

# LAKEWOOD SERVICE LEAGUE BYLAWS 2016-2017

## ARTICLE I. NAME AND OBJECTIVE

The name of this organization shall be the Lakewood Service League (the “League”). The objective of the League is to foster interest among its members in the economic, educational, cultural, and civic conditions and to make available their volunteer service in the East Dallas Community. “East Dallas Community” means the geographic area covered by the zip codes 75204, 75206, 75214, 75218, 75223, 75226, and 75246.

## ARTICLE II. MEMBERSHIP

### Section 1. Joining the League

A. Membership Limit. Membership is limited to 80 Active Members (“Membership Limit”), of which, up to 30 may be Provisional Members. Associate, Sustaining, and Honorary Members are not Active Members and are not subject to the Membership Limit.

B. Application to Join the League. Subject to the Membership Limit, any female interested in serving the East Dallas Community is eligible to apply to join the League as a Provisional Member. If the aggregate number of Provisional Members in any year would cause the League to exceed the Membership Limit, then Provisional Members shall be admitted to the League based on the date on which each prospective Provisional Member submitted her application. All other applicants will be placed on a waiting list, and notified in the event that a Provisional Member opening becomes available.

The League will accept applications for prospective Provisional Membership, beginning April 1 of each year. Applications will be accepted until the provisional class is full or September 1, whichever occurs sooner. No applications for membership will be accepted after September 1. An applicant’s first year of membership dues are due on the date the application is submitted, and an application shall not be deemed complete until the prospective member pays in full the first year’s membership dues. If a Provisional Member withdraws her application prior to the date of the Provisional Breakfast, the dues will be refunded. All other dues are non-refundable.

### Section 2. Classes of Membership

#### A. Members

Classes of members include Active Members, Provisional Members, Associate Members, Inactive Members, Sustaining Members, Honorary Members, and Lifetime Members.

#### B. Active Members

“Active Member” means any member in good standing who is committed to achieving the Service Requirement (defined in Section 3 below). Active Members enjoy all privileges and obligations of membership, including the rights to vote and to hold office.

### C. Provisional Members

“Provisional Member” means any Active Member within her first year of service to the League. Provisional Members enjoy all of the privileges and obligations of Active Members, except they cannot hold office. Each Provisional Member must meet all the requirements of an Active Member, and is also required to serve on either one fundraiser committee (if applicable) or participate in one provisional project (if applicable) during the provisional year. Upon successful completion of all membership requirements during the provisional year, a Provisional Member in good standing automatically becomes an Active Member.

### D. Associate Members

An “Associate Member” is any member in good standing, who completes five years as an Active Member (including the year as a Provisional Member). Associate Members pay yearly dues and enjoy all privileges and obligations of membership except they are not subject to the Service Requirement.

### E. Inactive Members

Any member in good standing who has served the League at least one full League Year may choose to take a year of inactive status by notifying the League’s Membership Chair in writing on or before May 1 of the League Year before the new status will take effect (each, an “Inactive Member”). Inactive Members enjoy all the privileges and obligations of membership except the rights to vote or hold office. Although they are welcome, they are not required to attend meetings or to meet the Service Requirement. An Inactive Member may return to Active Membership at the beginning of the next League Year, provided that she notifies the League’s Membership Chair prior to the May General Meeting of the League Year before the new status will take effect. Inactive Members are responsible for the same dues for which Active Members are responsible. No member may choose to be Inactive Member more than once and may not remain an Inactive Member for more than one League Year. After that time, a member may choose to return to Active Member status or choose Sustaining Member status.

### F. Sustaining Members

Any Active Member may choose to be a Sustaining Member. A “Sustaining Member” is one who supports the League with a yearly contribution as established by the Board. Although Sustaining Members are welcome, they are not required to attend meetings or to meet the Service Requirement. Sustaining Members cannot vote or hold office. Any member choosing this membership status must notify the Membership Chair in writing on or before the May General Meeting of the League Year before the new status takes effect.

### G. Honorary Members

An “Honorary Member” is any individual who, because of their extraordinary service to the League or to the East Dallas Community, is invited by the Board to join the League in an honorary status. Honorary Members shall enjoy all privileges of membership except they are not eligible to vote or hold office. Although they are welcome, they are not required to attend meetings or to meet the Service Requirement. In addition, Honorary Members are exempt from membership dues and any other ordinary financial obligations to the League.

#### H. Lifetime Members

Any Associate Member in good standing may choose to pay a one-time fee of \$1,000 in lieu of ordinary League dues ("Lifetime Member"). Lifetime Members enjoy all the privileges and obligations of Associate Members but shall not owe any further membership dues.

### Section 3. Service and Other Membership Requirements

#### A. Service Requirement and League Year

Active Members are required to fulfill 36 volunteer hours per League Year at Sponsored Organizations (the "Service Requirement"). A "League Year" begins with the League's September meeting and ends with the League's May meeting. However, members may nevertheless earn hours toward the Service Requirement during the months of June, July, and August, and all such service hours shall be applied to the the upcoming League year.

#### B. Sponsored Organizations and Sponsored Activities

An Active Member may satisfy the Service Requirement only by volunteering at League-approved organizations (each a "Sponsored Organization"), or by engaging in other activities as approved by the League from time to time (each a "Sponsored Activity").

#### C. Service Limitations

An Active Member can earn no more than 20 hours toward the Service Requirement at any one Sponsored Organization. Subject to this limitation, any Active Member who is a board member of a Sponsored Organization may satisfy up to 20 hours of the Service Requirement through service on the Sponsored Organization's board.

#### D. League Fundraisers

At the discretion of the Board, each Active Member may be required to work at least two hours to assist in a League fundraiser, and these hours shall count toward the Service Requirement.

#### E. Meeting Requirements

Active Members must attend five of the League's nine monthly general meetings, which take place during the League Year (each a "General Meeting"), as further described in Article XI.

#### F. Annual Dues

All Members shall be required to pay the League dues as further described in Article III Section 1.

### Section 4. Resignation, Reinstatement, Suspension, and Expulsion

#### A. Resignation

Any member who is not in arrears in dues or in performance of League duties may resign from the League in good standing. Resignations shall be submitted in writing to the Membership Chair on or before the May General meeting. Otherwise, the resigning member shall be liable for dues in the coming League Year.

## B. Probation and Expulsion

Any member who fails to meet any applicable membership requirement set forth in Article II, Section 2 is automatically placed on probation for the full League Year following the League Year in which the failure occurred.

The Membership Chairperson will notify any members placed on probation in writing within one month following the end of the League Year in which the failure giving rise to the probation occurred. The probation shall remain in effect until the end of the probationary League Year.

All applicable membership requirements must be met during the probationary year unless the member obtains a special exemption from the Board. Any application for a special exemption must be submitted to the Board in writing prior to the end of the probationary year.

If a member successfully completes the requirements during the probationary year, she will be restored to the status she held immediately prior to beginning the probationary year; the restored status will take effect at the beginning of the next League Year. If she fails to meet member requirements during her probationary year, she has two options: she can change her membership status to Sustaining Member or she can choose to resign from the League. She must notify the Board of her decision by July 1st after the probationary year. If no choice is made by August 1, it is assumed that the member has chosen to resign.

Upon the member's request, the Executive Committee shall hold a hearing to permit the member to dispute the resignation. The Executive Committee's determination following any such hearing is final and may not be further appealed.

Probationary years do not count towards the five active years of service required to achieve Associate status (beginning with the Provisionals of 2016-2017).

## C. Removal or Expulsion by Vote of the Board

The Board, by a three-fourths margin of votes cast by all Board members, may remove any officer of the League from the officer position, or any Chair or Chair-Elect from the Chair or Chair-elect position, or remove any member from membership in the League.

# ARTICLE III. FINANCIAL OBLIGATIONS

## Section 1. Annual Dues

The amount of annual dues for each class of membership shall be set by resolution of the Board. Except for prospective Provisional Members, dues are payable on or before April 1st each year.

Dues for Active, Associate, and Sustaining members shall become delinquent if not paid on, or before, April 1 of the League Year before the League Year for which the dues are paid. Dues not received by the deadline are subject to an additional fee as determined by the Board. Special circumstances may be taken to the Board for approval. The Membership Chair shall send a letter to any member whose dues are delinquent. Provisional dues shall be paid with the application to join the League.

If a Provisional Member withdraws her application prior to the date of the Provisional Breakfast, the dues paid will be refunded. All other dues are non-refundable.

The membership dues for each class of member shall be that which is established by the Board. Any member who does not timely pay the applicable dues shall be deemed to be not in good standing, until such dues are paid in full.

Any active member who fails to pay the requisite League dues by June 1<sup>st</sup> will not be permitted to engage in any League activities until the dues are paid in full.

## Section 2. Refunds

There shall be no refunds of any payments of financial obligations except as set forth in Article II, Section B.

# ARTICLE IV. BOARD OF DIRECTORS

## Section 1. The Board

The League shall be governed by a Board of Directors (“the Board”). The Board shall be comprised of the offices described in this Article IV, and any additional offices as may be established by the Board.

## Section 2. Offices

The offices shall consist of the President, President-Elect, Vice President, Secretary, and Treasurer (collectively, the “Executive Committee”) and the individuals who fill these positions are the “Officers.” To hold any office on the Executive Committee, a member must have been an Active Member for at least one League Year. To hold the office of President or President-Elect, a member must have served on the Board for at least one year within the previous five years.

## Section 3. Nominations

Officers will be nominated as set forth in Article VI, Section 1A (Nominating Committee).

## Section 4. Election

Officers shall be elected by voice vote annually at the April General Meeting. If there is more than one nominee for any office, election for that office shall be by ballot. An office term consists of one year, beginning on the day after the May General Meeting and ending on the date of the following May General Meeting. No member may hold the same office for more than two consecutive terms unless approved by the Executive Committee.

## Section 5. Duties

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

### A. President

The president shall:

1. Act as general executive officer of the League and shall see that the Bylaws and any other rules and regulations as may be adopted by the League are enforced;
2. Preside at meetings of the League, Board, and Executive Committee;

3. Serve as a member ex-officio at all committees except the Nominating Committee;
4. With the approval of the Executive Committee, appoint all other committee chairs not otherwise provided for in these Bylaws;
5. Together with the Treasurer, sign all contracts and other written documents that are authorized by the Board; and
6. Appoint the President-Elect.

#### B. President-Elect

The President-Elect shall:

1. Assume all duties of the President in her absence and perform such duties as the President designates;
2. Serve as President of the League in the year following her service as President-Elect;
3. Act as Chair of the League's Disbursements Committee, or appoint, with approval of the Executive Committee, an alternative Chair; and
4. Serve on the Nominations Committee.

#### C. Vice President

The Vice President shall:

1. In the absence of both the President and the President-Elect, perform such duties as the President designates; and
2. Perform special duties as the President designates.

#### D. Secretary

The Secretary shall:

1. Keep and preserve all records and minutes of all meetings of the League, the Board, and the Executive Committee, and make a copy of the minutes available to any member within two weeks after the meeting; and
2. Send a copy of the Board Meeting minutes to any absent Board members upon request.

#### E. Treasurer

The Treasurer shall:

1. Be custodian of the funds of the League;
2. Disburse the money of the League upon order of the Board;
3. Together with the President, sign all contracts and other written documents that are authorized by the Board;
4. Have charge of all files, including annual reports and records;
5. Make a monthly report of the financial condition of the League to the Board and also to the members at any meeting, upon request;
6. Collect appropriate documentation as necessary for the League's CPA;
7. With the appropriate Officers, prepare a budget to be presented at the September General Meeting for the next fiscal year;
8. Deposit or place all papers, cash, other monetary instruments, books, and records in the proper League accounts; and
9. Surrender access to all League accounts and their contents to the League's newly elected Treasurer by July 31 of the year in which the Treasurer's term in office ends.

## ARTICLE V. THE BOARD

### Section 1. Number and Term

The Board shall consist of the Immediate Past President, the Executive committee, and committee chairs as designated by the President.

### Section 2. Election

Board members shall be nominated as set forth in Article VI, Section 1A (Nominating Committee). Board members shall be elected by voice vote annually at the April General Meeting. If there is more than one nominee for any office, election for that office shall be held by ballot. The Nominating Committee will present the nominees at the March General Meeting.

### Section 3. Powers and Duties

- A. In addition to the Executive Committee, the Board positions are determined by the President in consultation with the Immediate Past President.
- B. The Board shall have general charge for the management and control of the affairs, funds, and property of the League. They shall present to the membership all proposed major program activities for ratification.
- C. The Board shall consider and pass on all applications from members to change from one class of membership to another, and shall have the power to suspend or cancel any membership in the League as provided in Article II, Section 2.
- D. The Board of Directors shall fix the time and place of General Meetings.
- E. Each Board member shall keep and maintain records for her respective position.

### Section 4. Vacancies

If a vacancy occurs on the Board, it shall be filled by appointment of the President with the approval of the Executive Committee.

### Section 5. Meetings

- A. The Board shall hold regular monthly meetings from September through May. Special meetings may be called by the President. The Secretary, upon the request of five members of the Board, may also call a special meeting.
- B. The Secretary shall keep regular minutes of all Board Meetings, including any special meetings, and, upon request, shall read the prior month's minutes at the General Meetings.
- C. Any Board Member absent two consecutive Board meetings, unless excused by the Executive Committee, may be replaced.

### Section 6. Quorum

Not less than ten members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at any meeting at which a quorum is present shall be the act of the Board. If no quorum exists, or in emergency situations, votes can be made via email by the Board. The vote must be presented by the President.

## ARTICLE VI. COMMITTEES

### Section 1. Standing Committees

- A. Nominating Committee - the function shall be to prepare a slate of officers and committee chairpersons for the League. This committee shall consist of five members and two alternates and it shall remain intact until after the installation of all required League officers and committee chairpersons. The Nominating Committee shall be elected by the members at the February General Meeting as follows: each member shall be allowed to nominate five Active Members in the aggregate; the seven members receiving the highest number of votes shall constitute the committee; and the member receiving the plurality shall act as chairperson. The two receiving the least number of votes shall act as alternates. The President-Elect shall serve as an ex-officio member of this committee.
- B. Executive Committee - see Article IV, Section 2.
- C. Placement Committee - the function shall be to select Sponsored Organizations, subject to Board approval. Any member can, by written request, petition the committee for approval of a new agency. All Sponsored Organizations will be reviewed on a yearly basis by the Placement Committee. The Vice President shall serve as a member of the committee.

### Section 2. Ad Hoc Committees

Ad hoc committees shall be created by the President when necessary. The chairperson of each ad hoc committee shall be appointed by the President, subject to Board approval. While each ad hoc committee is in existence, the chairperson of that committee shall serve on the Board. Examples of ad hoc committees may include but not be limited to the following:

- A. Solicitations Committee - the function shall be to solicit prospective donors for contributions to the annual fundraiser(s) and assist the Solicitations chairperson(s) with solicitation efforts as needed. This committee shall be appointed by the Solicitations chairperson(s) with the approval of the Board. All hours earned while serving on this committee can be applied toward the Service Requirement.
- B. Disbursements Committee - the function shall be to make recommendations to the Board and the membership regarding those Sponsored Organizations to receive funds from the League's yearly fundraiser(s). The President-Elect shall serve as chairperson of this committee. If she is unable to perform this task, she may, with approval of the Executive Committee, appoint a replacement. Other members shall include the President, Treasurer, Placement chairperson(s), and chairpersons of any other committees involved in fundraising activities. Decisions will be reached by consensus. If a consensus cannot be reached, recommendations will be presented to the Board for discussion before going to the membership.

### Section 3. Quorum

A majority of members of any committee shall constitute a quorum. When a quorum is present, business shall be decided by a majority vote. An exception to this shall be the Disbursements Committee, where decisions must be reached by consensus.

### Section 4. Minutes

Each committee shall keep minutes of its proceedings and all committees shall report to the Board.



## ARTICLE VII. MEETINGS OF THE LEAGUE

### Section 1. General and Special Meetings

- A. General Meetings shall be held monthly from September through May. Dates and times of General Meetings will be determined by the Board and announced at the September meeting. Notice of locations will be presented to the membership within one week of each meeting.
- B. Special meetings may be called by the President. The Secretary, upon the request of five members of the Board, may also call a special meeting.
- C. The Secretary shall provide notice of any special meetings, and the purpose(s) for which the meeting is called, to each voting member at least three days prior to such meeting.

### Section 2. Quorum

Not less than twenty members of the League shall constitute a quorum for the transaction of business. The act of a majority of the members present at any meeting at which a quorum is present shall be the act of the League. If no quorum exists, or in emergency situations, votes can be made via email by the membership. The vote must be presented by the President.

## ARTICLE VIII. FISCAL POLICIES

### Section 1. Fiscal Year

The fiscal year shall be from June 1 to May 31.

### Section 2. Accounts and Audit

- A. All funds of the League will be maintained in three separate accounts: the Operating Fund, the Community Service Fund, and the Endowment Fund.
  - 1. Operating Fund: comprised of dues and fines and is used for the day-to-day management of the League.
  - 2. Community Service Fund: comprised of all ticket sales to annual fundraiser(s) and all other donations, except in the event of an Endowment Fund shortfall. After expenses of the annual fundraiser(s), all remaining funds will be available for use in connection with the League's charitable projects. In the event of an Endowment Fund shortfall (i.e. if the Fund falls below the principal as defined below), then at least 10% of the net income from the general fundraiser(s) will be added to the Endowment Fund until the shortfall is corrected.
  - 3. Endowment Fund: the principal must remain five times the average of the three previous years' operating expenses. Additional money may be added at the discretion of the Board. Monies may be drawn on an emergency basis for Lakewood Park. Monies in excess of the principal shall be distributed at the discretion of the Disbursements Committee.
- B. The books of accounts of this League shall be reviewed annually by a Certified Public Accountant prior to July 31. Books shall be kept in accordance with generally accepting accounting principles.

### Section 3. Budget

At each September meeting, the Treasurer will present the budget for the current year. Any expenditure that is \$50 over approved budget must be pre-approved by the Treasurer and the President; if pre-approval is not obtained, responsibility for the overage is assumed by the member who

incurred the expense. The Treasurer and the President can approve amounts up to and including \$250 in expenses that exceed the applicable budget. Expenditures that exceed the applicable budget by \$251 to \$500 over budget must be pre-approved by the Executive Committee. Expenditures that exceed the applicable budget by more than \$500 must be pre-approved by the Board. Each approver may withhold approval in her or its reasonable discretion.

#### Section 4. Signature Policies

See Article IV, Section 5E.

#### Section 5. Reimbursement Policies

All reimbursements need approval by the President and the Treasurer. Approvals can be electronic. In the absence of the President or Treasurer, the Vice President can serve as a substitute approver for either the President or Treasurer (but not both for the same reimbursement). Approval requires a copy of the receipt (electronic photos will suffice) which shows the vendor, amount, date, method of payment, and explanation of expense. Expenses involving alcohol shall not be reimbursed.

### ARTICLE IX. ADVERTISING

No member shall use the League's name commercially or for personal use. The League's email lists shall not be used by any member or non-members for commercial or personal use.

### ARTICLE X. AMENDMENTS, RULES OF ORDER, AND DISPUTES CONCERNING CONSTRUCTION

#### Section 1. Amendment

An amendment to the Bylaws may be proposed by the Board or by written request of ten active members, addressed to the President. Notice of the proposed amendment shall be given at least thirty days prior to the meeting at which the amendment(s) is voted upon. Provided there is a quorum present, a 2/3 vote of the voting members present at the meeting shall be required to adopt an amendment.

#### Section 2. Rules of Order

Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws or any special rules of procedure adopted by the League.

#### Section 3. Disputes Concerning Construction

In case of doubt or difference of opinion regarding the construction of these Bylaws, it shall be the duty of the Executive Committee to determine the construction thereof. A majority vote of the Executive Committee is required to make any determinations regarding construction of the Bylaws. The determination of the Executive Committee is final. In the case of a tie, the vote of the Immediate Past President will be included, and the Immediate Past President's vote is final.

## ARTICLE XI. ATTENDANCE REQUIREMENTS

### Section 1. Regular Attendance

Any member is required to attend five General Meetings per year. The attendance year shall be from September through May. In exceptional circumstances, a member may petition the Board for special consideration.

### Section 2. Excused Absences

Any member unable to attend a General Meeting may ask for an excused absence by contacting the President by telephone or in writing before the meeting or by the next meeting.

### Section 3. Board Member Attendance

Any Board member absent two consecutive Board Meetings, unless excused by the Executive Committee, may be replaced.

Board members must be Active or Associate members in good standing and are required to attend a minimum of five of the nine Board Meetings in addition to the five out of nine General Meetings required. In exceptional circumstances, the Board member may petition the Executive Committee for special consideration.