

POLICIES OF ASSISTEENS® AUXILIARY

an auxiliary of Assistance League® of Capistrano 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 Capistrano 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 8th grade through 12th grade.

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 request 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 all other financial obligations 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. Members shall not miss more than three (3) meetings in any fiscal year. After three (3) absences, a member's status will be reviewed by the governing body.

2. Members shall serve a minimum of thirty (30) hours of service per year in the auxiliary philanthropic programs, administrative, self-improvement, and fundraising activities. There is no provision for the “buying” of hours; all hours must be earned by actual philanthropic activities.
3. Members shall staff the chapter Bargain Box a minimum of one (1) time annually.
4. Members shall be responsible for recording their own hours and reporting them to the Vice Chair(s).

(b) Financial Responsibilities.

1. Pay annual Assisteens dues and financial obligations as voted on by the membership. Any change in dues must first be approved by the governing body, the Assisteens membership, and the Chapter Board.
2. Each Assisteen is responsible to purchase two (2) tickets to the annual senior presentation event, the Senior Recognition Event.
3. Pay senior fees as voted annually prior to approval of the budget. Any changes must be approved by the Chapter Board.
4. It is not the responsibility of any member to personally fund any part of a philanthropy. All necessary materials are to be paid for by the Auxiliary from their funds.
5. Each Assisteen shall participate in the fundraising program(s) voted on by the auxiliary.
6. Should a member be on a leave of absence; the member shall continue to pay dues and all other financial obligations.

(c) Philanthropic Program Responsibilities

1. Assisteen Auxiliary’s philanthropic programs responsibilities shall be limited to supplying care kits to school children in conjunction with the Chapter’s OPERATION SCHOOL BELL® program and to participate and support any additional philanthropic programs as voted on by the auxiliary.

(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. Parental or guardian participation in chapter or Assisteens activities is not a prerequisite to Assisteens membership.
5. The maximum number of Assisteens per grade level shall not exceed twenty-five (25).
6. A grade level wait list will be kept according to the date of receipt. Grade level acceptance will begin with the first person on each grade level.

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 Elected Officers and the Elected Standing Committee Chairs. Only elected members of the governing body shall have a vote. The Chapter Liaison to Assisteens shall attend governing body meetings in a voting capacity. The Chapter parliamentarian (or designate) 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.

4.06 Meetings. Regular meetings of the governing body shall be held on the first Monday of each month except July and August, unless otherwise directed by the governing body,

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 meetings 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 Auxiliary Chair and shall be called upon the written request of two (2) members of the governing

body, provided notice of such special meetings shall have been given to each governing body member at least three (3) days prior thereto.

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

4.10 Vacancies. Vacancies of the governing body, including the office of the Auxiliary Chair, 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 Auxiliary Chair and Vice Chair shall be elected by and from the Nominating Committee. No member shall be eligible to serve two (2) consecutive terms. 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 office on the governing body. The Elected Officers are: Auxiliary Chair, 1st Vice Chair—Membership (Grades, 10, 11, and 12), 2nd Vice Chair—Membership (Grades, 8 and 9), Recording Secretary/Bylaws, Auxiliary Treasurer, Social Chair, Self-Improvement Chair(s), Philanthropy Chair, Resource Development Chair, **and Membership/Recruitment Chair.**

5.03 Notice. The committee Chair 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 the 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 nomination 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 Auxiliary Chair. The Auxiliary Chair shall:

- (a) Plan, coordinate and preside at monthly meetings of the governing body and membership.
- (b) Appoint, with governing body approval, the chairs of Appointive Standing Committees, unless otherwise provided for 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;
- (g) Present an annual report of auxiliary activities to the chapter President and auxiliary membership; and
- (h) Be responsible for coordinating with Associate Chairs in the announcement of monthly philanthropies.
- (i) Work closely with the Coordinator(s) to create meeting agenda and action items for the Board.
- (j) Be responsible for following up with governing body to make sure deadlines are met, jobs completed and prepares for all governing body and membership meetings.

6.02 1st Vice Chair Membership Attendance and Hours Grades 10, 11, 12. The First Vice Chair, shall:

- (a) In the absence of the Auxiliary Chair, preside at meetings of the auxiliary.
- (b) Request current membership list from Membership/Recruitment chair to track attendance and hours for all members in 10th, 11th and 12th grades.
- (c) Calculate and keep track of maximum number of donated hours allowed until the 30 required philanthropic hours are met.
- (d) Provide the Membership chair with a list of members who have low hours recorded and members who have missed 3 or more meetings. These lists should be provided monthly starting in January of every service year.
- (e) Act as the co-chair for the Membership Committee.

6.03 Presiding Officer of Meetings. In the absence of the Auxiliary Chair and the 1st Vice Chair, the Elective Standing Committee Chairs shall serve in the order of their office.

6.03 2nd Vice Chair Membership Attendance and Hours, Grades 8, 9. The First Vice Chair shall:

- (a) Request current membership list from Membership/Recruitment chair to track attendance and hours for all members in 8th and 9th grades.

- (a) Calculate and keep track of maximum number of donated hours allowed until the 30 required philanthropic hours are met.
- (b) Provide the Membership chair with a list of members who have low hours recorded and members who have missed 3 or more meetings. These lists should be provided monthly starting in January of every service year.
- (c) Act as co-chair for the Membership Committee.

6.04 Recording Secretary. The Recording Secretary shall:

- (a) Record the minutes of governing body and membership meetings and permanently maintain the original minutes and report minutes to the Coordinator and Associate Webmaster.
- (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.
- (d) Be responsible for the official correspondence of the auxiliary.

6.05 Auxiliary Treasurer. The Auxiliary Treasurer shall:

- (a) Be responsible for the collection and distribution 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) Be a member of the Budget and/or Finance Committee.
- (e) Be responsible to submit a monthly financial summary to the governing body and the general membership.

6.06 Social Chair. The Social Chair shall:

- (a) Be responsible for planning and executing social activities including ice breakers for the member meetings and new member orientation.
- (b) Work closely with Inspiration on welcoming and helping to seat new members at the first meeting.
- (c) Communicate and work effectively with grade level chairs to ensure grade level activities have been planned.

- (d) Assist Associate Grade Level Chairs in the planning and organizing of socials and grade level projects.

6.07 Self Improvement Chair. The Self Improvement Chair shall:

- (a) Be responsible for research, planning and coordinating self-improvements speakers for the auxiliary.
- (b) Be responsible for booking all speakers by the December membership meeting.
- (c) Be responsible for confirming attendance of speakers at least one week prior to the monthly meeting.
- (d) Prepare an introduction for each speaker.
- (e) Provide any auidial/visual equipment for each speaker as needed.

6.08 Philanthropy Chair. The Philanthropy Chair shall:

- (a) Be responsible for the philanthropic programs supported by the auxiliary. Work with the auxiliary members and mothers who coordinate each program.
- (b) Be responsible for keeping track of the following information for the year: number of auxiliary members participating in each program, the number of clients served, and the budget of the program. Report this information to the auxiliary and the Chapter's President at the end of the year.
- (c) Be responsible for chairing the Philanthropic Programs and New Opportunities Committee.
- (d) Be responsible for working with the New Opportunities committee to seek and find new philanthropic opportunities for the auxiliary. Review with Chapter VP of Philanthropy.

6.09 Membership/Recruitment Chair. The Membership/Recruitment chair shall:

- (a) Create applications or google doc for membership registration. Include month of birth to share with Social Chair to celebrate throughout the year.
- (b) Ensure members have paid dues by working with Team App appointed person.
- (c) Collect all membership forms, signed releases agreements/waivers and archive until the year end.
- (d) Support Vice Chair of Member Attendance and Hours by providing current list of members with updated information for use on hours review and sign-in sheets for meetings.

- (e) Create a recruiting committee at first membership meeting (Approx. 2-3 girls from each grade)
- (f) Identity marketing events, open houses, advertising opportunities for Assisteens.
- (g) Committee member staff events. Collect leads and manage waitlists. Send correspondence to interested members either by text, email or written correspondence until the specified date when membership closes.
- (h) Work with Social Media Committee chair to create and post recruiting flyers and other applicable marketing tools.
- (i) Plan Assisteens Open House recruiting event for April meeting.

7 Standing and Special Committees

7.01 Committee Appointments. Members of each committee shall be appointed by the Auxiliary Chair with governing body approval, unless otherwise provided in these policies. Ex officio members of committees are voting members of the committee.

7.02 Elective Standing Committees.

(a) **Orientation.** The First Vice Chair shall be Chair of this committee. The committee shall be composed of members as deemed necessary. The committee is responsible for:

1. Developing programs and conducting Assisteens orientations and reporting to the governing body and membership.

(b) **Philanthropic and New Opportunities.** The Philanthropic Chair shall be Chair of this committee. The committee shall be composed of members as deemed necessary. The committee is responsible for:

1. Communicating with the Chapter Liaison and President regarding any new opportunities the auxiliary is interested in participating and ensures that the opportunity falls within the Assistance League's philanthropic guidelines.
2. Reaching out to membership to find someone to chair any new events.
3. Annually evaluating the philanthropies for the Auxiliary.

(c) **Resource Development.** The Resource Development Chair shall be Chair of this committee. The committee shall be composed of members as deemed necessary. The committee is responsible for:

1. Present ideas for fundraising events to be voted upon by the auxiliary.

2. Raise funds for the philanthropic projects, self-improvement programs, and operational expenses.
3. Keep track of fundraisers and provide the governing body and membership with the information and results.

(e) **FAM (Family Assistance Ministries) Lunches Committee.** The Philanthropy Chair shall be chair of this committee. The committee shall be composed of members as deemed necessary. The committee is responsible for

1. Be responsible for coordinating with FAM and creating sign-ups for volunteers to make school lunches for the kids of Gilchrist House.
2. Be responsible for delivering the lunches to Gilchrist House on Monday and Wednesday nights.
3. Be responsible for confirming with Assisteens one week prior to their selected date that they are scheduled to provide lunches.

(f) **Policies.** The Policies Chair shall:

1. Be responsible for reviewing the policies and present amendments to the Governing Body and membership for approval when necessary. Within ten (10) days after their adoption, the Policies Chair shall submit the amended policies to the chapter Bylaws Chair for approval and forwarding to the Bylaws Consultant.

2.03 Appointive Standing Positions

(a) **Historian.** This committee shall be composed of members as deemed necessary. This committee shall take pictures, record chapter activities, and prepare a scrapbook or video montage featuring the auxiliary's yearly activities. Shall be responsible for uploading all photos and videos to the Shutterfly account via the Webmaster Social Media Chair. Responsible for reaching out to membership, on a monthly basis, to encourage members to share photos and videos where she is unable to be present. Prepares a monthly scrapbook or video montage featuring the auxiliary's yearly activities to be presented at the May meeting. This video montage shall be sent to the Coordinators and Associate AV Chair one-week prior to the May meeting for approval and to ensure the video is playable.

(b) **Bargain Box Shift Chair.** This committee shall be composed of members as deemed necessary. This committee will organize and maintain the Assisteens' Saturday Bargain Box schedule.

(c) **Inspiration.** This committee shall be composed of members as deemed necessary. This committee will provide quotes, through the use of video and AV equipment, designed to uplift and inspire membership. These videos will be presented at each monthly meeting. Each video or quote will have a well thought out explanation on why it

is inspiring. The Inspiration Chair shall also work closely with the Social Chair for any assistance that is needed in carrying out grade level activities.

(d) **Webmaster.** This committee shall be composed of members as deemed necessary. This committee will work closely with the Assisteens Historian and Associate Webmaster. The Chair will be responsible for getting pictures and videos from the Historian and posting "social media" worthy photos and videos with appropriate captions and hashtags to our Assisteen Facebook and Instagram accounts. Each volunteering event that she attends shall be documented through photos and videos for social media. Posts shall be done a minimum of once a week, but more is encouraged.

7.04 Special Committees. By direction of the governing body or membership, the Auxiliary Chair 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 quorum.

Article 8 Meetings

8.01 Regular Meetings. Regular meetings shall be held on the first Monday of each month except July and August, Unless otherwise directed by the governing body, with membership approval,

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, 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 Auxiliary Chair and shall be called upon the written request of 2 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 Voting Rights. There shall be no vote by proxy.

8.06 Quorum. A majority of 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 of 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. Assisten families are required to pay annual dues of \$350. These are payable on or before April 1 and delinquent after May 15. Members will be assessed a ten dollar (\$10) late fee for dues received after May 15..

(a) Assisten annual Assistance League National and Chapter fees, which include National Assistance League per capita dues and insurance payable to Assistance League of Capistrano Valley of twenty dollars (\$20) per girl and fifty dollars (\$50) per mom

(b) Two (2) tickets to the Senior Recognition Event at \$88 with a maximum required purchase of two (2) tickets per family.

(c) Additional Senior fees shall be set forth in a sperate contract and shall be a part of the budget that is approved annually (i.e., Senior individual photo for Ball use, Senior Tea event,etc.

Dues for new members joining after December 1 shall be reduced by one-half (1/2) and shall include National Assistance League pro rata per capita dues of five dollars (\$5). Dues for new members joining between March 1 and May 31 shall be five dollars (\$5) and National Assistance League pro rata per capita dues shall be waived.

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 expenditure of unbudgeted funds in excess of two hundred dollars (\$200) 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. Each member is required to earn \$100 minimum profit to help fund annual philanthropies. Families are not required to participate in the fundraising; this is available to those who would like to offset their costs. Families may provide the \$100 themselves should they choose.

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 June 15, 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 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 the 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 such meeting, or at the previous regular meeting.

10.02 Conforming. When amendment of these policies shall become necessary by action of the chapter 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 the 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 of the State of California, and any special rules of order the chapter may adopt.

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