

**STAPLES HIGH SCHOOL SERVICE LEAGUE OF BOYS BYLAWS**

**MEMBERSHIP**

**Name:** The name of this organization shall be Staples High School Service League of Boys (SHS SLOBs).

**Purpose:** The mission of SLOBs is for parents and sons to initiate and promote educational and charitable endeavors for non-profit organizations that foster community responsibility as well as strengthen their parent-son relationship.

**General Membership:**

Open to all boys attending Staples High School and their parents or guardians. The son is considered the member with his parent/guardian as his mentor. There is mandatory parent involvement. Freshman, sophomore, junior, senior boys and their parents may join as new members. In order to become a member each academic year, a student must complete the required documentation and pay the annual membership dues between July 1 and the second SLOBs meeting of the related academic year. Acceptance of membership documentation and dues after the second SLOBs meeting of an academic year may happen only at the discretion of the President. The SLOBs will accept up to 275 members. If the SLOBs has 275 members before the second meeting of the related academic year then membership will cease at that time.

**Financial Obligation:**

Dues will be charged to help fund both the organizational and philanthropic endeavors of the league. Dues are \$35 per son, per academic year. Dues must be paid at time of joining. Membership dues must be submitted by the second SLOBs meeting of the related academic year. This entitles each new teen member to a SLOBs t-shirt, which should be worn to SLOBs activities. Scholarship will be extended to any family to whom this is a hardship. Any and all bank fees incurred due to a bounced check will be passed along to the member associated with that check. Dues can be changed in the future if deemed necessary by the board and agreed upon by the membership.

### **Code of Conduct:**

- The SLOBs expects members to be role models for the Westport and SHS community.
- Members should wear SLOB's t-shirts to SLOB's service activities to identify themselves.
- The board reserves the right to take disciplinary action for any member that does not adhere to the Staples High School code of conduct, which is expected of SLOBs.

## **MEETINGS**

### **Executive Board Meetings:**

- Will be held five to eight times during the academic year at a board members home; if possible a few days before the general meeting for the corresponding month.
- All board members (both boy and parent) are expected to attend.

### **General Meetings:**

Will be held five to eight times during the academic year at Staples High School. The format of the meetings will vary, with occasional speakers, and occasional working meetings. Day of the week and starting time may vary to accommodate differing schedules of boys and parents.

### **Notice of Meetings:**

Written notice of regular and special meetings shall be given to each member via e-mail, will be posted on the SLOB's web site and Facebook page, and if possible announced via the SHS closed circuit TVs.

### **Meeting Attendance:**

- Attendance at the meetings is a requirement of being a member.
- Boys and parents are required to sign in, and they may not sign in other boys or parents.

## **HOURS - REQUIREMENTS, CREDITS AND REPORTING**

### **Minimum Hour Requirement:**

- Boys are required to complete a minimum of ten (10) service hours for philanthropic organizations designated by the league in each academic year.
- Parents are required to complete a minimum of five (5) service hours per member, but are encouraged to complete all service hours with their son(s).

- Hours performed through the last day of the academic year will count towards the current year.
- Hours performed over the summer vacation will count towards the following academic year.

**How Hours are Earned & Credited:**

- 1/2 hour of credit will be given for donation items brought to the meetings for the donation drive.
- The board shall determine the basis for assigning donation credit between a son and his parent/guardian (for example, by meeting or by semester); donation credit is not to be solely allocated to the student member.
- Boys are expected to complete 10 service hours (can include hours from donations). It is expected that a majority of hours are accumulated from community service volunteer events.
- Boys and parents are expected to fulfill their confirmed volunteer commitments. In the event of a “no-show”, the member will be assessed a half hour deduction of volunteer hours.
- No “double dipping”- that is, one cannot use hours volunteered for another organization toward your SLOBs hours (ex. you may not count service hours you did for your church, boy scouts, etc. for SLOBs).
- Bake Sale: One half hour of credit is given for food preparation.
- Philanthropic activities receive hour for hour credit for the amount of time put into the activity.
- Credit is only given to service projects approved by the SLOBs board and available to the general SLOBs population.
- Boys are encouraged to complete all hours by Service Sunday.
- Participation in Service Sunday is a requirement.
- Boys can’t be asked to drive as part of any volunteer activity for safety reasons.
- Any project must be approved by the Philanthropy Chair and/or the President. In particular, projects deemed potentially unsafe for members can be rejected (ie directing traffic, serving alcohol).
- SLOBs are not allowed to participate in duties that deal with money (ie cash register positions, etc.).

### **Reporting Hours:**

- *The SLOBs work on an honor system and expect that members report all hours accurately. The following are guidelines for reporting hours.*
- Hours are managed through the online portal *ivolunteer.com*. Members must use the system to sign up and confirm attendance at events. Liaisons will also help to confirm attendance at their events.
- End of the year “Super Slobs” awards will be given to members in each grade with the highest number of hours who have participated in 2 or more events.

### **Those Not Completing Hours:**

- Any member who fails to complete the 10 required service hours and meeting requirements shall be placed on probation for the following year.
- Members on probation may not serve on the board.
- In order to be released from probation, the member will need to make up the hours that were not completed in the prior academic year by the end of September the following year.
- There will be a review of hours after the January meeting for those members on probation. Members will be advised that they must complete their hours.
- If the member fails to make up the hours that went unserved, they shall be asked to resign from the SLOBs. Membership fee will not be refunded.
- Each year the executive board reserves the right to review hours and consider probation/membership status.

### **Finance:**

- No member may spend SLOBs funds without prior approval of the board.
- Reimbursement for approved expenditures may only be obtained by submitting a written request and a receipt to the Treasurer by June 30th.
- At least \$500 will be carried over to start each school year.
- Any surplus of funds may be donated, at the board’s discretion, to charitable organizations after a vote by the executive board, excluding any funds raised for Service Sunday.

## **BOARD POSITIONS**

### **Election Procedures for Parent and Member:**

- No freshman will serve on the Board but will be able to serve in league leadership positions in preparation for an executive level position.
- No board member shall serve in the same capacity for more than two (2) years.
- All members nominated must be in good standing. For a member to be in good standing, they must have completed all service hours from the previous year.
- There shall be a Nominating Committee consisting of at least two (2) parent executive members selected in January. One of the committee members will be the Parliamentarian, whose role it is to chair this committee.

### **Nominating Process:**

- Nominations can be submitted from parent or student members in good standing to be reviewed by the Nominating Committee.
- The Nominating Committee can nominate any parent member that has shown commitment to the organization and what it stands for. The son of this parent must also be willing to serve on the student board.
- The outgoing President should serve on the Nominating Committee and will vote only in the case of a tie.
- The president's position can only be filled by someone who is currently or has previously served at least one year on the SLOBs board.
- Each candidate's parent must understand that they, along with their son, will hold the position.
- In the event that a current board member (son/parent) has not met the hour requirement by the conclusion of Service Sunday, the board member will be removed immediately from his board position and replaced by an alternate to be named by the nominating committee.
- The slate created by the Nominating Committee shall be presented in writing to the membership at least fifteen (15) days prior to the election meeting via e-mail. Slate approval will take place at the April or May meeting.

## **BOARD POSITIONS:**

### **President**

- Presides at all board and general meetings.
- Responsible for coordination of all SLOBs events, delegating to members of the board as is appropriate.
- The president, if possible, will have served on the exec board in another capacity and thus should be considered first for this position.
- Oversees Service Sunday Committee.

*Add additional duties as needed*

### **VP Membership**

- Maintain membership database.
- Responsible for tracking those members not meeting requirements.
- Recruiting new members from the high school community.
- Responsible for the collection of membership dues.
- Orders and distributes SLOBs T-shirts.

*Add additional duties as needed*

### **Communication Coordinator/Publicity/Website Coordinator**

- Responsible for all communications to the membership in the Blast format.
- Maintain email distribution lists (Board List, Class List, Membership) in order to send out selected email blasts if needed.
- Publish monthly philanthropy email blast.
- Responsible for all publicity of league and its activities.
- Gather and coordinate information and email newsletter or post to website.
- Develop and maintain SLOBs website which should include monthly calendar of SLOB events, general information about each philanthropy as well as philanthropy activities, signup information, post updated photos, and handle any website issues as they arise.

*Add additional duties as needed*

### **VP Philanthropy**

- Assess and determine the philanthropy organizations supported by SLOBS.
- Prepare letters to philanthropy organizations that describe what service the SLOBS organization can and cannot provide.
- Review, assess, recommend and manage the philanthropies needs and budgets.
- Assess the needs of these philanthropies and determine how SLOBs can best service them.
- Recruit and manage liaisons for each of the philanthropies.
- Work with the Assistant VP Philanthropy to train them on Philanthropy duties.
- Communications Coordinator works with VP Philanthropy and project coordinator to review needs/duties/responsibilities.
- Project Coordinator (project liaison) reports to VP Philanthropy who works with coordinator to review project and helps to monitor progress.
- Collect information from liaisons pertaining to each project that month and create a monthly email blast outlining upcoming available projects to be sent out to the membership usually during the week before the monthly general meeting.
- Participate in the nominating process by providing input to the committee, concerning liaisons and other members who have contributed to the group.

*Add additional duties as needed*

### **Asst VP Philanthropy**

- Reports to VP of Philanthropy. Needs to train with Philanthropy VP in anticipation of assuming responsibility for the following year.
- Establishes contacts with all liaisons and develops a system to monitor their activities and progress and reports this to the VP of Philanthropy.
- Assist with philanthropy and liaison issues including agenda for general meetings.
- Coordinates with the communication coordinator to maintain monthly calendar of philanthropy activities and opportunities.

*Add additional duties as needed*

### **Treasurer**

- Oversees all financial aspects of the SLOBs.
- Keeps accurate financial records.
- Keeps track of Service Sunday and Working Meeting finances and coordinates with co-chairs.

Add additional duties as needed

**VP Hours**

- Collects and maintains database of hour/meeting count for parent and son members.
- Corresponds with liaisons regarding their events.
- Manages iVolunteer, which includes posting events, monitoring events, recording hours after an event occurs, tracking no-shows, editing and changing event set-up, posting Service Sunday events and other special events.
- Identifies the “Super SLOBs” recipients for the related school year.
- Notify members of hour/meeting short falls for the present year.

Add additional duties as needed

**Assistant VP Hours**

- Works closely with Philanthropy to make sure events are in line with SLOBs mission.
- Responds to emails from members regarding their hours.
- Brings sign-up sheets to meetings and takes attendance.
- Records donation credits from attendance at meetings in iVolunteer.
- Cleans up the database, and makes sure emails are correct (merges accounts if a member has multiple emails).
- Monitors iVolunteer to make sure events are being signed up for.
- Identify members who did not participate in Service Sunday, and sends email encouraging alternate sign up.

Add additional duties as needed

**Donations Chair**

- Gives ideas and suggestions for Service Sunday to Service Sunday Chair.
- Review past drives’ successes and contact past and potential new charities to discuss the option of a drive and submit proposal to the Board.
- Communicate with charity to get requested items and drop off information.
- Submit blurb in monthly blasts to announce drive.
- Schedule one donation drive for each meeting, collect items at meetings and deliver to charities.

Add additional duties as needed

**Recording Secretary/Meeting Chair**

- Responsible for recording and distributing all business at board and general meetings.

- Schedule and coordinate all general meetings at the high school by filling out required paperwork. This includes snacks, supplies or special equipment required for meetings (in coordination with the Fundraising/Working Meeting Chair).

*Add additional duties as needed*

### **Parliamentarian**

- Enforce the code of conduct as described in these bylaws and call general meetings to order.
- Present any necessary bylaw changes to the board and make changes as voted by the board and membership.
- Serve as Nominating Chair; coordinate meetings with nominating committee.

*Add additional duties as needed*

### **Fundraising / Working Meeting Coordinator**

- Work with VP of Philanthropy and individual project coordinators to develop appropriate projects / events.
- Organize and run annual fundraiser.
- Develop and oversee all fundraising projects, including bake sales and working meetings.
- Assist board members on projects when needed or as requested by the President.

*Add additional duties as needed*

### **Service Sunday Chair**

- Recruit board and regular members to sit on the Service Sunday Committee (in addition to VP philanthropy and Asst VP philanthropy)
- Find and coordinate projects for SLOBs members to participate in on Service Sunday.
- Get approval from Treasurer for necessary funds to purchase items needed for Service Sunday projects.
- Purchase (with help of committee members) any necessary items.
- Prior to Service Sunday, assist Board Members on projects when needed or as requested by the President.

*Add additional duties as needed*

**Non-Board Leadership Positions: (Optional)**

- Leadership opportunities that are not Executive Board Level jobs and offer non-board responsibilities.
- Liaison for Philanthropies.

**Voting Procedures:** Each voting member, in good standing, is entitled to one vote.

**Election Meeting:**

- Elections will take place at the April or May meeting.
- The Nominating Committee shall report the slate of parent/son nominations.
- The Parliamentarian will call for a vote on the slate.
- A majority of student members present must vote in favor for the slate to pass.
- Members of Slobs are the boys, parents are mentors.
- The President will take a hand count to approve or disapprove the slate. If there is more than one candidate pair for an office, the vote will be by written ballot.
- In the event an election meeting is canceled and members are not able to attend in person, an electronic vote will be acceptable. Two-thirds ( $\frac{2}{3}$ ) of the respondents must vote in favor for the slate to pass.

**Elected Officers:**

- Officers shall be installed prior to June 30. Their duties shall begin on July 1 for a term of one (1) year, ending June 30, following the academic calendar.

**Board Vacancies:**

- Vacancies on the board occurring during the school year shall be fulfilled by a majority vote of the officers on the board then in office.

**Resignations from Board:**

- Any officer may resign upon giving written notice to the President. No officer shall resign without a replacement whom is elected by the board.