

By Laws Copiah Christian Learning Center

Article 1 – Name, Purpose, Location

Section 1 – The name of this organization shall be Copiah Christian Learning Center.

Section 2 – Copiah Christian Learning Center is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code. The mission of Copiah Christian Learning Center is to foster a caring and creative environment emphasizing the social, emotional, intellectual and spiritual development of each child. As a community of learners, we strive for excellence, unlocking the full potential of each individual, developing confident and independent learners. As we journey together with Christ, we seek the joy and wonder of learning through celebrating God's love in our lives.

Section 3 – The principle office location of Copiah Christian Learning Center shall be located in Copiah County in the State of Mississippi. The organization may have any number of offices at such places as the Board may determine.

Article 2 - Membership

Section 1 – The qualification for membership in this organization is being a parent/guardian of one or more student enrolled in Copiah Christian Learning Center.

Section 2 - Membership to the organization is fee-based, requiring dues

Section 3 – Members of the organization shall have the right to one vote on matters submitted to a vote of the membership including election of officers.

Article 3 – Meetings

Section 1 – The date of the regular annual meeting shall be determined by the Board of Directors who will also set the time and place.

Section 2 – Regular meetings of the Board may be held at such place and time as shall be designated by the standing resolution of the Board. Regular meetings of the organization shall be held at undetermined location.

Section 3 – Special meetings may be called by board and/or committee members.

Section 4 – Notice of all meetings shall be provided to each voting member, by email/text, at least 2 days prior to the meeting.

Article 4 – Board of Directors/Officers

Section 1 – The business of the organization shall be managed by a Board of Directors/Officers comprised of at least 5 and no fewer than 3 Board members. The Board is responsible for maintaining the overall policy and direction of the organization. The Board shall delegate responsibility of day-to-day operations to the Executive Director and appropriate committees. Board members shall receive no compensation (other than reasonable expenses) for their service on the Board.

Section 2 – The Board shall meet at least 6 times per year at an agreed upon time and location. Board members shall not miss more than 3 meeting(s) per year.

Section 3 – All Board members shall serve for a 2 year term.

Section 4 – Any Director may be removed from office without assigning any cause by the vote of the Board at any meeting of the Board.

Section 5 – Any Director may resign at any time by giving notice to the organization.

Section 6 – In the event of a vacancy on the Board (including situations where the number of Board members has been deemed necessary to increase), the directors shall fill the vacancy.

Section 7 – A quorum must be attended by at least 60% percent of the Board members before business can be transacted or motions made or passed.

Article 5 – Director/Officer Responsibilities

Section 1 – The directors of the organization shall be comprised of: Chairperson, Co-Chairperson, Treasurer, Secretary, and Communications Director. The Board may also appoint other officers it deems necessary.

Section 2 – The Board of Directors shall appoint additional officers for a term established by the Board.

Section 3 – Any officer may be removed from office without assigning any cause by the vote of the Board at any meeting of the Board.

Section 4 – No Officers shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer.

Section 5 – Chairperson
Will be a spokesperson at all meetings.

Responsibilities:

- Work with Co-Chairperson to achieve the organization's mission
- Provide leadership to the Board of Directors
- Shall see all books, reports, and certificates required by law are properly kept or filed
- Act as an officer to sign checks or drafts of the organization
- May call special meetings if necessary
- Assist Co-Chairperson in preparing agenda for meetings
- Present at each annual meeting of the organization an annual report of the work of the organization
- Shall attend all membership meetings

Section 6 – Co-Chairperson

Will act in the absence or inability of the Board Chairperson to exercise his office to become acting Chairperson of the organization with all rights, privileges, and powers as if he had been the duly elected Chairperson

Responsibilities:

- Shall attend all membership meetings
- Carry out special assignments as required
- Understand the responsibilities of the Chairperson

Section 7 – Secretary

Secretary shall act as the official custodian of the records of the organization.

Responsibilities:

- Manage and maintain student enrolment, registration and waitlist records, forms, and information
- File any certificates required by any statute, federal or state
- Keep minutes and records of the organization
- Act as an officer to sign drafts of the organization
- Give and serve all notices and minutes to members of the organization in a timely manner
- Work with the Director of Communications to organize any communication or correspondence of the organization
- Shall attend all membership meetings

Section 8 – Treasurer

Treasurer shall have the care of all monies belonging to the organization and shall be responsible for such monies or securities of the organization.

Responsibilities:

- Manage fundraising of the organization
 - working closely with staff/teachers and members
- Administer fiscal matters of the organization
 - supervising paid bookkeeping staff member
- Understand financial accounting for nonprofit organizations
 - working in conjunction with paid bookkeeping staff member
- Must be an officer to sign checks or drafts of the organization
- Shall attend all membership meetings

Section 9 – Communications

Director of Communications will set and guide the strategy for all communications, website, and public relations messages and collateral to consistently articulate the nonprofit's mission.

Responsibilities:

- Develop, implement, and evaluate the annual communications plan
- Lead the generation of online content with the intent to inform members of current events within the nonprofit
- Put effective communications vehicles in place to create momentum and awareness
- Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, internet media, newsletters, and brochures
- Coordinate webpage/Facebook maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly
- Coordinate and organize annual meetings
- Manage all media contacts

Article 6 – Committees

Section 1 – The Board may create committees as needed, such as fundraising, public relations, and program committees. The Board Chair shall appoint all committee chairs.

Section 2 – NO committee shall have any power to: fill vacancies on the Board, adopt amend or repeal the by-laws, amend or repeal any resolution of the Board, or act on matters committed by the by-laws or resolution of the Board to another committee of the Board.

Article 7 - IRC 501(c)3 Tax Exemption Provisions

a. Upon the dissolution of Copiah Christian Learning Center, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.

b. Copiah Christian Learning Center is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of Copiah Christian Learning Center net earnings shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

c. No substantial part of the activities of Copiah Christian Learning Center shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization 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.

d. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article 8 – Amendments

Section 1 – These By-laws may be amended when deemed necessary by a 70% majority vote of the Board of Directors. Proposed amendments must be submitted to Secretary and sent along with regular board meeting notices.

INCLUDES BYLAW AMENDMENTS

COPIAH CHRISTIAN LEARNING CENTER

MEETING MINUTES

FEBRUARY 3, 2015

CCLC board members present:

Tanya Mohawk-- Chair Person
Chris Hunt-- Co-Chair (Via Cell Phone Speaker)
Robyn Jones-- Treasurer
Melody Crews-- Communications
Betty Weathersby-- Principal and Teacher
Sondra Crawford—Secretary

Meeting called to order by Tanya Mohawk

Opened with prayer by Sondra Crawford

Topics of discussion:

- Registration forms need to be updated, add also the grade the child will be going into to the form. New forms to be sent home in folders Monday, with extras available for the upcoming parent teacher meeting.
- Changes to the waiting list form to read “non-refundable” \$25 fee.
- Teacher ‘intent to return’ forms for next school year
Subs will get 1099 tax form if paid over \$600 and in 2016 will get a W-2 form.
- Handbook rules concerning discipline, troubled kids, arrest records. We will come up with suggestions for next year.
 - will add to the handbook “If your child has a fever, please be sure they are fever-free 24 hours before returning to school.
- Discussed entrance testing and standardized testing.
All new students to be tested or must have a previous report card promoting them to the next grade. Standardized testing to be optional.
The school would need a proctor for standardized testing. Betty Weathersby volunteered. Tanya stated that the school would be willing to pay for her to go for the training as proctor. It was stated that Mandy Mize could do this but she charges \$100. Chris will get further information concerning her service with testing as another option.
- Re-registration dates set thru 2/27/15. All fees for registration to be paid by 27th. New student registration will begin 3/2/15.

Motions made for upcoming changes:

--Tanya Mohawk restated:

Meeting location—CCLC
Time: 6:30 pm
Date: February 3rd, 2015

--Motion made by Melody Crews to accept the resignation of Robyn Jones as treasurer. Motion seconded by Chris Hunt. Robyn will remain as treasurer until the end of February, 2015.

--Motion was made by Sondra Crawford to hire Robyn as bookkeeper. Motion seconded by Tanya Mohawk.

-position will be a 1099 contract position

-payment to be along the lines of a substitute teacher around \$35 per day. Position would require approximately 5 or more hours per week.

--Motion was made By Tanya Mohawk for payment of bookkeeper position to be set at \$175 to allow for at least \$150 after taxes with payment being adjusted as needed to begin March 1, 2015 and to continue during the school year... each year Aug – May. Motion was seconded by Sondra Crawford.

--Motion was made by Tanya Mohawk to amend the bylaws to read: “The CCLC Board has the authority to combine Sec/Treasurer position. Further, assignment to the position of Treasurer to be an assistant to the bookkeeper.” -- Bookkeeper would not be a voting position. Motion was seconded by Melody Crews.

Lawyer Bob Lawrence gave all advice on how to amend the bylaws and adjust the positions. There will be 4 voting positions.

Copies of bylaws and the amendment to be available to parents at the next meeting.

It was discussed that hiring a 5th employee would require workers comp. Ins. We will need a quote for this. This employee would be a substitute teacher on call at our disposal. Approximate pay will be set at \$1500/year.

--At next meeting will give parents opportunity to Re-register and get caught up on any past due tuition. There are now 4 students on the waiting list.

-- Last day of school set for the 3rd Friday in May.

-- Can have an end of year program with focus on seniors.

-- First Graduate of CCLC , Allysia to go to ABeka Academy and walk the stage.

Meeting adjourned

Chris Hunt closed in prayer



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Meeting Minutes - January 4, 2017 - Meeting called to order at 6:30 p.m. Members present: Chris Hunt, Chairperson; Elaine McLemore, Co-Chairperson; Victoria Walker, Communications.

Board Accepted the resignation of Ashley Strieff as secretary. It was decided the board would ask for volunteers for this position as well as the reinstated Treasurer position at the next open meeting.

Board discussed making amendments to Bylaws. Adding back the treasurer position and amending responsibilities to fit new fundraising needs along with amending the responsibilities of the Secretary were agreed upon.

Motion was made by Elaine to amend the bylaws and reinstate the treasurer position to the board no longer combining the secretary and treasurer into one, seconded by Chris and all were in favor - Motion passed unanimously.

The Bylaws are amended to read as follows:

Section 7 – Secretary

Secretary shall act as the official custodian of the records of the organization.

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Membership/Parent meeting was scheduled for January 24, 2017 at 6:30

Meeting Adjourned