

Share your leadership skills and talents with SHADE! **Elections for SHADE's Officer positions will be held on Tuesday June 2, 2020 at 6:30 pm.** SHADE Officers are charged with responsibility for the day-to-day operations of SHADE and with execution of SHADE projects. Officer terms begin upon election and shall end after one year or upon the election of a successor. The terms may not exceed three consecutive years. The positions outlined below will be on the ballot.

All interested candidates should submit their names to Iana Phillips at [ianaphiqui@gmail.com](mailto:ianaphiqui@gmail.com). Candidates for President and Vice President(s) will be asked to give a short description of their qualifications, interest in the position and intended goals prior to the voting taking place on June 2, 2020.

Contact Iana Phillips ([ianaphiqui@gmail.com](mailto:ianaphiqui@gmail.com)), Nominations Committee Chair, or Howard Wilson, President, ([32hpwilson@gmail.com](mailto:32hpwilson@gmail.com)) with additional questions.

## President

The President will be responsible for general supervision, direction and leadership of the business and Officers of **SHADE**. The general powers and duties shall include

- a) day to day management of **SHADE**
- b) presiding over membership meetings
- c) countersigning all drafts, checks, notes, orders or other undertakings for the payment of money on behalf of **SHADE**, and signing all records and documents which require his/her signature
- d) providing to the **SHADE** Executive Board no later than the second week of September, or prior to the first **SHADE** Executive Board meeting, whichever comes first, a draft schedule of General SHADE Meetings, **SHADE** Executive Board Meetings, and proposed SHADE activities, events, and occasions. All **SHADE** events are subject to and in collaboration with the final school year calendar as provided by the DESA Principal or Administrative Staff;
- e) providing to the SHADE Executive Board no later than the second week of September or prior to the first SHADE Executive Board meeting, whichever comes first, a draft budget for the current School Year in coordination with the Principal, Treasurer, Fundraising Committee, Hospitality Committee and other relevant inputs, for discussion at the first SHADE Executive Board Meeting. The budget should be finalized by the SHADE Executive Board by October 15; and
- f) performing such other duties as may be provided for by these bylaws or as directed by the Executive Board.

- g) approving of all circulars, communications and correspondence issued and financial transactions made in the name of the **SHADE**
- h) preparation and distribution of a written agenda for each meeting of the membership;
- i) the appointment of Committee chairs.
- j) serving on the Board of Directors of both DESAP and the Ellington Fund.

## **Co-Vice President**

The Co-Vice Presidents shall in the absence or disability of the President, perform all the duties of the President and shall supervise the affairs of **SHADE** under the direction of the President and control of the Board. The Co-Vice-Presidents shall have other powers and duties, not inconsistent with the by-laws as may be assigned from time to time by the President or the Board.

## **Co-Vice President - Membership**

The Co-Vice President - Membership shall in the absence or disability of the President, perform all the duties of the President and shall supervise the affairs of **SHADE** under the direction of the President and control of the Board. The Co-Vice-President - Membership shall have other powers and duties, not inconsistent with the by-laws as may be assigned from time to time by the President or the Board. Additionally, the Co-Vice-President – Membership shall keep the official membership list of **SHADE** and perform additional duties including but not limited to: (1) Update SHADE membership form (both paper and electronic version), (2) Oversee membership recruitment, (3) Collect membership dues and deliver them to Treasurer, (4) collaborate with Treasurer to ensure alignment of membership forms and payment records, and (5) Manage the [SHADE@ellingtonarts.org](mailto:SHADE@ellingtonarts.org) email account.

## **Secretary**

The Secretary will have custody of all documents and records for **SHADE**. The Secretary's general duties shall include: (a) keeping records of the minutes of all meetings of **SHADE**; (b) presenting written minutes at each membership meeting; (c) notifying membership about the Annual Meeting; and (f) in general, be given other powers and perform other duties, not inconsistent with the by-laws.

## **Treasurer**

The Treasurer shall have custody and charge of and be responsible for all funds of **SHADE**. The Treasurer's general powers and duties shall include: (a) keeping records of all finances of **SHADE**; (b) presenting a written Treasurer's report at each meeting of the membership; (c) charge of receipt and disbursement of the monies of **SHADE** under the direction of the Executive Committee or President; (d) depositing all monies received in the name of **SHADE** in such depositories as designated by the Executive Committee; (e) keeping complete and correct account of all monies received by **SHADE**; (All financial records shall be available for the membership at reasonable times.) and (f) in general, have other powers and perform other duties, not inconsistent with the by-laws.

## **Assistant Treasurer**

The Assistant Treasurer shall assist the Treasurer in all duties mentioned in Section 7.

## **Parliamentarian**

The Parliamentarian is responsible for ensuring that all procedural questions at meetings not covered by these By-laws and the order at meetings will be governed by *Robert's Rules of Order Newly Revised*, provided they are not inconsistent with law, policy, regulation and these Bylaws.