

**STANDING RULES
OF
ASSISTANCE LEAGUE® OF OMAHA**

1. Membership

1.01 Members

(a) All members shall:

- (1)** Support the mission of the chapter;
- (2)** Pay annual chapter dues; and a one-time orientation fee;
- (3)** Assume a member's share of financial obligations as voted by the membership.

1.02 Voting Members

(a) All voting members shall:

- (1)** Have the right to vote and hold office;
- (2)** Keep service hours monthly and report to Advisors ~~monthly~~.
- (3)** Be encouraged to attend regular chapter meetings;
- (4)** Be encouraged to participate in and support the philanthropic programs, fundraising activities of the chapter and other needs of the chapter;
- (5)** Be encouraged to serve on a committee, which may include an Elective Standing Committee and/or an Appointive Standing Committee;
- (6)** Be encouraged to serve a minimum of ten (10) hours for Operation School Bell®;
- (7)** Be encouraged to serve four (4) Thrift Shop duties (including Monday and Friday) annually;
- (8)** Be encouraged to work one (1) shift at Christmas Caravan; and
- (9)** Be encouraged to buy one (1) Christmas Caravan ticket and provide baked goods or pay a fee as determined by the Caravan Committee;

(b) All Voting Life Members: A current Life Member is a member who has served at least 10 years as a Voting Member and has paid a one-time fee to the Chapter and to National Assistance League for this privilege. As of October 28, 2002, this classification of membership is no longer available.

- (1) Have the right to vote and hold office;
- (2) Keep service hours monthly and report to Advisors;
- (3) May attend regular chapter meetings;
- (4) May work on programs and fundraisers, as desired;
- (5) May serve on chapter committees, including acting as appointive chairman;

1.03 Nonvoting Member

(a) All nonvoting members:

- (1) Have no voting privileges and cannot hold office in the chapter;
- (2) Keep service hours monthly and report to Advisors.
- (3) May attend chapter meetings;
- (4) May participate in and support the philanthropic programs, fundraising activities, and other needs of the chapter; and
- (5) May serve on chapter committees, including acting as appointive chairman;

(b) All Nonvoting Life Members: A current Life member is a member who has served at least 10 years as a Voting Member and has paid a one-time fee to the Chapter and to National Assistance League for this privilege. As of October 28, 2002, this classification of membership is no longer available.

- (1) Have no voting privileges and cannot hold office in the chapter;
- (2) May attend regular meetings;
- (3) May work on programs and fundraisers, as desired;
- (4) Keep service hours and report to Advisors monthly; and
- (5) May serve on chapter committees, including acting as appointive chairman.

1.04 Leave of Absence

(a) Upon application and approval of the VP Membership and/or President, a voting member may be granted a temporary leave of absence for travel, illness or to meet emergency needs. *Refer to Assistance League of Omaha Bylaw 3.06*

1.05 Procedures for Change of Classification and Resignation

- (a)** Requests for changes in membership classification shall be submitted in writing to the VP Membership. This request will be reported to the Board.
- (b)** Resignations from membership may be submitted in writing to the Membership Chairman at any time.

- (c) After eight (8) years or longer of service as a voting member, one may change classification to nonvoting with a written request to the VP 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) **All members** shall receive the newsletter, Blast and the directory.

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 staffing commitments and find a replacement when necessary.

(d) See current Standing Rule 1.02 for Voting Members.

(e) See current Standing Rule 1.03 for Nonvoting Members.

2. Board

2.01 Attendance. Members of the Board shall attend Board meetings, 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 an electronic 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 Reports.

(a) Resignation from the Board shall be dated and signed, delivered to the President, and effective upon receipt.

(b) Members of the Board shall submit monthly electronic reports before each Board meeting.

- (c) Each Board member shall prepare an annual report of activities at the completion of the term of office. Copies shall be sent to the Vice President of Education who will distribute the electronic reports to the President, President-Elect, VP Strategic Planning and officer in charge of the area.
- (d) Any member making a report to the Board or to the membership shall provide an electronic copy to all Board members in advance.

3. Committees

- 3.01 Composition.** Each chairman may have 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 President and VP Education annually. New and updated job descriptions shall be approved by the Board.
- 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 name.
- 4.02 Approval.** Adoption or termination of a philanthropic program shall be approved by the membership.
- 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 through Strategic Planning.
- 4.05 Name and Description.** Philanthropic programs are:
 - (a) **Operation School Bell®.** Provides new clothing for children in need throughout the Greater Omaha area.
 - (b) **ACT/PSAT Program.** Provides classes for high school students to prepare for ACT and PSAT tests.
 - (c) **Assault Survivor Kits®.** Prepare and deliver clothing and hygiene kits to hospitals and agencies for their use directly with victims of rape and abuse.

- (d) **Operation Bear Hug.** Prepare and deliver bears to Omaha area agencies and police forces for use with traumatized children.
- (e) **Operation Literacy.** Provide gently used and new books to children and adults in need to encourage reading and promote literacy.
- (f) **Operation Recovery.** Provide clothing vouchers for use in the Assistance League of Omaha Thrift Shop and offer a variety of support activities for Santa Monica residents.
- (g) **Operation Teen Parent Program.** Prepare and deliver incentives to teen parents to graduate in Omaha Public School District. Select senior students are awarded scholarships.

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.
- 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) **Assistance League of Omaha Thrift Shop.** Gently used clothing and household items are collected, priced and sold. The Thrift Shop is open to the public.
 - (b) **Christmas Caravan.** Three to four homes are open for viewing and have been decorated by local florists for the holidays. Tickets are sold to the public.

6. Finance

- 6.01 Designation of Assets.** Annually, the Board shall designate unrestricted net assets sufficient for one (1) year's total operating expenses. **(National Policies for Chapters – Finance)**
- 6.02 Leadership Training and Treasurers' Workshop Registration.** Registration fees for Leadership Training and Treasurers' Workshop attendees shall be paid by the chapter.
- 6.03 National Conference**
 - (a) Registration fees of each delegate attending National Conference shall be reimbursed by Assistance League of Omaha according to budgeted funds each year.
 - (b) Registration fees of each chapter member may be reimbursed by Assistance League of Omaha if budgeted funds are available.

6.04 Proposed Expenditure. Any proposed expenditure over \$1000 requires three (3) estimates in the event of an emergency situation, the President and/or VP Support Services shall handle the emergency then have the expenditure ratified by the Board and membership

6.05 Committee costs two hundred (\$200) beyond budgeted expenditures requires Board approval and membership vote

6.06 Requests for reimbursement of expenses shall be submitted to Treasurer within 90 days of expense or expense shall be considered a donation.

6.07 Dues are nonrefundable.

7. Community Volunteers

7.01 Community volunteers must complete **Community Volunteer Information Form** and comply with volunteer procedures.

7.02 Community volunteers shall be informed of their responsibilities and will be supervised by an Assistance League member.

7.03 Consult with legal counsel for advice regarding background screening of community volunteers and employees in chapter's service area.

8. Chapter Facility

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

8.02 Smoking shall not be permitted in chapter facilities.

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

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 For security purposes, all lists with member's contact information need to be destroyed.

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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