

**STANDING RULES
OF
ASSISTANCE LEAGUE® OF INDIANAPOLIS**

1. Membership

1.01 Members

(a) All members shall:

- (1) Support the mission of the chapter;
- (2) Pay annual chapter dues;
- (3) Assume financial obligations as voted by the membership;
- (4) Participate in and support the administrative tasks, philanthropic programs and fundraising activities of the chapter; and
- (5) Complete a background check as required by our school districts served. Members living out of state are exempt.

1.02 Voting Members

(a) All voting members shall:

- (1) Attend at least five (5) regular chapter meetings annually. A member joining after January 1 shall attend a minimum of half the number of regular meetings that are convening for the balance of the fiscal year;
- (2) Have the right to vote, present motions and hold elected office; and
- (3) Be eligible to serve on or chair chapter committees.

1.03 Nonvoting Member

(a) All nonvoting members:

- (1) Are encouraged to attend regular meetings in non-voting capacity;
- (2) Are not eligible to hold an elected office; and
- (3) Are eligible to serve on and chair chapter elective and appointive standing committees.

1.04 Leave of Absence

(a) A member who needs a leave of absence shall make a written request to the Vice President Membership.

1.05 Procedures for Change of Classification and Resignation

(a) A member requesting a change of membership classification shall notify, in writing, the Vice President Membership.

(b) If the change of classification occurs before January, one hundred percent (100%) of nonvoting dues are due and payable.

(c) A member who wishes to terminate a membership or is leaving the Indianapolis area shall notify, in writing, the Vice President 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.

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. All members shall report service hours on a monthly basis. This includes travel time to and from activities in support of chapter or national organization programs and activities.

(c) Members shall be responsible for their staffing commitments and shall find replacements when necessary.

(d) All members shall work the minimum number of shifts at Operation School Bell®, if physically able. Members living out of state are exempt and may only participate in Operation School Bell if they have completed the required background check.

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

2.05 Absence from more than three (3) Board meetings shall create a vacancy in that office.

2.06 The immediate past President may not serve on the Board the year following the term of office as President.

2.07 Each member of the Board shall:

(a) Maintain a procedure book.

(b) Present an estimated budget to the Budget Committee by March 1.

(c) Prepare and present an annual report, which shall include an update of the job description.

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 Board 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 Budget. Committee chairman shall present the committee's estimated budget to the Budget Committee by March 1.

3.07 Report. Each committee shall meet at the beginning of fiscal year to organize for the calendar year, conduct interim meetings as needed and at the end of fiscal year to evaluate the year's activities. Minutes of each meeting will be written, submitted to the supervising Board member, and retained in the procedure book.

4. Philanthropic Programs

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

4.02 Approval. Adoption, amendment or termination of a philanthropic program shall be approved by the membership.

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) **ALI Bears.** Child-safe teddy bears are provided to comfort children and adults who are ill, traumatized or grieving. Teddy bears are distributed to hospitals, hospices and abuse and counseling centers in the greater Indianapolis area.

(b) **ALI Friends.** Offers companionship and caring to enhance the lives of seniors and disabled adults.

(c) Assault Survivor Kits®. Kits of new sweatpants, sweatshirts, socks and undergarments are assembled, then distributed to victims of assault, rape and domestic violence through area hospitals, shelters and treatment centers.

(d) Operation School Bell® - Apparel. Provides new clothing and supplies to economically disadvantaged preschool and elementary students attending Indianapolis Public Schools and surrounding townships in kindergarten through 5th grade.

(e) Operation School Bell - Shoes. Provides new athletic shoes and socks to economically disadvantaged children from Indianapolis Public Schools and surrounding townships in kindergarten through 5th grade.

(f) Operation School Bell - Beyond the Bell. Provides a supply of new clothing to schools served by Operation School Bell - Apparel. Student recipients of Beyond the Bell items are homeless, displaced, or new to their school and are not otherwise served by Operation School Bell - Apparel.

4.05 The Chairman for ALI Bears, ALI Friends, Assault Survivor Kits, Operation School Bell - Apparel, Operation School Bell – Shoes and Operation School Bell - Beyond the Bell shall be responsible for keeping track of the budget and expenditures for these philanthropic programs.

5. Resource Development/Fundraising

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

5.02 Approval. Adoption, amendment or termination of a fundraising activity or event 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. Sources of Revenue are:

- (a) Spring Fundraiser**
- (b) Holiday Event**
- (c) Operation School Bell Mailer**
- (d) United Way**
- (e) Amazon Smile**
- (f) Grants**
- (g) Memorial/Tribute Funds**
- (h) Regular Meeting Lunches**

5.05 The Chairman for the Spring Fundraiser, Holiday Event, Operation School Bell Mailer and any other fundraising events or activities shall be responsible for keeping track of the budget and expenditures for these fundraisers. Chairmen shall submit a written evaluation of their event to the Vice President of Resource Development.

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. The chapter shall pay registration fees for Leadership Training and Treasurers' Workshop attendees.

6.03 Reimbursement. Assistance League shall reimburse members for any prepaid supplies or materials used by the chapter. Members will submit a signed Reimbursement Voucher to the appropriate chairman who will approve, sign and forward the voucher to the Treasurer for reimbursement.

6.04 Proposed Expenditure. Any proposed expenditure over one thousand dollars (\$1,000.00) requires three (3) estimates.

6.05 Registration fees of each voting member attending National Conference shall be reimbursed according to budgeted funds each year.

7. Community Volunteers:

7.01 A community volunteer shall be a nonmember who donates time to Assistance League activities.

7.02 Community volunteer hours shall be recorded.

7.03 Each community volunteer shall receive the required training and have an understanding of the philanthropic work of the chapter.

7.04 Each community volunteer working with children shall complete a background check as required by our school districts served.

7.05 All community volunteers who work in any capacity that interfaces with the public shall have chapter member supervision at all times.

7.06 Contact with the chapter's insurance carrier shall be made prior to the use of community volunteers to ensure that proper coverage is in place.

7.07 Chapter funds are the responsibility of the chapter and, as such, shall be handled only by chapter members.

7.08 All community volunteers shall have a Hold Harmless Agreement and an Information Sheet containing personal contact information, background information, if required by state law, and emergency contact information on file at the chapter office.

7.09 It is the responsibility of the chapter to provide a safe environment for all who are served by the chapter. When working with minor recipients, community volunteers must have ongoing side-by-side member supervision.

8. Chapter Facility

8.01 Members shall not duplicate chapter office keys. At the end of each fiscal year, all keys shall be returned to the Chairman of Properties.

8.02 Any member who holds a meeting or workshop at the chapter office is responsible for following the posted rules for chapter office usage.

8.03 Any display materials and equipment removed from the chapter office shall be signed out and signed in when returned.

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.

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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