

**LEAGUE OF TERRE HAUTE  
CONSTITUTION  
(Revised May 2013)**

**ARTICLE I**

**Name**

The name of this organization shall be “The League of Terre Haute, Inc., and Terre Haute, Indiana”. The initial meeting commencing on June 5, 1928 with the incorporation date being July 23, 1928.

**ARTICLE II**

**Object**

The object of this League shall be to foster interest among its members in the social, educational, cultural, and civic conditions of their community and to make efficient their volunteer service; to raise funds for the maintenance or furtherance of work in which the League has made itself responsible; to provide volunteer workers for community service.

**Mission Statement of League of Terre Haute**

The object of The League of Terre Haute shall be to foster interest among its members in the social, educational, cultural, and civic conditions of their community and to make efficient their volunteer service; to raise funds for the maintenance or furtherance of work in which the League has made itself responsible; and to provide volunteer workers for the community services, such as the Clothes Closet and Dental Education and Extended services.

**ARTICLE III**

**Membership**

The members of this organization shall be:

1. A group of ten charter members.
2. Members, Inactive Members, and Non-Resident members.

## **ARTICLE IV**

### **Officers and Board of Directors**

1. The officers of this organization shall be the President, Recording Secretary, Treasurer, and any other officer or officers that the Board of Directors shall designate from time to time. The officers and three Directors, elected by a majority vote at the time of the January meeting, together with the Parliamentarian and Chair of Standing Committees, who are appointed by the President, shall comprise the Board of Directors.
2. The officers and three Directors shall be elected by ballot for a term of one year, to take office at the conclusion of old business at the Annual Meeting.

## **ARTICLE V**

### **Meetings**

The Annual Meeting shall be held within the first two weeks of June.

## **ARTICLE VI**

### **Amendments**

1. Proposed amendments to this Constitution must be presented in writing to the Constitution Committee for consideration.
2. Notice of proposed amendments must be announced at a regular meeting of the League by the Constitution Committee and may be voted on at the following meeting. If two-thirds (2/3) of the members present vote in favor of such amendments, this Constitution shall be so amended.

# **BY-LAWS**

## **SECTION I**

### **MEMBERSHIP**

#### **A. Classification of Membership**

##### **1. Members:**

Members shall serve on one or more committees, participate in League projects, and perform any duties agreed upon by the membership. From these members shall be chosen the Officers and Board of Directors of the League.

##### **a. Financial Obligations:**

The dues of Active members shall be determined annually, payable at the Annual Meeting in June and shall become delinquent at the September meeting. All financial obligations shall be met before ballots are issued.

1. A single, tax-deductible donation that is personally significant is to be made to the Wabash Valley Community Foundation within your time in League. It can be designated to the League of Terre Haute General Fund or the League of Terre Haute Clothes Closet.

##### **b. Attendance:**

For attendance purposes the club year shall be June through May. Attendance is expected at all meetings of the general membership. Failure to attend three of the total yearly meetings shall revoke the member's privileges to vote for new members and to sponsor or endorse new candidates for membership. Three missed meeting in each of two consecutive years shall constitute resignation of the member. The member may appeal to the Board for reinstatement within 2 weeks of notification.

##### **c. Leaves of Absence:**

The Board of Directors may grant a leave of absence to a member upon request. The member shall make an application in writing stating a serious and specific reason for the request. The period of time shall not be less than three months, nor more than one continuous year. The Board may extend this period at its discretion upon written request. If no request for extension of leave is received by the expiration date, this will constitute resignation from the League. After the expiration of a granted leave, a member automatically becomes active again, and she shall attend the meeting immediately following the termination of leave. Any member on leave of absence is obligated to pay annual dues.

**2. Inactive Members:**

League members, after one provision year and six (4) years of active service, may become Inactive members. After 2013 the years of service will change. These members are not required to participate in League projects, but retain all privileges except those of holding office, voting for officers, and sponsoring candidates for membership.

- a. Financial Obligations:  
The dues for Inactive members shall be determined annually. If dues are not received, voting privileges shall be withheld.
- b. Attendance:  
Inactive members are not required to attend meetings of the general membership.

**3. Non-Resident Members:**

Members who move from the city may become Non-Resident members upon written application to the Board of Directors. All privileges are retained except those of holding office, voting for officers, and sponsoring, signing and voting for candidates for membership. Upon returning to the city, she may resume her previous status by written application to the Board of Directors. An active member who moves from the city, and does not make written application for Non-Resident Membership, will be granted resignation upon decision of the Board of Directors under section IIC1D.

- a. Financial Obligation.  
The dues of Non-Resident members shall be determined annually. Non-Resident members shall be notified in June of dues payable, dues becoming delinquent September first.

**4. Provisional Members:**

Provisional members are those who are engaged in complying with the requirements for admission to active membership. They are not eligible to hold office, or vote, except for proposed candidates for membership in the League.

- a. Financial Obligation:  
Provisional members are required to pay an initiation fee and dues, to be determined annually, payable at the Annual Meeting in June, such fees becoming delinquent at the following September meeting.
- b. Attendance:  
Provisional members will attend the Annual Meeting in June and all regular meetings thereafter. All requests for excuses must be presented to the Vice President for ratification by the Board of Directors.
- c. Participation:  
Under the supervision of the Vice President, whose duty it shall be to evaluate the work of the Provisional members, the following opportunities to gain governance knowledge and to developed shared understandings of the League, shall be required:

- (1) A review of the governing documents, the Constitution, By-laws, and Standing Rules of this organization shall be completed.
- (2) Any other work determined by the Vice President and approved by the Board of Directors shall be performed.
- (3) Every Provisional member is required to attend the fundraising projects of the League with excuses being granted in the case of personal illness or a death in the family. Any other request for excuse will be considered and acted upon by the Board.

Provisional members shall remain in such status for the period of one year. Upon the successful completion of their probational course and upon the recommendation of the Vice President and the favorable vote of the Board of Directors, Provisional members shall become active members. Failure to complete a successful provisional year will require completion of a second probational course the following year.

#### **B. Eligibility for Membership**

1. To be eligible for membership in the League of Terre Haute a candidate must have lived in Terre Haute or vicinity for a period of one year immediately preceding her proposal.
2. Candidates over fifty-five years of age by the March meeting are not eligible for League membership.
3. A person who has been accepted for membership but declines shall be eligible for membership the following year. A person who has been rejected by the membership shall not be eligible for proposal again for membership until after the expiration of three years from date of proposal.
4. Any member of the League of Terre Haute who tenders her resignation, which is duly accepted, shall become a member again through the same procedure as a candidate for League membership.

#### **C. Procedure for Membership**

1. Active members may submit applications no later than the month prior to the last meeting of the year
2. A Candidate for League membership must have been sponsored by an active member, and signed for by two members, one of whom may be an eligible Inactive.
3. Sponsors shall present applications at the last meeting of the League year.
4. An Inactive representative shall be invited to the last meeting of the year to obtain information concerning prospective members, this information being relayed to Inactive membership.

5. Total active membership shall be limited to 60 members. A candidate, to become a Provisional member, must be approved by an 83% majority of all votes cast at the last meeting. In case of a tie vote, the membership will be flexible. Invitations will be issued to candidates involved in a tie vote, provided they have received the 83% majority. Ballots shall be tallied by the Vice President and three elected Board members. In the event that a proposed member received the required 83% but is not accepted because of the membership limit of 60, the three-year waiting period for re-proposal shall be waived.
6. Voting on new members shall take place at the last meeting of the year. Requests for absentee balloting must be made to the Vice President one month prior to the last meeting of the year.

## **SECTION II**

### **MEETINGS**

- A. Annual Meeting:  
The Annual Meeting shall be held within the first two weeks in June and a regular meeting of the League shall be held at least two additional times, on a day and time determined by the President. These dates will be communicated to the membership no later than April. In the event Vigo County Schools are closed due to weather conditions, League meeting will automatically be canceled.
- B. Called Meetings:  
Called meetings of the Board of Directors or general membership may be arranged at any time by the President.
- C. A quorum consisting of a majority of Active members is necessary to conduct business.

## **SECTION III**

### **OFFICERS AND BOARD OF DIRECTORS**

- A. Election:  
A list of candidates for Officers and three Directors, one representing each class, shall be presented by the Nominating Committee for election by a majority at the last meeting of the year.
- B. Duties of Officers:
  1. Duties of the President shall be:
    - a. To plan and conduct meetings of the League and the Board of Directors.
    - b. Review monthly reports from all officers and chairs.
    - c. To appoint all committees not otherwise provided for.
    - d. To act as an ex-officio member of all committees with the exception of the Nominating Committee.

- e. To appoint a replacement on the Board of Directors should one occur through leave of absence, resignation, or change of membership status. In the event of a needed officer replacement for the reasons stated above, the President may appoint a successor to fill the unexpired term, or, if a new Nominating Committee has been elected, the matter shall be referred to them for action.
- f. Officers may remain members of their committee at their own discretion and the discretion of the President.
- g. To handle disciplinary situations in the following manner:
  - (1) Investigation of complaint.
  - (2) Conduct discussions of complaint with Board of Directors.
  - (3) Carry out disciplinary action as recommended and notify the member that they are not in good standing.
  - (4) That member will not be eligible to hold a future officer position.

2. Duties of the Vice President shall be:

- a. To assume the duties of the President in her temporary absence or inability to serve.
- b. To assume such additional duties which the Board of Directors shall designate.
- c. To prepare, distribute, and collect applications for new members, and to keep same for a period of three years, with notations as to action taken. All applications will be reviewed for eligibility requirements.
- d. To accept any written complaints concerning proposed members, and together with President, shall call a Board meeting for consideration of said complaints if deemed advisable.
- e. To prepare ballots for voting by the general membership at the last meeting of the year. Each ballot shall include names of the candidates, their sponsors, and the co-signers. Ballots to be used by Inactive members will be credited with one-half vote.
- f. The month prior to the last meeting, the Vice President Elect will issue invitations to prospective members and conduct an orientation meeting, after which prospective members shall indicate, in writing, their intention to become Provisional members.
- g. To direct the entire program for the Provisional members. The Vice President has the authority, after approval of the Board of Directors, to effect such modification of this program as may become desirable or necessary.
- h. Give a monthly report to the president.

3. Duties of the Recording Secretary shall be:

- a. To maintain an accurate permanent record of the minutes and attendance of all Board of Directors' and regular meetings.
- b. To maintain a complete file of all granted leaves of absence.
- c. To notify any member currently on leave of absence one month (30 days) prior to the expiration date, on granted leave.
- d. To maintain a complete file of all annual officer and committee reports.
- e. To invite an Inactive representative to attend the last meeting of the year.
- f. Notify all members of all new Provisional members, sponsors, and signers.

- g. To conduct correspondence of the League and to maintain a complete file of all correspondence, including original incoming and copies of all outgoing correspondence.
  - h. Act as chair of the remembrance and memorial fund.
  - i. Act as chair of the yearbook.
  - j. Give a monthly report to the president.
4. Duties of the Treasurer shall be:
- a. To keep an accurate account of all financial transactions and to present financial statements at the regular meetings.
  - b. To make all payments in accordance with the annual budget. Unforeseen operating expenses not provided for in the annual budget shall be incurred and paid only on the order of the Board of Directors.
  - c. To serve as Chair of the Budget Committee.
  - d. To submit all accounts for annual audit by an accountant, a non-member of the League approved by the President, before submitting all financial records to her successor by July one.
  - e. To make sure insurance is current and up to date.
  - f. To serve as chair of the Finance committee.
  - g. Give a monthly report to the President.

Any additional officer or officers shall perform such duties as shall be designated by the Board of Directors.

**C. Board of Directors:**

1. The duties of the Board of Directors shall be:
- a. To make recommendations governing the work of the members. These recommendations shall be presented to the general membership for approval before becoming effective.
  - b. To request Board meeting attendance of any Chair of Committees, other than the Standing Committees, with the approval of the President. If a committee chair wishes for the advice of the Board concerning the function of her committee, she may request permission from the President to attend a Board meeting.
  - c. To use the following procedure in taking disciplinary action:
    - (1) Instruct the President to make personal contact with parties involved.
    - (2) Send letters stating Board of Directors' decision.
  - d. The Board of Directors may have the power to request the resignation of any member of the League who does not conform to the Constitution, By-Laws, and Standing Rules and shall have the power to deal with any emergency which may arise. If a member of the Board of Directors is to be disciplined, the President shall request that member's absence from the Board meeting during the deliberation of the matter.

## SECTION IV

### A. COMMITTEES

1. **Finance Chair:**

This chairperson shall be responsible for overseeing the Endowment Fund established with the Wabash Valley Community Foundation and pursuing additional grants and other funding as needed. Fundraising efforts may include special events and task forces and sub-committees will be created as needed.

a. Fundraising Committee: The sub-committee shall oversee all fundraising efforts.

2. **Dental Health Education Committee:**

This committee shall be responsible for all projects involving Dental Health.

3. **Clothes Closet Committee:**

This committee shall be responsible for the Clothes Closet project.

4. **Constitution Committee:**

The Constitution Committee shall be appointed by the president with the parliamentarian serving as a member. This committee shall be responsible for considering recommendations of any proposed revisions in the Constitutions and By Laws. The Constitution Chairman shall maintain a permanent record of all revisions in the Constitution, By Laws, and Standing Rules.

5. Other Committees and Task Forces will be created and utilized as deemed necessary by the membership.

### B. Operating Committees:

1. **Nominating Committee**

The Nominating Committee shall consist of five (5) active members of the League. At the second meeting of the year, two (2) members shall be appointed and three (3) members shall be elected to form the committee.

a. The President shall appoint the Nominating Committee chair from among the preceding year's Nominating Committee members. The second appointed member shall be the immediate past President. In the event that there is no past President, then the senior most officer will serve.

b. The President shall submit a list of six (6) names; 2 from each of the youngest classes, if possible; on whom the members shall vote: the three (3) members from each class receiving the highest number of votes shall comprise the elected members of the committee. The alternates shall be those receiving the next highest number of votes.

- c. The Nominating Committee shall prepare a single slate of candidates for officers and three Directors of the League. The Committee shall inform all Members of the slate before the last meeting of the year.
- d. In the event a vacancy should occur of an elected officer, this committee shall propose a nominee in the usual procedure.
- e. Each member of League will asked to list 3 desired positions in ranking order from highest to lowest.
- f. Meeting notes are to be kept confidential. Minutes will be taken, but not shared with the general membership. Any questions should be directed to the Nominating Chair one month prior to the last meeting of the year.
- g. The Nominating Committee shall appoint (3) new board members, one from each of the three youngest classes.

2. **Budget Committee**

The Budget Committee shall consist of the present and newly elected Treasurer, President, and Chair of the Finance, Dental Health Education, and Clothes Closet Committees. The present Treasurer is to act as Chair of this committee.

SECTION V

**FINANCE**

- A. Disbursements from capital funds of the League treasury, not included in the annual operating budget, or assessments from individuals shall be voted upon by League members. Notice shall be given of such proposed disbursements or assessments at least one meeting before voting.
- B. Charter members are exempt from paying dues at all times.

SECTION VI

**AMENDMENTS**

- A. Proposed amendments to the By-Laws must be presented in writing to the Constitution Committee for consideration.
- B. Notice of proposed amendments must be announced at a regular meeting by the Constitution Committee and may be voted on at the following meeting. Notice shall also be given to the Inactive Chair. If two-thirds (2/3) of the members vote in favor of such amendments, these By-Laws shall be so amended.
- C. Standing Rules may be passed or revoked by the majority of the votes cast at a regular meeting.

## STANDING RULES

### I. DUES

- A. All dues shall be paid at the first meeting of the year and will be delinquent after the second meeting of the year.

### II. MEETINGS

- A. All regular meetings shall be held at a time that is determined and communicated annually, but no later than April. This determination should be made prior to the yearbook printing. The time of Board meetings shall be determined by the President. Members are expected to attend all meetings; failure to attend at least two meetings per year will result in loss of membership in the League.
- B. The President may reserve the right to call for a secret vote at her discretion.
- C. Each Active member shall be a hostess or be on the committee. The Treasurer shall reimburse the hostess chairman \$450.00 for each regular meeting. Please see below for special events and the budget allotted for those. Expenses in excess of designated amounts shall be equally divided by the entire hostess committee. Twenty-four hour notice should be given to the hostess in case of meeting cancellation. (revised May 2014)
1. A fee shall be paid to the hostess committee by Inactive members making meeting reservations.
  2. If money remains from the hostess allowance, it shall be returned to the treasury.
  3. The Treasurer shall reimburse the Vice-President \$200.00 to cover the cost of refreshments at the Provisional Welcome Meeting (usually held in May).
  4. Provisional meeting in June shall have a budget of \$300.00 for decorations and flowers for officers and incoming provisionals.

### III. DUTIES

- A. Retiring officers shall remain in advisory capacities until the first meeting in September.
- B. The Past President shall serve as Parliamentarian for one year. She will serve on the Constitution Committee.
- C. All members will:
- Fulfill 6 hours of clothes closet duty as scheduled from Clothes Closet Chair.
  - Work one extra hour at Clothes Closet in November or December.
  - Attend the fundraising event.
  - Sell raffle tickets for the event.
  - Help members count toothbrushes for our dental education program.
  - Complete League Constitution take home test.
  - All Members will serve on a committee or serve as an officer. (Officers are exempt from being on a committee).
  - Donate a bottle of alcohol for alcohol cart.
  - Pay annual dues.
  - All officers and chairs will need to send a monthly report to the President.
  - Attend meetings that are held within your committee.

- D. Complaints against members shall be given to the President for investigation and disciplinary procedure.

#### IV. **PROJECTS**

- A. The Fundraising Committee shall determine time or arrival at annual event or money making projects.
  - 1. The committee shall determine the amount of raffle tickets each member shall be responsible for selling. Any deficit must be paid by the member at the January meeting following the annual event.
- B. Late arrivals at League projects will be subject to a \$10.00 fine.
- C. Failure to attend event set up and take down at all will be subject to a \$25.00 fine.
- D. Failure to attend event at all will be subject to a \$50.00 fine in addition to the ticket price.

#### V. **LEAVES OF ABSENCE**

- A. Upon return to Active status a member shall make up whatever duties she has missed and shall serve for as many months as her Leave of Absence. The Board of Directors shall determine dues payable for these months of service.
  - 1. Summer months shall not be considered in determining service.
  - 2. When a Leave of Absence of less than one year has been granted, the Board shall have the power to determine in which month's service must be completed.
  - 3. A member completing her six years of service in the middle of the year shall not be counted in the 60 membership limit determined the prior spring.

#### VI. **NOMINATING COMMITTEE GUIDELINES FOR ELECTING OFFICERS**

These guidelines are to be used to determine which members qualify for an officer position in League.

- A. Qualifications for President
  - 1. Has held a Chair position of a major committee; Event, Dental Health, Clothes Closet, and in the case where the above can't be fulfilled, then the Silent Auction Chair could be considered.
  - 2. Has served on Board of Directors.
  - 3. Is considered to be a member in good standing during their entire League career
  - 4. Must be in their 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> year.
  - 5. Must be able to fulfill all requirements of the position, ie: attending Board meetings.
  - 6. Must be a current active member.

B. Qualifications for Officer other than President

1. Has held a Chair position of one of the following: Dental Health, Dental Ed, Extended Services, Ways and Means, Clothes Closet, Event, Silent Auction, or Publicity.
2. Has served on Board of Directors.
3. Is considered to be a member in good standing during their entire League career
4. Must be in their 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> year.
5. Must be able to fulfill all requirements of the position, i.e.: attending Board meetings.
6. Must be a current active member.