

## CUPO

### BY-LAWS

#### ARTICLE I

Section 1. Name: The name of the organization shall be Children's University Parent Organization (CUPO).

#### ARTICLE II

Section 1. Mission: the mission of CUPO is to provide resources to support and enrich our children's learning environment.

Section 2. Ethical Definition: CUPO shall be non-commercial, non-sectarian and non-partisan. The name CUPO, or any members in their official capacity shall not be used to endorse or promote a commercial or partisan interest.

#### ARTICLE III

Section 1. Membership: Membership in CUPO shall automatically include parents and/or legal guardians, grandparents, and alumni of children enrolled in Children's University (CU).

Section 2. Officers: The officers of CUPO shall be President, Vice-President, Treasurer, and Secretary. The officers shall be elected by ballot in April for the following year and will serve a one year term, as long as their children are currently enrolled in Children's University, starting June 1. The officers and committee chairpersons comprise the Executive Committee.

#### Section 3. Duties:

a. President: Shall preside at all General Membership and Board meetings. Shall oversee the work of the officers and committees. Shall be authorized to sign on CUPO bank accounts. Shall be a liaison between CU administration and CUPO. Shall establish a working operating budget to meet the needs of the organization and be responsible for the final distribution of funds annually to CU. Shall have been an active serving member in CUPO for at least one year prior to serving as president.

b. Vice-President: Shall act as an aide to the president and preside in the absence of the President. Shall coordinate committee activities and oversee the large fundraising activity for CUPO, the annual silent auction. Shall perform other duties as assigned by the President or by CUPO. Shall follow-up with new members to determine areas of possible involvement.

c. Secretary: Shall record the minutes of all meetings and shall distribute to the Executive Committee. Shall be responsible for preparation of fliers and informational notices for the announcement of all meetings and CUPO events. Shall chronicle CUPO events and compile all committee information at year-end to present as an official annual history.

d. Treasurer: Shall collect all funds and under the direction of the Executive Committee shall disburse funds. Shall maintain records and submit a written financial report at the Executive Committee and General Membership meetings or as otherwise requested. Shall work with the president in establishing an annual operating budget. Shall be authorized to sign on CUPO bank accounts.

e. Teacher Representative(s): Shall serve as a liaison between CUPO and the teachers to ensure teacher and student involvement in all CUPO events.

Section 4. Distribution of Funds: The organization shall meet with the CU Administration each April and develop a list of needs to be addressed with the proceeds of the annual fundraising efforts. All distributions will be voted/ratified by the membership body at the final CUPO General Meeting. Purchase of items contained on the ratified listing is the sole responsibility of CU Administration. Distribution of ratified funds will be given to CU Administration no later than the last day of May each year. The donation is intended to provide education and/or functional materials otherwise not in the Administration budget (i.e. additional science lab materials, scoreboards for the gym, etc.). The organization will retain adequate funds to begin each new school year. During May of each year, CUPO will develop a teacher wish list and present it to the general membership during the September general meeting.

Section 5. Changes or Modifications to By-Laws: Any changes or modifications to the current By-Laws will be presented to and approved by the Executive Committee prior to presentation to the parent population. Ratification of the By-Laws will be published as an agenda item and presented at the first general meeting after Executive Committee approval.

#### ARTICLE IV

##### Section 1. Meetings:

a. Executive Committee Meeting: Shall be conducted monthly. The meeting shall comprise all officers, committee members, teacher representatives, and representatives from the administration (see Article V). The meeting will be open to any interested parents. The meetings will be held on the second Tuesday of each month during the school year. Meetings during the summer months are at the discretion of the Executive Committee.

b. General Meeting: Shall be conducted on the third Tuesday of the month. Shall include all of those listed in the above referenced Executive Committee Meetings.

## ARTICLE V

### Section 1. Standing Committees:

a. Volunteer Coordination: Shall be responsible for coordinating the efforts of volunteers at CU. Shall place those interested parties with appropriate committees in order to utilize the volunteer force. Details listing all rules and transactions are maintained with this committee and turned into the Secretary at the end of the school year.

b. Outreach Committee: Shall be responsible for coordinating efforts of CUPO to give back to the local community (i.e. canned food drive, toys for tots, area nursing home visits, Race for the Cure, etc.). This committee is responsible for coordinating the involvement of students, CU and CUPO at each event. Details listing all rules and transactions are maintained with this committee and turned into the Secretary at the end of the school year.

c. Sunshine Committee: Shall offer assistance (food, coloring books, etc. ) to CU families experiencing a change (death in the family, new baby, sickness, etc. ). Expenses for each occurrence shall be set at the beginning of each school term as the operating budget allows. This committee is also responsible for contacting new CU parents and welcoming them to the school. Details listing all rules and transactions are maintained with this committee and turned into the Secretary at the end of the school year.

d. Uniform Resale Committee: Shall be responsible for coordinating the efforts of those parents interested in selling or purchasing “CU Approved” uniform clothing items. CUPO assumes no responsibility for selling price or condition of clothing. The sale will take place in August. Details listing all rules and transactions are maintained with this committee and turned into Secretary at the end of the school year.

e. Fundraising Committee: Shall coordinate all CUPO fundraising events. Shall work with event committee chairs and report event activities and financial status at Executive Committee Meetings. Shall be responsible for scheduling fundraising events in coordination with the school calendar. Shall be responsible for the following sub-committees:

i. Silent Auction: Shall coordinate all aspects of hosting the Silent Auction. Shall solicit items, follow-up, set-up, collect monies, and distribute thank you cards. Details listing all rules and transactions are maintained with this committee and turned into the Secretary at the end of the school year.

ii. School Supplies: Shall coordinate all aspects of ordering pre-paid school supplies for the next school year. Shall obtain required class supply lists from the Dean of Administration, negotiate pricing, issue and collect order information from parents and coordinate distribution of the supplies. Details listing all rules and transactions are maintained with this committee and turned into the Secretary at the end of the year.

iii. Brick Sales: Shall coordinate all aspects of brick sales until the “Yellow Brick Road” walkway that connects the main campus to the bridge is finished. Shall distribute fliers and collect orders, place orders and arrange bricklaying. Details listing all rules and transactions are maintained with this committee and turned into the Secretary at the end of the school year.

iv. Box Tops: Shall coordinate all aspects of Box Top collections, counting, and submission for reimbursement. Shall distribute collection canisters and collect clipped box tops from teachers. Details listing all rules and transactions are maintained with this committee and turned into the Secretary at the end of the school year.

v. Room Parent Committee: : Shall coordinate all room parent involvement with CUPO and/or CU sponsored events. Shall be responsible for distributing all rules regarding room parent conduct as approved by CU Administration.

## ARTICLE VI

Section 1. Purpose: The purpose of CUPO is exclusively for charitable, educational, and scientific purposes, including for such purposes as the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article 6 hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation 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. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation 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 (b) by a corporation, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

Section 2. Dissolution: Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the 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. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county of which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.