

## **MISSION STATEMENT**

### **EDUCATIONAL FOUNDATION OF THE BARNEVELD SCHOOL DISTRICT**

The Barneveld Schools Educational Foundation's primary mission is to provide funds that promote educational excellence in all areas of instruction and to support auxiliary related actions which are consistent with expanding an exemplary comprehensive educational system.

The Educational Foundation of Barneveld supports all areas of school improvement that may or may not be funded by the school's operating budget. Endowment and annual fundraising will be allocated to areas of need in cooperation of the Barneveld Board of Education, the District Administrator or by a donor designated gift, which has been approved by the Board of Education. This includes a tax-deductible gift for which donor recognition is requested.

# BARNEVELD SCHOOLS EDUCATIONAL FOUNDATION

## BYLAWS

### ARTICLE I

#### Registered Office:

- 1.1 The Registered Office of the Foundation shall be at the same address as the Barneveld School District.

#### Principal and Business Office:

- 1.2 The Foundation may have such principal and other business offices as the Board of Trustees may designate or as the business of the Foundation may require.

### ARTICLE II -Basic Policies

- 2.1 The following are basic policies of the foundation:
  - a. The Foundation shall be non-commercial, non-sectarian and non-partisan.
  - b. The Foundation shall co-operate with the Barneveld School District to support the improvement of educational opportunities in ways which will not interfere with the administration of the District.
  - c. The name of the Foundation or the names of the Trustees, in their official capacities, shall not be used for any purpose which is not appropriately related to the promotion of the mission of the Foundation.
  - d. The Foundation may cooperate with other organizations concerned with the welfare of students within the School District, but persons representing the Foundation shall make no commitments that bind the Foundation without prior authority of the Board of Trustees.

### ARTICLE III -Board of Trustees

- 3.1 Power and Authority:  
The business office and property of the Foundation shall be managed by the Board of Trustees
- 3.2 Number of Trustee appointments and terms of Office:  
There shall be a minimum of seven (7) Trustees serving on the Board and serve such terms as follows:
  - a. Two (2) Trustees shall serve for a term of three (3) years.

- b. Three (3) Trustees shall serve for a term of four (4) years.
- c. One (1) Trustee shall be a Barneveld School Board Member, appointed by the Foundation with informal support by the School Board. The term limit is at the discretion of the Foundation Trustees.
- d. One (1) Trustee shall be a member of the formal Barneveld Alumni Association, to be appointed by the Foundation in concert with the Alumni Association. The term limit shall be no more than five (5) years.
- e. The Barneveld School District Administrator, shall serve as the district liaison
- f. Initial terms in office shall vary in nature so that no more than three (3) Trustee terms are set to expire in any one year.
- g. A Trustee may serve a combined total of no more than eight (8) years. That Trustee must sit out at least one (1) year before being reappointed to a final term.
- h. Additional Trustees may be appointed to fulfill needed skills or while the Foundation is making revisions to its' Bylaws.

#### ARTICLE IV -Executive Committee

- 4.1 The officers of the Foundation constitute the Executive Committee. The Executive Committee shall act for the Board in the interval between Board meetings, following guidelines established by the Board. The President shall serve as Chairperson of the Executive Committee.
  - a. Three (3) officers shall constitute an Executive Committee quorum.
  - b. A majority of Trustees shall constitute a quorum of the Board

#### ARTICLE V -Committees

The President of the Board shall appoint such standing or ad hoc committees and chairpersons as s/he may deem necessary. Membership on such committees shall include one of the Trustees but shall not be restricted as to the total number of members of the Board.

- 5.1. The following shall constitute formal Standing and Temporary Committees:
  - a. A Nominating Committee consisting of three (3) Trustees shall be appointed on or before the first day of March. This Committee shall select candidates for the positions of Standing Committee Chairpersons for the four major committees. The Nominating Committee shall report its recommendation to the Board at its April meeting.
  - b. A Fundraising Committee.
  - c. An Events Committee
  - d. A Social Activities Committee
  - e. An Alumni Committee
  - f. Temporary committees as approved by the Board

## ARTICLE VI - Meetings

### 6.1 Meetings:

#### Annual Meeting:

A. The annual meeting of the Foundation Trustees shall be held on the fourth Tuesday of June or other date selected by a majority of the Board. Election of Officers and seating of members shall be the primary agenda item. Committee reports, future planning items and an annual update by the President and Secretary shall be presented.

a. Regular Meetings: Regular meetings and notice thereof may be established by the Board of Trustees. The Board shall meet a minimum of once every two months.

b. Special Meetings: Special meetings shall be held at the call of the President or upon written request of three (3) Trustees. Written notice setting forth the purpose, time and place of special meetings shall be given to each Trustee either personally or by mailing it to his/her designated address. Only such business as is designated in the notice may be discussed at a special meeting.

c. Retreat: The President may call a retreat of a least one day's duration for such items as Foundation improvement, consulting services, goal setting and similar items that better serve the Mission Statement.

### 6.2 Resignation:

A Trustee may resign at any time by a written instrument to that effect filed with the Secretary.

### 6.3 Vacancies

Vacancies on the Board shall be filled at a meeting by a majority vote of the remaining Trustees. Trustees elected to fill vacancies on the Board shall serve the unexpired term associated with the vacant position.

### 6.4 Removal:

A Trustee may be removed from office with cause at a regular or special meeting by a vote of all Directors then in office.

### 6.5 Minutes:

Minutes of each meeting of the Board of Trustee shall be distributed to all Board members -at, or prior to, the next scheduled regular meeting. Minutes will be approved as an agenda item.

### 6.6 Quorum and Voting Requirements:

A simple majority of the Board of Trustees then in office, or of the members of a committee, shall constitute a quorum for the transaction of business. A Trustee shall be deemed present at a meeting of the Board or of a committee if s/he participates by means of conference phone or similar communications equipment, but no Trustee shall vote by proxy. The vote by a majority of Trustees present at any meeting at which there is a quorum shall constitute the act of the Board, or of a committee, unless a larger vote is required pursuant to Bylaw.

## ARTICLE VII Management team and responsibilities

### 7.1 Officers:

The Officers of the Foundation shall be:  
President, Vice President, Secretary and Treasurer.

### 7.2 Election and Term of Office:

All Officers of the Foundation shall be elected annually by the Board of Trustees at its annual meeting. Each officer shall hold office for one (1) year or until his/her successors shall have been duly elected.

Vacancies in any office of the Foundation occurring prior to the Annual Meeting of the Foundation shall be filled by action of the Board of Trustees at any regular or special meeting of the Board.

### 7.3 President:

The Foundation President shall preside at all meetings of the Board of Trustees. The President shall appoint all committees of the Board not otherwise provided for and shall be an ex-officio member of each committee. S/he serves on the fundraising committee, identifies donors and gives foundation updates at public events

The President shall sign all papers, as appropriate requiring a signature, and perform such other duties as may be incumbent upon the office or as may be prescribed from time to time by the Bylaws. S/he shall not be compensated for services rendered.

### 7.4 Vice-President

The Vice President will conduct the meeting in the President's absence. S/he carries out the following minimal assignments

- a Oversees all committee activity functions
- b Keeps committees on a time schedule
- c Serves on fundraising committee and identifies donors.
- d. Assists wherever needed as determined by skills.

### 7.5 Secretary

The Secretary follows an approved procedure for recording minutes and distributes written copies as agreed upon. S/he shall prepare a loose-leaf minutes notebook for each Trustee. The Secretary serves on committees according to skills and helps to clarify a given topic discussed at a previous meeting.

### 7.6 Treasurer

The Treasurer works with the District Administrator, school finance office and public financial institutions to set up individual accounts as needed. These include the Endowment Account, Alumni Association, Scholarships, and annual event fundraisers. It may also include any other officially sanctioned school organization such as the Booster Club or a designated account for a school referendum.

- A The Treasurer position shall be bonded and conducts the following assignments.
  - a. Responsible for completing IRS forms and/or working with a Financial Representative.
  - b. Deposits donation funds.
  - c. Coordinates receipt acknowledgement process to donors

7.7 Trustee Representation:

Each trustee shall be assigned duties to coordinate and support Foundation activities. The following highlights primary duties and are not to be considered as limiting in nature or scope. Specific assignments may be exchanged from time to time in order to capitalize on individual Trustee skills

A, Board. of Education Representative

- a. Keeps the Board of Education. formally and informally updated.
- b. Becomes the public relations connection between the two organization.
- c. Serves on the fundraising committee and identifies donors.
- d. Carries out facilitating duties as needed for fundraising.
- e. Serves as a Foundation advocate for Board of Education support.

B. Alumni Association Representative.

- a. Keeps alumni officers formally and informally updated.
- b. Serves on fundraising committee and identifies donors.
- c. Carries out facilitating duties as needed for alumni fundraising.
- d. Recruits members to assist with Alumni/Foundation Newsletter

C, Fundraising Representative:

- a. Serves a chairperson of major donor fundraising committee
- b. Assists and/or advises Treasurer in carrying out duties
- c. Helps set up account codes for each specific area.
- d. Works to maximize Endowment investment returns

D, Events Specialist Representative:

- a. Coordinates approved special events
- b. Recruits volunteers for special events.c3.
- c. Reviews and recommends special events
- d. Co-sponsors approved Foundation/Alumni events
- e. Prepares special events budget

- E. Social Activities Representative:
  - a. Selects and coordinates social connections with donors.
  - b. Prepares “Thank You” letters and similar procedures
  - c. Assists the Events Specialist to maximize her/his efforts.
  - d. Serves as news media contact or delegates this duty.
  - e. Serves as ex-officio member of every committee.

#### ARTICLE VIII\_- Financial administration

- 8.1 The fiscal year shall extend from July 1 through June 30.
- 8.2 All funds received by the Foundation shall be deposited in bank accounts designated by the Board. Funds shall be withdrawn from such accounts in check form when co-signed by two of three Trustees, being the Treasurer, President or Vice President.
- 8.3 Funding accounts shall be established as required to carry out operational Foundation activities by school related groups approved by the Board of Education or designated funding approved by the Foundation.
- 8.4. Securities or other assets acquired by the Foundation may be transferred, sold or exchanged in accordance with the purposes approved by the Trustees. Flow through accounts within the Foundation may be administered by checks cosigned by the Treasurer, President or Vice President. Endowment expenditures and the official Foundation account require majority approval of the Trustees.

#### ARTICLE IX Parliamentary Procedures

All parliamentary matters not specifically defined in the Bylaws shall be administered in accordance with the latest revised edition of Robert's Rules of Order.

#### ARTICLE X Amendments

The Board of Trustees may amend the Foundations Articles of Incorporation as heretofore-and hereafter from time to time amended or restated, and these Bylaws as from time to time amended or restated, to include or omit any provision which could be lawfully included or omitted. Any number of amendments, or an entire revision or restatement of the Articles of Incorporation or Bylaws, either may be submitted and voted upon at a single meeting of the Board of Trustees and be adopted at such meeting with a quorum being present and upon receiving an affirmative vote of a majority.

#### Article X1 Dissolution

- 11.1 In the event of dissolution of the Foundation, funds shall be transferred to and become the property of the Barneveld School District to be used for such purposes as the Board of Education shall so designate.

INTERNAL REVENUE SERVICE P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 15 2008. Employer Identification Number: DLN:  
20-5699480

308114023

THE EDUCATION FOUNDATION OF BARNEVELD INC  
C/O MARY ANN MYERS  
105 W DOUGLAS ST BARNEVELD, WI 53507

Contact Person:  
GERALD MINK ID# 31228  
Contact Telephone Number: (877)829-5500

Accounting Period Ending: DECEMBER 31  
Public Charity Status:  
170(b)(1)(A)(Vi)  
Form 990 Required: YES  
Effective Date of Exemption:  
SEPTEMBER 8, 1997  
Contribution Deductibility: YES  
Addendum Applies: NO

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201

Sincerely,



Enclosures: Publication 4221-PC