

## **BYLAWS OF THE PRINCETON SENIOR PARTY, INC.**

### **ARTICLE I - NAME AND PURPOSE**

Section 1: The name of the organization shall be the Princeton Senior Party, Inc.

Section 2: The Princeton Senior Party is organized exclusively for charitable purposes. More specifically to provide an all night senior party to the graduating class of Princeton, Minnesota.

### **ARTICLE II - MEMBERSHIP**

Section 1: Membership shall consist only of the members of the board of directors.

### **ARTICLE III: ANNUAL MEETING**

Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place.

Section 2: Special Meetings. Special meetings may be called by the Chair or the Executive Committee.

Section 3: Notice. Notice of each meeting shall be given to each voting member, by email or at the previous meeting, no less than ten days before the meeting.

### **ARTICLE IV: BOARD OF DIRECTORS**

Section 1: Board Role, Size, Compensation. The Board is responsible for overall policy and direction of the Princeton Senior Party, Inc. and delegates' responsibility for the operations of the committees. The Board shall have up to twelve (12) and not fewer than three (3) voting members. The board receives no compensation other than reasonable expenses.

Section 2: Meetings. The Board shall meet at least nine times per year, at an agreed upon time and place.

Section 3: Board Elections. Election of new or current officers or committee chairpersons to a second term will occur as the first item of business at the annual meeting of the corporation. Officers and directors will be elected by a majority vote of the current voting board members.

Section 4: Terms. All Board members shall serve one (1) - year terms, but are eligible for re-election.

Section 5: Quorum: A quorum must be attended by at least 51 percent of the Board members before business can be transacted or motions made or passed. Motions made via email require a simple majority responding via email with affirmative votes.

Section 6: Notice. An official Board meeting requires that each Board member have notice 10 days in advance.

Section 7: Officers and Duties. There shall be three officers of the Board consisting of a Chair, Vice Chair and Treasurer. Their duties are as follows:

The Chair shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-Chair, Treasurer. The Chair will also take meeting notes at each meeting and share with all board members within 10 days of the meeting. In addition, the Chair will be responsible for communications of the Princeton Senior Party, Inc. as well as the organization of volunteers.

The Vice-Chair shall be responsible for assisting the Chair with the board agenda and assure that corporate records are maintained. The Vice-Chair will also be responsible for the fundraising and marketing plan of the organization.

The Treasurer shall make a report at each Board meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help the Chair and Vice Chair to develop fundraising plans, and make financial information available to Board members and the public.

Section 8: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from present Board members. These nominations shall be sent out to Board members with the regular Board meeting reminder to be voted upon at the next Board meeting.

Section 9: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences or does not send a committee representative to the Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 10: Special Meetings. Special meetings of the Board shall be called upon the request of the Chair or one-third of the Board.

## **ARTICLE V - COMMITTEES**

Section 1: The Board may create committees as needed. Committee chairs will serve as voting board members. Those chairs are voted in by the Executive Committee.

Section 2: The three officers (Chair, Vice Chair, Treasurer) serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

Section 3: Finance Committee. The Treasurer is chair of the Finance Committee, which includes two other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with other Board members. The Board must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the Board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to Board members and the public.

Section 4: Other committees. Other official committees will consist of a voting committee chair and one to two committee members per committee. Those committees include but are not limited to: Registration, Games, Food/Coffee Bar, Entertainment, Decorations, and Prizes.

## **ARTICLE VI - AMENDMENTS**

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Chair to be sent out with regular Board announcements.

These Bylaws were approved at a meeting of the Board of Directors made up of the Executive Committee (Chair, Vice Chair and Treasurer) on **Date**, 2019.