

The Junior League of Rhode Island, Inc.
OPERATIONAL POLICIES AND PROCEDURES

Revised October 13, 2015

Revised April 12, 2016

Revised September 2020

ARTICLE I

Organizational Structure

The key responsibility of the JLRI Board of Directors is to govern the League effectively, assuring the viability and integrity of the organization and providing leadership that inspires the Junior League of Rhode Island to achieve the Mission.

1. The Board of Directors should ensure that the League fulfills the Junior League Mission and that the organization operates in accordance with the law.
2. The Board of Directors is expected to act in good faith, giving undivided allegiance to the organization when making decisions that affect it, and should not operate for personal gain against the best interests of the organization.

ARTICLE II

Dues and Charges

Section 1. Dues, Rates and Fines

1. **Payment.** Dues shall be payable on April 1st and are due no later than April 30th. The Treasurer shall send membership renewal letters to each member in February. Members delinquent in paying their indebtedness to AJLI shall be considered in arrears in their dues to the JLRI. Provisionals dues are payable by the application deadline. Payment of dues is a requirement of all classifications of membership. The working-off of dues for any classification of membership is not allowed.
 - a. Members whose dues are not paid within thirty (30) days shall incur the following fines: (1) a \$25 fine for payment received after May 1st.
 - b. Members whose dues are not paid by May 31st shall be removed from membership for non-payment of dues at the Board of Directors meeting immediately following the May 31st deadline.
 - c. Annual dues will automatically increase by the amount of any AJLI increase per capita dues.
2. **Refunds.** All Membership Dues and Fees are and non-refundable, as stated in the ByLaws, except as provided for in the event of a League Transfer as per AJLI Procedures.

Section 3. Reinstatement Fee

1. A former member who resigned in good standing and has been approved by the board for reinstatement to the membership must pay a \$25 reinstatement fee before being entitled to the all the privileges of membership which includes being listed as a member of the JLRI.
2. A reinstatement fee for members who have been removed for non-payment of dues or other financial obligations shall be \$50.
3. The opportunity for reinstatement after removal for non-payment of financial obligations is afforded a member only once.
4. Reinstatement fees may be waived on a case by case basis as determined by the Board of Directors.

Section 4. Seasonal Inter-League Fee

1. A member granted the seasonal inter-league privilege must pay a \$25.00 fee to the JLRI each year by March 1st and no later than April 1st.

ARTICLE III

Councils and Committees

Section 1. Councils. There shall be Council Directors as necessary to perform the following functions: Communications, Community Outreach, Fund Development, and Membership.

1. Communications Council

- a. **Anchor Newsletter.** The Communications Council Director shall oversee the production of the Anchor newsletter. The newsletter shall be published three (3) times per league year (June 1st through May 31st) containing material of interest to the JLRI.
- b. **General Meetings.** The Communications Committee shall make arrangements for and give written notice of all JLRI General Membership Meetings.
- c. **Public Relations.** The Communications Committee shall be responsible for promoting the JLRI to the general public and internally through all available media channels (including social media).
- d. **Redbook.** The Communications Council in collaboration with the Office Administrator (paid staff member) shall be responsible for the production and distribution of the Redbook.
- e. **Website.** The Communications Committee shall be responsible for maintaining the public and private website.

- f. **eAnchor eMail Blast.** The Communications Committee shall produce the eAnchor email newsletter and distribute to the membership on a bi-weekly basis. In June, July and August the eAnchor shall be produced and distributed on a monthly basis.

2. **Community Outreach Council**

- a. **Project Development.** The Community Outreach Committee shall be responsible for the research, development, and presentation to the membership of project proposals.
- b. **Public Affairs.** The Community Outreach Committee shall monitor the public sector and take public action, when appropriate, in areas affecting JLRI programs. Such public action is based on research and study and may lead to legislative or administrative change. The Committee shall follow the procedures set down in the JLRI's Public Action Policy, if there is one.
- c. **Community Outreach.** The Community Outreach Committee shall implement volunteer programs that are aligned to the League's Community Impact issue. The committee shall also conduct ad hoc volunteer activities with past and new partners.

3. **Fund Development Council**

- a. **Fund Development.** The Fund Development Committee shall plan, organize and implement all JLRI events-related fundraising and annual giving efforts. This will not include fundraisers conducted independently by Provisionals as part of their Provisional curriculum.

4. **Membership Council**

- a. **Member Activities.** The Membership Committee shall plan and direct Member activities in an endeavor to stimulate interest and participation by all Membership types. The Membership Committee shall be responsible for the social functions of the JLRI.
- b. **Placement Advisors**
 - i. **Personnel** Placement Advisory is a responsibility of the Membership Committee.
 - ii. **Duties.** There shall be four (4) principle functions of the committee:
 - (a) Interviewing all the Active and Gold Active Members at regular intervals in order to track and assess Active and Gold Active Members' placements and to keep, as nearly as possible, uniform records.
 - (b) Nominate and present candidates to attend national or local trainings or conferences to the Board of Directors.

(c) Provide mentoring, career-pathing, and counseling in conflict resolution to all JLRI members as needed and conduct exit interviews with any JLRI member who resigns in good standing.

(d) Place all Active members on Committees as needed, based upon the size of the JLRI organization.

c. **Provisional Training.**

- i. **Personnel.** Provisional Training is a responsibility of the Membership Committee.
- ii. **Duties.** Provisional Training is responsible for the education and training of all Provisionals in preparation for Active membership. The Committee shall have complete charge of courses of instruction given to Provisionals of the JLRI and shall have responsibility for those members throughout their Provisional term. The Committee shall evaluate each Provisional on her training, general approach and volunteer work. The Membership Chairperson shall recommend to the Board of Directors the names of Provisionals to be admitted to Active Membership. Following Board of Directors action, the names of Provisionals admitted to Active membership shall be announced to the Membership by the Membership Chairperson. This Committee is also responsible for membership recruitment, retention, diversification, and other related functions.
- iii. **Procedures.** A woman twenty-one (21) years of age or older with a commitment to voluntarism may complete an application with the JLRI with the intent to fulfill the Provisional course requirements as stipulated by the Membership Committee. All Members are encouraged to recommend prospective members to the JLRI.

d. **Training.**

- i. The Membership Committee shall plan and coordinate the educational program of the JLRI, offer new training opportunities, promote AJLI and external training opportunities and secure speakers for membership meetings in order to further their training for effective community service and leadership.
- ii. **Board of Directors Orientation/Retreat:** The Membership Committee and other subject matter experts shall help plan and facilitate the Board of Directors orientation/retreat, as identified by the incoming President.
- iii. **Management Team Orientation/Retreat:** The Membership Committee and other subject matter experts shall help plan and

facilitate the Management Team orientation/retreat, as identified by the incoming Executive Vice President

- iv. **The Board of Directors and the Management Team:** shall plan to meet at least four times per year (once a quarter) or more if needed.

- e. **Transfers.** The Membership Committee shall welcome and entertain new Transfers to the JLRI, shall familiarize them with JLRI operations and their communities, and shall be a resource body to these newcomers.

Section 2. Standing Committees and Sub-Committees

1. As needed, there shall be the following Standing Committees and Sub-Committees which shall present plans to the Board of Directors and which shall have such powers and perform such duties as may be prescribed here and in the JLRI Bylaws.
2. **Bylaws.** The Secretary and/or delegate shall be responsible for revising, recommending changes in, and interpreting when necessary, the Bylaws and Policies and Procedures so that they are in compliance with the AJLI.
3. **Audit Committee** (*As a function of the Board of Directors*).
 - a. **Personnel.** The Treasurer, Treasurer-Elect (*if slated*), and two (2) other members of the Board of Directors (*preferably those who have a financial/accounting background and/or similar experience*) shall serve as the Audit Committee.
 - b. **Duties.** The Audit Committee will meet at least twice a year to ensure the following:
 - i. Research and recommend an external Auditor to the Board of Directors for review and approval
 - ii. Review JLRI financial documentation on a semi-annual basis
 - iii. Review JLRI Operating and Investment accounts on a semi-annual basis
 - iv. Coordinate with the JLRI Board of Directors for preparation of audit documentation every two years
 - v. Serve as the primary liaison with the Auditors
 - vi. Serve as an impartial body to resolve any financial reconciliation issues that cannot be resolved through traditional League channels
4. **Budget Management.** The Treasurer shall advise the Board of Directors on all matters related to the JLRI's general operating expenses. Prior to the beginning of each fiscal year, the Treasurer shall schedule a budget planning meeting. This

meeting shall also include the in-coming Fund Development Council Director, the incoming Treasurer, and the President-Elect (if one has already been slated for training purposes). The current or outgoing President may also be invited in an advisory role. The Treasurer shall prepare and submit the budget for approval by the Board of Directors; and present to the JLRI membership for review and questions. (***This is not a membership vote***)

5. Community Advisory Board

- a. **Personnel.** The Chairperson shall be the Secretary and/or delegate. Members of this board will consist of community leaders representing different non-profit and business expertise to provide guidance to the Board of Directors. Other members may be invited to participate as needed.
- b. **Duties.** The Secretary and/or delegate shall be responsible each year for coordinating the Community Advisory Board, planning agendas for the formal meeting of the Community Advisory Board and reporting on those meetings to the Board of Directors. The Secretary and/or delegate shall be responsible for recording the meeting minutes and posting to our JLRI website or document repository.

6. Nominating

- a. **Personnel.** The Nominating Committee shall consist of the following members in good standing: The Nominating Chair, the Nominating Chair-Elect and a minimum of one (1), maximum of four (4) members of the League. The Chair shall facilitate the process and shall serve without voice or vote, except in instances of a tie.
- b. **Eligibility, Election and Tenure.** The Chair, Chair-Elect and members of the Committee shall be proposed by the sitting committee and approved by the General Membership. The Chair-Elect shall serve a one-year term in this position, followed by a one-year term as Chair. Committee members shall serve a two-year term. Each year the Nominating Committee shall present to the membership at the Election Meeting a single slate of candidates to be elected to the Nominating Committee. A copy of the single slate shall be mailed to all JLRI voting members at least twenty-one (21) calendar days prior to the Election Meeting.
 - i. An independent nomination may be made in writing by a minimum of six (6) Voting Members. A nomination shall be received by the Secretary at least fourteen (14) days prior to the Election Meeting and shall be mailed to each Voting Member at least seven (7) days prior to the Election Meeting.
 - ii. The Chair and Chair-Elect must be an Active, Gold Active or Sustaining member with a minimum of 3 years of League service, who is currently in good standing, and has previously held a leadership position. Nominating Committee members shall have

had more than three (3) years of Active Membership experience and must be in good standing.

iii. Nominating Chairs and Committee Members will not be nominated for any slated leadership positions while serving the required term. Nominating Committee members will be eligible for a Chair / Chair-Elect position in the League Year following their term on the Nominating Committee.

c. **Responsibility.** The responsibility of the Nominating Committee is to match organizational needs and individual strengths to produce a leadership team that shall most effectively forward the League's mission, goals, and strategic plan.

i. To fulfill this responsibility, the Committee shall seek to slate candidates who meet the following criteria:

- The geographic breadth of the JLRI
- Have a broad perspective
- Demonstrate a commitment to diversity and inclusion
- Have the courage to dissent
- Have credibility among peers
- Are flexible
- Have good interpersonal skills
- Demonstrate leadership qualities
- Are risk takers with accountability
- Are thoughtful and visionary
- Have capacity to serve in a leadership role

d. **Process.**

i. Acknowledge the importance of leadership experiences and skills gained through the Junior League, community organizations and employment.

ii. Ensure that qualified candidates are slated through the use of objective evaluations, interview, and personal or community references if needed.

iii. Work in partnership with all components of the JLRI to ensure that all perspectives of a diverse membership are represented in JLRI leadership positions.

iv. Support a range of paths to League leadership positions.

v. Support the right of Active and Sustaining members in good standing to pursue JLRI leadership positions.

vi. To cooperate with the AJLI Governance Committee and whenever possible suggest candidates for open AJLI leadership positions.

vii. Ensure the leadership slate of candidates will not be double-placed in another JLRI leadership role (excluding Ad Hoc or Special Committees). Exceptions may be granted under extenuating circumstances.

- viii. Prior to nominating a candidate to the slate for any position, the Nominating Committee shall contact the Chair of the Membership Committee to determine whether or not the prospective nominee is a member in good standing within the JLRI.
- e. **Vacancies.** In the event of a vacancy occurring amongst the Management Team, Officers, Board of Directors, the Nominating Committee shall present a slate to the Board of Directors in accordance with the procedure described in the Bylaws.
- f. **Quorum.** A majority of members of the Nominating Committee shall constitute a quorum.

Section 3. Special Committees

1. Ad Hoc or Special Committees are appointed by the President and approved by the Board of Directors.
2. Upon inception, a charter document shall be created that outlines the objectives, key milestones, budget (if applicable) and proposed duration of the committee.
3. Ad Hoc or other Special Committees will be dissolved during the same year of inception or upon completion of their mission. Their term can be extended to the next fiscal year and additional years upon consultation and approval from the incoming President and Board of Directors.

Section 4. Committee Chair Responsibilities

1. A simple majority shall constitute a quorum at Committee meetings. Each Chairperson shall be responsible for knowing the general instructions prescribed in her Leadership Manual, Bylaws and/or Policies and Procedures.
2. **League Documentation.** All Committee Chairs are responsible for collecting committee documentation and templates and archiving onto the AJLI GroupShare page on a quarterly basis. (need to update with correct policy now)

Section 5 Voting at Meetings

1. **Board of Directors.** All members of the Board of Directors shall be entitled to vote at meetings of the Board of Directors, including Sustaining Members.
2. **Committees.** All members of a committee shall be entitled to vote at meetings of that committee, including Sustaining Members.
3. **General Membership Meetings.** Votes that involve finances or personnel may be closed ballot votes.
4. **Voting at General Membership Meetings.** All voting material shall be communicated to each voting member (in good standing) a minimum of fourteen

(14) days prior to the published Voting Meeting if by hand, facsimile, electronic mail or other appropriate communications equipment representing words in a legible and non-transitory form which provides for instantaneous delivery. If by U.S. Postal Service, such materials must be sent to each member (in good standing) at least twenty-one (21) calendar days prior to the day of the meeting.

ARTICLE IV

Finances

Section 1. General Operating Account

1. There shall be at all times a balance in the General Operating Account of sufficient funds to meet all commitments.
2. The General Operating Account shall describe and justify all revenues and expenditures of the JLRI, except for those of an Endowment Fund.
3. These revenues and expenditures shall include those related to community projects, training and education, meetings, membership activities, fundraising, membership and AJLI dues, and the general and administrative needs of the JLRI.

Section 2. Event / Budget Management

1. The Committee Chairs are responsible for reviewing their budget line items monthly and identifying any anomalies that need to be addressed with their Council Director and Treasurer.
2. Event Budgets: All JLRI events must provide an event budget during the event planning stage and a final budget upon closing of the event's financials. Committees accountable for the event coordination are responsible for developing the budget.
 - a. All JLRI events budgets must be reviewed and approved by the Council Director, President and Treasurer before any expenditure can be made.
 - i. Best and worst-case scenarios and break-even analysis should be provided for JLRI fundraising and any other applicable event budgets.
 - ii. All JLRI events (excluding social) must strive to expend no more than 25% of the revenue received during the event.
 - iii. All JLRI social events expenses must be fully paid for by JLRI members and/or guests and are not a part of the JLRI operating budget, unless otherwise approved by the Board of Directors.
3. Expenses not provided for in the budget as reviewed by the members, shall be incurred and paid as follows:
 - a. If a budget line item is running over, any additional expenses need to be brought to the attention in writing to the responsible Council Director and the Treasurer and approved by the Treasurer and President.

- b. If not approved by the Treasurer and President, the Committee Chair is responsible for payment/reimbursement of these expenses.
- c. The Treasurer has the authority (with the President's approval) to approve up to 10% or \$250 (whichever is greater) of the budget line item overage. If the amount is greater than 10% or \$250 (whichever is greater), then the Board needs to approve of these expenses (up to \$1000).
- d. The Treasurer is responsible for making a recommendation to the Board as to how this overage will affect the overall League budget. If the overage will decrease net income by \$1000 or greater, then it will require General Membership approval before it can be paid or reimbursed.

Section 3. Transactions

1. All website transactions will be subjected to a handling fee.

Section 4. Contracts

1. All contracts must be approved and signed by both the President and Treasurer (for existing and renewing contracts at the point of renewal) and shared with the Board of Directors.
 - a. A copy of all signed contracts must be kept on file at the Junior League of Rhode Island office and with the Secretary. All contracts must reflect JLRI contact information and should not cite personal member contact information.
 - b. Payment of all contracts (including initial deposit and subsequent payments) must be submitted by the Treasurer (with the President's signature) to the vendor, along with a copy of the signed contract for reference purposes.

Section 5. Cash Box Management

1. If a cash box is required for a given event, notice must be given by the Committee Chair to the Treasurer (and/or Board delegate) and Council Director in writing fourteen (14) days prior to the event, with the requested petty cash amount and bill / change denominations.
2. Arrangements must be made between the Committee Chair and the Treasurer (and/or Board delegate) fourteen (14) days prior to the event to collect the cash box in person and have a signed receipt of the cash box identifying the starting cash balance and to show transfer of custody.
 - a. At the end of the event, the starting cash must be returned and sealed in an envelope from any monies collected during the event.
 - b. All monies received must be clearly summarized in writing by the Committee/Event Chair, to account for the type of sale (e.g. raffle, cookbooks, tickets, food, silent auction, etc.). The total of all cash, checks and credit card slips must be clearly summarized in writing (by type) and accounted for in the cash box and sealed in an envelope at the end of an event, by the Event Chair.

- c. The Committee/Event Chair shall return the cash box along with a clear and concise summary of all monies, to the Treasurer (and/or delegate) within 48 hours of the event.
- d. No monies can be taken out of the petty cash drawer to account for any event expenses (those expenses should be submitted via the expense reimbursement process).
- e. The Treasurer may provide further instructions on cash box management as appropriate.

Section 6. A Certified Public Accountant

1. An accounting firm shall be appointed as outlined in the ByLaws.

Section 7. Endowment Fund

1. If an Endowment Fund is established, it will serve as a means by which members and friends can contribute to the JLRI's Mission of Developing the Potential of Women and Improving Communities through the Effective Action and Leadership of Trained Volunteers.
2. The Fund will be maintained in a separate interest-bearing bank account administered by the Treasurer and Board Officers of the JLRI.
3. An annual report will be prepared each year describing the Fund's activities. All gifts to the Endowment Fund are tax-deductible and may be made in the form of honoraria, and in celebration of special occasions.

Section 8. Record Retention Policy

1. All hard copy financial statements and records should be kept for seven years. All documents pertaining to the League's relationship with Shakespeare's Head should be kept until the relationship is dissolved.

Section 9. Reserve Account

1. Withdrawal or transfers from the reserve account in excess of \$5,000.00 must be approved by the General Membership, and must be accompanied by a plan to re-fund the account, as stated in the ByLaws.
2. Withdrawals or transfers from the reserve account less than \$5,000 must be reviewed and approved by the Board of Directors and communicated to the General Membership.

ARTICLE V Conferences

Section 1. AJLI Conferences

1. The President, President-Elect, Executive Vice President, and other JLRI Board or Management Team members shall attend AJLI conferences, if the budget can accommodate her attendance in that League year.
2. The President (and/or delegate if unable to attend) shall serve as the “voting delegate” at all AJLI Conferences.
3. When the budget allows, the President-Elect-Elect or other JLRI members may be invited to attend an AJLI Conference.
4. All JLRI members may attend any AJLI conference if they choose to pay for their own registration and/or travel fees.
5. AJLI Conferences and Trainings are open to all Junior League Members.
6. The Membership Committee with the approval of the Board of Directors may appoint delegates to conferences and training sessions that relate to the JLRI’s purpose and programs.

Section 2. Conference Expenses

1. Expenses of JLRI members attending AJLI conferences (including Organizational Development Institute) shall be paid from the available League budget. If the budget cannot accommodate full expense reimbursement, communication of any out-of-pocket expenses will be provided in advance to the JLRI member.
2. All non-delegates must pay for their own conference registration and/or travel fees.

ARTICLE VI

Financial Policies and Reimbursements

Section 1. Administrative Guidelines

1. The JLRI will reimburse members for all ordinary and necessary expenses within these guidelines, incurred for conference attendance or made on behalf of, or in connection with JLRI business.
2. All expenditures must be approved by the Treasurer (and Reviewed by the President) who is responsible for determining what levels of expenditure are appropriate.
3. All Board Officers must be signatories on all JLRI bank and financial accounts.

4. All bank and financial account signature cards must be renewed annually, in person, at each financial institution by June 30th of each League year.
5. All bank statements and financial institution statements are submitted monthly by the Treasurer and reviewed monthly by all Board Members.
6. The President shall physically sign off on the monthly bank statements and financial institution statements.
7. All League expenditures over \$500 will require two signatures on the check; one by the Treasurer and one by another Board Officer.
8. The Treasurer and Officers of the League are responsible for interpreting this policy and for establishing the forms and controls necessary for proper administration of this policy.
9. Approval to deviate from this policy can be given only by the President with a majority vote of approval by the Board of Directors.

Section 2. Reimbursement Guidelines

1. Travel advances are not given by the JLRI except under special circumstances, determined by and approved by the Board of Directors. JLRI members are expected to have credit cards available for payment of airline, hotel, restaurant and other travel expenses.
2. Expenditures should be kept to a minimum and a discount store should be used whenever possible.
3. Expenditures should not exceed the approved budget for the fiscal period.
4. Receipts for all expenditures must be submitted with the Request for Funds form.
5. Since the League is a non-profit, it is exempt from sales tax. Sales tax will not be reimbursed, so please use Rhode Island sales tax exemption number 2363 issued 2/25/1980 or Massachusetts sales tax exemption number 056-000-211. Copies of our certificates of exemption are available to submit to vendors.
6. If the budget is expected to be exceeded, immediately contact the Council Director and the Treasurer who will bring the request to the Board of Directors before the expense is incurred. If the budget overrun is not approved, the expenses cannot be reimbursed.

Section 3. Retention of Expense Reports.

1. The Treasurer must maintain all hard or electronic copies of expense reports (with reference to reimbursement information) on file at JLRI Headquarters for seven (7) years per IRS regulations.