

**What Every Member Should Know**

1. The Placement year is from July 1 to June 30th
2. Each active member must commit to volunteering in the following ways:
	1. Volunteer at one of the Service League approved Outside Placements which can be accessed on our website
	2. Serve on at least one Standing Committee within Service League
	3. Work on all fund raising activities in Service League
	4. Participate in the Community Service Project designated by the Community Research Committee
3. Standards for Approved Outside Volunteer Placements:
	1. The Placement must provide education, training, growth and personal satisfaction and fulfill a welfare or cultural need in the community
	2. New placement agencies may be added to the approved placement list by contacting the placement chair and providing the necessary information, in writing, regarding the non-profit agency’s need for volunteers. Also include the services the agency provides, their mission statement and any other important information deemed necessary by the Placement Chair. The Chair will then present the information to the committee, in person or via email, for approval vote and then announce the addition to the General membership.
	3. Placements can be approved if they are located outside of our community but have a direct, positive effect on members of our community. (Examples would be the Cleveland Orchestra or WVIZ.)
	4. Volunteer Responsibility – if you are unable to fulfill your volunteer responsibility because of illness or emergency, make every effort to get a substitute and contact the agency to explain your reason for absence and give the name of your substitute.
4. The positions of President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary, Office Co-Chairs, Provisional Co-Chairs, Puppets, Leadership Lake County and Chamber of Commerce Representatives shall constitute as Placement.
5. Every member of Service League is required to serve on one (1) Standing Committee. In January, you will be asked to give a first, second and third choice for Standing Committees. Standing Committee lists for the next year will then be compiled by the Placement Chairmen and given to the various incoming Standing Committee Chairmen at the May general meeting. These Chairmen will call members to be placed on a committee. If you have not been placed on a committee by June 15th, notify the Placement Chairmen. You may serve on as many Standing Committees as you desire, as long as you can fulfill committee responsibilities and that particular committee is not filled.
6. Every member will be assigned to bring food/refreshments to one meeting. If you cannot attend that meeting, you must find a substitute. Meeting Management will publish the schedule in the September minutes.
7. All active and provisional members are required to work on all Service League projects. Transitional members are required to participate in these or on a standing committee. Sustainers are always welcome.
8. It is your responsibility to inform your Placement Advisor or the Placement Chair if there are changes to your Standing Committee work or outside placement.
9. General membership meetings are the third Thursday evening of the month. Board meetings are the first Thursday evening of the month. The December and May functions are our general meetings, as well as social events. Check your pink book for exceptions.
10. In order for members to stay informed and connected, attendance at all Service League Meetings is important and strongly recommended. If you are unable to attend, please call or send an email or note to the Placement Committee Chair before or shortly after the meeting.
11. During meetings while listening to a speaker, please refrain from talking and limit the use of cell phones for emergencies only.
12. Changes to personal information should be done on the WRJSL website and select “Update My Information” from under the Members menu.
13. Non-payment of financial obligations, unsatisfactory volunteer service to an outside placement or within Service League and conduct unbecoming to a member of Service League are causes for removal.
14. To request a Leave of Absence, contact the Placement Committee Chair in writing at least two weeks in advance of the effective date.
15. As Service League is always looking for good new members, current members are encouraged to bring potential new members to our meetings. Please contact the Admissions Committee Chairman before bringing a guest, so materials can be prepared for the candidate and the candidate can be introduced at the meeting.
16. Announcements and Use of Service League Email Addresses – All announcements must receive prior approval of the President and then must be submitted electronically to the Recording Secretary for broad distribution to the membership. These announcements can only pertain to Service League, Approved Service League Placement Agencies or Service League Grant Recipients. The use of Service League e-mail addresses and announcements to our membership to promote either political agendas or personal business are strictly prohibited. We ask that our membership be respectful of these procedures.
17. When making reservations for a table at a fundraiser, it is best not to have a sign on the table. If the organizers insist, it should be worded “Members of Western Reserve Junior Service League”. We do not want to mislead the community to think that Service League paid for the table.
18. Refer to By-Laws for Transitional Member requirements

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