

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

1. Membership

1.01 Voting Members.

(a) All voting members shall:

- (1) Attend a minimum of five regular chapter meetings per year;
- (2) Participate in and support the philanthropic programs and fundraising activities of the chapter;
- (3) Have the right to vote and hold office;
- (4) Pay annual chapter dues;
- (5) Assume a member's share of financial obligations voted by membership;
- (6) Serve on at least one (1) committee.

1.02 Nonvoting Members.

(a) All nonvoting members shall:

- (1) Support the mission of the chapter;
- (2) Pay annual chapter dues;
- (3) Assume a share of financial obligations as voted by membership; and
- (4) May serve on chapter committees, including serving as appointive chairman.

1.03 Leave of Absence. Requests for leave of absence of ninety (90) consecutive days or more shall be submitted in writing to the Membership Committee for approval.

1.04 Procedures for Change of Classification and Resignation. Requests for change in classification or resignation shall be submitted in writing to the Vice-President, Membership for presentation to the Board.

1.05 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.

(c) **Right to Vote.** Upon payment of dues, a new voting member shall have the right to vote.

1.06 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 service hours as required.

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 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 Resignations from the Board. Resignations from the Board shall be in writing, delivered to the President, and effective upon receipt.

3. Committees

3.01 Attendance. Each committee member shall attend committee meetings; shall notify chairman prior to committee meeting of any planned absence.

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

3.03 Job Descriptions. Annually, committee chairmen shall review and update job descriptions for Board approval.

3.04 Minutes. Each committee shall have recorded minutes.

3.05 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.

4. Philanthropic Programs

4.01 Identification. Philanthropic programs shall be identified with the Assistance League name.

4.02 Approval. Each Philanthropic program, new, amended or terminated, shall be approved by a two-thirds (2/3) vote of the membership at any regular meeting.

4.03 Evaluation. The membership shall evaluate each Philanthropic program at a minimum of every two (2) years.

4.04 Name and Description. Philanthropic Programs are:

(a) **Operation School Bell®.** Provides clothing, tutoring and mentoring to school age children in need.

(b) **Assault Survivor Kits®.** Provide new clothing and hygiene products to victims of assault and/or rape.

(c) **Domestic Violence Kits.** Provide new clothing and hygiene products to victims of domestic violence.

(d) **College Starter Kits.** Provide selected items to disadvantaged college students.

(e) **New Beginnings.** Provides essential household items to victims of domestic violence who are establishing a household away from their abusers.

(f) **College Scholarship.** Provides financial support to underprivileged students.

5. Resource Development/Fundraising

5.01 Identification. Each fundraising activity or event shall be identified with the Assistance League name.

5.02 Approval. Each fundraising activity or event, new, amended or terminated, shall be approved by the membership.

5.03 Evaluation. The membership shall evaluate each fundraising activity or event at a minimum of every two (2) years.

5.04 Name and Description. Fundraisers are:

(a) **Aspire.** An event targeting businesses to honor a local philanthropist.

(b) **Books and Brunch.** A luncheon featuring authors/illustrator presentations.

(c) **Direct Mail.** Monetary appeal through Direct Mail.

(d) **Other.** Fundraisers as determined by membership.

6. Finance

6.01 Designation of Assets. Annually, the Board shall designate unrestricted net assets sufficient for one (1) year's total operating expenses.

6.02 Leadership Conference Registration. Registration fees for leadership conference attendees shall be paid by Chapter.

6.03 Proposed Expenditure. Any proposed expenditure over \$1,000 requires two (2) estimates.

6.04 Reimbursement. Written requests by members for reimbursement of expenses, excluding sales tax, shall be submitted to the Treasurer with thirty (30) days of expense.

7. Chapter Facility

7.01 Facility. Properties of the chapter shall not be removed from the Center except for use at chapter events.

8. General

8.01 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.

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

9. Adoption and Amendment of Standing Rules

9.01 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.

9.02 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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