**Standing Rules, Policies and Procedures**

**The Junior League of Detroit, Inc.**

*Note: These Standing Rules are intended as an interpretation and elaboration of the Bylaws of the Junior League of Detroit, Inc. (JLD) and shall in no way be deemed as modification of the Bylaws. Association of Junior Leagues International is designated as "AJLI."*

**ARTICLE I. NAME**

The Junior League of Detroit, Inc. (JLD) also does business as The Junior League of Detroit, except when filing legal or tax-related documents.

**ARTICLE II. PURPOSE AND POLICIES**

All members, Chairpersons and Board of Directors shall insure that all activities move the JLD toward its goals and objectives.

**ARTICLE III. MEMBERSHIP**

**SECTION 1. CLASSES OF MEMBERSHIP**

A. PROVISIONAL MEMBERSHIP

1. Admission

Applications for membership shall be available to all JLD members and the public. A candidate must apply for membership in the Provisional Class by the published deadline. The application shall explain the responsibilities of Provisional membership. Provisional member dues and course fees shall be remitted upon acceptance into Provisional membership.

2. Eligibility

A Provisional Class member must be at least 21 years of age at the time the class begins. A Provisional Member is not eligible to vote.

3. Provisional Course

All Provisional members shall be required to complete the Provisional course and meet other requirements as established by the Board of Directors and published in each year’s course curriculum. All Provisional members shall participate in a placement interview coordinated by the Provisional Training Committee.

4. Failure to Complete Course

Upon the failure to satisfy the Provisional requirements, the Provisional Development Committee may request that the Provisional be held over to the next course, resign, or be removed from Provisional Membership subject to approval by the Membership Council Director. A Provisional member may be reinstated upon the submission of a written request to the Membership Council Director. The Provisional Development Committee shall determine the extent to which a reinstated Provisional may receive credit for previously completed modules of a Provisional course. No credit will be provided if the elapsed time between the courses is two or more years. An additional course fee shall be paid if the entire Provisional course is retaken.

B. ACTIVE MEMBERSHIP

Active members are eligible to vote and hold leadership positions.  
1. Annual Requirements

The JLD recognizes the involvement of its members in diverse volunteer community activities. While members are encouraged to continue this service, they must also recognize the necessity of their involvement in the specific work of the JLD. To justify continued membership, each Active Member shall fulfill the requirements established by the Board of Directors. Noncompliance with any of the annual requirements shall be deemed as a failure to complete membership requirements.

Each year an Active Member shall:

a. Give full commitment to at least one (1) JLD organizational committee placement per year.

b. Communicate with the Nominating/Placement Committee Chair if she is unable to comply with the committee placement requirement.

c. Pay annual dues by April 1st of each year, or be deemed in arrears.

d. Fulfill any volunteer commitment with respect to a fundraiser or program approved by the membership as a requirement for the given year.

2. Point System

An Active member’s involvement in JLD activities shall be acknowledged through a **Point System** established by the Board of Directors. An Active member who accumulates **105 points** becomes eligible for a change in status to Active Gold or Sustaining membership.

Point values are assigned to each eligible JLD activity and are earned through completion of that activity. The values will be published as the activities are announced to the membership throughout the various forms of communication, including website and newsletters. Points are earned in whole point values. There is no maximum or minimum number of points a member can earn per year.

Points shall be awarded to Active Members upon completion of activities such as, but not limited to:

a. Attend a General Membership Meeting on time and until adjournment

b. Participate in a JLD committee placement. Participation will be evaluated annually by the committee chair in accordance with guidelines approved by the Board of Directors based upon the member’s attendance, personal contribution, and the assumption of responsibility

c. Attend and work a community service shift in an activity designated by the Community Council

d. Attend and work an Annual Fundraiser shift as designated by the Finance Council

e. Attend a full Board of Directors meeting, other than as a presenter or as a member of the Board

f. Attend an Association of Junior Leagues International (AJLI) sponsored training presented locally or a sanctioned conference outside the Detroit metropolitan area and present a trip report to the Board within 30 days of the conference.

g. Serve as committee chair, secretary or treasurer and fulfill the obligations of the position as evaluated by the committee chair

h. Serve as a member of the Board of Directors;

i. Fulfill any fundraiser volunteer commitment approved by the membership

j. Serve as General Chair, sub-committee chair or treasurer of a major fundraiser, or work extra fundraising shifts.

3. Non-compliance with Annual Requirements

a. Failure to comply with the annual membership requirements, other than financial, will prevent the member from accumulating points and will delay the option of attaining Active Gold or Sustainer membership status.

b. Failure to comply with the financial requirements may cause a member to be removed from membership by the Board of Directors upon recommendation of the Finance Committee, unless she has already presented reasons acceptable to the Treasurer or President.

c. Failure to comply with the approved fundraiser or program requirements for the year will result in points being deducted from a member’s total accumulated points. One point will deducted for the first missed shift and two for each additional missed shift.

d. The Nominating/Placement Committee or Finance Committee shall apprise members of their non-compliance with any of the requirements.

4. Leave of Absence/Unexpected Circumstances

A formal Leave of Absence is not necessary with the new Point System. If a member finds that circumstances have changed and she is not able to fulfill her (committee) placement requirements, she should notify her chairman in writing so that the chairman can adjust her remaining committee member’s tasks to accommodate the loss. That member will not earn any points for that part of her membership requirement for that year. In addition, if a member is unable to fulfill Show House Shift requirements due to an unexpected circumstance, points may be deducted from her total. The Nominating/Placement Committee in consultation with the current Show House Chairs will make recommendations for point deductions, if any. (See above on 3c. - Non-compliance with Requirements).

C. ACTIVE GOLD MEMBERSHIP

Active Gold Membership is a sub-set of Active membership. It is available to qualified members who wish to maintain an active role in the JLD and be able to vote. To qualify for Active Gold membership, one must have accumulated 105 points during the years of Active membership, or be a Sustainer. An Active Gold member retains the privileges of Active membership, including the right to vote, but is not eligible to be an Officer of the JLD (President, President-Elect or Vice President, Treasurer, or Secretary). Active Gold members are required to: pay annual dues; pay any other financial obligation of Active membership; and have an annual interview with the appropriate member of the Nominating/Placement Committee in the manner determined by the Nominating/Placement Committee. Active Gold members are encouraged to participate in one or all JLD activities such as General Membership meetings, committee placement, training offerings, community service and fundraising opportunities.

D. SUSTAINING MEMBERSHIP

Sustaining members are those who have accumulated 105 points during the years of Active membership and have decided to relinquish their Active membership, but continue to support the JLD and its activities. Sustaining members are required to pay dues unless otherwise noted. They shall have the privilege of sitting on committees as sustaining committee members. Except as approved by the Board of Directors, Sustaining members may only chair Ad Hoc or Sustainer Council Committees. Sustaining members are not eligible to vote; however, a Sustaining member of the Board of Directors does have the right to vote on all questions that come before the Board, but not on issues placed before the general membership. Sustaining members are encouraged to participate in JLD activities such as General Membership meetings, training offerings, community service and fundraising opportunities. Sustaining members can revert to Active or Active Gold Status by communicating in writing to the Nominating/Placement Committee Chair.

E. SUSTAINING GOLD

Sustaining Gold is a sub-set of sustaining membership and is available to those Sustainers who have fifty (50) or more years of League service.

G. SUSTAINING EMERITA

Sustaining Emerita is a sub-set of sustaining membership and it honors those Sustainers who have attained the age of 80 years. This sub-class of membership is exempt from paying dues.

H. HONORARY MEMBERS

Honorary Members are those who because of their service to the JLD or to the community are invited to honorary membership in the JLD upon a unanimous vote of the Board of Directors. They may attend all General Membership meetings and events of the JLD, but may not vote or hold a leadership position.

**SECTION 2. CHANGES IN MEMBERSHIP**

STATUS CHANGE

1. An Active member may change her status to Active Gold or Sustaining when she has accumulated 105 points during the years of Active membership.

2. An Active member must have earned 105 points by March 31st of the current League year to be eligible to request to change her status.

3. A change of status request must be made in writing to the Chairman of Nominating/Placement by **April 1st** of the current League year for review and recommendation before it is forwarded to the Membership Council Director for presentation to the Board of Directors for approval. Once approved, the change of status will take effect on **July 1st,** the beginning of the next league year.

4. A Sustaining member may request to be reclassified as an Active member at any time by submitting a written request to the Chairman of Nominating/Placement, pay the Active or Active Gold dues, and agree to fulfill the requirements of Active annual membership for the current League year.

B. TRANSFERS

1. All members in good standing, except Honorary Members, have the privilege of transferring membership from one Junior League to another. A member who transfers to another Junior League shall be granted the status consistent with the specifications of membership categories of the receiving Junior League. A request to transfer to the JLD shall be accepted upon application.

2. Upon transferring to the JLD, the Active Member will be assigned an advisor by the Nominating/Placement Committee, and have an interview, in person, with her assigned advisor.

3. Any Active transferring into the League between July 1 and December 1 shall agree to fulfill all the requirements of Active membership for the current year. Any Active transferring into the League after December 1 will be encouraged to accept a placement as soon as possible, shall pay all the financial obligations of Active membership including fundraisers and programs, with dues pro-rated to half of the annual amount, and shall agree to fulfill all Active membership requirements for the following League year which begins July 1.

C. INTER-LEAGUE

1. All members in good standing, except Honorary Members, who will be residing temporarily in the area of another Junior League and who so formally request, shall be granted the Inter-league privilege for a period not to exceed two (2) years.

2. 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 as determined by the receiving Junior League. She shall be listed as a member of and pay dues to the sending Junior League, which shall have the final responsibility for the member in all matters.

D. SEASONAL INTER-LEAGUE

1. A Sustaining member who resides for a portion of the year in the JLD area and a portion of the year in the area of another Junior League and who so formally requests, shall be granted the Seasonal Inter-league privilege which permits the Sustaining member to participate in the Junior League in whichever area she is currently residing.

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

3. The Sustaining member shall be listed as a member of and shall pay annual dues to the sending Junior League, which shall have final responsibility for her in all matters. She shall pay to the receiving Junior League an annual Seasonal Inter-league fee of an amount not to exceed the difference between the receiving League’s Sustaining dues and AJLI’s per capita dues.

4. A Sustaining member granted the Seasonal Inter-League privilege should comply with the requirements of the Junior League in whose area the member is currently residing.

E. ACTIVE NON-RESIDENT

1. An Active member who moves a sufficient distance away from the JLD area so the distance makes it impossible to fulfill Active membership requirements may be granted “Non-Resident Privilege.” The request for this privilege must be submitted to the Membership Council Director and approved by the Board of Directors.

2. Non-resident members may not vote.

3. The member shall be responsible for the payment of annual dues, and all Active membership financial obligations.

F. RESIGNATIONS

1. Any member who is not in arrears in dues and annual membership requirements may resign in good standing. Good standing is defined as the payment of currently due financial obligations and the performance of annual membership requirements.

2. Resignations must be made in writing to the Chairman of Nominating/Placement, by **May 1,** otherwise the member shall be liable for the dues for the coming year.

3. Once approved by Nominating/Placement, the request for resignation will be submitted to the Membership Council Director, to be presented to the Board of Directors for approval.

G. REINSTATEMENT

1. Any member who resigned while in good standing may be reinstated by written application to the Chairman of Nominating/Placement for review, and payment of the current year’s dues.

2. Reinstatement of members who resigned in financial arrears or were removed from membership for non-payment of financial obligations shall be at the discretion of the Board of Directors. The Board may require such members to pay the dues or financial obligations in arrears, the current year’s dues, and any other financial obligation required by the Board of Directors.

3. In order to encourage prompt payment dues and to cover JLD member and staff time required to reinstate a member, there will now be a $35.00 reinstatement fee.

**ARTICLE IV. DUES AND OTHER FINANCIAL OBLIGATIONS**

**SECTION 1. DUES**

A. MEMBERSHIP DUES

1. All classes of membership, except Sustaining Emerita and Honorary Members, shall pay annual dues, which shall include the dues imposed by AJLI.

2. Provisional dues are the current Active dues and the current Provisional course fee.

3. Active and Active Gold annual dues are $175.00.

4. Active Non-Resident annual dues are $120.00.

5. Sustaining annual dues are $110.00.

6. Sustaining Gold annual dues shall equal the AJLI dues currently in effect, which is $43.00.

B. AJLI ASSOCIATION DUES

The JLD Treasurer shall pay yearly per capita dues for all classes of membership, except Sustaining Emerita and Honorary Members, to AJLI. If AJLI increases its annual dues submitted by the JLD, the annual membership dues can be increased by the same amount, upon approval of the JLD Board of Directors.

**SECTION 2. PAYMENT**

A. DUE DATE

1. Dues must be paid by April 1st. Dues not paid by April 1st will be considered in arrears and shall be subject to a delinquent fee of $25.00.The Board of Directors may remove members who are in arrears as of May 1st from membership.

2. A request to resign from membership must be made, in writing, to Nominating/Placement before May 1st or the member is liable for payment of dues or will dropped from membership.

3. Provisional members shall be liable for the payment of dues and the Provisional course fee upon acceptance of their application for Provisional membership.

B. PAYMENT PLAN

The President or Treasurer shall have the authority to approve, in confidence, individual requests for payment plans.

C. REFUNDS

There will be no refunds to members who resign during the fiscal year, have been removed from membership, or to Provisional Members who fail to meet the requirements of membership.

**SECTION 3. ADMINISTRATIVE FEES**

Each Provisional member shall pay a Provisional course fee. The amount shall be proposed by the Treasurer and approved by the Board of Directors.

Each reinstating member shall pay a fee of $30.00 upon receipt of her reinstatement request.

**SECTION 4. OTHER FINANCIAL OBLIGATIONS**

Any financial membership obligation with respect to a fundraiser or project approved by the JLD membership shall constitute a requirement of Provisional, Active and Active Gold membership.

**SECTION 5. NON-COMPLIANCE**

The failure to pay annual dues by May 1st or any financial obligation approved by the Board or the membership may cause a member to be removed from membership by the Board of Directors upon the recommendation of the Treasurer or Assistant Treasurer, unless she already presented reasons acceptable to the Treasurer or President.

The Treasurer or Assistant Treasurer shall be responsible for collecting members’ outstanding financial obligations. The Finance Committee shall notify those members in arrears and provide them with an opportunity to become current before the recommendation to remove them from membership is submitted to the Board of Directors.

Any payment by check returned for insufficient funds will be deemed a failure to pay.

The Treasurer or Assistant Treasurer will notify the member of the return check and shall require repayment the original amount plus the delinquent fee and any bank fees via cash, credit card, or money order.

**ARTICLE V. MEETINGS**

**SECTION 1. MEMBERSHIP MEETINGS**

There shall be at least six (6) General Membership Meetings of the JLD held during the year. All members are required to sign in at all General Membership Meetings to be credited with attendance, and stay for the full meeting. Minutes must be taken at all meetings of the JLD. General membership meeting minutes will be available on request and posted on the members only of the JLD website.

**SECTION 2. VOTING**

With regard to absentee voting, absentee ballots may be requested and obtained from the Secretary upon written request. The ballots must be returned to the Secretary before the opening of the meeting during which the vote will be presented.

**ARTICLE VI. BOARD OF DIRECTORS**

**SECTION 1. MEETINGS**

Regular Board of Directors meetings will be open to the membership unless otherwise stated, in advance, by the Board. Minutes must be taken at all meetings of the Board of Directors.

**SECTION 2. COMPENSATION**

Members of the JLD Board of Directors, including Officers, serve as volunteers and do not receive any compensation from the JLD for such service, except for the reimbursement of expenses incurred on behalf of the JLD as authorized by JLD fiscal and financial policies.

**SECTION 3. REMOVAL AND SUSPENSION**

A. REMOVAL OF A NON-OFFICER DIRECTOR

A member of the Board of Directors, excluding Officers, may be removed with cause by a two-thirds affirmative vote of the entire Board of Directors. The motion for removal shall: (a) be brought by a member of the Board, (b) be seconded, (c) set forth the grounds for removal, (d) provide a supporting rationale which states the facts and reasons for the removal, and (e) be presented at a regularly scheduled Board meeting. The motion and supporting rationale shall be included in the Board packet, or delivered to each Board member at least two days prior to the Board meeting during which the motion will be acted upon. The Board member subject to removal has the right to appear before the Board at that meeting and argue against removal prior to a vote on the motion.

B. REMOVAL OF AN OFFICER

An Officer may be removed, with cause, only by a majority vote of the membership entitled to vote. The motion for removal shall: (a) be brought by a member of the Board, (b) be seconded, (c) set forth grounds for removal, if any, (d) provide a supporting rationale if the removal is for cause, and (e) be presented at a regularly scheduled membership meeting. The agenda for the meeting during which the motion will be acted upon shall be published in advance to the voting membership and will include the motion for removal. The Officer subject to removal has the right to appear before the membership at that membership meeting and argue against removal prior to a vote on the motion.

C. SUSPENSION OF OFFICER

The authority of an Officer to act as an officer of the Board may be suspended by the Board of Directors for cause upon a majority vote of the entire Board of Directors. The motion for suspension shall: (a) be brought by a member of the Board, (b) be seconded, (c) set for the grounds for suspension, (d) provide a supporting rationale which state the facts and reasons for suspension, and (e) be presented at a regularly scheduled, or duly called special meeting of the Board of Directors. The motion and supporting rationale shall be delivered to each Board member in advance of the meeting during which the motion will be acted upon. The Officer subject to suspension has the right to appear before the Board at that meeting and argue against suspension prior to a vote on the motion.

**ARTICLE VII. OFFICERS**

See information in JLD Bylaws, ARTICLE VII, Board of Directors.

**ARTICLE VIII. COUNCILS**

Councils are organized to provide a forum of information exchange among those committees with related concerns. The Councils coordinate their committees’ efforts when appropriate and assist in cross-council information exchange when requested. The Board shall from time to time determine specific duties of any council members.

**SECTION 1. APPOINTMENTS**

Councils are composed of a Council Director and the Chairmen of its related committees, unless otherwise indicated. These Chairmen are nominated by the Nominating/Placement Committee and elected by the Board. Recruitment/Provisional Training Chair (s) and Nominating/Placement Chair(s) may be either elected or appointed at the discretion of the Board of Directors. The Council’s Director will delegate council secretarial duties.

**SECTION 2. REPORTS**

Each Council Director shall submit a report prior to the Board meeting updating current council activities and evaluations. She shall also submit a mid-year and a year-end report and evaluation of her council to the President, and shall forward to her successor all property related to that Council.

**SECTION 3. JLD COUNCILS**

A. COMMUNICATIONS COUNCIL

**1. Definition**

This Council shall oversee both internal and external publications, both printed and electronic, of the Junior League of Detroit. This includes newsletters, member handbook, annual report, website, and PR/Marketing.

**2. Council Members**

In addition to the Communications Council Director, who serves as the Secretary for two years and represents the council alone on the Board of Directors, members shall include the chairs of the following committee(s): PR, Marketing and Website and any other committees and/or members as recommended by the Strategic Planning Committee or the Council, and approved by the Board of Directors.

B. PLANNING COUNCIL

**1. Definition**

This council oversees, coordinates and directs the activities of those committees involved in future planning to set goals and help implement those plans in the coming years.

**2. Council Members**

In addition to the Planning Council Director who is the President-Elect or Vice-President in the event of a two-year term of President, members shall include the Chairs of the following committees, Bylaws, Strategic and any other committees and/or members as recommended by the President or the Council, and approved by the Board of Directors.

C. COMMUNITY COUNCIL

**1. Definition**

This Council shall oversee the community activities of the JLD. Their functions may include advocacy assistance, educational preparedness presentations, interest or concept groups, training, joint community relationships, or projects.

**2. Council Members**

In addition to the Community Council Director members shall be the Chairs of the following Committees: Public Affairs, Community Grants and Scholarships, Community Impact Committee, Volunteer Opportunities Committee, and the Chairs of such focus areas or interest groups as may be determined from time to time, recommended by Strategic Planning Committee and the Council, and approved by the Board of Directors.

**3. Projects**

Projects are the community activities of the JLD. As such, a project is a specific program, presented to and approved by the membership and defined by an agreement. It shall have measurable goals with scheduled evaluations, a volunteer component, expenditures of over $5,000, and a defined termination date.

**4. Agreements**

The Community Council Director, incoming Project Chairman, outgoing Project Research Chairman and any other persons designated by the President will develop letters of agreement for each major project of the Junior League of Detroit. All letters of agreement are signed by the President and reviewed by the Board of Directors.

D. FINANCE COUNCIL

**1. Definition**

This Council shall be concerned with the financial affairs of the JLD.

**2. Council Members**

In addition to the JLD Treasurer, who serves as Council Director, members shall be the Assistant Treasurer and the Chairs of the following committees: Finance, Fundraising, Designers’ Show House, Endowment/Investments, and any other committees and/or members as recommended by the Strategic Planning Committee and the Council, and approved by the Board of Directors. The President must sign contracts entered into on behalf of the JLD.

E. MEMBERSHIP COUNCIL

**1. Definition**

This Council shall oversee the recruitment, retention, concerns and rewards of the membership of the JLD.

**2. Council Members**

In addition to the Council Director, members shall be the Chairs of the following committees: Provisional Training, Training, Nominating/Placement, Membership Engagement and any other committees as recommended by Strategic Planning Committee and the Council, and approved by the Board of Directors.

F. SUSTAINER COUNCIL

**1. Definition**

This Council shall oversee the concerns and activities of the Sustainer members of the Junior League of Detroit.

**2. Council Members**

In addition to the Sustainer Council Director, members shall be the chairs of the following Committees: Sustainer, Historian Committee, and Junior League Gardeners.

G. DIVERSITY, EQUITY & INCLUSION (DEI) Council

**1. Definition**

This Council shall develop and work with members across the League’s various committees to implement strategies to ensure the JLD is a diverse, equitable, and inclusive organization.

**2. Council Members**

In addition to the DEI Council Director, membership shall include Chair of the Diversity, Equity, and Inclusion Committee and any other committees and/or members as recommended by the Strategic Planning Committee or the DEI Council and approved by the Board of Directors.

**SECTION 4. REMOVAL**

Council Directors are subject to the same removal procedures that apply to the Board of Directors. A council member may be removed from committee chairmanship by the Board for cause upon a majority vote of the entire Board of Directors. The motion for removal shall: (a) be brought by the Council Director of the Council of which the committee chair is a member, (b) be seconded, (c) set the grounds for removal, (d) provide a supporting rationale which states the facts and reasons for removal, and (e) be presented at a regularly scheduled, or duly called special meeting of the Board of Directors. The motion and supporting rationale shall be delivered to each Board member in advance of the meeting during which the motion will be acted upon. The committee chair subject to removal has the right to appear before the Board at that meeting and present their reasons against removal prior to a vote on the motion.

**ARTICLE IX. COMMITTEES**

Committees are created to complete the work necessary to continue the programs of the JLD. The Board of Directors shall determine the duties of the committees, may create new committees, and may dissolve committees.

The Nominating/Placement Committee nominates all Chairs for both Slated and Non-Slated Committees. Slated Chairs are presented via a motion to the Membership for review and voting. Non-Slated Committee Chairs are presented via a motion to the BOD, motion is reviewed and voted on, and if approved the nominations are confirmed.

Each Chair shall submit a monthly Board report, mid-year and a year-end report and evaluation of her position/committee to their Council Director, to be distributed to all members of the Board of Directors. She shall also forward to her successor all property related to that position/committee, including copies of her reports.

**SECTION 1. GENERAL COMMITTEES**

General Committees include the committees within each of the JLD Councils.

A. COMMUNICATIONS COUNCIL COMMITTEES

**1. PR, Marketing and Website Committee**

Purpose: to promote the JLD and its events and fundraisers to the public via Press Releases, PR events and through available social media sites, as well as manage those sites to keep high visibility of the JLD.

In addition, they shall promote the JLD throughout the organization (internal) and to the public through the use of newsletters. This committee will manage printed materials available for member use, including brochures, cards, Annual Report and Member Handbook (Directory). This committee shall consist of multiple sub-sets, which shall jointly produce, and coordinate the following Communication venues: eBlast, along with the Office Manager and approved by the President, eConnections, which shall include the setting of advertising guidelines, the JLD Annual Report, coordinated with the outgoing President, Treasurer and Secretary; the Member Handbook, which, along with the Office Manager, shall review members’ personal contact information to insure the information is correct and updated, and that all other JLD, AJLI and Michigan State Council (MSC) information is current and correct.

This committee also manages and updates the JLD website along with the Officer Manager and coordinate with other Communications Council Committees all publicity about the JLD to ensure that the organization presents a unified face to the public, and assist other committees and/or councils with their event information and communications needs.

B. PLANNING COUNCIL COMMITTEES

**1. Strategic Planning Committee**

Purpose: to develop and maintain the JLD’s strategic plan and guide the committees and councils toward identifiable goals. To review and update League structure and job descriptions as needed to fit the needs of both the League and its members.

**2. Bylaws Committee**

Purpose: to review, edit and update the Bylaws and/or Standing Rules to comply with current policies and/or procedures.

C. COMMUNITY COUNCIL

**1. Community Grants and Scholarships**

Purpose: To review and recommend small grants to 501(c)(3) organizations with particular emphasis on small to mid-size organizations. The JLD strives to maintain broad ties to the community and open doors to a variety of issues and organizations, primarily in Wayne County based on the focus of Project EAT. This committee can recommend worthy non-profits for hands-on project ideas. This committee will also provide up to 10 $1,000 scholarships to students annually who are academically worthy and who volunteer and reside in or attend High School in Wayne County.

**2.** **Community Impact Committee**

Purpose: To structure and act on long-term relationships that ensure the JLD has a positive impact on the community through Project EAT. This committee will work with the League’s major community partner to ensure impact of Project EAT goals. They will maintain communications with the League and the Board to show impact through data, activities and evaluations. They will make recommendations on possible new community partnerships in alignment of Project EAT and help to establish the program ideas.

**3. Volunteer Opportunities Committee**

Purpose: to help JLD members understand our Issue-based Community Impact of Project EAT by providing monthly volunteer opportunities for the general membership with metro Detroit agencies working on the same issues. JLD members will be given the opportunity to recommend partners to work with for these hands-on volunteer opportunities. These events will provide an opportunity to learn about potential partners by volunteering at the agency. JLD members will be asked to assess these agencies for potential partnerships.

4. **Public Affairs Committee (PAC)**Purpose: Represent the JLD and participate with the Michigan State Council's PAC to communicate statewide initiatives to the JLD membership. To also ensure that PAC learns what the JLD is discovering about our Community Impact Area. When any of the other committees find issues that require legislative or public policy action, the JLD PAC should communicate these issues to the Michigan State Council’s PAC.

D. FINANCE COUNCIL COMMITTEES

**1. Finance Committee**

Purpose: To prepare financial goals and forecasts; to prepare and present the Annual Budget; to collect member dues and regularly reconcile JLD financial accounts. It shall report financial irregularities, recommend investments for the JLD and shall work with the auditors.

**2. Fundraising Committee**

Purpose: To coordinate, organize and present a fun and profitable annual fundraiser(s) throughout the year (to not interfere with the biennial Designers’ Show House fundraiser).

**3. Designers’ Show House Committee**

Purpose: To raise significant funds through a Designers’ Show House or similar event. To locate and secure an appropriate home or business to present as a Show House. To solicit a working Steering or Sub-Committee from the roster of all JLD members. To coordinate all other appropriate JLD committees within this large public event. General Chairs shall be slated by Nominating/Placement one year prior to the event, and shall have at least one of the previous DSH Chairs act as Advisor. They assist the Treasurer and Assistant Treasurer in ensuring the Active Member financial obligations are met as approved by the Membership.

**4. Endowment/Investment Committee**

Purpose: To oversee the JLD Endowment Fund pursuant to the terms set forth in the Endowment Declaration.

E. MEMBERSHIP COUNCIL COMMITTEES

**1. Member Engagement Committee**

Purpose: To plan opportunities for members to socialize and engage together, as well as cultivating a welcoming environment at GMMs and other League events and ensuring new transfer members have a smooth transition into the JLD

**2. Recruitment Committee**

Purpose: To identify, target and solicit prospective JLD members through informational presentations throughout the year, at many venues, including but not limited to JLD events and fundraisers.

**3. Training Committee**

Purpose: To organize and implement training sessions for the Board of Directors, the Leadership team and all members of the JLD, including the presentation of opportunities locally, statewide (through MSC) and those sponsored by AJLI, on a wide range of topics of interest.

**4. Provisional Training Committee, (Slated)**

Purpose: To coordinate, organize and present an effective training program to Provisional members throughout the League year that will include information about the JLD and its Mission, the Detroit history/community needs, our projects and fundraisers, as well as an overview of the structure, processes and requirements of membership.

**5. Nominating/Placement Committee (Slated)**

Purpose: To identify and promote members into leadership positions within the JLD; to maintain regular contact with all active members and offer guidance on their League paths. And to maintain accurate records of all members regarding their requirements and experiences within the JLD.

F. SUSTAINER COUNCIL COMMITTEES

**1. Sustainer Committee**

Purpose: To encourage interest in activities of the JLD among Sustaining, Active Gold and other members and plan programs reflecting the interest and needs of its members.

**2. Historian Committee**

Purpose: To review and organize the historic files of the JLD and set up a program to archive and maintain, preserve these items, including documents, articles, photos, awards, etc.

**3. JLD Gardeners Committee**

Purpose: a special interest group, the Junior League Gardeners plan educational programming in the area of gardening, flower arranging, horticulture and conservation. It has its own budget, but must work with the JLD Treasurers to keep uniform accounting practices for annual audits. A position within this committee does not fulfill JLD placement requirements for Active members. Membership in this group, by invitation, is open to all Active, Active Gold and Sustaining members, and subject to the Bylaws of the Junior League Gardeners.

**SECTION 2. COMMITTEE MEMBERSHIP**

Active members shall serve no more than 3 consecutive years on the same committee in a non-chair position, except the Junior League Gardeners. Nominating and Placement Committee will oversee committee membership.

**SECTION 2. SPECIAL OR ADHOC COMMITTEES**

Special or Ad Hoc committees may be established by the President during the duration of her term with the approval of the Board of Directors. The President shall appoint the committee leadership, assign their duties . Each special or ad Hoc Committee shall present to the Board of Directors a report of its activities at the conclusion of its term.

**SECTION 3. SLATED COMMITTEES**

See ARTICLE IX, Committees, E. Membership Council Committees for a list of the current slated committees.

**SECTION 4. PERSONNEL COMMITTEE**

The Personnel Committee shall report directly to the Board of Directors and consists of the President, President-Elect Secretary, Treasurer, Assistant Treasurer, and immediate Past President.

**ARTICLE X. FISCAL POLICY**

**SECTION 1. FISCAL YEAR**

A. OVERSIGHT

1. The fiscal year runs from July 1 through June 30. The Board of Directors acts as manager with regard to all JLD programs, projects, activities and financial matters. Each Council and Committee acts in an advisory capacity.

2. The Board of Directors is the ultimate trustee of money.

3. The Treasurer may invest JLD monies prudently and conservatively, understanding that any action taken must be reported monthly to the Board of Directors in the financial report.

4. The Treasurer must review insurance coverage with an agent at the beginning of each fiscal year. All activities held in the public domain must be reviewed for insurance risk.

5. The JLD shall hold in reserves a dollar amount equal to 100 percent of the current year’s approved budget beginning July 1st of each new JLD year.

6. The Treasurer shall review for accuracy all correspondence or publications which contain JLD financial data, whether historical, current, or forecasted, prior to release or publication.

7. The Treasurer will ensure that the Finance Committee annually reviews and provides charitable tax donation acknowledgements to its membership and its donors.

8. Any question regarding the financial policies of the JLD shall be referred to the Treasurer. The Board of Directors will resolve any disputes and authorize any exceptions to the financial policies. The Finance Committee shall continually review these policies and submit proposed amendments or additions to the Board of Directors for approval and distribution.

B. CONTRACTUAL AUTHORITY

1. The President shall sign contracts entered into on behalf of the JLD. The President and/or the Secretary shall receive all copies of signed contracts and shall keep them on file in the JLD office.

2. The President must provide the Board of Directors notice (via email or other electronic means) of execution of all contracts, letters of agreement, or other obligations at least 3 business days in advance of signing such contract, letter of agreement, or other obligation. The Board of Directors shall have the opportunity to submit any written objections to or written disapproval of the terms and conditions of proposed contract, letters of agreement, or other obligation by or before 4:00 P.M. on the 3rd business day. Such written objections/disapproval must be sent in a response email and timely delivered to the President and the Board of Directors. If there is no response timely submitted from the Board of Directors by 4:00 P.M. on the 3rd business day, its response shall be deemed an “approval” and the President may execute the proposed contract, letters of agreement, or other obligations on behalf of and as an authorized agent of JLD. If at least two-thirds (2/3) of the members of the Board of Directors do not submit a written objection and/or written disapproval of the proposed contract, letter of agreement or other obligation, the President may execute the proposed contract, letters of agreement, or other obligations on behalf of and as an authorized agent of JLD. If two-thirds (2/3) of the members of the Board of Directors submit a written objection and/or written disapproval of the proposed contract, letters of agreement, or other obligation, then a meeting (either remote or in person) shall be called within 48 hours for purposes of reviewing the written objection/disapproval. The matter will be put to another vote in consideration of the objection. Upon approval of two-thirds (2/3) of the members of the Board of Directors, the President shall execute the proposed contract, letters of agreement, or other obligation.

3. The JLD reserves the right to refuse a contract or to terminate any existing contract, without notice, with any business that is more than sixty (60) days delinquent in payment of monies or services owed to the JLD.

C. BUDGET

1. The Treasurer is responsible for compiling the budget and presenting it at the March Board of Directors meeting. Members can request a copy of the JLD budget. The Board of Directors is required to approve a budget prior to the beginning of each fiscal year.

2. Budget request forms shall be distributed to the Board of Directors and committee chairs in early January and must be returned to the Finance Committee Chair by February.

3. The budget shall be presented to the Board of Directors for review on a monthly basis..

D. OVER-AND UNBUDGETED EXPENDITURES

1. The Finance Committee may hold budget request interviews, as needed. Committees anticipating expenses above their budgeted amount (over-budget) or for a program or activity not anticipated at the time of budgeting must submit a budget amendment for such to the Finance Committee prior to the commitment of funds.

2. The Treasurer will take the recommendation of the Finance Committee to the Board of Directors for approval. If the Finance Committee does not approve the over-budget or budget amendment request, the committee chair may appeal to the Board of Directors.

3. The Treasurers will not pay bills for expenses incurred beyond the budget or for unbudgeted items without the approval of the Board of Directors prior to commitment of the funds. If such approval is not granted, the member(s) who committed the funds is responsible for payment and not the JLD.

E. DONATIONS, FUNDRAISING, AND SOCIAL FUNCTIONS

1. When a committee is engaged in solicitation of donations (funds or in-kind), fundraising, sale of goods, or tickets, the Committee Chair and the Committee Treasurer(s) shall meet with the JLD Treasurers and the Finance Committee Chair before such activity begins to ensure that adequate financial fundraiser controls are maintained. A fundraiser is expected to net revenue significantly in excess of its expenses.

2. Any request for a Liquor License must come before the Board of Directors at least 45 days prior to the event to ensure timely compliance with the application requirements and process. A resolution must be adopted by the Board of Directors, which authorizes the application. The JLD Treasurer, Assistant Treasurer, or Finance Committee Chair will outline the proper procedures. The JLD President must sign the completed application. The JLD Treasurer must receive a copy of the application prior to submission to the State of Michigan. At the conclusion of the event, the committee treasurer must contact the JLD Treasurer to ensure timely payment of required State of Michigan taxes.

3. Social functions must be financially self-sustaining.

4. Within thirty (30) days of the end of the event, the outgoing Treasurer(s) for the fundraiser shall handle the closing of their books and the preparation for the annual JLD audit.

5. The procurement of any special or additional insurance shall be upon the advice of the JLD Treasurer. The fundraiser shall pay for the cost of any special insurance required for the event.

**SECTION 2. ACCOUNTS AND AUDITS**

A. FINANCIAL REVIEWS AND AUDITS

1. As recommended by the Finance Council and approved by the Board of Directors, the JLD shall conduct an annual financial review of its books and records to ensure adherence to appropriate policies and procedures. The JLD shall conduct an audit of financial records as required by the State of Michigan for 501(c)(3) tax-exempt organizations.

2. Any interested party may request a copy of our federal Form 990. The request must be made in writing to the JLD Treasurer and the Form 990 will be produced within 30 days of the request.

B. GENERAL INTERNAL CONTROL POLICIES

1. Signature on Checks

a. At the beginning of each fiscal year, the Board of Directors shall designate and appoint those authorized signatories to the JLD accounts. All disbursements from the JLD accounts in excess of $2,500.00 must have two authorized signatures on the checks.

b. A non-signer of the checking account will reconcile each JLD checking account monthly.

2. Committee Reimbursement Policies

a. All reimbursement requests budgeted for the current fiscal year must be submitted to the Assistant Treasurer for payment by June 15th.

b. The JLD is exempt from paying Michigan Sales Tax. The JLD will not reimburse members for any sales tax paid. A copy of the official tax exemption is available for use in making JLD purchases.

c. Expenditures for alcoholic beverages are only reimbursable with the prior approval from the Board of Directors.

d. Electronic, photographed or original receipts must accompany all reimbursement requests. If the request is from the Committee Chair, the Council Director must also sign.

e. When a business firm directly bills the JLD, the JLD member should request that the business indicate on its invoice which JLD committee or individual member requested the expense. The JLD member must submit a reimbursement request form to validate the expenditure.

f. A committee must obtain at least three (3) competitive bids for all expenditures in excess of $1,000.00. A summary of each bid must accompany the Request for Reimbursement Form.

g. No expense will be reimbursed which would privately benefit any JLD member except as specifically allowed by JLD policy or with Board approval. Examples include, but are not limited to, one committee member giving another committee member a gift, sending of flowers, entertainment expenses, or committee meeting refreshments.

h. There will be no charge to a committee for publishing information in the JLD newsletter or through the website.

3. Committee Cash Receipts

All cash or checks received must be itemized and submitted with a cash receipts listing form, which identifies the Committee submitting the funds and is signed by the Committee chair or treasurer.

4. Account Postings

a. Purchases made for and by a specific committee will be charged to that committee. Cash or checks received from or for a specific committee will be credited to that committee.

b. JLD business related entertainment expenses incurred by a committee member or Board of Directors member may be charged to the appropriate account if such expenses received prior approval by the JLD Treasurers.

c. Interest earned on project/program monies approved by the membership is retained in the General Fund and is not applied to the project/program which generated the interest income.

**SECTION 3. BONDING**

The President, President Elect, or Vice President, Treasurer, and Assistant Treasurer shall be bonded in an amount determined by the Finance Committee and approved by the Board of Directors. The Board of Directors, upon the recommendation of the Treasurer, shall approve the bonding of any person who signs checks or handles funds.

**ARTICLE XI. CONFERENCE DELEGATES**

**SECTION 1. APPOINTMENT**

The Board of Directors must approve conference delegate(s) if the delegates’ expenses are to be paid or reimbursed by the JLD. The Nominating/Placement Committee shall recommend delegates and alternates to technical meetings, conferences, or institutes to the Board of Directors. When a Council recommends a conference, the Council Director may recommend to the Board of Directors the delegate(s) who shall attend that conference. If a committee has allocated funds for a conference, the committee may recommend a delegate(s) to the Board of Directors. The President may designate a JLD representative to carry out the business of the JLD and may charge the expense to the Discretionary Fund of the President.

**SECTION 2. REPORT**

Within thirty (30) days after attendance at a conference funded by the JLD, the delegate(s) shall submit a report to the Board of Directors, which summarizes the information presented to the delegate(s). If the conference was recommended by a Council, the information presented during the conference shall be made available to the recommending Council. If the conference was recommended by a committee, the information presented shall be shared with that committee.

**SECTION 3. EXPENSES**

When a member is selected by the JLD to represent it at a conference, the member shall contact the Assistant Treasurer to review reimbursement procedures prior to attending the conference. The following expenses will be paid by the JLD: registration fees, lodging, meals, parking, transportation or the current IRS approved rate for volunteer mileage if a personal vehicle is used. Alcoholic beverages are not reimbursable.

In cases of voluntary attendance at seminars, workshops, or meetings as part of a committee member’s placement, the seminar, workshop, or meeting fee may be paid out of the committee’s budget if approved by the committee prior to attendance. Mileage at the current IRS approved rate for volunteer mileage and parking costs are subject to reimbursement and will be deducted from the committee’s budget.

**SECTION 4. COMMUNITY BOARD EXPENSES/MEMBERSHIP FEES**

The JLD will not pay for any membership on another community agency board even when the person is an official representative. The Board of Directors may approve the payment of membership fees relating to associations, coalitions, or councils when participation in such directly relates to a project or committee of the JLD. The renewal of these memberships shall be reviewed annually by the related committee and presented to the Board of Directors for approval. Upon Board approval, the JLD may purchase a maximum of one table at a community event.

**ARTICLE XII. PARLIAMENTARY AUTHORITY**

See Bylaws, ARTICLE XII.

**ARTICLE XIII. STANDING RULES**

See Bylaws, ARTICLE XIII.

**ARTICLE XIV. AMENDMENTS**

There shall be an annual review of these Standing Rules by the Bylaws committee. Any amendments shall be presented to the Board of Directors for action.

**ARTICLE XV. INDEMNIFICATION OF LEAGUE REPRESENTATIVES**

See Bylaws, ARTICLE XV.

**ARTICLE XVI. LAWS**

See Bylaws, ARTICLE XVI.

**ARTICLE XVII. MAILING LIST**

Any mailing list, social media, e-blast or communication generated by the JLD is solely for the s exclusive use of the JLD only and cannot be used for promotion of any activity, event, organization, member or individual unrelated to the JLD except as authorized by the Board of Directors. It shall not be used for personal gain or made available for commercial or solicitation purposes. Any such information includes, but is not limited to, any membership list and any list used for solicitation of patrons, sponsors, advertisers or other donors or potential donors to the JLD. Violation of the use of the mailing list(s), social media, e-blast or JLD communication can possibly result in membership removal.