



RULES OF PROCEDURE FOR THE ADVISORY BOARD

The North Kansas City Schools Education Foundation (the Foundation) is a component of the Greater Kansas City Community Foundation (GKCCF), through its regional affiliate, the Northland Community Foundation (NCF), which is a non-profit charitable foundation. The Foundation is supported by individuals, businesses and other organizations that seek to provide resources beyond tax funding to stimulate excellence in North Kansas City Schools (the School District) by funding innovative teaching and scholarships through community engagement.

I. The Education Foundation Advisory Board

- 1.01 The North Kansas City Schools Education Foundation Advisory Board of Directors (the Education Foundation Board) shall consist of thirteen (13) members and four (4) ex-officio non-voting members. A nominating committee, consisting of the chairperson and representatives, will recommend members for the Foundation Board. Members will be selected as follows:

Group Represented	Member	Number
North Kansas City School Board	Board Member designated by the School Board	1
Administration (Ex-officio)	Superintendent Chief Financial Officer Chief Communications Officer Education Foundation Assistant	4
North Kansas City Council of PTAs	President or Designee	1
Businesses	Member of Northland Regional Chamber of Commerce	1
	Partner in Education	1
	Business Member at Large	2
Teachers/Staff	School District Teacher of the Year or Teacher of Distinction	1
	Teacher or Staff Member at Large	1
Parent	Parent of a child currently enrolled in North Kansas City Schools	1
Community	Community Members at Large	4

All members shall serve annual terms beginning in January of each year. All members of the Education Foundation Board should be limited to no more than three consecutive terms unless the Foundation Board agrees upon extension of additional terms. The superintendent and district staff are ex-officio members.

- 1.02 In case of the death, resignation or disqualification of one or more of the members, the group represented will be asked to recommend a member be appointed to the Education Foundation Board. Such appointment shall be confirmed by majority vote of the remaining members.
- 1.03 Any member of the Education Foundation Advisory Board who fails to attend three consecutive regular meetings of the Advisory Board, unless excused by the Board for reasons satisfactory to the Advisory Board, shall be deemed to have vacated his or her Advisory Board position. The vacancy shall then be filled as outlined in 1.02 above.

II. Powers and Duties

- 2.01 The Education Foundation Board shall monitor and supervise the Education Foundation and may direct the GKCCF in such actions as the Education Foundation Board deems appropriate.
- 2.02 The Education Foundation Board may direct the GKCCF for grants, disbursements and investment options.
- 2.03 Any in-kind properties received by the Education Foundation shall be sold and proceeds placed in the Education Foundation.
- 2.04 Officers of the Education Foundation Board shall be as follows:
 - (a) Chairperson
 - (b) Vice Chairperson
 - (c) Secretary
 - (d) Treasurer
- 2.05 The Chairperson and Vice Chairperson shall be elected at the November meeting. The Secretary and Treasurer shall be appointed.
- 2.06 School district employees may not serve as Chairperson of the Education Foundation. They may serve in other officer positions.
- 2.07 The Chairperson shall be responsible for notifying the GKCCF in writing of decisions made by the Education Foundation Board.

III. Meetings

- 3.01 Meetings will be held quarterly and called by the Chairperson of the Education Foundation Board.
- 3.02 At the annual meeting in the first quarter of each (fiscal) year, the following items will be placed on the agenda:
 - (a) Submission of the Annual Financial Report for the North Kansas City Schools Education Foundation by the Greater Kansas City Community Foundation.
 - (b) Report from the Chairperson on the year's activities.

At the meeting in November of each year, the following items will be placed on the agenda:

- (a) Approval of new members.
- (b) Election and installation of officers.

- 3.03 Additional meetings during the year can be held at the call of the Chairperson, or upon the request of three (3) members of the Education Foundation Board in writing to the Secretary, at which time the Secretary will send notice of the meeting.
- 3.04 Notices of Education Foundation Board meetings shall be sent at least five (5) days prior to the meetings to each member as provided to the Secretary.

IV. Policies on Contributions and Distributions

- 4.01 Contributions are to be made payable to the North Kansas City Schools Education Foundation and should be mailed to 2000 N.E. 46th Street, Kansas City, Missouri 64116. On July 1, 2008, the Greater Kansas City Community Foundation began providing accounting services and maintaining financial records for the North Kansas City Schools Education Foundation. In January 2012, due to GKCCF policy changes, the Education Foundation dissolved its Operating Fund within GKCCF and transferred the balance to a checking account. Education Foundation operating expenses and vendors are paid from checking account funds.
- (a) All incoming deposits are under dual control. All checks will be stamped “For Deposit Only – NKCS Education Foundation,” and all check and cash contributions will be recorded electronically. All cash donations also will be recorded in a pre-numbered, triplicate-form receipt ledger. The Education Foundation Director will review each deposit to ensure that all contributions have been properly coded.
 - (b) A copy will be made of the checks in each deposit. Checks and any cash that are deemed pure contributions (non-event contributions) will be sent or delivered, along with a paper copy of the spreadsheet, to GKCCF. The spreadsheet of contributions will be sent electronically to the GKCCF representative who records deposits for the Education Foundation. Checks and cash that are not pure contributions (those associated with events that include a predetermined value of goods or services received) are deposited into the Education Foundation’s checking account. Proceeds from the event are held in the checking account until all vendor bills associated with the event have been paid. Once net proceeds from the event are determined, a check from the Education Foundation can be written for that amount and deposited into the appropriate GKCCF fund.
 - (c) The Education Foundation Director will maintain a file of all contributions received, including photocopies of checks and cash receipts.
 - (d) The second cash receipt will be attached to the donor acknowledgement letter or sent directly to the donor. All receipts and IRS documentation required by law will be furnished to donors by the Education Foundation.
- 4.02 Contributions may be made on an unrestricted or restricted basis. Restricted funds will be received by the Education Foundation only upon prior approval by the Foundation Board.
- 4.03 Restricted accounts will be maintained in a series of separate sub-accounts by the Education Foundation.
- 4.04 The Education Foundation Board and Chairperson will work with procedures and forms to issue disbursements upon majority vote of the Education Foundation Board. (See Attachment #1 for detailed explanation of Spending Policy.)

4.05 Residuals in a restricted sub-account, the purpose of which has been fulfilled or is no longer practicable as determined by a two-thirds vote of the Education Foundation Board, shall be transferred to the endowment account.

4.06 Policy for Accepting Gifts

Gifts to an existing fund: In general, donations to an existing fund will be accepted no matter what the amount, as long as it is for the purpose of the fund.

Gifts to create a new fund: In general, donations will be accepted if they meet the following criteria:

- Meet the mission of the North Kansas City Schools Education Foundation

(See Attachment #2 for detailed explanation for Creating a New Fund.)

V. Miscellaneous

5.01 The fiscal year for the Education Foundation shall be January 1 through December 31.

5.02 All Education Foundation expenditures must be requested by the Education Foundation Director and reviewed and approved by the Education Foundation Treasurer. All expenditures exceeding \$500 also must be reviewed and approved by the Education Foundation Chair. All checks written on the Education Foundation's account must be signed by two people. Those with authority to sign checks are the Education Foundation Director, the Education Foundation Treasurer and an accountant from the school district's accounting staff. This accountant maintains the checking account records on behalf of the Education Foundation.

5.03 Matters not addressed by these procedures may be decided by a majority vote of the members attending a duly notified meeting.

5.04 All procedures and matters hereunder are subject to and governed by operating rules contained in the By-Laws of the GKCCF.

5.05 These Rules of Procedure may be modified as needed by the Education Foundation Board of the North Kansas City Schools Education Foundation.