

JUNE 2, 2014 V7

Las Niñas de Las Madrecitas

Revised 1982,1986,1989,1992,1993, 1994,1995,1996,1997,1998,1999, 2000,2001, 2002, 2003,2004, 2005, 2006, 2007,2008,2009,2010,2011,2012, 2013, 2014, 2015

LAS NINAS MISSION

Las Niñas de Las Madrecitas was founded in September 1966 by a group of Mothers wanting to introduce their teenage daughters to volunteerism. Las Niñas is a junior Auxiliary of Las Madrecitas and Las Amigas de Las Lomas, South Bay auxiliaries of the Charitable Children's Guild of Orthopædic Institute for Children. The purpose of Las Niñas is to volunteer at Los Angeles Orthopædic Institute for Children and in our community. Our volunteers help the doctors and staff at OIC; restore children with orthopedic disabilities to normal lives and to raise funds to provide care for children who otherwise would not receive this medical care. Active Las Niñas members volunteer in our Calexico Clinic and at Orthopædic Institute for Children in patient care, clinic, playground and Thrift Shop.

Standing Rules

Article I

Name

The name of this organization shall be Las Niñas de Las Madrecitas.

Article II

Purpose

The purpose of this organization shall be to promote the welfare of physically challenged children in cooperation with the Charitable Children's Guild of Orthopædic Institute for Children and its Auxiliary, Las Madrecitas.

Article III

Membership and Dues

Section 1.

Membership shall be limited to girls of at least high school age sponsored by Las Madrecitas or Las Amigas de Las Lomas members in good standing. Members may be admitted at the end of their eighth grade year; but no later than the end of their freshman year in high school.

Section 2.

Any Las Madrecitas or Las Amigas mother who wishes to have her daughter join Las Niñas shall submit her name in writing to the Las Niñas Advisors by February 1 for membership for the upcoming year. A membership application will be sent to all prospective members and the application should be mailed along with the applicable dues to the incoming Las Niñas Membership Chair by April 1st. Membership shall be subject to the LAS MADRECITAS By-Laws (Article III, Section 2, Parts 4 and 5 and Article XIII, All Sections). A Membership Tea invitation will be extended to all prospective

members who return the complete application and dues. A copy of the Standing Rules will be given to each new member at the Membership Tea.

Subsequent year's memberships are available to Las Niñas members in good standing and whose mothers are in good standing upon completion of the renewal form, medical consent form, TB test, and payment of dues by April 1st.

Section 3.

Each member of Las Niñas is expected to honor the Code of Conduct provision of membership which states: Membership in Las Niñas is considered a privilege and as such each member has the obligation and responsibility to uphold the moral and social standards of Las Madrecitas and Las Niñas.

The Executive Board of Las Madrecitas reserves the right to permanently terminate membership for failure to meet any of the established membership requirements including a breach of recognized and established rules of social conduct, including but not limited to, smoking by a minor, the use of drugs or alcohol in, or around the premises where and during a Las Niñas or Las Madrecitas sponsored event, meeting or any volunteer opportunities for community service hours and/or hospital volunteer hours are occurring. Any such violations may be cause for immediate termination of membership.

Section 4.

Each member of Las Niñas shall be required to visit the Clinic in Calexico at least once during her first two years in Las Niñas.

Las Niñas who wish to be exempt from the Calexico Clinic mandatory requirement must write a letter to their Class Advisors asking to be excused from the Standing Rule requirement, after which the Class Advisors will bring the matter to the Mothers Advisory Board, who will consider each request on a case by case basis, and may grant it at their option. Any Las Niñas member exempted from the Calexico Clinic requirement pursuant to the paragraph above, will be required to fulfill an additional 5 on-site hospital hours of service, so that the total required hospital hours for such member shall be increased to 105 and are to be completed by September 1st of senior year.

Section 5.

To remain an active member in good standing, the following requirements must be met by each Las Niñas and, where applicable, by her family each auxiliary year:

a. Attend a minimum of four (4) General Meetings. Meeting credit will be given provided a Las Niñas attends the entire meeting. Should a member not be able to attend the entire meeting, credit for the meeting is based on the discretion of her Class Advisor.

b. Membership dues of \$155.00 are due by April 1st which covers cost of the roster and the patron fee for the Evergreen Ball memory book. New members pay dues of \$185.00, which covers the cost as outlined above plus a tee shirt. The Membership Packet shall be due and payable by the April 1st of each year. 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 1st, members will be assessed a late fee of \$20.00. Thereafter, if dues plus the assessment fee of \$20.00 is not received and postmarked by May 1st, members will be dropped from the Membership and shall be notified in writing by the Executive Board.

c. Meet the hours requirements of your individual class as specified in Articles XIV and XV.

d. Participate in ALL Las Niñas fundraising activities and events as designated by the Las Niñas Mothers' Advisory Board and approved by the Las Madrecitas Executive Board including:

Evergreen Ball

The purchase of two tickets

See's Candy

The sale of a minimum of 10 pounds.

Las Niñas Fashion Show

1. The purchase of two tickets to the Fashion Show or as determined by the Las Madrecitas Executive Board. If more than one daughter in Las Niñas then one additional ticket must be purchased for each additional daughter.

2. The mandatory participation in your Class Project for the Fashion Show as organized by the Class Chairman. A Las Niñas member who has an Excused Absence will be required to perform an additional 2 Hospital/Community Service hours, which may not include baking, blankets, or See's Candy. A Las Niñas member who has an Unexcused Absence will be required to perform an additional 10 Hospital/Community Service hours, which may not include baking, blankets, or See's Candy.

3. The sale of the minimum number of Fashion Show Raffle Tickets as determined by the Las Madrecitas Executive Board.

Membership Tea

Attend the annual Membership Tea. If you are unable to meet this requirement, you must write a letter to the Las Niñas Advisors at least two weeks prior to the event. A Las Niñas member who has an Excused Absence will be required to perform an additional 2 Hospital/Community Service hours, which may not include baking, blankets, or See's Candy. A Las Niñas member who has an Unexcused Absence will be required to perform an additional 10 Hospital/Community Service hours, which may not include baking, blankets, or See's Candy.

Blankets

The required donation is due no later than the September Las Niñas General Meeting for Seniors, the November meeting for Juniors, October for Sophomores and November for Freshman. The minimum size for a blanket is 60" by 48" for the no sew method, and 52" by 40" for sewing.

Social Events

Las Niñas are required to attend one of the designated social events each year (e.g., End of the Summer, Fall Event, Mother/Daughter, Father/Daughter, Class Holiday Party, or other special pre-announced class events). Las Niñas Seniors are required to attend the Senior Get-Away as her required social event. If unable to meet this requirement, you must write a letter to the Las Niñas Advisors. This matter will then be taken under consideration by the Las Niñas Mother's Advisory Board. If you are unable to attend the required Social Event, then you will be required to perform an additional 2 Hospital/Community Service hours, which may not include baking, blankets, or See's Candy. The requirement for the one event must be completed by May 15th in order

to remain in good standing.

Presentee Fees .

1/3 of the 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 Years. Las Niñas' joining as Sophomores will have 2/3 of the fee 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) and event Chair, 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.

Section 6.

Membership dues of \$155.00 are due by April 1st which covers cost of the roster and the patron fee for the Evergreen Ball memory book. New members pay dues of \$185.00, which covers the cost as outlined above plus a tee shirt. Dues paid after April 1st are subject to a late fee of \$20.00. Any member whose dues are not paid by May 1st may be dropped from the membership In case of resignation, dues are not refundable.

Section 7.

For the Fashion Show, Membership Tea, or Social Event, if a Las Niñas is unable to attend she must write a letter to the Las Niñas Advisors stating the reason she is unable to attend. This must be received by the Las Niñas Advisors at least two weeks prior to the event. The Mother's Board will determine if this is an Excused or Unexcused

Absence.

Section 9.8.

Las Amigas only: Mothers of Active Las Niñas girls are required to purchase one ticket to the Las Madrecitas Fall Fundraiser by the due date for the Las Niñas daughter to remain in good standing.

Article IV

Las Niñas Advisors

Las Niñas Mothers' Advisory Board

Section 1.

Las Madrecitas elected Fourth Vice President(s) shall serve as the Las Niñas' Advisor(s). Her (their) duties shall include among others; attending all Las Niñas Executive Board Meetings, General Meetings and special events, representing Las Niñas at the Las Madrecitas Executive Board Meetings, making recommendations to Las Madrecitas Planning and Placement Committee for Las Niñas Advisory Board positions and Chairmanships, preparing a master calendar for Las Niñas activities, chairing the Las Niñas Mothers' Advisory Board Meetings, supervising the Las Niñas chairmanships during the course of the year and authorizing the bank account signature cards for the year of their term.

Section 2.

All contracts must be signed by the President of Las Madrecitas.

Section 3.

The Las Madrecitas Planning and Placement Committee shall appoint the following officers who shall assist the Las Niñas Advisors by serving as the Las Niñas Mothers' Advisory Board: Class Advisors, Community Service Chairman, Las Niñas Hospital Volunteer Liaison, Hospital Hours Chairman, Las Amigas Liaison, and Past Las Niñas Advisor. In addition to these Appointed positions, the elected Fashion Show Chairs and Las Niñas Financial Advisor are members of the Las Niñas Mothers' Advisory Board.

The Las Niñas Mothers' Advisory Board shall meet at least 6 times a year to review all matters pertaining to the Las Niñas members including, but not limited to, review of all Hospital and Community Service hours, awards to be given, any action to be taken for any status changes and any other matters that might affect a Las Niñas member. The Advisory Board must report any deviations from the rules and requirements, together with their proposed recommendations immediately to the Las Madrecitas Executive Board. Final decision for any action rests with the Las Madrecitas Executive Board.

The Class Advisors will serve as the Las Niñas Advisors' primary assistants throughout the year handling the recording of all class hours, keeping track of all membership requirements and arranging individual class activities. A Las Niñas member has forty-five (45) days from receipt to respond and notify

Advisor of any discrepancies. Three times during the year, the Advisors will provide to each girl a copy of her record sheet with the appropriate detail.

The Las Niñas Financial Advisor will maintain the financial records of Las Niñas and supervise the work of the Las Niñas Treasurer. Working together, they will receive monies, make deposits, write checks and report each month on the financial condition of Las Niñas to the Las Madrecitas Executive Board and to the Las Niñas Executive Board and General Membership. The outgoing Las Niñas Financial Advisor will serve as Chairman of the following year's Las Niñas Budget Committee.

The Presidential Volunteer Service Awards Chair shall submit on a yearly basis Las Niñas members who meet the requirements for either Bronze, Silver or Gold PVSA Awards. She will request nominations from the Las Niñas girls, review their hours and then when determined they meet the requirements, obtain the required payment to cover the Service Pin/Presidential Letter/Certificate and submit the paperwork to the PVSA organization. She will then receive and distribute the Awards.

The Community Service Chairman will serve as the Las Niñas contact with the community for all Community Service Hours opportunities. She shall keep the year's sign-ups and sign-ins for Community Service Hours as well as the master records for hours worked. She shall submit Community Service Hours to the Class Advisors at the Las Niñas General Meeting.

The Las Niñas OIC Volunteer Liaison will work in conjunction with the Las Niñas Advisors in scheduling, advising and coordinating activities relating to Orthopædic Institute for Children. The Las Niñas Liaison will be directly responsible for working with the Las Niñas (girls) Philanthropy Chairs and committee in planning Philanthropy events in the community. The Las Niñas OIC Volunteer Liaison will attend Las Niñas Mothers' Board meetings and will coordinate with the Las Niñas Playground Chair, Hospital Drive Chair, Community Outreach Chair, Calexico Chair and Blanket Chair.

The Hospital Hours Chairman will serve as intermediary between Orthopædic Hospital's Volunteer Office and the Las Niñas Advisors. She will keep a record of all Hospital Hours by Class for submittal to the Las Niñas Advisors and the Class Advisors.

The Las Amigas Liaison will serve as intermediary between Las Niñas and Las Amigas de Las Lomas

(One of) the outgoing Las Niñas Advisor(s) may be asked to serve as part of the Las Niñas Mothers' Advisory Board.

In addition, the Las Madrecitas Planning and

Placement Committee shall appoint the following chairmen, and any additional other chairman as may be needed, to assist the Las Niñas Advisors with specific Las Niñas activities: Social Events Chairman, See's Candy Chairman, See's Grade Level Chairmen, Membership Tea Chairman, Blanket Chairman, Las Niñas Membership Chair, Community Outreach Chair, Drive Chair, Playground Assistant, and Las Niñas OIC Volunteer Liaison .

Article V Elected Officers

Section 1.

The Elective Officers of Las Niñas de Las Madrecitas shall consist of a President, Vice President Communications, Vice President Newsletter/Social Media, Recording Secretary, Corresponding Secretary, and Class Representative and Class Historian for the Sophomore, Junior and Senior Class. A Freshman Class Representative and Class Historian will be elected by the Freshman Class at the Las Niñas Orientation Meeting.

Section 2.

Nominees for elected office must be members in good standing as of the close of the February meeting in order to have their names appear on the ballot. Elections will be held at the March or April General Meeting, depending on scheduling of room availability. Elected officers will assume office in June. They shall attend all Board and General Meetings. All elected officers of Las Niñas, under the supervision of the Las Niñas Advisors, are responsible for selecting the Las Niñas Appointed Officers which will constitute the remainder of the Las Niñas Executive Board. Each is responsible for submitting a written report of their particular duties to the Las Niñas Advisor and their immediate successors no later than the In and Out Board Meeting. Only a Senior Las Niñas in good standing may hold the offices of President and Vice Presidents. The offices of President and Vice Presidents may not be shared.

Article VI Duties of Elective Officers

Section 1.

The President shall preside at all Board and General Meetings. She shall have the responsibility, along with her Elective Board, of selecting the Appointive Board.

Section 2.

There shall be at least two Vice Presidents. In the absence of the President any of the Vice Presidents will perform her duties. Vice Presidents shall assist the President in all proposed activities throughout the year.

The Vice President of Newsletter/Social Media is responsible for writing the monthly Newsletter and emailing it to the Las Niñas Advisors by the 20th of the month. On the day of the monthly Las Niñas meeting the Vice President of Social Media reminds the Chairs, President, Class Reps and any other interested individuals to send articles for the publication in a social media venue by the 15th of the month.

The Vice President of Communications is responsible for the communication to the Palos Verdes community of Las Niñas events and happenings. She shall email the Class Advisors responsible for providing snacks that month and have them organize food for the Las Niñas meeting.

Section 3.

The Recording Secretary shall keep the minutes of the Board and General Meetings. She shall send a copy of the minutes to the President of Las Madrecitas, the Las Niñas Advisors, and the Las Niñas Financial Advisor.

Section 4.

The Corresponding Secretary shall take care of all official correspondence of the Junior Auxiliary including all acknowledgements and thank you letters in connection with any event. She shall, in the absence of the Recording Secretary, act on her behalf.

Section 5.

The Class Representatives shall consist of representative(s) from each class (Freshman, Sophomore, Junior, and Senior). They shall be responsible for keeping each member of their class informed of all information deemed important by the Board and submit a monthly newsletter article.

Section 6.

The Class Historians shall consist of representative(s) from each class. The Class Historian will record class activities and keep a separate digital photo file for her own class and will submit the class, two-page spread for the Spring Ad book and will provide printed photos upon request.

Article VII

Appointive Officers

Section 1.

The Appointive Officers of Las Niñas de Las Madrecitas shall consist of Treasurer, Head Historian, Philanthropy Chairman, Sunshine Chairman, Big/Little Sister Events Chairman.

Section 2.

Any Las Niñas wishing to hold an Appointive Office shall submit her name and desired office in writing to the incoming Las Niñas Advisors following the March or April election. The Appointive Officers

assume office in June. They shall hold office for a period of one year or until their successors are appointed. They shall attend all Board and General Meetings. Each is responsible for submitting a written report of their particular duties to the Las Niñas Advisor no later than the In and Out Board Meeting.

Article VIII

Duties of Appointed Officers

Section 1.

The Treasurer will work with the Financial Advisor making reports on the financial condition of Las Niñas.

Section 2.

The Head Historian shall be responsible for keeping all photos, publicity and records of the activities and achievements of Las Niñas in a digital format - photo file. The Head Historian will also provide printed photographs as requested.

Section 3.

The Philanthropy Chairman shall be in charge of the planning and execution of special events.

Section 4.

The Sunshine Chairman shall send cards and/or flowers to members when appropriate. She shall present, at the General Meetings, a remembrance to those members having a birthday.

Section 5.

The Big/Little Sister Event Chairman shall assign Big and Little Sisters and assist with the End of the Summer Events as well as planning Big and Little Sister activities in conjunction with Las Niñas meetings and parties.

Article IX

Executive Board

The Executive Board shall be composed of the Elective Officers, Appointive Officers and the Advisor(s). The Executive Board shall meet once a month or anytime deemed necessary by the President or Advisor in order to conduct the business of Las Niñas including setting up the agenda for the General Meetings and planning events for the membership. Any member of the Las Niñas Executive Board who does not participate for two months without an excuse or fails to fulfill her duties will be replaced at the discretion of the Advisor(s).

Article X

Election

Section 1.

All current and elected officers, or their designee, shall give a short summary of their Board Position at the January or February General

meeting, and the summary shall be published in the February Las Niñas newsletter. Written nominations for elected offices will be made by using a Straw Ballot which will be passed out at the February or March Meeting as well as placed in the Las Niñas Newsletter. The Straw Ballot will enable a Las Niñas to nominate herself or another Las Niñas who she thinks would make a good officer. The Las Niñas Advisors will set a deadline for turning in the Straw Ballots at which time they will contact each named Las Niñas and discuss the position(s) for which she has been nominated and whether she wishes to have her name placed on the ballot. The Las Niñas Advisors will verify that each Las Niñas member who wishes to have her name placed on the ballot is in good standing as of the close of the February Las Niñas Meeting. At this point a final ballot will be prepared by the Las Niñas advisors. Girls may only run for one office. The election will take place at the March or April General Meeting. Absentee ballots, which must be turned in before the beginning of the meeting, will be available at the Las Niñas Advisor's homes. An absentee ballot cannot go out with the newsletter. The voting process shall be published in the March Las Madrecitas and Las Niñas newsletter.

The newly-elected Las Niñas Advisors and the Senior Class Advisors will serve as Election Officials unless there is a conflict of interest.

Section 2.

The Elected Officers shall meet with the Advisors following their election to select the Appointed Board, to help plan events for the year, and to coordinate the duties of their offices.

Article XI Meetings

There will be one General Meeting and one Board Meeting a month, excluding July and August. The June General Meeting will count towards the meeting requirement for the following club year. Board meetings begin at 4:45pm and General Meetings begin at 5pm. Class meetings are held immediately following the regular meeting and are a mandatory part of the meeting requirements.

Senior members of Las Niñas must fulfill 2 of their meeting requirements prior to the December meeting and the balance of their meeting requirements by the April meeting. Exceptions to this rule will be considered by the Las Niñas Advisors and the Las Niñas Mothers' Advisory Board and their proposed recommendations will be presented to the Las Madrecitas Executive Board. Final decision for any action rests with the Las Madrecitas Executive Board.

Article XII Budget, Audits, and Calendar

Section 1.

The fiscal year of Las Niñas shall commence on the first of July each year.

Section 2.

The Las Niñas Budget Committee shall consist of the outgoing and incoming Las Niñas Advisors and Financial Advisors. They are responsible for drawing up a budget to present to the Las Madrecitas Budget Committee for approval.

Section 3.

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 4.

A complete record of receipts and disbursements constituting an Annual report shall be made at the close of each fiscal year, signed by the Las Niñas Financial Treasurer, and delivered to the Las Madrecitas Treasurer.

Section 5.

All receipts and disbursements for any Las Niñas activity must flow through the Las Niñas Financial Advisor.

Section 6.

The Las Niñas Advisor(s) shall submit a yearly calendar for approval by the Las Madrecitas Executive Board at the summer Board meeting.

Article XIII

Gift to Charitable Children's Guild At the May Las Madrecitas Executive Outgoing Board Meeting, the Las Niñas Financial Advisor will provide an estimate of the projected gift to the Charitable Children's Guild. It will include the proceeds from the See's Candy Sale, proceeds from the Fashion Show, and the surplus from the Operating account. The Las Niñas Financial Advisor will recommend the appropriate level of reserves which are to remain in Las Niñas. The Las Madrecitas Executive Board must approve any change in the level of reserves. The final amount of the gift to Charitable Children's Guild will be determined after June 30 by the Las Niñas Financial Advisor based on the direction of the Las Madrecitas Executive Board. The check will be made payable to the Charitable Children's Guild and delivered to the President, Charitable Children's Guild by the outgoing Las Niñas Advisor(s).

Article XIV Hours System

Section 1.

A Las Niñas member shall amass a minimum of 100 hours of volunteer service to Orthopædic Institute for Children and 200 hours of service to the community during her Las Niñas years. If a Las Niñas member joins as a sophomore, she will be required to fulfill all the hour membership requirements at the same time her class does.

Section 2.

Individual class hour guidelines and requirements are:

Senior Class

Las Niñas member must complete her total Las Niñas hours requirement of 100 Hospital Hours and 200 Community Service Hours by September 1st of her Senior year. The meeting requirement must be met by the April meeting in order to participate in the Fashion Show. Her hours and meetings must be certified by the Senior Class Advisor(s).

Sophomore/Junior Class

In order to participate in the Evergreen Ball, a Las Niñas Sophomore member must complete 70 Hospital Hours and 140 Community Service Hours by September 1st of her Junior year

Freshman Class

So that she may meet the above requirements, it is suggested that, by the end of her Freshman year, a Las Niñas has 20-25 Hospital Hours and 45-50 Community Service Hours.

Section 3.

The 100 Hospital Hours may be acquired in the following manner:

1. Volunteer work at Orthopædic-Institute for Children.
2. Calxico Clinic (5 hours each trip)

A minimum of 50 Hospital Hours must be earned on-site. Off-site Hours will be pre-approved by the Volunteer Director of Orthopædic Institute for Children in conjunction with the Las Niñas Advisors.

3. Once a Las Niñas member has completed her required 100 Hospital Hours and 200 Community Service Hours she is responsible for notifying her Class Advisor how she wishes her additional Hospital Hours to be categorically applied. If notification is not made the hours will remain as hospital.

Section 4.

The 200 Community Service Hours may be acquired in the following manner:

1. Service to Las Madrecitas and Las Amigas
2. Participation in service that Las Madrecitas sanctions
3. Acquiring more than the required 100 hours at the hospital
4. At the discretion of the Las Niñas Mothers'

Board

5. Travel time to Calxico
6. Volunteer opportunities must be available to all Las Niñas.

1 Hour:

1. The following homemade food items donated to any Las Niñas sanctioned activity: 1 cake, 1 pie, 1 loaf bread, 2 dozen cupcakes, 2 dozen brownies, 2 dozen cookies. (If a food item is not stated in these Standing Rules, check the sign-up sheet for hours credit equivalents)

2 Hours:

1. Attendance at General Meetings
2. Each 5 lbs. of See's Candy sold after the sale of the required first 10 lbs.
3. Membership Tea Food
4. Round trip to Orthopædic Institute for Children
5. Las Niñas In-home Hostess of Holiday Party
6. Hosting a Las Niñas approved Class Event

5 Hours:

1. Las Niñas Hostess of Membership Tea
2. Each handmade blanket. Blankets are limited to 30 hours per year and 60 hours during the course of the first 200 hours of Community Service.

10 Hours:

1. Las Niñas Recording Secretary, Las Niñas Corresponding Secretary, Las Niñas Grade Level Class Representative(s), Las Niñas Class Historian(s), All Appointed Board Members. If job is shared—hours will be divided accordingly.

20 Hours:

1. Las Niñas Vice-Presidents

25 Hours:

1. Las Niñas President,

Section 5.

A Las Niñas member may not earn more than 20 Off-site Hospital Hours and 20 Community Service Hours on any one project in any one year, except for Summer Camps and Community Helpline.

These are the following limitations on hours:

OFFSITE HOURS – Limited to 50 toward the initial 100 hours. Excess of 50 hours during the course of a Las Niñas 4 years may be converted to Community Service Hours if member desires. Otherwise they remain Hospital Hours for the purpose of total hours.

BAKING HOURS – Limited to 50 during the course of Las Niñas first 200 hours of Community Service. After she has completed her required 200 hours, a member has the option of earning a maximum of an additional 25 hours for baking.

BLANKETS – Limited to 60 hours during the course of Las Niñas first 200 hours of Community Service.

CRAFT KITS - Limited to 20 hours during the course of Las Niñas first 200 hours of Community Service.

SEE'S CANDY – In order to receive Community Service hours for See's Candy, the order must be received by the date established by the See's Candy Chair. Limited to 50 hours during the course of Las Niñas first 200 hours of Community Service.

COMMUNITY HELPLINE – A Las Niñas Member will be given training hours (up to a maximum of 45 hours) for the training sessions completed. The member shall receive these training hours credit only after she has completed an additional 45 hours of onsite listening (member can only receive 80 hours of onsite Helpline of her first 200 Community Service hours). After the member has reached 200 hours, she can get credit for up to 150 more hours (a total of 230 Helpline hours). If a member completes the training (45 hours) and chooses not to continue, she will only be credited with 25 hours. If a member chooses not to complete the training, she will receive credit for her participation (not to exceed 25 hours maximum).

Las Niñas members may receive Community Service hours when they participate on any Helpline fundraiser. Las Niñas members who are already participating on Helpline may receive either Helpline or Community Service hours (not both).

SUMMER CAMPS – Las Niñas may earn a maximum of 70 hours per summer camp each year.

CABRILLO AQUARIUM DOCENT – A Las Niñas member will be given training hours (up to a maximum of 30 hours) for the training sessions completed. The members shall receive these training hours credit only after she has completed an additional 14 hours of actual volunteer tour time. If a member completes training and chooses not to continue, she will only be credited with 50% of her training time. If a member chooses not to complete the training, she will receive credit for her participation (not to exceed 15 hours). There is no limit as parts of the 200 hours community service requirement.

Section 6.

Hours accessed as penalty hours must be completed no later than 6 weeks after the event. She is ineligible to participate in any activities generating Hospital or Community Service Hours until the penalty hours are completed. Penalty hours do not count in the accumulation of total hours.

Section 7.

Hours reported to Las Niñas cannot be applied to other volunteer organizations.

Section 8.

The following assignments can be used by Las Madrecitas members to fulfill their membership

obligations.

JOB ASSIGNMENTS BY CATEGORY

CATEGORY NO. 1

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

CATEGORY NO. 2

- Past Las Niñas Advisor
- Calexico Chair
- Membership Tea Co-Chair
- Membership Tea Hostess
- See's Candy Grade Level Chair
- Senior Presentee Fee Chair
- Blanket Chair
- Playground Assistant
- Presidential Volunteer Service Award Chair

CATEGORY NO. 3

- Hospital Records Chair
- OIC Drive Chair
- Membership Tea Chair
- Las Niñas Membership Chair
- See's Candy Chair
- Playground Chair
- Social Events Chair
- Fundraising Chair
- Community Outreach Chair

CATEGORY NO. 4

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

CATEGORY NO. 5

- Financial Advisor

AWARD

Any Senior Las Niñas member is eligible for earning the Community Service Award and the Hospital Award for yearly accumulation of the most hours volunteered.

The Silver Heart Award will be presented at the annual Las Niñas Fashion Show to every Senior member who has 200 hours over the required 200 Community Service hours and is a Member in Good Standing.

The Mary Lowman Award will be presented at the annual Las Niñas Fashion Show or at any other event designated by the Las Madrecitas Executive Board to the Senior member who has the most Hospital Hours and is a Member in Good Standing.

The Las Niñas Mothers' Advisory Board is responsible for recommending the recipients of these awards to the Las Madrecitas Executive Board. An individual may receive both awards. The final decision to approve the recommendations of

the Las Niñas Mothers' Advisory Board or suspend or revoke any award rests solely with the Las Madrecitas Executive Board with recommendation from the Volunteer Director of the hospital.

The Las Niñas Mothers' Advisory Board is responsible for recommending one recipient for the Mary Lowman Award and as many recipients that earn over 400 Community Service Hours for the Community Service Award to the Las Madrecitas Executive Board for final approval. The cutoff dates for earning the eligible hours will be sixty (60) days prior to the recognition event.

Any other award opportunity or recognition offered to Las Niñas members will be reviewed by the Las Niñas Mothers' Advisory Board, which is responsible for reviewing and recommending recipients to the Las Madrecitas Executive Board for final approval. Any Las Niñas Mothers' Advisory Board member must excuse herself from the vote on award recipients if her daughter is under consideration for any award.

Article XV Presentees

Those Las Niñas members who have been certified by the Senior Class Advisor(s) as 1) having completed their hours of service as stated in order to participate in the Las Niñas Fashion Show, each Las Niñas must continue to remain in Good Standing and meet all membership requirements during the entire course of her Senior year. The Senior Class Advisors will certify a Las Niñas' eligibility for participation in the Fashion Show to the Fashion Show Chairmen.

Article XVI

Standing Rules may be proposed by the membership of any meeting by a majority vote. Rules and Amendments thereto require approval of the Las Madrecitas Executive Board.

Article XVII

No Shows for Self-Scheduled Activities Probation

NO SHOWS FOR SELF SCHEDULED ACTIVITIES

A No-Show means not showing up for an assignment for which you have scheduled yourself or if you fail to bring your assigned Meeting snack or Membership Tea food assignment. In the case of special hospital activity coordinated by Las Niñas, you may cancel by giving 48 hours notice to Orthopædic Institute for Children's Volunteer Office AND to the Las Niñas Hospital Volunteer Chairman. If you are unable to make a Community Service

commitment, you may 1) cancel by giving 48 hours notice OR 2) find a replacement for yourself. In either case, you must notify the Las Niñas Community Service Chairman and the Chairman who has the responsibility for the community service or function. Upon any no show of a Las Niñas there will be a written notification by the class advisors to the mother, daughter and Las Niñas Advisors who will be copied on it.

If you have a second "No-Show" for a Community or Hospital service event, you will be required to perform four (4) additional "make up" Hospital/Community Service hours, which may not include baking, blankets, or See's Candies. On the third "No Show" a Las Niñas member will be placed on Probation. A Las Niñas member who is on Probation has not retained her Good Standing. To remove herself from Probation, a member is required to complete an additional five (5) Community Service or Hospital hours in addition to the required (4) additional "make-up" hours. Make-up hours must be done no later than 6 weeks after the "No Show" event. Make-up hours must be cleared and confirmed with the Las Niñas Community Service Chairman. Make-up hours worked to complete Probation are not added in to increase your total hours record.

Once a member is cleared from Probation status by the class advisors to the Las Niñas Advisors, she may then continue to accrue hours for the total hours record. In Article XIII, 2) as being in Good Standing, and 3) as having completed all membership requirements of Las Niñas, shall be presented at the Evergreen Ball in their Senior year.

If a Las Niñas does not choose to be presented at the Evergreen Ball, but does wish to participate in any part of the Las Niñas Fashion Show, she is still required to be certified at the same time and in the same manner as the Evergreen Ball Presentees.

ARTICLE XVIII

Permission to Drive other Members

Las Niñas Members may not drive other Las Niñas girls to an official Las Niñas event.

ARTICLE XIX

Associate Membership

Upon completion of her Senior year, a member of Las Niñas de Las Madrecitas can become an Associate Member of the organization.

