

BYLAWS

ARTICLE I: NAME

The name of this organization shall be the JUNIOR SERVICE LEAGUE OF ROME, INCORPORATED.

ARTICLE II: OBJECT

The object of this League shall be to foster interest among its members in the social, economic, educational, cultural and civic conditions of the community and to make efficient their volunteer service.

ARTICLE III: MEMBERSHIP

SECTION 1: CLASSES OF MEMBERSHIP

The classes of membership shall be as follows:

A. PROVISIONAL MEMBER

Provisional Members are those who are engaged in complying with the requirements for admission to Active membership and are not eligible to vote, hold office, propose, or endorse a candidate for membership. Provisional Members shall be required to complete a provisional course.

B. ACTIVE MEMBER

Active Members are those who, having completed the requirements for Provisional Members, are in the process of giving eight years of "standard service" satisfactory to the Placement Committee. They shall have the right to hold office and vote for all slates submitted by the Nominating Committee, either in person or by absentee ballot. They may propose and endorse candidates for membership. Active Members must pay dues, attend six meetings a year, and work on all ways and means projects.

C. SUSTAINING MEMBER

Sustaining Members are those who, having completed at least eight years of standard service. Request for sustaining membership is to be made in any work year by the date set forth in the STATUS CHANGE form. Sustaining members have no obligations other than to pay dues. They may propose and endorse new members, submit names to the Nominating Committee, sit on the Admissions Committee, and be appointed to other committees on the Board. They may vote when serving in an official capacity.

E. NONRESIDENT MEMBER

Nonresident Members are those in good standing, who actually reside at a distance from Rome. They will have no privileges other than social and no obligations other than to pay dues. A Nonresident Member who has returned to Rome to reside shall notify the Recording Secretary and by the end of six months revert to her proper membership classification.

F. HONORARY SUSTAINING MEMBER

Honorary Sustainers are those who have reached the age of seventy. Request for Honorary Sustaining membership is to be made in any work year following the year in which she reaches her seventieth birthday. Honorary Sustaining Members shall retain all the privileges of Sustainer membership without the responsibility of paying dues. They will be designated in the yearbook with an asterisk.

SECTION 2: ADMISSION TO MEMBERSHIP

(Also see Standing Rules, which apply to Admission Procedures.)

This League uses only the following criteria for consideration of prospective members: age, residency requirements, the candidate's commitment to community service, and her interest in developing her potential for voluntary community participation as expressed on the Sponsor's Recommendation Form.

A. CRITERIA

On the date proposals are due, a candidate must meet the following requirements in accordance with the Standing Rules:

She must be at least 24 years of age as of January 1st of the year of proposal to membership.

She must have been a legal resident of or employed in Floyd County for at least 6 months immediately prior to January 1st of the year of proposal.

She shall be a responsible and dependable person who possesses the potential and time to develop into an effective League member, as outlined by her Sponsor on the Sponsor's Recommendation Form.

B. PROPOSAL OF MEMBERS

Candidates for admission shall be proposed in accordance with the Standing Rules for Admissions/Provisionals. Each candidate must have one sponsor and two endorsers who must meet the following qualifications:

Sponsors and endorsers must be an Active or Sustaining Member of this League.

At least one sponsor or endorser must remain active throughout the candidate's provisional year.

Sponsors and endorsers should have known the candidate well for at least six months.

All sponsors and endorsers must be in good standing with the League under the guidelines outlined in Article III, Section 3 of the Bylaws.

Each year an Active or Sustaining Member may sponsor two candidates and may endorse two candidates or may endorse four candidates.

C. ELECTION TO PROVISIONAL MEMBERSHIP

Candidates shall be elected to Provisional membership by a majority vote of the Admissions/Provisional Committee after having satisfied the criteria in Section 2 (A) and (B) above, followed by a majority vote of approval of the Board of Managers of the League.

D. EXCEPTION

An AJLA transfer may affiliate within twelve months of moving to Floyd County by being proposed by one sponsor on the Sponsor's Recommendation Form with the AJLA attachment. There will be no age limit on transfers. She shall pay the initiation fee for Provisionals and the membership dues at the time of her approval. She shall participate in the parts of the provisional course as are deemed necessary by the co-chairman of the Admissions/Provisional Committee. The co-chairman will help arrange placement for the transfer with the Placement Committee. Transfer members will receive full credit for the year as long as their provisional activity and placement requirements are fulfilled.

SECTION 3: GOOD STANDING

A member is considered in good standing when she has:

- (1) Currently paid her dues and charges.
- (2) Attended the required number of meetings for her status of membership.

- (3) Adhered to the Bylaws and Standing Rules of the League.
- (4) Justifies her membership through some form of volunteer service satisfactory in quality and extensiveness to the Placement Committee.

SECTION 4: CHANGES IN MEMBERSHIP

Applications for changes of membership must be made in writing to the Chairman of Advisory Planning. Change to another class of membership shall become effective upon the approval of the Board of Managers.

SECTION 5: RESIGNATIONS AND REINSTATEMENTS

A. RESIGNATIONS

Any member of the League who is not in arrears in dues or in the performance of League duties may resign in good standing. Resignations may be made in writing to the Recording Secretary of the League by April 1st; otherwise, members shall be liable for dues for the coming year.

B. SUSPENSION AND REMOVAL

A member may be suspended or removed by a three-fourths vote of the Board of Managers after fifteen days notice to the member in writing stating the cause for such action. Except in cases of nonpayment of dues or charges, an opportunity for a hearing before the Board shall be given.

C. REINSTATEMENTS

Any Active Member who resigned in good standing may be reinstated by a three-fourths vote of the Board of Managers to complete her remaining active years. Anyone who resigned as a Sustainer may automatically be reinstated at her request. Such members must pay a reinstatement fee of \$25.00 for an active and a \$15.00 for a sustainer.

ARTICLE IV: FEES AND DUES

SECTION 1: INITIATION FEE AND ANNUAL DUES

Provisional Fee (includes May Dinner)	\$125.00
Active Annual Dues (includes a \$20.00 membership to Chieftains Museum (includes May Dinner)	\$85.00
Sustainer Annual Dues (includes May Dinner)	\$45.00
Honorary Sustainers (for Sustainers over 70) (includes May Dinner)	No dues charged
Nonresident Annual Dues	\$35.00

SECTION 2: PAYMENT

Dues shall be payable on April 1st. The Assistant Treasurer shall send a notice to each member by March 1st. Members whose dues are not paid by April 1st shall be notified by the Assistant Treasurer. Members whose dues are not paid by May 1st shall be notified by a written reprimand. Members whose dues are not paid by June 1st shall be dropped. Intent to resign must be signified before April 1st, or the member is liable for the

payment of dues for the ensuing fiscal year. Provisional Members shall be liable for the Provisional fee immediately upon acceptance of the invitation to membership.

SECTION 3: REFUNDS

Dues are not refundable.

ARTICLE V: OFFICERS

SECTION 1: PERSONNEL

The officers shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer nominated from among the active age members.

SECTION 2: NOMINATION

The Nominating Committee shall present a single slate of candidates for each office to be filled. The slate shall be sent to each member of the League before the election meeting. An independent nomination of a candidate for an office may be made, in writing, signed by at least seven Active Members, and received by the Chairman of the Nominating Committee at least one week prior to the election meeting. Such nomination shall be announced with the Nominating Committee's slate.

SECTION 3: ELECTION

Officers other than the President and the Treasurer shall be elected by ballot at the February meeting of the League. The Vice President shall automatically become President and the Assistant Treasurer shall automatically become Treasurer the year following their election. All officers shall assume their duties immediately following the May meeting, and each shall serve a term of one year. If deemed advisable she may succeed herself.

SECTION 4: DUTIES

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

A. PRESIDENT

The President shall be the executive officer of the League and Board of Managers and shall be a member ex-officio of all committees except the Nominating Committee and Admissions/Provisional Committee. The President shall, with the approval of the Board, appoint other committees whose election is not otherwise provided for, and notify Provisional Members of their election of membership. She shall with the Treasurer, sign all contracts and obligations authorized by the Board of Managers.

B. VICE PRESIDENT

The Vice President shall assume the duties do the President in her absence or inability to serve and shall render such assistance as the President may require. The Vice President shall be a member of the Finance Committee and participate in the preparation of the budget. The Vice President shall plan and supervise the total education program of the League. The League shall pay the Vice President to participate in a Board approved leadership-training program, if person so desires and is accepted. The training shall take place during the Vice President's tenure. The cost to the League shall not exceed the cost of attending Leadership Rome.

C. RECORDING SECRETARY

The Recording Secretary shall keep the minutes of the meetings of the League, the Board of Managers, and the Executive Committee. She shall keep a correct, classified list of the names and addresses of all members, and shall maintain a file of essential records, which shall be transferred to her successor at the close of her term of office. She shall keep a record of attendance at all scheduled meetings and shall notify anyone who is in danger of failing to fulfill her attendance requirements at least two weeks before her next required meeting.

D. CORRESPONDING SECRETARY

The Corresponding Secretary shall have charge of general correspondence for the League and, with the President, shall be responsible for the publishing of the annual report of the work of the League.

E. ASSISTANT CORRESPONDING SECRETARY

The Assistant Corresponding Secretary shall perform all duties of the Corresponding Secretary in case her inability to serve. She shall coordinate all newspaper and radio publicity and prepare a yearly scrapbook.

F. TREASURER

The Treasurer shall be the custodian of the funds of the League; receive and acknowledge all money except dues and assessments; supervise all receipts and expenditures and make a monthly report of the financial condition of the League. Expenses not provided for in the budget shall be incurred and paid only upon the order of the Board of Managers. She shall, with the President, sign all contracts and obligations authorized by the Board of Managers. The Treasurer shall be bonded. She shall be Chairman of the Finance Committee.

G. ASSISTANT TREASURER

The Assistant Treasurer shall perform all duties of the Treasurer in case of her inability to serve. She shall send out notices for and receive all dues and assessments; and under the direction of the Treasurer shall handle all receipts and expenditures. She shall be bonded. She shall be a member of the Finance Committee.

ARTICLE VI: BOARD OF MANAGERS

SECTION 1: PERSONNEL

The Board of Managers shall consist of the officers and the chairmen of committees involving administrative or program responsibility. Except as otherwise provided, these chairmen shall be appointed by the President with the approval of the Executive Committee. The President may invite anyone deemed expedient to attend Board meetings.

SECTION 2: DUTIES

The Board of Managers shall have general charge of control of the affairs, funds and property of the League. They shall present to the membership all proposed major program activities for ratification. Board members are expected to attend all general meetings and Board meetings.

SECTION 3: VACANCIES

Vacancies among officers, other than the President or on the Board of Managers, shall be filled for the unexpired term by appointment by the President with the approval of the Board. The Vice President shall succeed to the Office of President if a vacancy occurs and shall hold office throughout the unexpired term of the vacating officer and her own term the following year.

SECTION 4: MEETINGS

The Board of Managers shall hold regular monthly meetings from September to May, inclusive. Special meetings may be called by the President or upon written request of five members of the Board. Notice of special meetings shall be given one day in advance.

SECTION 5: EXECUTIVE COMMITTEE

There shall be an Executive Committee, composed of the officers, which shall have all the powers of the Board of Managers between meetings. The minutes of the meetings of the Executive Committee shall be submitted to the Board for ratification at its next meeting.

SECTION 6: QUORUM

A majority of members of the Board of Managers shall constitute a quorum. Three members of the Executive Committee shall constitute a quorum.

ARTICLE VII: COMMITTEES

SECTION 1: TERMS

Unless otherwise provided, the term of each committee person shall be one year.

SECTION 2: STANDING COMMITTEES

A. ADMISSIONS/PROVISIONALS COMMITTEE

There shall be an Admissions/Provisional Committee whose function shall be to consider the qualifications of all candidates proposed for membership in the League and to elect new members under procedures set forth in the Bylaws and in the Standing Rules. The Committee shall plan and direct the education and training of Provisional Members until such time as they are admitted to Active membership. Candidates for Active membership must be approved by a majority vote of the Board of Managers of the League.

(1) Composition And Term - The Admissions/Provisional Committee shall be composed of six members representing two active age groups (28-33) and (34 and over) and a sustaining age group. Active Members will serve a two-year term. Sustainers will serve a one year term.

(2) Eligibility - To be eligible for election to the Admissions/Provisional Committee, a member must be in good standing and must have been an active member of the Rome League for three years. She must also meet all qualifications and guidelines set forth in the Standing Rules.

(3) Election - The election of members to the Admissions/Provisional Committee shall be held at the March meeting. A slate of three candidates from each age group shall be sent to the Active Members by the Nominating Committee at least one week prior to the election meeting. One member from each age group will be elected each year and one Sustaining Advisor will be named by the League President each year.

(4) Vacancies - Vacancies will be filled by the Nominating Committee. They will select the member who received the next highest number of votes in election balloting.

B. ADVISORY PLANNING COMMITTEE

There shall be an Advisory Planning Committee, which shall review and revise the Bylaws and Standing Rules as requested by the Board, both to bring them into conformity with new League practices and to recommend new approaches in procedures. Whenever possible, it should be chaired by a past president, who will also serve as Parliamentarian for the League and handle reprimands in League actions.

C. MEMBERSHIP AND SUSTAINING CARE COMMITTEE

There shall be a Membership and Sustaining Care Committee made up of a chairman and Co-Chairman, which shall send appropriate correspondence to members and sustainers to notify the Roman Forum for publication.

D. EXTERNAL PROJECTS COMMITTEE

There shall be an External Projects Committee, which shall consist of a Chairman and a Facilitator who will represent each external project. The Chairman shall provide current information about the community to the Board of Managers and general membership and the evaluation of current projects and the potential of new projects. The Facilitator shall represent one of the League's external projects and report to the Chairman the needs of the Project. The Facilitator shall be the head of the committee, if the project has a committee. The Facilitator is not a Board position. The guidelines for said committee shall become a part of the Standing Rules.

E. FINANCE COMMITTEE

There shall be a Finance Committee which shall function as the financial fact finding committee to advise the Board on all matters relating to the financing of the League's own administration and that of the community program. On request, by the Board of Managers, the Committee shall investigate the proposal and return its recommendations to the Board. Among its duties shall be the preparation of the budget for presentation to the Board and membership each year. The Committee shall be composed of the Treasurer as Chairman, the Assistant Treasurer, the Chairman of any Committees responsible for any phase of League financing and two Sustaining Members together with such other members as shall be designated by the Chairman. The Vice-President shall be a member of the Finance Committee and participate in the preparation of the budget.

F. HEALTH AND WELFARE COMMITTEE

There shall be a Health and Welfare Committee whose function shall be to coordinate health and welfare projects; to assist Placement and Education Committees in planning volunteer service and education in the health and welfare field; and to be cognizant of the needs in the community to refer these to the Board.

G. HISTORIC PRESERVATION/CHIEFTAINS MUSEUM

There shall be a Historic Preservation/Chieftains Museum Committee whose function shall be to encourage the interest of the community in the Chieftains Museum Association and shall serve as a liaison between the body and the League.

H. HOSPITALITY COMMITTEE

There shall be a Hospitality Committee, whose Chairman shall be in charge of all League meetings and social functions.

I. ROMAN FORUM COMMITTEE

There shall be a News Sheet Committee whose function shall be to publish and distribute the News Sheet to each member and to inform the membership of developments in the League program.

J. NOMINATING COMMITTEE

There shall be a Nominating Committee whose function shall be to prepare slates of candidates for election to the various elective offices and committees of the League.

Personnel - The Nominating Committee shall consist of seven members. The immediate past President and President will automatically serve. The Chairman of the Committee shall be appointed by the President from among this group. She shall vote.

Election - One member of the outgoing Nominating Committee shall be elected by the Committee to serve a second term. The other four members of the Committee shall be elected by the League at the February meeting from a slate of eight League Members presented by the outgoing Nominating Committee before the election meeting. An independent nomination of a candidate may be made, if in writing and signed by at least seven Active Members, and received by the Chairman of the Nominating Committee at least one week prior to the election meeting. Such nomination shall be announced with the Nominating Committee's slate. The term of each member shall be one year. No member shall serve more than two consecutive years.

(3) Vacancies - Any vacancy, however created, shall be filled by an elected candidate receiving the highest number of votes.

K. PLACEMENT COMMITTEE

There shall be a Placement Committee whose function shall be to interview all Active members at regular intervals for the purpose of offering them a free choice of available placements in the community service program conducted by the League. Also, this committee shall be to coordinate and track volunteer placement hours of League members, and to report to the Placement Chairman members, who have not met their required hours of voluntary placement. The Placement Committee shall keep as nearly as possible uniform records concerning the activities of the members under its supervision. The Committee shall consist of a Chairman and a Co-Chairman.

L. SUSTAINING ADVISORY COMMITTEE

There shall be a Sustainer Adviser who shall assist the President and Board of Managers and shall attend all Board of Managers meetings.

SECTION 3: SPECIAL COMMITTEES

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

ARTICLE VIII: MEETINGS OF THE LEAGUE

SECTION 1: ANNUAL MEETING

The annual meeting of the League shall be held in April, at such time as may be set by the Standing Rules.

SECTION 2: REGULAR AND SPECIAL MEETINGS

Regular meetings shall be held monthly from September to May, inclusive, at such time as may be set by the Standing Rules. Other meetings shall be held at the discretion of the Board of Managers or upon written request of five members of the League.

SECTION 3: QUORUM

A quorum of the League shall consist of one-half of the voting members.

SECTION 4: NOTICE

Notice of each meeting shall be given at least five days in advance, and shall include the time and place of the meeting.

SECTION 5: ATTENDANCE REQUIREMENTS

Provisional and Active Members shall be expected to attend all regular meetings of the League. Only three absences will be permitted without review by the Board. Members are REQUIRED to be present during the business meeting and program to receive credit for attendance.

A. ACCEPTABLE EXCUSES

Acceptable reasons for absences are (1) absence from Floyd County, Georgia; (2) personal illness or illness of a member of the family; (3) death of a member of a family; and, (4) unavoidable work or school conflicts.

B. RETAINING SERVICE CREDIT

In order to prevent loss of credit for standard service for the year, when a fourth absence occurs, the member must submit a written excuse within one week after the missed meeting to the Board of Managers for its approval. At that time the Standards Committee will review the placement history and make recommendations to the Board as to placement credits.

ARTICLE IX: FISCAL POLICIES

SECTION 1: FISCAL YEAR

The Fiscal Year shall be from June 1 to May 31, inclusive.

SECTION 2: BUDGET RATIFICATION

The budget shall be ratified by the membership annually.

SECTION 3: EXPENDITURES

The Board of Managers may authorize unbudgeted expenditures up to and including one hundred dollars. Proposed unbudgeted expenditures over one hundred dollars must be presented to the membership for their approval.

SECTION 4: AUDIT

The books of this League shall be turned over annually to a Certified Public Accountant who will prepare a compilation of cash receipts and disbursements, and a copy of the complete compilation shall be available for each member. Books shall be kept in accordance with sound accounting practices. The community trust funds and administrative funds shall be carried in separate accounts.

SECTION 5: BONDING

The Treasurer and Assistant Treasurer shall be bonded, in the amount determined by the Board of Managers.

SECTION 6: DECLARATION OF TRUST

Any monies raised from the community shall be returned to the community.

ARTICLE X: STANDING RULES

The Board of Managers shall, from time to time, establish, amend and rescind Standing Rules for the conduct of all business of the League not sufficiently provided for in the Bylaws, and may prescribe and enforce such measures as it may deem necessary or advisable, for the observance and enforcement of such Standing Rules. Standing Rules pertaining to placement must be passed by the Placement Committee before being submitted to the Board of Managers.

ARTICLE XI: AMENDMENT AND RULES OF ORDER

The Bylaws may be amended or repealed by a two-thirds vote of the members present and voting at any meeting of the League, provided that the proposed amendment or repealing has been presented in writing to each voting member at least two weeks prior to the date of the meeting.

"Robert's Rules of Order" (Revised) shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws or by specific rules of procedure adopted by the League.

STANDING RULES

1. MEETINGS

There shall be a regular monthly meeting of the League from September through May.

2. LEAVES

A League member requesting a Leave of Absence shall pay active dues.

Leave for the fiscal year of the League, running from September-May. The Placement Committee must be informed of the member's desire for a leave by the March board meeting. The leave constitutes no credit for the League year. A member on leave will not be required to participate in League functions or placement.

At the discretion of the Standards Committee, leave for the fiscal year of September-May and receiving one-half credit for the year may be granted. The member will be required to do her full placement, but is not required to attend meetings or to participate in the ways and means activities of the League. The Placement Committee must be informed of the member's desire for a leave by the March board meeting.

Members needing an emergency leave for a short period of time may make application to the Standards Committee at any time during the League year.

Note: The Standards Committee is comprised of the President, Chairman of Advisory Planning, and Chairman of Placement.

3. POLICIES

The policies of all Standing Committees shall be submitted to the Board.

4. PLACEMENT COMMITTEE

(a.) Each Active member of the League shall justify her membership through some form of community service satisfactory in quality and extensiveness to the Placement Committee, and shall be required to work on all money raising projects of the League.

PLACEMENT POLICIES AND GUIDELINES

A. REQUIREMENTS

1. Interview

(a) Personal interviews with all members (including Special Actives, but excluding Sustaining Members) shall be held on the first Tuesday in May each year. A personal interview is compulsory. Telephone interviews are not acceptable. Membership must be notified of the interview times at least one week prior to the interview. Following the interview, each member will be notified in writing of her definite Placement assignment.

(b.) In order that the Placement Committee may effectively and fairly interview each member, a rotating schedule for interview appointments based on an alphabetical rotation has been established. The individual appointment time will be published in the *"Roman Forum"* prior to Placement.

2. Volunteer Service

(a.) Each Active Member shall give annual volunteer service satisfactory to the Placement Committee. An individual commitment to a League job is binding for the entire program year, which will run from June 1st to May 31st, inclusively.

(b.) Placement shall be based on a credit system. Credits will be determined each year during a review of League projects by the Placement Committee. Only one years' placement credit may be given in any one year. Specific jobs will receive specific credits. The Placement Committee will determine the credits.

Participation to fully staff League projects will be required of the membership.

(d.) Members shall serve a maximum of two consecutive years in any given Placement with the exception of Chieftains, League Secretary, Road Race, and Audiometer and Vision testing as these positions require specialized training.

(e.) Those members who cannot complete their assigned Road Race Placement because of an emergency must notify their captain. Such persons will be assigned to do six hours of work, related to Road Race and Chieftains Museum. Those members who cannot complete their Road Race placement and do not notify a captain will lose one-half placement credit for the year.

(f.) Those members who do not successfully complete their Follies placement will be assigned alternative placement, which shall be determined by the Standards Committee.

(g.) To attain credit for a year of League service, you must attend meetings, complete your full placement, and participate in the ways and means activities of the League.

B. PROCEDURES

There shall be a Placement Committee composed of a Chairman, a Co-Chairman, and a working core. It shall recommend placement policies for ratification by the Board.

The working core shall sign up for the Placement Committee at the preceding years Placement Interview. The function of this Committee is to explore volunteer opportunities in the community and to interview all Active and Special Active Members for the purpose of offering them a free choice of available placement. Each member of the working core will act as advisor to no more than ten Active Members and will periodically contact those members for their opinions and suggestions concerning Placement. Accurate records concerning work habits, leadership qualities, work assignments, personal statistics and other pertinent information shall be kept by this committee and recorded on the permanent records. It is their responsibility to learn from the agency or League chairmen whether the member's work is satisfactory and to check with the member individually if her job is a specialized one.

Unsatisfactory volunteer service and interest of a member consists of (a) poor attitude toward volunteer job, (b) habitual tardiness, (c) broken appointments, (d) failure to attend compulsory Placement, and (e) unexcused absences from volunteer job.

A warning will be used to notify a member of her unsatisfactory service. If the situation continues it will automatically be brought before the Board for further action. There shall be a Standards Committee acting as a disciplinary committee. It shall consist of the President, Chairman of Advisory Planning, and the Chairman of Placement. This Committee shall set guidelines for policy, reprimands, and Expulsion procedures; it shall have the authority to carry out disciplinary actions; and, shall establish a written disciplinary policy. All committee chairmen are obligated to report infractions to this committee. This policy in no way infringes on the authority of the Placement Committee.

A member who is unable to work on her assignment may, with the approval of her chairman, exchange time with a member of her committee or may arrange for a substitute. A member is required to notify her League committee chairman when it is impossible to keep her appointment. If she has no committee chairman, she should notify her placement advisor.

Committee Chairmen are responsible to the Placement Chairman for the committee's work.

The Provisional Chairman shall be responsible for the work of the Provisional to the Placement Chairman. Provisional and new Active Members will be introduced at the May luncheon. The provisional year shall run from June 1st to May 31st, inclusively.

8. A member of the Junior League Affiliates, upon completing provisional requirements, will be required to give volunteer service for the remainder of the year satisfactory to the Placement Committee. She should furnish copies of her previous placement records, and those years served in other Leagues would count toward her eight years of service.

9. It shall be left to the discretion of the Placement Committee, which outside community services may be considered as League work for an individual member. Creative Placement is available for an active member who has a minimum of three active years' service to fulfill placement by creating her own placement for one year. This placement must be submitted in writing to the Placement Committee before the March General Meeting. The member's proposal must include (a) name of placement, (b) objective, (c) benefit to the community and to the League, (d) personal responsibilities, (e) what training the member has had to qualify her to do this project, (f) the skills she would require to do this project, (g) the time involved, and (h) where it would take place.

10. The Placement Chairman shall keep a record of attendance at meetings furnished to her by the Recording Secretary, and record this information on the permanent placement records.

11. The policies of the Placement Committee shall be submitted to the membership in writing annually.

5. ADMISSIONS/PROVISIONALS COMMITTEE

Policies and Guidelines

Subject to applicable Bylaws, the Standing Rules of the Admissions/Provisional Committee are as follows:

A. QUALIFICATION OF CANDIDATES

All qualifications of proposed candidates as outlined in Article III; Section 2A of the Bylaws must be met. If a candidate is disqualified for any reason, the sponsor will be notified in writing of her rejection and be given the specific reason.

B. PROPOSAL OF MEMBERS

Any member wishing to propose a candidate must meet the qualifications outlined in Article III, Section 2B of the Bylaws. Screening takes place from March General Meeting through April 1st. A candidate may be sponsored by a relative. After the deadline for application of admission, the Committee will prepare a list containing the full name of each candidate meeting the criteria for Provisional membership. After the Admissions/Provisional Committee has voted to ratify the list, the Admissions/Provisional Committee will present this list to the Board of Managers of the league at their regularly scheduled meeting.

C. PROCEDURE FOR PROPOSING MEMBERS

The following timetable and procedures will be strictly adhered to in order to propose candidates: (1) Sponsor's Recommendation Forms are due no later than March General Meeting to the Chairman of the Admissions/Provisional Committee. If forms are not completed in full, the candidate will automatically be dropped from consideration. (2) All sponsors will be notified by early April if their candidates have been accepted or rejected. (3) Sponsors are to accompany their proposed candidate to the April orientation meeting.

D. PROCEDURE FOR NOTIFYING MEMBERS OF INVITATION

The following procedures will be used in notifying the candidate and the League of her acceptance into membership: (1) In early April a letter from the President of the League will be mailed to the accepted

Provisional inviting her to an orientation meeting. She will also be given a list of other invitees, as well as a fact sheet regarding the work and projects of the Rome Junior Service League. (2) New Provisional will be announced to the membership at the March Board and general meeting. (3) The new Provisionals are also honored guests at the annual May luncheon where they are introduced to the membership.

E. REQUIREMENTS OF PROVISIONAL MEMBERSHIP

All Provisionals must meet the requirements as outlined in Article III, Section 2A of the Bylaws. In addition, Provisionals must meet the following requirements: (1) The week after the April general meeting, an educational meeting will be held for all new Provisionals. At least one sponsor or one endorser must attend with her. She will receive details and requirements of Provisional membership. (2) She must fill out a Candidate Proposal Form and return it to the Chairman of the Admissions/Provisional Committee along with her Provisional fee by May 1st. This is her signed contract stating her responsibilities and that she fully understands her obligations. (3) Her financial obligations are outlined in Article IV, Section 1 of the Bylaws. Her provisional fee is due by May 1st. Her dues are due by June 1st. (4) A Provisional may delay her provisional year for one year before the contract is signed. A Provisional Member is required to complete a course of training which shall include: (1) satisfactory participation in all training meetings, (2) attendance at each of the regular membership meetings, (3) satisfactory participation in field trips, seminars, workshops, and projects which are planned by the Admissions/Provisional Committee to coordinate with the study of the community, (4) satisfactory participation in all League Ways and Means Projects, and (5) satisfactory participation in League placement. If a Provisional must be absent from any session or meeting during her training, she must notify her Admission/Provisional Advisor in advance of the absence, if possible there shall be no more than two absences from required activities during the Provisional training period. No maternity or sick leave shall be granted. *If a Provisional misses more than two of the required activities, her situation shall be reviewed by the Admissions/Provisional Committee. A majority vote of the Board of Managers is required before a Provisional can be dropped from membership. Each Provisional will be assigned to a member of the Admissions/Provisional Committee who will serve as her Provisional Advisor and will contact her sponsor as needed. The advisor will be responsible for granting extensions of deadlines, accepting excuses, and keeping a written record of the Provisional's progress. The Admissions/Provisional Committee will evaluate each Provisional's performance and positive commitment to the League at mid-year and at the end of the course.

**Except in extreme circumstances, which will require the approval of the Standards Committee of the League*

F. ACCEPTANCE INTO ACTIVE MEMBERSHIP

The provisional will be informed at the beginning of her course that she will become active only after she has satisfactorily completed the Provisional Course. It is by no means automatic. The Admissions/Provisional Committee shall prepare a list of those provisionals recommended for active membership after a majority vote of the Admissions/Provisional Committee. This list will be presented to the Board of Managers of the League for a majority vote of acceptance. New Actives will be announced at the April meeting.

G. ADMISSIONS/PROVISIONAL COMMITTEE

The Admissions/Provisional Committee will be authorized under Article VI, Section 2A of the Bylaws. There shall be an Admissions/Provisional Committee. The function of the Committee shall be to consider the qualifications of all candidates proposed for membership in the League and to elect new members to Active membership under procedures set forth in the Bylaws and Standing Rules. The Committee shall plan and direct the education and training of Provisional Members until such time as they are admitted to Active membership. The make up of the Committee shall be as follows: (1) A chairman who is in charge of the whole committee and will oversee the sponsored admissions process including sponsor orientation. She will be appointed by the President of the League from the rising second year committee members. The chairman will select her co-chairman. (2) The co-chairman who will be the trainer for the provisional course will plan and conduct the provisional course with the help of the committee. The co-chairman will also be responsible for any transfer members throughout the year. The co-chairman will determine which provisional activities the transfer member shall participate. She will notify the Placement Chairman of any transfer and help arrange placement for the transfer member. Transfer members will receive full credit for the year as long as their provisional activity and placement requirements are fulfilled. (3) Provisional Advisors, who will each have

specific assignments related to the course and will be assigned a group of provisionals to advise during the course and to help if any problems arise. They will be responsible for granting extensions of deadlines, accepting excuses, and keeping a written record of the candidate's progress. (4) Sustaining counselors will help the committee throughout the course in an advisory capacity. If the Chairman or Co-Chairman of the Admissions/Provisional Committee has a relative proposed for membership in the League, she shall pass on the supervision of this relative to the other chairman. The Nominating Committee shall fill any vacancy in the Active age group from the members with the highest number of votes in the Admissions election. The Sustaining vacancy will be filled in the same manner.

6. EXTERNAL PROJECTS COMMITTEE Policies and Guidelines

- A. All new projects whether originating from League membership or community appeal shall be handled by said Committee.
- B. Upon request from the President or the Board, a Task Force shall investigate the project. Members-at-large may be requested to serve.
- C. The project development process shall be as follows:
 - (1) Membership selects priority groups in late spring.
 - (2) Community Research divided into Task Forces on these priority groups after Placement.
 - (3) Project presented to the Board of Managers in January or February.
 - (4) Membership votes on project in March.
 - (5) Refinement, if necessary, depends on degree of membership support.
- D. A vote adopting a project includes approving the goals, the proposed budget, and filling the required placements to start. If the vote is positive but the placements are not simultaneously filled, the project does not pass but may be referred back to the Community Research Task Force.
- E. Committee shall use criteria for assessing new project ideas that are concurrent with overall League goals and policies.