

MVLA SERVICE LEAGUE OF BOYS BYLAWS

Name:

The name of this organization is Mountain View/Los Altos Service League of Boys (MVLA SLOBs).

Purpose:

The mission of this organization is for parents and sons to initiate and promote educational and charitable endeavors that foster community responsibility, as well as strengthen their parent-son relationship.

General Membership:

Open to all boys in the 7th – 12th grades residing in Mountain View and Los Altos/Los Altos Hills and their parents or guardians. The son is considered the member with his parent/guardian as his mentor. There is mandatory parent involvement. Boys and their parents may join during the enrollment period of May 1st – June 30th of each calendar year. “SLOBs YEAR” is defined between the time periods of May 1st – April 30th.

Financial Obligation:

Dues are charged to help fund both the organizational and philanthropic endeavors of the league. Dues are \$60 per son, per SLOBs year. This entitles each new 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. Dues must be paid at time of enrollment/re-enrollment. Dues can be changed in the future if deemed necessary by the board and agreed upon by the membership.

General Meetings:

Meetings are held at least four times during the SLOBs YEAR at a location TBD. The formats of the meetings vary, with occasional speakers. Day of the week and starting time may vary to accommodate differing schedules of boys and parents.

Notice of Meetings:

Written notices of regular and special meetings are provided to each member via e-mail.

Meeting Attendance:

- Boys are expected to attend all meetings. Minimum requirement is four meetings.
- Parents are encouraged to attend all meetings. Minimum requirement is two meetings.
- Boys and parents, who do not attend the minimum meeting requirement, shall perform two hours of additional philanthropy for each meeting missed.

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Minimum Hour Requirement:

- Boys are required to complete a minimum of ten service hours for philanthropic organizations designated by the league.
- Parents are required to complete a minimum of five service hours, but are encouraged to complete all service hours with their sons(s).

How Hours are Earned & Credited:

- Boys are required to complete all hours between May 1 and April 30th.
- Credit is only given to service projects approved by the SLOBs board and available to the general SLOBs population.
- No “double dipping” – Members cannot use hours volunteered for another organization toward their SLOBs hours (ex. Members who complete volunteer hours at church, boy scouts, etc. cannot count those volunteer hours toward SLOBs hours).
- However, member may use SLOBs hours to fulfill volunteer requirements for school, because school is not a volunteer organization.
- Cooking, baking or food preparation is given one hour credit.
- Philanthropic activities receive hour for hour credit for the amount of time engaged with the activity.
- Travel time to and from activity is not included in hours count.

Reporting Hours:

SLOBs members work on an honor system. It is expected that members report all hours accurately. The following are guidelines for reporting hours.

- Each member shall record his own hours.
- Each member should keep a copy of his hours for his own records.

Those Not Completing Hours:

- Any member who fails to complete the ten required hours and meeting requirements by May 1st would not be allowed to renew membership for that upcoming year, unless approved by the President and/or board.
- Members may serve on the board, nominating committee or non-board leadership position, as long as all hours have been completed by May 1st.

Finance:

- No member may spend SLOBs funds without prior approval of the Treasurer.
- Reimbursement for approved expenditures may only be obtained by submitting a written request and a receipt to the Treasurer by May 31st.
- Any surplus of funds can be donated to charitable organizations after vote by the general membership.

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Election Procedures for Parent and Member:

- No member will serve on the board during his first year of membership. However, first year members will be able to serve in non-board leadership positions in preparation for an executive level position.
- No board member shall serve in the same capacity for more than two consecutive years.
- All members nominated must be in good standing. For a member to be in good standing, he must have completed all service hours from the previous year, attended required number of meetings and/or made up the hours required.
- Board members and parents who serve on the board for a full year will receive five service hours per person toward their hours' requirement.
- Only members in 9th-12th grade shall serve on the board. Seventh and 8th graders may hold non-board leadership positions.

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 member who has shown commitment to the organization and what it stands for. The parent/guardian of the member must also be willing to serve on the board.
- The outgoing President should serve on the Nominating Committee and will vote only in the case of a tie.
- Someone who is currently or has previously served at least one year on the SLOBs board can best fill the President's position.
- In the event that a current board member (son/parent) has not met the hour requirement by April 30th, the board member will be 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 days prior to the election meeting via e-mail. Slate approval will take place at the March or April meeting.
- Parent/son will share the same board/committee position for the SLOBs Year.
- The President shall appoint the Parliamentarian

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Job Descriptions of Board Positions: All positions may be shared between 2 or more families

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
- Sets agenda for meetings
- Appoints Parliamentarian

VP Membership

- Maintains membership database
- Coordinates with VP Hours regarding members not meeting requirements
- Recruits new members from MVLA community
- Maintains email list for SLOBs membership
- Organizes Prospective Members Information Night
- Leads process to get the registration website ready for enrollment period
- Additional duties as needed

VP Meeting

- Coordinates with President regarding meetings
- Works with board on planning the dates for meetings and submits proposed calendar for Board approval
- Secures speakers for calendar year (1-2 minimum)
- Schedules and coordinates all general meetings at location TBD by filling out required paperwork. This includes snacks, supplies or special equipment required for meetings.
- Coordinates donation drives at each meeting. Notifies the VP of Communication about recipients and their needs so that membership can be informed in advance. Organizes collection and drop off items.
- Writes thank you notes to speakers
- Coordinates website posting of any video/photos taken at meeting between videographer and Website Coordinator
- Organizes fundraising for Service Week
- Additional duties as needed

VP Hours

- Provides new members with login information to Hours website
- Collects and maintains database of hours/meetings count for parent and son members
- Notifies members of hours/meetings shortfalls for present year
- Creates hours reports to be reviewed by Board

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- Additional duties as needed

VP of Philanthropy

- Recruits & manages a team of Philanthropy Liaisons (PLs) who manage relationships with SLOBs philanthropies
- Sends out bi-weekly “SLOBopps” emails to members with philanthropy opportunities provided by Philanthropy Liaisons. Provides PLs with a template and deadline reminders.
- Speaks about philanthropy topics at SLOBs meetings
- Helps recruit philanthropy speakers for SLOBs meetings
- Solicits and manages philanthropy projects from PLs for special philanthropy events. Additional duties as needed

VP of Communications

- Monitors SLOBs email account and forwards emails to appropriate board members
- Maintains the SLOBs Board Members Google group email account
- Coordinates with President to send out announcements and reminders for meetings
- Requests meeting minutes from Secretary and sends minutes to members
- Coordinates with VP of Hours to get list of philanthropy activities and send members reminders about logging volunteer hours and meeting attendance in TrackItForward
- Sends reminders to Publicity Chair about newsletter release
- Additional duties as needed

VP Website

- Works with VP of Communications
- Develops and maintains SLOBs website which should include monthly calendar of SLOBs events, SLOBopps philanthropy opportunities, general information about each philanthropy, meeting minutes, newsletters, etc.
- Keeps website up to date with membership information
- Additional duties as needed

VP Publicity

- Works with VP Communication
- Responsible for community publicity of SLOBs
- Publishes quarterly newsletter
- Additional duties as needed

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Treasurer

- Oversees all financial aspects of SLOBs
- Keeps accurate financial records
- Keeps track of Service Week finances and coordinates with Co-Chairs
- Creates and manages yearly budget
- Additional duties as needed

Secretary

- Responsible for recording all minutes at board and general meetings
- Additional duties as needed

Parliamentarian

- Enforces the code of conduct as described in these Bylaws and calls general meetings to order
- Presents any necessary bylaws changes to the board and makes changes as voted by the board and membership
- Serves as Nominating Chair
- Additional duties as needed

Member at Large (Optional)

- Works with VP of Philanthropy and individual class coordinators to develop appropriate class projects
- Assists Board members on projects when needed (i.e. help VP Membership during enrollment period (T-shirts) or help VP Hours during peak periods)
- Assists other board members on projects as per request made by the President
- This role could be given to outgoing president if appropriate

Non-Board Leadership Positions

- Leadership opportunities that are not Executive Board Level jobs, but offer responsibilities before assuming Board Level duties
- Liaison for Philanthropies - Identifies volunteer opportunities with assigned philanthropy and communicates to the VP of Philanthropy

Quorum:

- One third of the voting power shall be represented in person to constitute a quorum at a meeting of the members.
- A quorum must be present to vote for major changes and elections.

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

Election Meeting:

- Elections will take place at the March or April meeting
- The Nominating Committee shall report the slate of parent/son nominations
- The approval shall be held after slate is proposed
- 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.

Elected Officers:

- Officers shall be installed prior to May 1st. Their duties shall begin on May 1st for a term of one (1) year, ending April 30th

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, which is elected by the board.

Code of Conduct:

- SLOBs expects members to be role models for the Mountain View/Los Altos/Los Altos Hills communities and for their attending schools
- Members should wear SLOBs t-shirt to SLOBs service activities to identify themselves