

**BYLAWS  
OF  
THE JUNIOR LEAGUE  
OF  
THE PALM SPRINGS DESERT COMMUNITIES**

**ARTICLE I.**

*NAME*

The name of this corporation shall be the Junior League of the Palm Springs Desert Communities, Inc., hereinafter called the Junior League of Palm Springs Desert Communities, JLPSCD or the "League."

**ARTICLE II.**

*PURPOSE AND POLICIES*

*Section 1. Purpose.* The purposes of this League are exclusively educational and charitable and are to promote volunteerism, to develop the potential of its members for voluntary participation in community affairs, and to demonstrate the effectiveness of trained volunteers.

A. *Mission.* The mission of Junior League of Palm Springs Desert Communities is to professionally train women volunteers in order to improve the lives of at-risk youth through education and training.

B. *Education of Women Volunteers.* Through professional training and community service we aim to help train future women leaders.

*Section 2. Policies.* The JUNIOR LEAGUE OF THE PALM SPRINGS DESERT COMMUNITIES does not discriminate on the basis of race, creed, religion or national origin.

**ARTICLE III.**

*STANDARDS*

*Section 1. Administrative.* This League must be entirely unconnected with, and administratively independent of any other organization.

*Section 2. Program.* This League shall endeavor to associate itself with or endorse projects, programs or activities which meet accepted standards in their fields, or show evidence of working toward such standards.

**ARTICLE IV.**  
**MEMBERSHIP**

*Section 1. Classes of Membership.* There shall be the following classes of membership:

A. Provisional.

1. Provisional members are those members who are engaged in complying with the requirements for admission to Active membership. Provisional members are not eligible to vote or hold office.

2. Provisional members shall be required to complete a Provisional course within 4 months after their election to Provisional membership. An extension of 4 months may be granted by the Board of Directors in the case of a Provisional member, who, for reasons beyond her control, is unable to complete the Provisional course. Members failing to meet the Provisional requirements may be removed from membership upon a 2/3 vote of the Board of Directors.

B. Active.

1. Active members are those members who have completed the requirements for Provisional membership and who, having been admitted into Active membership, justify such membership through their service to their community.

2. Associate Status. An Active member may request Associate Status if she has fulfilled 5 years (excluding the Provisional year and any year in which the member took a leave of absence) of full Active placement in good standing. To be granted Associate Status, a member must notify the Corresponding Secretary in writing by March 1 that she wishes to be accorded Associate Status. Following Board approval, Associate Status becomes effective June 1.

C. Sustaining.

1. Sustaining members are those members who have fulfilled the Active membership requirements as defined by the League and who continue to support this League and community.

2. An Active member may be reclassified as a Sustaining member at the end of the fiscal year in which she reaches the age of 45 by notifying the Corresponding Secretary in writing by March 1 to request a change of status; provided that, the member has served for a minimum of 5 years (excluding the provisional year and any year in which the member took a leave of absence) as an Active member or has achieved Associate status and the age of 45.

3. A member may continue her Active membership for all purposes until the end of the fiscal year in which she attains the age of 56. A member who has become a Sustaining member may be reclassified as an Active member at any time between the end of the fiscal year in which she attains the age of 45 and the end of the fiscal year in which she attains the age of 56. Any Active member who reaches the age of 56 while she holds an elected position in this League or in the Association of Junior

League's International, shall be considered an Active member for all purposes until the completion of such term. Eligibility for future service shall be limited to Sustaining membership service.

4. Sustaining members shall have all the privileges of membership except that they may not hold office or vote. Sustaining members of this League who serve on the Board of Directors shall be entitled to vote on questions that come before the Board.

5. Emeritus Status. Emeritus members are those Sustaining members who have reached the age of 80 by March 1. Emeritus members shall have all the privileges of Sustaining members, but, shall have no dues requirement. This status shall be granted automatically by the Corresponding Secretary.

*Section 2. Admission to Membership.*

A. Criteria for Membership. This League reaches out to women of all races, religions, and national origins who demonstrate an interest in and commitment to volunteerism. There shall be no deliberative process in the admissions system.

1. A candidate for membership shall have reached the age of 21 years of age and shall not have attained the age of 55 years by June 30 of the fiscal year in which she is proposed for membership.

2. Before accepting the invitation to membership, the candidate shall receive an orientation in the privileges and responsibilities of League membership and shall agree to engage in community service in connection with the programs of this League. A candidate shall meet the following criteria: (1) interest in volunteerism; (2) commitment to community service; and (3) interest in developing her potential for voluntary community participation.

B. Election to Active Membership. The Provisional Committee shall present a list of Provisional members to the Board of Directors who shall approve the candidates to Active membership by a 2/3 vote. The provisional member must meet the following criteria at the time of presentation to the Board of Directors: 1) paid appropriate dues; 2) submit completed application; 3) attend 6 out of 8 general meetings; 4) 6 hours of community service in which 3 hours must be towards our fundraiser; 5) contribute a \$65.00 financial obligation towards our annual fundraiser; 6) attend provisional trainings/socials; 7) record volunteer hours; and 8) serve on holiday party committee or spring luncheon committee.

*Section 3. Non-Resident Privileges*. Active and Sustaining members who are living at a sufficient distance from the League area to make fulfillment of their volunteer service requirements impossible shall be granted non-resident privileges. Non-resident members may not vote or hold office in this League. Non-resident members who live in an area in which there is a Junior League within 30 miles may not retain the privilege for a period of more than two years.

*Section 4. Resignation*. Any member of this League who is not in arrears in her dues, other financial obligations and in the performance of League duties may resign in good standing at any time.

Resignation shall be made in writing to the Corresponding Secretary before May 1; otherwise, the member is liable for dues for the coming year.

*Section 5. Removal.* A member who becomes delinquent in her obligations or conducts herself in a way which is likely to endanger the welfare, interest or reputation of the League, or engages in any conduct in violation of these bylaws or the Operating Procedures and Policies of the League may be removed from membership by a 2/3 vote of the Board of Directors. Prior to such removal, the members shall be given 15 days notice in writing, stating the reason for such action. In all cases, except where the removal is for nonpayment of dues, an opportunity for a hearing shall be provided at the request of the member, not less than 5 days before the effective date of the termination. In cases of nonpayment of dues, no opportunity for a hearing shall be given.

*Section 6. Reinstatement.* Any member who has resigned in good standing may be reinstated by a majority vote of the Board of Directors upon paying a reinstatement fee. Provisional members may be reinstated within the provisional age limit.

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

### *Section 1. Annual Dues.*

A. Payment. Dues shall be payable on May 1. The Treasurer will notify, by certified mail, Members whose dues are not paid by the May annual meeting. A penalty will be imposed for late payment of dues. Members whose dues are not paid by June 1 shall be removed from the League upon the approval of 2/3 of the board of directors with “not in good standing” status.

B. Refunds. Dues are not refundable.

### *Section 2. Fees.*

A. There shall be a provisional fee payable upon acceptance as a Provisional Member.

B. Other fees may be assessed in accordance with the League’s Operating Policies and Procedures.

## **ARTICLE VI.** *OFFICERS*

*Section 1. Composition.* The officers of this League shall be a President, a President-Elect, a Recording Secretary, a Corresponding Secretary and a Treasurer.

*Section 2. Eligibility.* To be eligible for any office, a member must be an Active member of this League in good standing. To be eligible for the office of President or President-Elect, a member must have prior experience on the Board of Directors either as a member of the executive committee or as a chairperson of a standing committee.

No member shall hold the same position for more than two consecutive terms.

*Section 3. Nomination.*

A. The Nominating & Placement Committee shall prepare a slate of consisting of one candidate for each office. The slate shall be received by the members not later than 21 days prior to the meeting at which the election will be held. Slate in the March general meeting; and vote in the April general meeting.

B. Additional nominations, with the written consent of the nominee, may be made in writing signed by 10 active members and filed at least 15 days prior to the meeting at which the election will be held with the Recording Secretary. She shall mail the names of each additional nominee to each Active member at least 5 days prior to the meeting at which election will be held. Such additional nominations shall be added to the slate.

*Section 4. Election & Term of Office.*

A. Election. Officers shall be elected by a majority of votes cast at a meeting at which a quorum is present, either in person or by proxy. Votes shall be cast by written ballot.

B. Term of Office. Officers shall be elected for a term of one year and their term of office shall coincide with the fiscal year of the League.

*Section 5. Duties.*

A. President. The President shall be the Chief Executive Officer of this League. She shall preside at all meetings of the League, the Board of Directors, and the Executive Committee. The President shall be a member ex-officio of all committees except the Placement and Nominating Committee.

The President shall, with the approval of the Board, create any other committees not otherwise provided for in these bylaws and shall define their duties. She shall appoint chairperson of these committees with the approval of the Executive Committee unless otherwise provided.

The President shall be responsible for promoting the image of the League and is the designated representative to the community.

The President and the Treasurer shall co-sign all contracts for the League which the Board has approved. She shall serve as the official League liaison to legal counsel.

B. President-Elect. The President-Elect shall assist the President and shall assume the duties of the President in the event the President is unable to perform her duties. She shall automatically succeed the President in office.

C. Recording Secretary. The Recording Secretary shall be in charge of internal communications of this League. She shall keep minutes of the Executive Committee, Board and membership meetings. She shall be in charge of putting together and distributing the monthly e-newsletter. She shall maintain the essential records of the League.

D. Corresponding Secretary. The Corresponding Secretary shall conduct the general correspondence of this League. She shall keep a current list of names, addresses, phone numbers and status of all members. And she will be the liaison to submit revised, new or delete membership information to the Association of Junior Leagues International, Inc.

E. Treasurer. The Treasurer shall be the Chief Financial Officer of this League, she shall collect all dues and assessments, receive all monies, be the custodian of its funds and shall oversee all financial operations. She shall make payments in accordance with the membership approved budget.

The Treasurer shall keep full and accurate accounts and shall present financial statements at the regular meetings of this League and the Board of Directors.

**ARTICLE VII.**  
*EXECUTIVE COMMITTEE*

*Section 1. Authority.* There shall be an Executive Committee, composed of the officers of this League, which shall, in an emergency, have the powers of the Board of Directors between meetings. Any action taken by the Executive Committee must be submitted to the Board for ratification at the Board's next meeting.

*Section 2. Vacancies.* A vacancy on the Executive Committee shall be filled from a single slate submitted by the Placement and Nominating Committee and approved by a 2/3 vote of the Board of Directors.

**ARTICLE VIII.**  
*BOARD OF DIRECTORS*

*Section 1. Composition.* The Board of Directors shall consist of the Executive Committee, the chairmen of standing committees, and a representative from the Sustainer board of directors. Each member of the Board shall have one vote on all matters which come before the board.

*Section 2. Authority.* The Board of Directors shall have general charge and control of the affairs, funds and property of the League. It shall present all proposed major activities and expenditures to the membership at large for approval.

*Section 3. Resignation.* A member of the Board of Directors may resign by giving written or verbal notice of her resignation to the Corresponding Secretary or the President, with such resignation to be effective immediately or at such subsequent date as stated in the notice.

*Section 4. Removal.* A member of the Board of Directors may be relieved of her duties by the President with the approval of not less than 2/3 of the Board of Directors.

*Section 5. Vacancies.* Vacancies among committee chairmen shall be filled by the President with the approval of the Executive Committee. Persons appointed shall serve until the expiration of the original term.

*Section 6. Meetings.* The Board of Directors shall hold regular monthly meetings from August through June unless waived by the Board of Directors. Special meetings may be called by the President or upon the written request of 3 Board members. Members of the Board shall be advised at least 48 hours in advance of a special Board meeting.

*Section 7. Quorum.* A majority of the members of the Board of Directors shall constitute a quorum.

**ARTICLE IX.**  
*INDEMNIFICATION OF DIRECTORS, OFFICERS,  
EMPLOYEES & OTHER AGENTS*

*Section 1.* The League must upon affirmative vote of the majority of its Board of Directors, purchase commercial insurance for the benefit of a director, officer, employee, or agent against all or part of the expenses, liabilities or settlement payments arising from actions against such director, officer, employee or agent, whether or not the League would have the power to indemnify such director, officer, employee or agent against such expenses or be for the benefit of all directors, officers, employees and/or agents.

*Section 2.* The League shall, to the extent permitted by the California Corporations Code, indemnify each of its agents who was or is a party, or is threatened to be made a party, to any proceeding (other than an action by or in the right of the League) by reason of the fact that such person is or was an agent of the League, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceedings. For purposes of this Section, an “agent” of the League includes any person who is or was a director, officer, employee or other agent of the League or is or was serving at the request of the League as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise.

**ARTICLE X.**  
*COUNCILS*

*Section 1. Finance Council.* There shall be a Finance Council which shall function as the financial fact-finding committee to advise the Board of Directors on all matters relating to the financing of the League’s own administration and that of its community programs. The Finance Council shall initiate and supervise investments of this League’s funds, with the approval of such actions by the Board.

A. The Finance Council shall include, but not be limited to, the Treasurer, the Assistant Treasurer and the Fundraising Chairperson(s).

B. The Council shall prepare a preliminary annual budget for presentation to the Board for review and to the general membership in May, to be updated, finalized and ratified in September.

C. The Treasurer shall chair the Finance Council.

*Section 2. Membership Council.* There shall be a Membership Council whose purpose shall be membership recruitment, retention, satisfaction and training.

A. The Membership Council shall consist of the Corresponding Secretary, the Provisional Committee Chairperson(s), the Placement and Nominating Chairperson, and/or any additional member as needed to be determined by the Board of Directors.

B. The President-Elect shall chair the Membership Council.

## **ARTICLE XI.** **COMMITTEES**

*Section 1. Standing Committees.* Standing Committees are those representing activities which are continuing in the programs of the League. With the exception of those required by the Bylaws, they may be created or dissolved as the need indicates, by the President with the approval of the Board of Directors. Each committee shall have committee chairmen slated by the Placement & Nominating Committee and approved by the Board of Directors.

A. Provisional Committee. There shall be a Provisional Committee whose duties shall be as follows:

1. To consider the qualifications of all candidates proposed for membership in the League.

2. To plan and direct the education and training of Provisional members during their Provisional period and prepare Provisional members for Active membership.

3. To recommend to the Board of Directors Provisional candidates for Active membership. The Board of Directors shall approve each candidate to Active status by a 2/3 vote.

4. To perform additional functions related to the Provisional program.

B. Advisory Planning and Bylaws Committee. The Advisory Planning and Bylaws Committee shall study and form recommendations on items referred to the Committee by the Board or the President. Although recommendations are made through the Committee, the Committee itself does not initiate action. This committee is also responsible for maintaining and providing to the membership updated bylaws on an annual basis. If no committee is appointed, the president or president-elect may serve as the chairperson and request members of the board of directors to serve on this committee.

C. Community Development Committee. There shall be a Community Development Committee whose duties include but are not limited to the following:

1. To provide this League with current information about the community.
2. To monitor individual and League appointed positions on community boards.
3. To oversee the development of projects which are appropriate for consideration by the membership.
4. To monitor existing projects and to make appropriate recommendations for their continuation, alteration or termination.

If no chairperson is appointed, the president or president-elect shall oversee this committee.

D. Education and Training. There shall be an Education and Training Committee who shall plan and implement the education and training programs of the League. If no committee is appointed, the president and president-elect may serve as the chair and appoint member(s) of the board of directors to serve on this committee.

E. Arrangements Committee. There shall be an Arrangements Committee responsible for arranging all meeting locations and social events and any other membership activities. They are also responsible for the set-up at general meetings and the greetings and sign-in at general meetings

E. Placement and Nominating Committee. There shall be a Placement and Nominating Committee who shall be responsible for the nomination of officers and whose chairperson(s) and members shall be elected by the general membership.

1. Eligibility. To be eligible to serve on the Placement and Nominating Committee, a member must be an Active member in good standing with the League.

2. Duties.

a. Each year the committee shall prepare a slate of candidates for Executive Committee positions which slate shall be approved by the membership. The Placement and Nominating Committee shall also slate other positions with the approval of the incoming Executive Committee.

b. The Committee will supervise members in their volunteer placements.

F. Public Relations Committee. There shall be a Public Relations Committee which shall coordinate and implement all internal communication and external marketing and public relations.

The Public Relations Committee shall include a Website Manager sub-committee which be in charge of maintenance and update of our official website available to the general public to inform, educate and inspire the membership and potential members.

G. Fundraising Committee. There shall be a Fundraising Committee who will plan and supervise all fund-raising projects of the League.

*Section 2. Special Committees*. Special committees may be appointed by the President with the approval of the Board of Directors, which shall designate their powers and the term of each committee's appointment. Unless the League membership votes to extend the operation or function of a committee for a longer period of time, each special committee shall function for a period of not longer than one year.

## **ARTICLE XII.** **MEETINGS**

All meetings of this League shall be held at facilities which do not discriminate against women or on the basis of race, creed, religion or national origin.

*Section 1. Regular Meetings*. There shall be regular meetings of the membership held annually as required to complete the business of the League during each year.

*Section 2. Annual Meeting*. There shall be an annual meeting of this League held in May of each year.

*Section 3. Special Meetings*. Special meetings may be called by the President, the Board of Directors, or upon the written request of 10 active members of the League. For special meetings, the membership shall be advised at least 48 hours in advance.

*Section 4. Meeting Frequency*. General membership meetings will be held on the second Tuesdays of each month from September to May, except for December. Board of Directors meetings will be held on the last Tuesdays of each month from September to August, except for December.

*Section 5. Voting*.

A. Entitlement. Each member entitled to vote shall have one (1) vote. The following classes of members are entitled to vote at Regular, Special and Annual meetings:

1. All Active members; and
2. The Sustaining member who is serving on the Board of Directors of the League.

B. Method. All voting will take place by a show of hands, unless:

1. A secret ballot is requested by at least two (2) voting members; or
2. A motion entails the spending of league funds, upon which a written ballot may be used; or
3. The vote is for the election of officers, in which case, a secret ballot shall be used.

C. Absentee Ballot. Absentee ballots are permissible for any vote taken by the membership at a regularly scheduled meeting. They may be obtained from the Recording Secretary only by those who are unable to attend the regular meeting. They must be returned to the Recording Secretary eight hours prior to the regular meeting. If the proposal is amended or changed in any way at a regular meeting, all absentee ballots are null and void. Ballots may be faxed, but no electronic voting is allowed.

*Section 6. Quorum*. A quorum shall consist of 1/3 of the voting membership and is the minimum number of members who must be present at any regular or special meeting of the League for business to be legally transacted.

### **ARTICLE XIII.** *FISCAL POLICIES*

*Section 1. Fiscal Year*. The Fiscal year shall be from June 1 through May 31.

*Section 2. Accounts and Audit*. The books and accounts of the League shall be kept in accordance with generally accepted accounting principles and shall be audited by a certified public accountant at the end of each fiscal year. A copy of the audited financial report shall be made available to each member of the League.

*Section 3. Bonding*. The President, Treasurer and Assistant Treasurer shall be bonded in an amount determined by the Board of Directors.

*Section 4. Dissolution*. In the event of the dissolution of the League, its assets remaining after payment of, or provision for payment of, all debts and liabilities shall be distributed to such corporations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. The Board of Directors shall determine the distribution.

### **ARTICLE XIV.** *PARLIAMENTARY AUTHORITY*

Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws or by specific rules of procedure adopted by this League.

### **ARTICLE XV.** *OPERATING POLICIES AND PROCEDURES*

*Section 1. Board Approved Policies*. In order to comply with the specific provisions of this League's Bylaws, the Board of Directors may from time to time establish Operating Policies and Procedures which are consistent with these Bylaws. Such Operating Policies and Procedures may be amended or rescinded by a 2/3 vote of the Board of Directors without previous notice or by a majority vote with previous notice. Operating Policies and Procedures consistent with the Bylaws may also be established, amended or abolished without previous notice by 2/3 vote of the general membership.

*Section 2. Membership Approved Policies.* Notwithstanding the foregoing, any policies that contain restrictions or impose obligations in the form of time or money on the membership of this League shall be presented to the membership for approval and shall be only amended upon approval of the membership.

## **ARTICLE XVI.**

### *ELECTRONIC DATA AND USAGE*

*Section 1. Ownership.* All electronic addresses are the property of the Junior League of the Palm Springs Desert Communities.

*Section 2. Usage.* The private membership electronic mailing may not be used for personal financial or social gain. If you mass e-mail, please give the receiver the option to be removed from your particular matter.

## **ARTICLE XVII.**

### *AMENDMENTS*

These Bylaws may be amended by a 2/3 vote of the members present and voting at any regular, board of directors or special meeting of this League, provided that the proposed amendment has been made available to each voting member at least one week prior to the date of the meeting.

The Bylaws chairperson shall have the authority to make necessary technical and typographical changes to the Bylaws in order to assure editorial continuity. Substantive changes shall be approved by the Board of Directors and the membership. Technical and typographical changes shall be reported to the Executive Committee. The current form of the Bylaws shall be distributed to the members annually.