



JUNIOR LEAGUE OF TOPEKA
Women building better communities

2008-2009 ANNUAL REPORT

DIRECTORY FOR 2009-2010

Available on the JLT Website (Members Only Section)



JUNIOR LEAGUE OF TOPEKA

Women building better communities

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JLT MISSION STATEMENT

"The Junior League of Topeka, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable."

JLT REACHING OUT STATEMENT

"The Junior League of Topeka reaches out to women of all races, religions and national origins who demonstrate an interest in and commitment to voluntarism."

JLT VISION STATEMENT

"We strive to have diverse members who promote and sustain friendships through building an integrated team of trained volunteers to improve the quality of children's self-esteem in our community."

AJLL INC. VISION STATEMENT

"Through the power of our association, Junior Leagues strengthen communities by embracing diverse perspectives, building partnerships and inspiring shared solutions."

President will announce the name of the person selected at the next general membership meeting.

C. Official League representatives to community boards are directly responsible to the Vice President of Community Impact and the Board of Directors. They shall report as requested by the Vice President of Community Impact.

D. If it is determined that this League will not be officially represented, the community board will be notified by letter from the League President. She will include in that letter a list of League members who may be interested in serving on the community board in their individual capacities.

Section 3. Public Affairs

A. Criteria for Action

1. The Association shall have the right to protect the League from action by one Junior League which may adversely affect the program, standing, or fundraising of other Junior Leagues.
2. The League shall not support or oppose candidates for elective office.
3. The amount of time and money the League devotes to legislative activity shall not exceed the level to maintain 501(c)(3) status by the Internal Revenue Service.
4. All endorsements concerning public issues should be brought to the Board.
5. Endorsements may be made during the months of June, July and August by a unanimous vote of the Board of Directors.

B. Lobbying

1. The Board alone has the authority to authorize a person to register as a lobbyist representing the League.
2. All testimony in the name of the League before public bodies must be given to the Board in time for discussion and revision, if needed.

b. The Applicant, with assistance from the Vice President of Community Impact, shall determine whether the request meets League requirements using the eligibility criteria and guidelines for reference.

c. The Applicant shall complete the application and return it to the Vice President of Community Impact.

d. After the application is filed with the Vice President of Community Impact, the following will occur:

1. The Community Impact Council shall review the application and act on it within 30 days of receipt of the application.
2. Upon approval of the Community Impact Council, the Vice President shall provide a copy of the Council minutes and a check request to the Treasurer.
3. The Vice President of Community Impact shall advise the applicant of the Council's decision.
4. Funds awarded shall be available to successful applicants within 30 days of notification by the Vice President of Community Impact.

Section 2. Community Board Representatives

A. Official League representatives to community boards should be appointed only to community boards that are germane to the interests of the League at that time. Requests for League members to serve on community boards will be referred to the Board of Directors. The Board of Directors will determine if the League shall be represented officially.

B. If it is determined that the League should be officially represented, the Leadership Development Council will be notified. The Leadership Development Council will select the official League representative. A letter will be sent by the President to the community board notifying them of the person selected and that the person chosen is officially representing the League. A copy of the letter, along with a community board service information packet, will be sent to the person selected. The



CONTACT US

Headquarters

The Association of Junior Leagues International Inc.
80 Maiden Lane, Suite 305
New York, NY 10038

Junior League Service Hotline

U.S. and Canada: 1.800.955.3248
Mexico: 001.800.955.3248
England: 0800.960.185
Tel: 212.951.8300
Fax: 212.481.7196

AJLI staff are available from 9 a.m. to 5 p.m. EST each weekday.
Website: www.ajli.org

Member Log-in: *member's unique username and password*
Email: info@ajli.org

Note: A member now needs her own unique username and password to access the Members Area of the AJLI website. Members can register at any time at the member log-in section of the site. If there are any difficulties registering, please email info@ajli.org or call the AJLI helpline at 800.955.3248 for assistance.

activities are unforeseen when the budget is prepared and arise from time to time throughout the year.

1. Applicant Eligibility

- a. Applicants shall have an Internal Revenue Code 501(c)(3) exemption, be in the process of obtaining a 501(c)(3) exemption, or be under the umbrella of an agency with a 501(c)(3) exemption. Proof of such exemption shall be provided as a part of the application.
- b. Applications from individuals will not be considered.
- c. Applications from organizations outside of Shawnee County will not be considered.
- d. Current League programs are not eligible.

2. Grant Guidelines

- a. Grants may be approved if they meet any one of the following criteria:
 1. A community emergency has arisen and unforeseen expenses have been incurred; or
 2. The applicant is seeking funding for an event or program which is expected to be a one-time event; or
 3. The applicant is seeking start-up funding or funding for an initial program or activity.
- b. Grants shall not exceed \$2,500.00 to a single group or program within a League fiscal year (June 1).
- c. Capital fund drives and on-going fundraising drives will not be considered.

3. Approval Procedures

- a. The Applicant shall contact the Vice President of Community Impact and secure the Community Program and Emergency Aid Grant Guidelines and Application form.

Council. The formal motion as adopted by the Community Impact Council will be presented by the Vice President to the Board for ratification. The Vice President of Community Impact shall present the formal program motions to the membership for approval. League members may present a program from the floor for the membership's consideration, with prior notification to the President and the Vice President of Community Impact.

2. Commitment to League Program Activities

The League often develops programs in cooperation with other organizations and commits itself to volunteer, administrative and financial responsibilities. The commitments made by the League and the cooperating organization(s) shall be specified in a written contract signed by authorized League Board members and the appropriate parties of the other organization(s). Legal advice shall be sought in drafting contracts or letters of agreement.

3. Termination and Extension of League Program Activities

The motion to adopt a new League program must state the anticipated termination date. A League program may be extended for another designated time period by a 2/3 affirmative vote of the membership, provided the membership is given at least 5 days written notice of the proposed League program extension.

After the membership has approved a League program activity, if minimum placement positions for the program are not filled, the Board upon the recommendation from the Leadership Development Council may vote to continue the program with fewer placement positions or to terminate the program.

If the Slating Committee is unable to place a Chair prior to May 1, the Board will terminate the program. If a vacancy in the Chair position occurs prior to May 1, the Slating Committee will try to fill the vacancy, but in either case, if the vacancy has not been filled by August 1, the Board will terminate the program.

B. Community Program and Emergency Aid Grants

Community program and emergency aid grants are given to community programs which are of value to the community and do not require an extensive financial and/or volunteer commitment from the League. These

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FACT SHEET

Purpose: The Junior League of Topeka, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

The Association: The Junior League is a non-profit, charitable organization of women interested in becoming trained volunteers in their community.

The Junior League of Topeka has been in existence since 1937 and is one of 293 Junior Leagues in the United States, Mexico, England, and Canada with their combined membership totaling 190,000 members.

Membership: Women over the age of 21 are invited to become members of the Junior League of Topeka on the basis of their potential for active community service and leadership.

Education & Training: Each Junior League serves its own community and trains its own members. Active members are required to perform regular volunteer service as a part of their membership commitment. The League provides each member opportunities for volunteer work and for learning and practicing the techniques of leadership with the Junior League organization and in the community.

Funding: The money raised by the Junior League of Topeka to support its programs is derived from the profits of our Fall Fundraiser and various other fundraisers. The fundraisers have raised over \$2.18 million which has been returned to the community by the Junior League.

Goal: The primary focus of the Junior League is to educate individual women who exhibit the potential for leadership so that they may become effective volunteers. This goal is achieved through in-League implementation of programs that have a positive impact in the community.

Programs: Each Junior League determines its own program involvement through a study of the needs of its community. The Junior League of Topeka membership selects projects based on funding and volunteers needed. Some of the past and current projects of the JLT are listed below:

8. Provide the Office Administrator with the physical needs and/or arrangements for membership meetings by the month prior to the meeting.

9. Keep the Leadership Development Council apprised of any individuals not fulfilling her placement obligations.

10. No Vice President or Chair or member shall in any way obligate the League for any service or project until approval has been given by the President and/or the Board of Directors.

Section 2. Committees

In addition to the required standing committees and functions listed in the Bylaws, the following functions shall be provided for, as necessary: sustainer relations, bylaws, marketing, fundraising, projects, public affairs, publications and strategic planning.

PART IV. COMMUNITY INVOLVEMENTS

Section 1. League and Community Partnerships

A. League Program Activities

League program activities are those that would require substantial financial and/or volunteer commitments from the League.

1. Adoption of League Program Activities

a. The Vice President of Community Impact shall present the League program activity to the Community Impact Council for discussion and recommendations. The recommendations shall then be presented to the Board and then to the membership at a general membership meeting. During the initial presentation at the membership meeting, any member may ask questions, but no vote will be taken at this meeting.

b. A summary of the background and the proposed request shall be mailed to Active League members at least 5 days prior to the vote of the membership.

c. The Vice President of Community Impact shall present the formal community program motions to the Community Impact

strategies for the League. It shall be chaired by the Vice President of Community Impact.

D. Leadership Development Council

This council is responsible for all aspects of training and cultivating League members as leaders within both the organization and the community. The Council shall identify the training needs of the membership, coordinate regular training workshops for League members, inform the membership of training opportunities that exist outside the League, approve applications to attend regional and national League training opportunities, and coordinate the committee placement process. It shall be chaired by the Vice President of Leadership Development.

Council Procedures

1. Establish strategies at the beginning of the administrative year to carry out the League's goals and objectives. Performance progress shall be reviewed at mid-year as directed by the President.
2. Complete budget worksheet and participate in budget discussions deemed necessary by Treasurer. Prepare a budget and submit to the Treasurer prior to the budget hearings.
3. The Vice Presidents and Chairs shall maintain records of expenses and shall provide this information to her successor and for budget hearings. The Treasurer must give prior approval for all unbudgeted expenditures.
4. Record minutes of every meeting, including attendance, and promptly provide a copy to the Office Administrator and President.
5. Provide copies of the Annual Report to the Office Administrator.
6. Maintain a notebook(s) and electronic files including duties and activities. This notebook shall be given to the successor and office administrator, to allow for continuity.
7. Obtain prior approval for all letters, publicity, and/or any use of the name or logo of Junior League of Topeka with the President.

Arts Council of Topeka
CASA
Children 2000
Community Youth Homes
Discovery Room
Drug & Alcohol – "GET SET"
Emergency Shelter Care Home
Everybody Wins!
ERC/Resource & Referral
Habitat for Humanity
Happy, Healthy Me!
Hospice
Kansas Action for Children
KidSource
Know Your City
Learning Disabilities
MATCH
Menninger Lecture Series
Mobile Meals
Outdoor Learning Center
Performing Arts, Inc.
Project Topeka
Race Against Breast Cancer
Right-to-Learn
Ronald McDonald House
Slides, Guides & Buffalo Hides
Success by Six
Topeka Community Foundation
Topeka Festival Singers
Topeka for Kids
Topeka Literacy Council
Topeka Rescue Mission
Topeka Zoo Docent Program
Volunteer Center of Topeka
Ward-Meade Complex Restoration

We hope through this fact sheet you have gained an understanding of the Junior League's purpose and methods of fulfilling its goals. Without the acceptance and aid of the community, we could not serve it effectively. Thank you for your interest, and we are grateful for your support.



Strategic Plan for 2004-2008

I. JLT programs and projects improve the community.

- A. Annually evaluate programs and projects to ensure they meet community needs.
- B. Utilize a Community Advisory Board to identify, develop and evaluate league programs and projects.

II. JLT is financially healthy.

- A. Utilize a comprehensive funding development plan to ensure league sustainability.
- B. Increase net revenues from fundraisers by five percent (5%) each year.
- C. Fundraising expenses will be no more than thirty-five percent (35%) of budgeted income for existing fundraiser.

III. JLT operates efficiently and effectively to accomplish its mission and goals.

- A. JLT operates in strict compliance with its Bylaws, standing rules and all other policies and procedures.
- B. Annually evaluate all programs and committees to determine alignment with mission and goals.

requirements before her name may be submitted to the Board for active membership.

F. Removal from New Membership

1. The Member Development Council, by a 3/4 affirmative vote, may recommend to the Board the removal from new membership of any new member not fulfilling the requirements in the new member commitment form.
2. The Member Development Council shall follow the process and procedures outlined in the bylaws for removal of active members. The Member Development Council, rather than the Leadership Development Council, has the authority to act on removal of new members.
3. Any new member removed from new membership will not be eligible to join again for 3 years from the date of her removal.

PART III. COUNCILS AND COMMITTEES

Section 1. Councils

A. Member Development Council

This council is responsible for all aspects of membership recruitment, new member orientation, retention and recognition. It shall be chaired by the Vice President of Member Development.

B. Fund Development Council

This council is responsible for all aspects of the League's fundraising efforts including evaluation of fundraisers and strategic planning for future fund development. The Council shall compile its evaluation findings for an annual review by the board. It shall be chaired by the Vice President of Fund Development.

C. Community Impact Council

This council is responsible for all aspects of the League's community involvement, impact and image. The Council shall accept and recommend applications for the League's signature projects, direct the League's other community volunteer efforts and implement marketing

2. During her first year of membership with the League, a new member must fulfill all membership and fundraising requirements outlined in the Bylaws, Standing Rules and the new member commitment form in order to remain in good standing.

3. At the beginning of the new member orientation program, the Member Development Council shall give each new member a new member commitment form listing the requirements for good standing. Each member will demonstrate receipt and understanding of these requirements by signing and returning the new member commitment form.

4. If a new member must be absent from a session of the required orientation program, or other requirement, she must complete makeup work within a time period determined by the Member Development Council. If make-up work is not completed within the set time period, the Member Development Council may offer the following options to the new members:

- a. Resignation from new membership with subsequent reinstatement and repetition of the orientation program in accordance with these Standing Rules;
- b. Removal from new membership.

D. Resignation from New Membership

A new member may resign in good standing during the new member orientation program upon the approval of the Member Development Council and a 2/3 affirmative vote of the Board of Directors.

E. Reinstatement of New Members

1. A new member who has resigned in good standing may be reinstated by a 2/3 affirmative vote of the Board. The effective date of reinstatement shall be June 1.
2. If a new member is reinstated, she shall pay the current annual dues and other required fees.
3. A new member reinstating in accordance with this subpart shall be required to repeat the orientation program and other applicable

IV. JLT membership is strong in numbers and unified in purpose.

- A. Realize a seven percent (7%) net membership growth rate based on both new member recruitment and active member retention.
- B. Utilize the JLT mission as a core component to new member recruitment and retention efforts.
- C. Create opportunities for strong sustainer involvement and connection with the league through the activities of the sustainer relations committee.

V. JLT is recognized in the community for excellence in voluntarism.

- A. Utilize a comprehensive communications strategy for internal and external audiences.
- B. Actively utilize the AJLI Communications Tool to solidify the league brand within the community.

VI. JLT continually offers relevant member training that is directly tied to the league mission.

- A. Incorporate mission-based training at each General Membership Meeting.
- B. Incorporate community awareness training at each General Membership Meeting to ensure members are knowledgeable about the community and the projects and programs the league supports.

Approved by the Board of Directors on July 8, 2004



OFFICE RULES AND PROCEDURES

Meetings

We encourage the use of League office for all committee meetings. For maximum enjoyment and safety, we ask that you follow these guidelines.

League Office Meetings

1. Rooms at the JLT office are reserved on a first come, first served basis. You should contact the Office Administrator to schedule your meeting at the JLT office. There is one room available in the JLT office: the Board Room, which seats 8 comfortably. The Kansas Association for Justice has a large conference room available for evening meetings that can be reserved by contacting the Building Manager at 232-7756, ext 50.
 - All calendar dates must be cleared through the office. No meeting should be scheduled at the time of a General Membership Meeting or on official League holidays.
 - Use the Annual Calendar to determine meeting and event dates.
 - Notify the office immediately when a meeting has been scheduled or cancelled.
 - The League office is an important voice of the League. Our telephone number and email address are everywhere! Therefore, the Office Administrator needs to be aware of everything that is going on so that correct information is available to members.
 - A fact sheet for any JLT event (in-League or community) should be given to the League office. This sheet should include: Who, What, Where, When & How.

C. Suspension and Removal

Any member failing to meet the Requirements for Good Standing listed in these Standing Rules shall be subject to suspension or removal.

Section 3. Admission to Membership

A. Membership Standards

The League reaches out to women of all races, religions and national origins who demonstrate an interest in and commitment to voluntarism, possess a commitment to community service and an interest in developing their potential for voluntary community participation.

B. Admission to New Membership

1. Prospective members shall meet the criteria and be admitted as stated in ARTICLE VIII, Section 1, of the Bylaws.
2. Prospective members for new membership who meet the criteria as stated in ARTICLE VIII, Section 1, of the Bylaws shall be presented to the Board by the Member Development Council.
3. The new member orientation program shall be held for the prospective members by the Member Development Council.
4. Payment of new member fees and arrangements fees shall be made in total at the first new member orientation class.
5. Upon completion of the new member orientation program and fulfillment of the new member commitment form, a member shall be considered to have been admitted to the League as of the date of the first session of the orientation program for new members through which that member joins. New members who successfully complete the orientation program requirements shall be recommended to the Board for admission to active membership. New members will be considered to have been a member of the League since June 1 of the year in which the orientation program was completed.

C. New Member Orientation Program Requirements

1. New members shall be required to complete an orientation program approved by the board.

During this Personal Leave, a member shall be excused from committee placement requirements and General Membership Meetings that coincide with the Personal Leave. Annual Meeting attendance is automatically excused if it coincides with a Personal Leave. Fundraising Event(s) obligations are required. Any member on Personal Leave not fulfilling Fundraising Event(s) requirements shall be required to complete those obligations to the satisfaction of the Fundraising Event(s) chairs by the April General Membership Meeting in order to vote or participate in the Placement Selection process. (The member shall receive the lowest seniority ranking and her placement shall be determined by the Leadership Development Council.) Any requirements not met by the April meeting must be fulfilled by the end of the current JLT fiscal year, or the member shall not be in good standing, unless special dispensation is granted by the Board.

4. Leave of Absence

Upon written request by an Active member and recommendation of the Leadership Development Council, the Board may grant any Active member a Leave of Absence for 12 months.

During a Leave of Absence, a member shall be excused from all committee placement requirements and General Membership Meetings that coincide with the Leave of Absence. The member shall also be excused from Fundraising Event(s) requirements and Annual Meeting during her leave. The Slating Committee shall not consider a member on a Leave of Absence for any elected or slated position. The member, if she chooses, may participate in any League activity or event, including sitting on a committee, during the Leave of Absence. Only one 12 month Leave of Absence shall be granted within a 5 year period.

5. Special Dispensations

Upon request by an Active member and recommendation of the Leadership Development Council, the Board may excuse a member from volunteer service, committee service, or General Membership Meetings for a limited time when a legitimate complication exists.

2. Refreshments: You may bring your own beverages and prepared food. If you use supplies from the kitchen, please return everything to the kitchen after the meeting.
3. **Clean Up. YOU ARE RESPONSIBLE FOR THE CLEAN UP AFTER YOUR MEETING.**
 - ❖ Make sure tables in the education room are put back in rows.
 - ❖ Make sure tables in the hallway are put back. The table by the glass case should be moved back to by the doors to the education room.
 - ❖ The lights need to be turned off in the education room and the door shut and locked. The keys are in the catering kitchen.
 - ❖ Any kitchen tools used need to be cleaned and returned.
 - ❖ Make sure all trash is removed. Trash bags are available in the kitchen.
 - ❖ Make sure the ice scoop handle is up and not in the ice.
4. The League and the Kansas Association for Justice offices are nonsmoking facilities.
5. Children are welcome at the League office with your supervision. **REMEMBER:** We are an office building. Children's voices and our own carry down the hall. Doors should be shut. Children, when present, should be inside the office, under control and under close supervision.

Meetings at Other Locations

1. Call the League office to schedule meetings on the central calendar and give the location, time, etc., so the Office Administrator will be able to provide information if requested.
2. All meetings and functions of JLT will be held at facilities that do not discriminate against women on the basis of race, relation or national origin. If you have any doubts about the location you are choosing, please contact the President or Executive Secretary for clarification.

JLT E-Blast (Weekly E-Mail Newsletter)

The JLT E-Blast is a weekly email newsletter that contains the week's worth of information and announcements. The E-Blast will be sent out generally on Thursday each week and approved by the President before it is emailed. Content for the E-Blast is to be sent to the JLT office by noon Monday of each week. This eliminates separate emails from the office (with rare exceptions).

Copying

1. Each committee is responsible for its copying. However, the Office Administrator, if available, can do the copying upon request. The office does not keep large supplies of colored copy paper in stock. If you need colored paper, you need to notify the Office Administrator at least five days in advance so she can make the necessary purchase.
2. The League copier is located in the mail room in the JLT office.

Mailboxes

Each JLT leadership member is assigned a mailbox. If a committee member does not have an assigned box, the mail will be placed in the mailbox of the committee chair. If you anticipate a need for any additional mailboxes, please contact the Office Administrator.

Mailings

Contact the Office Administrator for procedures for mailings. It is necessary to submit a list of addresses for the mailings to Individual Support Services (ISS) to verify all addresses and the addresses must be corrected before the labels are printed. The committees are responsible for preparing the bulk mailings. After the bulk mailings are completed, the mailing will be taken to the ISS Office to be processed and delivered the Post Office Bulk Mail Station. The Office Administrator will provide mailing labels by membership status. Please request the labels two days prior to the date you need them.

1. Letterhead, envelopes, folders, nametags and other miscellaneous office supplies are available through the league office. Supplies can be obtained from the Office Administrator

Dispensation must be in good standing at the time the Leadership Development Council is considering the request.

1. Maternity Leave

Upon written notification to the Leadership Development Council, any Active or Prospective new member is automatically granted a 3 month leave from League activity for the birth or adoption of a child. The leave may be taken prior to the birth or adoption or shall start at the time of the birth or adoption. The Vice President of Leadership Development shall announce the leave to the Board.

During a Maternity Leave, a member shall be excused from committee placement requirements and General Membership Meetings that coincide with the Maternity Leave. The member shall also be excused from Fundraising Event(s) requirements and Annual Meeting if her leave coincides with those days.

2. Emergency Leave

Upon written request by an Active member, the Leadership Development Council may grant any active member a 3 month leave from League activities for bereavement or medical reasons. An Emergency Leave may be extended by up to 3 months. A member may not take more than 6 months of Emergency Leave within a 2 year period of time unless a Special Dispensation is granted by the Board.

During an Emergency Leave, a member shall be excused from committee placement requirements and General Membership Meetings that coincide with the Emergency Leave. The member shall also be excused from Fundraising Event(s) requirements and Annual Meeting if her leave coincides with those days.

3. Personal Leave

Upon request by an Active Member, the Leadership Development Council may grant any active member a 3 month leave from League activities for personal reasons. A Personal Leave may be extended by up to 3 months. A member may not take more than 6 months of Personal Leave within a 2 year period of time unless a Special Dispensation is granted by the Board.

remain in good standing. Requests for Sustaining Status must be made in writing to the Vice President of Leadership Development no later than April 1. Once Sustaining Status is granted, it remains in place until another status change is requested and granted.

3. Emeritus Status

The Leadership Development Council shall grant Emeritus Status to a member pursuant to the Bylaws, ARTICLE VII, Section 2.D. Emeritus Status.

4. Transfers of Non-resident Prospective New Members

a. Non-resident prospective new members accepting invitation to membership and transferring into the Junior League of Topeka shall pay current dues and fees, which shall serve as a processing fee and shall include AJLI per capita dues. There shall be no transfer fee for incoming new members.

b. There shall be a fee equal to the AJLI per capita dues plus a processing fee not to exceed \$30 for processing the transfer of a prospective new member who wishes to join the Junior League of Topeka for the sole purpose of transferring to another League.

5. Transfers of Active and Sustaining Members

a. Active members transferring into the Junior League of Topeka shall be invited by the Membership Development Council, but not required, to attend sessions of the current or upcoming new member orientation program.

b. There shall be no transfer fee for incoming active and sustaining members.

B. Leaves

All requests for leaves or other special dispensation must be made to the Vice President of Leadership Development. The requests must be in a written letter of request with an explanation and must be sent to the Vice President of Leadership Development. Members requesting a Maternity Leave, Emergency Leave, Personal Leave, Leave of Absence, or Special

during regular office hours. If you call ahead, the Office Administrator will get your supplies ready and leave them in your mailbox. It is important that you notify the Office Administrator at least five days in advance because we do not keep a large supply inventory and it may be necessary to purchase the items.

2. Postage for first class mailings can be obtained from the Office Administrator. She keeps a record of the number of stamps used by each committee.

Typing

The Office Administrator will assist with typing as needed. However, each council and committee should have their own secretary who is responsible for meeting minutes, reports, notices, etc. Start the year off right and assign someone on your committee to handle these tasks.

Security

Key pads are on the front and back doors of the building and also on the JLT office door. Upon request, the JLT President or Office Administrator will provide the information needed to get into the office building after hours.

**WHAT TO DO
AND
WHOM TO CONTACT WHEN:**

GENERAL:

General Membership Meetings – If unable to attend, call the JLT office by Monday prior to the meeting for excused absence.

Information or help with a problem – ask Leadership Development Vice President.

Change of address or telephone – write or call the Office Administrator.

Non-resident transfer – write the Executive Secretary.

Maternity Leave (3 months) – contact Leadership Development Vice President . See Standing Rules, Part II., Section 2., B. 1 of the Annual Report.

Emergency Leave (3 months) – contact your Leadership Development Vice President. See Standing Rules, Part II., Section 2., B. 2 of the Annual Report.

Personal Leave (3 months) – contact your Leadership Development Vice President. See Standing Rules, Part II., Section 2., B. 3 of the Annual Report.

Leave of Absence (1 year) – contact your Leadership Development Vice President. See Standing Rules, Part II., Section 2., B. 4 of the Annual Report.

STATUS CHANGE:

Resignations in good standing – write the Leadership Development Vice President. Resignations after September 10 require fulfillment of all fundraising obligations. You must resign in writing before February 1 or you will be obligated for the next year's dues and must pay those dues in order to resign in good standing. (See Bylaws, Article VII., Section 4., A. Resignations.)

delinquency and a fine imposed by mail. A fine of \$20.00 shall be charged to those members who are delinquent. The Treasurer shall collect any such fine.

E. New Member Fees

Each new member shall be required to pay a new member fee of \$75.00, which is due at the first new member orientation class.

F. Arrangements Fees

Each active and new member shall be assessed a fee of \$10 per meal for each general membership meeting at which the member requests to eat a meal provided. For actives, \$100 is due by June 1. For Fall new members, \$90 is due at the first new member orientation class. For Spring new members, \$40 is due at first new member orientation class.

Section 2. Privileges of Membership

A. Status

1. Active Gold Status

Upon request of an active member, the Leadership Development Council shall grant Active Gold Status to any member who requests it and has a minimum of six (6) years of resident membership excluding any 12-month Leave of Absence.

All requirements contained in the Active Commitment Form for good standing must be met. Requests for Active Gold Status must be made in writing to the Vice President of Leadership Development no later than April 1. Once Active Gold status is granted, it remains in place until another status change is requested and granted.

2. Sustaining Membership

Upon request of an active member, the Leadership Development Council shall grant any Active member Sustaining Status after seven (7) years of resident membership excluding any 12-month Leave of Absence.

League placements, committee service and fundraising are not required. Sustaining members must pay annual dues in order to

5. Members must comply with all of the bylaws and standing rules, and specifically, these standing rules pertaining to general conduct of Members.

6. Any Active member of the League serving in an AJLI position shall be exempt during the term of office from the above requirements, with the exception of payment of annual dues.

Members can clarify the specifics of these requirements by referring to their commitment form.

Members must be in good standing in order to vote or to participate in Spring Placement Selection.

Payment of annual dues is the sole requirement of remaining in good standing for Sustaining Members.

C. Attendance

- 1. Attendance at the annual meeting is required of all active members.
- 2. To be excused from the annual meeting, a member shall give written notice to the Vice President of Leadership Development 2 weeks prior to the annual meeting.
- 3. Members are required to be in attendance the duration of the scheduled time of the meeting or be counted absent unless previously excused.

D. Annual Dues

1. Amount - Each member shall be required to pay annual dues, which include the AJLI per capita dues, as follows:

Active (Resident and Non-Resident)	\$135.00
Sustaining (Resident and Non-Resident)	\$83.00

An active member who shall be classified as a sustaining member for the next fiscal year shall be liable for sustaining dues.

2. Delinquent Dues - Those members delinquent in payment of dues by June 1, pursuant to the Bylaws, shall be notified by mail of such

Non-League Community Placement – write a letter to your Leadership Development Vice President explaining the placement and the reasons for the choice by February 1.

Sustaining – write the Leadership Development Vice President by April 1. Members who became active after June 1998 must have eight (8) years of membership (excluding Leaves of Absence). Members who became active prior to June 1998 may go sustaining upon reaching age 40 and completing three years of membership.

Active Gold – write the Leadership Development Vice President by April 1. Placement and fundraising requirements are optional. See Standing Rules, Part II., Section 2., A.2. A member must have:

- 1. Seven (7) years of active membership (excluding Leaves of Absence)

AND

- 2. Chaired a committee OR served on the Board

OR

- 3. Qualified for sustaining status.

Reinstatement to Membership – write to the Executive Secretary. Reinstatements require a 2/3 vote of the Board of Directors and dues for the current year. See Bylaws, Article VII., Section 4., B. Reinstatements.

Attendance Requirements have not been met – write the Leadership Development Vice President. You are subject to Board action. See Standing Rules, Part II., Section 1., C. Attendance.

DUES

Dues are Due – dues are due February 1 and delinquent April 15. See Standing Rules, Part II., Section 1., D., 2. Delinquent Dues.

Arrangements Fees – due February 1. Any member not having paid her arrangements fee will be counted absent from all General Membership Meetings until her bill is paid or until other arrangements have been made. See Standing Rules, Part II., Section 1., E. Arrangements Fees.

MISCELLANEOUS

You need to purchase something for the League – follow procedures outlined in Standing Rules, Part I., Section 4. Attach the receipt to the form “Request for Check,” together with a clear notation of your name, committee, and what the purchase was for.

PART II. MEMBERSHIP RESPONSIBILITIES AND PRIVILEGES

You are aware of the death of a League member – in the event of the death of a Junior League member, please notify the Office Administrator. A memorial contribution will be made to the Junior League of Topeka Endowment Fund in honor of the deceased member.

You are aware of a birth, illness, death, job promotion, etc., in a League member's family – in the event of a birth, illness, death, job promotion, etc., in a Junior League member's family, please notify the Office Administrator. An appropriate correspondence will be sent to the Junior League member on behalf of the Junior League of Topeka.

Section 1. Responsibilities of Membership

A. General Conduct of Members

1. League Sponsorship

No entertainment or undertaking whatsoever shall be given in the name of the Junior League of Topeka, Inc., unless by permission of the Board.

2. Commercial Attachments

The Treasurer shall fine any members using the League name for commercial solicitation or commercial attachments. The fine shall be \$25.00 for the first offense. Upon a second offense, the Board shall immediately suspend the member from the League.

B. Requirements for Good Standing

The expression "good standing" as used in these Bylaws and Standing Rules means that the member has successfully completed the requirements of the League, unless excused by the Board. The following shall be required of resident Active members:

1. Fulfillment of full placement volunteer job (or jobs) requirements and all obligations defined by the Bylaws, Standing Rules and commitment form.
2. Attendance at 6 general membership meetings, one of which is the annual meeting.
3. Payment of annual dues, arrangements fees and any other financial obligations imposed by and according to the Bylaws and Standing Rules.
4. All fundraising requirements and work requirements are requirements of membership effective June 1, and must be fulfilled prior to resignation in good standing, unless excused by the Board.

Contributions must be for five dollars \$5.00 or more. Junior League of Topeka shall contribute twenty-five dollars \$25.00 in memory of a deceased member.

The Endowment Fund Committee shall report to the membership on the status of the Endowment annually, or more often if requested. The names of donors and those honored will be submitted by the Treasurer for publication in the *JayTalk*. The honored person or the family of the honored person will be notified of the name(s) of the donor's donation by the Treasurer.

In the event that the League ceases to exist for any reason, the balance then remaining in the Endowment consisting of both restricted and unrestricted funds shall be donated without restriction to one or more qualified section 501(c)(3) non-profit charities in the Topeka community.

E. Program Development Fund

The Program Development Fund shall be used to hold monies that are designated exclusively for program services.

Income to this fund is derived from transfers approved by the Board. Transfers to or from may be designated during preparation of the General Fund Budget, or at other times during the year with a 2/3 vote of the Board. Recommended transfers include money that was available for projects but not allocated during the program review process, money budgeted to projects and not spent in a given year, and money remaining in funds at their closure.

The Program Development Fund shall be closed and transferred to the General Fund upon dissolution of the League.

F. Annual Fund

Funds donated to the JLT Annual Fund will go directly to offset the operating costs of the League. This will allow the league to spend more of its fundraising dollars toward mission-based projects.

Junior League of Topeka Budget 2009-2010 June 2009 - May 2010

	Budget
Income	
410030 Annual Fund Contributions	1,000.00
430000 Dues & Assessments	
430010 Dues - Actives	7,425.00
430020 Dues - Sustainers	24,900.00
430030 Dues - New Members	2,250.00
430040 Meals - Actives	550.00
430045 Meals - Sustainers	100.00
430050 Meals - New Members	2,250.00
430060 Miscellaneous Fees	
Total 430000 Dues & Assessments	\$ 37,475.00
440000 Interest Income	
440010 Interest Income - CDs	2,000.00
Total 440000 Interest Income	\$ 2,000.00
450000 Investment Income	
450010 Inv Inc - General Fund	275.00
450050 Inv Inc - Heinz Memorial Fund	350.00
Total 450000 Investment Income	\$ 625.00
470000 Fund Development	
470010 Booth Fees	18,000.00
470020 Sponsorships	30,000.00
470030 Miscellaneous Income	500.00
470050 Ticket Sales	4,500.00
470060 Silent Auction	10,000.00
470090 Friends of JLT/Advertising	3,000.00
Total 470000 Fund Development	\$ 66,000.00
490000 Unrealized Gain (Losses)	
490020 Unrealized G/L - Program Dev	
490030 Unrealized G/L - Anniversary	
490040 Unrealized G/L - Endowment	
490050 Unrealized G/L - Heinz Memorial	

Total 490000 Unrealized Gain (Losses)	\$ 0.00
Total Income	\$107,100.00
Expenses	
511500 Community Impact Council	
511510 Heinz Memorial	350.00
511520 Signature Project	1,500.00
511530 Community Grant Fund	4,691.00
511540 Community Relations/Marketing	1,000.00
511550 Community Efforts	500.00
511580 Newsletter Postage	100.00
511590 Web Site	860.00
Total 511500 Community Impact Council	\$ 9,001.00
512000 Member Development Council	
512050 Recruitment	500.00
512060 New Member Shirts/Nametags	650.00
512070 New Member Orientation	500.00
512080 New Member Scholarships	150.00
Total 512000 Member Development Council	\$ 1,800.00
512500 Leadership Development Council	
512010 Community Volunteer Award	200.00
512020 Gold Rose Award	400.00
512030 President Recognition	350.00
512040 Member Recognition	200.00
512510 Leadership Retreat	100.00
512525 AJLI Winter Conference	1,569.00
512530 AJLI Annual Conference	3,100.00
512540 Leadership Topeka Scholarship	350.00
512550 Membership Training	2,000.00
512560 Active Member Scholarships	270.00
Total 512500 Leadership Development Council	\$ 8,539.00
513000 Dues	
513010 Chamber Dues	380.00
513015 Downtown Topeka Dues	147.00
513020 Kansas Nonprofit Assn Dues	40.00
543030 AJLI Active Dues	1,925.00
543040 AJLI Sustainer Dues	10,500.00
543050 AJLI New Member Dues	1,050.00
Total 513000 Dues	\$ 14,042.00
513500 Meeting Expense	

Budget that would allow the General Fund Balance to drop below this minimum requires a 3/4 affirmative vote of the Board and ratification by the membership.

B. Seventy-Fifth Anniversary Gift Fund

The Seventy-Fifth Anniversary Gift Fund shall be used to present a gift to the community in honor of the Seventy-Fifth Anniversary of the Junior League of Topeka, Inc. in February 2012. This fund contains monies transferred from the General Fund at the rate of a minimum of \$2,500.00 per year up to and including the year 2012, and the investment income earned thereon. The use of this money shall be approved by an affirmative majority vote of the membership. After the presentation of the gift to the community, the fund shall cease to exist and any additional investment income that may have accrued shall be deposited into the General Fund.

C. Sustainer Fund

The Sustainer Fund contains proceeds from any fundraising activities of the Sustaining Members of this League and the interest earned thereon. Expenditures from this fund can be made at the discretion of the Sustaining members of this League to further the purpose and programs of the League.

D. Endowment

The purpose of the Endowment is to receive restricted and unrestricted gifts and contributions of every nature from businesses and individuals and to hold, accumulate and use the earnings to strengthen the operations and purposes of the League. It can also provide a way to express respect, praise, or credit to the people who are special to the League or who have touched the lives of League members in some way. Funds restricted by a gift or contribution shall be received and used solely for the restricted purpose so long as such purpose is consistent with law and will not cause the League to lose its 501(c)(3) non-profit tax status. The League reserves the right to utilize gifts of property in an appropriate manner.

The Endowment Fund Committee shall oversee and manage the Fund. When the Endowment reaches \$20,000, the Endowment Fund Committee may recommend and the Board may approve transfers or the expenditure of any investment income which has accrued.

The General Fund Budget shall be prepared annually by the Treasurer. Upon a 2/3 affirmative vote of the Board, the General Fund Budget shall be presented to the membership. The General Fund Budget can be amended by 2/3 affirmative vote of the Board.

Expenditures from the General Fund shall be divided into 3 categories: Program Services, Program Support, and Fundraising Expenses.

1. Program Services shall be defined as the various separate activities directly related to the purposes for which the League exists. The major areas included are community programs, training and education, and program research and evaluation. Program Services shall constitute approximately 50% of the funds expended from the General Fund.

2. Program Support shall be defined as those services, which are indispensable to the existence, and program activities of the League and which are not identifiable with a single program or activity. The major areas included are administrative committees, *JayTalk*, headquarters and office expenses, salaries, professional fees and insurance. Dues should contribute to at least 60% of supporting services.

3. Fundraising Expenses shall be defined as those expenses, which are directly related to fundraising events. Fundraising expenses shall not consistently exceed 35% of total revenues, excluding sales tax, from fundraising events.

The General Fund Balance is the accumulation of past years' budget surpluses. Monies within the General Fund Balance are available to fulfill current community commitments, to meet unexpected administrative expenses, and to finance new programs. During budget preparation, the Treasurer shall designate and segregate within the General Fund Balance any amounts which will be used for particular purposes in a future period. These designations should be contained in footnotes to the budget. An example of such a designation is money committed to a future or on-going program.

The General Fund Balance shall be maintained at a minimum of 30% of total budgeted expenses. This calculation shall be contained in a footnote to the budget. This minimum balance may be spent only under extraordinary circumstances to meet expenses which are unforeseen when the budget is prepared. Any amendment to the General Fund

513510 Catering	6,400.00
513530 Recruitment - Prospect Meals	100.00
513540 Location Expenses	150.00
Total 513500 Meeting Expense	\$ 6,650.00
514000 Sustainer Relations	
514010 Sustainer Relations Activities	150.00
514020 Past President Luncheon	350.00
Total 514000 Sustainer Relations	\$ 500.00
524500 Office Expense	
524510 Copier	960.00
524520 Safety Deposit Box	30.00
524530 Office Supplies	2,000.00
524550 Personal Property Tax	110.00
524560 Computer Software	500.00
524580 Telephone/Internet Access	1,800.00
524590 Rent	11,898.00
524595 Bank Charges	150.00
Total 524500 Office Expense	\$ 17,448.00
525000 Insurance	
525010 Directors & Officers	1,100.00
525020 Insurance Package	2,300.00
525030 Workman's Compensation	325.00
525040 Umbrella (Liability)	200.00
Total 525000 Insurance	\$ 3,925.00
525500 Postage	
525510 Bulk Mail	780.00
525520 Stamps	600.00
Total 525500 Postage	\$ 1,380.00
526000 Professional Fees	
526010 Legal Fees	500.00
526020 Corporate Annual Report	55.00
526030 Accounting/Audit	4,500.00
Total 526000 Professional Fees	\$ 5,055.00
526500 Salaries	
526510 Office Administrator Salary	6,720.00
Total 526500 Salaries	\$ 6,720.00
527000 Payroll Taxes	
527010 Medicare	97.00
527020 Social Security	416.00

Total 527000 Payroll Taxes	\$ 513.00
527510 Depreciation	300.00
528010 Investment expenses	2,100.00
531000 Fund Development Council	
531010 Pipe & Drape	3,500.00
531015 Advertising	3,000.00
531020 Postage	750.00
531025 Food/Beverage	10,000.00
531035 Banquet/Bar Staff	300.00
531040 Facility	5,000.00
531045 Rentals	1,500.00
531050 Decorations	500.00
531055 Credit Card Fees	1,000.00
531060 Miscellaneous Supplies	2,000.00
531075 Licenses	250.00
531080 Software Update	795.00
531085 Sponsor Appreciation	200.00
531090 Printing	1,000.00
531091 Entertainment	300.00
531095 Consultant	1,000.00
Total 531000 Fund Development Council	\$ 31,095.00
Total Expenses	\$109,068.00
	-\$
Net Income	1,968.00

C. The Chair requesting the donation(s) shall follow-up within five (5) business days with a telephone call. At that time, any further contact should be determined and a letter of acknowledgement sent, if applicable.

D. The Vice President of Fund Development and the Chair requesting the donation(s) shall write a letter of acknowledgement to the contributor, and the League President shall sign the letter of acknowledgement. The contributor shall sign and return the letter of acknowledgement within fifteen (15) days. The Chair requesting the donation(s) shall follow-up with a telephone call if necessary. The Fund Development Council shall retain this correspondence for five (5) years.

E. The Chair requesting donation(s) shall provide appropriate donor recognition. Plans should be cleared with the Treasurer, the Vice President of Fund Development, the media liaison (if one has been appointed), and the President.

F. The Chair requesting the donation(s) shall notify the Vice President of Fund Development and the President if the letter of acknowledgement is not honored. Further action will be determined by the Board of Directors.

Section 6. Funds

Funds are defined as those separate funds set aside for a specific purpose or program of the League, which are income-generating in nature and/or for which separate accounting is required or desired.

All specific funds shall be defined in the Standing Rules and shall include a description of the purpose of the fund, source of income and the disposition of all income or proceeds of the fund.

All accounts opened for each specific fund shall be handled in accordance with the League's Financial Policies.

A. General Fund

The General Fund is available for general use in furthering the purpose and programs of the League.

The General Fund Budget is a plan for expenditure of funds derived from dues, fees, fundraising projects, fines and investment income.

required every three years for recurring expenses in excess of \$1,000. Verbal bids will be sufficient for items below these thresholds.

B. The Vice President or Chair purchasing goods and services shall write a letter introducing the League and requesting that the following be included from the provider:

1. Itemization of all goods or services;
2. Itemization of any exclusions; and
3. Inclusion of a completion/delivery date.

C. This letter shall be approved by the Treasurer and the President.

D. Any changes in specifications or pricing by the provider must be made in writing to the Vice President or Chair purchasing the goods or services.

E. The Vice President or Chair purchasing goods and services shall write a letter to the provider accepting and outlining the bid specifications. Copies of this letter shall be approved by the Treasurer and the President. The Treasurer shall retain this correspondence for five (5) years.

F. Travel arrangements are exempt from the above procedures.

G. The Board of Directors may approve the suspension of any bid procedures.

Section 5. Policies for the Solicitation of Donations

A. Any member seeking donation(s) on behalf of the League shall notify the Vice President of Fund Development of the names of potential donors from whom the member is seeking donations. The Vice President of Fund Development will have the file of potential and previous contributors.

B. The Chair requesting the donation(s) shall write a letter to the potential donor introducing the League and making the request. This letter shall be approved by the Vice President of Fund Development and the President.

LEADERSHIP POSITIONS, COMMITTEE PLACEMENTS, and PLACEMENT POLICIES

Leadership Positions 2009-2010

Officers

President Rebecca Richardson
 Executive Secretary Denise Kilwein
 Treasurer Jennifer Hill

Board of Directors

VP - Community Impact Council Sara Neiswanger
 VP - Leadership Development Council Stacie Borjon
 VP - Membership Development Council Liz Daily
 VP- Funding Development Council Allison Horinek
 Sustaining Advisor Carrie Riordan
 Sustainer Representative Kate McMaster

Membership Development Council

Vice-President Liz Daily
 New Member Chair Kari Presley
 Recruitment Chair Liz Klausman

Community Impact Council

Vice-President Sara Neiswanger
 Project Chair Dawn Knudtson
 Community Relations Chair
 Advocacy Chair Erin Stiers
 Volunteer Chair Sara Neiswanger
 Jaytalk Allison Horinek

Funding Development Council

Vice-President Allison Horinek
 Merry Market Chair Joan Sutton
 Merry Market Asst. Chair Megan DiGiovanni
 Treasurer Jennifer Hill

STANDING RULES

OF THE

JUNIOR LEAGUE OF TOPEKA, INC.

PART I. LEAGUE ADMINISTRATION

Section 1. Authority for Rules and Policies

- A. Any Standing Rule or policy that would restrict or add obligation and/or responsibility to the membership shall be presented to the membership for approval.
- B. Major policies of the League shall be incorporated in the Standing Rules or Bylaws. Major policies include but are not limited to placement agreements and manuals of procedure.
- C. Operational procedures and ordinary policies which are not in conflict with the Bylaws, Standing Rules, Manuals of Procedure or other membership or Board action may be adopted from time to time by committees, or other sub-groups of the League. Such procedures and policies are subject to Board and/or membership approval if a question arises.

Section 2. Policies for Providing Notice to Members

Required notice to members shall be given in writing and sent either by regular postal mail or in an electronic format, which shall not require special viewing software, unless otherwise stated in the Bylaws or these Standing Rules.

Section 3. Policies for the Use of Membership Information

The League's membership roster and address information may not be sold or given to any individual, organization, or corporation for purposes not directly related to League business.

Section 4. Policies for the Purchase of Goods and Services

- A. The Vice President or Chair purchasing goods and services shall obtain 3 written bids for any budgeted single expense of \$1,000 or more and for any unbudgeted single expense of \$250.00 or more. Bids shall be

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Leadership Development Council

Vice-President Stacie Borjon
 Training Chair Sarah Meyer
 Recognition/Social Chair Julie Connor and Elizabeth Johnson

OUTLINE OF STANDING RULES

PART I. LEAGUE ADMINISTRATION

2009-2010 Council Placements

Community Impact Council

Vice President..... Sara Neiswanger
Project Chair..... Dawn Knutson
Community Relations Chair.....
Advocacy Chair.....Erin Stiers
Volunteer Chair.....
JayTalk.....Allison Horinek

Council Members

Karen Arimany
Lelanya Lines
Mary Rowden

Funding Development Council

Vice President..... Allison Horinek
Merry Market Chair.....Joan Sutton
Merry Market Assistant Chair.....Megan DiGiovanni
Merry Market Honorary Chair.....Nancy Perry (S)
Market Vendor ChairsMegan DiGiovanni and Jalayn Siehndel
Sponsorship Acquisitions Chair.....Joan Sutton
Auction Item Acquisitions Chair.....Courtney Hackey
.....
Stage Director.....Jenny Oxandale
Media Relations Chair.....Amy Burns and Joan Sutton
Girls Night Out Chair.....Nicole VanVelzen
Treasurer.....Jennifer Hill

Council Members

Megan Burgess
Annette Engroff
Amy Lockhart
Jill Lyman
Shahira Stafford
Barbara Wiggins
Kathleen Williams
Valerie Acors
Jodi McConnaughey
Miranda Owens

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Section 6. Vacancies

Vacancies in chair positions shall be filled by the Slating Committee in accordance with the manual of procedure.

ARTICLE X. INDEMNIFICATION

The Junior League of Topeka, Inc., shall indemnify any officer, director, member, employee, or agent of this League under the conditions and to the extent provided by law in Kansas Statutes Annotated 17-6305, as amended from time to time.

[1] The italicized portions of these Bylaws originally were taken from the AJLI Bylaws and Policies. They remain italicized only to identify their origin.

Membership Development Council

Vice President.....Liz Daily
New Member Chair Kari Presley
New Member Asst. Chair Haley DaVee
Recruitment Chair..... Liz Klausman

Council Members

Christy Classi
Shanna Dunn-Viagre
Karly Kappelman
Sarah LaFrenz Falk
Ashley McMillan
Lisa Prickett
Amy Wolf

Leadership Development Council

Vice President..... Stacie Borjon

Council Members

Julie Connor
Elizabeth Johnson
Sarah Meyer
Jolee Spencer

A. Slating Committee

1. Composition

The committee shall be chaired by the Vice President of Leadership Development and shall be comprised of the Immediate Past President, two active members, and a Sustaining Advisor who shall serve as an ex-officio member of the committee.

2. Duties

The principal function of this committee shall be to prepare a slate of candidates for each board and chair position.

B. Other Standing Committees

There shall be other committees or a combination of committees named by the Board to perform the ongoing tasks of planning, programming, fundraising, and advocacy as enumerated in the standing rules.

Section 2. Special Committees

Special committees may be appointed by the President with the approval of the Board, which shall designate their powers and the term of the committee's appointment.

Section 3. Meetings

Committees shall meet monthly or on the call of the Chairperson during the League year. Notice for committee meetings shall be given to committee members at least 5 days prior to the meeting.

Section 4. Quorum

Members present of a given committee shall constitute a quorum for the transaction of business of that committee.

Section 5. Voting

The acts of the majority of such quorum shall be the acts of that committee.

president shall act as liaison between the Board and the council. Council members shall be familiar with League goals and objectives, and shall be responsible for carrying out the policies set by the Board. A Council may make recommendations to the Board regarding policies and operations of the League, but will not take independent action. The Councils shall have other such duties, as the Board shall determine and as enumerated in the standing rules and in the most current job description.

Section 4. Meetings

Each Council shall hold regular monthly meetings from June through May. Special meetings may be called by the board vice president and shall be called upon written request of a majority of members of the Council. Each council member shall receive at least 2 days written notice of special meetings.

Section 5. Quorum

A majority of the members of a given Council shall constitute a quorum for the transaction of business of that Council.

Section 6. Voting

The acts of the majority of such quorum shall be the acts of that Council unless otherwise specified in these bylaws, standing rules, policies or procedures adopted by the Board or the League.

Section 7. Vacancies

Shall be filled in accordance with other provisions of these bylaws.

ARTICLE IX. COMMITTEES

Section 1. Standing Committees

Standing committees are those representing activities that are continuing in the program of this League. With the exception of those listed in the bylaws, they may be created or dissolved as the need indicates by the President, with the approval of the Board. All standing committees shall have a Sustaining Advisor who shall be an ex-officio member of the committee. A Sustaining Advisor shall not serve as advisor to the same standing committee for more than two consecutive League years.

PLACEMENT POLICIES

Definition of Placement

All work assignments required of Junior League Members are considered to be placement, including a volunteer job that meets the criteria of in-service training, individual growth and community service.

Philosophy of Placement

The goal of placement is to develop capable volunteer leaders in community service.

Active Members shall fulfill all requirements as outlined in the member placement agreements (menus).

Members resigning in good standing or going sustaining effective May 31 of the League year are excused from attending Spring Placement Selection.

An active member of the League serving in an AJLI position shall be exempt during the term of office from the above requirements with the exception of payment of annual dues.

Other requirements of membership are found in the Standing Rules, Part II., Sections 1 and 2.

Council Placement Responsibilities in Addition to Member Placement Responsibilities:

1. Call the council/project member after each of her first two absences.
2. After three absences, if a member appears to be negligent in fulfilling her placement responsibilities pertaining to the respective council/project, please contact the Leadership Development Vice President. This is important so that certain actions may be taken before the "potential" problem escalates to a level that may become unsatisfactory to all involved.
3. Make every effort for members to understand the placement commitments associated with your council/project.
4. Record and distribute meeting minutes in a timely manner. Make sure absent members receive copies of meeting minutes.

5. Understand how your council/project fits into the overall operations of the League.
6. Be objective.
7. Encourage all members to participate.
8. Keep discussions to the agenda during council meetings.

Leadership Development Committee's Duty

The LDC is responsible for individually assisting, supporting, and encouraging members so that they may develop their maximum potential in community service.

Leadership Development/Selection Council's Role in Training and Developing Member's Potential

1. Advise members.
2. Follow individual member progress in their League career.
3. Keep accurate, uniform member records.
4. Consider leave requests; recommend approval of leaves to the Board.
5. Advise the Board if members are not in good standing and suspension and removal actions seem appropriate.
6. Evaluate volunteer opportunities.
7. Determine placement possibilities.
8. Communicate the League's placement expectations to the members.
9. Represent members in the leadership selection process. The council vice president is not only an advocate and advisor, but also a nominator for individuals seeking slated positions.

Leadership Development Vice President's Role in Training and Developing Member's Potential

1. Assist members in selecting appropriate and fulfilling committee placements.
2. Be aware of member's skills and placement desires.
3. Be a contact for members when they are in need of leaves, placement changes, or answers regarding their placement.
4. Represent members in the leadership selection process. The vice president is not only an advocate and advisor, but also a nominator for individuals seeking slated positions.

affirmative votes of a majority of the disinterested Board members, even though the disinterested directors be less than a quorum; or

2. The material facts as to her relationship or interest and as to the contract or transaction are disclosed or are known to the members entitled to vote thereon, and the contract or transaction is specifically approved in good faith by vote of the members; or

3. The contract or transaction is fair as to the corporation as of the time it is authorized, approved or ratified by the Board, a committee thereof or the members.

B. Common or interested members may be counted in determining the presence of a quorum at a meeting of the committee, which authorized the contract or transaction.

C. Any contract or transaction between the League and a member shall adhere to any bylaws, standing rules, policies or procedures regarding the formulation of such contract or transaction.

ARTICLE VIII. COUNCILS

Section 1. Purpose

The function of the Councils shall be to promote communication and cooperative effort and to coordinate related League functions. Council members shall share matters dealing with procedure and day-to-day operations of the League in their area of concern, and also shall focus on future long-range planning. The exact number of councils shall be determined by the Board.

Section 2. Composition

Each Council shall consist of a board vice president, chairs and/or liaisons of related events, projects, special committees and task forces plus designated representatives whose duties are specified that are appropriate to the council's function and responsibility, and a Sustaining Advisor who shall be an ex-officio member.

Section 3. Duties

Council members shall consider the concerns within the council description and shall recommend policies to the Board. The board vice

Council shall count the ballots. The Secretary shall retain all ballots cast.

5. Notice for all votes in this section shall be given no later than the date of the regular membership meeting prior to the meeting at which the vote will be taken. However, the existence of an adopted statement of position shall constitute previous notice for the purpose of voting to rescind, modify or amend such statement.

C. Absentee Ballots

Active members in good standing may cast absentee ballots in accordance with the standing rules or other procedures adopted by the Board.

D. Quorum

A quorum of this League shall consist of a majority of the voting members.

Section 6. Annual Dues and Other Financial Obligations

The Junior League of Topeka shall establish appropriate dues and fees, which shall be payable in accordance with the standing rules, for such things as annual dues, new member fees, arrangements fees and transfer fees. Annual dues shall include Association dues.

Section 7. Member Conflicts of Interest

A. No contract or transaction between the League and one or more of its members, or between the League and any other corporation, partnership, association or other organization in which one or more of the League’s members are directors or officers of the other corporation, partnership, association or other organization, or have a financial interest, shall be void or voidable solely for this reason, or solely because the member is present at or participates in the meeting of the Board or committee thereof which authorizes the contract or transaction, or solely because her votes are counted for such purpose, if:

1. The material facts as to her relationship or interest and as to the contract or transaction are disclosed or are known to the Board and the Board in good faith authorized the contract or transaction by the

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PRESIDENT

Rebecca Richardson

Create, Grow, Thrive

When the League year began the remodeling efforts were still in progress to the new office, located at 719 SW Van Buren, Suite 201. With the League year theme, "Create, Thrive, Change" we felt that this was part of the course of evolving the League.

With the second year in place for two-year Board terms we had established continuity to the Leadership roles of the League. To further the commitment to Setting Strategic Goals, Mr. Vann Anderson, was a guest speaker at the June 14th, Leadership Retreat. Those in attendance of the Leadership Retreat came together with the ideas that developed a more efficient meeting system. With the assistance and expertise of Mr. Anderson, it was outlined that following the General Membership Meeting, the Council Meetings would be held. The goal was to give one less time for members to have to go to a meeting. It seemed to work in theory and by the year's end the feedback was positive. The new meeting system worked to be effective with members' time.

With no planned June GMM the first League year GMM was held July 20th. Topeka Country Club hosted as outdoor family style dinner and meeting. A short Golfer's Tip session was offered by Assistant Golf Pro Paul Reisner. It was fun to meet friends and family of members. However, the evening was cut short by the fantastically hot and humid temperatures.

Continuing with two new member classes, the fall new member class began on August 13th. I enjoyed getting to meet and share my experiences with the group. The following Wednesday, August 20th, was our first official GMM in our new office. One Mission, One League...One Location! This also started off an impressive year of meetings, food and speakers by the VP of Leadership, Stacie Borjon and her council.

A wine tasting for Sustainers was presented by Ice and Olives before the September 17th, GMM. This was also the first opportunity for many Sustainers to see the new office. It was exciting evening to have this coupled with the presentation of the Gold Rose award to Mrs. Judy Soule.

3. Special Meetings

Special meetings may be called by the Board or the President or upon the written request of 10 active members of this League for the purpose of transacting emergency business or business which cannot reasonably be transacted at the next regular membership meeting. Each member shall receive at least 2 days written notice of special meetings. The notice of a special meeting shall state the purpose for which it is called, and only this business shall be transacted at the meeting.

B. Voting

1. A 2/3 affirmative vote of the members present and voting shall be required or if no notice is given a 3/4 affirmative vote of the members shall be required:
 - a. To adopt projects
 - b. To approve major expenditures from the General Fund not included in the budget
 - c. To approve major money raising activities
 - d. To amend the bylaws
 - e. To amend standing rules that pertain to admission to active membership or financial obligations
 - f. To take public action or adopt a statement of position
2. A 3/4 affirmative vote of the members present and voting shall be required for dissolution of the League.
3. Resident active members in good standing are eligible to vote. A member who has failed to fulfill the requirements for good standing, which are enumerated in the standing rules, and has been given written notification of said failure, cannot vote.
4. Voting by the membership shall be by voice, by show of hands, by rising, by ballot, or by absentee ballot, except when a two-thirds affirmative vote is needed to pass a measure; in which case voting must be done by written ballot. Written ballots must have yes, no and abstain choices for each measure being brought for a vote. Proxy voting shall not be permitted. Voting shall be by ballot upon request of 10 members entitled to vote. The Leadership Development

2. The Board approves the reinstatement by a 2/3 affirmative vote.
3. Active member reinstatements shall be effective upon receipt of dues.
4. Members who have been suspended and removed from membership shall not be reinstated.
5. In addition to the above requirements, a new member who wishes to reinstate shall be required to repeat the new member orientation program and any other applicable requirements before her name may be submitted to the Board for Active membership.

Sustaining members may reinstate at any time upon receipt of dues in full.

Section 5. Meetings of the Membership

All meetings and functions of the Junior League of Topeka shall be held at facilities that do not discriminate against women or on the basis of race, religion or national origin.

A. Annual, Regular and Special Meetings

Active members shall attend the annual meeting and the regular membership meetings in accordance with policies adopted by the Junior League of Topeka and enumerated in the standing rules.

1. Regular Meetings

General membership meetings shall be held monthly as the Board shall direct. Each member shall receive at least 2 days written notice of the regular membership meetings.

2. Annual Meeting

The annual meeting of the Junior League of Topeka shall be held in Topeka, Kansas, between March 1 and May 30 on a date to be determined by the Board for the purpose of filling the elective positions of the Board for the ensuing year and transacting such other business as may properly come before the meeting. Notice of the annual meeting shall be given to active members no later than the regular membership meeting prior to the annual meeting.

The summer planning became evident with the month of October underway. The year's first Happy, Healthy Me! was held October 2nd at Tecumseh North Elementary School. The event coordinated by Event Chair, Sara Neiswanger was a successful bridge of kid friendly activities, affirmation of positive self-esteem and parental materials to support continuation of healthy mind-body children. Membership came together on October 22nd for the GMM. Past-President, Kim Hinkly and I attended the Association of Junior League International annual Fall conference. The conference was held on October 23rd-25th in Kansas City. This was a shared learning opportunity to develop community and leadership skills. This year's conference was a continuation of the AJLI's vision statement. This underscored that evolution of organization no matter the size.

Our annual fundraising efforts were with festive spirits and led by VP of Fund Development and Merry Market Chair, Gina Nellis at the Merry Mixer on Thursday, November 6th. The evenings' events were held at the Capital Plaza Hotel and included several awards presented by the League. The Community Volunteer Award presented to William Sneed. Additionally, recognition of the Meadows Elementary School Running Club efforts was presented by League giving them \$10,000 to build a new running track. The following day the doors at Ag Hall opened for the Merry Market, November 7th and 8th. There was no GMM held this month with all of the volunteer hours placed for our fundraiser.

Holiday spirit was in the air for the December 13th brunch. Guest speaker for Let's Help shared how the economic pressures were effecting the organizations. She also shared the success that educational and job preparation classes are helping many any our community. The Fall New Member class also went active demonstrating the hard work of recruitment efforts of VP of Membership and Recruitment Chair, Liz Daily and training efforts of New Member Chair, Kari Presley. Many members also continued volunteer efforts on behalf of the League by doing the shopping, wrapping and delivery Christmas gifts for the Christmas Bureau.

We continued with the traditional break-out meetings for January, just all of under one roof. We came together to watch a video on AJLI's proposed new vision statement. Then, broke out into 4 groups with the same questions and then came back together to share a few points with the group as a whole. The ideas gathered allowed more direction for the steps taken towards support of membership input.

The next GMM was held February 18th as a business format. Council updates were given with demonstration of a busy Spring ahead. VP of Community Impact, Jennifer Bahr's council continued Happy, Health Me! and was held February 27th at Randolph Elementary School.

A private reception for photography exhibit, Girl Culture by Lauren Greenfield, was held for Junior League members and guest on March 7th. The exhibit was funded by Junior League of Topeka and managed by the Topeka and Shawnee County Public Library at the Alice C. Sabatini Gallery. An exciting chance to meet the artist came March 9th with a discussion and presentation by Lauren Greenfield. The presentation of the HBO Documentary; Thin was also attended by Spring New Member class and girls from Florence Crittenden on March 22nd. The efforts were in support of a past-project by the New Member Class.

March 25th our monthly GMM was held. A presentation by Sergeant Cornelius by the Kansas Highway Patrol underscored the importance of awareness that is needed by women to protect them. The evenings meeting also included an opportunity to hear and see the proposed by-law changes.

Our annual meeting was held on April 19th Marsha Shehan served as the Parliamentarian. All motions passed. The final of the league year's community impact events were held. Happy, Healthy Me! event was held April 24th at Pauline Central Elementary School. Hy-Vee hosted the Kids in the Kitchen under the direction of Chef Alli Winter.

The league year ended with the May 20th GMM. Recognition of outgoing service to the Board, introductions of the new Board, and service awards were made. A special service award was presented to Linda Anderson for her many years of a dedicated volunteer and member of the League.

This year's them of "Create, Grow, Thrive" were not just merely words. They were actions. This year developed ideas that had been planted as seeds; the ideas grew with the care of the membership and thrived with the continued support of the entire membership.

iv. A 2/3 affirmative vote by written ballot of the Board is required for suspension and removal.

v. The member shall be given written notice of the Board's action.

d. If a member fails to pay dues and any fines by June 30, the following will occur.

i. The member shall be suspended from membership by the Board at its July meeting.

ii. A written notice of the suspension shall be mailed to the member by the President by July 31.

iii. If requirements for payment of dues are not met in thirty days, the suspended member shall be automatically removed from the membership roster and notice shall be sent to the removed member by the President.

e. Any member who is suspended may not vote or hold office during the period of such suspension. A suspension may be lifted by a 2/3 affirmative vote by written ballot of the Board when requirements for good standing are met.

f. All notices required in this section shall be written to the last address on file in the League office, and all periods of this time begin to run from the date the notice is postmarked.

2. Sustaining Members

If a member fails to pay dues and any fines by June 30, she will be automatically removed from the membership roster.

C. Reinstatement

A member who has resigned while in good standing may be reinstated provided:

1. She submits a statement to the Secretary setting forth the reasons for the request.

3. Resignations shall not be accepted from members not in good standing. Such requests shall be returned to the member with a written explanation of all of her outstanding requirements for the remainder of the current League year.

Active and Sustaining members not in good standing shall be suspended and removed from membership as outlined in this section.

B. Suspension and Removal

1. Active Members

a. When a member fails to fulfill the requirements for good standing which are enumerated in the standing rules, the Vice President of Leadership Development shall be notified. The Vice President of Leadership Development shall notify the member in writing that she may be subject to suspension or removal from membership for said failure, and that she cannot vote or participate in spring placement selection until the requirements for good standing are met.

b. The Vice President of Leadership Development and member shall agree upon solution(s) to meet the requirements for good standing. If said failure continues, the Leadership Development Council shall make a recommendation to the Board to suspend and/or remove the member and shall mail a second notice to the member.

c. In all cases, except non-payment of dues, the following will occur:

i. The member shall be allowed 15 days from the date the second notice is postmarked to mail a written request for a hearing before the Board. If no hearing is requested, the Board shall take action without a hearing.

ii. If a hearing is requested, a notice of the time and location of said hearing shall be mailed to the member and all persons on the Board at least 5 days prior to the hearing.

iii. Within 15 days after the hearing, the Board shall take action.

EXECUTIVE SECRETARY

Denise Kilwein

During the league year of 2008-2009, the Executive Secretary recorded the minutes of the Board of Directors meetings, General Membership meetings and the annual meeting of April 2009. Copies of the minutes were accumulated in a file maintained by the office administrator at the League office. General Membership Meeting (GMM) minutes were distributed to membership through the *JayTalk* newsletter.

The Executive Secretary also assisted with the setup for the each GMM, which included the JLT tablecloths, sign-in sheet, JLT sign, nametags and centerpieces. The Executive Secretary also assisted in preparing the Annual Report, which was posted to the JLT website.

TREASURER

Allison Horinek

The treasurer is a two year board position and has an appointment to the Funding Development Committee. The Funding Development Committee oversees all of the League investments, income, and expenditures. Our accountant was Amy Crouch, VP of Funding Development was Gina Nellis for the first 6 months and Allison Horinek for the remainder of the year.

Overview

Net income was (\$121,704) versus a budget of \$3,445. This is a difference of (\$125,149).

Income

Income for 2008-2009 fell below budget by \$232,104. This is mainly due to a smaller number of sustaining members, below budgeted income from Merry Market as well as significant losses in our investments. Merry Market's income was \$44,000 less than budgeted, while losses on investments totaled \$88,000. The total impact of the loss of Merry Market and investment income equals \$122,000.

Community Impact Council

Expenses for the Community Impact Council were \$84,356 less than budgeted. This is due to a usage of funds that had been designated to be invested. Since our investments were not performing well, the transfer of funds that had been anticipated did not occur. By holding our money in savings, we were able to utilize these funds at 100% of their worth. This

decision also leaves a larger remaining balance in our investments which will hopefully grow again at some time in the future. These funds were utilized for Girl Culture and the Meadows Elementary Track.

Member Development Council

Member Development Council expenses were under budget by \$1,278.

Leadership Development Council

Leadership Development Council was under spent due specifically to reduced AJLI conference attendance and training expenses.

Funding Development Council

Funding Development Council expenses, related to Merry Market, were under budget by \$1,831.

Other Expenses

Office expenses came in under budget. All other miscellaneous expense accounts were under spent or right at budget.

Total expenses were \$144,244 versus a budget of \$251,200, saving \$106,955.

COMMUNITY IMPACT COUNCIL HAPPY, HEALTHY ME!

Sarah Neiswanger, Special Project Chair

The Junior League of Topeka's *Happy, Healthy Me!* program is the largest initiative under the Community Impact Council umbrella. As JLT's signature project, it produced successful results in 2008-2009. In its second year, several opportunities were taken to improve and enhance the program from its inaugural year.

The year officially began on October 2, 2008 with the first *Happy, Healthy Me!* program. It was held at Tecumseh North Elementary School in conjunction with a PTO event. This was JLT's first experience sharing the stage with another function, and it worked wonderfully in our favor. Throughout the evening, roughly 100 children participated in the obstacle course at least once, with parents occasionally joining them. At the completion of their hustle around the track, each child received a water bottle and medal. In addition, jump ropes and fresh apples were added to every giveaway bag this year.

A sustaining member granted the seasonal inter-league privilege shall comply with the requirements of the Junior League in whose area she is currently domiciled.

D. Non-Resident

Active and sustaining members who are living at a distance from their Junior League area sufficient to make a fulfillment of the volunteer service or other requirements impossible shall be granted the non-resident privilege.

Non-Resident actives may not vote or hold office. A member in non-resident status, upon her return to Topeka, shall be automatically returned to her former classification.

E. Leaves of Absence

A member in good standing may request a leave of absence consistent with policies adopted by the Board and enumerated in the standing rules.

Section 4. Termination and Reinstatement

A. Resignations

Any member of this League who is not in arrears in payment of dues or in the performance of League requirements as enumerated in the Standing Rules may resign in good standing. All privileges and obligations relating to membership shall be terminated. All requests for resignations shall be made in writing to the Vice President of Leadership Development.

1. Requests for resignations shall be effective May 31. A member who resigns retains her membership privileges until the end of the current League year. The member must complete all of her League membership and financial requirements for the current League year to be considered to have resigned in good standing.
2. Requests for a resignation to be effective upon receipt by the Vice President of Leadership Development shall not relieve a member of any of her League membership or financial requirements. Such requests shall be returned to the member with a written explanation of her outstanding requirements for remainder of the current League year.

A new member who transfers to another Junior League has the right to complete the training for effective community and Junior League involvement as determined by the receiving Junior League.

An active or sustaining member who transfers to another Junior League shall be granted status in the receiving Junior League consistent with the specification of membership classification established by the receiving Junior League.

B. Inter-League

New member, active and sustaining members who will be residing temporarily in the area of another Junior League, and who so formally request, shall be granted the inter-league privilege for a period not to exceed one year. The period may be extended by the sending Junior League for one additional year.

A member granted the inter-league privilege shall comply with the requirements of the receiving Junior League and shall be entitled to all privileges of membership, as determined by the receiving Junior League. She shall be listed as a member of and pay dues to the sending Junior League, which shall have final responsibility for her in all matters.

C. Seasonal Inter-League

A sustaining member who resides for a portion of the year in the area of her Junior League and a portion of the year in the area of another Junior League, and who so formally requests, shall be granted the seasonal inter-league privilege. This privilege permits the sustaining member to participate in the Junior League in whichever area she is currently domiciled.

A sustaining member may hold the seasonal inter-league privilege in more than one Junior League at a time. The seasonal inter-league privilege may be extended for an unlimited period of time. The sustaining member shall be listed as a member of and shall pay annual dues to the sending League, which shall have the final responsibility for her in all matters. She shall pay to the receiving Junior League an annual seasonal inter-league fee of an amount not to exceed the difference between the receiving League's sustaining dues and the Association's per capita dues.

JLT members had a four month break until the next *Happy, Healthy Me!* event occurred, this time at Randolph Elementary on February 27, 2009. Nearly 50 students participated daily in an after-school program offered by the school, and JLT's program proved to be a special treat for them. Due to space constraints, the children were divided into two groups. While one group danced and scooted through the obstacle course, the other set was indulging in their healthy snack and playing healthy-word puzzles. The disco dance station continued its reign as "favorite station" and there were many requests to return for a second round on the dance floor. The highlight of the afternoon came from one young man, who exclaimed that this was "the best day of my life!" JLT was even featured as a highlight on WIBW news with a one-minute clip of the event with an explanation of our initiative.

The final two events for 2009, *Happy, Healthy Me!* and *Kids in the Kitchen*, both occurred within a week of each other, wrapping up the activities within the Community Impact Council with a bang.

The last *Happy, Healthy Me!* event took place April 24, 2009 at Pauline Central. The school was hosting its annual Fun Night and welcomed JLT to join in its festivities. It is estimated that over 250 students aged 4 to 13 years participated in the obstacle course and snack station. It was a whirlwind of motion to say the least. Though JLT was very pleased with the turnout, it was more than anticipated – for that reason, JLT ran out of water bottles and medals before the evening was over.

Kids in the Kitchen, an initiative supported by the Association of Junior Leagues International (AJLI), was held April 29, 2009. Its goal is to empower youth to make healthy lifestyle choices and help reverse the trend of childhood obesity and its associated health issues. JLT hosts this event annually in collaboration with a local organization which impacts or is geared towards children in the community. In years past, JLT has partnered with the Oakland Community Center and the YWCA of Topeka.

This year, JLT partnered with the Girl Scouts of Topeka for the event, which was held at the Hy-Vee Supermarket. Hy-Vee's own chef and nutritionist led approximately 20 young ladies from three separate Girl Scout troops in a fun and interactive cooking demonstration. The menu consisted of grilled chicken wraps and a refreshing fruit salad. Cooking trivia and helpful tips were interspersed throughout the demonstration.

Once the meal was complete, there was time for a taste test before heading outside to participate in the physical fitness segment of the event – the “Happy, Healthy Me!” obstacle course. As JLT’s “Happy, Healthy Me!” program complements AJLI’s “Kids in the Kitchen”, the principals of each, healthy eating and exercise, were combined to promote a well-rounded approach to a healthy lifestyle. This program also aided in the fulfillment of a healthy lifestyle badge for each of the Girl Scouts participating.

The evening was complete as each Girl Scout received her own meal kit filled with chicken, vegetables, and more, to later prepare a meal with her family. JLT also provided each participant with a spatula and measuring cup, as well as helpful information and trivia games on healthy eating.

The young ladies had a great time participating in the program and getting to see a local celebrity chef in action. They were also able to make a connection to JLT members and the purpose of the organization as essentially being a ‘grown-up’ version of being a Girl Scout.

Overall, two main goals were accomplished with the 2008-2009 *Happy, Healthy Me!* program. First, apples and jump ropes were added to the goodies received by our participants. Both represent items that may be used later to represent a healthy snack, and continued exercise through a fun and easy outlet. Second, the Council wanted to find a way to garner greater attendance at each event and ensure there was no “lag time” during the activity. For that reason, all opportunities sought after involved some kind of partnership with an existing event at the school: PTO program, after-school program, and carnival night. Though the concept of identifying the lasting impact of the *Happy, Healthy Me!* remains to be determined, the increase in attendance numbers was much improved, and the simple fact that all of the students that participated had a fun experience, made this a successful year.



New members are those members who are engaged in training to prepare them for effective community and League involvement. New members are not eligible to vote or hold office until they become active members.

B. Active

Active members are those members who have completed the New Member Orientation Program and justify active membership by demonstrating volunteer service to the community.

C. Sustaining

Sustaining members are those members who have fulfilled the active membership requirements of the Junior League of Topeka and who continue to support the League and community.

A member must have at least 7 years of membership, excluding leaves of absence, in order to become a Sustaining member.

D. Emeritus

Emeritus membership may be granted, upon request, to any Sustaining member who has reached the age of 80 years, and has requested emeritus membership. Upon being granted emeritus membership permanently, the member shall no longer have a dues requirement to the League. The member's Sustaining emeritus membership shall be reflected on the League's membership roll, but the individual League shall have no financial obligation to the Association for such membership.

Section 3. Privileges of Membership

A member in good standing shall be granted the following privileges upon application in writing to the Secretary.

A. Transfer

New members, active and sustaining members shall have the privilege of transferring membership from one Junior League to another. The privilege of transfer need not extend to a person who has been dropped or expelled from membership by the Junior League to which transfer is desired.

The Junior League of Topeka is open to women who are at least 21 years of age by the deadline for application for new membership and who maintain a principal place of residence within Topeka or vicinity.

A non-resident prospective member may be proposed provided that:

1. The prospective member shall live within another League's admissions area at the time of her invitation to membership; and
2. The prospective member shall not have lived away from this League's area, at the time of her proposal for membership, for more than 5 consecutive years after attaining the minimum eligibility age for proposal to membership.

No member shall be a member of more than one Junior League at any one time.

B. Admission to New Membership

Prospective members for membership shall be recommended in accordance with such standing rules and regulations as the Board may adopt from time to time.

C. Membership Information

All prospective members shall be provided with information explaining the privileges and responsibilities of League membership prior to entering the new member orientation program.

D. Admission to Active Membership

The names of all prospective members for active membership shall be presented by the Membership Development Council to the Board.

E. Board Authority

The Board has final authority over the admission of prospective members to active membership.

Section 2. Categories of Membership

A. New Members

LEADERSHIP DEVELOPMENT COUNCIL

Stacie Borjon, Vice President

The following membership status changes were submitted during the 2008-2009 league year.

Active Resignations

Tina Anderson
Lynn Gordon
Jo Hunt
Megan Jones
Laurie Little-Weast
Keri Martens
Ashley McMillan
Cheryl Tuckwin

Actives Going Sustainer

Linda Anderson
Marcia Annan
Mindy Miller
Gina Nellis

Active Gold

Jennifer Bahr
Amy Burns
Kim Hinkly
Stephanie Mullholland

New Members as of Feb 13, 2009

Megan Burgess
Haley DaVee
Dawn Filkins
Rebecca Hestand-Evans
Jenny Oxandale
Amy Prill
Patti Stengel

New Members as of May 20, 2009

Karen Arimany
Sharolyn Dugger

Shanna Dunn-Vigare
Annette Engroff
Courtney Hackey
Karly Kappelman
Sarah LaFrenz Falk
Lalanya Lines
Amy Lipp
Jill Lyman
Lisa Prickett
Mary Rowden
Nicole Van Velzen
Barbara Wiggins
Amy Wolf

Active Transfer out of JLT

Patti Stengel to Kansas City, MO

Resigned Sustainer

Penelope Carter
Ginny Craig
Adelaide Hanna
Sandra Zagar

Deceased Sustainer Emeritus

Ruth Amsbaugh
Margaret Giffeth Dibble
Karen Peterson Welch
Frances Wingate

Reinstated Sustainer

Marcy Cassidy
 Cynthia Clark
 Christa Murphy
 Suzanne Smith
 Margaret Telthorst

Sustainer Emeritus Status

Jeanne Morris
 Cynthia Wahle

Transfer to JLT

Suzanne Klinker from Buffalo,
 NY

Members include: Stacie Borjon- VP, Stephanie Mullholland- Training chair, Jennifer Hill- Social chair, and Lynn Gordon. Cheryl Tuckwin was on a leave of absence.

In June, the committee met to discuss GMM planning and socials. The agenda was set for the following: July- Social at Topeka Country Club, August- Chris Keeshan about Fundraising, September- Gold Rose award, October- Heartland Visioning, November- no meeting due to Merry Market, December- Speaker from Let's Help, January- Breakout sessions, February- JoAnne Morrell from the Kansas Children's Discovery Center and surveys, March- Sergeant Cornelius from Kansas Highway Patrol about personal safety, April- Annual Meeting, May- MVPs.

After each GMM, the committee would meet briefly to discuss leadership issues including resignations, placements, and membership issues. Each month an article was put in the Jaytalk concerning training opportunities.

In June, the executive board and leadership chairs held a retreat with Vann Anderson -Livingston Jr.

In August, Denise Kilwein, Jennifer Grogan, Stacie Borjon and Lois Dimmit selected Judy Soule as the 2008 Gold Rose Award winner. She received a gold rose charm, flowers, and a certificate.

In August, Allison Horinek, Gina Nellis, Stacie Borjon, and Kate McMaster met to select Bill Sneed as the community volunteer award winner.

At the February GMM placement packets were handed out and directions given for filling out. At the May GMM, all members were informed of the committee they were on.

At the May GMM, Dawn Filkins was awarded the New Member MVP and Allison Horinek was awarded the Active Member MVP.

Section 9. Board Member Conflict of Interest

A. No contract or transaction between the League and one or more of its Board members, or between the League and any other corporation, partnership, association or other organization in which one or more of the League's Board members are directors or officers of the other corporation, partnership, association or other organization, or have a financial interest, shall be void or voidable solely for this reason, or solely because the Board member is present at or participates in the meeting of the Board or committee thereof which authorizes the contract or transaction, or solely because her votes are counted for such purpose, if:

1. The material facts as to her relationship or interest and as to the contract or transaction are disclosed or are known to the Board and the Board in good faith authorized the contract or transaction by the affirmative votes of a majority of the disinterested Board members, even though the disinterested directors be less than a quorum; or
2. The material facts as to her relationship or interest and as to the contract or transaction are disclosed or are known to the members entitled to vote thereon, and the contract or transaction is specifically approved in good faith by vote of the members; or
3. The contract or transaction is fair as to the corporation as of the time it is authorized, approved or ratified by the Board, a committee thereof or the members.

B. Common or interested Board members may be counted in determining the presence of a quorum at a meeting of the Board or of a committee, which authorized the contract or transaction.

C. Any contract or transaction between the League and a member shall adhere to any bylaws, standing rules, policies or procedures regarding the formulation of such contract or transaction.

ARTICLE VII. MEMBERSHIP**Section 1. Qualifications for Membership**

A. Eligibility

The audit shall be available at all times for review at the Junior League of Topeka Office.

C. Dissolution

In the event of the dissolution of the League, its assets remaining after payment of, or provision for payment of, all debts and liabilities shall be distributed to such corporations which are organized and operated exclusively for charitable purposes in the Topeka community and which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code as the Board shall determine.

Section 8. Vacancies

A. Vacancy by the President

In the case of the resignation of the President of the League, the Immediate Past President shall complete the duties of President until such time as a replacement is selected. Vacancies shall be filled by the Board from a slate recommended by the Slating Committee within a suggested 30-day period. Persons so appointed shall serve until the expiration of the unexpired term.

B. Vacancies of Other Board Members

Vacancies of any other Officer or Board member shall be filled by majority vote of the remaining members of the Board from a slate submitted by the Slating Committee. Persons so appointed shall serve until the expiration of the unexpired term.

C. Removal of Board Members

Board Members who miss more than three consecutive regular Board meetings, excluding any approved leaves of absence, may be removed from the Board by a 2/3 vote of the Board. Board members shall not take more than one, three-month maternity, personal or emergency leave during their term. If additional leave is requested, the Board member shall be asked to resign her Board position. Vacancies created by removal shall be filled in accordance with this section.

ERC was the recipient of the Heinz Memorial fund. They received \$350 to purchase books.

MEMBERSHIP DEVELOPMENT COUNCIL

Liz Daily

TWENTY-TWO TOP RECRUITS

Membership Development Council was given a goal of 7% increase in membership in JLT for the 2008-09 year. We surpassed our recruitment goal and received a total of 22 new members from the Fall & Spring Classes. These new members bring their new energy and enthusiasm to our organization.

Focus of both classes has been to research the rich history and success of our JLT in past projects. This has included scheduled events with Let's Help and Florence Crittenton Center as well as new member presentations at our GMM's. Kari Presley, New Member Chair, led the training classes which met twice/month at the JTL office.

Recruitment was led this year by Liz Daily, Vice President, and council members included Ashley Davee, (New Member Fall '08) Ashley McMillan, Emily McGee, Liz Klausman and Kari Presley.

GIRL CULTURE

Gina Nellis

As the Girl Culture exhibit comes to a close I am amazed by the response from the community. The purpose of this exhibit from the beginning was to create an opportunity for discussion about self image and self esteem and it seems to have started many. These issues reach across all communities and do not discriminate based on race, religion or financial status. Personally, I was more awestruck by the Telling Secrets: Postcard Project than anything else. I had tears in my eyes as I read the handwritten postcards hanging on the wall. These were handwritten notes from girls in our community. I took it personally that our community could allow our young people to feel this way. Several of the Girl Culture photos also struck me. The photo with the girl shaving her arm was one that had personal meaning. My daughter is Hispanic and American Indian and was teased as a seven and eight year old about the hair on her arms and legs. I remember being so shocked that at that young age in our town that could happen. I was also struck by the girls at camp and how

they must feel being sent to a camp to lose weight. Seeing and reading these things strengthened my conviction that our Happy, Healthy Me! Initiative is exactly what we should be focused on and we need to continue to do more.

I was told by Liz Daily that five residents from Florence Crittenton as well as staff attended the Lauren Greenfield lecture and others also attended the “Thin” documentary. What a powerful way to start very necessary conversations with girls who are struggling to find their purpose and way in life. How powerful it is to see that you are not alone, that others feel the way you do and that it’s o.k. How powerful it is to see that your own insecurities are the same insecurities many others have and that maybe you shouldn’t be insecure about it at all.

Insecurities mostly exist because we compare ourselves to what we think we should be or feel. Those thoughts are influenced by our parents, siblings, friends, communities, media etc. Spend a few minutes thinking about your insecurities and really contemplate why you’re insecure about it. Who or what are you comparing to? Imagine what would happen to our society if so many of our young people (and some of us) were not valuing themselves based on outside influences. It certainly would have a dramatic effect on self-image, self-esteem and obesity. Girl Culture has helped our community have these conversations.

Thank you for being a part of this very important project. Also, please thank the library and gallery staff when you see them. They have been the best to work with for the last year preparing for this exhibit and they have done a fabulous job of not only hosting the exhibit but promoting the Junior League of Topeka.

I’m proud to be a part of an organization of women focused on building a better community.

MERRY MARKET

Gina Nellis

A MERRY WEEKEND...JUNIOR LEAGUE STYLE

The Merry Weekend kicked off with the Merry Mixer held November 6th in the Sunflower Ballroom at the Capitol Plaza Hotel. It began with great music by the Topeka High Jazz Band, appetizers by Chef Alli, a silent auction and Merry Berry Martinis!

4. Board members in good standing are eligible to vote.

5. Voting by the Board shall be by voice, by show of hands, or by ballot, except for approval of suspension and removal of a member; in which case voting must be done by written ballot. Written ballots must have yes, no, and abstain choices for each measure being brought for a vote. Proxy and absentee voting shall not be permitted. Voting shall be by ballot upon request of 3 members of the Board. The Secretary shall count the ballots.

6. Notice of a meeting of the Board shall constitute notice for the purposes of taking action on any items in this section.

C. Quorum

A majority of the members of the Board shall constitute a quorum of the Board.

Section 6. Board Committees

The President may appoint committees with approval of the Board to carry out work of the Board. The Board shall designate the powers of the committee and the term of the committee’s appointment.

Section 7. Board Fiscal Policies

A. Fiscal Year

The fiscal year shall be from June 1 to May 31.

B. Audit

The books and accounts of the Junior League of Topeka, Inc. shall be kept in accordance with generally accepted accounting principles and shall be audited or reviewed annually by a certified public accountant or the international equivalent at the end of the fiscal year. Each Junior League in the United States shall immediately send to the Association office evidence of any change in its status as a tax exempt organization under section 501(c)(3) of the U.S. Internal Revenue Code. Each Junior League located outside of the United States shall immediately send to the Association office evidence of any change in its status as a registered charity in the country in which it is located.

A Sustaining Advisor shall not serve on the board for more than two consecutive League years.

Section 5. Meetings

A. Regular and Special Meetings

The Board shall hold regular monthly meetings. Special meetings may be called by the President and shall be called upon written request of 5 members of the Board. Each Board member shall receive at least 2 days written notice of special meetings.

B. Voting

1. A majority of the Board Members present shall be required:
 - a. To approve the Slating Manual of Procedure
 - b. To approve the calendar of regular membership meetings
 - c. To approve major fundraiser dates and dates of other significant events that have community impact
 - d. For transaction of regular business of the Board.
2. A 2/3 affirmative vote of the Board members present shall be required:
 - a. To approve reinstatements, suspensions and removal of members
 - b. To approve all legal documents
 - c. To amend Standing Rules
 - d. To approve major expenditures from the General Fund not included in the budget
 - e. To propose the annual budget
 - f. To amend the By Laws
 - g. To approve all major fundraisers
 - h. To approve all major community projects
 - i. To approve the Member Commitment Forms
 - j. To propose new members for admission into the League
 - k. To propose a public action or statement of position.
3. A 3/4 affirmative vote of the Board Member present shall be required
 - a. To propose dissolution of the League
 - b. To allow a member a special dispensation from any League requirements.

The Community Volunteer Award was presented to Mr. Bill Sneed. Mr. Sneed has an impressive history of community service and has made a significant impact on our community. A few of the organizations to which he donates his efforts include Topeka Performing Arts Center, American Cancer Society, Boy Scouts of America, Auburn-Washburn School District and March of Dimes. In addition to his community contribution, he also successfully represents the diverse interests of his clients at Polsinelli Law Firm.

Since graduating Washburn University Law School, he continues to be active in the Washburn Community. In recognition of his support and efforts on behalf of the University the Sneed Track in Yager Stadium at Moore Bowl is named in his honor.

Bill Sneed makes Topeka a better community in everything he does and the Junior League of Topeka was proud to name him the 2008 Community Volunteer Award Recipient.

JLT also had another exciting surprise presentation. Brenda Wagemaker and Lisa Regnier thought they were coming to the Merry Mixer event to be recognized as part of our Happy, Healthy Me! initiative, for their hard work and dedication to a running club they started at Meadows Elementary School. It started.... years ago and today has over 130 kids participating. The kids are divided in to groups and they learn about healthy eating habits and physical education. They are even learning yoga! The children currently run around a makeshift track over sidewalks, grass and dirt. It is not the safest environment. They received bids to put in a track in and made it a fundraising goal but it was a very overwhelming number... With the help of Christa Murphy (S), JLT secretly worked with the school to get the bid updated. With \$4,000 approved from the USD 501 Facilities Fund, JLT awarded \$14,000 to make up the difference for them to build a real running track that will provide a safe environment for the children to continue building their running club.

We called Brenda and Lisa up on stage to be recognized and asked for a few kids to join us on stage. From the back doors of the Sunflower Ballroom ran in kids from the running club in their running club t-shirts. They enthusiastically ran through the crowd and joined us on stage. When we presented them with a \$14,000 check they were stunned. Afterwards, Lisa said, "I thought we might get a donation or something but I thought it would be \$100 or something like that." They were

genuinely surprised and very grateful to be able to provide a safe environment for the kids to run.

The following morning we opened the Merry Market with a Champagne Breakfast from 8am – 10am and were open to the public from 10am to 5pm and then again on Saturday from 8am – 5pm. We had a variety of vendors selling handbags, jewelry, kitchenware, bath and body products, clothing and more. The big hit on Saturday was the holiday fashion show. Many of our own members and their children modeled the latest fashions.

Overall, the three day weekend was a wonderful event for the Junior League.

Section 3. Selection of Board Members

All members of the Board, with the exception of the elected officers, shall be in good standing and appointed by the Slating Committee. These appointments shall be presented as a single slate to the active members no later than the meeting prior to the meeting at which they will be ratified. Additional nominations may be made using the same procedure as for Officers.

Board Members shall be ratified by the membership no later than the regular membership meeting in May.

Appointed vice presidents shall serve for a term of two years and shall assume their duties on June 1. No appointed/elected vice president shall serve more than two consecutive terms on the Board.

Section 4. Duties of the Board Members

With the exception of the elected officers, Board Members shall have the following duties:

A. Vice Presidents

The Vice Presidents shall be the liaisons between the councils and the Board. They shall perform the duties outlined in these bylaws and as enumerated in the most current job description and/or as directed by the President.

B. Sustaining Representative

The Sustaining Representative to the Board shall be selected by the Sustaining Members' Steering Committee. She is a voting member of the Board and shall act as a liaison between the sustaining members and the Board. She shall perform duties as agreed upon by the Sustaining Members. She shall serve for a term of one year and shall assume her duties on June 1. A Sustaining Representative shall not serve on the board for more than two consecutive League years.

C. Sustaining Advisor to the President

The Sustaining Advisor to the President shall be selected by the President. She is a non-voting member of the Board and shall act in an advisory capacity. She shall perform duties as agreed upon by the Board.

duties as enumerated in the most current job description and/or as assigned by the President.

C. Treasurer

The Treasurer shall be the Chief Financial Officer of this League. She shall have responsibility for all funds of this League and shall oversee investments of League monies. She shall supervise, as directed by the Board, the collection of dues and assessments, receipts and disbursements of monies, and shall keep full and accurate accounts. She shall perform all other duties as enumerated in the most current job description and/or as assigned by the President.

Section 5. Contracts and Bank Accounts

All contracts, memorandums of understanding, insurance policies, tax matters, rental agreements, leases and legally binding letters of agreement must be presented to the Board for approval and execution by the President and the Secretary. If the President is unavailable to sign such items, the Treasurer may sign in her absence.

The Officers and the Vice President of Fund Development shall be signatories on League bank accounts and investments. Two signatories shall sign checks and/or funds transfers made on any League bank accounts.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. Purpose

The Board shall have general charge and control of the affairs, funds, and property of the League. It shall present to the membership all proposed major program activities for ratification.

Section 2. Composition

The Board of Directors shall consist of the Officers of this League, the Vice Presidents, a Sustainer Representative, and the Sustaining Advisor to the President. The Board shall not exceed 15 members.

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slate shall be sent to each voting member of the League no later than the regular membership meeting before the election meeting.

Additional nominations with the consent of the nominee may be made in writing by 1/4 of the active members. The additional nominations shall be received by the Secretary at least 10 days prior to the election meeting and shall be presented in writing by her to each active member at least 5 days prior to the election meeting. The additional nominations shall be announced with the slate presented by the Slating Committee at the election meeting.

Section 3. Election and Term

Officers shall be elected at the annual meeting of this League for a term of two years. If there are additional nominees, the vote shall be taken by written ballot. Officers shall assume their duties on June 1.

Section 4. Duties of the Officers

A. President

The President shall be the Executive Officer of this League; shall preside at annual and regular membership meetings of this League and at meetings of the Board; and shall be an ex-officio member of all councils and committees except the Slating Committee. The President shall, with the approval of the Board, create other committees not otherwise provided for and shall assign their duties. She shall be responsible for the day to day operation and management of the League through implementation of the Strategic Plan and adherence to the bylaws, standing rules, procedures and position statements of the League. She shall oversee League office management, shall be the direct supervisor to the office manager and shall designate supervisors to any other paid staff.

B. Secretary

The Secretary shall keep the minutes of this League's annual and regular membership meetings and Board meetings and shall maintain a file of essential records that shall be transferred to her successor at the close of her term of office. She shall keep a correct classified list of the names and addresses of all members. She shall send notices of meetings of this League and shall conduct the general correspondence. She is the League's parliamentary and bylaws chair. She shall perform all other

Section 3. Standing Rules

In order to comply with the specific provisions of this League's bylaws, the Board may from time to time establish standing rules, which have the same force and effect as the bylaws. Standing rules may be amended or rescinded without previous notice by a 2/3 affirmative vote of those present at the Board meeting or by a majority vote of those present with such notice. Standing Rule changes must be reported to the membership. With the exception of changes made that pertain to admission to active membership or financial obligations, the general membership shall not vote on standing rules.

Section 4. Annual Reports

The annual report shall include a report from each member of the Board and any special reports upon any subject that the Board shall deem necessary or advisable.

The form of said report shall be such as is directed by the Board and shall be given to the Secretary by the May meeting. These reports shall be published in the annual report and this becomes the official record.

Section 5. Delegates to AJLI Meetings

Delegates and alternates to the annual meeting of the AJLI shall be current or incoming members of the Board. The voting delegate should be the President whenever possible.

Delegates to technical and area meetings shall be members in good standing approved by the Leadership Development Council.

ARTICLE V. OFFICERS

Section 1. Composition

The officers of the League shall consist of a President, Secretary and Treasurer.

Section 2. Nomination and Election of Officers

All officers of the League shall be in good standing. The Slating Committee shall present a single slate for the offices to be filled. The

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**BYLAWS OF THE
JUNIOR LEAGUE OF TOPEKA, INC.**

ARTICLE I. NAME AND PRINCIPAL OFFICE

Section 1. Name

The name of this organization shall be the Junior League of Topeka, herein sometimes called "League."^[1]

Section 2. Office

The principal office of the League shall be at Topeka, Kansas.

Section 3. Seal

The corporate seal shall have inscribed thereon the name of the League, and the words, "Corporate Seal, Kansas."

ARTICLE II. PURPOSE AND POLICIES

Section 1. Purpose

The Junior League of Topeka is an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

Section 2. Policies

The policies of the League shall be in harmony with the policies of the Association of Junior Leagues International, Incorporated, herein sometimes called "Association" or "AJLI."

The Junior League reaches out to women of all races, religions and national origins who demonstrate an interest in and commitment to volunteerism.

The Junior League of Topeka does not discriminate on the basis of race, creed, religion, or national origin.

ARTICLE III. STANDARDS

Section 1. Administrative

The Junior League of Topeka is entirely unconnected with and administratively independent of any other organization. The League shall maintain its tax-exempt status under section 501(c)(3) of the United States Internal Revenue Code.

Section 2. Program

This League shall endeavor to associate itself with or endorse projects, programs, or activities which meet accepted standards in their fields, or show evidence of working towards such standards.

ARTICLE IV. GENERAL PROCEDURES

Section 1. Parliamentary Authority

Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the bylaws or by specific rules of procedure adopted by the League.

Section 2. Bylaws

These bylaws may be amended by a 2/3 affirmative vote of those present at any regular or special general membership meeting of the League, provided a quorum is present, and provided that the proposed amendment has been read and explained at the previous meeting and that a copy of the proposed amendment has been provided to each voting member.

Any bylaw amendment mandated by the Association of Junior Leagues International, Inc., shall be presented to the Board and to the membership.

The Secretary shall have the authority to make necessary technical and typographical changes to the bylaws in order to assure editorial continuity with substantive changes approved by the Board and the membership. These technical and typographical changes shall be reported to the Board, and with the approval of the Board, the revised form shall be published in the annual report.