

SCHUCHARD



STALLIONS

**OPERATING
BY-LAWS**

Amended February 12, 2012

*Schuchard
Volunteer
Organization*

SCHUCHARD VOLUNTEER ORGANIZATION BY-LAWS

(Amended 02/08/2012)

I. NAME

A. This organization shall be known as Schuchard Volunteer Organization (SVO).

II. PURPOSE

A. The Purpose of the SVO is to provide activities and service, which enhance and broaden our children's educational environment.

III. GENERAL MEMBERSHIP

A. Any person who volunteers his/her time at Schuchard Elementary School or any Schuchard Elementary School event is considered a general member of the SVO.

B. The Schuchard Elementary School Principal can exclude any general member for breach of the peace or any other activity or behavior deemed inappropriate. Such a member is no longer considered in "Good Standing"

C. VOTING RIGHTS & ELIGIBILITY

1. Each General Member in "Good Standing" present at a general SVO meeting shall be entitled to cast one (1) vote on any item presented to the membership for a vote at that meeting, excluding the election of board members.

2. To be eligible for a position on the SVO Board or to vote for the election of Board Members, General Members must have fulfilled one (1) of the following requirements:

a) Attended a minimum of three (3) General Membership Meetings within the last 12 months, or

b) Chaired an SVO sponsored event/activity within the last 12 months.

3. A List of eligible General Members will be maintained by the SVO Board Secretary.

IV. MEETINGS

A. No meeting shall be held without a quorum.

B. A quorum shall consist of the majority of the Executive Board, at least one of whom must be the President or Vice President.

C. GENERAL MEMBERSHIP MEETINGS

1. Shall be held once a month as determined by the SVO Board.

2. All General Membership Meetings shall be open to the public.

3. A Meeting Agenda shall be provided to all meeting attendees.
4. All issues, financial or otherwise, shall be decided by the majority of all members in attendance at the meeting.
5. In lieu of a December Meeting, a holiday luncheon may be held with an open invitation to all members.
6. The May meeting shall be regarded as the annual meeting.

D. SPECIAL/BOARD MEETINGS

1. Special and/or Board meetings may be called with a majority approval of the Executive Board.
2. All Board members shall be given at least (1) week notice of all Special and/or Board Meetings.
3. In the event that a decision needs to be made prior to a General Membership Meeting, the amount in question **will not** exceed an expenditure of \$100.

V. SVO EVENTS & ACTIVITIES

- A. All events or activities put on by the Schuchard Volunteer Organization **MUST** have a designated Chairperson to coordinate the event.
- B. All General Members in “Good Standing” are eligible to Chair an event.
- C. All Event Chairpersons shall have a Sponsor designated by the Board, unless deemed otherwise.
- D. **EVENT CHAIRPERSON RESPONSIBILITIES:**
 1. Shall be responsible to the Executive Board.
 2. Shall coordinate all aspects of the event.
 3. Shall remain within the budgeted allotted to the event.
 4. Shall submit accurate records of all supplies, facilities, volunteers, and vendors used along with all applicable receipts for reimbursement within 30 days of the conclusion of the event
 - a) Failure to submit the requested information in a timely manner may result in a delay or denial of reimbursement
 5. Any monies being requested for items other than reimbursement shall have a proper invoice submitted to the board for approval.

6. Shall attend at least the General Membership Meeting before and after the event and give a brief update on all activities, recommendations, difficulties and/or decisions regarding the event.
7. All monies received during the event shall be counted and verified by the chairperson and at least one (1) Treasurer.
 - a) In the absence of a Treasurer, any other bonded Executive Board Member may stand in.
 - b) All funds are to be handed over and collected by the Treasurer and/or bonded Executive Board Member after all monies have been verified.
 - c) Under NO circumstances shall any minor handle money once it has been collected.

E. SPONSOR RESPONSIBILITIES:

1. All Sponsors shall be a member of the SVO Board.
2. Shall make available all files and information regarding past events to the Event Chairperson.
3. Shall be responsible for ensuring the event is coordinated within the guidelines and aim of the SVO.
4. Shall be responsible for submitting an article for publication regarding the event at the next General Membership Meeting after the conclusion of the event.

F. All Event records shall be kept and maintained by the SVO Board Secretary.

VI. BOARD MEMBERS

- A. The Executive Board of the SVO shall consist of at least the following elected positions: President, Vice President, Secretary, Treasurer, Co-Treasurer, Donation Coordinator, and Media Director.
- B. The executive board shall also contain the School Principal and a Teacher Representative.
 1. The Teacher Representative must be a staff employee and shall be designated by the school principal.
- C. Additional elected positions may be created with a majority approval of the board.
- D. At least three (3) board members must be bonded, including but not limited to the President and all Treasurers.
- E. **RESPONSIBILITIES of EXECUTIVE BOARD**

1. PRINCIPAL
 - a) Oversees and approves all SVO activities and print communications.
2. STAFF REPRESENTATIVE
 - a) Serves as liaison between SVO and teaching staff
 - b) Reports at executive board, general membership and teacher staff meetings.
 - c) Is responsible for relaying information from Executive Board to teaching staff and vice versa.
3. PRESIDENT
 - a) Shall preside over all meetings and oversee all activities of the SVO.
 - b) Shall organize special meetings between current and incoming officers for information exchange.
 - c) Must be bonded for \$15,000.
 - d) The bonded President is authorized to dispense and collect monies with proper invoice or receipt.
 - e) The president shall carry out other responsibilities that are determined by the Executive Board.
 - f) All such duties shall be completed in conjunction with and approval of the school Principal.
4. VICE PRESIDENT
 - a) Shall act as an aide to the president and shall perform the duties of any officer including the president in their absence.
 - b) The Vice President shall carry out other responsibilities that are determined by the Executive Board.
5. SECRETARY
 - a) Shall record the minutes of all general membership and Executive Board meetings.
 - b) Shall post a copy of the previous month's minutes in the designated public SVO display area.
 - c) Shall also provide a digital copy of the previous month's minutes to the Media Director.

- d) Shall maintain name, address and telephone number list of all SVO volunteers.
- e) The Secretary shall carry out other responsibilities that are determined by the Executive Board.

6. TREASURER (CO-TREASURER):

- a) Shall be responsible for handling all financial transactions of the SVO.
- b) Shall provide an accounting of current status at each general membership meeting and have books available at executive board meeting.
- c) Is authorized to dispense and collect monies with proper invoice or receipt.
- d) Shall count all monies with the committee chairperson(s) or his/her board representative. In treasurer's absence, the president or vice-president shall fill in for the treasurer.
- e) Shall make the books available for review by any SVO member or committee chair.
- f) Must be bonded for at least \$10,000 each.
- g) Responsible for filing appropriate tax documents.
- h) The Treasurer(s) shall carry out other responsibilities that are determined by the Executive Board.

7. DONATIONS COORDINATOR

- a) Shall be responsible for directing and coordinating all corporate donations.
- b) Shall be responsible for ensuring that the SVO maintains proper policies and procedures in order to maintain 501C.3 certification.
- c) Is authorized to solicit donations and grants on behalf of the Schuchard Volunteer Organization and the benefit of Schuchard Elementary School and it's students.
- d) The Donations Coordinator shall carry out other responsibilities that are determined by the Executive Board.

8. MEDIA DIRECTOR

- a) Shall be responsible for coordinating and directing the distribution of all media for the SVO.

- b) Shall provide to the parents and/or guardians of all Schuchard Elementary students an update on the happenings and status of the SVO at least once a month.
 - c) All documents, flyers, advertisements, or media of any kind must be submitted to the Media Director for distribution.
 - (1) All documents submitted for distribution shall be reviewed by and approved by the Schuchard Elementary Principal before distribution.
 - d) Shall be responsible for ensuring that all media outlets are maintained on a regular basis.
 - e) The Media Director shall carry out other responsibilities that are determined by the Executive Board.
- F. The Executive Board shall be the final authority in all decisions concerning the organization, and the final authority in all matters in dispute.
- G. Should an officer of the Executive Board resign, the President shall appoint an eligible member to fill that position for the remainder of the term.
- H. Should the president resign, the Vice President shall fill the President's position and appoint a Vice President for the remainder of the term.
- I. No one shall serve as a board member for more than three (3) consecutive school years in the same position.

VII. ELECTIONS

- A. Written and verbal nominations for office shall be accepted by the Executive Board at the General Membership Meeting held in March of each year.
- B. The Executive Board shall compile the nominations, verifying that each nominee is eligible for office, and present a list of candidates at the March General Membership Meeting.
- C. If there are no candidates for a vacant position on the Executive Board, the Executive Board shall poll volunteers until there is at least one nominee for each office on the Executive Board.
- D. At the April general meeting, the Executive Board shall:
 - 1. Present the ballot for eligible SVO members to vote
 - 2. Tally the results of the election
 - 3. Introduce and welcome the newly elected officers

- E. In the event that the Executive Board positions for the following year are not filled by the Annual Meeting, nominations and elections will again be held in September.
- F. All elected positions are one-year terms commencing on July 1 of the elected year.

VIII. BOARD TRANSITION

- A. The Board Transition Period shall begin immediately upon the completion of elections in April and extend until June 30 of that year.
- B. Incoming Board Members elected at the April General Membership Meeting will serve in conjunction with the corresponding outgoing Board Member until June 30 of the year they were elected.
- C. All Special and/or Board Meeting notices shall go to both the incoming and outgoing Board positions during the Board Transition Period.
- D. Outgoing Board Members will ensure that all information and requirements pertaining to their positions are appropriately communicated to the incoming Board Member before the Board Transition Period ends.
- E. It shall be the responsibility of the Incoming President to ensure that all Board Member transitions are seamless.

IX. BUDGET

- A. The Schuchard Volunteer Organization fiscal year ends June 30.
- B. The SVO Board shall be responsible for creating and maintaining a yearly fiscal budget.
- C. All incoming Board Members shall assist in the creation of the budget starting July 1 of the year they were elected.
- D. All budgets shall be presented for review and discussion at the May General Partnership Meeting.
- E. Final budget approval shall be voted on at the June General Membership meeting.

X. AUDIT

- A. An audit of the SVO financial records shall be done in January and June of each year.
- B. The president shall appoint a three (3) member committee (excluding the treasurer) to perform these tasks:
 - 1. Review a minimum of 25 checks, matching each with a valid receipt.
 - 2. Choose several accounts (i.e. Ice Cream Social, Birthday Books) and verify that amounts spent are:
 - a) Within budgeted limit, and

- b) A valid expense.
- 3. Verify that all bank statements are in agreement with Treasurer's records.
- 4. The committee shall report all audit findings, including any inconsistencies or recommendations at the next General Membership Meeting.
- C. Any corrective actions needed are the responsibility of the Executive Board and **MUST** be rectified immediately.

XI. AMENDMENTS

- A. These bylaws shall be posted on the SVO bulletin board at all times.
- B. These bylaws may be amended at any General Membership Meeting by a majority of the eligible members present with notice of any proposed changes given at the General Membership Meeting one (1) month prior.
- C. Amendments become effective immediately upon acceptance by the majority.
- D. Any proposed changes shall be recommended by a review committee comprised of the following:
 - 1. A minimum of six (6) persons
 - 2. At least two (2) Board Members
- E. A review committee shall be formed at a minimum of every two (2) years, but may be established at any time with majority approval.

XII. DISSOLUTION

- A. The Schuchard Volunteer Organization can only be dissolved by a majority vote of eligible members at a scheduled General Membership Meeting.
- B. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the SVO, the remaining assets shall be distributed to any 501(c)(3) organization of the current SVO Board's choice.