

## Bylaws of Severna Park High School Business Advisory Board

**Article One - Name:** The name of this organization is Severna Park High School Business Advisory Board (as referred to as SPHSBAB or organization henceforth).

**Article Two - Articles of Organization:** These bylaws serve as the “Articles of Organization” of the SPHSBAB.

**Article Three - Mission:** The SPHSBAB serves the students of Severna Park High School (SPHS) by partnering resources with the students, educators, business and community leaders to support the SPHS, to improve student achievement and to empower each student to develop his or her vision for a satisfying and productive career. This organization functions under the guidance of the principal or the principal’s designee at SPHS. The Mission is governed and qualified by the basic policies set forth in Article Four.

**Article Four -Basic Policies:** The following are basic policies of the organization:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. 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 with any partisan interest or for any purpose not related to promotion of the Mission of the organization.
- c. The organization shall not – directly or indirectly – participate or intervene (in any way including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with SPHS to provide quality support for all youth and shall seek to participate in the decision making process establishing school to business relationships to educate all youth in career and college paths. This organization shall not seek to direct the administrative activities of SPHS.
- e. The organization may cooperate with any other organizations and agencies concerned with student welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- f. In the event of the dissolution of the organization, its assets shall be distributed by the SPHS principal. The funds will be disbursed as the principal deems appropriate.

**Article Five -Membership:** Membership shall consist of individuals representing businesses or organizations interested in supporting the mission of the Board. Members shall agree to provide support to this mission by:

- 1) Regularly attending meetings of the Board
- 2) Participating in the efforts established by the Board

- 3) Assisting in recruiting additional members to the Board. Friends of the Board may participate in its efforts without being in attendance and providing promotional assistance. Active members will be invited by the Officers to renew their membership at the first meeting of each fiscal year.

#### **Article Six -Election of Officers:**

**Section 1. Officers** - Officers shall consist of President, Vice President, Secretary and Treasurer.

**Section 2. Elections** - The officers shall be elected at a regularly scheduled meeting held during the months of May or June by those attending. Election will be by voice vote. The officers shall assume their official duties following the close of the fiscal year in which they were elected and shall serve for a term of one (1) year or until their successors are elected.

**Section 3. Vacated** - Offices that are vacated before the end of the term will be filled by an appointment by the remaining officers. In case a vacancy occurs in the office of the President, the Vice President shall assume the office of the President until next annual election. In the event that circumstances preclude the Vice President from assuming the office of President, then such office shall be filled for the unexpired term by a person elected by the remaining officers.

**Section 4. Removal** - An officer may be removed, with or without cause, as determined by a two-thirds vote of the Board present at any meeting at which there is a majority present.

**Section 5. Resignation** – An officer may resign only by submitting a written resignation to the President or Secretary, or to the other Board members if the resigning Officer is the President.

#### **Article Seven - Authorities/Duties of Officers**

**Section 1. President** shall assist with the preparation of the agenda for, preside at and conduct all meetings of the Board; sign all letters and documents representing the programs and events supported by the Board; and serve as the representative of the Board in meetings and discussion with SPHS officials.

**Section 2. Vice President** shall perform the duties of the President if the President is unable to do so or is absent; perform any other task as may be assigned by the Board; and at the request of the President, assist in the performance of the duties of the President.

**Section 3. Secretary** shall keep accurate records and minutes of all meetings of the Board; take attendance at each meeting, make available copies of the minutes of the previous meetings and distribute them in advance of each meeting, deliver all notices of meetings to each member; and maintain a current listing, with phone numbers and addresses, of the members of the Board.

#### **Section 4. Treasurer**

- a. Treasurer shall have custody of all the funds of the organization: shall keep a full and accurate account of receipts and expenditures; and in accordance with the budget adapted by the

organization, shall make disbursements as authorized by the president of the organization and as voted on and approved by the SPHSBAB. Checks over the amount of \$500.00 shall be signed by both the Treasurer and President or Vice-President, or as specified by bonding requirements. The Treasurer shall be responsible for the maintenance of permanent books of account and records as needed to establish the items of gross income, receipts and disbursements.

- b. The Treasurer's accounts shall be examined by an outside audit annually at the end of the fiscal year to ensure that the records are correct. A report of the audit findings will be provided to the Board within 90 days of the last day of the fiscal year electronically or in hard copy to each member.
- c. As necessary, the Treasurer shall ensure that payment of any taxes is done in a timely and accurate manner.

**Section 5.** All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertain to the office.

**Article Eight - Committees:** The President may create such standing committees as may be deemed necessary to promote the Mission and carry out the work of the organization. The term of each chairperson shall be one year or until the selection of a successor.

**Article Nine - Meetings:**

**Section 1.** Meetings are generally held on a monthly basis.

**Section 2.** Special meetings of the organization may be called by the president or by a majority of the officers, 3 days notice having been given.

**Section 3.** The election meeting shall be held in May or June.

**Section 4.** A quorum shall be declared with a simple majority of which two are officers. One of the officers must be either the President or Treasurer. A quorum is necessary for a vote to be official. Only SPHSBAB members may vote.

**Article Ten -Fiscal year:** The fiscal year of this organization shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

**Article Eleven - Parliamentary Authority** shall govern in all cases in which it is applicable and in which it is not in conflict with these bylaws.

**Article Twelve - Amendments:**

**Section 1.** These bylaws may be amended at any regular meeting of the organization by a 2/3 vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

**Section 2.** A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at the meeting of the organization. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.