



## About Cypress Branch Auxiliary

Boys & Girls Aid's goals are to strengthen the role of adults in the lives of children; provide safe, stable living environments; and advocate for the needs of Oregon's children. Simply, Boys & Girls Aid's core purpose is to *impact the well-being of children in need*.

**At Cypress Branch, members impact the well-being of children by:**

- Educating the membership and the Charbonneau community about the work of Boys & Girls Aid through monthly meetings and articles in The Villager;
- Planning fundraising events, such as the annual Crab & Rib Dinner, to benefit Boys & Girls Aid;
- Providing special moments for the children through giving holiday sports bags, Easter Baskets, birthday parties and homemade dinners for the youth in residential care;
- Creating a community that cares about fellowship and strengthening the lives and relationships between our members.

## By-Laws of the Cypress Branch Auxiliary of Boys & Girls Aid

### Article I: Name and Purpose

Section 1. This organization shall be known as the Cypress Branch Auxiliary of Boys & Girls Aid.

Section 2. The purpose of the Auxiliary shall be to develop and encourage interest in the work of Boys & Girls Aid, to interpret its services, and to carry out fundraising and other needed projects in accordance with the general policies adopted by the Executive Board of Cypress Branch Auxiliary.

### Article II: Membership

Section 1. Membership shall be open to persons sincerely interested in the work of Boys & Girls Aid.



Section 2. There shall be two types of membership: Active and Patron.

Section 3. Requirements of Membership:

- a. Active
  - 1. An active member shall pay dues as established by the Executive Board and have the privilege of voice, vote and holding office.
  - 2. An active member must assume responsibility for participation in the activities of the Auxiliary.
- b. Patron
  - 1. A patron shall demonstrate interest in the goals of Boys & Girls Aid, and the projects of the Auxiliary.
  - 2. A patron member shall make a contribution as established by the Executive Board and have the privilege of voice, vote and holding office.
- b. Patron (*continued*)
  - 1. A patron member shall receive all mailings from Auxiliary and Boys & Girls Aid.
  - 2. Attendance at meetings and participation in Auxiliary activities shall be at his/her discretion.

Section 4. Annual Membership Fees:

- a. Fees for active and patron membership will be annually set by the Executive Board.
- b. Dues for active members are payable at the first general meeting of the fiscal year and will be delinquent by October 1.
- c. Patron member contributions shall be due at the first general meeting of the fiscal year.

Section 5. Boys & Girls Aid headquarters shall keep a list of current members and create a directory to distribute to the membership each October.

**Article III: Meetings**

Section 1. There shall be at least three general meetings each year to be held the third Friday of the month. The President/ Co-President will call additional meetings as needed.

Section 2. Attendance at meetings is required for all active members whenever possible.

Section 3. Executive Board meetings shall be called at the discretion of the President/Co-President.

**Article IV: Officers**



Section 1. The elected officers shall be President/Co-President, Vice-President, Recording Secretary, and Treasurer. The Executive Board shall consist of the elected officers plus the Immediate Past President(s).

Section 2. Officers shall be elected by a majority vote, to serve for a period of one year and shall take office by June 30.

Section 3. In the event of a vacancy in the office of President/ Co-President, the Vice President shall temporarily assume the responsibilities of that office. Should a vacancy occur in any of the elected offices, the Executive Board shall appoint a successor to serve the unexpired term.

#### **Article V: Duties of the Officers**

Section 1. The President/Co-President

- a. Perform the accepted duties of the office.
- b. Preside over all meetings of the members and of the Executive Board.
- c. With the assistance of the Executive Board, appoints Committee Chairpersons.
- d. Schedule time and place of meetings.
- e. Notify officers approximately one week prior to Executive Board meetings.
- f. Serve as ex-officio member of all committees.
- g. Prepare a current list of Executive Board members, Committee Chairs and the Executive Board meeting dates.

Section 2. The Vice President

- a. Exercise the duties of the President/Co-President in his/her absence.
- b. Coordinate membership lunch meetings.

Section 3. Recording Secretary

- a. Keeps the minutes of all meetings providing a copy to the President within one week of each meeting, in accordance with the Roberts Rules of Order Revised guidelines,
- b. Maintain pertinent documents for a minimum of seven years.

Section 4. Treasurer

- a. Collect monies at the monthly meetings and at other events as requested and forward said monies to Boys & Girls Aid Headquarters.
- b. Submit requests to Headquarters for monies needed at events.
- c. Handle gift-in-kind and volunteer reimbursement forms.

Section 5. Immediate Past President

- a. Serve as advisor to the President/Co-President.
- b. Attend Executive Board meetings as a full member.



- c. Serve as Chairperson of the Nominating Committee.

#### **Article VI: Election of Officers**

Section 1. The Immediate Past President shall serve as chairperson of the Nominating Committee. The Committee is also made up of the Vice President and three members from the general membership, selected by the Executive Board.

Section 2. Election of officers shall be held prior to the May meeting. The Nominating Committee shall present a slate to the membership and additional nominations may be made from the floor.

#### **Article VII: Amendments**

Section 1. Amendments to these By-Laws shall be presented by the Executive Board to the membership for a vote. A majority vote of all members present at a meeting shall be required to adopt an amendment. Copies of any changes shall be sent to the Agency.

#### **Article VIII: Authority**

Section 1. *Roberts Rules of Order Revised* shall be the authority of all meetings of the Membership.

Amended:	May 1998	September 2008
	April 2001	September 2011
	September 2002	May 2014

*Questions regarding these By-Laws should be directed to the current Auxiliary President.*