

# **SAN MARCOS ACADEMY CUB NETWORK BYLAWS**

## **ARTICLE I: NAME**

The name of this organization shall be the San Marcos Academy Cub Network.

## **ARTICLE II: OBJECTIVES**

The purpose of this organization shall be:

1. To connect families, faculty, and staff to promote active parent involvement for the benefit of Lower School students at San Marcos Academy (SMA.)
2. To provide funding for projects, classroom needs, and events of the Lower School at SMA that fulfill the objectives of the Cub Network as approved by membership.

## **ARTICLE III: MEMBERSHIP**

The membership of this volunteer organization shall consist of people 18 years of age and older who are interested in upholding its objectives as stated and actively demonstrate this interest focusing on lower school. All members shall have a voice and a vote in the matters of the organization.

## **ARTICLE IV: OFFICERS**

The officers of the SMA Cub Network shall consist of President, Vice President, Secretary, Treasurer, and Homeroom Coordinator. Board members must have completed one full year at San Marcos Academy.

The duties of the officers are as follows:

1. The PRESIDENT shall preside at all meetings of the organization, implement the policies of the organization, appoint all committees with the advice and consent of the Board of Directors, appoint a member to fill in any incomplete officer term, and be an ex-officio member of all committees.
2. The VICE PRESIDENT shall assist the President in the execution of his/her duties, assume said duties in the President's absence, and maintain the membership roster.
3. The SECRETARY shall prepare each general membership meeting agenda, record the minutes of all meetings of the organization, prepare a sign-in sheet for the meetings, email approved minutes to designated contact to be posted to the SMA Cub Network webpage, keep all non-financial

records of the organization, and perform such other duties as may be delegated.

4. The TREASURER shall receive any funds derived from dues and activities of this organization, pass funds on to the appropriate financial SMA administrator for deposit into the SMA Cub Network account, keep accurate records of all receipts and disbursements, and present a current financial report at the general membership meetings.
5. The HOMEROOM COORDINATOR shall oversee the homeroom parents, acts as a liaison between Cub Network and SMA administration and teachers, and conducts homeroom parent meeting in September to explain and clarify responsibilities. This position's primary responsibility is communication.

#### **ARTICLE V: BOARD OF DIRECTORS**

The Board of Directors shall consist of the President, Vice President, Secretary and Treasurer. The Treasurer may also be the SMA Faculty/Staff Liaison.

The President, Vice President, Secretary and Treasurer shall be elected at the general membership meeting in April of each year. Each nominee must be present at the meeting in person or by proxy (in writing).

A quorum shall consist of a majority of the Board of Directors present.

The duties of the Board of Directors shall include receiving all requests and presenting such requests with a recommendation to the general membership meeting for a vote and conducting the daily operations of the SMA Cub Network.

Any officer position that becomes vacant shall be filled by appointment of the SMA Cub Network's President.

#### **ARTICLE VI: MEETINGS**

General membership meetings shall be held each month with the exact date and place to be determined by the Board of Directors. A majority of the members present shall carry a vote.

Voting members, as defined in ARTICLE III, are the only persons who are eligible to make motions, vote on any motions and are the only persons eligible to be an officer and vote for nominees for office.

A quorum shall consist of a majority of the Cub Network members present. Motions and votes must be approved by a majority in order to pass.

#### **ARTICLE VII: FINANCIAL POLICIES**

The Board of Directors shall be responsible for the finances of the SMA Cub Network. All funding requests must be approved by the general membership at a convened meeting. All expenditures must be approved by the Board of Directors. The Board of Directors has the discretion to approve funds up to \$100.

At each general meeting, the Treasurer shall be prepared to, and shall report on, the SMA Cub Network's financial condition. If the Treasurer knows that he/she cannot attend a meeting, he/she shall submit a written financial report to the President who will present it at the meeting.

Any fundraiser must be pre-approved by the Development Office.

Should the organization become defunct, any funds remaining in the treasury after all debts have been satisfied shall be assigned at the discretion of the Board of Directors.

#### **ARTICLE VIII: FUNDING REQUEST GUIDELINES**

Any SMA Lower School staff that wishes to receive funding assistance may submit a request following these guidelines:

The request must be:

1. Must be to the benefit of the Lower School students.
2. Submitted on the SMA Cub Network Request Form to any SMA Cub Network officer a minimum of three calendar days prior to the next scheduled meeting so that it can be added to the agenda and the Board and General Membership can be advised prior to the meeting.
3. The form must be signed by the designated SMA Cub Network Liaison to ensure strong communication at all levels.
4. Since there may be questions or additional information needed in order to consider the proposal, the requestor must be in attendance at the meeting to present and discuss the request.
5. After the presentation, the General Membership will take a vote whether to approve the request.
6. Voting criteria for funding will be based on whether or not the request fulfills the purpose of the Cub Network and shall be at the sole discretion of the voting members of the Cub Network.
7. The requestor may not be present during the voting.

8. In the event a member cannot attend the meeting, they will be given an opportunity to cast a vote electronically no later than 24 hours prior to the meeting.
9. A notification will be given to the requestor via phone or email.
10. If approved, a check will be cut or money will be transferred to the appropriate account after submission of an invoice.

#### **ARTICLE IX: AMENDMENTS**

Amendments to the bylaws must be made in writing and approved by the General Membership with a majority vote. Changes made will be effective immediately.

Founding bylaws approved July 17, 2019 by Cub Network officers

Bylaws approved by membership on September 19, 2019

Bylaws updated by membership on November 4, 2019