

**SERVICE LEAGUE OF NATCHITOCHEs, INC. BYLAWS**  
**AMENDED March 2010**

**ARTICLE I. NAME, PURPOSE AND OBJECT**

**Section 1. Name**

The name of this corporation shall be the Service League of Natchitoches, Inc., formerly the Natchitoches Service League, organized in 1950.

**Section 2. Mission Statement**

The Service League of Natchitoches, Inc., is an organization committed to fostering the potential of women through volunteer service and support of cultural, historical, educational and charitable endeavors in our community.

**Section 3. Existence and Domiciliary**

The Service League of Natchitoches, Inc., is located at 446 Jefferson Street, P. O. Box 2206, Natchitoches, Louisiana, 71457. It shall enjoy perpetual existence and shall be forever domiciled in Natchitoches Parish, Louisiana.

**Section 4. Purpose.**

The purpose of the Service League of Natchitoches, Inc., shall be to serve the community as provided in its mission statement. The League shall not support or oppose a public question or candidate for public office. The League shall seek to include a diverse group of women to support its mission.

**Section 5. Colors and Flower**

The League flower shall be the magnolia; the colors shall be green and white.

**Section 6. Effective Date**

The effective date of these ~~bylaws~~Bylaws is March 22, 2010.

**Section 7. Dissolution**

In the event of the dissolution of The Service League of Natchitoches, Inc., its remaining assets, if any, shall be distributed as the Board of Directors shall determine to one or more organizations organized and operated exclusively for charitable or educational purposes in Natchitoches Parish, Louisiana within the meaning of Section 501(c)(3) of the Internal Revenue Code as now in force or afterward amended.

**ARTICLE II. MEMBERSHIP**

**Section 1. Requirements**

A member must have a commitment to the purpose of the Service League of Natchitoches, Inc., (the League).

- A. She shall serve as a member of the League for eight years, the first two years as a Provisional.
- B. She shall fulfill requirements of service and financial obligations each year in order to obtain a year's credit for service.
- C. She shall attend meetings and complete committee work as required by the ~~bylaws~~Bylaws.

**Section 2. Categories of Membership**

The categories of Membership shall be as follows:

A. Voting Members

- 1. Provisional: Upon entering the League, a new member obtains ~~provisional~~Provisional status.
  - a. She shall complete orientation;
  - b. She shall pay an initiation fee and annual dues;
  - c. She shall secure one new cookbook account or purchase six cookbooks each year;
  - d. She shall serve on two committees;
  - e. Her voting rights shall extend to league projects, new members and election of officers; and
  - f. She is not able to propose or endorse a name for membership, serve as an officer or committee chair.
- 2. Active: An active member is one who has completed two years as a provisional. She shall
  - a. Pay annual dues of \$80.00;
  - b. Secure one new cookbook account or purchase six cookbooks each year;
  - c. Serve on ~~one~~one committee;
  - d. Serve as a committee chairman or officer during her active tenure;
  - e. Enjoy full voting rights regarding League activities, membership, and election of officers; and
  - f. Be able to sponsor names and endorse names for membership.
- 3. Sustainer: Sustainer members are those members who have fulfilled Active membership requirements in good standing and continue to support the League and the community.
  - a. She shall pay dues, but is not required to purchase cookbooks;
  - b. She is welcome, but not required, to attend meetings;
  - c. Her service ~~is~~ to the League is voluntary;
  - d. She is able to propose one name and endorse two names for membership each year;
  - e. She may vote on new members;

- f. A special meeting may be called by a minimum of 10 Sustainers; ~~and~~
- g. The Sustainer Representative and three assistants shall be selected from this group to serve on the League Board of Directors for one year.

**B. Non-voting Members**

- 1. ~~Inactive:~~ She is a member in good standing who has been granted a leave of absence for personal reasons but only for the remainder of the League year. This leave is not subject to renewal for three years. A request for each leave must be made in writing to the President and approved by the Board of Directors.
- 2. ~~Inactive sustainerSustainer:~~ She is a sustaining member in good standing who can no longer participate in League activities due to physical limitations. To be identified as an Inactive Sustainer, she, or a member of her family, must submit a written request to the President requesting this designation. All requests shall be subject to approval by the Board of Directors and determined on a case-by-case basis. She shall not be required to pay dues or purchase cookbooks.
- 3. Memberships Through Affiliation: She served as an active member in a similar organization in another community and desires to continue serving in the League. She shall be nominated and endorsed separately from the annual nomination and endorsement of new members. Credit for years served shall be determined on a case-by-case basis by the Board of Directors, but shall not exceed four years, so that she shall serve a minimum of four years in the League. Her service shall be outlined by the Board of Directors. She shall be chosen by a full league vote as proposed by the Board of Directors. She shall be a woman with high moral character, who has made significant social, economic, educational, civic and/or cultural contributions to her community.
- 4. Corporate Sponsor: Any corporation, institution, organization, or individual that supports the League mission and community shall be eligible for Corporate sponsorship upon approval of the Board of Directors. Eligibility requirements shall be set by the Board of Directors. Corporate members do not participate in voting, decision making or serving in an official capacity

**Section 3. Quota**

There shall be a minimum of 70 members, ~~active~~Active and ~~provisional~~Provisional. The number of new members to be accepted each year shall be determined by the Board of Directors.

**Section 4. Membership Admission**

A. Eligibility. Membership in Service League is an honor. No candidate shall have inherent right of admission.

- 1. A candidate should be of high moral character;
- 2. She should have a history of participation in community service;
- 3. She shall be at least 24 years old; ~~and~~
- 4. She shall have lived in Natchitoches Parish for 18 consecutive months prior to the May election of new members;

B. Proposal.

- 1. An explanation of the procedure shall be provided by the Past-President at the January and February meetings.
- 2. Proper proposal forms must be used and are found at the end of the ~~handbook~~Handbook and ~~on-line~~online at the Service League website.
- 3. Each ~~active~~Active and ~~sustaining~~Sustainer member may submit the name of one prospective member before the March meeting is called to order to be reviewed by the Membership Committee.
- 4. Each candidate for membership must be proposed and endorsed. The proposal form shall contain the signatures of one proposal and two endorsements so that the endorsements accompany the proposal. Actives and Sustainers may propose one name and endorse two other names.
- 5. The Membership Committee shall review proposals to ensure that all signatures are in order. No duplicate signatures are allowed. If duplicate signatures occur, the ~~committee~~Committee shall make efforts to find other endorsements. Should a question arise as to eligibility, the signer and co-signers shall be contacted for clarification. Once all signatures are in place, no signature may be removed from the proposals.
- 6. The committee shall provide a written report to the Board of Directors within two weeks of the March meeting. Questions shall be resolved with concurrence of the Board.
- 7. A summary of the proposed candidates' information shall be read at the April meeting and a complete proposal shall be available for member review before and after the meeting.
- 8. Membership proposals shall be kept on file with the President-Elect as a source of information until after the election. The files shall be destroyed within the following year.

### C. Election Procedure.

1. Membership admission shall be supervised by the Membership Committee who shall have the responsibility of accepting names and conducting the election
2. The election shall take place at the May meeting.
3. A majority of the voting membership present at this meeting is required for voting. This includes ~~provisionals, actives~~ Provisionals, Actives, and ~~sustainers.~~ Sustainers.
4. All voting members shall be provided with a ballot with the names of the candidates;
5. Members shall cast their ballots privately and confidentially, voting for the exact number of candidates as determined by the Board of Directors. Failure to vote for the exact number on this first ballot shall void the entire ballot.
6. The Past-President shall serve as Chairman of the Membership Committee who shall supervise the voting. Four tellers chosen from the ~~active membership~~ Active members shall assist her with counting the votes.
7. The tellers, under the supervision of the Membership Chairman, shall count the votes and declare the results in accordance with the following rules:
  - Candidates must receive a 51% majority vote on the first ballot to be invited for membership
  - In the event all available slots for membership are *not* filled on the first ballot, a second ballot shall be presented for an additional vote. This ballot shall contain the names of those who did not receive 51% of the vote on the first ballot. 51% majority vote is required on this ballot.

8. Any candidate has two years from the date of invitation to accept the invitation to join. Any candidate not accepting the year of the invitation extension, or the following year, must be invited through a future election of new members.

### Section 5. Membership Responsibilities

#### A. Financial Obligations:

1. Dues. Annual dues for all voting members shall be eighty dollars (\$80.00). Dues may be payable in two equal installments of \$40.00 each, and are billed in July and January. Payment is due within 30 days of invoice. -Members who do not pay dues by December are automatically dropped from membership.
2. Cookbook. All ~~provisional~~ Provisional and ~~active~~ Active members are required to secure one new cookbook account or purchase ~~six~~ (6) cookbooks each year.

3. Fundraising projects. All ~~provisional~~ Provisional and ~~active~~ Active members are required to participate fully in fundraising projects.

#### B. Attendance:

1. The League fiscal year begins on July 1 and ends on June 30. Regular meetings are scheduled at the beginning of each fiscal year.
2. Attendance at all regular meetings is required by all ~~provisionals~~ Provisionals and ~~actives~~ Actives. All members are expected to arrive on time and remain through the ~~closing ritual~~ Closing Ritual. Attendance shall be taken at the beginning of each general meeting. A record is kept of attendance.
3. Absences: The President shall be informed of members who have missed three or more meetings. Members shall also be notified *in writing* if they have missed three meetings. Absence from four meetings requires remedial measures as follows:
  - a. A member may receive credit for one meeting by performing extra committee work on a committee to be designated by the Board of Directors. The work shall total four hours and shall occur within a two-month period.
  - b. If she has not performed the extra service required, she shall be dropped from the roll *not in good standing* and forfeit her membership. Such action will be noted in the minutes;
4. Five absences results in an automatic dismissal from membership as not in good standing.
5. Extenuating Circumstances: A member may obtain a waiver for attendance in the event of a catastrophic illness or event.
  - a. She shall submit a written request for a wavier of meeting obligations to the Board of Directors;
  - b. She may provide substitutes for her committee obligations;
  - c. The waiver may be effective for up to one year, as determined by the Board of Directors; and
  - d. Waivers are reviewed by the Board of Directors on a case-by-case basis.

### Section 6. Resignation

Any member of the League who is not in arrears in dues or in the performance of League duties may resign in good standing.

- 1. She shall submit a written request to the Board of Directors.
- 2. No refund of dues shall be made.
- 3. Credit may or may not be given for the year's work, as the Board ~~Of~~ of Directors deems appropriate.
- 4. If a Sustainer has not paid dues and has not submitted a written request to resign, she shall be deemed resigned after two years of the

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Assistant Treasurer's attempts to collect dues through semi-yearly dues invoicing.

### Section 7. Reinstatement

A member who resigned in good standing may be reinstated immediately upon written request to the Board of ~~directors~~Directors. A reinstatement fee of \$20.00 and annual dues are required. A member must be reinstated by September to count as a working year.

## ARTICLE III. OFFICERS

### Section 1. Elected Officers

The elected officers of the League shall be: President, President-Elect, Past-President, Secretary, Treasurer, the Sustainer Representative and the five vice-presidents of the five divisions: Vice-President of Business Management, Vice-President of Cookbook, Vice-President of Service, Vice-President of Fund Development, and Vice-President of House Management.

### Section 2. Election Procedure

The Nominating Committee shall select a slate of proposed officers from the qualified membership.

- The proposed officers shall be presented to the members at the March regular meeting.
- Nominations may also be made from the floor at that time.
- The election shall take place at the April meeting.
- Officers shall receive a majority of the voting membership present at that meeting. Orientation shall begin after the April meeting. Officers shall be installed at the May meeting and begin serving at that time.

### Section 3. Officer Orientation

Formal training shall be conducted for each new officer by her predecessor so that she is prepared to take responsibility for her duties before installation in May. Current officers shall prepare a notebook with all necessary information fully describing the scope of the officer's duties.

### Section 4. Duties

The officers shall perform the duties provided in these ~~bylaws~~Bylaws, or as may arise by necessity, by adopted parliamentary authority, or as established by the Board of Directors.

- A. The **President** is the chief volunteer officer of the League. She shall:
1. Preside at all meetings of the members and the Board of Directors;
  2. Have general supervision of the affairs of the League, including:

- a. Appointing all chairmen and committees;
  - b. Signing all contracts and obligations authorized by the League and the Board of Directors;
  - c. ~~Ensuring~~Ensure service and credit records of the ~~actives;~~ ~~provisional~~Actives, Provisional, and ~~sustainers~~Sustainers are maintained;
  - d. ~~Resolving~~Resolve membership concerns with the Board of Directors and contacting those members with proposed resolution of those concerns; and
  - e. Maintain custody of all articles and documents of the League.
3. Serve as ex-officio member of all standing and special committees, except the nominating committee, and attend committee meetings when she or the chairmen deem it necessary;
  4. Serve as the official spokeswoman of the League;
  5. Represent the League in accepting any donations and awards;
  6. Have authority to manage all monies in collaboration with the President-Elect and the Treasurer;
  7. Co-sign all checks with the Treasurer or Vice-President of Business Management;
  8. Supervise all division Vice-Presidents; and
  9. Serve as an ex-officio member of the Prudhomme-Rouquier House Foundation, Inc.
- B. The **President-Elect** shall:
1. Commit to three years of service with the understanding that she shall automatically become President the second year of her service, and Past-President the third year of service;
  2. Discharge the duties of the President in the event of her absence or disability;
  3. Assist the President in the general supervision of the work of the League;
  4. Serve as an ex-officio member of the Prudhomme-Rouquier House Foundation, Inc.;
  5. Direct the orientation program for the ~~provisional~~Provisional members with the Past-President, and facilitate a ~~provisional~~Provisional project during the year;
  6. Report to the Board of Directors each ~~provisional's~~Provisional's eligibility for the attaining of active membership;
  7. Assist the ~~secretary~~Secretary in editing and publishing the ~~handbook~~Handbook;
  8. Attend committee meetings at the request of the President and/or committee chairmen;
  9. Serve on the Awards Committee, the Budget Committee, and the ~~By-Laws~~Bylaws Committee.

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- C. The **Past-President** shall:
1. Serve on the President's Advisory Council;
  2. Serve as Parliamentarian and assist the new President as needed;
  3. Assist the President-Elect in:
    - directing the orientation program;
    - directing the project for ~~provisional~~**Provisional** members; and
    - reporting each ~~provisional's~~**Provisional's** compliance necessary for active membership.
  4. Serve as Chairman of the Membership Committee. She shall oversee the nomination of prospective members and conduct the election at the May meeting. She shall explain the proper proposal procedure at the January and February meetings, provide proposal forms, and read a summary of the proposals for new candidates at the April meeting. She shall make the entire proposal forms available for review at the April meeting.
- D. The **Sustainer Representative** shall serve as a liaison between the ~~Sustaining~~**Sustainer** and Active membership. She shall:
1. ~~She shall be~~**Be** selected by the President--;
  2. ~~She shall serve~~**Serve** for one year--;
  3. ~~She shall attend~~**Attend** all Board of Director meetings and as many regular meetings as possible--;
  4. ~~She shall have~~**Have** full voting privileges in regular and Board of Director meetings--; and
  5. ~~She shall secure~~**Secure** as many as three assistants from the sustaining membership, if needed. Each assistant shall have voting rights in the League, but not on the Board of Directors.
- E. The **Vice-President of Business Management** shall supervise the activities of the Secretary, the Treasurer and Assistant Treasurer, and Public Relations Committee, as defined in Article VI.
- F. The **Vice-President of Cookbook** shall supervise and report on all business pertaining to the Cookbooks, as defined in Article VI.
- G. The **Vice-President of Service** shall supervise the Social and Community Service Committees as defined in Article VI.
- H. The **Vice-President of Fund Development** shall supervise all ~~fund raising~~**fundraising** activities, long range planning and disbursement of scholarships, as defined in Article VI.

I. The **Vice-President of House Management** shall supervise all business as it pertains to promotion and management of the Prudhomme-Rouquier House, as defined in Article VI.

J. The **Secretary** and **Treasurer** duties are outlined in Article VI, Section A. Business Management.

#### **Section 5. Term of Office**

All elected officers shall serve a term of one year except the President-Elect who is expected to commit to three years of service.

#### **Section 6. Removal of Office**

Any Officer not fulfilling the responsibility of the office, as stated in the ~~bylaws~~**Bylaws**, may be asked to resign or be removed from the position by a three-fourths (3/4's) vote of the current Board of Directors.

#### **Section 7. Indemnification**

The League shall indemnify any officer or director or any former officer or director.

### **ARTICLE IV. COMMITTEES**

#### **Section 1. Standing Committees.**

A. **Presidential Advisory Committee.** This committee shall advise the President as needed. It is comprised of the Past-President, the Sustainer Representative and the Prudhomme-Rouquier House Foundation Representative.

B. **Budget Committee:** This committee shall establish the general budget of the League with dues, donations, ~~fund raising~~**fundraising**, and cookbook sales. It shall consist of the President, the President-Elect, the Vice-President of Business Management, the Treasurer, and immediate Past-Treasurer.

C. **Membership Committee:** The duties of the Membership committee shall be to receive names of prospective members, review eligibility, and conduct the election of new members at the May meeting. The committee shall be composed of the Past-President, as Chairman; the President; and the Sustainer Representative.

D. **Nominating Committee:** This committee shall present a slate of one candidate for each office to be filled at the March meeting. The committee shall consist of at least five members including the Sustainer

Representative and Past-President. The ~~committee~~Committee shall be appointed by the President at the February meeting.

- E. **Standing Committees:** Each division shall have Standing Committees that are assigned specific tasks for the League and are defined in Article VI. These committees are the Public Relations Committee, Cookbook Committee, Cookbook Marketing, Community Service, Social, Ways and Means, Long Range Planning, House Tours and Rentals, and House Maintenance.

**Section 2. Special Committees.** Special committees may be created or appointed for specific purposes and goals and shall be dissolved at the end of the projects.

## ARTICLE V. BOARD OF DIRECTORS

### Section 1. Personnel

The voting Board of Directors shall consist of the President, President-Elect, Secretary, Treasurer, the Vice-Presidents of all Divisions, Past-President, the Sustaining Member Representative and the Reporter.

### Section 2. Duties of the Board of Directors

The Board of Directors shall have full charge of the property and daily business of the corporation and shall manage with the following powers and duties:

- A. Manage the finances of the corporation;
- B. Determine and enforce the fulfillment of duties and obligations of the Board of Directors and members;
- C. Direct and approve the work of the League;
- D. Delegate any of the powers of the Board of Directors in the management of the affairs of the League to any qualified Officer or Agent;
- E. Exercise authority as delegated to them by the action of the League;
- F. Fill vacancies on the Board of Directors at the Board meeting immediately following vacancy notification; and
- G. Submit Board recommendations to the membership at regular meetings.

### Section 3. Vacancies Election

- A. In the event a vacancy occurs in an elected office, the President shall appoint a member to serve until the next regular election.
- B. In the event the office of President becomes vacant, the President-Elect becomes the acting President and shall fulfill the vacancy for the remainder of the year. A determination shall be made as to whether or not she shall serve as President the following year.

- C. If the President-Elect is unable to fulfill the role of President, the office shall be ultimately filled by a division Vice-President. The Past-President shall assume the role temporarily for the purpose of conducting immediate business and appointing a division Vice-President to the office.

### Section 4. Special Appointments

Upon the recommendation of the Nominating Committee, the Board of Directors may provide for the appointment and approval of such additional offices and agents as they may deem necessary for the best interests of the League. These appointments shall be ex-officio, without vote.

### Section 5. Removal From Office

Any officer not fulfilling the responsibilities of the office may be asked to resign or to be removed from the position by a 2/3 vote of the current Board of Directors.

### Section 6. Quorum.

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

## ARTICLE VI. DIVISIONS AND COMMITTEES

The League shall accomplish all business under five divisions of responsibility. These divisions are Cookbook Management, Business Management, Service, Fund Development, and House Management. Each division shall be directed by its own vice-president who shall oversee and supervise all activities of that division during the year. Each division is comprised of committees and/or individual officers with particular assignments as described more fully in the following section.

### Section 1. General duties of each Vice-President.

Each Vice-President shall:

- A. Oversee committee chairmen and members in preparing goals for the upcoming year;
- B. Present projects and goals to the Board of Directors;
- C. Present progress reports during the year to the Board of Directors and League members;
- D. Furnish the Reporter with newsworthy activities for publication;
- E. Maintain a record of activities for the year for the dual purposes of preserving the history of the League and training the new vice-presidents for the following year;

- F. Work within the approved budget and clear all financial obligations prior to the May meeting; and
- G. Coordinate with the Treasurer for approval of the budget and fiscal requests.

**Section 2. General duties of each committee**

- A. Each committee shall be comprised of a Chairman and an Assistant Chairman. The Chairman shall train the Assistant Chairman with the understanding that the Assistant Chairman shall assume the responsibilities of the Chairman the following year, thereby ensuring stability and uniformity of projects.
- B. Each committee shall work closely with its Vice-President in planning the business for the year, keeping her informed of all committee activities.
- C. The chairman shall oversee projects, assigning duties to the members and being responsible to see that each project is completed.
- D. She shall copy the division Vice-President on all correspondence (including ~~e-mail~~email) to the committee to enhance communication.
- E. No committee shall plan a full League project without the approval of the Board of Directors.
- F. Committees shall present proposed projects to the Board of Directors for approval before presenting to the League; and no work shall be undertaken without approval from the League.

**Section 3. Divisions of Responsibility.**

**A. BUSINESS MANAGEMENT:** This division is devoted to managing the business of the League as it pertains to the maintenance of membership records, finances, publicity and the ~~web site~~website. It shall consist of a Vice-President, the Secretary, the Treasurer, Assistant Treasurer, and the Public Relations Committee.

- 1. **Vice-President of Business Management:** She shall supervise and coordinate all records kept by the Secretary, Treasurer, Public Relations Committee. She shall supervise and assist with the ~~web site as needed~~website as needed. She shall also have the authority to co-sign all checks with the President or Treasurer.
- 2. The **Secretary** shall:
  - a. Keep records of the proceedings of the Board of Directors meetings, and regular or special meetings as assigned by the President;
  - b. Provide minutes of the League's Board of ~~Director~~Directors meetings to all board members;

- c. Provide minutes of the League's regular monthly meetings to the webmaster for posting on the website Member Center;
  - d. Maintain contact information of membership, including names, addresses, ~~e-mail~~email, and telephone numbers. (This information is private and held exclusively by ~~the~~The Service League of Natchitoches, Inc.)
  - e. Provide periodic updates to the Public Relations Committee to post on the website Member Center.
  - f. Keep a record of absences of members from regular meetings;
  - g. Notify the President of any member who has missed three meetings;
  - h. Provide written notification to the member who has missed three meetings;
  - i. Edit and publish the annual ~~handbook~~Handbook with the assistance of the President; and
  - j. Maintain records of correspondence, membership, officer and committee reports and transfer all to her successor at the close of her term of office;
3. The **Treasurer** shall:
- a. Be the custodian of all funds and fiscal accounts of the League;
  - b. Have experience in accounting practices;
  - c. Work with the Assistant Treasurer and Cookbook Bookkeeper in being present at every public sale of cookbooks for collection of money and invoicing;
  - d. Collect all dues, receive and acknowledge all money received;
  - e. Maintain itemized accounting for various fiscal divisions of the League, including Cookbook, House Management, Service and Fund Development;
  - f. ~~Co~~Have authority to co-sign with the President, or Vice President of Business Management, all general fund checks;
  - g. Make all payments in accordance with the ~~budget~~Budget and handle all other expenditures on special authorization from the President and Board of Directors;
  - h. Keep full and accurate accounts and present written monthly financial statements at the regular meetings of the League and Board of Directors;
  - i. Submit an itemized list of all checks written and all deposits made on a monthly basis to the Board of Directors at their monthly meetings;
  - j. Prepare an end of the year financial statement detailing actual expenditures as compared to the budgeted expenditures. This report shall be given to the ~~budget committee~~Budget Committee to assist in preparing the following year's general budget;

- k. Reconcile monthly bank statements; and
  - l. Prepare a financial report twice annually as needed for the CPA to prepare the 990.
4. The **Assistant Treasurer** shall:
- a. Make a two year commitment with the understanding that she shall assume the office of Treasurer the following year;
  - b. Send an invoice for dues to all sustaining members in July, and bill those who request split payment of dues in January;
  - c. Personally notify all activeActive members with dues unpaid at the close of the September and January meetings;
  - d. Send a past due invoice to all members with dues unpaid in November with notice that membership in the League may be forfeited; and send a notice that a member has been dropped from League membership if her dues are not paid by December; If a Sustainer has not paid dues and has not submitted a written request to resign, she shall be deemed resigned after two years of attempts to collect dues through semi-yearly dues invoicing;
  - e. Distribute League handbookHandbook when the dues are paid; and
  - f. Assist the Treasurer in collecting, recording and maintaining all records.

5. **The Public Relations Committee**

This committee shall consist of two members; ; the Webmaster and the Reporter. It has a dual role of promoting the activities of the League to the general public and of keeping the League membership informed with current membership information, calendars and League activities.

- a. The **Webmaster** shall:
  - (1) Serve as Chairman of the Public Relations Committee;
  - (2) Maintain and update the official web sitewebsite that is used to inform the general public about League activities and keep members informed and up to date.
  - (3) The web sitewebsite shall provide access to information to the general public with a separate window for member access only, a Member Center.
  - (4) The Web SiteWebsite shall contain the following information for the general public:
    - Mission Statement of the Service League;
    - Community Service Opportunities;
    - Location of the Prudhomme-Rouquier House;
    - Contact information;

- Rental information;
  - Cookbook information.
- (5) The Member Center of the Web SiteWebsite shall contain the following information:
- Officers and contact information;
  - Copy of the current Handbook, including the bylawsBylaws, committee information and members' contact information as relayed in Handbook;
  - Minutes of the past meetings;
  - Current newsletter;
  - A calendar of events;
  - Cleaning schedule and assignments for the house.
- (6) The Webmaster shall also maintain a current calendar of the League's activities with weekly updates;
- (7) She shall send e-mailsemails to membership upon request; and
- (8) Forward appropriate messages to the appropriate officer or member.
- b. The **Reporter** is responsible for submitting articles and photographs to area publications to advise the community of all League activities. She shall
- (1) Serve as Assistant Chairman of the Public Relations Committee;
  - (2) Serve on the Board of Directors;
  - (3) Work with the League officers, Board of Directors, and committee chairman, for the purpose of promoting League service projects and League publicity;
  - (4) Write and mail no less than three editions of the League Newsletter, with the dates of publication and mailing shall be determined at the beginning of every fiscal year so that it will most efficiently serve the needs of the membership. (E-mailEmail publications shall be used for members able to receive the Newsletter in that fashion.) The newsletter shall be mailed to the Sustainers.
  - (5) Serve as Historian for the leagueLeague by documenting the League's activities in a summary form for each year. This document shall utilize the technology available at the time and shall contain all publications regarding the League's activities and copies of all officer and committee reports for the year; and
  - (6) Assist the Webmaster as needed.

B. **COOKBOOK:** This division is devoted to managing all aspects of the Cookbooks, including promotion, sales and distribution, maintenance of

accounts and management of the office. Its purpose is to raise funds for support of the League's charitable endeavors, scholarships, and support of the Prudhomme-Rouquier House. It shall be comprised of a Vice-President, Bookkeeper, Customer Service Representative, the Cookbook Office Committee, and Cookbook Marketing Committee.

1. **The Vice-President** shall supervise all activities pertaining to Cookbooks management as performed by the committee members. She shall:
  - a. Keep an accurate inventory of the cookbooks;
  - b. Monitor bulk mail-outs of cookbooks;
  - c. Coordinate with UPS and Postal Service;
  - d. Keep track of League members' cookbook credits;
  - e. Coordinate with the Treasurer and ~~bookkeeper~~Bookkeeper for reprints; and
  - f. Supervise accurate bookkeeping records.
2. **The Bookkeeper** shall:
  - a. Maintain records of all funds received from the sale of the cookbooks;
  - b. Maintain all accounts, including credit card and Paypal accounts;
  - c. Direct all bills to the Treasurer that pertain to the cookbooks;
  - d. Submit a written monthly financial report to the Treasurer and the Board of Directors;
  - e. Submit a proposed cookbook budget to the Vice-President for presentation to the Board of Directors;
  - f. Collect account receivable, cash sales and other income received, and timely forward all funds to the Treasurer;
  - g. Invoice vendors monthly; and
  - h. Work closely with the Vice-President to coordinate the finances of the Cookbook.
3. **Customer Service Representative** shall
  - a. Check internet orders weekly;
  - b. Check mail, internet and telephone for other messages pertaining to ~~league~~League business and forward to the appropriate officer or member;
  - c. Forward orders to the proper person for invoicing, filling and delivering the order;
  - d. Reconcile problematic orders and incorrect payments; and
  - e. Coordinate incoming and outgoing correspondence.
4. **Cookbook Committee:** The members of this committee shall be assigned for a minimum of two years with four members rotating off

of the committee each year thereby allowing for four new members. (See Article VI Section 2.) This committee shall:

- a. Fill retail and wholesale orders;
- b. Send ~~books~~cookbooks out promptly;
- c. Process phone orders;
- d. File invoices;
- e. Follow up on local accounts;
- f. Deliver local accounts;
- g. Maintain Office Hours; and
- h. Maintain the office with needed supplies.

5. **Cookbook Marketing**

- a. Actively market ~~Cane River Cuisine, Louisiana Living, and Steel Magnolias in the Kitchen~~ Cookbooks;
- b. Secure new regional vendor accounts;
- c. Coordinate with the House Tour Committee to display and sell cookbooks and other items sponsored by the League, such as ornaments, note cards, and jewelry; and
- d. Schedule periodic tastings and direct sales events through local festivals and other events.

C. **SERVICE:** This division is devoted to managing all aspects of service to the community, social events and networking connections, and support within its membership. It shall be comprised of a Vice-President, the Service and Social Committees and a Courtesy Coordinator.

1. **The Vice-President of Service** shall supervise all activities pertaining to the following activities and offices: Community Service, Social Committee, and Courtesy Coordinator.
2. **Community Service Committee:** The Community Service Committee shall
  - a. Assess the needs of the community and present an annual plan to the Board of Directors in August;
  - b. Carry out the charitable activities to be sponsored during the League year.
  - c. ~~There shall be~~Coordinate one full ~~league~~League service project per year.
3. **Social Committee:** The social committee shall
  - a. Provide samples from the cookbooks for all major tours, such as the Fall Tour, Christmas Tours, Bus Tours, and other tours and events as determined by the committee;

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- b. Plan and carry out all social activities for the League with League approval;
  - c. Open the house prior to meetings and arrange chairs, clean after the meetings, and lock the doors; ~~and~~
  - d. Maintain an inventory of items in the kitchen of the house
4. **Courtesy Coordinator:** She shall tend to the special needs of the League membership by recognizing special events in any member's life. These can be events that are celebrated and deserve congratulations and best wishes, recognition of special medical needs, or events that we grieve and deserve special love and care. She shall coordinate sending cards and other support and assistance as needed.
- D. **FUND DEVELOPMENT:** This division is devoted to raising funds not associated with the Cookbook for the purpose of supporting the charitable activities of the League and the Prudhomme-Rouquier House Foundation, Inc. It shall be comprised of a Vice-President, the Ways and Means and Long Range Planning Committees, and a Scholarship Coordinator.
- 1. **Vice-President of Fund Development:** This Vice-President shall supervise all activities pertaining to ~~fund-raising~~ fundraising activities, Long Range Planning and oversee the funding and disbursement of scholarships. She shall make recommendations to the Board of Directors as to the appropriations of funds secured through the Ways and Means Committee and with the advice of the Long Range Planning Committee.
  - 2. **Ways and Means Committee:** This committee shall:
    - a. Be responsible for all ~~fund-raising~~ fundraising activities of the League;
    - b. Advise the Board on suggested money-raising activities that are suitable to the community;
    - c. Present ~~fund-raising~~ fundraising activities to the League; ~~and carry~~
    - e-d. ~~Carry~~ out the fundraising projects.
  - 3. **Long Range Planning Committee:** This committee shall consider the cultural dynamics and needs of the community in conjunction with the contributions that the League can offer, for the purpose of expanding funding and service to the community. It shall consist of a chair, two active members and two sustainers. It shall:
    - a. Actively pursue corporate partners for the League;
    - b. Write grants if and when appropriate;
    - c. Review the financial condition of the League;
    - d. Make recommendations to the ~~board~~ Board for future priorities; ~~and~~
    - e. Review proposed changes in the ~~by-laws~~ Bylaws and make reports to the full membership.
4. **Scholarship Coordinator:** The Scholarship Coordinator shall be chosen from the Long Range Planning ~~committee~~ Committee. She shall oversee the funding and disbursement of scholarships, and plan for the presentation of awards. She shall
- a. Identify the scholarships the League plans to award;
  - b. Work with the Treasurer the Board of Directors to secure funding of the scholarships;
  - c. Coordinate with the various organizations for possible recipients;
  - d. Select scholarship recipients in conjunction with the Vice-President of Fund Development and the President;
  - e. Arrange to have scholarship recipients presented with the awards at the Salad Supper in May; ~~and~~
  - f. Prepare an end of the year report of the Board of Directors and the Reporter.
- E. **HOUSE MANAGEMENT:** This division is devoted to all activities associated with promotion and maintenance of the Prudhomme-Rouquier House, including scheduling tours, rentals and the care and cleaning of the house, furnishings and grounds. It shall be comprised of a Vice-President who shall coordinate and supervise the House Furnishings Committee, House Tours and Rentals Committee, and House Maintenance.
- 1. **Vice-President of House Management** shall supervise all aspects of care and management of the Prudhomme-Rouquier House. She shall
    - a. Supervise distribution and collection keys to the Prudhomme-Rouquier House to members as needed;
    - b. Supervise implementation of the tour, rental and cleaning schedules of the house;
    - c. Serve as the official calendar manager of all Prudhomme-Rouquier House events, including scheduled tours and rentals, all meeting and cleaning dates shall be reported to her and included on the calendar;
    - d. Regularly provide calendar information to the ~~reporter~~ Reporter and ~~web-master~~ Webmaster so that the information is current;
    - e. Serve as the contact person for all rentals and tours;
    - f. Manage all contracts and inspection reporting for rentals;

- g. Manage all collection of fees for rentals and tours;
  - h. Forward all funds to the Treasurer for deposit;
  - i. Provide the Board of Directors with a monthly report of the Prudhomme-Rouquier House business;
  - j. Supervise the Chairman of the House Tours Committee, House Management Committee and Prudhomme-Rouquier House Foundation, Inc.; and
  - k. Coordinate with the Prudhomme-Rouquier House Foundation, Inc.; and House Service committees in determining care and purchase of house furnishings, as needed.
2. **House Tours and Rentals Committee:** This committee shall be responsible for promoting and marketing the house and scheduling tours and rentals. It shall be comprised of a minimum of five (5) members, an active Chairman, and an Assistant Chairman. Members will serve for at least three (3) years. This committee shall:
- a. Actively promote and market the Prudhomme-Rouquier House;
  - b. Coordinate tour scheduling calendar with Vice-President;
  - c. Conduct tours of the house on a regular basis;
  - d. Coordinate the lighting and extinguishing the gas lanterns before and after each event;
  - e. Coordinate with the cookbook committee to ensure cookbooks are on display and available for purchase;
  - f. Be responsible for fulfilling the League covenant with the Louisiana State Division of Historic Preservation; and
  - g. Assist the Vice-President with showing or inspecting the house for rentals.
3. **House Maintenance Committee:** This committee shall be responsible for all aspects of cleaning and care of the house and grounds. It shall be comprised of a Chairman, an Assistant Chairman, and League members as determined by the Board of Directors. All members of the League shall participate in cleaning the House on a regular basis.
- a. The ~~chairman~~Chairman shall ~~coordinate~~;
  - ~~a-(1)~~ Coordinate the cleaning schedule;
  - ~~b-(2)~~ She shall provide the Vice-President and Webmaster a current calendar of the League's cleaning schedule; and
  - ~~e-(3)~~ Cleaning shall be scheduled Schedule cleanings before and after each event;
  - b. The ~~committee~~Committee shall ~~be~~;
  - ~~d-(1)~~ Be responsible for maintaining adequate supply of house cleaning products and materials; and

~~e-(2)~~ The committee shall be responsible for reporting maintenance, repair and restoration needs of the house to the Vice-President of House Management;

4. **House Furnishings Committee:** This committee shall be responsible for all aspects furnishings and contents of the Prudhomme-Rouquier House. It shall be comprised of a Chairman, an Assistant Chairman, and League members as determined by the Board of Directors.
- a. The ~~committee~~Committee shall ~~maintain~~;
  - ~~a-(1)~~ Maintain an annual inventory of the house furnishings and decorations;
  - ~~b-(2)~~ They shall complete Complete a checkout form after every rental with the renter;
  - ~~e-(3)~~ They shall decorate Decorate the house for holidays and other occasions as warranted; and
  - ~~d-(4)~~ They shall research Research, plan and recommend furnishings within the historic context of the Prudhomme-Rouquier House; and
  - ~~e-b.~~ Under no circumstances should any item in the Prudhomme-Rouquier House be removed for personal use.

## ARTICLE VII. MEETINGS

### Section 1. Regular Meetings

All regular meetings are normally held ~~Fourth~~the fourth Monday of each month, with the exception of the November and May meetings.

1. The November meeting shall be on the fourth Monday of the month unless it conflicts with Thanksgiving week vacations, at which time it will be held on the third Monday;
2. The May meeting shall be held on the third Monday of the month to avoid a conflict with Memorial Day.
3. The April meeting shall be the ~~annual meeting~~Annual Meeting for the purpose of receiving the reports of ~~officers~~Officers and ~~chairmen~~Chairmen. Each ~~officer~~Officer and ~~chairman~~Chairman shall file four original copies of their report with the ~~Recording~~Secretary.
- a. Copies shall be for the successor of the ~~Recording~~Secretary, the ~~Communication Committee Chair~~Reporter, the League Annual Report, and the President-Elect.
- b. There shall be no regular meetings in December, June, July, or August.

### Section 2. Special Meetings

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Special meetings of the League may be called at any time. They may be called by one of three ways:

1. By the President;
2. By written request of five members of the Board of Directors; or
3. By written request of ten voting members of the League.

### Section 3. Attendance.

Attendance is expected at all regular and special meetings. Attendance shall be taken at every regular and special meeting. Please refer to Article II, Section 6 for membership requirements.

### Section 4. Quorum

A quorum is required for voting on all procedures and elections of all members. It shall consist of a majority of the ~~active~~Provisional and Active membership.

### Section 5. Cancellations.

The President, in concurrence with the Board of Directors, may cancel any regular meeting with cause.

### Section 6. Meetings of the Board of Directors.

The Board of Directors shall meet regularly during the fiscal year. Traditionally, this is a monthly meeting, however, this may be altered to suit the needs of the League management.

## ARTICLE VIII. PARLIAMENTARY AUTHORITY

### Section 1. Parliamentarian.

The Past-President shall serve as parliamentarian. She shall decide on doubtful points and pass on all procedures according to the most recent publication of Robert's Rules of Order.

### Section 2. Amendments.

The ~~By-Laws~~Bylaws may be amended only by the following procedure:

1. The proposed amendment must be introduced at either a regular or special meeting of the membership with a copy of the amendment to be provided for each member;
2. Two copies of the proposed amendment shall be referred to the Long Range Planning Committee for review and recommendation to the membership;
3. The proposed change shall be reviewed by the Long Range Planning Committee for recommendation;
4. The amendment shall be voted on at the next regular meeting; ~~and~~

5. It shall be adopted by written ballot providing it receives a majority vote of eligible ~~active~~Provisional and Active voting members.

### Section 3. Waiver or Suspension

These ~~bylaws~~Bylaws shall not be waived or suspended.

## ARTICLE IX. EXPENDITURES

### Section 1. Limitation of Expenditures.

Any expenditure of the League shall be subject to the following guidelines:

- A. The Budget Committee shall prepare an annual ~~budget~~Budget for approval by the Board of Directors, who then shall submit the recommended ~~budget~~Budget to the League at the September meeting for discussion and approval;
- B. The Board of Directors may approve non-budgeted expenditures of \$1,000 or less;
- C. All non-budgeted expenditures in excess of ~~\$1000~~1,000 shall be submitted to the League for approval:
  - The expenditure shall be introduced at one meeting for discussion and voted on at the following meeting; or
  - It may be approved by the Board of Directors and submitted to the membership by ~~e-mail~~email at least five (5) days before a vote is taken.
- D. In the event of an emergency, the Board of Directors may grant approval for expenditure in excess of \$1,000 and shall notify the membership through ~~e-mail~~email; ~~and~~
- E. All expenditures shall be related to the mission of the League.

### Section 2. CPA Firm

The general and cookbook accounts of the Service League of Natchitoches Inc., shall be audited annually by an unbiased, accredited, third-party vendor. The League shall employ a CPA firm for the annual audit and preparation for the proper tax documents for annual filing.

## ARTICLE X. PRUDHOMME-ROUQUIER HOUSE FOUNDATION, INC.

### Section 1. Definition.

The Prudhomme-Rouquier House Foundation, Inc. is the charitable division of ~~the~~The Service League of Natchitoches, Inc. as defined by La. R.-S. 12:201(7) and ~~IRC~~IRS 501(c)(3). It holds a preservation easement over the property and ~~the~~ Prudhomme-Rouquier House. It is entrusted with the responsibility of overseeing restoration and maintenance of the Prudhomme-

Rouquier House for the purpose of ensuring the preservation of its historic integrity as required by law. The Prudhomme-Rouquier House is the headquarters of ~~the~~The Service League of Natchitoches, Inc., and is located at 446 Jefferson Street, Natchitoches, LA.

**Section 2. Duties.**

- A. It shall maintain an operating agreement with ~~the~~The Service League of Natchitoches, Inc. outlining the roles and responsibilities of each entity-;
- B. It shall ensure that all repair and maintenance is performed in adherence to all standards required by the various historic organizations having granted funds for improvement-; and
- C. It shall work closely with the Board of Directors in all matters regarding the maintenance and repair of the Prudhomme-Rouquier House.

**Section 3. Structure.**

- A. The Board of Directors of the Prudhomme-Rouquier House Foundation, Inc-; shall consist of no less than nine (9) and not more than eighteen (18) members of the corporation, excluding ex-officio members-;
- B. Two thirds (2/3) of this Board of Directors must be in good standing of the Service League of Natchitoches, Inc-;;
- C. Members of the Board are to be selected in the manner provided in the Prudhomme-Rouquier House Foundation, Inc.'s Articles of Incorporation and ~~By laws.~~Bylaws;
- D. The Service League President, President-Elect and Sustaining Member Representative shall serve as ex-officio members of the Board of Directors-;
- E. The officers of this corporation shall be a President, one or more Vice-Presidents, a Secretary, a Treasurer, and such other officers as the Board of Directors may in its discretion determine to be required. The officers shall be elected annually by the Board of Directors as soon as practicable after the annual meeting of the members-; and
- F. The officers shall hold their offices until their successors are elected and qualified and take office, unless sooner removed by the Board of Directors. All vacancies shall be filled by the Board of Directors.