflicts are not limited to financial interests, but may also include situations that convey a personal benefit or advantage causing the individual to have dual and/or conflicting loyalties in connection with a grant or other JLE expenditure or business arrangement or contract.

Examples of Conflict of Interest situations:

- Having, or immediate family members (parents, spouse, siblings, children) having, more than a 5% financial interest or a control interest (e.g., Acting as Director, Officer, Director) in businesses or organizations that are JLE vendors, contractors, grantors, grantees, partners, and/or collaborators;

- Giving or receiving gifts or other favors of a nature that may influence the impartiality of decision-making; or
- Receiving compensation or benefits from JLE grantors, grantees, vendors, AJLI, or other Junior Leagues, or other organizations with which JLE does business.

In any situation not specifically covered, individuals should consider carefully any potential conflict of their personal interests with the interests of JLE and refrain from any action that might be perceived as motivated by an actual or apparent conflict of interest.

Procedures and Guidelines

JLE encourages its Directors to be active members of their communities, including being involved as members and board leaders of non-profit organizations. Because there is potential that material conflicts of interest will arise from such affiliations, the relationships must in every case be disclosed to JLE. Disclosure is the process by which the relationship (such as board membership, employee status or consulting) is formally acknowledged by the individual to his/her colleagues on the JLE Board. For example, where the conflict arises from a deliberate relationship (such as consulting) with a vendor, the nature and reason for the relationship and intended benefit to JLE and the vendor should be described. In addition, as part of JLE's internal controls procedures, these relationships should be reviewed periodically to ensure that they demonstrate compliance with JLE standards, terms and conditions.

JLE also recognizes that its Directors who have such affiliations may face situations in which the appearance of a conflict of interest, even if disclosed, could be detrimental to JLE and the communities it serves. Such situations will be addressed as they arise.

Disclosures

JLE's Conflict of Interest Policy shall be provided to Directors, and any other persons holding positions of responsibility and trust on behalf of JLE, before serving JLE. These individuals shall agree to abide by the Policy. They also shall disclose their affiliations with vendors or other organizations with which JLE does business by completing the attached Conflict of Interest Statement and Disclosure Form. JLE requires Directors to provide a written disclosure of affiliations both at the beginning of their first term and annually thereafter. In addition, Directors have a continuing obligation to disclose any actual or potential conflicts of interest whenever such situations arise during the year. Directors should submit disclosures in written form to the JLE President, who will then call upon the JLE Secretary to record the conflict in JLE's public records.

Abstention

JLE also requires Directors to abstain from decision-making on issues about which they have actual or potential conflicts of interest. Disclosure, participation, and abstention shall be recorded in the minutes of the meeting(s) at which such issues are discussed and decided.

I hereby acknowledge that I have read and understand the JLE’s Conflict of Interest Policy and agree to abide by it.

Date: _____

Name (printed or typed) _____

Signature _____

**CONFLICT OF INTEREST STATEMENT AND DISCLOSURE FORM
(FOR DIRECTORS)**

All Directors shall receive a copy of the Conflict of Interest Policy and indicate by their signature that they agree to comply with it. Completed forms should be submitted to the JLE President.

I hereby disclose any affiliation that I have, or a member of my immediate family has, with AJLI or any other Junior League or any grantee. Specifically identify by checking the box below affiliations that have JLE consent to advance the JLE's mission and programmatic objectives.

League/Grantee	Affiliation	JLE Consent
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have no affiliations with AJLI, other Junior Leagues, or grantees to disclose:
_____ Initial

I hereby disclose any significant financial interest or leadership role that I have, or a member of my immediate family has, in the following organization(s) that have or may be seeking a business relationship with JLE:

<u>Organization</u>	<u>Affiliation</u>
_____	_____
_____	_____
_____	_____
_____	_____

I have no affiliations with organizations having or seeking a business relationship with JLE to disclose: _____ Initial

The information given in this statement is complete and accurate to the best of my knowledge. I also understand that I have a continuing obligation to disclose any actual or potential conflicts of interest whenever such situations arise.

_____	_____
Date	Name (printed or typed)

Signature

NOMINATING AND PLACEMENT COMMITTEE OATH OF CONFIDENTIALITY

The Nominating Committee would like you to know that we take seriously our responsibility to the Junior League of Evansville to slate potential and current League Leaders for leadership positions and other duties set by the Board of Directors. It is vital that we are able to discuss and exchange information and ideas in confidence. The Committee has adopted the following Oath of Confidentiality, which we believe will maintain the integrity and objectivity of the nominating process.

Nominating & Placement Committee Oath of Confidentiality

I am able to, and will, discuss the “*nominating process*,” but Committee deliberations and candidates are confidential, and I will not discuss them outside the Committee. I will not repeat what is said to be in confidence by any League member to anyone other than the Nominating Committee. I will not discuss committee members or meetings outside of set committee meetings. The penalty for violation of this oath is disqualification from the committee.

A. General Provisions for all Nominating Committee Members

1. I agree that the Oath is effective immediately upon signature and that it covers all confidential League information of any kind that may come to light. The definition of “confidential” is to be interpreted in its broadest sense. It includes but is not limited to confidential information which (a) is either written or spoken; (b) pertains to *any* League Member or matter; (c) is part of AND/OR arises outside of committee meetings, discussions or correspondence. The obligation to keep this information confidential extends beyond the date on which my placement on the N/P Committee ends.
2. Should a situation arise which appears that I have breached the Oath, the Nominating Chair will make reasonable efforts to research the situation and verify the allegations. They will give me an opportunity to explain the situation. In the event that I am found guilty of breaching the oath I will be given a written warning and will be allowed to stay on the committee.
3. I agree that if I breach the oath again, I will have a meeting with the Nominating Chair and the President of the Board of Directors. I will be given another written warning stating that if a third time arises I will be disqualified from the committee.
4. In the event that I breach the Oath for a third time I will be disqualified from the committee and will be placed on a different committee for the remainder of the league year.

Dated: _____ Signed by: _____