

# 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.

## BY-LAWS 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 Store Managers, Membership Chair, Publicity and Community Outreach Chair, Newsletter Editor, Online Marketing Chair, Member-at Large, and the immediate Past President.

## **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, Non-Resident 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 members pay dues and fulfill participation requirements in the activities of the Auxiliary. Active and Professional Active Members shall have the right to vote, hold office and sponsor new members. (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 Member 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 and can sponsor new members, but, they may not hold office or vote. Such members may attend all Luncheon-Business 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 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 they are welcome to attend all Luncheon-Business Meetings and social functions and sponsor new members. (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 may vote, are required to pay dues, and serve a satisfactory provisional period. (See "Special Rules and Regulation" for specific information.)

**E. NON-RESIDENT MEMBERS**

Those members who have moved from the area and who do not qualify for Sustaining Member status (a minimum of 10 years active service to the Auxiliary) may be classified as Non-Resident Members and will pay annual dues. Non-Resident Members do not have the responsibilities of Active, Professional Active, or Associate Members. Non-Resident Members may participate in any social function and fundraising events and may attend Luncheon-Business Meetings. Non-Resident Members do not have the right to vote, hold office, or sponsor new members. (See "Special Rules and Regulation" for specific information.)

**F. HONORED MEMBERS**

Honored Members are described as visionary members of the San Jose Auxiliary who have demonstrated extraordinary effort in advancing the cause for the children at LPCH. The Membership Committee, with approval from the Board of Directors, award this special designation. Those members have the option to pay annual dues, and do not have the responsibilities of Active, Professional Active or Associate Members. They may vote and hold office, participate in any social function and fundraising events, attend Luncheon-Business Meetings, and sponsor new members (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 Store 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 president annually.

**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, number of shifts/hours completed, and dues obligations of all members of the Auxiliary. In addition, the Membership Committee may assist the Member-at-Large with member conflict and conflict resolution.

**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 occur at the December Luncheon-Business Meeting. The Officers and the Membership Committee shall take office at the January Board Meeting.

**Section 2** - At the September Board 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 October Luncheon-Business Meeting and reported in the November Thrift Box Newsletter. The slate shall be voted upon at the December Luncheon-Business Meeting

**Section 4** - A majority of voting members present at the election meeting shall constitute a quorum.

**Section 5** - Vacancies occurring among the Officers of the Board of Directors and 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:

- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Auxiliary Treasurer

The appointed officers of the Board of Directors shall be:

- Thrift Box Treasurer
- Thrift Box Store Managers
- Membership Chair
- Newsletter Editor
- Publicity and Community Outreach Chair
- Online Marketing Chair
- Member-at-Large

The immediate Past President also serves on the Board.

### **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. The President 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. The President shall appoint committee chairs and shall be an ex-officio member of all committees. At the January Board Meeting both outgoing and incoming officers will meet for the purpose of instructing new officers of their duties.

### **B. VICE PRESIDENT**

In the absence or disability of the President, the powers and duties of the president's office shall be assumed by the Vice President. The Vice President shall supervise Provisional Members. The Vice President shall perform such other duties as might be assigned.

### **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 access of all San Jose Auxiliary documents. The Recording Secretary shall provide three (3) copies of the minutes: one (1) copy for the SJ Auxiliary online storage system, one (1) digital copy locally, and one (1) hard copy for the files of the Association of Auxiliaries. The President of the Auxiliary shall present a hard copy to the Association of Auxiliaries. The Recording Secretary shall perform such other assigned duties.

### **D. CORRESPONDING SECRETARY**

The Corresponding Secretary shall conduct the correspondence of the Auxiliary and perform assigned duties. In the absence or disability of the Recording Secretary, the duties of the office shall be assumed by the Corresponding Secretary.

### **E. AUXILIARY TREASURER**

The Auxiliary Treasurer shall have control of the financial accounts of the Auxiliary. All receipts and disbursements shall be under the Auxiliary Treasurer's 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 Auxiliary Treasurer and/or the President.

The Auxiliary Treasurer shall present a summary at all Luncheon-Business Meetings of the Auxiliary and shall prepare accurate and correct financial statements for the President and the Board of Directors. The Auxiliary Treasurer shall provide hard copies of the financial reports at the Thrift Box and digital copies via online storage system. There shall be an annual review of the Auxiliary Treasurer's books.

The Auxiliary 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 Auxiliary 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. The Auxiliary Treasurer 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. The Auxiliary Treasurer shall submit records to the State Attorney General of California to renew annual registration as a State Charity. As needed, the Auxiliary Treasurer shall submit appropriate applications and reports to the state to conduct non-profit raffles.

### **F. PAST PRESIDENT**

The Past President shall represent the San Jose Auxiliary on the Board of Directors of the Association of Auxiliaries and report to the Board of Directors. The Past President guides and supports the current President.

### **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 the Thrift Box Treasurer's direction. To assist with this, the Thrift Box Treasurer shall appoint Assistant Treasurers who are responsible for collecting the receipts from the Thrift Box, reconciling, recording and depositing them in the bank as designated by the Board of Directors. All checks drawn on and withdrawals made from the bank accounts of the Thrift Box shall be signed either by the Thrift Box Treasurer, President, or a Thrift Box Assistant Treasurer.

The Thrift Box Treasurer shall prepare accurate and correct financial statements and present these financial reports at Board meetings, as well as a financial summary at Business/Luncheon Meetings of the Auxiliary; the Thrift Box Treasurer shall provide hard copies of the reports at the Thrift Box and digital copies accessed via online storage system. There shall be an annual review of the Thrift Box Treasurer's books.

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

#### **H. QUARTERLY STORE MANAGER**

The Thrift Box Store Managers will decide amongst themselves who will be responsible for each quarter of the year and the Store Manager(s) in charge that quarter will be the person(s) attending Board Meetings during the specific quarterly period. The Quarterly Store Manager(s) will report any changes in operations and procedures at The Thrift Box and inform the Board and Membership of any concerns.

#### **I. MEMBERSHIP CHAIR**

The Membership Chair shall keep accurate records of all actions of the Membership Committee. This includes application for membership, written requests for change in membership status, or leave of absence, and membership contact information; the Chair shall also assist the Vice-President with monitoring the progress of the current Provisional Class. The Membership Chair may also assist the Member-at-Large with member conflict resolution. In addition, the chair shall assist the President with the coordination of the Decades of Service Awards and luncheon.

#### **J. NEWSLETTER EDITOR**

The Newsletter Editor is responsible for gathering all information necessary to develop and create the newsletter and distribute to all members of the auxiliary, with copies to the Director of Auxiliaries. The Newsletter Editor will coordinate with the Online Marketing Chair to ensure all newsletters are available online for members to access.

#### **K. PUBLICITY AND COMMUNITY OUTREACH CHAIR**

The Publicity and Community Outreach Chair is responsible for coordinating and disseminating all pertinent advertising/publicity for the San Jose Auxiliary and the Thrift Box. The Publicity and Community Outreach chair will coordinate the publication of print materials and establish relationships with local media, including press releases for special events. The Publicity and Community Outreach Chair will be the Thrift Box representative to the Willow Glen Business Association and other commercial or non-profit organizations where there are synergies to benefit the Thrift Box. The Publicity and Community Outreach Chair will propose potential community events to the Board for approval and then coordinate the events with store management and membership.

#### **L. ONLINE MARKETING CHAIR**

The Online Marketing Chair is responsible for the Thrift Box and San Jose Auxiliary online presence. This role manages all online marketing systems, including the website, email campaigns and social media platforms. This role also coordinates with LPCH and the Association of Auxiliaries to ensure their online systems accurately promote our organization.

#### **M. MEMBER -AT-LARGE**

The Member-At-Large shall be appointed by the President with the approval of the Board of Directors. The Member-at-Large shall present to the Board of Directors the views and suggestions of individual members of the San Jose Auxiliary. With the assistance of the Board of Directors, the Member-at-Large will organize the Provisional Luncheon. In addition, the Member-at-Large coordinates with the Vice President and President when Provisionals become Active Members and Incoming Provisionals are welcomed. The Member-at-Large shall be involved with the Children's Champion Award. The Member-at-Large will coordinate conflict resolution efforts and may request assistance from the Membership Chair, when needed.

#### **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 Luncheon-Business 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 the 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 - MEETINGS**

**Section 1** - There will be a minimum of ten (10) Luncheon-Business Meetings per 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 Luncheon-Business 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**

#### **1. APPLICATIONS**

The number of applications accepted will be flexible and dependent upon the needs of the organization. Members may sponsor more than one Provisional Member yearly. The Membership Chair will accept and review all applications and work with the Vice President to inform and encourage prospective members.

- The Membership Chair shall accept duly submitted applications for membership.
- A prospective member must be sponsored by a current Active, Professional Active, Associate, Honored, or Sustaining member.
- The Membership Chair shall confirm receipt of applications and notify the membership of the candidates who apply to be Provisionals.
- The Membership Chair shall accept comments, recommendations for, or objections to a proposed member from any member of the above classifications.
- 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 extended.

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

- Pay annual dues.
- Make annual merchandise donations.
- Work a minimum of 30 shifts (105 hours) downstairs/120 upstairs hours annually at The Thrift Box.
- Participate in trainings as specified in "Biennial Training for San Jose Auxiliary Members".
- Participate in the various fund-raising events. Attend as many Luncheon-Business Meetings as possible.
- Dues are encouraged, but not required, from members of more than 30 years.
- Active members have the right to vote, hold office, and sponsor new members.

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

- Pay annual dues.
- Make annual merchandise donations.
- Work a minimum of 12 shifts (42 hours) downstairs/60 upstairs hours annually at The Thrift Box.
- Participate in trainings as specified in "Biennial Training for San Jose Auxiliary Members".

- Participate in the various fund-raising events.
- Attend as many Luncheon-Business Meetings as possible.
- Professional Active status is assigned to members who are gainfully employed and 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.
- Make annual merchandise donations.
- Work a minimum of 12 shifts (42 hours) downstairs/60 upstairs hours annually at The Thrift Box.
- Participate in trainings as specified in “Biennial Training for San Jose Auxiliary Members”.
- Participate in the various fund-raising events.
- Attend as many Luncheon-Business Meetings as possible.
- To become an Associate Member, one must have a minimum of 5 years of Active Member status.
- Associate Members have the right to vote and sponsor new members but cannot hold office.

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

- Pay annual dues.
- Do not have the responsibilities of Active, Professional Active, or Associate Members.
- May choose the opportunity to continue working and tracking shifts to be applied as “extra hours”.
- Participate in trainings as specified in “Biennial Training for San Jose Auxiliary Members”.
- May participate in any social functions and fundraising events and may attend Luncheon-Business Meetings.
- May vote and sponsor new members but may not hold office.

#### **6. NON-RESIDENT MEMBERS**

- Pay annual dues.
- Do not have the responsibilities of Active, Professional Active, or Associate Members.
- Participate in any social function and fundraising events and attend Luncheon-Business Meetings.
- Do not have the right to vote, hold office, or sponsor new members.

#### **7. HONORED MEMBER PARTICIPATION REQUIREMENTS**

- Annual dues are encouraged by not required.
- Do not have the responsibilities of Active, Professional Active, or Associate members.
- May participate in any social function and fundraising events and may attend Luncheon-Business Meetings.
- Have the right to vote, hold office, and sponsor new members.

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

- Pay annual dues.
- Make annual merchandise donations.
- Work 18 shifts or 63 hours (+ 9 hours of orientation) during their twelve-month Provisional period.
- Participate in trainings as specified in “Biennial Training for San Jose Auxiliary Members”.
- Participate in the various fund-raising events.
- Participate in the planning of the Annual Members’ Event.
- Attend as many Luncheon-Business Meetings as possible.
- Provisionals have the right to vote but may not hold office.
- Provisional members shall be voted into Active or Professional Active membership by the Board of Directors.

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

- Pay annual dues.
- Make annual merchandise donations.



- Work 9 shifts or 31.5 hours (+ 9 hours of orientation) during their twelve-month Provisional period .
- Participate in trainings as specified in “Biennial Training for San Jose Auxiliary Members”.
- Participate in the various fund-raising events.
- Participate in the planning of the Annual Members’ Event.
- Attend as many Luncheon-Business Meetings as possible.
- Provisionals have the right to vote but may not hold office.
- Provisional members shall be voted into Active or Professional Active membership by the Board of Directors.

**10. LEAVE OF ABSENCE**

- An Active, Professional Active, Provisional, Provisional Active, or Associate Member may be granted a leave of absence or medical leave upon consideration by the Membership Committee.

**11. 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.

**THRIFT BOX MANAGEMENT TEAM**

The Thrift Box Management Team consists of the Store 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 Store 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 Store Managers first for discussion. The Quarterly Store Manager(s) then presents to the Board for 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 members are unable to fulfill their annual participation requirements, they will meet with the Membership Chairperson to determine their membership status going forward.

**DUES**

**1. ANNUAL DUES AMOUNTS** All Active, Professional Active, Associate, Provisional, Professional Provisional, Sustaining, and Non-Resident shall pay annual dues. Dues are not required from members of 30 years or longer.

**2. ANNUAL DUES PAYMENT** Annual dues are payable on January 1 for the ensuing year and are delinquent after January 31. The Auxiliary Treasurer requests payment of dues. The Membership Committee contacts any member who has not paid the annual dues, reminding the member of delinquency and potential removal from membership.

**LUNCHEON-BUSINESS MEETINGS**

**LUNCHEON RESERVATIONS** Active and Provisional Members are automatically confirmed as “Yes” to all Luncheon-Business Meetings unless the reservation is cancelled by the deadline set by the Luncheon Committee. Professional Active Members, Professional Provisional Members, Associates, Sustainers and Guests must email or call to make a reservation. If a member makes a reservation, but cannot attend, and does not cancel by the deadline, the Member is responsible for the cost of the lunch and will be billed.

**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 presented annually to members who have 10, 20, 30, etc., years of service. The Membership Committee Chairperson determines who will be awarded; the Membership Chair and Member-at-Large will coordinate all aspects of the luncheon and award ceremony.

**3. CHILDREN'S CHAMPION AWARD** A non-member who has supported the San Jose Auxiliary benefiting 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.

### **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. All expenditures will be accompanied by a receipt.
3. Expenses incurred from the operation of The Thrift Box will be paid from the Thrift Box operating account with the funds obtained from the sale of merchandise. All expenditures will be accompanied by a receipt.
4. 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 fundraising events held at The Thrift Box will be paid by the Thrift Box Treasurer. All expenditures will be accompanied by a receipt.
6. Profits from special fund-raising events held at the Thrift Box will be transferred to the Auxiliary Account for donation to LPFCH.
7. No advance payments will be made, except where indicated herein under expenditures.
8. All major expenditures and/or improvements to the property owned by the Auxiliary (\$1,000 or higher) will be approved by The San Jose Auxiliary Board and paid from the Thrift Box savings account.
9. A monthly sum, to be determined by the sitting Board, will be transferred to the Thrift Box savings account from the Thrift Box operating account.
10. Transfers to the Savings Account will be discontinued when the account balance reaches the amount designated by the sitting board.
11. A yearly examination of all bank accounts will be performed by a qualified member, other than the Treasurer of the account being examined.
12. All luncheon decorations will be sold to members at cost plus sales tax with sales tax remitted to the state.
13. IRS W-9 forms must be requested of all independent contractors that are paid more than \$600 per calendar year in order to determine if they are incorporated or not. 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 January 31, and to the IRS by February 28.
14. The Thrift Box Treasurer reports new independent contractors to the CA Employment Commission when they are

paid \$600 or more during a calendar year.

15. Each member of the Board of Directors must annually review the Auxiliary's 990 before it is submitted to the IRS.

16. Communications and Marketing Expenditures

San Jose Auxiliary Account

- Pays for all member newsletter printing and mailings
- Pays for the annual Membership Handbook printing and mailing costs
- Pays for the Provisional Training material expenses

Thrift Box Account

- Pays for printed promotional material, including sales flyers, signs and advertising
- Pays for printing of donation slips and business cards
- Pays for online marketing costs, including website, email marketing, social media, and online advertising
- Pays for online infrastructure systems, including internet service, scheduling calendar security/camera monitoring and member email system.

21. Special Luncheon Costs

San Jose Auxiliary Account

- Pays for invitations and expenses for special luncheons and events, such as, the Provisional luncheon, the Sustainers Tea, and other events approved by the Board.

Thrift Box Account

- The Thrift Box Treasurer reimburses members who purchase centerpiece materials and collects the payment from members for the centerpieces from luncheons and special events and remits sales tax to the state.

### **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, including special events
- Donations from trusts and community groups
- Profits from all other fundraising activities of the Auxiliary

#### **Disbursements**

- Monthly (10) membership Newsletter publications and mailings
- Production and distribution of annual *Membership Handbook* and mailing costs
- Payments of memorial donations on behalf of Auxiliary (member, spouse, child, sibling, grandchild, parent)
- Annual Members' Event expenses
- Greeting cards and postage for members
- Flowers for members at Provisional Luncheons, for bereavements, and for special thank-you
- Invitations to Sustainers, Provisionals and guests for various Auxiliary functions
- Luncheon payments for guests, such as Foundation and hospital guests, speakers and special guests
- Advance deposits for meeting reservations

- 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
- Annual Campaign donations from family and friends made to LPCH or LPFCH

### **THRIFT BOX CHECKING ACCOUNT**

#### **Function**

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

#### **Source**

- Proceeds from the operation of the Thrift Box
- Monetary donations made directly to the Thrift Box
- Interest accrued from the account balance
- Sales tax collected
- Proceeds from special fund-raising events held at The Thrift Box

#### **Disbursements**

- Property tax payments
- Sales & Use tax payments
- Tax Preparation fees and State/County/City Registration fees
- Utilities
- Janitorial service
- Maintenance and repairs
- Elevator service
- Supplies
- Any major expenditure (\$1,000 or higher) that has been approved by the Board
- Online marketing costs, including website, email marketing, scheduling calendar, social media, and advertising
- Printing costs of business cards, donation slips, printed promotional material (including sales flyers and signs)
- Online infrastructure costs, including internet service, scheduling calendar, security/camera monitoring and member email system.
- Permits and fees
- Service contracts
- Transfers to the Savings Account
- 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 store supplies
- Expenses incurred for special fund-raising events held at The Thrift Box

### **THRIFT BOX SAVINGS ACCOUNT**

#### **Function**

- Savings account for major improvements and repairs 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 or repair of the property owned by the San Jose Auxiliary

## **THRIFT BOX LUNCHEON-BUSINESS MEETING ACCOUNT**

### **Function**

- Operating account to conduct business of the monthly Luncheon-Business Meetings

### **Source of Funds**

- Money received from members attending Luncheon-Business 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 Luncheon-Business Meeting guests

### **Expenditures**

- Deposits paid to reserve locations
- Final payment of the bill following each Luncheon-Business 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.

**BIENNIAL TRAINING FOR AUXILIARY MEMBERS** - All Active, Professional Active, Associate, Active Sustainers, Provisionals, and Professional Provisional members shall complete Lucile Packard Foundation for Children’s Health sponsored online training that includes cultural sensitivity and inclusive community building.

**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 election to and assumption of office. To provide continuity, the successor may attend Association of Auxiliaries meetings in the year prior to 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 the member fulfills all membership requirements for each Auxiliary in which membership is held.

**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.

**DONATIONS MADE IN HONOR OR MEMORY**

There are three ways to make a donation in honor or memory of someone:

- 1) **Write a check made payable to the San Jose Auxiliary** and mail it to the Auxiliary Treasurer’s home address (found in the front pages of this Handbook) or 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 donation is being made.
- 2) **Donate online at our website:** [www.ThriftBox.org](http://www.ThriftBox.org)
- 3) **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 and address of the person being honored or the family of the person being remembered, and they will receive notification of this donation. The donor will receive a letter acknowledging receipt of their donation.

**DIRECTIONS FOR ACCESSING THE MEMBER AREA OF THE THRIFT BOX WEBSITE**

[www.ThriftBox.org](http://www.ThriftBox.org)

