

Kid SAFE Program Inc. By-Laws

Name

The name of the organization/agency/group shall be Kid SAFE Program, Inc. (the Program).

Board of Directors

The Board of Directors shall serve without pay and consist of seven members.

The following shall be eligible to be members of the Board of Directors :

The administrative director of the program shall be a member of the Board of Directors by virtue of her position all other positions on the board shall be filled by qualified individuals. To qualify for the Board an individual must be either:

A parent or legal guardian of a child who attends or attended Kid SAFE Program, Inc.

An educator for the Middleton-Cross Plains School District;

A community member living or working in Middleton-Cross Plains Area School District ;

An employee of the Kid SAFE Program, Inc.; or

An individual who lives within the Middleton-Cross Plains Area School District boundaries.

Parents or guardians of a child in the Kid Safe Program may share an office or position on the Board but no household shall have more than one vote on the Board. There shall always be at least four members of the Board who are or were parents or guardians of children in the Kid Safe Program.

All potential Board members may need to pass a BID (Background Identification Disclosure).

The Board of Directors is the governing body of Kid SAFE Program, Inc. and is responsible for determining and enforcing the policies and procedures by which the Program operates but the Board shall not run the day-to-day operations of the program but shall employ appropriate personnel to run the Program.

III. Officers

1. Vice Chairman, Secretary, and Treasury shall be elected from members of the Board. The President shall be the Administrative Director of the Program.

The Chairman, Secretary and one board member who does not hold an office shall serve from the time of their election until the following August 31st. The Chairman, Secretary, and one member who does not hold an office shall serve from the time of their election until the following December 31st.

Chairman shall chair all meetings. Vice Chariman shall chair meeting in the absence of the Chairman. Treasurer shall ensure that the financial books and records of the Program are kept in an appropriate manner, that tax returns are filed and made available for public inspections. Secretary shall keep the minutes of the meetings and shall make them available to the public where appropriate.

2. Board members shall serve up to two years or two terms. Term limits shall not to the Administrative Director.

3. Vacancies shall be filled by the Board taking into consideration feedback from the parents of the children currently enrolled in the program.

4. Board members are required to attend Board meetings in person or by electronic means. Board members with four absences annually may be dismissed from the Board.

IV. Voting Members of the Board

1. All members of the Board shall have equal voting rights.

2. Positions on the Board will be filled by nomination and approval of the Board after consultation with the current parents or guardians of children in the Program. Individuals may serve different positions during their tenancy on the Board.

V. Committees

1. The Board may appoint standing and ad hoc committees as needed.

2. Committees may consist of Board member(s) and non-Board members.

VI. Meetings

1. Regular meetings shall be held from August through June, typically on a monthly basis. Notice of the regular meeting shall posted on the bulletin board at Kid SAFE and through an e-mail to the current parents at least 72 hours before the meeting.

2. Special meetings may be held at any time when called for by the Chairperson, Vice Chairman or Administrative Director. Notice of a special meeting shall be posted on the bulletin board at Kid SAFE and through an e-mail to the current parents at least 24 hours before the meeting. a majority of Board members.

VII Voting

1. A majority of Board members constitutes a quorum. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority of the voting members present.

VIII. Conflict of Interest

1. Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily recuse him/herself and will refrain from voting on said item.

IX Fiscal Policies

1. The fiscal year of the Program shall be July 1 through June 30.

X. Amendments

These by-laws, considered items I-IX and not including the appended role descriptions, may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provided a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting and have been posted on the bulletin board at Kid SAFE and have been e-mailed or otherwise provided to the current parents of the Program at least a week prior to said meeting.

XI Dissolution of the Program

In the event that the Program is dissolved, all of the assets of the Program shall be donated to a charity with a similar purpose as determined by the majority of the Board and if there is no majority then the disposition of the assets shall be determined by the Office of the Attorney General of the State of Wisconsin.

All of the descriptions are deleted from the By-laws and placed in the policies