

MVLA SERVICE LEAGUE OF BOYS

BYLAWS

ARTICLE I - NAME and PURPOSE

Section 1.1. Name

The name of this organization shall be Mountain View Los Altos Service League of Boys and shall be referred to as MVLA SLOBs or SLOBs.

Section 1.2. Purpose

The mission of this organization is for parents and sons to initiate and promote educational and charitable endeavors that foster community responsibility, as well as strengthen their parent-son relationship.

ARTICLE II - MEMBERSHIP

Section 2.1. Eligibility

Membership in MVLA SLOBs is open to all boys in the 7th - 12th grades, currently residing in Mountain View, Los Altos, Los Altos Hills, or attending school in the towns. The son is considered to be a member of SLOBs and his parent or guardian is his mentor. Parents and guardians are hereinafter referred to collectively as "parents". Parent involvement is mandatory and either or both of a member's parents may act as his mentor.

Section 2.2. Annual Enrollment Period

The SLOBs annual enrollment period is August 1st - September 30th. After that date, prospective members must have approval from the VP Membership. Enrollment for the SLOBs membership year is defined as the time period from August 1st - July 31st.

Section 2.3. Volunteer Service Hour Requirements

Members are required to complete a minimum of 10 volunteer service hours, with philanthropic organizations designated and approved by the SLOBs Executive Board. Parents are required to complete a minimum of 5 hours per family, not per son. Parents are encouraged to complete all volunteer service hours along with their sons.

- a. **Time Period to Complete Volunteer Service Hours** Members and their parents are expected to complete all volunteer service hours during the SLOBs membership year.

In the event a member or his parent does not complete the required volunteer service hours in the designated time period, a member will be ineligible to renew for the subsequent year without approval from VP Membership and no dues paid will be refunded. Extenuating circumstances may be considered at the discretion of the Executive Board.

b. Criteria for Earning Volunteer Service Hours

- i. **Volunteer service hours.** 8 of the required 10 volunteer service hours for members and 3 of the required 5 hours for parents must be earned as volunteer service activities other than donations. This requirement may be waived in special circumstances by the SLOBs Executive Board.
- ii. **Approved philanthropies.** SLOBs volunteer service hours may only be earned through SLOBs-approved philanthropies. Hour credit is given only for service activities/projects available to SLOBs general membership. Members are encouraged to volunteer beyond their required 10 hours with any of the SLOBs-approved philanthropies.
- iii. **Hour-for-hour credit.** Volunteer service activities receive hour-for-hour volunteer service hour credit unless otherwise specified.
- iv. **Travel time.** Travel time to and from volunteer service activities is not included as hours earned.
- v. **No “double dipping.”** Members may not use hours earned volunteering for another volunteer service organization toward their SLOBs earned hours (ex. Members who earn volunteer hours on behalf of church, Scouts, National Honor Society, etc., may not count those volunteer hours toward SLOBs hours). Hours earned at school that align with SLOBs philanthropies but are not available to the general membership, may not be counted to hours earned. However, a member may use his SLOBs hours to fulfill volunteer requirements for school, because school is not a volunteer service organization.
- vi. **Food Preparation.** Food preparation (including meal planning, shopping, cooking, and/or baking) earns one volunteer service hour credit per service hour worked.
- vii. **Donations.** No more than 2 hours of the required 10 SLOBs hours may be through donations, though members are encouraged to participate in more than 2 hours of donations. Hours credit earned per donation activity (i.e., toy/clothing/food drive), is determined by the VP Philanthropy.
- viii. **Philanthropy Liaisons.** Philanthropy Liaisons (PLs), both parent and son, each earn 2 volunteer service hours total per year for managing assigned philanthropies, regardless of the number of philanthropies assigned.

- ix. **Board members.** Board members, both parent and son, each earn 5 service hours credit for serving a full year on the Executive Board.

Section 2.4. General Meeting Attendance Requirements

Members (sons) are expected to attend all 5 general meetings but are required to attend a minimum of 4 of the 5 meetings. Parents are encouraged to attend all 5 meetings, but at least one parent is required to attend 2 of the 5 meetings. In the event a member misses 1 of the 4 required meetings or a parent misses 1 of the 2 required meetings, they may serve 2 extra volunteer service hours to make up for the missed meeting. In the event more than 1 required meeting is missed, the member or parent must contact the VP Membership on the parent board to discuss the circumstances. The VP Membership will consider the absences on an individual basis.

Section 2.5. Organizational Support Requirements

SLOBs is a volunteer-run organization and parents and son members are expected to contribute their time as needed to help keep the organization running smoothly (i.e., serve on a committee or special project). Organization contributions do not earn hours except for the 5 hours credited to all Board members and 2 hours credited to all Philanthropy Liaisons or otherwise designated in the bylaws for roles with a full year of service.

Section 2.6. Hours Reporting Requirements

Members and parents are expected to record all SLOBs volunteer service hours into the current hours recording platform. Members are encouraged to record their hours promptly after volunteering, but not later than quarterly after the hours are earned. Members and parents are expected to keep track of their own hours to ensure that all membership requirements are met.

Section 2.7. Code of Conduct

Members and parents of SLOBs are expected to be role models for the MVLA SLOBs community. Members and parents are encouraged to wear SLOBs merchandise (i.e., t-shirt and hat) to SLOBs service activities to identify themselves as representing MVLA SLOBs.

Section 2.8. Relocating

If a member moves out of the SLOBs designated area, they may remain in good standing as long as they are able to fulfill the annual membership requirements.

ARTICLE III - PARENT AND SON EXECUTIVE BOARDS

Section 3.1. Joint Governorship

SLOBs is jointly governed by both a parent and a son executive board, both of which work toward the same or complementary goals and objectives, keeping in line with the SLOBs

mission. Sons and their parents seek board positions as a pair and share the same board position throughout their term.

Section 3.2. Purpose of the Parent and Son Board Structure

The joint parent and son board structure ensures that SLOBs operations are effectively executed in order to keep the organization running in a sustainable way, with the majority of the governance of the organization conducted by the parent board.

The son board offers members active, hands-on leadership roles enabling them to engage in setting SLOBs organizational goals and objectives and running SLOBs operations with guidance, support, and mentorship from their parent and the overall parent board.

As a result, the son board consists of members whose parents hold positions on the parent board identical to those of their elected sons. A member may not serve on the son board without a parent serving on the parent board and a parent may not serve on the parent board without his or her son serving on the son board.

Section 3.3. Board Member Expectations and Duties

In addition to the responsibilities outlined in the job descriptions of each board position,

- a. **Parent Board members** are responsible and accountable for ensuring that SLOBs operations and leadership responsibilities are met for both themselves and their sons. Parent board members shall give guidance and training as needed to their sons to fulfill board duties.
- b. **Son Board members** work in connection with parent board members to fulfill their board position responsibilities. Duties shall include, among other responsibilities, serving in leadership roles during SLOBs general meetings by reporting pertinent information to the general membership.
- c. **Board Meeting Attendance.** Parent and son board members are expected to attend all respective board meetings.

Section 3.4. Board Member Number and Composition

Each one of the parent and student boards shall consist of not fewer than 8 or more than 20 members.

Section 3.5 Board Member Positions

The duties of board members are set forth in *Appendix A - SLOBs Board Job Descriptions*. Changes, additions, and/or deletions of positions and titles may be made by a vote of the general membership. Major job description changes may be made with a vote of the parent board in order to meet the current needs of the boards.

- a. **Supporting Committees.** The Board shall be supported by committees comprised of general members and parents who contribute to the SLOBs organization as part of their membership requirement designated in *Article II Section 2.5: Membership - Organizational Support Requirements*. Committees are managed by designated Board positions as set forth in *Appendix B: Committee Job Descriptions*. Committee members are not members of the Board, therefore do not hold Board voting rights. Changes, additions, and/or deletions of titles and job descriptions of committee members may be made at the discretion of the committee's managing board member.

Section 3.6. Board Eligibility and Election

Board eligibility is outlined in *Article IV Section 4.4: Nomination Process - Board Eligibility and Qualifications for Nomination*.

Board members shall be elected by the general membership of SLOBs no later than the May general meeting. Board Election is outlined in *Article IV Section 4.3: Nomination Process - Nomination Process and Timeline*.

Section 3.7. Board Term and Transition

Board terms run for one year from June 1st - May 31st. Newly elected officers' duties shall begin on June 1st, ending on May 31st for a term of one year. Outgoing officers shall train newly elected officers prior to May 31st. Outgoing board members are also expected to help consult/transition incoming board members as needed through July 31st, the end of the SLOBs Year, to assure a smooth transition for the organization.

Section 3.8. Standard Board Operations

- a. **Board Meetings.**
- i. **Parent board meetings.** The parent board shall meet a minimum of 4 times per year in order to plan for the year and conduct board business. The first board meeting shall occur within the first month of the new board term.
 - ii. **Son board meetings.** The son board shall meet a minimum of 4 times per year to plan and prepare for upcoming general meetings as well as handle any board business and/or special projects that the boys are managing.
 - iii. **Joint parent and son board meetings.** The two boards are encouraged to meet jointly for the first board meeting of the year and again mid-year. These joint meetings to conduct board business shall count toward the parent and son board meeting minimums cited above.
 - iv. **Board Transition Training meeting.** Additionally, the incoming parent and son boards shall jointly meet in late May to get to know each other, get set up with

SLOBs operations tools, and initiate planning for the upcoming year. This may require meeting in the summer, if needed.

- v. **Special board meetings.** The President of either the parent or son board may call special board meetings as needed of the parent and son boards.
 - vi. **Board meeting attendance.** Any board member may participate in a board meeting via conference call or virtual online platform, even if the meeting is conducted in person, allowing all persons participating in the meeting to communicate with each other at the same time.
 - vii. **Robert's Rules.** Board and General Meetings shall be managed using a SLOBs-adapted version of Robert's Rules included in *Appendix C: SLOBs-adapted Robert's Rules*
- b. **Board Quorums.** A majority (> 50%) of the members of the son or parent board shall constitute a quorum for the purpose of conducting business and board vote.
 - c. **Board Voting.** Each board member is entitled to one vote. All items brought to a vote will be decided by a simple majority. A vote shall only take place if there is a quorum.
 - d. **Executive Committee for Emergency Business.** An Executive Committee composed of the President, President-Elect, VP Philanthropy, VP Membership, Secretary, and Treasurer, may be convened by the President with the power to transact emergency business, if necessary, for unforeseen circumstances. Any action taken by this committee shall be placed on the agenda of the next board meeting. Significant changes involving titles and job descriptions of the Executive Committee for Emergency Business positions must be approved by a vote of the general membership.
 - e. **Board Member Resignations and Removal.** Any Board member may resign upon giving written notice to the Board. In the event that a parent can no longer serve in his or her position on the board, the member (son) may continue serving on the son board at the discretion of the parent board. Board Members may be removed from their role if they are unable to fulfill their board duties and responsibilities. The Board retains discretion for determining extenuating circumstances.
 - f. **Board Vacancies.** Any board vacancy shall be filled by a majority vote of the remaining members of the parent and son boards, until the next election by the general membership.

ARTICLE IV - NOMINATION PROCESS

Section 4.1. Nominating Committee Members and Responsibilities

The Nominating Committee shall be led by the Parliamentarian serving in the role of Nominating Committee Chair. The Nominating Committee shall be ideally comprised of the Nominating Committee Chair, the President, President-Elect, and 2 - 4 parents (board or non-board members), representing various grade-levels and schools. The sons of the Nominating Committee members may also serve on the Nominating Committee. The Nominating Committee shall solicit and develop a slate of proposed board members. Additionally, the Nominating Committee should help assist in filling non-board committee positions. If the non-board committee positions are not filled by the Nominating Committee, the open positions will be listed in the annual membership enrollment form. Following the annual enrollment period, the parent board will work to fill any open committee positions.

Section 4.2. Guidelines for Soliciting Nominations

The Nominating Committee may nominate any member who has shown commitment to the SLOBs organization, its mission, and what it stands for. In addition to the Nominating Committee, parent and son board members should also work to solicit nominations from current committees and the general membership.

Parents and son general members in good standing may submit nominations for themselves or other members to be reviewed by the Nominating Committee.

Section 4.3. Nomination Process and Timeline

- a. **Select Nominating Committee.** The Parliamentarian, together with the President, shall solicit Nominating Committee members at the January general meeting and via email.
- b. **Schedule Nominating Committee Meetings.** The first meeting of the Nominating Committee shall be held in January. Subsequent meetings will be held as needed.
- c. **Announce the Board Nomination Process.** The Parliamentarian shall update the board nomination form and send it to the general membership via email as well as post it to the SLOBs website in early February. A reminder email and a final call for nominations should be sent via email in late February and early March, respectively.
- d. **Recruit and Select the Slate.** The Nominating Committee shall consider all eligible parent/son nominations and have conversations about the prospective board roles with potential candidates. See *Section 4.4: Board Eligibility and Qualifications for Nominations* below.
- e. **Select and Vote on the Slate.** Each board position shall consist of one parent-son team who shall consent to serve if elected. If there are multiple candidates for one

position, the Nominating Committee shall use their best discretion to create the most balanced board.

- f. **Confirm the Slate.** The Nominating Chair shall email each selected parent/son pair to confirm their willingness to assume the responsibilities of the slated board position. The email should include the job description for the given role and a copy of the Bylaws. The slated parent board member should reply to confirm their willingness to serve on the parent board after having read through the Job Description and Bylaws.
- g. **Announce the Slate and Election Meeting Date.** The proposed slate and the upcoming election date shall be presented in writing via email to the general membership at least 15 days prior to the election meeting.
- h. **Approve the Slate at Election Meeting.** All board members shall be elected by majority vote of the general membership no later than the May general meeting. At this meeting, the Nominating Committee Chair shall present the proposed slate, as previously submitted to the membership, and shall be approved by a majority vote of the general membership.
- i. **Incoming and Outgoing Board Introductions.** The Nominating Chair shall facilitate introductions between the incoming and outgoing board members in order for initial board transitions to take place prior to June 1st. Duties of the incoming board shall begin on June 1st for a term of one year, ending the following May 31st, per *Article III Section 3.6 - Board Term and Transition*.

Section 4.4: Board Eligibility and Qualifications for Nomination

Board member candidates must meet the following qualifications.

- a. **Member in good standing.** All members nominated must be in good standing. For a member or parent to be in good standing, he must have completed all required volunteer service hours from the previous year, attended the required number of meetings and/or made up the hours required. In addition, by the end of February of the year in which his nomination is being considered, he must have completed at least half the required hours.
- b. **Rising 9th-12th grader.** Nominees must be rising 9th - 12th graders.
- c. **SLOBs member for at least one year.** A member may not serve on the board during his first year of membership. Seventh and 8th graders and other new first year members are encouraged to hold non-board committee leadership positions in preparation for executive board positions.
- d. **Two year board position limit.** No board member shall serve in the same capacity for more than two years. Parents may serve in the same role for more than two years provided that the position is shared with a different member son. The two year

structure of both the President/President-Elect and the VP Philanthropy/Assistant VP Philanthropy positions shall be deemed as serving two years in the same capacity, respectively.

- e. **Parent commitment to shared board role.** Each nominated parent must be willing to serve on the parent board and agree that he or she, along with their nominated son, will hold the position and fulfill the expectations and commitment of the shared role.
- f. **Eligibility for President.** The President must have served at least one year on the MVLA SLOBs board prior to being elected as President.
- g. **Eligibility for Parliamentarian.** The Parliamentarian must have served at least one year on the MVLA SLOBs board prior to being elected as Parliamentarian.

Section 4.5. Replacement of Elected Nominees

In the event a newly elected son or parent board member does not meet and report the volunteer service hour requirements by May 31st, both the parent and the son board members will be replaced by an alternate parent son team named by the Nominating Committee and approved by a majority of the remaining board members.

ARTICLE V - FISCAL MATTERS

Section 5.1. Fiscal Year

The SLOBs fiscal year shall commence on August 1st of each year.

Section 5.2. Dues

Dues will be charged to members to help fund SLOBs organizational and philanthropic endeavors. Dues are \$75 per year per member, which also covers the parent. Dues must be paid at time of member enrollment/renewal. A waiver of dues will be extended to any family for whom the payment of dues poses a hardship. Waivers should be sought from the VP Membership. If more than 5 waiver requests are made during one given enrollment period, then VP Membership shall bring the issue to the Board. The amount charged for dues may be changed as deemed necessary by the parent board. Any increase in dues exceeding \$25 shall be voted on by the general membership.

Section 5.3. Annual Budget

The Treasurer shall submit a preliminary annual budget for the upcoming year to the parent board for approval prior to August 1st. The annual budget shall be reviewed and confirmed by the board within one month of the close of the enrollment period and income from dues is known.

Section 5.4. Expense Reimbursement Requests and Authorizations

SLOBs parents and members incurring expenses on behalf of approved SLOBs activities may submit expenses to the Treasurer using the LAMVCF Expense Report Form accompanied by a pdf of the expense receipts. Reimbursement requests must be submitted to the Treasurer within one month from the date that they were incurred and no later than one month after the end of the SLOBs Year. The Treasurer shall review, approve, and submit Expense Reimbursement Forms directly to LAMVCF within one week of receiving the Expense Reimbursement Form from the SLOB member.

Section 5.5. Expense Authorization

The Treasurer is authorized to approve expense reimbursement requests and vendor invoices for all budgeted expenses and for other unbudgeted expenses not to exceed \$250.

Unbudgeted expenses between \$250 and \$1,000 shall require approval by the President prior to being submitted to LAMVCF. Unbudgeted expenses greater than \$1,000 shall require Board approval prior to being submitted to LAMVCF.

Section 5.6. Surplus Funds

Any surplus of funds remaining at the last General Meeting of the fiscal year shall ideally be used for an all member service project; or, if not, shall be donated to charitable organizations after a vote by the general membership, provided, however, that a minimum of \$3,000 (or enough to maintain minimum overhead) will be carried forward on the books of SLOBs to be used in the following year.

Section 5.7. Distribution of Funds on Dissolution

In the event of the dissolution of SLOBs, all monies owned by SLOBs after payment of all liabilities shall be donated to charitable organizations supported by SLOBs in accordance with a vote of the general membership.

ARTICLE VI - GENERAL MEETINGS

Section 6.1. Frequency Format of General Meetings

General Meetings will be held bi-monthly during the SLOBs Year. The format of the meetings will vary, and may include, among other things, speakers or hands-on projects. Meeting times may vary in order to accommodate the greatest number of members and parents.

Section 6.2. Notice of Meetings

Written notice of general and special meetings shall be given to each member via email with typically 30 days notice and a minimum of 14 days notice. Notice of meetings should also be communicated through SLOBs website and social media channels.

Section 6.3. Quorum and Voting

Each SLOBs member and each parent in good standing is entitled to one vote. One-third of

SLOBs members must be represented in person at the general meeting, to constitute a quorum and a quorum must be present to vote in elections and for other major issues. Except as otherwise noted herein, all items brought to a vote will be decided by a simple majority.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Section 7.1. Parliamentary Authority. The rules contained in the latest edition of *Robert's Rules of Order Newly Revised Edition* shall govern in all cases to which they are applicable and in which they are aligned with these Bylaws.

ARTICLE VIII - BYLAWS

Section 8.1. Annual Bylaw Review, Revision, and Approval. The Bylaws shall be reviewed annually by the parent board and, if necessary, revised and approved by a two-thirds vote of the total parent board.

Section 8.2. Amendments. Following any board revision, the amended Bylaws shall be submitted in writing via email at least 15 days prior to the meeting. The Bylaws should then be voted on at the general meeting by members and parents and may be approved by majority vote of the members and parents present.

APPENDIX A - SLOBs Board Job Descriptions

Updated: January 2022

SLOBs Board Job Descriptions shall be a separate document referenced and linked to these bylaws.

President

The President, if possible, will have served as President-Elect or on the Board in another capacity

- Set overall goals and objectives for the SLOBs organization
- Establish annual Board and General meeting dates. Work with VP Meetings to confirm General Meeting schedule and speakers
- Develop agendas and preside over both Board and General Meetings
- Ensure coordination and execution of all SLOBs operations, including delegating to members of the Board as appropriate
- Serve as point person for questions from VPs and other board members
- Manage overall relationship with our sponsor, the Los Altos Mountain View Community Foundation (LAMVCF). Understand and ensure that responsibilities outlined in the LAMVCF Fiscal Sponsorship Agreement are followed by both MVLA SLOBs and LAMVCF. Meet periodically with LAMVCF Executive Director and staff to review and discuss accomplishments, upcoming plans, financial goals, and project milestones as outlined in Sponsorship Agreement. Access LAMVCF online portal as needed to review and manage SLOBs transactions.
- Plan and lead board transition and training in June
- Ensure annual review of Bylaws, job descriptions, and nomination process which are facilitated by the Parliamentarian
- Serve on Nominating Committee
- Publish President's Message to the general membership 3-4 times/year (welcome/intro, mid-year, end of year thank you)
- Manage board training, use, and organization of shared MVLA SLOBs Google Drive
- Convene and lead Executive Committee for Emergency Business, if necessary
- Additional duties as needed

President-Elect

The President-Elect position is expected to transition into the President position the following year and is considered a two-year commitment

- Work with President to fulfill all presidential duties and responsibilities as determined by the President
- Maintain record of key SLOBs electronic accounts, passwords, and membership access to Google Workspace, Google Drive, and Gmail
- Serve on Executive Committee for Emergency Business, if convened
- Additional duties as needed

VP Philanthropy

The VP Philanthropy, if possible, will have served as Asst. VP Philanthropy or as a Philanthropy Liaison

- Manage and evaluate philanthropy organizations for SLOBs
- Assess and determine philanthropy opportunities for entire SLOBs general membership
- Recruit a team of Philanthropy Liaisons (PL) who manage relationships with SLOBs philanthropies
- Solicit and manage philanthropy projects from PLs for SLOBs-specific philanthropy events (i.e. SLOBopps, Service Days, Service Week, Grade-Level Events, SLOBs at-home activities and SLOBs Drives)
- Manage and support grade-level lead(s) in organizing events
- Review and distribute “SLOBopps” to general membership on 1st and 15th of every month via email (MailChimp) to members with updated philanthropy opportunities provided by Philanthropy Liaisons
- Provide PLs with a SLOBopp template and deadline reminders
- Speak about philanthropy topics at SLOBs meetings and help recruit philanthropy speakers for SLOBs meetings
- Work with VP Hours to ensure service opportunities and member credit hours reporting are working appropriately in the Track-It-Forward platform
- Work with VP Website, to ensure that philanthropy opportunities are accurately posted on the SLOBs website (Track-It-Forward under consideration)
- Train and mentor Assistant VP Philanthropy throughout the year.
- Serve on Executive Committee for Emergency Business, if convened
- Additional duties as needed

Assistant VP Philanthropy (AVP-Philanthropy)

The Assistant VP Philanthropy position is expected to transition into the VP Philanthropy position the following year and is considered a two year commitment

- Work with VP Philanthropy to help fulfill all duties and responsibilities as determined by VP Philanthropy
- Assist with troubleshooting philanthropy and philanthropy liaison issues, including working with “non-standard” philanthropies (such as Compassion Week Los Altos)
- Preferably will have served as a Philanthropy Liaison before moving into AVP role
- Additional duties as needed

VP Hours

- Manage hours tracking platform (Track-It-Forward)
- Provide new members with login information to Track-It-Forward website
- Update Track-It-Forward platform with new philanthropy information
- Maintain Track-It-Forward database of volunteer hours and meeting attendance for parent and son members
- Notify members of hours and meetings shortfalls several times per year via email
- Create volunteer hour reports by member and by philanthropy to be reviewed by the Board at board meetings, including end-of-year reporting

- Validate hours eligibility of returning members and communicate non-renewal status to President/President-Elect and VP Membership
- Work with VP Philanthropy in determining how to record eligible volunteer service hours
- Respond to member emails and troubleshoot Track-It-Forward issues as needed
- Additional duties as needed

VP Communications

- Coordinate with the President and board to email announcements, reminders, and other communications to general membership (using MailChimp)
- Set up board member access to Slack
- Support VP Membership with open enrollment process by reviewing and sending out enrollment communications as needed, such as “enrollment period now open,” Welcome Letter, etc.
- Support VP Hours by ensuring that reminders to log volunteer hours and meeting attendance in Track-It-Forward is included in all emails sent to general membership
- Request general meeting minutes from Secretary and distribute to general membership via email immediately following general meetings
- Monitor SLOBs email account regularly and forward emails to appropriate board members if needed
- Manage SLOBs logo files for board member use on Google Drive
- Additional duties as needed

VP Website

- Develop and maintain content on SLOBs website using Wix software platform. Website updates should include annual enrollment information and links, SLOBs meetings and events calendar (source: Google calendar), SLOBopp volunteer service opportunities (source: Track-It-Forward), general information on SLOBs-approved philanthropies (source: Philanthropy team), board information and photo (source: President team), current photos, and other pertinent information throughout the year (source: board members)
- Keep the “SLOBs Blog” section up to date (source: VP Publicity). Request that Philanthropy Liaisons (PLs) send write ups with pictures following their events
- Explain how to navigate the website and find important information at the first general meeting or at the new member meeting
- Additional duties as needed

VP Membership

- Manage annual enrollment process for new and returning members including dues collections and maintain the membership database (Mailchimp)
 - Update membership registration forms for Parent and Boy Members (Mailchimp)
 - Update all automated emails supporting the registration process (Payment Confirmation, Registration Confirmation, Welcome Letter - Mailchimp and Stripe)
 - Ensure the payment process is set up and working (Stripe)
 - Provide VP Hours with list of all new members needing access to Track-If-Forward
 - At end of enrollment period, clean out member database of graduated and non-returning

members and maintain throughout the year (Mailchimp)

- Recruit prospective new members (7th & 8th graders) and organize, plan and coordinate the Prospective New Member Night (supported by New Member Lead if available)
- Request report from VP Hours to verify renewal status of all returning members. Notify returning member(s) of issues with renewal status
- Coordinate with Treasurer to ensure member dues are collected (STRIPE)
- Provide Board with final membership count and changes compared with prior year
- Work with VP Website to post membership registration link at beginning of enrollment period and remove it at the end
- Ensure Merchandise Coordinator orders SLOBs merchandise in June for distribution at first general meeting and manages merchandise inventory throughout the year
- Serve on Executive Committee for Emergency Business, if convened
- Additional duties as needed

Treasurer

- Oversee all financial aspects of SLOBs
- Create annual SLOBs budget for approval:
 - Present preliminary budget to the parent board prior to the start of the SLOBs Year and present final budget to Parent Board and at General Meeting once member dues are known
- Keep accurate financial records monthly throughout the year
- Authorize expense reimbursement requests and vendor invoices following guidelines set in bylaws, as follows:
 - All budgeted expenses and unbudgeted expenses not to exceed \$250
 - Unbudgeted expenses between \$250 and \$1,000 shall require approval by the President prior to being submitted to LAMVCF. Unbudgeted expenses greater than \$1,000 shall require Board approval prior to being submitted to LAMVCF
- Forward Expense reimbursement requests from members to LAMVCF within one week from receiving "Expense Report" form with attached receipts
- Access LAMVCF online portal as needed to review and manage SLOBs transactions.
- Provide financial reports and updates at SLOBs Board meetings
- Report anticipated surplus of funds remaining at fiscal year-end (July 31st) and initiate board discussion on potential service project or donation to a charitable organization while maintaining a minimum of \$3,000 (or enough to maintain minimum overhead) to be carried forward on the books for the following year
- Maintain relationship with LAMVCF financial contact person to ensure access to online financial portal in order to track membership dues payments and all expense transactions, including managing Stripe transactions resulting from annual enrollment period
- Serve on Executive Committee for Emergency Business, if convened
- Additional duties as needed

Secretary

- Record all minutes at board and general meetings
- Forward general meeting minutes to VP Communications to be emailed to membership
- Provide board meeting minutes to Board for approval and historical purposes to be kept in PDF

format on MVLA SLOBs Google Drive

- Serve on Executive Committee for Emergency Business, if convened
- Additional duties as needed

VP Meetings

- Work with President/President-Elect on planning the dates for meetings and submit proposed calendar for Board approval
- Coordinate with President/President-Elect regarding meeting agendas
- Work with board and membership to secure speakers (1-2 speakers minimum per year)
- Schedule and coordinate all general meetings at location TBD by filling out required paperwork. Facility rental contracts must be approved by LAMVCF and invoices should be directly submitted to LAMVCF for payment. Manage Hospitality Team to provide snacks, supplies or special equipment (i.e AV Set-up) required for meetings.
- Notify VP Communications about upcoming meetings, provide meeting details, and remind VP Communication to send out notifications/sign-ups one month before as well as one week before
- Notify President/President-Elect of updates/changes to meeting locations to ensure Google calendar is updated on website
- Help facilitate logistics for donations and other philanthropic activities at meetings when needed
- Write thank-you notes to speakers
- Additional duties as needed

VP Publicity

- Create content and post on all SLOBs social media outlets (Instagram) as appropriate (including SLOBs logo, photos/news from events, meeting reminders, etc)
- Share publicity content (i.e., photos, blog) with VP Website who will post to SLOBs website
- Publicize SLOBs activities to outside media
- Support VP Membership with annual enrollment by soliciting new members from the middle school communities (i.e. Prospective New Member Meeting, word of mouth, and email school communities)
- Manage and support Photographer and Videographer in soliciting photos and videos of SLOBs events/activities
- Additional duties as needed

Parliamentarian

Preferably, will have served at least one year on the executive board in another capacity

- Ensure the organization is being run in accordance with SLOBs Bylaws and followed by all members
- Initiate annual Bylaws review and present any necessary Bylaw changes to the Board for board vote
- Work with Board to review and update board and committee job descriptions annually
- Serve as Nominating Committee Chair to develop the SLOBs Board slate for the next year
- Solicit general membership to create the Nominating Committee preferably including board and non-board SLOBs parents, and representing all rising high school classes

- Solicit SLOBs members for board nominations by updating and distributing the board nomination form to the general membership, beginning in early February
- Present slate of board candidates for vote by SLOBs general membership at May general meeting
- Additional duties as needed

Member-At-Large (optional)

- Work with other board members on special projects as per request made by the President

APPENDIX B - Committee Leadership Job Descriptions **Updated January 2022**

SLOBs Committee Leadership Job Descriptions shall be a separate document referenced and linked to these bylaws.

Philanthropy Liaisons | Reports to VP Philanthropy

- Manage and support relationships with assigned philanthropies
- Learn about volunteer opportunities SLOBs has had with assigned philanthropies in the past
- Communicate with assigned philanthropies to understand volunteer opportunities, check out philanthropies' websites to learn about them before reaching out and subscribe to email lists if applicable
- View, assess, recommend and manage philanthropies' needs
- Contact assigned philanthropies' contact people periodically
- Communicate what SLOBs can and cannot provide
- Create and update SLOBopps write-ups in SLOBopps Google Drive doc, sent out on the 1st and 15th of each month. (VP Philanthropy will provide a SLOBopps template and deadline materials)
- Provide and manage philanthropy projects for SLOBs members
- Ask assigned philanthropies about possible large group opportunities for Service Days or Grade-Level events throughout the year and Service Week in April

Grade-Level Events | Reports to VP Philanthropy

- Work with VP Philanthropy and individual class coordinators to develop appropriate class projects

Photographer | Reports to VP Publicity

- Take photos at SLOBs events (such as meetings, grade-level events, and Service Week)

Videographer | Reports to VP Publicity

- Take videos at SLOBs events (such as meetings, grade-level events, and Service Week)

Merchandise Manager | Reports to VP Publicity

- Order, distribute, and manage inventory of SLOBs merchandise (and/or coordinates a team of helpers)

New Member Lead | Reports to VP Membership

- Recruit potential new members from the MVLA Community
- Organizes, plans and coordinates the Prospective New Member Night with VP Membership

Hospitality Team | Reports to VP Meetings

- Coordinate all food and drink for meetings
- Coordinate Membership sign-in sheet for General Meetings
- Arrive early to set up chairs and clean up after meeting
- Coordinate all members to put away chairs after meetings

APPENDIX C - SLOBs-adapted Robert's Rules

SLOBs Board Job Descriptions shall be a separate document referenced and linked to these bylaws.

To be created, see linked sample from 4-H below

[Sample document from 4-H](#)

APPENDIX D - Los Altos Mountain View Community Foundation

Los Altos Mountain View Community Foundation Agreement shall be a separate document referenced and linked to these bylaws.

LAMV-CF Fiscal Sponsorship Agreement

MVLA Service League of Boys has a fiscally-sponsored agreement with LAMVCF, signed September 23, 2015. The President is responsible for ensuring that the responsibilities of the Agreement are followed by both MVLA SLOBs and LAMVCF.