

**STANDING RULES  
OF  
ASSISTANCE LEAGUE® OF VENTURA COUNTY**

**1. Membership**

**1.01 Members**

- (a)** All members shall:
  - (1)** Support the mission of the chapter;
  - (2)** Pay annual chapter dues; and
  - (3)** Assume financial obligations as voted by the membership.

**1.02 Voting members**

- (a)** All voting members shall:
  - (1)** Attend regular chapter meetings, as required;
  - (2)** Participate in and support the philanthropic programs and fundraising activities of the chapter;
  - (3)** Have the right to vote and hold office;
  - (4)** Serve two (2) shifts per month; one (1) shift shall be served at the Bargain Box when the store is open to the public and the second shift shall be served for a philanthropic program, or as an additional shift at the Bargain Box when the store is open to the public. A shift is defined as the scheduled time necessary to staff a philanthropic program or Bargain Box during business hours. A Voting member may request an adjustment to shift requirements by submitting a written request to the Membership Committee for review. Shift requirements may be adjusted upon the recommendations of the Membership Committee with the approval of the Board; and
  - (5)** Serve on a chapter committee.
- (b)** Voting Life Member: A voting life member shall be exempt from paying national and chapter dues.
- (c)** Limited Service Member: To be eligible to apply for limited service, a voting member shall have been a voting member of the chapter for at least eight (8) years or be a past president; and shall submit a written request to the Membership Chairman, for Board approval, no later than February to be effective at the beginning of the next fiscal year. A total of five members per year may be granted limited service. Members on limited service shall serve one (1) shift per month at Bargain Box or a philanthropic program.

### **1.03 Nonvoting members**

- (a)** All nonvoting members:
  - (1)** May participate in and support the philanthropic programs and fundraising activities of the chapter;
- (b)** Sustaining Member:
  - (1)** Shall have completed eight (8) years as a voting member of the chapter;
  - (2)** May serve on chapter committees;
  - (3)** May attend chapter regular meetings; and
  - (4)** Shall not vote or hold office.
- (c)** Associate Member:
  - (1)** May serve on chapter committees;
  - (2)** May attend chapter regular meetings; and
  - (3)** Shall not vote or hold office.
- (d)** Nancy R. Brandt Auxiliary:
  - (1)** May participate in and support the philanthropic programs and fundraising activities of the chapter;
  - (2)** May serve on chapter committees; and
  - (3)** Shall pay chapter and auxiliary dues.
- (e)** Nancy R. Brandt Auxiliary Sustaining:
  - (1)** Shall have completed a minimum of eight (8) years as a voting member of the auxiliary;
  - (2)** May participate in and support the philanthropic programs and fundraising activities of the auxiliary;
  - (3)** May attend regular auxiliary meetings;
  - (4)** Shall pay chapter and auxiliary dues; and
  - (5)** May participate in and support the philanthropic programs and fundraising activities of the chapter.
- (f)** Nancy R. Brandt Auxiliary Associate:

- (1) May participate in and support the philanthropic programs and fundraising activities of the auxiliary;
  - (2) Shall pay chapter and auxiliary dues; and
  - (3) May participate in and support philanthropic programs and fundraising activities of the chapter.
- (g) Assisteens®:
- (1) May participate in and support the philanthropic programs and fundraising activities of the auxiliary and chapter.;
  - (2) Shall attend auxiliary meetings and have the right to vote and hold office;
  - (3) Shall pay auxiliary dues; and
  - (4) Shall serve a total of twenty (20) service hours.

#### 1.04 Leave of Absence

- (a) Upon application and approval of the Membership Committee, a voting member may be granted a temporary leave of absence for travel, illness or to meet emergency needs for not less than two (2) months or more than (6) months.
- (b) A voting member on an approved temporary Leave of Absence shall have shift requirements waived for the length of the leave granted.

#### 1.05 Procedure for Change of Classification and Resignation

- (a) Requests for change in membership shall be submitted in writing to the Membership Committee and shall be granted upon approval of the Board.
- (b) Resignations from membership may be submitted in writing to the Membership Chairman at any time.

#### 1.06 Member Information Form and New Member Orientation

- (a) **Member Information.** **Member Information Forms** shall be completed by all members and maintained as required by Assistance League. Relevant contact information, emergency information, and other required personal data shall be recorded on the **Member Information Form**.
- (b) **Orientation.** Members shall receive orientation, which shall include national organization, chapter and auxiliary information.
- (c) **Right to Vote.** Upon payment of dues, a new voting member shall have the right to vote.
- (d) **New Member Orientation.** The New Member Orientation Chairman shall coordinate new member orientation and training regarding chapter philanthropic programs and resource development (fundraising). Philanthropic programs include B.U.F.F.Y. Bear, Care Closet,

Operation School Bell<sup>®</sup>, and Scholarships. Fundraising includes the Bargain Box resale store and all fundraising events.

### **1.07 Responsibilities of Membership and Service Requirements**

**(a) Policies.** Members shall sign policies as required by chapter, which shall be maintained as required by Assistance League.

**(b) Service Hours.** Members shall report service hours as required.

**(1)** A voting member shall serve two (2) shifts per month: one (1) shift shall be served at the Bargain Box and one (1) shift at the philanthropic program of the member's choice. Both required shifts may be served at the Bargain Box in lieu of the additional philanthropic program shift. A shift is defined as the scheduled time necessary to staff a philanthropic program or Bargain Box.

**(2)** A member scheduled to volunteer at the Bargain box is responsible for obtaining a replacement should she be unable to work her shift.

## **2. Board**

**2.01 Attendance.** Members of the Board shall attend Board meetings, Board development and Board training.

**2.02 Absence.** Members of the Board shall notify the President of any planned absence prior to the Board meeting and submit a report in advance.

**2.03 Elected Members.** Only elected members of the Board, with the exception of the Parliamentarian, shall attend Board meetings. Non-board members may be invited to present a report at an appointed time, but shall not be present during deliberations or voting.

**2.04 Resignation.** Resignation from the Board shall be dated and signed, delivered to the President and effective upon receipt.

## **3. Committees**

**3.01 Composition.** Each chairman shall appoint a vice chairman and secretary, if applicable.

**3.02 Attendance.** Each committee member shall attend committee meetings and notify the chairman prior to the meeting of any planned absence.

**3.03 Minutes.** Each committee shall have recorded minutes, which shall be placed on file.

**3.04 Job Descriptions.** Committee chairmen shall review and submit updated job descriptions to the First Vice President annually. New and updated job descriptions shall be approved by the Board.

**3.05 Procedure Books.** Committee chairmen shall maintain procedure books and present to a successor at end of term.

**3.06** Each committee shall meet at the beginning of fiscal year to organize and at end of fiscal year to evaluate activities; conducting interim meetings as needed.

**3.07** Appointed committee chairmen shall hold office for a term of one (1) year or until their successor is appointed. No chairman shall be eligible to serve more than three (3) consecutive terms in the same office unless a special waiver is granted by the Board.

#### **4. Philanthropic Programs**

**4.01 Identification.** Philanthropic programs shall be identified with the Assistance League name.

**4.02 Approval.** Adoption or termination of a philanthropic program shall be approved by the membership by a 2/3 vote.

**4.03 Amendment.** Amendment of a philanthropic program shall be approved by the membership.

**4.04 Evaluation.** The membership shall evaluate each philanthropic program at a minimum of every two (2) years.

**4.05 Name and Description.** Philanthropic programs are:

- (a) **Assault Survivor Kits®** Provides clothing and personal items for assault victims.
- (b) **B.U.F.F.Y. Bear** Provides cuddly bears for children in traumatic situations.
- (c) **Care Closet** Provides gently used clothing for children in out of home care.
- (d) **Operation School Bell®.** Provides new clothes, shoes, toiletries, school supplies and/or other needs to school children.
- (e) **Scholarships** Provides financial assistance to high school graduates and college students.
- (f) **Teens Helping Teens.** Provides clothing, hygiene products and gift cards for food to homeless teens and teens in foster care.

#### **5. Resource Development/Fundraising**

**5.01 Identification.** Each fundraising activity or event shall be identified with the Assistance League name.

**5.02 Approval.** Adoption or termination of a fundraising activity or event shall be approved by the membership by a 2/3 vote.

**5.03 Amendment.** Amendment of fundraising events and activities shall be approved by the membership.

**5.04 Evaluation.** The membership shall evaluate each fundraising activity or event at a minimum of every two (2) years.

**5.05 Name and Description. Fundraisers are:**

- (a) Bargain Box
- (b) Authors Luncheon

- (c) Annual Appeal
- (d) Come Travel with Us (NRB)

## 6. Finance

- 6.01 Leadership Connection Registration.** Registration fees for Leadership Connection training attendees shall be paid by chapter.
- 6.02 Proposed Expenditure.** Any proposed expenditure over \$2,500 requires three estimates.

## 7. Community Volunteer

- 7.01** An information sheet for all community volunteers shall be on file with the chapter. This shall include personal contact information and emergency contact information.
- 7.02** All volunteers shall receive guidance and oversight by a chapter member. The community volunteer shall not handle chapter finances, including cash transactions at the thrift shop.

## 8. Chapter Facility

- 8.01** Use of facilities is limited to Assistance League of Ventura County activities including activities of its recognized auxiliaries and community partners.
- 8.02** Limited use of facilities may be extended to members by approval of the Board if requested 90 days prior to the event.
- 8.03** Smoking is not permitted in any area of the facilities.

## 9. General

- 9.01 Mailing Lists/Rosters.** No outside groups or individuals shall be allowed access to chapter mailing lists nor shall members use membership rosters for outside business activities.
- 9.02** Members transferring from another chapter shall serve a period of chapter orientation to be determined by the Membership Committee. One-half (1/2) of former chapter voting years, not to exceed four (4), shall be granted toward Sustaining classification.
- 9.03** Philanthropic Program Chairmen may volunteer their two (2) shifts per month requirement at the program they chair.
- 9.04** The Treasurer, President and Assisteens® Coordinator are exempt from shift requirements.
- 9.05** Business unrelated to Assistance League may not be announced at Board or regular meetings.

## 10. Adoption and Amendment of Standing Rules

**10.01 Adoption and Amendment.** These standing rules may be amended or new standing rules adopted at any regular meeting by two-thirds (2/3) vote without previous notice, or by majority vote if the members are provided with notice at the previous regular meeting or thirty (30) days written notice.

**10.02 Suspension.** A standing rule may be suspended by majority vote, during a meeting, for that meeting only, and will be in full force and effect at the close of the meeting.

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