

**Policies and Procedures  
The Junior League of Pensacola, Inc.  
October 2018**

**A. MEMBERSHIP**

**1. Categories and Conditions of Membership.**

**a. New Member.**

- i.) Definition: New Members are members who have been in the organization for less than one year or have not yet completed the membership training course.
- ii.) New Members shall be required to complete a membership training course within 12 months of their election to New Member membership and complete other membership obligations as noted herein. The membership training course is facilitated by the Membership Development Committee. It begins with a New Member Orientation/Retreat and concludes in May at the end of the League Year. A New Member who fails to meet the training requirements as specified by the Membership Development Committee shall be removed from membership by a two-thirds vote of the Board
- iii.) A New Member may, at any point during her training period, elect to hold over until the beginning of the following year or the next New Member course term. Otherwise she may elect to resign with the option of reinstating at a later date. A New Member who chooses to holdover or resign/reinstate must repeat the entire New Member course. A New Member may exercise the option of holding over or resigning/reinstating one time. A second reinstatement for a member who has not yet completed her New Member year requirements is permitted only after a minimum of one calendar year has passed and with approval from the Membership Development Committee. The New Member must once again be proposed for membership according to the Policies and Procedures for Proposal. See Section 5. Resignation, Reinstatement and Removal for definitions.

**b. Active.**

- i.) Definition: Active members are those who have completed the requirements for New Member membership and who, having been admitted to Active membership, justify such membership through service to their communities.

**c. Active Associate.**

- i.) Definition: Active Associate members are Active members with four (4) or more years of service, at least one of which has been with The Junior League of Pensacola, who participate either through a Committee Placement or Service Hours, but are not obligated to fulfill both. The granting of Associate status is upon recommendation of the Personnel Committee to the Board.

**d. Sustaining.** Members who have completed six (6) Active years of League service, one of which has been in The Junior League of Pensacola, will be eligible for Sustaining membership. Sustaining membership will be granted by the Board and by the Sustainer Council on Feb. 1 for qualifying members upon the recommendation of the Personnel Committee. Sustaining membership eligibility may be revoked if Active member requirements are not met in full by the end of that League year.

**e. Emeritae.** Emeritae membership may be granted upon request to any Sustaining member who has reached the age of 80 years and has requested Emeritae membership. Upon being granted Emeritae membership permanently, the member shall no longer have a dues requirement to the League.

**f. Honorary.** Honorary membership may be granted to non-League members upon the recommendation of any Board member and a majority vote of the Board

2. **Category Changes.** Upon satisfaction of criteria for change in Category status, members must request change in writing to the Membership Council (or Personnel Committee) by February 1st for the following League year.
3. **Additional Categories of Membership.** Members in good standing may be granted one of the following upon application to the Executive Secretary, Personnel Committee and/or Membership Development Chair.
  - a. **Transfer.** New Member, Active, Associate and Sustaining members shall have the privilege of transferring membership from one League to another. An Associate member (or equivalent category) transferring in must come in as an Active for one (1) year and may become an Associate member again upon the second year as outlined in these policies and procedures for achieving Active Associate Category. The Board may grant exceptions to this requirement upon request by the transferring Associate.
  - b. **Holdover.** A New Member who elects to pay dues in one year but place her membership on hold until the next year is considered a Holdover Member. This option is for New Members who have accepted an invitation to membership but for some reason are unable to fulfill service and other requirements that year. She will pay full dues and her spot in the League will be held for one year. She will automatically be included in the next calendar year's New Member class.
  - c. **Interleague.** New Member, Active and Sustaining members who will be residing temporarily in the area of another League, and who so formally request, shall be granted the Interleague privilege for a period not to exceed one year. The period may be extended by the sending League for one additional year. A member granted the Interleague privilege shall comply with the requirements of the receiving League and shall be entitled to all privileges of membership except the right to vote, hold office, and propose or sponsor members for membership in the receiving League. She shall be listed as a member and pay dues to the sending League which shall have final responsibility for her in all matters.
  - d. **Seasonal Interleague.** A Sustaining member who resides for a portion of the year in the area of her League and a portion of the year in the area of another League, and who so formally requests, shall be granted the seasonal Interleague privilege. A Sustaining member may hold the seasonal Interleague privilege in more than one League at a time. The seasonal Interleague privilege may be extended for an unlimited period of time. The Sustaining member shall be listed as a member of and shall pay annual dues to the sending League which shall have the final responsibility for her in all matters. She shall pay to the receiving League an annual seasonal Interleague fee of an amount not to exceed the difference between the receiving League's Sustaining dues and the Association's per capita dues. A Sustaining member granted the seasonal Interleague privilege shall comply with the requirements of the League in whose area she is currently domiciled. It shall be determined by each individual League whether members granted the seasonal Interleague privilege shall be allowed to sponsor prospective members for membership in that League
  - e. **Nonresident.** Active and Sustaining members who are living at a distance of more than fifty (50) miles from Pensacola shall be granted the Nonresident privilege and may not vote or hold office. Nonresident Active members who live in an area in which there is not a League may retain the privilege indefinitely.

- f. **Leave of Absence.** An Active member in good standing who has acceptable reasons for being unable to meet the obligations and responsibilities of League membership may be granted a leave of absence for three (3) consecutive months, once per year. If a New Member requires a leave of absence for an acceptable or emergency reason, a Leave may be granted so long as the New Member is in Good Standing and the leave is approved by the Personnel and Member Development committees.
- i.) **Types of Leaves.**
- a.) **Maternity.** For maternity or adoption leave, the birth of a child or the day the child arrives will initiate the beginning of the three (3) month period.
  - b.) **Bereavement.** In immediate family.
  - c.) **Medical.** Sufficient reason pertaining to health.
  - d.) **Personal.** Each individual situation will be evaluated by the Personnel Committee.
- ii.) **Request.** The member must request a leave stating the reason, in writing, to the Personnel Committee. The written Leave of Absence request must state the desired start and end dates of the Leave of Absence, up to three (3) months. When possible, the request must be received at least two (2) weeks prior to the requested Leave of Absence start date. Leave of Absences for Maternity, Bereavement and Medical reasons will be immediately granted. Leave of Absences for Personal Reasons will be reviewed first by the Personnel Committee and the member shall be notified in writing if the Leave of Absence is approved. Until officially notified, the member must fulfill membership responsibilities. When leave becomes official, member is responsible for notifying the Chair of her committee placement (if applicable).
- iii.) **Terms**
- a.) **Dues and Fundraising Obligation.** Members on Leave of Absence pay dues and are still responsible for meeting the annual Individual Fundraising Obligation. An extension on the due date of these commitments may be requested at the same time as the Leave of Absence is requested or at a later time, depending on the circumstances.
  - b.) **Attendance.** Members on Leave of Absence are not required to attend membership meetings while on leave.
  - c.) **Placement.** Members on Leave of Absence are not required to fulfill Placement obligations or attend committee meetings while on leave.
  - d.) **Fundraisers.** Members on Leave of Absence are not required to meet financial obligations for fundraisers while on Leave.
  - e.) **League Points.** Members on Leave of Absence are not required to attend community functions, training events, cookbook functions or other fundraisers while on leave, but still must complete the required League Points by the end of the League year. An extension on the due date of these commitments may be requested at the same time as the Leave of Absence is requested or at a later time, depending on the circumstances.
- g. **Sabbatical.** Any Active member in Good Standing shall be entitled to request a sabbatical leave of one year at any time and one every fifth year thereafter. Sabbaticals are granted on a case by case basis for extenuating circumstances at the discretion of the Board upon recommendation of the Personnel Committee. To request sabbatical leave a member must notify the Personnel Chair in writing. A sabbatical leave will absolve the member from all meetings, fundraiser hours and placement commitments. All financial obligations including dues, annual fundraising

commitments, and Bargain Sale quota (when applicable) are required and members on Sabbatical will still be required to participate in the Placement process for the following year, if applicable. A limited number of Sabbatical leaves may be granted. Priority is given to members with more years of service to the League.

**4. Admission to Membership.**

**a. Eligibility.**

i.) **Age.** A prospective member must have reached her 21st birthday by the New Member Retreat/Orientation for the class she will join.

ii.) **Residency.** Prospective members must be a physical resident of Pensacola, or live within a fifty (50) mile radius of Pensacola.

**b. Criteria for Membership.** Each prospective member will be considered according to her ability and willingness to further the League mission.

**c. Proposal of Members.** Active, Sustaining, New, and Non-Resident Members are encouraged to propose New Members during membership acceptance periods. General inquiries are accepted, however interested members must seek out an active or sustaining member to propose her as a member.

**i.) Duties of Proposer.**

a.) The proposer should be certain that the prospective member meets the eligibility and membership criteria before proposing for membership. The proposer shall only propose members whom she believes will make good League members. It is the responsibility of the proposer to be familiar with the bylaws and policies pertaining to membership admissions and to abide by them.

b.) The proposer is responsible for the member(s) she brings into the League. The proposer is expected to serve as a mentor to each member who joins the League at her invitation. Mentorship is expected during the New Member and first Active years, at a minimum..

**d. Prospective Member.** Before receiving an invitation to membership, prospective members shall have the opportunity to attend an informative session with an opportunity to meet current members and learn about the privileges and responsibilities of League membership. Prospective members who accept the invitation to membership shall agree to complete her New Member course and to engage in community service in connection with the League. Upon accepting an invitation to membership, New Members shall remit the required New Member Fee and first-year membership dues payment. New Members accepting an invitation to membership have the following options available:

i.) Accept and pay \$150.00 dues (includes Association dues).

ii.) Accept then resign, paying Association per capita dues.

iii.) Accept and hold over until the next year, paying \$150.00 dues (includes Association dues) at time of acceptance, and \$150.00 dues the following year.

iv.) Accept as a Non-Resident New Member (if applicable). Non-Resident New Members shall pay Association per capita dues to the inviting League. After the transfer is completed, the New Member shall pay applicable New Member course fee and dues, less Association per capita dues, to the receiving League.

v.) All prospective members are required to attend a formal session (orientation) presented by the Membership Development Committee. If attendance is not possible, the prospective member may have a one-on-one meeting with the Executive Director or a Membership Development Committee member to obtain the information provided.

- e. **Mentorship.** The Junior League of Pensacola believes that mentoring is widely recognized as a critical tool for personal and professional development. In the Junior League, mentoring is one component of a broader membership engagement and development program that allows members to form deeper connections with one another and to the Junior League. It is seen as a reciprocal learning relationship in which the mentor and mentee work together to identify and achieve goals that will develop a mentee's skills, abilities, knowledge and leadership. In the Junior League, mentoring occurs when members connect to one another through the role of mentor and mentee, based on the mentee's goals for the relationship. A mentee is typically in a newer position in the League, and has high leadership aspirations. A mentee seeks information, knowledge, perspective and skills from a mentor. A mentor is an experienced member who can offer the mentee the benefits and wisdom of experience. A mentor coaches, counsels and helps develop a mentee. Mentors are focused on guiding their mentees toward resources that will help them achieve their long-term objectives in the League. The objective of the mentor is to maximize the potential of members, thereby increasing member satisfaction, engagement and retention in the League. Mentors are not involved in their mentees' placement. Placement has a specific purpose in the Junior League that is different from mentoring. The function of placement advisor is to hold the member accountable to League requirements, but the placement advisor is not intended to be a mentor. Any mentor/mentee relationships developed are viewed as informal and outside the requirements of League membership.
- f. **Duties of Member Development Committee and Board on New Member Acceptance.**
  - i.) The Membership Development Committee shall review the proposed prospective members according to eligibility criteria. Upon verification of eligibility, the Membership Development Chair shall present to the Board the list of prospective New Members for approval. The Board has final authority over the admission of prospective members to membership. The names of all New Members shall be emailed to all Active and Sustaining members and announced at the meeting of the League following their acceptance of the invitation.
  - ii.) New Members who complete all requirements of the New Member course shall be recommended by the Membership Development Committee for Active membership. These names shall be sent to the Board for final approval.

**5. Resignation, Reinstatement and Removal.**

**a. Resignation.**

- i.) **Member in Good Standing Resignation.** Members in Good Standing may request a resignation by submitting a written request to the Personnel Chair by March 1. All membership requirements for the year up until the resignation effective date must be met. Resignations must be tendered at least thirty (30) days before any and all fundraising events, or the resigning member shall be responsible for all obligations associated with said events.
- ii.) **Administrative Resignation.** Administrative resignations shall be by a two-thirds (2/3) vote of the Board after fifteen (15) days notice to the member, in writing, stating the reason(s) for such action. An opportunity for a hearing before the Board shall be given. This resignation may be by action of the Board.

**b. Reinstatement.**

- i.) Any member granted a good standing resignation may be reinstated by a two-thirds (2/3) vote of the Board upon payment of current annual dues, prorated according to Association guidelines.
  - ii.) Any member granted one administrative resignation may be reinstated by a two-thirds (2/3) vote of the Board upon payment of current annual dues, prorated according to Association guidelines, and upon payment of any past due membership dues and fundraising obligations. Members who are administratively resigned a second time shall not be eligible for reinstatement.
  - iii.) A New Member who reinstates must complete the New Member course within twelve (12) months of her reinstatement.
- c. Removal.**
- i.) A member shall be automatically removed from membership for nonpayment of dues as stated in section B herein and in the Bylaws, section 4 , unless the Board at their discretion, grants a member a hardship exception. A member may petition the Board, in writing, to consider her case.
  - ii.) A member who has previously been given an administrative resignation may be removed from membership by a two-thirds (2/3) vote of the Board after fifteen (15) days notice to the member, in writing, stating the reason(s) for such action. Except in the case of nonpayment of dues or charges, an opportunity for a hearing before the Board shall be given. Members removed under this provision shall not be eligible for membership in this or any other League

## **B. DUTIES AND RESPONSIBILITIES OF ACTIVE AND NEW MEMBERS**

### **1. All Active and New Members must maintain Good Standing Membership Status.**

Any member who does not meet Good Standing membership requirements is subject to administrative resignation procedures as outlined in the Bylaws and stated herein. To obtain and maintain Good Standing, Active and New Members must:

- a. Pay dues and meet other financial obligations by the designated deadlines:
  - i.) **Individual Fundraising Obligation:** Annually by Jan. 31, all Active and New Members must raise or contribute a minimum of \$100.
    - a.) This obligation can be met by any combination of cookbook sales/purchases, advance fundraising event ticket sales/purchases, sponsor recruitment, or a contribution to the League general operating fund.
      - (1) As part of their first-year obligation, New Members must purchase or sell one copy of *Some Like It South!* and one *By Invitation Only*, but can choose to satisfy the remainder of the \$100 as stated above.
    - b.) Members who fail to meet their annual Individual Fundraising Obligation will be sent a bill and will have thirty (30) days from the initial due date to clear up any delinquent funds. If funds are not paid within thirty (30) days of the original due date, a \$20 fine shall be imposed. Administrative Resignation procedures will be invoked if payment is not received within 60 days of the original deadline.
  - ii.) **Membership Dues:** Annually by March 1, Active and New Members must pay \$150 dues to renew their membership for the next year.
    - a.) Active Members may choose to pay dues in two equal increments: ½ due on or before March 1 and the other ½ due July 1. This option is not available for New Members.
    - b.) A fine of \$20 shall be imposed if dues are not paid thirty (30) days past the original deadline. Members who fail to pay dues within sixty (60) days of the original deadline shall be removed from membership (Bylaws, Section 4) .

Members experiencing hardship must request a deadline extension prior to to the dues deadline date.

- iii.) Bargain Sale (when held): Active and New Members are required to contribute a minimum of \$175 of quality re-sellable merchandise to Bargain Sale. If a member is unable to meet this contribution minimum, she may make a financial contribution of at least \$125 to the League or volunteer a minimum of six (6) hours in support of Bargain Sale. This requirement must be met by April 1. For members who miss this deadline, a fine of \$20 shall be imposed if the obligation is still not fulfilled within 30 days of the original deadline. Administrative Resignation procedures will be invoked for members who are still delinquent sixty (60) days past the original deadline. Members experiencing hardship must notify her personnel advisor prior to the original due date and an alternate form of contribution may be negotiated.
  - a.) Members who resign from membership within thirty (30) days prior to Bargain Sale are still obligated to the financial commitments stated herein. Members whose resignation letter is postmarked at least 30 days prior to the fundraiser will not be responsible for contributing to Bargain Sale.
- b. Earn a minimum of ten (10) League Points by April 1**
  - i.) League points may be earned through any combination of the following:
    - a.) Volunteering at League-organized/supported Community projects (1 hour = 1 point)
    - b.) Volunteering or cooking for Cookbook Committee projects (Prepare recipe from League cookbook = 2 points; Volunteer selling cookbooks = 1 point per hour)
    - c.) Volunteering at League fundraising events (1 hour = 1 point). Note: Volunteering at Bargain Sale may not count toward earning League points unless a member has already achieved her Bargain Sale quota or is volunteering more hours than is required for Bargain Sale. See section on Bargain Sale requirements herein.
    - d.) Participating in League-offered/endorsed Training programs (1 hour = 1 point)
    - e.) Making a financial or in-kind contribution to the League (\$25 = 1 point) (If counting for League points, such contributions may not count toward a member's Individual Fundraising Obligation).
    - f.) Raising more than the minimum \$100 Individual Fundraising Obligation. After \$100, each additional \$25 raised for the League = 1 League point. This can be accomplished through selling event tickets, cookbooks, and recruiting "Friend of the League" \$100 sponsorships (only \$100 sponsorships count toward fundraising obligation).
  - ii.) If obligation is not met in full 30 days from the original deadline, a \$20 late fee shall be imposed. Administrative resignation procedures will be invoked if obligation is not met in full within 60 days of original deadline. Members experiencing hardship must notify her personnel advisor prior to the original due date and an alternate form of contribution may be negotiated.
- c. Attend five (5) general membership meetings annually by May 31 and submit ballot for each meeting.**
  - i.) A minimum of five general membership meetings will be held during the year. All general membership meetings are considered Voting Meetings. As stated in the

Bylaws, a quorum of one-third of members must be present for items to be voted on.

- ii.) Members must attend five general membership meetings. If a member must miss a meeting, she can make it up by attending a Board of Directors meeting, Cluster Meeting (when offered) and/or the May Dinner. This meeting attendance requirement must be met by May 31.
  - iii.) If a member is unable to meet the meeting attendance requirement, she must contact the Personnel Committee immediately and work out an alternative way to fulfill this League requirement.
  - iv.) A \$50 fine shall be imposed if the meeting attendance requirement is not met by May 31.
  - v.) Active and New Members are responsible for becoming knowledgeable of items that will be voted on at each general membership meeting. Members will be provided information about the details and nature of the proposed vote(s) at least 5 days prior to a voting meeting, via email.
  - vi.) Each Active Member in Good Standing should submit a ballot for each voting meeting, regardless of attendance. Ballots will be available at the meeting. When an Active Member believes she will not be able to attend a general membership meeting, she should contact the League office to request an absentee ballot. To be valid, absentee ballots must be submitted by 3 pm the day of the meeting.
  - vii.) Submitting an absentee ballot does not take the place of attending the meeting. A member who misses a general membership meeting must still make up the missed meeting as stated above.
  - viii.) Additional meetings may be scheduled and may be considered required with a 30-day notice to the membership.
- d. Fulfill the requirements of the Personnel Committee and adhere to the following placement policies:**
- i.) All members must complete a placement packet and/or participate in a placement interview annually by the deadline stated by the Personnel Committee.
  - ii.) Personnel Committee shall make every effort to honor members' first or second choice in committee placement, making appointments based on what is best for individual members as well as the League.
    - a.) Past Presidents of the League have the option of choosing their placement.
    - b.) A member in Good Standing may request, in writing, a Self-Directed Placement. The Personnel Committee may, upon approval of the Board, suggest a member for Self-Directed Placement based upon the needs of the League and of the individual member. This placement should be granted in unique cases in which the individual member might ordinarily have difficulty fulfilling her regular placement either due to work or personal situations.
      - (1) Self-Directed Placements shall be granted depending on manpower projections. This placement is granted for a one-year period. Upon written request, the placement may be extended for additional years with approval from the Personnel Committee and Executive Committee and Board. Self-Directed Placement must be requested by the member by the placement packet deadline set by the Personnel Committee. A limited number of self-directed placements will be assigned, based on the needs of the League. Requirements for Self-Directed Placement are as follows



1. It should provide a unique service to the community, benefit the League in future years, and provide personal growth for the member.
  2. It should involve time commitment equal to other League placements.
  3. The member should have a volunteer record that reflects commitment to community service and to League standards of quality.
- iii.)** Members transferring into the League or reinstating must choose a placement within two (2) weeks from the time she is notified by her placement advisor.
- iv.)** All members must give satisfactory service within committee placement:
- a.)** Satisfactory service is defined as: Contributing to assigned committee(s) by attending committee meetings whenever possible, communicating by email or phone as needed with the committee chair, and taking on a “fair share” of the committee’s workload.
  - b.)** If a League volunteer assumes more than one committee placement, her primary responsibility shall be to her original placement.
- v.)** Personnel placement advisors shall check with Chairs and members regularly to ensure that their placement expectations are being fulfilled. A member’s volunteer service may be considered unsatisfactory for any of the following reasons:
- a.)** Failure or refusal to complete assigned placement-related tasks.
  - b.)** Habitual tardiness or absence.
  - c.)** Failure to communicate with Committee Chair, other committee members, placement advisor, officers or board members as needed to fulfill placement obligations.
- vi.)** If there are scheduling or placement difficulties, it is the member’s responsibility to contact her placement advisor or the Personnel Chair. Changes in placement shall be permitted only with the Personnel Committee’s approval.
- vii.)** If a member is falling short of meeting the above stated requirements of the Personnel Committee, the Committee Chair or other involved League member shall immediately contact the Personnel Chair. The following steps will be initiated:
- a.)** The member shall be contacted by phone and/or email by her placement advisor. The placement advisor will request information from the member about the situation and will explain options available to her. If it is determined that the member is unable to fulfill the placement assigned, she may submit a request in writing for a change or modification of placement. Such requests will be considered by the Personnel Committee and a recommendation will be made to the member. If the member chooses to stay on her original committee with no placement modifications, she must demonstrate improvement in participation within thirty (30) days of making this decision. Failure to do so will result in a \$50 fine. If after sixty (60) days her committee participation is still unsatisfactory, the Personnel Chair may recommend to the Board that she be removed from membership as outlined in the Bylaws.
  - b.)** If there is no reply from the member to the advisor’s original phone or email contact, a letter outlining the delinquencies in placement and options available will be sent by the Executive Secretary. The letter will request that the member contact the Personnel Chair within ten (10) days of its receipt. The potential for removal from membership as provided in the Bylaws will be explained in the letter. If there is no reply to the letter within two weeks, the Personnel Chair will review the member’s case and make a recommendation to the Board for action: The Personnel Chair may recommend to the Board

that the member be considered for administrative resignation as provided in the Bylaws. If the member has already been given one administrative resignation, the Personnel Chair may recommend to the Board that the member be considered for removal from membership.

**2. Additional Requirements of Transfer Members.**

- i.) **Dues.** Transfer Fees shall be payable according to financial policies stated herein.
- ii.) **Attendance, Fundraisers and Community Service.** An active member who transfers to the Pensacola League shall be interviewed as soon as possible after her transfer. She shall follow the same placement and membership attendance rules that pertain to Active members with one exception: Transfer members have the option to request a ninety (90) day hiatus, effective with transfer date, from fundraiser financial obligations.

- 3. Interleague Members.** Active members who are interleague to the Pensacola League shall be required to meet the regular standards of Active membership to the extent their temporary residence allows.

**C. CODE OF CONDUCT**

**1. Members Code of Conduct.**

- a. Members are expected to conduct themselves in an ethical, professional and responsible way.
- b. Members are expected to complete all requirements and/or assigned tasks on an annual basis.
- c. Members are also expected to work with others in a courteous, cooperative and respectful manner and put biases aside.
- d. Inappropriate behavior, including insubordination or any actions that may be injurious to the reputation of the Junior League or may incur liability to the Junior League is cause for disciplinary action.
- e. Bullying and harassment will not be tolerated, whether it is physical, psychological or virtual. Junior League of Pensacola is an exclusive environment where all members have worth and value, and diversity of life, experience, culture and belief are respected.
- f. Respect the Junior League's business environment at all times.
- g. Maintain a friendly manner with other members and community guests.
- h. Members and volunteers of the Junior League may not report to any Junior League event while under the influence of alcohol or a controlled substance that could adversely affect their job performance, jeopardize their safety or that of other persons or endanger property of the Junior League or others.

**2. Addressing Code of Conduct Violations.** Each instance of reported questionable conduct should be evaluated on its own circumstances. The reported incident should be documented and maintained on file by the Board. The following guidelines have been established for addressing incidents:

- a. **First Offense.** The committee chair or member will notify the Board President in writing. In the event that the complaint would relate to a Board member or chair, complaints should be directed to the Personnel Committee Chair. The Board is responsible for attempted resolution. Documentation is maintained in a Code of Conduct file.

- b. **Second Offense.** The committee chair or member will notify the Board President in writing of the complaint. The Board President, or representative, will speak with the member about the unacceptable behavior. Written documentation shall be maintained in the Code of Conduct file.
- c. **Third Offense.** The Board President, or representative, will present complaints to the Personnel Committee for further consideration. The Board and Personnel Committee have the ability to impose penalties or probation as seen fit.  
**Immediate consideration by Personnel and the Board President will be undertaken for members making threats of injury to members or staff, acts of vandalism or inflicting other serious harm upon Junior League property.**

**3. Additional Items.**

- a. **Incidents Involving Staff.** Staff of the Junior League of Pensacola are to be treated with respect. A volunteer or board member will receive a written warning and it shall be brought to the attention of the Board President or Personnel Chair.
- b. **Involvement of the Board of Directors.** Violations, including those against staff, receiving a third offense will be brought to the attention of the Board of Directors at the discretion of the Board President and Personnel.

**D. FINANCIAL POLICY**

- 1. **Dues.** Annual Dues, which include Association dues, shall be:
  - a. **New Member.** \$150.00.
  - b. **Active.** \$150.00
  - c. **Sustaining.** \$85.00 ages 66 and older and \$95.00 ages 65 and under as of March 1<sup>st</sup>.
- 2. **Refunds.** Dues are non-refundable with the exception of members who transfer to another League mid-year. A portion of their dues will be refunded in accordance with AJLI's pro-rated structure.
- 3. **Transfer Fees.** Transfer fees charged to members who transfer between October 1 and April 1 shall be as follows:
  - a. **New Member.** \$30.00.
  - b. **Active or Sustaining.** \$30.00.
  - c. **Interleague.** \$30.00.
    - i.) Any member transferring or Interleaguering to another League shall be responsible for fees to the receiving League.
- 4. **Incentives.** When a request for an in-kind donation is received from a community 501(c)3 organization, League office staff, at her discretion, may provide a donation of items (example: cookbooks or event tickets) to the requesting agency provided that such items have been purchased and donated for this purpose. Members or chairpersons requesting incentives may choose to pay for such items at cost out of the appropriate budget. Payments for such items may be made through committee budget transfers.
- 5. **Expenses.**
  - a. **Budget Revisions.** Committee Chairs shall submit to the Board any requested budget revisions. If the amount exceeds \$500, the revision must also be approved by the membership.
  - b. **Disbursements.** Spending League funds requires the completion of a Request to Spend League Funds form, to include the signatures of the Treasurer and Committee Chair. This form may be completed in advance if a check is the requested or necessary form of payment. An invoice must be attached to the form for the check to be prepared. If a member or committee chair is seeking reimbursement for expenses incurred, the form should be completed prior to the purchase and

- approved by the committee chair or president. After the purchase has been made, the receipt(s) must be attached to the form and submitted to the Treasurer Elect. Forms and receipts should be completed and turned in no later than one week after the purchase has been made. Within a week of the documentation being submitted, the member shall be fully reimbursed. The League is a tax-exempt 501(c)3 organization Members will not be reimbursed for sales tax.
- c. **Quotes.** To approve expenses over \$1,000.00, chairs of committees must obtain at least two quotes.
- 6. League Travel Expenses.**
- a. **Reservations.** The President, President-Elect or League administration staff should reserve conference seating, hotels and airfare with the League credit card at least 30 days in advance. A letter of authorization should be faxed or e-mailed to the hotel and a copy sent with the traveling member.
- b. **Meals.** The cost of all meals, which is not already included in the cost of the conference, will be reimbursed with a receipt at a maximum of \$36.00 per day. This will be broken down as follows. Breakfast \$6.00, Lunch \$11.00, and dinner \$19.00. Tips are included in these allowances. For departures before 8 a.m., breakfast may be reimbursable. For returns after 6 p.m., dinner may be reimbursable. The League will not reimburse for any alcoholic beverages. Exceptions to the maximum may be made by approval of the Finance Council if the conference is being held at a location in which prices may be more expensive.
- c. **Other Travel Expenses.** The League will reimburse for expenses such as tips for baggage handling, parking, cab fare, Internet access, etc. with a receipt. A list of expenses and amounts must be submitted with the completed Travel/Conference Reimbursement form and all receipts.
- d. **Mileage.** Mileage will be paid at the current IRS rate per mile if personal vehicle is used. However, the cost of driving should not exceed the cost of air travel (including ground fare when necessary). Reimbursement for mileage requires the submission of the Travel/Conference Reimbursement Form.
- e. **Documentation.**
- i.) Receipts must be submitted for all expenses incurred.
- ii.) Within one week of returning from the conference, all receipts and completed Travel/Conference Reimbursement forms should be turned in to the Treasurer Elect. Within two weeks of the documentation being submitted, the member shall be fully reimbursed for expenses incurred.
- 7. Member Compensation.** The League shall not pay for services performed by members unless prior approval by the Board has been granted.
- 8. Appropriate Use of League Funds.** In accordance with the Better Business Bureau's Wise Giving Alliance Standards for Charity Accountability, the League will spend at least 65% of total expenses on program activities. A 990 will be completed yearly and posted on the League's website, and a copy provided to individuals upon request.
- 9. Operating Reserve Policy**
- a. **Purpose**
- i.) The purpose of the Operating Reserve is to primarily preserve principal and maintenance of liquidity in order to meet unexpected cash demands of the League. Maximization of income is secondary. Risk tolerance for variability in income is minimal.
- ii.) The Operating Reserve should be of such amount that the League's operations would be able to be continued for a year without resort to borrowing or invasion of the League's available Endowment Funds.

**b. Administration**

i.) The Operating Reserve shall be administered by the Executive Committee (President, President-Elect, Treasurer, Treasurer-Elect). They must report to the Board annually on the operations of the Reserve, shall make interim reports from time to time as requested by the Board, and shall at all time keep and make available accurate records for review by the Board.

ii.) The adequacy of the Operating Reserve will be reviewed annually by the Executive Committee as part of the preparation of the League's operating budget for the coming year. Before the budget's consideration by the Board, the Executive Committee will analyze the recommended budget, including the expected cash flows, projecting conservative revenue and expense figures, and will report a need for no action or a recommendation for increasing the reserve level. If the level should be increased, the Executive Committee will recommend whether to produce a surplus that will do so in one year or over several years.

**c. Reserve Investments**

Due to its nature, which requires that the reserve be immediately accessible in case of emergency, it must be invested in financial instruments that are readily accessible and liable to only incur a very small or no impairment of principal upon liquidation. The funds will be invested in accordance with the League's investment policies for short term investments. (See Investment Policy).

**d. Use of Operating Reserve Funds**

The Board must approve the use of funds in the Operating Reserve. If a situation arises where the reserve must be used, the Executive Committee will provide a recommendation to the Board for the amounts of funds to be withdrawn, and the Board will instruct the Executive Committee how much of the reserve to liquidate to meet the situation.

**10. Endowment Policy**

**a. Purpose**

i.) The Junior League of Pensacola believes that, in order to insure that it will be able to carry out its charitable mission of promoting voluntarism, developing the potential of women and improving communities through the effective action and leadership of trained volunteers well into the future, it must maintain an endowment that will assist in providing stable funding to support its programs and operations. As used herein, the word endowment includes funds donated by others and permanently restricted by them, unspent earnings on those donations, funds set aside by Board action for use in supporting the organization and unspent earnings on those Board-designated (quasi-endowment) funds.

ii.) The Board intends that the endowment fund assets be invested in a way that will generate earnings to be tapped each year for current operations, subject to any restrictions placed by donors on the timing and purposes for which their donations and income thereon are to be used, while at the same time maintaining the purchasing power of the endowment over the long run.

**b. Administration**

i.) The Endowment Fund Committee is charged with developing a spending policy that gives consideration to both objectives. The Committee will review the policy annually before the budget is prepared and will bring recommendations for any change to the Board. The Treasurer will apply the spending policy to determine the amount of endowment earnings that should be budgeted for the following year.

- ii.) *Endowment Fund Committee:* The ideal make-up of the Endowment Fund Committee shall include seven members, as follows:
    - 1. President-Elect
    - 2. Treasurer
    - 3. Treasurer-Elect (shall serve as Committee Chair)
    - 4. Sustainer Treasurer
    - 5. A member-at-large to the committee (can be a League member or a member of the community who is not a League member) appointed by the President for a 2-year term. If a League member, this appointment shall not count as a placement).
    - 6. A League member who is an attorney (non-voting member)
    - 7. The League's Accountant of Record (non-voting member)
  - iii.) All donations paid to the Endowment Fund are irrevocable at the time of the donation.
- c. Endowment Investment**
- i.) The Board entrusts the Endowment Fund Committee with management of the assets in which the endowment funds are invested. The Committee will develop a policy for approval by the Board that will guide the management of the invested funds. It will review such policy at least every three years and report the results of its review, along with recommendations for any changes, to the Board. It may also bring recommendations for changes to this policy that it believes necessary to the Board at any regular Board meeting. (See Investment Policy)
  - ii.) The Committee is authorized to select depositories for the Fund to establish accounts in the name of the Fund as the Committee shall determine, in which may be deposited any of the Fund's money or other property.
  - iii.) The Committee will report to the Board once each quarter on the investment holdings and their recent performance relative to the benchmark chosen by the Committee.
- d. Use of Endowment Funds**
- i.) Non-cash gifts or bequests to the Fund will be reviewed by the Board. Any non-cash gift or bequest to the Fund may be used by the Fund in the conduct of its activities or may be contributed as a charitable gift to any charitable institution or project supported by the League.
  - ii.) Funds may be withdrawn from the depositories under the dual signatures of any two of the President, President-Elect or Treasurer of the League.
  - iii.) Income earned in the Fund shall be accumulated therein as principal until the accumulated principal attains a balance ("Minimum Balance") of \$250,000.00. Thereafter, a percentage of the income earned in the Fund each year shall be returned as principal. After a minimum balance has been achieved, income from the Fund may be used, expended or distributed for any charitable or educational purpose designated by the Board's priority order in Article XI, Section 2 of the Bylaws. Income and returns of previously allocated or distributed amounts shall become part of the Fund's principal if not allocated or distributed to a specific use designated in a Board resolution adopted by the end of the year following the year in which the income is earned or the previously allocated or distributed amounts are returned.
  - iv.) Notwithstanding any other provision of these policies, the Board and the Committee shall endeavor in their administration of the Fund to avoid any adverse tax consequences under federal, state and local laws. The Board and the Committee shall perform in all actions necessary to assure continued

recognition of the League as a publicly supported, tax-exempt organization and to avoid classification of the League as a private foundation within the meaning of section 509 of the Code. Without limiting the generality of the foregoing provision, the Board shall prevent the gross investment income (as defined in section 509(e) of the Code) of the Endowment Funds, when added to the sum of (a) the League's gross investment income from all other sources and (b) the League's unrelated business taxable income (net of federal income tax) from exceeding one-third of the League's total support in any tax year.

**e. Spending Policy**

- i.) The Board of Directors of The Junior League of Pensacola intends that its endowment funds will support the League both today and long into the future. It hereby establishes a formula for determining how much of the endowment's earnings can be budgeted for transfer to be used in its operations for the coming year. Use of this formula should allow the endowment to contribute a generally predictable and stable level of support to current activities while preserving its purchasing power for use in carrying out The Junior League Mission of promoting voluntarism, developing the potential of women and improving communities through the effective action of trained volunteers for many years to come.
- ii.) The League's current Investment Policy calls for the endowment to be invested in marketable financial instruments for maximum returns consonant with a moderate to moderately aggressive level of risk. These objectives should allow the portfolio to generate average returns, from interest, dividends and capital appreciation, well in excess of inflation over a 3 to 5 year period, and it is the Board's intent that these excess returns be used to fund current operations. The Board further believes that the need to reduce volatility in the funds provided by the endowment for current operations calls for smoothing the value of the portfolio, rather than relying on its value at a single point in time or over a period as short as one year.
- iii.) The long-term, endowment portfolio should return about 7% annually, while inflation is expected to average no more than 3%. Therefore, the Board believes that a spending rate of 4% of the market value of the endowment should be allocated to current operations year year. When making the calculation at the time the budget is prepared, the market value of the endowment should be calculated by averaging the portfolio's market value for the most recent 12 quarters.
- iv.) The Endowment Committee is charged with recommending any changes in the spending rate formula outlined in the preceding paragraph for Board consideration in time for the change to be incorporated into the budget process for the coming year. The League Treasurer is charged with making the calculation of the amount of funds to be withdrawn for current operations in the following year, for incorporating those funds into the budget and for making sure the funds are withdrawn from the endowment portfolio during the course of the year.

**11. Investment Policy**

**a. Purpose**

The Board of Directors of The Junior League of Pensacola adopts this Investment Policy in recognition of its responsibility to supervise the investment of the League's funds with care. The Policy governs the investments for all the League's funds, both short-term and long-term. The short-term funds are usually referred to as the League's operating reserve and are governed by its Operating Reserves Policy,

while the long-term funds are usually referred to as the League's endowment and are governed by its Endowment Policy. This Investment Policy sets forth the position of the Board with respect to (1) the objectives for investment returns and the Board's tolerance for risk, (2) broad asset allocation guidelines for various asset classes and (3) any investment constraints that the Board feels it necessary to impose on the management of the funds.

**b. Short-Term Funds (Operating Reserves)**

- i.) Preservation of principal and maintenance of liquidity in order to meet unexpected cash demands are the most important objectives for the short-term funds. Maximization of income is secondary. Risk tolerance for variability in income is minimal.
- ii.) All investments will be cash or fixed income instruments and will have maturities of one year or less at the time of purchase. Investments in instruments that are rated by either Moody's or Standard & Poor's will have a rating of AA or better at the time of purchase. Bankers acceptances, repurchase agreements, commercial paper, short sales of any kind, equities of any kind, letters of credit, options or futures of any kind and commodities of any kind.
- iii.) Cash equivalents include bank certificates of deposit, U.S. Treasury bills, notes and bonds, money market funds and short-term U.S. government securities funds. For the funds, expense ratios should not exceed 1% and the average maturity of the fund portfolio must be 180 days or less.

**c. Long-Term Funds (Endowment)**

- i.) Since these funds are intended to support the League for many years into the future, the investment objectives are protection of principal and preservation of its purchasing power while obtaining above-average investment returns. It is therefore expected that the asset value will grow over the long term (3 years or more) and will earn a rate of return higher than a benchmark appropriate to the asset classes chosen for investment. It is further expected that, unless otherwise constrained by donors of a portion of the principal, spending from the endowment at the level dictated by the League's endowment spending policy will occur each year, while any restrictions placed on the use of earnings by the donors of endowment funds will be strictly observed, as will any legal requirements for investment and use of the endowment funds.
- ii.) The investment horizon for these funds is long-term and the League has sufficient short-term reserves and therefore a limited need for liquidity, which is needed only to fund the withdrawals budgeted each year in accordance with the League's endowment spending policy. Therefore, the Board agrees that its tolerance for risk in managing these long-term funds is moderate to moderately aggressive.
- iii.) It is expected that the long-term assets' investments will be diversified both as to the asset classes and within each asset class, in order to minimize the risk of large, sudden losses in the portfolio. The asset allocation should be reviewed at least annually by the Endowment Fund Committee. That Committee has authority to instruct an investment advisor to rebalance the portfolio to remain within the allocation guidelines, but it may not delegate that authority to an investment advisor.
- iv.) It is expected that the long-term portfolio will be invested only in cash or cash equivalents, equity instruments (common or preferred stock), and fixed income instruments (U.S. government or government agency or corporate bonds) or exchange-traded funds (ETFs) or mutual funds made up of those instruments. If



investments in other classes of financial instruments are proposed (by the investment advisor or by a Committee member), the Executive Committee must review the nature of the proposed instruments and must recommend to the Board that they be added to the portfolio, at that time also submitting its recommendation for revised asset allocations.

- v.) The following table shows the target allocation and the minimum and maximum allocation to the various asset classes that the Board has approved:

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Minimum Allocation</b>	<b>Maximum Allocation</b>
Cash or cash equivalents	10%	5%	15%
Equity or equity mutual funds	60%	50%	65%
Fixed income or fixed income mutual funds	30%	25%	35%

- vi.) Within the scope of this Investment Policy, the investment advisor, if implemented, has full discretion to manage the portfolio. Cash equivalents are further defined as U.S. Treasury bills and notes/bonds with less than a year to maturity, bank certificates of deposit issued by AA or better rated commercial banks, commercial paper related at least A-1/P-1, U.S. government agency securities with less than a year to maturity and money market mutual funds with an average of less than 180 days. Equity securities can include real estate investment trusts and stock issued by foreign corporations. Equity securities can include real estate investment trusts and stock issued by foreign corporations. Fixed income securities must have a rating of AA or better at time of purchase. Prohibited instruments are bankers' acceptances, commercial paper rated below A-1/P-1, any purchases made on margin, equity or fixed income securities for which there is no public market, letters of credit, foreign exchange transactions, and commodities, leases of either property or mineral rights, and financial derivatives of any kind.

- vii.) Any investment advisor recommended by the Endowment Fund Committee for engagement by the League must either be registered under the Investment Company Act of 1940 or the Investment Advisors Act of 1940 or be a bank as defined in those Acts or be such other person or organization authorized by applicable law or regulation to function as an investment manager or advisor. The investment advisor has the right to vote any and all proxies solicited in connection with the securities held in the long-term portfolio and to execute orders through responsible brokerage firms. The advisor will furnish the Endowment Fund Committee with a written proxy voting policy statement and will submit a report annually to the Committee summarizing any votes cast. The investment advisor will also submit annually a report summarizing the volume of the League's trading placed through each brokerage firm used.

The Executive Committee and Endowment Fund Committee will review this policy at least every three year and report the results of its review and any recommendations for change to the Board. It may also bring recommendations for necessary changes to the Board at any regular meeting.

**12. Member Payment to Attend League Functions.**

- a. Active, New Member and Associate members may be required to pay an event fee to attend select League functions such as luncheon/dinner meetings. Members must make reservations in advance, either by calling the League office or by mailing

reservation with payment to League office prior to function. Once reservations are made, the member is responsible for payment unless cancelled a minimum of two weeks prior to the League function. Payment must be made ahead of time (preferable) or at the function.

- b. Bills will be sent after the function to those who have not paid. Members are considered delinquent in the payment of these charges if payment is not received within thirty (30) days of the function. Delinquent members will be notified in writing. There shall be a \$20.00 fine for this delinquency. Administrative Resignation procedures may be invoked if payment is not received within sixty (60) days of the function.

#### **E. COMMUNITY POLICY**

1. **Community Service Hours.** Active and New Members may participate in any combination of League offered/supported Community Service activities to earn required League points, as stated previously herein.
2. **Financial and Manpower Support of Community Projects.** When an outside 501(c)3 organization requests financial or manpower support from the League, the requests shall be reviewed and approved by the Community Impact Committee and communicated to the Board before League resources may be obligated to the project or program. A current Memorandum of Understanding (MOU) must be on file for the requesting organization. It is recommended that members be given at least 30 days notice to ensure maximum participation.
3. **Community Boards.** League representatives to community Boards may be appointed by the Personnel Committee, provided that a current MOU is on file for the partnering organization. A League representative shall be defined as a Pensacola League member appointed by the Personnel Committee to such a community Board. Said representative shall be directly responsible to the JULEP Board for their involvement and have authorization to speak on behalf of the League. League resources may not be committed without prior approval from the appropriate JULEP Council or Board. League members serving on other community Boards (not appointed by the Personnel Committee) do not represent JULEP, only themselves. They may not speak on behalf of the League nor may they commit the League to any undertaking.

#### **F. CONTRACTUAL AND PARTNERSHIP AGREEMENTS.** A contract or MOU should be established for any business or organization with which the League intends to associate on a partnership or ongoing basis.

1. **Contracts.** All contracts are signed by the president. Contractual agreements over \$1,000 must be presented to the Board, with the recommendation of the presenting Committee, for Board vote and approval. Contractual agreements under \$1,000 may be authorized by the president, upon recommendation of the presenting Committee. The president shall report to the Board the nature and terms of the contract.
2. **Memorandum of Understanding.** Whether League funds are associated or not, a Memorandum of Understanding should be created for each organization with which the League engages in a partnership. This includes community organizations, venues and sponsors. The MOU must clearly define the agreed-upon commitment of League resources (manpower, funds or otherwise) and the commitment of the partnering organization. The chair of the committee that will work most closely with the partnering organization and/or the appropriate Council VP is responsible for ensuring that the MOU is prepared and presented to the Board. The President shall sign and authorize all MOUs.

**G. ORGANIZATIONAL STRUCTURE**

1. The League is governed by a Board of Directors and utilizes a Council System. The positions serving on the Board are listed in the Bylaws.
2. When justified due to manpower limitations and as recommended by the Personnel Committee, the League may, in lieu of the Council Structure, have committee chairs serve on the Board in the place of Council vice presidents.
3. The League employs staff members as needed to support League volunteers in carrying out the League mission.
4. More detailed information about the roles of Board members can be found in the Bylaws. Job descriptions can be found in the Personnel Handbook.

**H. Administration**

**1. Communications Policies.**

- a. **Printed Material.** All printed material (letters, brochures, flyers, etc) must be approved by Marketing Chair, Communications Vice President or President. One of these signatures is required before printing, mailing, distribution and/or payment.
- b. **Media Contact.** All media information concerning League activities must be coordinated by the Marketing Chair, Communications Vice President or President. Members, agents, or employees of the League shall not give any public statement concerning the League or its activities without approval of the Marketing Chair, Communications Vice President or President.
- c. **Use of Logo.** The use of the League logo shall be in accordance with The Association of Junior Leagues International, Inc. *Identity Standards*.

**2. League Headquarters.**

**a. Meeting rooms for Non-League Purposes.**

- i.) **Members.** The use of the downstairs meeting room at Headquarters shall be made available to New Members, Actives and Sustainers. For League members requesting personal use of the League meeting room, a nonrefundable rental fee of \$100 will be charged. Payment is due at the time of request, along with the date and time of use. Payment should be remitted to League office staff at the time of the request.
- ii.) **Non-League Organizations.**
  - a.) To rent meeting or event space at Junior League of Pensacola, outside organizations must be represented by a member in good standing.
  - b.) For use of the League meeting room, a nonrefundable rental fee of \$125 will be charged. Payment is due at the time of request, along with the date and time of use. Payment should be remitted to League office staff at the time of the request. The organization requesting to use the Headquarters must be a nonprofit organization having 501(C) 3 tax status.
  - c.) The organization must be nonpolitical.
  - d.) The organization may rent the room for special/social occasions, training sessions or regularly scheduled meetings.
  - e.) Organizations renting space from Junior League may not consume, serve or sell alcohol on League premises.
  - f.) Room reservations are required thirty (30) days in advance.
  - g.) Except when other arrangements are made, the sponsoring JULEP member must be present while building is being utilized by a non-League organization.
- iii.) **Responsibilities.** Whether for personal or other organization, the League member shall be responsible for the following.
  - a.) Completing non-league meeting request questionnaire.

- b.) Obtaining the entry and security codes from office staff. Entry and Security Codes shall not be provided to non-members.
  - c.) Set up meeting room and make sure tables and chairs are returned to original placement after meeting.
  - d.) Being present at the meeting.
  - e.) Supply own food, drinks, cups, plates, napkins, utensils, etc.
  - f.) Cleaning up after the meeting and ensuring Headquarters checklist is followed.
  - g.) Setting security system and ensuring all entries are locked when leaving.
- b. Use of Furnishings.**
- i.) Tables and chairs are available for League-related purposes. Use of tables and chairs will require coordination with League office staff. The use of tables and chairs is limited to 24 hours. Committee chair or her designee is responsible for pickup and return. Any damage or loss must be reported to office staff immediately.
  - ii.) No kitchen equipment, supplies or furnishings shall be removed from Headquarters for personal use.
- c. Security.**
- i.) Members who have been provided with access to Headquarters are responsible for following security instructions provided.
  - ii.) Headquarters security passwords or instructions shall not be provided to any non-member.
  - iii.) If the Pensacola Police Department is dispatched for a false alarm, the fee will be charged to the committee responsible for setting it off.
  - iv.) If there are signs of an intrusion do not enter the facility; leave immediately and call the police.
- 3. League Property.**
- i.) League property (clipboards, racks, decorations, etc.) shall be used for League purposes only. Property should be checked out office staff and returned within 24 hours of use.
- 4. Employees.** The President shall be responsible for oversight of League employees. Annual reviews will be conducted with all employees.
- 5. Use of Membership List.** The Association's and the League's membership lists are for the use of the Association and League only and cannot be used for the promotion of any unrelated activity. It shall not be used by members or other individuals for personal gain or made available for political, commercial, or solicitation purposes.
- I. Public Policies**
- 1. Adopted Statements**
- a. Volunteerism.** The Junior League of Pensacola is an organization of women committed to promoting voluntarism and to improving the community through the effective action and leadership of trained volunteers. It will support, promote and work to protect voluntarism as an essential component in our society. The Junior League of Pensacola will continue to take action which will ensure the effectiveness of the voluntary sector.
  - b. Women and Children's Health and Wellness.** The Junior League of Pensacola is committed to educating the community, with a focus on women and children, on the importance of nutrition, exercise and living a healthy lifestyle
  - c. Human Trafficking.** The Junior League of Pensacola is committed to ending slavery in all its forms. The Junior League advocates for all survivors of human trafficking by supporting programs and legislation that educates members of the community about

- human trafficking, creates legal penalties for those who perpetrate slavery against others and prevents the criminalization of victims of human trafficking.
- d. Public Education.** The Junior League of Pensacola recognized the importance of public education to the well-being of every individual, thus enhancing communities. To this end we support and strive to promote quality in education.
  - e. Fluoridation.** The Junior League of Pensacola supports optimal fluoridation of public water supplies in our communities to positively impact public health.
- 2. Position Statements for League Projects.** Each project of the League should have a position statement written and presented to the membership at the time a project is adopted if it is not covered by an existing position statement. Wording for a new position statement should be proposed as part of the project proposal. The Public Affairs Committee is responsible for overseeing implementation of this policy.
- a.** When a project proposal for continuance of an existing project is presented at a general membership meeting, the position statement shall be reaffirmed.
  - b.** If a project is discontinued, its supporting position statement may also be discontinued.
- 3. Adoption of Position Statements.** A “position statement” on a public issue must be established before any action may be taken in the name of the League. A position statement is a broad statement which frames a topic of interest to the League.
- a.** Normal procedures for establishing a position statement shall be as follows.
    - i.)** The initiating Committee shall complete a careful background study of both sides of the issue.
    - ii.)** The Board shall consider the issue, including pros and cons, if applicable, and recommend the position by a 2/3 majority vote, before presentation to the membership.
    - iii.)** The background statement and position shall be presented to the membership by the Public Affairs Committee for ratification as specified in the Bylaws.
    - iv.)** The Chairs of Marketing and Public Affairs committees shall be informed if and when public action is taken.
  - b.** “Quick Action” procedures for establishing a position statement shall be as follows.
    - i.)** The initiating Committee shall have complete background knowledge of both sides of the issue.
    - ii.)** The initiating Committee shall agree by two-thirds majority that expedient action is necessary to preserve the credibility of League activities in the community.
    - iii.)** Both sides of the issue shall be presented to the Board at a regular or called meeting. The position and desired “quick action” shall be approved by a two-thirds majority vote of the Board.
    - iv.)** Every effort shall be made to notify the membership before and after the vote.
    - v.)** The position and resulting action shall be explained by the Public Affairs Committee at the next membership meeting.
  - c.** The Public Affairs Committee annually shall review all League position statements, and present changes or recommend additions according to the Policies and Procedures.
- 4. State Public Affairs Committee.** The League may agree to lend its name in support of State Public Affairs Committee (SPAC) position statements and declarations of intent to make public action by following this procedure.
- a.** The Public Affairs Committee shall receive and review the request for support.
  - b.** The Board shall consider Public Affairs’ recommendation to accept or reject the request. If the request is approved by a two-thirds majority vote, it shall be presented to the membership.

- c. Agreement to support the SPAC position shall require a two-thirds affirmative vote of the active members present and voting.
  - d. Each SPAC member league is required to submit its vote to SPAC on any SPAC conference ballot no later than 60 days after the close of the conference. Any ballot postmarked after that day will be counted as an abstention. Any ballot postmarked on the 60th day will be valid. A lack of ballot response by the 60th day will be counted as an abstention.
  - e. If the Leagues' vote for a SPAC position is unanimous, the endorsement shall read, "The Leagues of Florida...." An abstaining vote or failure to vote for any reason by one or more of the Leagues precludes the endorsement reading "The Junior Leagues of Florida...."
  - f. If the vote is not unanimous, the endorsement shall read, "The majority of the Leagues of Florida...."
  - g. The League may choose to act or not to act upon any SPAC position statement or public stand.
  - h. Any action taken shall be compatible with the stated purposes of the Association and shall not be contrary to any Association external policies.
  - i. In the event the League is not in support of the intent of a SPAC position statement or public stand, it may communicate publicly its lack of support and its decision not to act on the position statement or public stand. However, it may not take action contrary to the position statement or public stand.
  - j. When there is no SPAC position statement or public stand on an issue, the League may choose to act on the issue. Any such action shall only be taken in the name of the League. The League may choose to act or not to act on a SPAC position statement or public stand. Any action taken shall be compatible with the stated purposes and positions of the League.
5. **Endorsement of Candidates.** The Board and the League shall not support or oppose candidates for elected office in the name of the organization.

**J. Amendments**

- 1. **Change of Intent.** The Policies and Procedures may be amended or adopted by a majority vote of the Board upon recommendation of the appropriate Council except in matters which restrict or add obligations or responsibilities to the membership as a whole, involve admissions procedures or involve nominating procedure. These matters must be approved and amended by a two-thirds vote of the members present and voting at any meeting at which a quorum is present and notice of intent must be given in writing, at least 5 days prior to the date of the meeting.
- 2. **Technical Matters of Form.** These Policies and Procedures may be amended to reflect adjustments in technical matters of form when no change of substance or intent is proposed. These changes shall be proposed in writing by the President-Elect and approved by the Board. The revised form shall be published in the yearbook.

**TEMPORARY AMENDMENTS**

Board of Directors

The Council structure will be temporarily suspended in 2013-14. Committee Chairs shall serve as board members in place of council vice presidents which will not be placed for 2013-14.

The Council structure will be temporarily suspended in 2016-2017. Committee Chairs shall serve as board members in place of council vice presidents which will not be placed for 2016-2017.

The Council structure will be temporarily suspended in 2017-2018. Committee chairs shall serve as board members in place of council vice presidents which will not be placed for 2017-2018.

The Council structure will be temporarily suspended in 2018-2019. Committee chairs shall serve as board members in place of council vice presidents which will not be placed for 2018-2019.