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**STANDING RULES  
OF  
ASSISTANCE LEAGUE® OF WHITTIER**

**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 6 regular chapter meetings annually;
  - (2) Participate in and support the philanthropic programs and fundraising activities of the chapter;
  - (3) Have the right to vote and hold office; and
  - (4) Complete a minimum of eighty (80) hours of service in chapter sponsored activities each fiscal year.
- (b) **Limited Service.** A voting member may be granted limited service upon request to the Board on completion of eight (8) years of voting service. The following requirements shall be met:
- (1) Attend at least four (4) chapter meetings each year;
  - (2) Complete a minimum of forty (40) hours of service in chapter sponsored activities each year;
  - (3) Submit a written request for limited service status to the First Vice President prior to the April Board meeting to be effective June 1;

- (4) May serve on committees and hold a chairmanship;
- (5) Have the right to vote; and
- (6) Pay annual dues and luncheon fee.

### **1.03 Nonvoting Members**

- (a) All nonvoting members :
  - (1) May participate in and support the philanthropic programs and fundraising activities of the chapter.
  - (2) May not serve as an appointive or elective chairman.
- (b) Sustaining member.
  - (1) Application for Sustaining membership shall be submitted to the Membership Chairman in writing prior to the February Board meeting, if possible. The Board may grant a maximum of five (5) sustaining memberships in any one (1) year. Leaves of absence do not apply in computing years of voting service. Application shall be considered by the Board in order of receipt. If more than five (5) apply, they may be counseled by the Membership Chairman to consider a leave of absence or to request associate membership and to reapply for sustaining membership the following year.
  - (2) Sustaining members may attend meetings, and serve in an advisory capacity on committees.
- (c) Associate member
  - (1) Membership may be granted to an interested community individual.
  - (2) Associate members may attend regular meetings of the chapter.

### **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 three (3) months or more than one (1) year. Annual dues shall be paid. A year's leave of absence is not renewable. A member granted a three (3) months leave of absence is required to meet yearly hour requirements.
- (b) Consideration of exceptions shall be referred to the Membership Committee for review and recommendation to the Board.

### **1.05 Procedures for Change of Classification and Resignation**

- (a) Requests for changes in membership classification 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.
- (c) Voting member
  - (1) Upon written request, a voting member on limited service may be reinstated to full voting membership or granted Sustaining membership.
  - (2) Upon written request a member who has resigned in good standing may be reinstated to voting membership.
- (d) Sustaining member
  - (1) A Sustaining member shall have completed a minimum of eight (8) years of voting membership and shall not vote or hold office. Upon written request, a Sustaining member may be reinstated to voting membership.

#### **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 and chapter information.
- (c) **Right to Vote.** Upon payment of dues, a new voting member shall have the right to vote.
- (d) A new member shall not chair a committee during the first year of membership.

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

- (a) **Policies.** Members shall sign policies as required by the chapter, which shall be maintained as required by Assistance League.
- (b) **Service Hours.** Members shall report service hours as required.
- (c) Members shall be responsible for their staffing commitments and shall find replacements when necessary.

## **2. Board**

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

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

**2.01 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.

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

**2.05. Removal from Board.** Board members may be removed from office by a 2/3 vote of the Board.

### **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 President and the Education Committee annually. New and updated job descriptions shall be approved by the Board.

**3.05. Procedure Books.** Committee chairmen shall maintain and update procedure books which are to be reviewed by the President and Education Committee at the end of the term. After their review the book shall be reviewed with the incoming chairman.

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

**3.07 Annual Report.** An annual report and evaluation report shall be written. A dated copy of each report shall be distributed to the President and the Strategic Planning Committee. Additional copies are to be filed in the procedure book and the office.

### **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. The chapter shall not begin operation of any program until National Assistance League approval is granted.

**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. The Third Vice President shall evaluate all programs annually in March and report to the Board at the April Board meeting.

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

- (a) **Operation School Bell®.** Provides clothes, shoes and/or supplies and medications to schoolchildren.
- (b) **Bookmobile.** Provides library materials to shut-ins and provides funds for special projects at the library.
- (c) **Continuing Education Scholarship.** Provides financial assistance to deserving college students who meet criteria as determined by the Continuing Education Committee and the Board.
- (d) **Dental Program.** Provides dental care to qualifying school children and offers a dental education puppet show which is performed for elementary school children.
- (e) **Kids on the Block™.** Offers a puppet show for elementary school children dealing with physical disabilities and social issues.
- (f) **Operation Holiday.** Provides Christmas holiday gifts to be given to deserving families recommended by the Whittier Salvation Army.
- (g) **Operation Summer Reading Club.** Provides incentives and rewards to children who participate in the Whittier Public Library's summer reading activities.
- (h) **Wee Wardrobe.** Provides for the collection and assembly of layette items for newborns at PIH Health Hospital.

## **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 Bin Thrift Shop;
- (b) Timeless Treasures Gift Shop; and
- (c) Additional yearly fundraiser(s) to be recommended by the Resource Development Committee and approved by the membership.

## 6. Finance

**6.01 Leadership Training and Treasurers' Workshop Registration.** Registration fees for Leadership Training and Treasurers' Workshop attendees shall be paid by chapter.

**6.02 Proposed Expenditure.** Any proposed expenditure over \$1,000 requires three (3) estimates.

**6.03 Reimbursement.** Requests for reimbursement of expenses shall be submitted to Treasurer within thirty (30) days of expense or expense shall be considered a donation.

**6.04 Expense Authorization.** Expenses incurred by members shall be approved by the appropriate Board member or Committee chair prior to reimbursement.

**6.05 Annual Meeting Reservation Expense.** The chapter shall pay the Annual Meeting reservation expense for new Associates, new members, guests of honor, and the press.

**6.06 Remembrance of Deceased Member.** Upon the death of a voting or sustaining member, or the spouse, child, mother or father of that member, a floral arrangement or plant may be sent to the family by the Corresponding Secretary. Additional circumstances where a floral arrangement or plant might be sent shall be addressed by the President and Corresponding Secretary.

## 7. Hours

**7.01 Required Hours.** The minimum of eighty (80) hours for voting members shall include only chapter sponsored activities. Members joining after October 1 shall contribute a minimum of fifty (50) hours. Hours shall be recorded for fiscal year June 1 through May 31 and shall be reported in whole numbers.

**7.02 Travel Time and Committee Work.** All travel time to chapter sponsored activities and committee hours is authorized. Hours for attendance at regular meetings or social activities are excluded.

**7.03 Fundraising.** Three (3) hours per event shall be allowed each participating chapter member for selling fundraising tickets.

**7.04 National Board.** Any voting member serving on the National Board shall be granted their full quota of hours. Members serving on National committees may count such hours for up to one half (1/2) of their required hours.

**7.05 Reporting of Hours.** Hours shall be reported monthly, either by turning in a written report or emailing report to the Hours Chairman. New members shall report their hours to the New Member Training Chairman.

## 8. Chapter Facility

**8.01 Leasing Committee.** The Leasing Committee shall consist of the President, the Chapter House Chairman, and the Timeless Treasures Chairman.

**8.02 Building Use Fee.** A contribution of seventy-five (75) dollars shall be made for fifty (50) people or less and one hundred twenty-five (125) dollars made for more than fifty (50) people in addition to any cleaning fees.

**8.03 Member Use.** A Chapter member must be present during the use of the building, whether using building for personal use or acting as a sponsor for an outside group. The member must have been a voting member of Assistance League of Whittier for at least one (1) year. Members who may use the Chapter House include Voting and Sustaining members.

**8.04 Serving of Alcohol.** It is prohibited to serve hard liquors and keg beer. Wine, punch, beer or champagne are permissible.

**8.05 Chapter Property.** Chapter property shall not be removed from premises except for chapter events.

**8.06 Smoking** shall not be permitted in chapter facilities.

**8.07 Building Keys.** All Voting members will be issued a key to the chapter buildings except new members who will be given a key after one year. A Sustaining member who serves on a chapter committee may be issued a key.

## **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.

## **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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