



## **BY-LAWS of the SOS**

### **ARTICLE I Duties of Officers and Board of Directors**

#### **Section 1 The President (or co-presidents), shall**

- Preside over meetings of SOS
- Schedule and preside at the Organizational Meeting of the Board of Directors to be held prior to the Annual Meeting
- Appoint Standing Committees of SOS and any Special Committee, which is deemed necessary, subject to the approval of the Board of Directors
- Sign all legal contracts and obligations of SOS.\*
- Maintain custodial responsibility for the Archives of SOS, which shall include the recorded proceedings, financial records, official documents and historical records
- Prepare, with the Board of Directors, an annual budget of anticipated costs and expenditures for the operation of SOS, maintenance and renovation projects for the building, as well as programs to be conducted at the Schoolhouse.
- ASSIST in preparing the Annual Budget
- Maintain a list of members in good standing.

#### **Section 2 The Recording Secretary shall**

- Provide timely notification to members of upcoming meetings at the direction of the President
- Prepare a complete record of all the proceedings of SOS and its Board of Directors as Minutes
- Keep the official list of members in good standing available at all meetings as provided by the Vice President
- Receive from the President the Annual Report of each committee chair presented at the Annual Meeting and attach the reports to the record of SOS official business
- At the conclusion of the Recording Secretary's term of office such records above shall become part of the archives kept by the President.

#### **Section 3 The Treasurer shall**

- Manage the collection and disbursement of monies
- Manage formal reports and bank statements
- Receive from committee chairs prompt reports of income and disbursement
- Supply a written Report of expenses and income at monthly meetings
- File any required tax forms.

### **Article II Board of Directors**

**Section 1** The Board of Directors shall meet at least three (3) times per year at such times and places as its members may think proper. It must meet prior to the Annual Meeting. Special meetings may be called when necessary. At any meeting of the Board

of Directors, four (4) members shall constitute a quorum. The Board of Directors may call into the meetings other people for advice and consultation. Only the Board members have a vote.

**Section 2** The Board of Directors at its Organizational Meeting shall finalize the proposed Annual Budget to be presented at the Annual Meeting and prepare the Agenda for the Annual Meeting.

**Section 3** The Board of Directors shall have the power to appoint special committees on particular subjects and to devise and implement such other measures as they may deem proper and expedient to promote the welfare and objectives of SOS. No action of the Board of Directors shall contravene the vision and mission of SOS as prescribed by the Constitution.

**Section 4** The Board of Directors of SOS will appoint a member to serve as Liaison to the Fine Town Board. The Liaison will be a member in full standing of the SOS Board of Directors. The Liaison will participate in the development of the Annual Budget.

### **ARTICLE III Standing Committees**

**Section 1** With the approval of the Board of Directors, the President shall appoint the following Standing Committees and appoint the Chairperson for each Standing Committee:

- Fund Raising and Grants Committee
- Social Media Committee
- Exhibits and Education Programs Committee
- Building and Grounds Committee
- Website Committee (local webmaster)
- Barn Quilt Committee.

#### **Section 2 Fund Raising and Grants Committee**

The Fundraising and Grants Committee will

- Present the fund-raising report including accomplishments of the prior year and recommendations for the current year at the Annual Meeting
- List tasks they need help with and recruit volunteers to help with the activity
- Oversee the fund-raising activity
- Prepare and share a Financial Report at the end of the event
- Develop a procedure to solicit and accept donations approved and monitored by the Board of Directors
- Research grant possibilities consistent with the SOS Vision and Mission  
Present their research to the Board of Directors for the Board's required approval
- Prepare and submit grant application within grant deadline, format and program parameters.

#### **Section 3 Social Media Committee**

The Social Media Committee will

- Keep the work of the SOS in the public eye

- Post updates on coming activities and accomplishments
- Communicate with members and attract new members by publishing a frequent digital SOS Newsletter that promotes our Vision and Mission.

#### **Section 4 Exhibits and Education Committee**

The Exhibits and Education Committee will schedule, manage and promote the exhibits and educational events for the Schoolhouse, and recruit volunteers to staff it.

#### **Section 5 Building and Grounds Committee**

The Building and Grounds Committee will

- Conduct a detailed assessment of the Schoolhouse structural condition
- Prepare a recommendation of what should be restored to its original state and what should be maintained
- Include a Five (5) Year Plan prioritizing the work that needs to be done each year with corresponding cost estimates
- Submit to the Board of Directors an annual maintenance and operating budget including utilities and other anticipated maintenance expenses for approval and inclusion in the annual operating budget
- Recommend an amount of money that should be allocated in the annual operating budget for unanticipated emergencies.

#### **Section 6 Website Committee**

The Website Committee is composed of a local consultant who is web master and one SOS liaison. Shall be responsible for maintaining the SOS website.

#### **Section 7 Barn Quilt Committee**

The goal of this committee is to encourage the creation of barn quilts by community members and to establish a Barn Quilt Trail for our local area.

#### **Section 8 Committee Reports**

Each Standing Committee will

- Submit to the Board of Directors an Annual Report to include accomplishments of the prior year and recommendations for the coming year with budget requests.
- Prepare budget requests prior to the Organizational Meeting of the Board of Directors, so the information may be included in the proposed budget and be presented at the Annual Meeting
- Provide the Social Media Committee with information for the digital newsletter and updates for posting on the SOS Facebook page.

### **ARTICLE IV Meetings**

**Section 1** The meetings of SOS shall consist of Annual, Regular and Special Meetings.

**Section 2** All meetings shall be called at the direction of the President and/or the Board of Directors.

**Section 3** The Annual Meeting shall be held the last week of August, as described in Constitution Article III Annual Meeting.

This meeting shall consist of

- Annual Reports by the officers and committee chairs
- SOS Annual Budget shall be presented
- Any proposed Amendments to the Constitution will be voted on (see Constitution Article VIII)
- Elections shall be held as required in Constitution Article II, Section 3.

**Section 4** Notice of all meetings shall be advertised in the Bargain Hunter issued one week prior to the meeting and on social media. Notice of the meeting shall include the day, time and place as well as any special business on the agenda.

**Section 5** Meetings of SOS shall be conducted according to the following order of business as applicable:

- Call to Order and Introduction of Members and Guests
- Approval of Minutes
- Reports of Officers
- Reports of Standing Committees and Special Committees if any
- Amendments to the Constitution (at Annual Meeting only) and/or By Laws
- Elections
- Unfinished Business (matters carried over from a previous meeting)
- New Business (occurs when Presiding officer calls for new business in addition to agenda items drawn up by the Board of Directors; or important business previously designated for consideration at this particular meeting as specified in Minutes of previous meeting)
- Announcements
- Adjournment.

**Section 6** The rules and requirements of *Robert's Rules of Order* shall govern the meetings of SOS so far as they are applicable and not inconsistent with these By-Laws. *Robert's Rules of Order* resource: [jim Slaughter Parliamentarian](http://jimslaughter.com) at [jimslaughter.com](http://jimslaughter.com).

## **ARTICLE V Fiscal Affairs**

**Section 1** The fiscal year of SOS shall commence on July 1 and terminate on the following June 30.

**Section 2** The annual dues of SOS shall be ten dollars (\$10.00) for each Active Membership payable at the August Annual Meeting. Dues paid at the Annual Meeting will constitute member in good standing and afford the member voting rights.

**Section 3** The Management of the Assets of SOS shall be the responsibility of the Board of Directors.

**Section 4** The Treasurer will collect and handle all monies generated by the SOS, including fundraising, donations and grants.

**Section 5** A Financial Report will be provided at the Annual Meeting with totals based on activity and source of funds. At the conclusion of the Annual Meeting, the SOS financial records shall become part of the archives kept by the President.

**Section 6** On the dissolution of the SOS organization, all funds that remain in the treasury, after the payment of any outstanding debts, shall be given to the Clifton-Fine Central School District to be used by their PTO to enhance the student experience.

## **ARTICLE VI Nomination and Election of Officers**

**Section 1** In even numbered years a Nominating Committee shall be appointed at the last regular meeting of the fiscal year (prior to June 30).

**Section 2** The Nominating Committee will present a slate of officers to be voted on at the Annual Meeting.

**Section 3** Any member in good standing may be a candidate by submitting their intention in writing to the Recording Secretary no later than one week prior to the Annual Meeting. The Recording Secretary will give these names to the Nominating Committee Chairperson to be included in the slate to be voted on.

**Section 4** Candidates for Office must be voted upon by the membership at the Annual Meeting.

## **ARTICLE VII Amendments**

Proposed Amendments to these By-Laws may be presented at one regular meeting and voted on at the next regular meeting. A simple majority of votes cast is necessary to pass the amendment to the By-Laws.