

BY-LAWS
West Utica Volunteers Association
REVISED MAY 2006

Article 1: Objectives:

The objectives of the West Utica Volunteer Association shall be:

- 1) To establish the opportunity for communication between the parents and the school in all areas of mutual interest.
- 2) To conduct fundraising activities to enhance academic programs, sponsor social events, and oversee the maintenance of the grounds and playground equipment.

Article II: Basic Policies

Section 1. We are a non-profit organization operating under Section 501 (C) (3), of the Internal Revenue Code.

Section 2. This organization shall be noncommercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise or candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or any partisan interest, or for any other purpose than the regular work of the organization.

Section 3. This organization shall seek neither to direct the administrative actives, nor to control its policies.

Article III: Membership:

Section 1. Every West Utica Elementary parent and teacher will be considered a member of the West Utica Volunteer Association and eligible to vote at any meeting that they are in attendance.

Section 2. The organization secretary shall keep the record of the membership attendance.

Article IV: West Utica Volunteer Association Board:

Section 1. The West Utica Volunteer Association Board shall consist of the elected officers of this organization and the Principal of the school and/or the Research Center Teacher.

Section 2. The duties of the West Utica Volunteer Association shall be:

- A.** To transact necessary business in intervals between organization meetings.
- B.** To approve routine bills within the limits of the treasury not to exceed \$50.00 per occurrence (to be reported on at the next meeting).

Section 3. Regular meetings of the West Utica Volunteer Association shall be held monthly during the school year, the time to be determined by the Board.

Article V. Officers and Their Election:

Section 1.

A. The elected officers of this organization shall be President, Vice-President, Secretary, Treasurer, Activity Chairperson, and Fundraising Chairperson.

B. Officers shall be elected by ballot annually at the May West Utica Volunteer Association meeting. However, if there is but one nominee for any office, upon motion from the floor, the election may be by voice.

C. Officers shall resume their official duties at the close of the June meeting and shall serve for a term of one year.

D. A person shall not be eligible to serve more than two consecutive terms in the same office.

E. In the event of a vacancy in the office of President, the Vice-President shall assume office. In the event the Vice-President declines, the vacancy shall be filled by a majority vote of the membership at any regular or special meeting. The elected shall serve the duration of the term. All other vacancies shall be filled by a majority vote of the membership at any regular or special meeting.

Section 2.

A. Nominations will be taken from the floor at the April meeting.

B. Nominees may run for only one office. If nominated for more than one position, the nominee will choose which position will appear on the ballot for the election.

Article VI. Duties of the Officers:

Section 1. The duties of the **President** shall include:

Preside at all regular and special meetings

Enforce the by-laws of this organization

Shall provide a copy of the agenda to all members who attend meetings, and post a tentative agenda on the Volunteer Bulletin Board, one week prior to the meeting

Be an ex-officio member of all committees.

Section 2. The duties of the **Vice-President** shall include:

Shall act as an aide to the President

Shall perform the duties of the President in the absence or inability of that officer to serve.

Section 3. The duties of the **Secretary** shall include:

Shall record the minutes of all regular and special meetings

Provide a copy of the minutes to the Board and post on the Volunteer Bulletin Board, along with supplying to all members attending the next meeting.

Shall maintain a complete file of minutes, correspondence and any other records pertaining to the organization

Shall provide an informational article, which would include meeting dates, activities, and actions at previous meetings

Shall be responsible for Volunteer correspondence.

Section 4. The duties of the **Treasurer** shall include:

Shall be responsible for handling all of the financial business of the organization.
Maintain set of records and prepares monthly reports to be distributed at the regular monthly meetings.
Prepare an annual report to be distributed to the membership
Prepare books for tax preparation by CPA along with answering any related questions
Count and deposit all monies, \$50 and over, with the event chairperson on a daily basis
Assure that all checks written will be co-signed by another officer
In the event that the Treasurer and another Board member are related, the remaining Board members will be the co-signers
Checks will be issued within 7 days of the request.

Section 5. The duties of the **Activities Chairperson** shall include:

Shall oversee member recruitment
Shall maintain a list of all of the current year's activities and the members that have volunteered to help with them
Help to organize and oversee the different Activity Committees
Shall be the liaison between the Activity Committees and the Board.

Section 6. The duties of the **Fundraising Chairperson** shall include:

Oversee and fundraising for the West Utica Volunteers
Count any fundraising monies with the Treasurer
Shall be the contact person for any fundraising inquiries.

Article VII. Finance

Section 1. All expenditures shall be made by check within 7 days of request.

Section 2. Expenditures exceeding \$50.00 will be made by a majority vote of the membership at any regular or special meeting.

Section 3. Authorized expenditures, not exceeding \$50.00, shall be those deemed necessary by the Board to let the Association function.

Section 4. An audit of the financial records shall be conducted annually by a CPA.

Article VIII. Meetings

Section 1. West Utica Volunteers will meet once a month during the school year, unless an emergency meeting is called.

Section 2. The President may call a special meeting or one may be called by a majority of the members of the Board. Special meetings require a 48-hour advance notice, which will be posted in the Volunteer Bulletin Board.

Section 3. The membership present constitutes a quorum for the transaction of

business in any meeting of this organization.

Section 4. The privilege of introducing motion and debating shall be limited to officers and members of the organization present at meetings. Voting shall extend to the officers as well as the members.

Section 5. The President will only vote in the event of a tie-breaking decision.

Section 6. Officers of this organization, the Principal of the school, and/or the Research Center Teacher shall attend each regular West Utica Volunteer meeting. The Principal or the Research Center Teacher will report the West Utica Volunteer business back to the faculty.

Section 7. Meetings will run in an orderly manner.

Article IX. Activity and Fundraising Committees

Section 1. Such Activity and Fundraising committees shall be created by the general membership as may be required to promote the objectives and the interest of this organization. The Committee itself will select their own Chairperson.

Section 2. The Chairman of each committee shall present plans of work to the membership; and no committee work shall be undertaken without approval of the membership.

Article X. Dissolution

In the event of the dissolution of the Association, all assets remaining will be contributed to the West Utica Elementary School.

Article XI. Amendments

Section 1. These by-laws may be amended by a 2/3 vote of the members present and voting, provided notice of the proposed amendments has been published 10 days prior to the meeting.

Revised on 05/10/2006 – Article VII Finance, Section 5 removed from by-laws
“Section 5. Forty percent (40%) of the largest annual fundraiser of West Utica Elementary will go into the Principal’s discretionary fund. Use of this fund must follow the same guidelines that the volunteer association does.”

Revised on 09/09/1998 – Article VII Finance, Section 5 added to by-laws

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