

# **Friends of King, a Non profit Corporation Bylaws**

## **Article I – Name**

The name of the organization shall be Friends of King, a Nonprofit Corporation.

## **Article II – Purpose**

The corporation is organized for the purpose of supporting the education and well being of children at Thomas Starr King Middle School. The corporation will foster relationships among the school, parents, and teachers. The corporation will conduct its activities in an environmentally sustainable manner and in a manner that encourages sustainable practices throughout the campus.

## **Article III – Members**

Any parent of, guardian of or other responsible party for a student at Thomas Starr King Middle School may be a member and shall have voting rights. The principal of the school or his or her designee is automatically a member and does not need to be elected. Any teacher or staff member employed at the school or any volunteer at the school may be a member and have voting rights as well.

## **Article IV – Officers and Elections**

**Section 1. Officers.** The officers shall be a president (also known as chief executive officer), 1<sup>st</sup> vice president, 2<sup>nd</sup> vice president, secretary, and treasurer (also know chief financial officer).

- a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve on all committees except the nominating committee, and coordinate the activities of all the officers and committees to insure that the purpose of the organization is carried out.
- b. Vice Presidents. The vice presidents shall assist the president and carry out the president's duties in his or her absence or inability to serve, and assume responsibility for fundraising (1<sup>st</sup> vs.) and education (2<sup>nd</sup> v.p).
- c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle

correspondence, and send notices of meeting to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies and brings them to meetings.

- d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times when requested by the executive board, and make a full report at the end of the year.

**Section 2. Nominations and Elections.** Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the nominees at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. If nominees are unopposed, a voice vote will be conducted. A ballot vote shall be taken if more than one person is nominated to a position.

**Section 3. Eligibility.** Members are eligible for office if they have attended at least one monthly meeting before the nominating committee presents its slate.

**Section 4. Terms of Office.** Officers are elected for one year and may serve no more than two consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in the office of the president, the 1<sup>st</sup> vice president will become the president. The 2<sup>nd</sup> vice president shall assist the new president. If there is a vacancy in any of the other offices, the members shall fill the vacancy through an election at the next regular meeting.

**Section 6. Removal from Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present, assuming there is a quorum, at a regular meeting where previous notice has been given.

## **Article V – Meetings**

**Section 1. Regular Meetings.** The regular meeting of the organization shall be on the 2<sup>nd</sup> Monday of each month during the school year at 6 PM at

the campus. If necessary, a different date, time, and place may be determined by the executive board at least two weeks prior to the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting all regular business. The secretary will notify members of the meetings at least one week prior to the meetings through a flyer and/or email message.

**Section 2. Special Meetings.** Special meeting may be called by the president, any two members of the executive board, or ten general members submitting a written request to the secretary. Notice of the special meeting shall be sent to the members at least one week prior to the meeting.

**Section 3. Quorum.** The quorum shall be 8 members of the organization.

#### **Article VI – The Board**

**Section 1. Membership.** The board (8 members) shall consist of the officers (5), principal (1), standing committee chairs and one at large member.

**Section 2. Duties.** The board shall transact business between meetings in preparation for the general monthly meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to be presented to the membership.

**Section 3. Meetings.** Regular meetings shall be held monthly on the same day and time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

**Section 4. Quorum.** Five board members constitute a quorum.

#### **Article VII – Committees**

**Section 1. Membership.** Committees may consist of members and board members.

**Section 2. Standing Committees.** The following committees shall be held by the organization: Fundraising, Nominating and membership, Education and extracurricular, Budget and Finance, and Sustainability. The treasurer is the chair of the budget and finance committee. The 1<sup>st</sup> VP is chair of the Fundraising committee and the 2<sup>nd</sup> V.P is chair of the Education and

Extracurricular committee. The secretary shall be the chair of the nominating and membership committee.

**Section 3. Additional Committees.** The board may appoint additional committees as needed.

### **Article VIII – Finances**

**Section 1.** A tentative budget shall be drafted by the budget and finance committee and presented to the board in the fall for each school year and approved by a majority vote of the members present.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The board shall approve all expenses of the organization. Any expenditures over \$850 shall be approved by a majority vote of members at a regular meeting. The treasurer and president shall be authorized as signers on the bank account and have the authority to spend amounts under \$250 without prior board or member approval.

**Section 4.** The treasurer shall prepare a financial statement at the end of the year to be presented at the general meeting.

**Section 5.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills. With the membership's approval, all remaining funds should be spent for the benefit of the school.

**Section 6.** The fiscal year shall coordinate with the school year.

### **Article IX – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

### **Article X – Standing Rules**

Standing rules may be approved by the Board, and the secretary shall keep a record of the standing rules for future reference.

### **Article XI – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

## **Article XII – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the previous meeting and then written notice sent to all members by the secretary. Notice may be by flyer, email, mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.