

# **COPELAND FAMILY ASSOCIATION CONSTITUTION AND BY-LAWS**

## **Libertyville, Illinois**

### **Article I – NAME:**

The name of this organization shall be the Copeland Family Association. (Referred to as the association throughout this document.)

### **Article II – PURPOSE AND POLICIES:**

Section 1. The purpose of this association shall be to enhance the education of the students attending Copeland Manor School with enrichment programs, the acquisition of materials to enhance the learning process, and social activities to allow families an opportunity to interact.

Section 2. The purpose of this association shall be educational. It shall not seek to direct the administrative activities of the school or to control their policies. Section 3. This association shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise or any candidate shall be endorsed by it. The name of the association or its officers in their official capacities shall not be used in connection with a commercial concern or with any partisan interest, or for other than the regular work of the association. Section 4. The association may cooperate with other organizations and agencies active in child welfare and with conference groups or coordinating associations uniting for child welfare. Article III – MEMBERSHIP:

Section 1. The membership of this association shall be open to all parents, guardians and staff members of Copeland Manor School. Section 2. The privilege of holding office, making motions and voting shall be limited to members. Section 3. No dues shall be required for membership, unless established by the Executive Board with the approval of the membership.

### **Article IV – OFFICERS AND THEIR ELECTION:**

Section 1. The officers of this association shall be president, first vice-president, second vice-president, secretary and treasurer. These officers shall be elected annually and serve until their successors are elected and installed. These offices shall constitute the Executive Board. No person shall be eligible to hold the same office for more than two consecutive years, unless no other candidate steps forward. Section 2. Nominations shall be made by a Nominating Committee comprised of at least three members: the Secretary of the Executive Board, the principal or his representative, and not more than three from the membership. No candidate for office shall be a member of the nominating committee, with the exception of the Secretary who will serve as chairman of this committee. Should there be other candidates for a position the Secretary desires, another member of the Executive Board shall replace the Secretary on this committee. Should the current Executive Board all wish to remain in office and all the positions

have alternate candidates, a former Executive Board member shall be contacted to serve as chairman of the committee. If no former officer is available, the Executive Committee shall select a chairman. The Executive Board shall approve the committee members no later than the February Executive Committee meeting. Section 3. The Nominating Committee shall distribute to the membership written notice that nominations for the offices of this association are being accepted. In the event that there is no nominee for an office, the Nominating Committee shall solicit candidates. The Nominating Committee shall inform the members of the Slate of Officers no less than one week prior to elections. Section 4. Nominees will be announced at the April general meeting by the Chairman of the Nominating Committee. At that time, nominations may be made from the floor, provided the consent of the nominee has been secured. Section 5. When there is but one nominee for an office, it shall be in order that the secretary cast the elective ballot of the association for the nominee. Election shall be by ballot when there is more than one nominee for an office. Section 6. Installation shall be held at the end of the final Executive Committee meeting of the year and the officers shall assume their duties at that time. Section 7. Officer vacancies shall be filled by the Executive Board for the unexpired term.

#### **Article V – EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the officers of the association. Section 2. The duties of the Executive Board shall be to transact necessary business between Executive Committee meetings.

#### **Article VI – DUTIES OF OFFICERS:**

Section 1. The president shall preside at all meetings of the association and of the Executive Board, shall be a member of all committees except the nominating committee, shall appoint special committees, shall represent the association at the Family Associations of District 70 meetings, and shall perform all other duties usually pertaining to this office. Section 2. The first vice-president shall perform the duties of the president in the absence of that officer, coordinate all fundraising committees, organize the emergency calling list, and perform other duties as delegated by the president. Section 3. The second vice-president shall serve on the District Teacher Luncheon Committee, coordinate food drive(s), purchase staff gifts, oversee committees related to student activities and shall serve as parliamentarian. This officer shall represent the association at the Family Associations of District 70 meetings. Section 4. The secretary shall keep an accurate, permanent record of all meetings of the association and of the Executive Committee, shall be chairman of the nominating committee, and shall perform such other duties as may be delegated to him or her. Section 5. The duties of Treasurer shall be as outlined below.

a. The treasurer shall receive all monies of the association; keep an accurate record of receipts and expenditures; and pay out local funds in accordance with the approved budget as authorized by the association. He or she shall issue no blank check or checks payable to Cash except with Executive Board approval. Checks for \$1,000 or more will require two authorized CFA

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signatures. b. The treasurer shall present a written financial statement at every meeting of the association and at other times as requested by the Executive Board, making a fall report at the last meeting of the association. c. The treasurer's books shall be examined annually by the audit committee who, satisfied that the treasurer's last report is correct, shall sign a statement at the end of the report certifying its correctness. The auditing committee shall be appointed by the president with the approval of the Executive Board at least four weeks before the last meeting of the association. d. The treasurer will be a member of the fund-raising committee and shall be responsible for the handling of all funds of this committee. e. All monies shall be placed in a depository approved by the Executive Board. Section 6. The Executive Board shall submit to the association at the first meeting a proposed budget for the year, including operating cost, gifts, and all proper expenditures. Approval by the association of this budget shall constitute authority for the Executive Board to pay out funds coming within the scope of the budget. Section 7. Expenditures arising after the approval of the budget, or coming outside the scope of the budget, shall be submitted individually for the approval of the Executive Committee. Section 8. Written reports of all officers and chairmen of all standing committees shall be submitted at the last meeting of the Executive Board to be turned over to their successors.

#### **Article VII – EXECUTIVE COMMITTEE:**

Section 1. The Executive Committee shall consist of the officers of the association, the chairmen of the standing committees, the past president, the principal of the school and a representative of the teaching staff. Section 2. The duties of the Executive Committee shall be to transact necessary business between general association meetings, and such other business as may be referred to it by the association.

#### **Article VIII – STANDING COMMITTEES:**

There shall be such standing committees created by the president with the approval of the Executive Board as may be required to promote the objectives and interests of the association. Their term of office shall be for one year and can be renewed annually. Each committee chairman shall submit a written end of the year report of the activities of the committee.

#### **Article IX – MEETINGS:**

Section 1. A general meeting of the association shall be held twice a year, unless otherwise provided by the association or by the Executive Board. Five days notice to be given prior to the meeting. Section 2. A meeting of the Executive Committee shall be held each month of the school year, except December, at a time and date established by the Executive Board and Principal. Special meetings of the Executive Committee may be called by the President or by a majority of the members with three days prior notice. The membership present shall constitute a

quorum- These meetings are open to all members, however, only members of the Executive Committee have the privilege of making motions and voting.

#### **Article X – AUDITING COMMITTEE:**

There shall be an auditing committee consisting of one or two members from the general association. They shall be responsible for auditing the treasurer's books at the close of the school year and at other times if required. The president shall appoint the members) of this committee at least four weeks before the last meeting of the association.

#### **Article XI – AMENDMENTS:**

These by-laws may be amended in the following manner. Proposed amendments shall be presented to the Executive Committee for approval. Adoption shall require a two-thirds vote of approval of the Executive Committee members present. This adoption shall provide the authority to transact business under the amended rules until such time that the amendments can be approved by the general membership.

#### **Article XII – RULES OF ORDER:**

The rules contained in Robert's Rules of Order Revised shall govern this association in all cases to which they are applicable.

#### **ARTICLE XIII – OTHER PROVISIONS**

- 1) The organization is organized exclusively for charitable, religious, educational or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. 2) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempt to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distributions of statements) any political campaign on

behalf of any candidate for public office. Notwithstanding any other provisions of this document, or 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 17Q(c)(2) of the Internal Revenue code, or corresponding section of any future federal tax code. 3) Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations or organizations, as said Court shall determine which organized and operated exclusively for such purposes.

**Adopted 2/75 Updated: 2/80, 8/83 Amended by Executive Committee pending confirmation by general membership**

11/15/05

Amended 5/85, 4/87, 4/02, 09/04, 4/27/06 (confirming Executive Committee Amendment of 11/15/05)