

Membership Guidelines

To insure that Old Orchard Service League remains an effective organizational group, the following are guidelines for membership:

***All board members are required to attend monthly meetings on an on-going basis.** In order to function efficiently and legally, a quorum of members are required at each meeting to vote on items put before the board for consideration. Obtaining a quorum can be problematic when members do not attend every meeting. Being unable to vote on grants before the board due to lack of a quorum is unfair to those members who do attend meetings and to those seeking grant approvals who must wait for another vote to be scheduled.

***Members are allowed two "excused" absences during the year.** An "excused" absence is one where the member has contacted the Board President prior to the meeting to inform her/him of their upcoming absence and the reason. This will enable the absent member to vote by proxy on any agenda items requiring a vote that are known before the meeting. Further absences will be considered unexcused. Any member who misses two "unexcused" meetings will receive a call or email from the President advising them that another missed meeting will result in their removal from the board. Any exceptions to this policy must be approved by a majority of members present. **Additionally, any three consecutively missed meetings will result in automatic removal from the board** as it indicates inability to make meetings on a regular basis, lack of interest, and/or lack of commitment.

***Members must regularly check their email.** Many times items are tabled pending further investigation but must be voted on prior to the next meeting. In such cases, prompt response is essential since members will discuss and vote via email. Also, meeting minutes, agendas, grant requests and financial statements are sent out via email prior to the meeting for review.

*** Members should participate in one or more fundraising event, hold a board position or administer an ongoing project** such as website maintenance, Hot Lunch, Escript or Jam Juice, auction, book fair, etc.