

**Bylaws
of
The Frederick County Public Schools Gifts for Education Committee**

Article I - Name and Offices

The name of this committee shall be the Frederick County Public Schools Gifts for Education Committee. The principal offices of the Committee shall be at the Board of Education office located at 115 East Church Street, Frederick, MD, 21701. The funds are managed by The Community Foundation of Frederick County, Incorporated.

Article II - Definitions

The word "Committee" as used in these Bylaws hereinafter refers to the Frederick County Public Schools Gifts for Education Committee; the word "Foundation" refers to the Community Foundation of Frederick County, Incorporated; the word "Funds" refers to the Endowment Fund, Donor Restricted Projects Fund, and Current Initiative Fund; the word "Board" refers to the Board of Education of Frederick County; and the word "Members" unless the content indicates otherwise, means the persons who comprise the committee. The term "ex-officio" shall be interpreted to mean without vote. When there is a reference to "the Chair," this means the Chair of the Gifts for Education Committee. Gifts for Education consists of three funds: Endowment Fund, Donor Restricted Projects Fund, and Current Initiative Fund.

Article III - Purpose and Objectives

The Committee was first established by the Board on July 15, 1998, for the exclusive purpose of advising the Board on all matters pertaining to the Funds. The Funds will be operated exclusively within the educational goals of Frederick County Public Schools. Committee recommendations regarding the acceptance and expenditure of funds will be forwarded to the Board for approval. The Committee will promote student learning by:

- (a.) Developing collaborative efforts among the community and FCPS.
- (b.) Matching corporate and community resources to school system or individual school goals and purposes.
- (c.) Promoting development of the Gifts for Education program-- all of which enrich FCPS students' learning experiences.

The objectives of the Committee are enumerated as follows:

- (a.) Develop and support collaborative efforts among the Community and FCPS that enrich students' learning experiences.
- (b.) Match corporate and community resources to school system or individual school goals and purposes.
- (c.) Assist in the funding of FCPS educational programs which are responsive to the needs of business, industry, and the community.
- (d.) Develop united efforts between the general public and the educators of the Frederick County Public Schools, that will secure the highest quality education.
- (e.) Promote the Gifts for Education program.
- (f.) Recommend policies and procedures of the Committee for approval by the Board.
- (g.) In general, have and exercise all powers conferred upon the Committee by the Board and as may be amended from time to time.

The Committee shall not engage in business for profit and no earnings of the Committee shall be distributed to the members of the Committee.

Article V - Membership

Section 1. Committee Membership

Members of the Committee shall be appointed by the Board in the following ratio: one from FCPS administration; one designated by the FCPS superintendent; one from FCPS teachers; one from FCPS students; two from FCPS parents; one from the Foundation; and three from the community at-large. Each Member shall be entitled to hold office and to vote on all matters which may properly come before the membership of this Committee. One Member of the Board will serve as ex-officio Member to the Committee. Members of this Committee will serve without compensation.

Members who by change of residence, office, or employment or otherwise cease to be qualified shall automatically cease to be members of the Committee. Failure without excuse acceptable to the Committee to attend three (3) consecutive regular meetings of the Committee shall operate as a tender of resignation.

Section 2. Appointment of Members; Vacancies

New Members may be identified and recommended by the Committee to the Board for appointment.

Section 3. Terms of Office

Members shall serve terms of three (3) years and shall be eligible to serve two (2) consecutive terms and until their successors are appointed. Exceptions to this term would be the student representative who will serve one year (while serving as student representative to the Board) and the administrator (who has staffing responsibility for the Committee) who will serve indefinitely or until change in staff assignment. For the parent and community-at-large representatives, terms of office shall be arranged so that all terms in the same category do not expire in the same year.

Section 4. Resignation of Members

Any Member may resign from the Committee by delivering a written resignation to the Chair or Secretary of the Committee.

Section 5. Removal of Members

Any Member may be removed from membership or from office by the affirmative vote of the majority of the Members at any meeting called for that purpose, for conduct detrimental to the interests of the Committee, for lack of sympathy with its objectives, or for refusal or inability to render reasonable assistance in carrying out its purposes.

Article V - Meetings

Section 1. Meeting Times and Locations

- (a.) An annual meeting of the Committee for the selection of Members and officers and the transaction of other business shall be held in September or such other month as the Members may designate.
- (b.) The Committee shall hold such regular meetings at such time and place as may be fixed by the Committee, or if no time or place has been fixed by Committee, at such time and place as may be fixed by the Chair.
- (c.) Special meetings of the Committee may be called by the Chair and shall be called upon request of any three (3) Members.
- (d.) Notice of all meetings of the Committee shall be given in writing to the usual business or residence address of each Member at least ten (10) days before any such meeting, but such notice may be waived by any Member and attendance at any such meeting shall be deemed to constitute a waiver of notice.

Section 2. Quorum; Action by Committee

A simple majority of the Members of the Committee shall constitute a quorum for the proper conduct of business at any meeting of the Committee; and the action of a simple majority of Members present at such a meeting shall be the action of the Committee. Action of the Committee may be taken by a majority vote of the Committee without a meeting in writing or phone if deemed appropriate by the Chair. Subsequent approval and such consents are to be filed with the official minutes of the Committee.

Members may participate in any meeting by means of conference telephone or similar equipment by which all persons participating can hear each other and participate at the same time and this participation shall constitute presence at a meeting. Proxy vote in writing is acceptable.

Article VI - Officers and Duties

Section 1. Selection

At the annual meeting of the Committee, Members shall elect from among their membership a Chair, Vice Chair, and a Secretary, and such other officers of the Committee as the Members deem necessary, to hold office for one (1) year, and until the election and qualification of their successors.

Section 2. Duties

(a.) Chair. The Chair shall be the chief executive officer of the Committee and shall preside at all meetings of the Committee.

(b.) Vice Chair. The vice chair shall perform the duties of the Chair in the absence or inability of that officer, and shall perform such other duties as may be assigned by the Chair or Committee.

(c.) Secretary. The Secretary shall keep the minutes of the meetings of the Committee; see that all notices are duly given in accordance with the provisions of these By-laws or as required by law; and be custodian of the corporate records; and, in general, perform such other duties as from time to time may be assigned by the Chair or the Committee.

(d.) Other Offices. If the Committee establishes other offices, it shall designate the duties thereof.

(e.) Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by action of the Members of the Committee.

Article VII - Sub-Committees

The Members may provide for such standing or special sub-committees as it deems desirable, and may discontinue the same at its pleasure. Each sub-committee shall have such powers and perform such duties, as provided by the Committee. Vacancies in such sub-committees shall be filled by action of the Gifts for Education Committee.

Article VIII - Acceptance and Disbursement of Gifts

Funds available for annual distribution will be determined by the Foundation and reported to the Committee in August of each year. The Committee will receive requests for funds anytime during the year and will make appropriate recommendations to the Board for distribution. The Board and the Foundation will have final approval for the acceptance of all gifts, and management and distribution of all funds.

Contributions given by donors to the Fund may be used by the Committee as it believes desirable to defray the cost of administration of the Committee, including but not limited to such fact gathering, analysis, research, evaluation, grant writing, promotional materials, etc.

Article IX - Fiscal Year

The fiscal year of the Fund shall be the twelve month period ending on the 30th day of June, or such other period as may be designated by the Committee.

Article X - Robert's Rules of Order

Any procedure not specified or limited by these By-laws shall be governed by Robert's Rules of Order.

Article XI - Amendments

The Committee shall have the power to alter, amend, adopt, and repeal, the By-laws of the Committee by affirmative vote of two thirds of the total membership subject to approval by the Board. Prior notice of a proposed change in the By-laws shall be made in writing to the Members ten (10) days in advance of a meeting.