



TWIG STANDING RULES

AUXILIARY MISSION STATEMENT: *The Overlook Auxiliary is a volunteer organization committed to serving the entire medical center community fostering a compassionate and comforting environment through hands-on volunteering and innovative fundraising.*

Twigs shall operate in a manner approved by the Board of Trustees of the Overlook Auxiliary and shall be designated as a fundraising Twig, a Service Twig or both.

TWIG RESPONSIBILITIES: Twigs shall be subject to the Bylaws and Twig Standing Rules of the Overlook Auxiliary and agree to abide by them as an authorized branch of the Organization. Each Twig shall work as a cohesive unit and may permit members to develop individual or smaller group projects. The goal of Twigs should be to develop a project that is both enjoyable and worthwhile and will benefit Overlook Medical Center. Twigs shall be responsible for scheduling their own meetings as they deem necessary.

TWIG CHAIRPERSON & OFFICER RESPONSIBILITIES: Twigs shall elect a Chairperson and any additional officers deemed appropriate for that Twig's efficient operation. The term of office runs from June 1 to May 31 of each fiscal year. **Reporting of newly elected officers must be made to the Auxiliary Business Office by July 1 of each fiscal year.** The elected officers may hold their position for as many terms as said Twig allows. The duties of the Chairperson shall be to preside over Twig meetings, maintain or delegate Twig record keeping, completion of any required reports and communication with the Auxiliary Business Office. The Chairperson shall attend or send a representative to attend, the mandatory *September Auxiliary Organizational meeting. At this meeting all pertinent information necessary for the smooth operation of Twigs will be received for the upcoming year. ***This is a mandatory meeting and each Twig must be represented.*** Twig Chairs or their representatives are welcome and encouraged to attend any/all scheduled Auxiliary Board Meetings.

AUXILIARY MEMBERSHIP DUES: **Auxiliary member dues are not accepted in Twig group payment.** Members shall individually remit their \$35 annual dues directly to the Auxiliary Business Office **before December 1 of each calendar year, but no later than December 15**, along with any updated Database information. If a member belongs to more than one Twig, the member is only responsible for one dues payment, but must inform the Chair(s) of any additional Twig(s) in which she is a member that her dues have been paid. **Delinquent dues after December 1 will be subject to a \$20 late fee payable before December 15. Delinquent dues after December 15 will be subject to being dropped from Auxiliary Membership Rolls.**

AUXILIARY BANK ACCOUNTS: Twigs who generate money through any means are required to keep the money separate from personal funds, and are encouraged to establish a Twig checking account in any local bank according to the needs of the Twig. The account name shall read as follows: **Overlook Auxiliary, Twig "Town" and "Number."** The **Auxiliary Federal Employer Identification Number is 22-603-4033.** The Auxiliary is a non-profit organization with a tax-exempt status and must follow all Internal Revenue rules as well as New Jersey State rules governing non-profit organizations. **All Twigs must submit monthly hard copies of bank statements to the Auxiliary Business Office.** According to Auxiliary policy, **all Twig bank accounts must be reduced to a maximum balance of \$100 by December 31 of each year unless reserved funds are needed for a special purpose. In that case, a written request is required.** All Twigs must also complete a Twig IRS Report Form and submit to the Auxiliary Business Office by January 31 of each year **whether or not the Twig has a bank account.** The Twig IRS Report Form may be accessed on the Auxiliary Website (www.oaux.org) and printed.

TWIG DONATIONS FOR THE HOSPITAL: ALL Twig donations are to be used to fund "Wish List" items or for undesignated General Treasury use. All money must be channeled through the Auxiliary General Treasury. **Funds**

may never go directly to the Foundation or any other hospital department. Twig donations shall be sent along with a completed *Twig Gift Remittance Form* to the Auxiliary Coordinator to be logged and deposited.

FUNDRAISING: When planning an **in-hospital** fundraising event, the Twig Chairperson shall clear the date and location with the Auxiliary Coordinator (908-522-2004). If the desired date is available, the Twig event will be placed on the master calendar located on the Auxiliary Website (www.oaux.org). If a permit is required for a Twig event, it should be applied for at the City Hall in the town where the event is to be held. Raffles must be approved by calling the Auxiliary Coordinator. You will need our New Jersey raffle number **484-4-10936** for these permits.

TAX-EXEMPT TWIG PURCHASES: Purchases made by Twig members for the sole benefit of Overlook Medical Center are New Jersey State tax exempt. Our Tax Exempt number is **226-013-568/002**. Form ST-5 is required for purchase and may be obtained from the Auxiliary Website (www.oaux.org).

RECORDING TWIG HOURS: All volunteer hours need to be reported at the very least on a quarterly basis, and must be reported for each **individual** member by committee chairperson. Hours are **not** recorded as a Twig total.

In-Hospital hours are reported by signing in and out in the “volunteer sign-in book” in the volunteer corridor, the sign-in sheet in the Gift Shop, attendance sheets at meetings or by logging in to the touch screen kiosk computer (if you have been assigned a pass code). **In-Hospital** hours include but are not limited to hospital volunteer service, attendance at any hospital meetings or functions and travel time to and from the hospital.

Out-of-Hospital hours should be reported by the Twig Chairperson or her designated representative to. Volunteer Services (908-522-2099) or e-mail monique.byrne@atlantichhealth.org. **Out-of Hospital** hours include but are not limited to Twig meetings, telephone, computer, paper work and shopping for Twig related items.

MEMBERSHIP: There are no restrictions on the number of members in a Twig. Each Twig Chairperson will receive annually in their fall information packet, one copy of the computer printout of their Twig Membership Roster. This roster must be updated and amended if there have been any changes. Corrected copy shall be returned to the Auxiliary Business Office no later than **October 1** of each year. Updates must be reported to the Business Office as soon as possible to keep Database accurate. **Please also remember that Overlook Medical Center, a not-for-profit hospital, depends on a strong hospital volunteer staff. Twigs are a vital part of that need. If a potential Twig member is unable to join a specific Twig for any reason, the Twig denying membership is required to immediately report the name and contact information of this individual to the Business Office (908-522-2004) for referral. Even if that potential Twig member is to be “Waitlisted” by your Twig, an Auxiliary member may belong to more than one Twig, so the name and information must be reported to the Business Office.**

TWIG CONTACT WITH HOSPITAL ADMINISTRATION: Twig requests for contact with the Overlook Medical Center Administration shall be arranged through the Auxiliary Co-Presidents **only**. No direct contact should be made between a Twig and administration without prior approval from the Co-Presidents.

WEBSITE: The Auxiliary has a Website (www.oaux.org) which is maintained by the Business Office. The Membership Login area is only available to Auxiliary members. To access the Member Login links, click on Member Login in the upper right corner of the Main Page. The User ID is **twigs** and the Password is **oha99**. *Please do not make this information public as it is confidential and sensitive information.*

*Revised 11-15-16