

**BYLAWS  
OF  
ASSISTANCE LEAGUE® OF VENTURA COUNTY**

a nonprofit public benefit corporation

**Article 1 Name and Headquarters**

**1.01 Name.** The name of this corporation is Assistance League of Ventura County, a chartered chapter of National Assistance League®.

**1.02 Principal Office.** The principal office for the transaction of business of this organization is hereby fixed and located at 913 East Santa Clara Street, Ventura CA 93001.

**Article 2 Purpose and Policies**

**2.01 Purpose.** The purpose of this organization shall be as stated in its Articles of Incorporation: to administer, carry on and control at least one (1) program of philanthropic work in the community.

**2.02 Policies.**

(a) This organization is a tax-exempt, charitable corporation, exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), and shall be nonprofit, nonsectarian and nonpolitical in all its policies and activities and not organized for the private gain of any individual or entity.

(b) This organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or by corporation contributions which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

(c) This organization shall provide in its Articles of Incorporation that its income, assets and property are irrevocably dedicated to charitable purposes and no part of the net income, assets or property of the chapter shall ever inure to the benefit of any member thereof, or to the benefit of any private persons.

(d) Upon the dissolution and winding up of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code and which has established its tax-exempt status under that section.

(e) No substantial part of the activities of this organization shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, nor shall the organization participate or intervene in any political campaign including publishing or distribution of statements on behalf of or in opposition to any candidate for public office.

(f) This organization shall be subject to the following limitations and restrictions:

(1) This organization shall distribute its income for each taxable year at a time and in a manner that will not subject the corporation to the tax on undistributed income imposed by

Section 4942 of the Internal Revenue Code of 1986.

(2) This organization shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1986.

(3) This organization shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1986.

(4) This organization shall not make any investments that will subject it to tax under Section 4944 of the Internal Revenue Code of 1986.

(5) This organization shall not make any taxable expenditure as defined in Section 4945(d) of the Internal Revenue Code of 1986.

(g) This organization shall support the purpose of National Assistance League and comply with its bylaws, policies, procedures and standards.

(h) The activities of this organization shall be conducted without financial benefit to any member.

### **Article 3 Membership**

**3.01 Composition.** This organization 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.

#### **3.02 Responsibilities and Standards.**

(a) 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 required policies.

(b) Other responsibilities and obligations of membership shall be defined in the standing rules.

(c) The Board of Directors, hereinafter referred to as the Board, has the right in its sole and absolute discretion to:

(1) Deny membership to any person who has demonstrated a disregard for or an unwillingness or inability to comply with the responsibilities and standards of membership; and

(2) Terminate the membership of any member who, after allowing the member to be heard, is determined by the Board to have failed to comply with the responsibilities and standards of membership.

**3.03 Suspension of Membership.** The Board has the right in its sole and absolute discretion to suspend a member from all privileges and rights of membership who the Board determines has not complied with the responsibilities of membership. Such action may be taken only after a hearing by the Board following fifteen (15) days written notice to the member involved of the time and place of such hearing. Suspension of membership may not take effect for at least five (5) days after such hearing. A member's membership in Assistance League may be suspended for a period not to exceed ninety (90) days.

**3.04 Termination of Membership.** Following the period of suspension, a member who fails to comply with bylaws, policies and standards of Assistance League may have membership terminated by a three-fourths ( $\frac{3}{4}$ ) vote of the Board, if such action is deemed in the best interest of the organization. Such action may be taken only after a hearing by the Board following fifteen (15) days written notice to the member involved of the time and place of such hearing. Termination of membership may not take effect for at least

five (5) days after such hearing. All rights and privileges of a member shall cease on the termination of membership.

**3.05 Age Limit.** This organization shall have no age requirements; however, it may be so organized that the membership may be divided into various groups of age compatibility in accordance with applicable law.

**3.06 Leave of Absence.** The Membership 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 voting member shall continue to pay dues and may attend chapter meetings and vote and shall be counted in the quorum when present. Other financial obligations shall be optional with the chapter.

**3.07 Penalties.** Any member who is more than sixty (60) days delinquent in any chapter obligation, without reasons deemed good cause by the Board, shall, by action of the Board, forthwith be suspended from all privileges of the chapter. The Recording Secretary shall notify such member, in writing, of the suspension. Upon satisfactory discharge of the delinquent chapter obligations within thirty (30) days after notice of suspension, all privileges of chapter membership shall be restored. If delinquent chapter obligations are not met within thirty (30) days after notice of suspension, the membership of such member shall be terminated.

**3.08 Dual Membership.** Chapter members may hold membership in more than one (1) chapter and/or auxiliary. Such members shall declare a primary chapter and/or auxiliary.

#### **Article 4 Board**

**4.01 Governing Body.** The Board shall be the governing body of this organization. It shall be composed of the officers and the Elective Standing Committee chairmen, the Assisteens Coordinator, Chairman of Las Patronas Auxiliary and the Nancy R. Brandt Auxiliary voting representative. Only elected members of the Board shall attend Board meetings and have a vote. The Parliamentarian shall attend Board meetings in a nonvoting capacity.

**4.02 Powers.** The Board shall be subject to the powers and functions as prescribed by the bylaws.

**4.03 Policies and Standards.** The Board shall have the power to establish and maintain policies and standards.

**4.04 Management.** The Board shall have the responsibility for the general management of the corporation and the power to act for the corporation between meetings of the membership.

**4.05 Terms of Office.** Members of the Board 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 annual meeting. No member shall be eligible to serve more than two (2) consecutive terms in the same office with the exception of the Treasurer who may not hold office for more than five (5) consecutive terms.

**4.06 Meetings.** Regular meetings of the Board shall be held on the first (1<sup>st</sup>) Thursday of each month unless, otherwise directed by the Board.

**4.07 Conduct of Meetings.** Members of the Board 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. Final discussion and vote shall be by simultaneous aural communication among all participating members. Such participation shall constitute personal presence at the meeting.

**4.08 Special Meetings.** Special meetings of the Board may be called by the President and shall be called upon the written request of two (2) members of the Board, provided notice of such special meetings shall have been given to each Board member at least one (1) day prior thereto.

**4.09 Quorum.** A majority of the Board shall constitute a quorum.

**4.10 Vacancies.** Vacancies on the Board, except in the office of President, shall be filled by majority vote of the Board. The office of President shall be filled by the First Vice President, and the Board shall fill the vacancy thus created.

**4.11 Executive Committee.** The Executive Committee shall be composed of the officers of the Board. This committee shall have the power of the Board between meetings of the Board. Four (4) members shall constitute a quorum. The Parliamentarian shall attend Executive Committee meetings in a nonvoting capacity.

## **Article 5 Nominations and Elections**

**5.01 Nominating Committee.** In October, the Nominating Committee shall be elected. Two (2) members and one (1) alternate shall be elected by and from the Board and three (3) members 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 Parliamentarian 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 Board. Only one (1) nominee shall be elected to each office. These offices are: President, First Vice President Membership, Second Vice President Resource Development, Third Vice President Philanthropic Programs, Recording Secretary, Treasurer, Properties Chairman, Public Relations Chairman, Strategic Planning Chairman, Bargain Box Chairman, Assisteens Coordinator. Auxiliary voting representatives shall be: Chairman of Las Patronas Auxiliary and Nancy R. Brandt Auxiliary Voting Representative.

**5.03 Notice.** The committee chairman shall submit a copy of the slate of nominees to the Recording 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 chapter members eligible to vote may nominate, by signed petition, an additional nominee for an office on the Board 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) nominating petition in a year.

**5.05 Election Meeting.** The Board 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 President.** The President shall:

- (a) Be chief executive officer of the corporation;
- (b) Preside at meetings of the Board and membership;
- (c) Appoint, with Board approval, the chairmen of Appointive Standing Committees unless otherwise provided in these bylaws;
- (d) Appoint special committees by direction of the Board or membership;
- (e) Appoint a Parliamentarian;
- (f) Appoint the Assistant Treasurer(s);

- (g) Sign legal documents with the Recording Secretary;
- (i) Be authorized to sign checks with the Treasurer, First Vice President, Recording Secretary, Assisteens Coordinator, the authorized Assisteens Auxiliary Assistant Treasurer (if eighteen years of age or older), Las Patronas Auxiliary Assistant Treasurer, Las Patronas Auxiliary Chairman, Nancy R. Brandt Auxiliary Assistant Treasurer or Nancy R. Brandt Auxiliary Chairman;
- (j) Be, ex officio, a member of all committees except the Nominating Committee;
- (k) Present an annual report of corporate activities to the membership;
- (l) Submit to the national office the President's Year-End Summary within thirty (30) days following the corporation's annual meeting; and
- (m) Serve as first delegate to the annual and special meetings of National Assistance League.

**6.02 First Vice President Membership.** The First Vice President shall, in the absence of the President, perform the duties of the President and assume the office of President should a vacancy occur and shall:

- (a) Be chairman of the Membership Committee;
- (b) Be authorized to sign checks with the President, Treasurer, or Recording Secretary;
- (c) Be a member of the Executive Committee, Education Committee and New Member Orientation Committee;
- (d) Appoint the Education Chairman, Social Chairman, New Member Orientation Chairman, Roster Chairman and the Hours Chairman; and
- (e) Serve as second delegate to the annual and special meetings of National Assistance League.

**6.03 Second Vice President Resource Development.** The Second Vice President shall:

- (a) Be the Chairman of the Resource Development Committee;
- (b) Be a member of the Executive Committee;
- (c) Appoint the Grants Committee Chairman; and
- (d) Serve as third delegate to the annual and special meetings of National Assistance League.

**6.04 Third Vice President Philanthropic Programs.** The Third Vice President shall:

- (a) Be the Chairman of the Philanthropic Programs Committee;
- (b) Be a member of the Executive Committee;
- (c) Appoint the Assistance League School Chairman, Girls Club/Teen Club Chairman, Operation School Bell® Chairman and B.U.F.F.Y. Bear Chairman; and
- (d) Serve as first alternate to the annual and special meetings of National Assistance League.

**6.05 Conduct of Meetings.** In the absence of the President, the Vice Presidents shall serve in the order of their office.

**6.06 Recording Secretary.** The Recording Secretary shall:

- (a) Record the minutes of the Board and regular meetings and permanently maintain the original minutes;
- (b) Be custodian of the records of the corporation including the minutes of committee meetings, but excluding financial records;
- (c) Sign legal documents with the President;
- (d) Certify, immediately following receipt of the call to the annual or special meeting of National Assistance League, the names of the chapter delegates and alternates to the National Secretary;
- (e) Record attendance of members at Board, regular and special meetings;
- (f) Be authorized to sign checks with the President, First Vice President, Treasurer and Assisteens Coordinator;
- (g) Appoint a Corresponding Secretary who shall be responsible for all correspondence authorized by the Board and membership; and
- (h) Be a member of the Executive Committee

**6.07 Treasurer.** The Treasurer shall:

- (a) Be chief financial officer of the corporation;
- (b) Be responsible for monitoring the collection and disbursement of all funds;
- (c) Be responsible for the financial records of the corporation;
- (d) Be authorized to sign checks with the President, First Vice President Membership, Recording Secretary, Assisteens Coordinator, Assisteens Auxiliary Assistant Treasurer (if eighteen years or older.) Las Patronas Auxiliary Chairman and Las Patronas Auxiliary Assistant Treasurer, Nancy R. Brandt Auxiliary Chairman and Nancy R. Brandt Auxiliary Assistant Treasurer;
- (e) Be responsible for the filing of required tax forms;
- (f) Be a member of the Finance Committee;
- (g) Submit to the national office per capita dues including auxiliaries to arrive at the national office on or before June 1;
- (h) Submit to the national office within four and one-half (4½) months following the end of the fiscal year, the required documents, in compliance with **National Policies for Chapters**;
- (i) Be a member of the Executive Committee;
- (j) Serve as fourth delegate to the annual and special meetings of National Assistance League; and
- (k) Shall not serve as chairman of the Investment Committee.

## Article 7 Indemnification

**7.01 Indemnification of Officers, Directors, Employees and Agents.** To the extent allowed by state law, the Board of the chapter shall have the authority to indemnify any officer, director or agent duly authorized by the Board who was or is made a party to any proceeding in any action, other than an action brought by or on behalf of the national organization or the chapter, by reason of the fact that such person was such an officer, director or agent, at the time of the occurrence constituting the cause of action, against all expenses, judgments, settlements and/or liability reasonably incurred in connection with the proceeding. The authority to indemnify shall be exercised by the Board on the basis of each such occurrence. Indemnification shall not include reasonable attorneys' fees paid or incurred by such persons if the Board agrees to and does provide an attorney to defend such action at the expense of the chapter.

**7.02 Indemnification of National Assistance League.** The chapter agrees to defend and indemnify and hold National Assistance League, and its officers, directors, members, employees and agents (collectively, "National Assistance League Indemnified Parties") harmless against any charges, damages, costs and expenses (including reasonable attorney's fees and court costs), liability or loss which any National Assistance League Indemnified Party may suffer, sustain or become subject to as a result of or arising out of any action or inaction of such chapter. In any action or proceeding relating to the foregoing indemnity, and brought against any National Assistance League Indemnified Party, the National Assistance League Indemnified Party shall have the right to (a) participate in the defense of such action or proceeding with attorneys of its own choosing or (b) defend itself in any action or proceeding with attorneys of its own choosing.

## Article 8 Standing and Special Committees

**8.01 Committee Composition.** Members of each committee shall be appointed by the chairman with approval of the Board unless otherwise provided in these bylaws. The composition of a committee shall include those who serve by virtue of office as specified in the bylaws and/or members as deemed necessary.

### **8.02 Elective Standing Committees.**

**(a) Assisteens Coordinator.** The Assisteens Coordinator shall be responsible for the administration and direction of the Assisteens Auxiliary; and shall;

- (1) Be the Assisteens Auxiliary voting representative on chapter Board;
- (2) Be authorized to sign checks with the Assisteens Auxiliary Assisteens Assistant Treasurer, if the Assisteens Treasurer is eighteen years of age or older, the President, Treasurer and Recording Secretary; and
- (3) Be, ex officio, a member of the Assisteens governing body and of all Assisteens Committees.

**(b) Membership Committee.** The **First Vice President Membership** shall be chairman of this committee which shall be composed of a vice chairman, an Hours Chairman, the New Member Orientation Chairman, Education Chairman, Social Chairman, Roster Chairman and as many members as deemed necessary to carry out the work of the committee. The chairman shall be a member of the Education Committee and the New Member Orientation Committee. The committee shall be responsible for establishing goals and implementing plans for the growth and stability of corporate membership.

**(c) Properties Committee.** The Properties Chairman shall be chairman of this committee. This committee shall be composed of a vice chairman, Chapter Supplies Chairman, Real Property Chairman, and as many members as deemed necessary to carry out the work of the committee. The committee shall be responsible for the operation and maintenance of all property owned or leased

by the chapter.

**(d) Philanthropic Programs Committee.** The Third Vice President Philanthropic Programs shall be the chairman of this committee, which shall be composed of a vice chairman, the Assistance League School Committee Chairman, B.U.F.F.Y. Bear Committee Chairman, Girls Club/Teen Club Committee Chairman and the Operation School Bell Committee Chairman. This committee shall administer chapter philanthropic programs in compliance with chapter policies and as specified in the chapter agreements with outside agencies, and be responsible for the development, supervision and evaluation of all philanthropic or expansion of existing programs that meet both the identified community needs and the needs of the membership.

**(e) Public Relations Committee.** The Public Relations Chairman shall be the chairman of this committee. This committee shall be composed of a vice chairman and as many members as deemed necessary to carry out the work of the committee. The chairman shall serve as fourth alternate to annual and special meetings of National Assistance League. The committee shall establish and implement a plan to promote a positive image of Assistance League of Ventura County within the community and within the organization through the use of the printed and electronic media, such as local and national newspapers, speaker's bureau, monthly newsletters, brochures and amenities. Such coverage shall raise public awareness of the many philanthropic contributions that Assistance League of Ventura County and the auxiliaries provide to the community.

**(f) Resource Development Committee.** The Second Vice President shall be chairman of this committee. This committee shall be composed of a vice chairman, Grants Chairman, Assistant Treasurer – Resource Development and as many members as deemed necessary to carry out the work of the committee. The committee shall be responsible for providing necessary funds to support chapter programs by implementing and planning fundraising events, the annual appeal and through grants.

**(g) Bargain Box Committee.** The Bargain Box Chairman shall be chairman of this committee. This committee shall be composed of a vice chairman, a vice chairman scheduling, and as many members as deemed to carry out the work of the committee. The chairman shall serve as third alternate to the annual and special meetings of National Assistance League. The committee shall be responsible for the operation of and recommend procedures for the Bargain Box Thrift Shop.

**(h) Las Patronas Auxiliary Chairman:** The Chairman of Las Patronas Auxiliary shall be the voting representative of the auxiliary on the chapter Board.

**(i) Nancy R Brandt Voting Representative:** The Nancy R. Brandt Auxiliary shall be represented on the Board by the voting representative of the auxiliary.

**(j) Strategic Planning Committee.** The Strategic Planning Chairman shall be the chairman of this committee. The committee shall be composed of nine (9) members; seven (7) members from the chapter and one (1) member from each adult auxiliary. The President shall appoint two (2) voting members and one (1) auxiliary member for a three (3) year term. The chairman shall serve as second alternate to annual and special meetings of National Assistance League. The committee shall develop a five-year on-going plan to guide the growth of the chapter.

### **8.03 Appointive Standing Committees.**

**(a) Assistance League School Committee.** The Assistance League School Chairman shall be chairman of this committee and shall be appointed by the Third Vice President Philanthropic Programs. This committee shall be composed of a vice chairman, a scheduling chairman and as many members as deemed necessary to carry out the work of the committee. The committee shall be responsible for the operation and activities of the Assistance League School; and shall elect a member of the committee to represent the Assistance League School Program as a member of the Personnel Committee. The chairman shall be a member of the Philanthropic Programs Committee.



(b) **Assistant Treasurer.** The Assistant Treasurer(s) shall be appointed by the President with the approval of the Board, function under the direction of the Treasurer, and shall be responsible for revenue, operations and budget.

(4) **Assistant Treasurer – Operations.** Assist the Treasurer in carrying out fiscal responsibilities, represent Treasurer at regular meetings when necessary.

(5) **Assistant Treasurer – Budget.** Assist with preparation of and revisions to the annual budget. Assist auxiliaries in creating budgets. Shall serve on the Finance Committee.

(6) **Assistant Treasurer – Receivables.** Make all deposits for the chapter.

(4) **Assistant Treasurer – Resource Development.** Be responsible for the financial record keeping for all fundraising activities. Serve on the Resource Development Committee.

(c) **B.U.F.F.Y. Bear Committee.** The Third Vice President Philanthropic Programs shall appoint the B.U.F.F.Y. Bear Committee Chairman. The committee shall be composed of the chairman and as many members as deemed necessary to carry out the work of the committee. This committee shall be responsible for the purchase and distribution of B.U.F.F.Y. Bears to protective agencies. The chairman shall be a member of the Philanthropic Programs Committee.

(d) **Bylaws Committee.** The Parliamentarian shall be chairman of this committee. The committee shall be composed of the chairman and as many members as deemed necessary to carry out the work of the committee. This committee shall prepare amendments to bylaws and standing rules when so directed by the national organization, the chapter Board or membership and keep a current approved copy of bylaws, standing rules and auxiliary policies on file with the National Bylaws Consultant and in chapter files.

(e) **Corresponding Secretary.** The Recording Secretary shall appoint the Corresponding Secretary who shall be responsible for the social correspondence and amenities of the chapter; and within thirty (30) days after election, submit to the national office a list of names and mailing addresses of members of the Board.

(f) **Education Committee.** The First Vice President Membership shall appoint the Education Chairman. This committee shall be composed of a vice chairman plus a minimum of five (5) members and shall include the Membership Chairman, New Member Orientation Chairman and as many members as deemed necessary to carry out the work of the committee. The committee shall establish training and education programs for the Board and members and shall maintain resource information and materials for their use. The chairman shall be a member of the Membership Committee.

(g) **Finance Committee.** The President shall appoint the Finance Committee Chairman. The committee shall be composed of the chairman, a vice chairman and eight members, appointed by the President, and shall include the Treasurer, Investment Committee Chairman, Personnel Committee Chairman, Assistant Treasurer Budget, Adult Auxiliary Assistant Treasurers and as many members as deemed necessary. The committee shall meet at least quarterly and shall:

(1) Be responsible for the overall financial planning of the chapter;

(2) Recommend finance policies for the chapter;

(3) Compile an annual budget and submit such to the Board and membership for approval;

- (4) Review request for changes to the budget and recommend appropriate action;
- (5) Review engagement letters from the Certified Public Accountant;
- (6) Review annual financial statements and management letter comments from The Certified Public Accountant; assist in complying with **National Policies for Chapters, Finance;** and
- (7) Annual corporate (including auxiliaries) budgets (operation and capital expenditures) shall be approved by the Board and membership prior to the beginning of the fiscal year. Annual auxiliary budgets shall be approved by the auxiliary governing body and membership and presented to the chapter Finance Committee to be included in the annual corporate budgets.

**(h) Grants Committee.** The Second Vice President Resource Development shall appoint the Grants Committee Chairman. The Grants Committee shall be composed of a vice chairman and may include members of the Philanthropic Programs, Public Relations and Resource Development committees and as many members as deemed necessary to carry out the work of the committee. The Grants committee shall identify potential donors and prepare grant proposals.

**(j) Girls Club/Teen Club Committee.** The Third Vice President Philanthropic Programs shall appoint the Girls Club/Teen Club Chairman. This committee shall be composed of a vice chairman, the Girls Club/Teen Club Administrator and as many members as deemed necessary to carry out the work of the committee. This committee may include representatives from the auxiliaries. The committee shall be responsible for the administration, operation and activities of the Girls Club/Teen Club; and shall:

- (1) Select recipients of the Vivian Johnson Memorial Awards to specifically assist Girls Club/Teen Club members with expenses related to continuing education following graduation from high school.
- (2) Select a committee member to represent the Girls Club/Teen Club Program on the Personnel committee;
- (3) The chairman shall be a member of the Philanthropic Programs Committee.

**(k) Hours Chairman.** The First Vice President Membership shall appoint the chairman of this

committee. The committee shall be composed of as many members as deemed necessary to carry out the work of the committee. The committee shall be responsible to maintain and record members' service hours monthly, tabulate and annually report the total number of service hours dedicated to each philanthropic program.

**(l) Insurance Committee.** The President shall appoint the Insurance Committee Chairman. The committee shall be composed of the chairman and as many members as deemed necessary to carry out the work of the committee. The committee shall maintain an ongoing evaluation of insurance coverage of the chapter; and shall consult with the insurance agent annually regarding liability, property, business interruption, fidelity bonding, workers compensation, directors and officers insurance and state unemployment insurance and submit recommendations for Board consideration.

**(m) Investment Committee.** The President shall appoint the Investment Committee Chairman. This committee shall be composed of the Chairman, Treasurer, and six (6) members, who shall be appointed by the President. Members shall serve a three (3) year term on a rotation basis. New members shall not have served on the committee the prior year. The chairman shall serve on the Finance Committee. The committee shall be responsible for the investments of the chapter in

compliance with the chapter **Investment Policy, Objectives and Guidelines**.

**(n) New Member Orientation Committee.** The First Vice President Membership shall appoint the New Member Orientation Chairman. This committee shall be composed of a vice chairman, Membership Chairman and as many members as deemed necessary to carry out the work of the committee. The committee shall be responsible for orientation and training of new members as prescribed by the chapter. The chairman shall be a member of the Membership Committee.

**(o) Operation School Bell Committee.** The Operation School Bell Chairman shall be appointed by the Third Vice President Philanthropic Programs. The chairman of this committee shall be on the Philanthropic Programs Committee. This committee shall be composed of a Vice Chairman, Secretary, site coordinators, buyers, data coordinator and as many members as deemed necessary to carry out the work of the committee. The Operation School Bell Committee shall be responsible for the operation and activities of Operation School Bell.

**(p) Personnel Committee.** The President shall appoint the Personnel Committee Chairman. The committee shall be composed of a vice chairman, the Treasurer and at least one (1) member of the Assistance League School Philanthropic Program Committee and one (1) member of the Girls Club/Teen Club Philanthropic Program Committee. The committee shall be responsible for establishment of employment and dismissal policies, hourly rates of pay and salaries, and ensuring that necessary contracts are properly and legally drawn and presented to the Board for approval. The chairman shall serve on the Finance Committee.

**(q) Real Property Committee.** The Real Property Committee Chairman shall be appointed by the President. This committee shall be composed of the chairman and as many members as deemed necessary to carry out the work of the committee. The Real Property Committee shall be responsible for continuous evaluation of real property owned or leased by the chapter and be responsible for recommendations in the event consideration is being given to acquiring, selling, leasing real property or building thereon.

**(r) Roster Committee.** The First Vice President Membership shall appoint the Roster Committee Chairman. This committee shall be composed of the chairman and as many members as deemed necessary to carry out the work of the committee. The Roster Committee is responsible for the preparation of the chapter roster.

**(s) Social Committee.** The First Vice President Membership shall appoint the Social Committee Chairman. This committee is responsible for developing and managing chapter social functions. The chairman shall appoint a chairman for the Annual Meeting luncheon, special events and arranging for luncheon committees for chapter regular meetings and may appoint as many members as deemed necessary to carry out the work of the committee.

**(t) Telephone Committee.** The President shall appoint the Telephone Committee Chairman. This committee shall be composed of the chairman and as many members as deemed necessary to carry out the work of the committee. The Telephone Committee shall, at the direction of the President, notify members of special meeting, activities and alert members regarding a member's death or critical illness.

**8.04 Special Committees.** The President shall appoint special committees by direction of the Board or membership

**8.05 Committee Quorum.** A majority of the committee members shall constitute a quorum.

## **Article 9 Meetings**

**9.01 Regular Meetings.** Regular meetings shall be held on the third (3<sup>rd</sup>) Thursday of each month, except for July and December, unless otherwise directed by the Board, with membership approval,.

**9.02 Election and Annual Meetings.** The regular meeting in March shall be known as the election meeting, and the regular meeting in April shall be known as the annual meeting.

**9.03 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. Final discussion and vote shall be by simultaneous aural communications among all participating members. Such participation shall constitute personal presence at the meeting.

**9.04 Special Meetings.** Special meetings may be called by the President and shall be called upon the written request of five (5) 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.

**9.05 Voting Rights.** There shall be no vote by proxy.

**9.06 Quorum.** Fifty-one (51) percent of the voting members shall constitute a quorum.

### **Article 10 Finance**

**10.01 Fiscal Year.** The fiscal year of this organization shall be from May 1 through April 30.

**10.02 Dues and Fees.** Annual dues shall be payable on or before March 1 and delinquent on May 1. Members holding membership in more than one (1) chapter shall pay National Assistance League dues to primary Chapter or auxiliary only.

	<b>Chapter Voting</b>	Sixty dollars (\$60)
	<b>Nonvoting Sustaining</b>	Seventy dollars (\$70)
	<b>Associate</b>	Eighty five dollars (\$85)
	<b>Professional</b>	Seventy dollars (\$70)
<b>Auxiliaries:</b>	<b>Las Patronas Voting</b>	One Hundred Sixty dollars (\$160)
	<b>Nonvoting Associate</b>	One Hundred Sixty dollars (\$160)
	<b>Nancy R. Brandt Voting</b>	Sixty dollars (\$60)
	<b>Nonvoting Sustaining</b>	Seventy dollars (\$70)
	<b>Associate</b>	Eighty dollars (\$80)
	<b>Assisteens Voting</b>	Forty dollars (\$40)

**10.03 National Assistance League Dues.** Annually, the corporation shall pay to National Assistance League per capita dues of forty dollars (\$40) and ten dollars (\$10) per capita for Assisteens members. Annually, the corporation shall pay to National Assistance League per capita pro rata dues of twenty dollars (\$20.00) and five dollars (\$5) per capita for Assisteens for members joining after December 1 and prior to March 1. Per capita dues shall be waived for individuals joining between March 1 and May 31.

**10.04 Requirements.** The corporation shall maintain a sound financial position and shall have a Certified Public Accountant audit or review its financial statements annually. The corporation shall submit an annual report to members, as required by state Corporations Code.

**10.05 Delegates and Alternates.** The chapter, at its own expense, shall send its delegates and may send its alternates to the annual meeting and special meetings of National Assistance League.

**10.06 Proposed Expenditures.** Proposed unbudgeted expenditures in excess of one thousand dollars (\$1,000) shall be presented to the Board and membership for approval.

**10.07 Fundraising.** The corporation shall plan fundraising events and activities in compliance with **National Policies for Chapters**.

**10.08 Fundraising Agent.** The corporation shall not act as a fundraising agent for individuals or other organizations.

## **Article 11 Auxiliaries**

**11.01 Formation and Purpose.** The chapter may form auxiliaries. An auxiliary name shall identify the auxiliary as an auxiliary of the chapter. Auxiliaries shall support chapter programs and activities.

### **11.02 Operation.**

(a) For administrative purposes, auxiliaries shall have their own governing body. They shall be governed by the bylaws of the corporation. Their policies and standards shall be consistent with the policies, procedures and standards of National Assistance League and the chapter.

(b) The auxiliary shall establish **Policies for Adult Auxiliaries** or **Policies for Assisteens Auxiliaries**. These policies shall set forth procedures to:

- (1) Nominate and elect members of the governing body;
- (2) Conduct governing body meetings;
- (3) Establish and operate committees;
- (4) Conduct meetings of the membership; and
- (5) Ensure fiscal compliance.

(c) **Policies for Adult Auxiliaries and Policies for Assisteens Auxiliaries**, and any proposed amendments thereto, shall be written by the auxiliary and submitted to the chapter Board for approval prior to a vote of the auxiliary membership.

(d) Adoption of **Policies for Adult Auxiliaries** or **Policies for Assisteens Auxiliaries**, and any amendments thereto, by the auxiliary, shall be by majority vote of the members of the auxiliary.

(e) A current copy of auxiliary policies shall be on file at the national office.

**11.03 Organization.** Each auxiliary shall have a voting representative on the Board, elected by and from the auxiliary, or its Chapter Liaison to Auxiliary shall be the voting representative.

**11.04 Assisteens Auxiliary.** The use of the name "Assisteens Auxiliary" shall be approved by the National Board, and it shall include the words, "an auxiliary of Assistance League of Ventura County." Members may be in seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grades. It shall be represented on the Board by the Assisteens Coordinator. The Assisteens Coordinator shall be a member of the Assisteens governing body and of all Assisteens committees.

**11.05 Las Patronas Auxiliary.** The name of the auxiliary shall include the words, "an auxiliary of Assistance League of Ventura County." The purpose of this auxiliary shall be to support the chapter philanthropic programs with funds from its annual fundraising event.

**11.06 Nancy R. Brandt Auxiliary.** The name of the auxiliary shall include the words, "an auxiliary of Assistance League of Ventura County." The purpose of this auxiliary shall be to support the chapter philanthropic programs and may have a philanthropic program of its own. .

## Article 12 Advisory Council

**12.01 Advisory Council.** An Advisory Council composed of representative members of the community, including an attorney, shall serve the corporation in an advisory capacity. Members shall serve for a four (4) year term on a rotation basis. Members shall be elected by the Board at its March meeting. Vacancies on this council shall be filled by vote of the Board.

## Article 13 National Assistance League

**13.01 Determining Delegates.** The chapter shall elect at its election meeting, to serve for one (1) year, a voting delegate, and an alternate thereto, for up to one hundred (100) of the chapter's membership (but not less than one (1) voting delegate and with the membership rounded off to the next highest hundred for such determination), to represent the chapter at annual and special meetings of National Assistance League. Additional delegates/alternates shall be elected for each one hundred (100) additional members, and if there are additional members in excess of those divisible by one hundred (100), one additional delegate/alternate shall be elected if there are fifty-one (51) or more additional members.

**13.02 Delegate Vacancies.** Should neither the delegate nor the alternate be available to serve, the Board may elect another delegate who shall be certified to the National Secretary at least twenty-four (24) hours prior to the annual meeting and special meetings of National Assistance League.

**13.03 Votes Per Member-Delegates.** The chapter shall be entitled to that number of votes equal to its number of delegates.

## Article 14 Bylaws and Amendments

**14.01 Bylaws for Chapters.** The chapter shall be governed by these bylaws. The bylaws shall not be in conflict with the **Bylaws of National Assistance League**, any federal laws or with the laws of the state in which the corporation is incorporated. Conflicts unresolved by a standing committee to be determined by the National Board shall be referred to the National Board for resolution, and the decision of this body shall be final. In the event of any conflict, the laws of the state shall prevail.

**14.02 Amendments and Revisions.** These bylaws may be amended or new bylaws adopted by a two-thirds (2/3) vote at any regular meeting, or at any special meeting called for that purpose, provided that written notice of each proposed amendment or the proposed new bylaws shall have been given to each voting member at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

**14.03 Conforming.** When amendment of these bylaws shall become necessary by action of National Assistance League, the Bylaws Committee of the chapter is authorized to conform these bylaws in accordance therewith, and such amendment shall have the same force and effect as if adopted by the members of the chapter in accordance with the provisions of **14.02** of this Article.

**14.04 Filing.** Current bylaws, standing rules and auxiliary policies shall be on file at the national office.

## Article 15 Parliamentary Authority

**15.01 Rules of Order.** The current edition of *Robert's Rules of Order Newly Revised*, as amended from time to time, shall govern the meetings of the chapter insofar as those rules are not inconsistent with or in conflict with these bylaws, the Articles of Incorporation, the **Bylaws of National Assistance League**, the law, the laws of the State of California or rules governing agenda, motions and related matters.