

## **BY-LAWS OF THE FRIENDS OF WOODS**

### **ARTICLE I MEMBERSHIP**

#### **Section 1**

This organization shall be known as The Friends of Woods (FOW). Membership in this organization will be composed of parents, teachers, the Woods School administrator and community members.

### **ARTICLE II MISSION STATEMENT**

#### **Section 1**

The Friends of Woods affirms that school personnel and parents are partners in our students' education. We provide a vehicle for parent involvement as we advocate for positive student educational experiences. We seek to build a sense of community and help to enrich and strengthen family life. We support Woods school and its students by involvement in a variety of activities from fund-raising for special projects, volunteering for events, to sharing of educational ideas with appropriate school personnel.

We do not advocate for any political position and are not affiliated with any association, education management, or education union. Our sole purpose is to support and enrich the educations experiences of our students and families.

### **ARTICLE III FINANCES**

#### **Section 1**

The fiscal year shall be September 1<sup>st</sup> through August 31<sup>st</sup>.

#### **Section 2**

A budget shall be prepared by the past and present FOW Boards and must be presented to and approved by the general membership before the close of the August meeting.

#### **Section 3**

In the event that funds are needed that exceed the budgeted amount, the FOW Board will have the power to make a decision to disburse a maximum of \$200.00.

#### **Section 4**

An amount of \$200.00 of allocated funds must be carried over to the next fiscal year.

#### **Section 5**

Upon request, an audit can be conducted at the end of each fiscal year by a volunteer committee of at least three people from the general membership.

#### **Section 6**

Two persons at the end of all fund-raisers must complete an event financial report. The money raised must remain locked on school premises until the treasurer is present. All cash needed to make change at fund-raisers shall be obtained from the treasurer.

## **ARTICLE IV OFFICERS AND COMMITTEES**

### **Section 1**

The FOW Board shall be comprised of the president, vice president, secretary, treasurer and committee chairperson coordinator(s). These terms shall be one year in service and shall be voted on by the general membership.

### **Section 2**

a. President-It shall be the duty of the president to preside at all meetings, to appoint committees, to keep order, and to take care of all matters pertaining to the welfare of the organization. The president will draft an agenda for each meeting and keep the administrator informed of all group activities.

b. Vice President-It shall be the duty of the vice president to preside at all meetings in the absence of the president and to act as publicity chair, coordinate the bulletin board of FOW events and correspondences, and publicizing as need to increase participation in FOW events.

c. Secretary-It shall be the duty of the secretary to see that minutes are taken at each meeting, a record of all members attending is made and a report of the previous meeting is made. The secretary will write thank you notes, and correspondence as needed.

d. Treasurer-It shall be the duty of the treasurer to keep an accurate account of all money received and paid out, have charge of the checking accounts, pay all bills and give a monthly report at the FOW meetings.

e. Committee Chairperson Coordinator(s)-It shall be the duty of the committee chairperson coordinator(s) to oversee the work of the individual committees, to help coordinate activity dates and report to the FOW Board and membership of progress made by committees.

## **ARTICLE V ELECTION OF OFFICERS**

### **Section 1**

Nomination of officers shall be accepted at the April Meeting. Election will take place at the May meeting. A majority of all votes cast shall be required to decide the election.

### **Section 2**

Newly elected officers will take office at the June FOW meeting.

### **Section 3**

In the event of an emergency vacancy for any standing committee chairperson the FOW Board shall appoint a person to fill the position.

#### **Section 4**

Positions which remain unfilled, following the May elections, may be filled by appointment by the FOW Board temporarily until a special election is held.

### **ARTICLE VI BY-LAWS**

#### **Section 1**

Changes, deletions or additions of the by-laws shall be approved by the general membership at the meeting. By-laws will be reviewed in April.

#### **Section 2**

Changes in by-laws may be suggested and discussed at a meeting, and then a vote for the change shall be taken at the consecutive meeting.

### **ARTICLE VII MEETINGS**

#### **Section 1**

**The FOW general membership meetings will be held once a month throughout the year. The meetings will fall on a consistent day of the month (Example 2<sup>nd</sup> Tuesday), which will be determined at the August meeting.**

#### **Section 2**

**The president may call special meetings and the membership will be notified. The meeting date may be changed through majority consensus of attending members.**

#### **Section 3**

**The president as needed may call (FOW) Board Meetings.**

### **ARTICLE VII STANDING COMMITTEES**

#### **Section 1**

- a. Teacher Appreciation Chairperson(s): Organizes activities/events during Teacher Appreciation Week, including the annual teacher meal.
- b. Cultural Arts Chairperson(s): Various forms of performing and creative art programs are organized by the school administrator and Woods School (with FOW approval) and brought to the school for general assembly.
- c. Volunteer Chairperson(s): Coordinates volunteer activities throughout the year as needed.
- d. Box Tops Chairperson(s): Collects, organizes and tallies box tops and coupons for fund-raising purposes.

- e. Field Day Chairperson(s): Organizes end-of-the-year Field Day events for students.
- f. Auction Committee: Organizes the Annual Woods Silent Auction.

## **Section 2**

General Guidelines for Standing Committees:

- a. All chairpersons of standing committees shall serve a one-year term.
- b. Evaluation reports shall be submitted to the committee chairperson(s) coordinator within 30 days of the events end as requested by the FOW Board.
- c. All bills and receipts shall be submitted to the treasurer within 30 days of the event's end.
- d. Committee Chairpersons shall contact the committee chairperson if assistance is needed.
- e. All committees must operate within budget constraints. If further expenses are anticipated, FOW Board approval is necessary.

## **ARTICLE VIII CONFLICT OF INTEREST**

### **Section 1**

- a. An "interest person" is defined as any person who: may receive compensation or financial benefit from a transaction or arrangement with the FOW.
- b. When the FOW is discussing or voting upon a transaction or arrangement involving an interested person:
  - 1. shall disclose his or her interest to the FOW Board before a discussion occurs;
  - 2. may make a presentation and participate in discussions of the transaction or arrangement;
  - 3. shall leave the meeting room to allow the FOW Board to discuss the matter; and
  - 4. shall not vote on whether to approve the transaction or arrangement.
- c. The FOW Board may approve transaction or arrangements involving an interested person only after using diligence to determine that the transaction or arrangement is in the best interest of the FOW.

## **ARTICLE IX DISSOLUTION ARTICLE**

### **Section 1**

In the event the FOW dissolves the organization the following steps will occur in order:

- a. All outstanding bills or debt will be made current (paid in full).
- b. All funds remaining in any FOW accounts will be donated to Joint 4 Woods School General Fund.
- c. All FOW accounts will be closed immediately.

## **ARTICLE X CHARITABLE CONTRIBUTIONS**

### **Section 1**

The Friends of Woods is organized exclusively for charitable, religious, educational, and 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.

### **Section 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 part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) a political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on

- a. by organization exempt from federal income tax under section 501 (c)(3) of the 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 code.

### **Section 3**

Upon the 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 the federal government, or to a state or local government, for a public purpose. Any such assets not disposed or shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.