

JUNIOR LEAGUE OF OCALA, INC.

Standing Rules

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ARTICLE I. GENERAL STANDING RULES (rev. 1/07)

Section 1. Membership List

A. Non-member Use

The membership list shall not be given to, or used by, any non-member.

B. Member Use

Members shall not use the membership list for personal benefit or political purposes.

Section 2. League Name

Members shall not use the League name for personal benefit or political purposes.

Section 3. Mailings

Membership-wide mailings shall be sent only with the approval of the President.

Section 4. Endorsements

A Junior League member may not be identified as such in commercial endorsements without the approval of the Executive Committee.

Section 5. Distribution of Literature

To qualify for distribution of literature at League sponsored events, an agency must have received funds from the League or have a Junior League representative on its Board or be a sponsor of the event or have been approved by the Board of Directors of the League. The literature to be distributed must be approved by the Board of Directors of the Junior League of Ocala.

Section 6. Advertising

If this League solicits advertising of any sort, it shall require from the advertiser and the League a written contract confirming the use of said advertisement for a specific purpose, occasion and time frame.

Section 7. Handbook

No part of this publication may be reproduced, stored in any retrieval system or transmitted in any form or by any means without prior written permission of the Junior League.

Section 8. Conflict of Interest

A. Disclosure

When conflict of interest or the appearance thereof, including a financial interest, is actually or potentially relevant to matters requiring action by the Board of Directors or any Council or Committee, the interested person shall promptly call this matter to the attention of the Board, Council, or Committee, the existence and nature of such conflict, or appearance thereof and such person shall not vote on the matter.

Disclosure shall be made at any time when such conflict of interest, financial or otherwise, could affect the activities, finances, property, employees or services of the organization, or any matter potentially requiring Board, Council or Committee action.

B. Voting

Any member of the Board, Council or Committee having a conflict of interest on a matter shall not vote on the matter and shall not be counted in determining quorum for the vote. The minutes of the meeting shall reflect the disclosure. The member may participate in discussion regarding the matter.

Section 9. Outside Agency Fundraising

Fundraising for outside agencies will be permitted at Junior League sponsored events if:

- a) The agency is affiliated with the Junior League through a present/past project or through a sponsor for that event; and
- b) Is approved by the Board of Directors of the Junior League of Ocala.

Fundraising by other outside agencies will not be permitted at any Junior League sponsored event.

Section 10. Event Sponsors

Sponsors of events will be allowed to participate in the event as agreed upon in their Sponsorship Contract. Participation could include, but not be limited to: tent/table with an interactive activity, contests, distribution of literature (in accordance with Article 1 Section 5), and providing entertainment characters. Details of Sponsorship Contracts are to be approved by the Junior League of Ocala President and the Finance Vice President.

Section 11. Alcoholic Beverages

It is the policy and intent of the Junior League of Ocala that all laws, ordinances and regulations regarding the serving of alcoholic beverages at events sponsored by the Junior League shall be strictly complied with.

Section 12. General League Standing Rules

A. Speakers or entertainers of non-League status must be approved by the President. Guests at League meetings shall be limited to out-of-town guests of members, or guests involved in specific programs and approved by the President.

B. Any printed or copied materials should be presented to and approved by the Council Vice President and if possible, the Board before being submitted to the membership. This includes the proposed budget, motions for proposed Bylaws, Standing Rules,

provisional course, other committee questionnaires, and any other material a member or committee may desire to place before the membership. (rev. 1/07)

C. It shall be the responsibility of the Board to determine the amount by which the Treasurer and Treasurer-elect shall be bonded.

D. Non-League members cannot serve on League committees. Exception must have prior Executive Committee approval. (rev. 1/07)

E. No properties of the League shall be loaned or rented except with the approval of the Executive Committee. (rev. 1/07)

F. Membership by the League in other organizations must be approved by the Board of Directors.

ARTICLE II. MEMBERSHIP

Section 1. Admission to Membership

A. Criteria for Membership

1. A prospective member must have attained the age of twenty-one (21) by August 1 of the League year in which the member is applying for membership.
2. A prospective member shall demonstrate a commitment to promoting voluntarism, improving the community, and developing personal growth.

B. Provisional Admission Process

1. Applications completed by the previously set deadline are accepted and processed through the PROVE Committee and/or Recruitment Committee.
2. The Board of Directors shall confirm the list of prospective members.

C. Transfer Admission Process

1. Any League member in good standing (Provisional, Active or Sustainer) may transfer into the Junior League of Ocala upon written request;
2. All transfer members shall pay a Transfer Fee if one is enforce.

Section 2. Provisional Membership

A. General

Provisionals shall fulfill all general membership requirements and shall participate in comprehensive training to prepare them for Active membership. This training shall include the Provisional Course and any additional requirements as directed by the PROVE Committee and approved by the Board of Directors.

Once the Provisional requirements are completed, a Provisional becomes an Active member upon approval by the Board of Directors and is then eligible to vote and hold office.

B. Requirements

1. Provisional Course

- a. The purpose of the Provisional Course is to educate the new member on:
 1. The Association of Junior Leagues International;
 2. The Junior League of Ocala structure, function, mission, and focus; and
 3. Community awareness which should include past JLO projects, and may also include: the arts, education, government, health care, historical perspective of Central Florida, the justice system, and not-for-profit community agencies.
- b. Fulfill minimum requirements as established by the PROVE Committee and approved by Board.
- c. Requirements for new class to be approved by the Board of Directors prior to the first prospective member social.

- d. The PROVE Committee shall determine make-ups for missed requirements.

2. Provisional General Membership Requirements

Provisional members are also responsible for general membership requirements to be in good standing. These are:

- a. Pay annual dues, along with a one-time provisional course fee;
- b. Attend General Membership Meetings, at least 7 out of 10 for the year;
- c. Fulfill all work and financial requirements of fundraisers;
- d. Maintain contact with PROVE Committee advisors;
- e. Attend the placement interview; and
- f. Comply with all other Bylaws and Standing Rules of the JLO.

C. Extension

In the case of a Provisional Member who is unable to complete the Provisional Course, the Board of Directors upon recommendation of the PROVE Committee may grant one extension. A Provisional Member who has taken an extension shall be required to complete all Provisional Course requirements within the next consecutive twelve (12) months or she must resign. Once the Provisional requirements are completed, a Provisional Member becomes an Active member upon approval by the Board of Directors.

D. Resignation/Reinstatement

A Provisional member may resign from the League. If the resignation is accepted in good standing, she may be reinstated. Good standing is determined by the Board of Directors in each case at the recommendation of the PROVE Committee.

E. Removal

A Provisional Member, who fails to meet the Provisional Course requirements and does not request an extension, shall be removed from membership as defined by the Standing Rule concerning removals.

F. Transfer

A Provisional Member transferring to the Junior League of Ocala, Inc. shall fulfill the requirements of the Provisional Course, as determined by the PROVE Committee. A Provisional Member transferring out of this League shall follow procedures set forth in the policy concerning transfers.

Section 3. Active Membership

A. General

Active members shall fulfill all general membership requirements, support the Junior League of Ocala in its mission, goals and objectives and represent the League in a positive manner.

B. Requirements

1. The general membership requirements for a member to remain in good standing are:
 - a. Pay annual dues;
 - b. Fulfill one placement commitment each year (see Placement Manual for specifics);
 - c. Attend at least seven (7) of the ten (10) General Membership Meetings;
 - d. Fulfill all work and financial requirements of fundraisers;
 - e. Maintain contact with Nominating/Placement Advisor;
 - f. Attend the spring placement interview; and
 - g. Comply with all other Bylaws and Standing Rules of the JLO.
2. Any member, who anticipates difficulty in complying with any of the above requirements, should notify her Nominating/Placement Advisor in writing. It is the member's responsibility to be proactive in this matter.

Section 4. Special Active Membership

A. General

A member is eligible for Special Active status if she has served as an Active member for five (5) years.

Members of the Board of Directors and other members holding elected positions are not eligible for Special status in the year they serve in that capacity.

B. Procedures

A written request for Special Active status shall be submitted to the Secretary by March 1st and shall be effective for the following League year and continue until the member submits a written request to change to a different membership status.

C. Requirements

1. Pay normal active dues;
2. Attend at least two (2) of the ten (10) general meetings each league year;
3. Participate in either an in-league placement or community service of their choice;
4. Volunteer hours at all fund-raising activities are optional;
5. Maintain contact with Nominating/Placement Advisor;
6. Attend the spring placement interview; and
7. Comply with all other Bylaws and Standing Rules of the JLO.

Section 5. Sustaining Membership

A. General

Sustainers have fulfilled Active membership requirements and shall continue to support the JLO in its mission, goals and objectives. Sustaining members shall have all the privileges of membership except that they may not hold office or vote. A sustaining member may request reclassification to active status at any time.

B. Eligibility

A member in good standing may become a sustaining member if she has served as an Active/Special Active member for at least five (5) full years.

C. Procedures

To request the Sustaining Member Status, a member must submit her request in writing to the Secretary by March 1.

D. Requirements

A Sustaining member shall comply with the following JLO requirements:

1. Pay annual dues except when Sustainer Emeritus status has been granted; and
2. Comply with all other Bylaws and Standing Rules of the Junior League of Ocala, Inc.

E. Sustainer Emeritus

Sustainer Emeritus status may be granted upon request to any Sustainer who has reached the age of eighty (80) years or has been a Junior League member for at least fifty (50) years, and who has requested Emeritus status. Upon being granted such status permanently, the member shall no longer be required to pay dues.

Section 6. Provisional

A. General

Provisional members are those who are engaged in complying with the requirements for admission to active membership and shall be required to complete a course within one (1) year after obtaining provisional membership. Provisional members shall be required to complete a training course incorporating the principles of the Association's provisional course guide, within twelve (12) months after their election to provisional membership.

Upon satisfactory completion of the provisional course and upon recommendation of the provisional training committee, they shall be admitted to active membership by the Board. An extension of (12) months may be granted by the Board of Directors in the case of a

provisional who, for unavoidable reasons, is unable to complete the provisional course, providing they meet good standing requirements and meet eligibility requirements at the beginning of the next provisional course.

B. Admission to Membership

The League uses only the following criteria for consideration of prospective members for membership:

- a. Interest in volunteerism;
- b. Commitment to community service;
- c. Interest in developing your potential as a volunteer.

There shall be no deliberative process in the admission system. All prospective members shall be informed of their prospective membership. The Board of Directors shall have final authority over the admission to active status.

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

Section 7. Privileges of Membership

A member in good standing shall be granted one of the following privileges:

Provisional, active, and sustaining members pay dues to the Junior League to which they belong on April 1. A member whose written request for a transfer is postmarked between April 1 and October 1 will receive a refund of 50% of the annual dues of the sending Junior League, exclusive of AJLI per capita dues. A member whose written request for a transfer is postmarked after October 1 will not be entitled to any refund of dues from the sending Junior League and the receiving Junior League will collect no dues from such incoming member.

A. Transfer

Provisional, active, and sustaining members shall have the privilege of transferring membership from one Junior League to another. The privilege of transfer need not extend to a person who has been dropped or expelled from membership by the Junior League to which transfer is desired.

B. Provisional

A provisional member who transfers to another Junior League shall be granted active status in the receiving League after completing the provisional course.

C. Active

An active member who transfers shall be required to adhere to any such requirements for minimum year's services of the receiving League. The receiving Junior League must complete and acknowledge the transfer of membership within ninety (90) days of receipt of the transfer card/notice.

D. Inter-League

Provisional, active, and sustaining members who will be residing temporarily in the area of another Junior League, and who so formally requests, shall be granted the Inter-League privilege for a period not to exceed one year. The period may be extended by the sending Junior League for one additional year.

A member granted the Inter-League privilege shall comply with the requirements of the receiving Junior League and shall be entitled to all privileges of membership except the right to vote, hold office, and propose or second prospective members in the receiving Junior League.

A member granted the Inter-League privilege shall be listed as a member of and pay dues to the sending Junior League which shall have final responsibility for her in all matters.

E. Seasonal Inter-League

A sustaining member who resides for a portion of the year in the area of her Junior League and a portion of the year in the area of

another Junior League, and who so formally requests, shall be granted the Seasonal Inter-League privilege which permits the sustaining member to participate in the Junior League in whichever area she is currently domiciled.

A sustaining member may hold the Seasonal Inter-League privilege in more than one Junior League at a time. The Seasonal Inter-League privilege may be extended for an unlimited period of time.

The sustaining member shall be listed as a member of and shall pay 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 Inter-League fee on an amount not to exceed the difference between the receiving League's sustaining dues and the AJLI's per capita dues.

A sustaining member granted the Seasonal Inter-League privilege shall comply with the requirements of the Junior League in whose area she currently resides.

It shall be determined by each individual League whether members granted the Seasonal Inter-League privilege shall be allowed to sponsor prospective members for membership in that Junior League.

F. Non-Resident

Active and sustaining members, who are living at a distance from their Junior League area sufficient to make fulfillment of the volunteer service or other requirements impossible at least nine months to a year, shall be granted the Non-Resident privilege.

Non-Resident members may not vote or hold office in The League. They may not propose or endorse prospective members for membership.

Non-Resident active members who live in an area in which there is a Junior League may retain the privilege for a period not to exceed two years. A non-resident shall be notified of the termination date of her Non-resident privilege at least two months prior to that date by the recording secretary of The League.

G. Leaves of Absence

A member in good standing may make a written request for leave.

1. A member may request in writing one extension at the end of her initial leave, except for the sabbatical.
2. A member on leave maintains her voting privileges.
3. A member on leave is responsible for dues and the placement interview unless otherwise stated under type of leave.

H. Types of Leave

1. Bereavement Leave: three consecutive months temporary excuse from service will be granted in the case of a member of immediate family, including father, mother, spouse, children, brother, and sister.
2. Maternity Leave: three consecutive months of maternity leave, beginning with the date of birth or adoption of a child, will be granted.
3. Emergency Leave: may be granted in extreme circumstances. The amount of emergency leave will be decided at time of approval.
4. Professional Leave: three consecutive months leave may be granted to a member whose temporary circumstances render her unable to fulfill membership obligations for professional reasons.
5. Personal Leave: three consecutive months leave may be granted to a member whose temporary circumstances render her unable to fulfill membership obligations for personal reasons.
6. Sabbatical Leave: one-year leave may be granted to a member. Notification of the decision to take a sabbatical leave must be made in writing by March 1 preceding the sabbatical.

I. Procedure for Requesting Leave

All leave forms may be found in the yearbook. The request for leave forms should be completed and submitted to the recording secretary prior to the month the leave is requested to begin, except maternity, bereavement, and emergency leaves, which are requested when needed.

J. Time allowed

Total leave time for any member may not exceed one year per five years service. The recording secretary shall keep the record and transfer it to her successor.

Section 8. Resignations, Removals and Reinstatements

A. Resignation

Any member who is not in arrears with dues or other financial obligations, or in the performance of duties, may resign in good standing by letter to the recording secretary. Active, provisional, and sustaining members who resign after April 15th shall be liable for dues for the coming year.

B. Removal

A member may be removed from membership by a two-thirds vote of the Board of Directors after fifteen (15) day's notice to the member in writing stating the cause of such action. An opportunity for a hearing before the Board of Directors shall be given upon the member's request prior to June 1. As of June 1, the member shall be removed automatically from membership. Once removed, the member may not be reinstated or transferred to another League.

C. Reinstatement

Members who have resigned while in good standing may be reinstated in any eligible class of membership by a two-thirds vote of the Board of Directors and upon payment of reinstatement fees and dues. Provisional members may be reinstated upon payment of dues and the initiation fee for the current year. The reinstatement fee shall be \$40.

ARTICLE III. DUES, FEES AND OTHER FINANCIAL OBLIGATIONS

Section 1. Annual Dues

All types of membership shall pay annual membership dues. Dues shall be payable on March 1st. Members whose dues are not paid by April 1st shall pay a \$25 late fee in addition to the annual membership dues. Any member, who continues to be delinquent in the payment of dues, other financial obligations and/or fines by the May Board of Directors meeting, may be removed from membership at the discretion of the Board. (Refer to Article II, Section 8, B, for removal procedures.) (rev. 1/07)

No dues or fees shall be refunded to any member under any circumstances.

Section 2. Fees

A. Provisional Fee

There shall be a provisional fee to be paid as determined by the Board of Directors. (rev. 1/07)

B. Transfer Fee

All members will be responsible for any transfer fee, which may be required by the receiving League.

C. Additional Assessments

Additional assessments on this membership, except those mandated by the Association Bylaws, may be levied only by the affirmative vote of two-thirds (2/3) of active membership present, having received prior notice that such a vote will be taken.

Section 3. Financial Obligations of Fundraisers

The membership is required to financially support League fundraising activities. When a fundraiser is developed and presented to the members for approval, the extent of the support shall become a requirement of membership. (rev. 1/07)

Members are responsible for financial obligations of all fundraisers as approved by two-thirds (2/3) vote of general membership.

All active members shall be informed of negligence in ticket money and/or quota by phone, email or letter, one time after the event deadline by the committee chair.

Members who have made advance reservations for a League event and then failed to attend without giving the required cancellation notice shall be billed for the cost of their attendance. The chairman of the event shall be responsible for collecting these monies, which shall be sent to the treasurer for deposit.

Members whose financial obligations are not met for any fundraiser will be automatically dropped from the membership for the following year. It is a member's responsibility to contact the treasurer in the event of financial hardship. (rev. 1/07)

ARTICLE IV. MEETINGS

Section 1. General Membership Meetings

General Membership Meetings shall be held at least eight (8) times during August through May to conduct the business of the League.

Section 2. Guest Policy

Guests shall be allowed to attend General Meetings, according to the following:

- A. A member of another Junior League may attend General Meetings with the approval of the President.
- B. Official guests are issued invitations by the appropriate committee chair upon prior approval of the President.
- C. Other guests may attend a specific General Meeting upon prior approval of the President.

ARTICLE V. OFFICERS

Section 1. President (rev. 1/07, 6/08)

A. General

The President shall be the Chief Executive Officer of the League and shall be responsible for the general management of the League.

B. Duties

The President shall perform the following duties:

1. Maintain communication between the League and AJLI;
2. Preside at meetings of the League, Board of Directors, and the Executive Committee;
3. Be an ex-officio member of all councils, task forces and committees except the Nominating/Placement Committee;
4. Ensure that the League's goals and objectives are established, carried out, and appraised; with the President-Elect, plan and participate in the Strategic Plan process. Implement the current year of the Strategic Plan.
5. Maintain the master calendar for the current League year;
6. Be accountable for budget line items pertinent to her area(s) of responsibility and general financial position of the League;
7. Participate in the annual budgeting process (see Standing Rules Article X, Section 1-A);
8. Sign all contracts and obligations;
9. Be empowered to disburse monies of the League in the absence or disability of the Treasurer, Treasurer-Elect or Finance Vice President;
10. Serve as a liaison to the accountant and legal counsel of the League;
11. Serve as the sole media League spokesperson or designate a representative to act in her place;

12. Orient the Board of Directors to their responsibilities;
13. Act as a representative of the League in the community;
14. Reassess the Council/Liaison system and implement changes if necessary with the approval of the incoming Executive Committee;
15. Participate in the CR/PD process (see SR, Article XII);
16. Approve yearbook drafts prior to printing;
17. Maintain the voting reports;
18. Hold Board Training (May is recommended);
19. Hold Chair Training (May or early June is recommended);
20. Facilitate the adoption of the Strategic Plan (see Standing Rule Article XI) ; and
21. Perform other such duties as may be required of her by the Board of Directors, Bylaws and Standing Rules.
22. See also Standing Rules Article X Section 15, Audits.

Section 2. President Elect (rev. 1/07)

A. General

The President Elect shall be the assistant Chief Executive Officer of the League. She shall assume the office of the President the following year.

B. Duties

The President Elect shall perform the following duties:

1. Assist the President and assume her duties in her absence or disability;
2. Serve as Chair of the Strategic Planning Process (see Standing Rule Article XI). With the President, guide and counsel the Board and individual Councils through the strategic planning process.

- Prepare to implement the plan for your presidential year including the master calendar.
3. Serve as a member of the Executive Committee and the Board of Directors;
 4. Be an ex-officio member of all committees except the Nominating/Placement Committee;
 5. Attend all President Elect trainings as offered by AJLI;
 6. Be accountable for budget line items pertinent to her area(s) of responsibility and participate in the annual budgeting process (see Standing Rules Article X, Section 1-A);
 7. Give input to the Nominating/Placement Committee in the compilation of an updated and thorough Placement Manual;
 8. Plan the upcoming spring leadership orientation in consultation with Arrangements and the Education & Training Team and others as needed;
 9. Participate in the CR/PD process (see SR, Article XII);
 10. Be the liaison between AJLI, Area III and JLO;
 11. Attend Board Training;
 12. See also Standing Rules Article X, Section 15, Audits;
 13. Perform other such duties as may be required of her by the President, Board of Directors, Bylaws and Standing Rules.

Section 3. Finance Vice President (rev. 1/07)

A. General

The Finance Vice President shall be the Chief Financial Officer of the League.

B. Duties

The Finance Vice President shall perform the following duties:

1. Serve as a member of the Board of Directors;
2. Serve on the Executive Committee;
3. Serve as the Chair of the Finance Council;

4. Serve as an ex-officio member of committees on the Finance Council;
5. Serve as a liaison to the accountant;
6. Participate in the CR/PD process (see SR, Article XII);
7. Be responsible for the budget line items pertinent to her area(s) of responsibility.
8. Lead the annual budgeting process (see Standing Rules Article X, Section 1-A);
9. Oversee the annual audit process, helping to assemble audit information by June 30 (see Policy, Article X, Section 15);
10. Ensure that the Treasurer, with the accountant, have completed the annual filing of the Leagues' federal income tax return by September 15, maintaining the Leagues 501(c)(3) and tax exempt status;
11. Maintain the following State registrations for the League:
 - a. State Sales Tax exemption, currently renewable every 5 years (2008, 2013, 2018...)
 - b. State Corporation Status by filing the Uniform Business report annually before May 1
 - c. State Charitable Organization registration (Solicitation of Contributions), renewable annually before October 19
12. Oversee the League's insurance program (see Standing Rules Article X, Section 13)
13. Work with the Fund Development Committee and Bylaws Committee to create the Fund Development Ballot;
14. Be custodian of the funds of the League;
15. Oversee all financial recording and financial reports monthly to Board and membership and as needed to the committee chairs;
16. Oversee all treasurers in the collection and disbursement of money and budget oversight;
17. Oversee the timely closing of the books with the Treasurer and Treasurer-Elect;

18. Be responsible, with the President, for reviewing and signing contracts for the League;
19. Oversee the Solicitations committee in maintaining records on monetary and in-kind sponsorships and donations;
20. Oversee the review of the accountant/auditor selection process every 3 years with the Finance Council (2007/2008, 2010/2011, 2013/2014, 2016/2017...)
21. Assess the Reserved Operating Funds account every two years (see Standing Rule Article X, Section 11);
22. Participate in the Strategic Planning process (see Standing Rule Article XI);
23. Attend Board Training; and
24. Perform other such duties as may be required of her by the President, Board of Directors, Bylaws and Standing Rules.

Section 4. Community Services Vice President (rev. 1/07)

A. General

The Community Services Vice President shall oversee all aspects of the League's involvement in community affairs.

B. Duties

The Community Services Vice President shall perform the following duties:

1. Serve as a member of the Board of Directors;
2. Serve as the liaison between the Board and those community-related and project committees not represented;
3. Serve as the Council Chair of the Community Council;
4. Serve as Chair of the CR/PD group (see SR, Article XII);
5. Be an ex-officio member of all committees on the Community Council;

6. Be accountable for budget line items pertinent to her area(s) of responsibility;
7. Assist the President in contracts for all community projects;
8. Oversee the successful completion of each community project;
9. Inform general membership of community boards desiring League representation and assist in filling these positions;
10. Oversee community liaison representation;
11. Assist the President in maintaining a healthy contact and relationship with community partners;
12. Participate in the Strategic Planning process (see Standing Rule Article XI);
13. Attend Board Training; and
14. Perform other such duties as may be required of her by the President, Board of Directors, Bylaws and Standing Rules.

Section 5. Membership Vice President (rev. 1/07, 6/08)

A. General

The Membership Vice President shall oversee all aspects of the affairs of the League's membership.

B. Duties

The Membership Vice President shall perform the following duties:

1. Serve as a liaison between the Board of Directors and those membership committees not represented;
2. Serve as the Council Chair of the Membership Council;
3. Serve as an ex-officio member of all committees on the Membership Council; except the Nominating/Placement Committee;
4. Maintain a current and accurate spreadsheet of all active member requirements, including satisfaction of all financial obligations,

- community service hours and fundraising shift hours, general meeting attendance and satisfactory placement fulfillment. Solicit the most current info from the appropriate sources frequently
5. Be accountable for budget line items pertinent to her area(s) of responsibility;
 6. Oversee the compilation of membership data;
 7. Develop networks to encourage a diverse membership;
 8. Evaluate internal membership trends for the purpose of enhancing membership satisfaction;
 9. Assist the Nominating/Placement Committee in developing and coordinating membership resources and talents;
 10. Send notices to members in jeopardy of removal from the League;
 11. Serve on the CR/PD group (see SR, Article XII);
 12. Participate in the Strategic Planning process(see Standing Rule Article XI) ;
 13. Attend Board Training; and
 14. Perform other such duties as may be required of her by the President, Board of Directors, Bylaws and Standing Rules.

Section 6. Communications Vice President (rev. 1/07)

A. General

The Communications Vice President shall oversee all aspects of the communications of the League.

B. Duties

The Communications Vice President shall perform the following duties:

1. Serve as a liaison between the Board of Directors and those membership committees not represented;
2. Serve as the Council Chair of the Communications Council;

3. Serve as an ex-officio member of all committees on the Communications Council;
4. Be accountable for budget line items pertinent to her area(s) of responsibility;
5. Oversee the compilation of JLO public relations efforts to the public and the members, always acquiring the President's input and sign-off;
6. Evaluate communication and public relations trends for the purpose of enhancing JLO's image and reputation;
7. Participate in the Strategic Planning process (see Standing Rule Article XI) ;
8. Attend Board Training; and
9. Perform other such duties as may be required of her by the President, Board of Directors, Bylaws and Standing Rules.

Section 7. Treasurer (rev. 1/07)

A. General

The Treasurer shall be the assistant Chief Financial Officer.

B. Duties

The Treasurer shall perform the following duties:

1. Assist the Finance Vice President and assume those duties in her absence or disability;
2. Serve on the Board of Directors;
3. Serve as the Assistant Chair of the Finance Council;
4. Serve as liaison between the Board and all fiscally related committees not represented;
5. Act as the bookkeeping officer of the League;
6. Disburse League money in accordance with the budget;
7. Process League reimbursements within thirty (30) days of receipt of correctly completed forms;
8. Be responsible for balancing the League's checkbooks within 10 days of receipt of statement;
9. Maintain timely updates of financial records;

10. Submit financial report to Finance Vice President at Finance Council;
11. Ensure the timely submission of financial information to the accountant for the Federal tax return by September 15th; maintaining the League's 501 (c)(3) and tax exempt status;
12. Prepare and file the sales tax report to the State of Florida by January 1st (sales tax usually collected at fundraising events);
13. Collect all dues and fees including the preparation of annual invoices for general membership dues and the assessment of fees upon late payment;
14. Process the receipt of all monies;
15. Assist in the annual budgeting process (see Standing Rules Article X, Section 1-A);
16. Assist the Finance Vice President in conducting the training workshops for the committee chairs and treasurers;
17. Participate in the CR/PD process (see SR, Article XII);
18. See also Standing Rules Article X Section 15, Audits;
19. Attend Board Training; and
20. Perform other such duties as may be required of her by the President, Board of Directors, Bylaws and Standing Rules.

Section 8. Treasurer-Elect (rev. 3/08)

A. General

The Treasurer-Elect shall assume the office of Treasurer the following year.

B. Duties

The Treasurer-Elect shall perform the following duties:

1. Assist the Treasurer and assume those duties in her absence or disability; be familiar with and have an understanding of her duties;
2. Serve on the Board of Directors;
3. Serve on the Finance Council;
4. Serve as the Treasurer of the Autumn Gift Market;

5. Assist the Treasurer to ensure the timely submission of financial information to the accountant for the Federal tax return by September 15th; maintaining the League's 501 (c)(3) and tax exempt status;
6. Assist the Treasurer in the timely filing of the sales tax report to the State by January 1st;
7. Assist in the annual budgeting process (see Standing Rules Article X, Section 1-A);
8. Participate in the CR/PD process (see SR, Article XII);
9. See also Standing Rules Article X Section 15, Audits;
10. Attend Board Training; and
11. Perform other such duties as may be required of her by the President, Board of Directors, Bylaws and Standing Rules.

Section 9. Secretary (rev. 1/07, 6/08)

A. General

The Secretary shall keep the permanent records of the League.

B. Duties

The Secretary shall perform the following duties:

1. Serve on the Board of Directors;
2. Serve as the Assistant Council Chair of the Community Service Council;
3. Record and prepare typed minutes of the General and Board meetings; and distribute copies as required;
4. Maintain a permanent record of all minutes of each committee, council, task force, Board and General meeting, as well as any motions for vote and their results;
5. Maintain a current and accurate roster of all members, regardless of status;

6. Process all incoming and outgoing transfer paperwork and fees within thirty (30) days. Notify the Board of Directors through status updates, as well as the Nominating/Placement Committee.
7. Prepare, collate, and distribute all agenda packets for General, and Board meetings in coordination with the President;
8. Maintain the corporate seal and utilize as needed;
9. Send notices as necessary of meetings of the League, including General and Special Meetings and Board of Directors;
10. Attend Board Training; and
11. Perform other such duties as may be required of her by the President, Board of Directors, Bylaws and Standing Rules.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors will be comprised of the officers of the League: President, President-elect, Finance Vice President, Membership Vice President, Community Services Vice President, Communications Vice President, Treasurer, Treasurer-elect and Secretary. The Parliamentarian and Member-at-Large are not officers, but are also members of the Board of Directors (see Article VII).

Section 2. Assumption of Duties

Members of the Board of Directors shall assume their duties as of the May Annual Meeting.

Section 3. Duties

Refer to Bylaws Article VII.

Section 4. Meetings

See Bylaws Article VII.

Members of the Board of Directors shall be required to attend all Board Meetings.

Board of Directors Meetings are open to all League members.

ARTICLE VII. OTHER BOARD MEMBERS

Section 1. Member-at-Large

A. Purpose

To identify issues and concerns within the membership, and to represent the interests of the membership to the Board of Directors. To serve as a sounding board for members' ideas, suggestions, complaints and celebrations.

B. Eligibility

Those members who have been Active (not including time on leave) and in good standing for at least two (2) years shall be eligible to be slated for the Member-at-Large position.

C. Election and Term

The Member-at-Large shall be elected from a multiple slate ballot prepared by the Membership Vice President of all eligible members who are willing to serve. The member receiving the highest number of votes will become the Member-at-Large. The member so elected shall assume her duties at the beginning of the subsequent League year and shall serve for a term of one (1) year.

D. Vacancies

A vacancy for an un-expired term is filled by the candidate with the next highest number of votes from the ballot.

E. Duties

The Member-at-Large shall perform the following duties:

1. Serve on the Board of Directors;
2. Serve as the Assistant Chair of the Membership Council;
3. Actively solicit opinions from League members and channel to the Board for review;
4. Direct members to appropriate League resources;
5. Conduct an exit interview with members resigning from the Junior League;
6. Assist NPC in welcoming transfers and assimilating them into the League;
7. Participate in the Strategic Planning process;
8. Assist with special events as necessary;
9. Attend Board Training; and
10. Perform other such duties as may be required of her by the Board of Directors, Bylaws and Standing Rules.

Section 2. Parliamentarian

The Parliamentarian shall monitor voting and compile totals.

See also Bylaws, Article VII, Section 7.

See also Standing Rules, Article IX, B.

ARTICLE VIII. COUNCILS

Section 1. Purpose

Council compositions are designed to promote organizational efficiency and effective communication. Each council is a group of committees and/or persons with common areas of responsibilities that meet for sharing mutual interests and /or concerns, decision making, future planning, policy recommendations and coordinating activities of member committees. The council serves as the

communication link between the membership and the Board of Directors. (rev. 1/07)

Section 2. General

The Junior League of Ocala's councils shall:

1. Be chaired by a Vice President;
2. Require mandatory attendance to the council meetings by the member representative which is usually the committee chair, or in her absence, designate a substitute to vote in her place; and
3. Perform the duties as required by the specific council's area of responsibilities.

Section 3. Community Services Council

A. Composition

The Community Services Council shall be composed of the chairs and representatives of the community-related and project committees as determined by the President and approved by the Executive Committee. The President with the approval of the Executive Committee may make special appointments. The Community Services Vice-President shall be the Chair of this Council and the Secretary shall be the Assistant Chair. (rev. 1/07)

B. Duties (rev. 1/07)

The Community Services Council shall:

1. Coordinate all community related committees;
2. Oversee the League's activities in the community;
3. Review existing projects and make recommendations to the Board through the CRPD process (See also Standing Rule, Article XII. CRPD Group).
4. Review proposed projects, researched and developed by Research and Development, and recommend to the Board through CRPD;
5. Review proposed coalitions and recommend to the Board;
6. Perform other such duties as may be required by the President, Board, Bylaws and Standing Rules.

Section 4. Finance Council

A. Composition

The Finance Council shall be composed of the chairs and treasurers of all fundraisers and other fiscally related committees. Special appointments may be made by the President and approved by the Executive Committee. The Finance Vice President shall be the Chair of this Council and the Treasurer shall be the Assistant Chair.

B. Duties

The Finance Council shall:

1. Coordinate all fiscally related committees;
2. Oversee the financial and fundraising Standing Rules and guidelines of the League;
3. Oversee the annual budgeting process (see Standing Rules Article X, Section 1-A);
4. Approve budget amendments (see Standing Rules Article X, Section 1-B);
5. Make bank account authorization decisions (see Standing Rules Article X, Section 2);
6. Oversee banking relationship and review every 2 years. (2006/2007; 2008/2009...)
7. Oversee the relationship with the insurance agency and review every 3 years (2006/2007; 2009/2010, 2012/2013...)
8. Oversee the relationship with the accountants and review every 3 years (2007/2008; 2010/2011, 2013/2014...);
9. Annually review and make recommendations regarding JLO's investment portfolio (see Standing Rules Article X, Section 12);
10. Participate in the annual audit process (see Standing Rules Article X, Section 15);
 - a. Review all operating contracts and leases of the JLO.
 - b. Assess the effectiveness of existing fundraisers and make recommendations to the Board;

11. Perform other such duties as may be required by the President, Board, Bylaws and Standing Rules.

Section 5. Membership Council

A. Composition

The Membership Council shall be composed of the chairs and representatives of the membership-related committees as determined by the President and approved by the Executive Committee. The President with the approval of the Executive Committee may make special appointments. The Membership Vice President shall be the Chair of this Council and the Member-At-Large shall be the Assistant Chair. (rev. 1/07)

B. Duties

The Membership Council shall:

1. Coordinate all membership related committees;
2. Coordinate a comprehensive personnel program that includes training, Provisional education, quality placement, and leadership development;
3. Coordinate management training and committee training;
4. Perform others such duties as may be required by the President, Board, Bylaws and Standing Rules.

Section 6. Communications Council

A. Composition

The Communications Council shall be composed of the chairs and representatives of the communication-related committees as determined by the President and approved by the Executive Committee. The President with the approval of the Executive Committee may make special appointments. The Communications Vice President shall be the Chair of this Council and she shall appoint a council member to serve as the Assistant Council Chair. (rev. 1/07)

B. Duties

The Communications Council shall:

1. Coordinate all communication related committees;
2. Coordinate a comprehensive communication program that includes public relations, both internal as well as external for the League, as well as assist all committees with their public relations needs;
3. Ensure quality newsletter issues;
4. Ensure the maintenance and accuracy of the league website by keeping information current;
5. Over see the development of the yearbook, to be approved by the President;
6. Perform others such duties as may be required by the President, Board, Bylaws and Standing Rules.

ARTICLE IX. COMMITTEES

Section 1. Committee Chair Responsibilities

All chairs of committees and task forces shall:

1. Be accountable for budget line items pertinent to the committee/task force's area of responsibility and participate in the annual budgeting process;
2. Insure that her committee/task force is in compliance with all additional pertinent fiscal Standing Rules;
3. Be responsible for meeting minutes and their distribution to committee members, Council VP, Placement Advisor, Secretary, President and President-elect;
4. Schedule all meetings and events on the Master Calendar on our website;
5. Clear all solicitations/donations with the Fund Development Committee chair;
6. Coordinate all external PR including written/verbal/multimedia communication with the Public Relations Committee chair;

7. Maintain a committee notebook including all pertinent information, minutes and records, and transfer it to the incoming committee chair by June 1;
8. Demonstrate effective leadership qualities;
9. Encourage committee decision making by consensus;
10. Handle membership issues and liaison with the Nominating/Placement Committee; and,
11. Direct the committee in the performance of the specific duties described in the following sections.

Definition of Chair types:

Chair – A Chair of a committee is a single appointee in charge of overall privileges and functions of her committee and/or council. Chair shall have the privilege of voting on her Council.

Assistant Chair or Chair-elect – An Assistant Chair is second in command, who handles all assigned functions and privileges of her committee and/or council. Upon official leave of absence of the Chair, or permanent absence of the Chair, the President may appoint her as Acting Chair, and she would then have the privilege of voting at Council. Assistant Chairs and Chair-elects are encouraged to chair that committee the following year.

Section 2. Standing Committees

A. Arrangements Committee

1. Purpose

To arrange for the physical accommodations for the general membership meetings. To plan and organize meeting activities of the League, including but not limited to the Holiday Social and the Annual Dinner Meeting in consultation with the President.

2. Duties

The Arrangements Committee shall:

- a. Have its chair serve on Membership Council;
- b. Be responsible for the physical accommodations, refreshments, and decorations, as needed, for General Membership Meetings and other meetings as directed by the President;
- c. Chair attend Chair Training; and
- d. Perform other such duties as may be required by the President and/or the Board of Directors.

B. Bylaws Committee

1. Purpose

To study and interpret existing Bylaws and Standing Rules to the Board of Directors and to the membership. To research proposed Bylaw and Standing Rule amendments and to make recommendations regarding changes to the Board for consideration. To assist in the future planning of the League.

2. Duties

The Bylaws Committee shall:

- a. Have its chair serve as the Parliamentarian of the League;
- b. Have its chair serve on the Board of Directors;
- c. Have its chair serve on Membership Council;
- d. Review and study the existing Bylaws and Standing Rules and interpret them to the Board and League members as needed;
- e. Process each Bylaw and Standing Rules amendment proposal, thoroughly research the requested modifications, and present all recommended changes to the Board for consideration;
- f. Facilitate future planning of the League by reviewing current League structure and activities and by assessing their future impact;

- g. Monitor voting procedures at Board and General League meetings (see Bylaws Article XII, Voting);
- h. Record all Bylaw and Standing Rules amendments and revisions by the end of the administrative year for inclusion in the Yearbook;
- i. Keep membership apprised of all changes to Bylaws and Standing Rules;
- j. Work with the Fund Development Committee and Finance Vice President to create the Fund Development Ballot;
- k. Chair attend Board Training;
- l. Chair attend Chair Training; and
- m. Perform other such duties as may be required by the President and/or Board of Directors.

C. Education/Training Team

1. Purpose

To plan, coordinate and execute training opportunities that will be offered to League members. Work in conjunction with the Nominating/Placement Committee to select delegates to AJLI conferences and/or other types of trainings that would benefit JLO.

2. Duties

The Education/Training Team shall:

- a. Have its chair serve on the Membership Council;
- b. Develop, market, implement and evaluate a program of training and/or educational experiences that will enable members of the League to acquire skills for effective voluntarism and leadership;
- c. Assist with the development of the Provisional Course and leadership orientation training;
- d. Chair to attend Chair Training; and
- e. Perform other such duties as may be required by the President and/or Board of Directors.

D. Fund Development Committee

1. Purpose

To oversee and streamline the fund raising process for the League. Committee to function as the point of all solicitations and sponsorship efforts, as well as find new revenue streams, including grant writing, endowments and other capital campaigns as needed.

2. Duties

The Fund Development Committee shall:

- a. Have its chair serve on the Finance Council;
- b. Approve all League solicitations (cash and in-kind);
- c. Establish and maintain standard criteria for the evaluation of existing and proposed fundraisers;
- d. Evaluate current fundraisers annually, educate the Council, the Board, and the membership regarding these fundraisers and propose recommendations (meant to function like the Research & Development Committee does for projects);
- e. Develop and recommend new fundraisers to the Finance Council and the Board. With Board approval, include new recommendations on the Fund Development ballot;
- f. Work with the Bylaws Committee and Finance Vice President to create the Fund Development Ballot;
- g. Support all committees involved in fundraising or solicitations;
- h. Be responsible for any grant writing;
- i. Maintain current list of all donors to the League (cash and in-kind);
- j. Maintain current event file of other fundraisers occurring in our community;
- k. Train League committees/members seeking sponsors or donations on how to prepare, present

and follow up on sponsorship proposals and donation requests;

- l. Recommend training opportunities to Nominating/Placement committee;
- m. Develop and maintain fundraising request materials and ensure they are in compliance with state guidelines;
- n. Develop Fund Development ballot in conjunction with the Finance Vice President and the Bylaws Committee;
- o. See also Standing Rules Article I Section 10, Event Sponsors;
- p. Chair attend Chair Training; and
- q. Perform other such duties as may be required by the President and/or Board of Directors.

E. Membership Development

1. Purpose

To plan, coordinate and oversee social and fun events to involve and promote camaraderie among the membership, and where appropriate, their families. This committee's activities are for a purely social purpose.

2. Duties

The Membership Development Committee shall:

- a. Have its chair serve on the Membership Council;
- b. Plan events and inform the membership of those events;
- c. Chair attend Chair Training; and
- d. Perform other such duties as may be required by the President and/or Board of Directors.

F. Membership Recruitment Committee

1. Purpose

To recruit prospective members from the community.

2. Duties

The Membership Recruitment Committee shall:

- a. Have its chair serve on Membership Council;
- b. Plan and organize membership materials to include flyers, applications, brochures, and other necessary materials, coordinating with the PR Committee;
- c. Recruit prospective members in partnership with the Membership Vice President and the general membership;
- d. Plan and host prospective membership socials;
- e. Attend various community events, including Autumn Gift Market, to recruit new members;
- f. Forward applications and dues to Prove Chair prior to Super Saturday;
- g. Solicit and maintain a current database list of interested prospective members;
- h. Chair attend Chair Training; and
- i. Perform other such duties as may be required by the President and/or Board of Directors.

G. Nominating/Placement Committee

1. Purpose

To plan and supervise the volunteer program of the League in order to support the League's purpose and to advise ways for each member to select placements and to take advantage of opportunities in ways most valuable to her development as a volunteer.

2. Duties

The Nominating/Placement Committee shall:

- a. Elect its Committee Chair at the May Transition meeting. Chair will preferably be a second-year committee member;
- b. Have its chair serve on the Membership Council;
- c. Have its chair serve on the CR/PD group to provide placement information and to reassess the

- number of members needed on N/P Committee for the following year;
- d. Contact their advisees monthly to track placement performance and to facilitate League communication;
 - e. Develop the slate of Officers and a ballot for the Nominating/Placement Committee. (See Bylaws Article V, Officers and Bylaws Article X, Nominating/Placement Committee).
 - f. (1) N/P should make all decisions regarding slating (for officers and for the Nominating and Placement ballots) and any business pertaining to confidential membership matters with a formal vote and all members of the committee present.
(2) With the consensus of committee members present, if a member absolutely cannot be there during a meeting which involves slating (for officers or the N/P ballots) or any confidential membership decisions, the absent member may be conference called in for the discussion and vote.
(3) Should a committee member desire to be considered for an office, she must resign from the committee prior to the beginning of the slating process;
(4) Communicate with the current President-elect to see if there is a particular skill set she is looking for in her leadership team for her term as President. This is to be used as input only, not an obligation on NPC's part.
 - g. Follow the guidelines and duties outlined for the Nominating/Placement Committee in our Bylaws. (See Bylaw Article X, Nominating/Placement Committee).
 - h. Select delegates for conferences and trainings, adhering to guidelines in the Standing Rules. (See Standing Rule XIII, Conferences).
 - i. Maintain accurate records regarding League placement, professional experiences and other volunteer activities on each member;

- j. Review and update the Placement Manual, which describes all placement activities for a given year and includes the specific obligations, requirements and opportunities of each;
Placement Manual to include:
 - (1) New Project descriptions as voted in at March General Meeting,
 - (2) Fundraiser descriptions as voted in at March General Meeting,
 - (3) Placement descriptions for all committees,
 - (5) N/P Committee Duties as developed by N/P,
 - (6) The N/P Calendar and Timeline,
 - (7) The JLO Annual Calendar.
- k. Conduct a placement interview with each Active and Provisional member to solicit input regarding placement interests;
- l. Fill placement positions by matching member interests with League needs (See Standing Rule Article XIV, Placement Obligations);
- m. Notify members of placement by letter or email, including the name of the committee chair, and print placement list in first issue of newsletter in the new League year;
- n. Orient and educate each transfer member regarding JLO Standing Rules and procedures;
- o. Chair attend Chair Training; and
- p. Perform other such duties as may be required by the President and/or Board of Directors.

3. Composition

This committee is composed of members elected from a multiple-slate ballot. In the event that additional members need to be added to the committee during the year, because of members taking leave or other circumstances, and the vacancy cannot be filled by remaining members on the previous ballot, additional members may be elected to the remaining time of either a one or two year term in a special election following the procedures outlined in Bylaw Article

X, Nominating/ Placement Committee, Section 4 Vacancies.

H. PROVE Committee (Provisional Education)

1. Purpose

To plan and direct the education and training of the Provisional members, and to oversee and guide their successful orientation into their first year in the League.

2. Duties

The PROVE Committee shall:

- a. Have its chair serve on the Membership Council;
- b. Develop a course to educate and train Provisional members, which must be approved by the Board prior to the first member social;
- c. Present to the Board the names of those Provisionals;
- d. Collect applications, dues, and fees, from prospective members prior to Super Saturday in conjunction with Membership Recruitment;
- e. Implement the Provisional Course;
- f. Oversee the completion of course requirements by Provisionals;
- g. Recommend to the Board of Directors for approval those Provisional members eligible for Active status, extension or removal;
- h. Maintain Provisional members' records and transfer to the Nominating/Placement Committee by the spring placement interview;
- i. Recognize new Actives at the appropriate General Meeting;
- j. Chair attend Chair Training; and
- k. Perform other such duties as may be required by the President and/or Board of Directors.

I. Public Affairs Committee

1. Purpose

Study local, state and national issues which effect the purpose of the League, its projects or programs and educate the membership of public affairs issues.

2. Duties

The Public Affairs Committee shall:

- a. Have its chair serve on the Community Council;
- b. Study selected local, state, and national issues which affect the purpose of the League and its projects or programs;
- c. Educate the membership on public affairs issues;
- d. Organize and direct any political action decided upon by the League;
- e. Prepare and submit for approval position statements and public stands that serve as the basis for the JLO projects and advocacy efforts;
- f. Serve as SPAC (State Public Affairs Committee) representative, attend SPAC conferences and represent the JLO in any SPAC votes;
- g. Arrange an annual political forum;
- h. Host annual SPAC conference when necessary;
- i. Have its chair serve on the CRPD group;
- j. Chair attend Chair Training; and
- k. Perform other such duties as may be required by the President and/or Board of Directors.

J. Public Relations

1. Purpose

To continually improve and promote community awareness in the general public toward the League and to oversee the communications systems of the League.

2. Duties

The Public Relations Committee shall:

- a. Have its chair serve on the Community Council;
- b. Have its chair attend Chair Training; and
- c. Have its chair oversee the Public Relations functions listed below.

External Public Relations

- 1) Oversee all material created by a committee or chair for release to the general public and obtain the approval of the PR chair or her designated representative and ultimately the President, prior to public release. Board approval shall also be obtained if time permits;
- 2) Develop and maintain a current media list and act as local media contact arranging for all communication, promotion and publicity regarding the League's activities;
- 3) See that the President or her designated representative is the sole media spokesperson for the League;
- 4) Provide training to the League President, her designated representatives, and all project and fundraising committee chairs regarding media relations;
- 5) Maintain rules and specification for written/verbal/multimedia communication; and
- 6) Assess and increase community awareness of the League and its activities.

Internal Public Relations

Historian

- 1) Be responsible for maintaining an annual record of the League's activities including photographs, news clippings, videos, invitations, programs and all JLO publications;

- 2) Provide these scrapbooks, etc. for public uses such as prospective member socials, membership drives, chamber functions, etc.

Newsletter

- 1) Produce a publication, in print or online, to provide information regarding the League' programs, activities and members:
- 2) Distribute publications to all JLO members and community representatives;
- 3) Establish editorial guidelines and exercise editorial authority; obtain President's approval prior to publishing to the public and members;
- 4) Solicit advertising for League publications;
- 5) Complete approved advertising contract and submit for appropriate signature (see Standing Rules Article X, Section 9B Contracts and Lease Agreements); and
- 6) Enforce the following advertising guidelines:
 - a. Political advertisements will not be accepted.
 - b. Advertising which is in conflict with the purpose and Standing Rules of the League will not be accepted.
 - c. Advertising must conform to federal regulations regarding 501(c)(3) organizations.

Website

- 1) Develop and maintain JLO website and keep the information up-to-date, including listings on the Master Calendar.
- 2) Maintain website to be a good PR tool for JLO;
- 3) Oversee the feasibility of the members only section of the site;
- 4) Ensure continued web hosting services and the possession of our domain name;
- 5) Stay within budget guidelines.

Yearbook

- 1) Compile the Yearbook annually with the President's approval and publish prior to September 1.
- 2) Include the following JLO and AJLI information:
 - Current year budget
 - Latest Bylaws and Standing Rules
 - Current membership list
 - Current Organizational structure
 - Calendar of Meetings
 - Membership forms
 - History
 - Any other material approved by the President; and
- 3) Distribute the Yearbook in the following manner:
 - a. Provide to Provisional and Resident Actives at the September General Meetings and, thereafter, at League meetings;
 - b. Mail to Sustainers, Non-Resident Actives and other members as necessary.

K. Research and Development Committee

1. Purpose

This committee has a two-fold purpose: To provide current information about the needs and resources of our community to the Board and general membership in order to develop and recommend new projects in the League's focus area(s); and to evaluate and make appropriate recommendations regarding current projects.

See also Standing Rule, Article XII. CRPD Group.

2. Duties

The Research and Development Committee shall:

- a. Have its chair be a member of the Community Council;
- b. Serve on the CR/PD (Community Research/Project Development) Group;
- c. Establish and maintain standard criteria for the evaluation of existing and proposed projects;
- d. Research and evaluate community needs and resources in the League's focus area(s);
- e. Develop and recommend new projects in the League's focus area(s) to the Council, Board, and to the membership;
- f. Research and evaluate proposed coalitions and recommend to the Community Council;
- g. Chair attend Chair Training; and
- h. Perform other such duties as may be required by the President and/or Board of Directors.

3. Recommended Project Development Timetable

April The membership is surveyed to get an appraisal of League interest and concern for next year's research directives.

May The Board of Directors approves directives for the Research and Development Committee.

June Research and Development Committee orientation and research begins.

Sept. The Research and Development Committee compiles a Project Concepts Straw Ballot to be given at the October General Membership Meeting.

Oct. The Project Concepts Straw Ballot shall be given at the membership meeting. An interest level/participation ballot will be used. The membership gives direction for the projects to be proposed at this time.

Jan/Feb. Preliminary project proposals are presented to the CR/PD group by the Research and Development Committee. Existing projects to be considered for continuation are presented by that specific project committee chair. The Finance Vice President and

the Treasurer shall provide the CR/PD group with an estimated overall project budget for the upcoming League fiscal year. Preliminary project proposals and existing projects considered for renewal shall be presented to the Board.

Jan/Feb. The CR/PD group will review, make revisions (if indicated), and make recommendations to the Board regarding proposed projects and those existing projects being considered for renewal in the upcoming League year. All projects will be reviewed financially at the Budget Hearings. The Community Vice President shall present projects (proposed and existing) to the Board for review, revision (if indicated), and recommendation. The Community Service Vice President shall also present to the membership the projects (existing and proposed) for the upcoming League administrative years, which have been reviewed by the CR/PD group and the Board. Background information shall be available at the League office, or with the Community Vice President. The notice of the motion and/or the ballot shall be sent to each voting member of the League at least ten (10) days prior to the vote.

March The membership shall vote on the projects by written ballot at the March General Membership Meeting. Members may indicate interest in and commitment to a project by signing the ballot. .

Section 3. Special Committees

Refer to the Placement Manual for a current listing of the special committees and their specific purposes and duties.

ARTICLE X. FISCAL STANDING RULES

Section 1. Budget

A. Annual Budget Process

1. The Junior League of Ocala will operate on a zero-based budget.
2. By January 15, the Treasurer shall send to each Executive Officer, and each committee chair, a budget worksheet (including the budget, the year-to-date spent, and blanks for the following year's requested budget by line item) with a date for a Budget Hearing to be held prior to the February Finance Council meeting.

A Budget Hearing is a meeting (in-person, phone, etc.) to speak with the chair/officer about whether they feel their particular budget is adequate for next year, or if there needs to be adjustments made (up or down) and why. The purpose is to get a good working knowledge of what is needed to complete the budget to be presented to the membership.

3. The Finance Vice President, Treasurer and Treasurer-elect shall compile a working budget from the returned budget worksheets.
4. The final budget is prepared by the Finance Council and approved by a majority affirmative vote of those Council members present and voting at the February Finance Council meeting.
5. The budget is presented to the Board at the March meeting and is approved by a two-thirds (2/3) affirmative vote of the Directors present and voting.
6. The budget is presented to the membership at the March General Membership meeting or mailed to each voting member at least ten (10) days prior to the vote.

7. The budget is presented for vote at the April General Membership meeting. The budget requires a two-thirds (2/3) affirmative vote of the ballots cast at the April General Meeting.

B. Amendments

Expenditures based on amendments to budget line items which are made without obtaining the appropriate prior approval described below, shall become the responsibility of the League member(s) making the purchase.

The BUDGET CHANGE REQUEST FORM is to be used in this process.

1. Non-Budgeted Items Which Change the Bottom Line (#1 on Budget Change Request Form)

- a. Any non-budgeted item not exceeding one hundred dollars (\$100.00) must be approved by the responsible committee, and the Finance Vice President.
- b. Any non-budgeted item in excess of one hundred dollars (\$100.00) but not exceeding one thousand dollars (\$1000.00) must be approved by the responsible committee chair, the Finance Council and the Board of Directors.
- c. Any non-budgeted item in excess of one thousand dollars (\$1000.00) must be approved by the responsible committee chair, the Finance Council, the Board of Directors and the general membership.

2. Budget Overruns (#2 on Budget Change Request Form)

- a. Any anticipated budget overruns not exceeding two hundred and fifty dollars

(\$250.00) must be approved by the Committee Chair and Finance Council.

- b. Any anticipated budget overruns in excess of two hundred and fifty dollars (\$250.00) must have the approval of the Committee Chair, the Finance Council and the Board of Directors.

Section 2. Banking

A. Accounts

1. Bank accounts may only be maintained at federally insured institutions.
2. Any accounts established in the name of the JLO or any of its fundraisers must be authorized by the Finance Council.
3. The Finance Council will review banking relationships including the solicitation of proposals, every two (2) years.
4. All accounts will be reconciled and balanced within ten (10) days of statement receipt.

B. Check Signing

1. General Fund

The President, President-Elect, Finance Vice President and Treasurer are the only persons authorized to sign checks on the general fund account.

C. Excess Funds

Any excess funds left over from a committee appropriation at the end of the fiscal year, reverts to the general fund. The Finance Council may authorize exceptions to this policy.

Section 3. Solicitations and Donations

A. Solicitations

1. The Fund Development Committee shall maintain a standard:
 - Sponsorship solicitation packet;

- Sponsorship contract; and
 - “Receipt of donation” (that meets IRS guidelines).
2. The committee that solicited the contribution is responsible for obtaining a signed sponsorship contract, billing, collection and recognition associated with the contribution.
 3. All solicited contributions of over one hundred dollars (\$100.00) must be handled as follows:
 - a. A written agreement including the amount pledged, a deadline for receipt, and the phone number and name of the contact must be filled out for each pledge with copies presented to the Fund Development Chair, the League President and the Finance Vice President.
 - b. When possible, no credit or benefits shall be given until the pledge is received.
 - c. All pledges must be received by the date of the fundraiser or appropriate function. The Finance Vice President and the Treasurer may make exceptions.
 - d. The Finance Vice President shall maintain all records of monetary solicitations upon their receipt from Solicitations.

B. Donations

1. Unspecified donations to the JLO will be placed in the general fund to be dispersed in accordance with the budget.
2. Donations may be made to a specific committee or for a specific purpose which will be dispersed accordingly. The Finance Council may choose to move the same amount as the donation from that recipient committee’s budget to be used for another purpose.
3. The Finance Vice President will maintain all records of monetary donations.

Section 4. Community Requests for Funds

A. Raising Funds

Junior League of Ocala, Inc. shall not raise funds on behalf of other organizations.

B. Financial Support

The JLO shall not extend financial support from its General Fund to individuals and other organizations or agencies, except for those projects with which the League is aligned as a group. Community groups requesting funding from the Junior League of Ocala should contact the Community Vice President. Requests for funding and volunteer support will be researched and developed according to the project Standing Rules. The amount of money annually budgeted for projects will be determined by the project approval process (see SR, Article XII., Community Research and Project Development)

Section 5. Committee/Task Force Standing Rules

A. Budget

1. Each chair of a standing committee, special committee or task force shall review the committee/task force's budget with her committee members during the first quarter of the fiscal year.
2. Each chair shall submit a working budget itemizing that committee/task force's appropriation to the Finance Vice President by September 1, for approval by the Finance Council.
3. Overruns and budget amendments occurring after September 1 shall be subject to JLO fiscal Standing Rules (see Standing Rules Article X, Section 1-B).
4. Each chair shall participate in the Annual Budget Process (see Standing Rules Article X, Section 1-A).

B. Expenses

1. Each chair shall keep an itemized statement of the committee/task force's expenditures and receipts.
2. Each chair may authorize a committee member to make purchases necessary to the operation of that committee.

C. Additional Standing Rules for Fundraisers and Other Projects and Special Events Generating Income

1. All fundraisers, projects and special events which generate income, shall submit an annual budget projecting income and expense to the Finance Vice President at the January Finance Council meeting for review. The budgets will be approved at the February Finance Council meeting. The budgets will be presented for vote at the March Board meeting. The budgets will be presented to the membership for review at the March General Membership meeting or mailed to the membership ten (10) days prior to voting. The budgets will be voted on at the April General Membership meeting.
2. The books on all fundraisers, projects and special events must be closed within sixty (60) days of the event or by the fiscal year end whichever occurs first.
3. All committees' treasurers shall be responsible for training the incoming treasurers regarding the specific tax guidelines and other financial requirements of that committee.
4. Fundraisers, projects and special events shall comply with all previously delineated fiscal Standing Rules. (see Standing Rules Article X).

Section 6. Purchasing Guidelines

1. Expenditures may be made if:

- a. The expenditure is within the approved budget line item;
 - b. The budget line item is amended (see Standing Rules Article X, Section 1-B).
2. Expenditures not made in compliance with the above shall become the responsibility of the League member(s) making the purchase.
3. All individual items retailing for more than five hundred dollars (\$500.00) and not being donated must be competitively bid between three vendors unless approved by the finance council.
4. All bids received are confidential and copies shall be maintained for one (1) year.
5. That committee or responsible person completes the bid process.
6. Bids shall be awarded based on a thorough analysis of cost and quality of service to be provided.
7. The processing committee or responsible person must comply with all League fiscal Bylaws and Standing Rules.

Section 7. Reimbursements

1. All authorized purchases by an individual shall be reimbursed upon presentation to the Treasurer of a completed reimbursement form with supporting receipts attached. The committee chair shall maintain a copy of the above.
2. Expenditures made without obtaining the appropriate prior approval shall become the responsibility of the League member(s) making the purchase.

Section 8. Conference Expenses

Refer to Standing Rules Article XIII.

Section 9. Contracts and Lease Agreements

A. General

Any financially binding agreement shall require a written contract.

B. JLO Contracts

1. The appropriate committee chair, the Finance Council and the League attorney where necessary, prior to use must review all League contracts annually.
2. Completed JLO contracts must be signed by both the President and the Finance Vice President. A copy must be submitted to and retained by the Finance Vice President.

C. Other Contracts and Lease Agreements

1. All contracts and leases prepared outside of the JLO shall be reviewed by the appropriate committee chair and the Finance Council, and referred to the League attorney at the President's discretion.
2. Both the President and the Finance Vice President must sign completed contracts. A copy must be submitted to and retained by the Finance Vice President.

Section 10. Restricted Funds

Funds may be restricted for a specific purpose after consultation with the League accountant and the Finance Council and upon a two-thirds (2/3) affirmative vote of the Board of Directors and the membership present and voting.

Section 11. Reserve Operating Funds

A minimum of six months' operating funds must be kept in reserve. Operating funds must include lease agreements, office equipment rental and maintenance, office supplies, audit & accounting, insurance, legal, licenses and taxes, online service, telephone,

domain name, and web hosting. Reserves shall be assessed every two years for adjustments beginning 2007/2008.

Section 12. Investments

1. Junior League of Ocala's funds may be invested upon the recommendation of the Finance Council and approved by the Board of Directors;
2. Investments of the JLO shall be limited to accounts with federally insured banks and savings institutions, United States securities, and insured money market funds;
3. The investment portfolio shall be reviewed annually by the Finance Council; and
4. JLO funds shall be invested to insure:
 - *high safety of principle;
 - *credit quality;
 - *liquidity;
 - *marketability;
 - *maximum yield of investment

Section 13. Insurance

A. Coverage Needed

1. The JLO shall have a Commercial General Policy including:
 - a. Directors and Officers Liability;
 - b. Commercial General Liability--minimum limit to be one million dollars (\$1,000,000); and
 - c. Non-Owned and Hired Automobile Liability.
2. The JLO shall have liquor liability as required for all events at which liquor will be sold. The type (annual policy versus one-day policy) and the extent of the liability will be determined by the Finance Vice President in coordination with the chairs and/or the treasurers of those events.

3. The insurance carrier for all standard coverage (except liquor liability) should be an A.M. Best “A” rated carrier.

B. Annual Renewal

The Finance Vice President shall be responsible for the annual renewal of the JLO insurance with the approval of the President. The Finance Vice President shall be the contact person with the insurance agency, and shall be responsible for providing them with updated JLO information and maintaining the policy records.

C. Insurance Review

The Finance Council, with the approval of the Executive Committee, shall review the relationship with the insurance agency every three (3) years. The review will include obtaining quotes from at least two (2) other agents to insure that the JLO program is competitive.

Section 14. Accounting Principles

A. Engage Accounting Services

In accordance with Bylaw XIII Section 2, the League shall engage the services of a CPA who shall:

1. Be thoroughly familiar with non-profit accounting principles and understand the need for records and systems to meet requirements of tax payers, donors, grantors and local/state federal agencies.
2. Be available for advice and counsel throughout the year. Questions and concerns should be responded to promptly.
3. Keep abreast of trends in the non-profit sector, particularly those that affect the JLO’s financial condition.
4. Be willing to take the time to become thoroughly acquainted with the League’s structure, goals and objectives, projects and fundraisers.

5. Provide sound and timely advice on the managing of the League's cash assets and investment strategies to maximize its financial position.
6. Meet turn-around times and various deadlines agreed to for monthly compilations, the annual audit and government agency requirements.
7. Discuss openly and frankly the cost of services.
8. Have a good community reputation in general.
9. Continually show interest and input; use creative approaches to JLO's problems and needs; maintain friendly relations based on mutual respect; and, be flexible in working with volunteers of varied financial knowledge.

B. Review of Accounting Services

The Finance Council, with the approval of the Executive Committee, will review the relationship with the CPA every three (3) years (2008/2009, 2011/2012...).

Section 15. Audits

A. Audit Guidelines

1. There shall be an Audit Committee headed by the Finance Vice President and comprised of the Finance Council, President, and President-Elect, to assemble the information needed to perform the audit in an efficient manner.
2. All audit materials shall be collected, compiled and completed by June 30 following each fiscal year, to be turned over to the League's accountant.
3. The current Finance Vice President, Treasurer, President, and President-Elect, shall meet to review the completed audit with the accountant and present the results to the Board.

ARTICLE XI. STRATEGIC PLANNING

Section 1. Purpose

To manage and facilitate the development, implementation, evaluation, and revision/renewal of the three (3) year Strategic Plan of the Junior League of Ocala, Inc.

The Strategic Plan is a workable plan which is three (3) years in length, and is updated each year to continue a rolling three-year plan. The plan should be worked on, evaluated, altered and updated all year long, not just looked at once or twice.

Section 2. Composition

The members responsible for the Strategic Planning function are the President, President-Elect (Chair of Strategic Planning), Community Services Vice President, Finance Vice President, Membership Vice President, Communications Vice President and Member-at-Large.

Section 3. Process

1. Monitor needs and desires of members.
2. Monitor the progress of the councils with respect to the Strategic Plan.
3. Conduct an annual board evaluation of the current JLO Strategic Plan.
4. Lead the Board in visioning for the JLO Strategic Plan.
5. Guide and counsel the Board and individual Councils through the strategic planning process.
 - a. On annual basis, beginning in January, request input from all councils regarding the revisions that need to be made to the Strategic Plan.
 - b. Incorporate revisions and review the entire Strategic Plan for consistency.

- c. Review changes and additions with each Council prior to the April Board meeting.
- d. Review changes and additions with Board of Directors at April Board meeting.
- e. Finalize revisions to the Strategic Plan for approval at the May Board meeting.
- f. Educate membership on the Strategic Plan process and implementation of the Plan.
- g. Distribute revised JLO Strategic Plan to new Board at Board Retreat.
- h. Distribute Strategic Plan to Chairs at Chair Training in June, and assist individual committee chairs in establishing measurable goals for the year, based on the Plan.

ARTICLE XII. COMMUNITY RESEARCH/ PROJECT DEVELOPMENT (CRPD)

Section 1. Projects

A League project shall be adopted by the League if: (rev. 4/07)

1. It is developed by the Research and Development Committee with member input;
2. It is presented to the CR/PD group for review, revision (if indicated), and recommendation;
3. The final project proposal is submitted to the Board for review, revision (if indicated), and recommendations;
4. Background information is presented to the membership for discussion at the General Meeting prior to the Meeting at which a vote is to be taken, and is available at the League office or membership portion of website;
5. The notice of motion and/or ballot is mailed or emailed to each voting member at least ten (10) days prior to the vote; and
6. It receives a two-thirds (2/3) affirmative vote of the ballots cast at the General Meeting.

Section 2. Purpose

The purpose of the Community Research/Project Development process is to monitor and evaluate the impact of current projects, as well as evaluate any new projects brought forward by the Research & Development Committee.

The CRPD Group shall evaluate and decide their recommendations for the project ballot to be brought to the Board for review, prior to presentation to the membership. The Group's participants shall bring important parts of the process to be discussed: the NPC Chair shall bring estimated numbers for placements, the FVP and Treasurer shall bring fiscal projections, etc. The chair from each current project shall have recommendations in writing.

It is suggested that materials presented have enough copies for everyone to receive one.

Section 3. Composition

The group responsible for the Community Research/Project Development function is the Community Service Vice President, the Finance Vice President, the Treasurer, the President, the President-Elect, the Membership Vice President, the Nominating/Placement Chair and the chair from each current project.

The Community Service Vice President shall chair the CRPD Group.

Section 4. Guidelines Regarding Existing Projects

A. Amendments

A project may be amended as to concept, scope, and/or time, outside the CRPD Group process by:

1. Presentation of the amendment to the Community Service Council for review and recommendation;

2. Presentation of the amendment to the Board for review and recommendation; and
3. Membership approval of the amendment by a two-thirds (2/3) majority vote of those members present and voting. Financial amendments to projects must follow the specifications described in Standing Rules Article X, Section 1-B.

B. Continuation of an Existing Project

A project that is scheduled to terminate at the end of a given year, may be continued if the following criteria are met:

1. The chairman of the project submits a written proposal to the Community Service Vice President by January 1. This outline should include a description of the project, goals and objectives, a budget, job descriptions and any other relevant information.
2. The project shall be presented to the CR/PD group in January with the proposed projects.

Section 5. Guidelines Regarding Proposal of New Projects

New project proposals shall be researched and presented by the Research and Development Committee and the Community Service Vice President. The Board shall approve the direction for the Research and Development Committee. Proposed projects shall meet the following criteria:

1. Reflect League membership interest;
2. Be sufficiently funded;
3. Fall under a focus area (see Vision Statement) adopted by the JLO;
4. Offer significant volunteer opportunities for members of the JLO;
5. Seek to address a demonstrated community need;
6. Do not duplicate existing programs;
7. Have clearly delineated, measurable and achievable objectives;

8. Have a realistic budget, including the use of other funding sources;
9. If done in conjunction with another group or agency, the proposed group or agency must have a 501(c)(3) status with the IRS or be under an “umbrella” with an agency with a 501(c)(3) status; and
10. The project receives 2/3 approval of active members present and voting.

ARTICLE XIII. CONFERENCES

Section 1. Delegate

A. AJLI Conferences

Delegates to the AJLI Annual Conference shall be the President, who shall serve as the League’s voting delegate and the President-Elect. Should the President be unable to attend, the voting delegate shall be the President-Elect. If fiscally feasible, the incoming President-Elect shall be the third delegate, with additional delegates being Active members selected by the Nominating Committee with the approval of the Board of Directors.

B. Technical Conferences, Seminars and other AJLI Conferences

Delegates to technical conferences, seminars and other AJLI conferences shall be one or more Active members selected by the Nominating Committee with the approval of the Board of Directors.

Section 2. Guidelines

Delegates selected to attend conferences shall comply with the following:

1. Coordinate with the Nominating Committee regarding registration, transportation, housing and other financial arrangements;

2. Study all pre-conference mailings;
3. Follow all conference financial guidelines;
4. Be familiar with current League and community information;
5. Attend all business meetings and training sessions of the conference;
6. Network with delegates from other Leagues;
7. Report to the general membership by contributing to an article in our newsletter;
8. Serve as a resource for the League for one year after the conference; and
9. Perform other such duties as may be required by the President, the Nominating/Placement Committee, Bylaws and Standing Rules.

Section 3. Expenses

The League shall defray expenses of all conference delegates according to the following:

A. Transportation

Airline reservations should be made to take advantage of all savings packages. The League will pay for round trip tickets and the delegate(s) may collect no refunds personally. Delegates are expected to drive when traveling to a destination within a reasonable driving distance. The League shall pay twenty-two cents (\$.22) a mile to the owner of the car. Parking fees and taxi and bus fares shall be reimbursed.

B. Room

The League shall pay the cost of the standard hotel room (convention rate, if possible). Two members traveling together will be expected to share a room. Three members may select either a triple room or one double and one single room.

C. Food

The cost of the meals may be included in the registration fee. The delegate will be responsible for determining if this situation exists. The League does not pay for any liquor charges. Non-prepaid meals

shall be reimbursed up to a maximum of \$45.00 per full travel day, with the following guidelines suggested:

*	Breakfast.....	\$10.00
*	Lunch.....	\$12.00
*	Dinner.....	\$23.00

D. Tips

Reimbursement for tips shall be based upon fifteen percent (15%) for meals and taxi fares and one dollar (\$1.00) per bag for luggage. Delegates shall use their own judgment for tips not included in these Standing Rules.

E. Registration Fee

The League shall pay all registration fees.

F. Telephone

Only long distance calls for League business shall be reimbursed. The delegate shall pay for all personal phone calls.

G. Other Expenses

The delegates shall pay for all personal expenses.

H. Cash Advances

If necessary, a delegate may request a cash advance not to exceed three hundred dollars (\$300.00). A request for a cash advance shall be made in writing to the Treasurer. A complete list of expenses and receipts on the designated form must be turned in to the Treasurer within thirty (30) days of the close of the conference with the balance of the money or the amount due the League member.

I. Reimbursements

All delegates shall be required to submit a completed Expense Reimbursement Form and the conference agenda to the Treasurer for payment, with receipts attached, within thirty (30) days after the close of the conference. Any prepaid expenses must be included on the form.

ARTICLE XIV. PLACEMENT OBLIGATIONS

Section 1. Placement Obligations

Members are responsible to fulfill all volunteer hour requirements for fundraisers, community service, and in-League placement. Members shall choose their placement from In-League and community activities available through the programs of the League. The placement calendar shall coincide with the League Administrative year.

The Nominating/Placement Committee shall make every effort to give each member her choice of placement; League Liaisons shall have last priority. When there are more interested volunteers than opportunities available, the final decision will rest with the Nominating/Placement Committee.

All active members shall fulfill their in-League placement hours as deemed necessary per their placement position.

All active members of the League shall adhere to their volunteer responsibility as directed by the committee chair, the council vice president, or the Board of Directors.

Section 2. Placement Advisors

Each Active member shall be assigned a Placement Advisor. Placement Advisors are the liaison between the membership and the Board of Directors. Placement advisors are encouraged to maintain monthly contact with their advisees. Members are encouraged to contact their advisors for counsel and information. The Nominating/Placement Committee shall hold confidential all discussions between members and Placement Advisors. (rev. 1/07)

Section 3. Placement Manual

The Nominating/Placement Committee shall present to the membership a Placement Manual prior to the Spring Placement Interview. The Placement Manual shall include all voluntary

activities offered by the Junior League of Ocala for a given year. It shall contain a specific description of each volunteer opportunity and the requirements necessary to fulfill a member's placement obligations. The Nominating/Placement Committee, based on input from committee chairs and approval by the President-Elect, shall compile the Placement Manual. (rev. 1/07)

Section 4. Spring Placement Interview

All Active and Provisional Members shall be required to attend the annual Spring Placement Interview conducted by the Nominating/Placement Committee. At the Placement Interview, each member shall choose her volunteer activity for the following year's placement using the Placement Interview Form. Members are encouraged to make their selections from the placement manual, including a balance of administrative, project and fundraising placements throughout their League career.

The Nominating/Placement Committee, after the Spring Placement Interview, will notify all members in writing of their placement for the upcoming League year. (rev. 1/07)

Section 5. AJLI Positions

An Active member serving in an AJLI position has the option to have no other placement obligations during her term of office. (rev. 1/07)