

## POLICIES FOR ASSISTEENS® AUXILIARIES

April , 2018

March 28, 2018

### POLICIES OF ASSISTEENS® AUXILIARY

An auxiliary of Assistance League® of **Conejo Valley**  
A chapter of National Assistance League®

#### Article 1 Name

**1.01 Name.** The name of this organization is **Assisteens Auxiliary**, an auxiliary of Assistance League of **Conejo Valley**, hereinafter referred to as the chapter.

#### Article 2 Purpose and Policies

**2.01 Purpose.** The purpose of this organization shall be to support chapter philanthropic programs and activities.

**2.02 Policies.** The auxiliary shall be governed by these policies. These policies shall not be in conflict with the bylaws, standing rules or policies of the chapter.

#### Article 3 Membership

**3.01 Composition.** Assisteens members are nonvoting members of the chapter. Assisteens membership shall be limited to young people who may be **in 7th (seventh grade) through 12th (twelfth) grade**. No one entering the senior year of high school who was not formerly an Assisteens' member shall be eligible for membership.

**3.02 Responsibilities and Standards.** Members shall comply with the responsibilities and standards of membership, including: maintaining conduct that enhances the image and reputation of the organization and does not cause it embarrassment; behaving in a civil manner; supporting the harmony, mission and welfare of the organization; and complying with the organization's conflict of interest and disclosure policy. The chapter Board of Directors, hereinafter referred to as the Board, has the right in its sole and absolute discretion to revoke the membership of any member who, after allowing the member to be heard, the Board determines has not complied with the responsibilities and standards of membership.

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**3.03 Leave of Absence.** The governing body may grant or deny requests for temporary leaves of absence to members for travel, illness or to meet emergency needs. While on leave of absence, a member shall continue to pay dues and may attend auxiliary meetings and vote.

**3.04 Orientation.** New members shall complete a period of orientation which shall include auxiliary, chapter and national orientation.

### **3.05 Membership Responsibilities.**

#### **(a) Service Responsibilities.**

1) Attendance at a minimum of seven (7) of eight (8) regular meetings annually. Each meeting missed beyond requirement will require make up per service hours.

2) Participation in a minimum of twenty (20) service hours each fiscal year.

3) The following constitute service hours

a) Meetings such as special, board and committee meetings.

b) Philanthropic hours

c) Fundraising events

d) Job-related assignments (telephone, research, emails)

e) Thrift Shop training and minimum of one (1) Thrift Shop shift.

4) Shall keep a record of service hours and submit online at the end of each Month (deadline is 10<sup>th</sup> of next month) or hours will not be credited.

5) May not transfer service hours to another fiscal year.

#### **(b) Financial Responsibilities.**

1) The Assistant Treasurer and Vice Chairman Resource Development, along with the Assisteens prepare the annual budget to be presented to the Assisteens governing body for approval in March, the Chapter board for approval in April, and to the Assisteens membership for approval at its April meeting.

2) Proposed financial commitments and/or contract shall be submitted to The Chapter Board for approval and signature of its authorized elected Officers.

3) Members incurring expenses must submit reimbursement requests to The Assistant Treasurer within thirty (30) days of expenditure.

**(c) Philanthropic Program Responsibilities.**

1) All members are required to participate in a minimum of one philanthropic Project.

**(d) General.**

1. Annually, each Assisteens member shall have a current Assisteens Auxiliary Consent Form on file with the Assisteens Coordinator.
2. Assisteens members attending Assisteens Conference or overnight activities shall be accompanied by a parent, guardian or chapter member.
3. Assisteens members shall not be required to participate in any chapter activity during school hours.
4. Parent or guardian participation in chapter or Assisteens activities is not a prerequisite to Assisteens membership.
5. The auxiliary coordinator or auxiliary committee member must be present at all meetings.
6. Membership will not exceed fifty (50) participants per year with expansion at the discretion of the Assisteens Coordinator and the Chapter Board.

**3.06 Resignation.** Resignation shall be submitted in writing to the governing body.

**Article 4 Governing Body**

**4.01 Governing Body.** The governing body shall be composed of the officers and the Elective Standing Committee chairmen. Only elected members of the governing body shall have a vote. The Assisteens Coordinator shall attend governing body meetings in a voting capacity. The Parliamentarian shall attend governing body meetings in a nonvoting capacity.

**4.02 Powers.** The governing body shall be subject to the powers and functions as prescribed by these policies.

**4.03 Standards.** The governing body shall have the power to establish and maintain standards.

**4.04 Management.** The governing body shall have the responsibility for the general management of the auxiliary and the power to act for the auxiliary between meetings of the membership.

**4.05 Terms of Office.** Members of the governing body shall hold office for a term of one (1) year or until their successors are elected and assume office. They shall assume office at the close of the May meeting. No member shall be eligible to serve more than two (2) consecutive terms in the same office.

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**4.06 Meetings.** Unless otherwise directed by the governing body, regular meetings of the governing body shall be held on 4<sup>th</sup> (fourth) Monday of the month except for May, which will be held on the 3<sup>rd</sup> (third) Monday, and excluding the months of June, July, August and December.

**4.07 Conduct of Meetings.** Members of the governing body may participate in a meeting through use of conference telephone or similar communications equipment, including but not limited to electronic meetings, so long as all members participating in such meeting can communicate with one another. Final discussion and vote shall be by simultaneous aural communications among all participating members. Such participation shall constitute personal presence at the meeting.

**4.08 Special Meetings.** Special meetings of the governing body may be called by the Chairman and shall be called upon the written request of three (3) members of the governing body, provided notice of such special meetings shall have been given to each governing body member at least two (2) days prior thereto.

**4.09 Quorums.** A majority of the governing body shall constitute a quorum.

**4.10 Vacancies.** Vacancies on the governing body, including the office of Chairman, shall be filled by majority vote of the governing body.

### **Article 5 Nominations and Elections**

**5.01 Nominating Committee.** In February, the Nominating Committee shall be elected. Two (2) members and one (1) alternate shall be elected by and from the governing body and three (3) members and one (1) alternate elected by and from the voting membership. The chairman and vice chairman shall be elected by and from the Nominating Committee. No member shall be eligible to serve two (2) consecutive years. The Recording Secretary shall call the first meeting of the Nominating Committee.

**5.02 Slate.** In March, the Nominating Committee shall submit its slate of nominees for offices on the governing body. These offices are: Chairman, Vice Chairman, Recording Secretary, Assistant Treasurer, Vice Chairman Resource Development, Vice Chairman Philanthropy, Vice Chairman Special Projects and Corresponding Secretary.

**5.03 Notice.** The committee chairman shall submit a copy of the slate of nominees to the Recording Secretary and to each member at least one (1) month prior to the election meeting or at the previous regular meeting.

**5.04 Petition Process.** Ten percent (10%) or more of members eligible to vote may nominate, by signed petition, an additional nominee for an office on the governing body by mailing such petition, together with the written consent of the nominee, to the Recording Secretary at least ten (10) days prior to the election meeting. No member shall sign more than one (1) petition in a year.

**5.05 Election Meeting.** The governing body shall be elected at the election meeting in April.

**5.06 Voting.** Elections shall be by voice vote, except when a nominating petition shall have been received, in which event the vote for the contested office shall be by ballot. Ballots shall be tabulated by three (3) appointed tellers.

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### Article 6 Officers and Their Duties

#### 6.01 Chairman. The Chairman shall:

- (a) Be familiar with Assistance League Core Statements and Policies for Assisteens Auxiliary of Conejo Valley and Chairman job description.
- (b) Preside at meetings of the governing body and membership;
- (c) Appoint, with governing body approval, the chairmen of Appointive Standing Committees;
- (d) Appoint special committees by direction of the governing body or membership;
- (d) Appoint a Parliamentarian;
- (e) Be authorized to sign checks with a designated chapter Board member, if eighteen (18) years of age or older;
- (f) Be, ex officio, a member of all committees except the Nominating Committee;
- (g) Present an annual report of auxiliary activities to the chapter President and auxiliary membership.
- (h) Collaborate with Assisteens Coordinator to plan special events

#### 6.02 Vice Chairman. The Vice Chairman shall:

- (a) Be familiar with Assistance League Core Statements and Policies for Assisteens Auxiliary of Conejo Valley and Vice Chairman job description.
- (b) Preside at meetings of the governing body and membership when necessary
- (c) Prepare board notifications
- (d) Keep an updated list of the names, addresses, and email address of the members
- (e) Be responsible for compiling, editing and printing of the yearly roster.

**6.03 Presiding Officer of Meetings.** In the absence of the Chairman and the Vice-Chairman, the Elective Standing Committee Chairmen shall serve in order of their office.

#### 6.04 Secretary. The Recording Secretary shall:

- (a) Be familiar with Assistance League Core Statements and Policies for Assisteens Auxiliary of Conejo Valley and Vice Chairman job description.
- (b) Record the minutes of the governing body and regular meetings and permanently maintain the original minutes;
- (c) Be custodian of the records of the auxiliary including minutes of committee meetings, but excluding financial records;
- (d) Be authorized to sign checks with a designated chapter Board member, if eighteen (18) years of age or older

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- (e) Call the first meeting of the Nominating Committee
- (e) Send a copy of the minutes to the Assisteens Coordinator and to all Assisteens Board Members.

### **6.05 Corresponding Secretary.**

(a) Be familiar with Assistance League Core Statements and Policies for Assisteens Auxiliary of Conejo Valley and Vice Chairman job description

- (b) Keep service hours and attendance for the membership on a monthly basis as reported by members on the Assistance League of Conejo Valley website
- (c) Notify members of their hours and any unexcused absences in January and May and send report to Assisteens Coordinator
- (d) Send email/text/phone message reminders to membership for all meetings (week before)
- (e) Shall be Chairman of the Social Media Committee

### **6.06 Assistant Treasurer.** The Assistant Treasurer shall:

(a) Be familiar with Assistance League Core Statements and Policies for Assisteens Auxiliary of Conejo Valley and be familiar with Assistant Treasurer job description.

- (b) Be responsible for the collection and disbursement of funds;
- (c) Be responsible for the financial records of the auxiliary;
- (d) Be authorized to sign checks with a designated chapter Board member, if eighteen (18) years of age or older;
- (e) Work with Finance Committee and Governing body to establish a budget and fundraising goals.
- (f) Prepare monthly status report.
- (g) Be familiar with accounting terms and account definitions.

### **6.07 Vice Chairman Philanthropy.** The Vice Chairman Philanthropy shall:

(a) Be familiar with the Assistance League Core Statements and Policies for Assisteens Auxiliary of Conejo Valley and be familiar with the Philanthropy job description.

- (b) Organize, plan and staff all philanthropic programs;
- (c) Submit expenditures to Assistant Treasurer for the philanthropic programs budget;
- (d) Monitor current programs, research and recommend new philanthropic programs to meet the needs of the community.

### **6.08 Vice Chairman Resource Development.** The Vice Chairman Resource Development shall

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(a) Be familiar with the Assistance League Core Statements and Policies for Assisteens Auxiliary of Conejo Valley and be familiar with the Resource Development job description.

(b) Organize, plan and staff all fundraising events and Activities;

(c) Work closely with the Governing Body to establish fundraising goals;

(d) Work with the Assistant Treasurer for the collection of funds. Report all money received on a monthly basis to Assisteens Coordinator and Assistant Treasurer.

**6.09 Vice Chairman Special Projects.** The Vice Chairman Special Projects shall:

(a) Be familiar with the Assistance League Core Statements and Policies for Assisteens Auxiliary of Conejo Valley. Be familiar with the Special Projects job description.

(b) Assist with special projects as needed to include philanthropy and fundraising;

(c) Assist in the making of the Spotlight Project for the annual Assisteens Conference.

(d) Work with Vice Chairman Philanthropy to organize philanthropic programs.

### Article 7 Standing and Special Committees

**7.01 Committee Appointments.** Unless otherwise provided in these policies, members of each committee shall be appointed by the Chairman with governing body approval.

**7.02 Elective Standing Committees.**

**Philanthropic Projects Committee.** The Vice Chairman Philanthropic Projects shall be chairman of this committee. The committee shall be composed of Vice-Chairman of Philanthropy along with a committee and shall organize all projects and any appointed committee members)

(a) Organize philanthropic projects.

(b) Work with Vice Chairman(s) to Policies, coordinate sign-ups for the different projects.

**Finance Committee.** This committee shall be composed of the Assistant Treasurer and Vice Chairman Resource Development and any appointed committee members.

(a) Organize fund raising events.

(b) Work with Vice Chairman's (s) to coordinate sign-ups for the different projects.

(c) Annual auxiliary budgets shall be approved by the auxiliary governing body and membership and presented to the chapter Budget Committee to be included in the annual corporate budgets.

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### **7.03 Appointive Standing Committees.**

#### **Historian.**

- (a) Shall keep a history with accurate records and photos of the year's activities.

#### **Social Committee.**

- (a) Shall be responsible for developing along with Assisteens Coordinator the social activities that are held in addition to the meetings.

#### **Social Media Committee.**

- (a) Comply with Assistance League Social Media,
- (b) Communicate (post) on social media, including Facebook and Instagram, photos and comments about current Assisteens events, including philanthropic projects, fundraising activities and Assisteens Conference.

**7.04 Special Committees.** By direction of the governing body or membership, the Chairman shall appoint special committees.

## **Article 8 Meetings**

**8.01 Regular Meetings.** Unless otherwise directed by the governing body, with membership approval, regular meetings shall be held on the fourth (4<sup>th</sup>) Monday of each month, except for May, which shall be the third Monday, and excluding the months of June, July, August and December.

**8.02 Election and Annual Meetings.** The regular meeting in April shall be known as the election meeting, and the regular meeting in May shall be known as the annual meeting.

**8.03 Conduct of Meetings.** Members of governing bodies and committees, except the Nominating Committee, may participate in a meeting through use of conference telephone or similar communications equipment, including but not limited to electronic meetings, so long as all members participating in such meeting can communicate with one another. Final discussion and vote shall be by simultaneous aural communications among all participating members. Such participation shall constitute personal presence at the meeting.

**8.04 Special Meetings.** Special meetings may be called by the Chairman and shall be called upon the written request of ten (10) voting members. The purpose of the meeting shall be stated in the call. Except in emergencies, at least three (3) days' notice shall be given.

**8.05 Quorum.** A majority of the voting members shall constitute a quorum.

## **Article 9 Finance**

**9.01 Dues and Fees.** Annual dues, which include National Assistance League per capita dues of ten dollars (\$10) and may include chapter dues, shall be payable on or before April 30th and delinquent after May 31<sup>st</sup>



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- (a) Annual dues shall be \$30 per year.
- (b) New members will pay a one-time additional \$5 orientation fee.
- (c) Written notice of delinquent dues from the Treasurer and Fund Raising Vice Chairman will be sent to each member. If payment is not received by two (2) weeks from date of the letter, membership in Assisteens will be terminated. An additional reinstatement fee of \$10 will be assessed, due and payable within fifteen (15) days.
- (d) There is no refund of dues.
- (e) Dues for new members joining after December 1 shall be reduced by one-half (1/2) and shall include National Assistance League pro rata capita dues of five Dollars (\$5). No new members will be accepted after February 1.

**9.02 Proposed Expenditures.** Proposed expenditures of unbudgeted funds in excess of Fifty dollars (\$ 50) shall be presented to the chapter Board for approval and then to the governing body and membership for approval prior to the expenditure.

**9.03 Fundraising.** The auxiliary shall plan fundraising events and activities in compliance with **National Policies for Chapters**.

**9.04 Check Signatures.** Checks may be signed by authorized elected members of the Assisteens governing body eighteen (18) years of age or older. Checks shall have two signatures, one (1) of which shall be an elected chapter Board member. If no authorized elected members of the governing body are at least eighteen (18) years of age, checks shall be signed by two (2) elected chapter Board members. For internal control purposes, check signers shall not be related.

**9.05 Budget.** The governing body and membership shall approve the budget prior to March (*March 31st*) to be presented to the chapter Budget Committee to be included in annual corporate budgets.

**9.06 Contracts.** Contracts shall be submitted to the chapter for Board approval and signatures of the President and chapter Recording Secretary.

**9.07 Authorized Payments.** The net surplus of funds raised each year may be used to pay transportation, registration, lodging and prepaid meals for the Assisteens Coordinator and one (1) Assisteens representative to attend Assisteens Conference or Assisteens Coordinator's training.

### Article 10 Policies and Amendments

**10.01 Amendments and Revisions.** These policies may be amended or new policies adopted at any regular meeting, or at any special meeting called for that purpose, provided that the changes have been approved by the chapter Board and written notice of each proposed amendment or the proposed new policies shall have been given to each member at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

**10.02 Conforming.** When amendment of these policies shall become necessary by action of the chapter or National Assistance League, the auxiliary is authorized to conform these policies

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in accordance therewith, and such amendment shall have the same force and effect as if adopted by the members of the auxiliary in accordance with the provisions of **10.01** of this Article.

**10.03 Filing.** Current policies shall be on file with the chapter and the chapter's National Bylaws Consultant.

### **Article 11 Parliamentary Authority**

**11.01 Parliamentary Authority.** The rules contained in the current edition of Roberts Rules of Order shall govern the auxiliary in all cases to which they are applicable and in which they are not inconsistent with or in conflict with these policies, the chapter bylaws, the Bylaws of National Assistance League, the law, including the law of the State of California, and any special rules of order the chapter may adopt.

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