

<b>3410</b>	<b>Non Profit 501(c)3 Associations for Pine Lake Preparatory Policy</b>
<b>Approval Date:</b>	<b>May 2014</b>
<b>Category:</b>	<b>General School Administration</b>
<b>Governance Accountability:</b>	<b>Board of Directors, Leadership</b>
<b>Audience:</b>	<b>Volunteers</b>

There are multiple 501(c)3 groups working with and for the betterment of Pine Lake Preparatory. This Procedures Policy outlines the expectations for those groups; failure to comply with this group can result in being removed from Pine Lake Preparatory campus and functions.

### **Governance Board**

All 501(c)3 groups affiliated with Pine Lake Preparatory will have a board of officers with term limits. Each year, the Secretary of the 501(c)3 group will update the list of board officers by providing the Secretary of the Pine Lake Preparatory Board of Directors. The year will be defined as July 1 to June 30<sup>th</sup>.

### **Bylaws**

Each 501(c)3 group must have a constitution, charter, or set of bylaws. These bylaws are to be on file with the Campus Services Director at Pine Lake Preparatory (Houston House) and also available online under the appropriate website that can be accessed by the general public.

### **Background Checks**

With Pine Lake Preparatory being a public charter school, the Board of Directors follows the DPI recommendation that all volunteers (regardless if one is working in the school directly with the children or for the school with no student contact) will pay for his/her own background check. Officers and others who interact with the finances must have a set of fingerprints on file with the FBI as part of their background checks.

### **Code of Conduct**

The Pine Lake Preparatory Board of Directors requires that Pine Lake Preparatory's Code of Conduct for each 501(c)3 organization be posted under the appropriate heading on the website and that all volunteers associated with the 501(c)3 sign a copy that is on file with the Campus Services Director at the Houston House and/or the Secretary of the 501(c)3 organization.

### **Policies and Procedures**

A copy of all policies and procedures for the 501(c)3 organization needs to be posted under the appropriate heading on the website and a hardcopy in a binder be housed with the Campus Services Director. 501(c)3 organizations are given 6 months from time of inception to have their Policies and Procedures voted, approved, and published.

### **Audit and Financial Procedures**

All 501(c)3 are fully responsible for the reporting of all financial activities, filing appropriate tax forms at appropriate times, and being in good financial standing. Organizations need to be prepared for internal and external audits and cover the financial expenses for auditing purposes. The Head of School is to receive a copy of the annual tax return from each of the 501(c)3 organizations affiliated with Pine Lake Preparatory.

### **Legal Counsel**

All 501(c)3 organizations are expected to operate within the confines of the law. Expenses related to any and all lawsuits against 501(c)3 organizations must be borne by the 501(c)3 organization.

### **Communication**

The Pine Lake Preparatory Board of Directors is appreciative of the work, efforts, time, and service expended by community, family, and employee volunteers on behalf of improving Pine Lake Preparatory. The Board of Directors meetings are open to the public; volunteers and officers with the 501(c)3 organizations are invited to attend to stay abreast of information, report on happenings, and in general, keep the communication lines open so that we can work together and achieve academic success for the students. Reports, memos, newsletters, and websites are all excellent means by which to communicate information to the Pine Lake Preparatory stakeholders. In addition, each 501(c)3 will have an assigned liaison that is a Board Member.

### **Failure to Comply**

All 501(c)3 organizations must notify its volunteers that failure to comply with any of the above procedures is grounds for immediate removal.