

**WELLESLEY SERVICE LEAGUE**  
**BY-LAWS**  
(Effective July 1, 2010)

**ARTICLE I**  
**Name**

The name of this organization shall be the Wellesley Service League, Incorporated (the "Service League").

**ARTICLE II**  
**Object**

The object of the Service League is to provide volunteer service to cultural, educational, and other charitable organizations that serve the interests of the residents of the Town of Wellesley.

**ARTICLE III**  
**Membership**

The membership of the Service League shall consist of persons who meet the requirements stated in the By-Laws and Policies. Members who fail to comply with the requirements may be dropped from membership by majority vote of the Executive Committee. The total number of Active Members (excluding members on leave of absence) and Provisional Members together shall not exceed 80. All members shall pay annual dues, excepting Honorary Members and Lifetime Members.

SECTION 1. The categories of membership shall be Provisional, Active, Sustaining, Honorary and Lifetime.

a. Provisional Members are members approved by the Board of Directors (the "Board") to serve a first, provisional year in the Service League. They shall be residents of Wellesley, pay an initiation fee, complete an orientation program ("Provisional Week") determined by the Executive Committee, attend all monthly general meetings of the Service League ("Friday Barn Meetings"), and complete a minimum number of hours of service on behalf of the Service League. This minimum shall be set by the Board and posted in the Policies. Provisional Members have the right to vote in all instances. They may serve on committees and may co-sponsor candidates for membership with an Active or Sustaining Member. They may not hold office.

b. Active Members are members who have successfully completed the provisional year and have been duly approved to Active membership by the Board. They shall be residents of Wellesley, attend all Friday Barn Meetings, and complete a minimum number of hours of service annually. This minimum shall be set by the Board and posted in the Policies. Active Members have the right to vote, to hold

office, to sponsor or co-sponsor candidates for membership, and to serve on committees. Members may serve as Active Members for a maximum of four (4) years.

c. Sustaining Members are members who, upon completion of the provisional year and four years of Active membership, wish to continue their support of the Service League. Fourth year Active Members shall make their request to continue as Sustaining Members as specified in the "Membership" Section of the Policies. Sustaining Members have the right to vote, to sponsor candidates for membership, and to serve on committees.

d. Honorary Members are those elected into the Service League by the Board for reason of distinctive service in the community, but only upon written petition by 20 members of the Service League. They shall not pay dues, hold office, offer motions, or vote.

e. Lifetime Members are Sustaining Members who joined the Service League 50 or more years ago. When a Sustaining Member reaches the fiftieth anniversary of her provisional year, she becomes exempt from paying dues.

SECTION 2. New members for the Service League are proposed by the Provisional, Active and Sustaining Members, recommended by the Membership Committee, and approved by the Board to serve a provisional year.

a. A candidate for membership must be sponsored by two members of the Service League, neither of whom shall be a relative of the candidate. Active and Sustaining Members in good standing, including members of the Membership Committee, may serve as sponsors or co-sponsors for candidates. Provisional Members may serve as co-sponsors. With the full knowledge and consent of the candidate, each sponsor shall submit a membership application for the candidate to the Chairs of the Membership Committee. It shall be the responsibility of each sponsor to inform the candidate of the requirements of membership. Members who wish to sponsor more than two candidates may do so only with the permission of the Membership Chairs.

b. A candidate for membership must have resided in Wellesley for at least twelve (12) months or, if currently residing in Wellesley for less than twelve (12) months, have been known by a sponsor or co-sponsor for at least twelve (12) months prior to the date established by the Membership Committee for submitting applications. A candidate must be willing and able to give her enthusiastic support to the program of community service sponsored by the Service League.

c. The list of candidates to become Provisional Members, and the waiting list, if any, recommended by the Membership Committee shall be submitted to the Board, and election of new members shall be by a two-thirds vote of the Board.

SECTION 3. An Active Member may request a leave of absence from the Service League. That leave of absence, unless due to a relocation outside the Wellesley area, may span no more than two (2) fiscal years of the Service League. During such leave,

the member shall pay regular dues.

SECTION 4. Applications for change of status and determination of status shall be made in writing to the Secretary. Such applications shall be voted on by the Executive Committee, and the members shall be notified in writing of the action taken.

#### **ARTICLE IV Dues**

SECTION 1. Payment of an initiation fee to be set by the Board and posted in the Policies shall be a requirement of Provisional membership.

SECTION 2. The annual dues for all categories of membership, excepting Honorary and Lifetime, shall be set by the Board and posted in the Policies. A member whose dues remain unpaid by the first day of February shall be dropped from membership unless the Executive Committee votes to retain such member.

#### **ARTICLE V Meetings**

SECTION 1. Regular meetings of the Service League shall be held on the first Friday of each month from October to June inclusive, unless changed for a particular month by the Executive Committee.

SECTION 2. An Annual Meeting shall be held in the fall for the purpose of electing Officers and Sustaining Directors, receiving the annual reports of the Officers, and conducting any other business that may properly come before the meeting.

SECTION 3. Special meetings of the Service League may be called by the President or at the written request of fifteen Active or Provisional Members of the Service League.

SECTION 4. Thirty of the Active and Provisional Members of the Service League shall constitute a quorum.

#### **ARTICLE VI Officers**

The Officers of the Service League shall be a President, Vice-President, Secretary, Treasurer, Recorder, and Administrative Officer. They shall be elected and take office at the Annual Meeting.

SECTION 1. The President shall preside at all the meetings of the Service League and of the Board and Executive Committee, shall appoint all committees not otherwise provided for, shall be empowered to sign contracts authorized by the Board, shall be general executive officer of the Service League and ex-officio member of all committees.

SECTION 2. The Vice-President shall perform all duties of the President in her absence or disability, shall serve on the board of the Wellesley Friendly Aid Association, shall be Chair of the Provisional Members, and shall perform such other duties as may be properly assigned to her. The office of Vice-President is a three-year commitment, first year as Vice-President, second year as President, and third year as Immediate Past President.

SECTION 3. The Secretary shall keep the minutes of the meetings of the Service League, Board, and Executive Committee, shall keep a list of Members and Standing Committees, shall compile an Annual Report, shall conduct the correspondence of the Service League and shall perform such other duties as pertain to her office.

SECTION 4. The Treasurer shall have custody of all funds of the Service League, shall collect all dues and make such disbursements as have been authorized by the Board, shall render a report at each regular meeting of the Board and of the Service League, shall present an Annual Budget and shall render an audited report at the Annual Meeting.

SECTION 5. The Recorder shall keep a record of the hours of work of each Active and Provisional Member, shall keep a file of all information pertaining to hours, shall call the roll at all regular meetings, and shall perform such other duties as may be assigned to her by the Executive Committee.

SECTION 6. The Administrative Officer shall compile and distribute the membership Directory, shall keep all records, including permanent records of Members and the By-Laws and Policies, shall perform all duties of the Treasurer in her absence or disability, and shall perform such other duties as may be properly assigned to her by the Executive Committee.

## **ARTICLE VII**

### **Board of Directors and Executive Committee**

SECTION 1. The officers of the Service League, together with the Immediate Past President, the Chairs of the several Standing Committees, the Chairs of the Membership Committee and the Nominating Committee, and three elected or appointed Sustaining Directors, shall constitute the Board. The Board shall have and exercise full control and management of the affairs, funds, and property of the Service League and shall have the power to authorize the appropriation of money. Regular meetings of the Board shall be held on the Wednesday preceding the Friday Barn Meeting. Special meetings of the Board may be called by the President or shall be called at the request of ten members of the Board. One-third of the members of the Board shall constitute a quorum.

SECTION 2. The officers of the Service League, together with the Immediate Past President and the Sustaining Directors, shall constitute the Executive Committee. The Sustaining Directors together shall exercise one vote on all Executive Committee matters. The Executive Committee shall manage the affairs of the Service League between meetings of the Board, make recommendations to the Board, and be accountable to the Board. The Executive Committee shall meet monthly prior to the Friday Barn Meeting.

SECTION 3. Vacancies occurring in an elected office shall be filled by recommendation of the Nominating Committee and approval of the Board. The President may fill all other vacancies occurring on the Board.

## **ARTICLE VIII Standing Committees**

SECTION 1. The Board may create one or more Standing Committees representing particular fields of community service and may abolish the same at its discretion.

SECTION 2. Each Standing Committee shall have a Chair or several Co-Chairs appointed by the Vice-President each spring for the following year. Each Chair or Co-Chair shall be responsible for the work of her Committee and shall be a member of, and report to, the Board.

SECTION 3. Standing Committee Chairs shall make a report as needed of the activities of their committees at all monthly Board meetings and Friday Barn Meetings, and shall submit a written annual report to the President and the Secretary by the June Board Meeting.

## **ARTICLE IX Special Committees**

There shall be Special Committees for Membership and for Nominating. The Chairs of each Special Committee shall be appointed each spring for the following year by the Vice-President, with the approval of the Board, and shall be members of the Board.

SECTION 1. Membership Committee. This Committee shall consider all applications for membership and shall submit recommendations to the Board according to ARTICLE III, SECTION 2, of these By-Laws. In addition to the two Membership Co-Chairs (a 4<sup>th</sup> year Active Member and a Sustaining Member), the Committee shall consist of five additional Members: four Active Members (recommended to be one from each of the Active classes, chosen by each respective class), and one Provisional Member (chosen by the Provisional class). The appointment of these five additional committee members shall take place at the November or December Friday Barn Meeting. No member of the Executive Committee may serve on the Membership Committee. The Co-Chair who is a Sustaining Member shall have been a Sustaining Member no more than five years at the time of her appointment. It is recommended that both Chairs of the Membership Committee have served on a prior Membership Committee.

SECTION 2. Nominating Committee. In addition to the two Nominating Co-Chairs (both

of whom shall be Sustaining Members), the Committee shall consist of the Immediate Past President, the President, the Vice-President, and the Sustaining Directors. At the Friday Barn Meeting in March, the Nominating Committee shall solicit the recommendations of the Active and Provisional Members as to candidates for the following year's Vice-President, Secretary, Treasurer, Recorder, Administrative Officer, and Sustaining Directors. Based on the recommendations of the membership and the willingness of the candidates to serve, the Nominating Committee shall present a slate of officers to be elected at the Annual Meeting in September. The Nominating Committee shall submit a copy of its report to the Board at the June Board meeting, and shall send a copy of the proposed slate of officers to each Member of the Service League at least one week prior to the Annual Meeting.

a. Twenty-five or more members desiring to nominate an alternate candidate for any office may, at any time prior to seven days before the Annual Meeting, send such nomination in writing, signed by them, to the Chairs of the Nominating Committee, who shall immediately notify the Nominating Committee thereof. There shall then be an election by ballot at the Annual Meeting.

b. A candidate who has not been nominated as provided for in this section shall not be elected at the Annual Meeting.

## **ARTICLE X Dissolution**

In the event of the dissolution of the Service League, assets will be distributed only to organizations exempt under Section 501(c)(3) of the Internal Revenue Code, as amended hereafter.

## **ARTICLE XI Amendments, Rules of Order, and Notices**

SECTION 1. These By-Laws may be amended at any meeting of the Service League by a two-thirds vote of those members present and voting, provided they constitute a quorum, and provided that a copy of the proposed amendment shall have been sent to each member at least one week prior to the meeting at which action will be taken.

SECTION 2. All meetings shall be conducted according to generally accepted principles of parliamentary procedure, but the ruling of the presiding Officer on any disputed point shall be conclusive.

SECTION 3: All notices required under these By-Laws may be submitted by e-mail.