

Renaissance Educational Alliance (REA)

Bylaws

Article I: Name

- A. The name of the organization is Renaissance Educational Alliance (REA). The address is: c/o Renaissance Expeditionary Magnet School, 3960 Trailboss Lane, Castle Rock, Colorado, 80104.

Article II: Purpose

- A. REA is organized as a nonprofit 501(c)(3) organization under the Internal Revenue Code and is organized exclusively for charitable and educational purposes to support Renaissance Expeditionary Magnet School. The purpose of Renaissance Educational Alliance is to
 - 1. support Renaissance Expeditionary Magnet School (REMS) through programming and fundraising;
 - 2. to provide opportunities for parents to contribute as volunteers and/or donors; and
 - 3. to communicate school needs and volunteer opportunities to parents and the community.

Article III: Objectives

- A. To provide a structure whereby the community can collaborate for the best interests of the students.
- B. To broaden the child's school experience through the sponsorship of community events, service learning, and enhanced learning opportunities.
- C. To organize fundraising projects that support the school community.
- D. To provide opportunities for parents and interested community members to participate in the school.
- E. To celebrate and recognize those who contribute to the school community.
- F. To promote REMS and Expeditionary Learning Outward Bound education to the community at large.
- G. To advocate for the continuity and longevity of the mission and vision of Renaissance Elementary.

Article IV: Policies

- A. This organization will be noncommercial, nonsectarian, and nonpartisan. It will not endorse any commercial enterprise, political candidate, campaign, or cause. The name of the organization or of its officers in their official capacities, will not be used in connection with other purposes than the regular work of the organization and in accordance with its tax-exempt purpose.

- B. This organization will neither seek to direct the administrative activities of the school, nor control its policies.
- C. Non-discrimination policy: The organization is committed to the policy that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, fundraising, grant making, or any volunteer opportunity or activity sponsored by the organization on the basis of ethnicity, race, color, religion, sex, marital status, national origin, ancestry, age, disability, or sexual orientation.
- D. Conflict of Interest policy: A conflict of interest exists where a transaction or arrangement is proposed that may benefit the private interest of an officer or director of the corporation or committee member with governing Board delegated powers. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit organizations.
 - a. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person/party, he/she shall leave the Executive Board meeting while determination of a conflict of interest is discussed and voted upon. The remaining Executive Board shall decide if a conflict of interest exists.
 - b. Procedures for Addressing the Conflict of Interest:
 - i. The interested person/party may make a presentation of the financial interest and material facts at the meeting, then he/she shall leave the meeting during the discussion and vote on the transaction or arrangement involving the possible conflict of interest.
 - ii. The Executive Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed arrangement.
 - iii. After exercising due diligence, the Executive Board shall determine whether the corporation can reasonably attain a more advantageous arrangement that would avoid a conflict of interest. If a more advantageous arrangement not causing a conflict of interest is not reasonably feasible the Executive Board shall determine by a majority vote of the disinterested directors whether the arrangement is in the corporation's best interest, for its own benefit and whether it is fair and reasonable.
 - iv. In conformity with the above determination the Executive Board shall make its decision as to whether to enter into the arrangement.
 - c. Violations of the Conflict of Interest Policy: If the Executive Board has reasonable cause to believe a member has failed to disclose an actual or possible conflict of interest, it shall inform the board member of the basis of such belief and afford the member an opportunity to explain the alleged failure to disclose the potential conflict of interest. If, after hearing the member's response, and after making further investigation as warranted by the circumstances and in accordance with the above procedures, the Executive Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and/or corrective action to remedy the conflict of interest.
- E. Annual Disclosure Statements: Each Executive Board member, committee lead and co-lead, event coordinator, and designated committee member with delegated powers of the Executive Board shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict of interest policy and non-discrimination policy,
- b. Has read and understands the policies,
- c. Has agreed to comply with the policies, and
- d. Understands the corporation is educational and/or charitable in purpose and in order to maintain its federal and state tax exemption it must engage primarily in activities which further one or more of its tax-exempt purposes.

Article V: Members

- A. General membership is open to the REMS parent community. All members shall have equal privileges in the organization.
- B. There shall be no dues required for membership.
- C. The officers of the Executive Board of Directors shall be as follows:
 - a. President,
 - b. Vice-President,
 - c. Treasurer,
 - d. Secretary, and
 - e. Director of Communications (Principal appointed position with voting rights)
- D. Executive Board members, officers, directors, trustees, event and committee leaders, general members, and volunteers shall not be paid, reimbursed, or otherwise compensated, either monetarily or in-kind, for their time and/or work performed on behalf of REA.

Article VI: Executive Board of Directors

- A. The Executive Board shall consist of the officers listed in Article V.
- B. An advisory committee (non-voting) shall consist of the school Principal and an Executive Board appointed staff member.
- C. The duties of the Board shall be to transact business meetings, create standing rules and policies, create standing and temporary committees, approve an annual budget, make expenditures and approve routine bills, and prepare reports and recommendations to the membership.
- D. Regular meetings of the Executive Board shall be held monthly, on the same day and at the same time each month, to be determined by the board, unless changed or agreed upon by the board.

Article VII: Board Member Roles and Responsibilities

- A. Responsibilities of the Executive Board shall include:
 - a. Management of the business and affairs of the corporation except as otherwise provided in the Colorado Revised Nonprofit Corporation Act, the Articles of Incorporation, or these bylaws. Determine budgetary goal for fundraising and priorities for disbursing funds and grants.
 - i. Maintain a working knowledge of REA affairs.
 - ii. Maintain a calendar of all REA activities.
 - iii. Recruit and select chairs for all REA committees, as well as maintain a roster of committee chairs for each school year.

- iv. Support REA committees to ensure that the organization's tax-exempt purpose and objectives are being met.
 - v. Stay informed of committee work through regular communication with committee chairs.
- B. Responsibilities of the President shall include: The President shall preside over meetings of the organization and Executive Board, serve as primary contact to the Principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served. In addition, the President shall:
 - a. Ensure that the school community is informed of all pertinent information.
 - b. Determine meeting schedule; call special meetings as necessary.
 - c. Work with Treasurer to assemble annual report of the activities of REA.
- C. Responsibilities of the Vice-President shall include:
 - a. Maintain a working knowledge of all REA affairs.
 - b. Preside over meetings of the organization or Executive Board in the President's absence.
 - c. Be responsible for REA thank you notes
 - d. Assist other board members and committee chairs as needed.
 - e. Serve as a liaison for committees as determined by the Board.
- D. Responsibilities of the Treasurer shall include:
 - a. Responsible for REA accounting process
 - b. Works in conjunction with REMS bookkeeper
 - c. Oversees receipts, pay vouchers, and petty cash.
 - d. Maintains records detailing REA finances, including budget and expenditures.
 - e. Works with committee chairs to establish committee budgets.
 - f. Ensure all committees stay within their approved budget.
- E. Responsibilities of the Secretary shall include:
 - a. Oversee drafting, distribution, and posting of meeting agendas at least 24 hours prior to the meeting, in conjunction with the President.
 - b. Record minutes at all meetings.
 - c. Send minutes to the Director of Communication for publishing
 - d. Make minutes available to Executive Board prior to next meeting for approval or approval with revisions.
 - e. Maintains a file of approved minutes.
- F. Responsibilities of the Director of Communications shall include:
 - a. Attend all regular Parent Crew Board meetings
 - b. Communicate notice of REA meetings to parents via school secretary.
 - c. Act as the administrator of all Renaissance social media pages: Facebook, Instagram, and Twitter
 - d. Maintain content of social media based on the school-wide activities, committee updates, and relevant information corresponding with the goals and values of Renaissance.
 - e. Maintain Parent Crew / REA website including
 - i. Meeting Minutes
 - ii. Staff & Parent Crew Spotlights
 - iii. Committee Updates & fundraising efforts

- iv. Publish information in school newsletter once per month during the school year to provide updates to the community.
 - f. Maintain and ensure compliance of the Parent Crew Social Media Policy
- G. Responsibilities of the Principal shall include:
 - a. Advise REA and represent the District and School concerns.

Article VIII: Nominations and Elections of Board Members

- A. Timeline:
 - a. March: Nominations for two Board members are solicited and will be due at the beginning of April, the first Friday after resuming school after Spring Break.
 - b. April: Nominations are due and a ballot will be printed in the school newsletter that is sent the second week back after Spring Break, as well as paper versions sent home in the Thursday folder. If the positions are uncontested, the Executive Board may vote to elect the nominated candidates by acclamation.
 - c. By April 30th: If a balloting procedure has been used, Executive Board members not involved as a candidate will count the votes and notify the community of the results. The two nominees with the most votes will be elected to the Board.
 - d. May/June: Transition period for new Board members. The Executive Board shall hold elections at the last meeting of the school year to determine which offices each member shall hold for the following school year.
- B. Officers will assume their official duties at the close of the school year and will serve for a term of three school years or until their successors are elected.
- C. The annual election shall be conducted by a Board member(s) who is not a candidate. If all current Board members are running for election, a past Board member may be appointed to conduct the election to ensure impartiality.
- D. The Principal appoints a Director of Communications with voting rights

Article IX: Terms

- A. Each year as terms expire, elections shall be held for at least two board members, such that there are at least two retained board members joining the incoming elected members.
- B. In the event that a Board position is vacated before the end of the term, the Board shall appoint someone to fill the position for the remainder of the term of office. In the case of a vacancy in the position of President, the Vice President shall serve the unexpired term.
- C. An Officer or committee/event chairperson may be removed from their position for failing to uphold the duties and ethics of their office, including situations which bring discredit to REA or the school. This action requires a majority vote of the Board, after an investigation and discussion held at a regular or special meeting of the REA Board.

Article X: Voting

- A. A quorum sufficient to transact business shall be defined as three Board members.
- B. Only Executive Board members may vote at Executive Board meetings.
- C. Event proposals, funds and grant requests shall be approved by the Board.

- D. Yearly operating budget is based on a school calendar year and shall be approved by the Executive Board.

Article XI: Special Committees

- A. The Executive Board shall create committees as deemed necessary and/or assign members to any ad hoc positions as deemed necessary.

Article XII: Finances

- A. A tentative budget shall be drafted each July for the following school year and approved by the Board in August.
- B. The Treasurer shall keep accurate records of any disbursements, income, and bank account information.
- C. The Board shall approve all expenses of the organization.

Article XIII: Amendments

- A. Reviewed and approved as needed.

Article XIV: Dissolution

- A. The organization can be dissolved by a majority vote of all members of the Board and Principal.
- B. A final financial report shall be prepared by the Treasurer, showing adequate funds to cover any outstanding bills.
- C. Upon dissolution of the organization, any remaining funds shall be distributed to the school 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 an exempt purpose, or as a Court of Competent jurisdiction shall determine as an exempt purpose.

Revised and approved June 2, 2020