



**GENERAL CONSTITUTION OF THE VERNON TOWNSHIP
EXECUTIVE SCHOOL & COMMUNITY ASSOCIATION, INC.**

★Vernon Township High School ★Glen Meadow Middle School★Lounsberry Hollow Middle School★
★Rolling Hills Primary School★Cedar Mountain Primary School★

ARTICLE I

The name of the organization shall be The Vernon Township Executive School and Community Association.

ARTICLE II

The purposes of the Association are:

- a) To coordinate efforts of the Individual Vernon Township School and Community Association.
- b) To gain a better understanding of the operations, programs, and activities of the Vernon Township School District and, in turn to assist in informing and communicating this information to the general public.
- c) To bring in closer relation the home and school, that parents, teachers and administration may cooperate intelligently in the education of children and youth.
- d) To unite educators and general public in the common goals which will afford every child in the district the opportunity to develop mentally, physically, socially and morally.

ARTICLE III

Membership in the Association shall consist of Building Administrators (Principals) or their designee (and) all SCA Board Members. Financial responsibilities from each school SCA is as follows:

- a) \$200.00 SCA dues
- b) Two \$100.00 valued basket donations for Fall Fundraiser event, or \$200.00 donation.
- c) \$250.00 to fund the Senior Citizen event in the spring.

ARTICLE IV

All monies collected, donated or received through fund raising efforts are to be used to support the functions of the Executive SCA.



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ARTICLE V

The Officers of the Association shall be Chairperson (Principal), Recording Secretary, and Treasurer. The term of these offices is one year beginning July 1st and ending June 30th.

ARTICLE VI

The constitution may be amended by a majority vote of those members present at any regular meeting of the Association, provided that such proposed amendment shall have been presented in writing at the last regular meeting.

ARTICLE VII

Chairperson (Principal) for the Executive SCA fundraiser will attend meeting but does not have voting privileges (sic) unless they are a current SCA board member.

BY LAWS

1. DUTIES OF THE OFFICERS

a. Chairperson

- i. Prepare, with any Association member's input, agenda for general meetings.
- ii. Coordinate and attend all meetings.
- iii. Oversee and participate in all Executive SCA functions and activities.
- iv. Keep and maintain accurate files on all business activities. At the end of term of office, present files to the new Chairperson.
- v. May, with the Treasurer or Recording Secretary, sign all checks for the expenditures and monies. (Two signatures are required.)

B. Recording Secretary

1. Shall record the minutes for all meetings.
2. Distribute last month's minutes at the next general meeting and email the Building Administrators (Principals) and SCA presidents the minutes within 5 days.
3. Participate in all (E)SCA functions and activities.
4. Keep a complete record of all minutes at the end of term of office, present these to the new Recording Secretary.
5. May, with the Treasurer or Chairperson, sign all checks for the expenditures and monies. (Two signatures are required).
6. Must ensure that the annual review of upcoming elections is included in the agenda for the January Executive SCA meeting.



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7. Must present to the Board of Education the reviewed dates set at the January Executive SCA meeting for the upcoming SCA board elections.

C. Treasurer

1. Maintain and report all financial records monthly.
2. Collect and deposit monies from all Executive SCA functions and activities.
3. Keep and maintain a balanced bank account and at the end of the term of office, present these to the new Treasurer.
4. Prepare checks for reimbursement and/or expenditures. Forty-eight (48) hours notification needed for expenditures accompanied by a receipt.
5. Participate in all SCA functions and activities.
6. May, with the Chairperson or Recording Secretary, sign all checks for the expenditures of monies. (Two signatures are required.)
7. Attend all general meetings.
8. Will collect the books for each school's SCA by July 15 of the current school year.
9. In the event total gross income exceeds \$100,000.00 will submit financial records for the combined six SCA's to an accountant firm for audit.
10. An amount of approximately \$5000.00 shall be left in the budget to cover the start up funds for the Executive SCA fall fundraiser.

II MEMBERSHIP IN OTHER ORGANIZATIONS

- A. The Executive SCA is prohibited from joining any other organizations.

III. MEETINGS

- A. Meetings will be held in September, January, March and May. They will be scheduled by the Chairperson who will notify all members in advance.
- B. Any member of the Executive SCA may submit to the Chairperson any items for the meeting agenda. Agenda items should be submitted for at least one week prior to the meeting.
- C. All minutes and recordings of all meetings will be done solely by the Recording Secretary or an appointed representative in the absence of the said Recording Secretary.
- D. Housing of the Executive SCA meetings will be decided by building administrators.



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E. Any special Executive SCA meeting must be cleared within one week by the Chairperson and the designated SCA representative from the presiding school.

IV. VOTING PRIVILEGES

A. Each SCA is entitled to one vote per school. Decision making will be a majority vote.

V. TERMS OF OFFICE

A. It is permissible to serve two (2) consecutive terms or more if no other candidate comes forward at election time.

B. Absence from three (3) meetings shall constitute a removal of office, if such action is approved by the association members.

C. When a vacancy spot occurs, special appointment shall be made by the approval of the association members.

D. At any meeting, the the majority of the association members may call for a vote to remove an officer, if the person is not fulfilling the duties stated in the Bylaws.

VI. FINANCIAL MANAGEMENT

A. The Financial management of the funds of the Executive SCA is the responsibility of the Chairperson and the Treasurer under the advisement of the association members.

B. The Executive SCA shall keep such permanent books of accounts and records as shall be sufficient to establish the times of gross income, receipts and disbursements of the organization.

C. The general fund of the Executive SCA shall be used for the current expenses of the Executive SCA. Any expenses not included on the budget for the current school year will be discussed in relation to available monies and a vote taken to approve such items not included on the budget.

D. Funds of the Executive SCA may be invested into Certificate of Deposit or bank money markets only by the Treasurer upon recommendation of the SCA Board and Advisory Committee.

E. **AUDIT:** The Treasurer of the Executive SCA is required to turn over the books of each school's SCA by July 15th of each school year. Two



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members of the Executive Board will perform an audit of each SCA's books or turn it over to a certified public accountant if total gross receipts exceed \$100,000.00 of an individual's school SCA. The fee for the audit will be absorbed by the individual affected SCA.

F. Dissolution of Individual School and Community Association: Upon dissolution of an individual School and Community Association, the balance of funds in that SCA's accounts will be transferred to the Executive SCA checking account. After consideration of all the facts regarding that dissolution, the Executive SCA by majority vote, will determine how to disperse (sic) the funds from that school's SCA accounts.

VII. ELECTION PROCESS

A. Chairperson for the Executive SCA shall be the Administrator of the presiding school.

B. Electoral Candidates - All (E)SCA members are eligible and encouraged to run for an elected office by following the election process as stated in the Bylaws.

C. The election shall be held at the residing school May Executive SCA meeting.

D. Nominations may be taken for the office of Recording Secretary and Treasurer and voted on by the majority of association members present at the May meeting.

E. Executive sCA as governing body of the six schools, during the Executive SCA January meeting, a review of annual election dates must take place.

VIII. BYLAWS

A. Any member of the Association may propose amendments to the Bylaws. Proposed amendments shall be submitted in writing to the Recording Secretary and it shall be signed by at least three (3) members of the Association. The Recording Secretary shall read the proposed amendment in an open meeting under the heading of New Business.

B. The amendment shall become part of these Bylaws if at the next open meeting following the first reading by the Recording Secretary it is accepted by the majority of those present.

IX. RULES OF ORDER

A. Robert's Rules of Order will be used as the official guide for the Association.



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X. ORDER OF BUSINESS

A. The order of business for all general meetings shall be as follows:

1. Meeting called to order
2. Flag Salute
3. Reading and approval of minutes
4. Treasurer's Report
5. Special Reports
6. Old Business
7. New Business
8. Questions
9. Adjournment
10. Program (optional)

Proposed 02-2013