

THIBODAUX SERVICE LEAGUE

STANDING RULES

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

Section 1. Administration

1.01 General Membership Meetings

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

1.02 Board of Directors

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

Section 2. Admissions

2.01 Proposal of Members

- A. Each member, with the exception of those members of the Membership Committee and Provisionals, is limited to the proposal of one candidate and the endorsement of two candidates.
- B. No member may propose or endorse a close relative.

2.02 Voting

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

2.03 Membership Committee

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

2.04 Safeguards and Obligations

A. Committee Members

1. Matters discussed by the Membership Committee shall remain confidential.
2. Members of this committee may not propose or endorse a candidate for membership.
3. Members of this committee must not inform any candidate of her proposal to membership.

B. General Membership

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

Section 3. Financial Policies

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

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

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

Section 4. Ways and Means

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

Section 5. Absences

Excused absences from any league activity will be granted as follows:

5.01 Placement

- A. Members may be excused from their placement job for:
 1. Illness
 2. Family emergency
 3. Unavoidable out of town trips
 4. Employment
 5. Classes
- B. Members must report their absence to the Placement Chairman.

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

5.02 Regular Meetings

- A. Members may be absent from two of the eight regular meetings when necessary. After two absences, a member must apply in writing to the Secretary for any unexcused absence before the next Board Meeting. This must be approved by the Board. Members who are absent from a regular meeting are responsible for being informed about all business that transpired at that meeting.
- B. For a member to be considered present at a meeting, she must be present from the time the meeting is called to order through the time it is adjourned.
- C. The Secretary shall notify members when they have two unexcused absences. Acceptable excuses include personal or family illness or emergency, an unavoidable out of town trip, work, or class. After two absences, members must write an excuse to the Secretary.

5.03 Ways and Means Project (Fundraising)

- A. Members may be excused from this because of:
 - 1. Illness
 - 2. Family Emergency
 - 3. Out of town absence which could not be rescheduled
- B. A planned absence must be given in writing to the project chairman.

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

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

Section 7. Suspension or Removal from Membership

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

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

Section 8. Volunteer Assistance

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

Section 9. Provisional Project

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

Section 10. Sustainers

- 10.1** The annual meeting for members who have sustained from the Thibodaux Service League will be held in May at the general meeting of the Service League and if necessary prior to the general meeting. The sustainer liaison will be responsible for organizing the meeting each year.
- 10.2** Thibodaux Service League sustainers shall help membership with the responsibilities and duties of the organization on an as needed basis.
- 10.3** All Sustainers' minutes will be mailed out via email if they so request.
- 10.4** Sustainers shall be required to pay one-time dues of \$50.00 the year that they sustain in order to become lifetime members in Thibodaux Service League. If the dues are not paid, sustaining members' names will be dropped from the roster of the Thibodaux Service League.

Parliamentary Procedure at a Glance

| To do this: | Say this: | May you interrupt speaker? | Must you be seconded? | Is the motion debatable? | What vote is required? |
|---|--|----------------------------|-----------------------|--------------------------|------------------------|
| * Adjourn the meeting | I motion to adjourn. | No | Yes | No | Majority |
| Recess the meeting | I motion to recess until... | No | Yes | No | Majority |
| * Complain about noise, room temperature, etc. | Question of privilege. | Yes | No | No | No vote |
| * Suspend further consideration of something | I move to table the motion. | No | Yes | No | Majority |
| End debate | Call to question. | No | Yes | No | 2/3 vote |
| Postpone consideration of something | I move that 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 | 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 | 2/3 vote |
| * Take up a matter previously tabled | I move to take (the matter) from the table. | No | Yes | No | Majority |
| * Reconsider something already disposed of | I move to reconsider... | Yes | Yes | Yes | Majority |
| * Consider something out of its scheduled order | I move that we suspend the rules and consider... | No | Yes | No | 2/3 vote |
| * Vote on a ruling by the chair | I appeal from the decision of the chair. | Yes | Yes | Yes | Majority |

* Not amendable

GUIDELINES FOR PROPOSING A CANDIDATE FOR MEMBERSHIP

Nominating candidates for membership in the Thibodaux Service League presents certain challenges each year. Perhaps these recommendations from the Membership Committee will clarify our objectives with regard to building a strong and productive League membership body.

OUR AIM: To find a person who is intelligent, refined, reliable, congenial and who has the time and willingness to serve.

LEAGUE MEMBERSHIP IS NOT FOR EVERYONE: Friends, neighbors and relatives are the bonuses of our lives, yet not necessarily the life of the League.

MATURITY IS AN ASSET: Age is not necessarily an indication of maturity. Life experiences of the candidate should be considered in evaluating her for membership.

Nominating Guidelines

1. **KNOW YOUR CANDIDATE:** Be able to answer questions honestly as to her volunteerism attitude, reliability, availability, congeniality, education, ability, skills and reputation.
2. **BE ENTHUSIASTIC ABOUT HER:** Proposing and endorsing members should be eager sponsors of their candidates. If you ask someone to propose or endorse a candidate, don't push if they seem hesitant. You are only hurting the candidate. Ask the Membership Chairman to help you to find constructive help. This eliminates unnecessary and unproductive discussion among you and your friends, and relieves them from unwanted pressure.
3. **INTRODUCE YOUR CANDIDATE** to as much of the League's voting membership as possible. "Entertaining" is not necessary. It is more natural to see that she is made known to the crowd at the tennis courts, ball game, church, volunteer activity, or any other situation in which people gather naturally. Always be on the lookout for opportunities and start early in the Fall. Remember, it is our policy to vote on candidates primarily on the basis of personal acquaintance and your enthusiastic but discreet sponsorship is key to her success!
4. **KEEP IT A SECRET:** This is not easy, but is very necessary. It is not easy because even when you feel that you know a candidate well, it is often necessary to ask questions about her activities in order to complete the application form thoroughly. Not all proposed candidates will be selected for Provisional Membership, it is therefore **extremely important** that no potential candidate be informed of the fact that she is being considered for membership. If the proposal fails, this could be very hurtful to the candidate, and would reflect poorly on the League and its members.
5. **THINK OF THE END RESULT:** Observing the foregoing guidelines will almost certainly ensure that the League will bring women of the highest integrity and ability into its midst. Membership in the League is selective and therefore an honor when bestowed. Maintaining that standard is the responsibility of each member individually and the membership as a whole. Treat your membership as a privilege and represent it to others as a privilege. The end result will be a membership made up of the most able and effective volunteers possible, and the best possible volunteer service to our community.

Revised: September 1998

GUIDELINES FOR ADMISSION TO PROVISIONAL MEMBERSHIP

The future of the Thibodaux Service League depends on the caliber of the candidates proposed for membership. The Membership Committee asks that you give serious consideration to the qualifications of the girls whom you propose.

League education prepares our members for community service; therefore our aim is to admit only those girls with leadership potential, conscience and conviction, a willingness to serve, intelligence and availability.

The following is an explanation of our by-laws and standing rules that govern membership. It is the sponsor's responsibility to propose only those candidates who qualify:

1. RESIDENCE: A candidate must live within the Thibodaux area at least eight months prior to her election to membership. A former resident of Thibodaux is considered a resident if she has not been away more than five years, but she must be residing within the Thibodaux area by September 1 of the year in which she will begin her provisional membership.

2. PROPOSAL: To propose a candidate for membership, complete an application form, which may be obtained from the Membership Committee. Several application forms are also in the yearbook. All applications must bear the signature of two League members, plus the proposing member.

Each Provisional Membership Application must be accompanied by at least one letter of recommendation. These letters must be written by the proposing member and/or the endorsers. Letters of recommendation should include as much of the following information as possible:

- 5.03.01 Number of years known to you
- 5.03.02 Previous activities of the candidate which support an implied interest in volunteerism, particularly those activities sponsored by the Thibodaux Service League
- 5.03.03 Special talents, interests, and training
- 5.03.04 Any work the candidate has done with the endorser or sponsor in the community, schools, or job related activities.

Any active member may propose one and endorse two candidates during a given year. Provisional members may not propose candidates for membership.

The proposing member is responsible for submitting the completed application and accompanying letter(s) of recommendation to the Membership Committee by the deadline set forth by the Membership Committee. Membership applications that are not thoroughly completed or submitted by the announced deadline may be rejected by the Membership Committee.

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