

Burns Science and Technology Charter School

The Eagles Nest Organization

Bylaws

Article I: Name

The name of the organization shall be The Eagles Nest Organization, Inc. (ENO).

Article II: Purpose and Description

The purpose of the ENO at Burns Science and Technology School (Burns Sci-Tech) is to enhance and support the educational experience for teachers and students, to develop a closer connection between school and home by encouraging parent involvement, and to improve the overall environment through volunteer and financial support.

The ENO is a non-profit organization that exists for charitable educational purposes including the making of distributions to Burns Sci-Tech, an organization that qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code.

Article III: Membership and Dues

Section 1. Membership shall be automatically granted to all parents and guardians of Burns Sci-Tech students, plus all staff at Burns Sci-Tech.

Section 2. There are no membership dues to be a member of the ENO.

Article IV: Officers

Section 1. The Executive Board shall consist of the following officers: president, vice president, secretary, and treasurer. The school's principals, business manager, and immediate ENO Past President are non-voting members of the board.

A. President. The president shall preside over meetings of the organization and the executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, except the nominating committee, and coordinate the work of all officers and committees, so that the purpose of the organization is served.

B. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the general membership of this organization.

C. Secretary. The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to all meetings.

D. Treasurer. The treasurer shall receive funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting, and at other times of the year when requested by the executive board and make a full report at the end of the year.

Section 2. Eligibility for Office. ENO members are eligible for office if they are members in good standing and submit their name to the nominating committee before the committee presents the slate.

Section 3. Officer Nominations and Elections. Elections will be held at the last meeting of the school year (May). The nominating committee shall ask for candidates for each office at the meeting held one month prior to the election. Voting shall be by ballot.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two consecutive terms in the same office.

Section 5. Removal from Office. Officers can be removed from office for failure to fulfill his or her duties by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section 6. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, the president shall appoint an ENO member to fill the vacancy for the remainder of the officer's term.

Article V: Meetings

Section 1. Regular meetings. The regular meeting of the ENO shall be on the same day, and the same time each month, to be determined by the executive board.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the membership at least 10 days prior to the meeting.

Section 3. Annual Meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving final reports, electing officers, and conducting other business that should arise.

Section 4. Quorum. The quorum shall be 10 members of the organization.

Section 5. Voting. Each member in attendance at an ENO meeting is eligible to vote. Absentee and proxy votes are not allowed.

Article VI: Executive Board

Section 1. Membership. The executive board shall consist of the officers, school principals, school business manager, and standing committee chairs.

Section 2. Duties. The duties of the executive board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly on the same day, and at the same time each month, to be determined by the officers of the board. Special meetings may be called by any two board members with 24 hours notice.

Article VII: Committees.

Section 1. Membership. Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Teacher and Staff Appreciation, Student Recognition and Encouragement, Grounds and Gardens, Family Fun and Spirit Nights.

Section 3. Additional Committees. The board may appoint additional committees as needed for fundraisers and events.

Article VIII: Finances

Section 1. Fiscal Year. The fiscal year of the ENO begins August 1 and ends July 31 of the following year.

Section 2. Banking. All funds shall be kept in a checking account in the name of The Eagles Nest Organization.

Section 3. Reporting. All financial activity shall be recorded in a computer-based accounting system. The treasurer shall reconcile the accounts monthly and report all financial activity monthly. The ENO shall arrange an independent audit of its financial records each year.

Section 4. Disbursement. The board shall approve all expenses of the organization. Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president and treasurer.

Section 5. Ending Balance. The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 6. Contracts. Authority to sign contracts is limited to the president or the president's designee.

Article IX: Bylaws Amendments

Amendments to the bylaws may be proposed by any ENO member. Amendments presented at an ENO meeting shall be considered for voting at the next ENO meeting. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article X: Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/standing rules.

Article XI: Standing Rules

Standing Rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XII: Dissolution

The organization may be dissolved with a two-thirds vote of those present at the meeting. Any remaining funds shall be donated to Burns Sci-Tech.

These bylaws were adopted on January 18th, 2024.