

MOUNTIES ON A MISSION

BYLAWS

Initial Adoption: March 19, 2007

Revised: February 13, 2008 (4.5)

Mounties on a Mission

Bylaws

ARTICLE 01: NAME

- 1.1 The name of this organization shall be “**Mounties on a Mission**”.

ARTICLE 02: CHARTER

- 2.1 **Mounties on a Mission** is a group of community members consisting of parents, grandparents, businesses, neighbors and friends who are dedicated to making improvements to Northwest Community Schools.
- 2.2 The goal of **Mounties on a Mission** is to provide financial support for innovative and creative educational activities and infrastructure improvements not currently available and/or funded through the school district.

ARTICLE 03: GENERAL OPERATING POLICY

- 3.1 **Mounties on a Mission** shall cooperate with but be independent of the Northwest Board of Education.
- 3.2 **Mounties on a Mission** shall exist in partnership with the Northwest Educational Foundation. The role of the NEF shall be to manage the funds within the organization. The NEF shall have no authority to determine projects to be funded or availability of funds. All funds contributed by **Mounties on a Mission** shareholders shall be available.
- 3.3 **Mounties on a Mission** is a not for profit organization.

ARTICLE 04: MEMBERSHIP

- 4.1 Membership to **Mounties on a Mission** is achieved by owning membership shares.
- 4.2 A membership share may be owned by a person, group of persons, organization or business entity.
- 4.3 An owner of a membership share or of multiple membership shares agrees to contribute \$400 per year for each membership share owned.

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- 4.4 Owners of membership shares are entitled to one vote for each membership share owned. **Voting is only allowed for shareholders in Good Standing.**
- 4.5 Owners of membership shares are entitled to sponsor projects requesting funding. A share owner may sponsor multiple projects provided the total amount requested from all of the share owners sponsored projects does not exceed the next MOAM quarterly distribution total amount. A shareholder must be in good standing to sponsor projects.
- 4.6 No shareholder shall be granted special privileges, regardless of his/her office in the organization.

ARTICLE 05: EXECUTIVE COMMITTEE

- 5.1 The Executive Committee shall consist of a President, Vice-President, Secretary, Treasurer and three Trustees.
- 5.2 Executive Committee members must own at least one membership share. Owners of multiple membership shares are eligible to hold one office per membership share owned, provided that no individual holds more than one office at any one time.
- 5.3 Terms of office for Executive members shall be one (1) calendar year.
- 5.4 Executive Committee members shall be elected by the majority in attendance at the first Funding Meeting of each calendar year.
- 5.5 A vacancy occurring in any term of office shall be filled for the un-expired term by a person nominated by the floor and voted on by majority of those in attendance at the next scheduled Funding Meeting.

ARTICLE 06: ORGANIZATION STRUCTURE

- 6.1 Organizational structure shall be a committee of the whole. Sub-Committees may be formed for special projects.

ARTICLE 07: MEETINGS

- 7.1 There shall be two types of meetings, Funding Meetings and General Meetings.
 - 7.1.1 Funding Meetings: Funding meetings shall be held four times annually with the dates determined by the Executive Committee and presented at the first Funding

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Meeting of the calendar year. Projects may only be approved for funding at Funding Meetings.

7.1.2 General Meetings: General meetings shall be scheduled by the President with at least one week notice given to all members via email.

7.2 Meeting conduct shall be governed by the Roberts Rules of Order (revised) where appropriate. However, general informality is adopted in every instance possible to encourage free expression of all members.

ARTICLE 08: GOVERNING RULES

8.0 Member in Good Standing

8.0.1 To be a member in good standing, all required contributions must be paid up to date. The Executive Committee shall establish guidelines and rules further defining these requirements.

8.1 Projects

8.1.1 The Executive Committee shall establish procedures for submitting projects for funding. All projects must be sponsored by a member, screened by a school administrator and approved by the Executive Committee.

8.1.2 Under no circumstances shall a project be approved for funding if the cost of the project exceeds the available funds.

8.1.3 Project expenses cannot be used for district personnel salaries.

8.2 Available Funds

8.2.1 The Executive Committee shall establish procedures for determining available funds to be dispersed at Funding Meetings.

8.2.2 Under no circumstances, shall the available funds at a Funding Meeting exceed the amount of money Mounties on a Mission have on deposit and in hand.

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8.3 Project Selection

- 8.3.1 The Executive Committee shall establish procedures for determining which project(s) to fund.
- 8.3.2 Project funding procedures shall be developed in such a manner that each approved project has an equal opportunity to be presented and voted on for funding by the membership.
- 8.3.3 Projects may only be approved for funding at Funding Meetings. Projects to be funded are determined by a majority vote of those members present and in good standing. Voting by Proxy shall be allowed. Voting shall be silent but not secret.
- 8.3.4 The Executive Committee shall establish procedures that allow for Voting by Proxy at Funding Meetings. Voting by Proxy shall be allowed only at Funding Meetings

ARTICLE 09: DISSOLUTION

- 9.1 In the event of the dissolution of Mounties on a Mission, all monies on account in the Northwest Educational Foundation will be distributed to Northwest Community Schools in a manner that is consistent with the Northwest Educational Foundation Bylaws. Any monies not yet deposited to the Northwest Educational Foundation will be returned to the contributor.

ARTICLE 10: AMENDMENTS

- 10.1 These bylaws may be amended by a two-thirds (2/3) vote of the share holding members in Good Standing at either a Funding or General Meeting. Notice of proposed bylaw changes must have been given at least one Funding Meeting in advance. Each member shall be allowed one vote for each membership share owned.

MOUNTIES ON A MISSION

Governing Rules and Procedures

Bylaw Section 8.0: Members in Good Standing

- A. To be a member in good standing, a member must have all contributions paid up to date.
- B. Paid up to date is defined as payment made for the current funding quarter prior to sponsoring a project or if not sponsoring a project, at least one week prior to any General or Funding Meeting. Payment per funding quarter is \$100 per membership share owned.
- C. Membership dues received will be applied to any dues owed in arrears first.

Bylaw Section 8.1: Projects

- A. A project can be any enhancement, upgrade or improvement that is needed within the Northwest Community Schools. Major project headings include but are not limited to: educational enhancements, technology upgrades and facility improvements.
- B. A project may originate from a stock holding member, a non-member, a teacher, school personnel or from departments within a school building. Each project must be able to be completed for an amount not to exceed available funds.
- C. All projects must be sponsored by at least one stock holding member and screened by a Northwest Community Schools Administrator and the Executive Committee. School Administrators are defined as; District Superintendent, Building Principals and The Director of Buildings and Grounds.
- D. All projects shall be submitted on the Approved **Mounties on a Mission-Project Submittal Form.**
- E. Potential projects must be submitted to Executive Committee by the first day of the month of the funding meeting. Procedures for submission shall be developed by the Executive Committee. Projects not funded at a Funding meeting will be carried forward to the next Funding Meeting unless indicated otherwise by the project sponsor.

Bylaw Section 8.2: Available Funds

- A. Available funds for each funding meeting will be determined by the executive committee at an executive committee meeting held prior to each funding meeting. In general, available funds will be based on member and non-member pro-rated contributions received to date in addition to monies carried over from previous meetings.
- B. Project funding cannot, under any circumstances, exceed available funds.

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Rules and Procedures

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- C. All money will be held and distributed by the Northwest Educational Foundation. Checks should be made out to the Northwest Educational Foundation MOAM Fund.

Bylaws Section 8.3: Project Selection Procedures

1.0 One week prior to funding meeting

- A. Approximately one week prior to the funding meeting, the executive committee will meet to finalize and approve submitted projects. After all qualified projects have been finalized; the executive committee will randomly pull 5 projects out of a bucket. These 5 projects will be the only projects eligible for funding at the next funding meeting.
- B. The sponsors and contact people for the eligible projects will be notified so they can prepare their presentations. The membership will also be informed via email so they can get further information on any eligible projects, if desired.

2.0 At funding meeting

- A. Upon entering a funding meeting, each member will be given one voting slip for each membership share owned.
- B. After a brief introduction by the President, each project sponsor or designee will be given five minutes to give an overview of their project. To save time, there will be no questions during the overview presentation.
- C. After all projects have been presented, there will be a 10 to 15 minute break during which time, members may visit with project sponsors at their project table to ask any additional questions.
- D. After the break, each sponsor may, if they desire, speak for a couple of minutes to clear up any questions that were brought up during the break.
- E. After the sponsor follow up, the meeting is adjourned. At that time all members are asked to vote for at least one project. More than one project may be allowed to be voted on, if approved by the Executive Committee prior to the funding meeting. Members are asked to place their voting slip(s) into the voting box. After voting, members can leave the meeting or stay and assist/monitor the vote counting.
- F. The project receiving the most votes will be funded. If available funding permits, the project receiving the second most votes will also be funded.