

CONSTITUTION AND BY-LAWS



CONSTITUTION
AND
BY-LAWS
OF
THE CONROE SERVICE LEAGUE
501(c)4 (Updated in 2020)

ARTICLE I

NAME

The name of this organization shall be the Conroe Service League.

ARTICLE II

OBJECT

The object of this League shall be to foster interest among its members in the social, economic, educational, cultural and civic conditions of the community and to make effective their volunteer service.

ARTICLE III

MEMBERSHIP

Section 1. Classes of Membership

The membership of this League shall consist of women who shall comply with the requirements of the Conroe Service League. The classes of membership are as follows:

(A.) New Membership

After admission to the League, members shall be classified as New Members for a term of one year.

New Members are those who are engaged in complying with the requirements for admission to Active Membership, and are not eligible to vote or hold office.

After completion of their one-year term, voting privileges may be granted by the Board. New Members who, for unavoidable reasons, are unable to meet New Member requirements during the term, may request an extension from the Board.

Those members failing to meet the New Member requirements shall be dropped from the membership by a two-thirds vote of the Board.

(B.) Active Membership

Active members are those who have completed the requirements for new members and have been admitted to Active membership. They shall be entitled to all privileges of membership, including the right to vote and hold office. Active members shall justify their membership by full participation in the Community Service Projects currently being undertaken by the League. Active members are required to work at the Bargain Box according to their yearly Service Commitment Form. Active members are responsible for dues (see Article IV) and meeting requirements (see Article VIII).

(C.) Active Associate Membership

Active Associate membership is open to any member who has qualified for Sustaining Membership as defined in Article III, Sec. 1 (E). Active Associate membership allows a member all the privileges of active membership while working a reduced work schedule. Requirements for Active Associate membership are the same as for Active membership (see Article III, Sec 1 (B).) with the following exceptions:

1. Members must notify the Board, in writing, of their intention to become an Active Associate member by the March Board meeting.
2. Active Associate members are required to work a reduced schedule according to their service commitment form.

3. Active Associate members shall not be required to serve on a fundraiser committee or to work a seasonal changeover at the Bargain Box.

(D.) Sustaining Associate Membership

Sustaining Associate membership is open to any member who has met the qualifications of Sustaining membership (see Article III, Sec. 1 (E)). Sustaining Associate membership allows a member to retain a semi-active role in the League concurrent with a Sustaining membership. Privileges of membership shall be the same as for Sustaining membership with the following exceptions:

1. Members must notify the Board, in writing, of their intention to become a Sustaining Associate member by the March Board meeting.
2. Sustaining Associate members are required to work a reduced schedule according to their service commitment form.

(E.) Sustaining Membership

Sustaining membership is open to those Active members who have completed (5) Active years + (1) New Member year of service.

Intention of becoming a sustaining member must be written and delivered to the Board by the March Board meeting. Sustaining members must finish their present work schedule.

Sustaining members shall have all the privileges of membership except that they may not hold office or vote. They shall in every way possible aid and foster the undertakings of the League. Participation in League meetings, projects, and functions is voluntary. Sustainers may propose or second candidates for membership.

Section 2. Admission to Active Membership

(A.) Eligibility

Proposed members shall be at least 21 years of age and serve in Montgomery County. Before accepting the invitation to membership, the proposed member shall agree, in writing, to engage in the League's Community Service projects, providing the minimum required volunteer hours as stated by the League, and to attend the meetings.

(B.) Proposal of New Members

Each prospective candidate shall be supported by any member of any status in good standing. There will be no limit on the number of prospects a proposer can invite.

(C.) Application for Membership

1. The vice-president shall furnish applications to members.
2. The Proposer is required to meet all deadlines as they pertain to admissions of a new member. Applications will be distributed to members at the November general meeting and should be returned to the Vice-President prior to the March Board meeting. An extension may be granted only with Board approval.
3. All prospective candidates for Membership and their proposers are invited to attend the Prospective New Member Information Meeting. The current President and Vice-President preside over this meeting. A New Member Obligation Agreement will be handed out at the meeting. In order to activate New Member status, candidates will be asked to sign the New Member Obligation Agreement and return it to the Vice-President prior to a designated date.
4. The Vice-President shall prepare a roster containing the names of the eligible candidates and present it by the April Board and General meetings.

Section 3. Resignations, Suspensions, Leaves and Reinstatements

(A.) Resignations

Resignations shall be made in writing to the President. Resignations may be accepted at the discretion of the Board and the reasons for resignation will be documented in the President's Book.

Year-end resignations shall be submitted by the March Board meeting to receive credit for the year.

(B.) Suspensions

Any member may be suspended or dropped from membership for not complying with regulations and ideals of this Service League by action of two-thirds vote of the Board of Directors present and voting at any Board meeting, having been given prior notice and opportunity for a hearing before the Board.

(C.) Leaves

1. Maternity Leave: In case of pregnancy, a member's leave is (4) months, with an extension not to exceed (3) months, upon presentation of a doctor's certificate. She will be relieved of all working responsibilities. New Members on Maternity Leave may be voted to active membership by the Board of Directors upon completion of their New Member course and work. A member on maternity leave must pay all dues to stay in good standing. She continues to receive League Lines.

2. Leave of Absence: A member in good standing may take a leave of absence for a specific time period no longer than (1) year. Her active membership will be suspended during this leave and therefore does not count toward her league service years. It will be her responsibility to activate her membership at the end of such time or her name will be dropped from membership. All annual dues must be paid during the leave of absence. The member continues to receive League Lines during

leave time. When leaves are taken during any portion of a Service League year, in order to receive credit for that year, the member must have completed all requirements, including hours of service, of active membership.

(D.) Reinstatements

Requests for reinstatements must be submitted in writing to the President by the March Board meeting and will be considered by the Board at that time. Denial of reinstatement will be by two-thirds vote of the Board of Directors present and voting at any Board meeting. Reinstatements become effective May 1.

ARTICLE IV

DUES AND CHARGES

Members shall pay annual dues according to their Service Commitment Form.

Members may pay their dues in full by May 1 or pay their dues in 3 equal payments with the first payment due by May 1. The second payment shall be paid by August 1. The final payment shall be paid by November 1. Dues not received by the quarterly deadlines are considered delinquent. Delinquent dues could be subject to a late fee.

ARTICLE V

OFFICERS

Section 1. Personnel

Officers shall consist of a President, Vice-President, Recording Secretary, Corresponding Secretary and a Treasurer.

Section 2. Nomination

(A.) At the March meeting of the Service League, the Nominating Committee shall present the name of one candidate for each office.

(B.) Nominations may also be made from the floor, providing the consent of the candidate has been previously obtained.

(C.) The candidate for President must have served on the Board of Directors for at least one year prior to nomination to office.

Section 3. Election

(A.) Election, if needed, shall be made by secret ballot at the March meeting.

(B.) No officer shall be elected for the same office for more than two consecutive years.

(C.) All officers shall assume their duties at the Annual Meeting in April.

Section 4. Duties of Officers

(A.) President

The President shall preside at all meetings of the Service League and of the Board of Directors. She shall appoint the Chairmen of all Committees not otherwise specifically provided for. She shall call special meetings, with the approval of the Executive Committee.

(B.) Vice-President

The Vice-President shall assist the President in the general work of the Service League, and in the absence of the President shall perform the duties of President. She shall be in direct charge of the new membership. She shall coordinate the admission of new members.

(C.) Recording Secretary

The Recording Secretary shall keep an up-to-date list of the names and addresses of all the members of the Service League and of the Committees to which they belong. She shall provide an attendance list and keep the minutes of the proceedings of the Service League and the Board of Directors and keep a record of absences from regular meetings. She shall have charge of the editing and publication of the Annual Report in the form of a Yearbook to be distributed to members no later than the September General Meeting.

(D.) Corresponding Secretary

The Corresponding Secretary shall have charge of the general correspondence of the Service League and the Board of Directors. She shall issue the necessary notices of all meetings of the Service League and the Board of Directors. She shall perform all duties as may be assigned to her by the President or Board of Directors.

(E.) Treasurer

The Treasurer shall keep a list of all members of the Service League and their addresses. She shall serve as Chairman of the Finance Committee and shall receive and acknowledge all monies. It shall be her duty to collect all dues and fines and send out such notices as necessary. She shall pay all bills, properly audited, preserving all vouchers. She shall sign, with the President, all notes and contracts authorized by the Board.

ARTICLE VI

BOARD OF DIRECTORS

Section 1. Number and Term

The Board of Directors shall consist of the officers and the Chairmen of all Projects. The term of office of Board members is one year.

Section 2. Duties

(A.) The Board of Directors shall have general charge and control of the affairs, funds and property of the Service League. They shall present to the general membership all proposed major project activities for ratification.

(B.) All questions of the interpretation of the Constitution and By-Laws shall be controlled by the decision of the Board of Directors.

(C.) The Board of Directors may, for good cause, by a majority of its entire membership remove any Officer or Chairman.

(D.) The Board of Directors shall have authority to set fees and fines for all classes of membership.

Section 3. Vacancies

Vacancies among officers or Board of Directors may be filled by majority vote of the remaining members of the Board of Directors until the expiration of the original term of office.

Section 4. Meetings

The Board of Directors shall hold monthly meetings as deemed necessary. Special meetings may be called by the President and shall be called upon the written request of any Board member.

Section 5. Executive Committee

There shall be an Executive Committee, composed of the officers, which shall have the power to call special meetings.

Section 6. Quorum

A majority of the members of the Board of Directors shall constitute a Quorum.

ARTICLE VII

COMMITTEES

Section 1. Standing Committees

(A.) Finance Committee

There shall be a Finance Committee which shall function as the financial fact-finding committee to advise the Board on all matters relating to the financing of the Service League's administration. It shall prepare the Budget for presentation to the Board each year. The Treasurer shall serve as Chairman of the Finance Committee and appoint the members of the committee.

(B.) Nominating Committee

1. The Nominating Committee shall consist of five members chosen in the following manner:

a. At the September meeting a slate of five names proposed by the Board of Directors shall be voted on by the active membership. The three receiving the highest number of votes shall be declared elected.

b. Two additional members shall then be elected from a slate of at least five nominated from the floor.

2. The Nominating Committee shall select one candidate for each elective office. The names of candidates shall be submitted to the Board of Directors in time for a list to be sent to all Service League members before the March meeting.

3. No member of the Nominating Committee shall be eligible to accept a nomination from that committee for any League office.

4. The chairman shall be the nominee receiving the highest number of votes.

5. The President shall act in an advisory capacity to this committee.

Section 2. Special Committees

All Special Committees deemed necessary by the President shall be appointed by the President, with the approval of the Board of Directors, which shall designate their power and term of appointment.

ARTICLE VIII

MEETINGS

(A.) The Service League Year shall be May 1st through April 30th.

(B.) The April meeting of the League shall be for the purpose of receiving Annual Reports, Installation of Officers, and the introduction of New Members.

(C.) The regular meetings of the League shall be held on the third Tuesday of each month, except during the months of August and December, unless otherwise directed by the Board of Directors or the Executive Committee.

(D.) The Board of Directors meetings shall be held on the first Tuesday of each month, except during the months of August and December, unless otherwise ordered by the Executive Committee. Email meetings or voting by email is allowed and will follow Robert's Rules of Order.

(E.) Special meetings of the Service League may be called by the President or by a majority of the Executive Committee or upon the written request of any five members of the League.

(F.) A Quorum of the Service League shall consist of a majority of the voting membership.

ARTICLE IX

FISCAL POLICIES

Section 1. Fiscal Year

The Fiscal Year shall be the same as the Service League Year.

Section 2. Financial Records

The books of the League shall be kept in accordance with sound accounting practices. The Treasurer shall submit a Financial Statement to each League member monthly and annually.

Section 3. Financial Transactions

Each check issued by Conroe Service League must be signed by any two of the following officers: President, Vice-President, or Treasurer.

Electronic payments are allowed if the invoice has been approved by two officers authorized to sign the checking account.

Section 4. Registrar

The Executive Committee will appoint the registrar who will act as a registration agent for the Conroe Service League with the Texas Secretary of State.

ARTICLE X

AMENDMENTS AND RULES OF ORDER

Section 1. Amendments

The By-Laws may be amended by a two-thirds vote of the members present and voted on at any meeting of the League providing due notice has been given at a previous regular meeting and emailed to each voting member.

Section 2. Rules of Order

In the absence of provisions to the contrary, Robert's Rules of Order shall prevail.

Section 3. Dissolution

In the eventuality that the League shall be dissolved, the residue of money, after all debts are paid and all obligations met, shall be donated to 501(c)3 charitable organizations determined by the Board at that time.