



Jacqueline McCalla-Cordle Children's Fund Bylaws

Article I. Name

Section A: The name of this organization shall be Jacqueline McCalla Cordle Children's Fund (doing business as: Jacque Cordle Children's Fund); hereafter referred to as the Children's Fund.

Section B: Contact information:

Jacque Cordle Children's Fund
3129 Columbus Road
Centerburg, OH 43011
740-625-5736

Section C: Mission Statement: The mission of Jacqueline McCalla-Cordle Children's Fund (dba: Jacque Cordle Children's Fund) is to provide food for the families of students in the Centerburg School District who need help during school breaks and as needed.

Article II. Purpose

The Children's Fund is to provide balanced meals for students attending Centerburg Schools and each member of their families with limited or inadequate access to proper nutrition during school breaks. Primarily, these students qualify for free or reduced breakfasts and lunches during the school year.

Article III. Membership

Section A: The membership to the Children's Fund advisory board shall be by invitation from the director and approved by a vote of the advisory board members.

Section B: There will be no annual dues.

Article IV. Advisory Board

Section A: Jacque Cordle Children's Fund advisory board shall consist of a director, an assistant director, a secretary, a treasurer, and additional members as needed. The director shall not vote unless to break a tie.

Section B: The term of the advisory board membership is three years. There will be no restrictions on the maximum terms of service on the advisory board.

Section C: The Children's Fund director will be Jacqueline Ann Cordle or a designee.

Section D: The advisory board shall meet in March and November each year and as appropriate.

Section E: The officers and advisory board members will be responsible for establishing a set of policies and procedures for the day-to-day operations

Article V. Advisory Board Positions

Section A: Jacque Cordle Children's Fund advisory board shall include the following: director, assistant director, secretary, treasurer, and at-large members.

Section B: The assistant director shall aid the director. In the absence of the director, the assistant director shall conduct the advisory board meetings.

Section C: When the director and assistant director are unavailable, the director's designee shall conduct advisory board meetings.

Section D: The secretary, or a designee, shall keep minutes of all advisory board meetings and make them available to the advisory board members at each meeting; make available Children's Fund documents; maintain copies of the by-laws and policy/guidelines; maintain advisory board member contact information; and email information to advisory board members as directed.

Section E: The treasurer shall account for all fund; balance the Children's Fund's bank statements; maintain all receipts for donations and expenses, and provide documentation supporting an informal annual audit.

Section F: Advisory board members shall attend meetings and help manage the Children's Fund; solicit donations; and promote the Children's Fund, as appropriate.

Article VI. Meetings

Section A: The advisory board shall meet in March and November and as appropriate.

Section B: Unless otherwise stated by the by-laws, Roberts Rules of Order shall be considered the general rule for the conduct of meetings.

Section C: Decisions on any question at an advisory board meeting shall be made by simple majority vote (51%) of the advisory board members present. The director shall be a non-voting unless to break a tie vote.

Section D: A quorum for the purposes of conducting business is defined as the director or assistant director and three members of the advisory board.

Section E: Minutes will be taken by the secretary or a member designated by the director in the secretary's absence, shall be distributed by mail (e-mail acceptable) and approved at the next advisory board meeting.

Section F: Special meetings may be called at the discretion of the advisory board with as much notice as is practical noting the purpose of the gathering.

Article VII. Budget and Finance

Section A: The Children's Fund fiscal year shall be from January 1 to December 31. The service year shall be from December 1 to November 30.

Section B: The Children's Funds may conduct fund-raising and distribution of funds and/or food (purchased or donated) under the policies and procedures established by the advisory board.

Section C: No part of the net earnings of the Children's Fund shall inure to the benefit of, or be distributable to its officers, or advisory board members.

Section D: The Children's Fund receipts and expenditures shall be documented by the treasurer, reviewed by the advisory board, and presented for approval and/or recommendations by the majority of the voting advisory board members present at each meeting.

Section E: An annual informal audit will be conducted by the treasurer and one advisory board member to be presented to the advisory board at their first meeting of the new calendar year.

Section F: Upon the dissolution of the Children's Fund, the assets shall be distributed to one or more charitable organizations as determined by the advisory board.

Article VIII. Amendments

Section A: Proposed amendments must be distributed by mail (e-mail acceptable) to all advisory board members no less than two weeks prior to a meeting at which the amendments will be considered.

Section B: Amendments to these by-laws may be adopted by a majority vote at any advisory board meeting.

Section C: Proposed amendments may be submitted by advisory board member(s) to the secretary for distribution and action at the next advisory board meeting.

Article IX PERIODIC REVIEW

The advisory board will conduct a review of these by-laws at least every three (3) years or assign an advisory board member for this purpose.

Formally adopted and approved at Centerburg, Ohio, this 21st day of November, 2014.

ATTEST:

J. Ann Cordle

J. Ann Cordle
Director, Jacque Cordle Children’s Fund

David Zitello

David Zitello
Secretary, Jacque Cordle Children’s Fund

To be filed with Jacque Cordle Children’s Fund secretary.

Appendix A: Roster of advisory board officers and members

Appendix B: Policies and procedures (to be developed)

Appendix A

Jacqueline McCalla-Cordle Children's Fund Roster of Advisory Board

Director:	J. Ann Cordle
Assistant director:	Ammie Boggs
Secretary:	David Zitello
Treasurer:	Kerry Dobbins
Finance Chair:	Erin Cordle
Communications Coordinator:	Kim Holman
Members:	Lorena Dobbins Dan Foushee Olga Foushee
Consultants:	Pastor Jeff Perry Pastor Brittany Wooten