

**POLICIES
OF
ASSISTEENS® AUXILIARY**

an auxiliary of Assistance League® of Salt Lake City
a chapter of National Assistance League®

Article 1 Name

1.01 Name. The name of this organization is Assisteens® Auxiliary, an auxiliary of Assistance League of Salt Lake City, hereinafter referred to as the chapter.

Article 2 Purpose and Policies

2.01 Purpose. The purpose of this organization shall be to support chapter philanthropic programs and activities.

2.02 Policies. The auxiliary shall be governed by these policies. These policies shall not be in conflict with the policies, standing rules or policies of the chapter.

Article 3 Membership

3.01 Composition. Assisteens members are nonvoting members of the chapter. Assisteens membership shall be limited to young people who may be in the seventh (7th) through twelfth (12th) grades and young people in a similar age range as the specified grades.

3.02 Responsibilities and Standards. Members shall comply with the responsibilities and standards of membership, including maintaining conduct that enhances the image and reputation of the organization and does not cause it embarrassment; behaving in a civil manner; supporting the harmony, mission and welfare of the organization; and complying with the organization's conflict of interest and disclosure policy. The chapter Board of Directors, hereinafter referred to as the Board, has the right in its sole and absolute discretion to revoke the membership of any member who, after allowing the member to be heard, Board determines has not complied with the responsibilities and standards of membership.

3.03 Leave of Absence. The leadership team may grant or deny requests for temporary leaves of absence to members for travel, illness or to meet emergency needs. While on leave of absence, a member shall continue to pay dues and may attend auxiliary meetings and vote.

3.04 Orientation. New members shall be informed about Assistance League of Salt Lake City, including auxiliary and chapter information.

3.05 Membership Responsibilities.

(a) Service Responsibilities. To assist in chapter activities.

(b) Philanthropic Program Responsibilities. To assist in chapter and Assisteens programs.

(c) General.

1. Annually, each Assisteens member shall have a current Assisteens Auxiliary Consent Form on file with the Assisteens Liaison.
2. Assisteens members attending Assisteens Conference or overnight activities shall be accompanied by a parent, guardian or chapter member.
3. Assisteens members shall not be required to participate in any chapter activity during school hours.
4. Parent or guardian participation in chapter or Assisteens activities is not a prerequisite to Assisteens membership.

3.06 Resignation. Resignation shall be submitted in writing to the leadership team.

Article 4 Leadership Team

4.01 Leadership Team. The leadership team shall be comprised of the Assisteens Chair, Assisteens Vice Chair, Membership Chair and Social Media Chair appointed by the Assisteens Liaison based on involvement.-The Assisteens Liaison shall attend leadership team meetings in a voting capacity.-

4.02 Powers. The leadership team shall be subject to the powers and functions as prescribed by the policies.

4.03 Standards. The leadership team shall have the power to establish and maintain standards.

4.04 Management. The leadership team 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 leadership team shall hold office for a term of one (1) year or until their successors are appointed and assume office. They shall assume office at the close of the May meeting. No member shall be eligible to serve more than two (2) consecutive terms in the same office.

4.06 Meetings. Unless otherwise directed by the leadership team, regular meetings of the leadership team shall be on the same days as the membership meeting.

4.07 Conduct of Meetings. Members of the leadership team 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 leadership team may be called by the Assisteens Chair and shall be called upon the written request of two (2) members of the leadership team, provided notice of such special meetings shall have been given to each leadership team member at least five (5) days prior thereto.

4.09 Quorum. A majority of the leadership team shall constitute a quorum.

4.10 Vacancies. Vacancies on leadership team, including the office of Auxiliary Chair, shall be filled by majority vote of the leadership team.

Article 5 Officers and Their Duties

5.01 Assisteens Chair. The Assisteens Chair shall:

- (a) Attend and participate in a project selection meeting prior to the first Assisteens meeting of the calendar year.
- (b) Work with the Membership Chair to plan and coordinate a welcome back/recruitment event to be held at the Assistance League chapter house in early September.
- (c) Preside at meetings of the leadership team and membership;
- (d) Give a presentation at the first Assisteens' meeting of the year and possibly at the Annual Meeting;
- (e) Make a special effort to meet new members and make them feel welcome;
- (f) Represent Assisteens at activities away from the chapter house.
- (g) Help the Assisteens Coordinator and Assisteens Liaison when needed.
- (h) Help the Assisteens Liaison prepare an annual report of activities for membership and the Final Year-end Report sent to the chapter President;

5.02 Assisteens Vice Chair. The Assisteens Vice Chair shall:

- (a) Attend and participate in the project selection meeting prior to the first Assisteens meeting of the calendar year;

- (b) Work with Membership Chair to plan and coordinate a welcome back/recruitment event to be held in the fall;
- (c) Fill in for Assisteens Chair, when needed;
- (d) Distribute and collect attendance sheets at meetings and give them to Assisteens Liaison;
- (e) Help Assisteens Chair present at the first Assisteens meeting of the year; and
- (f) Take minute meetings and email them to the Assisteens Liaison for reporting purposes at Assistance League Board and/or Regular Meetings.

5.03 Assisteens Membership Chair. The Assisteens Membership Chair shall:

- (a) Attend and participate in the project selection meeting prior to the first Assisteens meeting of the calendar year;
- (b) Work with Assisteens Chair and Vice Chair to plan and coordinate a welcome back/recruitment event to be held in the fall;
- (c) Collect membership paperwork and dues/payments from new members, make sure all forms are completed, and give them to the Assisteens Liaison;
- (d) Send a welcome email to new members, direct them to the Assistance League website and Assisteens Facebook page, and serve as a resource for member questions;
- e) Work with Assisteens Chair and Vice Chair to develop ways to recruit new members, i.e., through social media, word-of-mouth, school counselors, etc.

5.04 Assisteens Social Media Chair. The Social Media Chair shall:

- (a) Attend and participate in the project selection meeting prior to the first Assisteens meeting of the calendar year;
- (b) Take photos of projects to post on social media. Make sure people in the photographs have a signed photo release;
- (c) Update Assisteens Facebook and Instagram feeds on a regular basis;
- (d) Assist Membership Chair in collecting membership paperwork and dues/payments from new members.

5.05 Presiding Officer of Meetings. In the absence of the ~~Auxiliary~~ Assisteens Chair and the Assisteens Vice Chair, the Assisteens Coordinator shall preside over the meeting.

Article 6 Meetings

6.01 Regular Meetings. Assisteens' regular meetings shall be held on the second Wednesday of each month, except for June, July, August, and December, unless otherwise directed by the leadership team, with membership approval.

6.02 Conduct of Meetings. Members of the leadership team and committees may participate in a meeting through electronic means, such as telephonic and/or video conferencing, 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.

6.03 Special Meetings. Special meetings may be called by the Assisteens Chair and shall be called upon the written request of three (3) voting members. The purpose of the meeting shall be stated in the call. Except in emergencies, at least three (3) days' notice shall be given.

6.04 Voting Rights. There shall be no vote by proxy.

6.05 Quorum. A majority of the members present shall constitute a quorum.

6.06 Action by Vote by Mail or Electronic Transmission. The leadership team 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 leadership team determines to move forward with such action, refer to chapter bylaws section 9.07.

Article 7 Finance

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

Dues:

Voting	Twenty-five dollars	\$ 25
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Dues for new members joining after December 1 shall be reduced by one-half (1/2) and shall include National Assistance League per capita pro rata dues of five dollars (\$5). Dues for new members joining between March 1 and May 31 shall be ten dollars (\$10.00) and National Assistance League per capita pro rata dues shall be waived.

Members holding membership in more than one (1) auxiliary and/or chapter shall pay National Assistance League dues only to their primary auxiliary and/or chapter.

7.02 Proposed Expenditures. Proposed expenditures of unbudgeted funds in excess of five-hundred dollars (\$500) shall be presented to the chapter Board for approval and then to the leadership team and membership for approval prior to the expenditure.

7.03 Fundraising. The auxiliary shall plan fundraising events and activities in compliance with Chapter Finance policies, and such events shall not conflict with chapter activities.

7.04 Budget. The Assisteens Liaison shall present a budget request to the Finance Chair prior to the March deadline for inclusion in the annual corporate budget.

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

7.06 Authorized Payments. The net surplus of funds raised each year may be used to pay transportation, registration, lodging and prepaid meals for the Assisteens Coordinator and one (1) Assisteens representative to attend Assisteens Conference or Assisteens Coordinator's training.

Article 8 Policies and Amendments

8.01 Amendments and Revisions. These policies may be amended or new policies adopted at any regular meeting, or at any special meeting called for that purpose, provided that the changes have been approved by the chapter Board and written notice of each proposed amendment or the proposed new policies shall have been given to each member at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

8.02 Conforming. When amendment of these policies shall become necessary by action of the chapter, 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 **8.01** of this Article.

8.03 Filing. Current policies shall be on file with the chapter.

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