Bright Futures Neosho
418 Fairground Rd.
Neosho, MO 64850
Organization Bylaws

Adopted October 19, 2011
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ARTICLE I

NAME, LOCATION, AFFILIATION and PARTNERSHIP

Section 1: NAME

The name of the organization shall be Bright Futures Neosho.

Section 2: LOCATION

The organization’s mailing address shall be:

418 Fairground Rd.

Neosho, MO 64850

Section 3: AFFILIATION

Bright Futures Neosho is an affiliate of Bright Futures USA located at:

3901 East 32nd St.

Joplin, MO 64804

Section 4: PARTNERSHIP

Bright Futures Neosho’s vision and mission, as stated in Article II, shall be pursued in necessary partnership and full cooperation with Neosho R-V School District.
ARTICLE II

VISION AND MISSION

The vision of Bright Futures Neosho is to inspire community partnerships that open a way for all children to learn, lead and serve to their full potential now and in the future.

Bright Futures Neosho Mission Statement:

Together...committing all that we are to enrich the life of a child.

Bright Futures provides a path for communities to engage everyone in a collective movement to develop relationships and channel resources supporting education and enabling children to achieve success.

By living out our Mission,

we create a brighter future for our children

in communities worldwide.
ARTICLE III

DEFINITIONS

For the purposes of these bylaws, the following terms shall be defined as:

Section 1: ANNUAL MEETING

The Annual Meeting shall be held on the first Thursday of every April at a meeting separate from the month Advisory Board meeting. Elections for Advisory Board members shall occur at this meeting. All annual reports shall be made and elections held on bylaw amendments.

Section 2: VOTING MEMBER

A Voting Member is a voting member of the Advisory Board, a chair or vice-chair of a Group, or a chair or vice-chair of a Site Council. Voting members may have only one vote regardless of the number of positions held.

Voting members are required to attend the Annual Meeting for purposes of electing Advisory Board members and voting on proposed bylaw amendments.

Section 3: EX OFFICIO MEMBERS

An ex officio member shall be defined as a non-voting member of the Advisory Board, Group or Site Council.

Section 4: DIRECTOR

An employee hired, as funds permit, to manage the day-to-day operations and assist the Advisory Board in all matters pertaining to Bright Futures Neosho. A description of job duties shall be determined by the Advisory Board.
Article IV

ADVISORY BOARD ELECTIONS

Section 1: NUMBER OF BOARD MEMBERS

The Advisory Board shall be made up of nine elected members and one ex officio member as defined in Article IX. The ex-officio member shall be the Superintendent of Neosho R-V School District or a designee of the Superintendent’s, which must also be an employee of Neosho R-V School District.

Each elected board member will serve three-year terms. Three members will be elected each year.

Section 2: ELECTION OF BOARD MEMBERS

Three board members will be elected by voting members to fill three-year terms on the first Thursday of every April at The Annual Meeting. The only election not following this will be the first election, held in 2012.

Terms shall begin on June 1 of each year.

The first election, held in 2012, shall elect nine advisory board members. The top three vote-getters shall serve a three-year term beginning in 2012. The following three vote-getters shall serve a two-year beginning in 2012. The last three vote-getters shall serve a one-year term beginning in 2012.

Section 3: NOMINATIONS

Nominations to the Advisory Board should be submitted in writing to the Advisory Board Secretary no later than the last Friday of February prior to the election.

All nominations will be announced at the March meeting of the Advisory Board. All voting members will be notified by email of the nominations. Nominations shall also be posted on the Bright Futures Neosho website.

Section 4: VACANCIES

In the event of a vacancy on the Advisory Board, the Chair of the Advisory Board shall appoint someone to fill the position until the next regular election. At the next April election, an election will be held to fill the remainder of that term.
ARTICLE V

ADVISORY BOARD OPERATIONS

The function of the Advisory Board is to serve as oversight of all groups and site committees as defined in these bylaws, long-term planning, oversee funding and budgeting and all other functions necessary to fulfill the vision and mission of Bright Futures Neosho.

Section 1: MEETINGS

The Advisory Board shall meet monthly at the location and time of its choice.

The Chair may call additional meetings as necessary.

Any Advisory Board member which misses two consecutive monthly meetings will be considered as having vacated their position and the Chair may appoint a replacement as called for Article III, Section 4.

Board meetings shall be open to the public, unless the board votes to close the meeting. Meetings may only be closed to discuss personnel issues or to discuss removal of someone from other volunteer positions within Bright Futures Neosho.

Section 2: BOARD VOTING

All Advisory Board votes require a quorum of five board members present.

In a meeting called by the Chair, the Advisory Board may conduct business and hold votes if a quorum is present.

Section 3: OFFICERS

The Advisory Board shall annually elect a Chair, Vice-Chair, Treasurer and Secretary at its first monthly meeting in June. Officer functions and responsibilities are as follows:

Subsection A: CHAIR

The Chair will preside over and facilitate all Advisory Board meetings and the Annual Meeting. The Chair shall be an Ex-Officio Member of all appointed committees, groups and site councils. He or She is charged with overall administration of Bright Futures Neosho and is to ensure all elected officers are meeting their responsibilities as outlined in this Section and subsequent Articles.

The Chair is to represent Bright Futures at public events, in the media and as otherwise necessary.

The Chair is not to vote on the Advisory Board except to break a tie.
The Chair is also responsible for getting any permits necessary for events. He or She may make a designee to do so.

The Chair is responsible for reporting on the operations at each Monthly meeting and for making a weekly update to the Advisory Board through email.

The Chair may also appoint and create other subcommittees as deemed necessary.

The Chair is to serve as the liaison between Bright Futures Neosho and Bright Futures USA. He or she will make periodic reports to Bright Futures USA and attend Bright Futures USA meetings or training as required.

**Subsection B: VICE-CHAIR**

The Vice-Chair will preside at meetings in the absence of the Chair and perform other duties as assigned by the Chair.

The Vice-Chair is responsible for overall management of groups and site councils.

He or she will schedule the chairs of groups and site councils to make reports to the Advisory Board. Each chair shall report to the Advisory Board once a quarter.

He or she shall make a report to the Advisory Board as needed.

**Subsection C: TREASURER**

The Treasurer will receive all monies and disperse all funds as approved by the Advisory Board. He or she will maintain a current, accurate record of all receipts and expenditures.

The Treasurer will present a written financial report at each monthly Advisory Board meeting and the Annual Meeting.

All correspondence from the bank will be the responsibility of the Treasurer.

The Treasurer will present a budget to the Advisory Board at the August meeting for the next fiscal year, which shall run from September 1 to August 31.

The Treasurer will perform other financial duties as assigned by the Chair.

**Subsection D: SECRETARY**

The Secretary will keep minutes of all Advisory Board meetings and the Annual Meeting.

He or she shall forward to all Advisory Board members at least one week in advance the minutes from the prior meeting for review.

The Secretary is also responsible for the creation of all program forms where needed.
The Secretary will keep organization records and contact information for all Advisory Board, group and site council members.

The Secretary will keep the Calendar of Events and notify the Public Relations Committee of all events to allow for promotion. In the event of any event cancellation, the Secretary will notify all Bright Futures Neosho volunteers, the Public Relations Committee and the Advisory Board.

The Secretary will receive nominations for elections and proposed bylaw amendments. The Secretary will also make public the nominees and proposed amendments as described in Article III, Section 3.

The Secretary will perform other secretarial duties as assigned by the Chair.

Section 4: ADDITIONAL POSITIONS

In addition to officer positions, the Chair shall appoint the following directors from among Advisory Board members. These positions may be held by officers other than the Chair.

Subsection A: FUNDRAISING DIRECTOR(S)

The Fundraising Director(s) will be responsible for all fundraising activities. He or she may form a committee made up of community members. Duties include, but are not limited to: recommending fundraisers to the Board, acting as liaison to the Treasurer, attending and coordinating fundraisers, obtaining sponsorships, collecting all donations and making monthly reports to the Advisory Board. Additionally, the fundraising director(s) shall coordinate fundraisers among groups and site councils to prevent duplication.

Subsection B: PROGRAM DIRECTOR

The Program Director will be the liaison between the Advisory Board and affiliate programs including, but not limited to: Food for Thought and Watch D.O.G.S. This Director will also provide oversight for the “needs” program to ensure that needs are being met in a timely manner. He or she will also track all needs and make an annual report on the number and types of needs met. He or she will also do program development for new programs approved by the Advisory Board.

He or she will provide a report to the Advisory Board at the monthly meeting.
Subsection C: PUBLIC RELATIONS DIRECTOR

The Public Relations Director will sit on the Public Relations Committee with the Chair. This Director is responsible for the web site, social media, traditional media and email updates to volunteers. This person will also work with the Secretary to develop and maintain a Calendar of Events.

He or she will serve as the liaison with the School District Director.

He or she will provide a report to the Advisory Board at the monthly meeting.
ARTICLE VI
BRIGHT IDEAS COMMITTEE

SECTION 1: PURPOSE
The Bright Ideas Committee will review all program proposals and funding requests from Groups or Site Councils. The purpose of the review will be to recommend that the Advisory Board support or not support a proposed program or funding requests. This committee is charged with determining if a proposed program falls under the Bright Futures Neosho vision and mission.

The committee should also review the proposal for need, practicality, best use of resources and feasibility.

A recommendation that the Advisory Board support a proposal should also define what that support will encompass including, but not limited to costs and volunteers required.

SECTION 2: MEMBERSHIP
The Bright Ideas Committee should consist of three or five members. Members shall be selected by the Advisory Board and serve a one-year term beginning June 1. Members may not simultaneously serve on the Advisory Board, a Group or Site Council.

SECTION 3: OPERATION
The Bright Ideas Committee should meet once a month during the school year. At the first meeting following June 1, the Committee should meet and elect a chair. The chair is responsible for calling and facilitating meetings. The chair shall also set the agenda for each meeting.

Each meeting should allow those with proposals and/or funding requests should present to the Committee.

When the Committee consists of three members, all members must be present to conduct business. When the Committee consists of five members, three members must be present to conduct business.

The chair shall present its recommendations to the Advisory Board each month, unless there are no recommendations.
ARTICLE VII

GROUPS AND SITE COUNCILS

Section 1: GROUPS

Bright Futures Neosho shall have four groups: Business, Faith-Based, Parents/Patrons and Social/Human Services.

These groups are made up of individual volunteers or a designee from a sponsor organization.

Each group shall reorganize annually in May and elect a chair and vice-chair.

At least one member from each group shall also sit on one site council as described in Section 2 following this section.

Section 2: SITE COUNCILS

Each school within Neosho R-V School District shall have site council made up of the following:

- Business sponsor(s) from the Business Group
- Faith-Based sponsor(s) from the Faith-Based Group
- Parent(s)/Patron(s) from the Parent/Patron Group
- Social Service(s) from the Social/Human Services Group
- A Counselor or teacher from that school
- The Principal or a designee of the principal’s, which also must be an employee of that school’s.

Each site council shall reorganize annually in May and elect a chair and vice-chair.

The chair or vice-chair of the site council may not be an employee of that school.

Section 3: FUNCTION

Each Group and Site Council will be charged with meeting needs of children and the school district as they are able. They shall serve as a communication tool to bring the community together to meet all needs as possible.

The Site Councils shall work closely with their individual schools to meet various needs including, but not limited to: physical needs of children, material needs of the classroom or school, emotional support of children and staff, volunteers and general support.

The Groups shall serve to supplement the Site Councils in whatever way necessary.
The Groups and Site Councils are encouraged to be creative in their roles to bring the full community support behind the vision and mission.

**Section 4: ROLES OF CHAIRS AND VICE-CHAIRS**

The responsibilities of the Group and Site Council Chairs and Vice-Chairs are as follows:

**Subsection A: CHAIRS**

The chairs of Groups and Site Councils shall schedule and facilitate all meetings of their Group or Site Council.

The chair shall coordinate all fundraising efforts with the Fundraising Director.

The chair shall schedule all events with the Advisory Board Secretary.

The Site Council chair shall act as the liaison between the Advisory Board and the specific school.

The chair shall make a quarterly report to the Advisory Board. These will be scheduled through the Advisory Board Vice-Chair.

The chair shall attend the Annual Meeting to elect Advisory Board members and make an annual report to the organization.

**Subsection B: VICE CHAIRS**

The vice-chair shall act as the secretary of the Group or Site Council. He or she shall keep minutes of all meetings. The vice-chair will forward the previous meetings’ minutes to the members one week prior to the next meeting for review.

The vice-chair will conduct meetings in the chair’s absence.

The vice-chair will keep records of all members and contact information. That information is to be reported to the Advisory Board Secretary following the reorganization meeting in May.

The vice-chair shall attend the Annual Meeting to elect Advisory Board members.
ARTICLE VIII
EMPLOYEES

Section 1: HIRING OF EMPLOYEES

The Advisory Board may choose to appoint a Director, who shall serve at the pleasure of the Advisory Board. The Superintendent of Neosho R-V School District and Chair of the Advisory Board shall conduct interviews and recommend a candidate to the Advisory Board.

Section 2: SUPERVISION OF EMPLOYEES

The Director will be supervised by the Superintendent and Chair of the Advisory Board. The Director shall hire, direct and discharge all other employees, who shall have such authority and perform such duties required to carry out the mission of Bright Futures Neosho.

Section 3: AT-WILL EMPLOYMENT

Any employee, including the Director may be discharged at any time with or without cause. Removal without cause shall be without prejudice to such person’s contract rights, if any, and the appointment of such person shall not itself create contract rights.
ARTICLE IX

FINANCIAL

Section 1: FEES

No fees shall be collected for participation on the Advisory Board, Groups or Site Councils.

Section 2: COMPENSATION

No Advisory Board member, Group member or Site Council member shall receive any compensation for services rendered as such.

Section 3: APPROVAL FOR PURCHASE

No person or Advisory Board member may purchase on credit or cash, in the name of Bright Futures Neosho, any item or service for the organization without express approval from the Advisory Board. The Chair and the Treasurer may authorize purchases less than $100 without prior approval from the Advisory Board.

Section 4: REIMBURSEMENT FOR PURCHASE

No person will be reimbursed for any purchase in the name of Bright Futures Neosho without prior authorization from the Advisory Board and reimbursement requires a receipt for said purchase.

Section 5: HANDLING OF FUNDS

All incoming funds or donations shall first be given to the Treasurer prior to being deposited. All monies shall be kept by Neosho R-V School District in an account designated for Bright Futures Neosho.
ARTICLE X

RIGHT OF REFUSAL

Bright Futures Neosho reserves the right to not accept the sponsorship of an organization if said organization conflicts with the vision and mission.

Bright Futures Neosho reserves the right to bar a volunteer from becoming involved based on a negative background check, drug-related offenses or sexual offender status.

ARTICLE XI

INDEMNIFICATION

The policy of Bright Futures Neosho is to indemnify and hold harmless any Advisory Board member, Bright Ideas Committee member, director or office holder, including chairs and vice-chairs of Groups and Site Councils, their personal representatives and heirs, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with an actual or threatened legal proceeding, if such person acted in good faith of Bright Futures Neosho and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct was unlawful.

ARTICLE XII

AMENDING THE BYLAWS

All proposed amendments to the bylaws shall be submitted to the Advisory Board Secretary on or before the last Friday in February prior to the Annual meeting.

The Advisory Board Secretary will read proposed amendments in the March Advisory Board meeting prior to the Annual Meeting. He or she will also post proposed amendments on the Bright Futures Neosho website at least one week prior to the Annual meeting.

All proposed amendments shall be voted upon by voting members at the Annual Meeting.

A three-fourths majority is required to pass any bylaw amendment.