

**Junior Leagues of California
State Public Affairs Committee**

Policies and Procedures

I. ACTION POLICIES

Section 1 – Individual League Action on a State Issue

An individual SPAC League may take action in its own name on a state issue if it has followed the notification procedures (see Action Policies, Section 3).

Section 2 – Definition of a State Issue

Any issue involving one or more of the following may be classified as a state issue:

- A. State legislation;
- B. State funding;
- C. Any item discussed in Article VIII, Section 2 of the Bylaws. An issue may involve one or more of the basic criteria but still be considered a local or national issue in nature. Each issue must be considered on an individual basis, with legal assistance if necessary.

Section 3 – Notification of Individual League Advocacy

When an individual League votes to endorse and/or advocate for a piece of state legislation, the Senior SPAC Delegate will notify the SPAC Chair immediately.

Section 4 – SPAC Studies

SPAC may initiate a study with the approval of two-thirds (2/3) of the voting Delegates. In the course of the study, the Delegates may decide to:

- A. Discard the issue;
- B. Disseminate the study for educational purposes only;
- C. Write a background paper, following the standards specified in SPAC's Background Paper/Position Statement Guidelines. A SPAC position statement (and any accompanying plan of action) must be approved by two-thirds (2/3) of the voting Delegates to take effect.

II. JOB DESCRIPTIONS

Each of the following positions shall have a notebook, which shall be maintained by the delegate holding that position. The notebook will include all duties of that position and procedures for fulfilling those duties. This will include a timeline and samples of any and all forms, reports and other documents necessary or helpful for fulfilling the responsibilities of the job. Where possible, any written materials shall be maintained on computer disk as well as in the notebook, and this computer disk shall be maintained and passed on to the successor at the Spring Conference, along with the notebook.

Section 1 - Officers

A. Chair

1. Shall serve as the spokesperson(s) for SPAC, unless otherwise designated.
2. Shall preside at all conferences, regional meetings, and legislative hearings as deemed appropriate. Call additional meetings when necessary.
3. Shall serve as Chair of the Executive Committee, a committee that reviews the SPAC Bylaws, Policies and Procedures, and Goals and Objectives in addition to other assigned responsibilities.
4. Shall appoint the Nominating Committee members and, in conjunction with the Nominating Chair, shall direct the Nominating Committee to slate officers and other positions in compliance with the SPAC Bylaws and Policies and Procedures. Shall review such appointments prior to submission to SPAC Delegates for voting approval. Shall assist the Nominating Committee in assigning SPAC Delegates to subcommittees and to ad hoc committees when necessary.
5. Shall establish conference dates jointly with the hosting Leagues and shall establish meeting agendas.
6. Shall insure that the Strategic Plan is updated, as appropriate.
7. Shall write the SPAC Annual Report, to be added to the SPAC History at the end of the year. This report will be distributed to the delegation within one month following the Spring Conference.
8. Shall be responsible for maintaining SPAC records and correspondence, and may delegate these work assignments as deemed appropriate.
9. Shall represent SPAC at community meetings.
10. Shall retain and hire, with the input of the Executive Committee, a legislative analyst to assist SPAC with legislative matters.
11. Shall monitor the services provided by the legislative analyst, prepare written reviews when necessary, and make recommendations to the incoming Chair.
12. Shall serve as an ex officio member of all ad hoc committees and subcommittees. If there are Co-Chairs, they shall share one vote on any such committee or subcommittee.
13. Shall notify AJLI and Area VI Directors of all support positions, including, but not limited to, Senate or Assembly Concurrent Resolutions, bills or propositions by sending the appropriate bill number, title, and a brief summary of the proposed legislation.
14. Shall submit articles for each "SPACtion" newsletter.
15. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

B. Vice Chair

1. Shall assist the SPAC Chair with correspondence, represent SPAC at community meetings and perform other duties as necessary.
2. Shall assume the duties of the SPAC Chair in her absence.
3. Shall conduct a review of both California SPAC and AJLI Position Statements, and shall make recommendations to the SPAC Chair, Executive Committee, and the SPAC Delegation based on that review. Shall review any and all position statements, focus area statements and background papers to that end.
4. Shall maintain a directory of all California Leagues' current projects.
5. Shall update the Community Project Matrix through the collection of each participating California Junior League's community program and demographic data, which is due to the SPAC delegation at the Fall Conference. This report shall also be provided to the SPAC Chair for inclusion in the SPAC Annual Report.
6. Shall update the Community Project Matrix and redistribute it throughout the year, as appropriate, if delegates wish to provide the Vice Chair with new data.
7. Shall sit on the Executive Committee and participate at Executive Committee meetings.
8. Shall update the Key Words list upon completion of the Matrix, annually.
9. Shall review and update and/or order reprints of SPAC brochure, as necessary.
10. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.
11. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair and Vice Chair successor at the Spring Conference. The turnover shall also include a binder with key documents and timelines and meeting with the incoming Vice Chair.
12. Shall sit on a subcommittee.

C. Secretary

1. Shall take minutes at all SPAC meetings, including regional or special meetings, unless otherwise directed by the SPAC Chair.
2. Shall ensure that all SPAC minutes are presented and reviewed in draft form by the SPAC Delegation not later than 30 days following conferences and prior to approval and distribution.
3. Shall distribute the final and approved minutes to all SPAC Delegates, California Junior League Presidents, the SPAC Chair, SPAC's hired legislative analyst, and Area VI Directors not later than forty-five (45) days following the conference.
4. Shall, at all scheduled conferences take attendance and record all votes as necessary. Shall maintain copies of all votes until such time when minutes, reflecting these votes, are approved.

5. Shall tabulate record and distribute official results of all online voting matters, working with the SPAC Parliamentarian. Shall provide for ratification of this vote according to SPAC bylaws.
6. Shall compile, distribute and keep current a roster of SPAC Delegates, SPAC Chair, California Junior League Presidents, California Junior League offices, and AJLI Area VI Directors (provided to the SPAC Secretary by the SPAC ALJI/Collaborations Coordinator). Provide delegation roster information to Sacramento Advocacy for posting at the website.
7. Shall maintain an adequate supply of SPAC note cards, letterhead and envelopes, and make these available to all SPAC delegates at their request and at all scheduled SPAC conferences.
8. Shall sit on a subcommittee.
9. Shall sit on the Executive Committee and participate at Executive Committee meetings.
10. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair, and Secretary successor at the Spring Conference. The turnover shall also include a binder with key documents and timelines and meeting with the incoming Secretary.
11. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

D. Treasurer

1. Shall maintain the financial records of SPAC in a manner that will comply with the audit requirements of the Junior League of San Francisco (JLSF). Shall serve as liaison between SPAC and (JLSF) to facilitate auditors' questions and requests for information relating to SPAC.
2. Shall collect annual dues from each League.
3. Shall receive, approve and make payments on invoices and requests for payment.
4. Shall ensure that conference expenses are accompanied by a voucher signed by the conference chair, and receipts prior to issuing payment.
5. Shall reconcile the bank statement and provide a copy of the statement and reconciliation to the Chair for her review on a monthly basis.
6. Shall prepare a yearly budget, in consultation with the SPAC Chair and Executive Committee, for presentation to the SPAC Delegates at the Winter Conference and approval by the SPAC Delegates at the Spring Conference.
7. Shall make recommendations on all financial matters including working with conference hosts and the SPAC chair to set conference fees and budgets, and provide a closing profit/loss statement for each conference for review by SPAC's Executive Committee, the Delegation, and the Junior League of San Francisco (JLSF).

8. Shall submit an annual financial report to the SPAC Chair and Finance Manager of JLSF by June 30th including copies of financial contracts and current SPAC bylaws.
9. Shall submit a Treasurer's status report at each conference that includes a Statement of Activities, a Year to Date Budget variance report, and cash balances at the beginning and end of the period. The Treasurer shall provide a copy of these reports to the Finance Manager of JLSF.
10. Shall enforce the rule that two bank-authorized signatures are required on all checks written over \$1,000.00, except for payments to the legislative analyst.
11. Shall, at the Spring Conference, provide the incoming Treasurer a banking signature card so the incoming Treasurer can obtain the appropriate signatures, including herself, the Chair, and any designated members of SPAC's Executive Committee.
12. Reimbursement checks to the Treasurer shall be signed by the SPAC Chair.
13. Shall maintain a treasurer's notebook containing all financial records, reports, and supporting documentation for the current year.
14. Shall coordinate retention of prior year's records to comply with JLSF's record retention policy.
15. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair, and Treasurer successor at the Spring Conference. The turnover shall also include a binder with key documents and timelines and meeting with the incoming Treasurer.
16. Shall sit on a subcommittee.
17. Shall sit on the Executive Committee and participate at the Executive committee meetings.
18. Shall submit any Treasurer's expenses for reimbursement in a timely manner.

Section 2 – Positions other than Officers

A. Trainer

1. Shall be responsible for training of incoming Junior Delegates at the Spring Conference, in conjunction with the SPAC Chair and SPAC's legislative analyst.
2. Shall identify training needs of all SPAC Delegates early in the year.
3. Shall provide training component at each conference for all SPAC Delegates, at the direction of the SPAC Chair.
4. Shall develop specific SPAC training tools.
5. Shall be responsible for ensuring that each delegate has a current SPAC Guidebook, including the preparation and distribution of this Guidebook to incoming Junior Delegates at the Spring Conference.
6. Shall maintain master Training files with copies of all SPAC training materials, including a master copy of the Conference Host Manual.

7. Shall assist SPAC Delegates with the maintenance of their SPAC Guidebooks by providing a yearly updated Table of Contents and by replacing missing or outdated materials.
8. Shall work with AJLI regarding training opportunities.
9. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair, and Trainer successor at the Spring Conference. The turnover shall also include a binder with key documents and timelines and meeting with the incoming Trainer.
10. Shall sit on a subcommittee.
11. Shall sit on the Executive Committee and participate at Executive Committee meetings.
12. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

B. Parliamentarian

1. Shall advise the SPAC Chair on all questions regarding parliamentary procedure during all regularly held meetings of SPAC and as requested by the SPAC Chair. Shall use Roberts Rules of Order, Newly Revised, as parliamentary authority.
2. Shall, if necessary, attend parliamentarian procedure training before the Fall Conference subject to sufficient SPAC funds to cover the cost.
3. Shall be the designated “timekeeper” at all conferences and meetings, watching the time and aiding the SPAC Chair in keeping the group to the agenda.
4. Shall maintain a list of agenda items and/or actions that SPAC needs to cover, to be addressed as time permits, during a conference. If time does not permit, shall assist the SPAC Chair to ensure that these items are included on the agenda for the next conference or meeting, or addressed between meetings as required. At all times she shall work at the direction or and in coordination with the SPAC Chair.
5. Shall initiate and oversee all online voting procedures and report results to the SPAC Secretary to tabulate record and distribute official results to the SPAC Delegates.
6. Shall, at the request of the SPAC Chair, facilitate updates of the Bylaws and Policies and Procedures and distribution of revisions upon approval of the delegation.
7. Shall conduct training in parliamentary procedure at the Fall Conference.
8. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair, and Parliamentarian successor at the Spring Conference. The turnover shall also include a binder with key documents and timelines and meeting with the incoming Parliamentarian.
9. Shall sit on a subcommittee.
10. Shall sit on the Executive Committee and participate at Executive Committee meetings.

11. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

C. Nominating Chair

1. Shall remind all Senior Delegates of deadlines and procedures for submission of SPAC Chair nominations, and shall remind all Junior Delegates of deadlines and procedures for submissions for the slate, in accordance with the timing for the nominations process set forth in the SPAC Bylaws.
2. Shall determine credentials of all incoming SPAC Senior Delegates.
3. Shall distribute and tabulate nomination forms and ballots in consultation with the appointed Nominating Committee members.
4. In consultation with Nominating Committee members, shall prepare the SPAC single slate in accordance with the Bylaws. Shall review the slate with the SPAC Chair prior to submission to SPAC Delegates.
5. Shall work with SPAC Chair to assign SPAC Delegates to subcommittees prior to the May conference and to ad hoc committee when necessary.
6. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair, and Nominating Chair successor at the Spring Conference. The turnover shall also include a binder with key documents and timelines and meeting with the incoming Nominating Chair.
7. Shall sit on a subcommittee.
8. Shall sit on the Executive Committee and participate at Executive Committee meetings.
9. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

D. Communications Coordinator

1. Shall edit, publish and distribute "SPACtion" (the SPAC newsletter) within twenty-one (21) days of each conference.
2. Shall ensure that copies of "SPACtion" are sent to AJLI, Area VI Directors, all other state SPAC Chairs, California Junior League Presidents and all California Junior League SPAC Delegates.
3. Shall be responsible for compiling photo-biographies of the SPAC Delegates, as well as arranging for the taking of photographs of Delegates at the Winter and/or Spring conferences.
4. Shall administrate the SPAC web page with the SPAC legislative analyst and maintain the Legislative Alert System, as well as communicate updates to the webmistress.
5. Shall maintain current SPAC and AJLI brand information (logos) for future SPAC use, including print, press and outgoing communications.
6. Shall maintain a binder which includes all current and past newsletter articles from Home Leagues regarding SPAC.

7. Shall work with the SPAC Chair and other delegates to develop and distribute press releases, as appropriate, including those for sponsored legislation, chartered legislation and Legislative Awards.
8. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair, and Communications Coordinator successor at the Spring Conference. The turnover shall also include a binder with key documents and timelines and meeting with the incoming Communications Coordinator.
9. Shall sit on a subcommittee.
10. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

E. Subcommittee Chairs

1. Shall develop objectives and annual work plans with her subcommittee during the Fall conference.
2. Shall participate in establishing objectives and strategies regarding subcommittee focus and legislation for the year, and shall be responsible for their execution.
3. Shall plan all necessary subcommittee meetings with the SPAC Chair's forward knowledge, and, when appropriate, send advance agendas to the SPAC Chair and subcommittee members.
4. Shall coordinate subcommittee members' bill summaries for presentation to the SPAC Delegates, providing a copy to the SPAC Chair one week in advance of the scheduled conference.
5. Shall maintain frequent contact with subcommittee members between conferences to ensure that action plans are on target, request periodic reports from subcommittee members, and create a sense of connectedness to SPAC.
6. Shall provide written reports of subcommittees' activities, including a current committee roster and standardized bill matrix (summarizing all bill action) to the SPAC Chair and SPAC's legislative analyst at least one week following the scheduled conference. The subcommittee roster should also be submitted to the SPAC Secretary.
7. Shall provide at least one article regarding subcommittee activities for "SPACtion".
8. Shall select a subcommittee member to act as chair in her absence and provide acting Chair with all documentation required to act in this capacity.
9. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair, and Subcommittee Chair successor at the Spring Conference. The turnover shall also include a binder with key documents and timelines and meeting with the incoming Subcommittee Chair.
10. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

F. AJLI/Collaborations Coordinator

1. Shall act as an additional contact to AJLI, working in conjunction with the SPAC Chair, and shall keep the SPAC Chair and all SPAC Delegates informed on AJLI issues relating to its position, policies and collaborations.
2. Shall maintain a current roster of AJLI Area VI Directors and AJLI staff as necessary.
3. Shall research feasibility and resource needs for potential collaborations as assigned by the SPAC Chair.
4. Shall present any researched information to the SPAC Delegates for collaboration approval.
5. Shall keep track of collaborations progress and report findings at each SPAC conference and between conferences as necessary.
6. Shall be the central contact with collaborating agencies.
7. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair, and AJLI/Collaborations Coordinator successor at the Spring Conference. The turnover shall also include a binder with key documents and timelines and meeting with the incoming AJLI/Collaborations Coordinator.
8. Shall sit on a subcommittee.
9. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

*** NOTE: Nothing in this section precludes any other SPAC Delegate from contacting potential speakers or collaborators to the extent such contact may enhance the likely participation of the potential speaker or collaborator and is in concert with the SPAC Chair's efforts.*

G. Legislative Liaison

1. In concert with the SPAC Chair, shall maintain communication between the SPAC Delegation and all legislative authors' offices (sponsored legislation only).
2. Shall maintain archives and accurate counts of all SPAC outgoing communications, including letters of support, for all SPAC sponsored legislation.
3. Shall draft and format all outgoing letters of support for sponsored legislation for use by the SPAC Delegates and their home Junior League.
4. Shall track all SPAC sponsored legislation and communicate updates, including amendments, scheduled hearings and progress throughout the legislative process, as appropriate, to all SPAC Delegates.
5. Shall provide fact sheets and talking points for use of SPAC Delegates.
6. Shall provide content for the Legislative Alert System and with the SPAC Chair shall implement its use.
7. Shall coordinate witnesses for legislative committee hearings as needed.

8. Shall attend all necessary legislative committee hearings on behalf of SPAC.
9. Shall draft articles relative to SPAC sponsored legislation for SPACtion, including photos when available.
10. Shall maintain an accurate roster of Legislators, the Leagues responsible for developing relationships with those Legislators and delegates who have developed relationship with the Legislators or staff.
11. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair and Legislative Liaison successor at the Spring Conference. The turnover shall also include a binder with key documents and timelines and meeting with the incoming Legislative Liaison.
12. Shall sit on a subcommittee.
13. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

H. Conference Chairs

1. Shall be filled by the SPAC Senior Delegate from the League assigned to host each conference, and shall seek assistance from the SPAC Junior Delegate and other home Junior League members.
2. Shall, in conjunction with the SPAC Chair, plan the requisite conference in or adjacent to the hosting Junior League's town.
3. Shall coordinate dates for the next year's conference at the preceding conference, with input from the SPAC Chair, host Junior League and Delegate body (unless decided otherwise by the delegate body, the Fall and Winter Conferences shall be determined to begin on a Friday and to end on a Sunday and the Spring Conference shall begin on a Friday and end on a Monday).
4. Shall reserve accommodations, meeting locations and all appropriate meals for all conference attendees. Be cognizant that conference expenses remain within budget and that costs not covered by registration fees are reasonable.
5. Shall, in consultation with the SPAC Chair, determine non-business conference requirements. This may include coordination of guest speakers, project panels, tours, receptions or other agenda items as requested for the conference by the SPAC Chair.
6. Shall coordinate with all necessary and appropriate SPAC Delegates as required in planning the conference.
7. Shall inform the SPAC Chair before Host League enters into any contracts related to the conference. Obtain authorization from SPAC Chair before planning any conference items that are out of the ordinary for a similar conference, or for costs that are in excess of general conference costs.
8. Shall determine the total cost of the conference based on plans made in conjunction with the SPAC Chair, and shall provide this information at

the agreed upon time to the SPAC Chair and the SPAC Treasurer who shall determine the per-league conference registration costs by dividing this total cost evenly between all member Leagues.

9. Shall design and distribute registration packets to all SPAC Delegates, the SPAC Chair, and SPAC's legislative analyst. Packets should include a registration form itemizing costs of meals, accommodations, Junior League registration and any other fees. The packet should further contain information about the accommodations, meal and meeting locations (including no-host meals), available transportation, optional activities and a tentative agenda.
10. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair, and Conference Host successor at the Spring Conference. The turnover shall also include a binder with key documents and timelines and meeting with the incoming Conference Host.
11. Shall coordinate all registration responses for the conference.
12. Shall sit on a subcommittee.

Section 3 – Delegate Duties

A. Senior Delegate Responsibilities

1. Shall meet with new Junior Delegate once she is selected and review the SPAC training materials, conference procedures, endorsement policies, etc.
2. Shall be responsible for assisting in the training of the Junior Delegates.
3. Shall make sure that the Junior Delegate writes and submits a short personal bio profile to the "SPACtion" editor at least three weeks prior to the Spring conference, or as requested by the Editor.
4. Shall keep continuing communication with the Junior Delegate and work with her to accomplish home League and SPAC goals, and shall assist the Junior Delegate with Community Project Matrix or other duties as requested.
5. Shall serve on the Executive Committee, as a subcommittee chair or in another slated position or on an ad hoc committee.
6. Shall fulfill the responsibilities of a Delegate as listed in SPAC Bylaws and Policies and Procedures.
7. Shall be the liaison with the SPAC Chair regarding home League legislative endorsements or other direct advocacy efforts.
8. Shall plan and coordinate legislative interviews and visits at the Spring Conference and in the home district throughout the year.
9. Shall act as liaison with home League president by either sitting on her home league's Board of Directors or at a minimum meeting with her president quarterly.
10. Shall ensure that home League is advised of SPAC goals, activities, legislative efforts and endorsements (general membership, council

and board). May coordinate these efforts with Junior Delegate and/or committee.

11. Shall notify SPAC Secretary promptly of any change of address, telephone number, email address or other contact information for self or League.
12. Shall serve as the voting Delegate for SPAC from her home League in accordance with the SPAC Bylaws.
13. Shall submit a Year-End report detailing accomplishments, challenges and future recommendations to the SPAC Chair and to her successor at a time to be determined by the Chair.

B. Junior Delegate Responsibilities

1. Shall meet with Senior Delegate and review the SPAC, training materials, conference procedures, endorsement policies, etc.
2. Shall write and submit a short personal bio profile to the “SPACtion” Editor at least three weeks prior to the Spring conference or as requested by the Editor.
3. Shall make sure that the departing Senior Delegate turns over her SPAC, materials and duties to the incoming Junior Delegate at the end of the departing Senior Delegate’s term.
4. Shall keep continuing communication with the Senior Delegate, contacting her with any questions regarding the responsibilities listed here, and shall work with the Senior Delegate to accomplish SPAC and home League duties regarding Public Issues and/or SPAC.
5. Shall research and provide information requested for the Community Project Matrix by the deadline determined by the SPAC Vice Chair and prior to Fall Conference, providing updates as requested prior to each conference, with input from Senior Delegate as requested.
6. Shall fulfill the responsibilities of a Delegate as listed in the SPAC Bylaws and Policies and Procedures.
7. Shall attend legislative interviews and visits at the Spring Conference and in the home district throughout the year as coordinated by the Senior Delegate.
8. May assist Senior Delegate with presentations of SPAC issues and conference reports to home League as requested.
9. Shall notify SPAC Secretary promptly of any change of address, telephone number, email address or other contact information.

C. General Delegate Responsibilities

1. Shall serve as an active, participating member of SPAC.
2. Shall disseminate SPAC information to the home League on a regular basis, following home League’s own internal procedures (e.g. newsletters, seat sheets, presentations at general, council and board meetings).

3. Shall present SPAC endorsed and SPAC opposed legislation, along with a brief background of each bill, to home Leagues, as described above.
4. Shall send copies of all home League advocacy letters on state and national legislation and on public stands, to the SPAC Chair/Co-Chairs and to SPAC's hired legislative analyst.
5. Shall update Public Issues Committees on highlights of SPAC conferences.
6. Shall attend all seven (7) SPAC conferences in her two-year term and shall be in attendance at each conference from opening to adjournment. If selected from her home League, the delegate may also attend other AJLI Advocacy Trainings. The Delegates shall come to conferences with current information from home Leagues (projects, trends, new focus or interest areas, etc).
7. Shall write advocacy letters as requested by SPAC.
8. Shall present herself as an informed advocate for SPAC.
9. Shall work with the home League to provide advocacy training and to internalize advocacy into the League structure.
10. Shall keep SPAC notebook updated. (Senior Delegates shall review notebooks with Junior Delegates and copy any needed materials or sections for them.)
11. Shall use SPAC stationery when corresponding as a SPAC Delegate.
12. Depending on home League procedure and home League's position on an issue, may send position statement letters using home League stationery as the League's SPAC Delegate, and have the home League president send a separate letter on behalf of the home League as well. (This would be in addition to position statement letters send on SPAC stationery, and any letters sent on personal stationery as a citizen.)
13. Shall become familiar with local elected officials (e.g. via letters of introduction, legislator profile sheets, legislator breakfasts, etc.)
14. Shall date all printed materials distributed by and/or for SPAC.
15. Shall coordinate work with other SPAC Delegates and use them as resources and a support system.
16. Shall write monthly home League newsletter articles on SPAC issues and conferences, legislators or other subjects as education for home League members.
17. Shall prepare and present annual provisional training on SPAC and/or Public Issues, depending on internal League procedures in conjunction with home League's Public Issues, Policy, Advocacy, SPAC or other committees.

Section 4 – Member League Responsibilities

Each member League of SPAC shall maintain their good standing in SPAC by:

- A. Paying conference costs to enable their delegates to attend all conferences, as well as paying annual dues as determined by the Executive Board and approved by the delegate body,

- B. Actively supporting SPAC's position on legislation to the fullest degree acceptable to the League and fully supporting the SPAC Delegates in their work on behalf of the Junior Leagues of California.
- C. Hosting a SPAC Conference when required by SPAC and offering strong support to their delegates planning such conferences. (Conference locations are generally determined well in advance on a north-south rotating basis.)
- D. Each member League may designate a Third Year Advisor to assist that League's Delegates. All additional costs associated with the Third Year Advisor will be borne by the home League. The Third Year Advisor does not have voting privileges.

III. FINANCIAL POLICIES

Section 1 – Budgeting

- A. The SPAC Budget shall be based on projected dues income, as described in Article IX, Section 2 and projected conference fees.
- B. The SPAC Budget shall reflect contractual amounts for legislative analyst and estimates for all other costs.

Section 2 - Unbudgeted Expenditures

- A. The Executive Committee shall review all requests for unbudgeted expenditures.
- B. The Executive Committee is authorized to approve reallocation of expenses between budget line items, as long as the total expenses remain the same, the items are related to the existing SPAC goals and objectives, and are necessary. Items reallocated shall appear on consent agenda for the next Executive Committee meeting.
- C. Executive Committee may authorize individual unbudgeted expenditures of \$500 or less without membership approval. The total amount authorized in one year may not exceed 10% of the annual budget without membership approval. Expenditures greater than \$500 or in excess of 10% of the annual budget must be voted on by the membership. Seven days notice must be given to the membership prior to the vote.

Section 3 - Dues

- A. SPAC shall have a three-tier dues structure where the dues payment shall be based on the size of the League. The first tier will include Leagues with fewer than 450 total members; the second tier will include Leagues having between 450 and 900 total members; and the third tier will include Leagues with more than 900 total members. Annual dues for the first, second, and third tiers are \$907.50, \$1027.50, and \$1,147.50 respectively.
- B. Prior to mailing dues invoices, the Treasurer in consultation with the Chair shall review with the Senior Delegates the size of each League. The size of an individual League shall be based on the membership information supplied by the League to AJLI and shall include all AJLI dues paying

membership categories. The Treasurer shall set dues for the upcoming fiscal year using the membership information available from AJLI at the time the annual budget is approved at the winter conference.

- C. The Treasurer shall send annual dues invoices to the Senior Delegates by July 1st. Dues are payable upon receipt of the invoice.
- D. Late fees of 5% of invoiced dues per month may be assessed for dues payments not received by September 1. Charges shall be approved by the executive committee.

Section 4 - Reserve Policy

- A. The reserve for SPAC shall be established annually at year-end based on a calculation of a minimum of six months of projected non-conference operating expenses, plus the amount necessary to cover outstanding checks and unbilled expenses for the current year.
- B. Reserve funds may be released only upon approval of the Executive Committee. Notice of use of these funds will be provided to the membership at the next scheduled meeting of the membership.
- C. The cash reserve requirement is the amount that shall be available in cash and cash equivalent assets at the beginning of each fiscal year. The cash reserve may be combined with the business checking account or maintained in a separate account if the Treasurer and Chair determine that a more favorable interest rate can be obtained.

Section 5 - Oversight of Activities

The Treasurer and Chair shall review internal control procedures at the beginning of each year to insure adequate controls are in place. In addition, the Treasurer shall be responsible for the implementation and monitoring of such controls.

Section 6 - Banking

- A. All funds shall be deposited in FDIC insured accounts.
- B. The authorized signers for the checking account shall be the Chair and Treasurer. The Executive Committee is authorized to add additional signers if deemed necessary.
- C. Two bank-authorized signatures are required on all checks written over \$1000 except for payments to legislative analysts.
- D. Original bank statements with cancelled checks shall be sent to the Chair to open and review. The Chair shall forward both to the Treasurer within one week of receipt.
- E. The Treasurer shall be responsible for reconciliation of the bank statement. The Chair shall review reconciliation monthly.
- F. Surplus blank checks will be stored on behalf of SPAC at the JLSF offices. The SPAC Treasurer will maintain sufficient blank checks to cover activities for the current SPAC year. With the approval of the Chair, the SPAC Treasurer may request checks through the JLSF Sr. SPAC delegate, and shall account for all checks used, including voided checks, by providing a check register or similar accounting.

Section 7 - Check Writing and Reimbursement of Expenses

- A. A voucher and all receipts supporting that voucher must accompany all submissions for reimbursement. Vouchers must be signed by the delegate and forwarded to the Treasurer for payment.
- B. Requests for deposits and other advance conference expenses should be made in writing and submitted to the Treasurer as far in advance as possible.

Section 8 - Financial Reporting

The Treasurer shall provide at each conference and at the end of the fiscal year a Statement of Activities, a year to date budget variance report, and the cash balances at the beginning and end of the period being reported.

Section 9 - Travel Policy

- A. SPAC will reimburse the Chair and one paid legislative advocate for all ordinary and necessary expenses incurred for conference attendance made on behalf of SPAC. All paid legislative advocacy travel expenses must be approved by the Chair and Treasurer.
- B. All Chair expenses must be approved by the Vice Chair and Treasurer.

Section 10 - Fiscal Relationship with JLSF

- A. Annually, by June 30, the SPAC Treasurer shall provide the necessary documentation requested by JLSF for the review of SPAC finances during the JLSF audit process.
- B. The SPAC Treasurer shall provide such interim reports to JLSF deemed necessary by JLSF and SPAC Chair.
- C. SPAC will work with the Senior Delegate from JLSF to insure that SPAC – JLSF communication is open and productive.
- D. SPAC shall comply with any financial record retention requirements set by JLSF.

IV. EMAIL VOTING

SPAC will be bound by email voting if the following policies and procedures are followed:

- A. The results of all votes conducted by email shall be ratified at the next regularly scheduled conference, and included in that conference's minutes.
- B. All issues on which an email vote is sought shall be submitted in writing (via mail, fax or email) to the Parliamentarian in motion form, along with a written rationale. The Parliamentarian will disseminate the motion and rationale to the Delegates.
- C. Delegates shall have one (1) week from dissemination to review the motion and ask questions or make comments to the author of the motion. The author of the motion shall then, within forty-eight (48) hours, transmit any revisions to the motion she wishes to adopt, to the Parliamentarian for dissemination of the revised motion to the Delegates. Delegates shall then

have one (1) week to vote on the motion. Votes shall be emailed to the Secretary, with a copy to the Chair/Co-Chairs.

- D. The motion shall be emailed to both the Senior and the Junior Delegate. However, the voting Delegate shall be determined as set forth in the SPAC Bylaws.