



What Every Member Should Know

1. The Placement year is from July 1st to June 30th
2. Each active member must commit to volunteering in the following ways:
 - a. Volunteer at one of WRJSL's approved outside placements which can be accessed on our website
 - b. Serve on at least one standing committee within WRJSL
 - c. Work on all fundraising activities in WRJSL
 - d. Participate in the community service projects designated by the Community Research Committee
3. Standards for approved outside volunteer placements:
 - a. The placement must provide; education, training, growth, personal satisfaction and fulfill a welfare or cultural need in the community
 - b. All placements must be designated as a 501C3 agency
 - c. 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. This must 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 an approval vote and then announce the addition to the general membership.
 - d. Placements can be approved if they are located outside of our community as long as they have a direct and positive effect on members within our community. (examples would be the Cleveland Orchestra or WVIZ)
 - e. 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 provide the name of your substitute.
4. The positions of; President, Vice President, Treasurer, Secretary, Office Co-Chairs, Provisional Co-Chairs, Leadership Lake County and Chamber of Commerce Representatives shall constitute as a Placement.
5. Every member of WRJSL is required to serve on one (1) standing committee. In January, you will be asked to give a first, second and third choice for committee selection. Standing committee lists for the next year will then be compiled by the Placement Chairs and given to the various incoming committee chairs, which is announced at the May general meeting. The new chairs will then call and or email all members to notify them of their committee selection. If you have not been placed on a committee by June 15th, notify the Placement Chairs. 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 active member will be assigned to bring food/refreshments to one general meeting. If you cannot attend that meeting, you must find a substitute. Meeting Management will publish the schedule in the September minutes as well as have it printed in the pink book.
7. All active and provisional members are required to work on all WRJSL projects. Transitional

members are required to participate in these or serve 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 WRJSL meetings is important and strongly recommended. If you are unable to attend, please call or send an email to the Placement Chairs 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 to emergencies only.
12. Changes to personal information should be done on the WRJSL website by selecting "Update Account" which can be found under the members menu. Please also notify the Office Chairs of any changes being made.
13. Non-payment of financial obligations, unsatisfactory volunteer services to an outside placement or within WRJSL or conduct unbecoming of a member of WRJSL are causes for removal.
14. To request a leave of absence, contact the Placement Committee Chairs in writing at least two weeks in advance of the effective date.
15. As WRJSL is always looking for good new members, current members are encouraged to bring potential new members to our meetings. Please contact the Admissions Committee Chairs 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 WRJSL email addresses – all announcements must receive prior approval of the President and then must be submitted electronically to the Secretary for broad distribution to the membership. These announcements can only pertain to WRJSL, approved WRJSL placement agencies or WRJSL grant recipients. The use of WRJSL e-mail addresses and announcements to our membership to promote either political agendas or personal business is strictly prohibited. We ask that our membership be respectful of these procedures.
17. When making reservations for a table at a non- WRJSL 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" as we do not want to mislead the community to think that WRJSL paid for the table.

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