



**BY-LAWS
For the
Partnership for CFCI**

Article I: Name

The name of this organization is the Partnership for CFCI. It is an organization which includes students, parents, teachers and staff of the Cape Fear Center for Inquiry; Board of Directors and committee members of the Corporation for Inquiry; contributing community members; and others recognized as such by the Partnership for CFCI.

Article II: Articles of Organization

The articles of organization of the Partnership for CFCI include the Bylaws of the organization.

Article III: Purpose

The mission of the Partnership for CFCI is to support the mission of CFCI, which is to promote students' abilities to think and

create in personally meaningful ways through an inquiry-based, integrated curriculum in a nurturing environment. The Partnership fulfills this mission through:

- a. organizing Partnership information and involvement so that partners can be informed advocates of CFCI
- b. processing good ideas through communication patterns that allow appropriate input from all partners, insuring that the idea promotes the mission of CFCI is considerate of the impact on school instructional time and resources, and is considerate of the resources of the families of CFCI;
- c. implementation of ideas which promote the mission of CFCI; and
- d. supporting and organizing activities that provide resources for CFCI.

Article IV: Basic Policies

The following are basic policies of this organization:

- a. The Partnership for CFCI shall be noncommercial, nonsectarian, and nonpartisan.
- b. The Partnership for CFCI shall adhere to all policies of the Board of Directors of the Corporation for Inquiry as pertain to the Partnership for CFCI.
- c. The Partnership for CFCI will not advocate participation in fundraising outside the school campus by any student.
- d. The Partnership for CFCI or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the Partnership as outlined in Article III herein.
- e. The Partnership for CFCI or members in their official capacities shall not participate or intervene (in any way,

including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

- f. The Partnership for CFCI may work with the Corporation for Inquiry to provide quality education for its students and may seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions rests with the Board of Directors for the Corporation for Inquiry.
- g. The Partnership for CFCI may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Partnership for CFCI in such matters shall make no commitments that bind the Partnership for CFCI nor the Corporation for Inquiry
- h. No part of the net earnings of the Partnership for CFCI organization shall inure to the benefit of, or be distributable to its members, officers, committee representatives, or other private persons except that the Partnership for CFCI shall pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purpose set forth in Article III herein.
- i. Notwithstanding any other provision of these articles, the Partnership for CFCI shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501©(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170©(2) of the Internal Revenue Code.
- j. Upon the dissolution of the Partnership for CFCI, after paying or adequately providing for its debts and

obligations, the remaining assets shall be distributed to the Corporation for Inquiry.

Article IV: Membership and Dues

Section 1. Every individual who has an interest in the Cape Fear Center for Inquiry, whether a student, parent, teacher, staff member/business or anyone recognized by the Partnership for CFCI as such, is a member of the Partnership without regard to race, color, creed, gender or national origin.

Section 2. The general membership of the Partnership for CFCI shares full voting privileges. The following issues are to be brought before the membership for a vote: Amendment of Bylaws as set forth in Article XV herein; election of Executive Officers as set forth in Article VI herein; adoption of an annual budget; and any other issues as determined by the Executive Committee.

Section 3. Members may join at any time.

Section 4. The Partnership for CFCI shall require no dues of its membership but shall encourage and welcome donations.

Section 5. The general membership of the Partnership for CFCI will receive from the Treasurer a financial report at each general meeting of the Partnership. A notebook of minutes, reports and communications will be maintained by the Secretary of the Partnership as a matter of information to the general membership.

Article VI: Officers and Their Election

Section 1. Each officer shall be a member of the Partnership for CFCI. The school coordinator, administrative assistant, Board of Directors of the Corporation for Inquiry, students and teachers are excluded from holding office on the Executive Committee. They may, however, be eligible to participate in any and all meetings of the Partnership for CFCI and serve on its various committees. A teacher may hold office only if he or she is a parent of a child currently enrolled at CFCI.

Section 2.

a. The executive officers of this organization shall consist of a Chairman, a Co-Chairman, a Secretary, a Treasurer, and a Member-at-Large.

b. Officers shall be elected by ballot in the month of April or May. However, if there is but one nominee for any office, election for that office may be by voice vote.

c. Officers shall assume their official duties May 1 or immediately upon election, whichever comes last. They shall serve for a term of *approximately 26 months*, until July 1 of the following year. The months of May and June are to be served with the existing officer of that capacity as a transitional period to provide orientation and insure a smooth transition.

d. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 3.

a. The Executive Committee will select a Nominating committee at least four weeks prior to the general meeting at which elections will be held.

- b. The Nominating Committee shall consist of at least three Partnership members. One of those members may be an executive officer of the partnership and the other two from the general membership.
- c. Anyone who is a member of the Nominating Committee cannot run for elected office that year. However, if a member of the Nominating Committee decides to run for office, he/she may resign from the Nominating Committee. The Nominating Committee will then secure a replacement.
- d. The Nominating Committee shall accept nominations from the general membership and consider its own nominations. In the event of no nominations from the general membership, it will be the responsibility of the Nominating Committee shall be reported at the regular meeting in April or May at which elections are to be held. At that time, additional nominations may be made from the floor.
- e. There is no limit to the number of candidates for each office.
- f. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 4. A vacancy occurring in the office of Chairperson shall be filled for the remainder of the unexpired term by the Co-Chairperson. A vacancy occurring in the offices of Co-Chairperson, Secretary or Treasurer shall be filled as soon as possible by a person nominated and elected by a majority vote of the Partnership members at the next regular Partnership meeting. Nominations will come from the floor and votes cast by ballot unless there is only one nominee for an office. Then election may be by voice vote.

Article VII: Executive Committee

Section 1. The executive officers serve as the Executive Committee. The immediate past Chairperson may serve as an ex-officio member in an advisory position.

Section 2. The duties of the Executive Committee shall be to:

- a. perform the duties specific to their individual office as outlined in Article VII herein;
- b. schedule the day, hour, and place of meetings of the Executive Committee, Partnership Team and general Partnership and perform necessary duties for the event of these meetings;
- c. transact necessary business in the intervals between Partnership meetings and such other business as may be referred to it by the Partnership which promote the Purposes as outlined in Article III herein;
- d. create or eliminate standing and special committees;
- e. give input and direction to the plans of work of the standing committees;
- f. present a report at the regular meetings of the Partnership;
- g. select an auditor or an auditing committee to audit the treasurer's accounts;
- h. prepare and submit to the Partnership for adoption a budget for the year; and
- i. approve routine bills within the limits of the budget.

Section 3. Regular meetings of the Executive Committee shall be held during the year, the time to be fixed by the officers. A majority of the executive officers shall constitute a quorum.

Section 4. Any member of the Executive Committee may resign at any time by giving written notice of such resignation to the Executive Committee and to the Board of Directors of the Corporation for Inquiry.

Section 5. Executive Officers may be removed at any meeting of the general Partnership by a majority vote.

Article VIII: Duties of Officers

Section 1. The Chairperson shall

- a. preside at all meetings of the general Partnership, the Partnership Team (as described in Article IX, Section 5 herein,) and the Executive Committee;
- b. provide a written agenda for each of the before-mentioned meetings, which includes the opportunity for each committee to present updates of their activities as appropriate;
- c. provide a written summary report of Partnership activities to the Board of Directors of the Corporation for Inquiry as requested;
- d. coordinate the work of the officers and committees of the organization in order that the Purposes as outlined in Article III may be promoted;
- e. be a member *ex officio* of all committees except the nominating committee as outlined in Article VI, Section 3 herein; and
- f. perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Partnership, Board of Directors of the Corporation for Inquiry, or by the Executive Committee.

Section 2. The Co-Chairperson shall

- a. act as an aid to the Chairperson and shall perform the duties of the Chairperson in the absence or inability of that officer to act;
- b. be a member ex officio of all committees except the nominating committee as outlined in Article VI, Section 3 herein; and
- c. perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Partnership, Board of Directors of the Corporation for Inquiry, or by the Executive Committee.

Section 3. The Secretary shall

- a. record the minutes of all meetings of the general Partnership, Partnership Team and of the Executive Committee;
- b. distribute and file the minutes as determined by the Executive Committee;
- c. maintain a notebook of minutes, reports, and communications as a matter of communication for the general membership;
- d. have a current copy of the by-laws;
- e. handle correspondence as needed;
- f. keep copies of all written committee reports; and
- g. perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Partnership, Board of Directors of the Corporation for Inquiry, or by the Executive Committee.

Section 4. The Treasurer shall

- a. receive or receipt all moneys of the Partnership for CFCI in accordance with procedures set by the Board of Directors of the Corporation for Inquiry;
- b. keep a full and accurate account of receipts and expenditures;
- c. maintain a bank and/or checking account in good order;
- d. provide a financial statement for examination by the membership at each regular Partnership meeting and at other times as requested;
- e. keep the Executive Committee informed as to the financial standing of the Partnership;
- f. in accordance with the budget adopted by the Partnership, make disbursements as authorized by the Executive Committee. Checks or Vouchers for disbursements shall be signed by two executive officers;
- g. during the transitional period of May-June provide a full financial accounting for past Executive Officers and newly elected Executive Officers. After the term of office is complete, the past Treasurer shall turn over all moneys, record, and other related items to the newly elected Treasurer.

The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who are satisfied that the treasurer's annual report is correct, and shall sign a statement of that fact at the end of the report. The auditing committee shall be selected by the Executive Officers.

Section 4.5 Member-at-Large shall

- a. serve as the fifth voting member of the CFCI Partnership board in order to give the board an uneven voting number, as majority rules;
- b. serve where needed or perform such duties as prescribed in these by-laws or assigned to her/him by the Partnership, Board of Directors of the Corporation for Inquiry or by the Executive Committee.
- c. Possibly serve as a liaison to the CFCI Board of Directors, attending meetings and providing communication between both entities.

Section 5. All officers shall:

- a. Perform the duties outlined in these by-laws and those assigned from time to time.
- b. Deliver to their successors in office all books, records, documents, keys, and supplies held in their possession by virtue of the office during the transitional period of May-June and no later than July 1, or, in the case of resignation, no later than ten (10) days following assumption of office by their successor.

Article IX: Committee and Partnership Team

Section 1. Only members of the Partnership as prescribed in Article V, Section 1 herein shall be eligible to serve in any elective or appointive positions within the Partnership for CFCI.

Section 2. The Executive Committee may create or eliminate such standing committees as it may deem necessary to promote the purposes and carry on the work of the Partnership.

Section 3. Standing committees may be of any size as necessary to carry out the work of the committee.

Section 4. Each standing committee shall have a committee representative. The term of each committee representative shall be one year or until the selection of a successor

Section 5. The Executive Committee and the committee representatives from each standing committee shall collectively comprise the Partnership Team

Section 6. The representative of each standing committee shall present a plan of work to the Executive Committee for input. No committee work shall be undertaken without the appropriate input from the Partnership Executive Committee; other Partnership committee representatives, CFCI faculty and staff; and the Board of Directors of the Corporation for Inquiry.

Section 7. The power to form special committees and appoint their members rests with the Chairperson and the Executive Committee.

Section 8. The Chairperson and Co-Chairperson may be members ex officio of all committees except the nominating committee in accordance with Article VI, Section 3 herein.

Article X: Meetings

Section 1. At least four regular meetings of this organization shall be held during the school year. Dates of meetings shall be determined by the Executive Officers and will be announced at least ten days prior to meeting dates. Five days' notice shall be given to the Partnership of a change of date.

Section 2. Special meetings of the Partnership may be called by the Chairperson or by a majority of the Executive Officers, five days' notice having been given.

Section 3. The election shall be held in April or May.

Section 4. A majority of the listed members at any regular meeting of the Partnership shall constitute a quorum for the transaction of business.

Article XI: Fiscal Year

The fiscal year of this organization shall begin on July 1 and end on the following June 30.

Article XII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Partnership for CFCI and its committees in all cases in which they are applicable and in which they are not in conflict with these by-laws.

Article XIII: Amendments

Section 1. These by-laws may be amended at any regular meeting of the Partnership provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon, and that a quorum has been established. By-laws amendments require a two-thirds (2/3) vote of the members present and voting.

Section 2. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote of the Executive Committee. The requirements for the adoption of a revised set of by-laws shall be the same as in the case of an amendment.

Certificates

These by-laws were approved and adopted by the membership of the Partnership for CFCI at a general meeting held on January 23, 2001.

Tamara Mix
Partnership for CFCI Chairperson

These by-laws were revised, amended and adopted by the membership of the Partnership for CFCI at a general meeting held on Feb. 25, 2010.

Kym Davidson
Partnership for CFCI Chairperson

These by-laws were revised, amended and adopted by the membership of the Partnership for CFCI a general meeting held on May 10, 2011

Tara Smith-Russell
Partnership for CFCI, Chairperson