

ASSISTANCE LEAGUE® OF SALT LAKE CITY

STANDING RULES

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**STANDING RULES
OF
ASSISTANCE LEAGUE® OF SALT LAKE CITY**

1. Membership

1.01 Members

(a) All members shall:

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

1.02 Voting Members

(a) All voting members shall:

- (1)** Be encouraged to attend chapter meetings as required;
- (2)** Participate in and support philanthropic programs and fundraising activities of the chapter;
- (3)** Have the right to vote and hold office;
- (4)** Pay annual chapter dues; and
- (5)** Assume a member's share of financial obligations voted by the membership.
- (6)** Be encouraged to serve a minimum of fifty (50) hours per year, which may include hours spent in philanthropic programs, fundraising activities, committee and Regular Meetings, and at the Thrift Shop.

(b) Individuals who have been a member for ten (10) cumulative years shall be eligible for the honorary title of Sustainer

1.03 Nonvoting Members

(a) Consociates Auxiliary members: A Consociate Auxiliary member:

- (1)** Shall pay annual auxiliary dues;
- (2)** Shall participate in and support philanthropic programs and fundraising activities;
- (3)** May attend chapter meetings;
- (4)** May serve on committees and may serve as an appointive standing committee chair.
- (5)** Shall have the privileges and obligations of such membership.

(b) Assisteens® Auxiliary members: membership shall be limited to young people who may be in the seventh (7th) through twelfth (12th) grades: An Assisteens member shall:

(1) Pay annual auxiliary dues,

(2) Have the privileges and obligations of such membership.

1.04 Leave of Absence. Upon application and approval of the Member Services Committee, a voting member may be granted a temporary leave of absence for travel, illness or to meet emergency needs for not less than six (6) months or more than twelve (12) months.

1.05 Change of Classification and Resignation Procedures.

(a) A request for change in membership classification, resignation, or reinstatement shall be submitted in writing to the Member Services Committee;

(b) Resignation shall be effective when accepted by the Member Services Chair; and

(c) The Board shall approve all changes.

1.06 Member Application and New Member Orientation

(a) Membership Application. Membership Application forms shall be completed by all members and maintained as required by Assistance League. Relevant contact information, emergency information, and other required personal data shall be recorded on the Membership Application.

(b) Orientation. Members shall receive orientation, which shall include national organization and chapter (and auxiliary) information.

(c) Right to Vote. Upon payment of dues, a new member shall have the right to vote.

(d) Additional Requirements. Members who are required to pass a name-based search are identified in the chapter Name-Based Search Policy. The chapter will pay costs related to background checks for those of whom it is required.

1.07 Responsibilities of Membership and Service Requirements

(a) Policies. Members shall sign policies as required by the chapter, which shall be maintained as required by Assistance League.

(1) Every member shall have a signed Conflict of Interest Policy form on file;

(2) Every member shall have a signed Whistleblower Protection Policy form on file;

(3) Every member shall have a signed Photo Consent Form on file;

(4) Every member shall have a signed Social Media Policy on file;

(5) Every member shall have a signed Protected Persons Behavioral and Reporting Policy on file;

(6) Every member shall comply with the National Assistance League® Name-Based Search Policy as adopted by our Chapter;

(7) Board members shall disclose annually any conflict of interest.

(b) **Service Hours.** Members shall report service hours as required.

2. Board

2.01 Attendance. Members of the Board shall attend Board meetings, Board orientations and training.

2.02 Absence. Members of the Board shall notify the President or Secretary of any planned absence prior to the Board meeting and submit a report in advance.

2.03 Elected Members. Only elected members of the Board, with the exception of the Parliamentarian, shall attend Board meetings. Non-Board members may be invited to present a report at an appointed time but shall not be present during deliberations.

2.04 Resignation. Resignation from the Board shall be dated and signed, delivered to the President, and effective upon receipt.

2.05 Removal. Members of the Board may be removed:

- (a) For noncompliance with requirements;
- (b) For nonperformance of duties; or
- (c) By a vote of a majority of the directors then in office.

3. Committees

3.01 Composition. Each Chair shall appoint a Vice-Chair and secretary, if applicable.

3.02 Attendance. Each committee member shall attend committee meetings and notify the Chair conducting the meeting of any planned absence prior to the committee meeting.

3.03 Minutes. Each elective standing committee shall have recorded minutes which shall be placed on file.

3.04 Job Descriptions. Committee Chairs shall review job descriptions annually and submit updated job descriptions to the Bylaws Committee as needed. New and updated job descriptions shall be approved by the Board.

3.05 Procedure Books. Committee Chairs shall maintain procedure books and present to a successor at end of term.

3.06 Definition of Committee Chair. "Chair" refers to both the elected Board member and the appointive standing committee member who chairs a committee. The Board shall be composed of elective standing committee Chairs, but not appointive standing committee Chairs.

4. Philanthropic Programs

- 4.01 Identification.** Philanthropic programs shall be identified with the Assistance League of name.
- 4.02 Approval.** Adoption or termination of a philanthropic program shall be approved by the membership by a majority vote.
- 4.03 Amendment.** Amendment of a philanthropic program shall be approved by the membership.
- 4.04 Evaluation.** The Strategic Planning Committee shall evaluate each philanthropic program at a minimum of every two (2) years.
- 4.05 Name and Description.** Philanthropic Programs are named and described in Bylaws 8.03 Appointive Standing Committees.

5. Fundraising

- 5.01 Identification.** Each fundraising activity or event shall be identified with the Assistance League of name.
- 5.02 Approval.** Adoption or termination of a fundraising activity or event shall be approved by the membership by a majority vote.
- 5.03 Amendment.** Amendment of fundraising events and activities shall be approved by the membership.
- 5.04 Evaluation.** The membership shall evaluate each fundraising activity or event at a minimum of every two (2) years.
- 5.05 Name and Description.**
- (a) Assistance League Thrift Shop, the chapter's thrift shop, shall be the ongoing source of fundraising for the chapter.
 - (b) The Annual Appeal shall be a yearly source of fundraising for the chapter.
- 5.06 Financial Obligations Other than Dues.** Voting members shall promptly pay any financial obligations of a mandatory fundraiser as approved by the voting membership.
- 5.07 Requirements.**
- (a) Funds generated from grants/gifts shall be used as designated for philanthropic programs.
 - (b) Surplus from planned and unsolicited fundraising events shall be designated by the Board and membership for philanthropic programs.
 - (c) Undesignated memorials and donations shall be recommended for specific philanthropic programs by the Finance Committee to the Board and membership.
 - (d) All fundraising events shall be coordinated by the Community Relations Committee.

6. Finance

6.01 Leadership Connection Registration. Registration fees for Leadership Connection attendees shall be paid by chapter.

6.02 Proposed Expenditure. Expenditures for capital improvements and non-recurring operating expenditures over two thousand dollars (\$2,000) shall be put out for bid to three (3) reputable companies.

6.03 Assisteens® Conference Registration. Registration fees for Assisteens Coordinator and/or Assisteens Liaison for Assisteens Conference shall be paid by the chapter.

6.04 Reimbursement Procedure. Expense documentation and/or receipts shall be submitted with the expense voucher to the Treasurer within thirty (30) days of expenditure or prior to May 31st.

6.05 Proposed Capital Expenditure. Capital expenditures and non-recurring operating expenses of over two thousand dollars (\$2,000) proposed by any committee shall be reviewed by the House Operations Committee and Finance Committee before presentation the Board and membership.

6.06 Travel Reimbursement.

- (a) The Finance Committee with Board approval shall determine allocation of budgeted financial resources for members attending national conferences/events.
- (b) In addition to chapter delegates, the Board shall annually determine other members who are eligible for financial reimbursement for workshops, training, or special meetings. Chapter members serving on National Committees shall have qualified expenses paid by the chapter. Reimbursement may include registration, lodging and allowable transportation from the Salt Lake City chapter to event city.
- (c) Travel expenses prepaid by the chapter for a member who is subsequently unable to attend a scheduled meeting shall be reimbursed to the chapter by that member within thirty (30) days following the scheduled meeting.
- (d) Allowable expenses shall be limited to event registration as determined by Finance Policies IX. B, lower priced airfare on a direct flight to the event city that includes a non-upgraded seat assignment when available; baggage fees to cover one bag each way; shuttle or taxi (fully reimbursed including tip); lodging based on single occupancy/standard room; automobile travel per IRS allowance rate for philanthropic services, not to exceed lower priced airfare on a direct flight to event city; hotel or event parking; and meals up to fifty dollars (\$50) per day.
- (e) Non-Allowable expenses include but are not limited to personal expenses, entertainment, alcoholic beverages, frequent flyer mileage ticket, and travel insurance.

7. Community Volunteer

7.01 Orientation and Supervision

- (a) Orientation.** Community Volunteers shall be oriented to their area of service by a Member Volunteer or Employee.
- (b) Supervision.** Community Volunteers shall perform service under the direct supervision of a Member Volunteer or Employee.

7.02 Policies and Background Screening

- (a)** Community Volunteer service shall be conducted pursuant to current Assistance League® of Salt Lake City Protected Persons Behavioral and Reporting Policy.
- (b)** A Name-Based Search (background check) shall not be required of Community Volunteers.

7.03 Court-Ordered Community Service Volunteers. Assistance League of Salt Lake City shall not use Court-Ordered Community Service Volunteers to perform service work.

8. Chapter Facility

8.01 Non-Assistance League Use of Chapter Equipment and Property. Chapter members shall not use the chapter house for personal, business or any reason not directly related to the chapter.

9. General

9.01 Mailing Lists/Rosters. No outside groups or individuals shall be allowed access to chapter mailing lists nor shall members use membership rosters for outside business activities.

9.02 Nonmember attendance. Nonmembers may attend chapter regular meetings.

10. Adoption and Amendment of Standing Rules

10.01 Adoption and Amendment. These Standing Rules may be amended or new Standing Rules may be adopted at any Regular Meeting by two-thirds (2/3) vote without previous notice, or by majority vote if the members are provided with written notice at the previous Regular Meeting or thirty (30) days' written notice.

10.02 Suspension. A Standing Rule may be suspended by majority vote, during a meeting, for that meeting only, and shall be in full force and effect at the close of the meeting.

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