

Return of Organization Exempt from Income Tax

2002

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

The organization may have to use a copy of this return to satisfy state reporting requirements

A For the 2002 calendar year, or tax year beginning 6/01, 2002, and ending 5/31, 2003

B Check if applicable:

- Address change
- Name change
- Initial return
- Final return
- Amended return
- Application pending

Please use IRS label or print or type. See specific instructions.

ASSISTANCE LEAGUE OF SONOMA COUNTY
5 WEST SIXTH STREET
SANTA ROSA, CA 95401

D Employer Identification Number
23-7064030

E Telephone number
707-546-9484

F Accounting method Cash Accrual
 Other (specify) _____

Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ)

H and I are not applicable to section 527 organizations

H (a) Is this a group return for affiliates? Yes No

H (b) If 'Yes' enter number of affiliates: _____

H (c) Are all affiliates included? Yes No
(If No attach a list. See instructions.)

H (d) Is this a separate return filed by an organization covered by a group ruling? Yes No

G Web site N/A

J Organization type (check only one) 501(c) 3 (insert no) 4947(a)(1) or 527

K Check here if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS, but if the organization received a Form 990 Package in the mail, it should file a return without financial data. Some states require a complete return.

I Enter 4-digit GEN _____

M Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

L Gross receipts Add lines 6b, 8b, 9b, and 10b to line 12 271,945

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See instructions)

1 Contributions, gifts, grants, and similar amounts received				
a Direct public support	1a	16,424.		
b Indirect public support	1b			
c Government contributions (grants)	1c			
d Total (add lines 1a through 1c) (cash \$ 16,424 noncash \$ _____)	1d		16,424	
2 Program service revenue including government fees and contracts (from Part VII, line 93)	2		10,490	
3 Membership dues and assessments	3		10,248	
4 Interest on savings and temporary cash investments	4		6,897	
5 Dividends and interest from securities	5			
6a Gross rents	6a	2,275		
b Less rental expenses	6b			
c Net rental income or (loss) (subtract line 6b from line 6a)	6c		2,275	
7 Other investment income (describe _____)	7			
8a Gross amount from sales of assets other than inventory	(A) Securities		(B) Other	
	8a			
	8b			
	8c			
d Net gain or (loss) (combine line 8c, columns (A) and (B))	8d			
9 Special events and activities (attach schedule)				
a Gross revenue (not including \$ _____ of contributions reported on line 1a)	9a	16,218		
b Less direct expenses other than fundraising expenses	9b	3,071		
c Net income or (loss) from special events (subtract line 9b from line 9a)	9c		13,147	
10a Gross sales of inventory, less returns and allowances	10a	209,393		
	10b	95,476		
c Gross profit or (loss) from sales of inventory (attach schedule) (subtract line 10b from line 10a)	10c	STATEMENT 1	113,917	
11 Other revenue (from Part VII, line 103)	11			
12 Total revenue (add lines 1d, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11)	12		173,398	
13 Program services (from line 44, column (B))	13		135,730	
14 Management and general (from line 44, column (C))	14		18,154	
15 Fundraising (from line 44, column (D))	15		27,536	
16 Payments to affiliates (attach schedule)	16			
17 Total expenses (add lines 16 and 44, column (A))	17		181,420	
18 Excess or (deficit) for the year (subtract line 17 from line 12)	18		-8,022	
19 Net assets or fund balances at beginning of year (from line 73, column (A))	19		450,290	
20 Other changes in net assets or fund balances (attach explanation)	20			
21 Net assets or fund balances at end of year (combine lines 18, 19, and 20)	21		442,268	

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Part II Statement of Functional Expenses All organizations must complete column (A) Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others

Do not include amounts reported on line 6b, 8b, 9b, 10b or 16 of Part I		(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22 Grants and allocations (att sch) (cash \$ _____ non cash \$ _____)	22				
23 Specific assistance to individuals (att sch)	23				
24 Benefits paid to or for members (att sch)	24				
25 Compensation of officers, directors, etc	25				
26 Other salaries and wages	26				
27 Pension plan contributions	27				
28 Other employee benefits	28				
29 Payroll taxes	29				
30 Professional fundraising fees	30				
31 Accounting fees	31				
32 Legal fees	32				
33 Supplies	33	83,088	76,359	899	5,830
34 Telephone	34				
35 Postage and shipping	35				
36 Occupancy	36	50,790	35,239	1,040	14,511
37 Equipment rental and maintenance	37				
38 Printing and publications	38				
39 Travel	39				
40 Conferences, conventions, and meetings	40	4,730		4,730	
41 Interest	41				
42 Depreciation, depletion, etc (attach schedule)	42	9,342	6,843	342	2,157
43 Other expenses not covered above (itemize)					
a SEE STATEMENT 2	43a	33,470	17,289	11,143	5,038
b -----	43b				
c -----	43c				
d -----	43d				
e -----	43e				
44 Total functional expenses (add lines 22-43) Organizations completing columns (B) - (D), carry these totals to lines 13 - 15	44	181,420	135,730	18,154	27,536

Joint Costs. Check if you are following SOP 98 2
 Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services? Yes No
 If Yes, enter (i) the aggregate amount of these joint costs \$ _____, (ii) the amount allocated to program services \$ _____, (iii) the amount allocated to management and general \$ _____, and (iv) the amount allocated to fundraising \$ _____

Part III Statement of Program Service Accomplishments

What is the organization's primary exempt purpose? All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) & (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants & allocations to others)	Program Service Expenses (Required for 501(c)(3) and (4) organizations and 4947(a)(1) trusts but optional for others)
a SIGHTS AND SOUNDS - PROVIDES FREE AUDIO-VISUAL SCREENING TO CHILDREN IN SONOMA COUNTY PRESCHOOLS (Grants and allocations \$ _____)	13,604
b H O M E - PROVIDES AFFORDABLE FURNISHED APARTMENTS FOR PATIENTS OR THEIR FAMILIES WHO NEED TEMPORARY HOUSING DURING TREATMENT IN SANTA ROSA MEDICAL FACILIITES (Grants and allocations \$ _____)	31,823
c OPERATION SCHOOL BELL - PROVIDES "COMMON DRESS POLICY" CLOTHING TO CHILDREN IN SONOMA COUNTY ELEMENTARY SCHOOLS (Grants and allocations \$ _____)	62,935
d BOOSTER BAGS - PROVIDES BAGS CONTAINING FOOD, PERSONAL NECESSITIES, AND ART KITS TO WOMEN AND CHILDREN IN CRISIS AS WELL AS PROVIDING "ASSULT SURVIVOR KITS" TO ASSULT VICTIMS (Grants and allocations \$ _____)	18,335
e Other program services SEE STATEMENT 3 (Grants and allocations \$ _____)	9,033
f Total of Program Service Expenses (should equal line 44, column (B), program services)	135,730

Part IV Balance Sheets (See Instructions)

Note. Where required, attached schedules and amounts within the description column should be for end-of-year amounts only

		(A) Beginning of year		(B) End of year
ASSETS	45 Cash – non interest bearing	73,515	45	76,609
	46 Savings and temporary cash investments	275,455	46	243,846
	47a Accounts receivable		47a	
	b Less allowance for doubtful accounts.		47b	47c
	48a Pledges receivable		48a	
	b Less allowance for doubtful accounts.		48b	48c
	49 Grants receivable		49	
	50 Receivables from officers, directors, trustees, and key employees (attach schedule)		50	
	51a Other notes & loans receivable (attach sch)		51a	
	b Less allowance for doubtful accounts.		51b	51c
	52 Inventories for sale or use	10,163	52	25,757
	53 Prepaid expenses and deferred charges	465	53	9,207
	54 Investments – securities (attach schedule) ▶ <input type="checkbox"/> Cost <input type="checkbox"/> FMV		54	
	55a Investments – land, buildings, & equipment basis		55a	
	b Less accumulated depreciation (attach schedule)		55b	55c
56 Investments – other (attach schedule)		56		
57a Land, buildings, and equipment basis	223,788	57a		
b Less accumulated depreciation (attach schedule) STATEMENT 4	129,395	57b		
58 Other assets (describe ▶ SEE STATEMENT 5)	98,589	57c	94,393	
58 Other assets (describe ▶ SEE STATEMENT 5)	2,000	58	2,000	
59 Total assets (add lines 45 through 58) (must equal line 74)	460,187	59	451,812	
LIABILITIES	60 Accounts payable and accrued expenses.	1,457.	60	1,183.
	61 Grants payable		61	
	62 Deferred revenue		62	
	63 Loans from officers, directors, trustees, and key employees (attach schedule)		63	
	64a Tax exempt bond liabilities (attach schedule)		64a	
	b Mortgages and other notes payable (attach schedule)		64b	
	65 Other liabilities (describe ▶ SEE STATEMENT 6)	8,440	65	8,361
66 Total liabilities (add lines 60 through 65)	9,897	66	9,544	
NET ASSETS OR FUND BALANCES	Organizations that follow SFAS 117, check here ▶ <input checked="" type="checkbox"/> and complete lines 67 through 69 and lines 73 and 74			
	67 Unrestricted	449,532.	67	441,770
	68 Temporarily restricted	758	68	498
	69 Permanently restricted		69	
	Organizations that do not follow SFAS 117, check here ▶ <input type="checkbox"/> and complete lines 70 through 74			
	70 Capital stock, trust principal, or current funds		70	
	71 Paid in or capital surplus, or land, building, and equipment fund		71	
	72 Retained earnings, endowment, accumulated income, or other funds.		72	
	73 Total net assets or fund balances (add lines 67 through 69 or lines 70 through 72, column (A) must equal line 19, column (B) must equal line 21)	450,290	73	442,268
	74 Total liabilities and net assets/fund balances (add lines 66 and 73)	460,187	74	451,812

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

BAA

Part IV-A Reconciliation of Revenue per Audited Financial Statements with Revenue per Return (See instructions)

Part IV-B Reconciliation of Expenses per Audited Financial Statements with Expenses per Return

a	Total revenue, gains, and other support per audited financial statements	a	N/A
b	Amounts included on line a but not on line 12, Form 990		
	(1) Net unrealized gains on investments \$ _____		
	(2) Donated services and use of facilities \$ _____		
	(3) Recoveries of prior year grants \$ _____		
	(4) Other (specify) _____		
	----- \$ _____		
	Add amounts on lines (1) through (4)	b	
c	Line a minus line b	c	
d	Amounts included on line 12, Form 990 but not on line a .		
	(1) Investment expenses not included on line 6b, Form 990 \$ _____		
	(2) Other (specify) _____		
	----- \$ _____		
	Add amounts on lines (1) and (2)	d	
e	Total revenue per line 12, Form 990 (line c plus line d)	e	

a	Total expenses and losses per audited financial statements	a	N/A
b	Amounts included on line a but not on line 17, Form 990		
	(1) Donated services and use of facilities \$ _____		
	(2) Prior year adjustments reported on line 20, Form 990 \$ _____		
	(3) Losses reported on line 20, Form 990 \$ _____		
	(4) Other (specify) _____		
	----- \$ _____		
	Add amounts on lines (1) through (4)	b	
c	Line a minus line b	c	
d	Amounts included on line 17, Form 990 but not on line a :		
	(1) Investment expenses not included on line 6b, Form 990 \$ _____		
	(2) Other (specify) _____		
	----- \$ _____		
	Add amounts on lines (1) and (2)	d	
e	Total expenses per line 17, Form 990 (line c plus line d)	e	

Part V List of Officers, Directors, Trustees, and Key Employees (List each one even if not compensated, see instructions)

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (if not paid, enter -0-)	(D) Contributions to employee benefit plans and deferred compensation	(E) Expense account and other allowances
SEE STATEMENT 7				
-----		0	0	0

75 Did any officer, director, trustee, or key employee receive aggregate compensation of more than \$100,000 from your organization and all related organizations, of which more than \$10,000 was provided by the related organizations? Yes No

If 'Yes,' attach schedule -- see instructions

Part VI Other Information (See instructions)

Yes No

76	Did the organization engage in any activity not previously reported to the IRS? If 'Yes,' attach a detailed description of each activity	76		X
77	Were any changes made in the organizing or governing documents but not reported to the IRS? If 'Yes,' attach a conformed copy of the changes	77	X	
78a	Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return?	78a		X
	b If 'Yes,' has it filed a tax return on Form 990-T for this year?	78b	N/A	
79	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If 'Yes,' attach a statement	79		X
80a	Is the organization related (other than by association with a statewide or nationwide organization) through common membership governing bodies, trustees, officers, etc. to any other exempt or nonexempt organization?	80a	X	
	b If 'Yes,' enter the name of the organization <u>NATIONAL ASSISTANCE LEAGUE</u> and check whether it is <input checked="" type="checkbox"/> exempt or <input type="checkbox"/> nonexempt			
81a	Enter direct or indirect political expenditures See line 81 instructions	81a	0.	
	b Did the organization file Form 1120-POL for this year?	81b		X
82a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?	82a		X
	b If 'Yes,' you may indicate the value of these items here Do not include this amount as revenue in Part I or as an expense in Part II (See instructions in Part III)	82b	N/A	
83a	Did the organization comply with the public inspection requirements for returns and exemption applications?	83a	X	
	b Did the organization comply with the disclosure requirements relating to quid pro quo contributions?	83b	X	
84a	Did the organization solicit any contributions or gifts that were not tax deductible?	84a		X
	b If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	84b	N/A	
85	501(c)(4), (5), or (6) organizations a Were substantially all dues nondeductible by members?	85a	N/A	
	b Did the organization make only in-house lobbying expenditures of \$2,000 or less? If 'Yes' was answered to either 85a or 85b, do not complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year	85b	N/A	
	c Dues, assessments, and similar amounts from members	85c	N/A	
	d Section 162(e) lobbying and political expenditures	85d	N/A	
	e Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices	85e	N/A	
	f Taxable amount of lobbying and political expenditures (line 85d less 85e)	85f	N/A	
	g Does the organization elect to pay the section 6033(e) tax on the amount on line 85f?	85g	N/A	
	h If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year?	85h	N/A	
86	501(c)(7) organizations Enter a Initiation fees and capital contributions included on line 12	86a	N/A	
	b Gross receipts, included on line 12, for public use of club facilities	86b	N/A	
87	501(c)(12) organizations Enter a Gross income from members or shareholders	87a	N/A	
	b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)	87b	N/A	
88	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If 'Yes,' complete Part IX	88		X
89a	501(c)(3) organizations Enter Amount of tax imposed on the organization during the year under section 4911 <u>0</u> , section 4912 <u>0</u> , section 4955 <u>0</u> .			
	b 501(c)(3) and 501(c)(4) organizations Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If 'Yes,' attach a statement explaining each transaction	89b		X
	c Enter Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958			0
	d Enter Amount of tax on line 89c, above, reimbursed by the organization			0
90a	List the states with which a copy of this return is filed <u>CALIFORNIA</u>			
	b Number of employees employed in the pay period that includes March 12, 2002 (See instructions)	90b	0	
91	The books are in care of <u>MARILYN RICHARDS</u> Telephone number <u>707-546-9484</u> Located at <u>5 WEST SIXTH STREET, SANTA ROSA CA</u> ZIP + 4 <u>95401</u>			
92	Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041 - Check here <input type="checkbox"/> and enter the amount of tax exempt interest received or accrued during the tax year	92	N/A	N/A

Part VII Analysis of Income-Producing Activities (See instructions)

Note. Enter gross amounts unless otherwise indicated

	Unrelated business income		Excluded by section 512, 513, or 514		(E) Related or exempt function income
	(A) Business code	(B) Amount	(C) Exclusion code	(D) Amount	
93 Program service revenue					
a HOME					10,490.
b					
c					
d					
e					
f Medicare/Medicaid payments.					
g Fees & contracts from government agencies.					
94 Membership dues and assessments					10,248
95 Interest on savings & temporary cash invmnts			14	6,897	
96 Dividends & interest from securities					
97 Net rental income or (loss) from real estate					
a debt-financed property					
b not debt-financed property			16	2,275	
98 Net rental income or (loss) from pers prop					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events					13,147
102 Gross profit or (loss) from sales of inventory			5	113,917	
103 Other revenue					
a					
b					
c					
d					
e					
104 Subtotal (add columns (B), (D), and (E))				123,089	33,885
105 Total (add line 104, columns (B), (D), and (E))					156,974

Note Line 105 plus line 1d, Part I should equal the amount on line 12, Part I

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes (See instructions)

Line No	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes)
	SEE STATEMENT 8

Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities (See instructions)

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
N/A	%			
	%			
	%			
	%			

Part X Information Regarding Transfers Associated with Personal Benefit Contracts (See instructions)

a Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? Yes No

b Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? Yes No

Note If 'Yes' to (b), file Form 8870 and Form 4720 (see instructions)

Under penalties of perjury, I declare that I have examined this return including accompanying schedules and statements and to the best of my knowledge and belief it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Date OCT. 2, 2003

SCHEDULE A
(Form 990 or 990-EZ)

**Organization Exempt Under
Section 501(c)(3)**

OMB No 1545 0047

(Except Private Foundation) and Section 501(e), 501(f), 501(k),
501(n), or Section 4947(a)(1) Nonexempt Charitable Trust

2002

Department of the Treasury
Internal Revenue Service

▶ **MUST be completed by the above organizations and attached to their Form 990 or 990-EZ**

Name of the organization

Employer identification number

ASSISTANCE LEAGUE OF SONOMA COUNTY

23-7064030

Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees

(See instructions List each one If there are none, enter 'None')

(a) Name and address of each employee paid more than \$50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
NONE -----				

Total number of other employees paid over \$50,000 ▶	0			

Part II Compensation of the Five Highest Paid Independent Contractors for Professional Services

(See instructions List each one (whether individuals or firms) If there are none, enter 'None')

(a) Name and address of each independent contractor paid more than \$50,000	(b) Type of service	(c) Compensation
NONE -----		

Total number of others receiving over \$50,000 for professional services ▶	0	

Part III Statements About Activities (See instructions)

	Yes	No
1 During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If 'Yes,' enter the total expenses paid or incurred in connection with the lobbying activities. ▶ \$ _____ N/A _____ (Must equal amounts on line 38, Part VI-A, or line 1 of Part VI B)	1	X
Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking 'Yes,' must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.		
2 During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? (If the answer to any question is 'Yes,' attach a detailed statement explaining the transactions)		
a Sale, exchange, or leasing of property?	2a	X
b Lending of money or other extension of credit?	2b	X
c Furnishing of goods, services, or facilities?	2c	X
d Payment of compensation (or payment or reimbursement of expenses if more than \$1,000)?	2d	X
e Transfer of any part of its income or assets?	2e	X
3 Does the organization make grants for scholarships, fellowships, student loans, etc? (See Note below)	3	X
4 Do you have a section 403(b) annuity plan for your employees?	4	X
Note Attach a statement to explain how the organization determines that individuals or organizations receiving grants or loans from it in furtherance of its charitable programs 'qualify' to receive payments		

Part IV Reason for Non-Private Foundation Status (See instructions)

- The organization is not a private foundation because it is (Please check only **ONE** applicable box)
- 5 A church, convention of churches, or association of churches Section 170(b)(1)(A)(i)
 - 6 A school Section 170(b)(1)(A)(ii) (Also complete Part V)
 - 7 A hospital or a cooperative hospital service organization Section 170(b)(1)(A)(iii)
 - 8 A Federal, state, or local government or governmental unit Section 170(b)(1)(A)(v)
 - 9 A medical research organization operated in conjunction with a hospital Section 170(b)(1)(A)(iii) **Enter the hospital's name, city, and state ▶ _____**
 - 10 An organization operated for the benefit of a college or university owned or operated by a governmental unit Section 170(b)(1)(A)(iv) (Also complete the **Support Schedule** in Part IV A)
 - 11a An organization that normally receives a substantial part of its support from a governmental unit or from the general public Section 170(b)(1)(A)(vi) (Also complete the **Support Schedule** in Part IV A)
 - 11b A community trust Section 170(b)(1)(A)(vi) (Also complete the **Support Schedule** in Part IV A)
 - 12 An organization that normally receives **(1) more than 33-1/3%** of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc, functions – subject to certain exceptions, and **(2) no more than 33-1/3%** of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975 See section 509(a)(2) (Also complete the **Support Schedule** in Part IV-A)
 - 13 An organization that is not controlled by any disqualified persons (other than foundation managers) and supports organizations described in **(1)** lines 5 through 12 above, or **(2)** section 501(c)(4), (5), or (6), if they meet the test of section 509(a)(2) (See section 509(a)(3))

Provide the following information about the supported organizations (See instructions)

(a) Name(s) of supported organization(s)	(b) Line number from above

- 14 An organization organized and operated to test for public safety Section 509(a)(4) (See instructions)

Part IV-A Support Schedule (Complete only if you checked a box on line 10, 11, or 12.) *Use cash method of accounting.*

Note You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting

Calendar year (or fiscal year beginning in)	(a) 2001	(b) 2000	(c) 1999	(d) 1998	(e) Total
15 Gifts, grants, and contributions received (Do not include unusual grants. See line 28.)	14,037	103,203	6,180	5,562	128,982
16 Membership fees received	11,118.	11,028	10,384	9,613.	42,143
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc., purpose	118,938	116,252.	98,190	102,728	436,108
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975	23,902	18,567	11,194.	9,492	63,155
19 Net income from unrelated business activities not included in line 18					
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge.					
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets.					
23 Total of lines 15 through 22	167,995	249,050	125,948	127,395	670,388
24 Line 23 minus line 17	49,057	132,798	27,758	24,667	234,280
25 Enter 1% of line 23	1,680	2,491.	1,259	1,274.	

26 Organizations described on lines 10 or 11

a Enter 2% of amount in column (e), line 24 N/A ▶ 26a

b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 1998 through 2001 exceeded the amount shown in line 26a. Do not file this list with your return. Enter the total of all these excess amounts. ▶ 26b

c Total support for section 509(a)(1) test. Enter line 24, column (e). ▶ 26c

d Add Amounts from column (e) for lines 18 _____ 19 _____
22 _____ 26b _____ ▶ 26d

e Public support (line 26c minus line 26d total) ▶ 26e

f Public support percentage (line 26e (numerator) divided by line 26c (denominator)) ▶ 26f %

27 Organizations described on line 12:

a For amounts included in lines 15, 16, and 17 that were received from a 'disqualified person,' prepare a list for your records to show the name of, and total amounts received in each year from, each 'disqualified person.' Do not file this list with your return. Enter the sum of such amounts for each year.
(2001) _____ 0 (2000) _____ 0 (1999) _____ 0 (1998) _____ 0

b For any amount included in line 17 that was received from each person (other than 'disqualified persons'), prepare a list for your records to show the name of, and amount received for each year, that was more than the larger of (1) the amount on line 25 for the year or (2) \$5,000. (Include in the list organizations described in lines 5 through 11, as well as individuals.) Do not file this list with your return. After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of these differences (the excess amounts) for each year.
(2001) _____ 0 (2000) _____ 0 (1999) _____ 0 (1998) _____ 0

c Add Amounts from column (e) for lines 15 _____ 128,982 16 _____ 42,143
17 _____ 436,108 20 _____ 21 _____ ▶ 27c 607,233.

d Add Line 27a total _____ 0 and line 27b total _____ 0 ▶ 27d 0

e Public support (line 27c total minus line 27d total) ▶ 27e 607,233.

f Total support for section 509(a)(2) test. Enter amount from line 23, column (e). ▶ 27f 670,388

g Public support percentage (line 27e (numerator) divided by line 27f (denominator)) ▶ 27g 90.58 %

h Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator)) ▶ 27h 9.42 %

28 Unusual Grants. For an organization described in line 10, 11, or 12 that received any unusual grants during 1998 through 2001, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. Do not file this list with your return. Do not include these grants in line 15.

Part V Private School Questionnaire (See instructions)
 (To be completed ONLY by schools that checked the box on line 6 in Part IV)

N/A

	Yes	No
29 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?		
30 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?		
31 Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If 'Yes,' please describe, if 'No,' please explain (If you need more space, attach a separate statement) ----- ----- -----		
32 Does the organization maintain the following		
a Records indicating the racial composition of the student body, faculty, and administrative staff?		
b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?		
c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?		
d Copies of all material used by the organization or on its behalf to solicit contributions? If you answered 'No' to any of the above, please explain (If you need more space, attach a separate statement) ----- -----		
33 Does the organization discriminate by race in any way with respect to		
a Students' rights or privileges?		
b Admissions policies?		
c Employment of faculty or administrative staff?		
d Scholarships or other financial assistance?		
e Educational policies?		
f Use of facilities?		
g Athletic programs?		
h Other extracurricular activities? If you answered 'Yes' to any of the above, please explain (If you need more space, attach a separate statement) ----- -----		
34 a Does the organization receive any financial aid or assistance from a governmental agency?		
b Has the organization's right to such aid ever been revoked or suspended? If you answered 'Yes' to either 34a or b, please explain using an attached statement		
35 Does the organization certify that it has complied with the applicable requirements of sections 4 01 through 4 05 of Rev Proc 75 50, 1975-2 C B 587, covering racial nondiscrimination? If 'No,' attach an explanation		

Part VI-A Lobbying Expenditures by Electing Public Charities (See instructions)
 (To be completed ONLY by an eligible organization that filed Form 5768)

N/A

Check **a** if the organization belongs to an affiliated group Check **b** if you checked 'a' and 'limited control' provisions apply

Limits on Lobbying Expenditures

(The term 'expenditures' means amounts paid or incurred)

	(a) Affiliated group totals	(b) To be completed for ALL electing organizations
36 Total lobbying expenditures to influence public opinion (grassroots lobbying)	36	
37 Total lobbying expenditures to influence a legislative body (direct lobbying)	37	
38 Total lobbying expenditures (add lines 36 and 37)	38	
39 Other exempt purpose expenditures	39	
40 Total exempt purpose expenditures (add lines 38 and 39)	40	
41 Lobbying nontaxable amount Enter the amount from the following table –		
If the amount on line 40 is –		
Not over \$500,000		
Over \$500,000 but not over \$1,000,000		
Over \$1,000,000 but not over \$1,500,000		
Over \$1,500,000 but not over \$17,000,000		
Over \$17,000,000		
The lobbying nontaxable amount is –		
20% of the amount on line 40		
\$100,000 plus 15% of the excess over \$500,000		
\$175,000 plus 10% of the excess over \$1,000,000	41	
\$225,000 plus 5% of the excess over \$1,500,000		
\$1,000,000		
42 Grassroots nontaxable amount (enter 25% of line 41)	42	
43 Subtract line 42 from line 36 Enter 0 if line 42 is more than line 36	43	
44 Subtract line 41 from line 38 Enter -0- if line 41 is more than line 38	44	
Caution If there is an amount on either line 43 or line 44, you must file Form 4720		

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below
 See the instructions for lines 45 through 50)

Calendar year (or fiscal year beginning in) ▶	Lobbying Expenditures During 4-Year Averaging Period				
	(a) 2002	(b) 2001	(c) 2000	(d) 1999	(e) Total
45 Lobbying nontaxable amount					
46 Lobbying ceiling amount (150% of line 45(e))					
47 Total lobbying expenditures					
48 Grassroots non-taxable amount					
49 Grassroots ceiling amount (150% of line 48(e))					
50 Grassroots lobbying expenditures					

Part VI-B Lobbying Activity by Nonelecting Public Charities (See instructions)
 (For reporting only by organizations that did not complete Part VI A)

N/A

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of

- a** Volunteers.
- b** Paid staff or management (Include compensation in expenses reported on lines c through h)
- c** Media advertisements
- d** Mailings to members, legislators, or the public
- e** Publications, or published or broadcast statements
- f** Grants to other organizations for lobbying purposes
- g** Direct contact with legislators, their staffs, government officials, or a legislative body
- h** Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means
- i** Total lobbying expenditures (add lines c through h)

Yes	No	Amount

If 'Yes' to any of the above, also attach a statement giving a detailed description of the lobbying activities

CLIENT 2064

ASSISTANCE LEAGUE OF SONOMA COUNTY

23-7064030

10/01/03

08 41AM

**STATEMENT 1
FORM 990, PART I, LINE 10
GROSS PROFIT (LOSS) FROM SALES OF INVENTORY**

THRIFT SHOP SALES	\$ 209,393
GROSS SALES	<u>\$ 209,393</u>
LESS RETURNS & ALLOWANCES	0
NET SALES	<u>\$ 209,393</u>
LESS COST OF GOODS SOLD	95,476
GROSS PROFIT FROM SALES OF INVENTORY	<u>\$ 113,917</u>

**STATEMENT 2
FORM 990, PART II, LINE 43
OTHER EXPENSES**

	(A) <u>TOTAL</u>	(B) <u>PROGRAM SERVICES</u>	(C) <u>MANAGEMENT & GENERAL</u>	(D) <u>FUNDRAISING</u>
DONATIONS	2,225	2,000	225	
EDUCATION	791		791	
FOOD & ENTERTAINMENT	3,058		3,058	
LICENSE & PERMITS	35	24	5	6
NAL DUES & MEMBERSHIP	4,467		4,467	
OTHER	1,995	868	910	217
PRINTING & POSTAGE	6,798	4,941	593	1,264
PROF. SERVICES	10,184	7,880	509	1,795
PUBLIC RELATIONS & ADV	3,917	1,576	585	1,756
TOTAL	<u>\$ 33,470</u>	<u>\$ 17,289</u>	<u>\$ 11,143</u>	<u>\$ 5,038</u>

**STATEMENT 3
FORM 990, PART III, LINE E
STATEMENT OF PROGRAM SERVICE ACCOMPLISHMENTS**

<u>DESCRIPTION</u>	<u>GRANTS AND ALLOCATIONS</u>	<u>PROGRAM SERVICE EXPENSES</u>
BRIGHT BEGINNING - PROVIDES LAYETTES, CHILDREN'S CLOTHING, EDUCATIONAL MATERIALS, AND OUTING PROGRAMS TO CHILDREN OF TEENAGE MOMS, PROVIDES FOR ADDITIONAL EDUCATION TO A TEENAGE MOM		5,636
SAFE HAVEN - DECORATES ROOMS AT WOMEN'S RECOVERY CENTER		3,397
TOTAL	<u>\$ 0</u>	<u>\$ 9,033</u>

CLIENT 2064

ASSISTANCE LEAGUE OF SONOMA COUNTY

23-7064030

10/01/03

08 41AM

**STATEMENT 4
FORM 990, PART IV, LINE 57
LAND, BUILDINGS, AND EQUIPMENT**

CATEGORY	BASIS	ACCUM DEPREC.	BOOK VALUE
FURNITURE AND FIXTURES	\$ 17,815	\$ 9,323	\$ 8,492.
MACHINERY AND EQUIPMENT	15,783	14,813	970
BUILDINGS	37,810	37,702.	108.
IMPROVEMENTS	137,343	67,557	69,786
LAND	15,037		15,037
TOTAL	\$ 223,788	\$ 129,395	\$ 94,393

**STATEMENT 5
FORM 990, PART IV, LINE 58
OTHER ASSETS**

DEPOSITS		\$ 2,000
TOTAL		\$ 2,000

**STATEMENT 6
FORM 990, PART IV, LINE 65
OTHER LIABILITIES**

DEFERRED INCOME		\$ 8,360.
ROUNDING		1
TOTAL		\$ 8,361

**STATEMENT 7
FORM 990, PART V
LIST OF OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES**

NAME AND ADDRESS	TITLE AND AVERAGE HOURS PER WEEK DEVOTED	COMPEN- SATION	CONTRI- BUTION TO EBP & DC	EXPENSE ACCOUNT/ OTHER
LAUREN COLE 5 WEST SIXTH ST SANTA ROSA, CA 95401	PRESIDENT NONE	\$ 0.	\$ 0.	\$ 0
RUTH BECKER 5 WEST SIXTH ST SANTA ROSA, CA 95401	V PRES-MEMBRSHP NONE	0	0	0
MARY LEWIN 5 WEST SIXTH ST SANTA ROSA, CA 95401	RECORDING SCTY NONE	0	0	0

CLIENT 2064

ASSISTANCE LEAGUE OF SONOMA COUNTY

23-7064030

10/01/03

08 41AM

STATEMENT 7 (CONTINUED)
FORM 990, PART V
LIST OF OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

NAME AND ADDRESS	TITLE AND AVERAGE HOURS PER WEEK DEVOTED	COMPEN- SATION	CONTRI- BUTION TO EBP & DC	EXPENSE ACCOUNT/ OTHER
BLANCHE JOHNSON 5 WEST SIXTH ST SANTA ROSA, CA 95401	CORRESPOND SCTY NONE	\$ 0	\$ 0	\$ 0
MARILYN RICHARDS 5 WEST SIXTH ST SANTA ROSA, CA 95401	TREASURER NONE	0	0.	0
ANN MCCLELLAND 5 WEST SIXTH ST SANTA ROSA, CA 95401	CHAIRMAN-SHOP NONE	0.	0.	0
MARILYN DWYER 5 WEST SIXTH ST SANTA ROSA, CA 95401	CHAIRMAN - HOME NONE	0	0.	0.
JAN GOODENOUGH 5 WEST SIXTH ST SANTA ROSA, CA 95401	CHAIRMAN - BB NONE	0	0.	0
FRAN CRANE 5 WEST SIXTH ST SANTA ROSA, CA 95401	CHAIRMAN - OSB NONE	0	0	0
EMILY SCHRETLEN 5 WEST SIXTH ST SANTA ROSA, CA 95401	BOARD MBR - BLD NONE	0	0	0
BETTY WHITE 5 WEST SIXTH ST SANTA ROSA, CA 95401	CHAIRMAN-AUX NONE	0.	0	0
PATSY ADAMS 5 WEST SIXTH ST SANTA ROSA, CA 95401	CHAIRMAN - EDUC NONE	0	0.	0
JUDY FROMM 5 WEST SIXTH ST SANTA ROSA, CA 95401	CHAIRMAN - PR NONE	0	0.	0
PAT CLOTHIER 5 WEST SIXTH ST SANTA ROSA, CA 95401	CHAIRMAN-FUNDRS NONE	0	0.	0
TOTAL		\$ 0	\$ 0.	\$ 0

**STATEMENT 8
FORM 990, PART VIII
RELATIONSHIP OF ACTIVITIES TO THE ACCOMPLISHMENT OF EXEMPT PURPOSES**

<u>LINE #</u>	<u>EXPLANATION OF ACTIVITIES</u>
93A	NOMINAL FEE CHARGED TO FAMILIES OF HOSPITALIZED PERSONS TO OFFSET SOME OF THE COSTS
94	PROVIDES FUNDS FOR MEMBERSHIP DEVELOPMENT WITHIN THIS CHAPTER AS WELL AS TO PAY FOR MEMBERSHIP DUES TO THE NATIONAL ASSISTANCE LEGUE
101	EVENTS HELD TO RAISE SUPPORT FOR PROGRAMS THAT SERVE NEEDY INDIVIDUALS IN THE COMMUNITY

BYLAWS

OF

ASSISTANCE LEAGUE®

OF

SONOMA COUNTY

a nonprofit public benefit corporation

NAL Bylaws for Chapters dated November 2002

Approved by Membership

Conformance to be acted upon by ALSC Membership June 15, 2003

Table of Contents

Advisory Committee	13
Age Limit	5
Amendments to Bylaws	14
Annual Meeting	11
Appointive Standing Committees	10,11
Audit	12
Auxiliaries	12,13
Board Meetings	6
Board Composition	6
BOOSTER BAGS Philanthropic Project	9
Budget and Finance Committee	10
Building Management	10
Bylaws	13,14
Bylaws Committee	11
Chapter/Auxiliary Relations Committee	10
Corresponding Secretary	8
Delegates to NAL Annual & Special Meetings	12
Dissolution	4
Dual Membership	5
Dues and Penalties	5
Dues Chapter	11
Dues NAL	12
Education Committee	10
Election Meeting	7
Elective Standing Committees	9 10
Electronic and Telephone Conference Meetings	6
Executive Committee	6
Fiscal Year	11
Fundraising (see Resource Development)	10, 12
Headquarters of Chapter	4
HOME (Housing of Medical Emergencies) Philanthropic Project	9
Hospitality/Social Committee	11
Indemnification	9
Investments	5,
Leave of Absence	5
Limitations and Restrictions	4,5
Long Range Planning (see Strategic Planning)	10
Meetings	11
Membership Composition	5
Membership Committee	10

Table of Contents (Continued)

Name or organization	4
NATIONAL ASSISTANCE LEAGUE®	13
NEW TO YOU	10
Nominations, Nominating Committee	6,7
Nominating Petition	7
Non-Voting Members	5
Officers and Their Duties	7, 8
OPERATION SCHOOL BELL® Philanthropic Project	10
Parliamentary Authority	14
Policies	4
President	7
Public Relations Committee	10
Purpose of Organization	4
Quorum	6, 11
Recording Secretary	8
REDWOOD EMPIRE AUXILIARY.. . . .	13
Resource Development (formerly Fundraising)	10
Self-Dealing	5
SIGHTS AND SOUNDS Philanthropic Project	9
Special Committees	11
Strategic Planning (formerly Long Range Planning)	10
Tax Exempt Status	4
Term of Office	6
Treasurer	8
Unbudgeted Expenditures over \$500	12
Vacancies on the Board	6
Vice President-Membership	7,8
Voting Members	5

ARTICLE 1
Name and Headquarters

- 1 01 The name of this corporation is ASSISTANCE LEAGUE OF SONOMA COUNTY a chartered chapter of NATIONAL ASSISTANCE LEAGUE®, hereinafter referred to as NAL
- 1 02 The principal office for the transaction of business of this organization is hereby fixed and located at 5 West Sixth Street, Santa Rosa, CA 95401

ARTICLE 2
Purpose and Policies

- 2 01 Purpose The purpose of this organization shall be as stated in its *Articles of Incorporation* to administer, carry on and control at least one program of philanthropic work in the community
- 2 02 Policies
- (a) This organization is a tax-exempt, charitable corporation, exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), and shall be nonprofit, nonsectarian and nonpolitical in all its policies and activities and not organized for the private gain of any individual or entity
 - (b) This organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or by corporation contributions which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law)
 - (c) This organization shall provide in its *Articles of Incorporation* that its income, assets and property are irrevocably dedicated to charitable purposes and no part of the net income, assets or property of the chapter shall ever inure to the benefit of any member thereof, or to the benefit of any private persons
 - (d) Upon the dissolution and winding up of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code and which has established its tax-exempt status under that section
 - (e) No substantial part of the activities of this organization shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, nor shall the organization participate or intervene in any political campaign including publishing or distribution of statements on behalf of or in opposition to any candidate for public office
 - (f) This organization shall be subject to the following limitations and restrictions
 - (1) This organization shall distribute its income for each taxable year at a time and in a manner that will not subject the corporation to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986

- (2) This organization shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1986
- (3) This organization shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1986
- (4) This organization shall not make any investments that will subject it to tax under Section 4944 of the Internal Revenue Code of 1986
- (5) This organization shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986
- (g) This organization shall support the purpose of NAL and comply with its bylaws, policies, procedures and standards
- (h) The activities of this organization shall be conducted without financial benefit to any member

ARTICLE 3 Membership

- 3 01 Composition This organization shall have members that shall be called voting members and may also have nonvoting members Membership as a voting or nonvoting member is open without discrimination to all individuals as long as they comply with the responsibilities of membership
- 3 02 Age Limit This organization shall have no age requirements, however, it may be so organized that the membership may be divided into various groups of age compatibility in accordance with applicable law
- 3 03 Leave of Absence The Board of Directors, hereinafter referred to as the Board, may grant or deny requests for temporary leaves of absence to voting members for travel, illness or to meet emergency needs While on leave of absence, a voting member shall continue to pay dues
- 3 04 Dues and Penalties Any member who is more than thirty (30) days delinquent in any chapter obligation, without reasons deemed sufficient by the Board, shall, by action of the Board, forthwith be suspended from all privileges of the chapter The Vice President-Membership shall notify such member, in writing, of the suspension Upon satisfactory discharge of the delinquent chapter obligations with-in thirty (30) days after notice of suspension, all privileges of chapter membership shall be restored If delinquent chapter obligations are not met within sixty (60) days after notice of suspension, the membership of such member shall be revoked)
- 3 05 Dual Membership Chapter members may hold membership in more than one (1) chapter and/or auxiliary

ARTICLE 4
Board

- 4 01 The Board shall be the governing body of this organization. It shall be composed of the officers and the Elective Standing Committee chairmen. Only elected members of the Board shall have a vote. The Parliamentarian shall attend Board meetings in a nonvoting capacity. Budget and Finance, Bylaws, Hospitality, Social and Special Committee chairmen may attend Board meetings in a nonvoting capacity.
- 4 02 The Board shall be subject to the powers and functions as prescribed by the bylaws.
- 4 03 The Board shall have the power to establish and maintain policies and standards.
- 4 04 The Board shall have the responsibility for the general management of the corporation and the power to act for the corporation between meetings of the membership.
- 4 05 Members of the Board shall hold office for a term of one (1) year or until their successors are elected and assume office. They shall assume office at the close of the May meeting. No member shall be eligible to serve more than two (2) consecutive terms in the same office except for the Treasurer.
- 4 06 Unless otherwise directed by the Board, regular meetings of the Board shall be held on the first (1st) Thursday of each month.
- 4 07 Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, including but not limited to electronic meetings, so long as all members participating in such meeting can communicate with one another. Such participation shall constitute personal presence at the meeting.
- 4 08 Special meetings of the Board may be called by the President and shall be called upon the written request of three (3) members of the Board, provided notice of such special meetings shall have been given to each Board member at least four (4) days prior thereto.
- 4 09 A majority of the Board shall constitute a quorum.
- 4 10 Vacancies on the Board shall be filled by majority vote of the Board.
- 4 11 The Executive Committee shall be composed of the officers of the Board. This committee shall have the power of the Board between meetings of the Board. Three (3) members shall constitute a quorum. The Parliamentarian shall attend Executive Committee meetings in a nonvoting capacity.

ARTICLE 5
Nominations and Elections

- 5 01 In January, the Nominating Committee shall be elected. Two (2) members and one (1) alternate shall be elected by and from the Board and three (3) members and one (1) alternate elected by and from the voting membership. The chairman and vice chairman shall be elected by and from the Nominating Committee. No member shall be eligible to serve two (2) consecutive years. The Parliamentarian shall call the first meeting of the Nominating Committee.
- 5 02 In March the Nominating Committee shall submit its slate of nominees for offices on the Board.

These offices are President, Vice President-Membership, Recording Secretary, Corresponding Secretary, Treasurer, and the following Elective Standing Committee Chairmen NEW TO YOU, SIGHTS AND SOUNDS, HOME (Housing of Medical Emergencies), BOOSTER BAGS, OPERATION SCHOOL BELL®, Building Management, Chapter/Auxiliary Relations, Education, Public Relations and Resource Development

- 5 03 The committee chairman shall submit a copy of the slate of nominees to the Recording Secretary and to each voting member at least one (1) month prior to the election meeting or at the previous regular meeting
- 5 04 Ten percent (10%) or more of chapter members eligible to vote may nominate, by signed petition, an additional nominee for an office on the Board, by mailing such petition together with the written consent of the nominee to the Recording Secretary at least ten (10) days prior to the election meeting No member shall sign more than one (1) nominating petition in a year
- 5 05 The Board shall be elected at the election meeting in April
- 5 06 Elections shall be by voice vote, except when a nominating petition shall have been received, in which event the vote for the contested office shall be by ballot

ARTICLE 6 Officers and Their Duties

- 6 01 President The President shall
- (a) Be chief executive officer of the corporation,
 - (b) Preside at meetings of the Board and membership,
 - (c) Appoint, with Board approval, the chairmen of Appointive Standing Committees,
 - (d) Appoint special committees by direction of the Board or membership,
 - (e) Appoints a Parliamentarian,
 - (f) May appoint an Assistant Treasurer),
 - (g) Sign legal documents with the Recording Secretary,
 - ((h) Be authorized to sign checks with the Treasurer, Recording Secretary, or Vice President-Membership,
 - (i) Be, ex officio, a member of all committees except the Nominating Committee,
 - (j) Present an annual report of corporate activities to the membership,
 - (k) Mail to NAL the annual report of corporate activities within thirty (30) days following the corporation's annual meeting and
 - (l) Serve as delegate at the annual or special meetings of NAL
- 6 02 Vice President-Membership The Vice President-Membership shall
- (a) In the temporary absence of the President, perform the duties of President,
 - (b) Serve as chairman of the Membership Committee
 - (c) Sign checks with the President, Recording Secretary or Treasurer and

(d) Serve as the second delegate at annual or special meetings of NAL

6 03 Recording Secretary The Secretary shall

- (a) Record the minutes of the Board and regular meetings and permanently maintain the original minutes,
- (b) Be custodian of the records of the corporation including the minutes of committee meetings, but excluding financial records,
- (c) Sign legal documents with the President, and
- (d) Certify immediately following receipt of the call to the annual or special meeting of NAL the names of the chapter delegates and alternate to the NAL Secretary

6 4 Corresponding Secretary The Corresponding Secretary shall

- (a) Be responsible for chapter correspondence as directed by the Board
- (b) Within thirty (30) days after their election, she shall mail to NAL a list of the names and mailing addresses of members of the Board
- (c) Within thirty(30) days after the chapter's annual meeting, she shall mail to NAL a list, in duplicate, of the names and mailing addresses of members
- (d) Immediately following notification, she shall mail to NAL membership additions, deletions, and changes of name and mailing address and
- (e) Immediately following receipt of the call to the annual meeting of NAL, she shall certify the names of the chapter delegate and alternate to the NAL Secretary

6 05 Treasurer The Treasurer shall

- (a) Be chief financial officer of the corporation,
- (b) Be responsible for the collection and disbursement of funds,
- (c) Be responsible for the financial records of the corporation,
- (d) Be authorized to sign checks with the President, Vice President-Membership, and Recording Secretary
- (e) Be responsible for the filing of required tax forms,
- (f) Serves on the Budget and/or Finance Committee
- (g) Mail to NAL per capita dues including Redwood Empire Auxiliary to arrive at NAL on or before June 1,
- (h) Mail to NAL within four and one-half (4 1/2) months following the end of the fiscal year, the required documents, in compliance with NAL Finance Policies,
- (i) Shall have care of the corporate seal, the financial records of the corporation, the securities of the corporation, and all funds and accounts of the chapter and
- (j) Shall present a financial report at each Board and regular meeting

ARTICLE 7
Indemnification

- 7 01 Indemnification of Officers, Directors, Employees and Agents
To the extent allowed by California law the Board shall have the authority to indemnify any officer or agent duly authorized by the Board who was or is made a party to any proceeding in any action, other than an action brought by or on behalf of the chapter, by reason of the fact that such person was such an officer or agent at the time of the occurrence constituting the cause of action, against all expenses, judgments, settlements and /or liability reasonably incurred in connection with the proceeding. The authority to indemnify shall be exercised by the Board on the basis of each such occurrence. Indemnification shall not include reasonable attorney's fees paid or incurred by such persons if the Board agrees to and does provide an attorney to defend such action at the expense of the chapter.
- 7 02 Indemnification of NAL by Chapters The chapter agrees to defend and indemnify and hold NAL, and its officers, directors, members, employees and agents (collectively, "NAL Indemnified Parties") harmless against any charges, damages, costs and expenses (including reasonable attorney's fees and court costs), liability or loss which any NAL Indemnified Party may suffer, sustain or become subject to as a result of or arising out of any action or inaction of such chapter. In any action or proceeding relating to the foregoing indemnity, and brought against any NAL Indemnified Party, the NAL Indemnified Party shall have the right to (a) participate in the defense of such action or proceeding with attorneys of its own choosing or (b) defend itself in any action or proceeding with attorneys of its own choosing.

ARTICLE 8
Standing and Special Committees

- 8 01 Unless otherwise provided in these bylaws, members of each committee shall be appointed by the President with approval of the Board.

8 02 Elective Standing Committees

Philanthropic Projects

SIGHTS AND SOUNDS This committee shall be composed of sufficient members to carry out its work. The duties of this committee and its chairman shall be to administer, and coordinate the activities of the project of audio-visual screening for preschool children. This project shall be evaluated annually to determine that community and chapter needs are being met.

HOME (Housing of Medical Emergencies) This committee shall be composed of sufficient members to carry out its work. The duties of this committee and its chairman shall be to rent and maintain apartments for individuals with medical emergencies. The committee will act as the liaison between the appropriate departments of local hospitals. This project shall be evaluated annually to determine that community and chapter needs are being met.

BOOSTER BAGS This committee shall be composed of sufficient members to carry out its work. The duties of this committee and its chairman shall be to purchase necessary supplies and distribute them as needed. This project shall be evaluated annually to determine that community and chapter needs are being met.

Bylaws of ASSISTANCE LEAGUE® of Sonoma County
OPERATION SCHOOL BELL® This committee shall be composed of sufficient members to carry out its work. The duties of this committee and its chairman shall be to supply the necessary support and provisions as outlined in the agreement between ASSISTANCE LEAGUE OF SONOMA COUNTY and the designated school districts. This project shall be evaluated annually to determine that community and chapter needs are being met.

Building Management The Building Management chairman shall be chairman of this committee. This committee shall be composed of sufficient members to carry out its work. The duties of this committee and its chairman shall be to have charge of building maintenance. The committee will present to the Board recommendations building improvements, upkeep and changes.

Chapter/Auxiliary Relations The Chapter/Auxiliary Relations chairman shall be chairman of this committee. This committee shall be composed of sufficient members to carry out its work. Representatives of both chapter and auxiliary shall serve on this committee. The duties of this committee and its chairman shall be to serve as liaison between the chapter and auxiliary.

Education Committee The Education Committee chairman shall be chairman of this committee. This committee shall be composed of sufficient members to carry out its work. This committee shall coordinate training and education programs for the chapter and auxiliary and maintain resource materials.

Membership This committee, with the Vice President-Membership as chairman, shall be composed of sufficient members to carry out its work. The membership committee shall work cooperatively with the Education committee to provide training for new members. The chairman shall appoint a member of this committee to be Orientation Chairman.

NEW TO YOU The NEW TO YOU SHOP chairman shall be chairman of this committee. This committee shall be composed of sufficient members to carry out its work. The duties of this committee and its chairman shall be to direct and manage shop operations. The chairman of this committee shall appoint sub chairmen necessary for shop operation.

Public Relations Committee, The Public Relations committee chairman shall be chairman of this committee. This committee shall be composed of sufficient members to carry out its work, It is desirable that at least one member shall represent auxiliary. This committee shall direct all publicity, act as liaison between the chapter, public communications media and outside organizations approved by Board for use of the Chapter Room.

Resource Development (formerly Fundraising) The Resource Development committee chairman shall be chairman of this committee. This committee shall be composed of sufficient members to carry out its work. This committee shall recommend to the Board suitable resource development activities and take responsibility for conducting those activities approved by the Board and membership.

Strategic Planning The Strategic Planning committee chairman shall be chairman of this committee. This committee shall be composed of sufficient members to carry out its work. It is desirable that members serve multiple years on a rotating schedule. This committee shall review the philanthropic projects, activities and overall needs of the chapter. This committee develops and recommends a strategic plan for the chapter.

8 03 Appointive Standing Committees

Budget and Finance The Budget and Finance committee chairman shall be chairman of this committee. The Treasurer shall be a member of this committee. It is desirable to have a member of any auxiliary on this committee. This committee shall be composed of sufficient members to carry out its work. This committee shall prepare, review and oversee the annual budget. It will review the audit and be available for financial advice. This committee also oversees the investment program and insurance coverage. Annual corporate (including auxiliaries) budgets (operating and capital expenditures) shall be approved by the chapter.

Bylaws Committee The Bylaws committee chairman shall be chairman of this committee The Parliamentarian shall be a member of this committee This committee shall be composed of sufficient members to carry out its work This committee shall review bylaws as required, recommend needed amendments to the Board for vote by the membership and draft standing rules as needed for approval by the Board and membership Within thirty days (30) days after their adoption, the Bylaws Chairman shall mail to the NAL Bylaws Chairman, the correct information as required by NAL policy

Hospitality/Social Committee The Hospitality/Social committee chairman shall be chairman of this committee This committee shall be composed of sufficient members to carry out its work This committee shall make all arrangements for meetings, and serves as hostess for these meetings This committee shall be in charge of all social activities other than fundraising

8 04 By direction of the Board or membership, the President shall appoint special committees

ARTICLE 9 Meetings

9 01 Unless otherwise directed by the Board, with membership approval, regular meetings shall be held on the third (3rd) Thursday of each month, except for July, August, and December

9 02 The regular meeting in April shall be known as the election meeting and the regular meeting in May shall be known as the annual meeting

9 03 Special meetings may be called by the President and shall be called upon the written request of three (3) voting members The purpose of the meeting shall be stated in the call Except in emergencies, at least three (3) days' notice shall be given

9 04 There shall be no vote by proxy

9 05 Fifty-one (51%) percent of the voting members shall constitute a quorum

ARTICLE 10 Finance

10 01 The fiscal year of this organization shall be from June 1 through May 31

10 02 Annual dues shall be payable on or before March 1 and delinquent on April 1, after which a fee of five dollars (\$5) shall be charged

Dues are as follows

Voting members	\$45 00
Non-voting members	
Sustaining	\$60 00
Associate Support	\$125 00
Associate Service	\$75 00
Professional	\$45 00

- 10 03 Annually, the corporation shall pay to NAL per capita dues of twenty-five dollars (\$25) Members who were granted Life Membership prior to October 18, 2002 are excluded from this charge
- 10 04 The corporation shall maintain a sound financial position and shall have a Certified Public Accountant audit or review its financial statements annually
- 10 05 The chapter, at its own expense, shall send its authorized delegates and may send its alternates to the annual meeting and special meetings of NAL
- 10 06 Proposed expenditures of unbudgeted funds in excess of five hundred (\$500) dollars shall be presented to the Board and membership for approval
- 10 07 The corporation shall plan fundraising events and activities in compliance with NAL Fundraising Policies
- 10 08 The corporation may raise funds to purchase or rent property to house a project or activity, which funds shall become part of its philanthropic program
- 10 09 The corporation shall not act as a fundraising agent for individuals or other organizations

ARTICLE 11
Auxiliaries

- 11 01 Formation The chapter may form auxiliaries Auxiliaries shall support chapter projects and activities
- 11 02 Operation
- (a) For administrative purposes, auxiliaries shall have their own governing body They shall be governed by the bylaws of the corporation Their policies and standards shall be consistent with the policies, procedures and standards of NAL and the chapter
- (b) The auxiliary shall establish **Policies for Auxiliary Organization**. These policies shall set forth procedures to
- (1) Nominate and elect members of the governing body,
 - (2) Conduct governing body meetings,
 - (3) Establish and operate committees,
 - (4) Conduct meetings of the membership, and
 - (5) Ensure fiscal compliance
- (c) **Policies for Auxiliary Organization**, and any proposed amendments thereto, shall be written by the auxiliary and submitted to the chapter Board for approval prior to a vote of the auxiliary membership
- (d) Adoption of **Policies for Auxiliary Organization**, and any amendments thereto, by the auxiliary, shall be by majority vote of the members of the auxiliary
- (e) A current copy of **Policies for Auxiliary Organization** shall be kept on file with the chapter Secretary
- 11 03 Organization An auxiliary name shall identify the auxiliary as an auxiliary of the chapter Each auxiliary shall have a voting representative on the Chapter Board, the Chapter Liaison to Auxiliary shall be the voting representative

- 11 04 Redwood Empire Auxiliary Bylaws of ASSISTANCE LEAGUE® of Sonoma County The purpose of Redwood Empire auxiliary shall be to give volunteer service on a program of philanthropic work in this community, and to financially support the philanthropic projects of the chapter Membership as a voting or nonvoting member is open without discrimination to all individuals as long as they comply with the responsibilities of membership

ARTICLE 12
Advisory Committee

- 12 01 An Advisory Committee, composed of at least five (5) representative members of the community, including an attorney, shall serve the corporation in an advisory capacity Members shall serve for a five (5) year term on a rotation basis Members shall be elected by the Board at its June meeting Vacancies on this committee shall be filled by vote of the Board

ARTICLE 13
NATIONAL ASSISTANCE LEAGUE®

- 13 01 The chapter shall elect at its election meeting, to serve for one (1) year, a voting delegate, and an alternate thereto, for up to one hundred (100) of the chapter's membership (but not less than one (1) voting delegate and with the membership rounded off to the next highest hundred for such determination), to represent the chapter at annual and special meetings of NAL Additional delegates/alternates shall be elected for each one hundred (100) additional members, and if there are additional members in excess of those divisible by one hundred (100), one additional delegate/alternate shall be elected if there are fifty-one (51) or more additional members
- 13 02 Should neither the delegate nor the alternate be available to serve, the Board may elect another delegate who shall be certified to the Secretary of NAL at least twenty-four (24) hours prior to the annual meeting and special meetings of NAL
- 13 03 The chapter shall be entitled to that number of votes equal to its number of delegates

ARTICLE 14
Bylaws and Amendments

- 14 01 The chapter shall be governed by these bylaws The bylaws shall not be in conflict with the **Bylaws of NAL**, any federal laws or with the laws of the state in which the corporation is incorporated Conflicts unresolved by a standing committee to be determined by the National Board shall be referred to the National Board for resolution, and the decision of this body shall be final In the event of any conflict, the laws of the state shall prevail
- 14 02 These bylaws may be amended or new bylaws adopted at any regular meeting, or at any special meeting called for that purpose, provided that written notice of each proposed amendment or the proposed new bylaws shall have been given to each voting member at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting

- 14 03 When amendment of these bylaws shall become necessary by action of NAL, the Bylaws Committee of the chapter is authorized to conform these bylaws in accordance therewith, and such amendment shall have the same force and effect as if adopted by the members of the chapter in accordance with the provisions of 14 01 of this Article
- 14 04 Current bylaws and standing rules shall be on file at NAL

ARTICLE 15
Parliamentary Authority

- 15 01 The current edition of *Robert's Rules of Order Newly Revised*, as amended from time to time, shall govern the meetings of the chapter insofar as those rules are not inconsistent with or in conflict with these bylaws, the *Articles of Incorporation*, the **Bylaws of NAL**, the law, the laws of the State of California or rules governing agenda, motions and related matters