

POLICIES
OF
ASSISTEENS® 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 Assisteens® 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.

2.02 Policies. The auxiliary shall be governed by these policies. These policies shall not be in conflict with the policies, standing rules or policies of the chapter.

Article 3 Membership

3.01 Composition. Assisteens members are nonvoting members of the chapter. Assisteens membership shall be limited to young people who may be in the seventh (7th) through twelfth (12th) grades.

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, 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 Membership Responsibilities.

(a) Service Responsibilities. To assist in chapter activities.

(b) Philanthropic Program Responsibilities. To assist in chapter and Assisteens programs.

(c) General.

1. Annually, each Assisteens member shall have a current Assisteens Auxiliary Consent Form on file with the Assisteens Coordinator.
2. Assisteens members attending Assisteens Conference or overnight activities shall be accompanied by a parent, guardian or chapter member.
3. Assisteens members shall not be required to participate in any chapter activity during school hours.
4. Parent or guardian participation in chapter or Assisteens activities is not a prerequisite to Assisteens membership.

3.06 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 chairman. Only elected members of the governing body shall attend governing body meetings and have a vote. The Chapter/Auxiliary Liaison shall attend governing body meetings in a voting capacity. 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 the 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 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 on the same days as the membership meeting.

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 meeting 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 two (2) members of the governing body, provided notice of such special meetings shall have been given to each governing body member at least five (5) days prior thereto.

4.09 Quorum. A majority of the governing body shall constitute a quorum.

4.10 Vacancies. Vacancies on the governing body, including the office of Chairman, shall be filled by majority vote of the governing body.

Article 5 Nominations and Elections

5.01 Nominating Committee. In February, 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) and one (1) alternate 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 Recording Secretary shall call the first meeting of the Nominating Committee.

5.02 Slate. In March, the Nominating Committee shall submit its slate of nominees for offices on the governing body. These offices are: Chairman, Vice-Chairman, and Recording Secretary.

5.03 Notice. The committee chairman shall submit a copy of the slate of nominees to the 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 by mailing such petition, together with the written consent of the nominee, to the Recording 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 April.

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. Ballots shall be tabulated by three (3) appointed tellers.

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 chairmen of the Appointive Standing Committees;
- (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; and
- (f) Present an annual report of auxiliary activities to the chapter President and auxiliary membership;

6.02 Vice Chairman. The Vice Chairman shall:

- (a) Perform duties as assigned by the governing body.

6.03 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 including minutes of committee meetings, but excluding financial records;

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. There shall be no elective standing committees.

7.03 Appointive Standing Committees.

(a) **Bunny Baskets.** The committee shall be composed of the Chair and members as may be deemed necessary to provide Bunny Baskets to community organizations serving children.

(b) **Teens Helping Teens.** The committee shall be composed of the Chair and members as may be deemed necessary to assist community organizations mentoring youth and teens aging out of foster care.

(c) **Helping Hearts.** The committee shall be composed of the Chair and members as may be deemed necessary to provide Valentine's Day crafts, treats and/or books to community organizations serving homeless youth or other underserved populations.

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 Wednesday of each month, except for June, July, August and December.

8.02 Election and Annual Meetings. 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 Conduct of Meetings. Members of governing bodies and committees 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 meeting 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 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. A majority of the members present shall constitute a quorum.

Article 9 Finance

9.01 Dues and Fees. Annual dues, which may include chapter dues, shall be payable on or before May 1 and delinquent on May 31. Dues are \$25 annually.

9.02 Proposed Expenditures. Proposed expenditures of unbudgeted funds in excess of five-hundred dollars (\$500) shall be presented to the chapter Board for approval and then to the governing body and 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 Budget. The governing body and membership shall approve the budget prior to March 21st to be presented to the chapter committee that prepares the budget 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 Recording Secretary.

9.07 Authorized Payments. The net surplus of funds raised each year may be used to pay transportation, registration, lodging and prepaid meals for the Assisteens Coordinator and one (1) Assisteens representative to attend Assisteens Conference or Assisteens Coordinator's training.

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

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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 Utah or rules governing agenda, motions and related matters.

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