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 1
st
 Vice President or Co-Vice Presidents
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nd
 Vice President or Co-Vice Presidents
 Treasurer
 Recording Secretary or Co-Recording Secretaries
 Corresponding Secretary or Co-Corresponding Secretaries
 The Principal of Schaumburg High School or his/her duty appointed
representative. This person is currently titled Vice-Principal/Activity Director.

4
b. Assume their official duties July 1
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c. Attend all Executive Board and General membership meetings.

d. May be removed from office by a vote of seventy-five percent (75%) of
 the Executive Board, due to a lack of attendance at Board, General and
Special meetings or any misconduct as deemed by the Executive Board.

e. Hold one (1) vote per office at Executive Board meetings with the exception
of the President or Co-President who hold one vote in the event of a tie (see
Section II, Item f).

f. Serve a term of office of one (1) year, beginning July 1
st
 through June 30
th
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g. Not be eligible to serve for more than two consecutive terms in the same elective
office. In the event that the board finds it necessary to extend the term, a vote
must be passed by a two-third vote of the Executive Board.

 h. As newly elected officers, attend the June meeting.

i. Be members of the V.I.P. Club.

j. Will be ex-officio members of committees as appointed by the President or Co-Presidents.

Section 2 The President or Co-President shall:

a. Preside over all meetings.

b. Select a Nominating Committee subject to Executive Board approval.

5
h. Review By-laws with the Executive Board on or before the September General
Meeting.

6
return is November 15
th
. The Executive Board shall elect a four-person committee to
complete an audit of the books within 60 days after the fiscal year end.
b. Pay sales and use tax on monthly taxable earnings as reported by the Saxon Store and
Concession committees by the 20
th
 of the month following the quarter end to avoid
late fees.
c. Receive all moneys, pay all bills, preserve all vouchers and shall, at each General
Membership and Executive Board meetings, submit a statement of the financial status
of the Organization.
d. All funds received from committees shall be deposited in the SHS V.I.P. bank
account within five (5) days of receipt.
e. Establish and maintain, subject to Executive Board approval, a checking and/or
savings account for the organization’s funds.
f. Present a itemized Treasurer’s Report at each meeting, verbally highlighting the
starting balance, major receipts and expenditures and the closing balance for the
previous month’s activities, for the review by all members and the principal or their
appointee.
g. Prepare and submit in written form for the September general membership meeting a
consolidated Treasurer’s report for the preceding fiscal year.
h. Sign all checks drawn on the organization and have them counter signed by the
President or Co-President.
i. Renew annually information for bond insurance and state non-profit annual listing of
directors.
j. Renew the V.I.P. club’s federal non-profit status when due for the non-profit letter.
k. Be custodian of the SHS V.I.P. bank debit card and any applicable warehouse club
card(s).
l. Pay annual mailing renewal fees to U.S. Post Office by March due date. Section 6 The Recording Secretary or Co-Recording Secretaries shall:
a. Be custodian of the minutes of all meetings of the organization.
b. Monthly minutes must be electronically mailed to the Executive Board members
seven (7) days prior to the next meeting.

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c. Record and present copi e s of the mi nutes at all Execut ive Bo ard and General

Membership meetin gs for approval.

d. Sign and file comp lete and approved sets of previo us months’ minutes and financial

statements with the principal’s office at the end of each me etin g.

e. Email a cop y of the approved set of min utes to the school liaison to be posted on the

SHS V.I.P. website within seventy-two (72) hou rs of approval.

Section 7 The Corres ponding Secretary or Co -Corresponding Secretaries shall:

a. Assist comm ittee chairpe rsons wit h c orrespond enc e.

b. Prepare an y other corr esp onde nce that is r equ ired to conduct t he business of th e

organiz atio n.

c. Coll ect all correspond enc e from the schools V. I.P. mailb ox and di s tribute it to the

proper boa rd me mber o r chair pe rson.

d. Review SHS V. I.P. emai l and forwa rd to prop e r b o ard me mber o

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Any function sponsored by or under the jurisdiction of the Schaumburg High School V.I.P. club must
have a V.I.P. club member in good standing present at all times during the function or activity.
Special Committees shall:
a. Be appointed, by the Executive Board or by motion from the floor of a general
membership meeting, with a majority approval by the membership.
b. Serve until the project or activity is completed.
c. Submit plans and a budget thirty (30) days prior to the event for approval by the
Executive Board.
d. Submit a final income and expense statement and written report to the Executive
Board after which the special committee will be dissolved.
Standing Committees shall:
a. Attend Executive Board meetings when required. Committee chairs have no vote on

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h. All committee chairs are responsible to provide an article for the SHS V. I.P.

Newsletter. The chairs will be giv en a tim eframe as when arti cles are due. The

timeframe will be distributed at the August meeting.

11
b. Make timely requests from treasurer for funds to cover mailing costs.

Section 7 The Nominating Committee Shall:

a. Select one (1) of its members as chairperson to act as the spokesperson for the
committee.

b.

13
 Section 14 The Trivia Night Committee Shall:

 a. Organize and produce an annual Trivia Night.

 b. Secure an approved date and venue for the annual Trivia Night.

 c. Secure auction items.

d.

14
Section 19 The Blessings in a Backpack Committee Shall:

 a. Obtain from SHS the dates for Blessings in a Backpack pickup.

 b. Secure volunteers for pickup dates.

ARTICLE VIII ELECTIONS

The election of officers shall be held annually at the May General Membership meeting.

Section 1 The President or Co-Presidents shall appoint a Nominating Committee, consisting of not
less than five (5) members in good standing, at least one of whom is a current member of
the Executive Board.

Section 2 Candidates shall be considered elected to office if they obtain a simple majority of the
votes cast by the members eligible to vote who are present at the May general
membership meeting. In the event of a tie vote, the balloting will continue until one of
the candidates obtain a simple majority of the votes cast.

Section 3 Only those persons, who have paid their membership dues sixty (60) days prior to the
May General Meeting and are present for the presentation of the slate of officers, shall be
eligible to vote at the annual May General Meeting.

Section 4 There shall be no voting by proxy.

ARTICLE IX MEETINGS

Section 1 The Executive Board shall set the dates and times of the general membership meetings
and hold a minimum of two (2) general membership meetings per school year.

Section 2 The Executive Board shall meet monthly at times set by the Executive Board and shall
need a quorum to conduct the business of the organization. The Executive Board can
decide to hold the general membership meetings combined with Executive Board
meetings.

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Section 3 The President or Co-Presidents shall have the authority to call a special meeting of the
Executive Board, as required, where conditions and/or circumstances preclude waiting
until the next scheduled Executive Board meeting, to conduct the business of the
organization. Such special Executive Board meetings shall need a quorum to conduct the
business of the organization and if required, provide the general membership with
meeting minutes.

Section 4 Meetings shall be adjourned by a motion from the floor.

ARTICLE X FINANCIAL

Section 1 The Executive Board shall:

a. Never project a deficit in any budget forecasting.

b. Maintain retained earnings balance at a minimum of 25% of the projected expenses

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the time qualify as an exempt organization under Section 501 © (3) of the Internal
Revenue Code of 1954 (or the corresponding provisions of any future United States
Internal Revenue Law), as the Executive Board shall determine. Any such assets not so
disposed shall be disposed by the Court of Common Pleas of the county in which the
principle office of the corporation is located, exclusively for such purposes or to such
organization or organizations. As said Court shall determine, which are organized and
operated exclusively for such purposes.
Section 2 Inurnment of Income

17
These by-laws may be amended at a general membership meeting by a two-thirds (2/3)
majority vote or the General membership in attendance. Notice of the proposed
amendment(s) must be given at the preceding Executive Board meeting.
ARTICLE XIII PARLIAMENTARY AUTHORITY
*Robert’s Rules of Order” shall govern this organization wherever they are applicable
and not in conflict with these By-laws.