

# **Constitution and By-Laws of the Service League of Prattville, Inc.**

## ***Name***

The name of the organization shall be the Service League of Prattville, Inc.

## **Mission**

The mission of the organization shall be to foster interest among its members in the economic, educational, civic and cultural conditions of Autauga County and to make effective the voluntary service of its members.

## ***Membership***

The membership of the Service League shall consist of five (five) types:

- |                              |   |
|------------------------------|---|
| 1. Regular Active Members    | Limited to 125  |
| 2. Provisional Members       | Limited to the numbers of vacancies in membership Quota |
| 3. Active Sustaining Members | Unlimited   |
| 4. Sustaining Members        | Unlimited   |
| 5. Out of Town Members       | Unlimited   |
| 6. Past Members              | Unlimited   |

## ***Officers***

**Section 1.** The officers of the Service League shall be:

President  
Vice President  
Recording Secretary  
Corresponding Secretary  
Treasurer

**Section 2.** The Board of Control shall consist of:

Officers  
Ways and Means Chair  
Projects and Community Research Chair  
Retiring President  
Parliamentarian

**Section 3.** Standing Chairs shall consist of:

Publicity Chair  
Newsletter Chair  
Solicitations Chair  
Provisional/Recruitment Chair  
Photographer  
Chaplain

## ***Amendments***

The Constitution may be amended at any regular or annual meeting by a two-thirds majority vote of the members present, provided the proposed action is in writing, signed by four (4) active members and has been presented at the preceding meeting.

## **Order of Business**

The order of business shall be as follows:

- Call to Order
- Prayer
- Roll Call
- Adopt Minutes as Circulated in Newsletter
- Provisional vote
- Officers and Committee Reports
- Unfinished Business
- New Business
- Announcements

The rules contained in Robert's Rule of Order shall govern the Service League in all cases in which they are applicable and in which they are not inconsistent with the bylaws or the special rules of the League.

## **By-Laws**

### **Article One-Membership**

**Section 1.** The types of membership shall be as follows:

**(A) Regular Active Membership** is membership provided for residents of Autauga County and the surrounding area that are elected to membership in the League. The League shall have unlimited candidacy for membership up to a total of one hundred twenty-five (125) potential members.

Regular Active Member:

1. She is required to pay dues of forty dollars \$40.00 per year.
2. She shall receive the yearbook and monthly newsletter.
3. All members presently on the active roll of the League shall be required to serve five (5) full years of active service before attaining sustainer or active sustainer status. **During this five (5) year period, she must work all five (5) Annual Labor Day BBQs in order to attain sustainer or active sustainer status. The BBQ worked during Provisional status does not count toward the required five (5). Any BBQs missed during this time must be made up before sustainer status may be granted.**
4. She must serve fifty (50) hours per year, for each year she is active. Fifteen (15) of which will be service hours and thirty-five (35) of which will be Ways and Means hours. These hours must be completed by the November meeting.
5. She shall have voting privileges.
6. She may sponsor or co-sponsor candidates for membership.
7. She is required to attend scheduled League monthly meetings.
8. She is required to participate in all Ways and Means projects adopted by the League. A member who fails to participate or has an unexcused absence will result in possible expulsion from the League, to be decided by the Board of Control.

**(B) Provisional Membership** is a membership for newly elected members of the League and shall extend from the first general meeting of their election through the September meeting. Membership is subject to a favorable review by the Board of Control. The Board of Control shall determine, during the October board meeting, whether any provisional member is unsuitable for active membership. Notification of such determination shall be made to the provisional member in writing prior to the October general meeting. Unless notified of the decision, as set forth herein, provisional members will automatically become active members at the beginning of the October general meeting.

### **Provisional Membership:**

1) She is required to pay an initiation fee of seventy dollars (\$70.00) during her provisional period. This will include her name tag, an embroidered PSL apron, an embroidered shirt, and her provisional dues.

2) She shall receive the yearbook and monthly newsletter

3) New members elected to the League shall be considered provisional members effective immediately upon election. Provisional members shall work with the Provisional Chairperson during this period of orientation.

4) All provisional members, should they become active at the end of their provisional period, shall be required to serve five (5) years of active service before attaining sustainer or active sustainer status.

5) She is required to attend the monthly meetings during her provisional period.

6) She is required to participate in all Ways and Means projects adopted by the League, but is not required to begin counting hours until November. A member who fails to participate or has an unexcused absence will result in possible expulsion from the League to be decided by the Board of Control.

7) All provisional members are required to work the annual Labor Day BBQ during their provisional period. Failure to work the annual Labor Day BBQ will result in possible expulsion from the League to be decided by the Board of Control. Provisional members may be allowed to make up this year upon written request to the Board of Control. If granted, the member will be required to work six (6) BBQs during their active status instead of five (5) as listed in section (A) above before sustainer or active sustainer status can be granted.

**(C) Active Sustainer Membership** is a membership for members of the League who have served their obligatory five (5) active year term with the League, but wish to remain active instead of retiring and going to Sustainer status. A member wishing to become an active sustainer may request so in a letter written to the Board of Control submitted by the October Board meeting. If granted, active sustainer membership will become effective at the conclusion of the October meeting.

### **Active Sustainer Membership:**

1. She is required to pay dues of thirty dollars (\$30.00) per year.
2. She shall receive the yearbook and monthly newsletter.
3. She must serve twenty (20) hours per year, for each year she is an active sustainer. These hours must be completed by the end of the League year.
4. She shall have voting privileges.
5. She shall be required to attend two monthly League meetings per year, and to notify the Recording Secretary of her hours. Her attendance at all other meetings shall be optional.
6. She may sponsor or co-sponsor a candidate for membership.
7. She shall be required to participate in only one of the Ways and Means projects adopted by the League.
8. Her name shall be listed in the League yearbook, but shall not count in the membership quota of one hundred twenty-five (125) members.
9. She is eligible to serve on Board of Control, subject to the requirements set forth in Article Three. She shall not, however, be eligible to hold the positions of President, Vice President, and Retiring President.

**(D) Sustaining Membership** is a membership for regular members who wish to retire from the League. An active member of the Service League who wishes to voluntarily retire may do so after five (5) years of active service. Requests for sustaining membership must be submitted in a letter written to the Board of Control by the October Board meeting. If granted, sustaining membership will become effective at the conclusion of the October League meeting.

Sustaining Membership:

1. She is required to pay dues of twenty-five (\$25.00) per year.
2. She shall receive the yearbook and monthly newsletter.
3. She shall not be required to serve any hours.
4. She shall have no voting privileges.
5. Her attendance at meetings shall be optional.
6. She may not sponsor or co-sponsor a candidate for membership.
7. She shall not be required to participate or attend any Ways and Means projects.
8. Her name shall be listed in the League yearbook, but shall not count in the membership quota of one hundred twenty-five (125) members.
9. Should she choose to change her status, she may do so by written request to the Board of Control.

**(E) Out of Town Membership** is a membership for an active member who moves away from the city and is unable to complete the required hours but wishes to remain a non-resident member. Any League member departing from Autauga County and the surrounding area should send a written resignation or request for out of town membership status to the Board of Control. Any active member resigning in good standing prior to the completion of her required active service, due to her departure from the area, may apply time previously earned toward her required years of service if she re-enters the League. Such re-entries shall not be included in the League quota of one hundred twenty-five (125) regular active members until the following membership election. Upon return to the League, a member shall be given credit for hours earned prior to applying for out of town membership.

Out of Town Membership:

1. She is required to pay sustainer dues of twenty-five dollars (\$25.00) per year.
2. She shall receive the yearbook and monthly newsletter.
3. She shall not be required to serve any hours.
4. She shall have no voting privileges.
5. Her attendance at meetings shall be optional.
6. She may not sponsor or co-sponsor a candidate for membership.
7. She shall not be required to participate or attend any Ways and Means projects.
8. Her name shall be listed in the League yearbook, but shall not count in the membership quota of one hundred twenty-five (125) members.

**(F) Past Membership** is a membership for members who have retired from the League and have failed to pay sustainer dues of twenty-five dollars (\$25.00). Past Members may be restored to Sustainer status, by paying sustainer dues.

Past Membership:

1. She shall not receive the yearbook and monthly newsletter.
2. She shall have no voting privileges.
3. She may not sponsor or co-sponsor a candidate for membership.
4. Her name shall be listed in the League yearbook, but shall not count in the membership quota of one hundred twenty-five (125) members.

**(G) Candidates for membership must be sponsored and cosponsored by League members.**

Candidates for Membership:

1. To become a candidate for membership, names must be submitted in writing to the Board of Control and prior to the beginning of the general meeting in which the candidate is being considered for membership.
2. A League member may sponsor no more than five (5) candidates and may co-sponsor any candidate.
3. Provisional candidates will be voted on, as applicable, at each general meeting.
4. Members will vote for as many candidates as there are vacancies in the League at that time (i.e. if there are ten (10) vacancies, each active member may vote for ten (10) candidates).
5. Individuals shall be chosen from the ranked list until all vacancies are filled or until the list of eligible candidates is exhausted. To be elected to membership, a candidate must receive affirmative votes from sixty-seven percent (67%) and no more than fifteen percent (15%) negative votes from the active members present. Those candidates not qualifying for membership may be resubmitted at another election.
6. In the case of a tie, the President shall cast the deciding vote. In the case of any irregularity in the vote, the vote shall be thrown out.

**(H) Leave of Absence** An active member may be granted a leave of absence of not more or less than one (1) year by submitting in writing an application to the Board of Control.

Leave of Absence:

1. She shall retain her membership but will not be entitled to vote nor sponsor or co-sponsor a candidate for membership.
2. Any League year during which a member is on leave, the member shall be given credit for hours earned prior to applying for her leave of absence.
3. While on leave of absence, she must pay dues of twenty-five dollars (\$25.00) and shall receive the yearbook and monthly newsletter.
4. A member shall automatically be granted a one (1) month leave of absence upon the birth or adoption of a baby. This period shall begin the day of the birth or adoption, and will not have to be made up. However, total required Ways and Means and Service hours must still be completed by the member during the League year. Other exceptions will be considered by the Board of Control as submitted in writing.

## **Article Two-Officers**

**Section 1.** Officers and members of the Board of Control shall hold office for the term of one (1) year and shall be eligible to succeed themselves in the same capacity for one term. The treasurer is excluded and may serve an unspecified number of terms subject to the election process. Active members in good standing are eligible to hold office and can be nominated to an office.

**Section 2.** No later than the closing of the August meeting, a nominating committee comprised of three (3) active members shall be appointed by the President to solicit and receive nominations for Board positions. The nominating committee shall make its report at the October Board meeting. The nominating committee will prepare the ballot sheet with the pre-nominated names and leave a space or spaces for write-in nominations.

At the October general meeting, officers will be elected. Members may nominate from the floor any member not already nominated by the nominating committee. A member making the nomination of an absent member for any office shall present in writing the consent of the member being nominated Prior to the

opening of nominations. Any nominee shall have the opportunity to decline nomination for the office to which she has been nominated before nominations are closed. Nominations shall remain open until the League is ready to vote. At that time, nominations must be closed before ballots are cast.

Any League member whose membership is not in good standing by reason of failure to pay dues, or bring dues current by the opening of nominations, shall forfeit eligibility to hold any office during that administrative year and she will forfeit her right to vote. Absentee ballots and proxy votes are prohibited. The President's vote shall only be counted in the case of a tie. A plurality of the vote is the only requirement for election.

The order of nominations and elections shall be Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Ways and Means Chair, Projects and Community Research Chair, Parliamentarian.

Members may be nominated for multiple Board positions. If a member is nominated for multiple Board positions once she receives a majority vote, she agrees to forfeit and/or withdraw subsequent nominations for lower ranked positions.

**Section 3.** The duties of the Officers shall be as follows:

- (A) **The President** shall preside at all meetings of the Board of Control and the League, and shall be an ex-officio member of all committees. She may call special meetings of the Board of Control at her discretion.
- (B) **The Vice President** shall assume the duties of the President in the absence of the President and shall serve as Program and Social Chairman. In addition, the Vice President shall keep the history of the League. She shall be the president-elect for the following League year.
- (C) **The Recording Secretary** shall keep minutes of the League and shall keep an up-to-date roster of League membership. She shall be responsible for publishing the yearbook the year following her term. She shall also keep a record of the hours served for all members of the League. She will maintain the files on each active, provisional, active sustaining, sustaining, out of town members and past members.
- (D) **The Corresponding Secretary** shall assume the duties of the correspondence of the League and shall keep all printed records pertaining to the Service League.
- (E) **The Treasurer** shall have charge of the funds of the League. She shall keep records of the receipts and disbursements; she shall collect dues, fines and any other funds. Her books shall be annually examined and approved by the Board of Control and she shall submit an annual financial report for publication in the Yearbook. An audit of the books of account will be performed as directed by the Board of Control. She shall have the authority to disburse a maximum of **two hundred dollars (\$200.00)** from the administrative account with the approval of the Board of Control or the President for official League business without the vote of the League. All expenditures over **two hundred dollars (\$200.00)**, from the administrative account, shall be approved by a vote of the League membership. She shall be responsible for filing the annual tax return (due March 15) for the year following her term. Expenditures for Ways and Means events must be approved by the event chairperson or approved at the following Board of Control meeting.

## **Article Three-Board of Control**

**Section 1.** The Board of Control shall consist of nine (9) members and shall include: the Officers of the League (President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer) and Ways and Means Chair, Projects and Community Research Chair, Retiring President, and Parliamentarian. Except for President and Retiring President, all offices are elected.

**Section 2.** The Board of Control shall meet the first Monday of every month except June, July and December.

**Section 3.** Between regular meetings the Board of Control shall have full authority in all matters relating to the management and development of the League.

**Section 4.** Vacancies occurring on the Board of Control shall be filled by the vote of the remaining members of the Board of Control for the unexpired term. Board members may miss one (1) meeting per term. Any absences above this shall be at the discretion of the Board for possible removal from Board of Control.

**Section 5.** Any interpretation of the Constitution or By-Laws shall be left to the Board of Control, and their decision shall be final. The Board of Control's decision may be altered by a majority vote of the League.

**Section 6.** The Board shall determine the action to be taken (including possible expulsion from the League) for any member who is tardy, unexcused or does not participate in the required Ways and Means functions.

**Section 7.** The Board of Control must complete the required fifty (50) hours, but only eight (8) must be service hours. Board meetings count as ways and means hours.

**Section 8.** The duties of the Board of Control shall be as follows:

(A) **The Ways and Means Chairperson** shall be responsible for the execution of all moneymaking projects. She may chair no more than two (2) Ways & Means events. She shall appoint event chairpersons, after consultation with prior year co-chairs. Chair appointments shall be approved by the Board. She shall approve all expenditures of ways and means projects along with the event chairs. She shall be responsible for the safekeeping of the League's assets.

(B) **The Projects and Community Research Chairperson** shall be responsible for all non-moneymaking projects, which the League sponsors. She shall chair the projects herself or she shall appoint committee chairpersons with Board approval. She shall be responsible for encouraging projects within the community that fall under the mission statement for the League. She shall present the proposed projects to the Board of Control, and to the League for a vote at the October meeting. She shall chair the Budget Committee the year following her term.



- (C) **The Retiring President** shall serve in an advisory capacity. She must retain her active member status for the year following her presidency. She shall be the liaison between the active members, active sustainers and sustainers and shall maintain an inventory and location sheet of all materials owned by the League.
- (D) **The Parliamentarian** shall be responsible for maintaining parliamentary procedure at Board and all League meetings. She shall be well versed in Robert's Rules of Order, the Constitution and By-Laws of the Service League of Prattville.

### **Article Four-Standing Chairs**

**Section 1.** There shall be six (6) standing chairs within the League.

**Section 2.** Standing chairs will be elected at the October Board meeting after the Board of Control has been elected. Standing chairs shall have a vote at the general meetings and are not required to attend Board meetings.

- (A) **The Publicity Chairperson** shall be responsible for promoting public relations for the League by making the public aware of League accomplishments. She shall publicize service projects and ways and means events.
- (B) **The Newsletter/Photographer/Website Chairperson** shall be responsible for the publication and mailing of a monthly League newsletter. The newsletter shall include a letter from the President, a reminder of upcoming events, requests or information from Board members, thank-you announcements or League notes. It will also contain a copy of the minutes from the previous meeting. She shall also be responsible for maintaining the League's official website and serving as an administrator for the League's social media page(s). She shall maintain the League's official email and take photos at League events.
- (C) **The Solicitations Chairperson** shall be responsible for soliciting and keeping record of all donations both financial and in-kind to the League. She shall chair the Solicitations Committee and with the President appoint a co-chair to succeed her.
- (D) **Provisional/Recruitment Chairperson** shall be responsible to guide and instruct new members during the provisional period. She shall also be responsible for provisional orientation. Eligibility to serve as Provisional Chair requires the completion of one full year of active membership.
- (E) **Chaplain** shall be responsible for leading prayer at the general meetings and serving as Chair of the Sunshine Committee.

### **Article Five-Meetings**

**Section 1.** Regular meetings shall be held on the third Monday of each month at seven o'clock (7:00) p.m. The League will not hold regular meetings during the months of June, July, and December.

**Section 2.** The annual meeting shall be held in October. The official calendar year for the League shall extend from the November meeting through the following October meeting.

**Section 3.** Excuses must be made by contacting any Board member in advance of the meeting. Only illness, bereavement, school, or work shall constitute an excused absence or excused tardiness.

**Section 4.** No Active member shall be allowed more than three (3) absences per year. The Board of Control shall determine the action to be taken, including possible expulsion from the League, in the event of more than three (3) unexcused absences.

## **Article Six-Hours**

### **Section 1:** Hours:

- A. The minimum number of hours that must be earned by each regular active member shall be fifty (50); fifteen (15) of which will be service hours and thirty-five (35) of which will be Ways and Means hours. Any active member may earn a maximum of five (5) service hours from additional projects not adopted by the League.
- B. At each monthly meeting members shall report their hours with the Recording Secretary, and answer roll with their attendance.
- C. At the end of the Service League year (October), if any member is delinquent in hours and unable to make up those hours by the beginning of the new League year (third Monday in November) she will be dropped from League membership and notified in writing by the Corresponding Secretary.
- D. Hours are to be accounted for at each service project by signing in at each event with hours completed. Failure to sign in may result in a loss of hours accrued.

### **Section 2.** Mandatory Hours:

- A. Ways and Means events are mandatory for all active, provisional and active sustaining members. Any member who does not participate in Ways and Means events shall result in possible expulsion from the League to be decided by the Board of Control.
- B. Service Projects adopted by the League, requiring participation of all League members, are mandatory. Any member who does not participate in required Service Projects shall result in possible expulsion from the League to be decided by the Board of Control.
- C. All members of the League are required to work a total of six (6) Labor Day BBQs. The first BBQ must be worked during their provisional period while the other five (5) must be worked during their active member status. Any of the six BBQs missed must be made up before sustainer or active sustainer status can be granted. Failure to work any of the six required BBQs may result in expulsion from the League to be decided by the Board of Control.

## **Article Seven-Dues**

**Section 1.** The annual dues are twenty-five (\$25.00) for the following memberships: Sustainer, Out of Town and members on leave of absence.

**Section 2.** The annual dues are forty dollars (\$40.00) for the following memberships: Regular Active.

**Section 3.** The annual dues are thirty dollars (\$30.00) for the following memberships: Active Sustainer.

**Section 4.** The annual dues are seventy dollars (\$70.00) for the following memberships: Provisional

**Section 5.** Annual dues for all types of memberships, except Provisional, shall be payable from the November meeting through January 31. Failure to pay dues, except Provisional dues, by February 1<sup>st</sup> shall constitute a ten dollar (\$10.00) fine. Provisional dues of seventy dollars (\$70.00) shall be payable from May through September of her provisional period. Provisional dues not paid by September 30 are late and shall be subject to a ten dollar (\$10.00) fine. **If not paid by the October Board of Control meeting, the provisional member will be determined ineligible for active membership.**

**Section 6.** Upon the failure of an active or provisional member to pay her dues by the designated dates, the Treasurer shall give written notice to the delinquent member of such failure. Continued failure for one

(1) month thereafter could result in possible expulsion from the League to be determined by the Board of Control. The Corresponding Secretary shall notify her in writing of the cancellation. If any sustaining member fails to pay her dues by the delinquent date, her status may be changed to past member. She shall not receive the yearbook during her suspension.

### **Article Eight-Committees**

**Section 1.** The Board of Control may create any committee as the necessity arises.

**Section 2.** An end of year Budget Committee chaired by the preceding Projects Chairperson and co-chaired by the current Projects Chairperson and consisting of the President, Vice President, Treasurer, Ways and Means Chairperson, Recording Secretary and two (2), active members appointed by the President shall devise a proposed end of year budget which will be presented at the October Board meeting.

An Admin & Projects Committee chaired by the Ways and Means Chairperson shall devise a forward looking annual proposed budget for the upcoming year and shall present the Budget at the November Board meeting. It shall then be presented for League approval at the regular November meeting. Revenue for the budget shall consist of the proceeds from all Ways and Means projects and Solicitations monies, unless otherwise designated.

**Section 3.** A Constitutional Revision Committee shall be appointed by the Board and chaired by the Parliamentarian not less than every five (5) years, and in the interim, when the Board deems it necessary to review the Constitution and By-Laws.

**Section 4.** A Solicitations Committee shall exist consisting of Solicitations Chair and additional active members as appointed by the President. The number of committee members selected for the solicitations committee shall be decided annually based on League membership.

### **Article Nine –Quorum**

**Section 1.** A quorum of the Board shall be five (5) members, which is the minimum number of Board members required to be present before the Board can validly proceed to transact business.

**Section 2.** A quorum of the League shall be two-thirds of the attending voting members at regular meetings and one-half of the voting membership at called meetings. Without a quorum the League cannot validly proceed and transact business.

### **Article Ten—Amendments**

**The By-Laws may be amended in the same manner as provided for amendments to the Constitution.**

*This Constitution of the Prattville Service League was revised in 2004.*

*March 21, 2005 – revised provisional dues Article 1 section 1 Provisional Membership and Article 6 sections 5 and 6 per February 2005 meeting – Niki Hollingsworth*

*February 2006 – revised candidates for membership, Article 1 section G, number 5 per February 2006 meeting – Teresa Calhoun*

*October 2006 – revised Board member allowed absences Article 3, section 4 per September 2006 meeting – Teresa Calhoun*

*March 2008 – revised Membership Article 1, section A, Number 3; revised Membership Article 1, section B, added Number 7; Officers Article 2, section E; Hours Article 5, Section 2 added C per February 2008 meeting – Krista Smith*

*August 2012 –revised Article 1 Membership, Section 1, (B) Provisional Membership, added number 8; And revised Article 1 Membership, Section 1, (G) Candidates for Membership, added Number 6.*

2014 - The Constitution of the Prattville Service League was reviewed in its entirety by the Constitutional Review Committee.

***2016- revised Article 4, Standing Chairs, Section B, The Newsletter Chairperson was merged with Section E, the Photographer/Website Chairperson, creating a single chair position The Newsletter/Photographer/Website Chairperson per the January 18, 2016 meeting.***