

LORAIN COUNTY JVS EDUCATIONAL FOUNDATION

BYLAWS

Statement of Purpose

The Lorain County JVS Educational Foundation represents a community- based organization designed to develop and provide a permanent source of supplemental funding which shall be used for the support and enhancement of the education of all JVS students.

Chapter I

Recognition

- A. AUTHORITY:** The Board of Trustees (Trustees) for the Lorain County JVS Educational Foundation (Foundation) is formed under the authority of the Board of Education of the Lorain County JVS (Board). The Trustees are authorized to conduct activities for the Foundation which shall include, but not be limited to the following: (1) recommend such rules, regulations, and procedures as are necessary for the operation of the Foundation to the Board for final approval, (2) schedule and conduct meetings, (3) appoint committees, (4) disseminate information, (5) elect their own officers, (6) raise funds, and (7) distribute Foundation Funds.
- B. RELATIONSHIP TO BOARD:** The President of the Board of Education shall annually appoint a member of said Board to serve on the Board of Trustees as a representative of the Board of Education. This appointment shall be made in accordance with School Board policy. It shall be the responsibility of said representative to maintain open communications between the Board of Education and the Board of Trustees.

The Trustees, while exercising broad authority in all areas relative to the Foundation, shall be subject to the approval of the Board of Education in matters of any fund solicitations made in the name of the Foundation, distributions, changes in these rules and regulations and the establishment of any sub categories of the Foundation.

The Board of Education, while having the responsibility for the total operations of the schools, shall have no authority to authorize the distribution of Foundation Funds except upon recommendation of the Board of Trustees and the Superintendent. Should there be a divergence of opinion and/or need for clarification between the Board and the Trustees, an ad hoc committee shall be appointed for the purpose of developing a resolution or clarification. This committee shall be composed of five members; two appointed by the Board president, two appointed by the Trustees, and one member agreed to by the other four.

C. **RELATIONSHIP TO SUPERINTENDENT:** The Superintendent shall be invited to attend all regular and special meetings of the Trustees and shall act as the chief advisor to the Trustees and the Board. All recommendations from the Trustees to the Board shall be through the Superintendent.

D. **AUTHORITY AND RESPONSIBILITY:** The authority of the Trustees as delineated in Section A of this chapter shall not be construed as finite but rather as a general statement of directions.

The responsibilities of the Trustees shall include but not be limited to (1) the establishment of Foundation fund-raising procedures, (2) setting application procedures, (3) acceptance of applications for funding, (4) the review of applications, (5) recommendation of select applications for funding, (6) setting the amount of funds to be distributed, (7) setting such time limits as necessary for the processing of applications, (8) determining methods to evaluate the results of Foundation funded activities, and (9) issuing of reports relative to the results of funded activities.

E. **MEETINGS:** The Trustees shall establish a regular time, date, and location for the meetings. Such meetings will normally be held at least quarterly. The Trustees may conduct such special meetings as they deem necessary for the conduct of Foundation business.

Special meetings of the Trustees may be called by the President of the Board of Trustees or by the request of three or more members of the Board of Trustees. Notice of any special meeting shall be delivered to all members of the Board of Trustees (or to their residence) at least forty-eight (48) hours before the special meeting.

A majority of the membership of the Trustees shall constitute a quorum at all regular and special meetings. A member of the Board of Trustees must be present at a meeting to vote and any actions of the Trustees require approval by a majority of those Trustees present.

Chapter II

Selection of Board of Trustees

- A. MEMBERSHIP:** The foundation shall have not less than eleven (11) members. At least one-third (1/3) of the board shall be community members representing the Lorain County JVS District. The Superintendent of the Lorain County JVS shall be an ex-officio member of the Board of Trustees.
- B. BOARD OF TRUSTEES: STANDING MEMBERS:** Standing members of the Board of Trustees shall be designated as annual appointments according to the following:
1. One (1) member appointed by the Board of Education.
 2. One (1) member appointed by the Lorain County JVS Teachers' Association.
 3. One (1) member appointed by the Adult Career Center director
 - 5.. Two (**2**) JVS High School Juniors appointed each year (to serve through their senior year) upon the recommendation of the high school staff. (Jan – June – four (4) students will be serving on the board. Seniors serve as mentors to the incoming juniors}
 - 4 One (1) member selected from the JVS classified personnel.

- C. TERM OF OFFICE AND OFFICERS:** The term of office shall begin at the Organizational Meeting and will run until the Organizational Meeting the following year.

Other than the standing appointments, whenever the office of a trustee becomes vacant, the remaining trustees shall select by majority vote a successor for the unexpired term.

Trustees will serve three year terms and have the right to be reappointed by the Board of Trustees.

The entire Board of Trustees shall elect a President, Vice-President, Secretary, and Treasurer as officers for a term of one year. Such officers will work in cooperation with the Lorain County JVS personnel in matters regarding the Educational Foundation.

- D. COMMITTEES:** Trustees shall serve on ad-hoc committees as established by the Educational Foundation Board . Such committees may include but are not limited to:

- By Laws
- Fundraising
- Procedural Audit
- Students In Need

Reports and recommendations of these committees shall be subject to the approval of the Trustees.

Chapter III

Donations

A. ACCEPTANCE: All donations will be receipted and forwarded at least monthly to the Community Foundation of Lorain County by the Treasurer of the Board of Trustees. Contributions are deductible for Federal Income, Estate and Gift Tax purposes.

B. CATEGORIES:

1. General

2. Scholarship

2a. William R. Burton Memorial Scholarship

2b. William R. Randall Memorial Scholarship

2c. J. Edgar Martin Memorial Scholarship

2d. Julie L. Hogan Memorial Scholarship

2e. Lorain County JVS Student Memorial Scholarship

2f. Rotary Strive Scholarship

2g. Robert D. Beecheler Memorial Scholarship (ACC)

2h. Hampson Family Foundation Scholarships (ACC)

2i. John L. Koprionica Memorial Scholarship (ACC)

3. Fine Arts

New categories may be added upon the recommendation of the Trustees. All non-specified donations shall be deposited in this Scholarship Category.

Chapter IV

Disbursements

- A. INCOME FROM PRINCIPAL:** Disbursements will be made in accordance with the spending policy set by the Board of Directors of the Community Foundation of Lorain County (the "Foundation"). Said disbursements will derive from the income earned by the principal of the Endowment Fund. Notification of the amount of money available for distribution will be communicated by the Foundation each year. Fund Trustees will make distributions according to the specific category of donations received. However, there shall be no obligation on the Trustees to recommend disbursement of income in any given year.
- B. REINVESTMENT POLICY:** From the income received, up to 100% may be disbursed; any remaining funds may be reinvested.
- C. APPLICATION PROCESS:** A standard application form, approved by the Trustees, shall be utilized for all requests for funds. The application form may include:
1. Name and qualifications
 2. Student and/or community population to benefit from the proposed activities
 3. Statement of the need to be addressed
 4. Objective(s) and activities
 5. Budget
 6. Evaluation

Applications shall be submitted to the Trustees and considered within the time frames as established by the Trustees.

The Trustees may, at their discretion, review all applications or establish one or more screening committee(s) for the purpose of assisting in the review process.

The Trustees shall approve those applications chosen for funding. Distribution within the budgetary limits of each category shall be reported through the Board Representative to the Board of Education.

Chapter V

Changes

Changes in these Bylaws may be made upon recommendation of the Trustees and approval by the Board of Education.

Revised August 18, 2011