

COUNTRY LANE HOME & SCHOOL CLUB BY-LAWS

JUNE 2015

San Jose, California

5140 Country Lane
San Jose, California 95129

ARTICLE I - NAME

The organization shall be known as the Country Lane Home and School Club, (the "Organization").

ARTICLE II - OBJECTIVES & PURPOSE

The objective of this organization shall be the promotion of the general welfare of the school. In addition, it shall assist in promoting and maintaining school community and cooperation between home, school and community.

ARTICLE III - POLICIES

The Organization shall:

1. Be non-sectarian and non-partisan.
2. Seek to improve the understanding and cooperation between home, school and community.
3. Not interfere with the educational and administrative functions of the school.
4. Spend its funds, except those for operating expenses, and a reasonable reserve for purposes which will benefit the school and its student body and support the objectives of the organization.
5. Endorse and support the philosophy and goals of the Moreland School District

ARTICLE IV - MEMBERSHIP DONATION

Annual Membership Drive for the school year shall be established each year by the Board, the elected Executive officers and the Committee Chair-people, and approved by the Membership at a general Organization meeting when the annual budget is approved.

ARTICLE V - MEMBERSHIP

Section 1. Any person interested in the objectives of the Organization, willing to uphold its policies and subscribe to its By-Laws may become a member.

Section 2. Making motions and voting shall be restricted to members of the Organization. Each adult member shall be allowed one vote when in attendance at meetings.

ARTICLE VI - EXECUTIVE BOARD

Section 1. The Executive Board of the Country Lane Home & School Club (referred to hereafter as the "Board") shall consist of the elected officers (as set forth in Article VIII) and the Principal, and shall be Home & School Club members.

Section 2. The Board shall transact necessary business between organization meetings and such other business as may be referred to it by the organization. No Board action shall conflict with action taken by the general membership.

Section 3. Special meetings may be called by the President upon the request of two thirds of the members of the entire Board. No action shall be taken by the Board with less than a quorum present. A quorum will be a simple majority of the Board members of that school year.

Section 4. Board members shall be elected; and, in the case of standing committee chairpersons if any, appointed, for the term of one school year. The Board shall fill vacancies occurring between elections.

Section 5. No elected person shall serve more than two consecutive terms in the same capacity unless otherwise permitted by this Section. The first exception would be the Vice President (principal). Another exception would be if there is difficulty in filling the position. Co-chairs may be elected or appointed as necessary to 'shadow' and learn the Board or any standing committee positions so as to maintain continuity and smooth functioning of programs in following years.

ARTICLE VII - SPENDING AUTHORITY

Section 1. GENERAL STATEMENT: Funds of the Organization can only be disbursed in accordance with the provisions of this Article. For purposes of this Article, the term "Budgeted Expenditure" shall mean any single expenditure that can be identified with reasonable specificity as a line item on the most recent budget presented by the Organization's treasurer to the general membership and duly approved by the general membership (referred to hereafter as the "Operative Organization Budget"). The term "Non-budgeted Expenditure" shall mean any single expenditure that cannot be identified with reasonable specificity as a line item on the Operative Organization Budget.

Section 2. BUDGETED EXPENDITURE: Funds for any single Budgeted Expenditure may only be disbursed in accordance with the amount specified by the latest duly approved Operative Organization Budget.

Section 3. NON-BUDGETED EXPENDITURE: Funds for any single Non-budgeted Expenditure may only be disbursed under the following authority: (a) Up to \$300: President and Treasurer; (b) \$3000: Majority vote of Executive Board; (c) Over \$3000: Majority vote of membership present at meeting in which request for expenditure authority is requested.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1. The elective officers of this club shall be: President, Co-Presidents, Vice President, Secretary, Co-Secretaries, Treasurer and co-Treasurers. The Vice President shall be the Principal or his or her appointee from the Country Lane staff. Any member shall be eligible for elective office.

Section 2. PRESIDENT: The President shall preside at all meetings of the Executive Board, the Board and General Meetings. The President shall be an ex-officio member of all the standing committees, (but not of the Nominating Committee) and may appoint the chairpersons of all committees. There may be Co - Presidents as well.

Section 3. VICE-PRESIDENT: The Vice-President shall act as aid to the President and shall be the Principal or the Principal's appointee from the Country Lane School faculty or staff.

Section 5. SECRETARY: The Secretary shall keep an accurate record of the proceedings of all meetings and shall be prepared to read, on call, the minutes of the previous meeting. The Secretary shall prepare a summary of all unfinished business for the use of the President. The Secretary shall ensure that a copy of the previous Meeting Minutes and current Operative Organization Budget is posted and available to the general membership, such as in the school office and on the school website. The Secretary shall take care of all correspondence.

Section 6. TREASURER and co-TREASURER: The Treasurer shall receive all money and deposit it in the name of the organization in the bank approved by the Executive Board, keep an accurate statement of the finances of the organization, make an oral report at the regular business meetings and a written audited report at the annual meeting. The Treasurer shall also be responsible for filing any required Federal and State tax forms for the organization. The Treasurer shall pay all bills that have been approved by the Executive Board. For emergencies, the Treasurer may retain, on hand, a petty cash fund of \$250.00. The Treasurer shall act as Parliamentarian, in absence of a separate Chairperson. A co-Treasurer may also be elected to the Board as deemed necessary per Article V Section 5. The Treasurer shall designate to the co-Treasurer specific responsibilities of the Treasurer as he or she deems appropriate and necessary.

Section 1. AD HOC COMMITTEES: The Board may, from time to time, form and disband ad-hoc committees under this section as they deem advisable and describe the duties of the Chairpersons of such committees. The Chairpersons of such committees formed under this section shall be participate in Board meetings and advise the Board as requested, but shall not have a Board member note.

Section 2 STANDING COMMITTEES: The Chairperson(s) for the following standing committees shall organize programs, recruit volunteers, determine a budget and purchase materials (in accordance with the Operative Organization Budget). They shall also coordinate

with school staff and faculty to provide support and schedule time in classes. These committees carry out the fundamental fundraising, educational and community building events in support of the organization's objectives.

Section 3.1. WALK-A-THON: Chairperson shall plan and coordinate the annual Country Lane WALK-A-THON.

Section 3.2. MEMBERSHIP: Chairperson shall instigate and pursue a vigorous membership program.

Section 3.3. AUXILIARY FUNDRAISING: Chairperson or persons shall be responsible for coordinating information on miscellaneous fundraising activities in relation to Home & School Club. This Chairperson or persons shall gain approval of the Board for individual fundraisers with clear goals, targets and activities that support.

Section 3.4. SCRIP: Chairperson shall coordinate volunteers and activities necessary to execute the SCRIP Program throughout the year.

Section 3.5. HEALTH & WELFARE: Chairperson shall promote programs for a healthy student population. This may include purchasing of playground equipment, coordinating playground activities, organizing Walking Club and Walk To School programs.. The chairperson shall organize volunteers for school pictures and hearing screening.

Section 3.6. MEDIA/COMMUNICATIONS: Chairperson shall promote the Organization general meetings, activities and news through newsletters, flyers, posters and/or other social media.

Section 3.7. ROOM PARENTS: Chairperson/s shall coordinate the Room Parent flyer for the first day of school; prepare and send out, in September, the room parent handbook and class list information. The chairperson shall also serve as communication point person, coordinate efforts to recruit parent volunteers through the room parent and communicate pertinent school information to the Room Parents.

Section 3.8. PROGRAM CHAIRS: Chairpersons (volunteer parents announced by the Board) shall coordinate volunteers and activities necessary to execute and/or support the classroom/teacher, academic enrichment, hospitality, library, performing arts, field trip (including science camp) and student welfare programs as funded by the Operational Organization Budget. As such, there may be a Cornerstone Chair, Science Camp Chair,

Section 3.9. TEACHERS' REPRESENTATIVE: Country Lane School faculty member, appointed by the Principal; act as spokesman for teachers at all Board meetings and report back on the proceedings.

Section 3.10 TEACHER LIASON: Chairperson shall communicate and work closely with Country Lane faculty and staff to ensure that the Organization is providing proper and effective programs to support the students and teachers in the classroom.

ARTICLE IX - MEETINGS

Section 1. General Meetings shall include Back-to-School Night in the Fall and Open House in the Spring, unless otherwise specified by the Board.

Section 2. A General Meeting may be called or cancelled upon recommendation of the Board or upon a quorum vote of (51%) of the membership.

Section 3. The Organization board meeting shall meet once a month during the school year with the date and time to be approved by the majority of the Board and published to the general membership. All members have a right to attend and participate in the meetings.

Article X - Nominating Committee

The Nominating Committee shall consist of five people, including the Board (except the President), three from the membership at large and the Principal or his/her designee. The President shall select three people from the membership at large to serve on the committee and present the names to the members at the first meeting of the calendar year. It is the duty of the Nominating Committee to present to the organization one or more candidates for each Board position for the ensuing year.

ARTICLE XI - ELIGIBLE OFFICERS

Section 1. The Nominating Committee shall present a slate of officers to the general membership at the last general meeting of the year. Nominations may be made from the floor with the previous consent of the nominees. Elections shall be held at this general meeting. Installation of officers shall take place at the June meeting.

Section 2. Officers are elected for a period of two years by a majority vote of members present.

Section 3. The privilege of holding office for the ensuing school year shall be restricted to parents or legal guardians of Country Lane students, aside from the Vice President (the school Principal).

ARTICLE XII - AMENDMENTS AND ALTERATIONS

These By-Laws may be repealed, altered or amended or new By-Laws may be adopted at any meeting of the general membership, providing they have been made available at least thirty (30) days prior to a vote. A two-thirds vote of the active membership present is necessary. These By-Laws shall be distributed by the Secretary to any member of the organization upon request and to each Board member upon assuming office.

ARTICLE XIII PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall be used as authority at all the Organization meetings. However, meetings may be conducted on an informal basis.

ARTICLE XIV - DEDICATION

Section 1. This Organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, 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 Article XIV, Section 1, thereof. No part of the activities of the Organization 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 or in opposition to any candidate for public office.

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

ARTICLE XV DISSOLUTION

Upon dissolution of the organization, its assets remaining after payment or provision for payment, of all debts and liabilities of this organization shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c)(3) of the Internal Revenue code or the corresponding section of any future tax code.

APPENDIX A

INTERNAL REVENUE SERVICE DEPARTMENT OF THE TREASURY
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91754

Date: FEB 2' 1sm
Employer Identification Number: 77-0237858
Contact Person: LAURIE FORTUNE
COUNTRY LANE HOME AND SCHOOL CLUB
SAN JOSE, CA 95129

Contact Telephone Number: 5140 COUNTRY LANE (213) 725-7002

Accounting Period Ending: June 30
Foundation Status Classification: 509 (a) (2)
Advance Ruling Period Begins: September 19, 1992
Advance Ruling Period Ends: June 30, 1997
Addendum Applies: No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c) (3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in section 509(a) (2).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a) (1) or 509(a) (2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security's taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt from Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. If you are required to file a return you must file it by the 15th day of the fifth month after the end of your annual accounting period. We charge a penalty of \$10 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty we charge cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

You have agreed on your application for exemption under section 501(c) (3) of the Code that your exemption is effective September 19, 1992, the date your completed application was filed.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c) (3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(C) (3). In cases where the recipient organization is not exempt under section 501(C) (3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter. Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Michael J. Quinn
District Director

Letter 1045 (DO/CG)