

(Revised) Date

(Amended) Date

POLICIES
OF
PROFESSIONAL AUXILIARY

an auxiliary of Assistance League® of Orange
a chapter of National Assistance League®

Article 1 Name

1.01 Name. The name of this organization is Professional Auxiliary, an auxiliary of Assistance League of Orange, hereinafter referred to as auxiliary. Assistance League of Orange shall hereinafter be referred to as 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. Auxiliary members are nonvoting members of the chapter. The auxiliary shall have members that shall be called voting members and may also have nonvoting members. Membership as a voting or nonvoting member is open without discrimination to all individuals as long as they comply with the responsibilities of membership.

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

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

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

3.05 Service Responsibilities. All requests for changes in sub-classification shall be submitted in writing to the First Vice Chairman, Membership. Auxiliary members may attend chapter regular meetings if they make a reservation with the Hospitality Chairman a minimum of five (5) days prior to the meeting.

(a) Voting Members shall:

- (1) Attend a minimum of four (4) regular meetings per year. At least two (2) hours credit shall be given for each regular meeting, plus a maximum of one (1) hour travel time.
- (2) Serve a minimum of thirty-five (35) hours of service to the auxiliary, chapter or national organization. Service hours shall include meetings, chapter and/or auxiliary resource development service, and hours spent supporting any of the chapter's philanthropic programs or committees, including those of the auxiliary. Service hours shall include a minimum of three (3) Thrift Shop shifts per year. A Thrift Shop shift shall be defined as three and one-half (3 ½) hours. If a member cannot work on an assigned day, in the Thrift Shop or for any other assigned service shift, it is the member's obligation to find a replacement. Only Assisteens[®] hours worked during regularly scheduled auxiliary shift hours will be credited toward the auxiliary's hours requirement. Service hours for committee and philanthropic programs shall be credited as actual time served, plus a maximum of one (1) hour of travel time.

(b) Nonvoting Members are not eligible to hold office. They may attend meetings. They shall be sub-classified as:

- (1) Sustaining membership, which shall be limited to members who have completed eight (8) years of voting membership status, exclusive of leaves of absence:
- (2) Associate membership, which shall be limited to members who have completed one (1) year of voting membership status, exclusive of leaves of absence.

(c) Each member shall record service and community service hours and report them to the Hours Chairman in the manner directed from time to time.

(d) Community service hours shall be drawn from the following volunteer activities, or those of a substantially similar nature: Assisteens, PTA, Scouting, YMCA, YWCA, Camp Fire Girls, fund drives serving the public, Red Cross, Chamber of Commerce and business associations. Community service hours shall not include hours spent in the support of church or political activities.

(e) Members serving as elected or appointed members of the national organization shall be excused from auxiliary meetings and hours requirements.

3.06 Financial Responsibilities.

(a) Dues are payable on April 15 of each year and delinquent on May 15. If a member becomes delinquent it shall be reported by the governing body to the chapter Board with recommendation.

(b) Members shall support the financial obligations approved by the auxiliary membership.

(c) Voting members shall be given keys to the chapter center. Upon any change of sub-classification, or resignation the member shall return the key to the First Vice Chairman, Membership.

3.07 Philanthropic Program Responsibilities. The auxiliary's philanthropic programs are: Operation School Bell®, Operation Hug, Handle with Care, Orangewood Children's Home, Humor, Happiness and Health, and Christmas is for Sharing.

3.08 Resignation. Resignation shall be submitted in writing to the governing body.

Article 4 Governing Body

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

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

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

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

4.05 Terms of Office. Members of the governing body shall hold office for a term of one (1) year or until their successors are elected and assume office. They shall assume office at the close of the May regular 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 on the first Tuesday of each month, except June, July and August.

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

4.08 Special Meetings. Special meetings of the governing body may be called by the Chairman and shall be called upon the written request of three (3) members of the governing body, provided notice of such special meetings shall have been given to each governing body member at least three (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, except in the office of Chairman, shall be filled by majority vote of the governing body. The office of the Chairman shall be filled by the Chairman- Elect, and the governing body shall fill the vacancy thus created.

Article 5 Nominations and Elections

5.01 Nominating Committee. In October, 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 shall be 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 Parliamentarian shall call the first meeting of the Nominating Committee.

5.02 Slate. In January, the Nominating Committee shall submit its slate of nominees for offices on the governing body. These offices are: Chairman-Elect; First Vice Chairman, Membership; Second Vice Chairman, Philanthropic Programs; Third Vice Chairman, Resource Development; Secretary; Auxiliary Assistant Treasurer; and Auxiliary Representative to the Board.

5.03 Notice. The committee chairman shall submit a copy of the slate of nominees to the 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 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 February.

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.

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, unless otherwise provided in these bylaws, the chairmen of Appointive Standing Committees;
- (c) Appoint special committees by direction of the governing body or membership;
- (d) Appoint a Parliamentarian;
- (e) Be a member of the Chapter/Auxiliary Relations Committee;
- (f) Be authorized to sign checks with a designated chapter Board member, or the Auxiliary Assistant Treasurer or Secretary;
- (g) Be, ex officio, a member of all committees except the Nominating Committee;
- (h) Present an annual report of auxiliary activities to the chapter President and auxiliary membership; and
- (i) Be chapter's second delegate to the annual and special meetings of National Assistance League.

6.02 Chairman-Elect. The Chairman-Elect shall:

- (a) Serve as Chairman the year following the term of office as Chairman-Elect;

- (b) Preside at meetings of the governing body and membership in the absence of the Chairman;
- (c) Be the chairman of the auxiliary Strategic Planning Committee and serve on the chapter Strategic Planning Committee;
- (d) Appoint, with governing body approval, a chairman, and provide oversight to the Hospitality Committee;
- (e) Be a member of the Chapter/Auxiliary Relations Committee;
- (f) Review and update as necessary, all procedure books of the governing body; and
- (g) Be, ex officio, a member of all committees except the Nominating Committee.

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

- (a) Serve as the Chairman of the Membership Committee;
- (b) Appoint, with governing body approval, a chairman, and provide oversight to members in the following specific positions requiring no committee: Hours Chairman, New Member Orientation Chairman, and Newsletter Editor; and
- (c) Be a member of the Chapter/Auxiliary Relations Committee.

6.04 Second Vice Chairman, Philanthropic Programs. The Second Vice Chairman, Philanthropic Programs shall:

- (a) Serve as the Chairman of the Philanthropic Programs Committee;
- (b) Appoint, with governing body approval, a chairman, and provide oversight to each philanthropic program committee; and
- (c) Be a member of the Chapter/Auxiliary Relations Committee.

6.05 Third Vice Chairman, Resource Development. The Third Vice Chairman, Resource Development shall:

- (a) Serve as the Chairman of the Resource Development Committee;
- (b) Be a member of the auxiliary Finance/Budget Committee; and
- (c) Appoint, with governing body approval, a chairman and provide oversight for each resource development committee, activity or event, including the Thrift Shop and the annual fundraising event.

6.06 Secretary. The 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 including minutes of committee meetings, but excluding financial records;

- (c) Be authorized to sign checks with a designated chapter Board member, or the Chairman or the Auxiliary Assistant Treasurer; and
- (d) Be responsible for the preparation and mailing of all correspondence for the auxiliary.

6.07 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, or the auxiliary Chairman or Secretary;
- (d) Serve as the Chairman of the auxiliary Finance/Budget Committee; and
- (e) Be a member of the chapter Finance/Budget Committee(s).

6.08 Auxiliary Representative to the Board. The Auxiliary Representative to the Board shall:

- (a) Attend Board meetings, report on the activities of the auxiliary and bring forward to the Board for its consideration motions from the auxiliary;
- (b) Attend chapter regular meetings, and, when asked by the President to do so, report on the activities of the auxiliary;
- (c) Attend auxiliary governing body meetings, report on the public information from the Board meetings, and the status of motions from the auxiliary;
- (d) Report to the auxiliary membership, when requested by the Chairman, on information from chapter; and
- (e) Appoint, with governing body approval, a chairman, and provide oversight to members for the following specific positions requiring no committee: Public Relations Chairman and Chapter Center Chairman; and
- (f) Be a member of the Chapter/Auxiliary Relations Committee.

Article 7 Standing and Special Committees

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

7.02 Elective Standing Committees. The elective standing committees shall be:

- (a) **Strategic Planning Committee.** The Chairman-Elect shall be the chairman of this committee. The committee shall be composed on all members of the governing body and the Philanthropic Programs Committee.
- (b) **Membership Committee.** The First Vice Chairman, Membership shall be chairman of this committee. The committee shall be composed of the Hours Chairman, the New Member Orientation Chairman, and the Editor of the Newsletter.

(c) Philanthropic Programs Committee. The Second Vice Chairman, Philanthropic Programs shall be chairman of this committee. This committee shall be composed of the Chairman of the Handle with Care Committee, the Chairman of the Humor, Happiness and Health Committee, the Chairman of the Operation Hug Committee, the Chairman of the Operation School Bell Committee and the Chairman of the Orangewood Children's Home Committee.

(d) Resource Development Committee. The Third Vice Chairman, Resource Development shall be chairman of this committee. This committee shall be composed of the Auxiliary Thrift Shop Chairman and such other members as may be deemed necessary to carry out the work of the committee.

(e) Chapter Relations Committee. The Auxiliary Representative to the chapter Board shall be the chairman of this committee that shall include the Auxiliary Public Relations Chairman and the Auxiliary Chapter Center Chairman.

7.03 Appointive Standing Committees.

(a) Hospitality Committee. This committee shall be composed of a chairman and such other members as may be deemed necessary to carry out the work of the committee. This committee shall be responsible for the planning and execution of all dinner meetings and other social events of the auxiliary, other than fundraising events.

(b) Handle with Care Committee. This committee shall be composed of a chairman and such other members as may be deemed necessary to carry out the work of the committee. This committee shall be responsible for the planning and execution of all services provided by the auxiliary for infants and children.

(c) Humor, Happiness and Health Committee. This committee shall be composed of a chairman and such other members as may be deemed necessary to carry out the work of the committee. This committee shall be responsible for the planning and execution of all services provided by the auxiliary to the elderly in resident facilities and group homes in Orange.

(d) Operation Hug Committee. This committee shall be composed of a chairman and such other members as may be deemed necessary to carry out the work of the committee. This committee shall be responsible for packaging, labeling and delivering stuffed toy bears to community service agencies and hospitals for distribution to those in need.

(e) Operation School Bell Committee. This committee shall be composed of a chairman and such other members as may be deemed necessary to carry out the work of the committee. This committee shall be responsible for the planning, purchase and delivery of shoe vouchers, books and grooming kits to all children being dressed by the chapter.

(f) Orangewood Children's Home Committee. This committee shall be composed of a chairman and such other members as may be deemed necessary to carry out the work of the committee. This committee shall be responsible for the planning and execution of social and craft parties for the teenage children housed at the Orange County facility, for providing back packs and grooming kits, and for coordinating Thanksgiving Dinner for the residents and staff each year.

(g) Auxiliary Thrift Shop Committee. This committee shall be composed of a chairman and such other members as may be deemed necessary to carry out the work

of the committee. This committee shall be responsible for scheduling members for work shifts in the Thrift Shop, and coordinating work with the chapter Thrift Shop Committee.

(h) Public Relations Committee. This committee shall be composed of a chairman and such other members as may be deemed necessary to carry out the work of the committee. This committee shall be responsible for publicizing the events and service of the auxiliary.

(i) Christmas is for Sharing. This committee shall be composed of a chairman and such other members as may be deemed necessary to carry out the work of the committee. This committee shall be responsible for the identifying needy families in the community. The committee shall then purchase food certificates, clothing and toys for the families, wrap and deliver them for Christmas.

(j) Parliamentarian. The Parliamentarian shall be chairman of the Policies and Amendments Committee. This committee shall be composed of such members as are necessary to carry out the work of the committee.

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

Article 8 Meetings

8.01 Regular Meetings. Unless otherwise directed by the governing body, with membership approval, regular meetings shall be held on the second Monday of September and May; and the second Tuesday of each month from October through April.

8.02 Election and Annual Meetings. The regular meeting in February 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 the governing body may participate in a meeting through use of conference telephone or similar communications equipment, including, but not limited to electronic meetings, so long as all members participating in such meetings can communicate with one another. 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) voting members. The purpose of the meeting shall be stated in the call. Except in emergencies, at least three (3) days' notice shall be given.

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

Article 9 Finance

9.01 Dues and Fees. Annual dues, which shall include chapter dues, shall be payable on or before April 15th and delinquent on May 15.

(a) Voting: \$80.00. (\$35.00 to Assistance League and \$10.00 to chapter.)

(1) An additional \$15.00 shall be paid by new members to cover the cost of supplies for orientation, key and notebook.

(2) New members joining on or after December 1 of each year shall pay a fee of \$60.00.

(b) Nonvoting:

(1) Sustaining: \$85.00.

(2) Associate: \$100.00

9.02 Proposed Expenditures. Proposed expenditures of unbudgeted funds in excess of one thousand dollars (\$1,000.00) shall be presented by the governing body to the chapter Board and auxiliary membership for approval prior to the expenditure.

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

9.04 Check Signatures. Checks shall be signed by two (2) of the three (3) or more authorized elected members of the governing body or chapter Board. Authorized signers on auxiliary accounts shall include at least two (2) elected members of the chapter Board. Check signers shall not be related.

9.05 Budget. The governing body and membership shall approve the budget prior to May 1 of each year 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 Secretary.

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