

# **THIBODAUX SERVICE LEAGUE**

## **BY-LAWS**

### **ARTICLE I. NAME**

The name of this organization shall be the Thibodaux Service League Incorporated, hereafter sometimes called the League.

### **ARTICLE II. PURPOSE AND POLICIES**

The purpose of the Thibodaux Service League is exclusively educational and charitable and is to promote volunteerism; to develop the potentials of its members for voluntary participation in community affairs; and to demonstrate the effectiveness of trained volunteers.

### **ARTICLE III. MEMBERSHIP**

#### **Section 1. Classes of Membership**

The membership of this League shall consist of young women ages 21 and older who shall comply with the requirements of the League.

**3.1.01 Provisional Membership** Provisional members are those who are engaged in complying with the requirements for admission to active membership and are not eligible to hold office. Provisional members shall be required to complete a provisional member's orientation and volunteer 25 hours of service satisfactory to the placement committee within one year after their election to provisional membership and effective from August 1. Provisional members are allowed to vote and propose or endorse new members.

**3.1.02 Active Membership**. Active members are those who have completed the requirements for provisional membership and who have been admitted to active membership and justify such membership through performing a minimum of 25 hours per year of some form of community service satisfactory to the League.

Active Service League members will be required to serve a minimum of 25 service hours per year to remain in good standing as a League member. Members may receive a maximum of one service hour for general membership meetings. Any member on approved leave from active service will be credited one hour for every month of approved leave. Service hours may be accumulated during summer months.

Any member failing to accrue 25 service hours will be placed on probation for the following year. During the probationary year, the member will be required to serve 25 hours for the probationary year, as well as the deficit hours from the previous year. If the member fails to complete the required hours during their probationary year, the member will be removed from the League.

Removal from the League may be appealed to the Board of Directors, who may, by a two-thirds vote of the majority of the board, approve an additional probationary year.

**3.1.03 Sustaining Membership.** Members who have completed six years of service or 300 hours, including their provisional year and active years of service, are eligible for sustaining membership. Those wishing to obtain sustainer standing should notify the board in writing of her intent by January 1 of the year in which she intends to sustain. Sustaining members shall have all the privileges of membership except that they may not hold office or vote. They may propose and endorse candidates for membership. Sustaining members will not be charged dues. If a member wishes to sustain with 300 or more hours but less than six years of service, a request must be submitted in writing to the Board for approval.

**3.1.04 Non-resident Membership.** Non-resident membership may be granted to an active or sustaining member who is living at a distance from the League area that is determined by the Board to be inconvenient to require active participation. No requirements are made of a member using this privilege other than payment of dues. Non-residents may not vote, hold office or propose candidates for membership.

**3.1.05 Transferred Membership.** Provisional, Active and Sustaining members from other Service and Junior Leagues in good standing may apply by letter of membership to the Board of Directors and will be accepted by a two-thirds vote of the Board.

## **Section 2. Admission to Membership**

### **3.2.01 Eligibility for Memberships**

- A. A proposed candidate must live within the Thibodaux area which includes Raceland, Schriever, Chackbay, Vacherie, Napoleonville, Labadieville, etc. (where there is no active Service League).
- B. A former resident of the Thibodaux area is considered a resident if she has not been away for more than five years. A person proposed for membership must be residing in the Thibodaux area by August 1 of the year in which she will begin her provisional orientation.

### **3.2.02 Proposal of Membership.**

- A. Anyone seeking membership in the League shall complete a membership application on the form provided by the League. The membership application will be available online year-round for applicants to complete and submit. The deadline to submit a completed application is February 1.
- B. Each January, the Board of Directors will advise the membership of the number of new members the League is able to accept. This number will be based on available meeting space and service opportunities in the community.
- C. Each February, League members will vote on proposed members based on the proposed member's application details and the proposed member's ability to meet the League's requirements.

- D. The Membership Committee will meet confidentially. The Vice President shall serve as a non-voting member of the Membership Committee. All other members of the Membership Committee shall remain confidential. The Membership Committee should make their decision based on the following factors:
- i. The number of new members the League is able to accept;
  - ii. The number of League member votes received by the proposed member; and
  - iii. Whether the proposed member has immediate family members who are sustaining League members.
- E. The Membership Committee shall advise the League of its decision on each proposed member no later than two weeks after the League vote.
- F. A candidate may be proposed a maximum of three times. A candidate who declines an invitation to membership twice is ineligible for membership.

### **Section 3. Resignations and Reinstatements**

- 3.3.01 Resignations.** Any member of the League who is not in arrears in League financial obligations or in the performance of League duties may resign in good standing. Resignations must be made in writing to the Secretary by August 1; otherwise, members shall be liable for dues for the coming year.
- 3.3.02 Reinstatement.** A provisional or active member who has resigned in good standing may be reinstated by a two-thirds vote of the membership. Any previous years of service will be honored. Provisional and active members shall pay a reinstatement fee of double the annual dues. Any member removed from the League may not be reinstated.
- 3.3.03 Suspension and Removal.** By a two-thirds vote at a meeting of the Board of Directors any member may be suspended or removed from membership upon such terms as the Board deems proper for failure to comply with the charter, by-laws, standing rules and requirements of the League. Members subject to suspension or removal shall be given at least 48-hours' notice of the board meeting at which their case will be considered and such members shall have the right to be present at this meeting. A member failing to comply with the terms of the suspension as fixed by the Board may be removed.

### **Section 4. Leaves**

- 3.4.01 Approved Leave.** Any approved leave taken of one year or more will not count toward the seven years of active service obligation.
- 3.4.02 Maternity.** Requests for three months of maternity leave must be made in writing to the Board at least one month prior to the time the provisional or active member wishes to be excused. One of the months requested for maternity leave must be the month of the baby's birth. After approval of the Board, the member will be excused from her regular service job for the period requested.

**3.4.03 Special Leave of Absence.** A member in good standing who is unable to fulfill her League obligations may apply in writing to the Secretary or Assistant to the Secretary for special leave of absence. The Board of Directors may grant a leave for so long as it deems necessary. A member on special leave is excused from all requirements except dues and financial obligations for all Ways and Means activities. The only privilege she retains is proposing and voting for new members.

## **ARTICLE IV. DUES AND CHARGES**

The fiscal year shall be August 1 through July 31.

### **Section 1. Annual Dues**

**4.1.01 Amount.** All members except those designated as Honorary shall be required to pay annual dues. Provisional and active members shall pay dues of \$25.00 per year. Non-resident members shall pay dues of \$10.00.

**4.1.02 Payment.** The Treasurer shall notify all members by August of each year that their dues are payable. Dues, which are not paid by September 1, are delinquent. Members will be fined \$5.00 per month until paid and shall be subject to suspension or removal if dues and fines are not paid by January.

Intent to resign must be signified by August 1, or the member is liable for payment of dues.

**4.1.03 Refunds.** Refunds of dues will not be made to members resigning during the fiscal year, and refunds will not be made to Provisionals failing to meet the requirements.

### **Section 2. Indebtedness to the Association**

Members who are delinquent in paying any indebtedness to the association shall be considered in arrears in their financial obligation to the League.

## **ARTICLE V. OFFICERS**

### **Section 1. Personnel**

The Officers shall consist of a President, Vice-President, Secretary, Treasurer and Parliamentarian. Term will begin on June 1 and end on May 31.

### **Section 2. Nomination**

The Nominating Committee shall present a slate of the officers to be filed at the March meeting. The chair will accept nominations from the floor. The final slate shall be sent by the Nominating Committee to each voting member of the League at least two weeks before the election of officers at the April meeting.

### **Section 3. Election**

Officers shall be elected by secret ballot at the April meeting of the League for a term of one year. No officer shall be re-elected to the same office after two consecutive terms. The person receiving a majority of the votes shall be the winner. If no majority is reached on the first ballot, then the two candidates receiving the highest number of votes shall be in a runoff. The candidate receiving the highest number of votes in this runoff shall be the winner. In case of a tie, the President shall cast the deciding vote.

### **Section 4. Duties**

**5.4.01 President.** The President shall be the executive officer of the League and shall succeed from the Vice-Presidency, shall preside at meetings of the League, Board of Directors, and shall be a member ex-officio of all committees except the Nominating and Membership Committees. The President shall appoint other committees not otherwise provided for and shall have the power to call special meetings of the League. She shall, with the Treasurer, sign all contracts and obligations authorized by the Board and shall perform the duties usually pertaining to the office.

**5.4.02 Vice-President.** The Vice-President shall assist the President and perform the duties of the President in her absence; shall be the Committee Research Chairman; shall assume the Presidency the following year; shall serve as a liaison between all service project chairmen and the Board of Directors; and shall serve as an ex-officio member of project committees.

**5.4.03 Secretary.** The Secretary shall keep the minutes of the meetings of the League and the Board of Directors and shall keep all records of attendance. Attendance records shall include a record of all approved leaves and a record of eligibility dates for sustainers' status on each member. She shall have charge of all correspondence of the League and shall keep a correct list of the names and addresses of all members. She shall be responsible for sending a copy of the minutes of the prior membership meeting after each regular meeting to each member and notifying members of all meetings. She shall turn over all attendance records, permanent records, and correspondence in her possession to her successor. The Assistant to the Secretary shall help the Secretary as needed.

**5.4.04 Treasurer.** The Treasurer shall be the custodian of the funds of the League; shall collect all dues, fines, and assessments; shall keep a record of the financial status of each member and report the name of any defaulting member at the monthly meetings of the League. She shall make payments in accordance with the budget on authorization of the President. Expenses not provided for in the budget shall be incurred and paid only upon order of the Board of Directors. No disbursement shall be made except by check, or other non-cash payment method, and all checks shall be signed by the Treasurer, or in her absence, the President or Vice President. All officers or committee chairmen having funds of the League shall submit reports of their receipts, disbursements and financial transactions when and as often as the Treasurer shall prescribe. The Treasurer shall keep full and accurate accounts and shall prescribe financial statements at the regular meetings of the League and the Board; she shall turn over to her successor all books

and financial records and shall take a listed receipt thereof. The Assistant to the Treasurer shall help the Treasurer as needed.

**5.4.05 Parliamentarian.** She shall keep order at all meetings of the League. She shall serve on the Bylaws Committee. She shall be familiar with and educate the membership on Robert's Rules of Order, at all times, be familiar with the By-laws and Standing Rules of the League, and shall work to ensure that By-laws and Standing Rules be appropriately applied to all League business. She shall declare if a quorum has been met at the beginning of each meeting.

## **ARTICLE VI. BOARD OF DIRECTORS**

### **Section 1. Personnel**

The Board of Directors shall consist of all the officers and the immediate past president. Except as otherwise provided, chairmen of committees shall be appointed by the President.

### **Section 2. Duties**

The Board of Directors shall have general charge and control of the affairs, funds, and property of the League and shall determine the method of conducting League activities according to the charter, by-laws and standing rules. It shall present to the membership all proposed major program activities for ratification.

### **Section 3. Vacancies**

Vacancies among elected officers shall be filled by a majority vote of the remaining members of the Board of Directors (from a list submitted by the Nominating Committee). Vacancies among committee chairmen shall be filled by the President. Persons so elected shall serve until the expiration of the original term of the office.

### **Section 4. Meetings**

The Board of Directors shall hold regular monthly meetings. Special meetings may be called by the President.

### **Section 5. Quorum**

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

## **ARTICLE VII. COMMITTEES**

### **Section 1. Standing Committees**

Standing Committees are those representing activities which are continuing in the program of the League. The following committees shall be composed of members with active status: Membership, Nominating, Ways and Means, Community Research, Placement and Public Relations. Effective for the 2019-2020 service year, all members will be required to serve on three committees.

**7.1.01 Membership Committee.** The Membership Committee shall be composed of five members, one of whom shall be appointed Chairman by the Board of Directors. Two of the members shall be elected by the Membership Committee from the Membership Committee to serve the following year. The remaining members shall be members of the League with voting privileges, appointed by the Board.

The Membership Committee shall be responsible for receiving the credentials and for investigating the technical eligibility of each candidate proposed for membership in the League. The investigation shall include a personal knowledge of technical eligibility of each candidate by each member of the Membership Committee. The Membership Committee must see that each application is properly filled out.

The principle functions of the Membership Committee shall be to consider the qualifications of all candidates proposed for membership in the League, to determine on a year to year basis the maximum number of candidates to be selected for membership, to elect new members, to present to the Board of Directors and then to the general membership a list of those candidates who have been elected, to issue invitations of membership to newly elected candidates, to have a representative of the Membership Committee meet with each prospective member to discuss policies and requirements of League membership, and to provide an adequate welcome to the League.

**7.1.02 Nominating Committee.** The Nominating Committee shall be appointed by the Board. The Board shall decide how many members will serve. The function of the Nominating Committee shall be to prepare slates of candidates for election to the office of the League and to choose an Assistant to the Secretary and an Assistant to the Treasurer. The slate of the candidates must be approved by the Board. The slate shall be sent by the Nominating Committee to each voting member of the League at least two weeks before the election meeting. Nominations from the floor will be accepted, provided the consent of the nominee has been previously obtained.

**7.1.03 Ways and Means Committee.** The Treasurer shall serve as the financial fact-finder to advise the Board on all matters relating to the financing of the League's administration and community program. The Treasurer will serve on all fundraising committees. Should there be a significant excess of funds at the end of a fiscal year, this committee will meet to determine the community organization recipients and the dollar amount to distribute to the group(s).

**7.1.04 Community Research Committee.** The Vice-President shall serve as chairman on this committee. Its function shall be to provide current information to the Board and to the League of community needs in order to enact programs by the League for the benefit of the community. This committee shall have an active role in finding families in the community who are in need, as well as dispersing end of the year surplus payments to local organizations as determined by the Ways and Means committee.

**7.1.05 Provisional Committee.** The Provisional Committee is responsible for having a seminar for provisional members that explains the purpose and operation of the League as stated in the by-laws. This seminar shall be held prior to the August meeting.

**7.1.06 Other Committees.** There should be such other communities as is necessary to perform the following functions:

- A. **Placement**, which shall oversee the signing up for committees and tracking of service hours for the membership. The membership will sign up for committee work in the Spring for the following service year. During the year, this committee will announce leadership vacancies in placement and collect/monitor service hours. Placement will make sure that no one person is chairman of one big project.
- B. **Website**, which shall be responsible for uploading photos, creating content on the website, and updating member information, as well as keeping contact with the webmaster.
- C. **Social**, which shall be responsible for all arrangements pertaining to the end of the year social of the League, and any other purely social functions, which might arise during the year for League members.
- D. **Sustainers**, which shall serve as liaison between the League and its sustainers, and shall plan and administer the programs and/or activities of sustainers. She shall keep current contact information on the sustainers.
- E. **Curator**, which shall be to keep a written record of the various items owned by the League and to arrange for the care and storage of said items. The record shall include the physical location and the name of the members who have access to or custody of the property. Curator will maintain the orderliness and upkeep of the storage unit, keys, etc.
- F. **Hostess**, which shall serve as a liaison with restaurant personnel for monthly meetings, coordinate menus, distribute these to members, and handle all of the details necessary to ensure enjoyable meal and drink service for League members. She will create on-line Evite invites and track Evite responses from the membership as well as provide a door prize at each meeting.
- G. **Courtesy**, which shall send appropriate notes of congratulations, sympathy, appreciation, or any other sentiment as directed by the membership of the League, and shall highlight community activities in a monthly report to the League.
- H. **Assistant to the Secretary**, will aid the Secretary in her duties of record keeping, keeping the minutes, distributing the minutes, checking correspondence of League, etc. as deemed necessary by the Secretary.
- I. **Assistant to the Secretary**, will aid the Treasurer in her duties of record keeping, keeping the list of dues paying members, assisting with tracking meal payments, etc. as deemed necessary by the Secretary.
- J. **Sponsorship Committee**, In charge of soliciting and organizing all sponsorships for the League events, and reviewing/streamline all donation letters. Members in charge of sponsorships for any event are automatically on this committee.



**7.1.07 Fundraising Committees.** Each member shall be required to serve on all fundraising committees that the Board deems necessary.

**A. Merchandise/Cookbook Committee,** shall track inventory levels and supply merchandise to local retail establishments. This committee is responsible for delivering and picking up an adequate amount of merchandise (cookbooks, t-shirts and note cards) at League events and fundraisers.

**B. Fundraising Events.** The League hosts two major fundraising events: one in the Fall and one in the Spring. The Fall event is A Visit to Santa's Land. And the Spring event will be determined by The League.

**C. Thibodaux Service League Anniversary Celebration.** The League will host this event every five (5) years, with the next celebration to be held in 2024, marking 50 years of service.

**7.1.08 Community Service Committees.** Each member shall be placed on four community service committees with the exception of the Secretary and Treasurer. They shall be placed on only one committee. There should be such other committees as is necessary to perform community service. Effective for the 2022- 2023 year, in addition to our large-scale mandatory Fall event (Santa's Land and Reindeer Rowe), we have decided to make participation in our large-scale Spring events (Day in the Dirt and A Royal Fairytale) mandatory.

**A. St. Francis Vegetable Garden,** helping to supply the Lafourche Parish food banks with fresh produce, as well as educate the community on fresh, healthy eating.

**B. Juvenile Justice,** mentoring, providing recreational activities, etc. for residents. League members volunteer their time once a month to play bingo with the residents. This facility provides children with temporary and long-term shelter while helping them become productive, law-abiding citizens.

**C. Bayou Boutique,** shall assist in providing attire and accessories to students at local area high school(s) for dances and dress-up events.

**D. Toy Drive,** coordinated by the Diocese of Houma-Thibodaux, they collect and distribute toys for needy children over the holidays. This committee shall be responsible for coordinating the procurement and distribution of the toys to the children that the League has chosen.

**E. A Visit to Santa's Land,** Our big annual fundraising event in which we transform the Civic Center into a winter wonderland for children to enjoy. Chairing and volunteering for this event requires attendance the day before the event for set up and all day the day of the event. Duties for the event include assisting with activities with children, helping with pictures, food, decorations, etc.

**F. Reindeer Rowe,** our annual Holiday Marketplace inside the arena of the civic center, on the same day as Santa's Land. Chairing and volunteering for this event requires attendance the day before the event for set up and all day the day of the event. Duties for the event include helping assist vendors for the day, selling merchandise for the league, etc.

- G. **Family Day**, this committee is responsible for organizing a tailgate (food, beverages, etc.) for a Nicholls football game. All League members, sustainers and families are invited.
- H. **Coats for Kids**, this committee collects and distributes coats for local elementary school children in the fall.
- I. **A Royal Fairytale**, this committee plans the League's annual spring event. This event was formerly hosted by the provisional class, but has now been opened up to all members. This event is for father figures and their daughters. This night consists of a fun dance party, crafts, and interactive games for the girls and their dad figures.
- J. **Day in the Dirt**, this committee plans this annual family fun spring event that is geared towards Touch a Truck exhibit. The event is a day for the family to enjoy getting up close to big trucks and vehicles, playing backyard games, and engaging with the community through crafts and activities. This event is for the entire family.

**7.1.09** In addition to the community service committees in the preceding section, the League may also support and contribute their Members services, time and money at the discretion of the board. Organizations include but are not limited to:

- A. **Food Bank**, works at local food bank filling orders, restocking shelves, etc.
- B. **Scholarship** provides scholarships to one student of Nicholls State University and one student of Fletcher Technical Community College each Fall and Spring semester.
- C. **Bayou Country Children's Museum (BCCM)**, provides informational updates on the BCCM and assist them with their events as needed.

## **Section 2. Special Committees**

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

# **ARTICLE VIII. MEETINGS OF THE LEAGUE**

## **Section 1. Annual Meeting**

The annual meeting shall be held in August.

## **Section 2. Regular Meetings**

Regular meetings of the League shall be held once a month from August through May. Members are expected to attend all regular meetings, but are required to attend six of the nine. Regular meetings are generally not held in December.

## **Section 3. Special Meetings**

Special meetings may be called by the President at the discretion of the Board of Directors. Members should be given at least forty-eight hours advance notice and are expected to attend.

#### **Section 4. Quorum**

A quorum of the League shall consist of the majority of voting members.

#### **Section 5. Absentee Ballots**

Absentee ballots are permissible for any vote taken by membership at a regularly scheduled meeting unless specifically prohibited. Ballots may be obtained from the Secretary and returned to the Secretary prior to the meeting. If the proposal is amended or changed in any way at the regular meeting, all absentee ballots are null and void.

#### **Section 6. Dress Code**

Members are expected to attend meetings in business casual attire. Jeans as well as scrubs are acceptable.

### **ARTICLE IX. FISCAL POLICY**

All books and accounts shall be kept in accordance with sound accounting practices. The League shall maintain one Community Fund that pays both administrative bills as well as donations made to the Community. The books are kept in Microsoft Money software system, and the budget and financial reports are prepared using excel for monthly meetings.

The "Endowment" or "Louisiana Legacy" account will be funded by "Louisiana Legacy" money and shall provide yearly interest or dividends to that account. The investment of this money shall be a Board decision after discussion with a financial advisor or bank investment officer. Any use of the principal must be approved by a three-fourths vote of the active membership.

The membership, including sustainers, must be notified two weeks in advance of the vote. A portion of the interest can be reinvested at the recommendation of the Board and vote of the general membership.

### **ARTICLE X. PUBLIC RELATIONS POLICY**

All publicity must be approved by the President and/or the Board of Directors.

## **ARTICLE XI. AMENDMENTS AND RULES OF ORDER**

These by-laws may be amended or revised by two-thirds vote of members present and voting at any meeting of the League provided each member has been notified of the proposed amendment or revisions at least two weeks prior to the date of the meeting.

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the by-laws or special rules of procedure adopted by the League.

# **THIBODAUX SERVICE LEAGUE**

## **STANDING RULES**

These rules include additional policies, procedures and requirements that are binding on the membership. They cannot be in conflict with the Charter or By-Laws.

### **Section 1. Administration**

#### **1.01 General Membership Meetings**

- A. Unless otherwise stated by the Board, the regular meetings will be held once a month.
- B. Members will be notified of the time and place by email or phone.

#### **1.02 Board of Directors**

- A. The incoming Board will assume responsibilities at the May meeting.
- B. The removal of a committee chairman shall be a majority vote of the Board.

### **Section 2. Admissions**

#### **2.01 Proposal of Members**

- A. Potential new members will notify the League of their intent to join by fully completing the application on the League website([www.thibodauxserviceleague.com](http://www.thibodauxserviceleague.com))

#### **2.02 Voting**

- A. Only members of the Membership Committee shall vote to elect new members to the League.

#### **2.03 Membership Committee**

- A. The Membership Committee shall elect two members of its committee to serve again the following year.
- B. Each person shall be limited to two consecutive years of service on this committee.

#### **2.04 Safeguards and Obligations**

- A. Committee Members
  - 1. Matters discussed by the Membership Committee shall remain confidential.
  - 2. Members of this committee may not propose or endorse a candidate for membership.

3. Members of this committee must not inform any candidate of her proposal to membership.

B. General Membership

1. Members must not inform a candidate of her proposal to membership.
2. Members must not discuss proposed candidates outside of the League.

### **Section 3. Financial Policies**

**3.01 Community Funds** shall be disbursed based upon the approved budget for that year; the budget is approved by the Board and membership.

**3.02 Joint expenditures** with cooperation groups for equipment, which will not belong solely to the League, must be approved by the Board.

**3.03 Paid professional services** may be engaged by the Board when deemed necessary.

**3.04** If a member has an **outstanding balance** of greater than two unpaid meals, then the member cannot order another meal until the balance is cleared.

**3.05** Members who fail to submit an excuse for the general monthly meeting before the proposed deadline are required to purchase their meal for that meeting regardless if they attend or not.

### **Section 4. Ways and Means**

Each member is required to assist with the League's Ways and Means projects at the request of the respective Chairman as needed, as well as other volunteer work approved by the League.

### **Section 5. Absences**

Members shall have no more than three (3) absences from any League obligations during the year. League obligations include placement obligations and regular meetings.

#### **5.01 Excused Absences**

A. Members may be excused from their placement job or from a regular meeting for:

1. Illness
2. Family emergency
3. Unavoidable out of town trips
4. Employment
5. Classes
6. Other Excuse Approved by the Board

- B. Members must timely report their absence to the Secretary or Assistant to the Secretary.
- C. The Secretary or Assistant to the Secretary shall notify members when they have three unexcused absences. Upon a fourth unexcused absence, members may be suspended or removed from membership, as determined by the Board according to Section 7 of these Rules.

#### **5.02 Placement**

- A. Members must find their own substitutes.
  
- B. Members are required to fulfill their placement assignments during the club year.

#### **5.03 Regular Meetings**

- A. Members who are absent from a regular meeting are responsible for being informed about all business that transpired at that meeting.
- B. For a member to be considered present at a meeting, she must be present from the time the meeting is called to order through the time it is adjourned.

#### **5.04 Ways and Means Project (Fundraising)**

- A. Members may be excused from this because of:
  - 1. Illness
  - 2. Family Emergency
  - 3. Out of town absence which could not be rescheduled
- B. A planned absence must be given in writing to the project chairman.
- C. If a member is assigned fundraising raffle tickets that she is unable to sell, it is the member's responsibility to pass them to another member to sell on her behalf or pay for the tickets before said event.

#### **5.05 Committee Communications**

- A. The President of the Board shall be copied on all committee communication.

### **Section 6. Adoption, Suspension, Amendment, and Rescission of Standing Rules**

Standing rules may be adopted or suspended at any regular meeting by a majority of the votes cast without previous notice. They may be amended or rescinded by two-thirds of the vote cast without previous notice or by a majority vote if previous notice has been given.

### **Section 7. Suspension or Removal from Membership**

Members may be suspended or removed at the discretion of the Board for the following reasons:

- A. Members whose dues are not received by October 1 or who are in arrears in any financial obligation to the League.
- B. Members refusing work assignments from the placement or project chairman.
- C. Members failing to comply with work assignments or failure to abide by Standing Rule 5.
- D. Members who, by words or actions, show disloyalty to the League by placing it in an undesirable position in the community.

### **Section 8. Volunteer Assistance**

No volunteer assistance shall be undertaken by the League without approval at a general membership meeting.

### **Section 9. Provisional Project**

A Provisional Project may be designated by the Board of Directors.

### **Section 10. Sustainers**

- 10.1** The annual meeting for members who have sustained from the Thibodaux Service League will be held in May at the general meeting of the Service League and if necessary, prior to the general meeting. The sustainer liaison will be responsible for organizing the meeting each year.
- 10.2** Thibodaux Service League sustainers shall help membership with the responsibilities and duties of the organization on an as needed basis.
- 10.3** All Sustainers' minutes will be mailed out via email if they so request.