

# Down River Operations Managers

## By Laws revised 9/3/2009

**Statement of Purpose:** This association has been formed to help Managers/Supervisors/Directors in the Facilities/Operations field in public K-12 educational institutions from the Wayne County area, provide the most efficient and effective administrative support services possible. This includes cooperative purchasing, shared equipment, exchange of ideas, and references. Meetings are held on a monthly basis to provide a source of support, information, and collaboration for the members.

### Outline

- A. Types of Membership
- B. Admission
- C. Dues
- D. Powers and Duties of Officers
- E. Special Committees
- F. Election of Officers
- G. Provisions for Calling and Conduction Meetings
- H. Procedure for Amending Bylaws
- I. Rights of Educational Members
- J. Confidentiality

### A. Types of Membership

- 1. **Educational Member;** any individual that serves in the capacity of Manager/Supervisor/Director in the Facilities/Operations field in public K-12 educational institutions from the Wayne County area. Members are strongly encouraged to attend at least 75% of the meetings. Members are invited to send other staff from their district to represent them when they deem necessary.

### B. Admission

- 1. New members will be invited to join after being approved by a simple majority vote of educational members attending a regular meeting. New members must attend at least one meeting before a vote to invite them to join may be taken. New members must agree to attend at least 50 % of the meetings during their first year in order to become a member in good standing.

### C. Dues

- 1. Dues will be established for the year at the May regular meeting.

### D. Powers and Duties of Officers

- 1. **President** - elected bi-annually to a two year term.
  - A. Calls meeting to order at appointed time.
  - B. Announces business, which comes before the assembly in proper order.
  - C. Assigns floor to members who desire to speak.
  - D. Explains the motions to members for clarity.
  - E. Directs discussion towards the organized topic of the meeting.
  - F. Decides points of order and answers all inquiries.
  - G. States clearly the vote and the result of the vote.
  - H. Protects the assembly from annoyance.
  - I. Signs all acts or orders necessary to carry out the will of the assembly.
  - J. Acts as the representative of the Association to outside persons or to other organized bodies whenever necessary.
  - K. Searches the minutes for information which may be requested.

2. **Vice-President** – elected bi-annually to a two year term.
  - A. Keeps minutes of meeting, takes notes with exact wording of a motion or motions pending. Publishes minutes to all members within 5 business days.
  - B. Distributes a sign in sheet and returns same to president for inclusion in the permanent record. .
  - C. Collects suggestions from members and provides an agenda with an order of business, including a list of unfinished business.
  - D. Assumes duties of the President when requested to do so by the President.
3. **Treasurer** – elected bi-annually to a two year term.
  - A. Responsible for managing the bank account.
  - B. Reports each month in writing to the full group.
  - C. Adheres to all cash management procedures in attachment “A”.
  - D. All checks written from the DROM bank account must be signed by the Treasurer and the President.
  - E. Responsible for obtaining and maintaining \$25,000 Bond insurance and a \$1,000,000 umbrella liability insurance policy including errors and omission coverage.

#### **E. Special Committees**

Special Committees may be created to perform specific tasks and cease to exist when the final report is submitted.

#### **F. Election of Officers**

1. Election of Officers will be conducted at the September monthly meeting. Nominations will be accepted at the July and August meetings. Any educational member may nominate members for office.
2. A quorum of at least one half of the total membership must be in attendance at the meeting in order to elect officers.
3. Secret paper ballot voting will be used when there is to be an election of officers. Educational members may vote in absentia prior to the meeting via US mail or email to the President at least one day in advance of the meeting.

#### **G. Provisions for calling and conducting meetings**

1. The President shall send a notice of meetings in advance to all members of the Association. Regular meetings are to be held at 10:00am on the 1<sup>st</sup> Thursday of each month. Meetings may be cancelled or postponed at the discretion of the President. Notifications must be made to all members if this is necessary.
2. Voice vote will be used when deciding all issues besides election of officers. Only educational members will be allowed to vote.
3. Guest speakers are often invited to speak for no more than 30 minutes to enlighten the group about the latest trends, equipment, and supplies that may be useful to the members. Guests may be invited to stay for the balance of the meeting only when a group consensus (no objections from any educational member) calls for it.

#### **H. Procedure for Amending Bylaws**

1. Notice must be given at one or more meetings immediately preceding the meeting at which any amendment to the bylaws is to be voted upon. At least two thirds of the total educational members must vote in order to amend the bylaws. Educational members may vote in absentia prior to the meeting via US mail or email to the President at least one day in advance of the meeting.

#### **I. Rights of Educational Members:**

1. Educational members of this association have the following fundamental rights, unless restrictions are contained within these by-laws.
  - a. To receive notices
  - b. To attend meetings.
  - c. To Vote

- d. To present motions, resolutions or other business
- e. To nominate
- f. To be a candidate for office
- g. To have a hearing before expulsion or other penalties are applied.
- h. To inspect official records of the association

**J. Confidentiality**

1. All members of the association are entitled to keep their contact information (phone, email, street address) confidential. The association may not release this contact information to anyone that is not a member of the association. Members interested in giving this information to guest speakers or others must do so individually. All members are expected to be discreet with sensitive information shared at the meetings.

## **PROCEDURES FOR CASH MANAGEMENT & REPORTING SCHOOL ASSOCIATED ORGANIZATIONS**

The following is a suggested list of internal accounting controls for school associated organizations in order to provide adequate oversight, supervision and control of funds. The use of these internal controls over the cash functions will help ensure accuracy and safety.

### **Bank Reconciliation**

- The bank account should be reconciled by the treasurer and reviewed by someone independent of the depositing or check writing responsibilities for that account.
- Bank reconciliations should be done monthly. All discrepancies should be immediately investigated and records adjusted accordingly.

### **Cash Disbursements**

- Never write checks payable to “cash”.
- Never sign a blank check.
- All disbursements should be made with a written check from the organization’s account as this is the best evidence of payment.
- Checks shall be written in numerical order (voided checks shall be kept to account for sequence of checks.)
- Two people should sign all checks. One of these individuals should be independent of the recordkeeping function.
- Sales slips, receipts or invoices must be provided to support all expenditures.

### **Cash Receipts**

- All checks should be made payable to the organization. Checks should NEVER be made payable to an individual.
- Limit the number of people handling cash as much as possible at fundraising functions.
- Two persons (adults) should count cash from fundraisers immediately after an event.
- If practical, a pre-numbered cash receipt book should be used for all cash receipts with the payor receiving a copy of the receipt.
- Deposit slips should be reconciled to cash receipts on a monthly basis.
- Bank deposits should be made on a regular, timely basis.
- All checks received should be immediately restrictively endorsed as this prohibits further transfer of a check. The endorsement should read For Deposit Only, the bank name, and account number.

## **Cash Receipts continued**

### **Reporting to Membership**

- The treasurer should present a financial report at each membership meeting providing year-to-date receipt and expenditure activity and the current bank balance.

### **Insurance**

- Bonding insurance should be obtained to protect the group in the event of embezzlement.

### **Audit**

- An annual audit should be performed by someone who is independent from day-to-day financial activities.
- If an auditing committee is charged to conduct the audit, its members should not include the signers on the bank account.
- Upon completion, the results of the audit should be reported to the executive board.