



members shall be made, new members will be accepted at any time. Membership will be received on a continuous basis during the school year.

### **Memorials**

When advised that one of the following has occurred, the Corresponding Secretary and the Treasurer shall proceed as follows in the name of the V.I.P.'s of Schaumburg High School:

1. Death of a current board member shall be acknowledged by a card and a \$50 donation to the library at Schaumburg High School.
2. Death of a spouse or child of a current board member shall be acknowledged by a card and a \$25 donation to the library at Schaumburg High School.
3. Death of a current board members parent shall be acknowledged by a card.
4. Death of a student currently enrolled at Schaumburg High School shall be acknowledged by a card to his or her family and the students name shall be placed on the plaque of remembrance.

### **Recognition Events**

In the event that the Schaumburg High School V.I.P. organization is invited to participate in an event, such as Volunteer of the Year, this organization shall pay for the tickets/admission for the members of the current Executive Board to attend.

### **Section 2**

The membership year shall begin on July 1<sup>st</sup> and continue through June 30<sup>th</sup> to coincide with the fiscal year. Persons joining during any membership year shall pay annual dues for the entire year. Prior to the beginning of the club year, the Board shall set the membership fee.

### **Section 3**

Only members in good standing and in attendance for the presentation of the slate of officers shall be eligible to vote at the general membership meetings.

## **ARTICLE IV**

## **EXECUTIVE BOARD**

An Executive Board consisting of the following shall govern the organization:

- President or Co-Presidents



- b. Assume their official duties July 1<sup>st</sup>.
- c. Attend all Executive Board and General membership meetings.
- d. May be removed from office by a vote of seventy-five percent (75%) of the Executive Board, due to a lack of attendance at Board, General and Special meetings or any misconduct as deemed by the Executive Board.
- e. Hold one (1) vote per office at Executive Board meetings with the exception of the President or Co-President who hold one vote in the event of a tie (see Section II, Item f).
- f. Serve a term of office of one (1) year, beginning July 1<sup>st</sup> through June 30<sup>th</sup>.
- g. Not be eligible to serve for more than two consecutive terms in the same elective office. In the event that the board finds it necessary to extend the term, a vote must be passed by a two-third vote of the Executive Board.
- h. As newly elected officers, attend the June meeting.
- i. Be members of the V.I.P. Club.
- j. Will be ex-officio members of committees as appointed by the President or Co-Presidents.

**Section 2 The President or Co-President shall:**

- a. Preside over all meetings.
- b. Select a Nominating Committee subject to Executive Board approval.
- c. Develop a By-laws Committee for a minimum of a bi-annual review of the By-laws, or as deemed necessary.
- d. Assign the responsibilities for coordination of the activities of the committees to the appropriate Executive Board members.
- e. Have the duty of presenting all awards from the V.I.P. club at school functions.
- f. Cast one (1) vote at meetings only to break a tie vote.
- g. Review all checks drawn and deposits on the organization at least monthly.

- h. Review By-laws with the Executive Board on or before the September General Meeting.
- i. Coordinate the end of the year dinner. The dinner will in part be paid for by the V.I.P. club at \$10 per Executive Board Member, Committee Chair or Co-Chair. Any amounts above this will be the member's responsibility.

**Section 3 The 1<sup>st</sup> Vice President or Co-1<sup>st</sup> Vice President:**

- a. In the absence of the President or Co-Presidents, perform the duties of the President or Co-Presidents.
- b. Coordinate and report to the Executive Board the activities of their assigned committees, if any.
- c. Be responsible for collecting end of year reports of all committees.
- d. Assist the President or Co-Presidents.
- e. Review and revise the By-laws as necessary with the assistance of the By-laws committee.
- f. Assist with the Membership committee.
- g. Be custodian of minutes in the absence of the recording secretary.

**Section 4 The 2<sup>nd</sup> Vice President or Co-Vice Presidents:**

- a. In the absence of the President or Co-Presidents and the 1<sup>st</sup> Vice President or Co-Presidents, preside over the meetings.
- b. Coordinate and report to the Executive Board the activities of their assigned committees, if any.
- c. Assist the President or Co-Presidents.

**Section 5 The Treasurer shall:**

- a. Keep the financial records of the organization. When gross revenues are \$300,000.00 or more, the Treasurer, shall submit records for detailed financial audit no later than July 15<sup>th</sup>. The completed audit shall then be submitted to the tax preparer by September 15<sup>th</sup> for annual filing with the state so that the state return (AG 990-IL) can be timely filed by December 31<sup>st</sup>. The due date for filing the Federal 990 tax return is November 15<sup>th</sup>. The Executive Board shall elect a four-person committee to complete an audit of the books within 60 days after the fiscal year end.
- b. Pay sales and use tax on monthly taxable earnings as reported by the Saxon Store and Concession committees by the 20<sup>th</sup> of the month following the quarter end to avoid late fees.
- c. Receive all moneys, pay all bills, preserve all vouchers and shall, at each General Membership and Executive Board meetings, submit a statement of the financial status of the Organization.
- d. All funds received from committees shall be deposited in the SHS V.I.P. bank account within five (5) days of receipt.
- e. Establish and maintain, subject to Executive Board approval, a checking and/or savings account for the organization's funds.
- f. Present a itemized Treasurer's Report at each meeting, verbally highlighting the starting balance, major receipts and expenditures and the closing balance for the previous month's activities, for the review by all members and the principal or their appointee.
- g. Prepare and submit in written form for the September general membership meeting a consolidated Treasurer's report for the preceding fiscal year.
- h. Sign all checks drawn on the organization and have them counter signed by the President or Co-President.
- i. Renew annually information for bond insurance and state non-profit annual listing of directors.
- j. Renew the V.I.P. club's federal non-profit status when due for the non-profit letter.
- k. Be custodian of the Sam's Club credit card.
- l. Pay annual mailing renewal fees to U.S. Post Office by March due date.

**Section 6 The Recording Secretary or Co-Recording Secretaries shall:**

- a. Be custodian of the minutes of all meetings of the organization.

- b. Monthly minutes must be electronically mailed to the Executive Board members seven (7) days prior to the next meeting.
- c. Record and present copies of the minutes at all Executive Board and General Membership meetings for approval.
- d. Sign and file complete and approved sets of previous months' minutes and financial statements with the principal's office at the end of each meeting.
- e. Email a copy of the approved set of minutes to the school liaison to be posted on the SHS V.I.P. website within seventy-two (72) hours of approval.

**Section 7 The Corresponding Secretary or Co-Corresponding Secretaries shall:**

- a. Assist committee chairpersons with correspondence.
- b. Prepare any other correspondence that is required to conduct the business of the organization.
- c. Collect all correspondence from the schools V.I.P. mailbox and distribute it to the proper board member or chair person.
- d. Review SHS V.I.P. email and forward to proper board member or chairperson weekly.
- e. Only the Corresponding Secretary or Co-Corresponding Secretaries and the President or Co-Presidents shall have access to the SHS V.I.P. email account.

**ARTICLE VI VACANCIES IN OFFICE**

- a. Vacancy of the Office of President shall be filled through a special election to be held at the next general membership meeting.
- b. The President shall recommend a parent or parents to fill the unexpired term of any Executive Board vacancy to the Executive Board for approval.

**ARTICLE VII COMMITTEES**

All committee members and chairpersons shall be members in good standing of the Schaumburg High School V.I.P. club prior to joining a committee.

All committees shall present a written budget to the 1<sup>st</sup> Vice President or Co 1<sup>st</sup> Vice President(s) by the June meeting. Reports will be presented for approval at the budget committee meeting in August. Any extra amounts needed may be presented at a monthly meeting, provided that funds are available and a majority vote approval.

Any function sponsored by or under the jurisdiction of the Schaumburg High School V.I.P. club must have a V.I.P. club member in good standing present at all times during the function or activity.

### **Special Committees shall:**

- a. Be appointed, by the Executive Board or by motion from the floor of a general membership meeting, with a majority approval by the membership.
- b. Serve until the project or activity is completed.
- c. Submit plans and a budget thirty (30) days prior to the event for approval by the Executive Board.
- d. Submit a final income and expense statement and written report to the Executive Board after which the special committee will be dissolved.

### **Standing Committees shall:**

- a. Attend Executive Board meetings when required. Committee chairs have no vote on issues pertaining to their committees.
- b. Submit plans and a budget to the Executive Board for approval by the June meeting.
- c. Submit a final income and expense statement and written report to the Executive Board within thirty (30) days after the conclusion of the project. Submit a committee final report outlining the steps or processes taken throughout the year pertaining to the committee.
- d. All deposits collected and a completed deposit slip should be delivered to the Treasurer within five (5) days of the receipt of funds.
- e. All check payment requests shall have a completed check request and attached receipts for payment.
- f. All committee chairs shall submit publicity to the Publicity Chair a minimum of seventy-two (72) hours prior to when the publicity needs to be posted.
- g. All committee chairs shall submit publicity to the Publicity Chair and indicate 'Post As Is' or grant permission to change wording or graphics.



- h. All committee chairs are responsible to provide an article for the SHS V.I.P. Newsletter. The chairs will be given a timeframe as when articles are due. The timeframe will be distributed at the August meeting.

The following Standing Committees shall be formed as soon as possible after the elections of the new Executive Board to begin planning for the upcoming year.

- |                       |                      |
|-----------------------|----------------------|
| 1. Arts & Crafts Fair | 8. Post Prom         |
| 2. Concession Stand   | 9. Prom Fashion Show |
| 3. Hospitality        | 10. Publicity        |
| 4. Legacy Bricks      | 11. Scholarship      |
| 5. Membership         | 12. Septemberfest    |
| 6. Newsletter         | 13. Saxon Store      |
| 7. Nominating         | 14. Trivia Night     |

**Section 1 The Arts & Crafts Fair Committee shall:**

- a. Organize and manage the fall arts and crafts fair.

**Section 2 The Concession Stand Committee shall:**

- a. Operate and staff all concession stand dates allotted to V.I.P. club by the school, through the calendar year.
- b. Purchase and maintain an adequate supply of inventory for the concession stand.
- c. Provide the Treasurer with a breakdown of the total deposit by event. This is to be submitted with their weekly deposit. All concession money is to be put into safe at school at the conclusion of each event and only taken out to give to treasurer at each monthly meeting.
- d. Take and record annually for the final committee report an inventory on the last day of business for the fiscal year, but no later than June 30<sup>th</sup>.

**Section 3 The Hospitality Committee shall:**

- a. Provide refreshments at the general membership meetings and school dances.
- b. Serve refreshments at the NHS ceremony and World Language Awards.

- c. Provide refreshments and/or servers for school functions as requested by the school and approved by the Executive Board.

**Section 4** The **Legacy Brick Committee** shall:

- a. Organize, manage and promote Legacy Brick sales throughout the school year.
- b. Act as liaison between V.I.P. Club, selected brick company and District 211.

**Section 5** The **Membership Committee** shall:

- a. Responsible for setting the membership structure and fees for the organization aligning with D211 guidelines.
- b. Coordinate its activities with those of other committees to achieve the highest possible enrollment and participation such as open house and sporting events.
- c. Report monthly to the Executive Board the current membership enrollment of the organization.
- d. Maintain a correct list of current members.
- e. Supply a list of interested parent names signed up to serve on committees to the proper chairpersons.
- f. Collect mail from office during summer and other heavy membership times.
- g. Record amounts received, number memberships in consecutive order, and deliver checks and cash to treasurer for deposit.
- h. Must be present at the May general meeting to approve member status if necessary.
- i. Responsible for contacting D211 personnel for on-line membership registration reimbursement.

**Section 6** The **Newsletter Committee/Distributor** shall:

- a. Edit, publish and distribute the newsletter of the V.I.P. organization on the dates selected by the Executive Board.
- b. Make timely requests from treasurer for funds to cover mailing costs.

**Section 7 The Nominating Committee Shall:**

- a. Select one (1) of its members as chairperson to act as the spokesperson for the committee.
- b. Prepare a list of qualified members of the organization to be potential candidates for each elective office.
- c. If a current Executive Board or committee chair seeks a position on the Executive Board, only current Executive Board members or committee chairs, who are in good standing, may run for any Executive Board position.
- d. The Nominating Committee has the right to determine the slate of officers.
- e. Talk to the proposed candidates to determine their availability and willingness to serve as an officer of the organization.
- f. Prepare a formal slate of candidates for each elective office.
- g. Present the formal slate of candidates at the May general membership meeting.
- h. Conduct the election of officers, by secret ballot, at the May general membership meeting when necessary.

**Section 8 The Post Prom Committee shall:**

- a. Be responsible for the planning and supervision of all school approved post prom activities.

**Section 9 The Prom Fashion Show Committee shall:**

- a. Secure an approved date for the show and all related dates from the school.
- b. Organize and produce an annual Prom Fashion Show.

**Section 10 The Publicity Committee shall:**

- a. Be in charge of the publicity of the organization and its projects/activities.

- b. The Publicity Committee shall be given seventy-two (72) hours notice of publicity for committee chairs.
- c. The Publicity Committee shall publish the provided publicity no later than seventy-two (72) hours of being provided the publicity by the committee chair.
- d. The Publicity Committee shall not change the graphics or wording of the publicity without approval by the committee chair.

**Section 11** The **Scholarship Committee** shall:

- a. Be comprised of members who do not have a senior student.
- b. Review and submit blank application forms to the Executive Board for approval.
- c. Make sure that the parent or guardians of applicants are members in good standing of the Schaumburg High V.I.P. club by December 1<sup>st</sup> of the current school year.
- d. Review all applications and select all scholarship winners to be announced at the May general membership meeting.

**Section 12** The **Septemberfest Committee** shall:

- a. Be responsible to staff shifts during this event.
- b. Secure a reputable business for food sales.
- c. Submit all bills and cash receipt incurred to the treasurer.

**Section 13** The **Saxon Store Committee** shall:

- a. Be responsible for the operation and staffing of the Saxon Store which includes hours during lunch periods and after school activities and sporting events.
- b. Submit all bills, incurred for the purchase of spirit wear, and all cash receipts to the Treasurer bi-monthly.
- c. Record and submit for the final committee report an annual inventory taken on the last day of business for the fiscal year, but no later than June 30<sup>th</sup>.
- d. The committee shall set a value for outside donations which need to be consistent with all outside donation requests.

**Section 14 The Trivia Night Committee Shall:**

- a. Organize and produce an annual Trivia Night.
- b. Secure an approved date and venue for the annual Trivia Night.
- c. Secure auction items.
- d. Secure volunteers for the evening of the Trivia Night event.

**ARTICLE VIII ELECTIONS**

The election of officers shall be held annually at the May General Membership meeting.

**Section 1** The President or Co-Presidents shall appoint a Nominating Committee, consisting of not less than five (5) members in good standing, at least one of whom is a current member of the Executive Board.

**Section 2** Candidates shall be considered elected to office if they obtain a simple majority of the votes cast by the members eligible to vote who are present at the May general membership meeting. In the event of a tie vote, the balloting will continue until one of the candidates obtain a simple majority of the votes cast.

**Section 3** Only those persons, who have paid their membership dues sixty (60) days prior to the May General Meeting and are present for the presentation of the slate of officers, shall be eligible to vote at the annual May General Meeting.

**Section 4** There shall be no voting by proxy.

**ARTICLE IX MEETINGS**

**Section 1** The Executive Board shall set the dates and times of the general membership meetings and hold a minimum of two (2) general membership meetings per school year.

**Section 2** The Executive Board shall meet monthly at times set by the Executive Board and shall need a quorum to conduct the business of the organization. The Executive Board can

decide to hold the general membership meetings combined with Executive Board meetings.

**Section 3** The President or Co-Presidents shall have the authority to call a special meeting of the Executive Board, as required, where conditions and/or circumstances preclude waiting until the next scheduled Executive Board meeting, to conduct the business of the organization. Such special Executive Board meetings shall need a quorum to conduct the business of the organization and if required, provide the general membership with meeting minutes.

**Section 4** Meetings shall be adjourned by a motion from the floor.

## **ARTICLE X FINANCIAL**

**Section 1** The **Executive Board** shall:

- a. Never project a deficit in any budget forecasting.
- b. Maintain retained earnings balance at a minimum of 25% of the projected expenses for the year. This will ensure an adequate cash reserve to run the organization.
- c. Never approve an expenditure that will result in a deficit for the incoming board.

**Section 2** There shall be a yearly audit of the books kept by the treasurer. This audit is to be completed by a committee of three (3) if the total transactions on the club accounts is less than \$300,000.00 or by an outside agency with a CPA who is selected by the committee, if transactions are over \$300,000.00. The audit committee shall be appointed by the Executive Board. The report of that audit will be presented to the membership at the first general membership meeting of each new school year. Any person that has authority to sign checks is not allowed on audit committee.

**Section 3** The Executive Board shall be bonded under embezzlement bond.

## **ARTICLE XI ARTICLES OF INCORPORATION**

The following Articles of Incorporation are an integral part of the organization's By-laws:

**Section 1** **Dissolution of the Organization**

Upon dissolution of the corporation, the Executive Board shall, after making provision for the payment of all liabilities of the corporation, dispose of all of the assets of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization under Section 501 © (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed shall be disposed by the Court of Common Pleas of the county in which the principle office of the corporation is 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.

## **Section 2 Inurnment of Income**

No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to, its members, trustees, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

## **Section 3 Legislative or Political Activities**

No substantial part of the activities of the corporation shall be carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene in (\*including the publishing or distribution of statements) any political campaign on behalf of a candidate for public office.

## **Section 4 Operational Limitations**

Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501© (3) of the Internal Revenue Code of 1954, (or corresponding provisions of any future United States Internal Revenue Law), or (b) by a corporation, contributions to which are deductible under Section 170 © (2) of the Internal Revenue code of 1954, (or corresponding provisions of any future United States Internal Revenue law).

## **Section 5 Privacy Policy**

The V.I.P. organization of Schaumburg High School will adhere to the practices and policies of District 211 with regards to confidentiality privacy.

## **ARTICLE XII                    AMENDMENTS**

These by-laws may be amended at a general membership meeting by a two-thirds (2/3) majority vote or the General membership in attendance. Notice of the proposed amendment(s) must be given at the preceding Executive Board meeting.

## **ARTICLE XIII                    PARLIAMENTARY AUTHORITY**

\*Robert's Rules of Order" shall govern this organization wherever they are applicable and not in conflict with these By-laws.