

**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 all policies approved by the chapter, including the 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 chapter Member Services Committee may grant or deny requests for temporary leaves of absence to voting 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 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 will be conducted by chapter Member Services, and shall include auxiliary, chapter and national orientation.

**3.06 Service Responsibilities.** Service hours shall be turned in at the regular meeting to the auxiliary Member Services Chair or submitted 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 or online hours submissions 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 serving 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 Woman of Distinction event ticket and help provide fundraising items 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. Only elected members of the governing body shall attend governing body meetings and have a vote. 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 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 Chairman-Elect, and the governing body shall fill the vacancy thus created.

## **Article 5 Nominations and Elections**

**5.01 Nominating Committee.** In November the Nominating Committee shall be elected. One (1) member and one (1) alternate shall be elected from the governing body and three (3) members and one (1) alternate elected from the voting membership. The Chair and the Vice Chair of the committee 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, Chairman-Elect, Second Vice Chair/Philanthropic Programs, Third Vice Chair/Member Services, Vice Chair/Resource Development, 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 Secretary and to each voting 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 auxiliary 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 Chairman-Elect.** The Chairman-Elect shall:

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

### **6.03 Vice Chair/Philanthropic Programs.** The Vice Chair shall:

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

### **6.04 Vice Chair/Member Services.** The Vice Chair shall:

- (a) Be Chair of the Member Services Committee;
- (b) Shall be responsible for facilitating the assignment of mentors to new members as a part of the Consociates mentoring program; and
- (c) Report at meetings of the governing body and membership.

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

- (a) Be the Chair of the Resource Development Committee;
- (b) Coordinate the Karen S. Johnson Woman 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 and Chairman-Elect, the Vice-Chairs shall serve in the order listed in these Policies.

**6.07 Secretary.** The Secretary shall:

- (a) Send correspondence, such as thank you notes and acknowledgements, as directed by the governing body.
- (b) Record the minutes of the governing body and regular meetings and permanently maintain the original minutes;
- (c) Be custodian of the records of the auxiliary, but excluding financial records; and
- (d) Send to the chapter Roster and Dues Chair, within ten (10) days after their election, a list of the names and addresses of members of the governing body.

**Note: Definitions.** “Chairman” refers to the Auxiliary Chairman. “Chair” refers to members of the Governing Body. Those reporting to “Chairs” will be called “Coordinators.”

## **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. By direction of the governing body or membership, the Chairman shall appoint Coordinators.

**7.02 Elective Standing Committees.**

- (a) **Member Services Committee:** The Vice Chair/Member Services 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. This committee will support mentoring new members and will report information to the chapter Member Services Chairman.
- (b) **Philanthropic Programs Committee:** The Vice Chair/Philanthropic Programs shall be Chair of this committee. The committee shall be

composed of the Coordinators 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. The 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.) The committee shall be responsible for reviewing auxiliary job descriptions developed by committee Chairs and Coordinators and maintaining a current binder and electronic version of this auxiliary's job descriptions in the chapter library and website.
- (d) Marketing Communications:** The Marketing Communications Chair shall be Chair of this committee. The committee shall be composed of the Chair and members as deemed necessary to develop publicity for the auxiliary.
- (e) Resource Development Committee:** The Vice Chair/Resource Development shall be Chair of this committee. The 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®:** The committee shall be composed of the Coordinator 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 Vice Chair/Philanthropic Programs.
- (b) Baby Bundles:** The committee shall be composed of the Coordinator 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 Vice Chair/Philanthropic Programs.
- (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 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 the governing body 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 9.07.

## Article 9 Finance

**9.01 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 per capita pro rata 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 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 or chapter.

**9.02 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.

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

**9.04 Check Signatures.** Checks shall be signed by two (2) of the three (3) or more authorized elected members of the chapter Board. All checks for auxiliary expense require two authorized elected chapter Board member signatures. There shall be no authorized auxiliary elected governing body member signers or auxiliary accounts. For internal control purposes, check signers shall not be related.

**9.05 Budget.** The governing body and membership shall approve the budget prior to March 31 which shall be presented to the chapter Finance Committee for inclusion 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.

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

## **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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