

**ARTICLES OF INCORPORATION OF THE  
SAN JOSE AUXILIARY FOR CHILDREN**

ONE: The name of this corporation is SAN JOSE AUXILIARY FOR CHILDREN, hereinafter referred to as "the corporation."

TWO: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. Such purposes for which this corporation is organized are exclusively charitable, scientific, or educational within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954. Notwithstanding any other provisions of these articles, the corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from Federal Income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954, (or the corresponding provisions of any future United States Internal Revenue Law), or (b) by a corporation, contributions to which are deductible under Section 17 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

THREE: (A) No substantial part of the activities of this corporation shall consist of carrying propaganda or otherwise attempting to influence legislation. This corporation shall not participate in or intervene in (including the publishing or distribution of statements of any political campaign) on behalf of any candidate for public office.

(B) This corporation is not organized, nor shall it be operated for the pecuniary gain or profit; and it does not contemplate the distribution of gains, profits, or dividends to the member thereof or to any private shareholder as defined for purposes of Section 501(c)(3) of the Internal Revenue Code of 1954, or individual.

(C) The property of this corporation is irrevocable, dedicated to charitable purposes, and no part of the net income or assets of this organization shall ever inure to the benefit of any Director,

Officer, or member of this corporation, or the benefits of any private individual.

(D) Upon the winding up and dissolution of this corporation, after paying or adequately providing for debts and obligations of the corporation, the remaining assets of this corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, scientific, or educational purposes, and which has established its tax-exempt status under Section 501(c) (3) of the Internal Revenue Code of 1954, and which has qualified for exemption from taxation under Section 2370 (d) of the California Revenue and Taxation code. Notwithstanding any provision contained in these Articles or in any other governing instrument of this corporation, this corporation is required to distribute its income for each taxable year at such times and in such manner as not to subject the corporation to tax under Section 4942 of the Internal Revenue Code of 1954. In addition this corporation shall not, during any period and to the extent that it is a private foundation described in Section 509 of such code (1) engage in any act of self-dealing as defined in Section 4941 (d) of said Code; (2) retain any business holdings (as defined in Section 4943 of said Code); (3) make any investments in such manner as to subject the corporation to tax under Section 4944 of said Code; or (4) make any taxable expenditures as defined in Section 4945 (d) of said Code.

**BYLAWS OF THE SAN JOSE AUXILIARY FOR CHILDREN**  
**ARTICLE I – PURPOSE**

Section 1.

The specific and primary purpose of this corporation is to promote, foster, and maintain the welfare of children.

All property and income of the Auxiliary, now or hereafter owned by it, shall be the property and income of the Auxiliary; and all such property and income shall be held by it solely for the purposes aforesaid. Upon liquidation or dissolution, all net assets of the Auxiliary shall be distributed as determined by the Auxiliary

membership in accordance with the Articles of Incorporation.

Section 2.

No project of the Auxiliary for any of the purposes of the Auxiliary, including the acquiring of funds for any such purpose shall be initiated, undertaken, or carried out by the Auxiliary unless such project shall previously have been approved by the Board of Directors or officers of the Association of Auxiliaries for Children (hereinafter referred to as the "Association of Auxiliaries") as provided in its Bylaws.

**ARTICLE II - GOVERNMENT**

Section 1.

The government and management of the Auxiliary shall be vested in a Board of Directors of active members, consisting of the following elected officers: President, Vice President, Recording Secretary, Corresponding Secretary and Auxiliary Treasurer, along with the following officers appointed by the President: Thrift Box Treasurer, Thrift Box Manager, Membership Chair, Publicity Chair, Newsletter Editor, Database Manager, and Member-at Large. The immediate Past President shall also serve on the Board of Directors.

**ARTICLE III - REPEAL AND AMENDMENT**

Section 1.

The Bylaws of the Auxiliary can be repealed or amended at any business/luncheon meeting provided notice has been given at the previous business/luncheon meeting, or at any meeting of the members of the Auxiliary called for that purpose by the Board of Directors. If a special meeting is called, a written notice shall be given ten days in advance to each active member. Any such repeal or amendment shall become effective upon approval thereof (a) by a majority of the members of the Auxiliary present at such meeting and (b) by the Board of Directors of the Association of Auxiliaries.

## **ARTICLE IV – MEMBERSHIP**

### **Section 1. CLASSIFICATION OF MEMBERS**

The membership of the San Jose Auxiliary for Children shall consist of the following classifications: Active Members, Professional Active Members, Associate Members, Sustaining Members, Provisional Members, Professional Provisional Members, and Honored Members.

Any person who shall be a member of any classification of the Auxiliary shall be a participating member of the Association of Auxiliaries as provided in its Bylaws.

#### **A. ACTIVE AND PROFESSIONAL ACTIVE MEMBERS**

Those duly elected members pay dues and fulfill participation requirements in the activities of the Auxiliary. Active and Professional Active members shall have the right to vote and hold office. (See “Special Rules and Regulation” for specific information.)

#### **B. ASSOCIATE MEMBERS**

Those members who have completed a minimum of five years of Active or Professional Active Membership and who, for reasons acceptable to the Membership Committee, cannot give the service required of Active or Professional Active members, can request in writing to the Membership Chair a change in status to that of Associate one month before the change is to take effect. The Membership Committee shall review and act upon requests for change of status to Associate member.

Associate members pay dues, but do not hold office or vote. Such members may attend all business/luncheon meetings and social functions and must fulfill responsibilities required of Associate members. (See “Special Rules and Regulation” for specific information.)

#### **C. SUSTAINING MEMBERS**

Those members who have given a minimum of ten (10) years of

active service to the Auxiliary or who no longer reside within the San Jose Auxiliary's community, and cannot fulfill the obligations required of an Active or Associate member, but wish to continue their interest in and support of the Auxiliary, must request in writing to the Membership Chair for a change in status. The Membership Committee will review and act upon all requests for change to Sustaining status.

Sustaining members shall pay dues, but shall not have the responsibilities of Active, Professional Active, or Associate membership. Sustaining members do not hold office or vote, but are welcome to attend all business/luncheon meetings and social functions. (See "Special Rules and Regulation" for specific information.)

#### **D. PROVISIONAL AND PROFESSIONAL PROVISIONAL MEMBERS**

Those duly proposed members who are accepted for Active or Professional Active membership. These members are required to serve a satisfactory provisional period. (See "Special Rules and Regulation" for specific information.)

#### **E. HONORED MEMBERS**

Those members who have received this designation awarded by the Membership Committee, and approved by the Board of Directors, and are described as visionary members of the San Jose Auxiliary who have demonstrated extraordinary effort in advancing the cause for the children at LPCH. These members pay no annual dues and do not have the responsibilities of Active, Professional Active or Associate members. They may participate in any social function and fundraising events and may attend business/luncheon meetings. (See "Special Rules and Regulation" for specific information.)

### **Section 2. MEMBERSHIP COMMITTEE**

#### **A. NUMBER, ELECTION, AND TERM OF OFFICE**

The Membership Committee shall consist of the Vice President, one Shop Manager and a minimum of four (4) elected members

to serve a minimum of two years. At least one member shall be familiar with the process of scheduling workers and use of the calendar. The Chair of the Membership Committee shall be appointed by the members of the committee each year. The newly elected Chair attends the January Board meeting of the following year.

#### **B. DUTIES OF MEMBERSHIP COMMITTEE**

The Membership Committee shall, subject to the limitations of the Articles of Incorporation and Bylaws of the Auxiliary, preside over the admission, reinstatement, classification, reclassification, leave of absence, work, and dues obligations of all members of the Auxiliary. In addition, the Membership Committee will also be responsible for member conflict resolution. The decision of the Membership Committee, with the Approval of the Board of Directors, shall be final.

#### **Section 3. MEMBERSHIP APPLICATION PROCEDURES**

A. The Membership Chair shall accept duly submitted applications for membership.

B. A prospective member must be sponsored by a current active member who is willing to commit to fulfill all the requirements that are necessary for training her Provisional.

C. The Membership Chair shall confirm receipt of applications and notify the membership of the women applying to be Provisionals.

D. The Membership Chair shall accept comments, recommendations for, or objections to a proposed member from any member of the above classifications.

E. The Membership Chair shall, with the approval of the Board of Directors, read the list of proposed members to whom invitations of membership shall be mailed.

## **ARTICLE V - DUES**

### **Section 1. PAYMENT OF AUXILIARY DUES**

Annual dues are payable on January 1 for the ensuing year and are delinquent after January 31.

### **Section 2. FISCAL YEAR**

The Auxiliary's fiscal year shall be from January 1- December 31.

## **ARTICLE VI - ELECTION**

### **Section 1.**

The annual election of officers and four (4) members of the Membership Committee shall take place at the December meeting. The Officers and the Membership Committee shall take office at the January meeting.

### **Section 2.**

At the October meeting the President shall appoint, with the approval of the Board of Directors, a Nominating Committee of five (5) members, consisting of the immediate Past President (committee chair), one member of the Membership Committee, and three (3) other members who are either Active or Professional Active Members.

### **Section 3.**

The Nominating Committee shall prepare a slate of officers and new members of the Membership Committee. The slate shall be reported to the general membership at the November meeting and voted upon at the December meeting.

### **Section 4.**

All Active and Professional Active members shall be notified of the election one (1) month in advance of the meeting, or at the previous meeting.

### **Section 5.**

A majority of Active and Professional Active members present at the election meeting shall constitute a quorum.

### **Section 6.**

Vacancies occurring among the Officers of the Membership

Committee after the regular election shall be filled at the discretion of the Board of Directors.

## **ARTICLE VII – BOARD OF DIRECTORS**

### **Section 1.**

The elected Officers of the Board of Directors shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Auxiliary Treasurer. The appointed officers of the Board of Directors shall be the Thrift Box Treasurer, Quarterly Manager, Membership Chair, Newsletter Chair, Publicity Chair, Database Manager, and Member at Large. The immediate Past President also serves on the Board of Directors.

A. **PRESIDENT** The President shall be the Executive Officer of the Auxiliary and shall, subject to the approval of the Board of Directors, exercise general supervision, direction and control of the affairs of the Auxiliary and shall sign all contracts. She shall preside at all meetings of the Auxiliary and of the Board of Directors, and shall have the deciding vote in case of a tie. She shall appoint committee chairs, with the exception of the Membership Committee Chair, and shall be an ex-officio member of all committees.

The President shall call a meeting of outgoing and incoming officers at the end of her term for the purpose of instructing the new officers in their duties.

B. **VICE PRESIDENT** In the absence or disability of the President, the powers and duties of her office shall devolve upon the Vice President. The Vice President shall supervise Provisional members. The Vice President shall perform such other duties as might be assigned to her.

C. **RECORDING SECRETARY** The Recording Secretary shall record the minutes of all meetings of the Auxiliary and of the Board of Directors, and shall have the custody of all papers and documents. She shall issue all notices relative to Auxiliary meetings. She shall make three (3) copies of the minutes, one (1)



copy for the President of the Auxiliary, one (1) copy for her files, and one (1) copy for the files of the Association of Auxiliaries. She shall perform such other duties as might be assigned to her.

D. **CORRESPONDING SECRETARY** The Corresponding Secretary shall conduct the correspondence of the Auxiliary and perform such other duties as might be assigned to her. In the absence or disability of the Recording Secretary, the duties of her office shall devolve upon the Corresponding Secretary.

E. **AUXILIARY TREASURER** The Treasurer shall have control of the financial accounts of the Auxiliary. All receipts and disbursements shall be under her direction. All moneys received shall be deposited in the name of the Auxiliary in such banks or other depositories as shall be designated by the Board of Directors. All checks drawn on and withdrawals to be made from the bank accounts of the Auxiliary shall be signed by the Treasurer and/or the President.

The Treasurer shall present a financial report at all business/ luncheon meetings of the Auxiliary and shall prepare accurate and correct financial statements for the President and for her files. There shall be an annual audit of the Treasurer's books.

The Treasurer shall prepare all records necessary for the filing of all of the Auxiliary's yearly tax returns. Not later than the 21st day of January in each year, the Treasurer shall submit to the Association of Auxiliaries an annual financial statement covering the operations of the San Jose Auxiliary during the preceding calendar year. She shall render such other financial reports as might be required by the Board of Directors of the Association of Auxiliaries. All financial statements shall be in such form and contain such information as prescribed by said Board of Directors. She shall prepare all records necessary for the filing of all the Auxiliary yearly tax returns.

F. **PAST PRESIDENT** The past president shall represent the San Jose Auxiliary on the Board of Directors of the Association of Auxiliaries and give a report from those meetings to our Board of Directors at the monthly meetings.

G. **THRIFT BOX TREASURER** The Thrift Box Treasurer shall have control of the financial accounts of the Thrift Box. All receipts and disbursements shall be under her direction. To assist with this, she shall appoint Assistant Treasurers who are responsible for collecting the receipts from the Thrift Box, reconciling, recording and depositing them in the bank so designated by the Board of Directors. All checks drawn on and withdrawals made from the bank accounts of the Thrift Box shall be signed by the Thrift Box Treasurer, President or one of the managers of the Thrift Box.

The Thrift Box Treasurer shall prepare accurate and correct financial statements and present these financial reports at the Board meetings, at business/luncheon meetings of the Auxiliary, and shall post them at the Thrift Box. There shall be an annual audit of the books of the Thrift Box Treasurer.

In January of each year the Thrift Box Treasurer shall submit her annual report, cash flow and income statements of the prior year and budget for the current year to the Board of Directors. She shall also submit this information and any other schedules needed by the CPA firm to the Auxiliary Treasurer.

General financial policies for the Auxiliary and detailed responsibilities for the Thrift Box Treasurer are stated in the Auxiliary Membership Handbook.

H. **QUARTERLY MANAGER** The store managers will decide amongst themselves who will be responsible for each quarter of the year and the manager in charge that quarter will be the person attending the Board meetings during their specific quarterly period. This manager will report any changes in operations and procedures at the store and inform the Board and Membership of any new business being handled by the managers.

I. **MEMBERSHIP CHAIR** The Membership Chair shall keep accurate records of all actions of the committee in dealing with application for membership, written requests for change in membership classification or leave of absence, member conflict resolution, and any other actions taken in relation to membership. The Membership Chair shall respond to all requests for changes in classification.

J. **NEWSLETTER CHAIR** The newsletter chair is responsible for gathering all information necessary to put together the monthly newsletter and sending it out by electronic mail to all members of the auxiliary, with copies to representatives of the other LPCH auxiliaries.

K. **PUBLICITY CHAIR** The Publicity Chair is responsible for coordinating and disseminating all pertinent advertising/publicity for the San Jose Auxiliary and the Thrift Box. This coordination includes monthly publicity for the Thrift Box with printed ads in newspapers, magazines, customer flyers (as appropriate), special fund raisers such as the Spring Boutique, fund-raising events, and half-price and bag days. In addition to printed materials, publicity is also coordinated via our website and an online presence with the Willow Glen Business Association. Publicity also handles the bulk mailing of newsletters twice yearly (one in May and one in September for Fundraisers and with the dues request).

L. **DATABASE MANAGER** The Database Manager is responsible for creating, maintaining, and sharing all databases of the San Jose Auxiliary for Children. She will ensure this information is stored in a secure location. All data will be updated in a timely manner.

M. **MEMBER-AT-LARGE** The Member-at-Large shall be appointed by the President with the approval of the Board of Directors. She shall present to the Board of Directors the views and suggestions of individual members of the San Jose Auxiliary.

N. **OTHER BOARD MEMBERS** As the duties of the San Jose Auxiliary increase, it may be desirable to add other officers. This can be done by two-thirds (2/3) majority vote of the members present at a business/luncheon meeting.

**O. REPRESENTATIVES TO THE BOARD OF DIRECTORS OF THE ASSOCIATION OF AUXILIARIES** The President and the immediate Past President, or another member, shall represent the San Jose Auxiliary on the Board of Directors of the Association of Auxiliaries. Both representatives shall be entitled to participate and to vote at all meetings of the Board of Directors of the Association. In case either Director cannot attend an Association meeting, the President shall appoint an alternate to act as a proxy. In the event a Director cannot serve or complete her term of office, the President shall appoint a successor to serve until the expiration of that term. Two (2) members of the San Jose Auxiliary must be present at each Association of Auxiliaries meeting.

### **ARTICLE VIII - THRIFT BOX BUSINESS STAFF**

#### **Section 1.**

The Business Staff of the Thrift Box shall be a Management Team (consisting of the daily Managers and the Facilities Manager), Assistant Treasurer(s), Thrift Box Scheduler and Shop Buyer.

A. **THE THRIFT BOX MANAGEMENT TEAM** shall be appointed by the President with the approval of the Board of Directors following the November meeting.

B. **The THRIFT BOX ASSISTANT TREASURER(S)** shall be appointed by the Thrift Box Treasurer with approval of the Board of Directors. This appointment will be effective after January 1.

One of the Thrift Box Assistant Treasurers shall serve on the Board of Directors in the absence of a Thrift Box Manager or the Thrift Box Treasurer.

D. **The THRIFT BOX SCHEDULER** shall be appointed by the Thrift Box Managers.

E. **The THRIFT BOX SHOP BUYER** shall be appointed by the Thrift Box Managers.

## **ARTICLE IX - MEETINGS**

### **Section 1.**

There will be a minimum of ten (10) business/luncheon meetings a year, on the second Wednesday of each month, with a possible change of day subject to the discretion of the Board of Directors.

### **Section 2.**

The Annual Meeting shall be held in January.

### **Section 3.**

The President calls Board of Director meetings prior to the monthly business/luncheon meetings and may call special business meetings or Board of Director meetings.

### **Section 4.**

A quorum shall be defined as forty percent (40%) of the active membership.

## **SPECIAL RULES AND REGULATIONS, AWARDS**

### **MEMBERSHIP**

#### **1. APPLICATIONS**

The number of applications accepted will be flexible and dependent on the total active membership enrollment and the needs of the organization as defined yearly in October. Members may sponsor more than one provisional yearly with permission from the Membership Committee.

#### **2. ACTIVE MEMBER PARTICIPATION REQUIREMENTS**

- Pay annual dues of \$50.
- Make annual merchandise donations.
- Work a minimum of 84 downstairs/120 upstairs hours annually at the Thrift Box.
- Participate in the various fund-raising events. Attend as many business/luncheon meetings as possible.

- Dues are not required from members of more than 50 years.

Active members have the right to vote, hold office, and sponsor new members.

### **3. PROFESSIONAL ACTIVE MEMBER PARTICIPATION**

#### **REQUIREMENTS**

- Pay annual dues of \$50.
- Make annual merchandise donations.
- Work a minimum of 42 downstairs/60 upstairs hours annually at the Thrift Box.
- Participate in the various fund-raising events.
- Attend as many business/luncheon meetings as possible.

Professional Active status is assigned to members who are gainfully employed, working a minimum of 30 hours per week. These members have the right to vote, hold office and sponsor new members.

### **4. ASSOCIATE MEMBER PARTICIPATION REQUIREMENTS**

- Pay annual dues of \$50.
- Make merchandise donations.
- Work a minimum of 42 downstairs/60 upstairs hours annually at the Thrift Box.
- Participate in the various fund-raising events.
- Attend as many business/luncheon meetings as possible.

Associate members do not have the right to vote, hold office, but they can sponsor new members.

### **5. SUSTAINING MEMBER PARTICIPATION REQUIREMENTS**

Pay annual dues of \$50. Sustaining members do not have the responsibilities of Active, Professional Active, or Associate members. Sustaining members may participate in any social functions and fundraising events and may attend

business/luncheon meetings.

Sustaining members do not have the right to vote, hold office, or sponsor new members.

## **6. HONORED MEMBER PARTICIPATION REQUIREMENTS**

Pay no annual dues. Honored members do not have the responsibilities of Active, Professional Active, or Associate members. Honored members may participate in any social function and fundraising events and may attend business/luncheon meetings.

Honored members do have the right to vote, but may not hold office, or sponsor new members.

## **7. PROVISIONAL MEMBER PARTICIPATION REQUIREMENTS**

- Pay annual dues of \$50.
- Make annual merchandise donations.
- Work 72 hours (9 hours of orientation and 63 hours of downstairs on the floor training at the Thrift Box) during their Provisional period.
- Participate in the various fund-raising events.
- Participate in the planning of the annual members' party.
- Attend as many business/luncheon meetings as possible.

During the provisional period, Provisionals do not have the right to vote or hold office.-After completion of the above Requirements and completion of their Provisional year, they could become a permanent upstairs worker. This requirement could be waived if approved by the Membership Committee.

Upon satisfactory completion of the above participation requirements and with the recommendation of the Membership Committee, Provisional members shall be voted into Active or Professional Active membership by the Board of Directors. At that time, these new members have the following rights:

- Vote.
  - Hold office on the Board of Directors.
  - Work upstairs as vacancies become available.
- Provisionals must complete all their required **72** hours before the December store closing date to move on to active status regardless of leaves or other circumstances because these required hours are all considered to be training hours.

## **8. PROFESSIONAL PROVISIONAL MEMBER PARTICIPATION REQUIREMENTS**

All requirements are the same as mentioned in #8 above.

9. **LEAVE OF ABSENCE** An Active, Professional Active, or Associate member can be granted a leave of absence by the Membership Committee.

10. **REINSTATEMENT AFTER RESIGNATION** Any member who has resigned in good standing can apply in writing to the Membership Chair for reinstatement to membership. The Membership Committee will determine their status upon reinstatement

11. **SUSTAINER ELIGIBILITY** If a member can no longer perform the duties of an Active or Associate member before she is eligible to become a Sustainer, the Membership Committee can, at its discretion, grant her Sustainer status. At a later date, this same member can, at the discretion of the Membership Committee, return to Active or Associate status.

## **THRIFT BOX MANAGEMENT TEAM**

### **(Team Members, Responsibilities and Procedures)**

The Thrift Box Management Team consists of the daily managers and the facilities manager. They are in charge of any business pertaining to the Thrift Box and its daily operation. Decisions are made by the managers at monthly meetings, which are set by the quarterly manager. Regular meetings are held with the department chairs to gain input. Ideas, suggestions and changes related to the operation of the Thrift Box go to the managers first



for discussion and a decision. The managers then present to the Board for final approval.

### **HOURS**

1. Members can work ahead to accumulate hours for planned time off during the current year.
2. Any hours that are above the required hours will be added to extra shop hours reported to the hospital at the end of the year.
3. If a member fulfills her status and participation requirements, she will get one year of credit.

### **DUES**

1. **ANNUAL DUES AMOUNTS** The annual dues of members shall be as follows: All Active, Professional Active, Associate, Provisional, Professional Provisional, Sustaining, annual dues are \$50. Honored members do not pay dues. Dues are not required from members of more than 50 years.
2. **ANNUAL DUES PAYMENT** It is the policy of the Auxiliary that the Auxiliary Treasurer requests payment of dues and then the Membership Committee contacts any member who has not paid her dues to remind her of her delinquency before she is dropped from membership.

### **BUSINESS/LUNCHEON MEETINGS**

**LUNCHEON RESERVATIONS** It is the obligation of all members to pay for luncheon reservations that are not canceled before the published deadline established by the Business/Luncheon Meeting Committee.

### **AWARDS**

1. **HONORED MEMBERS** A visionary member of the San Jose Auxiliary who has demonstrated extraordinary effort in advancing the cause for the children at LPCH can be designated as an Honored Member by the Membership Committee with the approval of the Board of Directors.
2. **DECADES OF SERVICE AWARDS** are given out each year to

members who have 10, 20, 30, etc., years of service. The Membership Committee Chairperson determines who is to be awarded the Decades of Service Awards each year.

3. **CHILDREN'S CHAMPION AWARD** A non-member who has supported the San Jose Auxiliary to Lucile Packard Children's Hospital (LPCH) in an exemplary manner can be given the Children's Champion Award with the approval of the Board of Directors and arranged by the Member at Large.

### **ASSOCIATION OF AUXILIARIES POLICIES**

1. It is the policy of the Association of Auxiliaries that no Auxiliary for Children join with any other organization or individuals, or promote or advertise any project not approved by the Association of Auxiliaries.

2. When requested by the Association President, it is the duty of the President to invite an Active Member of the San Jose Auxiliary to attend each quarterly meeting of the Association of Auxiliaries. It might be a member who is actively involved in a specific activity discussed at the quarterly meeting (such as teen van, membership, publicity, fundraising, or event planning), or any member the President chooses.

### **GUIDELINES AND PROCEDURES FOR WORKING UPSTAIRS**

Working permanently upstairs entails:

1. Average of 10 hours per month (5 hours for Associate members)
2. Commitment to a regular schedule and a consistent day of the week
3. An obligation for the year (obviously, vacations and illness are observed)

Department heads develop schedules and provide training for their respective departments.

A waiting list and list of subs can be developed for each department. When changes occur, or needs arise, those lists will be consulted. Training and substituting can happen throughout

the year in preparation for moving into open positions. Provisionals and downstairs workers may help upstairs when needed but only Active members can count those upstairs hours toward their yearly requirement. UNLESS SPECIAL PROVISIONS ARE MADE Provisionals must complete their required downstairs hours as these are all training requirements.

## **SAN JOSE AUXILIARY FOR CHILDREN** **FINANCIAL POLICIES AND PROCEDURES**

### **GENERAL POLICIES**

1. All funds collected from members through yearly dues will be used primarily for the benefit of the members.
2. Expenses incurred by the San Jose Auxiliary for the benefit of its members, will be paid from the San Jose Auxiliary account, with the funds obtained from member dues payments.
3. Expenses incurred during the operation of the Thrift Box will be paid from the Thrift Box checking account with the funds obtained from the sale of merchandise.
4. All profits from the operation of the Thrift Box will be transferred to the Auxiliary account each quarter for donation to the Lucile Packard Foundation for Children's Health (LPFCH).
5. Expenses incurred for special fund raising events held at the Thrift Box will be paid by the Thrift Box Treasurer.
6. All profits from special fund-raising events held at the Thrift Box will be transferred to the Auxiliary Account for donation to LPFCH. All expenditures will be accompanied by a receipt.
7. No advance payments will be made, except where indicated herein under expenditures.
8. All major improvements to the property owned by the Auxiliary will be paid from the Sinking Fund.
9. A monthly sum, to be determined by the sitting board, will be transferred to Sinking Fund from Thrift Box operating acct.

10. Transfers to the Sinking Fund will be discontinued when the account balance reaches the amount designated by the sitting board.
11. Any major expenditures (\$1,000 or higher) will be brought to the Board of Directors for approval.
12. All fundraising ideas will be brought before the Board of Directors in writing.
13. Members will be charged for member activities only if there are insufficient funds in the Auxiliary account from member dues payments.
14. A yearly examination of all bank accounts will be performed by a qualified member, other than the treasurer of the account being examined.
15. All luncheon decorations will be sold to members at cost plus sales tax.
16. IRS W-9 forms must be requested of all independent contractors. IRS1099-MISC forms must be mailed to all non-incorporated independent contractors who were paid more than \$600 in the prior year. These forms are due to recipients by Jan. 31, and to the IRS by Feb. 28.
17. The Thrift Box Treasurer reports new independent contractors to the CA Employment Commission when they are paid \$600 or more during a calendar year.
18. Each member of the Board of Directors must annually review the Auxiliary's 990 before it is submitted to the IRS.

19. **Postage & Printing Expenditures**

San Jose Auxiliary Account

- Pays for the bulk mail permit in January.
- Pays for all newsletter printing and mailings
- Pays for the annual Membership Handbook printing and mailing costs

Thrift Box Account

- Pays for the spring newsletter, printing, labels, and mailing
- Pays for the return postage for the spring newsletter
- Pays for half-price sale flyers

- Pays for printing of donation slips and business cards
- Pays for letterhead and envelopes unless specifically used for special fund-raising events.

## 21. **Special Luncheon Costs**

### San Jose Auxiliary Account

- Pays for invitations, flowers given to Provisionals, etc. for the Provisional luncheons

### Thrift Box Account

- Pays for the centerpieces for the Provisional luncheon. The Thrift Box Treasurer collects the payment from members for the centerpieces and remits sales tax to the state, if necessary
- Pays for the centerpieces for the Holiday business/luncheon meeting. The Thrift Box Treasurer collects the payment from members for the centerpieces and remits sales tax to the state, if necessary

## **SAN JOSE AUXILIARY BANK ACCOUNT**

### **Functions**

- Operating account for activities of Auxiliary membership
- Holding account for transferred funds from the businesses of the Auxiliary, to be donated to the LPFCH
- Operating account for money donated to the Teen Van by the San Jose Auxiliary and associated expenditures
- Operating account for Annual Campaign activities

### **Source of Funds**

- Transfer of a designated quarterly amount, to be determined by the Board of Directors, from the Thrift Box operating account
- Membership annual dues payments
- Profits from operation of the Thrift Box
- Donations from trusts and community groups
- Profits from all other fundraising activities of the Auxiliary
- Reimbursement of postage from the Thrift Box

## **Expenditures**

- Monthly (10) membership Newsletter publications and mailings plus additional ones, if necessary
- Production and distribution of annual *Membership Handbook* and mailing costs, if necessary
- Payments of memorial donations on behalf of Auxiliary
- Annual members' party expenses
- Greeting cards and postage for members
- Flowers for members at Provisional Luncheons, for bereavements, and for special thank-yous
- Invitations to Sustainers, Provisionals and guests for various Auxiliary functions
- Business/Luncheon payments for guests, such as Foundation and hospital guests, speakers and special guests
- Advance deposits for meeting reservations
- Bulk mailing permit charge each January
- Advance funding of post office bulk mail account
- Any other expenditures for activities to benefit the membership, as established by the Board of Directors
- Quarterly donations made to the LPCH or LPFCH, representing all profits from the businesses of the Auxiliary, including, special fund-raising events and contributions made to the Auxiliary from other sources
- Annual Christmas Wish List donation
- Annual Association of Auxiliaries dues
- Funding of other projects for LPCH or LPFCH as voted on by the Board of Directors
- Profits from Annual Campaign

## **THRIFT BOX CHECKING ACCOUNT**

### **Function**

- Operating account to conduct business of the Thrift Box including special fund-raising events held at the Thrift Box
- Operating account for Annual Campaign activities

## **Source of Funds**

- Proceeds from the sale of merchandise at the Thrift Box
- Monetary donations made directly to the Thrift Box
- Interest accrued from the account balance
- Sales tax collected
- Proceeds from the sale of decorations from business/luncheon meetings (must include sales tax)
- Proceeds from the sale of candy and drinks at the Thrift Box
- Reimbursement for tagging guns and members' aprons
- Profits from Annual Campaign
- Proceeds from special fund-raising events held at The Box

## **Expenditures**

- Property tax payments
- Sales tax payment
- Accounting
- Utilities
- Janitorial service
- Maintenance and repairs
- Elevator service
- Supplies
- Postage and printing costs of spring Newsletter to donors, and one-half-price sale flyers
- Publicity
- Permits and fees
- Service contracts
- Transfers to the Sinking Fund
- Transfers to the Auxiliary account for LPCH or LPFCH donations
- Purchase of decoration supplies for Provisional luncheon and Christmas business/luncheon (Should be purchased for resale using Thrift Box Seller's Permit)
- Candy and drink purchases
- Provisionals' aprons and tagging guns
- Expenses incurred for special fund-raising events held at The Box

## **THRIFT BOX SINKING FUND SAVINGS ACCOUNT**

### **Function**

- Savings account for major improvements made to the Thrift Box

### **Source of Funds**

- Transfer of a designated monthly amount from the Thrift Box operating account, to be determined by the Board of Directors
- Interest accrued from balance in account
- Donations made for major improvements

### **Expenditures**

- Any expenses deemed necessary by the Board of Directors that is classified as a major improvement of the property owned by the San Jose Auxiliary

## **THRIFT BOX BUSINESS/LUNCHEON ACCOUNT**

### **Function:**

- Operating account to conduct business of the monthly business/luncheon meetings

### **Source of Funds:**

- Money received from members attending business/luncheon meetings each month
- Money received from “no show” members for the cost of the meal
- Auxiliary Account funds loaned for large deposits to reserve locations
- Auxiliary Account funds to pay for business/luncheon meeting guests

### **Expenditures:**

- Deposits paid to reserve locations
- Final payment of the bill following each business/luncheon meeting



## **ASSOCIATION OF AUXILIARIES POLICIES AND GUIDELINES**

### **CONFLICT OF INTEREST POLICY**

Each Auxiliary board of directors shall adopt a Conflict of Interest policy, which shall comply with current federal guidelines for such policies. In addition, each Auxiliary will be encouraged to have specific Conflict of Interest guidelines for its general members.

### **WHISTLEBLOWER POLICY**

Each Auxiliary board of directors shall adopt a Whistleblower policy that protects members who report violations or suspected violations of the law.

### **NOMINATION OF ASSOCIATION OF AUXILIARIES**

#### **PRESIDENT**

The successor to the Association of Auxiliaries President may be named by the Association's nominating committee up to one year before she is elected and assumes office. To provide continuity, she may attend Association of Auxiliaries meetings in the year prior to her election.

### **GUIDELINE ABOUT FUNDRAISING GOALS**

In accordance with accepted guidelines for nonprofit charitable fundraising and based on their missions of support for LPCH, Auxiliary organizations should work toward contributing at least 60 percent of gross annual revenue from their events and businesses to LPCH.

### **DUAL AUXILIARY MEMBERSHIP**

Any member of any LPCH Auxiliary shall have the right to hold membership in more than one Auxiliary, provided she fulfills all membership requirements for each Auxiliary to which she belongs.

### **ANNUAL TRAINING FOR AUXILIARY TREASURERS**

The Association of Auxiliaries shall sponsor an annual workshop for treasurers and presidents, and others as appropriate. The goal of the workshop is to review standardized accounting practices and to assure compliance with federal regulations governing nonprofit organizations. This workshop shall be held in the first quarter of each year when possible.

## **SCHEDULING OF AUXILIARIES' FUND-RAISING PROJECTS AND EVENTS**

It is the responsibility of the Association of Auxiliaries to assure that there is no overlap or scheduling conflict in fundraising projects and events undertaken by the auxiliaries that support LPCH. To that end, the Association must approve all fundraising projects and events in advance. This includes the formats and dates of said projects and events. Any subsequent changes should be brought to the Association for review. Members-only projects do not require Association approval, but should be reported as a matter of general interest.

## **RECORD RETENTION AND DOCUMENT DESTRUCTION**

Each Auxiliary Board of Directors shall adopt a Record Retention and Document Destruction Policy, which names organizational and business documents that, for legal compliance, must be retained. The policy shall further outline the length of time documents must be kept before they can be destroyed. It shall also specify which documents must be retained permanently.

## **HOW TO MAKE A MEMORIAL DONATION**

There are two ways to make a memorial donation:

- 1) Write a check made payable to the San Jose Auxiliary and either mail it to the Auxiliary Treasurer's home address (found in the front pages of this Handbook) or you can put your donation check in the Auxiliary Treasurer's mailbox upstairs at the Thrift Box store. Note on the memo of your check for whom the memorial donation is being made.

- 2) Write a check payable to: “LPFCH” (Lucile Packard Foundation for Children’s Health) and mail directly to Lucile Packard’s Children’s Hospital at Stanford (address found in the front pages of this Handbook). It is important that you note on the memo line of your check “San Jose Auxiliary” so the hospital is aware of who is making the donation. Also note for whom the donation is being made. There are envelopes addressed to the hospital upstairs in the manager’s office at the Thrift Box.

Please indicate the name of the family of the deceased and they will receive notification of this donation and the donor will receive a letter acknowledging receipt of their donate

### **DIRECTIONS FOR ACCESSING STORE CALENDAR**

1. In the website address bar (URL space) on the computer, go to mail.thriftbox.org OR webmail.networksolutionsemail.com. You should be directed to this login page:



## Webmail Login

info

.....

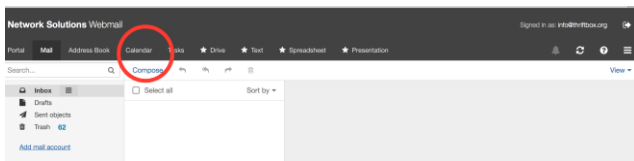
Login

Need to reset your password?

[Set up your iPhone](#)

[Set up your Android](#)

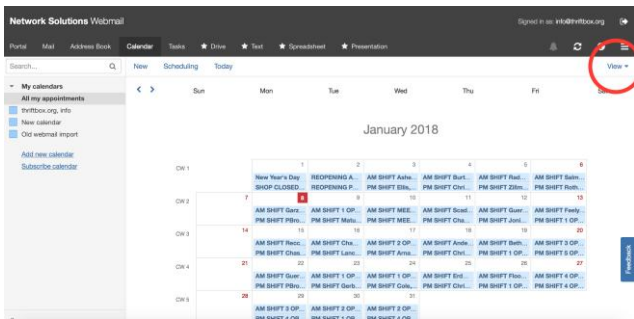
2. Bookmark this page so you can go back to it.
3. The word *info* is in the first box; if that does not work put *info@thriftbox.org*. Put the password, *StoreCalendar1*, which is case sensitive, in the second box.
4. Login.
5. You will come to this page:



6. Click on the word *Calendar* in the black bar.

(Between *Address Book* and *Tasks*)

7. You are now at the calendar. You will see either this page or another calendar view:



8. Find the word *View* under the black bar on the far right. Click on *View* and choose *Month*.

9. You should now be able to see the calendar with openings shown first, i.e. 2 OPEN, 3 OPEN, etc. To see who is working on that day, click on the line itself. You can also see all the workers for a month by clicking on *Print*, the last choice under *View*.