

Mechanicsburg Area School District Operation Wildcat Constitution and By-Laws

Article I Name

The name of this organization shall be the "Operation Wildcat", herein after referred to as "Operation Wildcat" or "OW".

Article II

The purpose of the Operation Wildcat is to pool the resources of the community to help school district students, families and staff in need. It is not Operation Wildcat's purpose to assume financial obligations, which generally are accepted to be the responsibility of the school district. The specific objectives of Operation Wildcat are to:

1. Work to fulfill the requests of the guidance department and nurses to meet the needs of all students and their families in our district.
2. Be one resource available to our students and families in need in the Mechanicsburg Area School District.

Article III Membership

Membership shall consist of those persons who have students in the Mechanicsburg Area School District, or interested individuals who reside within the Mechanicsburg Area School District.

Article IV Governing Body

Operation Wildcat shall be governed by an Executive Board, which shall consist of the elected officers. Elected officers must be members of Operation Wildcat. Officers shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, two (2) members-at-large, and School District Liaison.

A. President

1. Preside over the executive board.
2. Serve as spokesperson/communicator for Operation Wildcat with the school district and community.
3. Prepare an agenda for each board meeting and general meeting
4. Appoint standing and ad hoc committees.
5. In emergency situations act on behalf of the executive board.

B. Vice President

1. Serve on the executive board.
2. In the absence of the president, preside over the executive board and any meetings.
3. Coordinate the activities of the standing and ad hoc committees.

4. Carry out the functions, duties and responsibilities as assigned by the president.

C. Recording Secretary

1. Serve on the executive board.
2. Record, duplicate and distribute to all board and general members the proceedings of all board and other meetings as assigned.

D. Corresponding Secretary

1. Serve on the executive board
2. Take responsibility for all written communication, as the president requests
3. Maintain permanent record files for Operation Wildcat
4. Purchase gift cards

E. Treasurer

1. Serve on the executive board.
2. Keep accurate financial records and prepare reports as requested.
3. Make timely reports of the financial affairs of Operation Wildcat
4. Provide monthly activity reports and budget reports in advance of all board meetings and general meetings
5. Provide monthly bank statements and reconciliation check reports in timely fashion, and advance of all board meetings and general meetings
6. Carry on routine financial activities, which include the paying and receiving of money
7. Deposit money, drafts and checks in the name of and to the credit of Operation Wildcat in the banks and depositories designated by the board
8. Endorse for deposit notes, checks and drafts received by Operation Wildcat as directed by the board, ensuring proper vouchers for the deposit
9. Oversee the submission of reimbursement/payment vouchers and receipts from committee members to reimburse and disburse funds.
10. Issue checks and drafts in the name of Operation Wildcat as directed by the executive board.
11. Submit annual IRS tax returns on behalf of Operation Wildcat in a timely fashion.

F. Member - at – Large

1. Serve on the executive board.
2. Provide support to Board and committees as needed.
3. Assume other duties and responsibilities as requested.

G. School District Liaison

1. Serve on the executive board in ex-officio capacity (non-voting)
2. Provide guidance to the Board and Operation Wildcat from the school district perspective.

Article V Committees

Operation Wildcat's projects shall serve as its standing committees, and shall be created or dissolved by the Operation Wildcat as recommended by the executive board. Committees may be created to promote the objectives and interests of the organization.

The chairpersons of all standing committees shall work closely with the president, keeping him/her informed of their plans and activities.

Committee chairpersons are encouraged to keep records of their committee to ensure a continuous and smooth year-to-year transition if someone else should assume their responsibilities.

In addition, Ad hoc committees may be established for specific purposes as designed by the President.

Article VI Meetings

General meetings shall be conducted to handle the regular or special issues of Operation Wildcat. There shall be at least two general meetings a year, held during the 1st and 3rd marking periods of the school year.

Operation Wildcat Executive Board members shall meet at least quarterly to handle regular or special issues. The months for Board meetings will be February, May, August, and November.

There will be additional meetings as needed or as designated by the executive board.

Committees shall meet when necessary on dates designated by the committee chairperson.

Article VII Election of Officers

Officers will be elected at the 3rd marking period general meeting.

1. Nominees shall be submitted prior to the 3rd marking period general meeting and from the floor prior to the election at the meeting.
2. Elections shall be by a simple majority of those members present and voting at the general meeting.
3. Newly elected officers shall assume their office at the end of the school year following his/her election at the general meeting, unless otherwise designated at the meeting.

Article VIII - Fiscal Year

Operation Wildcat's fiscal year will be July 1 - June 30.

Article IX Issues

All issues brought before the membership shall be approved by a voting of the simple majority of those members present and voting.

Article X Amendments

Proposed amendments to the by-laws must be presented to any member of the executive board for discussion.

Should the board recommend the amendment, a simple majority of the members present at a regularly scheduled meeting must vote for proposed amendment to have it adopted.

Adopted: February 8, 2011
Revised: March 8, 2016
Revised: March 14, 2017
Revised: November 19, 2019
Revised: March 12, 2024