

# ARNOLD ANGELS BY-LAWS

JULY 2024

- I. **NAME OF THE ORGANIZATION:** Arnold Angels
- II. **MISSION STATEMENT (Purpose of Organization):** Arnold Angels was established in 2002 by a group of women in the Arnold community. Arnold Angels is a non-profit organization which provides donations of time and financial aid to local organizations and schools in the upper Highway 4 corridor from Angels Camp to Lake Alpine.
- III. **MEMBERSHIP:** Membership is open to all women who live full or part-time in the Arnold area and the upper Highway 4 corridor. Members who move away from the area are welcome to remain active members. Membership is requested through a simple application process submitted to [thearnoldangels@gmail.com](mailto:thearnoldangels@gmail.com). Applications for membership are available on the website [thearnoldangels.org](http://thearnoldangels.org).
- IV. **BOARD OF DIRECTORS:** The Board shall be comprised of at least seven (7) members: President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Ways and Means Officer and Officer at Large. At the President's discretion, additional Officer at Large positions can be appointed, so long as the full complement of the Board totals an odd number. Board members serve a minimum of 2 year terms, with the exception of the Vice President who may serve two (2) years as the Vice President and then one (1) year as President.
- V. **ELECTION:** The Recording Secretary notifies the President at least 3 months in advance of when a Board member term is due to expire. The President is responsible for determining, with the impacted Board member, whether or not they will seek re-election by the Board or will be retiring from Board service.
  - a. **Re-election:** A Board member who seeks re-election with the approval of the President, may be re-elected to the Board role through a confidential ballot coordinated by the President and Corresponding Secretary.
  - b. **New Election:** When a Board member does not seek re-election and/or in the event of an unexpected vacancy of a Board role, nominations will be requested from the general membership through a communication issued by the Communications Secretary and approved by the President. Nominations can be made via email or in person. Membership communications for Board nominations will include the date by which nominations must be received and the Board's voting plan and meeting date, time and location when the vote is to occur. Members who attend the meeting when the vote occurs may also vote
- VI. **MEETINGS:** The Board of Directors shall meet bi-monthly (every other month) with the meeting being open to the general membership. General membership meetings shall be held-bi-

annually (twice a year) or more frequently for mailings or other community and membership needs.

- VII. **COMMITTEES:** The use of committees, comprised of Board members and/or general membership will be used as a way to help foster the purpose of the Arnold Angels. As needed, committee members may be appointed by an officer of the Board of Directors. Alisha Ann Rouge Burn Camp, Tree of Lights, No Bake Sale, Foster Child Gift Program and Resource Connection Bag Collection are examples of various possible committees for the organization.
- VIII. The By-Laws as set forth herein, shall govern the activities and administration of Arnold Angels until such time as they may be amended, repealed or replaced by a majority vote of the general membership present at a Board or general meeting.
- IX. All records of the Arnold Angels shall be kept for a period of at least five (5) years.

## **BOARD OF DIRECTORS DUTIES**

- I. **PRESIDENT:**
- a. Make every effort to ensure the purpose of the organization is enhanced, promoted and carried out.
  - b. Preside at all meetings of the Board and general membership.
  - c. Partner with the Corresponding Secretary to notify all members of special and annual meetings at least thirty (30) days in advance.
  - d. Monitor the performance & commitment of all serving Board members, providing coaching and direction as needed.
  - e. Maintain an Office of the President binder that includes information on all activities and duties of the President.
  - f. Provide liaison to community organizations who are requesting assistance from Arnold Angels.
- II. **VICE PRESIDENT:**
- a. Preside at all meetings of the Board and general membership in the absence of the President.
  - b. Plan and prepare to assume the role of President if needed following a two-year term as Vice President.
  - c. Maintain an Office of the Vice President binder that includes information on all activities and duties of the Vice President.
  - d. Maintain and update periodically, and when necessary, the Arnold Angels By-Laws.
- III. **CORRESPONDING SECRETARY:**
- a. Receive all communications directed to the organization and prepare responses, as directed by the Board.

- b. Maintain a current roster of all Arnold Angels members.
- c. Design, create and publish all Arnold Angels membership communications.
- d. Support and enable fundraising communications as requested.
- e. Ensure the timely update of website information.
- f. Maintain an Office of the Corresponding Secretary Binder that includes information on all activities and duties of the Corresponding Secretary.

IV. **RECORDING SECRETARY:**

- a. Maintain a complete and accurate record of all Board and General Membership meetings.
- b. Maintain an accurate record of all Board member elections and Board member term dates.
- c. Support the President to ensure all Board member elections/re-elections are carried out consistent with the by-laws.
- d. Maintain a Recording Secretary binder that includes information on all activities and duties of the Recording Secretary.

V. **TREASURER:**

- a. Receive and account for all monies received and disbursed.
- b. Deposit all funds received in the name of Arnold Angels in a bank approved by the Board of Directors. Funds disbursed shall be by check. Signature authority shall be the Treasurer and one additional Board of Directors officer. Expenses in the amount of one thousand dollars (\$1,000.00) or less shall be paid at the discretion of the Treasurer. Expenses exceeding that amount will require Board authorization.
- c. Submit to the Board each month, with the exception of December, a monthly financial statement, as to the status of the organization's monies.
- d. Maintain an Office of the Treasurer binder that includes information on all activities and duties of the Treasurer.

VI. **WAYS AND MEANS:**

- a. Plan and conduct fund raising activities (i.e. Christmas Luncheon)
- b. Prepare a schedule of events for the year and present the preliminary draft to the Board for approval at the August meeting.
- c. Maintain a Ways and Means binder that includes information on all activities of the Ways and Means Officer.

VII. **MEMBER AT LARGE:**

- a. Assist Board Members when necessary.