

POLICIES
OF
ASSISTEENS® AUXILIARY

an auxiliary of Assistance League® of Irvine
a chapter of National Assistance League®

Article 1 Name

1.01 Name. The name of this organization is Assisteens Auxiliary, an auxiliary of Assistance League of Irvine, hereinafter referred to as the chapter.

Article 2 Purpose and Policies

2.01 Purpose. The purpose of this organization shall be to support chapter philanthropic programs and activities.

2.02 Policies. The auxiliary shall be governed by these policies. These policies shall not be in conflict with the bylaws, standing rules or policies of the chapter.

Article 3 Membership

3.01 Composition. Assisteens members are nonvoting members of the chapter. Assisteens membership shall be limited to young people who may be in seventh (7th) grade through twelfth (12th) grade.

3.02 Responsibilities and Standards. Members shall comply with the responsibilities and standards of membership, including: maintaining conduct that enhances the image and reputation of the organization and does not cause it embarrassment; behaving in a civil manner; supporting the harmony, mission and welfare of the organization; and complying with the organization's conflict of interest and disclosure policy. The chapter Board of Directors, hereinafter referred to as the Board, has the right in its sole and absolute discretion to revoke the membership of any member who, after allowing the member to be heard, the Board determines has not complied with the responsibilities and standards of membership.

3.03 Leave of Absence. The governing body may grant or deny requests for temporary leaves of absence to members for travel, illness or to meet emergency needs. While on leave of absence, a member shall continue to pay dues and may attend auxiliary meetings and vote.

3.04 Orientation. New members shall complete a period of orientation which shall include auxiliary, chapter and national orientation.

3.05 Membership Responsibilities.

(a) Service Responsibilities. All members are required to serve a minimum of thirty (30) hours per year, of which fifteen (15) must be philanthropic programs.

(b) Financial Responsibilities.

(c) Philanthropic Program Responsibilities. Members shall choose which philanthropic programs to fulfill their minimum fifteen (15) hours required.

(d) General.

1. Annually, each Assisteens member shall have a current Assisteens Auxiliary Consent Form on file with the Assisteens Coordinator.
2. Assisteens members attending Assisteens Conference or overnight activities shall be accompanied by a parent, guardian or chapter member.
3. Assisteens members shall not be required to participate in any chapter activity during school hours.
4. Parent or guardian participation in chapter or Assisteens activities is not a prerequisite to Assisteens membership.

(e) Other Responsibilities.

1. All members shall be responsible for keeping a record of their hours and those of their parent or guardian and for submitting these hours to the Hours Chairmen as requested.
2. The Hours Chairmen shall total hours of all members in January and notify those members below fifty percent (50%) of hours required. Members shall fulfill their hourly requirements by May 1st.
3. It is highly recommended that a parent or guardian attend parent meetings, work at least ten (10) hours in support of Assisteens and work a minimum or twelve (12) hours in the chapter Thrift and Gift Shop.

3.06 Resignation. Resignation shall be submitted in writing to the governing body.

Article 4 Governing Body

4.01 Governing Body. The governing body shall be composed of the officers and the Elective Standing Committee chairmen. Only elected members of the governing body shall have a vote. The Assisteens Coordinator shall attend governing body meetings in a voting capacity. The Parliamentarian shall attend governing body meetings in a nonvoting capacity.

4.02 Powers. The governing body shall be subject to the powers and functions as prescribed by these policies.

4.03 Standards. The governing body shall have the power to establish and maintain standards.

4.04 Management. The governing body shall have the responsibility for the general management of the auxiliary and the power to act for the auxiliary between meetings of the membership.

4.05 Terms of Office. Members of the governing body shall hold office for a term of one (1) year or until their successors are elected and assume office. They shall assume office at the

close of the May meeting. No member shall be eligible to serve more than two (2) consecutive terms in the same office.

4.06 Meetings. Unless otherwise directed by the governing body, regular meetings of the governing body shall be held on the first Monday of every month, except July and August.

4.07 Conduct of Meetings. Members of the governing body may participate in a meeting through use of conference telephone or similar communications equipment, including but not limited to electronic meetings, so long as all members participating in such meeting can communicate with one another. Such participation shall constitute personal presence at the meeting.

4.08 Special Meetings. Special meetings of the governing body may be called by the Chairman and shall be called upon the written request of three (3) members of the governing body, provided notice of such special meetings shall have been given to each governing body member at least three (3) days prior thereto.

4-09 Quorum. A majority of the governing body shall constitute a quorum.

4.10 Vacancies. Vacancies on the governing body, including the office of Chairman, shall be filled by majority vote of the governing body.

Article 5 Nominations and Elections

5.01 Nominating Committee. In January, the Nominating Committee shall be elected. Three (3) members and one (1) alternate shall be elected by and from the governing body and one (1) member and one (1) alternate shall be elected by and from each grade level seventh (7th) through twelfth (12th) of the voting membership. The chairman and vice chairman shall be elected by and from the Nominating Committee. No member shall be eligible to serve two (2) consecutive years. The Parliamentarian shall call the first meeting of the Nominating Committee.

5.02 Slate. In February, the Nominating Committee shall submit its slate of nominees for offices on the governing body. These offices are: Chairman, Vice Chairman Membership, Vice Chairman New Members, Vice Chairman Philanthropy, Assistant Vice Chairman Philanthropy, Vice Chairman Fundraising, Auxiliary Assistant Treasurer, Recording Secretary, Corresponding Secretary, and Auxiliary Public Relations Chairman. Elective Standing Committee chairmen are: Financial Secretary, Parliamentarian, Junior Liaison, and Newsletter.

5.03 Notice. The committee chairman shall submit a copy of the slate of nominees to the Recording Secretary and to each member at least one (1) month prior to the election meeting or at the previous regular meeting via email and February class meetings.

5.04 Petition Process. Ten percent (10%) or more of members eligible to vote may nominate, by signed petition, an additional nominee for an office on the governing body by mailing such petition, together with the written consent of the nominee, to the Recording Secretary at least ten (10) days prior to the election meeting. No member shall sign more than one (1) petition in a year.

5.05 Election Meeting. The governing body shall be elected at the election meeting in March.

5.06 Voting. Elections shall be by voice vote, except when a nominating petition shall have been received, in which event the vote for the contested office shall be by ballot. Ballots shall be tabulated by three (3) appointed tellers.

Article 6 Officers and Their Duties

6.01 Chairman. The Chairman shall:

- (a) Preside at meetings of the governing body and membership;
- (b) Appoint, with governing body approval, the chairmen of Appointive Standing Committees;
- (c) Appoint special committees by direction of the governing body or membership;
- (d) Appoint a Parliamentarian;
- (e) Be authorized to sign checks with a designated chapter Board member, if eighteen (18) years of age or older;
- (f) Be, ex officio, a member of all committees except the Nominating Committee;
- (g) Present an annual report of auxiliary activities to the chapter President and auxiliary membership; and
- (h) Work in coordination with the Assisteens coordinator.

6.02 Vice Chairman Membership. The Vice Chairman shall:

- (a) In the absence of the Chairman, preside at the meetings of the governing body and membership;
- (b) Serve as chairman of the Membership Committee;
- (c) Supervise the committees of Annual Meeting, Historian, Hospitality, Self-Improvement, Social, and Sunshine; and
- (d) Serve on the Budget and Finance committee.

6.03 Vice Chairman New Members. The Vice Chairman New Members shall:

- (a) Serve as the new member advisor;
- (b) Supervise New Member Training, the New Member Tea, Big Sister Little Sister, Hours, and Attendance.

6.04 Vice Chairman Philanthropy. Vice Chairman Philanthropy shall:

- (a) Serve as chairman of Young Masters, Super Sisters, Senior Center, Library Artwork, Library Holiday Craft days, and Library Summer Craft Days;
- (b) Supervise the chairmen of the individual philanthropic programs; and
- (c) Serve on the Budget and Finance Committee.

1. Assistant Vice Chairman Philanthropy. The Assistant Vice Chairman Philanthropy shall:

- (i) Serve as chairmen of Baby Layettes, Dental Clinic, Operation School Bell, Warm Hugs, Food for Families, Irvine Animal Care Center activities;
- (ii) Supervise the chairmen of the individual philanthropic programs; and
- (iii) Be a non-voting member of the governing body.

6.05 Vice Chairman Fundraising. Vice Chairman Fundraising shall:

- (a) Serve as chairman of Opportunity Drawing, Poinsettia Sale, and chapter Thrift and Gift shop;
- (b) Supervise the chairmen of the individual fundraising activities; and
- (c) Serve on the Budget and Finance Committee.

6.06 Recording Secretary. The Recording Secretary shall:

- (a) Record the minutes of the governing body and regular meetings and permanently maintain the original minutes;
- (b) Be custodian of the records of the auxiliary including minutes of committee meetings, but excluding financial records;
- (c) Be authorized to sign checks with a designated chapter Board member, if eighteen (18) years of age or older; and
- (d) Send a copy of the minutes to the Assisteens Coordinator, to the chapter President, and to members of the governing body.

6.07 Corresponding Secretary. The Corresponding Secretary shall:

- (a) Conduct the correspondence of the auxiliary at the direction of the governing body and keep a record of the same; and
- (b) Assist the coordinator in compiling, editing, and emailing the yearly roster.

6.08 Auxiliary Assistant Treasurer. The Auxiliary Assistant Treasurer shall:

- (a) Be responsible for the collection and disbursement of funds;
- (b) Be responsible for the financial records of the auxiliary;
- (c) Be authorized to sign checks with a designated chapter Board member, if eighteen (18) years of age or older;
- (d) Be a member of the Budget and Finance Committee; and
- (d) Submit monthly treasurer's reports at governing body and regular membership meetings as supplied by the chapter Assistant Treasurer.

6.09 Auxiliary Public Relations Chairman. The Auxiliary Public Relations Chairman shall:

- (a) Be responsible for the public relations and promotional activities of the auxiliary;
- (b) Be responsible for the care and maintenance of the auxiliary website; and
- (c) Clear auxiliary publicity releases with the chapter Public Relations Chairman.

6.10 Obligations of all Members of the Governing Body. All members of the governing body shall:

- (a) Maintain up-to-date procedure books, including an annual report pertaining to their particular job, and shall be turned in to the chairman as requested.

Article 7 Standing and Special Committees

7.01 Committee Appointments. Unless otherwise provided in these policies, members of each committee shall be appointed by the Chairman with governing body approval.

7.02 Elective Standing Committees.

- (a) **Membership Committee.** The Vice Chairman Membership shall be chairman of this committee. The committee shall be composed of Historian, Annual Meeting, Social, Sunshine, Hospitality, and Self-Improvement.
- (b) **New Members Committee.** The Vice Chairman New Members shall be chairman of this committee. The committee shall be composed of Attendance, New Member Training, New Member Tea, Big Sister/Little sister, and Hours.
- (c) **Philanthropic Programs Committee.** The Vice Chairman Philanthropy shall be chairman of this committee. The committee shall be composed of Assistant Vice Chairman Philanthropies, Young Masters, Super Sisters, Irvine Adult Day Health Services (IADHS) activities, IADHS centerpieces and corsages, Summer Craft Days, Holiday Craft Days, Library Artwork, Baby Layettes, Dental Clinic, Operation School Bell, Warm Hugs, Food for Families, and Irvine Animal Care Center (IACC) activities. This committee shall be responsible for developing and administering philanthropic programs which have been approved.
- (d) **Fundraising Committee.** The Vice Chairman Fundraising shall be chairman of this committee. The committee shall be composed of Poinsettia Sale, Opportunity Drawing, and chapter Thrift and Gift Shop. This committee shall be responsible for developing and administering fundraising events which have been approved.
- (e) **Budget and Finance Committee.** The Auxiliary Assistant Treasurer shall be chairman of this committee. The committee shall be composed of the chairmen of Membership, Philanthropy, and Fundraising. Annual auxiliary budgets shall be approved by the auxiliary governing body and membership and presented to the chapter Budget Committee to be included in the annual corporate budgets. The committee shall prepare and present the budget to the chapter Board for approval in March and to the Assisten membership for approval at is April Meeting.
- (f) **Public Relations Committee.** The Auxiliary Public Relations Chairman shall be chairman of this committee. The committee shall be composed of Newsletter, a representative from the Philanthropic Programs Committee, and a representative from the Fundraising Committee. The committee shall be responsible for the public relations and promotional activities of the auxiliary. The Auxiliary Public Relations Chairman shall clear auxiliary publicity releases with the chapter Public Relations Chairman.

7.03 Appointive Standing Committees.

- (a) **Historian Committee.** This committee shall be composed of the Historian Chairman and members as deemed necessary to carry out the work of the committee. The committee shall keep accurate records and photos of the year's activities and maintain auxiliary scrapbooks.
- (b) **Annual Meeting Committee.** This committee shall be composed of the Annual Meeting Chairman and all members of the tenth (10th) grade class. The committee shall be responsible for planning and executing the Annual Meeting that takes place in May.
- (c) **Social Committee.** This committee shall be composed of the Social Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for developing social activities (at least two [2] per Assisteens calendar year) to be held outside of the regular meetings.
- (d) **Sunshine Committee.** This committee shall be composed of the Sunshine Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for providing recognition of members' birthdays at regular meetings.
- (e) **Hospitality Committee.** This committee shall be composed of the Hospitality Chairman and members deemed necessary to carry out the work of the committee. The committee shall schedule hostess committees for all regular meetings.
- (f) **Self-Improvement Committee.** This committee shall be composed of the Self-Improvement Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for planning and executing self-improvement activities (at least two [2] per Assisteens calendar year) to be held in conjunction with the regular meetings.
- (g) **Attendance Committee.** This committee shall be composed of the Vice Chairman New Members and members deemed necessary to carry out the work of the committee. The committee shall be responsible for keeping records of member's attendance at regular meetings.
- (h) **New Member Training Committee.** This committee shall be composed of the New Member Training Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for creating new member notebooks and training of the new members at the regular meeting in June and throughout the year when necessary.
- (i) **New Member Tea Committee.** This committee shall be composed of the eighth (8th) grade class with a chairman being selected from the class. The committee shall be responsible for the planning and executing of the New Member Tea to be held in early March.
- (j) **Big Sister/Little Sister Committee.** This committee shall be composed of the Big Sister/Little Sister Chairman and all members of the ninth (9th) grade class. The committee shall be responsible for planning and executing the Kidnap Breakfast to be held in early June and arrange other social activities with the seventh (7th) grade class throughout the Assisteens calendar year.
- (k) **Hours Committee.** This committee shall be composed of the Hours Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for maintaining a record of membership participation and hours served. The committee shall compile and report hours to membership through their class advisors at the January regular meeting and shall create and distribute final hours certificates at the Annual Meeting held in May.
- (l) **Young Masters Committee.** This committee shall be composed of the Young Masters Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for planning and executing the Young Masters Art Show held in early May.

- (m) **Super Sisters Committee.** This committee shall be composed of the Super Sisters Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for planning and executing various social events (at least six [6]) to include Super Sister member and Assisteens.
- (n) **Irvine Adult Day Health Services (IADHS) Committee.** This committee shall be composed of the IADHS Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for planning and executing activities for the Assisteens to serve at the Lakeview Senior Center.
- (o) **Irvine Adult Day Health Services (IADHS) Centerpieces and Corsages Committee.** This committee shall be composed of the IADHS Centerpieces and Corsages Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for the centerpieces and corsages to be delivered to the IADHS.
- (p) **Summer Craft Day Committee.** This committee shall be composed of the Summer Craft Day Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for planning and executing appropriate craft projects for summer craft days and will enlist aide of the Assisteens and adequately publicize and staff the event.
- (q) **Holiday Craft Day Committee.** This committee shall be composed of the Holiday Craft Day Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for planning and executing appropriate craft projects for holiday craft days (July, October, December, and February) and will enlist aide of the Assisteens and adequately publicize and staff the event.
- (r) **Library Artwork Committee.** This committee shall be composed of the Library Artwork Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for determining appropriate themes for decorating the library meeting room four (4) times a year.
- (s) **Baby Layettes Committee.** This committee shall be composed of the Baby Layettes Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for overseeing the making of baby layettes for the local Irvine Hospital.
- (t) **Dental Clinic Committee.** This committee shall be composed of the Dental Clinic Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for organizing and overseeing the Assisteens participation in the Rotary Club Dental Clinic and will contact the Rotary Club for information, purchase craft supplies and create a volunteer schedule to cover the day of the event.
- (u) **Operation School Bell Committee.** This committee shall be composed of the Operation School Bell Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for working with the chapter to find out and fulfill the needs for hygiene kits when needed. The committee shall shop for items, organize volunteers to pack the items together, and arrange for delivery at the Chapter House Community Outreach Center.
- (v) **Warm Hugs Committee.** This committee shall be composed of the Warm Hugs Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for working with the Human Options to provide bath towels to be included with the Trauma Kits the chapter puts together for the new occupants of Human Options.
- (w) **Food for Families Committee.** This committee shall be composed of the Food for Families Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for arranging monthly food drives, arranging Thanksgiving baskets and adopt-a-family during December, and arranging volunteers to work at the Food for Families warehouse to shelve food.

- (x) **Irvine Animal Care Center (IACC) Committee.** This committee shall be composed of the Irvine Animal Care Center (IACC) Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for working with the director at the IACC, arranging for volunteers for Pet Trek and adopt-a-pet, and arranging blankets to be made to go on pet beds at the IACC.
- (y) **Poinsettia Sale Committee.** This committee shall be composed of the Poinsettia Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for organizing and supervising the Poinsettia Sale, and establishing a time schedule for the sale and determine the location and logistics for delivery of the product.
- (z) **Opportunity Drawing Committee.** This committee shall be composed of the Opportunity Drawing Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for the monthly opportunity drawing at the chapter membership meetings. The committee will be responsible for purchasing a prize, recruiting volunteers for the event, selling tickets and giving a report at the meeting. The committee will keep an account of expenses and income and write an annual report, in addition to reports at the Regular meetings.
- (aa) **Thrift and Gift Shop Committee.** This committee shall be composed of the Thrift and Gift Shop Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for working with the chapter Thrift and Gift Shop Scheduler and/or chapter Thrift and Gift Shop Manager(s) to help schedule Assisteens to work at the Thrift and Gift Shop.
- (bb) **Newsletter Committee.** This committee shall be composed of the Newsletter Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for preparing, editing and distributing the auxiliary newsletter to the entire Assisteens Auxiliary membership, the Assisteens Coordinator and to the chapter President.
- (cc) **Financial Secretary Committee.** This committee shall be composed of the Financial Secretary Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for assisting the Auxiliary Assistant Treasurer.
- (dd) **Parliamentarian Committee.** This committee shall be composed of the Parliamentarian Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for keeping the policies current, by yearly review and submitting all changes to the chapter Bylaws Chairman, governing body and membership for approval.
- (ee) **Junior Liaison Committee.** This committee shall be composed of the Junior Liaison Chairman and members deemed necessary to carry out the work of the committee. The committee shall be responsible for helping with the new members in the seventh (7th) and eighth (8th) grade classes.

7.04 Special Committees. By direction of the governing body or membership, the Chairman shall appoint special committees.

7.05 Obligations of all Elective and Appointive Standing Committees. All chairmen of the committees shall;

- (a) Maintain up-to-date procedure books, including an annual report pertaining to their particular job, and shall be turned in to the chairman as requested.

Article 8 Meetings

8.01 Regular Meetings. Unless otherwise directed by the governing body, with membership approval, regular meetings shall be held on the third (3rd) Wednesday of each month, except for July, August, and December.

8.02 Election and Annual Meetings. The regular meeting in March shall be known as the election meeting, and the regular meeting in May shall be known as the annual meeting.

8.03 Conduct of Meetings. Members of governing bodies and committees may participate in a meeting through use of conference telephone or similar communications equipment, including but not limited to electronic meetings, so long as all members participating in such meeting can communicate with one another. Such participation shall constitute personal presence at the meeting.

8.04 Special Meetings. Special meetings may be called by the Chairman and shall be called upon the written request of one half (50%) voting members. The purpose of the meeting shall be stated in the call. Except in emergencies, at least three (3) days' notice shall be given.

8.05 Quorum. A majority of the voting members shall constitute a quorum.

8.06 Proxy Vote. There shall be no vote by proxy.

8.07 Absences.

- (a) To remain in good standing, a member may have no more than three (3) unexcused absences from meetings. At three (3) the Membership Chairman shall notify the member. The member shall submit written reason to the Assisteens Governing Body. In order to be excused from a general meeting, the member must call or email the Vice Chairman New Members prior to the meeting.
- (b) Members of the Governing Body are required to attend all meetings of the Governing Body. Special permission for an excused absence may be granted at the discretion of the Chairman and approval of the Governing Body. An office may be declared vacant after three (3) absences.

Article 9 Finance

9.01 Dues and Fees. Annual dues, which may include chapter dues, shall be payable on or before April 1 and delinquent on May 1.

- (a) Auxiliary dues shall be \$50 per year.
- (b) Senior Recognition assessment shall be \$50 each year.
- (c) New members shall pay a one-time fee of \$50.
- (d) Dues received after April 1 are subject to a \$10 late fee.
- (e) Any member who is more than thirty (30) days delinquent shall receive written and/or electronic notification from the coordinator. If payment is not received within two (2) weeks from the date of correspondence, membership in Assisteens shall be terminated.

9.02 Proposed Expenditures. Proposed expenditures of unbudgeted funds in excess of three hundred dollars (\$300) shall be presented to the chapter Board for approval and then to the governing body and membership for approval prior to the expenditure.

- (a) Members incurring approved expenses for philanthropic programs and administrative expenses shall submit reimbursement requests and supporting documents to the Auxiliary Assistant Treasurer on or before thirty (30) days from the date of the event or when the expense was incurred. The request must be approved by Committee Chairman, Auxiliary Assistant Treasurer, and Coordinator.

9.03 Fundraising. The auxiliary shall plan fundraising events and activities in compliance with **National Policies for Chapters**.

9.04 Check Signatures. Checks may be signed by authorized elected members of the Assisteens governing body eighteen (18) years of age or older. Checks shall have two signatures, one (1) of which shall be an elected chapter Board member. If no authorized elected members of the governing body are at least eighteen (18) years of age, checks shall be signed by two (2) elected chapter Board members. For internal control purposes, check signers shall not be related.

9.05 Budget. The governing body and membership shall approve the budget prior to April to be presented to the chapter Budget Committee to be included in annual corporate budgets.

9.06 Contracts. Contracts shall be submitted to the chapter for Board approval and signatures of the President and chapter Recording Secretary.

9.07 Authorized Payments. The net surplus of funds raised each year may be used to pay transportation, registration, lodging and prepaid meals for the Assisteens Coordinator and one (1) Assisteens representative to attend Assisteens Conference or Assisteens Coordinator's training.

Article 10 Policies and Amendments

10.01 Amendments and Revisions. These policies may be amended or new policies adopted at any regular meeting, or at any special meeting called for that purpose, provided that the changes have been approved by the chapter Board and written notice of each proposed amendment or the proposed new policies shall have been given to each member at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

10.02 Conforming. When amendment of these policies shall become necessary by action of the chapter or National Assistance League, the auxiliary is authorized to conform these policies in accordance therewith, and such amendment shall have the same force and effect as if adopted by the members of the auxiliary in accordance with the provisions of **10.01** of this Article.

10.03 Filing. Current policies shall be on file with the chapter and the chapter's National Bylaws Consultant.

Article 11 Parliamentary Authority

11.01 Rules of Order. The current edition of *Robert's Rules of Order Newly Revised*, as amended from time to time, shall govern the meetings of the auxiliary insofar as those rules are not inconsistent with or in conflict with these policies, the chapter bylaws, the **Bylaws of National Assistance League**, the law, the laws of the State of California or rules governing agenda, motions and related matters.

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