

FRIENDS OF CUTLER BYLAWS

Revised and adopted January, 2018

ARTICLE I - Name, Mission Statement, Purpose

- 1) The name of the organization shall be known as “Friends of Cutler” hereafter referred to as the “FOC.”

- 2) The Mission Statement of FOC is to support and enhance the educational experience of the students of Cutler Elementary School in Hamilton, Massachusetts. All activities of the organization are intended to encourage and facilitate school spirit, meaningful communication between home and school, as well as provide additional financial support as needed.

- 3) FOC is a nonprofit organization that exists for charitable and educational purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

ARTICLE II- Membership

- 1) Membership shall be automatically granted to all parents, legal guardians, teachers and administrators of the current students of Cutler Elementary School.

- 2) FOC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

- 3) All members have voting privileges.

ARTICLE III- Officers

- 1) Executive Board
 - A) The Executive Board shall consist of the following officers: President, Co-President, Secretary, Co-Secretary, Treasurer, Co-Treasurer and Cutler School’s current Principal and/or his/her designee.

 - B) Officer positions may be shared.

- 2) Terms of Office and Qualifications
 - A) Any FOC member in good standing may become an officer.

B) The term of office for all officers is one year, beginning September 1 and ending August 31, except as follows:

1) The President and Co-President of FOC shall have a consecutive term of two (2) years.

2) Treasurers and Co-Treasurers shall have a maximum term of three (3) years total.

C) Any officer may be removed from office for the failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

D) If a vacancy occurs on the Executive Board, the President shall appoint a FOC member in good standing to fill the vacancy for the remainder of the officer's term.

3) Duties

A) Executive Board - Develop the FOC's annual budget, establish and oversee committees to conduct the work of FOC, establish fundraising programs and approve by majority vote of the Board non-budgeted expenditures of no more than Two Hundred Dollars (\$200), attend and conduct meetings as described in Section 4 below, and keep the general membership apprised of same.

B) President - Preside at the general FOC meetings and Executive Board meetings, oversee all committees and tasks created and performed by FOC. He/she shall create such committees and/or non-officer roles and deemed necessary to carry out the mission and purpose of FOC.

C) Co-President - Assist the President in his/her day-to-day duties. In the absence of the President, he/she will perform the duties normally executed by the President. He/She may also serve in another Board position simultaneously.

D) Treasurer/Co-Treasurer - Serve as custodian of FOC's finances, collect revenue, pay authorized expenses, follow all financial policies of FOC including the filing of all state and federal forms and taxes, and hold all financial records.

E) Secretary/Co-Secretary - Record and distribute minutes of all Executive Board meetings and all general FOC meetings, prepare agendas for official FOC meetings and hold historical records for FOC.

4) Board Meetings - The Executive Board shall meet monthly during the school year or at the discretion of the President.

5) General Membership Meetings - The Executive Board shall hold a monthly meeting during the school year to conduct the business of FOC and keep the general membership informed. These meetings are scheduled at the discretion of the Executive Board.

- 6) Voting- Each member in attendance at a FOC meeting is eligible to vote.
- 7) Quorum - Five (5) members of FOC present and voting constitute a quorum for the purpose of voting. At least two (2) must be officers.
- 8) The President may call any special meetings as necessary or at the written request of five (5) members of the Executive Board. The notice shall state the purpose of said meeting and the general membership shall be notified.
- 9) The calendar for general FOC meetings and events will be provided to the general membership in September to the extent possible.

ARTICLE IV - Financial Policies

- 1) Fiscal Year- The fiscal year for FOC begins September 1 and ends August 31 of the following year.
- 2) Banking- All funds shall be kept in a checking account in the name of FOC, requiring two signatures of the Executive Board and held at a local financial institution.
- 3) Reporting- All financial activity shall be recored in a computer based or manual accounting system. The Treasurers shall reconcile the accounts(s) monthly and report all financial activity monthly. FOC shall arrange an independent review of its financial records each year. All documentation will be filed and kept in accordance with all state and federal laws and as required to maintain FOC's 501(c)(3) tax-exempt status.
- 4) Ending Balance- The organization shall leave a minimum of Two-Thousand-Dollars (\$2000) in the treasury at the end of each fiscal year.
- 5) Contracts- Authority to sign contracts is limited to the President or the President's designee.

ARTICLE V- Bylaw Amendments

- 1) Amendments to the bylaws may be proposed by any FOC member. Amendments presented at a FOC meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VI- Dissolution

- 1) In the event of dissolution of FOC, any funds remaining shall be donated to Cutler Elementary School.

