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12.22.2014 Revised
BY LAWS OF
Camp Knutson Volunteers

ARTICLE I — NAME AND PURPOSE

Section 1 — Name: The name of the organization shall be **Camp Knutson Volunteers**.

Section 2 — Purpose: The purpose of Camp Knutson Volunteers (CKV) is to support Camp Knutson through acts of service including:

- camp programming assistance
- fundraising events
- camp grounds and facility maintenance

Section 3 – Structure: Camp Knutson is a service organization connected with and under the 501(c)(3) of Lutheran Social Service of Minnesota (LSS), a nonprofit organization incorporated under the laws of the State of Minnesota. Camp Knutson Volunteers is organized exclusively for the support of Camp Knutson which is dedicated to fulfilling the well-being of persons with special needs.

ARTICLE II — MEMBERSHIP

Section 1 - Eligibility: Membership shall be open to any volunteer who actively supports the purpose of Camp Knutson as described in Article I. Membership is granted after receipt of membership application and dues payment. Camp Knutson Volunteers prohibits discrimination against current or prospective members on the basis of race, color, gender, religion, age, disability, sexual orientation, or any other legally protected characteristics.

Section 2- Annual Dues: The amount required for annual dues is reviewed and set by the Board of Directors of CKV and approved by the membership. Dues for the organization, which support communication within the membership, are due by the beginning of the first membership meeting, to ensure voting rights. In order to maintain membership, dues must be paid each year.

Section 3 - Rights of members: Each member shall be eligible to cast one vote per issue in all membership meetings. If a member is unable to attend the meeting, they may specify the vote desired on a particular issue in writing. This vote must be submitted to the secretary 24 hours in advance of the vote.

Section 4 - Resignation and termination: Any member may resign by submitting a letter of resignation, which must include the date of resignation, to the secretary of CKV.

ARTICLE III — MEETINGS OF MEMBERS

Section 1 - Regular Meetings: A minimum of two regular meetings shall be held each year, at a date, time and place designated by the president of CKV. The spring meeting will be held for the purpose of organizing the volunteer activities for the upcoming season. A meeting in the fall will be held for the purpose of electing officers, reporting on the activities of the past summer and defining a direction for the coming year. The specific date, time and location will be designated by the president, announced, and posted 30 days prior to the meeting.

Section 2- Special meetings: Special meetings may be called by the president, the Executive Committee, or a simple majority of the Board of Directors of CKV. A petition signed by ten percent of the voting members may also call a special meeting. Special meetings will be posted 48 hours prior to the meeting.

Section 3- Notice of regular meetings: Notice of regular meetings shall be given to voting members. Two postings will be available: one written copy at the main office of Camp Knutson, and one via electronic mail, at the electronic address provided by each member. If a member wishes to receive a printed notice, they will notify the secretary, and a notice will be sent. The volunteer website will also post the meeting. Notice shall be **not** less than two- weeks (14days) prior to the meeting.

Section 4- Quorum: The members present at any properly announced meeting shall constitute a quorum.

Section 5- Voting: All issues to be voted on are decided by a simple majority of those present, plus any member votes received in writing by the secretary (Article II, Section 3), at the meeting in which the vote takes place.

Section 6 – Parliamentary Authority: Meetings will be conducted using **Robert's Rules of Order**. The vice-president of CKV shall have a copy of the Rules at each meeting. A meeting protocol is included in the Operational Recommendations document.

ARTICLE IV — BOARD OF DIRECTORS OF CKV

Section 1 — Board role and size: The Board is responsible for defining the Camp Knutson Volunteers mission, which is in concert with the LSS mission; setting policy and procedure; maintaining financial integrity; and providing overall leadership and strategic direction to the organization. The Board consists of the Executive Committee (president, past-president, vice-president, secretary,

treasurer, and marketing/communication chair and ex-officio positions which include chairman of the fundraising events, **membership chair**, and volunteer coordinator. The Board shall have no fewer than six members.

Section 2 — Terms: All Executive Committee officers, with the exception of the Treasurer, shall serve one-year terms, and may not serve in the same office consecutively for more than two years, unless **nominated and** re-elected. The Treasurer shall serve a two-year term. The vice-president will automatically become president for the following year. Board members serving in the ex-officio positions shall be appointed for one-year terms and may not serve the same position consecutively for more than two terms unless the Board of Directors unanimously votes to make an exception for the ex-officio term.

Section 3 — Meetings and notice: The Board of Directors shall meet at least twice a year, at an agreed upon date, time and place. An official board meeting requires that each board member has written notice at least two weeks in advance.

Section 4 - Conference calls and electronic meetings. Meetings may be held by conference call or Internet if all members can simultaneously hear one another and communicate. Members must have a copy of the agenda and be given notice of the meeting **two** weeks in advance.

Section 5 — Board elections: Election for open positions on the Executive Committee will take place at the annual fall membership meeting.

Section 6 — Election procedures: The Board of Directors shall appoint a five-member Election Committee to oversee the annual election of the Executive Officers, **which will include the Vice President, who will chair the committee.** All volunteer members are eligible to be part of the Election Committee, and will express their interest to serve at the spring membership meeting. The Board of Directors will select the Election Committee from the list of interested members following the spring meeting. The slate for the Executive Officers will be solicited from the entire membership of Camp Knutson Volunteers, and all nominations will be placed on the slate, presented and voted on at the fall meeting. If there are no nominations for an open position, it is the responsibility of the Election Committee to work with the Board of Directors to develop a slate of candidates. All candidates must be contacted prior to being nominated or placed on the ballot. Any member can nominate a candidate to the slate of nominees “from the floor” at the fall meeting. Following the Board elections, a list of Board Members will be submitted to the Board of Directors of Lutheran Social Service of Minnesota (LSS Board). The LSS Board or its designee will review and approve the CKV Board. The LSS Board has the right to remove any or all of the members of the CKV Board.

Section 7 — Quorum: A quorum must be attended by at least fifty **forty** percent of

board members for business transactions to take place and motions to pass.

Section 8 — Officers and Duties: There shall be a minimum of six members on the Board of Directors, consisting of the executive committee: president, **past president**, vice-president, secretary, treasurer, and marketing/communication chair. Advisory but non-voting members are past-president, chairman of fundraising committees, **membership chair**, and volunteer coordinator. Their duties include both Camp Knutson Volunteers membership meetings and Board of Directors meetings as directed by the Executive Committee, and are as follows:

The president shall convene all regularly scheduled meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice-president, secretary, treasurer, communications and marketing chair. The president shall also work directly with the Committee chairs to ensure the mission of the organization is maintained.

The vice-president shall chair committees, as needed or designated by the board. The vice-president shall chair the meetings in the absence of the president.

The secretary shall be responsible for keeping records of all board and membership actions, including overseeing the taking of minutes at meetings, sending out meeting announcements, distributing copies of the agenda and minutes to each member **electronically**, and assuring that organizational records are maintained.

The treasurer shall make a report at each board meeting. The treasurer shall support development of fundraising plans as needed, keep records of current membership dues, and make financial information available to all voting members. Financial reporting from the fundraising projects is made in conjunction with the Camp Knutson management.

The marketing/communication chair shall be responsible for maintaining the website, **chairing the marketing committee**, serving on the finance committee, **assuring that membership roster is accurately maintained**, and assisting in communications between the Camp and the volunteers. Publicity to the media, as well as **electronic newsletter** publishing will be coordinated by this position.

The past-president shall serve in an advisory capacity with no voting rights.

The volunteer coordinator and fundraising committee chairs shall keep the board informed of activities within their committees. The volunteer coordinator and fund-raising chairpersons shall be appointed by the executive committee.

Section 9 — Vacancies: When a vacancy on the executive committee exists mid-term, the executive committee members will submit nominations for the vacant position to the secretary two weeks in advance of a board meeting. These nominations shall be sent out to all voting members of Camp Knutson Volunteers, to be voted upon at the next membership meeting. These vacancies will be filled only to the end of the particular executive committee member's term.

Section 10 — *Resignation, termination, and absences:* Resignation from the board of directors must be in writing and received by the Secretary. A board member shall be terminated from the board for failure to execute their responsibilities as defined in the bylaws. A board member may be removed for other reasons by three-fourths vote of the remaining directors.

Section 11 — *Special meetings:* Special meetings of the board shall be called upon the request of the president, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least two weeks in advance.

Section 12 – *Board Member Liability:* The Camp Knutson Volunteers organization is part of the Lutheran Social Service (LSS) non-profit organization. Liability risk shall be covered under the LSS Errors and Omissions policy.

Section 13: *Accountability:* There is an interdependent relationship between Camp Knutson and Camp Knutson Volunteers. The planning process of the volunteers is based on programs, financing, and the needs of Camp Knutson. Collaboration and direct communication are the responsibility of both Camp Knutson Administration and Camp Knutson Volunteers. Banking, deposits and disbursements will comply with LSS policies and procedures.

ARTICLE V — CKV COMMITTEES

Section 1 — *Committee formation:* The board may create and dissolve committees as needed. The executive committee appoints all committee chairs.

Section 2 — *Executive Committee:* The five officers and past president shall serve as members of the Executive Committee: president, past president, vice president, secretary, treasurer, and marketing/communications **chair**. The President and Executive Committee are responsible for setting the agenda for both membership and Board of Director meetings.

Section 3 – *Finance Committee:* The **Camp Director** is the chair of the Finance Committee, which includes the treasurer, **the administrative assistant** from Camp Knutson, a representative from the fundraising projects, and the marketing/communications chair. The finance committee is responsible for developing and reviewing fiscal procedures, reviewing fundraising plans, and incorporating financial needs into the budget for fundraising events. The treasurer will be notified of any major change in budget needs. The fiscal year shall be the calendar year (October 1 – September 30th). Books and accounts shall be kept in accordance with generally accepted accounting procedures and shall be reviewed annually by the Accounting staff of LSS and included on the independent audit of LSS. Annual reports are required to be submitted to the board showing revenue,

expenditures, and pending income. The financial records of the organization shall be made available to the membership and board members.

Section 4: Election committee: An Election Committee, appointed by the Board of Directors, shall be responsible for organizing a slate of executive committee officers representing the association's diverse constituency as discussed in Article IV, Section 6.

ARTICLE VI – AMENDMENTS

Section 1 - Amendments: Proposed amendments may originate within the Camp Knutson Volunteers or within the Board of Directors. Amendments will be submitted to **the Secretary Executive Committee** for review, and will be sent to the membership prior to the membership vote at a regular meeting. The bylaws may be amended when necessary by two-thirds majority of the voting membership.

Once finalized, each board member will have access to a copy of the By-Laws, which may be a hard copy, or an electronic copy posted on the CampKFriends.com website on a password-protected section of the site.