

ARTICLES OF ORGANIZATION AND BY-LAWS  
Of  
Friends of Northwestern  
of Northwestern High School  
Rock Hill, South Carolina

The Friends of Northwestern, of Rock Hill, South Carolina is formed exclusively for educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Service. The organization will act under the principles and guidelines as listed in the by-laws below.

ARTICLE I – NAME

- Section 1. The name of this organization shall be Friends of Northwestern of Rock Hill, South Carolina.

ARTICLE II – PURPOSE

- Section 1. This organization exists to provide Northwestern High School with a parent support group that stresses academic excellence while in school and readiness for our students after high school.

ARTICLE III – SERVICE GROUP

- Section 1. The service group of this organization may include any and all students that attend Northwestern High School or has any affiliation with the High School.

ARTICLE IV – MEMBERSHIP

- Section 1. Type  
Membership in this organization is open to anyone in the community interested in Northwestern High School's academic progress and has met the dues or waiver of dues' requirements outlined in these by-laws. Membership is not restricted to sex, age, race or religion.
- Section 2. Dues  
The annual dues of this organization shall be determined by the Executive Board for all levels of membership. Dues can be accepted throughout the calendar year.
- Section 3. Waiver of Dues  
Membership will not be denied because of a person's inability to pay annual dues. This requirement will be considered waived if the prospective member agrees to sign an affidavit stating that the person cannot meet the normal dues requirement.

Section 4.     Forfeiture of Membership  
Membership shall not entitle a member to any special considerations. Any member attempting to use this organization to interfere with school policies or decisions will automatically forfeit his/her right of membership without refund of dues.

Section 5.     Meetings  
Meetings are held on a monthly basis as a Board of Directors meeting. Any member is welcome to attend. To become added to the agenda you must contact the President of the organization one week prior to the meeting.

### **ARTICLE V – GOVERNING BODY / MANAGEMENT**

Section 1.     Function and Definition  
The business of this organization shall be managed by the Board of Directors (hereinafter Board).

Section 2.     Qualifications and Positions

- A.     A member of the Board must be a member of the organization.
- B.     The Executive Board shall consist of the officers of the organization, President, Vice President, Treasurer, Secretary and an ex-officio/non-voting staff member of Northwestern High School, either the principal and/or his designated representative. The past President may act as a non-voting advisor to the Board on a case by case basis.

Section 3.     Election and Term

Officers: All candidates for office shall be nominated by the Executive Board. The term of office will be one (1) year from July 1 to June 30.

- 1.     Election of new officers will be brought before the entire Board at the May Meeting and voted on.
- 2.     Employees of the school district are not eligible to hold the office of Treasurer.
- 3.     No officer may hold any one position more than twice every four years.

Section 4.     Duties of Officers

President

- a.     The President shall preside at all meetings.
- b.     The President shall enforce all by-laws and rules of the organization.
- c.     The President shall assign the committee responsibilities to the elected officers and committee chairs.
- d.     The President shall act as parliamentarian in the absence of the Vice President.
- e.     The President shall serve as the organizations representative on the Northwestern High School Improvement Council.
- f.     The President along with the Treasurer shall sign all organizations checks.



## VICE PRESIDENT

- a. The Vice President shall, in the absence of the President, preside at all meetings and shall perform the duties of that office.
- b. The Vice President shall be prepared to step up to the President's position the following year by attending meetings and becoming involved with different committees.
- c. The Vice President shall act as parliamentarian in accordance with Robert's Rules of Order.

## SECRETARY

- a. The Secretary shall keep the minutes of the meetings.
- b. The Secretary shall execute all correspondence necessary to the organization.
- c. The Secretary shall be responsible for all meeting notices.

## TREASURER

- a. The Treasurer shall be responsible for the finances of the organization and be bonded in the amount of Ten Thousand and n/100 (\$10,000.00) Dollars. The cost of bonding is to be paid by the organization.
- b. The Treasurer shall deposit all monies of the organization in a local bank account approved by the Executive Board.
- c. The Treasurer shall keep on a computer files the records of the monies received and paid out and the purpose for all expenditures and receipts.
- d. The Treasurer shall give a financial report at each meeting which will include bank balances.
- e. The Treasurer shall give to the President and Secretary a bi-annual report with copies of bank statements and printed reports of checks paid and deposits made.
- f. The Treasurer shall only hold this position a maximum of 2 years consecutively.
- g. The Treasurer and President shall have signing privileges for the checking account. The account must require 2 signatures.
- h. The Treasurer will be responsible for having a financial audit by a representative of the Principal of all fiscal transactions by the Friends of Northwestern. When the budget of this organization exceeds \$20,000 per year, then the organization is required to hire an outside auditor to completely audit the financial records. This audit is to be completed no later than two months following the close of the fiscal year.
- i. The Treasurer is responsible for the annual budget for the upcoming fiscal year. This will be presented at the May meeting.

## **ARTICLE VI – FUNDRAISING, DUES & EXPENDITURES**

### Section 1. Fundraising

- a. The Executive Board along with standing committee chairs shall prepare and submit a proposed program of annual fundraising activities and dues schedule to the Principal and Superintendent by September 30 for the first semester and February 15 for second semester. If additional fundraising activities are needed, they must be approved by the Principal and Superintendent.
- b. The Board and membership must approve the fundraising schedule and annual program.
- c. Students or employees of the high school cannot be used in fundraising activities if participation imposes upon or conflicts with their responsibilities to the school system or with instructional time.
- d. Door to door solicitations will not be allowed by any students in the Rock Hill School District Three.

### Section 2. Dues

- a. The Executive Board along with the advice of the Membership Chair shall set the annual dues schedule and levels of membership.

### Section 3. Expenditures

- a. All monies or items donated or given to the high school by this organization shall be the property of the Rock Hill School District.
- b. No gifts or donations shall be made to individuals.
- c. No monetary gifts shall be given to any employee or student in the Rock Hill School District Three without being channeled through the Finance Department.
- d. The organizations objective will be to expend funds in the fiscal year they are earned. Not more than twenty-five percent (25%) of the monies earned in any fiscal year may be transferred to the next fiscal year.
- e. With the approval of the Executive Board, an amount for a large expenditure so designated may be placed in a designated savings account and shall be not be counted as part of the 25% discussed in paragraph d above.

## **ARTICLE VII – STANDING COMMITTEES**

- Section 1. Standing Committees shall exist at the discretion of the President, Executive Board and Staff Representative. Standing Committees shall all consist of a Chair and Vice Chair that will move to the Chairmanship position the following year. This is to provide consistency in the organization. Each standing committee will provide a report at each meeting. The President and Staff Representative shall serve as ex-officio members of all standing committees.



## ARTICLE VIII – DISSOLUTION

- A. In the event of dissolution,, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt s organizations described in sections 501 (c) (3) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law or to the Federal, State, or local government for exclusive public purposes.
- B. Notwithstanding any other provisions of these articles, this organization will not carry on any other activities not permitted to be carried on by (a) a corporation exempt from Federal Income Tax under sections 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law or (b) a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue law.
- C. This organization 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 of 1954 (or the corresponding provision of any future United States Internal Revenue law).