

BY-LAWS OF JACK HARVEY ELEMENTARY LIBRARY VOLUNTEERS (JHLV)

Incorporated under the Laws of the State of Michigan

Registered address:

41700 Montroy

Sterling Heights, MI 48313

1. NAME:

1. This organization shall be known as the Jack Harvey Library Volunteers (JHLV), also known as Jack Harvey Volunteers (JHV).

2. PURPOSE:

1. The Jack Harvey Library Volunteer Group was organized exclusively to provide and augment literary, educational and recreational activities and services of Jack Harvey Elementary School: an element of the Utica Community School District, a Michigan Public School District *as amended within the meaning of Section 501 (c)(3) of the Internal Revenue Code*.

3. MEMBERSHIP:

1. Membership - Membership of the Jack Harvey Volunteers will include all the parents or guardians of the children attending Jack Harvey Elementary School, members of the Jack Harvey Elementary Community and members of the Jack Harvey Elementary School staff thereof.
2. Active Member - A person who regularly attends a minimum of three (3) monthly meetings, works as a committee chairperson or committee member and/or consistently volunteers within the school.
3. To be eligible to vote on issues either financial or otherwise, a person must be an active member.
4. All Executive Board Members and JHV members shall conduct themselves in accordance with the Utica Community Schools Code of Conduct. They shall show respect, honor and integrity at all JHV and school functions both on and off school property. Failure to abide by this by-law may result in said Member being asked to remove themselves from the event or function. Continuous violations of the by-law may result in removal of the member from the JHV. The grievance process, as set forth herein, should be followed as necessary.
4. The Grievance Process shall be as follows: Bring your complaint to the chairperson of the event or fundraiser and try to resolve the issue. If the issue is not resolved or if the complainant cannot contact the chairperson, the complainant may discuss the matter with the President and/or Vice President and attempt to resolve the matter. If the matter is still unable to be resolved, the President and/or Vice President, chairperson and the complainant shall then bring the matter to the Principal for resolution, this resolution shall be final and binding.

5. **POLICIES:**

1. This organization shall be non-profit, not affiliated with any religious or political organizations and shall afford equal opportunity to all volunteers without regard to race, gender, religion, age, marital status and/or disability.
2. All bank accounts established in the name of this organization shall require at least two authorized persons to control such accounts. Authorized persons shall be any member of the Executive Board.
3. The JHV shall maintain an uncommitted balance of at least an average of the previous three (3) years' expenses at the conclusion of each school year. The purpose of this balance is to ensure funding for the expenses incurred the following school year.
4. No person may enter into any contract or commitment on behalf of the organization without first seeking Executive Board approval.
5. The JHV shall maintain bond insurance covering the Treasurer.
6. General liability insurance covering the organization in the event of an accident and/or injury at a JHV-sponsored event shall be maintained.
7. A committee of a minimum of three (3) active members (at least one board member) will be established every three (3) years to review and revise, as necessary, these By-laws. If extenuating circumstances arise where a committee cannot convene AND meetings cannot be held to vote on proposed changes, then review of the By-Laws may be postponed by a maximum of one (1) year. The next review is April 2024.

6. **EXECUTIVE BOARD:**

1. The Executive Board of the Jack Harvey Volunteers (JHV) shall consist of the President, Vice President, Secretary, and Treasurer. The Executive Board is a minimum of three (3) officers.
2. In the event a decision needs to be made prior to a scheduled general membership meeting, this Board shall have the responsibility of making that decision in the best interest of the organization. If this decision is of a monetary nature, the amount in question will not exceed an expenditure of \$250.00 and must be approved by a majority vote of the Executive Board members. If in excess of \$250.00, a special meeting of the JHV voting members may be called. All voting shall be in person or via video conference and not via email, text, telephone, or otherwise.
3. The Executive Board shall present a proposed Budget to the membership at the first Regular Meeting of each school year. Such a budget shall include the anticipated revenue and expenses for the year. This budget shall be used as a guide for the activities of the Executive Board and Active Members during the year. Any substantial deviation from the budget must be brought to the attention of the Active Membership at the next Regular Meeting.
4. The Executive Board shall be responsible for all JHV correspondence, (i.e. fliers, notices, letters, thank you notes, etc.). All correspondence **MUST** be approved by the President prior to distribution. All correspondence shall have the JHV logo visible.

5. The Executive Board must be present at all membership meetings and Executive Board meetings unless other arrangements are made prior to said meetings or as soon as possible thereafter. At least two (2) officers must be present at the general meeting.
6. The Executive Board shall purge all JHV files every three (3) years in order to maintain up-to-date records on all committees, events, etc. All banking and/or financial records will be kept for a minimum of seven (7) years before purging.
7. All Executive Board Members are permitted to vote on Motions except for the President. In the case of a tie, the President shall cast the deciding vote.

7. OFFICERS

1. PRESIDENT

- i. Shall preside over all meetings, providing the agenda for said meetings and, in general, supervise and coordinate all activities of the Jack Harvey Volunteers.
- ii. Shall in general, oversee all committees and is the liaison between all committees and the Principal.
- iii. Shall organize a special meeting to exchange pertinent information between previous and current officers upon completion of the yearly audit.
- iv. Shall understand and ensure that the By-Laws of the JHV are executed properly.
- v. Shall cast the tie-breaking vote.
- vi. Maintain signed copies of the "Jack Harvey Volunteer's Credit Card Usage Policy" for seven (7) years irrespective of the status of the signee.

2. VICE PRESIDENT

- i. Shall act as an aide to the President and shall perform Duties of the President in the absence of that officer.
- ii. Shall perform duties of officers unable to attend the monthly meeting.
- iii. Shall inform the school community of the happenings within the organization via a newsletter, the bulletin board, social media platforms and the sign in front of the school.

3. SECRETARY

- i. Shall be responsible for taking minutes at the general membership meeting of the organization and posting a copy of these minutes on the JHV website within one week following the general membership meeting. A copy of the minutes shall also be provided to each officer and school Principal. The secretary will also make a file for the file cabinet with the minutes throughout the year.
- ii. Shall be responsible for sorting through all JHV correspondence and forwarding it to the appropriate party.
- iii. Shall be responsible for taking attendance at each general membership meeting and maintaining a file of these attendance records.
- iv. Provide, distribute, and count written ballots when necessary.

4. TREASURER

- i. Shall give an accounting of the organization's financial reports at monthly meetings and have books available at the Executive Board meetings.
- ii. Shall be responsible for receiving all JHV monies collected, depositing said monies in an authorized JHV account and maintaining accurate records of all receipts and expenditures of the organization.
- iii. Shall make disbursements as authorized by the Executive Board and/or the Active Membership in accordance with the budget adopted by the membership.
- iv. Shall have books available at general membership meeting for review by any member of the organization.
- v. Shall provide a copy of the monthly bank statement to the President for review and maintain the filing of said statements for the organization.
- vi. Shall not execute a check to themselves. Neither shall any signer on the JHV bank account(s) execute a check to themselves.
- vii. Shall file a Michigan Annual Report, due by October 1st of each year, with the Michigan Corporation, Securities and Land Development Bureau.
- viii. Shall prepare the appropriate end-of-year income tax forms as required by and in accordance with the regulations set forth by the Internal Revenue Service. Said forms (currently IRS Form 990), must be prepared on or before September 30th and shall be prepared with the assistance of the outgoing Treasurer.
- ix. Maintain signed copies of the "Jack Harvey Volunteer's Credit Card Usage Policy" for seven (7) years irrespective of the status of the signee.
- x. Shall schedule an audit to be performed yearly as soon as possible upon receipt of the June bank statement clearing all checks.
 - a. The audit shall take place with the outgoing and incoming treasurers (if applicable) and two (2) additional incoming officers and/or active members.

8. ELECTION OF OFFICERS

1. One board member, not up for election, shall assume the following duties and responsibilities in the procedures for organizing an election.

2. QUALIFICATIONS

1. To be considered for a nomination to any Executive Board position, the potential nominee must be an Active JHV Member in good standing.
2. The potential nominee shall have a good understanding of the JHV activities, responsibilities and commitments afforded the position.
3. The potential nominee is welcome, but not required, to "shadow" any Executive Board Member in the months prior to their nomination.

3. PROCEDURES

1. Shall accept nominations from the membership for each Executive Board position. Elections for President and Secretary shall be held on school years

ending in an even number. Elections for Vice President and Treasurer shall be held on school years ending in an odd number. Shall approach each nominee to ascertain whether that person is willing to accept the nomination.

2. Prepare a slate consisting of only individuals willing to accept the office. Every effort should be made to have at least two (2) candidates for each office.
3. Present the slate at the March general membership meeting and accept nominations from the floor.
4. Nominees must present a letter of introduction by the April meeting. In the event that one person is nominated for any of the positions on the board, they shall agree to uphold the responsibilities of the position. In such cases, ballots and letters of introduction are not necessarily required and may not be sent out to Jack Harvey Volunteers for a vote.
5. Send out ballots and letters of introduction to the active members (as defined previously) after the April meeting.
6. Have results tallied by the May meeting and present the results.
7. Introduce and welcome newly elected officers.

9. TERMS OF OFFICE:

1. Official term of office shall begin upon completion of the audit.
2. Official term of office shall be two years with a maximum of two (2) consecutive terms. If after the first term a new candidate nomination is made, the current president may accept nomination for their second term to be voted on. If a situation arises in which, after two (2) consecutive terms, the office is unable to be filled by a new candidate, the current officer may accept nomination for a third term.
3. If any of the officers leave their position before their term is over:
 1. President: May be filled by the Vice President. If the Vice President declines, then a re-election shall take place as soon as possible thereafter. In the interim, the Vice President shall perform the duties of the President. If there is no current Vice President on the Executive Board, the secretary shall perform the duties of the President until the re-election takes place and a new President is elected.
 2. Vice President, Secretary and Treasurer: A re-election shall take place as soon as possible with the new nominee having attained the qualifications stated previously herein.

10. ORDER OF MEETING:

1. AGENDA
 1. The President shall call the meeting to order.
 2. Secretary shall present the minutes from the previous meeting for approval by the group and will make any pertinent announcements.
 3. Treasurer shall present the financial report.
 4. Principal's message, as appropriate.

5. Committee updates, by group.
6. Requests
7. Announcements
8. Open Floor
9. Adjournment
10. Said Agenda Order may be altered as is necessitated by the current disposition and/or activities of the organization as deemed necessary by the Executive Board.

2. VOTING

1. Issues, financial or otherwise, shall be decided by a simple majority of the voting members present and a count shall be recorded.
2. Financial issues in excess of \$2,000.00 shall be voted on by secret ballot.

11. COMMITTEE CHAIRPERSON(S)

1. The committee chairperson(s) duties and responsibilities shall consist of:
 1. If deemed necessary, prepare an event update for the Principal's weekly email in a timely fashion. They must submit this update to the President prior to the email deadline. A formal acknowledgement will be sent to all contributors.
 2. Prepare a brief update of the committee's activities, recommendations and/or decisions and present it at the general membership meeting. If not able to attend, you **MUST** have someone represent the committee.
 3. Chairperson(s) must submit to the Executive Board a financial account statement with receipts. The President **MUST** approve all fliers, copies, articles, announcements or letters **BEFORE** copies are made or distributed. The President will then obtain approval from the Principal, as necessary.
 4. No major decisions or contracts will be made between a chairperson and a company representative **WITHOUT** approval of an Executive Board Member.
 5. The President is your liaison to the Principal. Any committee action requiring the Principal must first be brought to the President's attention.
 6. Shall prepare a report updating JHV files outlining the actions, results and expenditures of their committee. Said reports and files shall be filed in the JHV files at the school prior to the end of such school year for reference in later years.
 7. All money tallying from fundraisers shall be done with at least two (2) Volunteers present. The treasurer should be notified of this date in advance to collect the funds. If the treasurer is not available to collect funds, deposit funds in the office with a secretary. Complete appropriate forms and signatures. No committee member or chairperson shall hold money for the JHV deposits for a period longer than ten (10) business days and every good effort shall be made to properly deposit said funds with the treasurer as soon as possible.

8. A committee chairperson will represent the committee and Jack Harvey in a positive and responsible manner. The chairperson must oversee all soliciting, promotions, duties and the event from the beginning to the end of the event.
9. A student MUST have an adult chaperone present at any event on or off school grounds that is not scheduled during regular school hours.
10. All major funding decisions for the committee shall include a minimum of:
 - a) 4 General Members
 - b) 1 Executive Board Member

12. ORGANIZATION CREDIT CARD & DEBIT CARD POLICY

1. The Jack Harvey Volunteers organization will not obtain and/or distribute debit cards related to any account associated with the Jack Harvey Volunteers.
2. An organization credit card is permitted to be distributed to only the current JHV President and/or JHV Treasurer.
 1. Before obtaining a JHV credit card, the board member receiving said card is required to read and sign the "Jack Harvey Volunteers Credit Card Usage Policy."
 - a) A signed copy of this policy shall be kept with both the President and Treasurer of the JHV.
 - b) The current JHV Treasurer and President must maintain signed copies for a minimum of seven (7) years, regardless of the status of those who have signed the policy.
 2. Upon violation of the "Jack Harvey Volunteers Credit Card Usage Policy" the JHV board members are within their right to pursue legal retributions. Additionally, the member who violates this policy will immediately be terminated from their position by majority vote of the JHV board members.

13. AMENDMENTS:

1. These By-Laws may be amended at any general membership meeting of the organization by $\frac{2}{3}$ votes of the members present. Notice of any proposed amendment shall have been given at the previous general membership meeting (or by special notification).
2. Amendments become effective immediately upon approval.

14. ADOPTIONS:

1. These By-laws shall take effect upon approval by the majority vote.

15. DISSOLUTION:

1. Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (C) (3) of the Internal Revenue Service Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to

such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Next review/revision date is April 2027