

The Science Research Foundation for Yorktown High School Students

BY-LAWS OF THE SCIENCE RESEARCH FOUNDATION FOR YORKTOWN HIGH SCHOOL STUDENTS, A NOT-FOR-PROFIT CORPORATION

ARTICLE I ORGANIZATION

1. The name of the organization shall be THE SCIENCE RESEARCH FOUNDATION FOR YORKTOWN HIGH SCHOOL STUDENTS.
2. The organization may at its pleasure by a vote of the membership body change its name.

ARTICLE II PURPOSES

The purpose of the foundation is to support the Science Research program at Yorktown High School with resources to enhance the experience of students in the course.

The purpose of the group is to serve the needs of students in the course and alleviate budgetary pressure and personal costs. The programmatic focus should be fourfold:

- To defray ancillary costs of the program
- To create mentor and alumni databases
- To provide in-school seminars and informal mentoring opportunities on pertinent research topics
- To engage corporate sponsorship on a more direct level

ARTICLE III MEMBERSHIP

Membership in this organization shall be open to all who are interested in supporting its goals and is not limited to direct participants in the program and their parents/guardians.

ARTICLE IV MEETINGS

The annual membership meeting of this organization shall be held on or about the 25th day of October each and every year except if such day is a legal or school holiday, then and in that event, the Executive Board shall fix the day but it shall not be more than two weeks from the date fixed by these By-Laws.

The Secretary shall cause to be e-mailed to every member in good standing at his or her address as it appears in the membership roll book in this organization a notice telling the time and place of such annual meeting. E-mail will be the primary mode of communications for the organization.

Regular meetings of this organization shall be held at Yorktown High School, Yorktown Heights, NY 10598 at least twice a year.

The presence of not less than 10 (30%) percent of the members shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser percentage may adjourn the meeting for a period of not more than 4 weeks from the date scheduled by these By-Laws and the secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum as herein before set forth shall be required at any adjourned meeting.

Special meetings of this organization may be called by the president when he deems it for the best interest of the organization. Notices of such meeting shall be mailed to all members at their addresses as they appear in the membership roll book at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. At the request of (65%) percent of the members of the Board of Directors or (50%) percent of the members of the organization, the president shall cause a special meeting to be called but such request must be made in writing at least ten (10) days before the requested scheduled date.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

Meeting notes will be published on the organization's web site.

ARTICLE V VOTING

At all meetings, except for the election of officers and directors, all votes shall be by voice. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers and directors.

At all votes by ballot the chairman of such meeting shall, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the Chairman the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.

No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

ARTICLE VI ORDER OF BUSINESS

1. Roll Call.
2. Reading of the Minutes of the preceding meeting.
3. Financial Report.
3. Reports of Committees.
4. Reports of Officers.
5. Advisory Board Report.
5. Old and Unfinished Business.
6. New Business.
7. Adjournment.

ARTICLE VII THE ADVISORY BOARD

An outreach committee of local scientists, teachers, business leaders and others with expert knowledge in their professional field shall serve on the Advisory Board.

The Advisory Board will consist of no more than fifteen members and shall serve to advise the organization's executive board and its committees and indirectly advise the students through school staff.

The Advisory Board shall represent the organization on public relations capacity and serve as bridge to the scientific community to foster research opportunities, field mentorships, corporate sponsorships and internal and external grants and in-kind giving.

The Advisory Board is led by the Vice President of the Executive Board. They shall meet at least once a year. The Advisory Board shall make rules and regulations covering its meetings as it may in its discretion determine necessary.

The Advisory Board may remove a member if necessary. An Advisory Board member may be removed when sufficient cause exists for such removal. With the Executive Board the Advisory Board may entertain charges against any member. An Advisory Board member may be represented by counsel upon any removal hearing. The Executive Board shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization.

ARTICLE VIII THE EXECUTIVE BOARD

The business of this organization shall be managed by an Executive Board, which will consist of the officers of this organization.

The executive board to be chosen for the ensuing year shall be chosen at the annual meeting. They shall serve for a term of 2 years. Terms run from annual meeting in October to annual meeting in October.

The executive board shall have the control and management of the affairs and business of this organization. As such the Executive board shall only act in the name of the

organization when it shall be regularly convened by its President after due notice to all the directors of such meeting.

Sixty (60%) percent of the members of the Executive Board shall constitute a quorum and the meetings of the Executive shall be held regularly.

Each Executive shall have one vote and such voting may not be done by proxy.

The Executive Board shall make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Vacancies in the Executive Directors shall be filled by a vote of the majority of the remaining members of the Executive Board for the balance of the term.

An Executive may be removed when sufficient cause exists for such removal. The Executive Board may entertain charges against any director. An Executive may be represented by counsel upon any removal hearing. The Executive Board shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization.

ARTICLE IX OFFICERS

The initial officers of the organization shall be as follows:

President: Diane Glass

Vice President: Gita Bosch

Secretary: Jean Spadaccia

Treasurer: OPEN

The President shall preside at all membership meetings.

He shall by virtue of his office is member of the Advisory Board.

He shall present at each annual meeting of the organization an annual report of the work of the organization.

He shall appoint all committees, temporary or permanent.

He shall see all books, reports and certificates required by law are properly kept or filed.

He shall be one of the officers who may sign the checks or drafts of the organization.

He shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

The Vice President shall in the event of the absence or inability of the President to exercise his office become acting president of the organization with all the rights, privileges and powers as if he had been the duly elected president. The Vice President leads the Advisory Board.

The Secretary shall keep the minutes and records of the organization in appropriate books.

It shall be his duty to file any certificate required by any statute, federal or state.

He shall give and serve all notices to members of this organization.

He shall be the official custodian of the records of this organization.

He may be one of the officers required to sign the checks and drafts of the organization.

He shall present to the membership at any meetings any communication addressed to him as Secretary of the organization.

He shall submit to the Executive Board any communications which shall be addressed to him as Secretary of the organization.

He shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. He shall cause to be deposited in a regular business bank or trust company a sum not exceeding \$5,000 and the balance of the funds of the organization shall be deposited in a savings bank except that the Board of Directors may cause such funds to be invested in such investments as shall be legal for a non-profit corporation in this state.

He must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.

Double signatures for all expenditures are required.

He shall render at stated periods as the Executive Board shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the organization's meetings.

He shall exercise all duties incident to the office of Treasurer.

Officers shall by virtue of their office be members of the Advisory Board.

No officer shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer.

ARTICLE X SALARIES

The Board of Directors shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary for the conduct of the business of the organization.

ARTICLE XI COMMITTEES

All committees of this organization shall be appointed by the Executive Board and their term of office shall be for a period of one year or less if sooner terminated by the action of the Executive Board.

The permanent committees shall be:

NOMINATING COMMITTEE - This group meets in April to nominate officers and members of the Executive board of director for the following term. Three members are required. The nominating committee will oversee the election processes.

WAYS AND MEANS COMMITTEE – This group will initiate and oversee the fundraising activities of the organization. It shall coordinate all fundraising activities ensuring that events are in compliance with federal, state, and school district regulations. It shall select fundraising events that support the mission of organization and school program. This group's activities are not restricted to events and promotions that generate cash, but should also include gift-in-kind programs and corporate sponsorship activities.

All fundraising activities must state be for specific purpose and receive approval from the membership.

With a primary goal of underwriting the ancillary costs of the program, some of the goal of this committee may include supporting student transportation costs, to underwrite student lab fees and to partially fund student experiment costs. Students may be asked to engage in grant writing activities to the foundation and other funding sources.

In consultation with the Advisory Board, this group will oversee the manage Grants Program for students in the program to seek and compete for internal and external funding resources for their projects in a quasi-professional environment.

PUBLIC RELATIONS COMMITTEE – The purpose of this group is to promote the academic program and the foundation in the media and within the school community. Generating press release, maintaining a communications, and developing advocacy strategies are among this group's goal.

PROGRAM COMMITTEE – This group will help support the development the academic program. Some functions would include:

Maintain a resource databases to find proven mentors and recruit future mentors, and track program alumnus.

Sponsor in-school seminars, by engaging the services of scientists, statisticians, grant writers, editors, librarians or public speakers to address key areas of research and presentation.

Create other learning opportunities and program enhancement for students as the needs emerge.

FINANCE COMMITTEE - This group will perform internal audits on an annual basis and make fiscal management recommendations to the organization. It will address larger tax and compliance issues as the organization grows and provide resources to the treasurer.

EVENTS COMMITTEE – This group supports meeting and events with social amenities, such as providing refreshments; recommending and securing locations for foundation events; escort visitors; addressing handicap access concerns; and other social matters.

ARTICLE XII DUES

The dues of this organization shall be \$ 25.00 per annum per family and shall be payable at the annual meeting.

ARTICLE XIII AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than sixty-five (65%) percent of the members.