

Bylaws of S.P.I.R.I.T.

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME—The name of the organization shall be S.P.I.R.I.T. (Students Parents Instructors Richly Involved Together). S.P.I.R.I.T will be referred to as SPIRIT from this point on. SPIRIT is located at Arling- ton Heights Christian School (AHCS) in Corpus Christi, TX.

Section 2: DESCRIPTION—SPIRIT is a nonprofit organization that ex- ists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organiza- tions under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE—SPIRIT exist to provide a bridge between par- ents and teachers so that together we can be involved with what our kids are doing here at AHCS, from the academics, to the spiritual as- pects of reaching the hearts of our kids, and helping to provide fun and family friendly events through out the year.

ARTICLE II: MEMBERSHIP

Membership shall be granted to all parents and guardians who pay an annual \$10.00 dues. Members have voting privileges, one vote per household, upon receiving the dues.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. The school administrator, or his/her designee, is a voting mem- ber of the Executive Board.

Section 2: TERM OF OFFICE—The term of office for all officers is two years, beginning August and ending in May (a calendar school year) of the following year. June and July will be used as transition months.

Section 3: QUALIFICATIONS—A SPIRIT member who is in good standing with the school and SPIRIT, may be considered for an officer of SPIRIT. An executive board member's personal life will be Bible-based, Christ-centered, life-long process, maturing in a relationship with Christ in order to be empowered by the Holy Spirit, to live a life characterized by love, trust, and obedience to Christ. The board often represents the

school and therefore they need to live a life representing the Biblical values the school is founded on.

Section 4: DUTIES

Executive Board: Develop SPIRIT's annual budget, establish and oversee committees to conduct the work of SPIRIT, establish fundraising programs.

Vice President: Oversee the committee system of SPIRIT, assist the President, and chair meetings in the absence of the President.

Recording Secretary: Record and distribute minutes of all Executive Board meetings and all general SPIRIT meetings, prepare agendas for official SPIRIT meetings, and hold historical records for the SPIRIT.

Communications Secretary: Manage communications and marketing for SPIRIT, including but not limited to SPIRIT newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer: Serve as custodian of the SPIRIT's finances, collect revenue, pay authorized expenses, follow all financial policies of SPIRIT, and hold all financial records.

Section 5: BOARD MEETINGS—The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL—An officer can be removed from office for failure to fulfill his/her duties and/or failing to live up to the qualifications, after reasonable notice, by a majority vote of the Executive Board.

President: Preside at general SPIRIT meetings and Executive Board meetings, serve as the official representative of SPIRIT, and retain all official records of SPIRIT.

Section 7: VACANCY—If a vacancy occurs on the Executive Board, the President shall appoint a SPIRIT member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV: MEETINGS

Section 1: GENERAL SPIRIT MEETINGS—General SPIRIT meetings shall be held to conduct the business of SPIRIT. Meetings shall be held at the discretion of the Executive Board.

Section 2: VOTING—Each member in attendance at a SPIRIT meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM—Seven (7) members of SPIRIT present and voting constitute quorum for the purpose of voting.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR—The fiscal year of SPIRIT begins August 1 and ends July 31 of the following year.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity at executive board meetings and/or general SPIRIT member meetings. SPIRIT shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE—The organization shall leave a minimum of \$500 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS—Authority to sign contracts is limited to the President or the President's designee.

ARTICLE VI: BYLAWS AMENDMENTS

Section 2: BANKING—All funds shall be kept in a checking account in the name of AHCS SPIRIT, requiring one signature of the AHCS faculty and held at a local financial institution.

Amendments to the bylaws may be proposed by any SPIRIT member. Amendments presented at a SPIRIT 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 VII: DISSOLUTION

In the event of dissolution of SPIRIT, any funds remaining shall be donated to Arlington Heights Christian School.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.