PROCEDURES

Section I. Procedures when Junior Leagues experience difficulty fulfilling the mission and moving toward the qualifications for membership.

1.1 The following procedures flow from and inform Article II. Membership A., Membership in the Association; and, Operational Policies Approved by the Junior Leagues, Section VI. Membership in the Association, 6.1 Assessment of Progress, and 6.2 Suspension or Withdrawal of Membership

1.1.1 A Junior League faced with possible disaffiliation with AJLI because of difficulties it is having in meeting the Mission and Qualifications for Membership is entitled to receive technical assistance from AJLI in developing and pursuing a plan of action. If agreed to by the Junior League, this technical assistance shall include:

- A visit from a member of the AJLI Board of Directors to assess the situation, review the options for technical assistance, and determine whether or not the Junior League desires technical assistance to develop and pursue a plan of action;

- Technical assistance, delivered by a member of the AJLI staff, which is designed to enable the Junior League to restore stability and vitality to its operations. Such technical assistance may include but shall not be limited to:
  a. Membership recruitment/satisfaction
  b. Leadership and governance
  c. Strategic planning
  d. Financial management and fund development
  e. Community programming
  f. Communications and public relations

1.1.1.1 The decision of whether or not to accept technical assistance from AJLI rests entirely with the Junior League. In the event the Junior League declines the offer of technical assistance, the Association shall have no further obligation to provide assistance to the Junior League beyond that to which any Junior League is entitled.

1.1.1.2 If the Junior League refuses to develop and carry out a plan of action, the AJLI Board may take action to suspend the Junior League as stated in Operational Policies Approved by the Junior Leagues, Section 5.2.2.
1.1.2 Whenever it is learned that a Junior League is considering disaffiliation, the following steps shall be followed:

- The AJLI staff person with responsibility for coordinating AJLI’s governance matters is to be informed: she shall assume responsibility for coordinating all activities and correspondence with the Junior League, for maintaining complete files documenting all steps in the work with the Junior League, for ensuring that the AJLI Board of Directors is appropriately informed of progress, and for assuring that appropriate confidentiality is maintained;

- In consultation with the AJLI President and Executive Director, it shall be determined which Board member shall visit the Junior League;

- Presuming the Junior League accepts the offer of technical assistance following the visit, a staff member shall be assigned to provide technical assistance; and

- The staff member chosen shall prepare quarterly reports assessing the progress of the technical assistance; these reports shall be sent to the Junior League, the AJLI President and the Executive Director.

1.1.2.1 Respecting the confidentiality of the Junior League is of utmost importance. Accordingly, the name of the Junior League and information regarding its situation shall be shared only with those person directly involved in assisting the Junior League.

1.1.3 Throughout the period of involvement with the Junior League, AJLI has an obligation to ensure that the individual members of the Junior League are adequately informed, both regarding the process being pursued by the Junior League as well as regarding any rights and privileges the individual members have.

1.1.3.1 If the Junior League declines technical assistance from AJLI, a letter shall be sent to each individual member of the Junior League informing her of AJLI’s offer of technical assistance.

1.1.3.2 In the event the Junior League does disaffiliate, a letter shall be sent to each individual member informing her of her various transfer privileges and indicating AJLI’s willingness to work with any group of members wishing to consider reestablishing a Junior League in that community at some future time.

1.1.4 AJLI and the Junior League shall together negotiate how the direct costs associated with AJLI’s involvement are to be paid; wherever feasible, the cost
shall be paid by the Junior League based on a determination of the Junior League’s ability to pay.

1.1.4.1 The one exception is the visit made to the Junior League by a member of AJLI’s Board of Directors, which shall be fully funded by AJLI.

Section II. Sustaining emeritus status

2.1 It is the responsibility of the Junior League to inform their Sustaining members about the availability of the Sustaining Emeritus status.

2.2 Sustaining Emeritus status, once granted, remains in effect permanently.

2.3 The Sustaining Emeritus member remains on her League’s membership list but pays no dues to her Junior League.

2.4 A Junior League shall notify AJLI of the name of each member to whom Sustaining Emeritus status has been granted.

2.4.1 An “AJLI Member Data Change Form” shall be completed for each member granted Sustainer Emeritus status and shall be sent to the Manager of Data Processing at Association Headquarters.

2.4.2 This form shall include the member’s birthdate (line 10A) and Class (Line 18A), using the code “E” for Emeritus.

2.4.3 Once the proper notification has been processed, the Association shall not bill a Junior League for per capita dues for the Sustaining Emeritus member.

2.4.4 Notification of Sustaining Emeritus status shall be received by July 1 in order for the League not to be billed for those Sustaining Emeritus members.

Section III. Procedures for paying association per capita dues

3.1 Membership List Maintenance

3.1.1 Between July 1 and August 1 of each year, the Association shall send each Junior League that League’s membership list as of July 1.

3.1.2 By September 15 of each year, each Junior League shall send to the Association any corrections to that list.
3.1.3 Each Junior League shall have the right to amend its corrected membership list before September 15, deleting the name of anyone who has been removed from membership for failure to pay dues.

3.1.4 Names and addresses of Provisional members who join the League on or before July 1 and names and addresses of members who reinstated their membership on or before July 1 shall be submitted to the Association on the appropriate forms to the membership list sent out by the Association. In the case of Provisionals, the term, join, refers to the date that they agree to become Provisional members of the League.

3.1.5 A member who has requested a transfer shall be kept on the list of the sending Junior League until her transfer has been completed by the receiving Junior League.

3.1.6 All routine changes in Junior League membership and changes in names or addresses shall be reported promptly to the Association on the forms provided by the Association.

3.1.7 A new Junior League shall, within two weeks of the date of notification of admission into the Association:

- Certify to the Association a list of all of its members as of the date of its admission, excluding those who are members of another Junior League.

- Send a separate list of the names of each member who is also on the membership list of another Junior League, naming the other Junior League.

- Advise each member who is also a member of a Junior League that, because a member may belong to only one Junior League, she shall either request a transfer from the other Junior League in which she is a member to the new Junior League, or submit her resignation to the new Junior League.

3.2 Payment Procedures

3.2.1 Association per capita dues shall be payable between July 1 and October 1 of each year.

3.2.2 The Junior Leagues shall be liable for $43 dues for each member listed on their corrected membership list as of July 1, 2014 for the 2014-2015 fiscal year. However, according to Operational Policies Approved by the Junior Leagues Section III., 3.1, there shall be a cap of $122,857 for the 2014-2015 fiscal year on the total amount paid annually by any Junior League in the Association.
3.2.3 A check covering the dues for each member so listed shall be received by the Association on or before October 1.

3.2.4 Each Junior League shall send to the Association the name of each Provisional at the time she agrees to become a Provisional member of the League and the name of each reinstated member immediately upon her reinstatement. The Junior League shall be billed $43 per capita dues for each Provisional or reinstated member joining on July 1 and prior to October 1; $32.25 for each joining on October 1 and prior to January 1; $21.50 for each joining on January 1 and prior to April 1; and $10.75 for each joining April 1 and prior to July 1.

3.2.4.1 When a non-resident prospective member joins a Junior League, that League shall be responsible for paying her per capita dues to the Association.

3.2.5 A new Junior League shall, within 30 days of notification of admission, pay to the Association per capita dues for each member not on the membership list of another Junior League according to the following schedule.

- If admitted on July 1 and prior to October 1, per capita dues shall be $43.
- If admitted on October 1 and prior to January 1, per capita dues shall be $32.25.
- If admitted on January 1 and prior to April 1, per capita dues shall be $21.50.
- If admitted on April 1 and prior to July 1, per capita dues shall be $10.75.

Section IV. Procedures for protection of AJLI marks

4.1 AJLI shall own all trademark registrations that include the name “Junior League” or the initials “JL” and license the use thereof to member Junior Leagues.

4.2 AJLI shall maintain a watch for registration of marks similar to AJLI marks and take whatever action it deems necessary and appropriate to prevent registration of marks which may be adverse to AJLI marks.

4.3 Any Junior League desiring to register its name, initials or logo that include the name “Junior League” or the initials “JL” as a trademark or service mark shall make written application to AJLI attaching a copy of the name or logo for which registration is requested.
4.3.1 The requesting Junior League shall be responsible for any fees associated with the search involved in the trademark registration process.

4.3.2 AJLI shall be responsible for preparing and filing the application and fees therefore.

4.3.3 Any such trademarks and service marks shall be maintained by the Association.

4.4 AJLI shall not be responsible for the registration of an individual Junior League’s logos related to fundraising or programmatic events.

4.4.1 For the purpose of protecting AJLI marks, in such logos, any use of an AJLI mark shall be physically separate from the body of the logo.

4.4.1.1 AJLI shall determine whether or not an AJLI mark is sufficiently separate from such a logo.

4.5 A Junior League that becomes aware of any unauthorized use of the name “Junior League” or its initials “JL” alone or in any combination with other words shall immediately notify AJLI.

4.5.1 AJLI shall have final authority over the decision concerning any action to be taken in relation to the unauthorized use of the name.

4.5.1.1 In the event that the decision to take action is made by AJLI, the costs of said action shall be paid by AJLI.

Section V. Procedures for change of name of a Junior League

5.1 A Junior League contemplating a name change shall familiarize itself with the Name Change Guidelines, a copy of which may be requested from AJLI.

5.2 The AJLI President shall appoint one of the Directors in the League’s Area as the Board contact person. The appointed Director shall oversee the Name Change process and, together with appropriate staff, shall assure that the proposed change is in accordance with the Name Change Guidelines.

5.3 Staff shall offer consultation, as needed, throughout the name change process.

5.4 Immediately following a membership vote on the concept of the name change and the recommended new name, the League wanting the name change shall write a letter of intent to all Leagues within a 75 mile radius.
5.4.1 Copies of the letter of intent shall be sent to:

- AJLI President
- The designated Director in the League’s Area
- A designated Director in the adjacent Area, if Leagues in that Area are within a 75 mile radius of the requesting League
- The AJLI Executive Director

5.4.2 The letter of intent shall include:

- Membership-approved name change
- Rationale for the name change
- Deadline (two months from mailing date) by which any objection should be returned to requesting League
- Reference to the AJLI Name Change Guidelines
- Instructions to send a copy of any letter of objection to the designated Director in the requesting League’s Area (and in the adjacent Area, if appropriate).

5.5 If no opposition is submitted, the requesting League shall complete the Application for a Name Change form and send it to the designated Director in the League’s Area, with copies to the AJLI President and Executive Director.

5.5.1 The application shall be acknowledged.

5.5.2 The designated Director shall make a recommendation regarding the name change at the next AJLI Board Meeting.

5.5.3 Following the Board decision, the requesting Junior League shall be notified, stating specific reasons for the decision.

5.5.4 Following approval of a name change, the League shall make necessary Articles of Incorporation or Bylaw changes immediately.

5.5.5 It is the Junior Leagues responsibility to educate their community about their name change.

5.6 If another League opposes the name change, the opposition and its rationale shall be:

- Studied by a committee of the opposing League that shall review, as well, the Name Change Guidelines;

- Approved by its Board of Directors; and
• Approved by a 2/3 vote of the membership present and voting.

5.6.1 After following the above process, a letter justifying any opposition may be sent to the requesting League with copies to the designated Director in both the requesting and the opposing Leagues’ Areas.

5.6.2 Any opposition received by the requesting League from another League shall be reported to its Board of Directors and membership.

5.6.3 The requesting League may decide to discontinue the process of the name change at any time.

5.6.3.1 If the League decides to discontinue the process of changing its name, it shall send letter to that effect to the Leagues within a 75 mile radius with copies to the same AJLI personnel who received the letter of intent.

5.6.4 A League deciding to continue to pursue a name change shall complete the Application for a Name Change form and send the completed application to the designated Director in its Area, with copies of the application, including all Attachments, and all correspondence with League within a 75 mile radius, to:

• AJLI President;
• The designated Director in the adjacent Area, if Leagues in that Area are within a 75 mile radius of the requesting League; and
• The AJLI Executive Director

5.7 Procedures for Negotiations between Requesting and Opposing Leagues

5.7.1 The representatives shall strive to negotiate successfully any solutions to the opposition.

5.7.1.2 A report of the meeting shall be made available to the members of the Leagues involved and AJLI personnel listed in 5.6.4.

5.7.2 The requesting League may choose to withdraw application at any time by notifying the opposing League(s) and the appropriate AJLI personnel (see 5.6.4).

5.7.3 The opposing League(s) may choose to withdraw opposition at any time by notifying the requesting League, and the appropriate AJLI personnel (6.6.4).

5.7.4 If negotiations between the Leagues are unsuccessful, at the discretion of the designated Directors in the requesting and opposing Leagues’ Areas, a
meeting with representatives of the requesting and opposing Leagues and the Association may be arranged at the expense of the League requesting the name change.

5.7.4.1 The meeting may be scheduled at the next Leadership Meeting or Annual Conference site.

5.7.4.2 If the differences are resolved, the designated Director of the requesting League's Area, in consultation with appropriate AJLI personnel, may recommend that the Board of Directors approve the name change at its next Board Meeting.

5.7.4.2.1 Following approval, the League shall be notified and shall follow procedures 5.5.4 and 5.5.5.

5.7.4.3 If the differences are not resolved following AJLI intervention, the AJLI Board of Directors may choose to deny the request.

Following the Board decision, the designated Director shall notify the requesting and opposing Leagues stating specific reasons for the decision.

Section VI. Inter-League conflict of interest procedures

6.1 If a Junior League believes that the actions of another Junior League may adversely affect its programs or fund-raising, it may request the Board of Directors to take action.

6.1.1 If the AJLI Board of Directors becomes involved in these matters, its primary goal shall be to seek a mutually agreeable, negotiated resolution between the Leagues involved. However, if an agreement cannot be negotiated, the Board has no authority to direct the business actions and decisions of any Junior League. Its only authority would be to consider suspension or withdrawal of membership in the Association if the Board finds the actions of one Junior League to adversely affect the programs or fundraising of other Junior Leagues.

6.1.2 The President of the Junior League wishing to involve the Board of Directors shall send a letter to the AJLI President and Executive Director, with a copy to the President of the League whose actions are in question. At a minimum, the request letter shall include:

- A summary of the issue and evidence of why the requesting Junior League believes the actions of another Junior League shall adversely affect its programs or fundraising;
• An outline of what actions have been taken to date to resolve the situation between the Junior Leagues involved;
• The outcome the requesting Junior League is seeking and why it believes the AJLI Board of Directors should become involved, recognizing, as stated in 6.1.1, the limits of the Board’s authority.

6.1.3 Upon receipt of the letter, the President shall appoint a member of the Board of Directors to be the primary link to the Leagues involved. All communication regarding the potential conflict shall be directed to this member of the Board of Directors.

6.1.3.1 The AJLI Board of Directors shall not involve itself with or negotiate a conflict between Junior Leagues regarding program or fundraising until it is confident that the Junior Leagues have exhausted all means available to them to resolve the conflict. Evidence that the Leagues have exhausted all available avenues shall include:

• Face-to-face meetings between the Presidents and Boards of the Leagues involved;
• Demonstrations that all perspectives and points of view about the situation and its impact have been surfaced at these meetings

6.1.3.2 If the Junior Leagues involved believe an independent facilitator could help them to explore and exhaust all options before requesting involvement of the AJLI Board of Directors, any of the Leagues involved may ask AJLI to identify a facilitator.

• AJLI may recommend to the Junior Leagues a facilitator; this person may be anyone whom the Board believes is qualified, including someone not affiliated with AJLI or a Junior League, e.g., an outside facilitator.
• All expenses involved in bringing in a facilitator shall be the responsibility of the requesting Junior League.

6.1.4 Recognizing the sensitive nature of inter-League conflict, all parties involved shall be expected to handle such matters with sensitivity and appropriate confidentiality.

6.2 Any of the Junior Leagues involved may request that the board member assigned meet in person with the Junior Leagues in a further effort to resolve the situation, and, if the AJLI Board is satisfied that all possible avenues have been explored, the request shall be granted.

6.2.1 All expenses involved shall be the responsibility of the Junior League which requests the visits.
6.3 If a satisfactory resolution does not result from a visit by the assigned member of the Board of Directors, any of the Leagues involved may request a hearing before a group of member Junior Leagues. The hearing shall occur at the next scheduled meeting/conference of the Association, e.g., Leadership for the 21st Century (Presidents and/or Presidents-Elect Training), Annual Conference.

6.3.1 A group of no more that 6 and no fewer than 4 Junior League members shall make up the hearing group. None shall be a member of any of the involved Junior Leagues. The group shall be chaired by the member of the AJLI Board of Directors assigned to work with the Junior Leagues involved.

6.3.2 The members of the hearing group shall be selected by the AJLI Board of Directors from among those League members in attendance at the AJLI meeting/conference at which the hearing shall take place.

6.3.3 All Leagues involved in the conflict shall have the opportunity to present to the hearing group. Following the hearing, the group shall make a recommendation for the resolution of the conflict.

6.3.4 All expenses for Junior Leagues involved in the conflict in attending the hearing shall be the responsibility of the involved Junior Leagues.

6.4 If the hearing group’s recommendation is not acceptable to any of the Junior Leagues involved in the conflict, these Leagues shall communicate this in writing to the Board of Directors.

6.4.1 Any of the involved Leagues in the conflict may then request in writing that the matter be considered at the next scheduled meeting of the AJLI Board of Directors.

6.4.2 The Leagues involved in the conflict each shall have an opportunity to make a presentation to the Board of Directors.

6.4.3 Following consideration of all information presented, the Board of Directors shall determine whether or not it believes the actions of one Junior League have adversely impacted the programs or fundraisers of other Junior Leagues.

6.4.4 The Leagues attending the meeting of the Board of Directors shall be responsible for all expenses associated with their travel to the meeting.

6.5 If the Board finds that one Junior League’s actions do have an adverse impact and that Junior League disagrees and indicates it shall not abide by the decision of the Board of Directors, then, the Board of Directors may take action to suspend the Junior League whose actions it believes adversely affect the programs or fundraising of other Junior Leagues.
6.5.1 The Board shall follow the League-Approved Operational Policies, Section VI. Membership in the Association; 6.2 and following (Suspension or Withdrawal of Membership).