

**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 (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grades and young people in a similar age range as the specified 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 chairs. 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 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 Auxiliary Chair 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 Auxiliary Chair, 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 chair and vice chair 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: Auxiliary Chair, Auxiliary Vice Chair, 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 Auxiliary Chair.** The Auxiliary Chair shall:

- (a) Preside at meetings of the governing body and membership;
- (b) Appoint, with governing body approval, the chairs 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 Auxiliary Vice Chair.** The Auxiliary Vice Chair shall:

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

**6.03 Presiding Officer of Meetings.** In the absence of the Auxiliary Chair and the Auxiliary Vice Chair, the Elective Standing Committee Chairs shall serve in the order of their office.

**6.04 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 excluding financial records.

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

**7.01 Committee Appointments.** Auxiliary Chair with governing body approval, unless otherwise provided in these policies. Ex officio members of committees are voting members of committee.

**7.02 Elective Standing Committees.** There shall be no elective standing committees.

**7.03 Appointive Standing Committees.**

- (a) **Assistees Turning Compassion into Action.** The committee shall be composed of the Chair and members as deemed necessary to provide community service projects to children, teens, and adults.

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

**7.05 Committee Quorum.** A majority of the committee members 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 second Wednesday of each month, except for June, July, August, and December, unless otherwise directed by the governing body, with membership approval.

**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 electronic means, including through the use of telephonic and/or video conferencing, 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 Chair 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.

**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 9.07.

## **Article 9 Finance**

**9.01 Dues and Fees.** Annual dues, which include National Assistance League per capita dues of ten dollars (\$10) and may include chapter dues, shall be payable on or before May 1 and delinquent on May 31.

Dues:

Voting            Twenty-five dollars    \$ 25

Dues for new members joining after December 1 shall be reduced by one-half (1/2) and shall include National Assistance League per capita pro rata dues of five dollars (\$5). Dues for new

members joining between March 1 and May 31 shall be ten dollars (\$10.00) and National Assistance League per capita pro rata 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 and/or chapter.

**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 21 which shall be presented to the chapter committee that prepares the budget for inclusion in the 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 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.

\* \* \*