

**STANDING RULES
OF
ASSISTANCE LEAGUE® OF GREATER CINCINNATI**

1. Membership

1.01 Regular Members.

- (a) All Regular members are expected to:
 - (1) Attend as many regular meetings as possible each year;
 - (2) Participate in the philanthropic programs;
 - (3) Support fundraising activities of the chapter;
 - (4) Have the right to vote and hold office;
 - (5) Pay annual chapter dues;
 - (6) Serve on at least one (1) committee.

1.02 Associate Members.

- (a) All associate members should:
 - (1) Participate in and support the philanthropic programs and fundraising activities of the chapter;
 - (2) Pay annual chapter dues;
 - (3) May serve on chapter committees, including serving as appointive chairperson.

1.03 Procedures for Change of Classification and Resignation. Requests for change in classification or resignation shall be submitted in writing to the Membership Vice President who will inform the board.

1.04 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 Membership Information Form.

- (b) Orientation. Members shall receive orientation, which shall include national organization and chapter information as defined by the membership committee.
- (c) Right to Vote. Upon payment of dues, a new regular member shall have the right to vote.

1.05 Responsibility of Membership and Services 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 all service hours. Volunteers (non-members) providing hours to the chapter are to be recorded by the project manager or members who invited the volunteers to participate.
- (c) Members shall be apprised of By-laws and Standing Rules and expected to abide by them.

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 arrange for a report to be submitted.
- 2.03 Reports.** Committee reports must be electronically submitted to the Secretary each month.
- 2.04 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 deliberations not related to their area of business.
- 2.05 Resignations from the Board.** Resignations from the Board shall be in writing, delivered to the President, and effective upon receipt.

3. Board Position Responsibilities

3.01 President shall:

- (a) Appoint, with Board approval, the Parliamentarian, the Finance Committee Chair, and the chairs of Appointive Standing Committees, unless otherwise provided in the bylaws;
- (b) Appoint ad Hoc committees as needed;

- (c) Sign legal documents with the Secretary;
- (d) Be authorized to open and close accounts at all chapter financial institutions with the Secretary and Treasurer;
- (e) Be authorized to sign checks with the Membership Vice President, Treasurer and Secretary;
- (f) Review all legal contracts along with appropriate Board members;
- (g) Review all policies with the board in the 1st quarter of new term as President.
- (h) Be, ex-officio, a member of all committees except the Nominating Committee;
- (i) Present an annual report of corporate activities to the membership;
- (j) Submit to the national office the Chapter Year End Summary within thirty (30) days following the end of the corporation's fiscal year;
- (k) Confirm that appropriate Chapter Hub updates have been made to the Executive Board Roster within thirty (30) days following the election and for any changes throughout the year;
- (l) Serve as a delegate to the annual and special meetings of National Assistance League;
- (m) Attend or participate in the National Assistance League Leadership Conference;
- (n) With the approval of the Executive Board, the outgoing president may attend any board meeting in a non-voting capacity as needed.
- (o) Provide income and expense details to the Finance Committee in preparation of the following year's budget. Attend Finance Committee meetings as requested by Finance Committee Chair;
- (p) Along with the Treasurer, evaluate the retained financial institution's performance.

3.02 Membership Vice President shall:

- (a) Chair the Membership Committee
- (b) Recruit and orient new members and retain members through regular communication and events;
- (c) Generate member updates on a regular basis;

- (d) Organize orientation for all new members as soon as possible after their joining the organization;
- (e) Act as Hub Administrator in coordination with the chapter Treasurer to record member count and payment of dues;
- (f) Identify managers as needed;
- (g) Serve as chapter alternate to the annual and/or special meetings of the National Assistance League;
- (h) Be authorized to sign checks with the President, Treasurer and Secretary;
- (i) Provide income and expense details to the Finance Committee in preparation of the following year's budget. Attend Finance Committee meetings as requested by the Finance Committee Chair.

3.03 Operations Vice President shall:

- (a) Be responsible for the office staffing, supplies and maintenance of the Ruth Prall Center;
- (b) Serve on committees as determined by the President;
- (c) Arrange technology purchases and updates recommended by the Marketing and Communications Vice President upon approval by the Board;
- (d) Shall bring the Strategic Plan to the Board's review quarterly.
- (e) Provide income and expense details to the Finance Committee in preparation of the following year's budget. Attend Finance Committee meetings as requested by the Finance Committee Chair.

3.04 Fundraising Vice President shall:

- (a) Identify managers for all fundraising, events, or campaigns, and grant writing;
- (b) Appoint a manager for the donor, member, and volunteer database (ie, Giftworks);
- (c) Produce donation confirmations in accordance or exceeding IRS regulations;
- (d) Provide information to board members as needed from the Giftworks system;
- (e) Provide income and expense details to the Finance Committee in preparation of the following year's budget. Attend Finance Committee meetings as requested by the Finance Committee Chair.

3.05 Marketing and Communications Vice President shall:

- (a) Create a Technology Committee. This committee will update and maintain Facebook, the chapter website and other media authorized by the board.
- (b) Appoint managers as needed;
- (c) Appoint members to update the Constant Contact software for accurate Communication to members and donors;
- (d) Organize and produce periodic newsletter and communications sent to members prior members and donors via Constant Contact;
- (e) Gather information and create the Annual Report in conjunction with the President. Upon approval by the board, disseminate the final report to members and the public. Have the report posted to the chapter website;
- (f) Manage non-IRS acknowledgement of donations, including, in-Kind donations, and volunteer hours as deemed appropriate by the board;
- (g) Provide income and expense details to the Finance Committee in preparation of the following year's budget. Attend Finance Committee meetings as requested by the Finance Committee Chair.

3.06 Programs Vice President shall:

- (a) Appoint managers and oversee Operation School Bell® and other major programs or activities;
- (b) Review and manage all agreements with principal decision makers for all programs;
- (d) Evaluate the impact and outcomes of all programs annually; Prepare a short summary for membership use;
- (e) Provide income and expense details to the Finance Committee in preparation for the following year's budget. Attend Finance Committee meetings as requested by the Finance Committee Chair.

3.07 Secretary shall:

- (a) Sign legal documents as needed along with the President;
- (b) Be authorized to open and close accounts at all chapter financial institutions with the President and Treasurer upon Board approval;
- (c) Certify, immediately following receipt of a call to the annual or special

meeting of National Assistance League, the names of the chapter delegate and alternate to the National Secretary;

- (d) Be authorized to sign checks with the President, Treasurer, and Membership Vice President;
- (e) Distribute the minutes of the Board, Regular and special meetings within Fifteen (15) days of said meeting;
- (f) Report the number of hours donated, on a quarterly basis, categorized by Board member, regular and associate members and community volunteers.

3.08 Treasurer shall:

- (a) Be authorized to open and close accounts at all chapter financial institutions with the President and Secretary; upon Board approval;
- (b) Be authorized to sign checks with the President, Secretary, and Membership Vice President;
- (c) Review and submit required tax forms, bank compliance and other records related to the organization's finances on a timely basis.
- (d) Be a member of the Finance Committee. Provide income and expense details to the Finance Committee in preparation of the following year's budget. Attend Finance Committee meetings as requested by Finance Committee Chair;
- (e) Confirm that appropriate Chapter Hub updates related to membership have been posted and dues paid for the new fiscal year by June 1 to National Assistance League. Update and pay dues throughout the year as membership changes;
- (f) Coordinate and provide information with outside financial institution if one is retained;
- (g) Submit to the national office all required documents on a timely basis;
- (h) Provide Executive Board monthly financial statements and other documents related to the financial status and tax filing requirements;
- (i) Provide all financial records of the chapter for review to the Certified Public Accountant, who has been approved by the Board, at the end of the Fiscal year. Provide all documentation requested by same CPA for preparation of tax returns and financial review within 2 months of fiscal year end;
- (j) Attend or participate in the National Assistance League workshop;
- (i) Evaluate the retained financial institution's performance, and report outcomes and concerns to the board.

3.09 Parliamentarian shall:

- (a) Guide the Board in the proper meeting protocol;
- (b) Chair the Bylaws and Standing Rules Committee;
- (c) Call the first meeting of the Nominating Committee.

4. Committees

4.01 Membership Committee. The Membership Vice President shall be the chair of this committee. The committee shall be composed of members as deemed necessary and the chair shall identify managers as needed:

- (a) This committee shall maintain member information on the Chapter Hub;
- (b) Submit to the Treasurer, Membership Vice President updated membership reports on or before June 1 and throughout the fiscal year as necessary;
- (c) Update the Board Positions to National within thirty (30) days of their election.

4.02 Marketing and Communication Committee. The Marketing and Communication Vice President shall chair this committee. The committee shall be composed of Members as deemed necessary. The chair shall appoint managers as needed.

- (a) The committee shall manage the internal and external communications of the chapter's activities, acquaint the public with the purposes and activities of the chapter, and ensure that the use of the brand identification reflects positively upon the organization;
- (b) The Committee shall organize events to increase awareness of Assistance League in the Greater Cincinnati and Northern Kentucky area.

4.03 Fundraising Committee. The Fundraising Vice President shall chair this committee. Managers shall be identified for specific programs, such as, but not limited to fundraising events and grant writing. This committee shall be composed of members deemed necessary.

- (a) This committee shall organize and execute fundraising events and evaluate the effectiveness of those events;
- (b) This committee shall also manage grant applications to current and new foundations and seek new funding sources including corporate, business, and community partnerships;
- (c) This committee shall also maintain donor, member, and volunteer information and acknowledge contributions.

4.04 Programs Committee. The Programs Vice President shall chair this committee. A manager shall be identified for Operation School Bell and all other current programs.

The effectiveness of each program shall be evaluated no less than bi-annually. The principal decision makers of each partner must be contacted by the program managers at least once a year.

(a) Operation School Bell Program

1. Shall be responsible for the acquisition, management, and distribution of inventory serving children of school age children;
2. Shall gather data to evaluate the impact of the programs.

(b) New Beginnings Program

1. Shall be responsible for the acquisition and distribution of inventory to Domestic violence shelters and organizations providing housing for women, children and men arriving at and/or leaving those shelters;
2. Shall gather data to evaluate the impact of the program.

(c) ALCaress 4 Kids Program

1. Shall be responsible for the acquisition, management, and distribution of inventory ALCaress4Kids program and other organizations caring for children in need;
2. The committee shall gather data and evaluate the impact of the programs.

(d) Assault Survivor Committee

1. Shall be responsible for the acquisition, management; and distribution of inventory to Greater Cincinnati and Northern Kentucky Hospitals where women are treated after suffering from sexual assault.

4.05 Bylaws and Standing Rules Committee. The Parliamentarian shall be chair of this Committee. This committee shall be composed of members as deemed necessary.

- (a) This committee shall study the Bylaws and Standing Rules and prepare recommend amendments;
- (b) After approval by the membership the Parliamentarian shall submit a copy of the By-Laws to the State of Ohio and have a copy placed on the National Assistance League website.

4.06 Finance Committee shall study the financial requirements of the chapter and prepare an annual budget for approval and recommendation of the Board;

- (a) The chair shall be appointed by the President in consultation with the Treasurer. This committee shall include the President, Treasurer, Fundraising Vice President, Programs Vice President, the Operations Vice President as well as other members deemed necessary. The chair of this committee will remain in this position until a new chairperson is named by the current president;
- (b) The annual budget shall be presented to the membership at or before the April meeting and shall be approved by the Board and the membership prior to the beginning of the fiscal year.

- (c) A simple majority of each group is required for approval;
- (d) This committee shall review the financial records at least quarterly to assure the membership that budgets are adhered to. This committee must be consulted if the board chooses to move budgeted dollars between programs or accounts;
- (e) The chair of this committee shall report to the President.

4.07 Strategic Planning Committee. The Operations Vice President shall chair this committee. The committee shall be composed of members as deemed necessary.

4.08 Responsibility of all committees are as follows:

- (a) **Attendance.** Each committee member shall attend committee meetings, or shall notify the chairperson prior to the committee meeting of any planned absence.
- (b) **Procedure Books.** Committee chairmen shall maintain procedure books and present in electronic form to their successor or President at the end of term. Procedures to be completed by the May Board meeting;
- (c) **Job Descriptions.** Annually, committee chairmen shall review and update job descriptions for Board approval. Changes will be presented to the general membership at the Annual Meeting for adoption;
- (d) **Minutes.** Each committee shall have recorded minutes posted to cloud within 15 days of each meeting.
- (e) **Meetings.** Each committee shall meet after the beginning of fiscal year (June 1) to organize and prior to end of fiscal year (May 31) to evaluate activities; conducting other meetings as needed.

5. Philanthropic Programs

- 5.01 Identification.** Philanthropic programs shall be identified with the Assistance League's formal name..
- 5.02 Approval.** Each Philanthropic Program, new, amended or terminated, shall be approved by a majority vote of the membership at any regular meeting.
- 5.03 Evaluation.** The membership shall evaluate each Philanthropic program at a minimum of every two (2) years. Review will be in the year following a new Programs Vice President takes office.

6. Fundraising

- 6.01 Identification.** Each fundraising activity or event shall be identified with the

Assistance League formal name.

- 6.02 Approval.** Each fundraising activity or event, new, amended or terminated, shall be approved by the membership.
- 6.03 Evaluation.** The membership shall evaluate each fundraising activity or event at a minimum of every two (2) years.
- 6.04 Names and Description.** Fundraisers currently are but not limited to:
- (a) Books and Brunch is a luncheon featuring authors/illustrator presentations;
 - (b) Direct Appeal/Fall Fundraising are monetary appeals through snail mail or electronic media;
 - (c) Grants from corporations or foundation shall be applied to the specific programs or general fund as demanded by the grantor;
 - (d) E-Commerce providing a platform for selling donated items to members or the public.

7. Finance/Audit

- 7.01 Designation of Assets.** Annually, the Board shall designate unrestricted net assets sufficient for at least 1 year or up to 2 years of operating expenses.
- 7.02 Leadership Conference Registration.** Registration fees for leadership conference attendees shall be paid by Chapter.
- 7.03 Expenditures.** that will result in an excess of budgeted overall expenses of more than \$2000.00 must be brought before the board and membership approved by a majority vote of those present at the meeting before the expenditure allowed. The board may move budgeted \$ from one program or expense as needed, notifying the finance committee of the change immediately.
- 7.04 Reimbursement.** Written requests by members for reimbursement of expenses, shall be submitted to the Treasurer with ten (10) days of expense.

8. Chapter Facility

- 7.01 Facility.** Properties of the chapter shall not be removed from the Center except for use at chapter events. A record of all items removed and returned shall be posted

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 Community Volunteers.** Non-member volunteers shall complete training and sign Client Protection Policy when needed.

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 business meeting by majority vote of the regular members in attendance. Written notice prior to the meeting is permitted but not required.
- 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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