

# **THE PALOS VERDES ASSEMBLY BYLAWS**

The name of this organization is The Palos Verdes Assembly. The Palos Verdes Assembly is a social and philanthropic, non-profit organization which has functioned on the Palos Verdes Peninsula since 1964. It is non-sectarian and non-political in all its policies and activities.

The purpose of The Palos Verdes Assembly is to provide an educational, self-improvement program for high school students by teaching social graces, dance, protocol, and etiquette, while encouraging members to volunteer their services to the community.

## **THE PALOS VERDES ASSEMBLY ADVISORY BOARD**

1. The governing body of this organization is called The Palos Verdes Assembly Advisory Board (hereinafter, the "Board".)
2. The Board consists of the following officers, who are elected by the general Patroness membership:
  - 2.1 Coordinators - Oversee all activities of The Palos Verdes Assembly and preside over the Board. Appoint committee chairs and Ball jobs. Set the yearly calendar. Facilitate the selection of new Patronesses. Work with the Membership Chair in the selection of new members and with the Treasurer in setting the budget. Coordinate all activities at all Assembly venues. Coordinators shall strongly be encouraged to make a two year commitment to serve in that position. The Board shall make its best efforts to select Coordinators who have been Patronesses, and shall make its best efforts to select, as Coordinators, parents of sophomores or freshman students. One coordinator shall be designated the Administrative Coordinator, who presides over all Board and Patroness meetings. This coordinator shall not participate in votes, except in the event of a tied vote.
  - 2.2 Membership Chair - Chairs the Membership Committee which is responsible for all activities associated with membership for both new members and registering returning members.
  - 2.3 Treasurer - Signs all checks, works with the Board to set the yearly budget, is responsible for working with tax preparer, and on other financial matters. Oversees all fiscal responsibilities associated with the budget.

- 2.4 Recording Secretary - Takes minutes at all Board and General Meetings. Keep an accurate record of same.
- 2.5 Ball Chair - Oversees all activities associated with the Presentation Ball. At least one Ball Chair assumes the responsibility of being a regular member of the Board. In addition, if the Board deems it prudent, a Ball Chair Advisor may be appointed.
- 2.6 Legal/Insurance Chair – Reviews contracts, insurance, and By-Laws each year.
3. The Board meets during the “Assembly” year, usually in August, September, January, April and May.
4. The Board has the authority to act for the organization.
5. A Board member’s term is for one year.
6. A Board member may normally serve no more than two consecutive terms in the same office.
7. **Nominations and Elections**
  - 7.1 A nominating committee may be selected at the January General Patroness Meeting.
  - 7.2 The Committee may consist of up to five members, and shall include the current Coordinators and two other Patronesses.
  - 7.3 Election of officers takes place at the May/June General Patroness Meeting.
  - 7.4 Elections are by voice vote of a majority.
8. **Dispute Resolution**
  - 8.1 The Board shall have the discretion to make decisions and resolve disputes involving Assembly, the Patronesses, and the Members.
  - 8.2 An aggrieved Patroness or Member shall have the right to appeal a decision of the Board. The appellant shall submit in writing stating his or her intent to appeal and explain his or her position on the disputed matter. The appellant shall have the right, but not the obligation, to make an oral

presentation to the Board. The Board shall have the right to ask questions of the appellant and any witnesses the appellant wishes to produce.

- 8.3 A decision regarding the appeal shall be made by a quorum of unbiased members of the Board. If a member of the Board is a participant in or witness to the dispute, has a financial interest in the outcome of the dispute, or is otherwise biased, he or she shall not participate in the decision.
- 8.4 The Board, in making its decision, shall keep in mind the interests of Assembly, as a whole, and shall not be arbitrary or capricious.
- 8.5 The Board shall notify the appellant, in writing, the outcome of the appeal. There shall be no further internal appeals.

## **PATRONESSES**

A group of about forty adults, collectively called Patronesses, administer, organize and chaperone the activities of The Palos Verdes Assembly. Patronesses are selected by the Board. Selection is based on current needs of the organization and on recommendations from past and present Patronesses.

### **Patroness Requirements and Responsibilities**

1. Patronesses shall commit to serving at least two consecutive one-year terms.
2. Attend the General Patroness Meetings – a minimum of three per year, normally held in September, January, and April. Patronesses may be required to attend a Ball Information Meeting typically held in February. A quorum is constituted by a simple majority.
3. Patronesses will serve in two capacities: (1) on a General Committee; and, (2) on a Ball Committee, as determined by the Board with input from the Ball Chairpersons. Normally, positions shall not be held more than two consecutive years.
4. The Ball Chairs plan and organize the Presentation Ball. In addition to serving on a Ball Committee, a Patroness's responsibilities regarding the Presentation Ball may include:
  - 4.1 Purchasing one ticket for the Presentation Ball.

- 4.2 Attending the Presentation Ball.
- 4.3 Participating the day, or evening, of the Presentation Ball.
5. Patronesses shall attend the Parent/Student Mandatory Orientation/Ball Information meeting at the beginning of the member season and may be asked to participate in that meeting.
6. A committee of Patronesses called the Membership Committee which includes the Coordinators selects new Patronesses and new Assembly members.
7. The Membership Committee in the selection of new Assembly members shall follow student membership guidelines.
8. Patronesses may, in writing, recommend new Assembly members. Patronesses shall recommend only students they know personally, and shall not make recommendations based solely on knowing the parents.
9. In the event a Patroness resigns, the Board may replace the Patroness.
10. The Board may dismiss any Patroness or Board member by majority vote, whether or not cause for termination exists.

## **STUDENT MEMBERSHIP**

1. Membership is open to high school students who have attended Palos Verdes Peninsula Cotillion, otherwise known as Bent Cotillion, Miraleste Intermediate School, Palos Verdes Intermediate School, and Ridgecrest Intermediate School Cotillions.
2. While making all reasonable efforts to maintain equity between the four accepted Cotillions, membership is based on Cotillion experience, attendance, a letter in the applicant's own writing explaining his or her desire to become an Assembly member, and two letters of recommendation written by adult members of the community. Consideration may be given to legacy applicants, and may be given to students known and recommended by Bobby Burgess. Consideration may also be given, if the applicant's parent(s) have volunteered with Cotillion. In regards to attendance review, the 8<sup>th</sup> grade attendance will be reviewed first, in the event of abundant applicants, their 7<sup>th</sup> grade attendance will then be reviewed and if necessary 6<sup>th</sup> grade attendance. Membership shall be limited by the capacity of the facilities used by Assembly, and Assembly shall strive to maintain a balance of male and female members. To be considered, the application must be received within the dates set by the Membership Committee.

The Membership Committee shall have the discretion to make all membership decisions.

3. Membership is a four-year commitment.
4. Members are required to attend all dances and such other activities as stated in the calendar.
5. Assembly attendance is mandatory. If members miss more than two events during any Assembly year, their membership may be revoked at the discretion of the Board.
6. Members are encouraged to donate a minimum of 80 hours of volunteer service to the community during their Assembly membership. If they do not, they will not receive a medallion honoring their community service at the Presentation Ball.
7. Members must follow all rules and regulations of Assembly, including rules pertaining to dress, grooming and behavior.

## **FINANCE POLICIES**

1. The fiscal year is July 1 to June 30.
2. The membership fee is determined each year by the Board. Fees shall be paid on dates set by the Board and if not paid by the due dates a late charge shall be assessed.
3. Funds of the Palos Verdes Assembly are administered by the Treasurer, approved by a Coordinator, and are audited annually.
4. No Patroness or Assembly member shall receive any financial benefit from their participation in Assembly.

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