

MISSION STATEMENT OF RED CEDAR FAMILY COUNCIL

The Red Cedar Family Council:

- facilitates communication for and between Red Cedar faculty, students, families and the East Lansing Public Schools community;
- enhances the learning environment for Red Cedar students; and
- advocates for safety, inclusivity, and educational excellence for all Red Cedar students.

BYLAWS OF RED CEDAR FAMILY COUNCIL

ARTICLE I – ORGANIZATION AND OBJECT

Section 1 – Name

The organization shall be known as RED CEDAR FAMILY COUNCIL (“Family Council” or “Council” or “RCFC”)

Section 2 - Principal Office

The principal office of the Red Cedar School Family Council (RCFC) is located at the Red Cedar School, 1110 Narcissus, East Lansing, MI 48823.

Section 3 – Purpose and Policies

a. The Family Council is organized and shall be operated exclusively for purposes described in Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended.

b. The purposes for which the Family Council is operated are:

- to facilitate and encourage communication among Red Cedar School students, families, teachers, administrators, the community, the East Lansing Board of Education and concerned individuals;
- to promote, advocate, and enhance the learning, safety, health and social opportunities provided to students at Red Cedar School;
- to assist in volunteer support for Red Cedar School activities; and
- to assist in funding needs and projects for Red Cedar School.

c. The RCFC shall be non-commercial, non-sectarian, and non-partisan. Officers and others shall not use the Council to endorse any enterprise or candidate.

d. All funds raised by and contributed to the RCFC shall be used to support the Council’s operational budget and other approved Council undertakings.

e. The RCFC shall have the power, either alone or with others, to do any lawful act and to engage in any and all lawful activities which may be necessary, useful, desirable or proper for the furtherance of the purposes for which the Family Council is organized. Notwithstanding anything contained to the contrary, the Family Council shall exercise only such powers as are in furtherance with the exempt purposes of the organizations set forth in Section 501(c)3 of the Internal Revenue code of 1986, as amended, and the regulations thereunder. No part of the activities of the Council shall be carrying on propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication of or distribution of statements), any political campaign on behalf of any candidate for public office.

ARTICLE II - Membership

Section 1 - Membership

All parents and guardians of students attending Red Cedar School are members of the RCFC. The principal and staff of Red Cedar School are members of the RCFC.

Article III - Executive Board

Section 1 – General Powers

The business and affairs of the Family Council shall be managed by its Board of Directors (“Board”) which shall include power to:

- a) transact the general business of the Family Council between Council meetings;
- b) approve a place of deposit for the monies of Family Council;
- c) formulate policies and positions on any subject relevant to the welfare of the Family Council; and
- d) submit Board feedback, policies, and positions to the appropriate agencies, administrators, and other bodies for their review and consideration

Section 2 - Voting

An affirmative vote of a majority of the Executive Board is required for any official action of the Board.

Section 3 - Composition of the Board

The officers of the Executive Board are a President, a Vice President/Co-President, a Secretary, and Co-Treasurers, each of which is a voting member of the RCFC. The officers are elected at the annual meeting of the RCFC, in May unless a special vote is held to affirm an incumbent Executive Board member. Each officer holds office until a successor is elected or until resignation. Any position may be held by two people if so agreed and presented to the voting membership as a “CO” position. Any officer may resign by providing advance notice to the Board. If an officer resigns, a successor shall be chosen by special election as soon as possible.

ARTICLE IV - Duties of Elected Officers

Section 1 - The President

Presides over all meetings of the RCFC and of the Board; represents the RCFC at meetings of the East Lansing District Parent Council unless another Board member is assigned; appoints chairperson of any special committees found to be necessary by the Board and acts as an ex officio member of such committees. The President is a co-signer of all RCFC checks in the absence of one of the Treasurers. The President chairs the Budget Committee and performs other duties as necessary.

Section 2 - The Vice President

The Vice President assists the President and, in the absence of the President, exercises the duties and powers of the President. The Vice President hosts board meetings as needed. The Vice President helps with selected projects as needed.

Section 3 - The Secretary

The Secretary attends all meetings of the RCFC and of the Board and maintains a record of all votes and the minutes of all meetings. The Secretary conducts the correspondence of the RCFC and provides notice of all meetings. The Secretary hosts board meetings as needed. The Secretary assists the special committees with correspondence and promotional materials, such as flyers and articles

Section 4 - Co-Treasurers

The Treasurers receive all monies of the RCFC; keeps an accurate record of receipts and expenditures; pays out funds only when authorized by the Board; presents a statement of account at every business meeting of the RCFC and at other times when requested by the Board and prepares a full report at the end of the fiscal year. The Treasurers host board meetings as needed.

Section 5 - Appointed Members

The Executive Board may choose to appoint other officers. These may include a Volunteer Coordinator and a District Parent Council Representative or other officers as deemed necessary.

ARTICLE 5 - Board Terms and Elections

Section 1—Election of Officers

The Nominating Committee will attempt to recruit leadership that reflects the rich diversity of the RC community. The election shall be conducted by affirmative votes of the members of the Executive Board. The election shall be by paper ballot only if there are more nominees than available Board positions. Elected officers' terms of office begin at the start of the new school year on August 20th.

Section 2—Term of Office

The newly elected officers shall each serve at least a one (1) year term, starting in the school year and ending on August 20th of the following calendar year.

Section 2A — Extended Terms

a. Eligibility for Extended Terms

At the conclusion of a one (1) year term, any current Executive Board officer may be eligible to extend their term for an additional one (1) year, subject to confirmation and documentation as outlined in this section.

b. Willingness Confirmation

Prior to the annual election meeting, the President shall confirm which current Executive Board members are willing to extend their term by one (1) additional year.

c. Recording of Willingness

The willingness of any officer to extend their term shall be formally recorded in the official Executive Board meeting minutes.

d. Affirmation of Extended Terms

Extended terms shall be affirmed by the Executive Board through an affirmative vote in accordance with the voting requirements set forth in these bylaws.

Section 3—Resignation and Removal

Any Board officer may resign by providing written notice to the Board. A successor shall be appointed by the members of the Board in accordance with Article V, Section 4 as soon as reasonably possible. Any Board officer who fails to participate, is unable to fulfill the appointed duties or operates in a manner that jeopardizes the best interests of the Council may be removed from the position by a two-thirds majority vote of the Board. Any officer of the RCFC Executive Board who has been removed from office by a majority vote of the remaining Executive Board members is permanently ineligible for securing the same or any other position on the Executive Board.

Section 4 – Vacancies

Any vacancy occurring on the Board may be filled at a duly noticed meeting of the Board by the affirmative votes of a majority of the remaining members of the Board. A member elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor in office. Any Board position to be filled by reason of an increase in the number of Board positions may be filled by the affirmative vote of a majority of the Board for a term of office continuing only until the next election of Board members.

Section 5 – Conflict of Interest

a. A conflict of interest will be deemed to exist whenever the policies or actions of the RCFC could ultimately harm or benefit financially: (a) the individual; (b) any member of his or her immediate family (spouse, parents, children, brothers or sisters, and spouses of these individuals); or (c) any organization in which the individual or an immediate family member is a Director, trustee, officer, member, partner or more than 10% shareholder.

b. Any Council member who has a conflict of interest as defined above shall neither vote nor exercise any personal influence in the disposition of such matter.

c. Any possible conflict of interest with respect to any issue on the part of any Council member shall be disclosed to the other council members prior to any discussion or action by the Board or a committee of the Board where the issue could become a matter of actions. Disclosure may be made verbally to all Council members or by way of an annual report of affiliation. A conflict of interest shall be made a matter of record in meeting minutes.

d. Although a Council member with any actual conflict of interest shall not vote or exercise personal influence in the disposition of such a matter, the Council member shall report fully all pertinent knowledge about the matter and answer freely why a proposed decision or transaction could, or would not, be in the best interest of the Council.

e. The President may circulate annually to all Board members such questionnaires and other forms as may be necessary to further the policy of this section.

Committees

Section 1. Budget Committee.

The Budget Committee drafts a budget for the RCFC and presents the budget to the RCFC for review, discussion and approval as needed. The President of the RCFC chairs the Budget Committee. The President and Treasurer of the RCFC and at least one other member of the board or one member-at-large of the RCFC serve on the Budget Committee. A teacher representative may also be invited to serve on the Budget Committee

Section 2. Special Committees.

The Board has the power to create special committees which it finds to be necessary. The President appoints the chairperson of a special committee and acts as an ex officio member of all special committees. Special committees might include, but are not limited to, a School Climate Committee, a Carnival Committee, a Hospitality Committee.

Meetings

Section 1 - Annual Meetings.

The annual meeting of the RCFC shall be held at the Red Cedar School or at such other locations as may otherwise be determined by the Board. The meeting shall be held in May of each year for the purpose of electing officers to the Board for the following year and for the transaction of such other business as may properly be brought before the meeting. The annual meeting may be changed by the Board provided that all members receive reasonable notice not later than 7 calendar days prior to the new date selected by the Board.

Section 2 - Regular Meetings.

Regular meetings of the RCFC shall be held at the Red Cedar School or at such other locations as may otherwise be determined by the Board and at such time as may be determined by the Board provided that all members shall receive reasonable notice thereof not later than 7 calendar days prior to the date of the Regular Meetings.

Section 3 - Special Meetings.

Special meetings of the Board shall be called by the President of the Board, by the Board, or by the President of the board at the request of any two (2) Board Members. Each Board member and ex officio member shall receive notification in person, or by phone, or in writing of a special meeting at least 18 hours before the special meeting.

Section 5 – Electronic and Telephonic Meetings

Business of the Board may be conducted by telephone or internet provided all officers have been notified and given the opportunity to contribute. The Secretary shall maintain records of notice and minutes in accordance with regular duties. These records and minutes should be freely available to members upon request.

Section 6 – Quorum

In order for the Board to take action at a duly noticed regular meeting, at least 50% of the elected Board members must be present.

Section 7 – Proxies

Proxies shall not be permitted for members, including members of the Board.

Section 8 – Voting

Each voting member is entitled to one vote on each matter submitted for a vote of the membership, unless otherwise provided in the Articles of Incorporation. Votes shall be cast orally or in writing, except as otherwise provided in these Bylaws. The act of a majority of the Council members present at a meeting at which a quorum is present shall be the act of the Board or Council, except as otherwise provided in these Bylaws. The rules of parliamentary practice shall govern the proceedings of the RCFC except when they conflict with the special rules which have or may be adopted.

Fiscal Year Notices

Section 1. Fiscal Year.

The fiscal year of the RCFC shall begin on the first day of July of each year and end on the 30th day of the following June.

Section 2. Notices.

Any notice required by statute or by these bylaws to be given to the officers of the RCFC, unless otherwise provided herein or by law, shall be sufficient if given by memo sent home through the school or by phone.

ARTICLE X – USE OF FUNDS AND DISSOLUTION

The RCFC shall use its funds only to accomplish the objective and purposes specified by these Bylaws and the Articles of Incorporation, and no part of such funds shall inure, or be distributed to any member or director of the Council, except to reimburse a member or member of Board for prior approved expenditures made on behalf of and in furtherance of the Council objectives and purposes.

In the event of the liquidation or dissolution of the Council, whether voluntary or involuntary, no member or director shall be entitled to any distribution or division of its remaining assets, and the balance of all money and other property received by the Council from any source, after the payment of all debts and obligations of the Council, shall be distributed to such public charities qualified under Section 501(c)(3) of the Internal Revenue Code as tax exempt exclusively for the purposes set forth in Article II of the Articles of Incorporation and within the intent of Section 501 (c) of the Internal Revenue Code of 1986, and the Regulations thereunder, as they now exist or are hereafter amended as shall be designated by the Board.

Amendments

These bylaws may be altered or repealed or new bylaws may be adopted in lieu thereof by the affirmative vote of a majority of the Officers then in office at any regular or special meeting of the Board, if a notice of the proposed alteration, repeal, or substitution is contained in the notice of such meeting.