

The Sanibel School Fund
Constitution

I. Name and Location

The name of this association shall be the Sanibel School Fund (SSF). It shall meet in the State of Florida wherever the Board directs. Virtual participation is allowed by the Board and its members as needed and should be used sparingly in the interest of full participation. Voting is allowed only by the Board and members physically present at a given meeting.

II. Mission

The mission of the Sanibel School Fund is to enhance the educational opportunities provided by The Sanibel School.

III. Purpose

The SSF is a nonprofit organization whose purposes are to increase community awareness of supplemental funding needs at The Sanibel School and to raise funds towards those needs through activities that are determined to be appropriate.

The SSF is organized exclusively for fund raising in the name of the Sanibel School Fund, a fund organized under the Foundation for Lee County Public Schools. This organization qualifies as exempt under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Notwithstanding any other provisions of these articles, the SSF shall not carry on any other activities not permitted by an organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

IV. Elected Officers, Board, Membership

A. Elected Officers

The elected Officers of the SSF shall be a President, Vice President, Secretary and Treasurer. The term of office is from June 1st through the following May 31st. Each officer shall serve a term of two years. The terms of office should be staggered to prevent the turnover of all officers at one time. The Board will conduct its final meeting in May. The Board shall provide training as necessary for new Board members. Elected Officers of SSF shall not serve at the same time as an officer of The Sanibel School Advisory Committee (SAC) but may serve as a SAC member.

B. Board of Directors

The Board shall consist of the four elected Officers and the Principal of The

Sanibel School or the Principal's designee. The Board of Directors (the Board) shall conduct the daily business of the SSF. The Board members shall consider it a duty of office to attend all Board meetings. A majority vote of Board members at a meeting shall be considered as binding for all Board decisions. A quorum shall consist of at least three Board members. Voting is allowed for only members physically present at a meeting; voting by virtual presence is not allowed.

C. Membership

Anyone who is interested in The Sanibel School is eligible for membership. Parents and community members can join SSF at any time to advance SSF's mission. It is an obligation of the Board to continually recruit members from The Sanibel School community and from the community at large. Members are expected to:

- Advocate for and participate in the advancement of SSF's purpose.
- Regularly attend and participate in meetings.
- Participate in the planning and execution of SSF events.
- Develop donor relationships and actively fundraise for SSF.
- Provide technical support in SSF operations (e.g. marketing/media relations, website support, grant applications).

D. Duties and Officers

1. President

The President shall preside at all Board meetings of the SSF. In his or her absence, these duties shall be assumed by the Vice President. The President shall be authorized to sign all paperwork necessary to complete the work of the SSF. He/she shall have the responsibility to see that all legal and tax matters are handled in accordance with the Law. The President will meet regularly with the Principal and Assistant Principal of The Sanibel School and shall appoint such special and standing committees as the Board deems desirable to the efficient operation of the SSF.

2. Vice President

The Vice President shall assume the duties of the President in his/her absence. The Vice President will work closely with the President on all the SSF responsibilities.

3. Secretary

The duties of the Secretary are to record the minutes of all Board meetings and then distribute those minutes within 7 days of the meeting. The Secretary is to maintain records, give notice of meetings and such other duties as directed by the Board. The

Secretary will be responsible for maintaining the SSF database of donors and potential donors. The Secretary shall also lead media efforts pertaining to the SSF.

4. Treasurer

The Treasurer shall be responsible for conducting and monitoring the financial business of the SSF and reporting upon the financial state of The Sanibel School Fund including the nature of disbursements. The Treasurer shall work closely with The Foundation for Lee County Public Schools and The Sanibel School to prepare written financial reports each quarter of the school year (September, December, March and June). By the end of the school year, The Sanibel School Principal and Treasurer shall prepare an annual budget for the upcoming school year. The Treasurer or Treasurer Designee shall present the budget to and receive approval from the Board and SAC. The Treasurer shall also be responsible for maintaining the donor management database with assistance from other Board members.

E. Officer Vacancies

If any office becomes vacant, the vacancy shall be filled by a majority vote of the Board. The person filling the vacancy shall fulfill the office term of the person he or she is replacing.

V. Elections

Election of the officers shall be by majority vote of the board members present at a scheduled meeting. Voting by virtual presence is not allowed. Only members active since the start of the current school year may nominate, vote for, or serve as next-year officers. To be eligible for voting or eligible for officer positions, members should have:

- Advocated for and participated in the past year's Fund's causes
- Attended 50 percent of meetings
- Participated in the planning of and volunteering at SSF events

VI. Meetings

The SSF shall hold meetings at such time and place as The Board shall determine.

VII. Funds

The SSF will propose an annual budget that will be approved by the SSF Board and then by The Sanibel School Advisory Committee (SAC) and submitted to The Foundation for Lee County Public School. Any distribution of funds not included in the annual budget must be approved by the SSF Board and SAC prior to distribution. Monies will be approved in support of the purpose of the SSF and shall not be disbursed to any member of the SSF or SAC for his or her own private gain.

The SanCap Trust Company account will be under the direction of the President, Vice President, Treasurer, or Secretary of the Sanibel School Fund. All checks will require two

signatures of officers.

The Foundation for Lee County Public Schools Sanibel School Fund's accounts will be under the direction of the President of the Sanibel School Fund and/or the principal of The Sanibel School. The Sanibel School Fund President or President Designee will be the liaison between The Sanibel School, Sanibel School Fund and The Foundation for Lee County Public Schools. Donations made directly to The Sanibel School for programs supported by SSF will be under the direction of the Principal or the Assistant Principal as they do not require SAC approval.

VIII. Earnings

No part of the net earnings of The Sanibel School Fund shall inure to the benefit of, or be distributed to its members, officers or other private persons, except that the SSF shall be authorized to make reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No part of the activities of SSF shall attempt to influence legislation, and SSF shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the SSF shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Per Article II, the SSF solicits donations to The Sanibel School Fund, not for the Foundation for Lee County Public Schools. Normal operating expenses incurred by the SSF will be paid by withdrawal from The Sanibel School Fund account. SAC can annually approve a minimum threshold of expenditures for supplies to include but not limited to rentals, fees, bank charges, catering, and the like. The operating budget shall at all times be only sufficient to meet immediate needs relevant to the promotion of The Sanibel School Fund.

Annual Financial Audit: The purpose of the audit will be to certify to The Foundation of Lee County Schools the accuracy of the books and records of the Treasurer and to assure the membership that the organization's resources are being used in accordance with the Constitution and Bylaws of the SSF. An audit should be conducted annually and whenever the Treasurer leaves office or when required by a vote of the Board of Directors or SAC. If the audit is conducted internally by the members of the SSF rather than an independent accountant, the audit committee should be composed of an SSF officer, other than the Treasurer, and at least one member elected by the SSF Board.

IX. Dissolution

Upon the dissolution of SSF, the Board shall, after paying or making provision for the payment of all of the liabilities of the SSF, dispose of all the assets of the SSF to The Sanibel School.

All finances or properties of the SSF will become sole properties of The Sanibel School.

X. Amendments

Proposed amendments shall be distributed to the board members at least five calendar days before any scheduled meeting. Proposed amendments shall be ratified by two-thirds of the members who are present at the meeting.

XI. Adoption

The adoption of the Constitution shall be by a majority of board members in attendance.

The Sanibel School Fund

By-Laws

I. Committees

The President, with approval of the Board, may appoint special committees in the general interest of the Sanibel School Fund (SSF). The Board may have standing committees including, but not limited to: Executive, Nominating, Constitution/By-Laws, Media, and Golf Tournament.

II. Relationship with Related Organizations

A. The Foundation for Lee County Public Schools (FLCPS)

The SSF was established through affiliation with FLCPS. Funds raised are solely for the benefit of the SSF not the FLCPS or any other foundation.

B. The Sanibel School

The SSF will establish and maintain close contact with The Sanibel School. The Sanibel School Principal or designee will be a member of the SSF Board.

C. The Parent Teachers Association (PTA)

The SSF will establish and maintain contact with the PTA. The SSF and the PTA will coordinate efforts to support the school.

D. School Advisory Committee (SAC)

The SSF will establish and maintain contact with the SAC. The President of the SSF shall serve as a member of SAC. Elected Officers of the SSF shall not serve at the same time as an officer of SAC but may serve as a SAC member. SAC shall approve the SSF annual budget and any distribution of funds not included in the annual budget.

III. Location of Funds The SSF has accounts with the following entities:

A. The Foundation for Lee County Public Schools, Inc.

Accounts are housed at Bank of the Islands under the tax ID#59-2637849. Originally the accounts charged no fees; however, a fee of 1.5 percent was charged until 2015 when the amount increased to 3 percent. Donations are deposited into these accounts so that donors are eligible for a tax deduction.

- a. The SSF Account
- b. The SSF Credit Card Account
- c. The SSF FLCPS Wish List (Operating Account to include donations to teachers, departments or miscellaneous donations)

B. SanCap Trust Company Endowment Account.

This account was originally established in 2000 to set up an endowment fund for the school. It was initially established with \$5,000. The original intention for this account was to eventually provide perpetual funding for the Foreign Language Program.

IV. Disbursement of Funds

All monies approved by the SSF Board shall be disbursed by The Foundation for Lee County Public Schools or the SanCap Trust Company. The SSF President or President Designee will be the liaison between The Sanibel School Fund and The Foundation for Lee County Public Schools. Expenses arising after the budget has received final approval may be submitted to the SSF and SAC for review and approval.

V. By-Law Changes

Proposed amendments to the Bylaws from the Bylaws Committee shall be submitted to the SSF Board for approval by two-thirds vote. All proposed amendments shall be distributed to the Board members at least ten days before any scheduled meeting. Approved amendments shall be submitted to SAC membership at least five days in advance of the SAC meeting. Proposed amendments shall be ratified by two-thirds of the members who are present at the meeting. Voting must be completed in person; virtual voting is not allowed.