

**BIG BROTHERS BIG SISTERS
ROCK, WALWORTH AND JEFFERSON COUNTIES, INCORPORATED
BYLAWS**

I GENERAL

A. NAME AND OPERATING AREA

The name of the Corporation is Big Brothers Big Sisters of Rock, Walworth and Jefferson Counties, Incorporated. The Corporation shall restrict its service activities to Rock, Walworth and Jefferson Counties in Wisconsin.

B. MISSION AND VISION STATEMENTS

1. The mission of Big Brothers Big Sisters of Rock, Walworth and Jefferson Counties, Incorporated is to provide services that develop a one-to-one child/volunteer relationship to mentor children and assist them in reaching their fullest potential.
2. Within our tri-county area, our vision is to recruit and retain exceptional staff and volunteers who listen, assess, discuss and support our efforts to provide quality programming.

C. STATEMENT OF PURPOSE

1. The purpose of this corporation, in accordance with its articles of incorporation, is:
 - a) To aid boys and girls in their healthy and functional growth into positive adult members of society and of their communities;
 - b) To assist these children in their social, emotional and character development through specialized techniques in human services developed and utilized by the Corporation, its member agencies and other lay and professional persons;
 - c) To provide on-going supportive services to selected volunteer Big Brothers and Big Sisters;
 - d) To provide selected special services to the families of these children as required;
 - e) To join with other organizations providing human services to such children and their families and creating a climate of maximum human growth and development through common research, education and action.
2. The principal means for carrying out the mission and vision of this Corporation shall be the "ONE TO ONE" philosophy whereby a man and boy, a woman and girl, or a couple and boy or girl shall be brought together after proper study of each case by a qualified staff member. The Corporation shall develop and maintain the necessary procedures for carrying out this philosophy.
3. It shall be the responsibility of the Corporation to recruit qualified men and women for boys and girls in need of mentoring and to maintain operations in keeping with recommended standards by Big Brothers Big Sisters of America.

D. POWERS

1. The Corporation shall have the power to obtain, receive, hold, administer and expend property and funds in accordance with the policies and principles of the Corporation. Such funds shall be secured in accordance with

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sound principles and policies and shall be deposited to the credit of this Corporation. An independent accountant reviewed annual statement of receipts, expenditures, assets and liabilities of the Corporation, shall be made to the Corporation Board of Directors.

2. No part of the net earnings of the Corporation shall be of the benefit of any private individual, and no substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation.

E. GENERAL MEMBERSHIP

1. There shall be one class of general members, which shall consist of all members of the Board of Directors, all members of standing or board directed committees, all Big Brothers and Big Sisters, and Parents of Little Brothers and Little Sisters.
2. Members of the Corporation are eligible to attend the annual meeting and any special meeting of the general membership.
3. No one shall be excluded from general membership on the basis of age, race, creed (religion), color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the National Guard State Defense Force, or any military reserve unit and the use or non-use of lawful products off the Corporation's premises.

F. MEETINGS OF GENERAL MEMBERS

1. Annual meeting – The Annual Meeting of the general members of this Corporation shall be held each year at a time and place selected by the Executive Committee. This is usually held in conjunction with the agency's Winter Party in December.
2. Responsibility – The general members of the Corporation shall give final approval of the elected Board of Directors' members.
3. Notice of Meetings – Notice of the annual meeting of the general members of this Corporation shall be given by mail, addressed to the last known address and mailed at least ten days before the time fixed for the meeting.
4. Voting – Each general member of the Corporation shall have one vote at each meeting of the general members.
5. General Membership Quorum – The general members present at a duly called meeting shall constitute a quorum.
6. Special Meeting – The President or any twenty-five percent of the general members may call special meetings of the membership of this Corporation. The Secretary shall make the membership role available to any members for that purpose. The general membership shall be notified by mail, addressed to the last known address and mailed at least ten days before the time fixed for the meeting.

II FINANCIAL MANAGEMENT POLICY

A. STATEMENT OF PURPOSE

There shall be a Finance Committee, chaired by a member of the Board of Directors, which includes a minimum of three committee members who oversee and review the financial management of the agency. The Board Treasurer shall sit on the Finance Committee. The Finance Committee shall meet

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no less than three times a year. The Finance Committee shall also prepare, review and approve the annual budget of the agency and submit it to the Board of Directors for approval.

B. BUDGET ACCOUNTABILITY FOR EXPENDITURES

1. The Executive Director is authorized to expend funds under the fiscal budget up to \$200.00 without written request to the Finance Committee.
2. All expenditures by check require two signatures. Positions pre-authorized to sign checks for the agency are President of the Board of Directors, the Executive Director, Vice President of the Board of Directors and Treasurer of the Board of Directors.

C. PAYMENT OF BILLS

1. All bills shall be paid within sixty days of receipt. For cash flow purposes, the Executive Director may defer payment of bills up to ninety days with approval of the Treasurer. Big Brothers Big Sisters shall make every effort to qualify for discounts offered for timely payments.
2. The Treasurer shall meet with the Executive Director every two weeks to pay bills and process payroll.

D. PETTY CASH

1. Petty cash amounts shall not exceed \$200.00 per office. Requests for petty cash must come from the Executive Director and shall be initiated when \$200.00 in expenditures has been reached or at the end of the month. The Executive Director will give all requests for petty cash to the Treasurer or Accountant.
2. Receipts must be handed in to the Executive Director upon request for replenishment of petty cash.
3. A request may be made for an increase to petty cash in the case of an agency event that requires a larger amount. That amount shall be deposited immediately after the event has concluded.

E. HANDLING OF CASH

1. Income received in the form of cash shall be brought to the main office and prepared for deposit. If at all possible, two people should count and verify the cash.
2. If the cash is received at an event for which the Executive Director and a Board member are present, the cash shall be counted and verified by both the Board member and the Executive Director. If the Director is not present, another staff person or Board Member may be designated to be responsible for the cash.

F. HANDLING OF CHECKS

All checks received by the agency must be brought to the main office for deposit. At no time can a check be deposited unless it is stamped "For Deposit Only" and deposited into the agency's account. No staff person or Board Member shall cash a check made out to the agency. Under no circumstance are checks to be handled in any other way than depositing. The Executive Director or the authorized Board Member shall make deposits.

G. BANK ACCOUNTS

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The agency shall maintain bank accounts for funds received from donors, contributors, United Ways, etcetera.

H. ANNUAL AUDIT

The agency shall arrange for an accounting review to be completed by an independent accountant. A copy of the final report is to be given to each of the area United Ways from which the agency receives funding.

I. FILING OF ANNUAL STATE AND FEDERAL FORMS

It is the responsibility of the Treasurer to annually file, prior to the due date, all required Federal and State forms, including the Federal 990, as well as verifying that all appropriate forms have been filed for the previous year.

J. ACCOUNTABILITY FOR RESTRICTED DONATIONS AND GRANTS NOT BUDGETED

1. If the agency receives an unbudgeted, restricted donation during a fiscal year, the Executive Director may expend that donation without Board approval for the purposes defined by the donor.
2. Should the agency receive a restricted donation for goods, expenses, or services already budgeted, the restricted donation shall be used in lieu of unrestricted income, not in addition to it.
3. All restricted income and expenditures shall be summarized for each grant or donation.
4. When appropriate, the Executive Director shall be authorized to establish restrictions on unrestricted donations which the agency may receive.

K. ANNUAL FISCAL YEAR BUDGET APPROVAL

The Board of Directors will approve next years annual budget by no later than the November Board of Directors Meeting.

L. FINANCIAL MANAGEMENT COMMUNICATION POLICY

All Staff and Board Members of the agency shall understand and abide by the agency Financial Management Policy.

III POLICY ON AGENCY ACTIVITIES

A. STATEMENT OF PURPOSE

Whereas Big Brothers Big Sisters has undertaken the task of matching adult volunteers with children and accepting children for a waiting pool for adult matches, it is essential that a minimum amount of organized group activities be arranged under acceptable guidelines. It is the intent of this policy statement to set forth those guidelines for Big Brothers/Big Sister activities.

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B. ACTIVITY STANDARDS

1. All little brothers and little sisters are to be accompanied by their own big brother or big sister. Unmatched youths may participate if accompanied by a parent or guardian.
2. Each big brother and big sister is responsible for the conduct of their own little brother or little sister.
3. Adult volunteers will refrain from the use of alcohol at agency functions where littles are in attendance.
4. No conduct detrimental to the agency will be permitted by either adult volunteers or children. Sanctions will be at the discretion of the agency staff.

C. ACTIVITY FUNDING

1. Matched Activities
 - a) The adult Big Brother/Big Sister is responsible for himself or herself and the child match.
 - b) Limited agency funding for activities will be available as recommended by the Executive Director and approved by the Board of Directors.
2. Unmatched Activities
 - a) The primary source of funding will be the parent or guardian.
3. Outside Funding Sources
 - a) Funding or participation by outside groups is encouraged.
 - b) Donations of tickets for activities may be accepted, if such donations are made within reasonable time prior to the event and if such donations do not require additional staff time for implementation.

D. IMPLEMENTATION OF POLICIES

1. The Executive Director will be responsible for implementing and supervising the above policies.
2. The Executive Director shall be required to report to the Board of Directors twice per year on the agency activities.

IV POLICY ON BOARD OF DIRECTORS MEMBERSHIP

A. STATEMENT OF PURPOSE

Whereas the responsibility and operation of Big Brothers Big Sisters Rock, Walworth and Jefferson Counties, Inc. rests solely with its Board of Directors, it is in the interests of the organization to detail the meaning of board of director membership. It is the intent of this enactment to establish policies for participation on the Board of Directors to achieve the agency goal of highly qualified active board members.

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B. BOARD MEMBER LIABILITY

Under Wisconsin law, responsibility for all activities of Big Brothers Big Sisters Rock, Walworth and Jefferson Counties, Inc. rests with the members of the Board of Directors collectively and individually. The enactment of a policy statement facilitates full understanding of that responsibility.

C. STANDARDS FOR BOARD MEMBER SELECTION

1. Volunteers will be considered:

- a) Without regard to race, creed, color, handicap, marital status, sex, national origin, ancestry, or sexual orientation.
- b) Who are 18 years of age or older
- c) Who are committed to helping children
- d) Who are model citizens in the community
- e) Who are representative of the community spectrum
- f) Who are committed to being actively involved on at least one committee and at board meetings
- g) Who complete a Board Member Application
- h) Who complete orientation according to guidelines and procedures as established by the Nominating Committee.

2. Volunteers will not be accepted who:

- a) Have alcohol or drug problems.
- b) Engage in reckless or life threatening behavior or exhibit violence.
- c) Have a history of child molestation or abuse.
- d) Are unable to relate to the agency professional during an interview.
- e) Have a tendency to oversimplify the entire process.
- f) Have an excessive need for appreciation.
- g) Have a tendency to insist on their own standards.
- h) Have a history of mental illness.
- i) Have an inability to handle their own domestic life.
- j) Have insufficient free time or are already over-committed.
- k) Are unable to give the Agency three references who will submit reference letters on the applicant.
- l) Cannot abide by the guidelines, rules, and policies of the BB/BS program.
- m) Have previously been dismissed from this or any other BB/BS agency.

D. BOARD REVIEW

1. When a board vacancy exists or at the December election, the board will be presented with a recommendation of the Nominating Committee of a candidate for the vacancy.
2. An affirmative quorum vote of the board is necessary for the election of a candidate to the board.

E. REIMBURSEMENT OF BOARD MEMBER EXPENSES

1. No expense of board members will be reimbursed, unless prior approval is granted by two-thirds (2/3) of the board members. Expenditures must be submitted for reimbursement with a documented receipt for the purchase.
2. Expenses for the following may be considered with prior approval of the full board:

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- a) Partial reimbursement for attendance at state, regional, and national conferences.
- b) Partial reimbursement for any board training sessions or recruitment expenses.

F. PERFORMANCE REQUIREMENTS OF BOARD MEMBERS

1. Regular attendance at board meetings.

- a) Attendance at two-thirds (2/3) of monthly board meetings each year.
- b) Reasonable excuses shall be relayed to the Board Secretary or the Executive Director prior to the meeting, if possible.
- c) Three unexcused consecutive absences or failure to attend two-thirds (2/3) of monthly meetings, will be cause for review by the Board Secretary and the Executive Director, with final authority resting with the Board of Directors. If a Board Member misses two consecutive Board Meetings, they will receive a courtesy call from the Board Secretary.
- d) Board performance, attendance and commitment statements are evaluated at a minimum of twice a year to ensure goals set by each Board Member and the entire Board are being met.

2. Preparation, Training and knowledge of materials for effective participation.

- a) Preparation of necessary materials from committee assignments for board review.
- b) Training and leadership development will be provided on an ongoing basis through national and regional conferences, workshops, on-line at www.agencyconnection.bbbsa.org and at staff and board meetings.
- c) Review of material sent in anticipation of board meeting.

3. Each board member shall serve on at least one committee. As a committee member, adherence to the Committees Policy is expected.

4. Strict adherence to confidentiality must be observed. Confidentiality observed means anything regarding staff or procedures, bylaws, etc. A completed and signed Confidentiality Statement must be on file for each term of service.

5. Strict adherence to professional standards of conduct is required when representing the Agency and/or Board of Directors at any function.

- a) Failure to abide by these standards of conduct can result in disciplinary action up to an including termination of membership.

G. DISMISSAL OF BOARD MEMBER

1. Dismissal of a member may only occur through action by the Board of Directors.

2. Members recommended for dismissal shall have a right to be heard. The Nominating Committee will request a review by the Board of Directors. Said member shall be notified at least one week in advance of the time and the place wherein the Board shall consider their case.

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3. Notice of the Action shall be sent, in writing, to the member by the Board President.

V BOARD OF DIRECTORS

A. NUMBER OF DIRECTORS

The governing body of this Corporation shall be a Board of Directors consisting of not more than twenty-one individuals.

B. ELECTION AND TERM

Directors shall be elected for an initial term of two (2) years commencing upon election date. Board member terms may be extended yearly for a one (1) year term upon the submission of the name by The Nominating Committee to the Board of Directors. An affirmative quorum vote by members of the Board of Directors at a duly called regular or special meeting will be necessary for confirmation.

C. RESPONSIBILITY

The Board of Directors shall manage the affairs of the Corporation, elect the officers of the Corporation, and amend the articles of Incorporation and bylaws.

D. VACANCIES

The Board of Directors, in its discretion, may fill vacancies of members and officers at any time.

E. QUORUM

Two-Thirds of the Entire Board Membership of this Corporation shall constitute a quorum at any duly called regular or special meeting. A simple majority shall constitute a unanimous decision for any motion placed before the Board of Directors. In the event of a bound vote, the President shall cast the deciding vote.

F. MEETINGS

The Board of Directors shall meet a minimum of ten times a year. Additional meetings may be called by the President as long as at least seven days notice is given to the members prior to the meeting.

G. ABSENCE

Any member of the Board of Directors missing three consecutive regularly scheduled Board meetings, or failing to attend a minimum of two-thirds of the last 12 regularly scheduled Board meetings, shall be deemed to have submitted his/her resignation to the office of the Board of Directors subject to the approval of the Board of Directors.

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VI OFFICERS

A. OFFICERS

The officers of this Corporation shall be President, Vice-President, Secretary and Treasurer and other such officers as may be determined by the Board of Directors.

B. ELECTION AND TERM

Officers shall be elected annually.

C. DUTIES OF THE OFFICERS

1. The President shall preside at all meetings of the Corporation, at meetings of the Board of Directors and at the Executive Committee; appoint all committee chair persons, be an ex officio member of all committees and transact such other business as may arise pertaining to the office.
2. The Vice-President shall perform the duties of the President in the President's absence. In the event of the death or disability of the President, he/she shall assume his/her duties until the Board of Directors fills the office. He/She shall assume responsibilities for overseeing committees as assigned by the President.
3. The Secretary shall keep the minutes and other official reports of the Corporation and shall conduct the official correspondence of the Corporation. The Secretary shall perform such other duties as may be assigned by the Board of Directors.
4. The Treasurer shall oversee all money and payment duly authorized by the Board of Directors. The Treasurer shall report monthly in documented format the condition of the treasury to the Board of Directors and the members and submit the books or records to the Board of Directors whenever required. The treasurer shall serve on the Finance Committee and such other committees as shall be designated by the President.

VII BOARD OF DIRECTORS MEMBERSHIP RECRUITMENT PROCEDURES

A. STATEMENT OF PURPOSE

There shall be a standing Board of Directors to conduct the business of the corporation. These procedures shall be followed to ensure the Board maintains a sufficient number of members to accomplish the business of the corporation. All vacancies will be filled with a minimal period of vacancy. These procedures shall be enforced by the President as part of the duties of the Nominating Committee and in turn the Executive Committee for their prospective roles.

B. PROCEDURES

1. Prospective Board of Directors members will be contacted via mail or phone expressing the needs of Big Brothers Big Sisters Rock, Walworth & Jefferson Counties, Inc.
2. Following this contact, an Executive or Nominating Committee member will make personal contact with prospective member to arrange a meeting for further discussion.

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3. Following the meeting, the candidate will be invited to attend the next Board of Directors meeting to observe and address any concerns.
4. Following the candidates' attendance at the meeting, the Nominating Committee will contact the candidate to further discuss their interest in becoming a member of the Board of Directors.
5. During the next regular board meeting, upon nomination, the candidate will be voted for board membership.
6. Upon election to the Board of Directors, the new member will meet with a member of the Executive Committee for orientation and training.
7. Upon completion of orientation and training, the new member will be appointed to a committee meeting their ability and interests.

VIII POLICY ON COMMITTEES

A. STATEMENT OF PURPOSE

Whereas the work of the Board of Directors is done at the committee level, it is in the interests of the organization to detail the nature, duties and responsibilities of its membership. It is the intent of this policy to establish policies for participation at the committee level that will help achieve the goal for the agency of active, working committees.

B. COMMITTEE MEMBER LIABILITY

Under Wisconsin law, responsibility for all activities of Big Brothers/ Big Sisters Rock Co., Inc. rests with the members of the Board of Directors, in keeping with the Board of Directors policy.

C. STANDARDS FOR BOARD MEMBER SELECTION

1. Volunteers will be considered:
 - a) Without regard to race, creed, color, handicap, marital status, sex, national origin, ancestry, or sexual orientation.
 - b) Who are 18 years of age or older
 - c) Who are committed to helping children
 - d) Who are model citizens in the community
 - e) Who are representative of the community spectrum
 - f) Who are committed to being actively involved on at least one committee and at board meetings
 - g) Who complete a Board Member Application
 - h) Who complete orientation according to guidelines and procedures as established by the Nominating Committee.
2. Volunteers will not be accepted who:
 - a) Have alcohol or drug problems.
 - b) Engage in reckless or life threatening behavior or exhibit violence.
 - c) Have a history of child molestation or abuse.

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- d) Are unable to relate to the agency professional during an interview.
- e) Have a tendency to oversimplify the entire process.
- f) Have an excessive need for appreciation.
- g) Have a tendency to insist on their own standards.
- h) Have a history of mental illness.
- i) Have an inability to handle their own domestic life.
- j) Have insufficient free time or are already over-committed.
- k) Are unable to give the Agency three references who will submit reference letters on the applicant.
- l) Cannot abide by the guidelines, rules, and policies of the BB/BS program.
- m) Have previously been dismissed from this or any other BB/BS agency.

D. COMMITTEE MEMBER APPOINTMENT

- 1. Chairman must be a Board member appointed by the Board President, which is according to agency policy.
- 2. Staff member liaison will be appointed at the discretion of the Executive Director.
- 3. Board members will be assigned according to the Board of Directors policy and by-laws.
- 4. Members of the community will be appointed by the Board President in cooperation with the committee chairperson. Committee membership is not limited to Board members.

E. COMPOSITION/DUTIES OF COMMITTEES

- 1. Duties of each committee are prescribed in the agency by-laws.
- 2. Duties for and membership of Ad Hoc Committees shall be determined by the Board of Directors in accordance with agency by-laws.
- 3. Committee Composition
 - a) Standing Committees
 - (1) Executive Committee is composed according to agency by-laws.
 - (2) Finance Committee is composed of the Board Treasurer and any other members appointed in accordance with agency by-laws.
 - (3)
 - (4) Program, Nominating and Fundraising Committees are composed as prescribed in the agency by-laws.
 - b) Ad Hoc Committees
 - (1) Special Events/Fundraising Activities will be composed of the Fundraising chair as the chair of this committee, and other such members as selected according to agency by-laws. The Fundraising Committee Chair is not required to attend all sub-committee meetings.
 - (2) Other such committees will be composed according to agency by-laws.

F. PERFORMANCE REQUIREMENTS OF COMMITTEE MEMBER

- 1. Committee Chair

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- a) Assume responsibility for coordination and direction of all committee work and activities.
- b) Prepare committee report to be submitted to the Executive Committee one week prior to the Board meeting.
- c) Make oral report to Board of Directors monthly.
- d) Submit financial report of committee expenditures and projections for the next fiscal year by October 1 of each year.
- e) Attend Budget meetings according to current United Way budgeting requirements. A committee member shall attend in the event the Committee Chair is unavailable.
- f) Abide by all Financial Management policies.
- g) Attend other meetings as may be required for proper conduct of corporate management.

2. Committee Members

- a) Regular attendance at committee meetings. Courtesy requires informing the chair of expected absence. Meetings will be monthly or as needed.
- b) Preparation and knowledge of materials for effective participation at committee meetings.
- c) Commitment to be actively involved in committee activities.
- d) Strict adherence to confidentiality of all committee or other agency business. A completed and signed Confidentiality Statement shall be on file for each term of service.

G. REIMBURSEMENT OF COMMITTEE MEMBERS

- 1. No expenses of committee members will be reimbursed, unless prior approval is granted by an affirmative quorum vote of the board. Expenditures must be submitted for reimbursement with a documented receipt for the purchase.
- 2. Expenses for the following may be considered with prior approval of the full Board:
 - a) Partial reimbursement for attendance at state, regional and national conferences.
 - b) Partial expenses for any board training sessions.

IX COMMITTEE CHAIR VACANCY SELECTION PROCEDURES

A. STATEMENT OF PURPOSE

There shall be a Committee Chair for all standing committees and the Committee Chair will be a member of the Board of Directors. These procedures shall be followed to ensure all committees are chaired at all times with a minimal period of vacancy. These procedures shall be enforced by the

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President as part of the duties of the Executive Committee, which, he/she chairs in accordance with the Big Brothers Big Sisters Rock, Walworth & Jefferson Counties, Inc. Bylaws.

B. PROCEDURES

1. Committee Chair vacancies will be announced to the Board of Directors as soon as possible in writing.
2. Those parties interested in filling the position shall make themselves known to the President.
3. The President shall develop a list of all qualified candidates and personally contact each of them. If the candidate is not a Board of Directors member an invitation to the next meeting will be issued.
4. Current Board of Directors members shall be discussed and reviewed by the Executive Committee for appointment by the President.
5. Non-Board of Directors members will be covered by the Board Recruitment plan currently in use. After being elected to the Board of Directors they shall be appointed to the committee chair.
6. Each committee chair shall be responsible for developing and maintaining committee membership.
7. The Executive Committee shall evaluate the performance of each committee and assess future needs.
8. All standing committees shall operate in accordance with Big Brothers Big Sisters Rock, Walworth & Jefferson Counties, Inc. by-laws, policies and procedures.

X STANDING COMMITTEES

A. There shall be the following standing committees:

Executive Committee, Nominating Committee, Finance Committee, Fundraising Committee, Program Committee and such other committees as may be determined by the Board of Directors.

B. Membership, other than the chairperson, is not limited to board members. Each member shall be appointed by the President in cooperation with the chairperson.

C. All actions of each committee shall be submitted to the Board of Directors for approval. Short notice requirements for approval may be submitted to the President for approval between regular meetings of the Board of Directors.

D. Minutes of all committee meetings shall be kept on file in the Corporation office.

E. DUTIES OF THE COMMITTEES

1. The Executive Committee:
 - a) This committee is composed of the board officers and may include committee chairpersons.

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b) Provides leadership for the board as a whole including responsibly for completing assignments; setting an example for board attendance and knowledge of the agency operation; motivating others; determining yearly board calendar. The Executive Committee makes recommendations concerning policy to the Board of Directors as a result of its careful review and coordination of the work of other committees. Acting within the limits of its authority, it handles emergency business for the board between board meetings. Establishes standing agenda format for board meetings. Reviews committee reports, activities and accomplishments from previous years committees, consult with committee chairpersons; recommends adjustments to the long range plan; projects plans for additional year; provides an evaluative report of agency's progress in accomplishing its goals, and distributes revised plan, recommending adoption to the board.

2. **Nominating Committee:**

Reviews involvement of present board members in existing board composition; sets priorities for new board members based on needed area of community representation and skill; recruits and nominates qualified candidates throughout the year; provides new board member orientation and on-going training of board members. The committee is responsible for providing a slate of officers for the coming years election of officers.

3. **Finance Committee:**

Reviews agency needs and insures that coming years budget reflects those needs; establishes sound financial projection of income and expenditures necessary to carry out the adopted program and assures the control of expenditures within the framework of the budget. The Treasurer shall be a standing member of the Finance committee.

4. **Fundraising Committee:**

Organizes and implements plans to achieve the finances necessary to support the goals of the organization as determined by the Board of Directors. This may include special fundraising projects, solicitations of funds through foundations, corporations, individuals, federal, state, county or city grants.

5. **Program Committee:**

Formulates sound personnel practices, salary scales and job descriptions along with the Executive Director, for evaluating and recommending new professional staff, using as a guide the "Qualifications for Professional Workers" as recommended by Big Brothers Big Sisters of America. Reviews, at least annually, the program of the Corporation and makes a report and recommendation(s) in writing to the Board of Directors for setting program objectives. Annually reviews the performance of the Executive Director. In addition, formulates policies and procedures for ongoing yearlong recruitment of volunteers. Establishes yearly plan for recruitment based on program goals for that year and works with the Executive Director to carry out this plan.

XI EXECUTIVE DIRECTOR

A. The chief executive administrator shall be known as the Executive Director. The Executive Director shall be employed by the Board of Directors.

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- B. The Executive Director shall be the chief administrator of the agency and shall be responsible for providing advice and assistance to the agency, the Board of Directors, the President and other officers and the committees. The Executive Director shall be responsible for administrating the total operations of the agency. The Executive Director shall have such other powers and perform such other duties as may be directed by the Board of Directors.

XII MISCELLANEOUS

A. RECEIPTS

All money secured by the Fundraising Committee or others for use shall be turned over to the Treasurer for deposit as herein provided.

B. DISBURSEMENTS

All checks drawn upon the account of Big Brothers Big Sisters of Rock, Walworth and Jefferson Counties, Inc., shall be co-signed by any two of the following, President, Vice-President, Treasurer, and such other person as directed by the Board of Directors. A petty cash fund, of an amount dictated by the Board, shall be established for use by the Executive Director. A credit card shall be maintained by the Corporation for the Executive Director's use to accomplish the goals set forth by the Board.

C. FISCAL YEAR

The fiscal year of this Corporation shall be a calendar year.

D. AUDIT

There shall be an annual independent accounting review or financial review of the books of this Corporation by such qualified individuals or associations as the Board of Directors may designate. This audit or financial review shall be completed within six months of the close of the fiscal year.

E. BUDGET

The Board of Directors shall approve the annual budget of estimated income and expenditures. No expense shall be incurred in excess of the total budgetary appropriations without prior approval of the Board of Directors.

XIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Roberts Rules of Order" shall govern the organization in all cases.

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XIV AMENDMENTS

These bylaws can be amended at any regular or annual meeting of the Board of Directors by a majority vote of the members present, provided that notice of any proposed amendment shall be furnished to all members of the Board of Directors at least seven days in advance of the meeting.

XV POLICY ON BIG BROTHER AND BIG SISTER VOLUNTEERS

A. STATEMENT OF PURPOSE

It is the intent of the Board of Directors of Big Brothers/ Big Sisters –Rock, Walworth and Jefferson Counties, Inc., through the enactment of this policy, to establish policies which facilitate the goals of the agency and to insure the highest standard of quality in volunteerism and protection of the welfare of young people.

B. STANDARDS FOR VOLUNTEER SELECTION

1. Volunteers will be considered:

- a) Without regard to race, creed, color, handicap, sex, national origin, ancestry, or sexual orientation.
- b) Who are sixteen years of age or older.
- c) Who are physically and emotionally capable of maintaining a relationship with a 6 - 14 year old youth.
- d) Who are committed to helping a child.
- e) Who are college students if:
 - (1) Area residents.
 - (2) Furnish an academic transcript.
- f) A couple, if married.
- g) Valid driver's license.
- h) Proof of auto liability insurance.

2. Volunteers will not be accepted who:

- a) Have alcohol or drug problems.
- b) Engage in reckless or life threatening behavior or exhibit violence.
- c) Have a history of child molestation or abuse.
- d) Are unable to relate to the agency professional during an interview.
- e) Have a tendency to oversimplify the entire process.
- f) Have an excessive need for appreciation.
- g) Have a tendency to insist on their own standards.
- h) Have a history of mental illness.
- i) Have an inability to handle their own domestic life.
- j) Have insufficient free time or are already over-committed.
- k) Are unable to give the Agency three references who will submit reference letters on the applicant.
- l) Cannot abide by the guidelines, rules, and policies of the BB/BS program.
- m) Have previously been dismissed from this or any other BB/BS agency.

C. RESPONSIBILITIES OF VOLUNTEER

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1. To abide by the match guidelines established by the agency.
2. To attend match meetings as set by the agency.

D. DISCONTINUATION OF SERVICE

1. Termination of match:
 - a) Parent/guardian or child requests.
 - b) Volunteer requests
 - c) Parent/guardian, child or volunteer cannot abide by match guidelines, policies or procedures of the agency.
 - d) Agency staff determines that match no longer needs professional supervision.
2. Removal from waiting list
 - a) Volunteer no longer meets eligibility requirements.
 - b) Volunteer request.
 - c) Volunteer cannot follow rules, policies or procedures of the agency.

E. SUSPENSION OF A VOLUNTEER

1. Suspension of the volunteer may be undertaken when, in the opinion of the Executive Director and Caseworker Supervisor, the actions or words of the volunteer threaten the integrity of the agency or the health or welfare of the child or child's family, or has proven unable to abide by the responsibilities outlined.
2. Notification of suspension will be given immediately, in writing, by the Executive Director to the volunteer, parent or guardian, and the Board President. Reasons for the suspension will be stated.
3. During the suspension, the volunteer shall refrain from all contact with the child except in the presence of a parent, guardian or agency professional.
4. After further investigation, suspension will lead to reinstatement or dismissal.

F. DISMISSAL OF A VOLUNTEER

1. Dismissal of a volunteer may only occur through action by the Executive Director.
2. Upon written request, volunteers recommended for dismissal shall have a right to be heard. Said volunteers shall be notified, at least one week in advance of the time and the place wherein the Executive Director, Caseworker Supervisor and Caseworker shall consider their case.
3. Notice of the Executive Director's action shall be sent, in writing, to the volunteer and the President.
4. If the matter is not settled satisfactorily, the volunteer may request, in writing, an opportunity to be heard at the next regularly scheduled Board meeting.
5. Notice of the Board's action shall be sent, in writing, to the volunteer.

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These bylaws shall be in effect immediately upon passage by the Board of Directors.

BOARD MEMBER AGREEMENT TO TERMS

I, _____ have read the Bylaws of

Big Brothers Big Sisters of Rock, Walworth and Jefferson Counties, Incorporated. I understand and will abide by them.

Signature

Date