

BY-LAWS OF
THE LEON HIGH SCHOOL FOUNDATION, INC.

ARTICLE I

NAME

The name of this organization shall be The Leon High School Foundation, Inc., hereinafter called "this Foundation".

ARTICLE II

PURPOSE

The purpose of this Foundation is exclusively: To provide aid in the form of money and other forms of property and services to Leon High School for academic and educational aid;

To promote academic education at Leon High School;

To encourage research and learning and the dissemination of information relating thereto; and

To support public education in the several pursuits and professions of life at Leon High School.

ARTICLE III

MEETINGS OF BOARD OF TRUSTEES

SECTION 1. Annual Meeting. The annual meeting of the Board of Trustees of this Foundation shall be held in the month of June on a day, time and place to be decided by the Board.

The purpose of the annual meeting is:

To elect officers;

To give an annual report from the officers and chair of committees; and

To conduct any other business approved by the Board of Trustees.

SECTION 2. Meetings. The Board of Trustees shall hold regular monthly meetings from August through June.

SECTION 3. Special Meetings. Special meetings of the Board of Trustees may be called by the Chair or any two (2) members of the Board of Trustees.

SECTION 4. Voting. At any meeting of the Board a simple majority shall decide any vote unless otherwise provided in these By-Laws.

SECTION 5. Quorum. To constitute a quorum at any meeting of the Board, there shall be present not less than ten (10) Trustees.

ARTICLE IV

BOARD OF TRUSTEES

SECTION 1. Personnel. The Board of Trustees shall consist of not less than three (3) and not more than twenty-five (25) members. The Board of Trustees shall consist of: Those Trustees elected at the annual Board meeting; the Principal of Leon High School; a faculty representative appointed by the Principal; and the PTO President (or his designee).

SECTION 2. Duties. The Board of Trustees shall have general charge and control of the affairs, funds, and property of this Foundation.

SECTION 3. Vacancies. Vacancies occurring among the positions on the Board of Trustees shall be filled by the Chair.

ARTICLE V
EXECUTIVE COMMITTEE

There shall be an Executive Committee, composed of the officers of this Foundation and the Principal of Leon High School. The Executive Committee shall have the power of the Board of Trustees between meetings. Action taken by the Executive Committee shall be submitted to the Board of Trustees for ratification at its next meeting.

ARTICLE VI
OFFICERS

SECTION 1. Personnel. The officers of this Foundation shall be a Chair, a Vice-Chair, Secretary, and a Treasurer.

SECTION 2. Nomination. The Nominating/By-Law Committee shall develop and submit to the Board at the annual meeting of this Foundation a slate for the offices to be filled. Additional nominations may be made at the annual meeting.

SECTION 3. Election and Assumption of Office. All officers shall assume their duties at the close of the annual meeting of this Foundation.

SECTION 4. Duties.

(A) Chair. The Chair shall be the chief executive officer of this Foundation. The Chair shall preside at all meetings of the Board of Trustees and Executive Committee. The Chair shall be a member of all committees. The Chair shall appoint the Chair of all committees. In the absence or inability of the

Treasurer to sign checks, vouchers, or other orders drawn upon any financial institution in which the funds or securities of this Foundation are deposited, the Chair shall be authorized to sign.

(B) Vice-Chair. The Vice-Chair shall assist the Chair and shall assume the duties of the Chair in the absence of the Chair. The Vice-Chair shall be the Chair-Elect.

(C) Secretary. The Secretary shall keep the minutes of all meetings of the Board of Trustees and Executive Committee. The Secretary shall keep the seal of this Foundation and shall be authorized to affix the same to any document, record or paper as may be required. Further, the Secretary shall be authorized to sign for this Foundation any paper, document or writing requiring the signature of this Foundation. In the absence or inability of the Secretary to sign any document, the signature of any one (1) of the other officers may be substituted.

(D) Treasurer. The Treasurer shall be the custodian of the funds of this Foundation. The Treasurer shall be responsible for the collection of all funds, shall make payments in accordance with the budget, and shall present financial statements. The Treasurer shall prepare a budget for approval by the Board for the fiscal year. In the absence or inability of the Treasurer to collect funds or make payments, the Chair shall be authorized to collect and deposit funds and make payments for this Foundation. The Treasurer shall, at the end of the fiscal year, select two (2) persons, not Trustees, to review the financial records and books and report to the Board.

SECTION 5. Vacancies. A vacancy shall be filled by the Executive Committee. A vacancy shall exist in the event of absence, inability or refusal to act by any officer of this Foundation.

ARTICLE VII
COMMITTEES

SECTION 1. Standing Committees. The Standing Committees of this Foundation shall include any committees which are established for some definite time, such as one week, one month, or one year. Members of all Standing Committees shall be appointed by the Chair and approved by the Board of Trustees.

(A) Fund Raising Committee. There shall be a Fund Raising Committee which shall provide projects to raise money. The Committee is responsible for presenting to the Board of Trustees projects to be approved by the Board of Trustees. The Committee is also responsible for implementing any fund raising projects.

(B) Appropriation Committee. There shall be an Appropriation Committee which shall prepare specific items for which funds raised shall be appropriated. No appropriation of this Foundation shall be obligated or made unless it is presented to the Committee and approved by the Board of Trustees.

(C) Nominating/By-Law Committee. There shall be a Nominating/By-Law Committee which shall prepare slates of candidates for election to the elective offices of this Foundation.

The Committee is also responsible for an annual review of the By-Laws.

(D) Public Relations Committee. There shall be a Public Relations Committee which shall implement a program to communicate the purpose of this Foundation. The Committee shall consider letters, brochures and other publications to communicate the purpose of this Foundation. The Committee is also responsible for sending appropriate acknowledgements for gifts to this Foundation. The Committee shall work closely with the Fund Raising Committee to publicize those projects being implemented by the Fund Raising Committee and approved by the Board of Trustees.

(E) Awards and Recognition Committee. There shall be an Awards and Recognition Committee which shall monitor and advise the Board of Trustees of awards and recognition opportunities at Leon High School. The Committee is responsible for monitoring and advising the Board of Trustees on the various awards and recognitions sponsored by this Foundation and Leon High School.

SECTION 2. Creation and Dissolution of Standing Committees. Standing Committees may be created or dissolved as the need indicates by the Chair, with the approval of the Board of Trustees. At all times, however, there shall be committees performing the functions of fund raising, appropriations, nominations/by-laws, public relations and awards/recognition.

SECTION 3. Select Committees. Select Committees and membership on the Select Committees may be appointed by the Chair with the approval of the Board of Trustees. A Select Committee

shall be a committee appointed for a special purpose and no definite time period is set forth in the appointment.

ARTICLE VIII
AMENDMENTS

These By-Laws may be altered, changed or amended by a majority vote of the members of the Board of Trustees.

ARTICLE IX

PARLIAMENTARY AUTHORITY AND BY-LAWS INTERPRETATION

Roberts' Rules of Order, Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Charter or By-Laws of this Foundation. The Board of Trustees shall interpret the By-Laws and Policies of this Foundation.

ARTICLE X
POLICIES

This Foundation may establish Policies which are standards for the conduct of the affairs of this Foundation. The Policies may be established, amended, and rescinded by a two-thirds (2/3) vote of the Board of Trustees, provided that at the previous Board of Trustees meeting the change was submitted and reported to the members of the Board of Trustees, or that the proposed change was mailed to each member at least two (2) calendar weeks prior to the date of the meeting at which the vote shall be taken.

ARTICLE XI

HONORARY TRUSTEES

This Foundation shall have HONORARY TRUSTEES. The Board of Trustees from time to time by resolution appearing in the minutes of a Board meeting shall honor a person by designating that person as an Honorary Trustee recognizing prior service of that person on the Board of Trustees. The Secretary shall maintain the names of those Honorary Trustees. When selected as an Honorary Trustee that person shall always be welcome at the Board meetings. An Honorary Trustee shall not have a vote on the Board of Trustees.

ARTICLE XII

FISCAL YEAR

Fiscal year for this Foundation shall be the calendar year.