

STANDING RULES

ASSISTANCE LEAGUE® OF ORANGE

It was moved, seconded and passed that:

MEMBERSHIP

Section 1. Classification of membership shall be: Active, Sustaining, Life, Associate, Professional, Auxiliary and Assisteens®.

- (a) Active. Active membership maybe granted by the Board of Directors, hereinafter referred to as the Board, to an individual who shall serve a minimum of six (6) months of orientation and training as prescribed by the chapter, which shall include NAL orientation; participate in and support the philanthropic projects and fundraising activities of the chapter; attend chapter meetings; have the privilege of voting and holding office; pay annual chapter dues; and assume the member's share of financial obligations voted by the chapter.
- (b) Sustaining. A Sustaining member shall have completed a minimum of eight (8) years as an Active member in a chapter or guild, which may include time spent in orientation and training, not including leaves of absence; have applied for and been granted such membership by the Board and pay annual chapter dues. A Sustaining member shall not vote or hold office. Upon written request, a Sustaining member maybe reinstated to Active Membership.
- (c) Life. Life membership may be granted by the Board to a member, upon application, who has completed a minimum of twelve (12) years as an Active member in the chapter or guild, which may include time spent in orientation and training, not including leaves of absence. Life membership is not transferable between chapters. A Life member may participate in chapter philanthropic projects, fundraising activities and serve on chapter committees.
- (d) Associate. Associate membership may be granted by the Board to an individual who may participate in and support the philanthropic projects and fundraising activities as determined by the chapter. Associate members shall pay annual chapter dues and shall not vote or hold office. Attendance at chapter meetings shall be optional with the chapter. Upon written request, an Associate member who was formerly an Active member may be reinstated to Active membership.
- (e) Professional. Professional membership may be granted by the Board to an individual who is employed or is a student. A Professional member shall participate in and support the philanthropic projects and fundraising activities as determined by the chapter; attend a minimum of two (2) chapter meetings per year; may serve on chapter committees; shall pay annual chapter and NAL dues; shall have the privilege of voting and holding office. Professional members, who were not previously Active members of the chapter, shall serve a period of orientation or training as prescribed by the chapter, which shall include NAL orientation. Upon termination of employment or education the member shall request a change of classification.
- (f) Auxiliary. An Auxiliary member shall have been accepted into membership of an auxiliary of the chapter; have the privileges and fulfill the obligations of such

membership; pay annual auxiliary and chapter dues. An Auxiliary member is a nonvoting member of the chapter.

- (g) Assisteens. An Assisteens member shall have been accepted into membership of an Assisteens Auxiliary of the chapter; have the privileges and fulfill the obligations of such membership and shall pay annual Assisteens and chapter dues. Members of this auxiliary are nonvoting members of the chapter.

Section 2. Limited Service. Upon application to and approval of the Membership Committee and Board, an Active member who has completed a minimum of eight (8) years' service, not including leaves of absence, and qualifies for Sustaining Membership, shall be granted the privilege of being an Active member on Limited Service.

- (a) An Active Member on Limited Service shall meet the following requirements: serve five (5) hours per month in the Thrift Shop or philanthropic projects and staff one (1) summer shift and one (1) Saturday shift in the Thrift Shop during the chapter year; staff the required number of shifts, as determined by the Boutique Noël Chairmen, during the Boutique Noël; attend regular meetings; pay chapter dues; shall vote and hold office, shall support fundraising activities and serve on one (1) committee.
- (b) The privilege of being an Active Member on limited Service shall be granted for one (1) year. The member may reapply annually and shall be given a one-half (1/2) year credit per year toward Sustaining and Life membership.
- (c) Upon written request, an Active member on Limited Service may be reinstated to Active membership.
- (d) A Sustaining member, upon written request, may be granted Active membership and may request Limited Service or Optional Service.

Section 3. Optional Service. Upon application to and approval of the Membership Committee and Board, a voting member with children ages Twelve (12) or under shall be granted the privilege of being an Active member on Optional Service.

- (a) An Active member on Optional Service shall meet the following requirements: serve five (5) hours per month in the Thrift Shop or philanthropic projects; staff one (1) summer shift and one (1) Saturday shift in the Thrift Shop during the chapter year; staff the required number of shifts as determined; by the Boutique Noël Chairmen, during the Boutique Noël; attend regular meetings; pay chapter dues; shall vote and hold office; shall support all fundraising activities and serve on one (1) committee.
- (b) The privilege of being an Active member on Optional Service shall be granted for one (1) year. The member may reapply annually and shall be given a one-half (1/2) year credit per year toward Sustaining and Life membership.
- (c) Upon written request, an Active member on Optional Service may be reinstated to Active membership.
- (d) A Sustaining member, upon written request, may be granted Active membership and may request Optional Service.

Section 4. A request for change of classification shall be made by May 1 for the following year. The request shall be made in writing and granted upon approval of the Board.

Section 5. When an Active member changes membership classification, the member shall return the Chapter Center key to the Membership Chairman.

Section 6. A voting member on leave of absence shall continue to assume the member's financial obligations voted by the chapter.

Section 7. Any member of the chapter who has resigned in good standing may be reinstated, upon making a written request to the Board.

Section 8. Newly Active members shall attend one (1) of the following within their first two (2) years of membership: NAL Convention or Networking meetings. Active members shall attend a one (1) hour training meeting each month at a time prescribed by the Orientation and Training Chairman.

Section 9. A Life member may attend regular and luncheon meetings and shall have the option of serving on monthly luncheon committees.

A voting Life member may vote and hold office when the member serves a minimum of five (5) hours per month during the chapter year in Thrift Shop, philanthropic projects or fundraising events. A voting Life member shall also staff the required number of shifts, as determined by the Boutique Noël Chairmen during the Boutique Noël. A voting Life member shall attend regular meetings and support all fundraising activities.

Section 10. Sustaining and auxiliary members may attend regular luncheon meetings. Sustaining members may participate in the fundraising activities and the philanthropic projects of the chapter. With Board approval, they may serve on chapter committees.

Section 11. Associate members may attend regular luncheon meetings, by invitation. They may participate in fundraising activities and assist in chapter philanthropic projects with proper training.

Associate membership may be granted to an interested community individual and shall be classified as an Associate Supportive member (SM).

Section 12. Life Membership.

(a) A member, who has been a voting member for twenty five (25) years, not including leaves of absence, shall be granted a Twenty-five (25) Year Life Membership by the Board. Yearly dues shall be made to NAL by chapter.

(b) An individual may be granted an Honorary Life Membership, at the discretion of the Board, for outstanding service rendered to Assistance League of Orange. Yearly dues shall be made to NAL by chapter.

Section 13. Professional.

(a) Professional member shall be employed a minimum of twenty (20) hours per week or carry a minimum of nine (9) units at school; shall serve twenty five (25) Thrift Shop hours per year; shall staff one (1) summer shift and one (1) Saturday shift in the Thrift Shop each year, and staff the required number of shifts, as determined by the Boutique Noël Chairmen, during the Boutique Noël.

(b) A member shall be given a one-half (1/2) year credit per year toward Active, Sustaining and Life membership.

(c) A summary of the Professional member's chapter activities shall be submitted to the Board by May 31 of each year confirming continued Professional classification.

Section 14. Membership.

- (a) The Membership Chairman shall take the roll at each meeting. If an Active member is absent for three (3) meetings in one (1) year, the member shall be asked to forfeit Active membership unless the member has an excuse acceptable to the Board. (Excused absences apply to family illness, emergency needs, NAL or chapter business.)
- (b) One (1) member of the Membership Committee shall be the Orientation and Training Chairman who shall be a member of the Chapter/ Auxiliary Relations Committee and the Education Committee; may attend Board meetings in a nonvoting capacity.
- (c) One (1) member of the Membership Committee shall supervise the hour's book.

I. Philanthropic Projects.

The following philanthropic projects shall be administered by the Philanthropic Projects Chairman: Orangewood Children's Home, Operation School Bell®, Project Humor, Happiness and Health, "The Kids on the Block®", HALOS Mentoring, Special Assistance and Scholarships. The chairman shall appoint a chairman for each of the philanthropic projects.

- (a) The agreement with **Orangewood Children's Home** shall govern this philanthropic project.
- (b) **Operation School Bell** shall function under the direction of a chairman selected by the Philanthropic Projects Chairman. Children in the Orange Unified School District are the eligible recipients and the agreement with the Orange Unified School District shall govern this philanthropic project.
- (c) The agreement with Kirkwood Assisted Living Residence shall govern **Humor, Happiness and Health**.
- (d) The agreements with the Orange Unified School District and private elementary schools within the community of Orange shall govern "**The Kids on the Block**".
- (e) The agreement with the Orange Unified School District shall govern **HALOS Mentoring**.
- (f) **Special Assistance.** The committee shall not divulge to the Board the names of persons under consideration for Special Assistance unless it becomes advisable. The names shall never be revealed to the membership. No aid is to be given to anyone currently receiving welfare, except on an emergency basis. Aid in excess of two hundred dollars (\$200.00) shall have Board approval.
- (g) **Scholarships.** Four thousand dollars (\$4,000.00), or more, shall be made available each year in the Orange Unified School District. The yearly amount shall be recommended by the Board, for approval of the voting membership at the regular meeting in March. Five hundred dollars (\$500.00) of the scholarship money may be available in the Health Services Profession in memory of Alfreida Neiweg. The scholarships shall be granted at the discretion of the Board and upon the recommendation of the Scholarship Committee.
- (h) **Dental Health Center.** The Dental Health Center shall function under the agreements with the dentist(s) and the other professionals employed by the chapter. The facilities and professional services of the Dental Health Center are for the use and treatment of children in the Orange Unified School District.
- (i) **Project Selection.** The President shall appoint a Project Selection Chairman and a committee to research projects and assess needs. Ideas shall be presented to the

Philanthropic Projects Committee for acceptance and presented to the Board by the Project Selection Committee for approval. It shall be presented to the voting membership for one (1) month's consideration and voted upon at the next meeting. Approval shall be by a two-third (2/3) vote of the voting membership present. The Philanthropic Projects Committee shall submit the project selection report to the NAL Philanthropic Projects Reviewer for approval before beginning the project.

- (j) **Termination of a Project.** The philanthropic project shall be evaluated prior to termination by the Philanthropic Projects Committee and presented to the Board for approval. The Board shall recommend terminating the project by submitting a written report of the evaluation study to the voting membership one (1) month prior to the next meeting. A two-thirds (2/3) vote of the voting membership present shall terminate the project.

II. **Noëls Workshop.**

It shall be the duty of the chairman and the committee to make handcrafted items to be sold at Boutique Noël. Hours may begin soon after the first of each calendar year on a weekly schedule.

III. **Public Relations.**

The Public Relations Chairman shall compile the Yearbook. Information shall be submitted each year by June 30 from the following chairmen:

- (a) **Membership.** The First Vice President shall submit an up-to-date, accurate membership list, in triplicate.
- (b) **Hospitality.** The Hospitality Chairman shall submit a list of the meetings, guests and hostesses for the year.
- (c) **President.** The President shall submit a list of committee members for the year.
- (d) **Bylaws.** The Bylaws Chairman shall submit all changes in bylaws and standing rules to be reprinted.

IV. **Chapter Center.**

The Chapter Center Chairman shall appoint a chairman to be responsible for the chapter computer programs.

V. **Endowment Fund Committee.**

The Endowment Fund Committee shall meet twice a year, September and February, with the American Express Financial Advisor to monitor the chapter investment. Biannually the chairman shall report to the Board and the membership on the financial status of the Endowment Fund.

VI. **Committee Chairmen.**

- (a) All committee chairmen shall notify the President and the President Nominee of the time and place of all meetings.

- (b) Committee chairmen need not serve on other committees, with the exception of the Budget and the Finance Committees and the Chapter Auxiliary Relations Committee, except when appointed to special committees by the President.

APPOINTIVE STANDING COMMITTEES

Section 1. **Special Committees.** Special committees appointed by the President are to function until the required duties are fulfilled.

OFFICERS AND THEIR DUTIES

Section 1. **Corresponding Secretary.** The Corresponding Secretary shall send flowers and cards in case of illness, death, etc. and shall place notice of it in the "Limelight".

VII. Justina Lowry Professional Auxiliary.

- (a) A member of Justina Lowry Professional Auxiliary, upon written notification to the chapter Membership Chairman, by May 1, for the following year, may become an Active or Professional member of chapter, and as such shall comply with all requirements of an Active or Professional member. The member shall complete a three (3) month orientation and training period and shall be given a one-half (1/2) year credit per year of years spent in the auxiliary, toward chapter Sustaining and Life membership.
- (b) A member of chapter may become a member of Justina Lowry Professional Auxiliary, upon notification to the chapter Membership Chairman, for approval, by May 1, for the following year, and by following procedures required in standing rules of the auxiliary.

VIII. Assisteens Auxiliary.

To be eligible for membership in Assisteens Auxiliary, the member's mentor shall be required to actively participate in all phases of the Assisteens programs for the duration of the Assisteens membership.

IX. Governing body eligibility.

Any voting member shall have completed twelve (12) months of Active membership to be eligible for election to the Board. In order to be eligible for the Presidency, a member must have served a minimum of one (1) year on the Board.

X. Hours.

- (a) Each Active member shall fulfill certain hour requirements during the year as follows: serve a minimum of five (5) hours each month in Thrift Shop, annually, and serve a minimum of five (5) hours each month in philanthropic projects (September through May); staff one (1) Saturday shift of three (3) hours in the Thrift Shop each year; and staff the required number of shifts, as determined by the Boutique Noël Chairmen, for the Boutique Noël. Hours spent by members in the Noëls workshop shall apply to philanthropic project hours. Hours spent by members of the Archive Committee shall apply to philanthropic project hours. When a chapter member works a Thrift Shop Saturday morning with an Assisteens, those hours shall count as the required Saturday Thrift Shop hours.
- (b) Active members shall also serve on a minimum of one (1) committee per year. Members who volunteer at Orangewood Children's Home, Operation School Bell, Humor, Happiness and Health, "The Kids on the Block", and HALOS Mentoring shall

receive a minimum of two and one-half (2-1/2) hours credit for each shift served. Volunteers at the Dental Health Center shall receive five (5) hours credit for each shift served. At the discretion of the Board, other related hours may be counted toward the required service for Thrift Shop or philanthropic projects.

- (c) Other chapter hours shall consist of the following: attendance at Board meetings, time given to NAL or chapter committee meetings and two (2) hours for attendance at each regular meeting. Hours counted for attending NAL Orientation, special meetings of NAL and NAL Convention include the following: transportation, meetings and overnight for a maximum of eight (8) hours per day.
- (d) A newly Active member shall have completed all required hours by the end of the orientation and training period.
- (e) The President, President Nominee, Treasurer and Assisteens Coordinator shall be excused from hour requirements. Board members, Assistant Treasurer, Assistant Assisteens Coordinator and Orientation and Training Chairman shall serve five (5) hours per month in either Thrift Shop or philanthropic projects during the chapter year. They shall also staff one (1) Saturday shift in the Thrift Shop each year and staff the required number of shifts, as determined by the Boutique Noël Chairmen, during the Boutique Noël.
- (f) Each member shall submit chapter and community service hours separately by filling out the "Hours Form" at each regular meeting or by notifying, in writing, the Hours Book Chairman, who shall maintain the hours book for the chapter membership.
- (g) If a voting member is called for Jury Duty, she shall notify the Membership Chairman at once and shall be excused from her chapter duties until her jury duties are fulfilled. Members serving as elected NAL officers or appointed as chairmen of NAL shall be excused from chapter hours.
- (h) 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 and Camp Fire Girls; fund drives serving the public, such as Red Cross, Heart, Cancer, Crippled Children and Adults, etc.; and agencies such as Hospital Guilds, except hours spent at benefits. Also included are hours served on projects established for the improvement and benefit of the community within Orange County, such as: Chamber of Commerce, Orange Downtown Property Association, Downtown Business and Professional Association, Orange Cares and school board committees.
- (i) Hours spent in church or political activities **may not** be counted as either community or chapter hours.
- (j) If a member has not completed the required hours by the end of the fiscal year, May 31, the member shall submit the reasons for failing to fulfill the obligations to the Board, no later than its May meeting. The Board shall consider such reasons and may excuse the member, request a change of classification or may request the member to resign.
- (k) If a member cannot work on the day for which the member has signed; **it is the member's obligation to find a replacement.**
- (l) Chapter may grant a referral credit of no more than fifty percent (50%) of the years of Active membership spent in a former chapter toward Sustaining or Life membership, this fifty (50%) not to exceed four (4) years. The member shall complete a three (3) month orientation and training period in the Orange chapter.

FINANCIAL

1. Dues.
 - (a) Dues received after May 15 shall be subject to a ten percent (10%) penalty for all membership classifications.
 - (b) Persons becoming members on or after January 1 shall pay one-half (1/2) year dues.
2. The newly Active member fee shall cover the cost of a key, nametag and notebook.
3. Life and Sustaining members who regularly attend the regular meetings may donate ten dollars (\$10.00) a year for their luncheon expenses.
4. All requests for donations by other organizations must be presented in writing to the Board.
5. Chapter members attending the annual meeting of NAL as delegates, alternate delegates, NAL Board and committee members, and members attending in a special capacity for chapter or NAL, shall receive reimbursement for expenses not reimbursed by NAL. Qualified expenses shall be registration, lodging and required prepaid meals. When NAL meetings, conferences and conventions are held more than two hundred (200) miles from the Chapter Center, net travel expenses shall also be reimbursed.

GENERAL

1. Any change of chapter bylaws and Conflict of Interest Policy shall have a thirty (30) day written notice to all voting members of the chapter before any action is taken. Changes in standing rules may be read and voted upon at any regular meeting.
2. The bylaws and standing rules shall be included in the Yearbook.
3. No equipment shall be loaned or rented from the Chapter Center.
4. The silver service shall be used exclusively by Assistance League of Orange. Date and activity must be cleared in advance with the Chapter Center Chairman
5. No Chapter Center furnishings or equipment shall be sold without the consent of the Board.
6. 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 two hundred fifty dollars (\$250.00), which includes a fifty-dollar (\$50.00) cleaning fee. A two hundred dollar (\$200.00) 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.**
7. The hostesses specified in the Yearbook shall serve a simple luncheon or brunch at each meeting. **Each member shall notify the luncheon chairman twenty-four (24) hours in advance if the member is unable to attend.** The luncheon committee shall have the opportunity to attend chapter meetings.
8. **The Board shall approve the hiring of all employees.** There shall be a written agreement between the employee and Assistance League of Orange and shall be signed by the President, the Recording Secretary and the employee.
