

# Lake Elsinore Valley Education Foundation

## BY LAWS

### ARTICLE I – NAME

The name shall be the **Lake Elsinore Valley Education Foundation** (LEVEF) at The Community Foundation. Our Foundation is a component fund of **The Inland Empire Community Foundation** which is recognized by the Internal Revenue Service as a nonprofit 501 (c)(3) organization; Federal Identification Number 33-0748536.

### ARTICLE II – PURPOSE & MISSION STATEMENT

The foundation is organized and operated exclusively for charitable and educational purpose to benefit the students of the Lake Elsinore Unified School District within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954.

*Mission Statement: "Providing the students of the Valley with improved educational opportunities, including academic, artistic, vocational, and athletic needs."*

### ARTICLE III – PRINCIPAL OFFICE

#### Principal Office

- a. The Principal Office for the transaction of the business of the foundation shall be The inland Empire Community Foundation located at 3700 Sixth Street, Suite 200 Riverside, CA 92501.
- b. The Board of Directors may, at any time, change the location of the principal office to another location within the boundaries of the Lake Elsinore Unified School District.
- c. The Inland Empire Community Foundation located at 3700 Sixth Street Suite 200 in Riverside, Ca 92501, shall perform fiduciary oversight of all LEVEF monies including investing, record keeping and distribution of monies at the direction of LEVEF Board of Directors.
- d. For purposes of receiving correspondence, the LEVEF may keep a mail box or use the mailing address of an elected officer as assigned by the Board of Directors.

### ARTICLE IV - BOARD OF DIRECTORS

SECTION 1. Number of Directors. The Board of Directors shall consist of no less than eight (8) and no more than thirty (30) voting Directors either appointed or elected Directors. The Board shall endeavor to have representation by the Lake Elsinore Unified School District within the Board. The number of Directors may be changed by amendment of this bylaw in the manner provided by these bylaws.

SECTION 2. Duties. It shall be the duty of Directors to:

- a. Perform any and all duties imposed on them collectively or individually by law or by these bylaws.
- b. Appoint or remove as provided in these bylaws, prescribe the duties and responsibilities of the LEVEF.
- c. Supervise all elected officers of LEVEF to assure their duties are performed properly.

- d. Meet at such times and places as required by these bylaws and in compliance with all applicable laws.
- e. Register their personal address and contact information with the Secretary of the LEVEF, keeping the Secretary updated on any changes to personal contact information.
- f. Establish policy to guide and govern the operation of the LEVEF.
- g. Work to insure adequate funding and in-kind resources for the sustainability and efficiency of the LEVEF.

SECTION 3. Terms of Office. Each Director shall be elected to serve until resignation or removal.

SECTION 4. Qualifications. Directors shall be qualified to serve as a Director if they are members in the community in good standing, have shown a dedicated interest in the mission and purpose of the LEVEF and have shown an ability to contribute to the goals and purpose of the LEVEF. Directors may be elected to office after one (1 year) of service as a Director and are in good standing in the LEVEF.

SECTION 5. Vacancies and Removal. A Director may be removed from the board by a vote of two-thirds of the Directors. Vacancies on the Board shall exist on the death, resignation or removal of any Director, or at the conclusion of a term.

The Board of Directors may declare vacant the office of a Director who has been absent for 3 or more consecutive regular meetings of the LEVEF in any operational year without cause.

Vacancies for the offices of Vice Chair, Secretary, and Treasurer may be filled with qualified Directors. This may be done at any time a vacancy in those positions occurs by a majority vote by Directors.

SECTION 6. Liabilities of Directors. The liability of the foundation for monetary damages shall indemnify, defend and hold harmless Directors to the fullest extent possible.

SECTION 7. Insurance for LEVEF. Insurance for the LEVEF shall be in effect for all organized events and public fundraising efforts. This may be authorized by the Board of Directors and purchased on an as needed basis.

## **ARTICLE V – MEETINGS**

SECTION 1. Annual Meeting. The annual report meeting of the Board of Directors of LEVEF shall be held in *November* of each year unless by a majority vote, the Board of Directors selects another month. Written notice of time place and slate of nominated officers will be published at least 30 days prior to the meeting. Election of the officers will be held at this meeting. This meeting shall also serve as an annual report to the community of activities and goals established from the preceding 12 months. Report to the community will include financial condition, general year activity, and goal for coming year, scholarships and committee reports.

SECTION 2. Regular Meetings. Regular meetings of the LEVEF shall be held a minimum of six (6) times a year and no more than ten (10). Regular Meetings shall be scheduled for the months of January, February, March, April, June, July, September and October. A special Scholarship meeting will be held in May for the purpose of honoring recent scholarship recipients. An Annual Meeting will be held in November to report annual activities and hold elections. LEVEF will be dark in August and December. Regular meeting dates and times will be determined annually by the Board of Directors.

SECTION 3. Special Meetings. Special meetings of the Board of Directors for any purpose may be called at any time by the Chair, presiding officer or by a majority of Directors.

SECTION 4. Notice of Meetings. Notice of Regular meetings will be made by the Secretary to the body of the LEVEF through email notification no less than 7 days in advance with an agenda for the meeting. Notice of special meetings requires a minimum of a 48 hour notice. An annual schedule of meetings shall be provided in writing to all LEVEF Directors and made available on line on the official LEVEF website.

SECTION 5. Quorum. A quorum of officers consists of 51% of all Directors present or represented by proxy.

SECTION 6. Conduct of Meetings. Meetings shall be governed by Roberts Rules of Order, as such rules may be revised from time to time, insofar as such rules and not inconsistent with, these bylaws, or with provisions of law.

## ARTICLE VI – OFFICERS

SECTION 1. Officers. The officers of LEVEF shall be the Chair, Vice Chair, Secretary, Treasurer, First Past Chair and other such officers as the Board of Directors may elect or appoint.

SECTION 2. Election and Terms of Office. The officers shall be elected for a two (2) year term by the body at the annual meeting in November, requiring a majority vote by the members present. Vacancies or new offices as determined by the Board of Directors may be filled at any meeting of the Board of Directors. Each office will be held for the term until resignation, death or otherwise disqualified to serve. Terms of office shall begin January 1. Voting is limited to Directors of record in good standing with LEVEF and qualified Directors may be represented by proxy for voting purposes.

SECTION 3. Vacancies. A vacancy in any office is caused by death, resignation, removal and disqualification or otherwise and shall be filled by approval by the Board of Directors. In the event of a vacancy in any office other than that of Chair, such vacancy may be filled temporarily by appointment by the Chair until such time as the Board shall fill the vacancy.

SECTION 4. Compensation of Officers. The officers of LEVEF shall not be compensated or receive financial gain for time spent in the pursuits of the organizations efforts. Reimbursement of approved expenses to the benefit of the LEVEF may be addressed and pursued with approval of the Board of Directors.

SECTION 5. Chair. The Chair shall be the chief volunteer officer of the foundation and shall [be] subject to the control of the Board of Directors, preside at all meetings of the Board of Directors and shall have powers and duties as prescribed from time to time by the Board of Directors, Except as otherwise expressly provided by law, by Articles of Incorporation, or by these bylaws, he or she shall in the name of the foundation, execute such deeds, mortgages, bonds, contracts, checks or other instruments which may from time to time be authorized by the Board of Directors.

SECTION 6. Vice Chair. In the absence or disability of the Chair, the Vice Chair shall perform all duties of the Chair and shall discharge such other duties of the office as prescribed by the Board of Directors. In the removal or resignation of the Chair from office the Vice Chair will assume the office and serve to the end of the term.

SECTION 7. Secretary. The Secretary shall keep, or cause to be kept a full and complete record of the proceedings of the Board of Directors (minutes) and shall distribute or cause to be distributed records of proceedings. The Secretary shall keep all records of the LEVEF including keeping current all lists for members with contact information, shall make notice of meetings to Directors and shall be assigned as necessary any duties as prescribed by the Board of Directors.

In general, the Secretary shall be responsible for all correspondence in the name of the LEVEF and shall be custodian of all records of the LEVEF including the By Laws, Board of Director Lists and Minutes. Duties performed shall include as required by law, by the Articles of Incorporation of LEVEF, or by these bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

SECTION 8. Treasurer. The Treasurer shall have custody of and be responsible for all records of financial transactions including monies deposited, monies paid in the name of the foundation. The Treasurer will work with The Inland Empire Community Foundation to insure all financial records are kept in accordance with Section 501 (c) (3) of the Internal Revenue Code of 1954. The Treasurer may accept monies on behalf of the foundation for deposit to The Inland Empire Community Foundation. The Treasurer will report consistently on the financial condition of LEVEF including providing statements from The Inland Empire Community Foundation to the Board of Directors. The Treasurer shall be custodian of all records of transactions and report on transactions and the financial condition of LEVEF, prepare or cause to be prepared financial statements as requested or needed, assist The Inland Empire Community Foundation in preparation of information related to State or Federal tax laws and be assigned any duties as required by law, by the Articles of Incorporation of LEVEF, or by these bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

In general, the Treasurer shall perform all duties incident to the office of treasurer and such other duties as may be required by law, the Article of Incorporation of LEVEF, by these bylaws or which may be assigned to him or her from time to time by the Board of Directors.

SECTION 9. First Past Chair. The First Past Chair shall provide mentoring and assistance to the Officers in the execution of their duties. This office shall be held by the former Chair and the term shall last two years.

#### **ARTICLE VII – ANNUAL REPORT**

An annual report on the financial condition and activity of the LEVEF shall be presented by the Treasurer as prepared and submitted from The Inland Empire Community Foundation to share with the Board of Directors at the first regular meeting after receiving this annual report from the Inland Empire Community Foundation.

#### **ARTICLE VIII – FISCAL YEAR AND OPERATIONAL YEAR**

The Fiscal Year of LEVEF shall be July 1 to June 30 and the Operational Year for purposes of terms of office and scheduling shall be Jan 1 to Dec 31.

#### **ARTICLE IX - AMENDMENT**

These bylaws may be amended or appealed and new bylaws adopted by a 51% vote of approval by the Board of Directors at any meeting provided the proposed amendments were distributed at the previous meeting or provided to members of the Board in written or electronic form at least ten (10) days prior to a meeting.

Notice of changes to the bylaws must occur addressed to Directors at his or her physical address as it appears on the Board of Directors List or to the email addresses as submitted by the Director to the Board of Directors. Records of the notice given to members must be kept.

#### **ARTICLE X – DISSOLUTION**

Upon dissolution of LEVEF, its assets after payments of all debts and liabilities shall be donated to the Lake Elsinore Unified School District.

[Amended – Oct 13, 2020]