

POLICIES FOR AUXILIARY ORGANIZATION

OF

ORANGE BLOSSOMS AUXILIARY

OF

ASSISTANCE LEAGUE® OF ORANGE

A nonprofit public benefit corporation

ARTICLE 1

- 1.01 The name of this organization is Orange Blossoms Auxiliary, an auxiliary of Assistance League® of Orange hereinafter referred to as chapter, a chapter of National Assistance League®, hereinafter referred to as National Assistance League.

ARTICLE 2

Purpose and Policies

- 2.01 The purpose of this organization shall be to carry on a program of philanthropic work in the community and to support the philanthropic projects of the chapter by providing volunteer service and/or financial assistance. With the approval of chapter and National Assistance League, the auxiliary may also have its own philanthropic projects.
- 2.02 This organization is tax-exempt and shall be nonprofit, nonsectarian, and nonpolitical in all its policies and activities.
- 2.03 This organization shall function under the policies, standards, rules and regulations prescribed for auxiliaries in the bylaws of Assistance League of Orange and National Assistance League.

ARTICLE 3

Membership

- 3.01 Orange Blossoms Auxiliary shall be composed of members who are eighteen (18) years old and/or a high school graduate, not to exceed the age of thirty-five (35) years old or ten (10) years of service.
- 3.02 Classifications of membership shall be: voting and nonvoting members. Membership is open to all persons regardless of race, color, creed or ethnic background as long as they comply with the responsibilities of membership. New members may join at any time during the fiscal year, June 1 to May 31, which shall be considered “open” enrollment.

- a. Voting. Voting membership shall be granted by the Orange Blossoms Auxiliary governing body, hereinafter referred to as governing body, to any individual who shall participate in and support the philanthropic projects and fundraising activities of Orange Blossoms Auxiliary; pay annual Orange Blossoms Auxiliary, chapter and National Assistance League dues; assume a share of the financial obligations voted by Orange Blossoms Auxiliary and/or chapter; and attend a minimum of four (4) Orange Blossoms Auxiliary meetings each year. Such members have the privilege of voting and holding office within Orange Blossoms Auxiliary.

New members shall attend two (2) thirty (30) minute training sessions before the regular meeting.

Each voting member shall serve a minimum of ten (10) shifts to Orange Blossoms Auxiliary/chapter/National Assistance League activities each year. One (1) shift is equal to three (3) hours of service. Orange Blossoms Auxiliary hours shall include Boutique Noël and Orange Blossoms Auxiliary annual fundraising event.

- b. Nonvoting. Nonvoting membership shall be granted by the Orange Blossoms Auxiliary governing body to meet special circumstances.

All requests for changes of classification shall be submitted in writing to the First Vice Chairman, Membership, of Orange Blossoms Auxiliary, by May 1 for the following year, or as soon as the member is aware of a need to change classification. The request shall be granted upon approval of the governing body.

All voting members shall be given keys to the chapter center. When a voting member changes membership classification or resigns, the member shall return the chapter center key to the First Vice Chairman, Membership, of the chapter.

- 3.03 All members of this organization are nonvoting members of chapter. Nonvoting members may attend regular chapter meetings and shall make a luncheon reservation with the chapter luncheon hostess five (5) days prior to the meeting.
- 3.04 Leave of Absence. Upon application to and approval of the governing body, a voting/nonvoting member may be granted a temporary leave of absence for travel, illness, for chapter or National Assistance League business, or to meet emergency needs, for not less than three (3) months or more than one (1) year. While on leave of absence, such member shall continue to pay dues, and other financial responsibilities of membership, may attend Orange Blossoms Auxiliary meetings, and vote, if applicable.
- 3.05 Any member who is more than sixty (60) days delinquent in any Orange Blossoms Auxiliary, chapter or National Assistance League obligations, without reasons deemed sufficient by the governing body, shall by action of the governing body, forthwith be suspended from all privileges of Orange Blossoms Auxiliary. The First Vice Chairman shall notify such member, in writing, of the suspension. Upon satisfactory discharge of the delinquent obligations within thirty (30) days after notice of suspension, all privileges of Orange Blossoms Auxiliary membership shall be restored. If delinquent obligations are not met within thirty (30) days after notice of suspension the membership of such member shall be revoked.

3.06 Orange Blossoms Auxiliary shifts shall include chapter and/or Orange Blossoms Auxiliary fundraising activities and philanthropic projects, including the following: Boutique Noël, and project participation in Save Our Soles (SOS), Ronald McDonald House, Project Hope, Strung Together Assisteens[®] and Children (STAC[®]), Art Boxes, YMCA, and Children And Parents Together (CAPT).

Other auxiliary shifts or hours shall consist of the following: Chapter and National Assistance League meetings, including orientation, governing body meetings, committee meetings, hospitality, newsletter, publicity, telephoning, and other activities involved with chapter, Justina Lowry Professional Auxiliary, and Assisteens.

A minimum of two (2) hours credit shall be given for each regular meeting. Committee work will be credited for actual hours spent in the committee meeting.

Each member shall record philanthropic shifts and other hours on the form provided at each regular meeting, which shall be kept in the possession of the First Vice Chairman.

If a member is called for jury duty, the member shall notify the First Vice Chairman at once and shall be excused from Orange Blossoms Auxiliary responsibilities until jury duties are fulfilled. Members serving as elected or appointed National Assistance League officers or on committees shall be excused from Orange Blossoms Auxiliary shift or hours.

Community service hours shall be drawn from the following activities, or those of an identical nature: Volunteer hours without financial reimbursement in PTA, Scouting, YMCA, YWCA, Camp Fire Girls; fund drives serving the public, such as Red Cross, Heart, Cancer, Crippled Children and Adults, etc.; agencies such as Hospital Guilds, except hours spent in meetings and benefits; and projects established for the improvement and benefit of the community such as Improvement Association, Chamber of Commerce activities, school governing body membership or committee participation.

Hours spent in church or political activities may not be counted as either community or auxiliary hours.

ARTICLE 4

Governing Body

- 4.01 The governing body of this organization is composed of the elected officers, the Elective Standing Committee chairmen and the Parliamentarian. Chapter Liaison to Orange Blossoms Auxiliary shall attend governing body meetings in a voting capacity.
- 4.02 The governing body shall have the responsibility for the general management of Orange Blossoms Auxiliary and the power to act for the auxiliary between meetings of the membership.
- 4.03 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 annual meeting in May. No member shall be eligible to serve more than two (2) consecutive terms in the same office.

- 4.04 Any voting member who has completed one (1) year of voting membership shall be eligible for election to the governing body. In order to be eligible for the office of Chairman, a member must have served a minimum of one (1) year on the governing body.
- 4.05 Unless otherwise directed by the governing body, meetings of the governing body shall be held within one (1) week prior to Orange Blossoms Auxiliary regular meetings.
- 4.06 Special meetings of the governing body may be called by the Chairman and shall be called upon 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.
- 4.07 A majority of the governing body shall constitute a quorum.
- 4.08 Vacancies on the governing body, except in the office of Chairman, shall be filled by majority vote of the governing body. The office of Chairman shall be filled by the Chairman Nominee, and the governing body shall fill the vacancy thus created.
- 4.09 Only elected members of the governing body shall have a vote.

ARTICLE 5

Nominations and Elections

- 5.01 In January, a 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 shall be elected from the voting membership. No member shall be eligible to serve two (2) consecutive years. The Parliamentarian shall call the first meeting of the Nominating Committee which shall then select a chairman and vice chairman for the committee.
- 5.02 In March, the Nominating Committee shall submit its slate of nominees for offices on the governing body. These offices are: Chairman, Chairman Nominee, First Vice Chairman, Membership, Second Vice Chairman, Resource Development, Third Vice Chairman, Program Services, Recording & Corresponding Secretary, Treasurer, and Parliamentarian.
- 5.03 The Nominating Committee shall submit its slate of nominees for Appointive Standing Committees. The committees are: Orientation Training Chairmen, Newsletter, Hospitality, Public Relations, and Historian.
- 5.04 The committee chairman shall submit a copy of the slate of nominees to the Secretary and to each voting member at least one (1) month prior to the election meeting or at the previous regular meeting.
- 5.05 Ten (10) or more Orange Blossoms Auxiliary 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 Secretary at least ten (10) days prior to the election meeting. No member shall sign more than one (1) nominating petition in any year.

- 5.06 The governing body shall be elected at the election meeting in April.
- 5.07 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.

ARTICLE 6

Officers and Their Duties

- 6.01 Chairman. The Chairman shall:
- a. Prepare a meeting agenda for each meeting;
 - b. Preside at meetings of the governing body and membership;
 - c. Appoint with governing body approval chairmen of Appointive Standing Committees;
 - d. By direction of the governing body, or membership, appoint special committees;
 - e. Present an annual report of Orange Blossoms Auxiliary activities to the membership;
 - f. By May 1st of each fiscal year, deliver to the President a report of Orange Blossoms Auxiliary activities, including the number of recipients, the number of members, the total service hours for each philanthropic project, and a full annual financial report of the auxiliary;
 - g. Be, ex officio, a member of all committees except the Nominating Committee;
 - h. Be a member of the Chapter/Auxiliary Relations Committee;
 - i. Present to the Board, for approval, proposed philanthropic projects, fundraising activities, financial commitments, and contracts for signature of its authorized elected officers;
 - j. Together with the Treasurer and/or Secretary sign checks; and
 - k. Be a Delegate or Alternate, if needed, to the National Convention; and
 - l. Maintain a Procedure Book and pass it on to a successor.
- 6.02 Chairman Nominee. The Chairman Nominee shall:
- a. Perform the duties of the Chairman in the Chairman's absence;
 - b. Assume the office of Chairman should a vacancy occur;
 - c. Be, ex officio, a member of all committees except the Nominating Committee;
 - d. Be a member of the Chapter/Auxiliary Relations Committee;

- e. Become familiar with the duties of the Chairman and with all activities of Orange Blossoms Auxiliary and chapter;
- f. Review, and update as necessary, all procedure books of the governing body;
- g. Perform any duties the Chairman may assign;
- h. Prepare an annual report for the Chairman by May 1st;
- i. Be a Delegate or Alternate, if needed, to the National Convention; and
- j. Maintain a Procedure Book and pass it on to a successor.

6.03 First Vice Chairman, Membership. The First Vice Chairman shall:

- a. Perform the duties of the Chairman in the absence of the Chairman and Chairman Nominee;
- b. Be the chairman of the Auxiliary Membership Committee;
- c. Be a member of the Auxiliary Orientation and Training Committee;
- d. Be responsible for membership profiles, conflict of interest policies, emergency forms, inform new members of orientation training, including an accurate record of the hours or shifts of each member;
- e. Be a member of the Chapter/Auxiliary Relations Committee;
- f. Be responsible for giving the chapter's website administrator the most current member profiles by May 31; and immediately notify the chapter's website administrator of any membership additions, deletions, and changes of name and mailing and email addresses.
- g. Be responsible for distributing and maintaining a list of chapter keys and name tags;
- h. Prepare an annual report for the Chairman by May 1st which includes total shifts or hours recorded;
- i. Take the roll at each meeting; and
- j. Maintain a Procedure Book and pass it on to a successor.

6.04 Second Vice Chairman, Resource Development. The Second Vice Chairman shall:

- a. Perform the duties of the Chairman in the absence of the Chairman, Chairman Nominee, and First Vice Chairman;
- b. Be the chairman of the Resource Development Committee and be responsible for conducting fundraising activities;
- c. Serve as the liaison to the Resource Development and the Boutique Noël Committees of chapter;

- d. Prepare an annual report for the Chairman by May 1st;
- e. Serve as a member of the Budget/Finance Committee;
- f. Be responsible to mail Donor Privacy Forms, keep copies of and advise the Treasurer of all correspondence; and
- g. Maintain a Procedure Book and pass it on to a successor.

6.05 Third Vice Chairman, Program Services. The Third Vice Chairman shall:

- a. Perform the duties of the Chairman in the absence of the Chairman, Chairman Nominee, First Vice Chairman, and the Second Vice Chairman;
- b. Be chairman of the Program Services Committee;
- c. Be responsible for evaluating and managing existing philanthropic projects, and for investigating and recommending new projects;
- d. Serve as liaison to each philanthropic project;
- e. Serve as liaison to the Program Services Committee of chapter;
- f. Prepare an annual report for the Chairman by May 1st;
- g. Shall serve as a member of the Budget/Finance Committee; and
- h. Maintain a Procedure Book and pass it on to a successor.

6.06 Recording/Corresponding Secretary. The Recording/Corresponding Secretary shall:

- a. Keep a record of regular meetings of the membership and governing body;
- b. Send a copy of the minutes of governing body and regular meetings of Orange Blossoms Auxiliary to the President, Orange Blossoms Auxiliary Advisor, chapter and Auxiliary Liaison Officers, and the Chairman.
- c. Together with the Treasurer and/or Chairman sign checks;
- d. Be responsible for the official correspondence of Orange Blossoms Auxiliary and other correspondence;
- e. Prepare an annual report for the Chairman by May 1st;
- f. In addition, prepare a binder that will include the minutes for the entire year to be kept for archival purposes; and
- g. Maintain a Procedure Book and pass it on to a successor.

6.07

Treasurer. The Treasurer shall:

- a. Be the chief financial officer of Orange Blossoms Auxiliary;
- b. Serve as chairman of the Auxiliary Budget/Finance Committee;
- c. Collect and disburse the funds of Orange Blossoms Auxiliary, subject to the approval of the governing body;
- d. Together with the Secretary and/or Chairman sign checks;
- e. Keep a record of all receipts and disbursements, and give a report of same at each meeting;
- f. Send annual chapter and National Assistance League dues to the chapter Treasurer on or before May 15th;
- g. Within a reasonable time following the close of the fiscal year, shall submit Orange Blossoms Auxiliary financial records to the chapter Treasurer for inclusion in the annual chapter audit or review;
- h. Prepare an annual report for the Chairman by May 1; and
- i. Transfer to a successor all books, records, and papers, and file a receipt for same in Orange Blossoms Auxiliary files.

6.08

Parliamentarian. The Parliamentarian shall:

- a. Advise, when requested, on parliamentary procedure;
- b. Serve as chairman of the Policies Committee;
- c. Insure that all governing body officers and appointed standing committee members have updated procedure books;
- d. Prepare an annual report for the Chairman by May 1st;
- e. Call the first meeting of the Nominating Committee; and
- f. Maintain a Procedure Book and pass it on to a successor.

6.09

Chapter Liaison to Orange Blossoms Auxiliary. The Chapter Liaison to Orange Blossoms Auxiliary shall:

- a. Attend governing body, regular and special meetings of Orange Blossoms Auxiliary in a voting capacity;
- b. Advise Orange Blossoms Auxiliary of chapter activities and in matters of policies and standards as prescribed by National Assistance League;
- c. Shall be a member of Chapter/Auxiliary Relations Committee;

- d. Prepare an annual report for the Chairman by May 1st; and
- e. Maintain a Procedure Book and pass it on to a successor.

ARTICLE 7

Standing and Special Committees

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

7.02 Elective Standing Committees.

- a. Membership. The Membership Committee shall be responsible for orientation and training of new members. The committee shall include the Orientation Training Chairmen and may include other members as needed.
- b. Program Services. The Program Services Committee shall include the chairman of each philanthropic project and may include other members as needed. It shall be the duty of the Third Vice Chairman and the committee to investigate and activate all philanthropic projects which the membership shall vote to undertake and which have received Board approval. The chairman of Program Services and the committee shall be responsible for the administration of all philanthropic projects. The chairman of Program Services may appoint a chairman for each of the philanthropic projects.

The following philanthropic projects shall be administered by the Program Services Committee:

- (1) Save Our Soles (SOS) – This project is in conjunction with chapter donating shoes to children of low economic means. It is our hope to secure a corporate sponsor so that we may reach out to many more children who need shoes. As of now, we are providing shoe vouchers for the pre-school children of Operation School Bell®.
- (2) Ronald McDonald House – Members prepare dinners and other special events for families residing at the house during their child’s treatment at CHOC. Orange Blossoms members serve dinner for 35 (thirty-five) or more adults, after preparing the meal on the premises. Members also collect “Pop Tops” for the Ronald McDonald House annual project.
- (3) Homework House – Orange Blossoms members joined with the YMCA in Orange to provide a free after-school tutoring program where we are able to participate in helping tutor elementary school children. Members of Orange Blossoms tutor twice a week and have gained many new friends with this program.
- (4) Mariposa Women and Family Center – Orange Blossoms members provide special events at least twice a year whether it is art projects or parties. Women and children receive guidance and counseling that will lead to a positive change in their life while being treated at this center.

- (5) Project Hope – provide Saturday morning breakfast to the children.
- (6) Strung Together Assisteens and Children (STAC) – provide clothing and shoes in conjunction with Assisteens.
- (7) Art Boxes – provide art supplies and direction to enhance art appreciation and help develop the child’s emotional growth.

The Third Vice Chairman shall appoint a Project Selection Chairman and committee to research projects and assess needs. Ideas shall be presented to the Program Services Committee for acceptance and presented to the governing body by the Program Services Committee for approval. The proposal shall be presented to the voting membership for one (1) month’s consideration and voted upon at the next meeting. Approval shall be by two-thirds (2/3) of the voting membership present and voting. The Program Services Committee shall submit the project selection report to the Board for approval before beginning the project. A Program Services Form and Project Agreement shall be sent to National Assistance League for approval. Upon approval, the original forms shall be filed in the chapter safety deposit box.

Projects shall be evaluated prior to termination by the Program Services Committee and presented to the governing body for approval. The governing body shall recommend termination of the project by submitting a written report of the evaluation study to the voting membership for one (1) month’s consideration and voted upon at the next meeting. Approval to terminate shall be by two-thirds (2/3) of the voting membership present and voting and shall be presented to the Board for approval.

- c. Resource Development. The Resource Development Committee shall include the number of members needed for each fundraising activity or event. The committee shall supervise all fundraising activities and shall plan and execute at least one (1) annual fundraising event.
- d. Budget/Finance. The Treasurer shall be chairman of this committee. The Budget/Finance Committee shall include the following chairmen: Chairman Nominee, Second Vice Chairman, Program Services, and Third Vice Chairman, Resource Development. The immediate past Treasurer shall also serve on this committee as an advisor. Two additional members may be appointed by the governing body to serve for a one (1) year term when special financial needs exist. The committee shall prepare the budget and present it to the Board for approval at the April meeting and to the Orange Blossoms Auxiliary membership for approval at the regular meeting in May.
- e. Parliamentarian. The Parliamentarian shall be chairman of the Policies Committee. The Policies Committee shall prepare amendments and revisions to the policies when so directed by the governing body or membership. Within thirty (30) days after their adoption, the Policies Chairman shall submit amendments or revisions to the chapter Bylaws Chairman for Board approval. Policies shall not be printed in final form until approved by the Board.

7.03

Appointive Standing Committees.

- a. Orientation Training Chairmen. The Orientation Training Chairmen shall be responsible for orientation and training of new members, and shall be responsible for the scheduling of the two (2) thirty (30) minute training sessions before the regular meeting, which includes training on the history of National Assistance League and chapter and all auxiliary philanthropic projects. The Orientation Chairmen shall be a member of the Chapter/Auxiliary Relations Committee and the Auxiliary Membership Committee, and may attend governing body meetings in a nonvoting capacity.
- b. Public Relations. It shall be the duty of the chairman to clear Orange Blossoms Auxiliary publicity releases with the chapter Public Relations Chairman, conduct all phases of Orange Blossoms Auxiliary's public relations including press releases, compilation/printing/mailing of the Orange Blossoms Auxiliary newsletter, and maintain an Orange Blossoms Auxiliary's scrapbook. Brochures shall have Board approval.
- c. Newsletter. It shall be the duty of the Newsletter Chairman of the Orange Blossoms Auxiliary to give notice of time and place of meetings and such business as may come before the membership, and shall send the Orange Blossoms Auxiliary newsletter to the chapter website administrator for inclusion on the chapter website. All newsletters shall be sent to the chapter Public Relations Chairman for proofreading.
- d. Hospitality. It shall be the duty of the Hospitality Chairman and committee to supervise all social functions, plan the hostess committees, and perform all social amenities for Orange Blossoms Auxiliary. A simple refreshment shall be served at each regular meeting. Each member shall notify the hostesses at least three (3) days in advance if unable to attend.

7.04

By direction of the governing body or membership, the Chairman shall appoint special committees.

ARTICLE 8

Regular and Special Meetings

8.01

Unless otherwise directed by the governing body with membership approval, regular meetings shall be held on the fourth (4th) Wednesday of each month, September through May (no meeting in December).

8.02

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

Special meetings may be called by the Chairman and shall be called upon the written request of two (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.

8.04

There shall be no vote by proxy.

8.05

A majority of the voting members shall constitute a quorum.

ARTICLE 9

Fiscal and Finance Policies

9.01 The fiscal year of this organization shall be from June 1 through May 31.

9.02 Dues.

a. The schedule of Orange Blossoms Auxiliary dues, which shall include \$25.00 National Assistance League dues and \$10.00 for chapter, is as follows:

Voting Members.....	\$75.00
Nonvoting Members.....	\$75.00

b. Dues are payable on April 15 of each year and delinquent after May 15. If dues are not paid by June 15, membership rights shall be forfeited in accordance with Article 3, 3.05.

c. Dues received after May 15 shall be subject to a ten percent (10%) penalty for all membership classifications.

d. Persons becoming members on or after January 1st shall pay one-half (1/2) years dues.

9.03 Funds of Orange Blossoms Auxiliary shall be included in the annual audit or review of the chapter.

9.04 Following approval by the governing body and membership, proposed financial commitments and/or contracts shall be submitted to the Board for approval and signature of its authorized elected officers.

9.05 Proposed expenditures of unbudgeted funds in excess of Two Hundred Fifty Dollars (\$250.00) shall be presented to the governing body for approval. Proposed expenditures of unbudgeted funds in excess of Five Hundred Dollars (\$500.00) shall be presented to the governing body and membership for approval.

9.06 Orange Blossoms Auxiliary shall have annual and/or continuing fundraising activities in conformity with the standards of chapter and National Assistance League.

9.07 Orange Blossoms Auxiliary shall plan all fundraising events given for the benefit of its philanthropic projects in such a manner that the total expenditure shall not exceed thirty-five percent (35%) of the total receipts.

9.08 Orange Blossoms Auxiliary shall not act as a fundraising agent for individuals or other organizations.

9.09 Orange Blossoms Auxiliary activities shall be conducted without financial benefit to any member of Orange Blossoms Auxiliary.

9.10 Orange Blossoms Auxiliary shall pay the expenses of an Orange Blossoms Auxiliary member serving on the National Board or committees when they attend required National Assistance League meetings away from Orange Blossoms Auxiliary.

- 9.11 The additional fee for new voting members, fifteen dollars (\$15.00), shall cover the cost of a key, name tag, and notebook.
- 9.12 Orange Blossoms Auxiliary may elect, upon recommendation by the governing body and approval of the membership to pay a portion of the allowable expenses for members who attend National Convention. National Board and committee members and members attending in a special capacity for chapter or National Assistance League may receive reimbursement for expenses not reimbursed by National Assistance League. Qualified expenses shall be registration, lodging, and required prepaid meals. When the Annual Meeting is held more than two hundred (200) miles from the chapter center, net travel expenses may also be reimbursed. The governing body on an annual basis may consider reimbursement to additional voting members.
- 9.13 Support for fundraising events shall be determined by a majority vote of the voting membership of Orange Blossoms Auxiliary and may impose an additional financial responsibility on the membership.
- 9.14 Orange Blossoms Auxiliary members who may wish to purchase priced Thrift Shop merchandise shall take items to the counter for totaling by the cashier.
- 9.15 Members may use the Chapter House for **PRIVATE SOCIAL PARTIES ONLY** after clearing the date with the Chapter Center Chairman. There shall be a minimum donation of three hundred fifty dollars (\$350.00) which includes a seventy-five dollar (\$75.00) cleaning fee. A three hundred dollar (\$300.00) security deposit shall also be paid to the chapter Treasurer and shall be refunded if there is no damage or breakage. **The Chapter House shall not be used for any political functions, or by other organizations.**

ARTICLE 10

Amendments

- 10.01 These Policies may be amended or new Policies adopted at any regular meeting, or at any special meeting called for that purpose, provided that written notice of each proposed amendment or the proposed new Policies shall have been given to each voting member at least thirty (30) days prior to the date of any such meeting or at the previous regular meeting.
- 10.02 When amendment of these Policies shall become necessary by action of the chapter or National Assistance League, the Policies Committee of Orange Blossoms 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 Orange Blossoms Auxiliary in accordance with the provisions of 10.01 of this Article.

ARTICLE 11

Parliamentary Authority

- 11.01 The current edition of Robert's Rules of Order Newly Revised, as amended from time to time, shall govern the meetings of the chapter insofar as those rules are not inconsistent with or in conflict with these bylaws, the Articles of Incorporation, the **Bylaws of National Assistance League**, the law, the laws of the State of California or rules governing agenda, motions, and related matters.