POLICIES OF ASSISTEENS® AUXILIARY

an auxiliary of Assistance League® of Fresno
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 Fresno, 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 9th through 12th grade. New membership is extended to students entering 9th grade on a first come, first serve basis. If there is space available for 10th graders, only with the approval of the Assisteens Coordinator or Governing Body, membership will be extended to the number of students to fill the class. Membership is never extended to 11th or 12th graders.

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.

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. Other financial obligations shall be optional with the auxiliary.
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. Members are required to volunteer a minimum of forty (40) hours per fiscal year. The required hours must include two (2) three-hour shifts at the Assistance League Thrift Shop per fiscal year and attendance at nine (9) hours of General Meeting or Committee Meeting hours. The remainder of the forty (40) hours can include volunteering at designated Assisteens programs, shifts at the Assistance League Thrift Shop or meeting hours.

(b) Financial Responsibilities. Each member is expected to participate in and support the fundraising activities of the auxiliary.

(c) Philanthropic Program Responsibilities. Members are required to volunteer only at the designated Assisteens programs.

(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. Noncompliance with Hours. Any member who does not complete the required number of hours per fiscal year as stated above, at the discretion of the Assisteens Coordinator, shall be placed on probation until the required hours are completed. If by the end of May 31, the hours are not made up, the Assisteens Coordinator may bring a request to the Board to take action under Sec. 3.02 to terminate the Assisteens’ membership.

6. All members are expected to attend regular meetings of the Assisteens. If a member has more than (3) excused and (1) unexcused absence, the Assisteens Coordinator may bring a request to the Board to take action under Sec. 3.02 to terminate the Assisteens’ membership.

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 attend governing body meetings and 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
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.

4.06 Meetings. Unless otherwise directed by the governing body, regular meetings of the governing body shall be held once a month on the Sunday prior to the monthly meeting.

4.07 Conduct of Meetings. Members of the governing body may participate in a meeting through electronic means, including through the use of telephonic and/or video teleconferencing, 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 simultaneous aural communication 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 by the written request of (5) members of the governing body, provided notice of such special meetings shall have been given to each governing body member at least (3) days prior thereto.

4.09 Quorum. 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 (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 Philanthropic Programs, Vice Chairman Social Events, Vice Chairman Special Events, Vice Chairman Multi-Media, Recording Secretary and Auxiliary Assistant Treasurer.

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.
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.

**Article 6 Officers and Their Duties**

6.01 Chairman. The Chairman shall:

(a) Preside at meetings of the governing body and membership;

(b) Appoint, with governing body approval, the chairmen of Appointive Standing Committees, unless otherwise provided in these Policies;

(c) 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 and

(g) Present an annual report of auxiliary activities to the chapter President and auxiliary membership.

6.02 Presiding Officer of Meetings. In the absence of the Chairman, the Vice-Chairman shall serve in the order of their office.

6.03 Vice Chairman Philanthropic Programs. The Vice Chairman Philanthropic Programs shall: Serve as Chairman of the Philanthropic Programs Committee;

(a) Attend Board and membership meetings; and

(b) Oversee, coordinate and organize all philanthropic program activities.

6.04 Vice Chairman Social Events. The Vice Chairman Social Events shall:

(a) Serve as chairman of the Social Events Committee;

(b) Attend Board and membership meetings; and

(c) Oversee, coordinate and organize all social events including but not limited to Holiday Party, End of Year Recognition Event and Spring Picnic.
6.05 **Vice Chairman Special Events.** The Vice Chairman Special Events shall:

(a) Serve as chairman of the Special Events Committee;

(b) Attend Board and membership meetings; and

(c) Oversee, coordinate and organize all voted on special events.

6.06 **Vice Chairman Multi-Media.** The Vice Chairman Multi-Media shall:

(a) Serve as chairman of the Multi-Media Committee;

(b) Attend Board and membership meetings; and

(c) Oversee, coordinate and organize technical set up and auxiliary multi-media.

6.07 **Recording Secretary.** The Recording Secretary shall:

(a) Record the minutes of the governing body and regular meetings and permanently maintain the original minutes;

(b) Be custodian of the records of the auxiliary, but excluding financial records;

(c) Be authorized to sign checks with a designated chapter Board member, if eighteen (18) years of age or older; and

6.08 **Auxiliary Assistant Treasurer.** The Auxiliary Assistant Treasurer shall:

(a) Be responsible for the collection and disbursement of funds;

(b) Be responsible for the financial records of the auxiliary;

(c) Be authorized to sign checks with a designated chapter Board member, if eighteen (18) years of age or older;

(d) On or before May 1, he/she shall pay per capita Chapter and NAL dues to the Chapter Treasurer.

(e) Be a member of the Finance Committee.

**Article 7 Standing and Special Committees**

7.01 **Committee Appointments.** Members of each committee shall be appointed by the Chairman with governing body approval, unless otherwise provided in these policies. Ex officio members of committees are voting members of committee.
7.02 Elective Standing Committees.

a. **Philanthropic Programs Committee:** The Vice Chairman Philanthropic Programs shall oversee all the philanthropic committee chairs for each program, making sure programs are running smoothly and on task.

b. **Social Events Committee:** The Vice Chairman Social Events shall oversee all of the chapter’s social events, making sure that all duties are carried out.

c. **Special Events Committee:** The Vice Chairman Special Events shall oversee any special events that the committee needs to carry out throughout the year.

d. **Multi-Media Committee:** The Vice Chairman Multi-Media shall oversee all auxiliary multi-media.

e. **Budget Committee:** The Auxiliary Assistant Treasurer oversees the preparation of the budget. Annual auxiliary budgets shall be approved by the auxiliary governing body and membership and presented to the chapter Finance Committee to be included in the annual corporate budgets. The Assisteens Coordinator shall be a member of this committee.

7.03 Appointive Standing Committees.

a. **Assistance League Thrift Shop Committee:** The committee shall be composed of the Thrift Shop chairman and members as deemed necessary to carry out the work of the committee. The Thrift Shop chairman shall oversee that each member is scheduled to work at the thrift shop and fulfills their (2) shift requirement.

b. **Operation Gift Box Committee:** The committee shall be composed of the Operation Gift Box chairman and members as deemed necessary to carry out the work of the committee. The Operation Gift Box chairman shall oversee that a list of the appropriate items to be used for Operation Gift Box is received. Items are ordered by the Operation Gift Box Chairman and as many committee members as necessary. In addition, the Operation Gift Box Chairman will coordinate the date that the boxes will be assembled and then notify the membership of the date and box assembly time.

c. **Blanket Making Committee:** The committee shall be composed of the Blanket Making chairman and members as deemed necessary to carry out the work of the committee. The Blanket Making chairman shall oversee the purchase of the appropriate amount of fleece fabric to make the allotted number of blankets budgeted for that year. The Blanket Making chairman shall contact members to sign up for the blanket assembly and upon completion the committee shall deliver the blankets to the program recipients.

d. **Senior Services Committee:** The committee shall be composed of the Senior Services chairman and members as deemed necessary to carry out the work of the committee. The Senior Services chairman will work together with the committee to coordinate the activities for senior centers.

e. **Poverello House Committee:** The committee shall be composed of the Poverello House chairman and members as deemed necessary to carry out the work of the committee. The Poverello House chairman shall work with the Assisteens Coordinator over the summer to coordinate the schedule for volunteer opportunities for the upcoming year. The Poverello House Chairman shall obtain orientation dates from Poverello House and convey them to the membership.
f. **Animal Services Committee:** The committee shall be composed of the Cat House chairman and members as deemed necessary to carry out the work of the committee. The committee shall provide social attention and brushing for the animals at Cat House on the Kings.

g. **Break the Barriers Committee:** The committee shall be composed of the Break the Barriers chairman and members as deemed necessary to carry out the work of the committee. The Break the Barriers chairman shall obtain orientation dates from Break the Barriers and convey them to the membership. The Break the Barriers chairman shall also keep in contact with the volunteer coordinator at Break the Barriers making sure the duties of the members are carried out correctly.

h. **Every Neighborhood Partnership Committee:** The committee shall be composed of the Every Neighborhood Partnership chairman and members as deemed necessary to carry out the work of the committee. The Every Neighborhood Partnership chairman shall obtain work dates for Every Neighborhood Partnership throughout the year and convey to the membership. The Every Neighborhood Partnership chairman shall also keep in contact with the volunteer coordinator at Every Neighborhood Partnership making sure the duties of the members are carried out correctly. The Every Neighborhood Partnership chairman shall keep track of all Assisteens that volunteer at Every Neighborhood Partnership and provide those names to the Assisteens Coordinator after every volunteer event.

i. **Assisteens Community Services Committee:** The committee shall be composed of the Assisteens Community Services chairman and members as deemed necessary to carry out the work of the committee. The Assisteens Community Services chairman shall obtain work dates of projects that fall under Assisteens Community Services throughout the year and convey to the membership. The Assisteens Community Services chairman shall keep track of all Assisteens that volunteer for Assisteens Community Services projects and provide those names to the Assisteens Coordinator after every volunteer event.

j. **Parliamentarian.** The Parliamentarian shall be appointed by the governing body chairman and shall attend all meetings in a non-voting capacity as an advisor on parliamentary procedures.

k. **Historian.** The Historian shall be appointed by the governing body chairman and shall attend all meetings of the membership. The Historian shall keep an accurate account of the auxiliary’s activities throughout the year with pictures, articles, invitations, and/or written account to be placed in a scrapbook (online and hard copy). The Historian will be responsible for development and distribution of the Assisteens monthly newsletter.

l. **Class Representatives.** Two Class Representatives for each of the Freshman, Sophomore, Junior and Senior classes shall be appointed by the governing body chairman and shall attend all meetings of the membership. The Class Representatives shall assist and serve as liaison between the classes and the Chairman and Vice Chairmen.

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

7.05 **Committee Quorum.** A majority of the committee members shall constitute a quorum. Ex officio members are not counted when constituting or determining a quorum.
Article 8 Meetings

8.01 Regular Meetings. Regular meetings shall be held on the first Wednesday of each month, except for December, January and May, unless otherwise directed by the governing body, with membership approval. The Special Events committee will plan the date and location of the December Holiday meeting, which is held on a Sunday. The January meeting is held the first Wednesday after all of the school districts resume classes from their holiday break. The May meeting is held the first Sunday in May and the location will be determined by the Special Events Committee.

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, may participate in a meeting through electronic means, including through the use of telephonic and/or video teleconferencing, 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 five (5) 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 Voting Rights: There shall be no vote by proxy.

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

8.07 Action by Vote by Mail or Electronic Transmission. The governing body may determine that membership vote on an issue(s) should be conducted by vote by mail or electronic transmission rather than through discussion and vote at a regular or special meeting by the membership. If the governing body determines to move forward with such action, refer to chapter bylaws section 9.07.

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 May 1st and delinquent on May 31st.

- Annual Dues: $45.
- T-Shirt: $15. (required for new members; optional for returning members)

Members holding membership in more than one (1) auxiliary and/or chapter shall pay National Assistance League dues only to their primary auxiliary and/or chapter.

9.02 Proposed Expenditures. Proposed expenditures of unbudgeted funds in excess of $200 shall be presented to the chapter Board, governing body and membership for approval prior to 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 1st to be presented to the chapter committee that prepares the budget 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 the Assisteens Conference or Assisteens Coordinators’ 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 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 chapter’s Articles of Incorporation, 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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