



Bridging Youth, Academia, Service, and Community



Forever Bloom Alliance

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# School Club

## Mission and Bylaws

### 2015 - 2016

# **Bylaws of the Forever Bloom Alliance Club 2015-2016**

**Adoption Date:** September 1, 2012

**Revised:** June 4, 2015

## **Mission Statement**

The Forever Bloom Alliance is an education-based public charity led by teachers, students, parents, volunteers and business leaders. The mission of the FBA Club is to promote the academic and social development of youth through peer mentoring, engaging school activities, achievement recognition and support, community service, and educational travel.

## **Article I: Name & Purpose**

### Section 1: Name.

The name of the organization is the "Forever Bloom Alliance Club."

### Section 2: Purpose.

The specific purpose for which this corporation is organized is: To promote education-based communication and interaction between youths of various ages for the purpose of building a community committed to peer mentoring, the sharing of academic and career information, volunteerism, community service, and educational travel. Said corporation is a public charity that normally receives more than one-third of its support from public contributions and gross receipts from activities related to its exempt functions. The FBA Club is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

## **Article II: Supporters, Contributors, Partners, and Contributions**

### Section 1: Supporters

- A. Supporters are individuals and institutions that assist FBA in fulfilling its mission and exempt functions. FBA recognizes two types of supporters: contributors and partners.
- B. Contributors are supporters who provide monetary or in-kind donations. Contributors may also donate their time and expertise in support of a FBA project or program.
- C. Partners are businesses, charities, schools, and other institutions that collaborate with FBA for the purpose of fulfilling its school mission.

## Section 2: Contributions

- A. Contributions constitute monetary or in-kind donations provided by both public and private contributors in support of FBA as a whole or in support of a specific FBA project or program.
- B. The FBA Club may accept, on behalf of the school and in accordance with school policies, any contribution, gift for the purpose or for any purposes of the club.

## **Article III: Officers**

### Section 1: Club Officers

- A. Officers shall be collectively called the FBA Club "Leadership Committee" and include the President, Vice President, Treasurer, Secretary, and Historian. The Leadership Committee is responsible for formulating the organization's overall policy and direction throughout the school year.
- B. The club members select all officers (with the exception of the club sponsor) annually from all interested regular and officers presently sitting on the board.
- C. Club officers have specific powers and duties, which accompany the office, including the exclusive power to vote on all matters pertinent to the organization.
- D. The club sponsor (school staff member) shall also be regarded as a member of the Leadership Committee and shall possess exclusive powers including all the voting powers of other members on the committee.

### Section 4: Club Officer Eligibility

- A. The FBA Club officers may consist of students who meet criteria pre-determined by the club sponsor and participating students.
- B. FBA Club officers must agree to both specific and general responsibilities that come with being on the FBA Leadership Committee.

### Section 5: Elections

- A. The FBA Club members shall meet in the fall to select club officers.
- B. Once the Leadership Committee members have selected, the five newly appointed members and the club sponsor will determine through a closed vote the specific duties and titles of each committee member.
- C. Club members may choose to select the officers directly through a closed vote.

### Section 7: Board Succession

- A. If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term.
- B. All other vacancies shall be filled by a special election.

## **Article IV: Duties of Officers**

Section 1: President – It shall be the duty of the president to:

- A. Chief FBA member representing the organization when dealing with the school and other public and private entities.
- B. Sets up (with the vice president) and chairs Leadership Committee meetings.
- C. Chief liaison between FBA Club sponsor and Leadership Committee.
- D. Shares with the club sponsor and treasurer the responsibility of overseeing organization payments and accounts.
- E. Oversees organization events, fundraising activities, and volunteer projects.
- F. Oversees special committees and programs.

Section 2: Vice President – It shall be the duty of the Vice President to:

- A. Assumes all duties of the president during periods of absence or due to dismissal.
- B. Compiles both private and public complaints, concerns, and feedback relating to the organization as it fulfills its mission and exempt functions.
- C. Organizes meeting agendas to be distributed among the committee and presented by the president.
- D. Oversees new member recruitment.

Section 3: Secretary – It shall be the duty of the Secretary to:

- A. Updates and organizes lists of supporters, contributors, and partners.
- B. Oversees new board related elections and appointments.
- C. Oversees the distribution and counting of organization election ballots and surveys.
- D. Records minutes during board and committee meetings.
- E. Provides copy of committee minutes to membership via email and/or website at the conclusion of the meeting.

Section 4: Treasurer – It shall be the duty of the Treasurer to:

- A. Holds (with the club sponsor) the responsibility of overseeing organization payments and accounts through the organization's financial records and books.
- B. Prepares and maintains all notes and records regarding financial sponsors and fundraising.
- C. Collects and deposits proceeds from organization events and fundraisers.

Section 5: Historian – It shall be the duty of the Historian to:

- A. Creates and updates the organization website.
- B. Creates and updates business cards, letterhead, and all other organization stationary.

- C. Acts as chief historian for the organization (documents the accomplishments of organization and its individual members, takes and collects photos for the website and organization events, etc.).
- D. Chief organizer for general organization activities and special events.
- E. Ensures the integrity of the organization image among members and the school.
- F. Ensures positive recognition and publicity for club goals and accomplishments.

Section 6: Club Sponsor – It shall be the duty of the club sponsor to:

- A. Oversees general operation and effectiveness of the organization through the direction and support of other club members, volunteers, and other individuals acting on behalf of the organization.
- B. Holds (with the treasurer) the responsibility of overseeing club payments and accounts through the organizations financial records and books.
- C. Oversees (with the secretary) and records the annual evaluation of the officers, volunteers, and serving committees.

## **Article V: Meetings**

### Section 1: Regular Board Meetings

- A. The hour and place shall be designated by the Leadership Committee and stated in the notice of the meeting.
- B. The student body will be informed of club meetings via email, P.A. announcements, and/or bulletin board notices.

### Section 2: Leadership Committee Meetings

- A. The Leadership Committee shall meet at least monthly and when a special meeting is warranted.
- B. Although advanced notice of Leadership Committee meetings may or may not be made public, these meeting are open to the club membership and general student body.

### Section 3: Liaison Meetings

- A. Liaison meetings shall be held once a month at their own separate times or during the regular board meetings.
- B. Liaison meetings may or may not be made public, nor shall they require board approval prior to scheduling.

### Section 4: Quorum

All six members of the leadership committee present in person shall constitute a quorum of all meetings of members. If there be no such quorum, a majority of members present or represented may adjourn the meeting from time to time to a further date

without further notice other than the announcement at such meeting, and when a quorum shall be present upon such adjourned day, any business may be transacted which might have been transacted at the meeting as originally called.

#### Section 5: Vacancies of Voting Members

A vacancy on the leadership committee may be filled by a vote of a majority of continuing voting leadership committee members, provided that there is a minimum of 4 continuing leadership committee members.

#### Section 6: Absenteeism and Removal from Office of Voting Members

- A. Any club member who fails to attend more than two consecutive meetings shall be considered automatically removed from the board, unless the Leadership Committee by the affirmative vote of a majority thereof, determine that the absences of said committee member were reasonable under the circumstances, in which event the absences shall be deemed waived. Any board member may be removed at any time with cause by vote of a two thirds majority of the voting members of the leadership committee.
- B. Any member of the Leadership Committee who fails to attend more than three consecutive meetings shall be considered automatically removed from membership of the leadership committee, unless the remaining members of the Leadership Committee by the affirmative vote of a majority thereof, determine that the absences of said committee member were reasonable under the circumstances, in which event the absences shall be deemed waived. Any committee member may be removed at any time with cause by vote of a two thirds majority of the voting members of the leadership committee.

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