



**THE JUNIOR LEAGUE OF  
STARK COUNTY, OHIO, INC.**  
*Women building better communities®*

2016-2017 Yearbook



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STARK COUNTY, OHIO, INC.**  
*Women building better communities®*

## **2016 – 2017 Yearbook**

### **80<sup>th</sup> Year of Community Service**

#### **Junior League Mission Statement**

The Junior League of Stark County, Ohio, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

#### **Junior League Vision Statement**

The Junior League: Women around the world as catalysts for lasting community change.

#### **Junior League Reaching Out Statement**

The Junior League of Stark County, Ohio, Inc. reaches out to women of all races, religions and national origins who demonstrate an interest in and commitment to voluntarism.

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*The Annual Report, Membership List, and Yearbook content are intended  
exclusively for use by League Members, in accordance  
with the Association's Policy.*

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## **Junior League Prayer**

We pray that we shall never be so blind  
that our small world is all we ever see,  
or so supremely satisfied  
that what we are is all we ever want to be.  
Give us the joy of feeling someone's need.  
Make us gracious followers –  
make gracious those who lead.  
And more than all, we pray that through the years  
we will remember there are always new frontiers.

## **In Memoriam**

Joan Miller

## **Honorary Members**

*Honorary Members are those who have been members  
in good standing of the Junior League for fifty years or more.*

Diana Bethel  
Marilyn Croasdaile  
Janet Diamond  
Dori Dirksen  
Nancy Firestone  
Jan Hess  
Nancy Hoover  
Carolyn Howes  
Susan Jenkins  
Jane Lauritzen  
Ann Renkert  
Judy Russell  
Mary Schumacher  
Sally Sorenson  
Carol Vaughn

## **Emeritus Members**

*Emeritus Status may be granted to any Sustaining Member  
who has reached the age of 80 years.*

Nancy Baker  
Virginia Bolender  
Carol Booth  
Kathleen Brauchler

## **Honorary and Emeritus Members**

Julia Belden  
Lois Buker  
Joyce Farrell  
Ann Foster  
Mary Gibbons  
Beverly Girard  
Catherine McNamara  
Phyllis Milligan  
Joann Moock  
Betty O'Brien  
Dorothy Ryan  
Ann Seanor  
Pauline Whitacre  
Betty Jean Wilkins

# Junior League of Stark County, Ohio, Inc. 2016 - 2017 Calendar

TBD. In the event that any schools in the Canton, Jackson Township, or North Canton School Districts are closed on any day due to inclement weather, then it is understood the League office will be closed, and any Junior League meetings or events scheduled for that day will be cancelled, rescheduled and announced at a later date.

## May 2016

May 24	June Executive Board Meeting	6:00 pm	HQ
May 24	Recruiting Event	6-8 pm	Barrel Room, North Canton

## June, 2016

June 3	Sustainer Spring luncheon	11:30 am	Dragonfly Tea Room
June 14	Recruiting Event	6-8 pm	Table Six
June 26	Leadership Day	1-4:30 pm	Glass Tower
June 28	July Executive Board Meeting	6:00 pm	Deanna Parks' home

## July 2016

July 5	Actives serve dinner- Exec. Board	6:30 pm	The Martin Center
July 12	Recruiting Event	6-8 pm	Twisted Olive
July 20	Sustainers serve dinner	6:30 pm	The Martin Center
July 26	August Executive Board Meeting	6:00 pm	Jenn Campbell hosting-HQ

## August 2016

August 2	Actives serve dinner- Exec. Board	6:30 pm	The Martin Center
August 9	Recruiting Event	6-8 pm	3 Brothers
August 17	Sustainers serve dinner	6:30 pm	The Martin Center
August 18	Summer Social/Recruiting Event	6-8 pm	Fox and Hound
August 30	September Executive Board Meeting	6:00 pm	Stacey Leath hosting-HQ

## September 2016

September 13	General Membership Meeting	6:00 pm	Social, 6:30 Meeting @TMC
September 13	Recruiting Event @ GMM	6:00 pm	The Martin Center
September 17	Recruiting Event - Prospective Member Service Project	10am-12pm & 12-2pm	@ Habitat for Humanity
September 20	Recruiting Event Open House	6-8 pm	Muggswigz (Fulton Rd)
September 21	Sustainers serve dinner	6:30 pm	The Martin Center
September 27	October Executive Board Meeting	6:00 pm	Sally Bernard's home

## October 2016

October	Super Saturday	TBD	
October 11	General Membership Meeting	6:00 pm	Social, 6:30 Meeting @Glass Tower
October 19	Sustainers serve dinner	6:30 pm	The Martin Center
October 25	November Executive Board Meeting	6:00 pm	Stephanie Hand-Cannane's hosting

## November 2016

November 8	General Membership Meeting	6:00 pm	Social, 6:30 Meeting @Glass Tower
November 12	Speaker-Vicki Clark	TBD	
November 16	Sustainers serve dinner	6:30 pm	The Martin Center
November 29	December Executive Board Meeting	6:00 pm	Jen Barone's home

## December 2016

December 13	Holiday Social	6:00 pm	Social, 6:30 Meeting
December 21	Sustainers serve dinner	6:30 pm	The Martin Center
December 27	January Executive Board Meeting	6:00 pm	Deanna Parks' home

**January 2017**

January	Leadership Retreat	TBD	
January 10	Cottage Meetings	6:00 pm	Sustainers will host
January 18	Sustainers serve dinner	6:30 pm	The Martin Center
January 31	February Executive Board Meeting	6:00 pm	Abby Schock's home

**February 2017**

February 14	General Membership Meeting	6:00 pm	Social, 6:30 Meeting
February 15	Sustainers serve dinner	6:30 pm	The Martin Center
February 28	March Executive Board Meeting	6:00 pm	Sarah Lambos' home

**March 2017**

March 10	Gala	TBD	Canton Cultural Center
March 15	Sustainers serve dinner	6:30 pm	The Martin Center
March 14	General Membership Meeting	6:00 pm	Social, 6:30 Meeting
March 28	April Executive Board Meeting	6:00 pm	Jen Barone's home

**April 2017**

April 11	General Membership Meeting	6:00 pm	Social, 6:30 Meeting
April 19	Sustainers serve dinner	6:30 pm	The Martin Center
April 25	May Executive Board Meeting	6:00 pm	91 Washington Square

**May 2017**

May 9	General Membership Meeting	6:00 pm	Social, 6:30 Meeting
May 17	Sustainers serve dinner	6:30 pm	The Martin Center

# 2016 - 2017 Executive Board

President	Stephanie Helline
President Elect	Deanna Parks
Secretary	Stacey Leath
Treasurer	Jenn Campbell
Treasurer Elect	Stephanie Hand-Cannane
Community Council VP	Jen Barone
Finance Council VP	Abby Schock
Training & Development VP	Sarah Lambos
Sustainer VP	Sally Bernard

## 2016 - 2017 Community Advisory Council

The Community Advisory Council (CAC) provides expertise to The Junior League of Stark County, Ohio, Inc. (JLSC). Its purpose is twofold: to keep the JLSC informed of community needs and trends within the focus area and to help communicate our purpose and programs to the community.

The Community Council, with the approval of the Executive Board, shall appoint members of the Community Advisory Council for three year terms. CAC members can be appointed to fill incomplete terms. Our current members are:

### Sustainers

Suzanne Halm	2014 - 2017
Judy Scheurer	2014 - 2017
Stephanie Bradford	2015 - 2018
Connie Rubin	2015 - 2018
Kim Hinderegger	2016 - 2019

### Community Members

Sarah Buell Stark Parks	2014 - 2017
Lada Gibson-Shreve Ph.D. Stark State College	2014 - 2017
Ben Carter Canton City School District	2015 - 2018
Mary Moriarity Goodwill, retired	2016 - 2019
Stephon King WHBC, NAACP	2016 - 2019

# 2016-2017 Executive Board, Committee Chairs and Committee Members

\*Executive Board Member  
 \*\* Member serving on more than one committee  
 \*\*\* Ex-officio committee member

President – Stephanie Helline\*  
 President Elect – Deanna Parks\*  
 Secretary – Stacey Leath\*

## Community Council

Jen Barone\* ..... Vice President

### Community Impact

Stephanie Harding ..... Co-Chair  
 Meagan Piegols ..... Co-Chair  
 Sara Ehret ..... Chair Elect

Kimberly Wells**	Amanda Clark**	Barbara Jean Winston
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### Strategic Planning

Tara Beachy ..... Chair

Faith Barbato**	Whitney Gonidakis
Amanda Clark**	Elyse Ramirez**

### Public Relations

Elyse Ramirez**	Kimberly Wells**
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## Finance Council

Abby Schock\* ..... Vice President  
 Jenn Campbell\* ..... Treasurer  
 Stephanie Hand-Cannane\* ..... Treasurer Elect

### Fundraising

Melinda Willard ..... Chair  
 Jennifer Kling ..... Chair Elect

Nicole Miller	Lyndsey Hanzlik	Beth Yoak
Alida Marie Fausnight**	Melinda Willard	

## Training and Development Council

Sarah Lambos\* ..... Vice President



Recruiting & Admissions

Stephanie Stuck ..... Chair  
..... Chair Elect

Deanna Campos	Teresa Fout**	
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Leadership Placement

Teresa Fout\*\* ..... Chair

Faith Barbato**	Jenifer Hill
Lora Harley	Stephanie Jackson

Membership Development

Amber Ollis\* ..... Chair

Megan Seeley**	Alida Marie Fausnight**	Ashley Monroe
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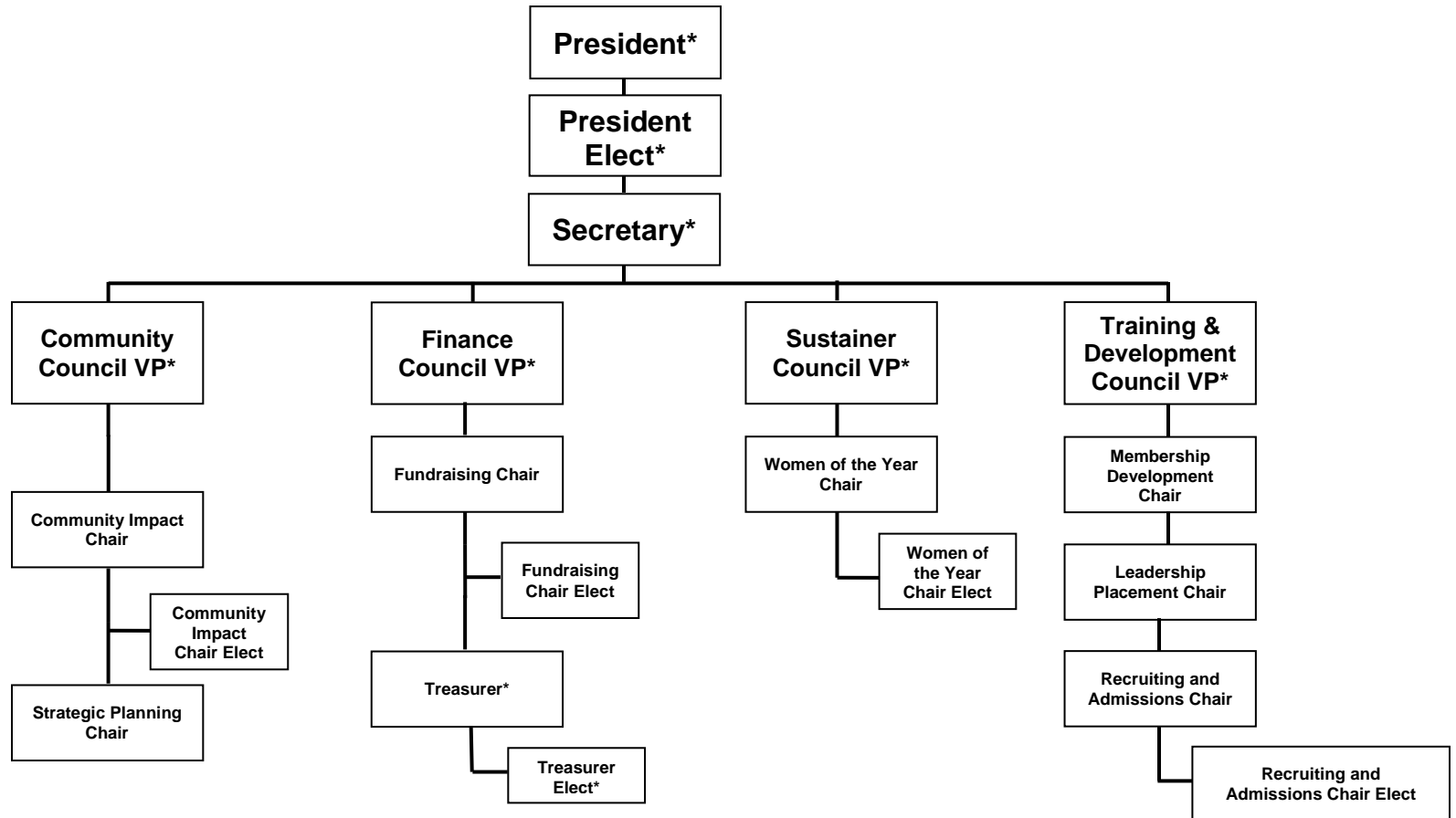
**Sustainer Council**

Sally Bernard\* ..... Chair

Women of the Year

Megan Pellegrino ..... Co-Chair  
Kari Willoughby ..... Co-Chair  
Cara Beisert ..... Chair Elect

Meredith Bailey	Lynn Kelley	Nichole Cardinale
Rosanna Harding	Julie Worstell	JoAnn Ovnic
Andrea Ziarko	Nancy Platek	



# Leadership Team's Functions

## President

Serves as Chief Executive Officer of The Junior League of Stark County, Ohio, Inc. Serves as one of two official spokespersons for the Junior League (President Elect is other official spokesperson.) Presides at all Junior League membership meetings, Executive Board meetings, and Leadership Training Day sessions (Board Orientation), giving sufficient notice of all meetings. Oversees Community Advisory Council's work with Community Council VP. Serves as an ex-officio member of all committees except Leadership Placement and Strategic Planning. Serves as a member of the Financial Planning Committee. Represents the JLSC at Association of Junior Leagues International (AJLI) and community activities as appropriate. Acts as primary liaison for Stark County between the Ohio Junior Leagues when coordinating participation in CODE Day or summer exchange meetings. Serves as direct supervisor, along with the President Elect, to all paid office personnel and performs periodic and annual performance appraisals. Signs and dates all contracts made between any person and/or organization and The Junior League of Stark County, Ohio, Inc. Reads and corrects all minutes taken by the Secretary at Executive Board and membership meetings before they are sent to the Administrative Assistant for copying and distribution.

## President Elect

Assumes the duties of the President in her absence and assists the President with her duties. The President Elect succeeds to the office of President and serves as assistant to the President in becoming familiar with the over-all operation, programs, and policies of the JLSC. Serves as a member of the Financial Planning Committee. Serves as a non-voting member of the Strategic Planning Committee. Serves as liaison to all League Conference Delegates. Attends committee meetings as necessary. Assists President as direct supervisor to all paid office personnel, including temporary personnel. Assists with the update of job descriptions. Approves all official external JLSC correspondence. Keeps copy of all approvals for file. Provides guidance to the Community Council in regards to communications activities as well as reviews all distributed external and mass membership communications (i.e., *Etcetera*, major fundraiser, etc.). Distributes information received from the AJLI website to the appropriate persons. Represents the JLSC at community functions and events as requested by the President. Chairs membership meetings as necessary and acts as lead Parliamentarian as well as recommends changes to our Bylaws, Standing Rules, and Executive Board Policies and Procedures, to ensure that we are working within the structure of the bylaws and policies. Writes articles for *Etcetera* on Bylaws, Standing Rules, Executive Board Policy and Procedural changes, and conference attendance as necessary. Prepares the Executive Board manuals for her incoming Executive Board.

## Secretary

Conducts the general correspondence of the League, compiles and keeps accurate lists of the names, addresses, and classification of all League members. Keeps minutes of the Junior League membership meetings, Board orientation, and Executive Board Meetings. Works closely with Administrative Assistant.

## Community Council

### Community Council VP

Chairs the Community Council, plans and supervises the community related activities and involvement of the League, and coordinates and oversees activities of the Community Advisory Council. Oversees the activities and decisions related to communication issues and concerns.

### Community Impact Committee

Develops the major project that address the focus area. The goal is to match community needs with JLSC membership needs. Plans and executes the major project and Done in a Day projects.

### Strategic Planning Committee

Functions primarily as a fact finding and study committee. Strategic Planning is responsible for researching and recommending the focus area(s) within three-year intervals for The Junior League of Stark County, Ohio, Inc. Areas for study are assigned by the Executive Board and are designed to help the Executive Board improve League administration and to plan for the future.

Functions as a coordinating body within the League for the development and implementation of both long and short term planning. Evaluates the needs of the membership and the community, assess future trends and strategizes implementation of necessary changes in order to meet community, League and individual member's needs.

Every three (3) years, the Strategic Planning Committee will research, design and recommend the next major project with input from membership and the Community Advisory Council.

Personnel: All members of the Strategic Planning Committee are appointed by the Leadership Placement Committee and selected from the group of Active and Sustaining members. No member of the Executive Board shall serve on the Strategic Planning Committee, except the President Elect, who shall serve as an ex-officio member of the Committee. The Leadership Placement Committee shall fill any vacancies occurring at any time. The new member filling the vacancy shall serve the remaining term of the departing member.

## **Finance Council**

### **Finance Council VP**

Chairs the Finance Council, serves as liaison between Finance Council members and the Executive Board, oversees the activities and decisions related to financial issues and concerns and monitors the progress of the goals and objectives of the Finance Council members.

### **Fundraising Committee**

Develops a diversified funding base which includes multiple sources of funding allowing The Junior League of Stark County, Ohio, Inc. to be financially flexible and viable. Tracks and records all donations received outside of the annual Major Fundraiser (including in-kind donations). This committee will also monitor all monies / donations received related to this process; work with committee chairs in verifying "thank you" letters which are sent to donors (detailing any tax exemption information, as appropriate); hold fundraisers, research grant opportunities and obtain sponsorships to raise additional funding for Junior League activities. The Fundraising Committee researches and, with direction from the Executive Board, implements additional diversified funding opportunities including but not limited to planned giving initiatives, capital campaigns, project campaigns, and endowment fund campaigns. Fundraising Chair and Chair Elect are members of this committee whose responsibilities are to plan the Major Fundraiser.

### **Treasurer**

Serves as custodian of the funds of the League and oversees the Treasurer Elect; considers all tax matters affecting JLSC and its projects; chairs the Financial Planning Committee, which functions as the financial fact-finding committee and initially prepares the annual budget for presentation to the Executive Board and membership.

### **Treasurer Elect**

Processes all financial transactions on behalf of The Junior League of Stark County, Ohio, Inc.; acts in all capacities of the Treasurer when necessary. Treasurer Elect will succeed to office of Treasurer.

## **Training and Development Council**

### **Training and Development Council VP**

Training and Development Council VP will chair the Training and Development Council and serve as liaison between Training and Development Council members and the Executive Board; oversee the activities and decisions related to membership issues, concerns and recruitment; monitor the progress of assigned committees toward accomplishing their Action Plans, which support the Strategic Plan.

### **Recruiting and Admissions Committee**

Considers all candidates proposed for membership in the Junior League and makes recommendations to the Executive Board for invitation to provisional membership; plans and directs the education and training of provisional members. The Recruiting and Admissions Committee actively recruits potential new members.

### **Leadership Placement Committee**

Slates members of the Executive Board, candidates for positions within AJLI, committee members for Strategic Planning, and candidates for the Leadership Placement slate. This committee recommends members for chairmen of committees and projects, the Active Member of the Year and Leader of the Year Awards and candidates for community / membership awards as requested by the Executive Board. Prepares a slate of candidates from which the membership shall elect a sufficient number to maintain a committee, reflective of the size of the active membership. The Executive Board Slate is presented to membership for vote no later than the April General Membership meeting. The Leadership Placement Committee collects, researches, and updates membership data, which is used as a tabulated, ongoing tool in the slating procedures; maintains records on all Active members; plans and supervises League volunteer programs, seeks new community placement opportunities, defines existing community placement work in agencies, helps individual members with special interests and training to find specialized placement, and implements membership retention strategies.

Personnel: Chair and slated committee members. Members must be Active for three years to be slated for membership on the committee. Members shall serve a one-year term. The number of members on the committee shall consist of a minimum of five members including the direct past President, not to exceed 10% of the active membership. No member of the Executive Board shall serve on the Leadership Placement Committee.

### **Membership Development Committee**

This committee will plan and execute arrangements for all membership meetings of The Junior League of Stark County, Ohio, Inc. as well as establish a thorough, on-going, training program for the Junior League membership and the community by providing quality training seminars and workshops as requested by the general membership, including educating and implementing events that pertain to current public affairs issues.

# Sustainer Council

## Sustainer Council VP

Acts as a liaison between Active and the Sustaining members. Plans Sustainer events during the year, welcomes Sustainer transfers and reinstatements, communicates directly with Sustainers via the *Etcetera*, enlists the help of Sustainers to serve on committees, welcomes new Sustainers each spring.

## Women of the Year Committee

Plans an event each year to honor two women chosen for outstanding service to the community. Duties include: solicitation of nominations, publicity, selection of judges, program selection, invitations, and decorations.

Personnel: The Chair should alternate between Active and Sustaining members when possible. The committee should be comprised of an equal number of Active members and Sustainer members. All members should serve as working members of the committee.

## Classes of Membership

	<b>Dues</b>	<b>Requirements</b>	<b>Privileges</b>
<b>Provisionals</b>	<ul style="list-style-type: none"> <li>➤ Provisional Dues of \$168 due by September 1<sup>st</sup></li> <li>➤ Includes AJLI Dues</li> </ul>	<ul style="list-style-type: none"> <li>➤ Attend the New Member training sessions.</li> <li>➤ Take part in a class project.</li> <li>➤ Attend JLSC General Membership meetings.</li> <li>➤ Support JLSC community projects.</li> <li>➤ Support JLSC fundraising events.</li> <li>➤ Pay dues and other financial obligations.</li> </ul>	<ul style="list-style-type: none"> <li>➤ All Privileges except one cannot hold office</li> </ul>
<b>Actives</b>	<ul style="list-style-type: none"> <li>➤ Annual Dues of \$168 by April 1<sup>st</sup></li> <li>➤ Includes AJLI Dues</li> </ul>	<ul style="list-style-type: none"> <li>➤ Maintain membership on one JLSC Committee.</li> <li>➤ Attend JLSC General Membership meetings.</li> <li>➤ Support JLSC community projects.</li> <li>➤ Support JLSC fundraising events.</li> <li>➤ Pay dues and other financial obligations.</li> </ul>	<ul style="list-style-type: none"> <li>➤ All Privileges</li> </ul>
<b>Non Resident</b>	<ul style="list-style-type: none"> <li>➤ Annual Dues of \$88 by April 1<sup>st</sup></li> <li>➤ Includes AJLI Dues</li> </ul>	<ul style="list-style-type: none"> <li>➤ Pay dues.</li> </ul>	<ul style="list-style-type: none"> <li>➤ May not vote or hold office</li> <li>➤ No other obligations of membership</li> </ul>
	<b>Dues</b>	<b>Requirements</b>	<b>Privileges</b>
<b>Inter League</b>	<ul style="list-style-type: none"> <li>➤ Pay Annual Dues to the sending Junior League.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Comply with requirements of receiving Junior League.</li> </ul>	<ul style="list-style-type: none"> <li>➤ All privileges of membership, except one may not hold office or vote.</li> </ul>
<b>Sustainers</b>	<ul style="list-style-type: none"> <li>➤ Annual Dues of \$88 by April 1<sup>st</sup></li> <li>➤ Includes AJLI Dues</li> </ul>	<ul style="list-style-type: none"> <li>➤ An Active Member can go sustaining after five years of active service.</li> </ul>	<ul style="list-style-type: none"> <li>➤ All privileges of Active Membership except one cannot hold office</li> <li>➤</li> </ul>
<b>Honorary Sustainer</b>	<ul style="list-style-type: none"> <li>➤ None</li> </ul>	<ul style="list-style-type: none"> <li>➤ Good standing in Junior League for fifty years or more.</li> </ul>	<ul style="list-style-type: none"> <li>➤ All privileges of membership, except one may not hold office</li> </ul>
<b>Emeritus Sustainer</b>	<ul style="list-style-type: none"> <li>➤ None</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sustainer who has reached the age of 80 years.</li> </ul>	<ul style="list-style-type: none"> <li>➤ All privileges of membership, except one may not hold office</li> </ul>

<b>Seasonal Inter-league</b>	<ul style="list-style-type: none"> <li>➤ Pay Annual Dues to sending League.</li> <li>➤ Pay receiving League a fee not to exceed the difference between the receiving League's Sustaining dues and The Association's per capita dues.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sustainer can participate in the Junior League in whichever area she is currently living and will comply with their requirements.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Determined by each League whether sponsorship for membership is needed.</li> </ul>
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## Membership Requirements

1. **Membership and participation on at least one League committee:** Active members are required to participate on at least one League committee unless taking a leave of absence.
2. **Attendance at General Membership meetings:** Every Active member is expected to attend all General Membership Meetings (unless taking a leave of absence). Up to three (3) absences will be permitted.
3. **Support of any major project and major fundraising event approved by the membership as defined in the AMPs:** Participation in some facet with major project and major fundraising event is required.
4. **Payment of dues and other financial obligations:** The Treasurer shall send notices to each member by February 15. Dues shall be payable on the first day of April. Active members, whose dues are not paid by April 15, will be fined \$10. (Bylaws, Article V, Section 1.B.) \*\*

\*\*In case of financial hardship, special arrangements can be made upon written request to the Junior League Treasurer. (Bylaws, Article V, Section 1. B. a.)

## Admissions Philosophy

The responsibility for the future of the Junior League rests with its present members. To maintain the valued reputation of the organization and to continue our outstanding record of community service, obtaining new women for membership must be an important priority for each League member. Recognizing the qualities of leadership and community concern in others is the first step toward sustaining a vital organization. We also value membership diversification as we believe it strengthens the League. Even though the criteria for membership in the Junior League are high, the rewards are many.

## Eligibility Requirements

1. A prospective member must be at least 21 years of age or older at the time of application in the League's fiscal year in which she applies.
2. A prospective member must reside within the admission's area of The Junior League of Stark County, Ohio, Inc.
3. Junior League membership is open to prospective members of any race, religion or national origin.

## Prospective Members

1. The name of prospective members shall be given to the Chair of the Recruiting and Admissions Committee.
2. Prospective members should attend an informational meeting to learn about membership responsibilities and the mission of The Junior League.
3. Admission forms and criteria guidelines for membership may be obtained from the Recruiting and Admissions Committee at the informational meeting and at League headquarters.
4. In order for a prospective member to be considered a Provisional, completed and signed forms along with the Provisional fee shall be returned to the Recruiting and Admissions Chair before the established deadline.

## Past Presidents of The Junior League of Stark County

Maggie Raff *	1937-1938
Christine Jones *	1939-1940
Miriam Hamilton *	1940-1942
Dorothy Milliken *	1942-1944
Helen Hoover *	1944-1944
Jane Swift *	1944-1945
Virginia Mansell *	1946-1948
Edna Klinedinst *	1948-1950
Catherine St. Clair *	1950-1952
Rosanna Black *	1952-1954
Barbara Schreiber *	1954-1956
Catherine Karlson *	1956-1958
Mur Leavenworth *	1958-1960
Martha Wasson*	1960-1961
Marilyn King*	1961-1962
Mary Lou Howard*	1962-1963
Ginny Fellows*	1963-1965
Barbara Levitt *	1965-1966
Caroline Jackson*	1966-1967
Phyllis Milligan	1967-1968
Nancy Hartung*	1968-1969
Jane Lauritzen	1969-1970
Nancy Baker	1970-1971
Mary Schumacher	1971-1972
Jane Fawcett	1972-1973
Joyce Niffenegger	1973-1974
Ann Brown	1974-1975
Marilynn Williamson*	1975-1976
Susan E. Jenkins	1976-1977
Nancy McPeek*	1977-1978
Jane Reeves	1978-1979
Karen Belden	1979-1980
Vicki Conley	1980-1981
Susan Grossman	1981-1982
Judith Ann Lattavo	1982-1983
Sheila Markley Black	1983-1984
Nancy Pryce	1984-1985
Jane Smyth	1985-1986
Sally Meekison Morris	1986-1987
Christine Kruman	1987-1988
Nancy Leach	1988-1989
Margie Blake	1989-1990
Susan Sparks	1990-1991
Candy Wallace	1991-1993
Barbara Ewing Cockroft	1993-1994
Monica Gwin	1994-1995

Michael J. Flickinger	1995-1996
Denise A. MacNealy	1996-1997
Niki Strohenger	1997-1998
Maria Heege	1998-1999
Linda Sirak	1999-2000
Dyal Randall	2000-2001
Rae Smedley	2001-2002
Sandy Turner	2002-2003
Natalie Weinsz	2003-2004
Theresa Wukusick	2004-2005
Karen Stock	2005-2006
Nancy Platek	2006-2007
Tricia Dever	2007-2008
Julie Worstell	2008-2009
JoAnn Ovnic	2009-2010
Megan Pellegrino	2010-2011
Wendy Menegay	2011-2012
Rosanna Fierro	2012-2013
Cara Beisert	2013-2015
Teresa Fout	2015-2016

\*Deceased

# Women of the Year

The Junior League of Stark County, Ohio, Inc. sponsors a yearly event to honor two deserving women who, as volunteers within Stark County, have made an outstanding contribution to our community. The Community Award is presented on the basis of the candidate's volunteer activities in many areas of the community. The President's Award is presented to a candidate who has given an outstanding volunteer service in one particular area.

## Community Award Recipients

1947 - Nell Harris*	1970 - Kathryn Fries*	1994 - Jeanne Cullen*
1948 - Laura Frank*	1971 - Jane Schirack*	1995 - Gretchen Graham
1949 - Eleanor Schmid*	1972 - Luella Buker *	1996 - Carole H. Savastano
1950 - Mary Belden*	1973 - Norma Marcere *	1997 - Jean Gaetano Stanley*
1951 - Lela Fawcett*	1974 - Kay Powell *	1998 - Candy Wallace
1952 - Eva Sparrowgrove*	1975 - Dorothy Sayre*	1999 - Polly Hartung
1953 - Alyce Jones*	1976 - Norma Queen*	2000 - Nandita Dash
1954 - Etna Walker*	1977 - Betty Frerichs*	2001 - Carolyn Howes
1955 - Mary Amerman*	1978 - Jane Cable*	2002 - Donna Leibensperger
1956 - Susan Miller*	1979 - Virginia Fellows*	2003 - Hortense B. Bobbitt
1957 - Katherine Moore*	1980 - Edie Batton*	2004 - Marian Manns
1958 - Leto Wade*	1981 - Joyce Niffenegger	2005 - Nancy Hoover
1959 - Sara Schneider*	1982 - Deloris Cope*	2006 - Kay Flood
1960 - Mildred Urbach*	1983 - Ann Seanor	2007 - Linda DeHoff
1961 - Mary Timken*	1984 - Nancy McPeek*	2008 - Vicki Haines
1962 - Lola McFadden*	1985 - Karen Belden	2009 - Darlene Violet
1963 - Georgia Snyder*	1986 - Sue Parr*	2010 - Pat Fuller
1964 - Emma Hooper*	1987 - Audrea Wynn	2011 - Cindy Lazor
1965 - Virginia Herbst*	1988 - Sheila Markley Black	2012 - Lisa Warburton-Gregory
1966 - Bebe Lavin*	1989 - Mary Margaret Rose*	2013 - Vicky Sterling
1967 - Barbara Schreiber*	1990 - Vicki Conley	2014 - Dyanna Myers
1968 - Grace Noon*	1991 - Sally Efremoff	2015 - Natalie Weinsz
1969 - Lillian Goodman*	1992 - Nancy Pryce	
	1993 - Helenmarie Kilduff*	*Deceased

## President's Award Recipients

1973 - Jane Mahoney*	1988 - Patricia Whelan*	2003 - Cyndy Morrow
1974 - Rachel Renkert*	1989 - Joy Timken	2004 - Marilyn Williamson*
1975 - Dr. Margaret Shipley*	1990 - Mary Christenson	2005 - Lynne Dragomier
1976 - Lillian Friedman*	1991 - Martha Lottman*	2006 - Paralee Compton
1977 - Phyllis Milligan	1992 - Freda Case*	2007 - Estelle Blau
1978 - Ryllis Guist	1993 - Pat Gramoy	2008 - Doris Hershey
1979 - Katie Strine*	1994 - Viola Geckler*	2009 - Lisa Hicklin
1980 - Miletsa Stergios	1995 - Marilyn Shortridge *	2010 - Pat Miller
1981 - Marie Hoover*	1996 - Blanche Motts*	2011 - Heather Fisher
1982 - Ruth Wilkof*	1997 - Jane Ruff*	2012 - Barbara Armitage
1983 - Paula Wise	1998 - Helen Syrios	2013 - Barbara Fordyce
1984 - Jean Ann Smith*	1999 - Kitty Pelanda	2014 - Kathleen Prasnal
1985 - Jodine Duerr*	2000 - Hildegard Greenlee	2015 - Renee Skinner
1986 - Beverly Konovsky	2001 - Lucie Rush	
1987 - Hester Jane Johnston*	2002 - Patty DiSimone	* Deceased



## Leading Light Award Recipients

The Leading Light Award will be presented to a member who has exemplified a strong commitment to the League over a number of years. It is an award that will be bestowed at the discretion of the Leadership Placement Committee as warranted; maybe not annually depending on the situation.

2008 - Denise Mulqueen  
2009 - Nancy Platek

2012 - Natalie Weinsz  
2013 - Candy Wallace  
2015 - Cara Beisert

## Active Member of the Year Award Recipients

In our effort to honor the invisible heroes of our League, the Active Member of the Year Award (formerly known as Sparkler) is awarded at the May Annual Membership Meeting. The recipients are active committee members who go that extra mile, are a positive influence, act as trouble shooters and are enthusiastic and positive about their Junior League activities.

1986 - Suzie Thomas  
1987 - Kathy Beck  
- Kathy Poporad  
1988 - Gail Tuttle  
1989 - Wendy Macala  
1990 - Joan Coblentz  
- Marilyn Thomas Jones  
- Jane Tortola  
1991 - Anita Wilson  
1992 - Jill Haban  
- Sara Strattan  
1993 - Nancy Ruggaber

1994 - Cynthia Sliman  
1995 - Sherry Adelman  
1996 - Linda Rosemarino  
1997 - Rocio Hoerr  
1998 - Eileen Ziegler  
1999 - Nici Provo  
2000 - Karen Geels  
2001 - Denise Nielsen  
2002 - Debra Arnold  
2003 - Christina Martindale  
2004 - Lisa Wulff  
2005 - Candy Kunz

2006 - Leslie Letner  
2007 - Kari Willoughby  
2008 - Stephanie Jackson  
2009 - Susan Shearer  
2010 - Sue Sokolowski  
2011 - Lisa Lynch  
2012 - Melissa Lombardi  
2013 - Kim Hinderegger  
2014 - Megan Seeley  
2015 - Stephanie Jackson  
2016 - Faith Barbato

## Leader of the Year Award Recipients

The Leader of the Year Award (formerly known as Glimmer) is presented at the May Annual Membership Meeting and honors an Active member serving in a leadership role. These women have gone above and beyond their appointed leadership position, thereby assisting and participating in various other League activities.

2000 - Amy Mast  
2001 - Tenley Orendorff  
2002 - Amy Whitman  
2003 - Jill McCauley  
2004 - Sheri Egnotovich  
2005 - Karen Stock  
2006 - Natalie Weinsz  
2007 - Julie Worstell  
2008 - Natalie Bass

2009 - Cheryl Stewart  
2010 - Katie Miller  
2011 - Cara Beisert  
2012 - Jennifer Brosch  
2013 - Kari Willoughby  
2014 - Megan Pellegrino  
2015 - Jen Barone  
2016 - Teresa Fout

## Provisional of the Year Award Recipient

The Shooting Star Award is presented at the May Annual Membership Meeting by the Provisional Committee. It is established to honor a Provisional Member who has gone above and beyond the call of duty.

2004 - Candy Kunz  
2005 - Heather Smith  
2006 - Tiffanie Roberts  
2007 - Cara Beisert  
2008 - Barb Wells  
2009 - Lydia Strauss  
2010 - Lisa Lynch and Bridget McConnell-Zagst

2011 - Lynn Kelley  
2012 - Alicia Brown  
2013 - Evrim Fulmer  
2014 - Abby Schock  
2015 - Stephanie Hand-Cannane  
2016 - Alida Marie Fausnight

## Shining Star Award Recipients

The Shining Star Award is presented at the discretion of the Executive Board at General Membership meetings to honor an Active member, who has gone above and beyond their given duties to make a positive contribution to the League's goals and objectives.

### 2015 – 2016

September – Stephanie Stuck  
October – Meagan Piegols  
November – Sarah Chilson  
December – Chrissy Rice

January – N/A  
February – Sara Ehret  
March - Megan Seeley

## Friend of the Junior League Award

The Junior League of Stark County, Ohio, Inc. has an honorarium, which acknowledges those in the community who have been particularly influential and generous to the Junior League. This award is titled "Friend of the Junior League".

1997 - North Canton Medical Foundation	2008 - Kiko Auctioneers
1998 - Starrett Service, Inc.	2009 - Wulff Enterprises, Inc.
1999 - The Hoover Company	2010 - Old Carolina Barbecue, Inc.
2000 - FirstMerit, 1480 WHBC and MIX 94.1	2011 - Cathy Cowgill Flowers
2001 - YMCA and Harry London Candies	2012 - DeHoff Realtors
2002 - Carrabbas's Italian Grille	2013 - Joe Pileggi's Catering
2003 - Fisher Foods and Stefanie Spielman	2014 - Terry Horner Photography
2004 - 91 Wood Fired Oven	2016 - MeLana Parks
2005 - Weinsz Oil and Gas, Inc.	
2006 - The Flower Factory	
2007 - Sirak Financial	

# 2015-2016 President's Annual Report

## Teresa Fout

2015 - 2016 has been a year marked by high morale, high involvement, and unification around working with The Martin Center. Members seem to enjoy working directly with the youth by serving meals each month, and the newly renamed Community Impact Committee is planning some very big projects for the next year: building a high capacity kitchen for TMC, and designing a literacy project. The beauty of the three-year community impact project, is the flexibility that we have to deploy our resources at the best possible time, even if that does not fall within a single League year. Our members have also formed a small grant-writing committee that has had a major impact on TMC already this year, in the form of a \$25,000 van. TMC is unique because the director is generally open to new ideas, and because the needs at TMC are so significant. League members are able to help youth with issues as basic as nutrition and education in an urban desert that lacks both. What follows is a list of some of our achievements this year:

- \$25,000 grant from Northeast Ohio Golf Charities – obtained for TMC by our grant writing committee. TMC purchased a 2015, Chevy 12 passenger van to transport youth to and from the center, basketball camps, etc.
- Active members prepared and served meals once a month to the youth at TMC. Sustaining members have prepared and served meals once a month also, resulting in two meals a month from JLSC to TMC. JLSC has reimbursed members for the cost of preparing meals, and at times has purchased pizza, sub sandwiches or other meals. Members have also secured donations from local restaurants.
- Members researched zoning and other issues regarding the Clifford Compass House and assisted TMC and PAL Mission in the planning effort, in order to house homeless teens starting in 2016.
- Members participated in several Done in a Day projects: 1) The Big, Big Very Big Toy Box event, 2) handing out Halloween candy at TMC, 3) painting and redecorating Andre's House, a group home for mentally ill adults, 4) decorating a Christmas tree for the Hoover Historical Society, 5) day of pampering for the mothers at the Pregnancy Support Center, 6) planted the community garden at TMC.
- JLSC financially supported TMC by: purchasing over \$2,000 in windows for the first floor of the Clifford Compass House, contributing over \$2,000 to purchase new fire doors for TMC in order to meet the requirements of the fire inspector, and quite literally keep the center's doors open.
- Fundraising committee raised approximately \$46,000 at a beautiful Gala held at the Canton Cultural Center for the Arts, netting approximately \$33,000 for JLSC training and projects. Fundraising also raised an additional \$2,500 at a fun Reverse Raffle in the Fall, held at the Lake Cable Clubhouse.
- Three Junior Leaders student grants were awarded this year for "Binky's for Babies," (NICU project), "Check your Pocket" (anti-bullying at elementary school), and a debate day project for middle school kids.
- Natalie Weinsz received the Community Award and Renee Skinner received the President's Award at our annual Women of the Year banquet, held at Glenmoor Country Club on May 12<sup>th</sup>.
- 2015 - 2016 Provisional Class carried out a very special prom preparation party for 10 lucky McKinley High School girls on April 30, 2016, including: dresses, hair, makeup, nails, shoes, accessories, and transportation. TMC transported the girls, and the hope is that these girls might start coming to TMC regularly.
- President Elect, Stephanie Helline and President Elect-Elect Deanna Parks attended the Winter Leadership conference this year in Atlanta, and shared lessons learned with the Board.
- Stephanie Stuck and Melinda Willard attended ODI this year in Florida, and trained members at a GMM, sharing some of what they learned.
- Members attended CODE day at the Akron Public Library this year, and learned from AJLI's Ju Won Choi about membership engagement.
- Recruiting and Admissions held four recruiting events in different parts of the county, and recruited 17 new members for the year.
- Membership Development planned fun, themed GMMs with short trainings in every meeting, at various locations around the county. Two meetings were held at TMC.

I have tremendously enjoyed leading this organization in this exciting year when we kicked off our three-year partnership with The Martin Center. This year we have built a strong relationship with the leadership at TMC, and have learned important lessons about how to organize large projects with multiple community partners. We also learned about how to meet our partner where they are, and respect their needs versus our wishes. We learned how important meaningful work is to member morale, and that projects often need more than one year to fully develop.

In the coming years, I would like to see our League explore fundraising alternatives to an event fundraiser, in order to promote sustainability without burning out members. I'd like to see our League spend more of the money in our coffers, for the good of the community and developing our members as civic leaders. I'd also like to see our League grow in numbers, more effectively promote our organization through community partnerships, higher profile projects, and more effectively use social media as a mouthpiece. I would also like to see JLSC represented at other community meetings so that we can remain connected to what needs exist in our region. Lastly, I'd like us to consider a focus area of "poverty" as we move into our next Strategic Planning cycle. As I reflect on our recent project goals, poverty seems to be the central challenge that ties nearly all of them together.

I am honored to join the long and distinguished list of past presidents of the Junior League, and I am so proud of our members for continuing this proud tradition. Because I know that although our accomplishments this year have been tremendous, it is our collective accomplishments through the years that have made an indelible impact on our community that will last for years to come.

Teresa Fout  
President 2015 - 2016

# The Association of Junior Leagues International

*Women building better communities®*

## Association Purpose

The purpose of The Association of Junior Leagues International, Inc. is to add value to its member Leagues in their fulfillment of The Junior League Mission.

## Mission

The Association of Junior Leagues International, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

## Vision

The Junior League: Women Around the World as Catalysts for Lasting Community Change.

## Reaching Out

The Association of Junior Leagues International, Inc. reaches out to women of all races, religions and national origins who demonstrate an interest in and commitment to voluntarism.

## Our Commitment to Diversity and Inclusion

The Junior League welcomes all women who value our Mission. We are committed to inclusive environments of diverse individuals, organizations and communities.

## Corporate Headquarters

The Association of Junior Leagues International, Inc.  
80 Maiden Lane, Suite 305  
New York, NY 10038  
Telephone Number: (212) 951-8300  
Fax Number: (212) 481-7196

### **Junior League Help Desk**

U.S. and Canada: (800) 955-3248  
Mexico: 001.800.955.3248  
England: 0800.960.185

AJLI staff is available from 8:30 a.m. to 6 p.m. EST each weekday.

Website: [www.ajli.org](http://www.ajli.org)  
Member Log-in: member's unique username and password  
Email: [info@ajli.org](mailto:info@ajli.org)  
Facebook: [www.facebook.com/JuniorLeague](http://www.facebook.com/JuniorLeague)  
Twitter: [www.twitter.com/JuniorLeague](http://www.twitter.com/JuniorLeague)

Note: A member needs her own username and password to access the Member Area of the AJLI website. Members can enroll at any time at the member log-in section of the site. To locate your AJLI member ID:

- Contact your League office,
- Call the AJLI Help Desk toll free at (800) 955-3248 during our office hours from 8:30am to 6pm ET or
- Look at the label on your printed *connected* newsletter, your ID is printed just above your name.

## League Liaison

Anne Tishkoff  
Telephone Number: (212) 951-8343  
E-mail: [atishkoff@ajli.org](mailto:atishkoff@ajli.org)

## Junior League Logo Merchandise

Visit The Junior League Boutique at [www.ajli.org](http://www.ajli.org)'s Shopping page to purchase AJLI gift and stationery items sporting The Junior League logo, such as jewelry, The Junior League Organizer, League cookbooks, Junior Leagues' *Kids in the Kitchen* merchandise and other publications.

## Member Benefits

AJLI provides many programs that benefit both Junior League Members and individual Junior Leagues. Additional information on all these benefits can be found in the Member Area at [www.ajli.org](http://www.ajli.org) - look for Benefits for You! in the Services tab.

# The Junior League of Stark County Strategic Plan 2015 - 2018

### **Membership Goal:**

To create an environment that values members' time and dedication.

1. Design and implement a new leadership structure that eliminates bureaucracy, and provides transparency and opportunities for the direct involvement of all members.
2. Plan GMMs that utilize a fixed portion of the meeting time for business, and the remaining time for member development and engagement.
3. Promote the use of virtual meeting technology whenever possible.
4. Regularly recognize and publicly appreciate members for their service.
5. Recruit at least twelve (12) new members each year.

### **Training Goal:**

To provide training and leadership opportunities to support our mission.

1. Provide one training opportunity every month that a GMM is held.
2. Provide training to members on topics relevant to their development and engagement, whether or not the topics are directly related to League.
3. Develop and support naturally occurring Mentorship relationships in League.

### **Community Goal:**

To connect with the community through volunteer projects, which meet community needs, and ensure a lasting legacy.

1. Restructure and implement a new process for selecting, planning and creating longer term projects that leave a lasting legacy.
2. Increase the number and frequency of DIAD/DIAM projects.
3. Track, document, and celebrate the impact of our projects.
4. Promote/publicize meetings and projects in the community to increase awareness of League's purpose and activity.

### **Finance/Fund Development Goal:**

To raise and responsibly manage funds, for the purpose of improving the community.

1. Actively seek ways to raise at least 1/3 of funds each year from sources outside of League membership.
2. Network with other similarly situated Leagues and replicate successful fundraising methods.
3. Dedicate a percentage of the principal balance of the brokerage account each year to directly improve the community.
4. Evaluate financial processes to ensure that the organization is being fiscally responsible.

# Quick Answers to Frequent Questions 2016 - 2017

## JLSC Headquarters Information:

1. How do I contact the League's Administrative Assistant?

Telephone number: (330) 491-4552  
Fax number: (330) 491-5562  
E-mail: admin@jlstarkcounty.org  
Website: www.jlstarkcounty.org

2. What is the League's address?

The Junior League of Stark County, Ohio, Inc.  
4450 Belden Village Street NW, Suite 106  
Canton, Ohio 44718

3. What are the hours that the Administrative Assistant is in the office? Office hours vary throughout the year, typically the office is open from 8:00 a.m. – 3:00 p.m., on Monday & Tuesday and 8:00 a.m. – 2:00 p.m. on Thursday. After hours, leave your message on the answering machine. Hours are always posted on the answering machine, it is recommended to call prior to visiting.

4. What happens in the event of inclement weather? In the event that any schools in the Canton, Jackson Township, or North Canton School District are closed on any day due to inclement weather, then it is understood the League office will be closed.

5. What type of organization is the Junior League? We are educational and charitable, 501 (C)(3).

6. What is our League's Focus Area? Improving Communities for the time period June 1, 2014 through May 31, 2017.

7. When did we become a Junior League? February 16, 1937.

8. Is our Membership List available to outsiders? No! The Yearbook is only for members' use for JLSC activities and purposes.

9. Change of Address? Please notify headquarters of any changes in your address, e-mail address or telephone numbers. Please call headquarters, the answering machine is on 24 hours a day or you may e-mail your changes.

## Structure:

1. What is the main duty of the Executive Board? The Executive Board has general charge and control of the affairs, funds and property of the League. It shall present to the membership all proposed major program activities for ratification. The Executive Board shall have the power to enact or amend Standing Rules. The Executive Board has final authority over the admission of candidates to the membership. They shall appoint the chairs of all Standing Committees and Projects. The Council Vice Presidents shall function as liaisons to groups of various related standing committees as deemed appropriate.

2. What officers are members of the Executive Board? President, President Elect, Training and Development Council VP, Finance Council VP, Community Council VP, Sustainer Council VP, Secretary, Treasurer, and Treasurer Elect.

3. To whom do I talk to if I have a League problem? President.

4. Should I make reports to the Council as a Committee Chair? Yes! Expect to keep the Council informed of activities at each Council meeting. Be concise, well organized and brief. A Monthly Report from Committee Chair to the Council VP is a form that must be filled out with minutes attached, within one-week following one's committee meeting. It contains a wealth of information to keep the VP (Council) up to date. Forms can be found in the Leadership Training Binder and the League Office.

5. Can our League amend its Bylaws, Standing Rules or Executive Policies and Procedures? Yes, but this requires two readings. A Membership vote is required if the bylaw change adds or restricts responsibility to the membership. Otherwise, the Executive Board can approve changes without a membership vote. All changes shall be noted in the Yearbook.

6. What constitutes a quorum for a Membership Meeting? One-fourth of the voting membership.

7. Where can I find the Junior League of Stark County's By-Laws, Policies and Procedures? Documentation on By-Laws, Policies and Procedures can be found at the Junior League's web-site (www.jlstarkcounty.org) under the Member Login section. For any technical difficulties in accessing this information, please contact the Junior League Headquarters.

### **Public Relations:**

1. If I have an external letter to go out, who approves it? President Elect must review and approve it.
2. What if I want information to go into the newspaper? Go through the Public Relations Committee, even when you have your own communications committee person. Please plan ahead!
3. Who represents the Junior League in the community? All of us! But only the President and President Elect are "official" spokespersons.
4. How do I submit information to the *Etcetera*? Send your information to headquarters. Please contact your committee chair for deadlines.
5. When is the *Etcetera* published and who receives it? The *Etcetera* is published two times during the League year. It is mailed or e-mailed to the entire membership: Actives, Provisionals and Sustainers, AJLI, Ohio Leagues, Area II AJLI representatives and Community Advisory Council members.
6. Who are the official spokespersons of the Junior League? The President and President Elect.

### **Funds and Programs:**

1. What is our Major Fundraiser? The fundraiser for the 2016-2017 League year will be a Gala.
2. Can the League make donations? The League can make a donation with the Executive Board's approval.
3. What is the Junior League's Endowment Fund? This is a League fund that allows us to respond rapidly to emerging community needs. These gifts are a permanent source of community capital helping to do meaningful work today and in the future. We contribute \$25 in memory of each deceased member.
4. How can I contribute to it? Gifts to this fund may be made anytime in anyone's honor, or memory, and should be sent to headquarters. Donors will be recognized with a letter and a listing in our Community Newline.
5. What is CAC and what is its function? CAC is our Community Advisory Council. It advises our League on current and future projects. Our President and Community Council VP oversee this group. There are equal members of sustainers and community members who serve a 3-year term. As terms expire each year, nominations can be submitted to the Community Council Vice President for replacements.
6. What are the specifications of Women of the Year? Woman of the Year Community Award -- Outstanding volunteer in many areas of community service. Woman of the Year President's Award -- Outstanding volunteer in one area of community service. Nominees for both awards are nominated by application from area organizations.
7. What is the Executive Discretionary Fund? When time does not permit membership approval, the Executive Board may approve a project or program up to the dollars allocated for the fiscal year.

### **Leaves of Absence:**

1. If I have a personal or professional reason for needing to take a leave of absence from League, may I do so? Yes, a member may take a leave of absence (LOA) if need be. To take a LOA, you must submit a written request to the Executive Board. Members taking a LOA are still required to pay dues.
2. If I need to take a Leave of Absence, what is the procedure? A written request must be submitted to the Executive Board for approval.

### **AJLI League Mechanics:**

1. How many Junior Leagues are in AJLI? How many countries have Junior Leagues? The Association of Junior Leagues International Inc. (AJLI), headquarters in New York City, is made up of 293 Leagues throughout the United States, Canada, Mexico, and Great Britain, representing more than 155,000 women. The Leagues and the Association share a common mission and vision toward which all activities are focused.
2. What direct services are provided to individual Junior Leagues from AJLI headquarters? Consultations by staff through visits, telephone, correspondence, office interviews and publications made especially for JLSC resources (1-800-95-LEAGU). Anne Tishkoff is our liaison.
3. How can I get information about how other Leagues operate? Requests can be channeled through the President or directly contacting our liaison at AJLI. There is available information on projects, fundraisers, bylaws and training. AJLI website is [www.ajli.org](http://www.ajli.org).

4. What affiliate group is JLSC a member of? Because of our size of Active membership, we are a member of the Small Leagues Big Impact group, which is a group for Junior Leagues who have fewer than 125 Active members. It is a means for Leagues to collaborate, ask questions, share best practices and promote the JL mission.
5. What is PALS or POLL? PALS stands for Presidents and Leagues Sharing and these Leagues have 125 to 299 Active members. POLL stands for Presidents of Large Leagues with Active membership over 300.

## PARLIAMENTARY PROCEDURE AT A GLANCE

To Do this	You Say this	May You Interrupt Speaker	Must You Be Seconded	Is the Motion Debatable	What Vote Is Required
Adjourn the meeting "	"I move that we adjourn"	No	Yes	No	Majority
Recess the meeting	"I move that we recess until...."	No	Yes	No	Majority
Complain about noise, room temperature etc. "	"Question of privilege"	Yes	No	No	No Vote
End debate	"I move the previous question"	No	Yes	No	2/3Vote
Postpone consideration of something	"I move we postpone this matter until ... "	No	Yes	Yes	Majority
Have something studied further	"I move to refer the motion to the Committee"	No	Yes	Yes	Majority
Amend a motion	"I move to amend by ...."	No	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that ...."	No	Yes	Yes	Majority
Object to procedure or to a personal affront°	"Point of Order"	Yes	No	No	Chair decides
Request information*	"Point of information"	Yes	No	No	No Vote
Ask for a vote by actual count to verify a voice vote"	"I call for a division"	No	No	No	No Vote
Object to considering some undiplomatic matter	"I object to the consideration of the question"	Yes	No	No	2/3Vote
Take up a matter previously tabled"	"I move to take from the table"	No	Yes	No	Majority
Reconsider something already disposed of.	"I move to reconsider ...."	Yes	Yes	Yes	Majority
Vote on a ruling by the chair	"I appeal from the decision of the chair"	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	2/3 Vote

\*Not Amendable



# What to Do When... or ... Whom to Call!

<u>Question</u>	<u>Answer</u>
Change Names, Addresses or Telephone Numbers of Members	Secretary and Administrative Assistant at JLSC headquarters
Report a Yearbook Change	Administrative Assistant at JLSC headquarters
Wish for Leave of Absence	Request in writing to the Executive Board via the Administrative Assistant.
Wish to Transfer	Request in Writing to the Secretary
Wish to Resign	Request in Writing to the Secretary
New Opportunity for Volunteer Service	Leadership Placement
To Have Something Published In the <i>Etcetera</i>	Headquarters
Candidate to Propose for Membership	Recruiting and Admissions Chair
Difficulty Meeting Financial Obligation	Treasurer (Confidential Request in Writing)
Writing Checks to the League	Make Checks Payable to The Junior League of Stark County, Ohio, Inc.
Contribution in Honor of / or In Memory of an Individual to the Endowment Fund	Treasurer
Suggestion for a New Meeting Place	Membership Development Chair
Idea for a Project	Major Project Chair
Endorsement of Legislation	President or SPAC Delegate

# Bylaws

## Articles of Incorporation of Junior Service C38-2176

**WITNESSETH**, That, we, the undersigned, being members of a society heretofore unincorporated and known as Junior Service of Canton, Ohio, all of said members being citizens of the state of Ohio, do hereby certify that a meeting was regularly convened on the 21st day of November, 1935 and that all members of said Junior Service were notified of said meeting and that the purpose of said meeting was to authorize certain of its members to become incorporators of said Junior Services as a corporation not for profit; that a quorum of the members were present at said meeting and by a unanimous vote of the members of said Junior Services the undersigned members were appointed as incorporators of said Junior Service, and that,

**FIRST** - The names of the corporation shall be, JUNIOR SERVICE.

**SECOND** - Said corporation is to be located and its principal business transacted at Canton, in Stark County, Ohio.

**THIRD** - The purpose for which this corporation is formed is to foster interest among its members in the social, economic, educational, cultural and civic conditions of their community and to make efficient their volunteer service, by accepting gifts and bequests to be distributed for the benefit of said activities by raising money and disbursing it for the benefit and promotion of said activities and to do all things necessary and incident to carrying out said purpose.

**FOURTH** - The trustees of said corporation until the next regular election are:

Elizabeth W. Weeks  
1421 Market Ave. N, Canton, Ohio

Eleanor Volzer  
1223 Cleveland Ave. NW, Canton, Ohio

Margaret K. Raff  
1727 Woodland Ave. NW, Canton, Ohio

Lylas E. Sponseller  
1214 Broad Ave. NW, Canton, Ohio

Dorothy Tichenor  
1348 Cleveland Ave. NW, Canton, Ohio

Amelia Renkert  
Hills and Dales NW, Canton, Ohio

Adelaide Lynch  
1541 Logan Ave. NW, Canton, Ohio

Joan Whitacre  
Waynesburg Road, Waynesburg, Ohio

Polly Connelly  
North Canton, Ohio

Mary Vodrey  
1811 Harvard Ave. NW, Canton, Ohio

Lou Ella Buker  
607 22nd St. NW, Canton, Ohio

Gertrude Lefkovits  
134 21st. St. NW, Canton, Ohio

Myrna Aungst  
1725 Oberlin Ct. NW, Canton, Ohio

**IN WITNESS WHEREOF**, we have hereunto subscribed our names this 21st day of November, 1935.

Elizabeth W. Weeks  
Eleanor Volzer  
Dorothy Tichenor  
Lyas E. Sponseller  
Margaret K. Raff  
INCORPORATORS

**Charter**

Mrs. Charles P. Zollars (formerly Mrs. Conrad Weeks), as President of Junior Service from 1932-1937, was instrumental in securing our Charter from The Association of Junior Leagues (AJL). On February 16, 1937, she was handed the charter changing Junior Service to The Junior League of Canton, Ohio, Inc.

**Certificate of Amendment to Articles of Junior Service  
C38-2180**

Resolved: that the articles of incorporation of Junior Service be and the same are here amended so that the name of said corporation shall be known as THE JUNIOR LEAGUE OF CANTON, OHIO, INC.

**IN WITNESS WHEREOF**, said Margaret K. Raff, President and Marjorie S. Moore, Secretary of Junior Service, acting for and on behalf of said corporation, have hereunto subscribed their names, as caused the seal of said corporation to be hereunto affixed, this 29th day of March, 1937.

**Margaret K. Raff**  
President

**Marjorie S. Moore**  
Secretary

**Certificate of Amendment to the Articles of Incorporation of  
The Junior League of Canton, Ohio, Inc.  
C38-2182**

**RESOLVED**, that Article II, Section 1 shall be amended to read as follows:

"Article II, Section 1, Object"

"The purposes for which this nonprofit corporation are as follows: To interest members in the social, cultural, educational, and civic conditions of the City of Canton, Ohio; aid organizations in advancing and promoting enterprises having purposes which are charitable, benevolent, educational or civic through the unremunerated service of its members to such organizations; to aid and assist its members to maintain and increase their usefulness in the chosen fields of such services; and to raise, receive, hold and disburse funds for the benevolent charitable and educational purposes or enterprises undertaken by its members and not involved or resulting in pecuniary gain or profit to the organization or its members." **BE IT FURTHER RESOLVED**, that the President and Secretary be and they hereby authorized and directed to execute and to file in the office of the Secretary of the State of Ohio, a Certificate containing a copy of this resolution." **IN WITNESS WHEREOF**, said Barbara F. Schreiber, President, and Gervaise B. Henrich, Secretary of said corporation have hereunto subscribed their names and caused the corporate seal to be hereto affixed, this 7th day of October, 1954.

**Barbara F. Schreiber**  
President

**Gervaise B. Henrich**  
President

**Certificate of Amendment to the Articles of Incorporation of  
The Junior League of Canton, Ohio, Inc.  
Document Number 201007500661**

Resolved: that the articles of incorporation of The Junior League of Canton, Ohio, Inc. be amended so that the name of said corporation shall be known as THE JUNIOR LEAGUE OF STARK COUNTY, OHIO, INC.

**IN WITNESS WHEREOF**, said JoAnn M. Ovnic, President of The Junior League of Canton, Ohio, Inc., acting for and on behalf of said corporation, has hereunto subscribed her name this first day of March, 2010.

**JoAnn M. Ovnic**  
President

**Megan L. Pellegrino**  
President Elect / Name Change Chair

### **Bylaw Changes**

A complete restructuring of JLSC bylaws and policies was approved by membership on September 10, 2013. This restructuring included removing a bulk of the detail in the bylaws and moving to a policies manual, as well as reordering information to be more consistent and user-friendly. Aside from these changes, many changes were made to policies. Those changes may be found at the beginning of the policy manual.

## **Bylaws of The Junior League of Stark County, Ohio, Inc.**

### **ARTICLE I. NAME**

The name of this organization shall be The Junior League of Stark County, Ohio, Incorporated, and hereafter sometimes called the League or JLSC.

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

#### **Section 1. Purpose**

The Junior League of Stark County, Ohio, Incorporated is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

#### **Section 2. Policies**

The policies of this League shall be in harmony with the policies of the Association of Junior Leagues International, Incorporated, hereinafter sometimes called the Association, or AJLI. The Junior League of Stark County, Ohio, Incorporated does not discriminate on the basis of race, creed, religion or national origin.

### **ARTICLE III. STANDARDS**

#### **Section 1. Administration**

This League shall maintain the same standards required of the groups applying for membership in the Association. It must be entirely unconnected with and administratively independent of any other organization. It must be on a financial basis satisfactory to the Association. It must have at least thirty Active Members. It must be located in a community with sufficient facilities to afford opportunities for volunteer service in various fields.

#### **Section 2. Program**

This League shall endeavor to associate itself with or endorse projects, programs, or activities, which meet accepted standards in their fields, or show evidence of working towards such standards.

### **ARTICLE IV. MEMBERSHIP**

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

Only women 21 years of age and older who comply with the requirements of the Association, shall be admitted to Provisional Membership by the individual Junior Leagues. No member shall at one time be a member of more than one Junior League. The classes of membership shall be as follows:

##### **A. Provisional**

Provisional Members are those engaged in complying with the requirements for admission to Active membership.

**B. Active**

Active Members are those who have completed the requirements for Provisional membership and who having been admitted to active membership, justify such membership through service to their communities satisfactory in quality and extensiveness to this League.

**C. Sustaining**

Sustaining Members are those who have fulfilled the Active Membership requirements as defined by their individual Junior Leagues and who continue to support their Leagues and communities.

**D. Honorary**

Honorary Members are those who have been members in good standing of the Junior League for fifty years or more.

**E. Emeritus**

Emeritus Status may be granted to any Sustaining Member who has reached the age of 80 years.

**Section 2. Admissions to Membership**

**A. Criteria for Admissions**

Prospective members shall possess an interest in voluntarism, a commitment to community service and an interest in developing their potential for voluntary community participation. No additional criteria shall be used. Before accepting the invitation to membership, each prospective member shall agree to engage in community service as outlined in the program of the League. The admissions form used in the membership selection process includes only information based on the admissions criteria of this League.

**B. Eligibility**

A prospective member shall be 21 years of age or older at the time of application for membership. A prospective member must reside within the admission's area for The Junior League of Stark County, Ohio, Inc.

**Section 3. Requirements of Membership**

A. Provisional members must complete requirements set forth by the Executive Board and ratified by membership.

B. Active members must complete requirements set forth by the Executive Board and ratified by membership.

**Section 4. Privileges of Membership**

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

**A. Transfer**

A member in good standing may request a transfer to another League.

**B. 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 Inter-League privilege.

**C. 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.

**D. Non-Resident**

Active and Sustaining Members who are living at a distance from their Junior League area sufficient to make fulfillment of general membership requirements impossible, shall be granted the Non-Resident privilege.

**Section 5. Resignations**

A policy regarding Resignation has been established by the Executive Board and ratified by membership.

**Section 6. Removal**

Policies regarding removal from membership and/or leadership positions have been established by the Executive Board and ratified by membership.

## **Section 7. Reinstatements**

A policy regarding Reinstatement has been established by the Executive Board and ratified by membership.

## **Section 8. Leaves of Absence**

Under certain circumstances, members may request a leave of absence.

# **ARTICLE V. DUES AND OTHER FINANCIAL OBLIGATIONS**

## **Section 1. Annual Dues**

### **A. Amount**

The Executive Board, from time to time, shall set the amount for membership dues and other fees.

Provisional dues must be paid at submission of an application. All dues include the Association's dues. All AJLI increases will automatically be passed on to the Membership.

### **B. Payment**

The Treasurer shall send dues notices to each member each year.

### **C. Refunds**

Policies regarding refunds have been established by the Executive Board and ratified by membership.

# **ARTICLE VI. MEETINGS**

## **Section 1. Frequency of Meetings**

### **A. Annual Meeting**

The Annual Meeting of the League shall be held in May.

### **B. Regular and Special Meetings**

There shall be additional meetings held throughout the year

### **C. Executive Board Meetings**

The Executive Board shall hold a minimum of nine (9) regular meetings annually.

### **D. Council Meetings**

Councils shall meet throughout the year.

### **E. Committee Meetings**

Committees shall meet throughout the year.

## **Section 2. Notice**

Sufficient notice of all meetings shall be given.

## **Section 3. Attendance**

### **A. General Membership Meetings**

Members are expected to attend meetings as defined in Article IV., Section 3.

### **B. Executive Board Meetings**

Members of the Board are expected to attend meetings as defined in Article IV., Section 6, part B.

### **C. Council Meetings**

Members of the Leadership Team are expected to attend meetings as defined in Article IV., Section 6, part C.

### **D. Committee Meetings**

Members are expected to be active participants on their assigned committee as defined in Article IV., Section 3.

## **Section 4. Voting**

### **A. General Membership Meetings**

Only Active members, the Sustainer Council Vice President and Sustainers serving as committee chairs may vote at General Membership Meetings. All members, including Provisional may vote at General Membership Meetings.

### **B. Executive Board Meetings**

The affirmative vote of the majority of the Executive Board members present and voting shall be necessary to take action unless otherwise provided in these bylaws.

### **C. Council Meetings**

Policies for votes held at the Council level have been established by the Executive Board and ratified by membership.

### **D. Committee Meetings**

Policies for votes held at the Committee level have been established by the Executive Board and ratified by membership.

## **Section 5. Quorum**

### **A. General Membership Meetings**

A quorum for the transaction of business shall be  $\frac{1}{4}$  of the voting members of the League. A majority vote is required except as otherwise noted.

### **B. Executive Board Meetings**

A quorum for the transaction of business shall be  $\frac{1}{2}$  of the members of the Executive Board.

### **C. Council Meetings**

A majority of the members of each Council shall constitute a quorum.

### **D. Committee Meetings**

A majority of the members of each Committee shall constitute a quorum.

## **Section 6. Facilities**

All meetings and functions of The Junior League of Stark County, Ohio, Inc. shall be held at facilities, which do not discriminate against women, or on the basis of race, religion or national origin.

# **ARTICLE VII. EXECUTIVE BOARD**

## **Section 1. Personnel**

The Executive Board shall consist of the following: President, President Elect, Secretary, Treasurer, Treasurer Elect, and the Vice Presidents of each council. All members of the Executive Board, with the exclusion of any ex-officio member, are voting members of such group.

## **Section 2. Responsibilities**

A. The Executive Board shall monitor the progress of the Councils toward completion of the stated goals and objectives or action plans which are closely aligned to the Strategic Plan of the Junior League as adopted by the Membership.

- a. The Executive Board shall enact or amend Standing Rules upon recommendations from the Councils, and shall present to the Membership any Standing Rule, which restricts or adds responsibility to the Membership.
- b. The Executive Board shall appoint chairs of committees and projects, and shall organize these chairs into Councils.
- c. All records from Executive Board members are the property of The Junior League of Stark County, Ohio, Inc., and shall be turned over to the Executive Board successor in a timely fashion, not to exceed 30 days from the onset of the League's new financial year. Failure to do so may result in expulsion from the League and/or a fine not to exceed \$500.

## **Section 3. Nomination**

Criteria for nomination to the Executive Board has been established by the Board and ratified by membership.

## **Section 4. Election and Terms**

A policy regarding election to the Executive Board and terms of service have been established by the Board and ratified by membership.

## **Section 5. Vacancies**

Criteria for filing vacancies on the Executive Board has been established by the Board and ratified by membership.

## **Section 6. Duties**

The powers and duties of the members of the Executive Board shall be described and contained in the job descriptions maintained for each such position. The job description shall contain the specific powers and duties.

# **ARTICLE VIII. COUNCILS**

## **Section 1. Authority**

The committees of the Junior League shall be organized into Councils, which shall have general charge and control of the affairs, funds and property of the League.

## **Section 2. Composition**

Each council shall consist of a Vice President on the Executive Board, and such other representatives, as the Executive Board may appoint. The chair of each Council shall be a Vice President on the Executive Board.

There shall be a Sustainer Council, which operates under its own guidelines.

The Chair of any major fundraising project or any Major Project shall be a member of a Council or shall designate a representative to serve on a Council, or shall have as a representative or liaison a member of the Executive Board.

The Executive Board shall fill Council positions, with the exception of the Vice Presidents, after reviewing recommendations from the Leadership Placement Committee.

The Executive Board shall fill vacancies on the Councils after reviewing recommendations from the Leadership Placement Committee.

# **ARTICLE IX. COMMITTEES**

## **Section 1. Committees**

A. Admissions/Provisional Committee

B. Membership Meetings and Training Committee

C. Leadership Placement Committee

All members of the Leadership Placement Committee are slated by the Leadership Placement Committee, and selected from the group of Active and Sustaining members.

No member of the Executive Board shall serve on the Leadership Placement committee.

D. Strategic Planning Committee

All members of the Strategic Planning Committee are slated by the Leadership Placement Committee, and selected from the group of Active and Sustaining members.

No member of the Executive Board shall serve on the Strategic Planning committee, except the President Elect, who shall serve as an ex-officio member of the committee.

E. Financial Planning Committee (FPC)

F. Fund Development Committee

G. Major Project Committee.

H. Women of the Year Committee

## **Section 2. Special Committees**

Special committees may be appointed or abolished by the Executive Board as the need arises.



### **Section 3. Records**

All committee records are the property of The Junior League of Stark County, Ohio, Incorporated. They shall be turned over to the committee chair's successor in a timely fashion, not to exceed 30 days from the onset of the League's new financial year. Failure to do so may result in expulsion from the League and/or a fine not to exceed \$500.

### **Section 4. Modification of Committees**

The Board may combine, suspend, or create an ad hoc committee if the need arises.

## **ARTICLE X. FISCAL POLICIES**

### **Section 1. Fiscal Year**

The corporation's fiscal year shall be from June 1 through May 31. It shall govern:

- a. All financial obligations
- b. Eligibility to membership
- c. Changes in membership

### **Section 2. Accounts and Audit**

The books and accounts of The Junior League of Stark County, Ohio, Inc. shall be kept in accordance with sound accounting practices and will be reviewed by a certified public accountant on a yearly basis.

A copy of the audit or review shall be made available to each member of The Junior League of Stark County, Ohio, Inc. upon request. Each Junior League shall immediately send to the Association office evidence of any changes in its status as a tax-exempt organization (under Section, 501 (c) (3) of the U.S. Internal Revenue Code).

### **Section 3. Bonding**

Anyone handling League funds shall be bonded.

### **Section 4. Dissolution**

In the event of the dissolution of the League, after payment of all obligations incurred, the balance of its assets shall be distributed, and its then Executive Board shall determine to such charitable and educational organizations in the community which are fully exempt for federal tax purposes.

### **Section 5. Budgets**

- A. For each line item in the Junior League budget, the Treasurer and Treasurer Elect shall review an itemized budget of proposed expenses, and shall approve these expenses before any expenditures are made or any funds are committed against that line item.

Procedures for requesting a budget increase have been established by the Executive Board and ratified by membership.

- B. Budgets, including income and expenses, must be approved by the Treasurer and Treasurer Elect for all special activities, including Membership social events, fundraisers, and similar functions.

Expenditure of Junior League funds is not permitted for any expense, including office expenses, in excess of any line item in the Junior League budget; unless approved in advance by the Treasurer and Treasurer Elect according to the budget increase process described in Article X, Section 5A.

### **Section 6. Use of Funds**

Policies regarding Use of Funds have been established by the Executive Board and ratified by membership.

### **Section 7. Quid Pro Quo Contribution Disclosure**

A quid pro quo contribution is a payment made partly as a gift and partly in consideration for goods or services provided to the donor. Policies for handing such contributions have been established by the Executive Board and ratified by membership.

## **ARTICLE XI. DELEGATES**

A policy regarding delegates chosen to represent the League at conferences and meetings have been established by the Executive Board and ratified by general membership.

## **ARTICLE XII. PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XIII. STANDING RULES**

In order to comply with the specific provisions of the bylaws, the Executive Board may establish Standing Rules.

## **ARTICLE XIV. AMENDMENTS**

Any amendments to the AJLI Bylaws, voted by the delegates at Annual Conference, shall be incorporated into the bylaws of the JLSC without a Membership vote.

The President Elect shall have the authority to make necessary technical and typographical changes to the bylaws, in order to assure editorial continuity, with substantive changes approved by the Executive Board and/or general Membership. These technical and typographical changes shall be reported to the Executive Board, and on approval of the Executive Board, the revised form shall be published in the Yearbook.

## **ARTICLE XV. INDEMNIFICATION**

### **Section 1. Indemnification in Action or Suit, Not By or In Right of League**

The League may indemnify or agree to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed civil, criminal, administrative or investigative action, suit or proceeding, other than an action by or in the right of the League, by reason of the fact that she is or was a trustee, officer, employee, or agent or a volunteer of the League, or is or was serving at the request of the League as a trustee, director, officer, employee, or agent of a volunteer of another domestic or foreign nonprofit corporation or corporation for profit, or a partnership, joint venture, trust, or other enterprise, against expenses, including attorney's fees, judgment, fines and amounts paid in settlement actually and reasonably incurred by her in connection with the defense or settlement of such action, suit, or proceeding, if she acted in good faith and in a manner she reasonably believed to be in or not opposed to the best interest of the League, and, with respect to any criminal action or proceeding, if she had no reasonable cause to believe her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, or conviction, or upon a plea or nolo contendere or its equivalent, shall not create, of itself, a presumption that the person did not act in good faith and in a manner which she reasonably believed to be in or not opposed to the best interest of the League, and with respect to any criminal action or proceeding a presumption that the person had reasonable cause to believe that her conduct was unlawful.

### **Section 2. Indemnification in Action or Suit By or In Right of the League**

The League may indemnify or agree to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action or suit by or in the right of the League to procure a judgment in its favor, by reason of the fact that she is or was a trustee, officer, employee, or agent of or a volunteer of the League, or is or was serving at the request of the League as a trustee, director, officer, employee, or agent of or a volunteer of another domestic or foreign nonprofit corporation or corporation for profit, or a partnership, joint venture, trust or other enterprise, against expenses, including attorney's fees, actually and reasonably incurred by her in connection with the defense or settlement of such action, suit, or proceeding if she acted in good faith and in a manner she reasonably believed to be in or not opposed to the best interest of the League, except that no indemnification shall be made in respect of any of the following:

- a. Any claim issue, or matter as to which such person is adjudged to be liable for negligence or misconduct in the performance of her duty to the League unless, and only to the extent that, the Court of Common Pleas or the court in which the action or suit was brought determines, upon application, that despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnify for such expenses as the Court of Common Pleas or such other court considers proper;
- b. Any action or suit in which liability is asserted against a trustee and that liability is asserted only pursuant to Section 1702.55 of the Ohio Revised Code.

### **Section 3. Mandatory Indemnification**

To the extent that a trustee, director, officer, employee, agent or volunteer has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Sections 1 or 2 of this Article, or in defense of any claim, issue or matter in such an action, suit or proceeding, she shall be indemnified against expenses, including attorney's fees, actually and reasonably incurred by her in connection with that action, suit or proceeding.

### **Section 4. Prerequisites to Indemnification**

Unless ordered by a court and subject to Section 3 of this Article, any indemnification under Section 1 or 2 of this Article shall be made by the League only as authorized in the specific case, upon a determination that indemnification of the trustee, director, officer, employee, agent or volunteer is proper in the circumstances because she has met the applicable standard of conduct set forth in Section 1 or 2 of this Article. Such determinations shall be made in any of the following manners:

- a. By a majority vote of a quorum consisting of trustees of the League who were not and are not parties to or threatened with the action, suit or proceeding referred to in Section 1 or 2 of this Article;
- b. Whether or not a quorum as described in Section 4(A) above is obtainable, and if a majority of a quorum of disinterested trustees so directs, in a written opinion by independent legal counsel other than attorney, or a firm having associated with it any attorney, who has been retained by or who has performed services for the League or any person to be indemnified within the past five years;
- c. By the members;
- d. By the Court of Common Pleas or the court in which the action, suit or proceeding referred to in Section 1 or 2 of this Article was brought. If an action or suit by or in the right of the League is involved, any determination made by the disinterested trustees under Section 4(A) of this Article or by independent legal counsel under Section 4(B) of
- e. this Article shall be communicated promptly to the person who threatened or brought the action or suit under Section 2 of this section, and, within ten (10) days after receipt of such notification, such person shall have the right to petition the Court of Common Pleas or the court in which such action or suit was brought to review the reasonableness of such determination.

### **Section 5. Limitations on Payment of Expenses**

- A. Unless at the time of a trustee's or volunteer's act or omission that is the subject of an action, suit or proceeding referred to in Paragraph (1) or (2) of this Section A, the Articles of Incorporation or bylaws of the League state, by specific reference to this paragraph, that its provisions do not apply to the League, or unless the only liability asserted against a trustee in an action, suit or proceeding referred to in Section 1 or 2 of this Article is pursuant to Section 1072.55 of the Ohio Revised Code or unless (2) of this Section A applies, the expenses incurred by the trustee or volunteer in defending the action, suit or proceeding, including attorney's fees, shall be paid by the League. Upon the request of the trustee or volunteer and in accordance with Section 5(B) of this Article, those expenses shall be paid as they are incurred, in advance of the final disposition of the action, suit or proceeding. (2) Notwithstanding the preceding paragraph, the expenses incurred by a trustee or volunteer in defending an action, suit or proceeding referred to in Section 1 or 2 of this Article, including attorney's fees, shall not be paid by the League upon the final disposition of the action, suit or proceeding, or, if paid in advance of the final disposition of the action, suit or proceeding, shall be repaid to the League by the trustee or volunteer, if it is proved, by clear and convincing evidence, in a court with jurisdiction that the act or omission of the trustee or volunteer was one undertaken with a deliberate intent to cause injury to the League or was one undertaken with reckless disregard for the best interest of the League.
- B. Expenses including attorney's fees, incurred by a trustee, director, officer, employee, agent or volunteer in defending any action, suit or proceeding referred to in Section 1 or 2 of this Article, may be paid by the League as they are incurred, in advance of the final disposition of the action, suit or proceeding, as authorized by the trustees in the specific case, upon receipt of an undertaking by or on behalf of the trustee, director, officer, employee, agent or volunteer to repay the amount if it ultimately is determined that she is not entitled to be indemnified by the League.

### **Section 6. Indemnification Not Exclusive**

The indemnification authorized by this section is not exclusive of, and shall be in addition to, any other rights granted to those seeking indemnification pursuant to the Articles of Incorporation, bylaws, any agreement, a vote of members or disinterested trustees, or otherwise, both as to action in their official capacities and as to action in another capacity while holding their offices or positions, and shall continue as to a person who has ceased to be a trustee, director, officer, employee, agent or volunteer and shall insure to the benefit of the heirs, executors and administrators of such a person.

### **Section 7. Insurance**

The League may purchase and maintain insurance, or furnish similar protection, including but not limited to, trust funds, letters of credit, or self-insurance, for or on behalf of any person who was or is a trustee, officer, employee, agent or volunteer of the League or is or was serving at the request of the League as a trustee, director, officer, employee, agent or

volunteer of another domestic or foreign nonprofit corporation or corporation for profit, or a partnership, joint venture, trust or other enterprise, against any liability asserted against her and incurred by her in any such capacity, arising out of her status as such, whether or not the League would have the power to indemnify her against that liability under this section. Insurance may be so purchased from or so maintained with a person with whom the League has a financial interest.

**Section 8. Miscellaneous Provisions**

The authority of the League to indemnify persons pursuant to Section 1 or 2 of this Article does not limit the payment of expenses as they are incurred, in advance of the final disposition of an action, suit or proceeding, pursuant to Section 5 of this Article or the payment of indemnification, insurance or other protection that may be provided pursuant to Section 6 or 7 of this Article. Sections 1 and 2 of this Article do not create any obligation to repay or return payments made by the League pursuant to Sections 5, 6, or 7 of this Article.

**Section 9. Merger or Consolidation of League**

As used in this section, "League" includes all constituent corporations in a consolidation or merger, and the new or surviving corporation, so that any person who is or was a trustee, officer, employee, agent or volunteer of a constituent corporation or is or was serving at the request of a constituent corporation as a trustee, director, officer, employee, agent or volunteer of another domestic or foreign nonprofit corporation or corporation for profit, or a partnership, joint venture, trust or other enterprise, shall stand in the same position under this section with respect to the new or surviving corporation as she would if she has served the new or surviving corporation in the same capacity.

**Policies and Procedures of  
The Junior League of Stark County, Ohio, Inc.**

**ARTICLES I. - III.**

*No corresponding policies*

**ARTICLE IV. MEMBERSHIP**

**Section 1. Classes of Membership**

#### A. Provisional

Provisional Members are those engaged in complying with the requirements for admission to active membership, and are eligible to vote, but not eligible to hold office. Provisional members shall be required to complete a training course incorporating the principles of the Association's Provisional Course Guide and in a manner satisfactory to the Recruiting and Admissions (formerly known as Admissions / Provisional) Committee and the Executive Board. Upon recommendation of the Recruiting and Admissions Committee and approval by a majority vote of the Executive Board, Provisional Members shall become Active Members. A Provisional, who is unable to complete the Provisional Course within 12 months from the date she applies for membership, must resign. Given special circumstances, a Provisional may be allowed to "holdover" and fulfill her requirements the following year. "Resignation in good standing" shall be necessary for future reinstatement.

#### B. Active

Any member in good standing of a Junior League, who is an Active Member as of the deadline for submission of applications for Association Positions, shall be eligible to apply for any Association Office with the exception of the position of Sustaining Director.

#### C. Sustaining

To become a Sustainer, members must complete at least five years of Active service. Sustaining Members shall have all the privileges of membership except that they may not hold office or vote; however, the Sustaining Council Vice President, who is serving on the Executive Board of the Junior League, shall be granted the right to vote at Membership and Executive Board Meetings. All Sustaining Members serving on committees as a committee chair shall be granted the right to vote at the committee and council levels with the exclusion of Membership Meetings. To become a Sustainer, members must complete at least five years of Active service.

Any member, who is a Sustaining Member- in good standing of a Junior League as of the deadline for submission of applications for Association Positions, is eligible to apply for the position of Sustainer Vice President.

#### D. Honorary

Honorary Members shall have all the privileges of membership, except that they may not hold office or vote and shall be exempt from paying dues.

#### E. Emeritus

Members with Emeritus Status shall have all the privileges of membership, except that they may not hold office or vote and shall be exempt from paying dues.

### **Section 2. Admissions to Membership**

*No corresponding policies*

### **Section 3. Requirements of Membership**

A. Provisional membership requirements include, but are not limited to:

- a. Attendance at Provisional meetings.
- b. Attendance at 4 of 8 General Membership meetings.
- c. Fulfillment of Annual Placement Interview.
- d. Payment of dues and other financial obligations, as described in Article V., Sections 1A and 1B.
- e. Completion of the Provisional Course. A Provisional, who is unable to complete the Provisional course within 12 months from the date she applied for membership, must resign. Given special circumstances, a Provisional may be allowed to "hold over" and fulfill her requirements the following year.

B. Active membership requirements are:

- a. Participation on one League committee.
- b. Attendance at 5 of 8 General Membership meetings.
- c. Fulfillment of the Annual Placement Interview.
- d. Support of any major project approved by the Membership as defined in the project proposal.
- e. Support of fundraising projects approved by the Membership as defined in the AMPs.
- f. Payment of dues and other financial obligations, as described in Article V., Sections 1A and 1B.

C. Sustainer membership requirements are:

- a. Payment of dues and other financial obligations, as described in Article V., Sections 1A and 1B.

### **Section 4. Privileges of Membership**

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

A. Transfer

The privilege of transfer need not extend to a person who has been dropped or expelled from membership by the Junior League to which the transfer is desired. An Active Member who transfers shall be required to adhere to any such requirements for minimum years of service of the receiving League, unless her age prohibits. The receiving Junior League must complete and acknowledge the transfer of membership within 90 days of receipt of the transfer card. A member of a Junior League outside of the United States may transfer to another Junior League only in a membership classification determined by the age restrictions of the receiving Junior League. Provisional, Active, and Sustaining Members pay dues to the Junior League, 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 association fee 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.

**Provisional Transfer: If a Provisional should move to another League city before completing the course, she may transfer as a Provisional and take their course. Provisional members shall take any additional training required by Leagues to which they transfer.**

B. Inter-League

Members requesting Inter-League privilege may be granted such for a period not to exceed one-year. The sending Junior League may extend the period 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, and hold office. She shall be listed as a member of and pay dues to the sending Junior League, which shall have the final responsibility for her in all matters.

**Inter-League Provisional: An Interleague Provisional must complete the requirements of the Provisional course from the home League in order to be accepted for Active membership.**

C. Seasonal Inter-League

Seasonal Interleague privilege permits a Sustaining Member to participate in the Junior League in whichever area she is currently domiciled.

A Sustaining Member may hold the Seasonal Interleague Privilege in more than one Junior League at a time. The Seasonal Interleague Privilege may be extended for an unlimited period of time. The Sustaining Member shall be listed as a member of and shall pay annual dues to the sending League, which shall have the final responsibility for her in all matters. She shall pay to the receiving Junior League an annual Seasonal Interleague fee of an amount not to exceed the difference between the receiving League's Sustaining dues and the Association's per capita dues.

A Sustaining Member granted the Seasonal Interleague Privilege shall comply with the requirements of the Junior League in whose area she is currently domiciled. It shall be determined by each individual Junior League whether members granted the Seasonal Interleague Privilege shall be allowed to sponsor candidates for membership in that Junior League, if applicable.

D. Non-Resident

Non-Resident status may be granted indefinitely. Members with Non-Resident status may not vote or hold office. They shall not have any obligations of membership other than payment of dues.

## Section 5. Resignations

Any member of the League, who is not in arrears in dues or other League financial obligations or in the performance of League duties, may resign in good standing. A written resignation must be submitted to the Secretary by March 31; otherwise, members shall be liable for dues and financial obligations for the coming year.

Members resigning after the start of the fiscal year of the League shall be obligated to fulfill the financial obligation held within that fiscal year. Members, who resign without having met the required obligation, shall be considered to have not resigned in good standing. The Executive Board must approve the resignation.

## Section 6. Removal

#### A. Removal from General Membership

Any individual may be removed from membership by a 2/3 vote of the Executive Board after fifteen days' notice in writing, stating the cause for such action. Except in cases of non-payment of dues or other financial obligation, an opportunity for a hearing before the Executive Board shall be given.

The following shall be considered causes for removal:

- a. Failure to pay dues and other financial obligations after notice has been given, as provided in Article V., Sections 1A and 1B.
- b. Failure to comply with General Membership Requirements as defined in Article IV., Section 3.
- c. Convicted of a crime against The Junior League of Stark County (i.e. theft in office).
- d. Any conduct unbecoming of a member of The Junior League as determined by the Executive Board.

#### B. Removal from the Executive Board

Any individual filling the position of an appointed or elected office may be removed from office by a 2/3 vote of the Executive Board after fifteen days' notice in writing, stating the cause for such action. Except in cases of non-payment of dues or other financial obligation, an opportunity for a hearing before the Executive Board shall be given.

The following shall be considered causes for removal:

- a. Failures to pay dues and other financial obligations after notices have been given, as provided in Article V., Sections 1A and 1B.
- b. Failure of said member to attend Executive Board meetings regularly. If there are to be more than three absences during an administrative year, permission must be obtained from the President. Otherwise, such absences must be explained to the satisfaction of the Executive Board.
- c. Not fulfilling requirements of appointed or elected office job description. Continued lack of interest and participation in Executive Board activities.
- d. Convicted of a crime against The Junior League of Stark County (i.e. theft in office).
- e. Violating the confidentiality of the Executive Board.

#### C. Removal from an appointed or elected position other than the Executive Board

Any individual filling the position of an appointed or elected office may be removed from office by a 2/3 vote of the Executive Board after fifteen days' notice in writing, stating the cause for such action. Except in cases of non-payment of dues or other financial obligation, an opportunity for a hearing before the Executive Board shall be given.

The following shall be considered causes for removal:

- a. Failures to pay dues and other financial obligations after notices have been given, as provided in Article V., Sections 1A and 1B.
- b. Failure of said member to attend Council meetings regularly. If there are more than three absences during an administrative year, permission must be from the Council Vice President. Such absences or lack of communication must be explained to the satisfaction of the Executive Board.
- c. Not fulfilling requirements of appointed or elected office job description. Continued lack of interest and participation in Council activities.
- d. Convicted of a crime against The Junior League of Stark County, Ohio, Inc. (i.e. theft in office).
- e. Violating the confidentiality of the Council or the Leadership Placement Committee.

### **Section 7. Reinstatements**

Members who have resigned in good standing, or who have been dropped due to non-payment of dues, financial obligations and/or other indebtedness to the League, and have repaid their debt owed, may be, upon written request, or upon repayment of debt owed, reinstated by a 2/3 vote of the Executive Board.

### **Section 8. Leaves of Absences**

All requests for leaves of absences must be submitted in writing to the Executive Board.

A leave of absence has been created in an effort to aid Active Members of The Junior League of Stark County, Ohio, Inc., who for personal or professional reasons, are unable to fulfill their commitments to JLSC. A member must be in good standing in order to request a leave of absence.

**Duration of Leaves:** A leave of absence will be considered on a case by case basis, but will be limited to a maximum of one league year (June through May). A maximum of two non-consecutive, twelve month Leaves will count toward reaching Sustainer status.

**Frequency of Leaves:** The Executive Board may grant only two consecutive leaves of absence to any one member.

Requirements while on a leave of absence:

- a. Payment of dues and other financial obligations, as described in Article V., Sections 1A and 1B.
- b. Fulfillment of the Annual Placement Interview as described in Article V., Section 1.

Benefits of taking a leave of absence:

- a. The member will not be placed onto a committee.
- b. The member will not be required to attend General Membership meetings.

## **ARTICLE V. DUES AND OTHER FINANCIAL OBLIGATIONS**

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

#### **A. Amount**

The Junior League of Stark County, Ohio Inc. will review the dues structure every other year.

#### **B. Payment**

The Treasurer shall send dues notices to each member by February 15<sup>th</sup>. Dues shall be payable on April 1<sup>st</sup>. Members whose dues are not paid by April 15<sup>th</sup> will be fined \$10. Sustaining members shall be exempt from any fines. The Treasurer shall send a second dues statement to all members whose dues have not been paid by April 15<sup>th</sup>. Members, whose dues, fees and/or fines are not paid by May 31<sup>st</sup>, shall have their membership status voted upon by the Executive Board. The Executive Board, by  $\frac{3}{4}$  vote, may maintain the member, with good cause shown, or may drop the member from membership.

- a. Extension – If a member cannot meet her dues payment, which is her financial obligation, due to financial need, a confidential letter must be sent to the Treasurer by April 1 requesting an extension. The Treasurer and member will determine terms of the payment plan. If a member is unable to pay dues, her dues obligation may be waived in its entirety by a  $\frac{2}{3}$  vote of the Executive Board.

#### **C. Refunds**

Dues shall not be refunded with the following exception: 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 Association fee per capita dues. The receiving Junior League may then collect no more than 50% of its dues, exclusive of Association per capita dues.

A member whose written request for a transfer is post-marked 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.

When a Provisional member transfers to another League before completing the Provisional course, the unused portion of her Provisional fee (as determined by the Treasurer) shall be refunded. Refunds of the Provisional fee for reasons other than transfer shall be made at the discretion of the Financial Planning Committee.

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

Members who are delinquent in paying any indebtedness to the League shall be considered in arrears in their dues to the Association.

## **ARTICLE VI. MEETINGS**

### **Section 1. Frequency of Meetings**

#### **A. Annual Meeting**

The Annual Meeting of the League shall be held in May.

#### **B. Regular and Special Meetings**

There shall be a minimum of five meetings of the League Membership annually. Other meetings shall be held at the discretion of the Executive Board or upon written request of twelve members of the League.

#### **C. Executive Board Meetings**



The Executive Board shall hold a minimum of seven (7) regular meetings annually.

In addition to a minimum of 7 scheduled meetings, special meetings may be called by the President, or upon the request of three (3) Executive Board members. Executive Board meetings of The Junior League of Stark County, Ohio, Incorporated are confidential, with the exception of meeting times attended by non-board members, when permitted. The Board will initiate an Executive Session if guests need to be excused from a confidential discussion. Any member of the Executive Board who violates the confidentiality of the Executive Board shall be removed from their position on the Executive Board and may be expelled from The Junior League of Stark County, Ohio, Incorporated.

**D. Council Meetings**

The Councils will hold regular meetings as necessary. Upon consensus of the Council, regular communication via e-mail, electronic or telephonic means may substitute the necessity of a meeting. The Council Vice President or a majority of the members of the Council may call special meetings.

**E. Committee Meetings**

The Committees will hold regular meetings as necessary. Upon consensus of the Committee, regular communication via e-mail, electronic or telephonic means may substitute the necessity of a meeting. The Chair or a majority of the members of the committee can call special meetings. Committee members shall be required to attend 2/3 of the regularly scheduled committee meetings.

**Section 2. Notice**

*No corresponding policies*

**Section 3. Attendance**

**A. General Membership Meetings**

Active members are expected to attend all General Membership meetings. Up to three (3) absences will be permitted. The Leadership Placement Committee will keep the attendance records and it shall be each member's own responsibility to have her attendance recorded at meetings. Members who have missed three General Membership meetings may be referred by the Leadership Placement Committee to the Executive Board and the member may be dropped from membership.

**B. Executive Board Meetings**

As defined in Article IV., Section 6, Part B, Board members are expected to attend all Executive Board meetings. Up to (3) absences will be permitted. Permission must be obtained by the President if more than three absences are to occur.

**C. Council Meetings**

As defined in Article IV., Section 6, Part C., members of the Leadership Team are expected to miss no more than 3 Council meetings.

**D. Committee Meetings**

Committee members shall be required to attend 2/3 of the regularly scheduled committee meetings.

**Section 4. Voting**

**A. General Membership Meetings**

Absentee ballots are permissible for any vote taken by the Membership at a regularly scheduled meeting. Only those who are unable to attend the regular meeting for reasons of employment, or other good cause, may obtain the Absentee Ballot from the Secretary. They must be 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. Bylaw changes which restrict or add responsibility to the Membership, shall be approved by a 2/3 vote of the Active Members present and voting at any meeting of the League. The proposed Bylaw changes must have been mailed or e-mailed to each voting member at least two weeks prior to the date of the meeting.

**B. Executive Board Meetings**

A telephone vote (one-on-one, not teleconferencing) is not a valid method of taking a vote, and should not be used under any circumstances.

**C. Council Meetings**

The affirmative vote of the majority of each Council's members present and voting shall be necessary to take action unless otherwise provided in these policies.

If a (one-on-one) telephone vote is needed for an emergency action taken at a regular or properly called meeting at which no quorum is present, the vote must meet the following criteria:

- a. Topic being voted on must have been discussed in a prior regular or properly called meeting.
- b. A telephone vote must be confirmed in writing 24 hours before the vote results are announced.
- c. To confirm her telephone vote, an individual must include her vote (for or against the motion), her signature, and date, and submit a written confirmation to the Council Vice President or committee chair.
- d. A voting individual has the right to change her telephone vote up to the time she submits her vote in writing for confirmation. (Example: A council telephone vote takes place Friday; written confirmation submitted Monday; results are announced Tuesday morning at a Membership meeting. Individual may change her vote up to Monday morning.)
- e. A telephone vote that has not been confirmed in writing is not a valid vote. Only after a telephone vote has been confirmed does the vote become an official act of the Council or committee.

If an e-mail vote is needed for an emergency action taken after or if a vote needs to be taken before a regular or properly called meeting, the vote must meet the following criteria:

- a. Topic being voted on must have been discussed in a prior regular or properly called meeting.
- b. The vote must be e-mailed to the Council Vice President or chair only.
- c. The Council Vice President or chair must acknowledge by e-mail that they have received the email vote. The printed copy of each vote should be filed.

#### D. Committee Meetings

The affirmative vote of the majority of each Committee's members present and voting shall be necessary to take action unless otherwise provided in these policies.

If a (one-on-one) telephone vote is needed for an emergency action taken at a regular or properly called meeting at which no quorum is present, the vote must meet the following criteria:

Topic being voted on must have been discussed in a prior regular or properly called meeting.

- a. A telephone vote must be confirmed in writing 24 hours before the vote results are announced.
- b. To confirm her telephone vote, an individual must include her vote (for or against the motion), her signature, and date, and submit a written confirmation to the Committee Chair.
- c. A voting individual has the right to change her telephone vote up to the time she submits her vote in writing for confirmation. (Example: A committee telephone vote takes place Friday; written confirmation submitted Monday; results are announced Tuesday morning at a Membership meeting. Individual may change her vote up to Monday morning.)
- d. A telephone vote that has not been confirmed in writing is not a valid vote. Only after a telephone vote has been confirmed does the vote become an official act of the Committee.

If an e-mail vote is needed for an emergency action taken after or if a vote needs to be taken before a regular or properly called meeting, the vote must meet the following criteria:

- a. Topic being voted on must have been discussed in a prior regular or properly called meeting.
- b. The vote must be emailed to the Chair only.
- c. The Chair must acknowledge by e-mail that they have received the email vote. The printed copy of each vote should be filed.

### **Section 5. Quorum**

*No corresponding policies*

### **Section 6. Facilities**

*No corresponding policies*

## **ARTICLE VII. EXECUTIVE BOARD**

### **Section 1. Personnel**

The Executive Board shall consist of the following: President, President Elect, Secretary, Treasurer, Treasurer Elect, (*Community Council Vice President, Finance Council Vice President, Training and Development Council Vice President*)

and Sustainer Council Vice President.) and the Vice Presidents of each council. All members of the Executive Board, with the exclusion of any ex-officio member, are voting members of such group.

## **Section 2. Responsibilities**

The Executive Board shall monitor the progress of the Councils toward completion of the stated goals and objectives or action plans which are closely aligned to the Strategic Plan of the Junior League as adopted by the Membership.

The Executive Board shall enact or amend Standing Rules upon recommendations from the Councils, and shall present to the Membership any Standing Rule, which restricts or adds responsibility to the Membership.

The Executive Board shall appoint chairs of committees and projects, and shall organize these chairs into Councils.

All records from Executive Board members are the property of The Junior League of Stark County, Ohio, Inc., and shall be turned over to the Executive Board successor in a timely fashion, not to exceed 30 days from the onset of the League's new financial year. Failure to do so may result in expulsion from the League and/or a fine not to exceed \$500.

## **Section 3. Nomination**

Leadership experience in the community or the League is recommended for all Executive Board members. The Leadership Placement Committee shall nominate the nominees for each position on the Executive Board, except the President and Treasurer, on a single slate. The slate shall be presented to the Membership before the March Membership meeting and sufficiently in advance of that voting meeting so that additional written submissions may be submitted to the President, if desired, by any member of the League. In addition, any member of the League shall have the right to nominate other candidates from the floor at the voting meeting. Permission must be obtained from the additional nominee(s) prior to nominating them, either in writing or from the floor.

## **Section 4. Election and Terms**

All nominees shall be elected to a term of one-year. Such election shall be by a written ballot vote unless there is more than one nominee, in which case the election between such nominees will be held at least two months prior to the annual meeting.

The President Elect and Treasurer Elect shall succeed to the positions of President and Treasurer respectively for a term of one-year. The President and Treasurer shall serve terms of office which correspond to the League's fiscal year (see Article X, Section 1).

## **Section 5. Vacancies**

Vacancies on the Executive Board shall be approved by written ballot by the remaining members of the Executive Board from a slate submitted by the Leadership Placement Committee. Persons so appointed shall serve until the expiration of the original term of office.

## **Section 6. Duties**

### **A. President**

The President shall be the official representative of the League; shall preside at meetings of the League and Executive Board, and shall give notice of all meetings of the Executive Board. The President shall be a member ex-officio of all committees, except Leadership Placement and Strategic Planning.

### **B. President Elect**

The President Elect shall assume the duties of the President in her absence and assist the President with her duties. The President Elect shall succeed to the office of President. The President Elect shall serve as the liaison to Area II. The President Elect shall act as the League Parliamentarian and update and revise Bylaws as needed. The President Elect shall also prepare the Executive Board manuals for her incoming Executive Board. The President Elect shall be a non-voting member of the Strategic Planning Committee. The President Elect shall provide guidance to the Community Council in regards to communications activities involving Public Relations, Publications and Website activities as well as review all external and mass membership communications prior to distribution or publication.

**C. Secretary**

The Secretary shall keep the minutes of the meetings of the League and the Executive Board. She shall be responsible for conducting the general correspondence of the League and for recording changes in membership. She shall keep a correct, classified list of names and addresses of all members and shall maintain a file of essential records (which shall be transferred to her successor at the close of her term of office). She shall also be responsible for compiling the age group and years of active service lists and for keeping them current.

**D. Treasurer**

The Treasurer shall be the custodian of funds of the League. She shall collect all dues and assessments and receive all monies. She shall disburse the money of the League in accordance with the Budget. She shall keep full and accurate accounts and shall present financial records. She shall submit for review by the Membership, a budget for the next League administrative year, which has been approved by the Executive Board. She, along with the Treasurer Elect, shall be the approval and monitoring of individual line item budgets and processing requests for budget increases as outlined in Article X, Section 5. Treasurer is the Chair of the Financial Planning Committee (FPC). The Treasurer and Executive Board shall approve (before she is appointed) the Treasurer for each project or committee. The Treasurer shall train the Treasurer Elect giving her specific instructions and duties which will prepare her to assume the office of Treasurer. The Treasurer shall also train any appointed Treasurer for each project or committee.

**E. Treasurer Elect**

The Treasurer Elect shall have the power to act in all capacities of the Treasurer when necessary and shall perform such duties as are delegated by the Treasurer. The Treasurer Elect shall succeed to the office of the Treasurer.

**F. Absence of President and President Elect**

In the event of the absence of the President and the President Elect, the President shall appoint an Executive Board member to assume the duties of the President until a specified date.

**ARTICLE VIII. COUNCILS**

**Section 1. Authority**

The Councils shall present to the Membership all proposed major program activities for ratification. The Councils shall make recommendations to the Executive Board to enact or amend the Standing Rules. The Councils shall develop and vote upon the goals and objectives or action plans which are closely aligned to the Strategic Plan for the League. The Councils shall be responsible for directing the work of the committees and shall receive meeting minutes from the committees.

**Section 2. Composition**

- A. Councils shall consist of a Vice President on the Executive Board, and such other representatives, as the Executive Board may appoint. The chair of each Council shall be a Vice President on the Executive Board.
- B. There shall be a Sustainer Council, which operates under its own guidelines.
- C. The Chair of any major fundraising project or any Major Project shall be a member of a Council or shall designate a representative to serve on a Council, or shall have as a representative or liaison a member of the Executive Board.
- D. The Executive Board shall fill Council positions, with the exception of the Vice Presidents, after reviewing recommendations from the Leadership Placement Committee.
- E. The Executive Board shall fill vacancies on the Councils after reviewing recommendations from the Leadership Placement Committee.

**ARTICLE IX. COMMITTEES**

**Section 1. Committees**

**A. Recruiting and Admissions Committee**

The Recruiting and Admissions Committee's function is:

- a. To consider the qualifications of all candidates proposed for membership in the Junior League, and make recommendations to the Executive Board for invitation to Provisional membership.
- b. To plan and direct the education and training of Provisional members and to send the AJLI office annually a copy of the Provisional program. This committee shall have the responsibility of recommending to the Executive Board names of Provisional members who have completed the Provisional requirements and are eligible for Active membership.

c. To actively recruit potential new members.

**B. Membership Meetings and Training Committee**

The Membership Meetings and Training Committee, will plan and execute arrangements for the League's Membership Meetings and to continue offering training opportunities to the members, and requesting community organizations. The Membership Meetings and Training Committee will give notice of all General Membership meetings of the League.

**C. Leadership Placement Committee**

The Leadership Placement Committee's members shall be slated. Members must be Active for two years to be slated for membership on the committee. If the Executive Board deems it necessary, this committee may be combined with another committee, so long as all committee members meet the requirements stated in this section.

The committee will slate members of the Executive Board, committee members for Strategic Planning, and committee members for Leadership Placement. It will recommend members to be delegates to the Annual Meeting of the Association, and to technical conferences to the Executive Board, who will select delegates. Also, it will recommend members to be chairs for committees and projects, and candidates for community awards as requested by the Executive Board. These chairs and awards will ultimately be chosen by the Executive Board. The ultimate decision for slating all Executive Board offices remains the responsibility of the elected Leadership Placement Committee.

The Leadership Placement Committee will assist the members in meeting their personal League goals and membership requirements. They will maintain records of all active members.

The number of members on the committee will consist of a minimum of five members, one of whom is the immediate past president, with a maximum of 10% of the active membership. Each year, the committee will prepare a slate of candidates from which the membership will elect a sufficient number to maintain a committee. The slate shall be voted on no later than the April meeting.

The committee is responsible for slating any replacement members necessary to maintain the committee. The Membership shall vote for or against the slated Officers. Once the members are slated and accept the position, they are obligated to serve for a one-year term. The Executive Board may intervene, if a member is not fulfilling her duties, by relieving her of the position and appointing a new committee member.

All committee members have voting rights. No member of the Executive Board shall serve on the Leadership Placement Committee.

Leadership Placement Committee meetings of The Junior League of Stark County, Ohio, Inc., are confidential. Any member of the Leadership Placement Committee who violates the confidentiality of that committee shall be removed from their position on the committee and may be expelled from The Junior League of Stark County, Ohio, Inc.

**D. Strategic Planning Committee**

The Strategic Planning Committee functions primarily as a fact finding and study committee, but may also be assigned special research and planning projects. It is this committee's responsibility to research and recommend the Strategic Plan, and Focus Area(s) within three-year intervals for The Junior League of Stark County, Ohio, Inc. Areas for study are assigned by the Executive Board and are designed to help the Executive Board improve League administration and to plan for the future.

All members of the Strategic Planning Committee are slated by the Leadership Placement Committee, and selected from the group of Active and Sustaining members.

No member of the Executive Board shall serve on the Strategic Planning committee, except the President Elect, who shall serve as an ex-officio member of the committee.

The Leadership Placement Committee shall fill any vacancies occurring at any time. The new member filling the vacancy shall serve the remaining term of the departing member.

**E. Financial Planning Committee (FPC)**

The Financial Planning Committee will function, as the financial fact-finding committee to advise the Executive Board of all matters relating to the financing of this League's own administration, fundraising, and that of its community projects. Among its duties are the initial preparation of the annual budget for presentation to the Executive Board and the membership; author of the Financial Planning Investment Policy; and serving as primary liaison with the professional financial planner(s). The committee will be composed of the Treasurer as Chair, Treasurer Elect, President, President Elect, Finance Council Vice President (if applicable), and such other members as shall be recommended by the Chair.

**F. Fundraising Committee**

The Fundraising Committee's duties will be to develop a diversified funding base which includes multiple sources of funding allowing The Junior League of Stark County, Ohio, Inc. to be financially flexible and viable. Track and record all donations received, including in-kind donations. Monitor all monies / donations received related to this process. Work with committee chairs in verifying thank you letters are sent to donors (detailing any tax exemption information, as appropriate). Hold fundraisers, research grant opportunities and obtain sponsorships raise additional funding for Junior League activities. Research and, with direction from the Executive Board, implement additional diversified funding opportunities, including but not limited to, planned giving initiatives, capital campaigns, project campaigns, and endowment fund campaigns. Plan the Major Fundraiser.

**G. Major Project Committee**

The Major Project Committee's principle duties shall be to develop, and manage the implementation of projects that are an appropriate fit for the League's mission and membership in response to identified service gaps in the community. This committee can also serve as a project finding committee, recommending to the Executive Board and Membership the most suitable ones for consideration.

**H. Women of the Year Committee**

The Women of the Year Committee plans an event each year to honor two women chosen for outstanding service to our community. Duties include: solicitation of nominations, publicity, selection of judges, program selection, invitations, and decorations.

I. Modification of Committees: The Board may combine, suspend, or create an ad hoc committees if the need arises.

**Section 2. Special Committees**

*No corresponding policies.*

**Section 3. Records**

*No corresponding policies.*

**ARTICLE X. FISCAL POLICIES**

**Sections 1. - 4.**

*No corresponding policies*

**Section 5. Budgets**

A. Requests for budget increases shall be presented to the Treasurer and Treasurer Elect. The Treasurer and Treasurer Elect will present budget adjustments to the Financial Planning Committee for approval. Requests for increases less than \$1000 will be reviewed and approved or denied by the Financial Planning Committee. Requests of \$1,000 or more require Membership approval. The Treasurer and Treasurer Elect shall present such requests to the Financial Planning Committee; upon recommendation of the Financial Planning Committee, the request shall be submitted to the Membership for approval. All approved budget increases shall be printed in *etcetera* or otherwise communicated to the Membership. The Executive Board will be notified at their next regularly scheduled Executive Board meeting of any approved budget increases, regardless of the dollar amount.

**Section 6. Use of Funds**

Any person incurring expenses in the name of The Junior League of Stark County, Ohio, Incorporated is responsible for understanding the intended use of its funds. Members of the Executive Board, committee chairs, project chairs, and other such persons are obligated to notify others with access to each line item budget of the intended use of the funds as approved in the budget review process, and of the fiscal requirements contained in these bylaws. The Finance Council and Treasurers shall provide education and guidance for all members in interpreting fiscal principals.

- a. Junior League funds may not be spent for refreshments, entertainment, favors, gifts, or other related items, except as such expenses are specifically approved by the Treasurer and Treasurer Elect in the budget review process.
- b. Expenses for other items may be prohibited by the Financial Planning Committee as incompatible with either the purpose or position statements of The Junior League of Stark County, Ohio, Incorporated, or with criteria for membership in the Association of Junior Leagues International.
- c. Receipts are required for any reimbursement. Consistent with Junior League's tax-exempt classification, sales tax

shall not be paid on goods or services purchased. Reimbursement of the same will not be granted.

- d. Reimbursement practices as administered by the Treasurers shall be based on specifications recommended by the League's independent auditor and approved by the Executive Board in consultation with the Financial Planning Committee.
- e. Firms or organizations with which members are associated may provide services for a fee as long as the direct profitability does not benefit The Junior League of Stark County, Ohio, Inc. member, except when it is in the best interest of JLSC.

## **Section 7. Quid Pro Quo Contribution Disclosure**

If The Junior League of Stark County receives a quid pro quo contribution in excess of \$75, the JLSC shall provide a written statement, in connection with soliciting or receiving the contribution, to comply with Internal Revenue Service Tax Code Section 6115(a). This statement must

- a. Inform the donor that the amount of the contribution that is deductible for federal income tax purposes is limited to the excess of the amount of any money (and the value of any property other than money) contributed by the donor over the value of the goods or services provided by the organization and its donors.
- b. Provide the donor with a good faith estimate of the value of those goods or services.

Example: If the JLSC receives a \$100 contribution in exchange for which the donor receives a dinner valued at \$40, the JLSC must inform the donor in writing that only \$60 is deductible as a charitable contribution. The statement might say: "Under Internal Revenue Service guidelines, the estimated value is \_\_\_\_\_; therefore the \_\_\_\_\_ amount of your donation is a deductible contribution."

The disclosure must be made in a conspicuous and easily recognizable format, such as the following:

- a. For print medium, the statement must be included on the message side of any card (invitation) or tear-off section that the contributor returns. The statement must be either the first sentence in a paragraph or itself a paragraph.
- b. Expenses for other items may be prohibited by the Financial Planning Committee as incompatible with either the purpose or position statements of The Junior League of Stark County, Ohio, Incorporated, or with criteria for membership in the Association of Junior Leagues International.

Although it is the responsibility of a donor to provide validity for a tax deductible donation of \$250 or more, The Junior League of Stark County, Ohio Incorporated shall provide upon request from the donor, a written substantiation to support that deduction. A donor's canceled check is not sufficient. A receipt signed by the Treasurer, Treasurer Elect, or authority from the receiving nonprofit agency will be available for in-kind donations made by Provisionals, Actives, or Sustainers, identifying the goods or services donated and their proposed value.

Amounts paid for chances to participate in raffles, lotteries, or similar drawings are not deductible since the purchaser is buying something of value rather than making a contribution.

## **Section 8. Standing Financial Policies**

- A. The Junior League of Stark County, Ohio, Incorporated shall not act for others as a fundraising agent.
- B. The net profits of any League project, fundraiser, or other such event shall be turned over to The Junior League of Stark County, Ohio, Inc. for dispersal through the budgeting process. Any exception must have Executive Board approval.
- C. The purpose of The Junior League of Stark County, Ohio, Incorporated is to educate its members in the needs of the community and train them to efficiently manage their volunteer service. Raising money is not our primary purpose. The funds we raise from the community are returned to the community in the form of Junior League projects and activities, and the training of its members in civic leadership. Thus, it is our preference not to dissipate League funds through donations, but to invest them in projects, current and potential, with Junior League administrative, financial, and volunteer support. Any proposed monetary donation of a substantial nature without any other League involvement, would require approval of 2/3 of the total Junior League voting Membership. A nominal donation, or mini-grant to qualifying Stark County agencies or organizations may be made from League funds with Executive Board approval.

## **Section 9. Endowment Fund**

A Junior League Endowment Fund will be maintained as part of the League's Funds with contributions as follows:

- a. The Junior League will contribute \$25 in memory of each deceased member of The Junior League of Stark County, Ohio, Inc.
- b. Anyone may make a contribution in honor of or in memory of an individual.

The interest income will accrue in the account. Monies from the Endowment Fund may be used for general operating expenses.

## **ARTICLE XI. DELEGATES**

Delegates to the Annual Meeting of the Association shall be Active members appointed by the Executive Board with recommendations from the Leadership Placement Committee. Delegates to Technical Conferences shall be Active and Sustaining members appointed by the Executive Board with recommendations from the Leadership Placement Committee.

## **ARTICLE XII. PARLIAMENTARY AUTHORITY**

*No corresponding policies.*

## **ARTICLE XIII. STANDING RULES**

In order to comply with the specific provisions of the bylaws, the Executive Board may establish Standing Rules. Standing Rules may be adopted or rescinded by a 2/3 vote of the Executive Board. Standing Rules, which restrict or add responsibility to the Membership, shall be approved by a 2/3 vote of the Active members present and voting at any meeting of the League. The proposed Standing Rules must have been mailed or emailed to each voting member at least two weeks prior to the date of the meeting.

### **Section 1. Advertising**

If this League solicits advertising of any sort, it shall require from the advertiser a written agreement confining the use of said advertising to a specific purpose and occasion.

### **Section 2. Membership Campaigns**

The League may participate in its own annual membership campaigns.

### **Section 3. Transfers In**

- A. Every Active Transfer will be assigned an advisor from the Admissions Provisional Committee and may participate in the any portion of the Provisional course immediately.
- B. Every Provisional Transfer will be required to fulfill the requirements of the Provisional course.

### **Section 4. Conflict of Interest**

Every member of the JLSC shall be sensitive to potential conflicts of interest, which may exist or arise as a result of co-existing loyalties to the JLSC and to other interests (e.g.: financial interests, professional interests, affiliations with other non-profit organizations, and relationships with individuals.) A member serving on the Executive Board or a JLSC committee shall disclose any potential conflict, as soon as she is aware of it, and shall take steps to ensure that decisions made on the behalf of the JLSC are in the JLSC's best interest. The Executive Board will review and make the final determination concerning potential conflicts of interest, on an as needed basis.

## **ARTICLES XIV. AND XV.**

*No corresponding policies.*

## **Executive Board Policies**

### **Executive Board and Administration**

#### **03-29-61**

To protect the name of the Junior League, notify AJLI Legal Counsel if there is an organization in your locality using the name of the Junior League, giving a complete description of the situation.

#### **07-02-13 (03-22-93) (02-02-82) (09-06-65)**

Valuable papers shall be kept in a safe at Headquarters. The following are in the box:

- a. Declaration of Trust
- b. Articles of Incorporation Amendments
- c. Exemption letter designating Junior League of Stark County as a nonprofit, charitable organization



To gain access one signature is required and two of the following must be present:

- a. President
- b. President Elect
- c. Treasurer
- d. Treasurer Elect

**05-07-74**

A moment of silence at the Membership meeting following the death of a member will be observed.

**07-02-13 (10-11-85) (03-02-78)**

In case of cancellation of the Membership meeting, a copy of the slate, project vote, or bylaws will be emailed immediately to each Active member, if necessary.

**02-02-82 (04-01-80) (04-09-64)**

The Treasurer, Treasurer Elect, President and President Elect shall be authorized signatures on all commercial and savings accounts, plus they and the Finance Council VP will be the directors of funds in all investment accounts. The Treasurer, President or President Elect shall sign checks or withdraw money only in the absence of the Treasurer Elect.

**07-02-13 (03-22-93) (12-05-89) (02-01-83)**

Any properties or equipment (except copying machines, typewriters, and computer) owned by The Junior League of Stark County, Ohio, Inc. can be used only by said members for the functions and purposes of the League, its committees, and its projects. Said members may use such equipment for up to 48 hours, excluding Sundays, for functions and purposes of volunteerism in the community. Use of equipment should be confirmed one week prior to requested date and should a conflict arise, the JLSC function or purpose will take priority. Any loss or damage to equipment is the responsibility of the borrower. The JLSC Administrative Assistant shall be responsible for issuing equipment.

**03-22-93 (09-01-87) (02-04-86) (05-01-69) (03-29-61)**

The Executive Board shall review and consider annually the renewal of Directors' and Officers' Liability Insurance coverage.

**03-22-93 (02-04-93) (05-01-69) (03-29-61)**

Any League member purchasing items for the League shall sign a charge slip in the name of The Junior League of Stark County, Ohio, Inc., 4450 Belden Village Street NW, Suite 106, Canton, Ohio 44718 with her name, position, committee or project for which items are being purchased. She may choose to pay cash and be reimbursed after filling out a blue requisition slip from the Treasurer Elect of the League.

**01-03-94**

The Junior League of Stark County, Ohio, Inc. liaisons to community boards are the responsibility of the voting members of the Community Council. This responsibility includes filling vacancies and overseeing accountability.

**03-22-93 (05-02-78)**

League members serving as League trainers will be reimbursed for expenses incurred and will receive appropriate placement credit.

**01-13-04 (06-04-96) (03-22-93) (05-27-80)**

All solicitations within the community shall be coordinated by the Fund Development Committee to avoid confusion.

**03-22-93 (04-03-84)**

League members using their own automobiles shall be reimbursed the greater of (1) the actual gasoline and oils consumed on the travel or (2) the mileage involved multiplied by the current rate allowed by the Internal Revenue Service for volunteer mileage, according to the current conference and training reimbursement practices.

**05-01-84 (03-04-03)**

League members may be reimbursed for material expenses incurred when providing a service to the League. This reimbursement is not to include time spent, unless the League has contracted for a member's professional services, or expenses related to employment, personal phone calls, personal services or purchases, entertainment, or alcohol.

**02-04-86 (10-02-79) (03-29-61)**

After cost comparison, business (such as insurance, printing, etc.) shall be given to the least expensive for the best product so as not to show any partiality.

**03-29-61**

A bill shall be obtained from the attorney each time his service is used.

**04-05-95**

An honorarium may be instituted to acknowledge volunteers in the community who have been particularly influential and generous to The Junior League of Stark County, Inc. The award called "Friends of the JLSC" shall be evaluated on a yearly basis by the Executive Board and the recommendation thereby voted upon.

**09-01-98**

Any and all checks must be sent to and processed by the JLSC Administrative Assistant at JLSC headquarters.

**03-04-03**

The General Membership meetings are considered open to the public and members are encouraged or can bring guests.

**08-05-03**

After following the proper Council system's chain of command, the Executive Board may refer an Active member's serious concerns regarding policies, procedures, bylaws or leadership to The Association of Junior Leagues International for clarification.

**11-01-04**

Underwriting Forfeiture Policy: Standing Rules for Forfeitures in Underwriting as \$3,500 may be set aside and maintained in a reserve account and listed in the budget as a contingent liability for major fundraiser. Any money used would be taken from this reserve and listed in the budget as an expense or loss. It could be rolled over to the next year's budget.

**01-17-06**

The process that all key contracts should be routed and reviewed is the following: Contracts should be taken to Junior League headquarters to be reviewed by the Committee Chair, Council VP, Treasurer, and President Elect. The President should see any edited version and be the only member authorized to sign the contract. The signed contract would be sent to recipient from headquarters.

**10-01-13**

Use of the League-owned iPad shall be limited to only the Treasurer, Treasurer Elect, Finance Council VP, or her designee (to be approved first by the Executive Board), as well as any paid staff. The device may, however, be transported by any member who is also transporting materials for a General Membership Meeting or fundraiser. The Administrative Assistant is responsible for issuing the device as required. Any loss or damage to the equipment is the responsibility of the person in possession of the equipment at the time of the loss.

**12-03-13**

## Records Retention Schedule

AREA	Name of Document or Record	Retain	Location
Accounting	Profit and Loss Statements	Perm	President's Binder
Accounting	Yearly Accounting Reviews	Perm	President's Binder and Treasurer's Box
Accounting	Green Slips	7 years	Treasurer's Box
Accounting	Blue Slips	7 years	Treasurer's Box
Accounting	Bank Statements	7 years	Treasurer's Box
Accounting	Bank Reconciliations	7 years	Treasurer's Box
Accounting	Chart of Accounts	7 years	Treasurer's Box
Accounting	Endowment Donation Records	Perm	President's Binder
Accounting	SCF Statements	Perm	President's Binder and Treasurer's Box
Accounting	Investment Account Statements	Perm	President's Binder and Treasurer's Box
Accounting	IRS Form 990	Perm	Admin Files
Accounting	Payroll Records	7 years	Treasurer's Box
Accounting	Sales Records	7 years	Treasurer's Box
Accounting	Tax Returns	Perm	Admin Files
Corp	Annual Reports	Perm	Yearbook

Corp	Articles of Incorporation	Perm	Safe
Corp	Board Minutes	Perm	President's Binder
Corp	Bylaws and Policies	Perm	Yearbook
Corp	Contracts, Leases and Agreements	Perm	Safe
Corp	Correspondence -- General	Perm	President's Binder
Corp	Correspondence -- Legal and Tax	Perm	Admin Files
Corp	Exemption Application & Letter	Perm	Safe
Corp	Yearbooks	Perm	Storage Room
Community	Community Project Applications	3 years	File Box
Community	Community Project AMPs and evaluations	Perm	File Box
Community	Press Releases/News Articles	Perm	President's Binder
Insurance	Insurance Claims	Perm	Admin Files
Insurance	Insurance Policies	3 years	Admin Files
Insurance	Insurance Safety Reports, Fire and OSHA	5 years	Admin Files
Personnel	Accident Reports, Claims, and Statements	Perm	Admin Files
Personnel	Disability, Illness, and Safety Records	3 years	Admin Files
Personnel	Employee Files including Application and Reviews	3 years	Digital Files, Password Protected
Personnel	Employee Termination Documentation	5 years	Admin Files
Personnel	Employee Time Records	7 years	Admin Files
Personnel	Employee Handbook	Until Superseded	Digital File, Password Protected
Personnel	W-2s (Keep with Payroll Records)	Perm	
Historic	Photos	Perm	Digital Files, disk in PB
Historic	Women of the Year Award Winner Info	Perm	Digital files and President's Binder
Procedural	Board Agendas	Perm	President's Binder
Procedural	GMM Agendas	Perm	President's Binder
Procedural	GMM Minutes	Perm	President's Binder
Procedural	Committee Meeting Minutes	3 years	Digital Files
Procedural	Flyers for Events	3 years	Digital Files
Procedural	Forms (Eval, Order, Sign Up, Dues Notice)	3 years	Digital Files
Procedural	Job Descriptions	3 years	Digital Files

### Committees

**03-22-93 (02-06-64)**

There shall be five community member judges who sit on the Judges Panel to decide the Women of the Year recipients.

**03-22-93 (02-04-86) (05-01-69)**

All files of nominated candidates for the Women of the Year award shall be closed to the public except those who receive awards. Copies of autobiographical newspaper material about the recipients may be provided if requested. All files are not to be released from the possession of the Chair of the Women of the Year Committee without approval of the Executive Board.

**03-22-93**

Volunteer staffing of community projects shall be coordinated between the Training and Development Council, the Community Council and any other appropriate Councils.

**03-22-93 (11-01-77) (05-01-69) (03-29-61)**

The JLSC Administrative Assistant shall be notified of all League meetings.

**03-22-93 (03-01-88)**

Chairs of committees are encouraged to use Junior League facilities and supplies for meetings. Chairs will not be reimbursed for refreshments at committee meetings.

**02-04-87 (10-03-57)**

Sustaining members may vote in committees.

**03-22-93 (03-29-61)**

When AJLI material is used by members of the League, credit shall be given in reports.

**Community Projects**

**05-01-69 (02-09-61)**

All money spending and money raising projects shall be voted on by written ballot at a Membership meeting.

**07-02-13 (02-02-82)**

Information about proposed money spending and money raising projects must be emailed to the Membership prior to the meeting at which voting for approval of such projects is to take place.

**01-13-04 (03-11-75)**

To insure sufficient support of a project, signed ballots will be used. In addition to an affirmative vote, a proposed project will pass if there are enough signatures of members willing to work on it as determined by the Major Project and/or Leadership Development Committee.

**03-22-93 (10-04-83)**

When a new project is approved by the Membership which requires a signed ballot, a member has until the next regularly scheduled Executive Board meeting to submit her signature to the President as a willingness to work on the project. The proposed project fails if the required signatures are not received by the time of the next regularly scheduled Executive Board meeting.

**03-22-93 (03-29-61)**

There shall be, for any project approved by the Membership, a written agreement between The Junior League of Stark County, Ohio, Inc. and any collaborative organization which shall state what is expected of both organizations. This agreement shall be signed by the President.

**01-13-06**

An AMP must be submitted to the Council for all community projects being considered by the League. After review by the Council VP, the AMP should be presented to the Executive Board. The Board should review it to make sure that it does not duplicate anyone's efforts in League and advise whether any other cautions should be kept in mind. No announcement or action with League should be taken until the AMP is completed effectively

**08-11-98 (03-22-93) (07-07-92) (12-04-84)**

A Community Advisory Council will be established to provide expertise in our Focus Area. Its purpose will be twofold: to keep The Junior League of Stark County, Ohio, Inc. informed of trends in the various facets of our community, and to help communicate our purpose and programs to the community. Members of the Community Advisory Council shall number twelve, 6 Sustainer members and 6 community members, and be appointed for term from one to three years by the Community Council with the approval of the Executive Board.

## Recruiting and Admissions

### **03-08-94 (05-01-69) (03-08-60)**

The names of new Provisionals shall be read as they apply for membership. Those who apply in June, July or August will be read in September.

### **03-22-93 (04-06-82) (01-08-80)**

The Recruiting and Admissions Committee should not contact any applicant if she has not responded to invitations to informational meetings. If applicant has responded but is unable to attend a scheduled informational meeting, representatives will meet with her. If this is not possible, a letter will be sent asking her to re-apply at a future date.

### **03-22-93 (05-16-87)**

Provisionals may not attend the following committee meetings: Strategic Planning, Recruiting and Admissions, and Leadership Placement and Training and Development Council. Executive Board meetings can be attended if an invitation is extended.

## **Etcetera, Yearbook, Public Relations**

### **01-11-60**

The list of League members serving on community boards shall be deleted from the yearbook and may be published in *The Etcetera*.

### **01-04-89 (10-01-85) (05-07-74)**

Etcetera will carry a notification following a member's death with a listing as follows: "In Remembrance - The members of The Junior League of Stark County, Ohio, Inc. wish to express their sympathy to the family and friends of (Sustainer, Active, Provisional) who recently passed away."

### **03-22-93 (05-07-74)**

A page in memoriam will be included in each Junior League yearbook listing alphabetically the names of members who passed away during the previous year.

### **02-04-86 (09-01-81)**

Charter members and Past Presidents will be included in the yearbook.

### **07-02-13 (03-22-93) (04-12-58)**

Annual reports shall be printed and made available to members upon request.

### **04-07-81 (12-11-74)**

Any materials, internal or external to the organization, to be distributed in mass in the name of The Junior League of Stark County, Ohio, Inc. shall be reviewed by the President Elect before the final stage of production.

### **07-02-13 (11-33-87)**

The President, or her designee, and the President Elect are the official spokes persons for The Junior League of Stark County, Ohio, Inc. All Junior League members must have prior clearance from the President for all written and/or verbal contact regarding League sponsored activities and announcements. All publications and / or copy intended for external use must be approved by the President Elect.

If you would like additional information on The Junior League of Stark County, Ohio, Inc.'s, Bylaws & Policies and Procedures please contact headquarters.