



# Falmouth Volunteers in Public Schools Board of Advisors BYLAWS

## ARTICLE I - Name, Location, Logo, Operating Year

- 1.1 The name of the board shall be the Falmouth Volunteers in Public Schools Board of Advisors, hereinafter called the Board.
- 1.2 The administration office of the Board shall be located at Falmouth High School, Falmouth, Massachusetts.

- 1.3 Until April 27, 2014, the logo shall be  or 

Effective April 28, 2014, the logo shall be 

- 1.4 The operating year shall be July 1 to June 30.

## ARTICLE II - Objectives

- 2.1 To encourage, train and support volunteers of all ages to work with students, faculty, and administration, and facilitate partnerships between the schools, community members, businesses, and organizations.
  - 2.1.1 To promote active involvement of community volunteers in appropriate school activities.
  - 2.1.2 To promote activities in which students work with adults and activities in which students work with other students
  - 2.1.3 To promote partnerships with businesses, professions, community organizations and the schools.
  - 2.1.4 To promote student volunteer activities within the community.

## ARTICLE III – Members (hereafter referred to as members or membership).

- 3.1 Insofar as possible, the Board shall include members knowledgeable in the fields of administration, finance, personnel, program development, law, public relations, and community relations.
- 3.2 The Board shall consist of no fewer than fifteen (15) and no more than twenty-one (21) members of which two (2) shall be appointed by the Superintendent from the education community (School Committee, Central Office, Principals), and two (2) shall be students from the high

school.

- 3.2.1 Terms of membership of each advisor shall be three (3) years with one-third (1/3) of the members eligible for reappointment or replacement each year.
- 3.2.2 Terms of membership for Superintendent-appointees shall be for one (1) year, renewable up to six (6) years.
- 3.2.3 Terms of membership for students shall be for one (1) year, renewable up to three (3) years.
  
- 3.4 If a member resigns or is removed, the Nominating/Policy Committee will make every effort to find a replacement member to complete the term.
  
- 3.5 Members are expected to attend all meetings of the Board. Intent to remove a Board member with three (3) unexcused Board meetings during a single VIPS year shall be communicated by letter from the chairperson.
  
- 3.6 No one may be reappointed to the VIPS Board after serving six (6) consecutive years until a break of service of at least one year has occurred.

#### ARTICLE IV - Officers

- 4.1 Officers shall consist of Two Co-Chairpersons, a Vice Chairperson, Secretary, and Treasurer. Neither Superintendent-appointed members nor student members are eligible for serving as officers:
  - 4.1.1 Duties of the Chairperson(s) are to oversee the creation of meeting agendas, run efficient meetings, assist with the appointment of members of various subcommittees, and represent the organization in contacts with the community.
  - 4.1.2 Duties of the Vice Chairperson are to cultivate new and potential board members and to assume the responsibilities of the Co-Chairpersons when they are absent, and to chair the Governance Committee and to fulfill other duties as directed by the chairperson(s).
  - 4.1.3 Duties of the Secretary are to send board-related correspondence including meeting announcements and reminders, and to work with committee chairs and board subcommittees to prepare reports for board meetings. The Secretary will also work with the VIPS secretary to distribute board meeting minutes to advisors.
  - 4.1.4 Duties of the Treasurer are to be responsible for receiving and dispersing funds and to keep accurate records of these funds, and to submit Treasurer's Reports in preparation for each board meeting.
  
- 4.2 Officers shall serve for a term of one (1) year, renewable annually, and must be elected by vote of the Board annually at its last meeting of the school year.
  
- 4.3 The officers shall constitute an Executive Committee to work with the Volunteer Director to set

goals and objectives for the current year and beyond, create a workplan, help organize an orientation for new board members, and take care of necessary business between regular meetings. Any decisions by the Executive Committee will be considered as interim decisions to be ratified by the full committee at its next meeting.

4.4 The Governance Committee shall consist of the Vice-Chairperson and four other Board members.

4.4.1 The duties of the Governance Committee are to conduct annual evaluations of the Board of Advisors, conduct staff evaluations, propose nominations for Board Officers and Board members and to review Bylaws annually.

## ARTICLE V - Meetings

5.1 The Board shall meet monthly excluding summer months.

5.2 A quorum shall consist of a majority of the existing membership.

5.3 An Annual Meeting will be held each year in June to elect officers, elect new members of the Board, establish a calendar and other organizational items. Bylaws shall be reviewed annually by the Governance Committee and reaffirmed at the Annual meeting.

## ARTICLE VII - Amendments

7.1 Any amendment of these bylaws shall occur only after an advance notice to the existing membership and must be approved by a two-thirds (2/3) vote of the existing membership at a regularly scheduled meeting.

## ARTICLE VIII - Policies

8.1 Board policies as voted at meetings shall govern Board action and shall be reflected in official Board minutes

Adopted September 18, 1985

Amended November 10, 1988 (3.7, 4.1, 4.1.3, 4.1.4)

Amended March 11, 1991 (3.7)

Amended September 18, 1993 (3.2, 4.1.2, 5.3, 8.1)

Amended November 14, 1996 (3.2)

Amended January 10, 2002 (2.2, 3.2, 3.4, 3.5, 3.6, 4.1, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.3, 5.1, 5.3)

Amended June 17, 2010 (1.2, 3.2, 3.3.1, 3.3.2, 3.3.3, 3.4, 3.5, 3.6, 4.1, 4.1.1, 4.1.2, 4.1.3, 4.2, 4.3, 5.1, 5.3, ARTICLE VI, 6.1)

Amended June 14, 2012 (4.1.2, 4.1.3, 4.1.4)

Amended April 10, 2014 (1.2, 1.3, 2.1, 2.1.1, 2.1.2, 2.1.3, 2.1.4, ARTICLE III, 3.2.1, 4.1, 4.1.2, 4.4, 4.4.1, 5.1, 5.3)