

# **Bylaws of F.O.R. Kids (Friends of Random Lake Kids)**

## **Article I - Name**

The name of this association is F.O.R. Kids which is an acronym for Friends of Random Lake Kids, located in Random Lake, Wisconsin. It is a local parent teacher unit and operates independently of any national organization.

## **Article II - Purpose**

Section 1. F.O.R. Kids is organized for the purpose of promoting the education and welfare of children in home, school, and community; as well as for the purpose of fostering relationships among the school administrators, parents, and teachers so that all children in Random Lake Elementary and Middle School have the highest advantage in physical, mental, and social education.

Section 2. The association is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

## **Article III - Members**

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal, district administrator, and any teacher, employed at the school may be a member and have voting rights.

Section 2. There are no dues required for membership.

## **Article IV - Officers and Elections**

Section 1. Officers. The officers shall be a Secretary and a Treasurer. The Secretary and Treasurer shall not be related by blood, marriage, or reside in the same household.

a) Secretary. The Secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices to the membership. The secretary also keeps a copy of the Meeting Minutes, Requests for Funds forms, and By-Laws and brings them to the meetings.

b) Treasurer. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, maintain the budget as approved by the group, and pay out funds in accordance with the approval of the group. He or she will present a financial statement and a copy of the budget at every meeting.

Section 2. Nominations and Elections. Nominees will be selected for each office at a meeting held in April. Elections will be held at the meeting in May. A new nominee may be named from the floor at the election meeting in May. Voting shall be by voice vote unless there is more than one person running for an office, in which case a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing.

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

Vacancies. If there is a vacancy in any office, members will fill the vacancy through an election at the next regular meeting.

Removal from Office. Where previous notice has been given (minimum of 14 days) Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting, so long as there is a minimum of 20 members in attendance to vote.

#### **Article V – Committees**

Section 1. Membership. Committees may consist of members and board members. Each Committee shall have a Chair and Co-Chair. The Co-Chair is to be thoroughly involved in all decisions and activities of the committee with the expectation to become the Chair the following year, however it is not mandatory to do so. The Committee Chair and/or Co-Chair shall report the Committee's activities to the members at the meetings.

#### **Article VI – Finances**

Section 1. Budget. A tentative budget shall be drafted in the fall for the entire school year and approved by the majority of members present.

Section 2. Financial Records. The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. Expenses. Any Random Lake School District staff member requesting financial assistance must submit a Request for Funds form. The majority of members present at the meeting shall approve the Requests for Funds.

Section 4. Signing Authority. Two (2) authorized signatures shall be required on each check over the amount of \$200. Authorized signors shall be Secretary, Treasurer, and one other member, designated by the majority of the members present at the elections meeting so long as he or she is not be related by blood, marriage, or reside in the same household as either the Secretary or Treasurer.

- Section 5. Financial Statements. The Treasurer shall prepare a Financial Statement for each meeting and at the end of the year.
- Section 6. Dissolution. Upon the dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and, with the members' approval, spent for the benefit of the school.
- Section 7. Fiscal Year. The fiscal year shall coordinate with the school year, which runs September through June, and ends on June 30.

#### Article VII – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two thirds vote of those present at the meeting, so long as there is a quorum of a minimum of 20 members present.

#### Article VIII – Amendments

These bylaws may be amended at any regular or special meeting providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given via email. Amendments will be approved by a two-thirds vote of those present, assuming a quorum of 10 members in attendance.

DATE APPROVED BY MEMBERSHIP: May 12, 2015

Carrie Rydzewski  
SIGNATURE OF SECRETARY

Carrie Rydzewski  
SECRETARY (PRINT NAME)

Carrie Michaels  
SIGNATURE OF TREASURER

Carrie Michaels  
TREASURER (PRINT NAME)