

POD SQUAD Bylaws

Article I – General

Section 1

Name The name of this organization will be, Proving Our Determination Students Questioning Understanding Answering Doing, also referred to as POD SQUAD.

Section 2

Status POD SQUAD Youth Pod is an association of high school volunteers who are governed by a board of trustees that operates under the administrative umbrella of the FM Area Foundation. While not technically a 501(c)(3) organization it will nonetheless pursue it's mission and values (as defined herein) as a purely public charity which would qualify as a 501(c)(3) organization if it chose to apply for that status with the IRS.

Section 3

Mailing Address The mailing address of POD SQUAD will be to Youth Pod Navigator Carol Gwin, at 604 West Thorpe Avenue, Ada-Borup High School, Ada, MN 56510.

Section 4

Web Address The web address of POD SQUAD will be “TBD”

Section 5

Mission It is the mission of POD SQUAD to effectively enhance our community and use our time, talents, and treasury to make a positive and lasting difference for all Norman County. POD SQUAD unite!

Section 6

Values POD SQUAD is a place where the values of responsibility, honesty, trust, and respect are used in all that it does.

Section 7

Fiscal Year The fiscal year of POD SQUAD begins the first day of the month of August and ends at the close of the last day of the following month of May.

Article II – Membership

Section 1

Members POD SQUAD is comprised of six members from each of the following high schools in Norman County: Ada-Borup, Norman County East, and Norman County West (from grades 8-12).

Section 2

Selection of New Members POD SQUAD members will speak to their seventh grade classes in their school district about POD SQUAD and the responsibilities membership brings. Interested students may take an application that needs to be filled out and returned to the school office by a set deadline. These applications may be either typed or handwritten. The applications from a school district will be reviewed by the POD SQUAD member from the other two school districts. If more than applications are turned in by the set deadline from a single district, then the POD SQUAD member from that school district must review and choose the ten top-rated applications before they are reviewed by the POD SQUAD board. The POD SQUAD board will interview the three top-rated applicants from each school district. Following the interviews, the POD SQUAD board will vote on the candidates. A simple majority vote is needed for approval of new members.

Section 3

Term of Membership Membership will last from the time of selection to May 31 of a member's senior year of high school.

Section 4

Vacancies The same procedures used to select new eighth grade members as mentioned in Article II, Section 2 will be used to select new members at the school of the vacancy.

Section 5

Attendance Attendance is highly emphasized by POD SQUAD. After two absences (partial or full) from regular meetings or from committed activities in one fiscal year, the POD SQUAD board will review the member's status. Absence is only accepted for valid reasons. Valid reasons are determined by the POD SQUAD. This act is discretionary.

Section 6

Voting Rights Members in good standing can vote on all matters. Those members who have a direct conflict of interest will inform the board of such a conflict and will not vote on that issue. If a member is going to miss a meeting, that member may give their vote to another member of choice. The proxy vote must be in writing, and is only good for that meeting. If no proxy vote is given, then the vote is lost if need for a simple majority vote. If the business at hand requires a supermajority vote, then the vote is given to the most senior member from the school district of the absent member..

Section 7

Loss of Voting Rights & Membership Upon a member's suspension from school, an evaluation of reasoning for the suspension will be conducted by the POD SQUAD members at the next meeting. Members are not allowed to attend meetings while their suspension is being reviewed. The POD SQUAD members will judge the severity of the situation and decide upon the appropriate actions to take. This act is discretionary, and can lead to a loss of voting rights or membership termination. Criminal activity of any sorts conducted by a member will be evaluated the POD SQUAD members, and, if upheld, will result in membership termination.

Article III – Meeting Procedure

Section 1

Regular Meetings Regular POD SQUAD meetings will be held once a month, starting in August and ending in May.

Section 2

Special Meetings Special POD SQUAD meetings can be called by the highest office ranking officer of the POD SQUAD, upon approval by a POD SQUAD Navigator. These are to be called only to handle urgent business.

Section 4

Quorum The quorum needed to conduct business and business and vote is two POD SQUAD members from each school district.

Section 5

Voting A simple majority vote is need for non-monetary matters. For monetary matters, a 75% vote is needed

Section 6

Governance of Meetings POD SQUAD meetings are governed using a simple form of parliamentary procedures. Meetings are called to order, recessed, resumed, and adjourned. Motions are proposed, voted upon, and then either approved or denied. Motions can also be table. Minutes are recorded for the board meeting.

Article IV – Officers

Section 1

General Eligibility Any POD SQUAD member that has been on the board for a period of at least one year may run for an officer position, as long as that member vows to carry out the responsibilities that officer position holds. However, many officer positions have additional specific qualifications..

Section 2

Election of Officers During the regular POD SQUAD meeting in March, any POD SQUAD member who meets general eligibility requirements as stated in Article IV, Section 1 may run for an officer position, as long as they meet the specific requirements for the officer position that they choose. Members also have the ability to nominate another board member for an officer they have either accept or decline the nomination before officer elections. Officer elections will take place during the regular POD SQUAD board meeting in April. If a board member is the sole candidate for an officer position at the time of election, then that member automatically secures that officer position. If two or more members are candidates for an officer position at the time of the election, then a simple majority vote is needed to win. If a simple majority is not reached for any candidate, then the two candidates with the most votes will take part in another round of voting. This round will determine which candidate gets to hold that officer position. Board members elected to an officer position will take control of that position at the start of the upcoming fiscal year.

Section 3

Term of Office The term of office for each officer will be one year. A board member can only hold a particular officer position for two terms, but is free to hold an officer position in general from the time the member meets the officer general eligibility requirements as stated in Article IV, Section 1 until May 31 of that member's senior year of high school.

Section 4

Removal of Office Removal from office is the same as stated in Article II, Section 7. In addition, officers who visibly do not meet that position's responsibilities may be brought to the attention of the POD SQUAD members for evaluation.

Section 5

Vacancies Vacant officer positions will be filled by a special election. This election will follow the same procedures as stated in Article IV, Section 2.

Section 6

President The President will preside as chairman of the POD SQUAD board. The duties of this officer position include knowing and leading the POD SQUAD board meetings agendas, keeping board members on task, and appointing temporary committees when needed. If the President is absent from a meeting, he or she should appoint another officer to run the POD SQUAD board meeting. If an officer was not appointed by the President, then the POD SQUAD board will briefly discuss which officer will run the meeting. Once the issue is discussed, it will be voted upon. A simple majority is needed.

Section 7

Secretary The duties of the Secretary include writing letters to all grant applicants, stating the board's decision concerning their grant proposal, and filling out and returning check requests to the FM Area Foundation. The Secretary also must keep a true and complete book of records of the POD SQUAD board meeting proceedings, sending a monthly report of these to the POD SQUAD Navigators and to the Dekko Foundation, handling all non-grant related correspondence, and notifying all POD SQUAD members and guides of upcoming meetings and events.

Section 8

Treasurer The Treasurer will preside as chairman of the POD SQUAD Budget Proposal Committee.. It is the duty of this officer position to keep the POD SQUAD board updated concerning the status of the POD SQUAD permanent and nonpermanent funds.

Article V – Committees

Section 1

General Eligibility Any POD SQUAD member may hold a position on a committee, as long as that member vows to carry out all the responsibilities that position entails. However, some committees have special eligibility requirements.

Section 2

Budget Proposal Committee The Budget Proposal Committee meets annually to calculate the budget for the upcoming fiscal year and write the grand proposal for the amount to the Dekko

Foundation. The President, Treasurers, and Secretary hold positions on this permanent committee. The chairman of this committee is the Treasurer.

Article VI – Amending Bylaws

Section 1

Method The POD SQUAD bylaws can be amended by the POD SQUAD with a 70% majority vote. Amendments must be submitted in writing to the POD SQUAD board and will be reviewed that the following meeting.