

WOMEN'S SERVICE LEAGUE
BY-LAWS
ST. FRANCISVILLE, LA

ARTICLE I
NAME

Section 1: The name of this organization shall be Women's Service League of St. Francisville.

ARTICLE II
PURPOSE

Section 1: The purpose of the Women's Service League, a non-profit organization, shall be to enrich the community and the lives of its members.

ARTICLE III
MEMBERSHIP

Section 1: The membership of the Women's Service League can be any female resident or any female active in the community of West Feliciana parish.

Section 2: Active Members

- a. Anyone who works on Women's Service League projects.
- b. Members in good standing shall be defined as paying members who attend meetings 2/3 of League meetings.
- c. A leave of absence of one year may be granted at the discretion of the Board of Directors.
- d. Members in good standing shall be required to perform a minimum of 10 hours of service hours for WSL projects in a WSL calendar year.

Section 3: Nomination and Selection of New Members

- a. Elections shall be held each April until membership numbers 25 or more. Thereafter, elections shall be held when membership numbers less than 23. A special election of new members may be called if membership is over 25 with a two-thirds vote of those present.
- b. Nominations shall be submitted at the April meeting. Procedure for nomination and election shall be read at the March meeting.
- c. Active members may submit up to three nominees. Those absent who wish to make a nomination must submit it in writing to the secretary to be read at the April meeting.
- d. A written ballot shall be drawn up with a list of nominees.
- e. Voting shall take place at the April meeting. Votes shall be tallied by the officers during the April meeting. A two-thirds majority of the total ballots cast shall constitute approval of each nominee.

ARTICLE IV

DUES

Section 1: The dues of this organization shall be payable at the first Fall meeting.

ARTICLE V

MEETINGS

Section 1: General meetings shall be held on the first Tuesday of the month.

Section 2: All members shall be notified of each meeting.

Section 3: The active members present at any meeting of the organization shall constitute a quorum.

Section 4: Special meetings may be called as follows:

- a. The President shall have the power to call a special meeting of the membership by giving at least two (2) days advance notice.
- b. If a request for a special meeting of either the membership or the Board is presented to the President by four members of either group respectively, then it shall be mandatory for the President to give the required notice and call a special meeting as requested.

ARTICLE VI

OFFICERS

Section 1: The officers of Women's Service League shall be: President, Vice-President, Secretary and Treasurer.

Section 2: The term of office shall be two years from installation. Officers shall be elected at the April meeting and begin duty in September.

Section 3: It shall be the duty of the President to perform all duties naturally incumbent of that official.

Section 4: It shall be the duty of the Vice President to perform all duties usually performed by that office, and any other duties assigned by the President. She shall contact all committee chairmen prior to each general meeting to be sure a report will be given at the meeting.

Section 5: It shall be the duty of the Secretary to record the proceedings of each meeting, to keep a list of members and attendance at meetings, to carry on all correspondence necessary for the business of the organization, and to otherwise perform the duties ascribed to this office.

Section 6: It shall be the duty of the Treasurer to handle all funds and account for them upon request.

ARTICLE VII

ELECTIONS

Section 1: Election of officers shall be held at the general meeting in April and shall be conducted by the President.

Section 2: A nominating committee of not less than three or more than five members shall be appointed by the President at the meeting in March.

Section 3: The Nominating Committee shall submit candidates for each office at the April meeting. The committee shall obtain consent from each candidate before submission of the candidate's name as a nominee for office.

Section 4: Additional nominations will be accepted from the floor at the meeting of the election.

Section 5: Secret ballot shall be the method of voting.

Section 6: Officers shall be elected in the following manner:

- a. If there are three or more candidates for an office, a two-thirds majority vote of those present shall elect. If this majority is not reached on the first ballot, the two candidates receiving the most ballots shall then be voted upon, and a majority vote of those present shall elect.
- b. If there are only two candidates for an office, a majority vote of those present shall elect.
- c. If a deadlock exists at the time of the count, the President shall cast a secret ballot to break such tie, and a majority vote of those present shall elect. Otherwise, the President shall not vote.
- d. Ballots shall be counted by not less than three (3) persons, who have been appointed by the President.
- e. If a member in good standing who has been a member for at least one year, is unable to attend the election meeting, she shall be able to cast a proxy vote by placing the names of her selections in a sealed envelope and giving it to a member who is attending.

Section 7: Vacancies occurring shall be filled for the remainder of the unexpired term by a majority vote of the membership. The vote shall be by secret ballot.

Section 8: Eligibility:

- a. No member of less than one month's standing shall be eligible to vote in an election.
- b. No inactive member or member not in good standing shall be eligible to vote in an election.
- c. No member shall be eligible to hold office unless she has been a Women's Service League member for three months preceding the election meeting.

ARTICLE VIII COMMITTEES

Section 1: Each committee chairman is required to turn in a report form to the Vice President when the project is completed.

Section 2: The chairman gives up his chairmanship after 1 year and remains on the committee for the next year. Co-chairman becomes chairman and a new co-chairman is appointed.

Section 3: Appointment of committees shall be handled at the last general meeting of the year.

ARTICLE IX BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of the officers, 2 directors and immediate past President.

Section 2: The 2 directors shall be appointed by the President, one of which act as the New Member Liaison and one of which will act as the Service Hour Coordinator.

Section 3: A board meeting may be scheduled by the President any time and as often as deemed necessary. The President shall give each board member reasonable notice of such meetings.

Section 4: Any board member missing more than two consecutive meetings, general or board, without reasonable excuses shall resign from the Board. All resignations shall be in written form. The Board shall decide what is a reasonable excuse and shall have the power to require the resignation of any board member by a two-thirds majority of the whole Board of Directors.

Section 5: Any director or committee chairman unable to attend a meeting shall be responsible for sending a member of the committee to the meeting.

ARTICLE X
EXPENDITURES

- Section 1: All expenditures shall be supervised and approved by the Board of Directors.
- Section 2: All checks written shall be signed by the Treasurer or other bank authorized signatory.
- Section 3: All checks written shall be supported by an itemized statement of expenditures.
- Section 4: All requests for Women's Service League to donate funds or resources must be submitted by a WSL member at a regularly scheduled meeting. The vote for approval or disapproval will occur no earlier than the next regularly scheduled meeting.
- Section 5: In the case of an outside organization requesting funds or resources, a Women's Service League member must sponsor the request by submitting the Request Form on behalf of the outside organization to the general membership.

ARTICLE XI
CONTRACTS

- Section 1: No officer or member shall have the authority to make any argument or contract in the name of the organization, with any person or organization, without the prior approval of the Board of Directors.

ARTICLE XII
PARLIAMENTARY AUTHORITY

- Section 1: Robert's Rules of Order shall govern all meetings of this organization.

ARTICLE XIII
AMENDMENTS

- Section 1: Amendments or revisions of the by-laws may be prepared by any member.
- Section 2: All proposed amendments or revisions shall be proposed at a regular meeting and may be voted on at any time.
- Section 3: A two-thirds majority vote of the members shall be required to pass any proposed amendment or revision of the by-laws of this organization.

AMENDMENTS

- I. The Women's Service League will not be a fund-raiser for any other organization.
- II. If there is dissolution of the organization, the assets, if any, shall be donated to a community charity and/or charities at the decision of the membership.
- III. At the April meeting (4/30/1990) of the Women's Service League, the active membership voted to create an alumni organization. All past members of the above organization are invited to join. The alumni group will be governed by the following guidelines:
 - a. Membership as of the 1989-1990 roster must serve for seven (7) consecutive years (may include a one year leave of absence) to qualify for alumni status.
 - b. Alumni members may submit names for membership at the April meeting, but must follow guidelines in Article III, section 3(c).
- IV. At the age of fifty-five (55) any active or alumni member, at their discretion, can be nominated lifetime status. Lifetime status privileges to the Women's Service League will include:
 - a. Invitation to the Christmas Social

- b. Invitation to the Spring Social and New Member's Tea
- c. Option to attend any business meeting
- d. Option to serve on any committee