

East Newton United
Granby, MO 64844
Organization Bylaws

Adopted October 15, 2015

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Article I

Name and Location

Section 1: Name

The name of the organization shall be East Newton United.

Section 2: Location

The organization's mailing address shall be:

22808 E. Hwy 86

Granby, MO 64844

Article II
Vision and Mission

The vision of East Newton United is to meet the needs of students through community resources so students succeed and communities thrive.

East Newton United Mission Statement:

I can do things you cannot, You can do thing I cannot. Together we can do great things.

-Mother Teresa

Inspiring the patrons of the East Newton School District to make a difference in the lives of our students by sharing their time, talents and treasures.

*By living out our Mission,
we create a brighter future for our children
in communities worldwide.*

Article III
Definitions

For the purposes of these bylaws, the following terms shall be defined as:

Section 1: Annual Meeting

The Annual Meeting shall be held on the first Thursday of every May at a meeting separate from the month Advisory Board meeting. Elections for Advisory Board members shall occur at this meeting. All annual reports shall be made and elections held on bylaw amendments.

Section 2: Voting Member

A Voting Member is a voting member of the Advisory Board, a chair or vice-chair of a Group, or a chair or vice-chair of a Site Council. Voting members may have only one vote regardless of the number of positions held.

Voting members are required to attend Annual Meeting for purposes of electing Advisory Board members and voting on proposed bylaw amendments.

Section 3: Ex Officio Members

An ex officio member shall be defined as a non-voting member of the Advisory Board, Group or Site Council.

Article IV

Advisory Board Elections

****Section 1: Number of Board Members**

The Advisory Board shall be made up of nine elected community members and up to three designated school representatives. The ex-officio member shall be the Superintendent of East Newton R-VI School District or a designee of the Superintendent's, which must also be an employee of East Newton R-VI School District.

Each elected board member will serve three-year terms. Three members will be elected each year.

Section 2: Election of Board Members

Three board members will be elected by voting members to fill three-year terms on the first Thursday of every May at the Annual Meeting. The only election not following this will be the first election, held in 2014.

Terms shall begin on June 1 of each year.

The first election, held in 2014, shall elect nine advisory board members. The top three vote-getters shall serve a three-year term beginning in 2014. The following three vote-getters shall serve two-year beginning in 2014. The last three vote-getters shall serve a one-year term beginning in 2014.

***Section 3: Nominations**

Nominations to the Advisory Board should be submitted in writing or e-mail to the Advisory Board no later than the second Friday of April prior to the election.

All nominations will be announced at the April meeting of the Advisory Board. All voting members will be notified by e-mail of the nominations. Nominations shall also be posted publicly by East Newton United.

Section 4: Vacancies

In the event of a vacancy on the Advisory Board, the Chair of the Advisory Board shall appoint someone to fill the position until the next regular election. At the next May election, an election will be held to fill the remainder of that term.

Article V

Advisory Board Operations

The function of the Advisory Board is to serve as oversight of all groups and site councils as defined in these bylaws, long-term planning, oversee funding and budgeting and all other functions necessary to fulfill the vision and mission of East Newton United.

Section 1: Meetings

The Advisory Board shall meet monthly at the location and time of its choice.

The Chair may call additional meetings as necessary.

Any Advisory Board member which misses three consecutive monthly meetings will be considered as having vacated their position and the Chair may appoint a replacement as called for Article IV, Section 4.

Board meetings shall be open to the public, unless the board votes to close the meeting. Meetings may only be closed to discuss personnel issues or to discuss removal of someone from other volunteer positions within East Newton United.

***Section 2: Board Voting**

All Advisory Board votes require a quorum of six board member present.

In a meeting called by the Chair, the Advisory Board may conduct business and hold votes if a quorum is present.

Section 3: Officers

The Advisory Board shall annually elect a Chair, Vice-Chair, Treasurer and Secretary at its first monthly meeting in June. Officer functions and responsibilities are as follows:

***Subsection A: Chair**

The chair will preside over and facilitate all Advisory Board meetings and the Annual Meeting. The Chair shall be an Ex-Officio Member of all appointed committees, groups and site councils. He or she is charged with overall administration of East Newton United and is to ensure all elected officers are meeting their responsibilities as outlined in this Section and subsequent articles.

The Chair is to represent East Newton United at public events, in the media and as otherwise necessary.

The Chair is also responsible for getting any permits necessary for events. He or she may make a designee to do so.

The Chair may also appoint and create other subcommittees as deemed necessary.

***Subsection B: Vice-Chair**

The Vice-Chair will preside at meetings in the absence of the Chair and perform other duties as assigned by the Chair.

Subsection C: Treasurer

The Treasurer will receive all monies and disperse all funds as approved by the Advisory Board. He or she will maintain a current, accurate record of all receipts and expenditures.

The Treasurer will present a written financial report at each monthly Advisory Board meeting and the Annual Meeting.

All correspondence from the bank will be the responsibility of the Treasurer.

The Treasurer will perform other financial duties as assigned by the Chair.

The Treasurer shall not be required to be an Advisory Board member.

Subsection D: Secretary

The Secretary will keep minutes of all Advisory Board meetings and the Annual Meeting.

He or she shall forward minutes to all Advisory Board members within one week of the current meeting.

The Secretary is also responsible for the creation of all program forms where needed.

The Secretary will keep organization records and contact information for all Advisory Board, group and site council members.

The Secretary will keep the Calendar of Events and notify the Public Relations Committee of all events to allow for promotion. In the event of any event cancellation, the Secretary will notify all East Newton United volunteers, the Public Relations Committee and the Advisory Board.

The Secretary will receive nominations for elections and proposed bylaw amendments. The Secretary will also make public the nominees and proposed amendments as described in Article III, Section 3.

The Secretary will perform other secretarial duties as assigned by the Chair.

***Section 4: Additional Positions**

In addition to officer position, the Chair shall appoint the following directors/committees from among the Advisory Board members. These positions may be held by officers other than the Chair.

Subsection A: Fundraising Committee

The Fundraising Director will be responsible for all fundraising activities. He or she may form a committee made up of community members. Duties include, but are not limited to: recommending fundraisers to the Board, acting as a liaison to the Treasurer, attending and coordinating fundraisers, obtaining sponsorships, collecting all donations and making necessary

reports to the Advisory Board. The fundraiser director shall coordinate fundraisers among groups and site councils to prevent duplication.

Subsection B: Public Relations Director/Committee

The Public Relations Director/Committee is responsible for the web site, social media, traditional media and email updates to volunteers. This person will also work with the Secretary to develop and maintain a Calendar of Events. He or she will provide a report to the Advisory Board at the monthly meeting.

Article VI
Groups and Site Councils

Section 1: Groups

East Newton United shall have four groups: Business, Faith-Based, Parents/Patrons and Social/Human Services.

These groups are made up of individual volunteers or a designee from a sponsor organization.

Each group shall reorganize annually in June and elect a chair and vice-chair.

At least one member from each group shall also sit on one site council as described in Section 2 following this section.

Section 2: Site Councils

Each school within East Newton R-VI School District may have a site council made up of the following:

Business sponsor(s) from the Business Group

Faith-Based sponsor(s) from the Faith-Based Group

Parent(s)/Patron(s) from the Parent/Patron Group

Social Service(s) from the Social/Human Services Group

The Principal or designee of the principal's, which also must be an employee of that school's.

Each site council shall reorganize annually in September and elect a chair and vice-chair. The chair or vice-chair of the site council may be an employee of that school. A current member list will be given to the Advisory Board.

Section 3: Function

Each Group and Site Council will be charged with meeting needs of children and the school district as they are able. They shall serve as a communication tool to bring the community together to meet all needs as possible.

The Site Councils shall work closely with their individual schools to meet various needs including, but not limited to: physical needs of children, material needs of the classroom or school, emotional support of children and staff, volunteers and general support.

The Groups shall serve to supplement the Site Councils in whatever way necessary.

The Groups and Site Councils are encouraged to be creative in their roles to bring the full community support behind the vision and mission.

***Section 4: Roles of Chairs and Vice-Chairs**

The responsibilities of the Groups and Site Council Chairs and Vice-Chairs are as follows:

Subsection A: Chairs

The chairs of Groups and Site Councils shall schedule and facilitate all meeting of their Group or Site Council.

The chair shall coordinate all fundraising efforts and shall schedule all events with the Advisory Board.

The Site Council chair shall act as the liaison between the Advisory Board and the specific school.

The chair shall report to the Advisory Board as deemed necessary. The chair shall attend the Annual Meeting and make an annual report to the organization.

Subsection B: Vice-Chairs

The Vice-chair shall act as secretary of the Group or Site Council. He or she shall keep minutes of all meetings. The vice-chair will forward the previous meetings' minutes to the members one week prior to the next meeting for review.

The Vice-Chair will conduct meetings in the chair's absence.

The Vice-Chair will keep records of all members and contact information. That information is to be reported to the Advisory Board following the reorganization meeting in September.

The Vice-Chair shall attend the Annual Meeting.

Article VII

Financial

Section 1: Fees

No fees shall be collected for participation on the Advisory Board, Groups or Site Councils.

Section 2: Compensation

No Advisory Board member, Group member or Site Council member shall receive any compensation for services rendered as such.

Section 3: Approval for Purchase

No person or Advisory Board member may purchase on credit or cash, in the name of East Newton United, any item or service for the organization without express approval from the Advisory Board. The Chair and the Treasurer may authorize purchases less than \$100 without prior approval from the Advisory Board.

Section 4: Reimbursement for Purchase

No person will be reimbursed for any purchase in the name of East Newton United without prior authorization from the Advisory Board and

***Section 5: Handling of Funds**

All incoming funds or donations shall first be given to the Treasurer prior to being deposited. All monies shall be kept in an account designated for East Newton United.

Article VIII

Right of Refusal

East Newton United reserves the right to not accept the sponsorship of an organization if said organization conflicts with the vision and mission.

East Newton United reserves the right to bar a volunteer from becoming involved based on a negative background check, drug related offenses or sexual offender status.

Article IX

Indemnification

The policy of East Newton United is to indemnify and hold harmless any Advisory Board member, director or office hold, including chairs and vice-chairs of Groups and Site Councils, their personal representatives and heirs, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with an actual or threatened legal proceeding, if such person acted in good faith of East Newton United and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct was unlawful.

Article X

Amending the Bylaws

*All proposed amendments to the bylaws shall be submitted to the Advisory Board for review.

Proposed amendments can be brought forth at any monthly meeting and shall be voted upon by voting members. A two-thirds majority is required to pass any bylaw amendment.