

**STANDING RULES
OF
ASSISTANCE LEAGUE® OF CAPISTRANO VALLEY**

1. Membership

1.01 Members

(a) All members shall:

- (1) Support the mission of the chapter.
- (2) Pay annual chapter dues; and
- (3) Assume financial obligations as voted by the membership.

1.01 Voting Member

(a) **A Voting Member shall:**

- (1) Attend regular chapter meetings, as required;
- (2) Participate in and support the philanthropic Programs and fundraising activities of the chapter;
- (3) Have the right to vote and hold office;
- (4) Pay annual chapter dues; and
- (5) Assume a voting member's share of financial obligations as voted by the membership.

(b) **A Voting Limited Service Member shall:**

- (1) Have served at least five (5) years as a Voting Member of the chapter excluding leaves of absence; and
- (2) Submit yearly a written request must be submitted each year to the Membership Chair, and this request requires Board approval.

(c) **A Voting Sustaining Member shall:**

- (1) Have completed ten (10) years as a voting member of the chapter.

(d) **A Voting Professional Member shall:**

- (1) Be employed a minimum of twenty (20) hours per week or be taking eight (8) units of study as a student, or be a caregiver to a family member; and

- (2) Submit a written request to the Membership Chair yearly, which requires Board approval.
- (3) As of June 1, 2011, Professional Members will accrue one half (1/2) year credit toward Sustaining membership eligibility for each year of service as a Professional Member in the chapter.
- (4) For service years prior to June 1, 2011, Professional Members will accrue one (1) full year toward Sustaining membership eligibility for every year of service as a Professional Member in the chapter.
- (5) Each year, prior to March 1st, Professional Members may submit a written request to the Board, applying for one (1) full year of service credit toward Sustaining Membership eligibility, for the current fiscal year only. Based on supporting documentation, the Board may approve or deny any request.

(e) A Voting Professional Assisteens[®] Associate Member shall:

- (1) Have caregiver responsibilities for a family member and support the chapter as a voting professional member. This member also fulfills the service/financial requirements as a non-voting Assisteens[®] associate.

1.02 Nonvoting Member (except nonvoting Assisteens Associate members):

(a) All Nonvoting Members shall:

- (1) Support the mission of the chapter;
- (2) Pay annual chapter dues;
- (3) Assume a share of financial obligations as voted by membership;
- (4) Not be eligible to vote or hold elected office;
- (5) Have no minimum service requirements, but may participate in philanthropic programs of the chapter; and
- (6) Have no meeting requirements but are welcome to attend meetings and chapter activities.

(b) A Nonvoting Sustaining Member shall:

- (1) Have completed ten (10) years as a Voting Member.
- (2) Each year, Nonvoting Sustaining Memberships granted shall not exceed ten percent (10%) of the voting membership as of March 1st.

(c) A Nonvoting Associate Member shall:

- (1) Be granted to qualifying members prior to February 2010. Status changes into this category are no longer accepted, but existing Associate Members have been grandfathered in, with no change to their requirements.

(d) A Nonvoting Community Associate Member shall:

(1) Be a member of the community interested in the activities of the chapter.

(e) A Nonvoting Assisteens® Associate Member shall:

- (1) Attend an orientation presented by Assistance League of Capistrano Valley, and a designated Assisteens® Associate's meeting;
- (2) Staff the Thrift Shop a minimum of one Saturday each year, and whenever possible, be the chapter member supervising the Assisteens;
- (3) Serve on at least one Assisteens® Support Committee and/or one Senior Presentation Support Committee;
- (4) Attend a minimum of one (1) Assisteens® general meeting per year in a supervisory capacity; and
- (5) Have the right to choose to become a Voting Professional Assisteens® Associate, while continuing to support the Assisteens® Auxiliary.

(f) A Nonvoting Las Felices Auxiliary Member shall:

- (1) Support chapter philanthropic programs and activities; and,
- (2) Support auxiliary philanthropic programs:

(g) A Nonvoting Dual Sustaining/Las Felices Member shall:

- (1) Support chapter philanthropic programs and activities; and
- (2) Support auxiliary philanthropic programs:

(h) A Nonvoting Assisteens® Auxiliary Member shall:

- (1) Support chapter philanthropic programs and activities; and
- (2) Support various auxiliary philanthropic programs
- (3) These members are young people who are in the 8th through 12th grades.

1.03 Leave of Absence

- (a) Members on leave shall support the fundraising commitment voted by the membership; and
- (b) Time spent on leave shall not count toward Sustaining Membership eligibility.

1.04 Procedures for Change of Classification and Resignation

- (a) Requests for changes in membership classification shall be submitted in writing to the Membership Chair by March 1st, or as soon as possible. These changes are approved by the Board.
- (b) Resignations from membership may be submitted in writing to the Membership Chair at any time.

1.05 Member Information Form and New Member Orientation

- (a) **Member Information. Member Information Forms** shall be completed by all members and maintained as required by Assistance League. Relevant contact information, emergency information and other required personal data shall be recorded on the **Member Information Form**.
- (b) **Orientation.** Members shall receive orientation, which shall include national, chapter and auxiliary information. During the orientation period, new members shall staff the Thrift Shop at least two times.
- (c) **Right to Vote.** Upon payment of dues, a new member shall have the right to vote.
- (d) Members transferring from other chapters may be eligible to have up to fifty percent (50%) of their years of voting membership transferred, with a 5-year maximum credit, as long as those years can be documented by the Membership Chair. Existing transferees will be "grandfathered", with supporting documentation.

1.06 Responsibilities of Membership and Service Requirements

- (a) **Policies.** Members shall sign policies as required by the chapter, which shall be maintained as required by Assistance League;
- (b) **Service Hours.** Members are responsible for their staffing requirements and shall find replacements when necessary. Members shall report service hours monthly by email, posted mailed or at the regular chapter meetings.
- (c) **Staffing.** Voting Members shall have a minimum of eighteen (18) staffing obligations per year, to include:
 - (1) Staff the Thrift Shop one to two times per month,
 - (2) Staff Operation School Bell® a minimum of **once** a year; and
 - (3) Staff and support the Annual Fundraiser.
- (d) **Participation:** Members are encouraged to participate in philanthropy

(Operation School Bell®, Chapters for Children, Hands on Literacy Program, Kids on the Block™, Links to Learning, Waste Not Program, Scholarships for Marine Families, INSPIRE - Independence for Needy Single Parents, **Hug a Bear, Trauma Togs**) and be a member of at least one committee.
- (e) Voting Professional, Voting Assisteens® Associate, Voting Limited Service and Voting Sustaining Members shall have one half (1/2) the service obligations of a voting member.
- (f) **Excused from Service Requirements.** The President, Treasurer, Assisteens® Coordinator and Thrift Shop Chair may be excused from service requirements, if desired.

2. Board

- 2.01 **Attendance.** Members of the Board shall attend Board meetings, Board development and Board training.

- 2.02 Absence.** Members of the Board shall notify the President of any planned absence prior to the Board meeting and arrange for a report to be submitted.
- 2.03 Elected Members.** Only elected members of the Board, with the exception of the Parliamentarian, shall attend Board meetings. Non-Board members may be invited to present a report at an appointed time but shall not be present during deliberations.
- 2.04** Resignation from the Board shall be dated and signed, delivered to the President, and effective upon receipt.
- 2.05 Procedure Books.** Board members shall maintain procedure books and present them to a successor at end of the annual meeting in May, but no later than June 1st, the beginning of the fiscal year.

3. Committees

- 3.01 Attendance.** Each committee member shall attend committee meetings; shall notify chair prior to committee meeting of any planned absence.
- 3.02 Procedure Books.** Committee chairs shall maintain procedure books and present them to a successor at end of the annual meeting in May, but no later than June 1st, the beginning of the fiscal year.
- 3.03 Job Descriptions.** Annually, committee chairs shall review and update job descriptions for Board approval.
- 3.04 Minutes.** Each committee shall have recorded minutes.
- 3.05 Composition.** Each chair shall appoint a vice chair and secretary, if applicable.
- 3.06** Committee chairs and members shall assume their duties on June 1st, the beginning of our fiscal year.
- 3.07** Committee chairs shall notify the President of the time and place of committee meetings.

4. Philanthropic Programs

- 4.01 Identification.** Philanthropic programs shall be identified with the Assistance League name.
- 4.02 Approval.** Each philanthropic program, new, amended or terminated, shall be approved by the membership.
- 4.03 Evaluation.** The membership shall evaluate each philanthropic program at a minimum of every two (2) years.
- 4.04 Name and Description.** Philanthropic programs are:
- (a) Operations School Bell®.** To provide new clothing, shoes and supplies to school age children in need.
 - (b) Hands on Literacy Program.** To provide reading assistance in the classroom to elementary students.
 - (c) Kids on the Block™.** Program is inactive
 - (d) Links to Learning.** To provide grants to qualify middle school personnel to enrich classroom instruction.

- (e) **Waste Not Program.** To provide an expanded community service emphasis to oversee distribution of unusable items donated to, or purchased for use by the Thrift Shop, Operation School Bell, or any other Assistance League of Capistrano Valley program to other 501(c)(3) organizations.
- (f) **Scholarships to Military Families.** To provide scholarships to graduating students of military families attending high schools in the Camp Pendleton area.
- (g) **Chapters for Children.** To provide assistance to children in need of military families at Camp Pendleton military families.
- (h) **INSPIRE – Independence for Needy Single Parents Instilled via a Responsible Education Scholarship.** To provide college scholarships to meet the needs of single parents and their children.
- (i) **Hug a Bear – To provide stuffed bears to children in Mission Hospital(s) during their stay.**
- (j) **Trauma Togs- To provide sweatpants and sweatshirts to people who have come into Mission Hospital(s) and due to circumstances, need clothing in which to leave the hospital.**

5. Resource Development/Fundraising

- 5.01 **Identification.** Each fundraising activity or event shall be identified with the Assistance League name.
- 5.02 **Approval.** Each fundraising activity or event, new, amended or terminated, shall be approved by the membership.
- 5.03 **Evaluation.** The membership shall evaluate each fundraising activity or event at a minimum of every two (2) years.
- 5.04 **Name and Description.** Fundraisers are:
 - (a) **Bargain Box Thrift Shop.**
 - (b) **Annual Fundraiser Event.**

6. Finance

- 6.01 **Designation of Assets.** Annually, the Board shall designate unrestricted net assets sufficient for one (1) year's total operating expenses.
- 6.02 This organization will accept gifts in accordance with the Gift Acceptance Policy of Assistance League of Capistrano Valley. The Board will review all gifts. The Board shall make final decisions on the acceptance, or refusal of a gift.
- 6.03 **Leadership Training and Treasurers' Workshop Registration.** Registration fees for Leadership Training and Treasurers' Workshop attendees shall be paid by chapter.
- 6.04 **National Conference Registration.** Registration fees for National Conference attendees shall be paid by the chapter.
- 6.05 **Proposed Expenditure.** Any proposed expenditure over three hundred (\$300) dollars requires three (3) estimates and Board approval.

- 6.06 Assisteens® Conference Registration.** Registration fees for Assisteens® Coordinator and/or Assisteens® Liaison for Assisteens® Conference shall be paid by the Assisteens® auxiliary.
- 6.07** Requests for reimbursement of expenses shall be signed by the purchaser and shall designate the function for which purchases were made. Supporting documentation should be included when possible and submitted to the Treasurer for reimbursement.
- 6.08** Registration fees and hotel room expenses of each voting member attending National Conference shall be reimbursed according to budgeted funds each year.
- 6.09** Dues are nonrefundable.
- 6.10** All financial reservations for chapter events are nonrefundable.
- 6.11 Luncheon Reservations.** All Voting Members (Professionals, Voting Sustainers, and Voting Limited Service Members) are required to notify Social Reservations Chair if they are attending the meeting or not. Reservations for lunch are to be made by one week prior to the meeting.

Nonvoting Members (Nonvoting Sustainers, Associate Members, Assisteens® Associates, Las Felices Members and Community Associates), as well as Voting Members on Leaves of Absence, who wish to attend the meeting and order lunch must make the reservation one week prior to the meeting.

Cancellation of lunch reservation must be made no later than 10 am the day before the meeting. Member is responsible for cost of lunch for late cancellations, no matter the reason.

Luncheon Reservations: All voting members (Professionals, Voting Sustainers, and Voting Limited Service Members) are required to notify the Social Reservations Chair as dictated by the venue in which the chapter is having monthly luncheon and as described by the Social Reservations chair in written or oral communications. It is required to notify the Social Reservations chair if they are attending the meeting or not.

7. General

- 7.01 Mailing Lists/Rosters.** No outside groups or individuals shall be allowed access to chapter mailing lists nor shall members use membership rosters for outside business activities.
- 7.02** Nonmembers may attend regular chapter meetings as guests of members.

8. Adoption and Amendment of Standing Rules

- 8.01 Adoption and Amendment.** These standing rules may be amended or new standing rules adopted at any regular meeting by two-thirds (2/3) vote without previous notice, or by majority vote if the members are provided with notice at the previous regular meeting or thirty (30) days written notice.
- 8.02 Suspension.** A standing rule may be suspended by majority vote, during a meeting, for that meeting only, and will be in full force and effect at the close of the meeting.

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