



# JUNIOR LEAGUE TEENS

DEVELOPING GIRLS TO DO A WORLD OF GOOD

## Junior League Teens of Northwest Arkansas Bylaws

*Junior League Teens (JLT) Club is an organization for high school young women, sponsored by The Association of Junior Leagues International (AJLI).*

### ARTICLE I

#### Name

The name of a Junior League Teen Club will be that under which it was chartered. The name should reflect the name of the Local Junior League under which the club is organized.

The name and logo shall be used for only such purposes as determined by AJLI.

### ARTICLE II

#### Host League and Organization

Section 1. Junior League Teens shall be hosted by a local Junior League in accordance with the policies established by the Board of Directors of AJLI and the Bylaws governing Junior League Teens. A Junior League may host a Junior League Teens Club within their geographical area.

Section 2. Junior League Teens will be a community-based organization. A host Junior League must provide a local Junior League member, in good standing, to serve as the Club Lead(s) for JLT.

### ARTICLE III

#### Club Charter

Section 1. A minimum of twenty (20) members shall be required to charter Junior League Teens.

Section 2. The charter for Junior League Teens shall be issued by the Association of Junior Leagues International. The Charter shall be requested by the host Junior League or its designated Junior League Club Lead(s).

Section 3. Each approved Junior League Teens Club shall have the right to use the name and marks of the Junior League, so long as it abides by all applicable policies and maintains good standing with AJLI.

Section 4. There is no international charter fee. Local Teen participants are required to pay \$45 in Annual Dues to the Local League.

Section 5. A Junior League Teen Club shall not use any name except that designated in its charter.

Section 6. All participants, both Club Lead(s) and teen members, will conduct themselves in a way that best reflects the mission and values of the Junior League and Junior League Teens.



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## **ARTICLE IV** **Membership**

Section 1. The requirements for JLT membership are set forth in the JLT Bylaws. Specifically, JLT membership shall be open to any high school-age young woman (Grades 9-12) who desires to become a leader in her community and wishes to provide service to others.

Section 2. Membership in JLT shall be representative of the area in which the hosting Junior League meets. Members should be interested in community impact, be of good character, and be qualified scholastically as outlined in the standing rules of JLT.

Section 3. The membership of all JLT shall be selected without discrimination in accordance with local, state, and national laws. Any JLT whose membership qualifications and admission process for membership discriminate may have its charter and membership in JLT suspended or revoked by the AJLI Board of Directors.

Section 5. All JLT members are expected to regularly attend all meetings and events. The JLT Standing Rules may include attendance requirements.

Section 6. Nonpayment of fees will result in loss of JLT membership.

## **ARTICLE V** **Officer Qualifications, Terms of Office, Election & Installation**

Section 1. JLT officers will include the President, Secretary/Media Relations, Treasurer, Vice President - Programming, Vice President-Membership, and Vice President-Community Impact. Additional officer positions may be established at the discretion of the Club; however, these positions are optional and not required.

Section 2. All officer positions shall be for 1-year academic term.

Section 3. Any vacancies in officer positions shall be filled at the discretion of the Club's Lead(s)

## **ARTICLE VI** **Duties of Officers**

Section 1. Duties of the **President**:

- Schedule a club meeting immediately after the club year begins.
- Schedule business and/or program meeting(s) each month.
- Assign every member a responsibility on a standing or special committee.
- Request a brief report from committee chairperson(s) monthly.



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- Encourage an active, well-rounded program of club meetings, social, fundraising activities, and community impacts.
- Serve as a representative of the JLT.
- Communicate regularly with Club Lead(s) and local Junior League.

## Section 2. Duties of the **Secretary**:

Keeps the following club records current and in accurate order:

- JLT Standard Operating Procedures /Standing Rules.
- Monthly committee reports.
- JLT Certificate of Organization/Charter.
- Maintain JLT Roster.
- Compile List of Committees (Chairperson and members).
- Maintain minutes of all meetings and make them available upon request.
- Communicate and promote JLT updates via electronic means and/or media.
- Update all social media.

It is the Secretary responsibility to:

- Prepare an agenda for each meeting after consultation with the President.
- Record the Minutes of each meeting. (Be sure to include the Treasurer's Report and Motions voted on by the membership and results.)
- Handle correspondence within/outside the organization.
- Collect reports from committee chairperson(s).
- Write prompt thank you notes to speakers, performers, or others who give time, talents, or equipment.

## Section 3. Duties of the **Treasurer**:

- Receive from the Past Treasurer files and records pertaining to the office.
- Collects dues, fines, and fees from members; maintains membership payment records.
- Pay promptly, on order of the Executive Board, club obligations.
- With the President and Club Lead(s), prepare and process all checks and invoices.
- Attend meetings of the Executive Board and provide financial reports.
- Collect money from fundraising or special activities and keep an accurate account of the income and expenses of each club activity.
- Seek the advice of the JLT Club Lead(s) on financial matters.
- Prepare a budget each year with the assistance of the Executive Board and Junior League Teens Club Lead(s). (This should include expected sources of income and anticipated expenditures.)
- Keep the financial books up to date and available for club officers and Junior League Teen Club Lead(s) to review.
- Ensure that each committee operates within its allocated budget.



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## Section 5. Duties of **Vice President-Membership**

- Plan membership strategies to recruit and retain members.
- Oversee membership growth.
- Follow up with potential members to further discuss membership.
- Provide the secretary with a list of new members and their contact information.
- Plan events to increase member participation.
- Contact members with low participation/attendance, welcoming their return.
- Lead the Membership Committee, if applicable.

## Section 6. Duties of the **Vice-President of Community Impact**

- Assess the needs of the community.
- Provide background information for each impact.
- Plan, organize, and oversee two community impacts each school year: One in the fall in partnership with Junior League and one independent impact in the spring.
- Determine the budget needed for community impacts and make suggestions based on funds available.
- Compile a list of community impact opportunities and make it available to members.
- Keep a record of all hours spent and the number of volunteers involved with each activity and Club Lead(s).
- Provide the secretary with a list of donations, providers, and volunteers committed to community impact to send thank-you notes.
- Lead the Community Impact Committee, if applicable.

## **ARTICLE VII**

### **Executive Board**

Section 1. The Executive Board (club officers noted above) will meet before each club meeting. All officers should attend each meeting. A summary of board actions will be reported to the club.

Section 2. The Executive Board will:

- Conduct routine business of JLT, including approving the club budget.
- Approve appointments to committees and determine their duties.
- Approve activities and service projects related to focus areas.
- All actions by the club and the Executive Board will be subject to the approval of the Junior League Teens Club Lead(s).

## **ARTICLE VIII**

### **Meetings**



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Section 1. JLT shall hold at least one (1) meeting each month (a business and/or program). The meetings may be in person and/or virtual.

Section 2. The Junior League Teen Club Lead(s) or a designated adult should be present at all meetings. The JLT Club Lead or a representative thereof should attend the meetings regularly.

## **Committees**

Each JLT shall have the following committees:

Section 1. *Community Impact Committee* – responsible for activities related to service projects of the JLT Community Impact Committee: Each JLT shall undertake a minimum of two projects annually: a fall project in partnership with the hosting League and a spring project to impact the community. Committee members will plan, publicize, and organize the spring event. The V-P Community Impact will chair this committee.

Section 3. *Membership Committee*: The Membership Committee will plan events to recruit and retain members. The committee, chaired by VP-Membership, will ensure all Standards of Expectations and Conduct are upheld within membership.

Section 4. *Programming and Education Committee* – Works in partnership with Junior League Teen Club Lead(s), responsible for the programs for the club throughout the year. The committee chair is the VP of Programming or Education.

## **ARTICLE X**

### **Fees**

Section 1. The fiscal year of the Club shall begin on July 1.

Section 2. Each JLT member shall pay \$45 in program fees prior to joining.

Section 3. If additional funds are needed to sustain the program, each JLT Club shall determine its own fees in the Standing Rules (see addendum).

Section 4. The Junior League Club Lead(s) will have financial oversight of the JLT Club and ensure all funds are managed in a responsible and transparent manner, including all monies collected to support community impacts consistent with laws and banking regulations. Additionally, an adult signature is required for all financial accounts and plans that provide for the disbursement of funds to the local League in the event the club disbands.



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## ARTICLE XI

Section 1. The insignia, motto and colors of JLT shall be:



- a.
- b. The motto shall be “Developing Girls To Do A World of Good.”
- c. The colors shall be red, pink, navy, and light blue.

Section 2. Members can use and wear JLT insignia. The emblems are registered trademarks of AJLI. Any unauthorized use of these emblems is a violation of copyright law.

## ARTICLE XII

### Termination of JLT Club

Section 1. AJLI may revoke the charter of a JLT Club for failure to function in accordance with the JLT Bylaws and/or the policies established by AJLI for JLT.

Section 2: The Junior League membership may vote (by majority vote of its members) to disband and surrender the JLT charter it hosts.

Section 3. Upon revocation or surrender of charter, all rights and privileges relating to the name, insignia, emblems, and material shall be relinquished by the club and by its members, individually and collectively.

## ADDENDUM TO JLT BYLAWS CONCERNING CLUB

### Standing Rules

Standing Rules are the special regulations governing the individual chapter. They specify the time, place of meetings, amount of club dues, etc., and are never in conflict with the JLT Bylaws of the organization to which the club belongs.

The primary consideration when updating or writing the Standing Rules for the club is that these are the fundamental rules for maintaining its operation and outlining the obligations of members who intend to be part of JLT.

Some of the things to consider for the Standing Rules are the following, but are not limited to these items:

- Requirements to be a member, grade level, GPA, and characteristics.



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- Meeting dates and times are scheduled on a regular basis for Board and Business Meetings. Special meetings can be called as needed by the President or a committee.
- Details about probation situations and termination of membership should be specified if certain rules are broken, along with the specific rules that are being violated.
- Additional duties and requirements of the Club Officers and Committee Chairs.
- Details on nominations for officers, when/how the new officers will be elected and installed.
- Details about how the local dues are paid and processed.
- Robert's Rules of Order should always be listed as the way the club meetings will be run.
- Any specific details for the club that need to be established as something the club does every year, such as Officer Gifts, Sponsor Gifts, or recognition, paying the expenses for members to attend annual events, the list can continue based on the needs of your club and certain things the club wants to be part of the normal operations of the club.

Please note that unforeseen situations may arise that are not addressed in the Standing Rules and Bylaws. At this time, the membership will vote on how that situation will be handled, and if the club feels it necessary to amend the Standing Rules to address this for the future, then that can be done.

The Standing Rules can be changed and updated as needed by a majority vote of the members present during a business meeting, provided that notice of any proposed changes was given at the previous business meeting.



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## SAMPLE STANDING RULES FOR JLT OF NORTHWEST ARKANSAS

### Article 1 – Membership

#### Section 1:

Membership in the JLT of Northwest Arkansas is open to all Freshman, Sophomore, Junior, and Senior students possessing a minimum 2.0 cumulative G.P.A.

#### Section 2:

Prospective members will be invited to complete an application form and attend any membership recruiting events.

Membership will be pending upon the prospective member meeting the following criteria: a 2.0 GPA, completion of five service hours, participation in fundraising events, and regular attendance at JLT meetings.

#### Section 3:

Current members of the Membership Committee will review applications and recommend acceptance of new members to the club.

#### Section 4:

Members must maintain an overall cumulative 2.0 G.P.A. to continue as a member of JLT. G.P.A.'s will be reviewed at the end of each term to determine continued eligibility for membership. If the G.P.A. requirements are not met, the member will be placed on probation. That member will have until the next grading period to increase GPA to a 2.0.

#### Section 5:

Members must regularly attend meetings (\_% ) and participate in club-hosted projects, fundraisers, and other activities to continue membership. The Executive Board may drop members from the membership roster after three unexcused absences from meetings, failure to obtain service hours, and/or lack of participation in fundraising events.

#### Section 6:

Acceptance of membership in the JLT of \_\_\_\_\_ denotes willingness to abide by JLT Bylaws, as well as the JLT of \_\_\_\_\_ Standing Rules.



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## Article 2 – Meetings

### Section 1:

During the school year, JLT of \_\_\_\_\_ shall meet monthly at a time decided by the Executive Board. The minutes of the previous meeting and the treasurer’s report shall be read or distributed.

### Section 2:

All members of the Executive Board must meet as a board prior to JLT meetings. This may be a virtual meeting.

### Section 3:

Special meetings may be called, when necessary, by the JLT Club Lead, JLT President, or five Executive Board members in good standing, provided due notice is given to each member, including the time, place, and specific purpose for which the meeting was called.

### Section 4:

The Executive Board shall be responsible for informing the members of the time and place of meetings and ongoing activities.

### Section 5:

The Executive Board will meet during the summer to plan for the next school year. The time and place of meetings will be announced at the May meeting. The former and newly elected Executive Boards will meet jointly in May following officer elections for a transition meeting led by the outgoing President.

## Article 3 – Fees

### Section 1:

Annual Club Fees shall be paid by all members at the first meeting of the year in the amount of \$45.

### Section 2:

Members failing to pay fees by the date set may be dropped from membership by the vote of the Executive Board after a warning letter has been issued. The Junior League Teen Club Lead(s) may grant exceptions to members who demonstrate financial hardship.

## ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority



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Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above-listed motions and points are listed in the established order of precedence.

When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to the procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for a vote by actual count to verify the voice vote	"I call for a division of the house"	Must be done before the new motion	No	No	No	None unless someone objects
Object to considering some	"I object to consideration"	Yes	No	No	No	2/3



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undiplomatic or improper matter	of this question"					
Take up a matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

## PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** Nothing goes to discussion without a motion being on the floor.

### Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

#### How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that* (or "to") ... and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: It is moved and seconded that ... *Are you ready for the question?*

### Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.



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## The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

## The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

## WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

## HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

### MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madam Chairman, I move that \_\_\_\_\_."

### AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madam Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Madam Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Madam Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_ and adding in their place the following words \_\_\_\_\_."

### REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.



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- After recognition, "Madam Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

## POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madam Chairman, I move to postpone the question until \_\_\_\_\_."

## PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam Chairman, I move the previous question."

## LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam Chairman, I move to limit discussion to two minutes per speaker."

## POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Chairman, I move to postpone the question indefinitely."

## POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madam Chairman, I move to postpone the motion indefinitely."

## RECESS

You want to take a break for a while.

- After recognition, "Madam Chairman, I move to recess for ten minutes."

## ADJOURNMENT

You want the meeting to end.

- After recognition, "Madam Chairman, I move to adjourn."

## PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam Chairman, I ask permission to withdraw my motion."



## **CALL FOR ORDERS OF THE DAY**

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

## **SUSPENDING THE RULES**

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

## **POINT OF PERSONAL PRIVILEGE**

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

## **COMMITTEE OF THE WHOLE**

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madam Chairman, I move that we go into a committee of the whole."

## **POINT OF ORDER**

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

## **POINT OF INFORMATION**

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

## **POINT OF PARLIAMENTARY INQUIRY**

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

## **APPEAL FROM THE DECISION OF THE CHAIR**

Without recognition, "I appeal from the decision of the chair."



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