

**POLICIES  
OF  
CONSOCIATES AUXILIARY**

an auxiliary of Assistance League® of Salt Lake City  
a chapter of National Assistance League®

**Article 1 Name**

**1.01 Name.** The name of this organization is Consociates Auxiliary, an auxiliary of Assistance League of Salt Lake City, 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, and in particular, this auxiliary's philanthropic programs.

**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 and standards of membership. Auxiliary Voting members are entitled to vote and hold office in the auxiliary; non-voting auxiliary members shall have neither privilege.

**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 terminate 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 Membership Committee 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 meeting and vote and shall be counted in the quorum when present. Other financial obligations shall be optional with the auxiliary.

**3.04 Dual Membership.** Auxiliary members may hold membership in more than one (1) auxiliary or chapter and shall declare a primary chapter or auxiliary.

**3.05 Orientation.** New members shall complete orientation which shall include auxiliary, chapter and national orientation pursuant to Article 7.02(a) of these policies.

**3.06 Service Responsibilities.** Service hours shall be turned in at the regular meeting or submitted to the Membership Chair on the chapter website. Voting members are encouraged to serve thirty (30) or more hours per fiscal year, which shall include attendance at meetings, travel time, and participation in chapter-sponsored and auxiliary-sponsored activities and events. No hour sheets for the fiscal year shall be accepted after May 31. In addition, all voting members are requested to serve two (2) or more Thrift Shop shifts during the fiscal year. Members may also help the chapter by labeling books for the Book Bank program and serve as chapter committee members.

**3.07 Financial Responsibilities.** All voting membership shall promptly meet any financial obligations as voted by the Auxiliary. All voting membership shall purchase one (1) Karen S. Johnson Women of Distinction event ticket and help provide an "Opportunity Basket" for the event.

**3.08 Philanthropic Program Responsibilities.** Consociates Auxiliary shall administer and control two (2) philanthropic programs: Assault Survivor Kits<sup>®</sup> and Baby Bundles.

**3.09 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 Chairs. The chapter Auxiliary Liaison shall attend governing body meetings in a nonvoting capacity. Only elected members of the governing body shall attend governing body meetings and have a vote. The auxiliary 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 the term of one (1) year or until their successors are elected and 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 unless by appointment of the auxiliary governing body.

**4.06 Meetings.** Regular meetings of the governing body shall be held before each regular membership meeting, 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 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.

**4.08 Special Meetings.** Special meetings of the governing body may be called by the Chairman and shall be called upon by 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 two (2) 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 the Chairman, shall be filled by majority vote of the governing body. The office of the Chairman shall be filled by the First Vice Chair, and the governing body shall fill the vacancy thus created.

## **Article 5 Nominations and Elections**

**5.01 Nominating Committee.** In January the Nominating Committee shall be elected. One (1) member and one (1) alternate shall be elected from the governing body and two (2) members and one (1) alternate elected from the voting membership. The Chair and the Vice Chair shall be elected by and from the Nominating Committee. No member shall be eligible to serve two (2) consecutive years. The auxiliary Recording Secretary shall call the first meeting of the Nominating Committee.

**5.02 Slate.** In February, the Nominating Committee shall submit its slate of nominees for offices on the governing body. Only one (1) nominee shall be elected to each office. These offices are: Chairman, First Vice Chair, Second Vice Chair/Philanthropic Programs, Third Vice Chair/Membership, Fourth Vice Chair/Resource Development, Recording Secretary, Corresponding Secretary, and the Elective Standing Committee Chairs: Marketing Communications and Policies.

**5.03 Notice.** The committee Chair shall submit a copy of the slate of nominees to the auxiliary 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 members eligible to vote may nominate, by signed petition, an additional nominee for an office on the governing body, or for a delegate or alternate, by mailing such petition, together with the written consent of the nominee, to the auxiliary Recording Secretary at least ten (10) days prior to the election meeting. No member shall sign more than one (1) petition in a fiscal year.

**5.05 Election Meeting.** The governing body shall be elected at the election meeting in March.

**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, the Chairs of Appointive Standing Committees, unless otherwise provided in these policies.
- (c) Appoint special committees by direction of the governing body or membership;
- (d) Appoint a Parliamentarian;
- (e) Be, ex officio, a member of all committees except the Nominating Committee;
- (f) Present an annual report of auxiliary activities to the chapter President and auxiliary membership; and
- (g) Be the auxiliary's voting representative to the Board

### **6.02 First Vice Chair.** The First Vice Chair shall:

- (a) Serve in the absence of the Auxiliary Chairman;
- (b) Be, ex-officio, a member of all committees except the Nominating Committee; and
- (c) Report at meetings of the governing body and membership.

### **6.03 Second Vice Chair/Philanthropic programs.** The Second Vice Chair shall:

- (a) Be Chair of the Philanthropic Programs Committee;
- (b) Appoint, with governing body approval, Chairs for philanthropic programs;
- (c) Coordinate and advise philanthropic programs and committees; and
- (d) Report at meetings of the governing body and membership.

### **6.04 Third Vice Chair/Membership.** The Third Vice Chair shall:

- (a) Be Chair of the Membership Committee;
- (b) Within ten (10) days after the auxiliary's annual meeting, send a list of names, mailing addresses, and membership classification of members to the chapter Member Services Chair;
- (c) Submit to the chapter Member Services Chair membership additions, deletions, name changes, address changes immediately following notification; and

(d) Report at meetings of the governing body and membership.

**6.05 Fourth Vice Chair/Resource Development.** The Fourth Vice Chair shall:

- (a) Be the Chair of the Resource Development Committee;
- (b) Coordinate the Karen S. Johnson Women of Distinction event and other fundraising events; and
- (c) Report at meetings of the governing body and membership.

**6.06 Presiding Officer of Meetings.** In the absence of the Chairman, the Vice-Chairs shall serve in the order of their office.

**6.07 Corresponding Secretary.** The Corresponding Secretary shall:

- (a) Send correspondence, such as thank you notes and acknowledgements, as directed by the governing body.

**6.08 Recording Secretary.** The Recording 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, but excluding financial records; and
- (c) Send to the chapter, within ten (10) days after their election, a list of the names and addresses of members of the governing body.

## **Article 7 Standing and Special Committees**

**7.01 Committee Composition.** Members of each committee shall be appointed by the respective Chairs of each committee, with approval of the governing body, unless otherwise provided in these policies. The composition of a committee shall include those who serve by virtue of office as specified in the policies and/or members as deemed necessary. Ex officio members of committees are voting members of the committee.

**7.02 Elective Standing Committees.**

- (a) **Orientation:** The Third Vice Chair/Membership shall be Chair of this committee. This committee shall be composed of the Chair and members as deemed necessary to educate new members in all activities of the auxiliary, Assistance League of Salt Lake City, and National Assistance League.
- (b) **Philanthropic Programs Committee:** The Second Vice Chair/ Philanthropic Programs shall be Chair of this committee. This committee shall be composed of the Chairs of the auxiliary philanthropic programs and members as deemed necessary to administer the philanthropic programs.

- (c) **Policies:** The Policies Chair shall be Chair of this committee. This committee shall be composed of the Chair and members as deemed necessary to periodically review auxiliary policies, and amend auxiliary policies when so directed by the governing body or the membership. It shall maintain auxiliary policies to conform with the bylaws of the chapter and National Assistance League templates. Policies Chair shall submit proposed amendments in accordance with Article 10.1 hereof. (Proposals are submitted to Bylaws Committee for review, approval by Board, adoption by auxiliary, and forwarding to the National Bylaws Consultant.) This committee shall be responsible for reviewing auxiliary job descriptions developed by committee chairmen and maintaining a current binder of this auxiliary's policies and job descriptions in the chapter library.
- (d) **Marketing Communications:** The Marketing Communications Chair shall be Chair of this committee. This committee shall be composed of the Chair and members as deemed necessary to develop publicity for the auxiliary.
- (e) **Resource Development Committee:** The Fourth Vice Chair /Resource Development shall be Chair of this committee. This committee shall be composed of the Chair and members as deemed necessary to plan auxiliary fundraising.

### **7.03 Appointive Standing Committees.**

- (a) **Assault Survivor Kits®:** This committee shall be composed of the Chair and members as deemed necessary to coordinate the purchase of clothing and hygiene items and assembly into the kits by the membership, and report to the Second Vice Chair.
- (b) **Baby Bundles:** This committee shall be composed of the Chair and members as deemed necessary to coordinate the purchase of newborn items and assembly into the Baby Bundles by the membership, and report to the Second Vice Chair.
- (c) **Historian:** The Historian may be appointed to maintain the yearly history of the auxiliary, and report to the auxiliary Chairman.

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

**7.05 Committee Quorum.** Voting members present shall constitute a quorum. Ex officio members are not counted when constituting or determining a quorum.

## **Article 8 Meetings**

**8.01 Regular Meetings.** Regular meetings shall be held on the fourth (4<sup>th</sup>) Wednesday of each month, except for the month of November when the meeting shall be held the third (3<sup>rd</sup>) Wednesday unless otherwise directed by the governing body with membership approval. Regular meetings shall not be held in July and December. The regular meeting for the month of June shall be a summer social with the date decided by the voting members.

**8.02 Election and Annual Meetings.** The regular meeting in March shall be known as the election meeting. The regular meeting in May shall be known as the annual meeting, at which the auxiliary chairman shall summarize membership statistics and auxiliary accomplishments.

**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, including but not limited to electronic meetings, 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 Chairman and shall be called upon the written request of three (3) 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.** Voting members present 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.

## **Article 9 Finance**

**9.01 Fiscal Year.** The fiscal year of this auxiliary shall be from June 1 through May 31.

**9.02 Dues and Fees.** Annual dues, which shall include National Assistance League per capita dues of forty dollars (\$40), shall be payable on or before March 1 and become delinquent on the close of the April regular meeting. The chapter Treasurer shall collect dues.

Voting	Fifty-five dollars	(\$55)
Nonvoting	Fifty-five dollars	(\$55)

Dues for new members joining after December 1 shall be reduced by one-half (1/2) (i.e., \$27.50) and shall include National Assistance League pro rata per capita dues of twenty dollars (\$20). Dues for new members joining between March 1 and May 31 shall be ten dollars (\$10) 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 or chapter.

**9.03 Proposed Expenditures.** Proposed unbudgeted expenditures in excess of five hundred dollars (\$500), not to exceed amount of unbudgeted expenditures stated in the bylaws, shall be presented to the chapter Board governing body and membership for approval prior to the expenditure.

**9.04 Fundraising.** The auxiliary shall plan fundraising events and activities in compliance with **National Policies for Chapters** and shall not conflict with chapter activities.

**9.05 Budget.** The governing body and membership shall approve the budget prior to March 31 to the chapter Finance Committee to be included in the annual corporate budget.

**9.06 Contracts.** Contracts shall be submitted to the chapter for Board approval and signatures of the President and chapter Recording 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 reviewed by the Bylaws Committee and 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 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 (including the law of the State of Utah), and any special rules of order the chapter may adopt.

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