



2720 E 86th St Indianapolis, IN 46240 (317) 643-4148 www.northeastcooperative.org

## **BYLAWS**

### **ARTICLE 1 NAME and OFFICES**

#### **SECTION 1. NAME**

The name of the non-profit corporation is Northeast Cooperative Preschool and Kindergarten, Inc. (hereinafter referred to as the "Corporation").

#### **SECTION 2. OFFICES**

The principal office of the Corporation is located in Marion County, State of Indiana.

### **ARTICLE 2 NONPROFIT PURPOSES**

#### **SECTION 1. IRC SECTION 501(c)(3) PURPOSES**

This Corporation is organized and operated exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, 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.

#### **SECTION 2. SPECIFIC OBJECTIVES AND PURPOSES**

The specific objectives and purposes of this Corporation shall be:

- a) To operate and maintain a school for preschool and kindergarten-aged children;
- b) To educate preschool and kindergarten children through group play;
- c) To provide activities for children to help them develop healthy personalities and self-reliance, adjust socially, and prepare for school experience;
- d) To provide a program of creative group play and parent education through participation and child study groups.

#### **SECTION 3. NONDISCRIMINATORY POLICY**

The Corporation admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sexual orientation, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and other school-administered programs.

### **ARTICLE 3 IRC 501(c)(3) TAX EXEMPTION PROVISIONS**

#### **SECTION 1. LIMITATIONS ON ACTIVITIES**

No substantial part of the activities of this Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these Bylaws, this Corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section

501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

## **SECTION 2. PROHIBITION AGAINST PRIVATE INUREMENT**

No part of the net earnings of this Corporation shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Corporation.

## **SECTION 3. DISTRIBUTION OF ASSETS**

Upon the dissolution of this Corporation, its assets remaining after payment, or provision for payment, of all the debts and liabilities of this Corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of the State of Indiana.

## **ARTICLE 4 DIRECTORS**

### **SECTION 1. NUMBER**

The Corporation shall have between twelve and seventeen directors and collectively they shall be known as the Board of Directors.

### **SECTION 2. QUALIFICATIONS**

Directors shall be of the age of majority in this State.

### **SECTION 3. COMPOSITION**

The Board of Directors shall consist of the elected officers and the following appointed members: Equipment Chairperson, Newsletter Editor, Publicity Chairperson, Fundraising Chairperson, Classroom Participation Training (CPT) Chairperson, Church Liaison, and a Representative from each class. Teachers shall meet and consult with the Board of Directors but shall not vote.

### **SECTION 4. POWERS**

Subject to the provisions of the laws of this State and any limitations in the Articles of Incorporation and these Bylaws relating to action required or permitted to be taken or approved by the members, if any, of this Corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

### **SECTION 5. DUTIES**

It shall be the duty of the directors to:

a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws; b) Appoint and remove, employ and discharge, and, except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the Corporation; c) Supervise all officers, agents and employees of the Corporation to assure that their duties are performed properly; d) Meet at such times and places as required by these Bylaws; e) Register their address with the Secretary of the Corporation, and notices of meetings mailed to them at such addresses shall be valid notices thereof; f) Promulgate certain Standing Rules which shall govern the day to day operations of the Corporation and which shall be consistent with these Bylaws and the Articles of Incorporation; g) Sever for cause a teacher's services before the

end of the school year by a quorum vote of the Board; h) Negotiate the housing for the Corporation and enter into a contract for same; i) Terminate a member's membership in compliance with Article 9 Section 9; j) Members of the Board of Directors shall perform their respective duties prescribed in the Job Descriptions list provided with the membership enrollment forms.

#### **SECTION 6. TERM OF OFFICE**

Each director shall hold office for a period of one year or until his or her successor is elected or appointed and qualifies, with the exception of the Co-Presidents and Co-Membership Vice Presidents, who shall hold office for a period of two years.

#### **SECTION 7. COMPENSATION**

Directors shall serve without compensation. Directors shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

#### **SECTION 8. REGULAR MEETINGS**

Regular meetings of the Board of Directors shall be held on the first or second Tuesday of each month at 7:00 pm. All meetings shall be open to the general membership.

#### **SECTION 9. SPECIAL MEETINGS**

Special meetings of the Board of Directors may be called by the Co-Presidents, the President-elect, the Parent Education Vice President, the Co-Membership Vice Presidents, the Secretary, the Treasurer, or by any two directors. Such meetings shall be held at the principal office of the Corporation, or, if different, at the place designated by the person or persons calling the special meeting.

#### **SECTION 10. NOTICE OF MEETINGS**

Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors:

a) Regular Meetings. At least one week prior notice shall be given by the Secretary of the Corporation to each director of the place of the regular meeting of the Board of Directors by placing said notice in each director's folder. b) Special Meetings. At least one week prior notice shall be given by the Secretary of the Corporation to each director of each special meeting of the board. Such notice may be oral or written, may be given personally, by first class mail, by telephone, by email, or by facsimile machine, and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting. If written, notice may be placed in each director's folder. c) Waiver of Notice. Whenever any notice of a meeting is required to be given to any director of this Corporation under the provisions of the Articles of Incorporation, these Bylaws, or the law of this State, a waiver of notice in writing signed by the director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

#### **SECTION 11. QUORUM FOR MEETINGS**

A quorum shall consist of two-thirds of the Board of Directors.

Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the board at any meeting at which the required quorum is not present, and the only motion which the President shall entertain at such meeting is a motion to adjourn.

#### **SECTION 12. MAJORITY ACTION AS BOARD ACTION**

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation, these

Bylaws, or provisions of law require a greater percentage or different voting rules for approval of a matter by the board.

### **SECTION 13. CONDUCT OF MEETINGS**

Meetings of the Board of Directors shall be presided over by one of the Co-Presidents of the Board, or, if no such person has been so designated or, in his or her absence, the Co-President-elect, if any, of the Corporation, or in his or her absence, the Parent Education Vice President of the Corporation, or in the absence of each of these persons, by a Chairperson chosen by a majority of the directors present at the meeting. The Secretary of the Corporation shall act as secretary of all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

Meetings shall be governed by Robert's Rules of Order, Revised, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

### **SECTION 14. VACANCIES**

Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of any director, and (2) whenever the number of authorized directors is increased.

Any director may resign effective upon giving written notice to the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. Directors may be removed from office, with or without cause, as permitted by and in accordance with the laws of this State.

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws or provisions of law, vacancies on the board may be filled by approval of the Board of Directors. If the number of directors then in office is less than a quorum, a vacancy on the board may be filled by approval of a majority of the directors then in office or by a sole remaining director. A person elected to fill a vacancy on the board shall hold office until the next election of the Board of Directors or until his or her death, resignation or removal from office.

### **SECTION 15. NONLIABILITY OF DIRECTORS**

The directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

### **SECTION 16. INDEMNIFICATION BY CORPORATION OF DIRECTORS AND OFFICERS**

The directors and officers of the Corporation shall be indemnified by the Corporation to the fullest extent permissible under the laws of this State.

### **SECTION 17. INSURANCE FOR CORPORATE AGENTS**

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including a director, officer, employee or other agent of the Corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws or provision of law.

## **ARTICLE 5 OFFICERS**

### **SECTION 1. DESIGNATION OF OFFICERS**

The officers of the Corporation shall consist of Co-Presidents, Parent Education Vice President, CoMembership Vice Presidents, Secretary and Treasurer. The Corporation may also have a Co-Presidentelect and such officers with such titles as may be determined from time to time by the Board of Directors.

## **SECTION 2. QUALIFICATIONS**

Any person may serve as officer of this Corporation.

## **SECTION 3. ELECTION AND TERM OF OFFICE**

Officers shall be elected by the members of the Corporation, at any time, and each officer shall hold office until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, which ever occurs first.

## **SECTION 4. REMOVAL AND RESIGNATION**

Any officer may be removed, either with or without cause, by the Board of Directors, at any time. Any officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the Corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

## **SECTION 5. VACANCIES**

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled, as the board shall determine.

## **SECTION 6. DUTIES OF PRESIDENT**

The Co-Presidents shall be the co-chief executive officers of the Corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the Corporation and the activities of the officers. They shall perform all duties incident to their office and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed, one of the Co-Presidents shall preside at all meetings of the Board of Directors and at all meetings of the members. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, they shall, in the name of the Corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.

The Co-Presidents shall keep at the principal office of the Corporation or at such other place as the board may determine, the original, or a copy, of these Bylaws as amended or otherwise altered to date.

## **SECTION 7. DUTIES OF PRESIDENT-ELECT**

The position of Co-President-elect shall be optional at the discretion of the Board of Directors. In the absence of the Co-Presidents, or in the event of their inability to act, the Co-President-elect, if any, shall perform all the duties of the Co-Presidents, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Co-Presidents. The Co-President-elect, if any, shall concurrently hold another position on the Board of Directors.

## **SECTION 8. DUTIES OF THE PARENT EDUCATION VICE PRESIDENT**

In the absence of the Co-Presidents and Co-President-elect, or in the event of their inability or refusal to act, the Parent Education Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on the President. The Parent Education Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, by these Bylaws, or as may be prescribed by the Board of Directors, including, but not limited to, development and execution of the parent education program.

#### **SECTION 9. DUTIES OF THE CO-MEMBERSHIP VICE PRESIDENTS**

The Co-Membership Vice Presidents shall have the powers and duties as may be prescribed by law, by the Articles of Incorporation, by these Bylaws, or as may be prescribed by the Board of Directors, including, but not limited to, all duties associated with enrollment of members.

#### **SECTION 10. DUTIES OF THE SECRETARY**

The Secretary shall:

Keep at the principal office of the Corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.

See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.

Be custodian of the records and of the seal of Corporation and affix the seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the Corporation.

Keep at the principal office of the Corporation or at such other place as the board may determine, a membership book containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased.

Exhibit at all reasonable times to any member of the Corporation, or to his or her agent or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the directors of the Corporation.

In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

#### **SECTION 11. DUTIES OF THE TREASURER**

The Treasurer shall:

Have charge and custody of, and be responsible for, all funds and securities of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

Receive, and give receipt for, monies due and payable to the Corporation from any source whatsoever.

Disburse, or cause to be disbursed, the funds of the Corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.

Keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

Exhibit at all reasonable times the books of account and financial records to any member of the Corporation, or to his or her agent or attorney, on request therefore.

Render to the Co-Presidents and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Corporation.

Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

## **SECTION 12. COMPENSATION**

The officers of the Corporation shall receive no compensation for their services rendered to or for the Corporation.

## **ARTICLE 6 COMMITTEES**

### **SECTION 1. COMMITTEES**

The Corporation shall have such other committees as may from time to time be designated by resolution of the Board of Directors. These committees may consist of persons who are not also members of the board and shall act in an advisory capacity to the board.

### **SECTION 2. MEETINGS AND ACTION OF COMMITTEES**

Meetings and action of committees shall be governed by, noticed, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Board of Directors, with such changes in the context of such Bylaw provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular and special meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

## **ARTICLE 7 EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

### **SECTION 1. EXECUTION OF INSTRUMENTS**

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or render it liable monetarily for any purpose or in any amount.

### **SECTION 2. CHECKS AND NOTES**

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporation shall be signed by the Treasurer or Co-President of the Corporation.

### **SECTION 3. DEPOSITS**

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

### **SECTION 4. GIFTS**

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the nonprofit purposes of this Corporation.

## **ARTICLE 8 CORPORATE RECORDS, REPORTS, AND SEAL**

### **SECTION 1. MAINTENANCE OF CORPORATE RECORDS**

The Corporation shall keep at its principal office or at such other place as the board may determine: a) Minutes of all meetings of directors, committees of the board and, if this Corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof; b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses; c) A record of its members, if any, indicating their names and addresses and the termination date of any membership; d) A copy of the Corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members, if any, of the Corporation at all reasonable times during school hours.

### **SECTION 2. CORPORATE SEAL**

The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the Corporation's principal office or at such other place as the board may determine. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

### **SECTION 3. DIRECTORS' INSPECTION RIGHTS**

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation and shall have such other rights to inspect the books, records and properties of this Corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

### **SECTION 4. MEMBERS' INSPECTION RIGHTS**

If this corporation has any members, then each and every member shall have the following rights, for a purpose reasonably related to such person's interest as a member:

a) To inspect and copy the record of all members' names, addresses and voting rights, at reasonable times, upon written demand on the Secretary of the Corporation, which demand shall state the purpose for which the inspection rights are requested. b) To obtain from the Secretary of the Corporation, upon written demand on, and payment of a reasonable charge to, the Secretary of the Corporation, a list of the names, addresses and voting rights of those members entitled to vote for the election of directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made within a reasonable time after the demand is received by the Secretary of the Corporation or after the date specified therein as of which the list is to be compiled. c) To inspect at any reasonable time the books, records, or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the Secretary of the Corporation by the member, for a purpose reasonably related to such person's interests as a member.

Members shall have such other rights to inspect the books, records and properties of this Corporation as may be required under the Articles of Incorporation, other provision of these Bylaws, and provisions of law.

### **SECTION 5. RIGHT TO COPY AND MAKE EXTRACTS**

Any inspection under the provisions of this Article may be made in person or by agent or attorney and right to inspection shall include the right to copy or make extracts.

#### **SECTION 6. PERIODIC REPORT**

The board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this State or to the members, if any, of this Corporation, to be so prepared and delivered within the time limits set by law.

### **ARTICLE 9 MEMBERS**

#### **SECTION 1. DETERMINATION AND RIGHTS OF MEMBERS**

The Corporation shall have only one class of members. No member shall hold more than one membership in the Corporation. Except as expressly provided in, or authorized by, the Articles of Incorporation, the Bylaws of the Corporation, or provisions of law, all memberships shall have the same rights, privileges, restrictions and conditions.

#### **SECTION 2. QUALIFICATIONS OF MEMBERS**

Membership shall consist of all parents or legal guardians of preschool children enrolled in the school and/or who actively participate in the activities of the school in accordance with the terms and conditions which shall be prescribed by the Corporation as provided in the Bylaws or as prescribed from time to time by resolution of the Board of Directors. The parents and/or legal guardians of an enrolled child(ren) shall be considered one member.

#### **SECTION 3. ADMISSION OF MEMBERS**

Applicants shall be admitted to membership upon timely payment of the registration fee and submission of required forms.

#### **SECTION 4. FEES**

a) The following registration fee shall be charged for making application for membership in the Corporation: in such amount as may be specified from time to time by resolution of the Board of Directors charged for, and payable with, the application for membership. b) The following orientation fee shall be charged to new members and returning members who have not been members of the Corporation for five or more years: in such amount as may be specified from time to time by resolution of the Board of Directors. c) The following monthly tuition fee(s) shall be charged to each member for each enrolled child according to the class in which the child is enrolled: in such amount as may be specified from time to time by resolution of the Board of Directors. d) The following annual insurance fee shall be charge to each member: in such amount as may be specified from time to time by resolution of the Board of Directors.

#### **SECTION 5. NUMBER OF MEMBERS**

There is no limit on the number of members the Corporation may admit.

#### **SECTION 6. MEMBERSHIP BOOK**

The Corporation shall keep a membership book containing the name and address of each member. Termination of membership of any member shall be recorded in the book, together with the date of termination of such membership.

#### **SECTION 7. NONLIABILITY OF MEMBERS**

A member of this Corporation is not personally liable for the debts, liabilities, or obligations of the Corporation.

#### **SECTION 8. NONTRANSFERABILITY OF MEMBERSHIPS**

No member may transfer a membership or any right arising therefrom. All rights of membership cease upon the member's death.

#### **SECTION 9. TERMINATION OF MEMBERSHIP**

The membership of a member shall terminate upon the occurrence of any of the following events:

a) Upon his or her notice of such termination delivered to the Co-President or Secretary of the Corporation personally or by mail or email, such membership to terminate upon the date of delivery of the notice or date of deposit in the mail. The member shall be assessed a termination charge in such amount as may be specified from time to time by resolution of the Board of Directors.

b) Upon failure of a member to pay the fees required by the Bylaws of the Corporation on or before their due date, such termination to be effective thirty (30) days after a written notification of delinquency is given personally or mailed (via certified mail) to such member by the Co-President or Secretary of the Corporation. A member may avoid such termination by paying the amount of delinquent dues within a thirty (30) day period following the member's receipt of the written notification of a delinquency and by payment of a delinquent fee in such amount as may be specified from time to time by resolution of the Board of Directors. c) After providing the member with reasonable written notice and an opportunity to be heard either orally or in writing, upon a determination by the Board of Directors that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the Corporation. Any person expelled from the Corporation shall receive a refund of tuition already paid for the current tuition period.

All rights of a member in the Corporation shall cease on termination of membership as herein provided.

### **ARTICLE 10 MEETINGS OF MEMBERS**

#### **SECTION 1. PLACE OF MEETINGS**

Meetings of members shall be held at Union Chapel Methodist Church or at such place or places as may be designated from time to time by resolution of the Board of Directors.

#### **SECTION 2. REGULAR MEETINGS**

A regular meeting of members shall be held for the purpose of electing the officers and transacting other business as may come before the meeting. The candidates receiving the highest number of votes shall be elected. Each voting member shall cast one vote, with voting being by written ballot if more than one candidate is nominated for a particular office and by voice vote if only one candidate is nominated for a particular office. The annual meeting of members for the purpose of electing officers shall be deemed a regular meeting.

Other regular meetings of members shall be held at other times as may be designated from time to time by resolution of the Board of Directors.

#### **SECTION 3. SPECIAL MEETINGS**

Special meetings of the members shall be called by the Board of Directors or the President of the Corporation or by written petition signed by not less than one-fourth (1/4) of the members.

#### **SECTION 4. NOTICE OF MEETINGS**

Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, notice stating the place, day and hour of the meeting, and in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) nor more than fifty (50) days before the date of the meeting, either personally or by placing same in each member's folder or by posting at the principal office of the Corporation or by mail, by or at the direction of the President, or the Secretary, or the persons calling the meeting, to each member entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the member at his or her address as it appears on the records of the Corporation, with postage prepaid. Personal notification includes notification by telephone, in person, by email, or by facsimile.

The notice of any meeting of members at which officers are to be elected shall also state the names of all those who are nominees or candidates for election to the board at the time notice is given.

Whenever any notice of a meeting is required to be given to any member of the Corporation under provisions of the Articles of Incorporation, these Bylaws, or the law of this State, a waiver of notice in writing signed by the member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

#### **SECTION 5. QUORUM FOR MEETINGS**

A quorum shall consist of two-thirds (2/3) of the voting members of the Corporation.

Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the members at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

#### **SECTION 6. MAJORITY ACTION AS MEMBERSHIP ACTION**

Every act or decision done or made by a majority of voting members present in person or by proxy at a duly held meeting at which a quorum is present is the act of the members, unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater number.

#### **SECTION 7. VOTING RIGHTS**

Each member is entitled to one vote on each matter submitted to a vote by the members. Voting at duly held meetings shall be by voice vote. Election of officers, however, shall be by written ballot if more than one candidate is nominated for a particular office.

#### **SECTION 8. ACTION BY WRITTEN BALLOT**

Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, any action which may be taken at any regular or special meeting of members may be taken without a meeting if the Corporation distributes a written ballot to each member entitled to vote on the matter.

The ballot shall:

- 1) Set forth the proposed action; 2) Provide an opportunity to specify approval or disapproval of each proposal; 3) Indicate the number of responses needed to meet the quorum requirement and, except for ballots soliciting votes for the election of officers, state the percentage of approvals necessary to pass the measure submitted; and
- 4) Shall specify the date by which the ballot must be received by the Corporation in order to be counted.

The date set shall afford members a reasonable time within which to return the ballots to the Corporation.

Ballots shall be mailed or delivered in the manner required for giving notice of membership meetings as specified in these Bylaws.

Approval of action by written ballot shall be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing

the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the action at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

Officers may be elected by written ballot. Such ballots for the election of officers shall list the persons nominated at the time the ballots are mailed or delivered.

#### **SECTION 9. CONDUCT OF MEETINGS**

Meetings of members shall be presided over by one of the Co-Presidents of the Board, or in their absence, by the Co-President-elect of the Board, if any, or, in his or her absence, by the Parent Education Vice President of the Board, or in the absence of all of these persons, by a person chosen by a majority of the voting members present at the meeting. The Secretary of the board shall act as Secretary of all meetings of members, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the meetings.

Meetings shall be governed by Robert's Rules of Order, Revised, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

### **ARTICLE 11 AMENDMENT OF BYLAWS**

#### **SECTION 1. AMENDMENT**

Subject to the power of the members, if any, of this Corporation to adopt, amend or repeal the Bylaws of this Corporation and, except as may otherwise be specified under provisions of law, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted by approval of the Board of Directors.

### **ARTICLE 12 CONSTRUCTION AND TERMS**

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of this Corporation, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Organizational Charter, Corporate Charter, or other founding document of this Corporation filed with an office of this State and used to establish the legal existence of this Corporation.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.