



Southeast Texas Educational Partnership
2920 Lake Arthur Dr.
Port Arthur, TX 77642
EIN-81-3457854

Constitution

Bylaws

Article 1 – Name, Purpose, Location

Section 1 – The name of this organization shall be Southeast Texas Educational Partnership (STEP).

Section 2 – STEP is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code. The mission of the organization is to promote, support and create opportunities that enrich and aid primary, secondary and post-secondary education for private and home school students and their families.

Section 3 – The principle office location of 2920 Lake Arthur Drive, Port Arthur 77642 shall be located in Jefferson County in the State of Texas. The organization may have any number of offices at such places as the Board may determine.

Article 2 – Meetings

Section 1 – The date of the regular meetings shall be determined by the Board of Directors who will also set the time and place.

Section 2 – Regular meetings of the Board may be held at such place and time as shall be designated by the standing resolution of the Board. Regular meetings of the organization shall be held at STEP principle office location.

Section 3 – Special meetings may be called by the President, Executive Director or the Executive Committee.

Section 4 – Notice of all meetings or modifications of set meetings shall be provided to each voting member, by phone and email at least 1 week prior to the meeting.

Article 3—Conflict of Interest Transactions

The Board has adopted a conflict of interest policy to require disclosure of a potential conflict of interest and to provide a procedure for addressing actual conflicts of interest. The policy applies to Officers, Directors, and employees of the Corporation. The conflict of interest policy will be reviewed and updated as necessary to comply with the Act and the Internal Revenue Code.

Article 4 – Board of Directors

Section 1 – The business of the organization shall be managed by a Board of Directors comprised of no fewer than 5 Board members. The Board is responsible for maintaining the overall policy and direction of the organization. The Board shall delegate responsibility of day-to-day operations to the Executive Director and appropriate committees. Board members shall receive no compensation (other than reasonable expenses including mileage) for their service on the Board.

Section 2 – The Board shall meet at least 2 times per year at an agreed upon time and location. Board members shall not miss more than 1 meeting per year.

Section 3 – All Board members shall serve for 3 year terms (staggered terms are optional) and shall be eligible for re-election an unlimited number of terms.

Section 4 – Any Director may be removed from office without assigning any cause by the vote of the Board at any meeting of the Board.

Section 5 – Any Director may resign at any time by giving notice to the organization.

Section 6 – In the event of a vacancy on the Board (including situations where the number of Board members has been deemed necessary to increase), the directors shall fill the vacancy.

Section 7 – A quorum must be attended by at least 50 percent of the Board members plus one before business can be transacted or motions made or passed.

Article 5 – Officers

Section 1 – The officers of the organization shall be President/Chair, Secretary and Treasurer. The Board of Directors shall appoint each of these officers. The Board may also appoint other officers it deems necessary.

Section 2 – The Board of Directors shall appoint officers for a term established by the Board.

Section 3 – Any officer may be removed from office without assigning any cause by the vote of the Board at any meeting of the Board.

Section 4 – Officers of the Board will not be compensated via salary for their service as an officer of the Board.

Section 5 – Board Chair/President

The Chair shall convene regularly scheduled Board meetings and shall preside or arrange for other Directors to preside at each meeting in the following order: Secretary and Treasurer. The Board Chair appoints Committee Chairs.

Section 6 – Vice Chair

The Vice Chair will chair committees on special subjects as designated by the board. In addition, the Vice Chair will facilitate meetings in the absence of the Board Chair.

Section 7 – Secretary

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

Section 8 – Treasurer

The Treasurer shall make a report at each Board meeting. The treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

Article 6 – Committees

Section 1 – The Board may create committees as needed, such as fundraising, public relations, and program committees. The Board Chair shall appoint all committee chairs.

Section 2 – NO committee shall have any power to: fill vacancies on the Board, adopt amend or repeal the by-laws, amend or repeal any resolution of the Board, or act on matters committed by the by-laws or resolution of the Board to another committee of the Board.

Article 7 - Dissolution Provisions

- a. Upon the dissolution of STEP, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.
- b. STEP is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code. No part of STEP net earnings shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.
- c. No substantial part of the activities of STEP shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- d. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article 8 – Amendments

Section 1 – These By-laws may be amended when deemed necessary by a majority vote of the Board of Directors. Proposed amendments must be submitted to the Board Chair or Secretary and sent along with regular board meeting notices.

Approved and adopted 10/08/2016