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Las Madrecitas Bylaws

Article I Name

The name of this organization shall be LAS MADRECITAS, hereinafter referred to as Auxiliary.

Article II Object

Section 1.

The object of this organization shall be to promote the welfare of physically challenged children, through public relations, volunteers, and financial assistance in cooperation with the Charitable Children's Guild of Orthopaedic Hospital.

Section 2.

The President of Las Madrecitas shall represent this Auxiliary at the Meetings of Charitable Children's Guild of Orthopaedic Hospital. Each Active Member is entitled to vote within the Auxiliary.

Article III Membership

Section 1. General

Club membership shall be open to any woman who is interested in the aims and purposes of this Auxiliary and who meet the requirements of the Auxiliary, as set forth in the Standing Rules, immediately following these Bylaws. An individual membership is not renewable unless the member is in good standing. Exceptions to this rule shall be considered by the Executive Board.

Provisional, Active, Associate and Inactive Memberships shall be limited to 150. Absentees, Founders, Sustaining and past Presidents shall not be considered in the count. Any member wishing to change her membership status must do so during membership renewal.

Section 2.

The Membership Committee shall consist of the Executive Vice President, the

Membership Chair, the Records Chair, a Provisional Advisor, and two active Members who have been members of Las Madrecitas for at least three years. The Executive Vice President shall convene the Membership Committee every other month to review member requirements such as meetings, volunteering, financial obligations and any other matters that affect a member's status. The Executive Vice President will report to the Las Madrecitas Executive Board after each such meeting. She shall also immediately notify the Las Madrecitas Executive Board of any membership status problems and provide a recommendation. All decisions and recommendations regarding membership status are determined by the Executive Board.

Section 3.

A Las Madrecitas member or provisional shall be defined as any woman who meets the requirements of the Auxiliary. Any Las Madrecitas member or provisional, who is in good standing, shall be allowed to sponsor any daughter for membership in Las Niñas, in accordance with these Bylaws and Standing Rules, so long as the Las Madrecitas member or provisional is the legal guardian of the daughter. Exceptions to this rule shall be considered by the Executive Board and approved by a majority vote of that Board.

Section 4.

Daughter shall be defined as any girl who is sponsored by any Las Madrecitas member or provisional in good standing with the organization.

Section 5. Suspension and Termination

Conduct unbecoming a member or contrary to the welfare of Las Madrecitas or in violation of any rule or requirement of the organization, which includes assigned duties and timeliness of performance thereof, may result in suspension and/or termination of membership. The Membership Committee shall make a

recommendation for suspension and/or termination to the Executive Board. After a minimum of five days written notice any member whose membership is subject to suspension and/or termination shall be given an opportunity to be heard before the Executive Board. A decision by a majority of the Executive Board members present at the meeting shall be final. Any suspension or termination of a member of Las Madrecitas must be done in good faith and in a fair and reasonable manner.

Section 6.

Members are to communicate in a professional, respectful, and responsible manner, taking special care to provide for protection of any member-related communications or confidential member information.

Section 7. Provisional Member

(1) A prospective Provisional Member must be endorsed by one (1) Active Member in good standing. Active Members will be limited to sponsor one (1) new member per Auxiliary Year. (see Article V, Section 1). Provisional Members who are in good standing and obtain Active status at the May General Meeting will be eligible to sponsor a Provisional Member for the following year.

(2) Names of prospective Provisional Members must be submitted to the Membership Chair by the date determined by the Executive Board.

(3) Applications will be mailed to the prospective Provisional. Applications will be accepted on the basis of first come, first served in the period of time and in the manner determined by the Executive Board and as outlined in the application mailed to the prospective Provisional. If, at any time, when membership applications are being accepted from prospective members with daughters requesting Las Niñas membership and openings in the Las Niñas class requested are limited, the order of receipt of the application

shall be determined on a lottery basis based on each day applications are post marked.

(4) Prospective Provisionals with no daughters shall be accepted pending approval as set forth in Paragraph 7 below. Prospective Provisionals with daughters who wish to propose them for membership in Las Niñas shall be accepted pending space available in the Las Niñas class. Each Las Niñas class shall be limited to 25 28 Las Ninas members including 2 Las Amigas members beginning with the class of 2017 and thereafter. In the event there are open Las Amigas memberships in any Las Ninas class, then any unused membership spots shall be released to Las Madrecitas members.

(5) In the event the class is full, there may be a wait list of two (2) wait list spaces per class not including sophomore, junior and senior classes. The last date to submit an application for Provisional Membership for the following year is June 1st.

A. Current Las Madrecitas members with daughters shall have priority.

B. Members of other auxiliaries who wish to propose their eighth grade daughters in Las Niñas and who were members of their auxiliaries prior to April of 1992 and continuously active thereafter shall have priority. In addition, the names of the daughters of the Legacy and those proposed for the 2 available spaces must be submitted by February 1 of their eighth grade year to be eligible for membership.

C. If there are remaining spaces available, they will be filled on a first come, first served basis by the Las Madrecitas membership.

D. Provisional members.

(6) The status of each Provisional will be reviewed at the April Executive Board meeting, and a letter of invitation will be extended following the April Executive Board meeting to those Provisionals who have met the membership requirements.

The Executive Board shall approve Provisional Members by a two-thirds majority. No membership shall be granted prior to

payment of dues.

(7) Provisional Members shall be accepted as Provisionals at the September General Meeting and achieve Active status at the May General Meeting the following year. A Provisional Member may not vote until she has become an Active Member.

(8) In order to become an Active Member of Las Madrecitas, Provisional Members are required to attend meetings, perform duties and be financially responsible for items as set forth in the Las Madrecitas Standing Rules immediately following these Bylaws. Exceptions to this rule shall be considered by the Membership Chair and Provisional Advisor.

Section 8. Active Members

In order to remain in good standing, Active Members are required to attend meetings, perform duties and be financially responsible for items as set forth in the Las Madrecitas Standing Rules immediately following these Bylaws.

The Auxiliaries of the Charitable Children's Guild of Orthopædic Hospital (La Canada Flintridge Orthopædic Guild, Las Amigas de Las Lomas) shall have the privilege if the membership is not full of applying in writing to the Membership Chair by January 31st for Active Membership status provided they fulfill the following requirements by May 1st: Must have been a member in good standing in their auxiliary for a minimum of five years and must attend the prospective Provisional orientation and attend one general meeting, must be financially responsible for the purchase of two tickets and attend the major fund raiser and complete fifteen hours of volunteer hospital work. After fulfilling the above requirements they will be required to fulfill all Active Member requirements.

All Active Members with Presentee Daughters must have completed all of their Hospital Volunteer hours by September 1. They must also have completed all of their fundraising responsibilities and two (2) of their meeting requirements before the December

General Meeting, and must complete the remainder of their meeting requirements and 3/4 of their job responsibilities prior to the Las Niñas Fashion Show.

In order to remain in good standing, the above requirements must be fulfilled each Auxiliary year prior to the Installation Luncheon in June. It is the member's responsibility to know, understand and fulfill all membership requirements. A "Member in Good Standing" includes payment of any and all outstanding financial obligations which must be paid within 30 days of the event. Exceptions to this rule shall be considered by the Executive Board upon recommendation of the Membership Committee.

Cash payments will not be allowed to fulfill financial obligations unless a receipt is issued to the member by the Auxiliary's Treasurer or designee.

Section 9. Associate Member

Active Members because of illness, employment, other obligations, inability to fulfill requirements, or gap years in Las Niñas daughters, may apply in writing accompanied by dues required, to the Membership Chair for an Associate Membership.

A member must have been active in good standing in order to be eligible for Associate Membership. Application must be approved by two-thirds majority of the Executive Board.

Associate Members will not have the right to vote nor have the right to endorse Provisional Members, nor sponsor a daughter in an active Las Niñas class. Additionally, and in order to remain in good standing, Associate Members are further required to perform duties and be financially responsible for the items as set forth in the Standing Rules immediately following these Bylaws.

An Associate Member of Las Madrecitas must change her status at membership renewal prior to her daughter's 8th grade year to Active Membership in order to sponsor her daughter for membership in Las Niñas.

Associate Membership shall not be limited in duration. In the event of a filled

membership quota, Associate and Absentee members, in that order, shall have precedence over Provisional Members on the wait list.

Section 10. Absentee Member

Any member, whose residence within the confines of the Auxiliary has ceased, may continue her membership in Las Madrecitas by making an application in writing to the Membership Chair, accompanied by the dues required.

Absentee Membership must be approved by two-thirds majority of the Executive Board. A member must have been Active and in good standing in order to be eligible for Absentee Membership.

When a member moves away from the community, she shall notify the Membership Chair within thirty days of moving; otherwise her membership is automatically terminated.

In the event of a filled membership quota, Associate, Inactive, and Absentee, in that order, shall have precedence over Provisional Members on the waiting list.

Section 11. Sustaining/Alumnae Member

A Sustaining/Alumnae Member shall have all the privileges of an Active Member except for the right to vote, and except for the right to endorse Provisional Members. She will not be obligated for the membership requirements and will not be responsible for the purchase of tickets for each of the fundraising events or projects as approved by the Executive Board and General Membership. She may serve on committees by choice. Sustaining/Alumnae membership status is not open to members who wish to sponsor daughters for Las Niñas in future years.

A member must have been an Active Member in good standing for 4 years before being eligible for Sustaining/Alumnae Membership. Application shall be made in writing to the Membership Chair, accompanied by the dues required, and must be approved by a two-thirds majority of the Executive Board. A Sustaining/Alumnae Member has the right to return to Active Status. Members that

have let their membership lapse for more than one year and wish to return as a Sustaining/Alumnae member, the returning fee will be \$50.00 per lapsed year plus the current year fees.

Section 12. Founders and Past Presidents

Founders and Past Presidents shall, upon expiration of their term of office, automatically become Honorary Life Members of Las Madrecitas.

They will pay no dues, have the privileges of Active Membership including the right to vote and sponsor new members, but will be under no obligation to fulfill membership requirements, for the duration of their auxiliary life, unless they choose to sponsor a daughter in Las Niñas, at which time they must fulfill all the membership requirements and financial responsibilities (except dues) of an Active Member during the time their daughter is in Las Niñas.

Article IV

MEMBERSHIP RENEWAL

Section 1. Dues

The Annual dues shall be set forth in the Standing Rules. The Annual dues shall be assessed by the Executive Board in January for the following year. Any changes from the previous year will be published in the Las Madrecitas newsletter.

The Membership Packet shall be due and payable by the April 15. The Membership Packet includes the check for dues, completed forms, liability waivers and proof of TB test. Membership renewal will not be processed without submission of a complete Membership Packet. If dues are not paid and postmarked by April 15th, a late fee of \$50.00 will be assessed. If the dues plus the assessment fee is not paid and postmarked by May 1st, members may be dropped from the membership and shall be notified in writing by the Executive Board.

In case of resignation or change in membership status, dues are not refundable.

Section 2. Assessments

In no case and under no condition, shall the liability of any member exceed the amount of the membership subscription. No member shall be subject to assessment unless so approved by the Executive Board and the General Membership.

A \$75.00 charge will be assessed to any past president who desires to remain on the mailing list and receive a current roster.

Article V Audits

Section 1.

The fiscal year of Las Madrecitas is hereby declared to be from July 1st to June 30th (the "Auxiliary Year").

Section 2.

The final audits shall be made as of August 31 annually. The audit shall be made by an Auxiliary Member appointed by the President, with the unanimous consent of the Executive Board or by a qualified accountant.

Section 3.

A complete record of receipts and disbursements constituting an Annual Report shall be made at the close of each fiscal year and signed by the Treasurer.

Section 4:

All receipts and disbursements for any Las Madrecitas activity must flow through the Treasurer.

Article VI Budget

Section 1.

Prior to the September Auxiliary Meeting, a Budget Committee consisting of the Immediate Past Treasurer as Chair, Treasurer, Immediate Past President, President, Executive Vice-President, First Vice-President, Second Vice-President, Third Vice-President, Fifth Vice President, Las Niñas Financial Advisor, Sixth Vice-President, and Auditor, shall prepare a budget for the ensuing year and submit to the Executive Board for approval.

Section 2.

The proposed budget shall be presented to all Auxiliary Members and be adopted at the September meeting.

Section 3.

If the net income for an Event is less than the approved budget, the Event Chair will submit the revised budget to the Budget Committee. The Budget Committee will provide a recommendation to the Executive Board on the revised budget.

Section 4.

All contracts for an event must be signed by the Event Chair and the President for an event that falls within her term, and not by any member of her committee. The contract must fit within the approved budget or the process within Article VI-Section 3 must be followed. A copy of any contract must be forwarded to the Treasurer within 1 week of signing.

Article VII Gift to Charitable Children's Guild

Section 1.

At the April Executive Board meeting, the Treasurer will provide an estimate of the amount of the projected gift. The projected gift will include the total amount of money raised at the fundraisers, surplus of the Operating Account, and surplus from the Evergreen Ball. It will include a prudent assessment of reserves which should remain within Las Madrecitas. The Executive Board must approve any change in the reserves for the Operating Account, Evergreen Ball, or Fundraiser.

Section 2.

The use of any gift to Charitable Children's Guild will be voted on by the membership of Las Madrecitas at the May General Meeting.

Section 3.

The final amount of the gift to Charitable Children's Guild will be determined after June 30 by the Treasurer based on the direction of the membership. (see Section 2). The check will be made payable to Charitable Children's

Guild and delivered to the President, Charitable Children's Guild by the outgoing President, Las Madrecitas.

Article VIII Officers

Section 1.

The elected officers of the Auxiliary of the Charitable Children's Guild of Hospital shall consist of a President, Executive Vice-President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Fifth Vice-President, Sixth Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Las Niñas Financial Advisor. The above officers plus the Parliamentarian shall serve as the Executive Committee in the event that an emergency vote needs to be taken.

Two thirds of the above officers must be present at any such emergency meeting to constitute a quorum.

Section 2.

These officers shall be installed and assume the duties of the office at the close of the Annual Meeting in June. They shall hold office for the period of one year, or until their successors are elected.

Section 3.

~~Mrs. Harold D. Leslie, Jr., first President and Founder of this Auxiliary, shall be a member of the Executive Board for life.~~

Section 4.

All Elected Officers and Appointed Officers may only serve 2 consecutive years in the same position on the Board.

Article IX Duties of Officers

Section 1. Elected Officers

The President shall preside at all Auxiliary Meetings and Executive Board Meetings. The President, with the Recording Secretary, shall authenticate with her signature, when necessary, all acts, orders, and proceedings of Las Madrecitas, declaring its will, and in all

things, obeying its commands. She shall sign all checks, report all matters of interest to the Auxiliary and Executive Board Meetings; make an annual written report to the Charitable Children's Guild of Orthopædic Hospital; and shall carry into effect all orders of the Executive Board. She shall be an ex-officio member of all committees, except the Nominating Committee. All proposed PUBLICITY articles must be submitted to the President for approval prior to publication.

The Executive Vice-President shall perform all the duties of the President, and shall sign all checks in the absence or disability of the President. She shall serve as the Chair of the Membership Committee and serve on the Bylaws and Budget Committees. She shall collect and distribute all Procedure and Chair Reports. After one year the Executive Vice President shall assume the responsibility of President.

The First Vice-President shall serve as the Chair of the year's major fundraising event. She shall, with the help of the Planning and Placement Committee, appoint all subcommittee chairmen and prepare a budget for the event prior to the August Board Meeting for approval by the Executive Board and by the General Membership at the September General Meeting.

The Second Vice-President shall serve as the Chair of the Evergreen Ball. She shall manage and supervise all affairs concerning the event and shall coordinate with the President and Executive Board. She shall prepare a Budget for the event prior to the August Board Meeting to submit to the Executive Board for approval, and to the general membership for approval at the September meeting. She shall, with the help of the Planning and Placement Committee, appoint all subcommittee chairmen.

The Third Vice-President shall serve as Communications Chair. She shall, with the help of the Planning and Placement Committee, appoint the Historian, and Chairmen for the Newsletter, Coordinating

Council, Roster, and Publicity. She shall manage and supervise the Historian and the chairmen for the Newsletter, Coordinating Council, Roster and Publicity.

The Fourth Vice-Presidents shall serve as Provisional Advisors. They shall manage and supervise all affairs concerning the Provisional Members.

The Provisional Advisors shall be responsible for guiding the Provisionals through their requirements to achieve Active Membership.

The Fifth Vice-Presidents shall serve as Las Niñas Advisors. They shall manage and supervise all affairs concerning Las Niñas, including selecting chairmen for each class of Las Niñas Members (Freshman, Sophomore, Junior and Senior). She shall, with the help of the Planning and Placement Committee, appoint all Las Niñas Board related positions. The Las Niñas Advisors shall organize and coordinate all activities of the Junior Auxiliary, Las Niñas de Las Madrecitas.

The Sixth Vice-President shall serve as the Chairman of the Las Niñas Fashion Show. She shall manage and supervise all affairs concerning the event and shall coordinate with the President and Executive Board. She shall prepare a Budget for the event to be submitted to the Executive Board for approval at a Fall meeting and the Auxiliary at the next General Membership meeting following Executive Board approval. She shall, with the help of the Planning and Placement Committee, appoint all subcommittee chairmen.

The Recording Secretary shall keep a record of proceedings of all meetings of the Auxiliary and of the Executive Board.

The Corresponding Secretary shall take care of all official correspondence of the Auxiliary including all acknowledgments in connection with any event. She shall be responsible for sending cards and/or flowers to members when appropriate. She shall give written notice of all Executive Board Meetings. She shall, in the absence of the Recording

Secretary, act on her behalf.

The Treasurer shall handle monies, and she shall deposit said monies in the bank upon collection. She shall keep a complete set of books; sign all checks together with the President and shall make all disbursements when approved by the Executive Board. She shall make a monthly statement to the Auxiliary and an Annual Report, to be given to the President, for the Annual Meeting of the Charitable Children's Guild of Orthopaedic Hospital. At the expiration of her term of office, she shall transfer immediately to her successor all funds, records, and other property in her possession.

The Las Niñas Financial Advisor will maintain the financial records of Las Niñas and supervise the work of the Las Niñas Treasurer. She shall make a monthly statement to the Auxiliary and an Annual Report, to be given to the President, for the Annual Meeting of the Charitable Children's Guild of Orthopaedic Hospital. At the expiration of her term of office, she shall transfer immediately to her successor all funds, records, and other property in her possession.

The Fundraising Apprentice(s) will work with the First Vice President(s) to learn all aspects of the Fall Fundraising Event. The Apprentice(s) will assume the responsibility of the First Vice President(s) the following year.

The Evergreen Ball Apprentice(s) will work with the Second Vice President(s) to learn all aspects of the Evergreen Ball. Additionally, they are responsible (with Ball Chair supervision) for production the day of the Ball, and the organization of Junior Mom job assignments. The Apprentice(s) will assume the responsibility of the Second Vice President(s) the following year.

The Fashion Show Apprentice(s) will work with the Sixth Vice President(s) to learn all aspects of the Las Niñas Fashion Show. The Fashion Show Apprentice(s) will assist in the production of the Fashion Show. The Apprentice(s) will assume the responsibility of

the Sixth Vice President(s) the following year.

Section 2. Appointed Officers

The Las Madrecitas Hospital Volunteer Liaison shall serve as Hospital Coordinator and shall plan, execute, or assist with any matters pertaining to the hospital.

The Membership/Renewals Chair shall maintain an up-to-date list of all members, as well as a list of all Provisional Members; collect dues from members and notify members of delinquent dues; collect application and dues from Provisional Members; maintain records of membership; and maintain a list of future Las Niñas members. Membership renewals shall not be finalized until Membership Chair confirms member's status with Records on or before May 1.

The Membership/Recruitment Chair shall solicit new member interest forms, plan for and invite prospective new members to the annual information meeting, solicit and collect new provisional applications and dues, and provide all new provisional member information to the incoming Provisional Advisors and membership Renewals Chair. The Membership Recruitment Chairs shall update Membership Recruitment packet, speak at the November General meeting regarding recruitment, hold individual recruitment meetings between November and April, collect Provisional Applications and dues and provide all Provisional member information to the Membership Renewal Chair and Provisional Advisors.

The Records Chair shall keep an accurate record of hours and activities for each member and keep all members informed of their status for completion of the obligations of membership. Membership renewals shall not be finalized until Membership Chair confirms member's status with Records on or before May 1.

The Junior Las Ninas Chair(s) are responsible for recruiting and managing the group of Las Madrecitas' daughters in grades six (6) through eight (8). Responsibilities

include record keeping, introducing the girls to the practices of Las Ninas and planning and executing three (3) social events throughout the year.

The Head Archive Historian Chair shall be responsible for developing and updating all descriptions and retrospectives used by the organization in programs, and outreach literature. She shall organize and prepare a historical biographical account of the organization and its relationship to the L.A. Orthopaedic Hospital which shall include narratives and imagery.

The Sustainer Chair shall be a person who has served a minimum of four years as an active member and has elected to become a Sustaining/Alumnae Member. A Sustaining Chair will be appointed by the incoming Las Madrecitas President. The Sustaining Chair shall serve on the Las Madrecitas Executive Board and will be granted the right to vote at Board meetings. The Sustainer Chair will develop interest groups and social activities throughout the Las Madrecitas year in which only sustaining members and Life Members without Las Ninas daughters can attend. The Chair is responsible for producing a monthly "Sustainer News" article that will appear in the Las Madrecitas newsletter about upcoming events. They will continue to inspire and support the active membership of Las Madrecitas on a volunteer basis.

The Parliamentarian shall see that the Executive Board Meetings and the Auxiliary Meetings are conducted in accordance with these Bylaws, Standing Rules of Order, and Robert's Rule of Order (Revised). She shall announce the slate at the March General meeting, accept nominations from the floor, if any, and conduct the election in accordance with the procedures as set forth in Article XIV of these Bylaws. She must maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote. She also may not cast a deciding vote.

The Fundraising – Solicitation chair shall coordinate the solicitation for all Las Madrecitas and Las Niñas events.

Section 3. Club Committee Chairs

The Auditor shall audit the Treasurer's books semi-annually and submit an annual written report to the Auxiliary in August.

The Historian shall record the year by taking photos at all events and collect articles from publications regarding activities of the club for inclusion in the club's scrapbooks. She shall assemble 2 scrapbooks for display at the June Installation Luncheon and present one scrapbook to the outgoing president at this luncheon. The Historian is also responsible for the storage of the previous scrapbooks and for their being on display at the June luncheon. The Historian takes photos of all new members for the roster at the beginning of each year in June, and of any returning members as requested.

The Hospitality Chair shall be the official hostess at all Auxiliary Meetings, and events or projects. She shall be in charge of the maintenance, replacement, and the annual inventory of all properties belonging to the Auxiliary.

The Newsletter Chair shall be responsible for a monthly newsletter and such other related communications. It is her responsibility to see that all members receive the monthly newsletter. All publications must be approved by the relevant Chairs and the President.

The Publicity Chair shall coordinate and dispatch all publicity releases subsequent to the approval of the Chair involved and the President.

The Roster Chair shall be responsible for compiling, printing, and distributing the roster.

All appointments under Section 3 require the approval of the Executive Vice President and the Planning and Placement Committee.

Section 4.

No commitments can be made for multi-year assignments. No member of Las Madrecitas can promise a future position to a

Las Madrecitas member.

Article X Executive Board

Section 1.

The Executive Board consists of the Elected Officers, Parliamentarian, Las Madrecitas Hospital Volunteer Liaison, Records Chair, Membership/Renewal Chair, Membership Recruitment Chair, Sustaining Chair, Junior Las Ninas Chair, Web & Date Chair, Head Archive Historian and the Immediate Past-President, who automatically becomes an Executive Board member for one year. The President may, from time to time, include other chairmen as deemed necessary in conjunction with this Executive Board.

Section 2.

The Executive Board shall meet the third Thursday of each month from September to June, inclusive, at a time and place decided upon by the Executive Board. Special meetings may be called by the President when it is deemed advisable or upon written request of three members.

Section 3.

Any member of the Executive Board who shall be absent without excuse from 3 consecutive meetings of the Board may be replaced.

For shared elected and appointed board positions only one member is required to attend board meetings. Each shared elected and appointed board position will be allowed one vote. If there are two distinct fundraisers in a given year, each with a chair, each event chair(s) will have one vote. These rules apply to both regularly scheduled Executive Board meetings and for emergency Board meetings.

Section 4.

The Executive Board shall dispatch all matters of business and policy pertaining to the Auxiliary Committee decisions shall be submitted to the Executive Board for approval. All decisions and recommendations regarding major fundraising events or projects are subject to the final approval of the Auxiliary.

Section 5.

Committee Chairs may shall attend Executive Board Meetings upon invitation but will not have a vote and may depart immediately after report is given.

Section 6.

It shall be the responsibility of the Board members to obtain reports and hours from the committee chairmen. All hours must be submitted to the Records Chair as soon as received with all hours being due by the conclusion of the Auxiliary year.

Section 7.

When either a vacancy occurs or a member can no longer fulfill, or no longer fulfills any of their duties during their term in an appointed or elected office, the Membership Chair along with the Planning and Placement Committee, shall immediately select an Auxiliary Member to fill the vacancy and present their selection to the Executive Board for their approval.

Section 8.

Two-thirds of the Executive Board members shall constitute a quorum.

**Article XI
Auxiliary Committees**

Section 1.

The following Standing Committees shall be completed by the President: Budget Committee (Immediate Past Treasurer as Chair), the Bylaws Committee (Parliamentarian as Chair), Membership Committee (Executive Vice-President as Chair), and the Planning and Placement Committee (Executive Vice-President as Chair).

Section 2.

Special Committees may be set up from time to time as considered advisable, or upon written request of at least five members of the Auxiliary.

Section 3.

All committees appointed in a given

Auxiliary year shall complete all functions, reports, hours, and records during that year, unless an extension is authorized by the Executive Board.

Section 4.

All committee findings shall be reported to the Executive Board. Subsequently, committee plans pertaining to any major fundraising project or event shall be reported to the Auxiliary for final action

**Article XII
Planning and Placement Committee**

Section 1.

The Planning and Placement Committee is comprised of the newly elected President, Executive Vice President, and the 1st, 2nd, 3rd,4th, 5th and 6th Vice Presidents and the outgoing and incoming Membership Chair. They will direct the selection of all chairpersons and committee members for all Las Niñas and Las Madrecitas positions. The Executive Vice President shall select the Appointed Officer Board positions.

**Article XIII
Meetings**

Section 1.

Regular meetings of the Auxiliary shall be held the first Thursday of each month from September to June inclusive, unless otherwise ordered by the Auxiliary or Executive Board. One-third of the Active Membership of this Auxiliary shall constitute a quorum. Associate and Life Members in attendance are included in this quorum. The June General meeting will count towards the meeting requirement for the following club year

Section 2.

The Auxiliary meeting in June shall be the Annual Meeting at which time the officers shall be installed.

Section 3.

The Annual Election Meeting shall be held

on the first Thursday in April for the purpose of electing officers, unless there is but one candidate for an office in which case the elections may occur at the March meeting by voice vote.

Section 4.

The Executive Board shall meet the third Thursday of each month from September to June, inclusive, unless otherwise ordered by the Auxiliary or Executive Board Meeting in May.

Section 5.

The Annual Meeting of the Charitable Children’s Guild of Orthopædic Hospital shall be held at such time as announced by the Guild. Four or more Auxiliary members may attend and a written report shall be given by the President, of the year’s accomplishments and such other reports as may pertain to the activities of the Auxiliary.

Article XIV

Nominations & Elections

Section 1.

The Nominating Committee shall consist of seven (7) voting members. These seven (7) members shall be decided upon by vote of the General Membership at the January Auxiliary Meeting. These seven (7) members shall include five (5) members, who shall be placed in nomination for vote and shall be one (1) from each of the following categories who receives the highest vote from the General Membership: (1) the First Vice President Co-Chairs of the prior year’s Fall Fundraiser; (2) The Second Vice President Co-Chairs of the Evergreen Ball; (3) the Fourth Vice President Co-Provisional Advisors; (4) the Fifth Vice President Co-Las Niñas Advisors; and (5) the Sixth Vice President Co-Chairs of the Las Niñas Fashion Show. The remaining two (2) voting members of the Nominating Committee shall be elected by the General Membership at the January Auxiliary Meeting.

Should either, both or all of any one of the five (5) Vice President Positions set forth above opt out of the nomination position from

any of the above categories, then that nomination position shall be filled by a member voted in from the General Membership at the January Auxiliary Meeting.

Each member of the Nominating Committee must be active and in good standing. No voting member may serve two consecutive years on the Nominating Committee, including those Vice Presidents in all the five (5) categories set forth above. Should any Vice President in any category set forth above have served on the Nominating Committee the previous year, and should there be only one remaining member of any of those five (5) Vice President categories, then there shall be no vote to determine the Nominating Committee member from that category, and the Nominating Committee position shall default to the remaining Vice President from that category, unless that person opts out of the nomination process, in which event the opt out rule above shall apply.

The Records Chair, the Parliamentarian and the Executive Vice President shall serve as non-voting members of the Nominating Committee and shall attend all Nominating Committee meetings in order to help the Nominating Committee (a) determine the eligibility of a member to serve in the position, and (b) by providing objective information regarding a candidate’s meeting attendance, prior job performance, and other information relevant to the position.

Section 2.

The Nominating Committee, after obtaining the consent of each nominee, shall select and recommend to the Auxiliary the names of candidates for office for the ensuing year. Candidates must be Active Members in good standing by the time they assume office. Any nominees for President must have served as an Officer of the Executive Board for two years or the equivalent in service as determined by record. An officer who has served more than one-half of a year, filling a vacancy for an unexpired term of office is considered to have served one year in that

office. The Nominating Committee will develop a slate of officers for all vacant Elected Officers, the Evergreen Ball Apprentice(s), the Fall Fundraiser Apprentice(s), and the Las Niñas Fashion Show Apprentice(s). The Nominating Committee may not select individuals who will be President, Evergreen Ball Chair, or Fashion Show Chair during her daughter's Senior Year.

Section 3.

Descriptions, special skills, and requirements for each Elected Board position shall be published in the January Newsletter. At the January Auxiliary meeting, the Parliamentarian shall request any member in good standing to nominate themselves or another to fill any position to be considered for the slate by the Nominating Committee.

Section 4.

At Prior to the first Nominating Committee meeting, in confidence, the Parliamentarian shall present the Nominating Committee with the names of every person who has self-nominated or been nominated by others from the January Auxiliary Meeting. If a nominee is not eligible for a position, her name shall nevertheless be presented to the Nominating Committee, and the Records chair and/or the Parliamentarian will provide the Nominating Committee with information as to why the nominee is not eligible for that position.

Section 5.

A majority shall elect. Only Active and Life Members whose dues are paid for the current year shall vote.

Section 6.

At the February Executive Board Meeting, the Parliamentarian shall present the proposed slate of officers to the Executive Board as an informational item. The Parliamentarian shall then cause the proposed slate of officers to be distributed to the General Membership at least five (5) calendar

days before the March Auxiliary Meeting. Nominations may be made from the floor at the March Auxiliary Meeting provided the approval of the nominee has been obtained and the nominee is eligible and in Good Standing. .

Section 7.

Elections shall be by ballot except where there is but one candidate for an office when the ballot may be dispensed with and elections may be accomplished by a voice vote at the March meeting. If ballots are deemed necessary, the Parliamentarian will conduct a mail ballot in a manner which ensures each eligible voting member receives one vote. Ballots will be distributed at the March General Meeting, and the ballots of those eligible members who did not attend shall be mailed the following day. All returned ballots must be received no later than 15 days following the March General Meeting. All ballots must be returned to the Parliamentarian. The ballots will be opened and counted by the Parliamentarian in the presence of three members of the Executive Board appointed by the President.

Section 8.

When a vacancy occurs in an elected office, the immediate past Nominating Committee shall re-convene to present a slate of nominees to the general membership.

Article XV Junior Auxiliary

Section 1.

Las Madrecitas shall include in its organization a group of girls of high school age to be known as Las Niñas de Las Madrecitas. This group shall have as its object the promotion of the welfare of crippled children in cooperation with the Charitable Children's Guild of Orthopædic Hospital and its Auxiliary, Las Madrecitas. This group shall have Standing Rules, which will be on file with the President of Las Madrecitas and the Charitable Children's Guild of Orthopædic Hospital.

Section 2.

Any member of Las Madrecitas may sponsor her daughter for membership in Las Niñas, unless her daughter's membership has been previously terminated by the organization. Said sponsor must have completed a Provisional year and remain Active and in good standing for the duration of her daughter's membership in Las Niñas. Daughters may apply for membership at the end of their 8th grade year or no later than the end of their Freshman year. Members must make their requirements by September 1st of their senior year.

Section 3.

An Associate Member of Las Madrecitas must change her membership status to Active in her daughter's 8th grade year in order to sponsor her for Las Niñas membership. Notification of this status change must be in writing to the Membership Chair, post-marked by January 15, of the daughter's seventh grade year.

Section 4.

There shall be made available two (2) spaces each year for new auxiliary members who have 8th grade daughters they wish to propose for membership in Las Niñas. There shall be a limit of twenty-eight (28) girls per class. Refer to paragraph 5 on Page B1 under Provisional Member membership requirements for determination of space availability. Auxiliary members with daughters in Las Niñas shall be financially responsible for the full purchase of two tickets for the Evergreen Ball, two tickets to the Las Niñas Fashion show, 1 book of raffle tickets and support all Las Niñas fundraising events and projects. These daughters must abide by the rules and requirements of Las Niñas de Las Madrecitas. Approval rests with the Executive Board.

Section 5.

Presentee fees in the amount of 1/3 of the then current Senior Presentee fees for the Evergreen Ball and Fashion Show will be due

by each September 15th, of the Las Niñas' Freshman, Sophomore, and Junior Year. Las Niñas' joining as Sophomores will have 2/3 of the Senior Presentee fees due on September 15th of the Sophomore year. On September 15th, of the Las Niñas' Senior year, any difference between the final Senior Presentee fee for that year and the particular event and the 3 years assessment will be due. Payments related to the Evergreen Ball shall be payable to Las Madrecitas and payments related to the Fashion Show shall be payable to Las Niñas. A twenty percent (20%) late fee will be assessed after September 15. If a Las Niñas member remains Active during her Senior year and in Good Standing, but chooses to decline to participate in either the Evergreen Ball or the Fashion Show AND notifies the Las Niñas Advisor(s), the event chair, and the Las Madrecitas President in writing on or before September 15 of her Junior Year, one hundred percent (100%) of the total fees required will be refunded at the end of her Senior Year. Should the Las Niñas member change her mind after September 15 of her Junior Year, and decide to participate in either the Evergreen Ball or the Fashion Show, she shall immediately notify the Las Niñas Advisor(s), the event chair and the Las Madrecitas President in writing, and the above late penalties shall apply. If a Las Madrecitas Member in good standing or a Las Niñas Member in good standing resigns by letter of resignation written to, and received and acknowledged by, the organization on or before May 31st of the sophomore year, and upon written request contained in the letter of resignation, the Senior fees actually paid by the resigning member under this section shall be refunded in full. In the event of resignation at any other time or manner, all paid fees are non-refundable.

Article XVI Junior Las Niñas

Las Madrecitas shall include in its organization a group of daughters known as the Junior Las Niñas. To be eligible to participate, a daughter must be in 6th, 7th, or 8th grade and the daughter of a Provisional, Active, or Associate member of Las Madrecitas or a daughter of a Las Amigas member.

The Las Madrecitas Standing Rules will govern the activities of this group.

Article XVII Parliamentary Authority

All meetings of the Auxiliary and of the Executive Board shall be governed by Robert's Rules of Order (Revised) in all cases in which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws of the Charitable Children's Guild of Orthopaedic Hospital, or with the laws of the State of California.

All votes require a majority of eligible members, unless the bylaws specifically state otherwise.

No proxy voting will be permitted as provided in Robert's Rules of Order.

Article XVIII Amendments

Section 1.

These Bylaws may be amended at any regular Auxiliary meeting by a two-thirds vote of the members present, provided written notice has been given five (5) days previous to the Auxiliary Meeting. Any proposed by law amendments shall be presented to the Executive Board prior to giving written notice and being presented to the General Membership at the Auxiliary Meeting. Finally, Amendments must be approved by the Charitable Children's Guild of Orthopaedic Hospital.

Section 2.

Standing Rules may be amended, without previous notice, by a two-thirds vote of the

members present, at any Auxiliary Meeting.

Article XIX

Disposition of Assets Upon Dissolution

Upon dissolution of this Auxiliary, any assets remaining after payment of any and all debts and obligations shall be distributed to the Charitable Children's Guild of Hospital at the time of dissolution.

2012 Las Madrecitas Standing Rules

Adopted July, 1970

Revised 1984,1985,1986,1988,1989,1992,1993,1995, 1997,
1998,1999,2000,2001,2002,2003,2004, 2005, 2006, 2007, 2008, 2009, 2010,2011, 2012

I. Auxiliary Requirements

ACTIVE MEMBERS

Active Members must fulfill their membership requirements in the following manner:

1. Actively participate and complete job assignments and hospital requirements as set forth below:

2. Senior mothers with presentee daughters will be required to work the fall fundraiser and their assigned senior mother jobs in the Evergreen Ball and the Fashion Show. If their daughters do not participate in the Ball and/or Fashion Show they will be required to fulfill their membership requirements as below.

The items below can be mixed and matched so that each member fulfills her membership requirements.

(A) Category No. 1 plus a Category No. 2 and a Category 3 or two No. 3's, etc.

(B) Category No. 2 plus 1 more Category No. 2 and Category No. 1, or 2 Category 2's plus 1 Category No. 1

(C) Category No. 3 plus 1 Category No. 2, or two Category No. 1's

(D) Category No. 4 plus one additional Category No. 1

(E) Category No. 5 – full requirement

(F) Plus one more Category No. 1

Every Member must have 1 position from the fundraiser of any Category. The sum of your positions must equal 6 or greater with at least one job being a Category 2 or higher. EXAMPLE: Category No. 5 plus a Category No. 1 or Category No. 4 plus 2 Category No. 1's, etc.

NEW POSITIONS OR CHANGES IN POSITIONS NOT REFLECTED IN ABOVE CATEGORIES WILL BE REVIEWED, CATEGORIZED AND RATED, AS AND

WHEN THEY ARE CREATED OR CHANGED, BY THE MEMBERSHIP COMMITTEE EACH YEAR. "A COMPLETE JOB ASSIGNMENT INCLUDES TURNING IN A COMPLETE COMMITTEE REPORT, WHERE REQUIRED, AND NO CATEGORY, JOB SHALL BE CONSIDERED COMPLETE UNTIL THE REPORT IS TURNED IN."

3. Donate or solicit a gift or monetary donation to the Fundraiser as approved by the General Membership, and

4. Attend Five Auxiliary Meetings prior to June 1st, and

5. Be financially responsible for the full purchase of two tickets for each of the major fundraising events or projects and the full donation of one book of tickets on a drawing as approved by the Executive Board and General Membership, and

6. Be financially responsible for the purchase of the equivalent of a ½ page ad in the Commemorative Program of Patrons and Advertisers, and

7. Members with one daughter in Las Niñas are responsible for the full purchase of two (2) tickets for the Evergreen Ball, two (2) tickets to the Las Niñas Fashion Show, raffle ticket obligation and support all Las Niñas fundraising events and projects. If more than one daughter in Las Ninias, they must purchase one (1) additional Fashion Show ticket for each daughter.

8. Work at Hospital for a minimum of 8 hours each year, four (4) of which must be related to the Thrift Shop. All members must return a TB test annually with their dues to be able to work at the hospital and remain in good standing.

9 Perform the required assigned duties on Fundraiser each year.

In order to remain in good standing, the

above requirements must be fulfilled each Auxiliary year by the time of the June meeting. Exceptions to this rule shall be considered by the Executive Board upon recommendation of the Membership Committee. The financial responsibilities set forth above are for each family that has an active daughter in Las Niñas, with the exception to Fashion Show tickets, which is one additional for each additional Las Niñas daughter.

PROVISIONAL MEMBERS

Provisional Members must fulfill the following requirements:

(1) Plan, organize and provide a holiday luncheon for the membership.

(2) Perform a Category 1 job on the Fundraiser.

(3) Volunteer 15 hours of service at Orthopaedic Hospital by April 1st, 4 hours of which shall be in the Thrift Shop. All Provisional Members must submit a TB test with their dues prior to their Hospital Orientation.

(4) Attend Provisional and Hospital Orientation prior to December 1st;

(5) Attend 4 General Auxiliary meetings prior to April 1st and a majority of their Provisional Meetings;

(6) Be financially responsible for the full purchase of two (2) tickets for the Evergreen Ball and for each of the major Fundraising events or projects and for the full donation of one (1) book of tickets on a drawing as approved by the Executive Board and the General Membership.

(7) Be financially responsible for the equivalent of one full page ad in the Commemorative Program of Patrons and Advertisers.

(8) Any person applying for Provisional Membership, who has been a previous Active member who had resigned, dropped or gone Inactive from the Organization, must pay any unpaid obligations to Las Madrecitas and Las Ninas from her previous membership before she may be considered for admittance as a Prospective Provisional with another daughter.

In order to obtain Active status, the above requirements must be fulfilled. Exception to this rule shall be considered by the Membership Committee and Provisional Advisor.

A Provisional with a daughter in the 9th Grade, may elect to have her daughter sponsored as a prospective Las Niñas by signing a “Request for Prospective Las Niñas Membership”. The prospective Las Niñas will be able to participate in all Las Niñas activities including hospital volunteer and community service, which will carry over into the following year and be credited to her after her mother becomes an Active Member of Las Madrecitas. As a member of Las Niñas, the daughter of the Provisional will be required to complete all the standard requirements of a Las Niñas member. If the Provisional member does not complete her Provisional year and be installed as an Active member, the daughter may not continue her membership in Las Niñas.

ASSOCIATE MEMBERS

In order to remain in good standing, Associate Members are required to purchase 2 tickets to the major Fundraiser and must perform the required minimum duties on the Fundraiser(s) as approved by the Executive Board.

DUES AND LATE FEES

Dues shall be as follows:

Active Members	\$125
Associate Members	\$100
Provisional Members	\$155
Sustaining Members	\$ 75
Life Members	\$ 75
Absentee Members	\$ 75

Dues Late Fee (Assessed between April 15th and May 1st)

Late Fee	\$ 50
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JOB ASSIGNMENTS BY CATEGORY

If a member does not fulfill a job category, they will be reassigned another category, if available. If no categories are available, they will be required to fulfill their membership obligations by doing hospital volunteer work

equal to the maximum hours related to the deficit Category job, as set forth on page B-153 of these standing rules. In the event of an unexcused no-show as determined by the Membership Committee, there will be a \$200 fine in addition to reassignment. The fine must be paid to the Membership Chair within 30 days of the no-show.

CATEGORY NO. 1

Committees

- Bylaws
- Membership
- Storage Room
- Hospitality
- Holiday Luncheon
- Founder's Day
- Bridge
- Membership Gathering
- ~~Membership Gathering Hostess~~
- Thank You Committee

Major Fundraiser – Fall Event

- Auction Packet Committee
- Auction Set-Up Committee
- Auction Take-Down Committee
- Check-In Committee
- Check-Out Committee
- Communications
- Decorations Committee
- Invitations Committee
- Members Donations
- Table Coordination Committee
- Operations Committee
- Raffle Committee
- Recap/Report
- Silent Auction Committee

Major Fundraiser – Ad Book Fashion Show Commemorative Program

- Proofreader
- Pick Up Ads/Runner
- Sustaining/Alumnae Liaison
- Fashion Show/Senior Class Liaison

Evergreen Ball:

- Day of Ball (Junior Mothers)
 - Backstage
 - Escort Assistant
 - Nosegay
 - Photography Assistant

- Presentee Assistants (Presentee, Presentee Parents, and Escort)
- Registration Assistant
- Table Monitors
- Welcome

Fashion Show

- Senior Positions
 - Video Songs & Senior Pictures
 - Bios
 - Voice Overs
 - Props Coordinator
 - Meeting Minutes
 - Loss and Damage
 - Color Photo Coordinator– Senior Pictures
 - Video Continuous Loop/Collage Assistant
 - Picture Frames
 - Hostess/Refreshments
 - Hair and Makeup (non-senior mom job)
 - Production/Setup/Lighting Assistant
 - Rose Presentation
 - Registration Committee
 - Backstage
 - Centerpiece Sales
 - Male Model Coordinator

Las Niñas Moms

- Alumnae Coordinator
- Big/Little Sister Event Chair
- Las Amigas Liaison
- Chaperone – Fall Event, Calexico Trip
- Membership Tea Committee
- ~~Membership Tea Hostess~~
- T Shirts/Sweatshirts

CATEGORY NO. 2

Appointed and Club Positions

- Auditor
- Membership Gathering Chair/Co Chair
- Bridge Co-Chair
- Historian Co-Chair
- Holiday Luncheon Co-chair
- Holiday Luncheon Vendor Coordinator
- Hospitality Co-Chair
- Installation Luncheon Co-Chair
- Founders Day Co-Chair
- Database Administrator Assistant

Maestro Assistant
Membership Gathering Hostess

Major Fundraiser-Fall Event:

Auction Packet Assembly
Auction Setup
Auction Basket Prep
Business Donation Committee
~~Check-In~~Registration
Check-Out
Hospital Liaison Chair
Las Niñas Liaison Chair
Live Auction Co-Chair
Entertainment Chair
Raffle Co-Chairs
Operations Chair
Program/Signage

Major Fundraiser-Ad Book-Fashion Show

Commemorative Program

Document Preparation

Evergreen Ball:

Registration Chair
Place Cards
Centerpiece Sales & Distribution
Senior Positions
 Guest List Liaison
 Meeting Minutes
 Bios
 Ballgown Check Hostess
 Curtsy Waltz Hostess/Refreshments
 Music/Band
 Parent Social
 Invitations
 Website Coordinator
 Limousine/Hair and Makeup
 Coordinator
 Memory and Patron Book
 Escort Liaison
 Senior Photography

Fashion Show:

Backstage Coordinator
Decorations Set Up/Tear Down
Girl's Fashion Assistant
Boy's Fashion Assistant
Rehearsal Coordinator
Registration Chair
Place Cards
Seating Chair

Male Models

Senior Positions

Male Model Coordinator

Website Coordinator

Guest List Liaison

Table Favors

Invitations Co-Chair

Rehearsal Refreshments

Sophomore Class – Central Cashier Chair

Las Niñas Moms:

Calexico Chair

Past Las Niñas Advisor

Membership Tea Co-Chair

See's Candy Grade Level Chair

Senior Presentee Fee Chair

Blanket Chair

Playground Assistant

Presidential Volunteer Service Award

Chair

Membership Tea Hostess

CATEGORY NO. 3

Appointed and Club Positions

Founders Day Chair

Bridge Chair

Holiday Luncheon Chair

Hospitality Chair

Historian

Las Amigas Horse Show

Membership Chair Assistant (Prospective Provisionals)

Advisor (Past President)

Junior Las Niñas Advisor

Reservations Co-Chairs

Web and Data Chair

Major Fundraiser-Fall Event:

Ad Solicitation & Design

Bridge Data Entry

Invitations Chair

Decoration Chair

Live Auction

Publicity

Reservations

~~Silent Auction~~

~~Maestro Co-Chairs~~

Members Donations Chair(s)

**Major Fundraiser-Ad Book-Fashion Show-
Commemorative Program**

Ad Prep
Computer Input/Document Preparation

Evergreen Ball:

Curtsy Lessons Instructor
Decorations Chair

Fashion Show:

Boutique Vendor Co-Chair
Production/Setup/Lighting
Decorations Coordinator
Senior Positions
Invitations Chair
Video Continuous Loop/Collage

Coordinator

Slide Presentation Chair & Co
Grand Raffle Chair

Las Niñas Moms:

Hospital Hours Chair
Membership Tea Chair
Hospital Drive/Craft Kits
See's Candy Chair
Las Niñas Membership Chair
Playground Chair
Social Events Chair
Fundraising Chair

CATEGORY NO. 4

Appointed and Club Positions

Evergreen Ball Apprentice
Fashion Show Apprentice
Fall Fundraiser Apprentice
Thank You Chair
Maestro Chair

Major Fundraiser-Fall Event:

Business Solicitation Chair
Catalogue Coordinator/Auction Tracker
~~Dessert Auction/Wine Cellar~~
Members Solicitation Chair
Silent Auction

Major Fundraiser-Ad Book: Fashion Show

Commemorative Program
Computer Input/Ad Layout

Evergreen Ball:

Reservations & Seating Combined

Fashion Show:

Reservations & Seating Combined Chair
Fashion Coordinator

Las Niñas

Class Advisors
Co-Community Service Chair
Las Niñas Hospital Volunteer Liaison

CATEGORY NO. 5

Club:

Elected Officers:

President
Executive Vice President
First Vice President (Fundraiser)
Second Vice President (Evergreen Ball)
Third Vice President (Communications)
Fourth Vice President (Provisional Advisor)
Fifth Vice President (Las Niñas Advisor)
Sixth Vice President (Las Niñas Fashion Show Chair)

Treasurer
Recording Secretary
Corresponding Secretary
Las Niñas Financial Advisor

Appointed and Club Positions:

Las Madrecitas Hospital Volunteer Liaison
Membership Chair
Parliamentarian/Bylaws Chair
Publicity Chair
Records Chair
Roster Chair
Newsletter Editor
Solicitation Chair
Web & Data Chair
Archive Historian Chair
Junior Las Ninas Chair(s)

In addition to all of the above listed positions, each member would be required to work on the Major Fundraiser. The Major Fundraiser will be voted on each year by the general membership. Positions needed and the amount of time required for each will be determined by the First Vice President(s) and the Executive Board.

HOSPITAL OR THIFT SHOP VOLUNTEER HOURS FOR MEMBERSHIP REQUIREMENT

5 hours = Category 1
15 hours = Category 2

25 hours = Category 3
35 hours = Category 4
40+ hours = Category 5

NOTE: (The above listed Hospital volunteer hours cannot take the place of required Membership Fundraiser jobs or the required 5 Hospital hour Membership requirement).

II. Reservations

(A) Reservations for Teas, Luncheons, Fall Party, etc., must be canceled by members and guests two days before scheduled events (excluding Sundays), or by such date as specified by the event Chair; otherwise said members and guests are liable to the full cost of the reservation. A reservation will not be accepted until payment is received.

(B) This rule is not applicable to major fundraising events or projects insofar as a member is concerned.

(C) All events, including the Evergreen Ball, Las Niñas Fashion Show, fundraising events, luncheons, teas, etc., will have a reservation deadline date published in the newsletter and on the appropriate invitation. Reservations postmarked or hand delivered after the reservation deadline dates are subject to a late fee of 10% or \$25 whichever is greater

III. Meeting Requirements

(A) In order to fulfill your obligation for meeting attendance you must sign in within 1/2 hour after the start of the meeting and not leave before the published time of adjournment. If, in fact, you do not meet this time frame, you will be notified in writing by the Executive Board that the particular meeting in question did not satisfy your meeting attendance requirements.

(B) For meetings which include a lunch, the lunch must be paid for in order for the meeting to count.

IV. Junior Las Niñas

Junior Las Niñas shall be girls in the 6th, 7th, or 8th grade whose mothers are provisional, active, or associate members of Las

Madrecitas or a daughter of a Las Amigas member. Except for the annual fee, there are no mandatory requirements to remain in good standing as a Junior Las Niñas.

The Junior Las Niñas group shall not use Las Niñas' financial resources. The annual fee for an active Junior Las Niñas shall be \$25.00. These fees shall be used to support the Junior Las Niñas activities.

The Junior Las Niñas advisor shall be a mother of an active Junior Las Niñas. She can be either a provisional, active, or associate Las Madrecitas member or a member of Las Amigas.

The girls may voluntarily participate in group activities including, but not limited to:

1. Fall kickoff social event
2. Holiday gift exchange (to include the girls' mothers.)
3. One annual community service event performed as a group. This can be any community service event deemed appropriate by the Junior Las Niñas advisor. It is not limited to the approved Las Niñas community service activities. All individual community service hours accumulated during a girl's Junior Las Niñas years will be forwarded and applied to Las Niñas community service hours.
4. The girls and their mothers are invited to the Las Niñas Membership Tea. This includes the incoming 6th graders for the upcoming year.

V. Nominating Committee Procedure

1. The Parliamentarian will explain the process by which to conduct the meeting as set forth below.

2. Members in good standing who are interested in Executive Board positions will

have submitted an Interest Finder for Board Positions to the Parliamentarian prior to the Nominating Committee meeting. The member may indicate interest in more than one position, but will indicate the order of preference. These forms will be distributed to the committee for review and discussion, if necessary.

3. If the Executive Vice President has recommendations for any of the positions, these will also be submitted orally to the committee at this time for review.

4. If no member has indicated a preference for a particular position, or no members are acceptable to the Nominating Committee, the Nominating Committee will select members to contact for that position until it is filled.

5. Voting should be done by ballot if there is more than one person proposed for a position. In the event of a tie vote, the Records Chairperson shall cast the tie breaking vote.

6. Each office should be taken in turn. Committee to decide if they will start with the V.P. positions first or the secretaries and treasurer.

7. Anytime an individual on the Nominating Committee is being considered for a position on the elective Board they should be asked to leave the room before discussion begins.

8. Discussions for each office to be limited to an agreed upon amount of time (5, 10, 15 minutes). If the committee cannot come to an agreement in that period of time, a ballot vote is to be taken and the committee will move on to the next office.

9. Members selected by the committee should be contacted by telephone for confirmation that they want to fill the position presented to them.

10. If the nominee is unable or does not want to serve, the committee will make another selection until they have filled that position.

11. If all the positions cannot be filled by a reasonable time (10:00 p.m.), the committee shall reconvene at an agreed upon time or times until the slate has been completed.

12. The EVP shall Chair the Nominating Committee and will submit the slate to the Parliamentarian to present to the Executive Board of Las Madrecitas at the February Board Meeting for informational purposes..

It has been recommended that the nominating committee meetings start at 6:00 PM or 6:30 PM and that no telephone calls to prospective nominees should be made after 9:30PM.