

**RED CLAY CONSOLIDATED SCHOOL DISTRICT
COMMUNITY FINANCIAL REVIEW COMMITTEE
BYLAWS**

ARTICLE I-NAME

The name of the organization shall be the Community Financial Review Committee for the Red Clay Consolidated School District Board of Education.

ARTICLE II-ORGANIZATION YEAR

The organization year shall commence on September 1 and shall end on August 31.

ARTICLE III –PURPOSE

The purpose of the organization shall be to provide an organized structure that will assist the Red Clay Consolidated School District Board of Education with financial oversight of and ensure community involvement in Red Clay's budgetary processes. The Committee will:

1. Monitor current spending, its relationship to the budget and the district's overall financial health (this may include examination of historic, current and projected financial data);
2. Provide affirmation/verification of financial information to Red Clay School Board which includes the development of a monthly financial report;
3. Provide a medium for the dissemination of financial information and materials to the community relative to Red Clay School District and promote an understanding of the budget process;
4. Provide consultation and guidance to the Red Clay School Board on matters relating to finance and perform other review and recommendation functions as directed by the Board.

ARTICLE IV-MEMBERSHIP

SECTION 1 –Eligibility

Membership is only open to appointments made by the Red Clay Consolidated School District Board of Education which include (8) Community Representatives who reside in Red Clay Consolidated School District, (1) Red Clay Education Association representatives; (1) Board of Education member and (2) Red Clay Consolidated School District staff.

SECTION 2 -Establishment of Membership

Membership on the Committee shall become effective upon approval of the Red Clay Consolidated School District Board of Education.

SECTION 3- Terms

Members shall be appointed to a three year term. At the expiration of each term, additional terms will be brought to the Board of Education for approval. Initially, terms shall be as follows: two of the six Community Representatives shall serve a three year term and be eligible for a subsequent three year term. The remaining four Community Representatives shall serve a two year term and be eligible for a subsequent three year term. The RCEA Representative shall serve a three year term and be eligible for a subsequent three year term.

SECTION 4- Voting

Each Community representative, Red Clay Education Association (RCEA) representative and each Board of Education member shall be entitled to one vote in the election of officers and for any other matters presented to the membership for a vote.

SECTIONS- Meetings

Meetings shall be publicized to the general public. The Committee shall determine the site and agenda.

Special Meetings of Members – Special meetings of members may be called at any time by the President or by a majority of the Committee.

SECTION 6- Quorum

Two-thirds of the membership shall constitute a quorum at any Community Financial Review Committee meeting. Decisions shall be made by a majority of the members present.

ARTICLE V- OFFICERS

SECTION 1 -Eligibility

Community representatives in good standing and who has been an active member in the organization shall be eligible to hold office.

SECTION 2 -Officers and Responsibilities

The officers shall be: Chair, Vice Chair, Secretary,

1. The Chair shall be responsible for directing, managing, and supervising the affairs of the organization. She/he shall appoint chairpersons of Ad hoc Committees, call special meetings when necessary; make recommendations to the Red Clay Consolidated School District Board of Education.

2. The Vice Chair shall assist the Chair in directing, managing, and supervising the affairs of the organization and shall carry out the duties of the Chair in her/his absence.
3. The Secretary shall be responsible for general correspondence. He/She shall attend and be responsible for the minutes of all Community Financial Review Committee meetings and:
 - A. Certify and keep at the designated principal office of the organization the original or a copy of its bylaws, as amended or otherwise altered to date.
 - B. Keep at the designated office of the organization a book of minutes of all meetings and committees with the time and place of holding, whether regular or special, how authorized, the notice given, and the names of those present at the meetings.
 - C. See that all notices are duly given in accordance with the provisions of these bylaws or as required by law.
 - D. In general, perform all the duties incident to the office of Secretary and such other duties as from time to time may be assigned to her/him by the officers.

SECTION 3- Term

Officers shall be elected for a two-year term. They shall be eligible for re-election to the same offices for one additional two-year term. Then, they are not eligible for re-election to the same offices until after an interval of one term or two years.

SECTION 4- Vote

The new slate of officers will be voted upon at the June Community Financial Review Committee Meeting, commencing in 2009. Transfer of responsibilities shall take place at the Community Financial Review Committee Meeting in August.

SECTION 5- Vacancies

Vacancies occurring in the membership of the Community Financial Review Committee from whatever cause arising shall be presented to the Red Clay Consolidated School Board of Education for appointment of a new member to fill the unexpired term.

ARTICLE VI-COMMITTEES

SECTION 1-Eligibility

Any member in good standing shall be eligible to participate on a committee.

SECTION 2 -Committees

Ad hoc Committees shall be formed when deemed necessary by the Chair.

SECTION 3 -Appointment

Committee Chairpersons shall be appointed by the Chair of the Community Financial Review Committee.

SECTION 4 -Term

Chairpersons shall be appointed for a two-year term. They shall not be eligible for reappointment to the same chairpersonships until after an interval of one term.

SECTION 5 - Vacancies

If any chairpersonship becomes vacant, the Chair shall appoint a replacement for the duration of the unexpired term.

SECTION 6 -Responsibilities

All chairpersons shall be responsible for the formation of their committees. All committees should include a chairperson and a minimum of two members and should be representative of the membership. Chairpersons shall attend all Community Financial Review Committee meetings and submit reports as necessary to the Chair.

ARTICLE VII – MEETINGS

SECTION 1 -Community Financial Review Committee Meetings

Meetings shall be held each month of the year.

SECTION 2 - Quorum

Two-thirds of the membership shall constitute a quorum at any Community Financial Review Committee meeting. Decisions shall be made by a majority of the members present.

ARTICLE VIII-AMENDMENTS

SECTION 1 -Proposal

Any active member may propose to alter, amend, or repeal any part of the bylaws by submitting the proposed revision to the Secretary.

SECTION 2-Notice

The Secretary shall mail notice of the proposed revision of the bylaws to all members at least fourteen (14) days in advance of the next regular or special meeting of the organization. An absentee ballot is to be sent out with the written notice.

SECTION 3-Vote Required

The affirmative vote of a majority of the active members present and voting at any regular or special meeting shall be required to enact a revision of the bylaws.

SECTION 4-Initial Committee and Terms

Attachment

ADOPTED by the Membership of the Community Financial Review Committee for the Red Clay Consolidated School District Board of Education on May 5, 2008.

ADOPTED by the Red Clay Consolidated School District Board of Education on June 18, 2008.

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Attachment

ARTICLE VIII-AMENDEMENT'S

SECTION 4-Initial Committee and Terms

Red Clay Consolidated School District
Community Financial Review Committee

Initial Terms

Community Representatives

1. Paul Lloyd 3-year term
2. Jane Rattenni 2-year term
3. Vacant 3-year term
4. Vacant 2-year term

Red Clay Education Association

1. Michael Bank 3-year term

Policy 1
Questions to CFRC via Email
11/9/09

When an email is received by the CFRC regarding policies, procedures or material reviewed, the Committee will respond back to the questioner stating that the issue will be discussed at an upcoming meeting. When the specific date and time of the meeting is determined, it will be provided to the questioner. The discussion will be documented in the CFRC meeting minutes and posted online. If the questioner is unable to attend said meeting, they could follow the discussion documented in the meeting minutes. If the questioner then had follow-up questions, those questions could be emailed and discussed at a future meeting.

Mr. Lloyd put it to a vote, Ms. Krapf seconded and all agreed.