

# **WHYS UNITED BYLAWS**

Organized September 1, 1971

*Revised May 2015*

## **ARTICLE I: NAME**

The name of this organization is WHYS United.

## **ARTICLE II: ARTICLES OF ORGANIZATION**

WHYS United exists as an unincorporated association of its member units. Its "Articles of Organization" comprise these bylaws, as from time to time amended, and its articles of association, if any. Each individual WHYS unit may have its own bylaws, providing they do not conflict with those of WHYS United. On any point where they may conflict, WHYS United Bylaws will take precedence.

## **ARTICLE III: MISSION STATEMENT**

The mission of WHYS United is to promote cooperation among the individual WHYS Units which all serve to promote the improved welfare of children and youth in home, school, church and community with the hope to foster a closer relation between home and school whereby parents, teachers and school administration officials may cooperate intelligently in the education of the child, as well as develop, between educators and the general public, such united efforts as will secure for every child the highest advantages in physical, mental, social and spiritual education.

## **ARTICLE IV: BASIC POLICIES**

The following are basic policies of WHYS United:

- A. WHYS United shall be nonsectarian and nonpartisan.
- B. WHYS United may be commercial and be involved in revenue producing enterprises, if the produced revenue is used for the objectives of WHYS United as mentioned in Article III.
- C. WHYS United shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise. Individuals or groups representing political or multi-sided issues pertaining to children and/or families may make brief presentations to WHYS United, at the discretion of the officers.
- D. WHYS United shall cooperate with the schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.

- E. WHYS United shall meet for the purpose of conference and cooperation in matters of child welfare only.
- F. WHYS United may cooperate with other organizations and agencies concerned with child welfare, but persons representing WHYS United in such matters shall make no commitments that bind WHYS United.
- G. In the event of dissolution of WHYS United, the assets of the organization shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954, as from time to time amended. All assets will be distributed to participating schools or other organizations which qualify under 501(c)(3).
- H. Local units will be responsible for moneys raised by those individual units. WHYS United will have no responsibility or liability for the accounting of those moneys beyond monthly reconciliation of Unit bank statements.
- I. Local units will be responsible for fines incurred by WHYS United as a result of local unit actions or lack thereof.
- J. In the event that a Wadsworth City School teacher (WCS) or administrator or a WCS sanctioned committee applies for a grant that requires a 501(c)(3) number and the applicant requests to partner with a WHYS unit or WHYS United to meet that requirement, the following guidelines must be followed:
  - a. The grant must serve a wide student population and the unit must have the approval from the majority of its members before proceeding.
  - b. A WHYS unit must share any grant partnering ventures with the WHYS United Board and its membership before proceeding.
  - c. If a proposed grant meets requirements a. and b., then the WHYS Unit President or WHYS United President must ensure that all grant paperwork flow through the WHYS unit. The WCS teacher or administrator or WCS sanctioned committee will be responsible for completing the grant paperwork. The WHYS Unit President or WHYS United President will sign off on the grant paperwork and use their respective WHYS unit mailing or email address in order to have complete access to all grant paperwork.
  - d. All grant funds received from a grant application must be distributed to the applicant by the WHYS Unit Treasurer or WHYS United Treasurer no later than one week after receiving the grant check.

K. When WHYS Units hold any fundraising activity, the following guidelines must be followed in order to safely secure monies:

1. All monies should be kept in a locked cash box(es).
2. At least two times during the event/activity, monies should be removed from the cash box(es) and counted by two (2) WHYS officers or WHYS members who have completed background checks.
3. After counting the money, the two (2) WHYS officers or certified WHYS members should write the money total on paper, sign the paper, then place the monies in a sealed bag.
4. Two certified WHYS officers or members will take the sealed bag and place it in a locked room (ex. principal's office) in the school.
5. All monies will be counted at the end of the event by two (2) WHYS officers or certified WHYS members, follow procedure laid out in guideline 3.
6. During the WHYS event, all locked cash boxes should be placed in view of a school's security camera system.

## **ARTICLE V: MEMBERSHIP AND DUES**

Section 1. Membership in WHYS United shall consist only of local WHYS units in good standing, as outlined below, and their family/individual members in Wadsworth, Ohio.

a. Member units shall remit dues in accordance with Article V, Section 2 of these by-laws.

b. Member units must attempt in good faith to provide assistance as requested for all WHYS United programs.

c. Failure to meet these requirements could result in, at the discretion of the WHYS United Executive Board, the forfeiture of services, benefits and support provided by WHYS United.

Section 2. Family/individual membership dues shall be \$10.00 per family or person, unless waived by a majority vote of the voting members present. Dues shall be collected by each unit and turned over to the WHYS

United Membership Chairperson by the November WHYS United meeting with a list of members and related membership information, as requested by the Membership Chairperson.

Section 3. Additional member units may be accepted at any time. Such new units will establish bylaws for the new organization as soon as possible. The membership of WHYS United shall elect officers for the new organization, by a majority vote of the voting members present, under the same guidelines established in Article VII, Section 4 (though dates/months may vary, as necessary). Every effort shall be made to invite members who will be members of that new unit to offer suggestions for nomination and to be present to vote for the election of such officers. Those members will also each have a vote for those new officers, as long as their WHYS United dues have been paid, though no member may vote in more than one capacity (i.e., as a member of the WHYS United voting body and as a member of the proposed new unit). Such officers shall hold office for an interim period of not-to-exceed one year or until the new unit is able to establish its own method for election and term of office under its own bylaws.

Section 4. Delegates from local units whose dues to WHYS United are in arrears shall not participate in the business meetings of WHYS United.

Section 5. Member units shall establish their own bylaws, as directed by Board of Education policy KM/KN, and may establish policies for election of officers, terms of office for such officers, standing committees, financial policies, etc., as determined by unit members, as long as such policies do not conflict with the spirit of those of WHYS United.

Section 6. WHYS United, by a 2/3 vote of its voting members present, may dissolve any member unit. WHYS United may mediate any conflict within any unit.

## **ARTICLE VI: DISBURSEMENTS OF WHYS UNITED REVENUE**

Section 1. WHYS United shall retain all member dues remitted. By a majority vote of the WHYS United members present, WHYS United may elect to return excessive funds to the individual units if a District need can not be identified. The funds will be disbursed evenly

between the units. Individual units must meet the following qualifications before being able to receive WHYS United revenue:

- a. The unit must be duly organized and an active unit recognized by WHYS United and must be represented and participate actively in WHYS United affairs and meetings.
- b. Each unit must actively participate in the work load of any revenue producing activity by WHYS United. The work load shall be established by the WHYS United Board on a per event basis.

Section 2. Monies in WHYS United Treasury shall be handled under the following guidelines:

- a. WHYS United should attempt to maintain a balance, in anticipation of the collection of dues, sufficient to cover the succeeding year's budgeted items for Safety Town, two scholarships to Wadsworth High School graduating seniors, the Fine Arts Festival and any other future project(s) identified by WHYS United.
- b. Each WHYS unit should attempt to end the year with no more than a \$3000 balance, unless funds exceeding \$3000 are allocated for a specific project.
- c. Monies over and above the approved yearly budget should be allocated to events or organizations for the enrichment of children in the community, as voted upon at any regular meeting of WHYS United by a two-thirds (2/3) vote of the members present and voting.
- d. Chairpersons of events and/or projects shall not exceed budgeted expenditures without prior approval of a majority of the WHYS United voting members present.

Section 3. When WHYS United wishes to purchase equipment to be used by Wadsworth City Schools' students or Personnel, they must comply with Wadsworth City Schools' Board of Education Policy KM/KN.

## ARTICLE VII: OFFICERS AND THEIR ELECTION

Section 1. The officers of WHYS United shall be a President, a 1<sup>st</sup> Vice President, a 2<sup>nd</sup> Vice President, a Secretary, and a Treasurer. These officers shall be elected by ballot at the annual election meeting in March. However, if there is but one candidate for any office, upon adoption of a motion from the floor, the election for that office (or offices) may be by voice. Officers shall assume their official duties immediately following the adjournment of the May meeting and shall serve for a term of two years.

Section 2. The President and 1<sup>st</sup> Vice President shall be elected in odd-numbered years, with the Treasurer, 2<sup>nd</sup> Vice President, and Secretary elected in even-numbered years.

Section 3. Only members of local units in good standing, pursuant to Article V, and whose family/individual dues are paid, also pursuant to Article V, may be eligible to hold office or to serve on a WHYS United committee. A person shall not be eligible to serve more than two consecutive terms in the same office. One who has served more than one-half of a term shall be credited with having served that term.

Section 4. Nominations for officers shall be made by a Nominating Committee consisting of four or more members of WHYS United, with no more than two from any one unit. This committee shall be appointed by WHYS United at the November meeting. The Superintendent of Schools or his/her designee shall also serve on the committee. The Nominating Committee shall present the list of nominees to the members of WHYS United in January before the annual election meeting in March. Additional nominations may be made from the floor. The consent of each candidate must be obtained before his or her name is placed in nomination. No person on the Nominating Committee may nominate himself or herself.

Section 5. A vacancy occurring in any office shall be filled for the unexpired term by a person elected at any regular meeting of WHYS United by a two-thirds (2/3) vote of the voting members present.

Section 6. An officer may be removed from office upon vote at any regular meeting of WHYS United by a two-thirds (2/3) vote of the voting members present.

Section 7. No WHYS member shall serve as president of more than one WHYS unit at the same time. No member shall serve as president of WHYS United and of a WHYS unit at the same time

## **ARTICLE VIII: DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of WHYS United; shall appoint the chairpersons of special committees; shall help to extend the local unit work into all parts of WHYS United territory, keeping it in harmony with the WHYS United program; shall coordinate the work of the officers and committees, in order that the objective may be promoted; shall have his or her name on the checking account, so that he or she may sign checks instead of the treasurer when necessary; and, shall be an ex-officio member of all committees except the Nominating Committee.

Section 2. The 1<sup>st</sup> Vice President shall preside in the absence of the President and shall serve as an aide to the President. He or she shall also serve as Fine Arts Festival Coordinator.

As Fine Arts Festival Coordinator, he or she will oversee budget, work in conjunction with Festival Chairperson, administrators, and art teachers to ensure the smooth operation of the Festival, including but not limited to assisting in decision making, ordering of supplies, creating and revising guidelines, securing volunteer coverage, and assisting with set-up, working the Festival and tear-down.

Section 3. The 2<sup>nd</sup> Vice President shall serve as the Membership Chairman. The 2<sup>nd</sup> Vice President will coordinate the annual membership drive, providing the necessary forms and instructions to units, collect completed membership information and dues and will compile a system-wide roster of paid members to be provided to all units no later than the December via email.

Section 4. The Secretary shall record the minutes of all meetings, retaining a paper copy of them for 7 prior years plus the current year, and shall conduct all delegated correspondence. The Secretary shall also

keep an accurate roster of the names of the local units in membership; the names, addresses and phone numbers of the unit officers; and, the names, addresses, and phone numbers of the WHYS United officers. The Secretary shall send the names and addresses of newly elected officers to the Superintendent of Schools.

Section 5. The Treasurer shall have charge of all funds belonging to WHYS United; shall collect and keep account of all monies of WHYS United; shall pay out funds only as authorized by WHYS United; shall present a financial statement at each meeting of WHYS United; shall be responsible for the monthly reconciliation of Unit bank statements; and shall retain copies of all financial records for 7 prior years plus the current year. The Treasurer shall be bonded. All checks over \$500.00 shall be counter-signed by the President of the unit. Reconciliation of WHYS United bank accounts shall be the responsibility of WHYS United's hired public accountant. The books of the Treasurer shall be audited annually by a committee appointed by the President. The Treasurer shall present a proposed budget in May of each year. The WHYS United Treasurer may not serve as the Treasurer of a WHYS unit while in office.

Section 6. All officers shall do the following:

- a. Perform the duties prescribed in the parliamentary authority, in addition to those assigned from time to time.
- b. Deliver to their successors all official material within fifteen (15) days following the meeting at which their successors assume office.

## **ARTICLE IX: WHYS UNITED MEETINGS**

Section 1. Meetings of WHYS United shall be open to the members of all local units in membership; but, the privilege of introducing motions, offering nominations, and voting shall be limited to the voting body as outlined in Section 2.

Section 2. The voting body of WHYS United shall consist of the officers of WHYS United; the chairpersons of the Standing Committees of WHYS United; the officers from each local unit in membership (President, two Vice-Presidents, Secretary, Treasurer or their

alternates), up to five per unit; the principals (or their representatives) of schools having units in WHYS United membership; and, as an ex-officio member, the Superintendent of Schools (or his representative). Adoption of any motion shall be by a majority of the members present, unless otherwise outlined in these bylaws, as long as a quorum is present (as defined in Section 7). A voting member shall have but one vote although entitled to vote in several capacities. Unit alternate(s) may only vote in the absence of the unit officer(s) he or she is replacing.

Section 3. WHYS United shall transact all necessary business; shall bring recommendations to local units to act upon at their unit meetings for the purpose of membership voting; shall fill vacancies in WHYS United offices; shall authorize Standing Committees; and, shall approve plans of work of WHYS United Standing Committees.

Section 4. Regular meetings of WHYS United shall be held on the first Thursday of every other month of the school year beginning in September. WHYS Unit President meetings will be held on the first Thursday of the month of the school year beginning in October. The President has the discretion to change a WHYS United President's meeting to a regular WHYS United meeting if necessary.

Section 5. Special meetings (whether conducted face-to-face, via email or by conference call) of WHYS United, to act in emergencies between regular meetings of WHYS United, may be called by the President, by a majority vote of WHYS United officers, or by a majority of the officers of the local units in membership. At least five days notice of such special meetings shall be given, and the purpose shall be stated in the call. No other business than that stated in the call shall be transacted at this meeting.

Section 6. The annual election meeting shall be held in March and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 7. A quorum for the transaction of any business in any WHYS United meeting shall consist of three WHYS United officers and at least one voting member from at least six of the local units.

Section 8. The immediate past President shall be a member of the WHYS United voting body for one year following the term of office.

## **ARTICLE X: COMMITTEES**

Section 1. Such Standing Committees shall be authorized by WHYS United as may be deemed necessary to promote the objectives and further the work of WHYS United. An annual review of the Standing Committees shall be made. The following is a list of the suggested Standing Committees:

- a. Bylaws Committee – Under the direction of the 1<sup>st</sup> Vice President and convened yearly to review the bylaws, submitting a revised version of the bylaws as a substitute for the existing bylaws. The requirements for adoption of the revised bylaws shall be the same as in the case of an amendment.
- b. Fundraising Committee- shall be established on an “as needed basis” by the president and shall be led by the 2<sup>nd</sup> Vice-President with at least two unit representatives.
- c. Fine Arts Festival Committee – appointed by the President, to act as liaison to the system’s committee and/or fine art teachers in providing volunteers, printed programs, invitations to participants’ families, award ribbons, or any activities designated by the WHYS United membership for the event.
- d. Safety Town Committee – hired by the President, to consist of a paid director, a paid teen coordinator, and a paid teacher. The President or another officer shall serve as liaison to that committee.
- e. Nominating Committee – appointed as outlined in Article VII, Section 4
- f. Back to School Bash – Under the direction of the WHYS United Board, the Back to School Bash raises awareness of WHYS to the community by providing a membership drive, fundraiser, entertainment and a school supply drive. The event shall be held in August before school starts. A minimum of two volunteers per unit is needed to make this event a success.

- g. Let's Go Wadsworth consists of a Chairperson, Advisory Board, and members of the committee.
- Part 1:** As parent volunteers, we will work with Food Service, Medina County Health Department nutritionist and Registered Dietician and other businesses dedicated to the health and well being of the students of Wadsworth to research grants, farm to school programs, educate the students in nutrition, help educate the families of the students about nutrition because we know it starts in the home, and work with Chef Johnny, a volunteer who is creating recipes for the student lunches for the school district, and more. Let's Go funds will help purchase fresh whole food items for the students when the Food Service does not have it in its budget. *We will also help fund turning the kitchens from a level 3 into a level 4 as long as Let's Go Wadsworth's finances permit this (currently tentative).* These goals will be under the guidelines of the Director of Food Service.

**Part 2:** Those who want to volunteer from United and each WHYS Unit, will help educate the students of Wadsworth schools. Volunteers will hold nutritional pep rallies, student health fairs, and more under the approval of school Principals and the vote of each WHYS Unit. Each WHYS Unit will be responsible for the funding of their student health fairs, pep rallies or any other source to educate the students in nutrition.

**Part 3.** Be it resolved that WHYS United, through its committee "Let's Go Wadsworth" or otherwise, is hereby authorized to engage in fundraising activities in support of the Let's Go Wadsworth Program, including the receipt of donations, both in-kind and monetary. Any monetary donations shall be accounted for as a separate line item or held in a separate account and shall be used exclusively for Let's Go Wadsworth Program purposes.

Section 2. The chairperson of each Standing Committee shall present a tentative plan of work to WHYS United for approval. No committee work shall be undertaken without the consent of WHYS United.

Section 3. Special Committees may be appointed by the President when such committees are deemed necessary by WHYS United.

Section 4. Chairpersons and members of Standing Committees shall be members whose dues are paid for WHYS United membership in local units.

Section 5. The quorum of any committee shall be a majority of its members.

Section 6. The President shall be an ex-officio member of all committees except the Nominating Committee.

#### **ARTICLE XI: FISCAL YEAR**

The fiscal year of WHYS United shall begin on the first day of July and end the last day of June of the following year.

#### **ARTICLE XII: PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order Revised* shall govern WHYS United in all cases in which they are applicable and in which they are not in conflict with the Bylaws.

#### **ARTICLE XIII: AMENDMENTS**

Section 1. These Bylaws may be amended at any regular meeting of WHYS United by a two-thirds (2/3) vote of the voting members present, provided written notice of the proposed amendment(s) shall have been given to each member unit of WHYS United at least twenty-eight (28) days prior to the date of the meeting at which action is taken and provided the amendment is not in conflict with the required Articles prescribed in the Bylaws.

Section 2. A committee shall be appointed on an annual basis to review the existing Bylaws for amendment or revision, as required by Wadsworth City Schools' Board of Education Policy KM/KN Procedure for presenting such amendments and revisions and voting upon same shall be as set forth in Article XIV Section 1. If no revision or amendment is proposed, a written statement indicating that the Bylaws were reviewed with no changes made shall be submitted to the

Office of the Superintendent and filed in WHYS  
United records.