

Membership Policy of the Junior League of Nashville

These policies combine with relevant sections of the Standing Rules to form the Membership Policies of the Junior League of Nashville. They may be amended by a 2/3 vote of the Board of Directors, followed by a 2/3 vote of the membership.

No member shall at any time be a member of more than one (1) Junior League.

SUSTAINING

Members who are eligible to sustain are those who will have completed eight (8) years of active membership by the end of JLN's fiscal year.

Members who are eligible to sustain must request change of status in writing to JLN Headquarters by March 1st of the eight (8th) active year. This status change is effective June 1st.

Sustaining members who serve as a Sustainer Representative on the Board of Directors and/or Councils shall have the right to vote on questions that come before those entities, unless otherwise stated in the Bylaws or Standing Rules.

Sustaining members who have reached the age of eighty (80) have all the privileges of Sustaining members but have no further dues obligations to the Association or the League.

ADMISSION TO MEMBERSHIP

Eligibility. Any woman is eligible for membership if the member meets the following requirements:

- **Age.** Each member must be at least 21 years of age, as determined by the member's age on May 31st of the fiscal year during which the members application is due.
- **Residence.** There is no residency requirement for prospective members who reside in the Nashville area. A prospective member must live within the JLN admissions area at the start of the fiscal year.
- **Interest.** Any member must have demonstrated an interest in the mission of the League. There shall be no deliberative process in the admissions system. The member must be able to complete the Provisional Course and fulfill their responsibilities in voluntary service.

~~[Proposal of Members. A prospective member must be proposed in accordance with the Standing Rules. A prospective member must meet the eligibility requirements and understand the expected commitments. A prospective member shall: Attend the Prospective Member Admissions Information Meeting; and Complete the Prospective Member application, and submit with the required fees and dues to the Admissions Chair by the deadline. Forms of payment will not be processed until the Admissions Committee accepts the application for provisional membership.](#)~~

Election to Membership: Upon satisfactory completion of the prospective member requirements, prospective members shall be invited to provisional membership in writing by the Admissions Committee. When the prospective member has met all requirements to the satisfaction of the Provisional Committee, the Provisional Committee will issue an invitation to the Provisional member to move to active membership. The Provisional Committee shall recommend to the Board of Directors that the Provisional be elected to active membership by a two-thirds (2/3) vote of the Board of Directors. There shall be no deliberation regarding a provisional member's election to membership.

PRIVILEGES OF MEMBERSHIP

A member in good standing shall be granted, upon application in writing to the JLN office, any of the following privileges as appropriate for the member's class of membership: the following privileges as appropriate for the member's class of membership:

- **Transfer.** Provisional, Active and Sustaining members shall have the privilege of transferring membership from one Junior League to another. The privilege of transfer does not extend to a person who has been expelled, placed on restricted status, or removed from membership by the Junior League from which transfer is desired. An individual member of a Junior League shall be granted status in the receiving Junior League consistent with the specification of membership classification established by the receiving Junior League. A Provisional member who transfers has the right to complete the training for effective community and Junior League involvement as determined by the receiving Junior League.
- **Inter-League.** Provisional, Active and Sustaining members who will be residing temporarily in the area of another Junior League, and who formally request this arrangement from the JLN office in writing, shall be granted the Inter-League privilege for a period not to exceed one (1) year. The period may be extended by JLN for one (1) additional year upon a request in writing from the member to the JLN office. 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. The member shall be listed as a member of and pay dues to JLN, which shall have final responsibility for the member in all matters.
- **Seasonal Inter-League.** A Sustaining member who resides for a portion of the year in the JLN area and a portion of the year in the area of another Junior League, and who formally requests this status through the JLN office in writing, shall be granted the Seasonal InterLeague privilege. This privilege permits the Sustaining member to participate in the Junior League in whatever area the member is currently residing. A Sustaining member may hold the Seasonal Inter-League privilege in more than one (1) Junior League at a time. The Seasonal Inter-League privilege may be extended for an unlimited period of time. The Sustaining member shall be listed as a member of and shall pay annual dues to JLN, which shall have the final responsibility for the member in all matters. The member 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 the Association's per capita dues. A Sustaining member granted the Seasonal Inter-League privilege shall comply with the requirements of the Junior League in whose area the member is currently residing.
- **Non-Resident.** Active and Sustaining members who are living at a distance from the JLN area sufficient to make fulfillment of the volunteer service or other requirements impossible shall be granted the Non-Resident privilege, upon written request to the JLN office. NonResident Active members who live in an area in which there is no Junior League may retain this privilege indefinitely. Non-Resident Active and Sustaining members are required to meet their respective dues and other financial requirements. Members coming off NonResident status will be subject to the same requirements as members transferring into JLN.
- **Good Standing.** Requirements: To be in Good Standing as a member of the League, one must: justify their membership through some form of service satisfactory in quality and extensiveness to the Placement Committee; attend membership meetings in accordance with this policy; pay all financial obligations in a timely manner; support all projects, money raising or otherwise, which have been voted and approved by the League; and do nothing that is injurious to either

the League or its Bylaws as determined by the Board of Directors.

Benefits: A member must be in Good Standing to: serve as a Chair of a committee, Council member, Nominating Committee member, or member of the Board of Directors; be eligible for slating by the Nominating Committee on any slate; be eligible for Transfer, InterLeague, Seasonal Inter- League or Non-Resident Status; resign and be reinstated; be eligible for a Sabbatical or other nonplacement categories.

- **Non-Placement Status.** An Active member in good standing may request Short-Term Leave, a Leave of Absence, or a Sabbatical:
 - **Short-Term Leave.** An Active member shall have the option to take up to 4 months of temporary leave by submitting a letter or email to the Placement Committee. During the leave, the member shall: Fulfill all financial obligations; Fulfill the meeting attendance requirements. However, the member will receive credit for 1 Membership meeting regardless of the date of her Short-Term Leave; and Fulfill two-thirds (2/3) of her Volunteer Placement requirement as agreed upon with the Placement Chair.
 - **Leave of Absence.** An Active member in Good Standing shall have the option to request an urgent Leave of Absence at any time during the JLN year. To do so, the member shall submit the request in writing to the Vice President of Membership stating the reason and duration of requested leave. Leave may be requested for a period up to 4 months, or for 5 or more months until May 31, the end of the JLN year. General reasons for Leave of Absence are due to an unforeseen emergency situation such as job loss, house loss, death of a close family member, or serious illness. The Vice President of Membership will have the authority to honor or deny the request for leave. Only one Leave of Absence may be granted to a member during a 5-year period. An Active who is granted a Leave of Absence up to 4 months shall: Fulfill all financial obligations; fulfill 2/3 of the Placement requirement; Fulfill the meeting attendance requirements, with credit for 2 Membership meetings during her Leave of Absence; receive credit for a completed Active year, provided the requirements above are met. An Active who is granted a Leave of Absence for 5 or more months ending May 31, the end of the JLN year, shall Fulfill all financial obligations; Be exempted from all activities except her financial obligations; and not receive credit for a completed Active year. If the approved Leave of Absence period expires and the member is still unable to perform her member obligations, the member should request to resign and reinstate when she is able to meet her membership obligations.
 - **Sabbatical.** An Active member who has completed 5 years of active membership in any Junior League may request a Sabbatical by submitting the Placement Form properly marked to the Placement Chair by March 1. During the Sabbatical year, the member is excused from all membership obligations except the financial obligation. A member in good standing may request a Sabbatical for every 5 completed years of active membership in good standing. A Sabbatical year counts as an active year. Sabbatical years may be accumulated. A Sabbatical may be granted to no more than 5% of the total Active membership in any fiscal year as determined by the number as of March 31 of each year. Should the number of members requesting sabbatical exceed 5%, then the following criteria shall be used to grant the status: Highest priority shall be given to members who were denied the previous year because the 5% limit was reached; next, the members with the largest number of active years in the order of their seniority; and then, requests submitted by the earliest dates of the request. If the above criteria result in a tie for the last position(s), a drawing will be held by the Placement Committee to break the tie.

MEMBER RESPONSIBILITIES

Provisional Member. A Provisional member shall be required to complete the Provisional Training Course: ~~Attend the Provisional Retreat; Attend at minimum 3 of the 4 Provisional Meetings; Attend 2 General Membership Meetings; Attend 2 Trainings; Complete the Group Service Project; Attend the Provisional Graduation, which will be approved each year by the Management Team and Board of Directors.~~ If a Provisional member must be absent from a session of the Provisional Training Course, she shall notify her Provisional Advisor in advance of the absence, if possible. She shall complete make-up work within a time period determined by the Provisional Training Committee. If she misses ~~two (2) or more required Provisional meetings, she must~~ more than 33% of the required meetings, she may resign in good standing. A Provisional member may request reinstatement from the JLN office and begin the Provisional Training Course again. The Provisional member shall complete the course in its entirety upon reinstatement.

Active Member. An Active Member shall: Provide service to the community or the operations of JLN in a Volunteer Placement satisfactory to the Placement Committee which consists of a minimum of forty (40) hours of volunteer work in a year, or performance of job-to- completion hours which may exceed the forty (40) hour requirement and attend membership meetings as ~~outlined in Article III~~ detailed below under Meeting Credit.

Eight Year Active. An Active member, in good standing, who has completed 8 full years of active membership, may elect either the "Meetings Option" or the "Placement Option." That is, a Eight Year Active may choose not to serve a Volunteer Placement, but fulfill the meeting requirements, or choose not to attend meetings but fulfill the Volunteer Placement. This choice must be made on the Placement Form by a due date set by the committee. The member must fulfill all other Active member requirements.

Sustaining Member. A Sustaining member shall have no further volunteer placement or meeting attendance requirements. However, her continuing support of these goals and the League is demonstrated by her continuing participation and payment of dues.

Active Transfer Member. An Active Transfer member's obligations depend upon when her transfer is effective.

June 1-December 31: 2 Membership meetings and 1 Council meeting are required.

January 1-March 31: 1 Membership meeting and 1 Council meeting. There shall be no Volunteer Placement required until the new fiscal year. The Active Transfer member will have the option to extend her transfer status and forgo a Volunteer Placement for one additional year at the beginning of the new fiscal year.

April 1-May 31: A member transferring in during this period will be encouraged but not required to participate in the activities of the Transfer Committee. The member would have no meeting attendance requirements until the following JLN year.

Reinstated Member. ~~The obligations of a reinstated member are based on the same requirements in place at the time of her resignation.~~ No reinstatements will be processed during the period January 1st through May 31st.

Inter-League Transfer. A Provisional, Active, or Sustaining member who will be residing in the JLN area shall receive her assignments after a review of her status by the Vice President of Membership. The date of her transfer into JLN may affect the activities to be performed.

MEETING CREDIT

Attendance at Membership Meetings Requirements. Each Active member must attend 3 JLN meetings each JLN fiscal year. Two of the 3 meeting credits must be earned through General Membership Meeting attendance. The third meeting credit may be earned through the following options: General Membership meetings [only one credit per month], JLN Council meetings, Board of Directors meetings, JLN trainings (as approved by the Board for meeting credit).

- **Exceptions to Meeting Credit.** Members whose attendance is required at Board, Management Team or Council meetings may not receive meeting credit for those meetings. Similarly, members whose placement requires them to attend meeting or trainings shall not receive meeting credit, but will instead receive placement hours. However, a member attending as a substitute for someone whose attendance is required may receive a meeting attendance credit for attending.
- **Credit.** It is the member's responsibility to sign in as instructed during the meeting to obtain meeting attendance credit. Disputes about attendance credit will be referred to the Vice President of Membership as necessary.
- **Exceptions to Meeting Attendance.** Exceptions to meeting attendance requirements are these:
 - Eight Year Actives in good standing are required to attend 3 meetings in a fiscal year, only if they have chosen the meeting requirement instead of the placement requirement.
 - JLN Past Presidents have no meeting attendance requirements.
 - Members on approved Sabbatical have no meeting attendance obligation.
 - Members on Leave status will be given 2 membership attendance credits, regardless of the dates of leave.

○ ~~Other details on meeting attendance exceptions may be found in the Standing Rules.~~

VOLUNTEER PLACEMENT

Volunteer Placement opportunities are published in the Placement Brochure ~~in the winter of~~ each year. ~~The brochures are available on the JLN website.~~ The Placement Committee also holds a Placement Fair to show available placement opportunities. Members select their Volunteer Placement choices by going to the JLN website and listing their four (4) preferred different choices, one of which must be a community placement, for placement. The Placement Committee notifies the member of her assignment in May.

Special Placement Privileges. Special Placements are available for members wishing to serve a non-League agency or in a capacity not listed for League agencies. Board positions with non-League community agencies are considered to be Special Placements and should be requested as outlined below. No more than five percent (5%) of the total Active membership may be approved for this type placement in any fiscal year. No member can serve more than 3 consecutive years in a Special Placement. Placement Chair shall consider and have the discretion to approve such a request.

Special Placement Requests. To request a Special Placement, submit a letter to the Placement Chair by March 1. The letter must address each of the following: How will this volunteer placement support the mission of the League and help in the realization of its goals? How will this volunteer placement have a positive effect on the League's image and improve communication between the League and the community? Does this volunteer placement fulfill a significant need within the framework of the community agency or area of League operations to which it relates? If applicable, does the community agency provide appropriate training and supervision of the requested volunteer responsibilities? How

are one's own interests and talents used creatively in this volunteer placement? How will this volunteer placement develop one's potential as a volunteer and lead to more challenging placements in the future? Outline the anticipated time commitment for the placement.

Double Placement. A member shall have the option to request more than one Volunteer Placement. For each additional placement, she shall complete a minimum of twenty (20) hours of service.

DUES AND ~~OTHER FINANCIAL~~ OBLIGATIONS

Annual Dues Amount

Provisional, Active and Sustaining members shall pay annual dues set by the Board of Directors. Sustaining members who will have attained the age of 75 on or before May 31 shall pay lesser annual dues equal to the Association per capita dues. Sustaining members who have attained the age of 80 will automatically become Sustaining Emeritus members and shall have no further dues obligation to the Association or the League.

Dues Amounts

Active and Provisional dues \$225

Sustainer dues \$100

Fees and Fines

Provisional Training Course fee \$100

Transfer fee \$25

Reinstatement fee \$25

Late payment of dues fine \$25

Bad check fee \$25

Payment

- **Payment Schedule:** Dues for Provisional, Active, and Sustaining members are payable on or before March 1 of each year. Dues for members transferring to the Junior League of Nashville shall be determined by date of transfer and in accordance with the Financial Policies.
- **Delinquent Payment and Refunds:** Failure to pay dues on or before March 1st subjects the member to a fine.
- **Delinquent Payment:** All members whose dues are not paid by April 1st shall be notified in writing by the Staff, Vice President of Membership or the Treasurer and shall be subject to additional fines. If dues are not paid by May 31, the member will be removed from membership. Refunds, related to transfer or resignations, are included within the Financial Policies.

Other Obligations

- **Provisional Fees.** Each Provisional member shall pay a Provisional course fee of \$100 in addition to members annual dues by a date selected by the Vice President of Membership and Treasurer. Provisional members wishing to resign must notify the JLN office by August 1st to receive a partial refund of money paid. The AJLI per capita dues and the Provisional course fee will be deducted from the amount paid, and the remaining money shall be refunded.
- **Transfer Fees.** The transferring member must pay a transfer fee to the receiving Junior League.
- **Indebtedness to the Association.** Members who are delinquent in paying any indebtedness to the Association shall be considered in arrears with respect to their dues to the League.

RESIGNATION

Year-End Resignation Any member who is in Good Standing, not in arrears in dues and other financial obligations, and is projected to complete all member requirements by May 31, may resign in Good Standing at the end of the JLN fiscal year. Year-End Resignations shall be made in writing to the JLN Headquarters by March 1 and will be effective June 1. JLN will notify the resigning member to confirm all member requirements have been completed for the JLN year. As all requirements for the year must have been fulfilled to be granted a Year-End Resignation, the member will receive credit for the completed Active year, should the member choose to reinstate. If a member submitting for a Year-End Resignation has paid dues for the upcoming JLN year, these dues will be reimbursed, less the AJLI dues amount. Dues for the completed year will not be refunded. If a member submits for Year-End Resignation, but fails to meet all requirements for the year, the request will be considered as a Mid-Year Resignation and may be honored or denied at the discretion of the Vice President of Membership and/or the Board of Directors.

Mid-Year Resignation Any member in Good Standing, not in arrears in dues and other financial obligations, but who is not projected to complete all member requirements by May 31, may request to resign in Good Standing at any time before April 1 of the JLN fiscal year. The request may be honored or denied at the discretion of the Vice President of Membership and/or the Executive Committee, based on the requirements completed at the time of the request. A Mid-Year Resignation request shall be made in writing to the Vice President of Membership no later than April 1. As all requirements for the year will not have been fulfilled, member will not receive credit for a completed Active year should the member choose to reinstate. If a member submitting for a Mid-Year Resignation has paid dues for the upcoming JLN year, these dues will be reimbursed, less the AJLI dues amount. Dues for the current year will not be refunded. If a member fails to meet the member requirements for the year and does not submit a request to resign to the Vice President of Membership, the member may be placed on Restricted Status.

RESTRICTED STATUS, REMOVAL FROM MEMBERSHIP IN BAD STANDING AND EXPULSIONS

Restricted Status An Active member may be given restricted status by two-thirds (2/3) vote of the Board of Directors after being given 15 days written notice by the Vice President of Membership and/or the President for one of the following reasons: failure to fulfill the requirements of the Placement Committee; failure to attend membership meetings as required by this policy; failure to fulfill financial obligations other than dues; failure to support as needed all projects, fundraising or otherwise, which have been voted and approved by the League; or failure of a transferring member to fulfill transfer requirements.

Members on Restricted Status A member who has been placed on restricted status must fulfill all the requirements of membership, but may not: serve as Chair of a committee, a Nominating Committee member, a member of the Board of Directors or a member of any Council; be eligible for slating by the Nominating Committee on any slate; be eligible for Transfer, Inter- League, Seasonal Inter-League or Non-Resident status; be eligible for the privileges afforded an 8-Year Active, including the privilege of sabbatical; or resign and/or be reinstated. A member may be placed on restricted status for approximately one fiscal year.

The member may be removed from restricted status by the Board of Directors, provided member has fulfilled all the requirements necessary for membership in good standing. If the member has not fulfilled the necessary requirements within the time limit, the Board of Directors may decide by two-thirds (2/3)

vote to remove the member from membership in bad standing. A member may appeal being placed on restricted status by responding in writing to the Vice President of Membership before the 15 day notice period expires. The Vice President of Membership will then arrange a day and time, not to exceed 30 days, mutually convenient to the member and the Executive Committee to discuss the status change prior to the vote of the Board of Directors. The Executive Committee will then recommend disposition of the matter to the Board of Directors.

Removal from Membership Roster The staff will notify any member whose dues are not paid, and they will be dropped from membership if dues and late fees are not paid within 15 days. Active and Sustaining members may be removed from membership if dues are not paid. A member who gives written notice of the inability to pay dues to the Vice President of Membership or Treasurer, may be given by the Executive Committee additional time to pay dues. If the member fails to respond, their name will be stricken from the membership roll effective June 1.

Active and Sustaining members who have been removed from membership for failure to pay dues may be reinstated after paying a \$25 reinstatement fee.

An Active member may be removed from membership by a two-thirds (2/3) vote of the Board of Directors after being given 15 days written notice by the Vice President of Membership for one (1) or more of the following reasons: Violation of the Bylaws, Standing Rules and/or Code of Conduct; Continued lack of interest in the work of the League; or Failure to adhere to the objectives and purposes of the League. A member who has been removed from membership for reasons other than dues infractions may only reinstate by a two-thirds (2/3) vote by the Board of Directors. The Board of Directors may reinstate a member to restricted status or good standing.

A member may appeal the change of status by contacting the Vice President of Membership within the 15 day notice period to request a hearing by the Executive Committee. The Vice President of Membership shall arrange a day and time convenient to all parties, not to exceed 30 days, in which to discuss the situation. The Executive Committee shall then recommend a disposition to the Board of Directors.

Expulsion The Board of Directors shall consider any of the following cause for expulsion of members from the League: action that is injurious to the League or its Bylaws, Standing Rules and/or Code of Conduct as determined by the Board of Directors. The Vice President of Membership shall notify the member in writing of the pending expulsion, stating the cause for such action, and giving the member 15 days to respond prior to the Board action. If there is no response, the Board of Directors shall consider the expulsion at the end of the 15 day period. A two-thirds (2/3) vote is necessary to expel a member. If the member protests the action in writing within the 15 day period, the Vice President of Membership shall arrange a meeting of the Executive Committee and the member at a day and time, not to exceed 30 days, convenient to all parties in which to discuss the situation. The Executive Committee shall recommend a disposition to the Board of Directors. A member who has been expelled from membership may not be reinstated.

REINSTATEMENTS

A member who has resigned in good standing may be reinstated upon payment of a reinstatement fee of \$25 and annual membership dues. Provisional members who reinstate must also complete the Provisional course. The Provisional fee and annual membership dues must also be paid.