

# Friends of Carolina School for Inquiry By-Laws

## **ARTICLE I – NAME**

The official name of this organization shall be Friends of Carolina School for Inquiry. It may also be referred to as Friends of C.S.I.

## **ARTICLE II – NATURE OF CORPORATION**

**Section 1.** Friends of C.S.I. is a non-profit, non-sectarian, non-partisan organization.

**Section 2.** Friends of C.S.I. is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

**Section 3.** Upon dissolution of the corporation, the assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established tax-exempt status under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

**Section 4.** Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **ARTICLE III – PURPOSE AND OBJECTIVES**

**Section 1.** The purpose of Friends of C.S.I. is to assist and encourage parents, family members, students, and teachers in the critical job of educating the students of Carolina School for Inquiry.

**Section 2.** The objectives of Friends of C.S.I. are:

- a. To invite and encourage all family members to be an active part of the Carolina School for Inquiry (C.S.I.) learning community.
- b. To develop parent leadership and build capacity for greater involvement.
- c. To raise funds to be used for enriching the educational and cultural experiences of the students of Carolina School for Inquiry.
- d. To promote positive, cooperative relationships between parents, families, administrators, and teachers at C.S.I.
- e. To support and recognize the efforts of teachers and staff at C.S.I.
- f. To reach out to the greater community and encourage community involvement in the school.

## **ARTICLE IV – MEMBERS**

### **Section 1. Eligibility**

Any parent, family member, guardian, or school staff member, without regard to race, color, creed, or national origin, is eligible to join this organization on an annual basis.

### **Section 2. Dues**

Each person wanting to become a member of Friends of C.S.I. will complete the membership form and submit annual dues.

### **Section 3. Voting Privileges**

Each member who has paid annual dues will be entitled to one vote on any general membership issue or election. Absentee ballots will be available for elections only.

## **ARTICLE V – FRIENDS OF C.S.I. BOARD**

**Section 1.** The Friends of C.S.I. Board will be the decision-making board of the organization and the official voice of Friends of Carolina School for Inquiry.

**Section 2.** The Friends of C.S.I. Board is the sole authority over legally binding agreements or contracts between the corporation and any individual, organization, or government entity.

**Section 3.** The Friends of C.S.I. Board will consist of the officers, the chairperson of each standing committee, and a teacher representative, each having one vote.

## **ARTICLE VI – ELECTION OF FRIENDS OF C.S.I. OFFICERS**

**Section 1.** The officers of Friends of C.S.I. will include a President, Secretary, and Treasurer.

**Section 2.** The officers will be elected by the general membership by the end of the school year to serve for the following school year.

**Section 3.** Information advising of the upcoming election of Friends of C.S.I. officers will be published in the Friends of C.S.I. newsletter and on the school website one month prior to the elections.

**Section 4.** During the 2-week period prior to officer elections, nomination forms will be published as a part of the Friends of C.S.I. newsletter.

**Section 5.** Any Friends of C.S.I. member who has paid dues for the current year may nominate themselves or another member in good standing. Nominees must agree to be included on the ballot if nominated and to serve if elected.

**Section 6.** Ballots will be created, distributed, and tallied by an election committee, consisting of at least two current Friends of C.S.I. Board members and two at-large members, who are not running for office.

**Section 7.** Nominees will be asked to attend the Friends of C.S.I. general membership meeting in April where they will be introduced as candidates.

**Section 8.** At the April general membership meeting, ballots will be available to all Friends of C.S.I. members who have paid dues for the current year. Each member will be entitled to one vote. Proxy voting is not allowed.

**Section 9.** Absentee ballots will be available for 2 days prior to the election from 7:30 a.m. to 4:00 p.m. The ballots are to be turned in no later than 4:00 on the day of the election meeting. No proxy voting will be allowed.

**Section 10.** Any member of the Board who fails to fulfill the duties of the position and/or fails to comply with these bylaws may be removed from the Board by a 2/3 vote of the Board, provided a quorum is established.

**Section 11.** A special election by the Board will be held to fill any mid-year vacancy of its officers. A mid-year vacancy of a Chair position will be filled through appointment by the officers.

## **ARTICLE VII – DUTIES OF FRIENDS OF C.S.I. OFFICERS**

**Section 1.** The officers of Friends of C.S.I. will meet monthly to review administrative issues to present to the Board for discussion and approval and to review monthly financial statements.

**Section 2.** A current Treasury report, including the bank account balance and details of expenditures and income, will be sent to each of the Friends of C.S.I. Board members at least one time per month.

**Section 3.** The officers of Friends of C.S.I. will serve as a Budget Committee, preparing an annual budget to be presented to and approved by the Friends of C.S.I. Board and then presented to the general membership for approval at the last general membership meeting of the school year.

**Section 4.** The officers of Friends of C.S.I. will appoint the chairperson of each committee from volunteers solicited at the beginning of each school year.

**Section 5.** The Duties of the President will be to:

- Attend and preside at all Friends of C.S.I. Board and general membership meetings;
- Prepare the agenda for each Board meeting and general membership meeting;
- Oversee the activities of Friends of C.S.I. as a whole, including coordinating and monitoring the progress of the various committees;
- Work with the Treasurer to monitor the budget;
- Be a signatory on checks from the Friends of C.S.I. bank account.

**Section 6.** The Duties of the Secretary will be to:

- Attend all Friends of C.S.I. Board and general membership meetings;
- Record and report the minutes of all Friends of C.S.I. meetings;
- Prepare any official correspondence that the President may request;
- Create and distribute a monthly newsletter to Friends of C.S.I. members with updates from the President and from each of the committee chairs;
- Provide current Friends of C.S.I. information to the C.S.I. webmaster for inclusion on the C.S.I. website;
- Maintain current Friends of C.S.I. membership records;
- Conduct a monthly review of the bank statement after the Treasurer has reconciled it.

**Section 7.** The Duties of the Treasurer will be to:

- Attend all Friends of C.S.I. Board and general membership meetings;
- Be responsible for all financial funds and affairs of Friends of C.S.I.;
- Maintain an accurate and updated record of all receipts, disbursements, and other pertinent financial information as it pertains to events and purchases sponsored by Friends of C.S.I.;
- Pay out funds in accordance with the budget approved by the Friends of C.S.I. Board;
- Coordinate the monies allocated to each committee;
- Reconcile bank statements within one week of receipt and then provide the Secretary with any documents necessary for a review of the reconciled statement.
- Provide a monthly written financial report including details of expenditures and income, and a monthly reconciled bank statement;
- Provide a written financial report at any other time requested by the Friends of C.S.I. Board;
- Provide detailed records for an annual audit by a certified public accountant in May;
- Be a signatory on checks from the Friends of C.S.I. bank account.

## **ARTICLE VIII – TERMS OF OFFICERS**

**Section 1.** Each officer will hold office for a term of one year.

**Section 2.** Officers will assume their official duties beginning July 1<sup>st</sup>.

**Section 3.** A person will not be eligible to serve more than two consecutive terms in the same office.

## **ARTICLE IX – FACULTY REPRESENTATIVE**

**Section 1.** A Friends of C.S.I. Faculty Representative will be elected by the faculty during a regularly scheduled faculty meeting prior to the end of the school year.

**Section 2.** The Duties of the Faculty Representative will be to:

- Attend all Friends of C.S.I. Board and general membership meetings.
- Act as advisor and liaison between school staff and Friends of C.S.I. organization.
- Help maintain open lines of communication between parents and teachers.
- Help coordinate Friends of C.S.I. sponsored activities in the classrooms.
- Report to Friends of C.S.I. Board on current teacher activities within Carolina School for Inquiry.
- Report to teachers and staff on Friends of C.S.I. activities.
- Coordinate budget requests by school personnel for consideration by Friends of C.S.I.

## **ARTICLE X – STANDING COMMITTEES**

**Section 1.** The following will constitute the standing committees of the Friends of C.S.I. Board:

Fundraising Committee

Business Partners Committee

Teacher Appreciation Committee

Family Events Committee

Community Service Committee

**Section 2.** The officers of the Friends of C.S.I. Board may create other special committees as deemed necessary to promote the objectives of the organization.

**Section 3.** The objective of each committee will be to:

- Fundraising Committee.....Plan, coordinate and supervise all fundraising activities.
- Business Partners Committee.....Recruit and maintain social and financial partnerships with local businesses and governmental agencies.
- Teacher Appreciation Committee.....Demonstrate appreciation of our teachers and staff.
- Family Events Committee.....Plan school-wide family social events.
- Community Service Committee....Plan opportunities for our families to reach out to the greater community.

## **ARTICLE XI - COMMITTEE CHAIRS**

**Section 1.** At the beginning of the school year, the Friends of C.S.I. officers will solicit volunteers interested in serving as committee chairpersons.

**Section 2.** The officers will appoint the chairperson of each committee from the solicited volunteers.

**Section 3.** Committee chairs will serve for one-year terms, with no limit as to the number of terms they can serve.

**Section 4.** The Duties of the committee chairs will be to:

- Recruit and coordinate volunteers for their specific committee tasks.
- Create and maintain a written plan of work for the year that includes goals, action steps, timelines and budget for their committee. This plan should be presented to and approved by the Friends of C.S.I. Board before committee work begins.
- Attend all Friends of C.S.I. Board and general membership meetings and provide updates on the committee's progress and upcoming plans.
- Contribute monthly updates regarding their committee's work (report on past events, plan for upcoming events, and any needs for volunteers) to the Secretary for inclusion in the Friends of C.S.I. newsletters and on the C.S.I. website.
- Keep track of all expenses and profits pertaining to their committee's work, according to the treasurer's accounting procedures.

## **ARTICLE XII – MEETINGS OF THE FRIENDS OF C.S.I. BOARD**

**Section 1.** The Friends of C.S.I. Board will meet at least 4 times during the academic year. Meetings are scheduled and agreed upon by the Board in August. The President may call special meetings if warranted, providing all Board members are notified of the meeting at least 72 hours in advance.

**Section 2.** Friends of C.S.I. Board meetings are open to the general membership. Any person interested in being included in the agenda of a Friends of C.S.I. Board meeting may request this in writing no later than 3 business days prior to the meeting. Time allowed for the presentation will be no longer than 15 minutes unless express permission given.

**Section 3.** Minutes of all Friends of C.S.I. Board meetings will be sent to all Board members within one week of the meeting.

**Section 4.** It is the responsibility of each Board member to read and make corrections and additions to these minutes and advise the secretary of them. Any corrections or additions should be copied to all board members and should be done within 14 days of the meeting. The corrected minutes will be sent out as the accepted minutes and will be officially accepted at the next Board meeting.

**Section 5.** In order to vote on any issue at a scheduled Board meeting, it will be required and sufficient to have a simple majority (50% +1) of the Board members present. This shall constitute a quorum.

**Section 6.** Proxy or absentee voting will not be allowed at Board meetings.

### **ARTICLE XIII – FISCAL GUIDELINES**

**Section 1.** The fiscal year of Friends of C.S.I. will run from July 1 to June 30.

**Section 2.** Friends of C.S.I. will consider only those monetary requests that are related to the goals and objectives of our organization.

**Section 3.** No officer or member of Friends of C.S.I. will receive any profits or payments from the proceeds of any fund-raising activity, except for reimbursement for pre-approved expenses.

**Section 4.** All Friends of C.S.I. funds must be kept separately from general Carolina School for Inquiry funds.

**Section 5.** Two Board members will be required to count and record all monies collected at any Friends of C.S.I. event or activity immediately following the activity. The bank deposit slip will be completed and initialed by both of these members.

**Section 6.** All Friends of C.S.I. funds will be deposited in the Friends of C.S.I. bank account immediately after a function if at all possible. Due to the personal safety of our members, night deposits are not recommended; therefore, when necessary, a morning deposit will be made after a night function. Monies kept overnight will be secured in a locked safe place provided by the school. They will be removed and deposited on the following morning.

**Section 7.** No Friends of C.S.I. funds (whether check, cash, money order or other financial instrument) will be kept in a member's home.

**Section 8.** The President and Treasurer of Friends of C.S.I. are authorized to sign checks.

**Section 9.** All monies allocated to specific Friends of C.S.I. committees that remain unspent by the last meeting of the school year will revert back to Friends of C.S.I. General Fund.

**Section 10.** All reimbursements must have prior written approval of both the Treasurer and the President.

**Section 11.** Any purchase or reimbursement request of \$100 or more that is not included in the Friends of C.S.I. budget must be approved by the Friends of C.S.I. Board.

**Section 12.** Each year \$500, raised by fund-raising projects, must be set aside for the following school year.

**Section 13.** The Treasurer's accounts shall be audited annually by a member not on the Friends of C.S.I. Board. The Treasurer's accounts shall be audited immediately when there is a vacancy in this office.

## **ARTICLE XIV. BUDGET**

**Section 1.** The officers of the Friends of C.S.I. will propose a budget for the upcoming school year for approval by the Board and for approval by the general membership at the last general membership meeting of the school year.

**Section 2.** The incoming officers must review the proposed budget in August and can propose any amendments at that time.

**Section 3.** The budget may be amended by vote of the general membership at any Friends of C.S.I. general membership meeting.

## **ARTICLE XV. FRIENDS OF C.S.I. SPONSORED ACTIVITIES**

**Section 1.** The Friends of C.S.I. Board and the school Director must approve all Friends of C.S.I. events and activities, including fundraising events, that take place during school hours, that take place on school property, and/or that involve C.S.I. students.

**Section 2.** There will be no solicitation or advertisements of any kind at Friends of C.S.I. events, unless profits are shared with Friends of C.S.I. For activities resulting in shared profits, prior approval must be obtained from the Board of Friends of C.S.I.

## **ARTICLE XVI. APPROVAL OF BYLAWS**

These bylaws are to be accepted by a two-thirds majority of members present and voting at a scheduled Friends of C.S.I. general membership meeting.

## **ARTICLE XVII. AMENDMENTS/REVISION OF BYLAWS**

Section 1. The Board will create a bylaw review committee to review these bylaws and propose amendments if needed, at least once every 5 years.

Section 2. The Friends of C.S.I. Board may also propose amendments to the bylaws at any time.

Section 3. The adoption of any amendment requires a two-thirds majority of members present and voting at any general membership meeting of Friends of C.S.I. Notice of the proposed amendment(s) must be given at least one week prior to the vote.

Section 4. A copy of the Friends of C.S.I. bylaws will be available for public review in the school's media center and on the website. A personal copy of the organization's bylaws will be made available to any member upon request.

**These bylaws were approved by the membership of Friends of Carolina School for Inquiry at a general membership meeting held on February 8, 2007.**