

Monta Vista High School Senior All Night Party Bylaws

Article I

NAME

The name of this organization is and shall be the "Monta Vista High School Senior All Night Party," located in the city of Cupertino, Santa Clara County, California.

Article II

PURPOSE

Section 1. The object and purpose of this organization shall be:

- To provide a safe environment free of illegal substances to graduating seniors from Monta Vista High School for an annual all-night party.
- To raise money to be used in support of authorized activities of the Monta Vista High School Senior All Night Party.

Section 2. This is a non-profit organization and funding shall be expended under the condition of Articles IV and X.

Article III

MEMBERSHIP

Section 1. Membership in this organization shall consist of any of the representatives from the Monta Vista High School community including Monta Vista High School parents, teachers, and administrators. Cupertino City community members interested in the objectives and purposes of the Monta Vista High School Senior All Night Party are eligible to become members.

Article IV

OFFICERS

Section 1. There shall be five (5) elected officers: A President, Vice-President, Secretary, Treasurer, and Auditor. These elected officials shall comprise the Executive Board. Officers are elected for a one (1) year term. Term of Office begins July 1 and runs through June 30 of the following year. This term of office coincides with the fiscal year of the organization.

Section 2. The Executive Board shall appoint chairpersons of the standing committees as needed. These appointed officers shall serve at the discretion of the Executive Board. The standing committees may include but not limited to:

- Bag and Check
- Bids and Tickets
- Big Toys
- Casino
- Construction
- Decorations
- Electrical
- Entertainment
- First Aid
- Food
- Fundraising
- Games and Booths
- Hospitality
- Neighborhood Liaison
- Prizes
- Publicity
- Security
- Site Management
- Take Down
- Transportation
- Volunteers
- Webmaster

Section 3. The Board of Directors shall be composed of the Executive Board and the Chairpersons of the standing committees.

Section 4. The Executive Board may transact any necessary business of the organization at any regular or special meeting of the Board or membership and will disburse funds under the provisions of Article X.

Article V

ELECTION OF OFFICERS

Section 1. The President shall appoint a nominating committee consisting of up to five (5) members of the organization in April of the year preceding the all-night party. The nominating committee shall present candidates for the next year's Executive Board to the general membership at the May meeting.

Section 2. The membership will receive the nominating committee's slate of candidates and any nominations from the floor. The membership will then vote for five (5) new members of the Executive Board with a simple majority required for election. This election will take place at the May general membership meeting.

Section 3. The Executive Board shall appoint all Chairpersons as specified in Article IV, Section 2, no later than the second September Executive Board Meeting.

Article VI

DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the organization and the Executive Board. The President shall appoint all special committees.

Section 2. The Vice President shall assist the President with all presidential duties, and perform all duties of the President in his/her absence.

Section 3. The Secretary shall keep minutes of all official meetings and shall be responsible for all correspondence required by the organization and the maintenance of the membership roster.

Section 4. The Treasurer shall keep all financial records of the organization and shall receive all monies belonging to the organization and disburse same as constituted by the bylaws. Chair the budget committee and prepare a budget for adoption by the Executive Board. Prepare a monthly financial report for organization meetings.

Section 5. The Auditor shall audit the books and financial records at the end of the fiscal year.

Article VII

REMOVAL OF ELECTED OFFICERS

Elected officers who miss two (2) consecutive Board meetings, unless excused by the President beforehand, may be removed from office by a simple majority (50% plus one) vote of a quorum of the Board of Directors present at any Executive Board meeting.

Article VIII

FILLING OF VACATED OFFICES

A vacancy of the Board of Directors shall be filled by appointment made by the Executive Board from the roster of members. The Secretary of the organization shall maintain said roster.

Article IX

MEETINGS

Section 1. The Board of Directors shall meet monthly from September through June on the second Wednesday, unless otherwise specified by a majority of the Executive Board. Meetings shall require a majority of the Board of Directors as a quorum.

Section 2. The general membership meetings shall be held in conjunction with Executive Board meetings. The Executive Board and/or the general membership shall be notified, if at all possible, of a change in meeting plans.

Article X

DISBURSEMENTS

Section 1. The primary authority for the disbursement of funds comes from the Budget, which is to be approved by a majority vote of the Board of Directors. The Board of Directors may disburse any monies to pay organization bills within the limits of the adopted budget. Such action will be ratified at the Executive Board meetings and recorded in the minutes.

Section 2. The Executive Board in its discretion may disburse up to fifty dollars (\$50.00) emergency money (unbudgeted or over-budget amounts) in consonance with the purpose of this organization. Amounts greater than \$50.00 must be approved by a majority vote of the Executive Board.

Section 3. The disbursement of Monta Vista High School Senior All Night Party proceeds shall be accomplished by the Executive Board in the following manner:

- There shall be at least two (2) and no more than four (4) authorized signers on SANP bank accounts. Two (2) of the signers shall be the President and the Treasurer of the organization; authorized signers may not live at the same address.
- School District employees shall not be authorized signers on the organization's bank accounts.

Section 4. At the end of the fiscal year, money remaining will be allocated by the Executive Board by June 30 of that year in the following manner:

- If available a maximum of \$5,000 will be reserved for the next year's Senior All Night Party
- Any amount in excess of \$5,000 will be used solely to benefit programs and students at Monta Vista High School.

Section 5. In the event the Monta Vista High School Senior All Night Party is dissolved, none of the remaining assets shall be distributed to any of the members, but shall be given to the Monta Vista High School ASB Fund.

Section 6. No member of this organization shall receive any compensation for efforts expended in the furtherance of the aims and goals of this organization.

Article XI

FISCAL YEAR AND IDENTIFICATION NUMBER

- The fiscal year of this association shall begin on July 1 and end on June 30.
- The Internal Revenue Service Employer Identification Number (EIN) for this association is 20-0507857.

Article XII

AMENDMENTS


These bylaws may be amended at any general meeting of the organization by a two-thirds vote of the membership present.

Article XIII

AUTHORITY

Robert's Rules of Order, Revised, when not inconsistent with these bylaws, shall regulate the conduct of this organization.

These bylaws were voted on and approved by the general membership on January 11, 2012.



Barbara Goldman / President

Date 1-11-12



Valerie Hayes / Vice President

Date 1-11-12



Diane Polgar / Treasurer

Date 1-11-2012



Jill Nakamura / Secretary

Date 1/11/12

**CERTIFICATE OF SECRETARY
OF
MONTA VISTA HIGH SCHOOL SENIOR ALL NIGHT PARTY**

The undersigned, Margaret Sommers, the duly elected and acting Secretary of Monta Vista High School Senior All Night Party, a California corporation (the "Corporation"), hereby certifies as follows:

1. At a duly called meeting of the members of the Corporation (the "Membership") held on September 17th, 2014, the Membership approved the amendment of the Bylaws of the Corporation as follows:

First: The list of committees in **Article IV, Section 4.2** of the Bylaws is amended to add the following committee:

"Cleanup"

which shall be added between "Casino" and "Construction" in such list.

Second: A new section 4 shall be added to **Article V** of the Bylaws, as follows:

"Notwithstanding Sections 1-2 of this Article V, if the procedures of those sections are not followed, then the membership may vote for five (5) new members of the Executive Board at any general membership meeting, with a simple majority required for election. The Executive Board shall then appoint all Chairpersons as specified in Article IV Section 2, at any subsequent Executive Board Meeting."

2. Except as amended as provided above, the Bylaws of the Corporation remain in full force and effect.

IN WITNESS WHEREOF, the undersigned has executed this Certificate as of September 25, 2014.


Margaret Sommers, Secretary

**CERTIFICATE OF SECRETARY
OF
MONTA VISTA HIGH SCHOOL SENIOR ALL NIGHT PARTY**

The undersigned, Geetha Sunder, the duly elected and acting Secretary of Monta Vista High School Senior All Night Party, a California corporation (the "Corporation"), hereby certifies as follows:

1. At a duly called meeting of the members of the Corporation(the Membership) held on October 12th, 2016 the Membership approved the amendment of the Bylaws of the Corporation as follows:

First: The list of Officers in **Article IV, Section 1a.** of the Bylaws is amended to add the following:

Article IV

OFFICERS

Section 1a: The President and Vice-President positions of the Executive Board may alternatively be comprised of two Co-Presidents.

Second: The Election of Officers in **Article V, Section 1,** of the Bylaws is amended to add the following:

Article V

ELECTION OF OFFICERS

Section 1: The President or the Co-Presidents shall appoint a nominating committee consisting of up to five members of the organization in April of the year preceding the all-night party. The nominating committee shall present candidates for the next year's Executive Board to the general membership at the May meeting.

Third: The Duties of Officers in **Article VI, Section 1** and **Section 2,** of the Bylaws is amended to add the following:

Article VI

DUTIES OF OFFICERS

Section 1: The President or the Co-Presidents shall preside at all meetings of the organization and the Executive Board. The President or the Co-Presidents shall appoint all special committees.

Section 2: Add: If there are Co-Presidents, the Co-Presidents shall divide the presidential duties between them, and will assume responsibilities for each other in his/her absence.

Fourth: The Disbursements in **Article X, Section 3**, of the Bylaws is amended to add the following:

Article X

DISBURSEMENTS

Section 3: The disbursement of Monta Vista High School Senior All Night Party proceeds shall be accomplished by the Executive Board in the following manner:

- There shall be at least two (2) and no more than four (4) authorized signers on SANP bank accounts. Two (2) of the signers shall be the President and the Treasurer of the organization. If there are Co-Presidents, the authorized signers on the SANP bank accounts shall include both the Co-Presidents and the Treasurer; authorized signers may not live at the same address.

2. Except as amended as provided above, the Bylaws of the Corporations remain in full force and effect.

IN WITNESS WHEREOF, the undersigned has executed this Certificate as of
October 12th, 2016.


Geetha Sunder, Secretary