

2020-2021 CREDIT AND HOURS REQUIREMENTS

All members are required to complete at least 57 total hours within the 2020-2021 League year, as well as requirements outlined below. A breakdown of hours is included in the yearbook.

All Active and Provisional Members are required to complete the following requirements unless otherwise exempt:

1. Pay dues at the September General Meeting of \$50. Any member who has not paid dues by the end of the October General Meeting will be subject to a \$10 late fee in addition to their dues.
2. Attend all General Meetings, which will be held at night monthly. Members may contact the Recording Secretary (Andrea Semrad-Gober) in writing to be excused from any single General Meeting. Contact should be made prior to the General Meeting to receive an excused absence, and name a designated proxy. The list of excused absences includes, but is not limited to:
 - Personal/family illness
 - Planned out of town trip
 - Hospitalization
 - Death in the family
 - Attending a funeral
 - Employment
 - Planned family event

In the case of an unforeseen emergency, you must contact the Recording Secretary (Andrea Semrad-Gober) the day of the General Meeting in order to receive an excused absence. **Members are allowed three excused absences per JWL year. Any additional excused or unexcused absences will be reviewed by the Executive Board and could result in forfeiture of membership.**

3. Each member shall be required to hostess one General Meeting during the JWL year as assigned by the Credit and Hours Chair.
4. Complete the following requirements for Cookbook:
 - a. Each member is responsible for purchasing or selling 6 cookbooks, 3 of which must be Stir-Ups. Sixth year and above members are exempt from this requirement.
 - b. Each member shall earn a minimum of two Cookbook Credits as defined by the Cookbook Steering Committee.

5. Each active and provisional member shall complete a minimum of ten hours at Return Engagement.
6. Each member shall donate, consign, and/or purchase \$100 worth of merchandise at Return Engagement.
7. Each active member, including provisional members, shall work four hours at an approved JWL service project to fulfill their GIVE requirement.
8. Members may be placed on Standing Committees at the discretion of the President. Members who serve on a Standing Committee will serve up to 10 hours toward their requirement. Their Working Committee requirement will be reduced by the equivalent hours worked up to 10 hours. Standing Committees include Provisional, GIVE, Social, Wish Families, League Development/Project Planning, and Community Donations. All Provisional Members will serve on the Provisional Committee, and all members 6th year and above will serve on the Community Donations Committee.
9. Complete the following requirements for Project:
 - a. Attend the Gala on Saturday, December 5, 2020. Requests to be exempt from attending the event must be received by the Corresponding Secretary (Danielle Henry) in writing one month prior to Gala, November 5, 2020. Each request for exemption will be reviewed individually and must be granted by the Executive Board. Requests should meet the requirement for an excused absence as stated in #2.
 - b. Pay a \$75 Gala attendance fee by July 1, 2020, after which the fee will increase to \$85. Payment received after the November General Meeting will be assessed a \$10 late fee. The purchase of tables, lounges, etc. must be in addition to the gala fee.
 - c. Active and provisional members may purchase a Gala ticket for one guest for \$75 by July 1, 2020. After this date, guest Gala tickets will be the door price of \$85.
 - d. Each member shall be responsible for generating a minimum of \$300 in revenue through any combination of the following: auction items, advertisement sales, sponsorships, or the sale of Gala tickets. Each member shall be responsible for contacting and reporting a minimum of 5 potential donors regardless of revenue amount collected, or make alternate arrangements with the Gala Chair.
 - e. Each active member shall complete a minimum of three hours working on the day of the Gala, or before or after the event, upon approval of the Gala Project Chair. Members unable to attend the weekend of Gala must make arrangements

with the Project Chair one month prior to the event, November 5, 2020, to complete this requirement.

10. Complete a minimum of 40 hours on an individual Working Committee unless otherwise exempt.
11. Subject to approval by the President and Credit and Hours Chair, additional hours will be counted as follows:
 - a. Hours spent in Ad Hoc Committee Meetings (admissions, nominating, credit and hours, scholarship, provisional information, member/league development, and service) or others as specified by the President.
 - b. Board Meetings for committee chairs and officers – up to two hours per month.
 - c. Hours spent at functions hosted by other organizations only when they are part of the JWL commitment.
 - d. Hours spent in Board Meetings for organizations other than JWL, only when attendance at these meetings is required as part of the JWL commitment.
12. In addition to the requirements for active membership, Provisional Members will complete Standing Committee requirements as scheduled by the Executive Vice President and pay a \$25 Course Fee on or before University Day. The requirements are divided as follows:
 - a. JWL University Day
 - b. Cookbook Project
 - c. Provisional Project
13. Members are expected to turn in hours to the Credit and Hours Chair (Jennifer Niehus) monthly. If your hours are completed prior to May 31, 2021, as a courtesy, notify the Credit and Hours Chair with your final hours count as soon as completed.
14. Any member may transfer excess hours from one committee to another once per calendar year. The maximum hours able to be transferred are 5 hours, or 50% of the requirement being substituted; whichever is less. For example, excess hours can be used for up to 1.5 Gala hours, 2 GIVE hours, or 5 RE hours.
15. Members not completing hours by May 31, 2021 must request to make arrangements with the Executive Board to complete the delinquent hours or seek approval of the Board to purchase delinquent hours at the rate of \$25/hour. All requests must be submitted in writing by June 15, 2021 to the current Credit and Hours Chair.