



07/31/2024

Revised Date
By NFNP

08/15/2024

Accepted Date
By Board of Directors

STANDING RULES AND OPERATION PROCEDURES OF ASSISTANCE LEAGUE® OF DOWNEY

1. Membership

1.01 **ALL Members**

- (a) All members (Voting and Non-Voting) shall:
 - (1) Support the mission of the chapter.
 - (2) Pay annual chapter dues.
 - (3) Complete a Member Information Form each year by May 31st.
 - (4) The amount of the annual membership dues shall be set by the Board of Directors.
 - (5) The Board from time to time may set additional dues, fees, assessments owed by the members. Additional dues will be the same amount for all members.
 - (6) Assume financial obligations as voted for by the membership.

1.02 **Voting Members**

- (a) Voting members shall:
 - (1) Attend at the minimum (4) four regular chapter meetings annually.
 - (2) Have the right to vote and hold office.
 - (3) Shall complete a Member Information Form each year.
 - (4) Serve on one or more of the following committees: Philanthropic, Fundraising, Membership, Administration.

1.03 **Non-Voting Member**

- (a) All non-voting members:
 - (1) Should support our philanthropic programs and fundraising activities of the chapter.
 - (2) **Do not** have the right to vote.
 - (3) May serve on a committee, but **MAY NOT** chair or vote on a committee.

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 3 months or more than 6 months. By vote of the Board an extended leave for more than 6 (six) months can be granted.

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.

1.06 Member Information Form and New Member Orientation

- (a) **Member Information Forms** shall be completed by all members and maintained as required by National Assistance League®. Relevant contact information, emergency information and other required personal data shall be recorded on the **Member Information Form**.
- (b) **Prospective Membership** applications shall be accepted during the months of May, June, September, October, and December. **Applications will not be accepted from January through April.**
- (c) **Orientation.** ALL new members shall receive orientation. Orientation shall be held during the months of June, October, and January. Dues are paid after orientation has successfully been completed. Dues are to be delivered to the Treasurer upon payment.
- (d) **Right to Vote.** Upon payment of dues, a new voting member shall have the right to vote.
- (e) **Background Screening.** Upon payment of dues, a new voting member may be required to submit to a background screening. Members may be required to pay for the screening.

1.07 Responsibilities of Membership and Service Requirements

- (a) **Policies.** Members shall sign policies as required by the Assistance League® of Downey, which shall be maintained as required by National Assistance League®.
- (b) **Service Hours.** ALL Members shall report service hours as required.
- (c) **Thrift Shop.** A Chapter Voting Member (except for Lifetime Members) shall work a minimum of (1) 4.5-hour shift a month. Currently, shifts are **11:30 am to 4:30 pm on Tuesday – Friday, and Saturday 10:00 am to 2:00 pm**. Those who are employed full-time shall work (4) full Saturday shifts, 10:00 am to 2:00 pm, per year.

Associate Level Membership. Associate Members shall work (4) full Saturday shifts, 10:00 am to 2:00 pm, per year. Or (4) Thursday Night (Night Market) shifts, 5:00 pm to 9:00 pm per year.

When a member does not show up for their shift, we must pay a “paid worker” to cover you. We have a list of paid workers that are available in the event members are not able to work their scheduled shift. It is the members responsibility to contact and pay for the worker, and the member needs to let the Thrift Shop scheduler know that a change has been made.

(d) **All members** shall financially support ALL Chapter fundraising events.

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 Secretary 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, except for 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 any deliberations.
- 2.04** Resignation from the Board shall be dated and signed, delivered to the President, and effective upon receipt.
- 2.05** Absence from more than 3 Board meetings shall create a vacancy in that office.
- 2.06** The Board approves the hiring of Independent Contractors and paid employees and their rate of pay.
- 2.07** The President and Treasurer signs all contracts.
- 2.08** The Risk Management Committee shall follow the steps outlined in the Whistleblower Policy. The Risk Management Committee will report directly to the President. If warranted the President shall prepare a report to the Board. Any member concerns shall be reported to the Risk Management Committee. Resolution is conveyed to the member by the President and the Risk Management Chair.

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 annually. The Board shall approve new and updated job descriptions.

- 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 the fiscal year to organize and at the end of fiscal year to evaluate activities; conducting interim meetings as needed.

4. Philanthropic Programs

- 4.01 Identification.** Philanthropic programs shall be identified with the Assistance League® of Downey 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) **Operation School Bell®.** May provide clothing, shoes, supplies and other needs to schoolchildren.
 - (b) **Dental Program.** Funds dental needs referred by DUSD to Long Beach Children's Dental Clinic.
 - (c) **Action Week.** Promotes childhood literacy by delivering and reading books to children.
 - (d) **Scholarships.** Awards \$1000. scholarships to Downey Unified School Seniors each year in May
 - (e) **Hug A Bear.** Supplies teddy bears to the fire and police departments to be given for comfort to children.
 - (f) **H.O.M.E.** Housing of Medical Emergencies – 10-unit temporary residence for families with patients at Rancho Los Amigos.
 - (g) **Christmas Distribution.** Gifts to the needy in convalescent homes and other facilities.

5. Resource Development/Fundraising

- 5.01 Identification.** Each fundraising activity or event shall be identified with the Assistance League® of Downey 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) **Thrift Shop**
 - (b) **Celebrate the Season**
 - (c) **Spring Celebration**

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 Two Thousand dollars (\$2000) requires Three (3) estimates.
- 6.03 Assisteens® Conference Registration.** Registration fees for Assisteens Coordinator and/or Assisteens Liaison for Assisteens Conference shall be paid by (the auxiliary or chapter.)
- 6.04** Requests for reimbursement of expenses shall be submitted by the member to Treasurer within 30 days of expense or expense shall be considered a donation.
- 6.05** Registration fees of each voting member attending the National Conference shall be reimbursed according to budgeted funds each year.
- 6.06** Dues are nonrefundable, except as deemed necessary in the situation of a failed background screening.

7. Community Volunteer

- 7.01** Assistance League® benefits from the use of interested community volunteers who offer assistance to a chapter. These individuals, though not chapter members, can provide talent and community support. Community volunteers are to be considered an enhancement to the programs that are provided to the community, but not a replacement for a successful membership recruitment program and a viable membership base. Services that require a time commitment by a member of the community shall be considered as volunteer service hours to Assistance League® and should be tracked and recorded by the chapter. Services by an individual with a special skill. These types of services could include an antiques specialist to value items for a thrift store, a translator who comes to a philanthropic program to assist members in communicating with recipients, a retiree who plants and maintains a flower garden in front of a chapter property, a woodworker who repairs toys for the thrift store or a seamstress who shortens pants for Operation School Bell® children.
- 7.02** May need to submit to a background check.

8. Chapter Facility

8.01 NO Assistance League® of Downey property shall not be removed from any of the premises except for chapter events. This includes the Chapter House, Thrift Shop and H.O.M.E.

NO gift cards, checks, cash, or cash equivalent should be stored at an ALD members home or any other place of business for more than 48 hours. It should be delivered to the treasurer within 48 hours of receipt.

8.02 Smoking shall not be permitted in chapter facilities.

8.03 Regulation and distribution of keys to facilities shall be established by the Board.

8.04 May be rented out for private events. (Please refer to the Chapter House Rental Agreement).

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 Some chapter social events are for members only, when specified.

9.03 Non-members may attend up to 2-chapter general member meetings per year.

9.04 Non-Members may not attend Board meetings, unless invited by the Board.

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 board or general meetings 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. The Board has the right to amend a standing rule in any case of emergency as deemed necessary by 2/3 majority of the Board.

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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