

**POLICIES
OF
UPLIFT ASSOCIATES**

an auxiliary of Uplift Community Alliance™

Article 1 Name

1.01 Name. The name of this organization is Uplift Associates, an auxiliary of Uplift Community Alliance, hereinafter referred to as the organization.

Article 2 Purpose and Policies

2.01 Purpose. The purpose of this auxiliary shall be to support organization 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 conflict with the bylaws, standing rules or policies of the organization.

Article 3 Membership

3.01 Composition. Auxiliary members are voting members of the organization. Membership as a voting member is open without discrimination to all individuals so long as they comply with the responsibilities and standards of membership. Auxiliary members are entitled to vote in the auxiliary and organization and hold office in the auxiliary.

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 organization, including the Conflict of Interest policy. The organization 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 organization's Member Services Committee may grant or deny a request for temporary leave 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 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 both the organization and auxiliary.

3.05 Orientation. New members shall complete orientation, which will be conducted by the auxiliary's Member Services Vice Chair and/or the organization's New Member Orientation Chair and shall include auxiliary and organization information.

3.06 Service Responsibilities. Service hours shall be turned in for the regular meeting to the auxiliary Member Services Vice Chair or submitted on the organization's website. Members are encouraged to serve thirty (30) or more hours per fiscal year, which shall include attendance at meetings, travel time, and participation in organization-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 members are requested to serve two (2) or more Uplift Thrift™ shifts during the fiscal year. Members may also help the organization by serving as organization committee members.

3.07 Philanthropic Program Responsibilities. Uplift Associates shall administer and control two (2) philanthropic programs: Uplift Comfort Kits and Baby Bundles.

3.08 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 Uplift Community Alliance Parliamentarian may attend governing body meetings as requested.

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 using telephonic and/or video teleconferencing, 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 Uplift Associates Chair or 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 Uplift Associates Chair, shall be filled by a majority vote of the governing body. The office of the Uplift Associates Chair shall be filled by the Uplift Associates Chair-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 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 previous year's Nominating Committee Chair shall call the first meeting of the Nominating Committee for the ensuing year.

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 Uplift Associates Chair; Uplift Associates Chair-Elect; Vice Chair, Philanthropic Programs; Vice Chair, Member Services; and Secretary.

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 Uplift Associates Chair. The Chair 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) Invite the organization's Parliamentarian to attend governing body or regular meetings as needed;
- (e) Be, ex officio, a member of all committees except the Nominating Committee;
- (f) Present a year-end summary of auxiliary activities to the organization President and auxiliary membership;
- (g) Bring any auxiliary policy changes to the Bylaws Committee for review prior to Board approval; and
- (h) Be the auxiliary's voting representative to the Board.

6.02 Uplift Associates Chair-Elect. The Chair-Elect shall:

- (a) Serve in the absence of the Uplift Associates Chair;
- (b) Serve as Chair the year following the term of office as Uplift Associates Chair-Elect;
- (c) Be, ex officio, a member of all committees except the Nominating Committee;
- (d) Report at meetings of the governing body and membership; and
- (e) Attend organization Board meetings in a non-voting capacity when the Uplift Associates Chair cannot attend.

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) Orient applicants to the auxiliary and organization;
- (c) Be responsible for facilitating the assignment of mentors to new members as a part of the Uplift Associates mentoring program; and
- (d) Report at meetings of the governing body and membership.

6.05 Presiding Officer of Meetings. In the absence of the Uplift Associates Chair and Uplift Associates Chair-Elect, the Vice Chairs shall serve in the order listed in these Policies.

6.06 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 organization 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. “Uplift Associates Chair” refers to the auxiliary Chair. “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 Chair 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 orienting and mentoring new members and will report information to the organization Member Services Chair.
- (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.

7.03 Appointive Standing Committees.

- (a) **Uplift Comfort Kits:** The committee shall report to the Vice Chair, Philanthropic Programs and 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.

- (b) **Baby Bundles:** The committee shall report to the Vice Chair, Philanthropic Programs and 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.
- (c) **Historian:** An Historian may be appointed by and report to the Uplift Associates Chair to maintain the yearly history of the auxiliary.

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

7.05 Committee Quorum. 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 third (3rd) Wednesday of each month, 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 may be a summer social with the date decided by the 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 Uplift Associates Chair 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 using telephonic and/or video teleconferencing, 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 a personal presence at the meeting.

8.04 Special Meetings. Special meetings may be called by the Uplift Associates 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 for 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 organization bylaws section 9.07.

Article 9 Finance

9.01 Dues and Fees. Annual dues shall be payable on or before March 1 and become delinquent at the close of the organization's April regular meeting. The organization Treasurer shall collect dues.

Uplift Associates Member	\$50
Dual Member (Uplift Community Alliance and Uplift Associates member)	\$50

Dues for members joining December 1 through April 30 \$25
Dues are waived for members joining May 1 through May 31.

9.02 Proposed Expenditures. Proposed unbudgeted expenditures in excess of five hundred dollars (\$500) shall be presented to the organization 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 organization Finance Policies and that shall not conflict with organization activities.

9.04 Check Signatures. Checks shall be signed by two (2) of the three (3) or more authorized elected members of the organization Board. All checks for auxiliary expenses require two authorized elected organization 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 Expense Reimbursement. Expenses will be reimbursed as defined/described in Uplift Community Alliance Finance Policies.

9.06 Budget. The governing body and membership shall approve the budget prior to March 31 for presentation to the organization Finance Committee and inclusion in the annual corporate budget.

9.07 Contracts. Contracts shall be submitted to the organization for Board approval and signatures of the President and organization Recording Secretary.

9.08 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 Uplift Associates 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 organization 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 organization, 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 Uplift Community Alliance.

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 organization bylaws, the organization's Articles of Incorporation, the law (including the law of the State of Utah), and any special rules of order the organization may adopt.