

**Edison Activity Council
BY-LAWS**

ARTICLE I – NAME, DESCRIPTION, MISSION

Section 1. Name The name of the organization shall be “Edison Activity Council.” The Edison Activity Council is located at Thomas Alva Edison High School, 700 22nd Ave. NE, Minneapolis, MN 55418.

Section 2 - Description

The Edison Activity Council shall be the unified voice representing student clubs, organizations and athletic teams at Thomas Alva Edison High School (hereafter known as “Edison”). The Edison Activity Council shall assist with the division of labor for fundraising activities presented to the group.

The Edison Activity Council shall promote student participation in multiple sports and clubs within the Edison student community, and promote the development of youth within the boundaries and Edison High School, or the Eastside community.

Section 3 – Mission The mission of Edison Activity Council is to foster a community of local supporters, coaches/advisors, students, and their parents who support and encourage one another in the maintenance of activities, increasing participation and excellence in the Edison community.

ARTICLE II - MEMBERSHIP

Section 1 - Membership is open to all parents or guardians of students attending Edison High School, their athletic feeder schools, Marcy and Northeast Middle, community members, and teachers/staff/coaches of Edison. There shall be one vote per membership. Members are allowed to vote at their 2nd meeting in a school year. There are no membership dues.

ARTICLE III - OFFICERS AND THEIR ELECTION

Section 1 – Executive Board.

- a. The officers of the Edison Activity Council Executive Board shall consist of a Chair, Vice-Chair, Secretary, and Treasurer.
- b. Officer positions can be shared or co-chaired with one vote per member.
- c. Officers shall be elected annually in the month of September.

d. The outgoing chair shall be invited to serve as an advisor to the Executive Board for one year in order to ensure continuity.

Section 2 – Qualifications. Any Edison Activity Council member may become an officer.

Section 3 – Term of Office.

a. The newly elected officers shall assume their duties immediately and shall serve for a term of one year or until the election of their successors.

Section 4 – Vacancy. A vacancy occurring in any office shall be filled by a majority vote of all remaining members of the Executive Board. If the office of Chair becomes vacant, the Vice Chair shall assume the duty for the remainder of the term, or until the office is filled.

Section 5 – Removal from Office. By a two-thirds (2/3) vote of the entire membership and after reasonable notice, an officer may be removed from office for failure to perform duties.

ARTICLE IV - DUTIES OF BOARD AND OFFICERS

Section 1 – Executive Board – Duties. Transact necessary business in the intervals between general membership meetings, develop the Edison Activity Council's budget, establish and oversee committees to conduct the work of the Edison Activity Council, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$200. Expenditures over \$200 must be put to a vote of the membership.

Section 2 - Chair – Duties. Preside at General Membership and Executive Board meetings, serve as the official representative of the Edison Activity Council, and retain all official records of the Edison Activity Council.

Section 3 - Vice Chair - Duties. Liaison between committees and the Board.

Section 4 - Secretary – Duties. Prepare agendas with the assistance of the Chair and record and distribute minutes for the General Membership and Executive Board meetings. Manage communications and marketing for the Edison Activity Council, including Edison Activity Council newsletters, email broadcasts, website, facebook, bulletin boards, etc.

Section 5 - Treasurer – Duties. Serve as custodian of all Edison Activity Council funds, collect revenue, deliver reports to the Edison Activity Council and hold all Edison Activity Council financial records.

ARTICLE V - MEETINGS

Section 1 - Executive Board Meetings. The Executive Board shall meet prior to the general membership meeting. Special meetings may be called by the Chair or by a majority of the members of the Board.

Section 2 – General Membership Meetings Frequency. Regular meetings of the Edison Activity Council shall be held at least bi-monthly during the school year or as designated by the Executive Board.

Section 3 – Quorum. General Membership Meetings – Five (5) members shall constitute a quorum for the transaction of business at any general membership meeting.

Executive Board Meetings - Two (2) Executive Board members shall constitute a quorum for the transaction of necessary business and/or approval of routine bills in the intervals between general membership meetings.

Section 4 – Parliamentary Authority. Edison Activity Council meetings shall be conducted on the basis of consensus. The most recent revision of Robert’s Rules of Order may govern the procedure at meetings at the discretion of the meeting chair, or by an affirmative vote of a majority of the members present.

ARTICLE VI – FINANCIAL POLICIES

Section 1 – Fiscal Year. The fiscal year of the Edison Activity Council shall be from October 1 through September of the following year.

Section 2 – Banking. All funds will be kept in the Edison Activity Council bank account. The Chair and Treasurer will have access to the account.

Section 3 – Reporting. All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and

report all financial activity monthly. The Edison Activity Council shall arrange an independent review of its financial records each year.

Section 4 - Activity Line-Items. The Edison Activity Council will maintain separate financial line-items for each Edison club or team participating in the Edison Activity Council. Edison clubs or teams may initiate independent fundraising activities to contribute toward their independent financial line-item. These monies may be used toward purchases of the club or team's choice. The financial activity of clubs and teams shall be included in the treasurer's report to the general membership with documentation provided, but the Edison Activity Council board or general membership may not determine how each club or team spends their funds, as long as they conform to state and federal law and benefit Edison students. All funds must be spent on the benefit of Edison students or to promote their activity within the larger community and the Edison Activity Council Board may reject expenses whose purposes do not match this goal.

Section 5 - Edison Activity Council General Funds. The Edison Activity Council will maintain a general fund for purposes of the entire council, and to benefit youth sport teams within the boundaries of Edison High School. The Edison Activity Council may organize fundraisers for the general fund; additionally, 3% of individual team or club fundraising profits will go toward the general fund.

Section 6 - Distribution of General Funds. General funds may be spent by a vote of the majority of membership at a general meeting. An application will be required for the benefit of youth athletics or student activities outside administrative expenses for the Edison Activity Council.

Section 7- Disbanded Clubs or Teams. The financial line-items of any team or club will revert to the Edison Activity Council's general funds.

Section 8– Contracts. Authority to sign contracts is limited to the Chair or the Chair's designee.

ARTICLE VII –COMMITTEES

Committees shall be created by the Executive Board as needed, or by action taken at a general membership meeting, to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.

The chairpersons of each committee shall present their plans to the membership and a yearly report to their successors. No committee work shall be undertaken without the approval of the Executive Board. The chairpersons shall report on committee activities to the monthly and at the general membership meetings as necessary.

ARTICLE VIII – BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any Edison Activity Council member. Amendments presented at a Edison Activity Council General Meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

These Bylaws were adopted by the Edison Activity Council on _____.

Signature

Printed Name

Title