

Ridgewood Senior Princesses

-----Amended Bylaws 10-17-00-----



Purpose

To promote friendship and understanding between Father and Daughter.

Goals

The YMCA is dedicated to providing opportunities for people to achieve their greatest and most satisfying potential as human beings.

- Foster companionship and understanding and set a foundation for positive, lifelong relationships between parent and child.
- Build a sense of self-esteem and personal worth.
- Provide a framework for spending enjoyable, constructive and quality time together.
- Offer an important and unique opportunity to participate in community and volunteer work.

Bylaws

1. Adherence to the Bylaws

The Bylaws of the Ridgewood Senior Princesses are not intended to be restrictive or punitive. Rather, the aim of the Bylaws is to provide guidelines for the smooth, courteous, amiable, and equitable functioning of the organization. For this reason, adherence to the Bylaws is expected of all members of the Senior Princesses.

2. Eligibility for Membership

- a) Membership is open to a father and his daughter(s) traditionally beginning in the 5th grade. In the absence of a father, a surrogate father may substitute. Such surrogates include, but are not limited to, grandfather, uncle, or brother and must be at least 18 years of age.
- b) All members of Senior Princesses must be members in good standing of the Ridgewood YMCA and the Senior Princess Organization. New members are entitled to all privileges within the organization upon payment of their YMCA annual dues and Senior Princess annual operational fee.

3. Scheduled Meetings

- a) Quarterly meeting: Attendance is open to all members of the organization.
- b) Executive Committee meetings: Attendance is required by all Executive Committee members and is open to all Fathers. It occurs on the second Tuesday of each month, unless rescheduled by the Executive Committee.

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4. Senior Princess Events

- a) The organization will plan, publish and execute an annual calendar of events.
- b) The event files will be kept by the Chairman.
- c) The Events Coordinator will provide a folder to the Officer in Charge containing information to assist him in the preparation of the event. The Officer in Charge of an event is responsible for updating the folder and returning it to the Events Coordinator.
- d) Attendance at Senior Princess events are open only to members in good standing of the Ridgewood YMCA and the Senior Princess Organization.
- e) Members in good standing shall be eligible to attend SP events as soon as their dues are paid, including events for the year for which their dues are applied to. Eligible events shall be events occurring up to and including the SP Induction Dinner in the following year that their dues were applied to and at which time they may be inducted out of the Senior Princess Organization.
- f) Exemption from payment for a Senior Princess event must be obtained confidentially by the member from the Chairman prior to the event.

5. Campout and Event Policy

- a) Sign-up for campouts and events shall be on a first come, first served basis. Attendance is limited to members in good standing of the Ridgewood YMCA and the Senior Princess Organization. After a sell out occurs, the new names of those wishing to attend will be placed on a waiting list in the order in which their names were received.
- b) Attendance is limited to those who have paid admission. Payment is expected at the time of sign-up. If payment cannot be made at that time, special arrangements should be made by the individual with the Officer in Charge.
- c) Refund of payment to individuals who have paid and are subsequently unable to attend will be made if a replacement is available on the waiting list, or if organization incurs no additional expenses and/or is approved by the Executive Committee.

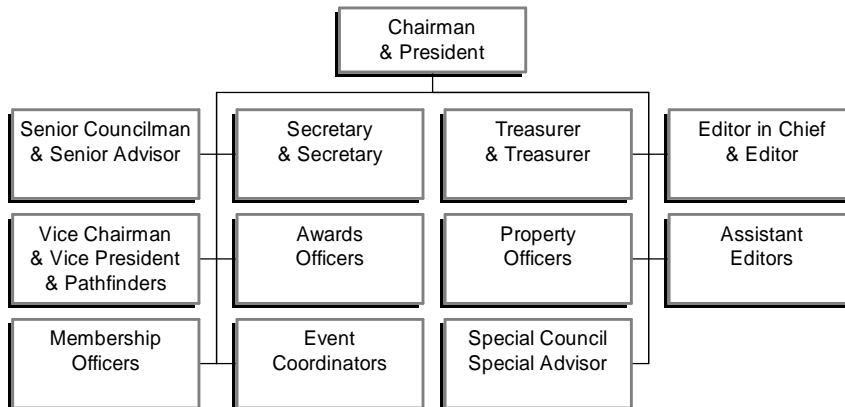
6. Organization and Officers' Duties

- a) The Senior Princess Council consists of a father (Executive Committee Officer) and daughter(s) (Officer) combination to fill each of the positions. All officers report to the Chairman and President. The Special Council(s) are responsible for providing council to the Chairman.

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- b) Unless delegated otherwise, the line of succession for presiding officer at Senior Princess activities (e.g., Executive Committee and Quarterly meetings, events, campouts, etc.) shall be: Chairman, Senior Councilman, Vice Chairman, Officer in Charge of the event, Events Coordinator, Secretary, Treasurer, Awards Officer, Property Officer, Membership Officer, Editor in Chief and Assistant Editor. The Special Council(s) is not in the succession of officers.



- c) All officers on the Executive Committee are required to attend the monthly Executive Committee meetings. If unable to attend a meeting, it is the responsibility of the officer to contact the Chairman. Three unexcused absences constitute grounds for dismissal of an officer by secret ballot of the other executive officers. A two-thirds majority of a quorum is required for dismissal (a quorum is defined as three-fourths of the officers).

- d) Specific duties:

Chairman/President

- Oversee and direct all Senior Princess activities.
- Oversee all fund-raising activities.
- Conduct monthly Executive Committee and Quarterly meetings.
- Represent the Senior Princesses at all ceremonies and public events.
- Act as liaison between the organization and the YMCA.
- Prepare the annual calendar of events.
- Oversee the annual budget preparation.

Senior Councilman/Senior Advisor

- Serve as induction officer at the annual induction ceremony.
- Advise and assist the Chairman and other Officers, as required.

Special Council/Special Advisor

- Advise and assist the Chairman, as required.

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Vice Chairman/Vice President

- Assist the Chairman as necessary.
- Oversee and direct Senior Princess recruitment.
- When applicable, conduct door prize raffles, including prize procurement
- Assist in the preparation of the annual budget.
- Oversee and direct the Pathfinders.
- Maintain an inventory of Senior Princess clothing for sale at all events.

Secretary/Secretary

- Record the minutes of each Executive Committee meeting and prepare a report of these minutes for each subsequent Executive Committee meeting.
- Maintain the Bylaws of the organization.

Treasurer/Treasurer

- Oversee the funds and the budget of the organization.
- Prepare a monthly financial report for presentation at each Executive Committee meeting.
- Assist in the preparation of the annual budget.
- Oversee the annual audit process with outside auditors.

Editor-in-Chief/Editor

- Coordinate and prepare information for the monthly publication of the Spotlight.
- Oversee the assembly and mailing of the Spotlight.

Assistant Editors

- Assist the Editor-in Chief as necessary.
- Prepare the new member's newsletter for the outgoing Indian Princesses in the Fall during recruitment.

Awards Officers

- Oversee procurement and inventory of event tags and awards.
- Distribute these to the membership at the events.

Event Coordinators

- Coordinate with the Officer in Charge to ensure reservations for events are completed.
- Work with the Officer in Charge on the maintenance of the events folder.
- Coordinate the procurement of supplies with the Officer in Charge and Property Officer.
- Suggest and implement new or replacement events.

Property Officers

- Maintain an inventory of all property owned by the organization.
- Responsible for return of items loaned out for use at events.
- Responsible for the procurement of supplies (e.g. food, drinks and paper products)

Membership Officers

- Collects and updates the membership data.
- Coordinates the membership data with the Ridgewood YMCA and assists in resolving individual membership discrepancies.
- Provides the Editor-in-Chief with monthly Spotlight mailing labels.
- Provides the Officers with updated membership rosters throughout the year.
- Provides the Editor-in-Chief with the Senior Princess birthday information.

Pathfinders

- Relay information to the membership monthly, and as needed.
- Inform the Vice Chairman on membership comments and suggestions.

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7. Election of Officers

- a) Nominations for officers commence at the October Executive Committee meeting and continue until the election. Any member in good standing of the Ridgewood YMCA and the Senior Princesses organization may be nominated for any open position.
- b) All positions are open, with the exception of:
 - Chairman/President, which is filled by the preceding Vice Chairman/Vice President.
 - Senior Councilman/Senior Advisor, which is filled by the preceding Chairman/President.
 - Special Council/Special Advisor, which is filled by all former Senior Princess Executive Committee Officers/Officers that are members in good standing.
 - Editor-in-Chief/Editor, which is filled by the preceding Assistant Editors.
- c) Election of officers occurs at the December Executive Committee meeting. All Fathers of the organization are permitted to vote for all open positions. Ballots are distributed only at the December Executive Committee meeting, votes are cast and ballots are collected. In the event of a tie, the three highest ranking Officers (per section 6B) in attendance will immediately cast another vote to determine the successful officer.
- d) Candidates that run unopposed will be elected into office without a ballot election.
- e) Each term of office is for one year, except the Special Council/Special Advisor, beginning immediately after the Induction Ceremony (approximately February) and ending on the following Induction Ceremony.
- f) For each term of office, an individual may run for one and only one position and hold one and only one position. There is no limit on the number of terms, consecutive or otherwise, that an individual may hold a particular office.
- g) No campaign flyers are permitted in the Spotlight under any circumstances.

8. Replacement of Officers

- a) In the event that replacement of an officer becomes necessary, the announcement will be made at the next scheduled Executive officers meeting. Nominations will be taken by the Chairman until the subsequent Executive Committee meeting, at which time the position will be filled by vote of the attending members. A simple majority is required for election.
- b) If no nominations are received for the opening, the position will be filled on an interim basis by existing officers on a shared rotating basis until the next general election.

9. Organization Funds

- a) A Spending to budget comparison shall be prepared, and presented at the December Executive Committee meeting by the outgoing Treasurer for the past year.
- b) The committee to compose the budget for the upcoming year will consist of the new Chairman, Vice Chairman, and Treasurer along with any Officer or former Officer that is appointed by the new Chairman. The budget will be prepared and presented at the January Executive Committee meeting and will include the amount of funds apportioned for each Senior Princess event. A copy can be sent to the Y.M.C.A. at the Y's request.

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- c) Senior Princess expenses which exceed the amount budgeted for said event by less than \$50.00, the Officer in Charge of the event may approve the extra expense. If expenses for an individual event that are foreseen to exceed the amount budgeted by \$50.00, the approval must be obtained from the Chairman by the Officer in Charge of the event.
- d) The Chairman, Vice Chairman and Treasurer have authorization to issue checks against the organization's funds for payment of expenses. For checks in excess of \$100.00, at least two of the Officers with authorization to sign checks must be made aware of this expense being written against the Senior Princesses checking account. All expenses will be paid by check only.
- e) A review of the organization's funds will be performed in June and an audit will be conducted before the next years Officer's assume their duties, before the Induction Ceremony, in January. A copy of the audit will be submitted to the YMCA within 30 days of completion.
- f) A year end financial accounting of all Senior Princess checking account activities by event will be forwarded to the YMCA by January 31st of the following year.
- g) An annual Senior Princess operational fee per family will be determined by the Executive Committee in September for the upcoming year. The operating fee is due to the Senior Princess Treasurer on or before December 31st of each year.

10. Amendments to the Bylaws

- a) Proposed amendments must be signed, dated and submitted in writing to the Chairman.
- b) The proposed amendment will then be read by the Secretary at the next two Executive Committee meetings. The Secretary will provide written copies of the proposal at the first reading. The Spotlight Editor will publish the amendment and the details in the following month's newsletter. Discussion of the proposed amendment will be conducted after the second reading at the same meeting. After this discussion, a vote will be taken by show of hands to determine if the proposed amendment will be accepted. A two-thirds majority of the members in attendance is required for acceptance of the proposed amendment or proposed revision.