

**Junior League Palm Springs Desert Communities
Operating Policies and Procedures**

POLICY I – GENERAL POLICIES’ PURPOSE

The Operating Policies and Procedure are interpretation and implementations of the Bylaws which govern this organization. The Bylaws shall supercede these Policies and Procedures in any situation where there may be a question or conflict between the two documents. These policies include the following:

- A. Provide leadership which:
 1. advances the mission
 2. promotes a vision for the organization
 3. trains members
 4. facilitates collective impact
 5. shows financial commitment and sets example of such
 6. fosters an internal and external image that enhances the community impact of this League

- B. Assure that members:
 1. are supported in the fulfillment of their mission
 2. have input into the vision, strategic plan, and services of this League
 3. are educated and informed about the actions of the board
 4. have opportunities for involvement in League activities
 5. show financial commitment and set examples of such
 6. are ambassadors of the League in the community

- C. Assure the development, effective management, and implementation of this League’s:
 1. Bylaws and Policies
 2. strategic plan
 3. programs
 4. financial operations and legal obligations

POLICY II – EXECUTIVE COMMITTEE, BOARD OF DIRECTORS & CHAIRMEN

Section 1. Composition of Executive Committee & Board of Directors

- A. The Executive Committee of JLPSDC is comprised of the President, President-Elect, Recording Secretary, Corresponding Secretary and Treasurer.
- B. The Board of Directors of JLPSDC is comprised of the Executive Committee, the chairmen of Standing Committees and a representative from the Sustainer Board of Directors.
- C. The Immediate Past President shall serve on the Board as an honorary member.

- D. The Standing Committee chairmen shall be selected by the incoming Executive Committee with recommendations by the Placement & Nominating Committee.

Section 2. Powers and Duties of the Executive Committee

A. President

The President shall be chief executive officer of this League; she shall preside at all meetings of this League, Board of Directors and shall be an ex-officio member of all committees, except Nominating and Placement. The President shall, with the approval of the Board of Directors, create committees not otherwise provided for and shall assign their duties. She shall sign with another officer, all contracts and obligations authorized by the Board of Directors. She shall serve as the official League liaison to legal council. The President shall be responsible for promoting the image of the League and is the designated representative to the community.

B. President-Elect

The President-Elect shall train to become the next President of this League. She shall over-see any and all matters concerning Area VI and The Association of Junior Leagues International. The President-Elect shall assume the duties of the President in her absence. She shall attend all pertinent conferences. She shall assume the office of the President at the start of the fiscal year. She shall perform such other duties as may be assigned to her by the Board of Directors or the President. She shall chair Membership Council and the Community Advisory Council. She shall maintain JLPSCD Bylaws and Operating Policies and Procedures. She shall further study and form recommendations on items referred by the Board of Directors or President.

C. Recording Secretary

The Recording Secretary shall keep minutes at the Board of Directors and General Meetings and produce the e-newsletter.

D. Corresponding Secretary

The Corresponding Secretary shall maintain a file of essential records, including membership records. She shall conduct the general correspondence of this League. She shall serve as the Membership Council. She shall perform such other duties as may be assigned to her by the Board of Directors or the President.

E. Treasurer

The Treasurer shall:

1. Be the custodian of the funds of this League; she shall collect all dues and assessments and receive all monies.
2. Make payments in accordance with the budget which has been approved by the membership. Expenses not provided for in the budget shall be incurred and paid only upon approval of the Board of Directors. If the proposed expenses exceed \$500, it must be approved by the membership.
3. Keep full and accurate accounts and shall present financial statements, of this League at the General Meetings and to the Board of Directors.

4. Present an interim budget based on mid-year evaluations to be voted on at a Spring General Meeting.
5. Present the final budget for vote to which administrative year it applies. The money available for the final budget is the current year's dues, the net proceeds from the previous year's fund-raisers, and any other miscellaneous donations.
6. All contracts and checks shall be co-signed by the President and Treasurer.
7. She shall sit as the Finance Council and represent them at the Board of Directors meetings. She shall perform such other duties as may be assigned to her by the Board of Directors or the President.

Section 3. Powers and Duties of Standing Committee Chairpersons (Voting positions unless specified.)

A. Community Research and Development Chair

The Research and Development Chair shall direct the Community Assistance Fund, and oversee the annual evaluation of signature projects. She shall oversee all projects, mini-projects, community services activities and community research functions of this League. She shall represent them at the Board of Directors meetings. She shall perform such other duties as may be assigned to her by the Board of Directors or the President.

B. Arrangements Committee

The Arrangements Committee Chair shall coordinate all meeting locations for the General Meetings, the Board of Directors Meetings, the Provisional Trainings and the Social Events of the League.

C. Placement and Nominating Chair

The Placement and Nominating Chair presides at the nominating committee meetings, serves and oversees placement advisors and coordinates with the membership, coordinates entire nominating process and assesses the changing needs of the nominating policy. She shall perform such other duties as may be assigned to her by the Board of Directors or the President.

D. Fundraising Chair

The Ways and Means Chair shall plan and supervise all fundraising projects for the League. The main responsibility is to oversee the signature fundraising project(s). She shall perform such other duties as may be assigned to her by the Board of Directors or the President.

E. Public Relations Chair

The Public Relations Chair shall build good public relations within, and more importantly, outside the League. She shall project a positive image of the JLPSCD in the community. She shall perform such other duties as may be assigned to her by the Board of Directors or the President.

E.1 Website Manager

The Website Manager and Committee shall issue monthly changes to JLPSDC website from September through June to inform, educate and inspire the membership. The website shall bridge communications between the Board of Directors, the community and League members. This is a non-voting position.

F. Provisional Chair

The Provisional Chair shall oversee and direct the recruitment and training of prospective members to the League and train them to become effective volunteers. She shall perform such other duties as may be assigned to her by the Board of Directors or the President.

G. Sustainer Advisor

The Sustainer Advisor is the liaison between the active members and the sustainer members. She shall sit on the Sustainer Board. She also advises the Board of Directors on policy, issues, and League management, providing a historic perspective and assist committees and projects in acquiring Sustainer advisors. She shall perform such other duties as may be assigned to her by the Board of Directors or the President.

Section 4. Term of Office

- A. The term of the incoming Board of Directors shall coincide with the fiscal year of JLPSDC, June 1- May 31.
- B. Except for the position of President and President-Elect, any member of the Board of Directors may serve for up to two consecutive terms. The President and President-Elect may serve in their respective positions for not more than one consecutive term.

Section 5. Removal from Office

- A. Any Board member who is absent from two consecutive Board meetings, without an excuse acceptable to the Board, shall be removed.
- B. The Board of Directors, by majority vote, may remove Chairmen, Vice-Chairmen or Sub-Chairmen of a committee.

Section 6. Executive Committee Authority

- A. A two-thirds vote of the Executive Committee is required to make any decision which must be made in the regular Board of Directors meetings.

Section 7. Annual Report

- A. The Annual Report shall include reports of the Officers and Committee Chairmen, plus any material which the Board deems of special interest to the membership. This report, a financial report and a directory of membership shall be annually distributed to each member in September.

Section 8. Councils

- A. Each council shall act as a forum for study and consideration of issues and programs. Each council shall be responsible for the operations and procedures of that council as delegated by the Board of Directors. Each council shall be made up of such committees, projects or representatives from each as are appropriate to its function and as are defined by the Bylaws under Article X.

Policy III – Membership

Section 1. General Membership Policies

- A. Members shall reside in the area in which their interests or loyalties center on the Coachella Valley.
- B. Prospective members will sign and complete the Provisional Agreement and will be invited to provisional membership. At the completion of the Provisional training, the successful Provisional will be invited to active membership.

Section 2. Membership Requirements

All membership status changes must be received by March 1st. Once approved the change will take effect during the next full membership year. All status changes go to the Corresponding Secretary, then are reviewed and approved by the Board of Directors.

A. Provisional Status

Provisional members shall be required to complete the provisional course within four months after their acceptance to provisional membership. An extension of four months may be granted by the Board of Directors in the case of a Provisional member, who for reasons beyond her control is unable to complete the provisional course. Provisional members failing to meet the provisional requirements may be removed from membership upon two-thirds vote of the Board of Directors.

Each Provisional member shall:

1. Participate in an informational meeting, complete an application, and sign a Letter of Agreement stating she understands the requirements of the JLPSDC.
2. Attend required number of meetings during Provisional Course.
3. Attend the General Meeting at which election of officers is held.
4. Attend the annual meeting in May of each year.
5. Attend at least six of eight general meetings
6. Participate in the annual Fundraiser of League's choice and contribute a \$65 financial obligation
7. Participate in at least six hours of community service, three of which must be served at the League's annual fundraiser.
8. Provisional members may transfer to any other League or become Inter-League.
9. Provisional members are not eligible to vote, hold office or serve on elected committees.

B. Active Status

Obligations include General Meeting attendance, financial commitment, fundraising time and fulfillment of placement requirements. Each Active member shall:

1. Participate in annual placement interview and sign a Letter of Agreement stating she understand the requirements of the JLPSDC.
2. Attend first General Meeting of the year in September.
3. Attend the General Meeting at which election of officers is held.
4. Attend the annual meeting in May of each year.
5. Attend at least six of the eight general meetings
6. A member will serve on an approved League project of in League committee each year. Active members must complete an average of at least one to four hours per week (for nine months of the calendar year) of volunteer time to stay in good standing.
7. Participate in the annual Fundraiser of League's choice and contribute a \$65 financial obligation.
8. Participate in at least six hours of community service, three of which must be served at the League's annual fundraiser.
9. The Recording Secretary shall keep and review the volunteer service record of each member. A positive evaluation of this record will be based on eighty percent (80%) completion of the placement agreement or of service satisfactory in quantity and quality of the community.
10. Members with questions or concerns regarding their placements should contact their Placement Advisor directly.
11. A member's future placement may be influenced by successful completion of current membership obligations.
12. Members will be notified of non-fulfillment of placement obligations.
13. Any written requests for change in membership status must be made directly to the Corresponding Secretary.
14. Active members may transfer to any other League or become a Non-Resident or Inter-League member.

C. Associate Status

An Active member may request Associate status if she has served in good standing five full active years in the League excluding Provisional year and excluding Leave of Absence. Request for Associate Status must be requested in writing by April 1 and reviewed by the Membership Council and voted on by the Board of Directors. This status will be automatically renewed unless a status change is requested. Associate counts as a full year towards Sustainer status. Each Associate member shall:

1. Participate in an annual placement interview and sign a Letter of Agreement stating she understands the requirements of the JLPSDC.
2. Attend the September general meeting.
3. Attend the general meeting at which election of officers is held.
4. Attend the annual meeting in May of each year.
5. Attend at least six of the eight general meetings.
6. Participate in the annual Fundraiser of League's choice and contribute the \$65 financial obligation.
7. Associate members may transfer to any other League or become a Non-Resident or Inter-League member.
8. Associate members shall be eligible to vote, but may not hold office or serve on elected committees.
9. Associate members may participate on committees.

D. Sustainer and Honorary Status

An Associate/Active member may request Sustainer status if she has served in good standing five full active years in the League, excluding the Provisional year and excluding a Leave of Absence, when she reaches the age of 40. Request for Sustainer status must be requested in writing by April 1 and reviewed by Membership Council and voted on by the Board of Directors. Each Sustainer shall:

1. Sustainer members shall not have any placement requirements and shall not be required to attend any meeting of this League.
2. Sustainer members may transfer to any other League or become an Inter-League or Non-Resident Member of this League.
3. Sustainer members who reside for a portion of the year near this League and a portion of the year near another Junior League may upon formal request be granted Seasonal Inter-League status. This privilege allows the Sustainer member to participate in the League in whichever area she is currently residing. Sustainer members may hold the Seasonal Inter-League Status shall comply with the requirements of the League in the area which member is currently residing.
4. This League may have Honorary Members. Honorary members are those who by their service to the League or to their community are invited to membership in this League. They are not eligible to vote or hold office. Honorary members shall be exempt from all financial responsibilities. If the Honorary member is also an Active member, she may retain the title of Honorary Member but in all other ways be responsible to the requirements of an Active Member. (See Policy III, Section 2.B)

E. Non-Resident

Active and Sustaining members who are living a sufficient distance from the League area, and who so formally request, shall be granted the non-resident privilege. Non-Resident criteria include:

1. Request must be submitted in writing to the League and reviewed by and voted on by the Board of Directors.
2. Non-Resident Active and Sustainer members who live in an area in which there is no League may retain the privilege indefinitely.
3. Non-Resident members who live in an area in which there is another League within thirty miles may not retain the privilege for a period of more than two years.
4. A member granted non-resident status is responsible for all financial obligations.
5. There shall be no placement requirements for non-resident members.
6. Non-Resident members are not required to attend meetings of this League.
7. Non-Resident members are not eligible to vote or hold office.

F. Leave of Absence

A Leave of Absence (LOA) is a privilege of membership and therefore any Active member may request one. A LOA may be granted for medical, maternity or temporary personal reasons; they may extend from one month to one year. Request for LOA shall be made through the Corresponding Secretary, reviewed by Membership Council and approved by the Board of Directors. A copy of an approved request for LOA will be forwarded immediately to the member and to the Chairperson of the Committee on which she was placed. No member shall be considered on LOA until all paperwork is completed and the LOA is approved by the Board of Directors. Back-to back LOA's are not permitted and a member may not request more than twelve months LOA in a three year period. Leave of Absence criteria include:

1. Does not count toward years required for Tenured Active year and/or Associate or Sustainer status.
2. Members on LOA must participate in the annual placement interview and sign a Letter of Agreement stating they understand the requirements of the JLPSDC.
3. Members on LOA must attend the general meeting at which the election of officers is held.
4. Members on LOA must participate in the annual Fundraiser by selling the required number of tickets and work at least six hours at this annual fundraiser.
5. Members on LOA may buy-out her obligation to work at the Annual Fundraiser for a specified amount as determined by the board.
6. Members on LOA are eligible to vote, but may not hold office.
7. Members on LOA may transfer to any other League, become Non-Resident or Inter-League members.

G. Transfer

1. Provisional, Active, Associate and Sustainer Members shall have the privilege of transferring membership from one League to another in accordance with the receiving League's Bylaws and Policies & Procedures, except for the period from March 1 through April 15. The privilege of transfer need not extend to a person who has been dropped or expelled from membership by the League to which the transfer is desired. An Active member who transfers shall be required to adhere to any such requirements for minimum two years of service of the receiving League unless her age prohibits.
2. The receiving League must complete and acknowledge the transfer of membership within ninety days of receipt of the transfer letter.
3. Provisional, Active, Associate and Sustainer members pay dues to the League to which they belong by April 1. A member whose written request for a transfer is postmarked after October 1 will be entitled to any refund of dues from sending League and the receiving league will collect dues from the incoming member.
4. All Active members transferring to JLPSDC shall be required to complete an orientation course. They shall assume all other obligations of membership of this League. Provisional members transferring the JLPSDC shall be required to complete the Provisional Training Course. They shall assume all other obligations of Provisional membership as stated in the Bylaws, Article IV, Section 1A and Operating Policies and Procedures Policy III, Section 2A.

H. Past President Advisory

Each past President will have the privilege of holding a past President Advisory status until such time as she requests Sustainer status. She may choose not to have regular placement assignments or obligations but may serve in an advisory capacity when requested by the President. She will have all other privileges and obligations of Active membership.

Section 3. Good Standing, Resignation and Confidentiality**A. Good Standing**

1. A member may be required upon request from her Placement Advisor to appear before the Placement Committee to determine whether requirements of Bylaws, Article IV and V have been satisfactorily fulfilled. If the committee finds that the Bylaw requirements have not been met, it shall submit a written report to the Board of Directors with a copy to the member setting forth its findings and recommending that the board declare the member to be not in good standing.
2. The member shall have the opportunity to discuss this report with the Placement Committee and the Board of Directors. The Board of Directors shall then, within five days of the meeting, inform the member of its determination as to her standing.

B. Resignation in Good Standing

1. Refer to Bylaws, Article IV, Section 4.
2. Refer to Bylaws, Article IV, Section 6.
3. All resignations or reinstatement requests should be made in writing to the Corresponding Secretary by March 1; otherwise, the member is liable for dues for the upcoming year.

C. Confidentiality

Information of a personal nature given should be addressed to the Placement & Nominating Committee and shall be considered confidential.

POLICY IV – NOMINATING AND PLACEMENT POLICIES

Section 1. Composition and Election

- A. The Committee shall include five elected members consisting of one holdover member elected by the outgoing Nominating and Placement Committee and four members elected by the general membership. The total number of members on this Committee is subject to change annually based on the Board's recommendations regarding size of Committee.
- B. Those Committee members elected by the general membership shall not serve for more than two consecutive terms. A member of the Nominating & Placement Committee shall not be nominated for an Executive Committee or Board of Director position for the following year.

Section 2. Duties and Responsibilities

- A. Each year the current committee shall compile a list, known as a "slate" of those members for the Executive Committee (President-Elect, Corresponding Secretary, Recording Secretary and Treasurer) and Nominating & Placement Committee for the following year. Prospective candidates will be selected based on the Committee's review and general consensus regarding member's leadership qualities and understanding of the vision/mission of the League.
- B. Once compiled, each member on the slate must be contacted by a member of the Nominating & Placement Committee to determine their interest in serving in this capacity.
- C. Additional nominations, with the written consent of the nominee, may be made in writing, signed by ten Active members, filed with the Recording Secretary at least five days prior to the Election Meeting.
- D. The slate must be mailed to the general membership in a timely fashion; the slate needs to be mailed and postmarked at least twenty one days prior to the Election Meeting.
- E. In the extraordinary circumstance that there is a vacant, non-Executive Committee position on the slate, the Nominating/Placement Chairman is to notify the general membership of this vacancy through a mailer. If no qualified member expresses an interest in the position, a member of the Nominating & Placement committee may submit her name for consideration. Upon submission, the member must also resign from the Nominating & Placement committee. A vacancy on the

- Committee will be filled by runner-up candidates as available in order of votes acquired.
- F. The placement year of the League runs from June 1 through May 31. All Active members are expected to work on their committees and/or projects for the duration of the placement year. The emphasis shall be on the satisfactory completion of the task. Annual dues must be paid prior to placement choosing.
 - G. Members interested in a leadership position for the upcoming year should refer to the following before self-submitting:
 - 1. Consider which skills you have and which you would like to develop.
 - 2. Talk with the person currently holding the position in which you are interested to determine what the job entails, the training needed and skills required.
 - 3. Take advantage of AJLI and JLPSDC training opportunities to strengthen your abilities.
 - 4. Talk to a member on Nominating & Placement committee about your interests. Be specific about interests and your and long term goals.
 - H. Members who are not placed or not on alternative status by May 1 will be subject to loss of good standing and possible termination of membership.
 - I. The League's Placement Policies shall be the guidelines for placement issues.

POLICY V – General Policies

Section 1. General Policies

- A. Budgets must be approved by the originating council, the Board of Directors and voted on by the membership.
- B. All proposed unbudgeted expenditures must be reviewed by the Board of Directors. If the proposed amount is over \$500.00, it must then be presented to the general membership for a vote.
- C. All budgets for fundraising activities must be submitted for approval by the Board of Directors.
- D. Any increase in a line item shall be passed by the originating committee/project council and approved by the Board of Directors. If the proposed budget change is an increase of \$500.00 or more it must be approved by the Board of Directors and general membership.
- E. Budget overruns and unbudgeted expenses of up to \$200.00 require Finance committee approval. Budget overruns and unbudgeted expenses for \$200.01 to \$500.00 require Finance Committee approval and the approval of two-thirds of the Board of Directors. Budget overruns and unbudgeted expenses more than \$500.00 shall require Finance Committee approval, the approval of two-thirds of the Board of Directors, and approval by one-third of the Active members voting at any regular or special meeting. Should proper approval not be obtained prior to contracting for expenditures, the Finance committee and/or Board of Directors may reserve the right to withhold payment.
- F. All contracts must be reviewed by the Finance Committee and approved by the Board of Directors before signing. The President and another Executive Committee member must sign all contracts.

Section 2. Emergency Requests for Funds

- A. Upon recommendations of the Finance Committee, the Board of Directors may vote to expand up to \$1,000 from the General Funds for an emergency request. Such action requires a two-thirds vote of the Board members present and voting. An “emergency” is defined as a situation in which an organization is in danger of having to close its doors because of unusual and unforeseen circumstances. The organization shall be one with which the League has had previous involvement.

Section 3. Dues

Unless otherwise indicated, annual dues which are inclusive of AJLI dues are payable by April 1.

- A. **Active Membership** (including Non-Resident)
Active, Associate, Leave of Absence:
1. Full payment due by April 1: \$115.00
 2. Installment payments are available and should be agreed upon in writing by the Corresponding Secretary.
- B. **Provisional Membership**
1. Full payment due on day of admittance: \$85.00
 2. Installment payments are available and shall be agreed upon in writing.
- C. **Sustainer Membership** (including Non-Resident)
1. Full payment due on day of admittance: \$87.00
 2. Sustainers aged 80+ are granted Emeritus status: no dues required, will be requested to donate a minimum of \$20.00.

Section 4. Fees

- A. **Returned Checks/Late Fee:** \$15.00
1. A fee shall be levied to members for all returned checks.
 2. Dues received after May 1 will be assessed a \$15.00 late fee.
- B. **Name Badge Fee:** \$7.00
1. A fee shall be levied for lost or replaced name badge.
 2. No fee shall be levied for name change.
- C. **Provisional Fee:** \$85.00
Provisional members shall pay an \$85.00 course fee.
- D. **Non-Resident Fee:** \$115.00
Non-Resident members shall pay annual dues of \$115.00.
- E. **Inter-League Fee:** \$40.00
Inter-League members who will be residing temporarily in the area of another League shall pay a fee of \$40.00.
- F. **Failure to Pay:**
1. Members whose dues are not paid by May 1 shall be referred to Membership Council and the Board of Directors for removal from JLPSDC membership.

Section 5. Assessments

If a change in membership status, i.e., Non-Resident, Inter-League, transfer to/from JLPSDC, reclassification, or resignation, is requested less than six weeks proceeding a fundraising activity, that member will be held responsible for any financial/fundraising obligations assessed to active or other members.

POLICY VI – FUND DEVELOPMENT

Section 1. Restricted Cash Donations for Fundraisers

Restricted cash donations received by the fundraising committee will be recorded as fundraising revenue and will have no effect on the amount of expense approved, thereby increasing profits dollar for dollar. Goods or services (non-cash underwriting) received for budget line items will generally reduce the amount of approved expense with a positive impact on net profits. Should the fundraising chair believe that the donation should not directly reduce the budgeted expenses; a request for such treatment will be submitted to the Finance Council for approval. All underwriting received will serve that the efforts of the fundraising committee are successful – i.e. the contribution to the bottom line or the “net” revenue for the fundraiser will equal or exceed the amount budgeted.

Section 2. New and Existing Fundraisers

All new fundraisers shall be approved by a majority vote of the general membership. No existing fundraisers can significantly alter membership obligations (time and financial requirements) without prior approval of the general membership.

POLICY VII – COMMUNITY POLICIES

Section 1. Community Assistance Funds

- A. When Community Assistance Funds (CAF) are budgeted, the funds will be available to any non-profit community organization for the purpose of establishing a new program or strengthening an existing one. The program must address an area of identified community need and fall within the focus area of the League. No request will be considered for general fundraising, building funds, capital campaigns or foundation endowment funds. No organization who receives monies may apply the following year for the same project.
- B. A CAF request form may be obtained from Community Research and Development Committee (CR&D) Chairman and shall include the following document(s): a description of current services provided by the organizations, statement of need, itemized budget, latest financial statement and description of board personnel.
- C. After review by the CR&D Committee, the CR&D Chairman may recommend the granting of an individual request from CAF. Each individual request must be approved by the Board upon two-thirds affirmative vote of those present and voting. If the amount of the League monies requested exceeds \$3,000. The request must also be approved by the affirmative vote of two-thirds of the membership. The CR&D Chairman will maintain a list of CAF recipients.

- D. Upon award of a CAF request, the recipient organization shall provide a report of the progress of the program and the use of the funds.

Section 3. Co-Sponsorship of Community Events

- A. The League may sponsor a community event to educate or involve the community in connection with an existing project or interest, or on an issue of public affairs in which both sides of the issue are equally represented. The event must focus on an area of identified League interest and be appropriate to League purposes. The request may originate from the community, a League committee or a League member. Any form of co-sponsorship shall require an affirmative vote of two-thirds of the Board of Directors.
- B. Written request for the co-sponsorship of a community event in name only shall be presented to the Board by a League member or committee.
- C. A written request for the co-sponsorship of a community event in the name including a volunteer commitment shall be presented to CR&D and then to the Board by a League member or committee. It is necessary that League members interested in this volunteer opportunity are committed prior to the approval of the request and that the volunteer involvement is appropriate.
- D. A written request for the co-sponsorship of a community event in name including volunteer commitment and funds shall be presented to CR&D and then to the Board for approval by a League member or committee. There must be a prior commitment for the necessary volunteers and appropriate involvement for those volunteers. The budget request must be detailed to show how the League monies requested will be used as well as those monies of other sponsors. If the amount of League monies requested exceeds \$500, the request must also be approved by the affirmative vote of two-thirds of the membership eligible to vote.

Section 4. Annual Achievement Award Committee

- A. There shall be an Annual Achievement Award Committee whose purpose shall be to coordinate the nomination of outstanding members of In-League and Out-League placement, Sustainer, and the Provisional class. The nominees shall be provided by the general membership and chosen by the board.
- B. The President-Elect shall preside over this committee.

Section 5. Project Evaluation Committee

- A. There shall be a Project Evaluation Committee whose purpose shall be to annually evaluate and approve all continuing projects.

POLICY VIII – COMMUNICATION

Section 1. Correspondence

- A. All correspondence on League letterhead or on any telephone communication dealing with official AJLI business must be approved by the President. Any correspondence which requests or provides information on League activities or policies to AJLI must be approved by the President.

- B. All League correspondence endorsing any community project, program or providing information about those projects or programs and all League correspondence endorsing or providing information to the public about the League's policies and projects, including letters to the editor, must be on League letterhead and approved by the President or Board of Directors.
- C. All League correspondence requesting cash or in-kind donations or requesting underwriting, whether made by League members or the community, shall be on League letterhead and approved by the President or Board of Directors.
- D. All other League correspondence with persons outside the League membership must be typed or hand written on League letterhead and approved by the committee/project chair and at least one other person, ideally a member of the committee/project. One copy will be kept in the committee/project files and one copy sent to the Board of Directors liaison. The same proofing and filing procedures will be followed with any fliers sent to the community. All correspondence should be dated.
- E. All project letters of agreement and any contract between the League and second parties shall be signed by the President and the appropriate committee/project chair.

Section 2. Communication Internal to League

A. Board Minutes

A summary of the major action items discussed or approved at meetings of the Board of Directors shall be printed in the JLPSDC newsletter or distributed to the membership in another manner. Minutes of the meetings of the Board of Directors shall be distributed to all leadership and shall be available for inspection by JLPSDC members at JLPSDC headquarters during regular business hours or upon request.

B. Mailing Label Criteria

If approved by the Board of Directors, the JLPSDC may provide membership mailing labels requested by a past or present JLPSDC project, provided the following criteria are met:

1. The project or agency is qualified under internal revenue code section 501c(3).
2. The mailing related specifically to a past or present JLPSDC project.
3. The agency pays the cost of mailing unless otherwise determined by the project chair.
4. The content of the mailing is approved by the JLPSDC President.
5. The agency agrees not to reproduce the labels or use them for any purpose other than the approved mailing.
6. The mailing clearly indicates that the communication is addressed to JLPSDC members and that its subject is a current or former JLPSDC project.

Section 3. Communication External to League/Public Relations

A. Approval

Any communication with the community (including distribution of JLPSDC graphics) must be approved by the Public Relations Chair or the appropriate person on the JLPSDC Board before dissemination.

B. Criteria for JLPSDC public service announcements

1. The information must relate only to a JLPSDC project or other non-profit organization.
2. The person providing the information must be a member of the JLPSDC.
3. The JLPSDC member's name and telephone must be published in the article and she must be willing to respond to inquires on the issue.
4. The submitted materials will be subject to the normal editing process.

C. Political

1. No political literature or advertisement may be displayed or distributed at any JLPSDC function unless approved by the Board of Directors.

D. Religious

Section 4. Handbook

- A. Any disclosure or release of any information in the handbook to an outside source for commercial, charitable, or any other purpose, without the Board of Directors approval, will constitute sufficient good cause for immediate termination of membership.
- B. Content and format of the handbook must be evaluated and approved by the Board of Directors each year.
- C. Replacement fee is \$10.00.
- D. Provisional and transfers receive the handbook as a part of their dues at no cost.
- E. An updated copy of the handbook is to be annually distributed to members.

POLICY IX – PROJECT STAFFING

- A. After passage by the membership, a project will be terminated by the Nominating & Placement Committee if it is not staffed for the next year at 2/3's of the minimum designated in published placement information.
- B. Such termination will only become final on approval of the incoming President after consultation with the incoming Chair of that project.
- C. A project terminated in this way will be referred to the Community Research and Development Committee for study and recommendation.

POLICY X – EMAIL & ELECTRONIC

Section 1. Ownership & Usage

- A. All electronic addresses that are submitted by the membership on official membership roster are the property of the property of Junior League of Palm Springs Desert Communities.
- B. The private membership roster may not be used for personal finance or social gain. If you mass e-mail for purpose other than League business, please give the receiver the option to be removed from your particular e-mail list.

