

# **SFA CONSTITUTION & BYLAWS**

## **CONSTITUTION**

### **ARTICLE 1**

The name of this organization shall be Staff, Friends, and Alumni, of CAMP, hereinafter referred to as "SFA." Said SFA is organized for the purpose of supporting the running of CAMP and supporting other charitable organizations and individuals.

### **ARTICLE 2 OBJECTIVES**

- a). To disseminate knowledge and information for use by members.
- b. All resources provided from SFA to another organization shall be considered a donation and become property of the receiving organization, unless otherwise specified as property of SFA.
- c. To recognize members and/or non-members deserving of recognition for their contribution toward the betterment of SFA and CAMP
- d. To affiliate with societies or associations having like interests.
- e. To purchase or build and maintain a new camp facility for the betterment and expansion of the CAMP program.

### **ARTICLE 3 MEMBERSHIP**

Anyone sincerely interested in promoting SFA's objectives may apply for SFA membership. Each individual will fill out and submit a registration form for approval by the SFA Board. All applicants will be approved or denied by the SFA Board and be notified of their membership by the next scheduled SFA meeting. Any applicant denied has the right to appeal

Listed below are the types of membership available for individuals

- a) Part Time Membership is an individual that only volunteers at CAMP or other SFA functions. This individual is provided the SFA liability insurance coverage at official CAMP or SFA functions. This member does not have the privilege of voting.
- b) Full Time Active Membership is an individual that volunteers at CAMP or other SFA functions. This individual is provided the SFA liability insurance coverage at official CAMP or SFA functions. Full Time Active Members attend scheduled SFA meetings. This member has the privilege of voting.
- c) Honorary Lifetime memberships may be given to an individual voted on by the SFA Board of Directors. Honorary Lifetime members will be considered full members.

### **ARTICLE 4 CONTROL**

- a) The affairs of SFA shall be controlled and managed by a group of Directors, herein after collectively referred to as the SFA Board of Directors, to consist of the Officers. The powers and duties of the Board of Directors shall be set forth in the BYLAWS.
- b) Any member misrepresenting themselves, or whose actions reflect unfavorably on SFA, may be expelled by a majority vote of the officers. The vote shall be conducted at a specially called meeting with a minimum of 30 days written notice. Members have the right to appeal the decision.

### **ARTICLE 5 BYLAWS**

# **SFA CONSTITUTION & BYLAWS**

SFA may pass whatever BYLAWS it deems necessary for the efficient control and management of its affairs and the carrying out of its objectives. No such BYLAW shall be contrary to law civil, criminal, or otherwise.

## **ARTICLE 6 AMENDMENTS**

Amendments and additions to either the CONSTITUTION and/or BYLAWS may be enacted at any regular meeting of SFA. No amendment or additions to either the CONSTITUTION and/or BYLAWS may take place unless the matter is dealt with by Notice of Motion. The minimum requirement necessary to carry such changes shall be:

1. A minimum affirmative vote of 50% plus one (a simple majority) of members in good standing.
2. Voting may be conducted by a mail vote, (postal or electronic) so all members may vote when the meeting is not at the August CAMP meeting.
3. Deletions will be dealt with in the same manner.

## **ARTICLE 7 PROPERTY & INCOME**

a) All properties and income of SFA shall remain the sole property of SFA, irrespective of the source by which the said properties and income were derived. Such properties and income shall be used to promote SFA's objectives. b) No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2 hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign in behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Revenue Law)

Or

b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## **BYLAWS**

### **PARAGRAPH 1 OFFICERS**

# SFA CONSTITUTION & BYLAWS

The officers of the SFA hereby known as the SFA Board of Directors shall be a President, a Vice-President, a Secretary, a Treasurer, and three Trustees. Duties and responsibilities are modeled similar to the Robert's Rules of Order.

Without limiting the foregoing qualifications for Officers, the following conditions shall apply:

- a) The President shall preside as Chairman at all meetings. He/she will also be a signing official for official documents of SFA.
- b) The Vice-President shall take the place of the President in his/her absence. He/she may also be a signing official for official documents of SFA.
- c) The Secretary shall record, report, and shall have available the minutes of all meetings. The Secretary shall be responsible for all mailings and related activities and attendance at meetings and functions. He/she may also be a signing official for official documents of SFA.
- d) The Treasurer shall receive and deposit all monies in an account in the name of the organization. The Treasurer will also be required to maintain proper books and records and furnish a yearly report for audit by his/her successor, together with any funds in his/her possession. All disbursements made by the Treasurer shall be supported by vouchers and/or cancelled checks. The Treasurer will be responsible for membership dues and registration. He/she may also be a signing official for official documents of SFA. The Treasurer will give the Secretary a monthly report of active members and their contacts.
- e) The Trustees shall be responsible for checking the minutes and financial books of the organization annually. They shall appoint an officer to fulfill a vacated position. One Trustee shall be a member from Out of State, if applicable.
- f) The initial term shall be for a one (1) year period. Term will begin September 1.
- g) Signing privileges for checks shall be the Treasurer and anyone deemed by the SFA Board of Directors.

## PARAGRAPH2 CAMPBOARD

- a.) The CAMP board consists of 2 founding directors, an associate director, a camp director, a camp administrator, a camp minister and the current SFA President and Treasurer. There shall always be at least two members of the Brizius family on the CAMP board. The CAMP board has the responsibility of organizing and running the annual CAMP session and future sessions.
- b.) The CAMP board shall work within the yearly budget approved by the SFA Board of Directors. c.) The CAMP board will notify the SFA Board of Directors of its activities and needs.
- d.) The CAMP Director and Administrator shall have direct control of all pre-camp preparations and the day to day activities of camp.
- e.) There is no maximum term for any CAMP Board member excluding the SFA President and Treasurer.

## PARAGRAPH 3 COMMITTEES

SFA may institute committees when needed. Committees will be governed by BYLAW S. The committee will be responsible directly to the SFA Board of Directors.

## PARAGRAPH 4 MEMBERSHIP DUES

Membership dues shall be determined each year by the SFA Board of Directors. Members will be advised of the current year's dues. The membership period is the date of acceptance of dues until the end of the following fiscal year (July 31). Persons serving as STAFF members at CAMP are required to be members of SFA

## PARAGRAPH 5 ELECTIONS

- a) Officer Nominations: The SFA President before the July Meeting shall form a Nomination Committee. The nomination committee has the responsibility of compiling a list of viable members who have agreed to and are qualified for the position to be nominated.

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The positions to be nominated are: President, Vice-President, Secretary, Treasurer, and Three (3) trustees. (see paragraph 1 for job descriptions)

- b) No member of SFA shall be permitted to stand for election or to cast a vote or to be represented by proxy unless they are a paid member in good standing. The nominee must be an active voting member.
- c) The nomination committee will submit a proposed ballot at the July meeting for approval.
- d) A ballot will be prepared for distribution two weeks after the last day of the August CAMP session.
- e) The ballot may be distributed and gathered by US Mail or electronic means and shall be returned by August 31 to be counted.
- f) The results will be posted on the SFA/CAMP Facebook page and emailed to all members. Members elected will assume office on September 1<sup>st</sup>.
- g) Counting of the ballots shall be done by the current secretary, treasurer and one non-board SFA member appointed by the SFA Board of Directors.

## PARAGRAPH 6 FINANCIAL

- a) The fiscal year shall be August 1 through July 31.
- b) The Board of Directors shall set the Membership dues. The fee shall be determined according to the budget requirements for the next year. The Board of Directors' decision in this regard is final.
- c) SFA shall keep correct and complete books and records of account and minutes of the proceedings of its members. The Board of Directors shall keep at the registered or principal office a record giving the names and addresses of members entitled to vote. The specific registered or principal office shall be the primary office or residence of the current President or elsewhere as determined by a majority vote of the Board of Directors. All books and records of the association may be inspected by any member or his agent or attorney for any purpose at any reasonable time.
- d) The SFA Board of Directors shall approve a yearly budget to cover the financial needs for each camp session. e) All securities and monies owned by SFA shall be deposited with one or more banks, trust companies, or other financial institutions as selected by the Board of Directors. The Board of Directors shall be empowered to execute, on behalf of SFA, any such documents or banking resolutions and the like that may arise from time to time.

## PARAGRAPH 7 DISSOLUTION

In the event of dissolution of SFA all assets remaining after payment of any obligations shall be given to like organization(s) as determined by vote of the majority of the Board of Directors at the time of the dissolution of SFA.