

April 2024  
Revised Date

April 5, 2024  
Amended Date

April 5, 2024  
Filed by Consultant Date

**STANDING RULES  
OF  
ASSISTANCE LEAGUE® OF ANTELOPE VALLEY**

**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; and
  - (3) Have the right to vote and hold office.
- (b) All life voting members shall:
- (1) Be exempt from paying chapter dues
  - (2) Have all the privileges and obligations of other voting members

**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 serve on chapter committees; including acting as a committee chairman;
  - (3) May attend regular chapter meetings, may speak in such meeting but shall not vote.

- (b) All life nonvoting members:
  - (1) Shall be exempt from paying chapter dues;
  - (2) May have all the privileges and obligations of other nonvoting members.

#### 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.

#### 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) When reclassification occurs appropriate pro-rated adjustment in dues shall be made.
- (d) A chapter member may hold membership in more than one chapter and/or auxiliary.
- (e) The Membership Committee shall notify the Board of any member whose dues are delinquent, or who has not fulfilled their service or financial obligations.

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

- (a) **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.

#### 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 to the Membership Committee Hours Chairman. Service hours shall include hours spent in meetings, chapter philanthropic programs, fundraising activities, and including portal-to-portal travel hours.
- (c) **Voting Members shall:**
  - (1) Serve on a chapter committee.
  - (2) Be responsible for either a twenty-five (\$25) dollar cash donation or an item of equal value to be included in a gift basket thirty (30) days prior to the golf tournament; and

## 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.

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

**3.06 Reports.** The Membership Committee shall meet semi-annually to review reports from the Secretary, Treasurer, and Service Hours Chairman.

**3.07 Annual Reports.** The chairman of each committee shall submit a written annual report to the President prior to April 1.

**3.08 Publicity.** The chairmen of philanthropic programs and fundraising events shall submit publicity through the chapter Public Relations Chairman, or the President before publication. The President shall approve all media and printed materials before release for publication or printing.

## 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 two-thirds (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) **Operation School Bell®.** Provides products and services to schoolchildren.

**(b) Assistance League of Antelope Valley Commonality Program.** Provides products and services to our community.

**(c) Assistance League of Antelope Valley Education Program.** Provides scholarships.

**(d) Assistance League of Antelope Valley Onesie Program.** Provides the community with products and services that require a quick turn-around.

## **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 two-thirds (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) The Shaffer Rocky Tee Off Fore Kids Golf Tournament.** The golf tournament fundraiser includes golfing, dinner, and live and/or silent auction and opportunity baskets to raise funds for our programs.

**(b) Special Fundraising Events.**

## **6. Finance**

**6.01 Leadership Training and Treasurers' Workshop Registration.** Chapter shall pay registration fees for Leadership Training and Treasurers' Workshop attendees.

**6.02 Proposed Expenditure.** Any proposed expenditure over five (\$500) hundred dollars requires two (2) estimates.

**6.03 Expenditure Approval.** No member shall commit the chapter to any activity or unbudgeted expenditure without Board and membership approval.

**6.04 Reimbursement.** Requests for reimbursement of expenses shall be submitted to the Treasurer within ten (10) days of expense or expense shall be considered a donation. The member shall submit a "Request for Payment" form with receipt attached.

**6.05 National Conference.** Registration fees of each voting member attending National Conference shall be reimbursed provided funds are available.

**6.06 Capitalization Policy.** Provide Capitalization Policy to make an annual election on the fiscal year end tax returns to expense amounts paid for a unit of property with a cost of \$500 or less. Invoice substantiating an acquisition cost of each unit of property shall be retained for a minimum of four years.

## 7. Community Volunteer

**7.01 Community Volunteers.** Community volunteers may be used to help with our Programs and fundraisers. They must be supervised by a member of Assistance League.

## 8. Chapter Facility

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

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

**8.03 Keys.** Regulation and distribution of keys to facilities shall be established by the Board and managed by VP Facilities.

**8.04 Private Functions.** Upon approval of the Board and notification of the President, the chapter facility and kitchenette may be made available for member's private functions.

**8.05 Facility Use.** Members using the chapter facility shall comply with all rules and regulations governing use of the facility, including clean up and laundry.

**8.06 After Hours.** No one shall be alone in the chapter facility after hours.

## 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 Records.** Chapter records shall be kept at the chapter office, storage facility, and/or in a Board approved bank safe deposit box. Corporation records shall be kept in the corporate safe deposit box. All records are to be retained according to the record retention schedule provided by National Assistance League.

**9.03 Memorial Donations.** Memorial Fund donations shall be made upon the death of a member or a member's spouse, child, or parent in an individual amount of twenty-five (\$25) dollars. A donation may be made in memory of other family or community members upon a majority vote of the Board.

**9.04 Nonmembers Attending Chapter Regular Meetings.** Nonmembers may attend chapter regular meetings but must be invited by a member.

**9.05 Hospitality.** Upon illness or hospitalization of a member; flowers may be sent at an individual cost not to exceed fifty (\$50) dollars and shall be sent upon the death of a member. Names of these people shall be placed on the Memorial Plaque. The Board may approve flowers or gifts to members in unusual circumstances.

## 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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