

WELLESLEY SERVICE LEAGUE
POLICIES
(Effective July 1, 2010)

Membership (Article III)

1. Application Process.

a. Applications for membership and instructions for sponsors shall be available no later than the first of January. The Membership Committee shall determine each year the date by which applications will be accepted. Prior to that date, the Executive Committee, considering a variety of factors including the size of the outgoing 5th year class, anticipated changes in the status of other active or provisional members, and anticipated service needs of the agencies we assist, shall determine the Service League's total number of Active and Provisional Members (between 75 and 80) for the upcoming fiscal year. Using that target membership number, the Membership Committee will then calculate the total number of incoming Provisional Members it can accept. New members will be chosen by lottery on a space-available basis from the pool of completed, timely applications. If the available spaces are filled before the pool of applicants is exhausted, the remaining applicants will be placed on a waiting list until such time as membership becomes available. If no spaces are available prior to the start of Provisional Week, the applicants on the waiting list will be given priority over all new applicants to join the Service League the following year, to the extent that spaces are available at that time. If spaces remain after the date by which applications were due, the Membership Committee will continue to accept new applications until the spaces are filled or Provisional Week begins, whichever occurs first.

b. Following approval of these Policies and the corresponding By-Laws in June 2010, the Executive Committee may in its discretion determine that the total number of Active and Provisional Members in the Service League for fiscal year 2010-2011 should be greater than 75 (but no more than 80). In that case, the Executive Committee will instruct the Membership Committee to offer membership to an additional number of applicants on the waiting list necessary to reach that target membership number.

c. An applicant who has been offered membership in the Service League may defer acceptance for a maximum of one year.

2. Leaves of Absence. A member on leave must state her intentions for the following year in writing to the Secretary by the date established by the Membership Committee for receipt of new applications for membership. If the member has been on leave for one or part of one fiscal year, then the member need not repeat Provisional Week upon returning to the Service League. At the member's written request, and at the discretion of the Executive Committee, taking into account the overall membership numbers and the member's likely ability to fulfill her annual hours requirement in the time remaining, such a member may return to the Service League during the course of an ongoing year. If,

however, the member's leave has spanned all or part of two fiscal years, then the member shall repeat Provisional Week upon her return. The returning member will receive credit for previous full years of completed service, and will join the class of Active Members with the same number of remaining years of service. Even if otherwise qualified, a member returning from leave is not eligible to hold one of the officer positions set forth in Article VI in the year she returns from leave. If the member's leave is due to a relocation outside the Wellesley area and spans more than two fiscal years of the Service League, her return shall be at the discretion of the Executive Committee.

3. Elevation of Provisional Members. At its June meeting, the Board of Directors (the "Board") will vote to elevate all those Provisional Members who have satisfied the requirements of the provisional year to Active Member status.

4. Sustaining Status. Eligible Active Members who wish to become Sustaining Members shall notify the Secretary in writing by April first of their final year of active service.

5. Annual Hours Requirements.

a. The annual minimum requirement for Provisional and Active Members shall be 65 hours of service given at a time or place specified by a Standing Committee Chair and during the months September through June inclusive. Active and Provisional Members who fail to fulfill their 65-hour requirement shall have their status reviewed by the Executive Committee. Hours volunteered during July and August are not credited toward the 65-hour minimum requirement of the upcoming year, but shall be added to a member's hours total once she has reached the required 65 hours.

b. Given that the mission of the Service League is to provide tangible, in-the-field service to the organizations that serve our community, all members and Standing Committee Chairs must be judicious in their accrual of administrative or planning hours.

6. Cancellations/Delays/Missed Commitments.

a. No hour credit is given if an agency or Committee Chair cancels a scheduled commitment with at least 24-hour advance notice. However, one-half credit will be given if a commitment is cancelled with less than 24-hour notice.

b. Service League commitments are cancelled when the Wellesley Public Schools are cancelled. The Committee Chair(s) should notify agency heads of such cancellation. Such cancelled commitments are awarded half credit.

c. If the Wellesley Public Schools are delayed one hour, it is up to the member to determine if she can fulfill the volunteer commitment. The member should contact the Committee Chair(s) if unable to fulfill the commitment, and if so, will receive no hours credit or penalty. A two hour delay of the Wellesley Public Schools would mean cancellation of most Service League activities that take place during the morning hours. Such cancelled commitments are awarded half credit.

d. If a member arrives for scheduled Standing Committee work, having followed all instructions of the Chair(s), and finds the agency has no work or need for service, she shall be credited with one hour of work.

e. Members are required to find a substitute if they are unable to meet a scheduled commitment. Unless excused by the Standing Committee Chair or the Executive Committee, any Member who fails to meet a commitment or find a substitute shall be docked the equivalent hour(s) she would have earned.

f. No hour credit is given for participating in social activities, providing food for Service League meetings or social activities, speaking during Provisional Week, or attending the Friday Barn Meetings.

7. Reporting of Hours. No later than one week following each Friday Barn Meeting, the Standing Committee Chair(s) shall submit to the Recorder the hours accrued over the previous month by each member in service to that committee. Prior to submitting the hours to the Recorder, the Chairs shall confirm the accuracy of the hours with the members.

Finances (Article IV)

1. The fiscal year of the Service League shall be from July 1 through June 30.

2. Bills for the annual dues shall be sent to all members on or before the Annual Meeting.

3. Provisional and Active Members, including Active Members on leave of absence, shall pay annual dues of \$50.00.

4. Sustaining Members shall pay annual dues of \$35.00.

5. Provisional Members shall pay an initiation fee of \$15.00.

6. There shall be a Budget Committee to include the outgoing President, incoming and outgoing Vice-President, incoming and outgoing Treasurer, and incoming and outgoing Administrative Officer. The Budget Committee will prepare a budget for the following year, which the membership will approve at the Annual Meeting.

7. The Board has determined that a balance of excess funds equal to two times the annual operating expenses of the organization be maintained. This excess will provide a cushion for any unforeseen capital expenses.

8. Recognizing that it is not a fundraising organization, the Service League does, on occasion, make monetary donations to select charitable organizations. The Service League may sponsor fundraising activities to benefit the Wellesley Friendly Aid Camp Fund or other charitable organizations. In addition, to the extent that the cash balances of the Service League permit, additional charitable contributions (or spend-downs) may be made to other local organizations.

- a. Any member or Standing Committee Chair may offer written suggestions for spend-downs at any time. Each spring, the Executive Committee shall review the financial condition of the Service League and make recommendations as to what, if any, spend-downs are appropriate for that fiscal year. Priority will be given to organizations that are served by the Service League. The Board will vote on these recommendations at the June Board meeting.

Meetings (Article V)

1. Attendance is required at all regular Friday Barn Meetings, which begin promptly at 9:30 a.m. Members shall remain at the meeting until it is adjourned by the President.
2. Written explanation of absence from a Friday Barn Meeting should be addressed to the Recorder in advance of the meeting. The Recorder must also be informed in writing of any planned late arrivals or early departures prior to the meeting. An emergency resulting in an unforeseen absence should be reported to the Recorder within one week of the meeting, and will be excused at the Recorder's discretion. One unexcused absence will constitute a one-hour penalty.
3. Attendance is critical at the Friday Barn Meeting in March, where the membership nominates the Executive Officers for the following year.
4. Attendance records will be reviewed by the Executive Committee. Any Active Member foreseeing a commitment which would preclude regular attendance at Friday Barn Meetings should apply to the Executive Committee for a leave of absence or should choose to resign from membership.
5. If the Wellesley Public Schools are cancelled or have a two-hour delay on the day of a Friday Barn Meeting, the Friday Barn Meeting will be postponed until the following Friday at 9:30 a.m. If the Wellesley Public Schools have a one-hour delay on the day of a Friday Barn Meeting, the Friday Barn Meeting will be held as regularly scheduled. Members should arrive by 9:30 a.m.
6. If the Wellesley Public Schools are cancelled on the day of an Executive Committee or Board meeting, those meetings will not be rescheduled. Committee chairs are responsible for getting their clipboards to the House Chair(s) prior to the Friday Barn Meeting.
7. In consultation with the Executive Committee, the Vice-President shall determine the Service League calendar of meetings for the following year, including the date of the Annual Meeting.

Board of Directors and Executive Committee (Article VII)

1. Candidates for Officers of the Service League shall have served a full term on the Board.

2. Whenever possible, one of the elected or appointed Sustaining Directors shall have been a Sustaining Member for at least five years, the others for less than five years.
3. A Board meeting may be called in September.
4. An elected officer shall be credited with the annual minimum hour requirement.
5. The Executive Committee shall conduct an annual review of the Policies and By-Laws, and solicit the input of the Board of Directors regarding the same, by the March Barn Meeting.

Standing Committees (Article VIII)

1. Each Chair or Co-Chair of a Standing Committee shall receive 1.5 hours credit for each Board meeting attended. Unless the committee has something unusual to report or request at a given meeting, only one Co-chair need attend each Board meeting.
2. Any changes or extension of current duties or commitments shall be brought before the Executive Committee and/or the Board.
3. Services are considered to be “pilot” programs during the first two years of the Service League’s involvement with them. During that pilot period, the Executive Committee, in consultation with the Board and the Chair(s) of that pilot Standing Committee, will determine whether ongoing Service League involvement is appropriate and warranted.
4. A Co-Chair may be appointed by the President, as the need exists.
5. Unless approved by the Executive Committee, no member shall serve as Chair or Co-Chair of the same Standing Committee for more than two years.
6. The chair(s) of each service will prepare a written report on their committee’s operation for the benefit of their successor chairs, the Board, and the Executive Committee. Those reports are to be submitted prior to the May Board meeting.
7. Each June, the outgoing chair(s) of the Standing Committees shall ensure that any service slots occurring through the date of the following October Friday Barn Meeting have been made available to the membership for sign-up and have been filled. The incoming Chairs of the Standing Committees shall, prior to the October Friday Barn Meeting, report to the Recorder any July and August hours accrued by their committees. The incoming Chairs shall also be responsible for the work of their committees during the month of September.
8. Standing Committee Chairs shall adhere to the budget established for their committees. Any request for increased funding must be addressed to the Treasurer and approved by the Executive Committee prior to the expenditure of any incremental funds.
9. Food Donation Policy. When requesting food donations that earn credited hours for services such as Barton Road Boys’ Club, Barton Road Girls’ Club, Friendship Circle, and

Men's Group, Committee Chair(s) should ensure that the expense to any participating member not exceed \$15. Chairs are asked to consider the expenses associated with the meal and/or refreshments they are planning for their meetings and provide enough sign-up opportunities to make sure that the \$15 maximum contribution is not exceeded. Chairs are also encouraged to consider using their budgets to offset food expenses. Food donations are made voluntarily and are not required of our membership. Food donations for Service League meetings and social gatherings are not subject to this guideline and do not earn volunteer hours.

Special Committees (Article IX)

1. The recommendations of the Membership Committee as to Provisional Members for the following year shall be presented at the May Board meeting and voted upon at that meeting.
2. A member may not serve on the Nominating and Membership Committees in the same year.

Amendments (Article XI)

These Policies may be amended by a majority vote of the Board.