

## **BYLAWS**

### **CHILD ASSISTANCE FUND BOARD OF THE SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOL (Not affiliated with the San Bernardino County Superintendent of Schools)**

#### **ARTICLE I NAME AND PURPOSE**

- Section 1.0 NAME  
The organization shall be called the Child Assistance Fund Board of the San Bernardino County Superintendent of Schools.
- Section 2.0 PURPOSE
- 2.1 To coordinate the work of the Child Assistance Fund
  - 2.2 To set the budget of the Child Assistance Fund
  - 2.3 To allocate the funds as budgeted by the Child Assistance Fund Board

#### **ARTICLE II OBJECTIVES**

- Section 1.0 OBJECTIVES  
To assist in providing some of the basic needs for children served by the San Bernardino County Superintendent of Schools who cannot receive sufficient help from other sources.
- 1.1 Provide funds for medical, vision, and dental services
  - 1.2 Provide clothing
  - 1.3 Provide morale building for individual students experiencing hardship
  - 1.4 Provide other services determined by Child Assistance Fund Board

#### **ARTICLE III VOTING BOARD MEMBERS**

- Section 1.0 Voting Board members of the Child Assistance Fund Board are chosen from among employees of the San Bernardino County Superintendent of Schools Office.
- Section 2.0 Appointments and/or elections to the Child Assistance Fund board shall be staggered to ensure the continuity of the Board.
- 2.1 Appointments and/or elections shall be made September 1 through October 31 annually.
  - 2.2 Board membership shall be made up of representatives from all three regions.

- Section 3.0 TERMS OF VOTING BOARD MEMBERS
- 3.1 Term of Board membership shall begin July 1 of the year of appointment or election.
  - 3.2 The appointment shall be until June 30, two years later, unless otherwise indicated.

#### **ARTICLE IV OFFICERS (ELECTION AND DUTIES)**

Any voting Board Member of the Child Assistance Fund Board shall be eligible to serve as an officer. The elected offices shall be Chairperson, Ex-Chequer, Secretary, and Treasurer.

- Section 1.0 CHAIRPERSON
- 1.1 The Chairperson shall be elected from the voting members of the Child Assistance Fund Board and shall serve a term of two years. (S)He may be re-elected for consecutive terms.
  - 1.2 The Chairperson's duties shall include presiding over meetings of the Child Assistance Fund Board, preparing agendas, performing all duties normally given to the chairperson of any organization, and such other duties as may be prescribed by the Child Assistance Fund Board
  - 1.3 See *Operating Instructions* for additional duties.

- Section 2.0 EX-CHEQUER
- 2.1 The Ex-Chequer shall be elected from the voting members of the Child Assistance Fund Board and shall serve a term of two years. (S)He may be re-elected for consecutive terms.
  - 2.2 The Ex-Chequer shall be an authorized signature for the Child Assistance Fund bank account. Duties shall include preparation of deposits and depositing funds into the Child Assistance Fund bank account.
  - 2.3 See *Operating Instructions* for additional duties.

- Section 3.0 SECRETARY
- 3.1 The Secretary shall be elected from the voting members of the Child Assistance Fund Board and shall serve a term of two years. (S)He may be re-elected for consecutive terms.
  - 3.2 The duties of the Secretary shall be to keep the minutes of the meetings of the Child Assistance Fund Board, transcribe and distribute the minutes, send notices as needed, make all reports as required by the Chairperson, and answer all correspondence.
  - 3.3 See *Operating Instructions* for additional duties.

Section 4.0 TREASURER

- 4.1 The Treasurer shall be elected from the voting membership of the Child Assistance Fund Board and shall serve a term of two years. (S)He may be re-elected for consecutive terms.
- 4.2 The Treasurer shall have custody of the Child Assistance Fund accounts, keep records of all financial transactions, and prepare required reports.
- 4.3 See *Operating Instructions* for additional duties.

Section 5.0 PROCEDURES

- 5.1 The officers shall be nominated by voting members of the Child Assistance Fund Board.
- 5.2 Elections of officers shall be held at the May meeting.
- 5.3 Officers shall be elected for a term of two years and may be re-elected to serve consecutive terms.
- 5.4 The term of all officers shall be from July 1 through June 30

Section 6.0 VACANCY

- 6.1 The voting members of Child Assistance Fund Board shall elect a Chairperson if the office is vacated.
- 6.2 The voting members of the Child Assistance Fund Board shall also elect a person to fill a vacancy for Ex-Chequer, Secretary, or Treasurer.
- 6.3 In the absence of the Chairperson from a meeting, any other voting Board member shall preside.

**ARTICLE V  
MEETINGS**

- Section 1.0 Meetings shall be held monthly, unless changed and notice is given to all Board members.
- 1.1 Special meetings shall be called by the Chairperson when deemed necessary.
  - 1.2 Board members must attend one meeting annually to remain as a member of the Child Assistance Fund Board.

**ARTICLE VI  
CHECKING AND SAVINGS ACCOUNT**

- Section 1.0 The Chairperson, Ex-Chequer, and Treasurer of the Child Assistance Fund Board shall be authorized to sign for the Child Assistance Fund checking account.
- 1.1 The signature of two of the above-named persons shall be required for any fiscal transaction to the Child Assistance Fund.
  - 1.2 In the absence of one of the above, the Secretary shall be authorized to sign for the Child Assistance Fund checking account.
  - 1.3 The Child Assistance Fund Board shall always maintain a minimum checking account balance of \$500.

**ARTICLE VII  
COLLECTION OF FUNDS**

- Section 1.0 Funds to promote the objectives of the Child Assistance Fund Board shall be made up of:
- 1.1.1 Donations from employees of the San Bernardino County Superintendent of Schools Office,
  - 1.1.2 Donations from interested persons or organizations,
  - 1.1.3 Interest from Child Assistance Fund accounts, and
  - 1.1.4 Reimbursements.

**ARTICLE VIII  
EXPENDITURES**

- Section 1.0 Expenditures exceeding two hundred dollars (\$200) made from the Child Assistance Fund accounts must be approved by the Child Assistance Fund Board.
- 1.1 Child Assistance Fund Board Members have the authority to approve a maximum of two hundred dollars (\$200) per calendar month in requests as prescribed by the approved Operating Procedures.
  - 1.2 Procedures used for distribution of funds shall be submitted to the Board for approval.
  - 1.3 Any employee of the San Bernardino County Superintendent of Schools Office may present a request for Child Assistance Fund monies to the Child Assistance Fund Board for consideration at a regularly scheduled meeting
  - 1.4 A written request is required.

**ARTICLE IX  
QUORUM**

- Section 1.0 A quorum of the Child Assistance Fund Board for any regular meeting shall be 51 percent of voting Board Members.
- 1.1 A quorum vote may be obtained through electronic communication,
- Section 2.0 A quorum of the Child Assistance Fund Board for any special meeting shall be 51 percent of the voting Board Members present.
- 2.1 All voting Board Members shall have been notified at least two days in advance of the meeting.