

# The Institute for Excellence Charter School Family & School Alliance bylaws

## **Article I: Name**

The name of the organization shall be The Institute for Excellence Charter School Family & School Alliance (herein also referred to as the FSA). The Institute for Excellence Charter School Family & School Alliance shall operate in the City of Cedar Brook, County of Camden, in the State of New Jersey.

## **Article II: Purpose**

- The purpose of FSA is to support and enhance the education of the children at The Institute for Excellence Charter School by fostering cooperation and promoting open communications between the families and staff of the school.
- TIFECS FSA is an organization that is a separate entity from The Institute For Excellence Charter School and operates to only support the students and teachers within the school.

## **Article III: Policies**

- The Association shall cooperate with School Administration.
- The Association shall not endorse any candidate or local issue.
- The Association shall sponsor programs which shall be educational.
- The Association shall sponsor fund-raising projects and utilize the monies raised to further the objectives of the Association.
- The Association shall be non-commercial, non-sectarian, non-partisan and non-profit.

## **Article IV: Membership and Voting Privileges**

- Any parent or legal guardian with a child enrolled in The Institute for Excellence Charter School who is interested in the goals of the FSA and is willing to uphold its policies and procedures may become a member of the FSA upon paying the annual dues.
- An annual membership fee will be collected in the amount of \$10.00 per family.
- School Administrators are considered non-voting members and are not required to pay annual dues.
- A school employee may be appointed by the FSA President to be the School Liaison. The School Liaison will be notified of Executive Board Meetings, but their attendance is not mandatory. While any input by the School Liaison is welcome, final decisions made at the Executive Board level rely solely on the Officers of the Executive Board.

- The fiscal year of the association shall run concurrently with the academic school calendar.

### **Article V: Meetings**

- Shall take place once per month of the school year at The Institute for Excellence Charter School.
- The Recording Secretary shall record all minutes of all meetings of the membership. Minutes will be available to the public.

### **Article VI: Officers and Responsibilities**

- Shall consist of the President, Vice President, Treasurer, Corresponding Secretary and Recording Secretary.
- Shall consist solely of the Officer positions listed above.
- Shall be elected for a one-year term beginning July 1<sup>st</sup> through June 30<sup>th</sup> of the following year.
- Shall have the authority of any Executive Office to enter into contracts, agreements or obligations for the purchase of materials or services on behalf of the FSA, but only within the approved activities and budget.

### **Officers and their Duties**

#### **President**

- Shall schedule and preside over all meetings, coordinate and oversee all work to the officers.
- Shall call any Executive Officers meeting deemed necessary at any time.
- Shall delegate responsibilities and offer assistance where needed to all members.
- Shall coordinate the calendar for the FSA.
- Shall distribute materials to appropriate Executive Officers, chairpersons, and members before events.
- Shall be one of the Officers to sign the checks of the FSA.
- Shall have access to the FSA website passwords and be able to make updates as necessary.
- Shall be considered the Responsible Party on file with the IRS for the purpose of keeping our EIN (Employer Identification Number). This requires providing their Social Security Number to the IRS.
- Shall do the agenda for the FSA monthly general membership meetings.

#### **Vice President**

- Shall perform any responsibility or duties designated by the President.
- Shall represent the President in his/her absence or upon request. If temporarily representing the President, the Vice President must report immediately to the President any new business.
- Shall maintain the membership list, distribute the membership cards and keep all information confidential.
- Shall assume the President's responsibilities in the event of his/her resignation.

### **Treasurer**

- Shall have custody of all financial records and FSA funds.
- Shall maintain current records and shall submit monthly financial reports to the Executive Board and Membership.
- Shall collect any and all money during fundraising events and keep track of all sales for the Executive Board and Membership.
- Shall secure by a majority vote of the membership approval of all non-budgeted expenditures over \$250.00.
- Shall be one of the Officers authorized to sign checks of the FSA and do any banking deposits.
- Shall ensure that any and all money of the FSA is deposited into the account within 10 business days of receipt.
- Shall give a financial report at each FSA meeting and make available a copy of the report to all members.
- Shall give a year-end financial report to all members at the June meeting.
- Shall arrange an annual audit of finances by an outside agency or qualified general member of the FSA.
- Shall prepare a budget with assistance of the President and Budget Committee prior to the final General Membership meeting in June.

### **Recording Secretary**

- Shall keep an accurate record of all general FSA meetings.
- Shall present the minutes of the previous FSA meeting at each monthly meeting.
- Shall have a copy of the current bylaws at all executive and general meetings as well as make the necessary changes following meetings where amendments are made.
- Shall keep an accurate record of all meetings held of the Executive Board.

### **Corresponding Secretary**

- Shall handle all official correspondence as directed by the President.
- Shall assist the President in writing any donation letters and thank you letters to volunteers and businesses.
- Shall alert members of upcoming FSA meetings and any announcements on the FSA website.

- Shall respond to all e-mails and forward all correspondence to Executive Board Officers as necessary.

## **Article VII: Elections**

- Nominations of Executive Officers shall take place during the month of April and elections shall be held during the month of May. Incoming Executive Officers shall take office on July 1<sup>st</sup> following the election.
- All members of the FSA, including Executive Board Members, shall be eligible to participate in the election.
- The Nominating Committee shall prepare a list of recommended eligible candidates for each office becoming vacant.
- A winning office must be obtained by majority vote of voting members in attendance.
- Should an officer resign during their term, the resignation must be in writing and handed to the President. The resigning officer must give at least two weeks notice before leaving office to ensure that a notice of the vacant position is sent home to all members. Nominations and an election for the position will take place at the next monthly meeting following written notification of the impending resignation.
- Should the President resign, the Vice President shall assume the responsibilities of the FSA in the interim until the next monthly meeting where nominations and voting for the position will take place.
- In the event a motion to remove a member of the Executive Board is made, a majority of votes by hand calls for removal. Immediate nominations will be taken to fill the office for the remainder of the term. Once the votes are tallied, the new officer will immediately take their post.

## **Article VIII: Committees**

- Such Standing Committees shall be organized by the Executive Board based on volunteers from the General Membership to promote the objective and interests of the association.
- In addition to the Standing Committees, the President may deem it necessary to establish Special Committees in order to further the policies of the FSA.
- Whenever possible, any and all money collected as a result of any committee activities shall be counted by a member of the committee and an Executive Board Member, or a school administrator if an Executive Board Member is not available. Both individuals should then complete and sign an FSA Money Tally Sheet to verify the count. The FSA Money Tally Sheet and the money should then be placed in a sealed envelope that is initialed by the member and clearly displays the current date and amount collected. The envelope should then be turned over to the Treasurer or President or be placed in the FSA mailbox.

## **Standing Committees**

- ❑ The Chairperson of the standing committee shall submit an event plan to the Executive Board and keep them informed of the activities of his/her committee.
- ❑ Each Chairperson shall work within the approved budget and may request additional funds as needed for specific projects. Requests for budget increases will be subject to Executive Board and/or Membership vote depending on the dollar amount.
- ❑ Standing Committees shall include, but not be limited to the following: Fundraising Committee, Box Top/Campbell's Committee, Book Fair Committee, and any other standing committee that the Executive Board seeks to establish.

### **Special Committees**

- ❑ Activities of the Special Committees must have prior Executive Board approval.
- ❑ All Chairpersons of the Special Committee shall submit to the Executive Board a summary report of their Special Committee one month upon completing their assigned activities or by end of the school year, whichever comes first.
- ❑ Each Chairperson shall work within the approved budget and may request additional funds as needed for specific projects. Requests for budget increases will be subject to Executive Board and/or Membership vote depending on the dollar amount.

### **Article IX: Finances**

- ❑ Monetary payments or gifts shall not be made to the Executive Officers, Committee Chairpersons, Committee Members or any other member of the FSA for their volunteer support.
- ❑ There shall be no commingling of the FSA funds with the personal, professional, or business accounts of any individual, group, or business.
- ❑ As designated in the objectives of this organization, net proceeds from any activity or project is intended to enhance the education of all of the students of The Institute for Excellence Charter School.
- ❑ Funds will be distributed with the advisement and consent of the members of the FSA. Such consent will consist of the approval by the majority of members in attendance at an FSA monthly meeting where a request for distribution of funds exceeds \$250.00.
- ❑ As custodians of the financial account, the Treasurer and President can authorize the use of funds as needed not to exceed \$250.00.
- ❑ Authorized signatures of the account shall be the Treasurer and the President. Both of these individuals and only these individuals is authorized to withdraw funds from the account.
- ❑ Personal information, including social security numbers, must be updated by both the President and the Treasurer and be provided to the financial institution at the beginning of either officer's term of office.

- The Treasurer is responsible for ensuring that any and all money of the FSA is deposited into the account within 10 business days of receipt.
- Two signatures are required on all checks.
- Receipts are to be turned in to the Treasurer in order to be reimbursed for all approved expenses.
- At a minimum, the budget shall include the current balance as of the date of the meeting, expected and reasonable expenditures through the remainder of the school year, estimates for fundraising based on past fundraising, and a listing of recommended discretionary expenditures for the next fiscal year.
- The FSA account shall have an ending balance of no more than \$3,000.00 at the end of the current fiscal year in order to be able to make any purchases necessary for the upcoming year.

### **Article X: Property and Supplies**

- All FSA equipment is to be used solely for school events, on school property or field trips. Equipment is not to be removed from school property without prior consent from an Executive Officer or an Administrator
- FSA equipment is to be used only for school events and not personal use.
- Any items, prizes, candy, food, etc. remaining after any FSA event will be the property of the FSA. Remaining perishable items may be disbursed by present volunteers, as deemed appropriate. Consideration of other non-profit organizations such as food banks, etc. will take precedence in distributing remaining perishables. No Board Members, Committee Chairs, or Volunteers will disperse any non-perishable property of the FSA to other individuals, or keep non-perishable property for themselves. The FSA Executive Board will decide how any remaining non-perishable, tangible items will be dispersed after each event.

### **Article XI: Amendments**

- An amendment is any change, addition or subtraction to the wording of any section or subsection of the FSA Bylaws.
- Any FSA member is eligible to submit a proposed amendment to the Bylaws.
- Copies of the Bylaws will be made available at the first FSA meeting of the school year in September.
- Should a proposed amendment be contested, a special meeting shall be called for discussion and final vote.
- The vote for the proposed change must be taken with a show of hands. All voting members in attendance, including the Executive Board may vote for this change. The proposed amendment will be passed and accepted if a majority of those eligible and present vote for the approval of the amendment.

## **Article XII: Dissolution**

Should the FSA be dissolved for any reason, the following shall dictate how the remaining assets should be distributed:

- The FSA shall be dissolved only following a majority vote of the members present at a meeting called and publicized for the purpose of dissolution.
- Treasurer shall be responsible for ensuring all outstanding debts are paid off and adequate time to clear has passed.
- The Treasurer shall present an inventory of all remaining assets to the Executive Board.
- Upon winding up and dissolution of the FSA, after paying the debts, the remaining assets shall be donated to The Institute for Excellence Charter School activity fund account or a charitable organization to be named at the time of the dissolution meeting.

## **Article XIII: Indemnification of the Executive Board**

The Executive Board and Committee Chairpersons shall be indemnified against expenses and costs, including reasonable attorney fees incurred in connection with any proceeding involving such Executive board members or Committee Chairpersons of the FSA to the full extent permitted by Section 15A:3-4 of the New Jersey Non-Profit Corporation act (N.J.S.A. 15A:1-1 et seq.) as it may be amended from time to time or any successor legislation.