

**BY-LAWS  
Of  
SPACE FAMILY EDUCATION, INC.**

**ARTICLE I  
Name**

The name of this Corporation shall be known as Space Family Education, Inc., herein also referred to as “SFEI” or “the Corporation”, and shall be a non-profit corporation formed under the laws of the State of Texas.

**ARTICLE II  
Purpose and Policy**

The general purpose of this non-profit Corporation is to establish and maintain a high-quality educational childcare facility for persons employed at NASA Johnson Space Center. Policies of the Corporation shall be directed towards four major goals:

1. To foster and promote the welfare and morale of parents employed at NASA Johnson Space Center, by providing a high quality educationally-directed on-site child care facility.
2. To foster and promote the education and welfare of children enrolled in the on-site facility.
3. To promote good communication and relations between members of the Corporation, the Board of Directors, the Childcare Director, and the facility staff.
4. [A-18] [A-45]To carry out fundraising activities to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility and for financial assistance to members and staff as approved by the Board of Directors. Activities can be approved on a calendar year basis.

**ARTICLE III  
Membership, Dues, Voting and Membership Conduct**

**Section 1**

[A-9] [A-46] Membership in the Corporation shall be open to all Federal Civil Service, military personnel, Starport personnel, and NASA Johnson Space Center local contractor employees. Membership will be governed in accordance with the Corporation's By-Laws. If a Corporation member fails to meet membership criteria as outlined in this section, then his/her membership in the Corporation terminates 30 days thereafter.

**Section 2**

[A-34] [A-47] Application for membership shall be in written form and submitted to SFEI.

**Section 3**

[A-1] [A-11] [A-19] [A-48] Membership dues shall be determined annually by the Board of Directors and billed to all members by October 1. Any new memberships shall be charged a prorated rate based on the quarter in which they joined the Corporation (e.g. a new member in December will be charged three-quarter the annual rate for that year). Except as otherwise provided for in the Articles of Incorporation, each paid membership is entitled to one vote. Membership shall terminate when dues are thirty days delinquent, or upon written notification to any Corporation officer. A single person who qualifies for membership may join the Corporation as a single member. A married couple with at least one spouse who qualifies for membership may join the Corporation as a single member or as a family membership. With a family membership, both spouses jointly share one vote in the Corporation.

**Section 4**

[A-2] Twenty percent (20%) of the general Corporation membership shall constitute a quorum at a General Membership meeting. A quorum must be present, or represented by written proxy, at any meeting of the Corporation at which members of the Board are elected, or a vote is taken committing the Corporation as a whole to any proposal or course of action.

**Section 5**

[A-14] [A-49] A meeting of the General Membership shall be held at least once a year in the month of June or July.

**Section 6**

[A-7] Any member who willfully disrupts the overall efficient operation of the Corporation or creates unnecessary financial hardship for the Corporation, as determined by a quorum of the Board of Directors as defined in Article V, Section 3, will have his/her Corporation membership terminated and all rights as a Corporation member revoked immediately.

**ARTICLE IV****Administration and Organization****Section 1**

[A-6] [A-12] [A-17] Administration of the Space Family Education, Inc. Corporation shall be by the Board of Directors. The Board of Directors shall consist of five members, and shall include a President, Vice- President, Secretary, Treasurer, and the Policies and Procedures Committee Chairperson. The members of the Board of Directors shall serve without remuneration.

**Section 2**

[A-13] [A-17] [A-30] [A-35] The Board of Directors shall be elected by the general membership. Nominations for the Board of Directors shall be submitted in writing to the Secretary of the Board of Directors at least one month prior to the annual General Membership Meeting. Members may nominate themselves or others as a candidate for either a general or special election. Nominees for the various positions must meet any requirements for officers specified in the Corporation By-Laws. The Secretary shall prepare a slate of nominees and transmit this in writing to each Corporation member at least two weeks prior to the annual General Membership Meeting. Voting will be done by written or electronic ballot at or after the General Membership Meeting, and

election results will be announced to the General Membership no later than three weeks after the annual meeting. Members of the Board of Directors will be elected by a majority of the votes cast and the total number of votes must meet or exceed a quorum of the total Corporation membership. In each general election, the civil servant gaining the most votes will win one of the open positions. The other positions will be filled by majority rules regardless of employer.

### **Section 3**

[A-17] [A-29] [A-36] Each year the general membership shall elect two (2) or three (3) Directors, as the case may be, for a term of two (2) years. The Directors shall decide among themselves the distribution of positions. The newly elected Directors shall have voting privileges immediately. Any member of the Board of Directors may be re-elected for no more than two consecutive terms. When a Board member vacancy occurs for reasons other than removal (e.g., relocation, loss of Corporation membership status, etc.), the Board of Directors shall hold a call for candidates (including nominations by the Board) and select by majority membership vote a person to assume that position's responsibilities for the remainder of the term. If less than 3 months remain in the term of the open position, the Board of Directors has the option of reassigning the responsibilities of that position to another member of the Board for the remainder of the term.

### **Section 4**

The Directors of the Corporation named in the Articles of Incorporation will serve only until the first General Membership Meeting and election as provided for in the Corporation By-Laws.

## **ARTICLE V Board of Directors**

### **Section 1**

[A-10] [A-20] All candidates for Directorship shall be members of the Corporation in good standing. Only one person per family may serve on the SFEI Board of Directors at any given time.

### **Section 2**

[A-37] The Board of Directors' primary purpose is to ensure the solvency of the Corporation. The Board of Directors shall be responsible for the overall operation of the Corporation. The Board of Directors shall meet at regular intervals at least six times a year, not including the annual General Membership Meeting. The Board of Directors shall prepare the agenda and carry out all Board meetings, including the annual General Membership Meeting. The Board of Directors shall appoint committees as required and shall delegate to them such duties as deemed necessary. The Board of Directors shall be responsible for the hiring and management of the Childcare Director. The Board of Directors shall be responsible for approving the annual budget. The Board of Directors shall have primary responsibility (in coordination with the Childcare Director) for negotiation of the Space Act Agreement between SFEI and NASA JSC and shall have signatory authority on it.

### **Section 2A**

[A-31] The function of the Board of Directors is to develop, monitor, and enforce policy, not to implement it. The function of the Childcare Director is to implement policy and run the childcare center. The Board shall not have delegation authority to any subordinate

employee of the Childcare Director. The Board of Directors is responsible for maintaining the Bylaws and approving changes to the Standard Operating Procedure. The Childcare Director is responsible for implementing the Standard Operating Procedure, TDFPS guidelines, and SFEI Employee handbook documents. Suggestions on policy implementation and facility management may be made to the Childcare Director in writing following approval from a quorum of the Board of Directors.

### **Section 3**

All decisions concerning the Corporation which have been delegated to the Board of Directors must be decided upon by a majority vote of the quorum established for the Board of Directors. Three Directors shall constitute a quorum for voting purposes.

#### **Section 3A**

[A-32] The expected behaviors of the Directors in order to maintain success of the four major goals defined in Article II are as follows:

- Maintain open communication with other Directors.
- Make an effort to participate in Board meetings as stated in Article V, Section 5.
- Make good faith efforts to gain approval of a quorum of other Directors when making decisions on policy.
- Be trustworthy.
- Maintain the confidentiality of sensitive information.
- Ensure transparency in policy decisions and actions.
- Avoid unnecessary conflicts of interest.

### **Section 4**

[A-3] [A-33] [A-38] A member of the Board of Directors may be removed from office by one of two methods. First, the Board of Directors may remove Directors. The Director must be informed in writing which expected behaviors are being violated. Whenever possible, this notification should be in advance of any vote to remove the Director, and that person be allowed a chance to improve their behavior. If 4 of 5 of the current Board of Directors votes to remove another Director, then that person shall be removed from the Board of Directors.

A member of the Board of Directors may also be removed by a vote at a special meeting of the General Membership, once twenty-five percent of the Corporation has signed a petition calling for the meeting. If a clear majority of the votes cast indicate removal of the Director, and the total number of votes meets or exceeds a quorum of the total Corporation membership, then that person shall be removed from the Board of Directors.

In the event of removal, nominations for a replacement for that position shall be accepted from the General Membership, and from the Board of Directors. A vote for replacement may be held at the special meeting or at a specified time thereafter. A majority of the written votes cast will determine who will fill the vacant position, and the total number of votes cast must meet or exceed a quorum of the total Corporation membership. The results of the election must be communicated to the General Membership within two weeks of the election. If less than 3 months remain in the term of the open position, the Board has the option of reassigning the responsibilities of that member to another member of the Board for the remainder of the term.

**Section 5**

[A-37] Attendance at the Board of Directors meetings is the only mechanism for the Board to achieve its objectives of administering the affairs of the Corporation. Therefore, any Board member who misses three consecutive meetings of the Board will have his or her Board status reviewed by the remaining members of the Board of Directors. If the reasons for absence are not acceptable, then the other members of the Board of Directors may, by unanimous decision, decide to initiate removal of that member from the Board of Directors, and replace the position according to the provisions outlined in Section 4.

**ARTICLE VI****Duties of the Members of the Board of Directors****Section 1**

The President's duties shall be as follows:

- Serve as the Chief Executive Officer of the Corporation;
- Preside at all meetings of the Board of Directors;
- Authorize contracts of up to \$30,000
- Sign checks authorizing expenditure of Corporation funds in the absence of the Treasurer, with the approval of the Board of Directors.
- Carry out all policies established as set forth under the Charter and By-Laws of the Corporation.
- [A-24] Serve as the primary interface to the Childcare Consultant.

**Section 2**

The Vice-President's duties shall be as follows:

- Assume the duties of the President in his or her absence.
- [A-4] Oversee the budget and financial status of the Corporation.
- [A-21] Oversee Corporation safety including tracking, trending and reporting safety and health related data.
- [A-25] Maintain contact with the Corporation's Human Resources Consultant.

**Section 3**

The Treasurer's duties shall be as follows:

- Assume the chairpersonship of the Budget and Finance Committee.
- Be the custodian of all Corporation funds and bank accounts.
- Sign checks and authorize the expenditure of Corporation funds with the approval of the Board of Directors.
- Handle and record the details of all financial transactions entered into by the Corporation. A complete report of transactions shall be prepared for each regular meeting of the Board of Directors.
- Assist the Childcare Director in the preparation of the annual facility budget.
- [A-26] Serve as the primary interface to the Corporation's accountant(s).

**Section 4**

The Secretary's duties shall be as follows:

- Record the minutes of all meetings of the Board of Directors, and of any meetings of the General Membership of the Corporation. Minutes of these meetings shall be sent to all members of the Board of Directors, and posted in the Space Family Education, Inc. facility within two weeks of each meeting.
- Handle all correspondence of the Corporation, including notices to the General Membership of meetings, special elections, and regular elections.
- Prepare a slate of nominees for the biannual elections.
- [A-21] maintain a current listing of the Corporation officers, and chairpersons of any appointed committee.
- Prepare and send notices of annual Corporation membership fee payment to all members of the Corporation.
- [A-5] Maintain an up-to-date copy of the By-Laws of the Corporation.

### **Section 5**

The Policies and Procedures Chairperson's duties shall be as follows:

- [A-15] Assume the chairpersonship of the Policies and Procedures Committee.
- [A-21] Serve as the focal point for board-recommended changes to and approval of the JSC CCC Standard Operating Procedures.
- [A-27] [A-39] Oversee the management of a waiting list for the Child Care Center in accordance with the priority stated in the JSC CCC Standard Operating Procedures. In the event that the Policies and Procedures Chairperson is on the Waiting List, then another member of the Board, not on the Waiting List, shall be selected to perform this duty.

### **Section 6**

[A-15][A-21] [A-50] In addition to the duties assigned to each board position, the Board Members shall decide among themselves the distribution of other required roles such as Badging Representative, etc., as needed. Badging Representative shall be a Civil Servant Board Member.

### **Section 7**

[A-28] The President shall have at least one year of previous experience on the Board of Directors. The Treasurer shall have or receive appropriate training for the position and shall commit to training or transferring knowledge to the succeeding Treasurer for a six-month period.

## **ARTICLE VII General Membership Meetings**

### **Section 1**

An annual meeting of the members of the Corporation will be held according to Article III of the By-Laws.

### **Section 2**

[A-40] Special meetings of the General Membership of the Corporation may be called at the discretion of the Board of Directors or by a petition signed by 25% of the total Corporation membership.

## **ARTICLE VIII**

### **Committees**

#### **Section 1**

The Board of Directors, by resolution adopted by a majority of the voting members of the Board, may appoint committees and designate to them duties as may be deemed necessary and desirable.

#### **Section 2**

The President of the Board of Directors shall appoint a chairperson from the General Membership for each committee, for those committees which do not already have a designated chairperson as provided for in the By-Laws, and may also appoint some or all of the members of a committee.

#### **Section 3**

[A-51]The following committees should be established as permanent committees:

- [A-22] A Fundraising Committee to carry out fundraising activities to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility and for financial assistance to members and staff as approved by the Board of Directors.
- A Budget and Finance Committee to plan for long-range financing, assist the Childcare Director in preparing the annual budget, and research current costs for insurance, employee benefits, salaries, equipment, and other operational expenses of the facility. This committee will also be responsible for recommending tuition fee ranges to the Board of Directors.
- A Policies and Procedures Committee to maintain the Standard Operating Procedures for the facility and formulate policies and procedures for the use of the facility, including care of sick children, food purchase, storage, and preparation, hours of operation, admission and waiting list policies, basic personnel policies, grievance procedures, and other procedural and policy matters.

#### **Section 4**

The following committees, and any others deemed appropriate by the Board, may be established on a permanent or as-needed basis:

- a Building, Grounds, and Equipment Committee to assume responsibility for building modifications and maintenance, playground and grounds design, modification, and implementation, maintenance of currently owned equipment, and acquisition of additional equipment.
- A Newsletter Committee to publish a newsletter about the facility on a periodic basis, which will be made available to parents and Corporation members.
- A Program Committee to assist the Childcare Director in the development of children's programs, and planning and procurement of small equipment items, toys and craft materials for the facility.
- An Advisory Committee made up of childcare and child development professionals in the community, who are not necessarily members of the Corporation, but who can be expected to provide professional advice to the Board of Directors.

## **ARTICLE IX**

### **Ex-officio Members of the Board of Directors**

[A-41] The Childcare Director is a non-voting ex-officio member of the Board of Directors. Committee chairpersons appointed by the President of the Board are also non-voting ex-officio members of the Board of Directors. [A-23] A Childcare Consultant will be retained by the Board of Directors and is a non-voting ex-officio member of the Board of Directors.

## **ARTICLE X Fiscal Requirements**

The financial records of the Corporation will be audited every odd-numbered year by a method selected by the Board of Directors. Expenditures of Corporation funds shall require prior approval by the Board of Directors. The Board may choose to designate specific expenditures which may be paid by the Treasurer without further need for Board approval. The Treasurer and any other agent of the Corporation charged with the custody of its funds or property may be bonded in such sum and with such surety as determined by the Board of Directors.

## **ARTICLE XI Rules of Order**

Questions of parliamentary procedure will be governed by Robert's Rules of Order, where not in conflict with the clear provisions of the Charter or By-Laws of the Corporation.

## **ARTICLE XII Amendments**

### **Section 1**

The general membership of the Corporation may amend, adopt, or repeal any and all of the By-Laws of the Corporation.

### **Section 2**

[A-42] [A-52] Amendments to the By-Laws may be made as the need arises and are not limited to a specific month, but must follow the process laid out below to allow all members to review, provide input to, and vote on the changes. Proposed amendments to the By-Laws must be submitted in writing to the Board of Directors at least one month prior to the annual General Membership meeting. The proposed amendment may originate from the Board of Directors or by a petition signed by at least fifteen percent (15%) of the Corporation membership. [A-16] At least two weeks prior to the annual General Membership meeting, a copy of the proposed amendment shall be distributed in writing to each member of the Corporation by the Secretary of the Board of Directors, and the membership shall be given an opportunity to provide feedback on the proposed amendments. Voting will be done by written ballot or by electronic ballot after the General Membership Meeting (or after an appropriate feedback opportunity), and the results will be announced to the General Membership no later than three weeks after the General Membership meeting. If the majority of the votes cast approve the adoption of the amendment, and the total number of votes cast meets or exceeds a quorum of total Corporation membership, then the amendment shall be incorporated into the By-Laws.

**ARTICLE XIII**  
**Dissolution of the Corporation**

In the event that the Corporation membership moves to dissolve the Corporation, then the assets of the Corporation shall be dispersed to cover any indebtedness of the Corporation. Any remaining assets after this process shall then be dispersed to other non-profit organizations operating for the benefit of NASA Johnson Space Center employees.

**ARTICLE XIV**  
**Non-Discriminatory Policy Statement**

[A-43] The Space Family Education, Inc. facility admits students of any race, sex, color, religion, sexual orientation, gender identity, national and ethnic origin to all the rights, privileges, programs and activities generally made available to students of the facility.

**ARTICLE XV**  
**Indemnification**

[A-8] The Corporation shall indemnify any current or former member of the Board of Directors of the Corporation for expenses and costs (including Attorneys' fees) actually and necessarily incurred in connection with any claim asserted, by action in court or otherwise, by reason of such person being or having been a member of the Board, except in relation to matters as to which such person shall have been guilty of negligence or misconduct in respect to any matter in which indemnity is sought.

**ARTICLE XVI**  
**Definitions**

[A-44]

**Member:** a person eligible for Corporation membership as defined in Article III, Section 1, and having paid annual membership dues for the current school year

**Director:** a member of the Board of Directors of the Corporation

**Childcare Director:** the employee of the Corporation, charged with the day-to-day operation of the childcare center, to include all personnel actions associated with teachers and other staff in the employ of the Corporation.

## **AMENDMENTS TO THE BY-LAWS OF SPACE FAMILY EDUCATION, INC.**

### **[A-1] Proposed May 1990, Accepted June 1990**

#### ARTICLE III Section 3:

**ORIGINAL:** Membership dues shall be \$5.00 per year per membership, payable annually, and due by June 1.

**AMENDED:** Membership dues shall be determined annually by the Board of Directors and billed to all members by June 1. Any new memberships shall be charged a prorated rate for their first cycle based on the month in which they joined the Corporation (e.g. a new member in December will be charged half the annual rate for that year).

### **[A-2] Proposed June 1991, Accepted July 1991**

#### ARTICLE III Section 4:

**ORIGINAL:** Thirty percent (30%) of the general Corporation membership shall constitute a quorum at a General Membership meeting.

**AMENDED:** Twenty percent (20%) of the general Corporation membership shall constitute a quorum at a General Membership meeting.

### **[A-3] Proposed June 1991, Accepted July 1991**

#### ARTICLE V Section 4:

**ORIGINAL:** Removal of a particular member of the Board of Directors may be initiated by the Board of Directors, or a petition generated and signed by twenty-five percent of the Corporation membership. A special meeting of the general membership must be called ... if a clear majority of the votes cast indicated removal of the officer ... then that person shall be removed from the Board of Directors.

**AMENDED:** A Board of Director may be removed from office by one of two methods. If 4 of 5 of the acting Board of Directors votes unanimously to remove another member, then that person shall be removed from the Board of Directors. A Board of Director may also be removed by a vote at a special meeting of the General Membership, once twenty-five percent of the Corporation has signed a petition calling for the meeting. If a clear majority ... (same as existing Bylaw).

### **[A-4] Proposed May 1992, Accepted June 1992**

#### ARTICLE VI Section 2:

##### **ORIGINAL:**

The Vice-President's duties shall be as follows:

- assume the duties of the President in his or her absence.
- assume the chairpersonship of the Fund-raising and Scholarship Committee.

- maintain an up-to-date copy of the By-Laws of the Corporation.

**AMENDED:**

The Vice-President's duties shall be as follows:

- assume the duties of the President in his or her absence.
- assume the chairpersonship of the Fund-raising and Scholarship Committee.
- oversee the budget and financial status of the Corporation.

**[A-5] Proposed May 1992, Accepted June 1992**

ARTICLE VI Section 4:

**ORIGINAL:**

- The Secretary's duties shall be as follows:
- record the minutes of all meetings of the Board of Directors, and of any meetings of the General Membership of the Corporation. Minutes of these meetings shall be sent to all members of the Board of Directors, and posted in the Space Family Education, Inc. facility within two weeks of each meeting.
- handle all correspondence of the Corporation, including notices to the General Membership of meetings, special elections, and regular elections.
- prepare a slate of nominees for the biannual elections.
- maintain a current listing of the Corporation membership, officers, and chairpersons of any appointed committees.
- prepare and send notices of annual Corporation membership fee payment to all members of the Corporation.

**AMENDED:**

The Secretary's duties shall be as follows:

- record the minutes of all meetings of the Board of Directors, and of any meetings of the General Membership of the Corporation. Minutes of these meetings shall be sent to all members of the Board of Directors, and posted in the Space Family Education, Inc. facility within two weeks of each meeting.
- handle all correspondence of the Corporation, including notices to the General Membership of meetings, special elections, and regular elections.
- prepare a slate of nominees for the biannual elections.
- maintain a current listing of the Corporation membership, officers, and chairpersons of any appointed committees.
- prepare and send notices of annual Corporation membership fee payment to all members of the Corporation.
- maintain an up-to-date copy of the By-Laws of the Corporation.

**[A-6] Proposed May 1992, Accepted June 1992**

ARTICLE IV Section 1:

**ORIGINAL:**

**Section 1**

Administration of the Space Family Education, Inc. facility shall be by the Board of Directors. The five members of the Board of Directors shall be elected biannually at the General Membership Meeting. Any member of the Board of Directors may be re-elected for no more than two consecutive terms.

**AMENDED:****Section 1**

Administration of the Space Family Education, Inc. facility shall be by the Board of Directors. The five members of the Board of Directors shall be elected biannually at the General Membership Meeting. Any member of the Board of Directors may be re-elected for no more than three consecutive terms.

**[A-7] Proposed April 1994, Accepted June 1994****Add:****ARTICLE III, Section 6 - Membership, Dues, Voting and Membership Conduct**

Any member who willfully disrupts the overall efficient operation of the corporation or creates unnecessary financial hardship for the corporation, as determined by a quorum of the Board of Directors, will have his/her corporation membership terminated and all rights as a corporation member revoked immediately.

**[A-8] Proposed April 1994, Accepted June 1994****Add:****ARTICLE XV - Indemnification**

The corporation shall indemnify any Director or former Director of the corporation for expenses and costs (including Attorneys' fees) actually and necessarily incurred in connection with any claim asserted, by action in court or otherwise, by reason of such person being or having been such Director, except in relation to matters as to which such person shall have been guilty of negligence or misconduct in respect to any matter in which indemnity is sought.

**[A-9] Proposed August 1997, Accepted August 1997****ARTICLE III Section 1:**

**ORIGINAL:** Membership in the Corporation shall be open to all Federal Civil Service, military personnel, Exchange personnel, and on-site NASA contractor employees of Johnson Space Center. Membership will be governed in accordance with the Corporation's by-laws. If a Corporation member fails to meet membership criteria as outlined in this section, then his/her membership in the Corporation terminates 30 days thereafter.

**AMENDED:** Membership in the Corporation shall be open to all Federal Civil Service, military personnel, Exchange personnel, and NASA contractor employees of Johnson Space Center. Membership will be governed in accordance with the Corporation's by-laws. If a Corporation

member fails to meet membership criteria as outlined in this section, then his/her membership in the Corporation terminates 30 days thereafter.

**[A-10] Proposed October 1998, Accepted November 1998**

ARTICLE V Section 1:

**ORIGINAL:** The President, Vice-President, and Treasurer shall be NASA Civil Service employees. All candidates for Directorship shall be members of the Corporation in good standing.

**AMENDED:** All candidates for Directorship shall be members of the Corporation in good standing.

**[A-11] Proposed March 2003, Accepted June 2003**

**ARTICLE III Section 3:**

**ORIGINAL:** Membership dues shall be determined annually by the Board of Directors and billed to all members by June 1. Any new memberships shall be charged a prorated rate for their first cycle based on the month in which they joined the Corporation (e.g. a new member in December will be charged half the annual rate for that year).

**AMENDED:** Membership dues shall be determined annually by the Board of Directors and billed to all members by September 1. Any new memberships shall be charged a prorated rate based on the quarter in which they joined the Corporation (e.g. a new member in December will be charged three-quarter the annual rate for that year).

**[A-12] Proposed April 2004, Accepted June 2004**

ARTICLE IV Section 1:

**ORIGINAL:** Administration of the Space Family Education, Inc. facility shall be by the Board of Directors. The five members of the Board of Directors shall be elected biannually at the General Membership Meeting. Any member of the Board of Directors may be re-elected for no more than three consecutive terms.

**AMENDED:** Administration of the Space Family Education, Inc. facility shall be by the Board of Directors. The five members of the Board of Directors shall be elected biannually at the General Membership Meeting.

**[A-13] Proposed April 2004, Accepted June 2004**

ARTICLE IV Section 2:

**ORIGINAL:** Nominations for the Board of Directors shall be submitted in writing to the Secretary of the Board of Directors at least one month prior to the annual General Membership Meeting. Nominees for the various positions must meet any requirements for officers specified in the Corporation By-Laws. The Secretary shall then prepare a slate of nominees, and transmit this in writing to each Corporation member at least two weeks prior to the annual General Membership

Meeting. Voting will be done by written ballot at the General Membership Meeting, and election results will be announced to the General Membership no later than two weeks after the annual meeting. Members of the Board of Directors will be elected by a majority of the quorum.

**AMENDED:** Nominations for the Board of Directors shall be submitted in writing to the Secretary of the Board of Directors at least one month prior to the annual General Membership Meeting. Nominees for the various positions must meet any requirements for officers specified in the Corporation By-Laws. The Secretary shall then prepare a slate of nominees, and transmit this in writing to each Corporation member at least two weeks prior to the annual General Membership Meeting. Voting will be done by written ballot or by electronic ballot after the General Membership Meeting, and election results will be announced to the General Membership no later than two weeks after the annual meeting. Members of the Board of Directors will be elected by a majority of the quorum.

**[A-14] Proposed April 2004, Accepted June 2004**

ARTICLE III Section 5:

**ORIGINAL:** A meeting of the General Membership shall be held at least once a year on the first Tuesday in June.

**AMENDED:** A meeting of the General Membership shall be held at least once a year in the month of June.

**[A-15] Proposed April 2005, Accepted June 2005**

ARTICLE VI Sections 2 and 5: Duties of the Members of the Board of Directors

**ORIGINAL:**

Section 2

The Vice-President's duties shall be as follows:

- assume the duties of the President in his or her absence.
- assume the chairpersonship of the Fund-raising and Scholarship Committee.
- [A-4] oversee the budget and financial status of the Corporation.

Section 5

The Policies and Procedures Chairperson's duties shall be as follows:

- hold regular meetings of the Policies and Procedures Committee.
- prepare and maintain a Parent's Handbook for the facility.

**AMENDED:**

Section 2

The Vice-President's duties shall be as follows:

- assume the duties of the President in his or her absence.
- [A-4] oversee the budget and financial status of the Corporation.

Section 5

The Policies and Procedures Chairperson's duties shall be as follows:

- [A-15] assume the chairpersonship of the Policies and Procedures Committee.

- prepare and maintain a Parent's Handbook for the facility.

#### Section 6 [A-15]

In addition to the duties tied to each position above, the Board Members will also fill the roles listed below, and shall decide among themselves the distribution of these roles.

Waiting List Coordinator - Responsible for managing a waiting list for the Child Care Center in accordance with the priority stated in the MOU with NASA.

Fundraising Chair - Responsible for ensuring an annual fundraising plan is in place

Safety Chair - Responsible for oversight of JSC CCC safety including tracking and reporting trends related to Safety and Health incidents.

Board members may also need to fill roles as required by JSC (e.g., Facility Manager, Fire Warden).

#### **[A-16] – Proposed May 2005, Accepted June 2005**

##### ARTICLE XII Section 2: Amendments

##### **ORIGINAL:**

##### Section 2

Proposed amendments to the By-Laws must be submitted in writing to the Board of Directors at least one month prior to the annual General Membership meeting. The proposed amendment may originate from the Board of Directors or by a petition signed by at least fifteen percent (15%) of the Corporation membership. At least two weeks prior to the annual General Membership meeting, a copy of the proposed amendment shall be distributed in writing to each member of the Corporation by the Secretary of the Board of Directors. If the majority of the votes cast at the General Membership meeting approves the adoption of the amendment, and the total number of votes cast meets or exceeds a quorum of total Corporation membership, then the amendment may be incorporated into the By-Laws.

##### **AMENDED:**

##### Section 2

Proposed amendments to the By-Laws must be submitted in writing to the Board of Directors at least one month prior to the annual General Membership meeting. The proposed amendment may originate from the Board of Directors or by a petition signed by at least fifteen percent (15%) of the Corporation membership. [A-16] At least two weeks prior to the annual General Membership meeting, a copy of the proposed amendment shall be distributed in writing to each member of the Corporation by the Secretary of the Board of Directors. Voting will be done by written ballot or by electronic ballot after the General Membership Meeting, and the results will be announced to the General Membership no later than two weeks after the annual meeting. If the majority of the votes cast at the General Membership meeting approve the adoption of the amendment, and the total number of votes cast meets or exceeds a quorum of total Corporation membership, then the amendment may be incorporated into the By-Laws.

#### **[A-17] Proposed May 2005, Accepted June 2005**

ARTICLE IV Sections 1-3: Administration and Organization**ORIGINAL:**Section 1

[A-6] [A-12] Administration of the Space Family Education, Inc. facility shall be by the Board of Directors. The five members of the Board of Directors shall be elected biannually at the General Membership Meeting.

Section 2

[A-13] Nominations for the Board of Directors shall be submitted in writing to the Secretary of the Board of Directors at least one month prior to the annual General Membership Meeting. Nominees for the various positions must meet any requirements for officers specified in the Corporation By-Laws. The Secretary shall then prepare a slate of nominees, and transmit this in writing to each Corporation member at least two weeks prior to the annual General Membership Meeting. Voting will be done by written ballot or by electronic ballot after the General Membership Meeting, and election results will be announced to the General Membership no later than two weeks after the annual meeting. Members of the Board of Directors will be elected by a majority of the quorum.

Section 3

The members of the Board of Directors shall serve without remuneration. Each Director shall serve for a 27-month term. The three months at the end of each Board's term shall overlap the first three months of the new Board's term, for the sake of continuity. The newly-elected members shall not have voting privileges for the first 90 days. The Board of Directors shall consist of five members, and shall include the President, Vice- President, Secretary, Treasurer, and the Policies and Procedures Committee Chairperson. The Directors shall decide among themselves the distribution of positions.

**AMENDED:**Section 1

[A-6] [A-12] [A-17] Administration of the Space Family Education, Inc. facility shall be by the Board of Directors. The Board of Directors shall consist of five members, and shall include the President, Vice- President, Secretary, Treasurer, and the Policies and Procedures Committee Chairperson. The members of the Board of Directors shall serve without remuneration.

Section 2

[A-13] [A-17] The Board of Directors shall be elected by the general membership. Nominations for the Board of Directors shall be submitted in writing to the Secretary of the Board of Directors at least one month prior to the annual General Membership Meeting. Nominees for the various positions must meet any requirements for officers specified in the Corporation By-Laws. The Secretary shall then prepare a slate of nominees, and transmit this in writing to each Corporation member at least two weeks prior to the annual General Membership Meeting. Voting will be done by written ballot or by electronic ballot after the General Membership Meeting, and election results will be announced to the General Membership no later than two weeks after the annual meeting. Members of the Board of Directors will be elected by a majority of the quorum.

Section 3

[A-17] In order to establish staggered terms, beginning in June 2005, members shall elect 5 Directors. The current Board will continue to serve the 27-month term for which they were elected, overlapping for three months with the new Board for the sake of continuity. The newly elected Board shall not have voting privileges for the first 90 days. Once elected, the newly elected Board shall decide among themselves two (2) Directors to serve a 1-yr term and three (3) Directors to serve a 2-year term. Each year thereafter the general membership shall elect two (2) or three (3) Directors, as the case may be, for a term of two (2) years. The Directors shall decide among themselves the distribution of positions. The newly elected Directors shall have voting privileges immediately. Any member of the Board of Directors may be re-elected for no more than two consecutive terms.

**[A-18] Proposed May 2007, Accepted June 2007**ARTICLE II Item 4: Purpose and Policy**ORIGINAL:**

To carry out fund-raising activities in order to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility, and scholarships.

**AMENDED:**

To carry out fundraising activities in order to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility and for financial assistance to members and staff as approved by the Board of Directors.

**[A-19] Proposed May 2007, Accepted June 2007**ARTICLE III Section 3: Membership, Dues and Voting Conduct**ORIGINAL:**

Membership dues shall be determined annually by the Board of Directors and billed to all members by September 1.

**AMENDED:**

Membership dues shall be determined annually by the Board of Directors and billed to all members by October 1.

**[A-20] Proposed May 2007, Accepted June 2007**ARTICLE V Section 1: Board of Directors**ORIGINAL:**

All candidates for Directorship shall be members of the Corporation in good standing.

**AMENDED:**

All candidates for Directorship shall be members of the Corporation in good standing. Only one person per family may serve on the SFEI Board of Directors at any given time.

**[A-21] Proposed May 2007, Accepted June 2007**

ARTICLE VI Sections 2, 4, 5 and 6: Duties of the Members of the Board of Directors

Section 2

**ORIGINAL:**

The Vice-President's duties shall be as follows:

- assume the duties of the President in his or her absence.
- oversee the budget and financial status of the Corporation.

**AMENDED:**

The Vice-President's duties shall be as follows:

- assume the duties of the President in his or her absence.
- oversee the budget and financial status of the Corporation.
- oversee JSC CCC safety including tracking, trending and reporting safety and health related data.

Section 4

**ORIGINAL:**

The Secretary's duties shall be as follows:

- record the minutes of all meetings of the Board of Directors, and of any meetings of the General Membership of the Corporation. Minutes of these meeting shall be sent to all members of the Board of Directors, and posted in the Space Family Education, Inc. facility within two weeks of each meeting.
- handle all correspondence of the Corporation, including notices to the General Membership of meetings, special elections, and regular elections.
- prepare a slate of nominees for the biannual elections.
- maintain a current listing of the Corporation membership, officers, and chairpersons of any appointed committee.
- prepare and send notices of annual Corporation membership fee payment to all members of the Corporation.
- maintain an up-to-date copy of the By-Laws of the Corporation.

**AMENDED:**

The Secretary's duties shall be as follows:

- record the minutes of all meetings of the Board of Directors, and of any meetings of the General Membership of the Corporation. Minutes of these meeting shall be sent to all members of the Board of Directors, and posted in the Space Family Education, Inc. facility within two weeks of each meeting.
- handle all correspondence of the Corporation, including notices to the General Membership of meetings, special elections, and regular elections.
- prepare a slate of nominees for the biannual elections.
- maintain a current listing of the Corporation officers, and chairpersons of any appointed committee.
- prepare and send notices of annual Corporation membership fee payment to all members of the Corporation.

- maintain an up-to-date copy of the By-Laws of the Corporation.

#### Section 5

##### **ORIGINAL:**

The Policies and Procedures Chairperson duties shall be as follows:

- assume the chairpersonship of the Policies and Procedures Committee.
- prepare and maintain a Parent's Handbook for the facility.

##### **AMENDED:**

The Policies and Procedures Chairperson duties shall be as follows:

- assume the chairpersonship of the Policies and Procedures Committee.
- serve as the focal point for board-recommended changes to and approval of the JSC CCC Standard Operating Procedures.
- manage a waiting list for the Child Care Center in accordance with the priority stated in the MOU with NASA.

#### Section 6

##### **ORIGINAL:**

In addition to the duties tied to each position above, the Board Members will also fill the roles listed below, and shall decide among themselves the distribution of these roles.

- Waiting List Coordinator – Responsible for managing a waiting list for the Child Care Center in accordance with the priority stated in the MOU with NASA.
- Fundraising Chair – Responsible for ensuring an annual fundraising plan is in place.
- Safety Chair – Responsible for oversight of JSC CCC safety including tracking and reporting trends related to Safety and Health incidents.
- Board members may also need to fill roles as required by JSC (e.g. Facility Manager, Fire Warden).

##### **AMENDED:**

In addition to the duties assigned to each board position, the Board Members shall decide among themselves the distribution of other required roles such as Facility Manager, Fire Warden, Badging Representative, etc., as needed.

**[A-22] Proposed May 2007, Accepted June 2007**

#### ARTICLE VIII Section 3: Committees

##### **ORIGINAL:**

The following committees shall be established as permanent committees:

- Fundraising and Scholarship Committee to raise funds for scholarships and additional equipment.

##### **AMENDED:**

The following committees shall be established as permanent committees:

- Fundraising Committee to carry out fundraising activities in order to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility and for financial assistance to members and staff as approved by the Board of Directors.

**[A-23] Proposed May 2014, Accepted July 2014**

**ARTICLE IX:**

**ORIGINAL:**

The Facility Director is an ex-officio member of the Board of Directors. Committee chairpersons appointed by the President of the Board are also ex-officio members of the Board of Directors.

**AMENDED:**

The Facility Director is an ex-officio member of the Board of Directors. Committee chairpersons appointed by the President of the Board are also ex-officio members of the Board of Directors. [A-23] A Childcare Consultant will be retained by the Board of Directors and is a non-voting ex-officio member of the Board of Directors.

**[A-24] Proposed May 2014, Accepted July 2014**

**ARTICLE VI, Section 1:**

**ORIGINAL:**

The President's duties shall be as follows:

- to serve as the Chief Executive Officer of the Corporation.
- to preside at all meetings of the Board of Directors.
- to authorize contracts of up to \$30,000.
- to sign checks authorizing expenditure of Corporation funds in the absence of the Treasurer, with the approval of the Board of Directors.
- to carry out all policies established as set forth under the Charter and By- Laws of the Corporation.

**AMENDED:**

The President's duties shall be as follows:

- to serve as the Chief Executive Officer of the Corporation.
- to preside at all meetings of the Board of Directors.
- to authorize contracts of up to \$30,000.
- to sign checks authorizing expenditure of Corporation funds in the absence of the Treasurer, with the approval of the Board of Directors.
- to carry out all policies established as set forth under the Charter and By-Laws of the Corporation.
- [A-24] to serve as the primary interface to the Childcare Consultant.

**[A-25] Proposed May 2014, Accepted July 2014**

**ARTICLE VI, Section 2:**

**ORIGINAL:**

The Vice-President's duties shall be as follows:

- assume the duties of the President in his or her absence.
- [A-4] oversee the budget and financial status of the Corporation.
- [A-21] oversee JSC CCC safety including tracking, trending and reporting safety and health related data.

**AMENDED:**

The Vice-President's duties shall be as follows:

- assume the duties of the President in his or her absence.
- [A-4] oversee the budget and financial status of the Corporation.
- [A-21] oversee JSC CCC safety including tracking, trending and reporting safety and health related data.
- [A-25] maintain contact with the Child Care Center's Human Resources Consultant.

**[A-26] Proposed May 2014, Accepted July 2014**

ARTICLE VI, Section 3:

**ORIGINAL:**

The Treasurer's duties shall be as follows:

- assume the chairpersonship of the Budget and Finance Committee.
- be the custodian of all Corporation funds and bank accounts.
- sign checks and authorize the expenditure of Corporation funds with the approval of the Board of Directors.
- handle and record the details of all financial transactions entered into by the Corporation. A complete report of transactions shall be prepared for each regular meeting of the Board of Directors.
- assist the facility Director in the preparation of the annual facility budget.

**AMENDED:**

The Treasurer's duties shall be as follows:

- assume the chairpersonship of the Budget and Finance Committee.
- be the custodian of all Corporation funds and bank accounts.
- sign checks and authorize the expenditure of Corporation funds with the approval of the Board of Directors.
- handle and record the details of all financial transactions entered into by the Corporation. A complete report of transactions shall be prepared for each regular meeting of the Board of Directors.
- assist the facility Director in the preparation of the annual facility budget.
- [A-26] to serve as the primary interface to the Corporation's accountant(s).

**[A-27] Proposed May 2014, Accepted July 2014**

ARTICLE VI, Section 5:

**ORIGINAL:**

The Policies and Procedures Chairperson's duties shall be as follows:

- [A-15] assume the chairpersonship of the Policies and Procedures Committee.
- [A-21] serve as the focal point for board-recommended changes to and approval of the JSC CCC Standard Operating Procedures.
- manage a waiting list for the Child Care Center in accordance with the priority stated in the MOU with NASA.

**AMENDED:**

The Policies and Procedures Chairperson's duties shall be as follows:

- [A-15] assume the chairpersonship of the Policies and Procedures Committee.
- [A-21] serve as the focal point for board-recommended changes to and approval of the JSC CCC Standard Operating Procedures.
- [A-27] oversee the management of a waiting list for the Child Care Center in accordance with the priority stated in the JSC CCC Standard Operating Procedures.

**[A-28] Proposed May 2014, Accepted July 2014****Add:**ARTICLE VI, Section 7: Experience Requirements

[A-28] The President shall have at least one year of previous experience on the Board of Directors. The Treasurer shall have or receive appropriate training for the position and shall commit to training or transferring knowledge to the succeeding Treasurer for a six month period.

**[A-29] Proposed May 2016, Accepted July 2016**ARTICLE IV, Section 3:**Original:**

In order to establish staggered terms, beginning in June 2005, members shall elect 5 Directors. The current Board will continue to serve the 27-month term for which they were elected, overlapping for three months with the new Board for the sake of continuity. The newly elected Board shall not have voting privileges for the first 90 days. Once elected, the newly elected Board shall decide among themselves two (2) Directors to serve a 1-yr term and three (3) Directors to serve a 2-yr term. Each year thereafter the general membership shall elect two (2) or three (3) Directors, as the case may be, for a term of two (2) years. The Directors shall decide among themselves the distribution of positions. The newly elected Directors shall have voting privileges immediately. Any member of the Board of Directors may be re-elected for no more than two consecutive terms.

**Amended:**

Each year the general membership shall elect two (2) or three (3) Directors, as the case may be, for a term of two (2) years. The Directors shall decide among themselves the distribution of positions. The newly elected Directors shall have voting privileges immediately. Any member of the Board of Directors may be re-elected for no more than two consecutive terms.

**[A-30] Proposed May 2016, Accepted July 2016**ARTICLE IV, Section 2:**Original:**

The Board of Directors shall be elected by the general membership. Nominations for the Board of Directors shall be submitted in writing to the Secretary of the Board of Directors at least one month prior to the annual General Membership Meeting. Nominees for the various positions must meet any requirements for officers specified in the Corporation By-Laws. The Secretary shall then prepare a slate of nominees, and transmit this in writing to each Corporation member at least two weeks prior to the annual General Membership Meeting. Voting will be done by written ballot or by electronic ballot after the General Membership Meeting, and election results will be announced to the General Membership no later than two weeks after the annual meeting. Members of the Board of Directors will be elected by a majority of the quorum.

**Amended:**

The Board of Directors shall be elected by the general membership. Nominations for the Board of Directors shall be submitted in writing to the Secretary of the Board of Directors at least one month prior to the annual General Membership Meeting. Nominees for the various positions must meet any requirements for officers specified in the Corporation By-Laws. The Secretary shall then prepare a slate of nominees, and transmit this in writing to each Corporation member at least two weeks prior to the annual General Membership Meeting. Voting will be done by written ballot or by electronic ballot after the General Membership Meeting, and election results will be announced to the General Membership no later than two weeks after the annual meeting. Members of the Board of Directors will be elected by a majority of the quorum. In each general election, the civil servant gaining the most votes will win one of the open positions. The other positions will be filled by majority rules regardless of employment status.

**[A-31] Proposed May 2016, Accepted July 2016****Add:**ARTICLE V, Section 2A:

The function of the Board of Directors is to develop, monitor, and enforce policy, not to implement it. The function of the Executive Director is to implement policy and run the childcare center. The Board shall not have delegation authority to any subordinate employee of the Executive Director. The Board of Directors is responsible for maintaining the Bylaws and approving changes to the Standard Operating Procedure. The Executive Director is responsible for implementing the Standard Operating Procedure, TDFPS guidelines, and SFEI Employee handbook documents. Suggestions on policy implementation and facility management may be made to the Executive Director in writing following approval from a quorum of the Board of Directors.

**[A-32] Proposed May 2016, Accepted July 2016****Add:**ARTICLE V, Section 3A:

The expected behaviors of the Directors in order to maintain success of the four major goals defined in Article II are as follows:

- Maintain open communication with other Directors.
- Make an effort to participate in Board meetings as stated in Article V, Section 5.
- Make good faith efforts to gain approval of a quorum of other Directors when making decisions on policy.
- Be trustworthy.
- Maintain the confidentiality of sensitive information.
- Ensure transparency in policy decisions and actions.
- Avoid unnecessary conflicts of interest.

**[A-33] Proposed May 2016, Accepted July 2016**

ARTICLE V, Section 4:

**Original:**

A Board of Director may be removed from office by one of two methods. If 4 of 5 of the acting Board of Directors votes unanimously to remove another member, then that person shall be removed from the Board of Directors. A Board of Director may also be removed by a vote at a special meeting of the General Membership, once twenty-five percent of the Corporation has signed a petition calling for the meeting. If a clear majority of the votes cast indicate removal of the officer, and the total number of votes meets or exceeds a quorum of the total Corporation membership, then that person shall be removed from the Board of Directors. In the event of removal, nominations for a replacement for that position shall be accepted from the General Membership present at the special meeting, or from the Board of Directors. A vote for replacement may be held at the special meeting or at a specified time thereafter. A majority of the written votes cast will determine who will fill the vacant position, and the total number of votes cast must meet or exceed a quorum of the total Corporation membership. The results of the election must be communicated to the General Membership within two weeks of the election.

**Amended:**

A member of the Board of Directors may be removed from office by one of two methods. First, the Board of Directors may remove Directors. The Director must be informed in writing of which expected behaviors are being disregarded. Where possible, this notification should be in advance of any vote to remove the member. If 4 of 5 of the acting Board of Directors votes unanimously to remove another member, then that person shall be removed from the Board of Directors.

A member of the Board of Directors may also be removed by a vote at a special meeting of the General Membership, once twenty-five percent of the Corporation has signed a petition calling for the meeting. If a clear majority of the votes cast indicate removal of the officer, and the total number of votes meets or exceeds a quorum of the total Corporation membership, then that person shall be removed from the Board of Directors.

In the event of removal, nominations for a replacement for that position shall be accepted from the General Membership present at the special meeting, or from the Board of Directors. A vote for replacement may be held at the special meeting or at a specified time thereafter. A majority of the written votes cast will determine who will fill the vacant position, and the total number of votes

cast must meet or exceed a quorum of the total Corporation membership. The results of the election must be communicated to the General Membership within two weeks of the election.

**[A-34] Proposed June 2018, Accepted July 2018**

ARTICLE III Section 2:

**ORIGINAL:** Application for membership shall be in written form and presented to the Board of Directors of the Corporation.

**AMENDED:** Application for membership shall be in written form and presented to the Board of Directors of the Corporation. This may be done via the Childcare Director.

**[A-35] Proposed June 2018, Accepted July 2018**

ARTICLE IV Section 2:

**ORIGINAL:** [A-13] [A-17] [A-30] The Board of Directors shall be elected by the general membership. Nominations for the Board of Directors shall be submitted in writing to the Secretary of the Board of Directors at least one month prior to the annual General Membership Meeting. Nominees for the various positions must meet any requirements for officers specified in the Corporation By-Laws. The Secretary shall then prepare a slate of nominees, and transmit this in writing to each Corporation member at least two weeks prior to the annual General Membership Meeting. Voting will be done by written ballot or by electronic ballot after the General Membership Meeting, and election results will be announced to the General Membership no later than two weeks after the annual meeting. Members of the Board of Directors will be elected by a majority of the quorum. In each general election, the civil servant gaining the most votes will win one of the open positions. The other positions will be filled by majority rules regardless of employment status.

**AMENDED:** [A-13] [A-17] [A-30] [A-35] The Board of Directors shall be elected by the general membership. Nominations for the Board of Directors shall be submitted in writing to the Secretary of the Board of Directors at least one month prior to the annual General Membership Meeting. Members may nominate themselves or others as a candidate for either a general or special election. Nominees for the various positions must meet any requirements for officers specified in the Corporation By-Laws. The Secretary shall prepare a slate of nominees, and transmit this in writing to each Corporation member at least two weeks prior to the annual General Membership Meeting. Voting will be done by written or electronic ballot at or after the General Membership Meeting, and election results will be announced to the General Membership no later than three weeks after the annual meeting. Members of the Board of Directors will be elected by a majority of the votes cast and the total number of votes must meet or exceed a quorum of the total Corporation membership. In each general election, the civil servant gaining the most votes will win one of the open positions. The other positions will be filled by majority rules regardless of employer.

**[A-36] Proposed June 2018, Accepted July 2018**

ARTICLE IV Section 3:

**ORIGINAL:** [A-17] [A-29] Each year the general membership shall elect two (2) or three (3) Directors, as the case may be, for a term of two (2) years. The Directors shall decide among themselves the distribution of positions. The newly elected Directors shall have voting privileges immediately. Any member of the Board of Directors may be re-elected for no more than two consecutive terms.

**AMENDED:** [A-17] [A-29] [A-36] Each year the general membership shall elect two (2) or three (3) Directors, as the case may be, for a term of two (2) years. The Directors shall decide among themselves the distribution of positions. The newly elected Directors shall have voting privileges immediately. Any member of the Board of Directors may be re-elected for no more than two consecutive terms.

When a Board member vacancy occurs for reasons other than removal (e.g., relocation, loss of Corporation membership status, etc.), the Board of Directors shall hold a call for candidates (including nominations by the Board) and select by majority membership vote a person to assume that position's responsibilities for the remainder of the term. If less than 3 months remain in the term of the open position, the Board of Directors has the option of reassigning the responsibilities of that position to another member of the Board for the remainder of the term.

**[A-37] Proposed June 2018, Accepted July 2018**

ARTICLE V Section 2

**ORIGINAL:** The Board of Directors primary purpose is to ensure the solvency of the Corporation. The Board of Directors shall be responsible for the overall operation of the Corporation. The Board of Directors shall meet at regular intervals at least six times a year, not including the annual General Membership Meeting. The Board of Directors shall prepare the agenda and carry out the annual General Membership Meeting. The Board of Directors shall appoint committees as required and shall delegate to them such duties as deemed necessary. The Board of Directors shall be responsible for the hiring and management of the Facility Director. The Board of Directors shall be responsible for approving the annual budget.

**AMENDED:** [A-37] The Board of Directors' primary purpose is to ensure the solvency of the Corporation. The Board of Directors shall be responsible for the overall operation of the Corporation. The Board of Directors shall meet at regular intervals at least six times a year, not including the annual General Membership Meeting. The Board of Directors shall prepare the agenda and carry out all Board meetings, including the annual General Membership Meeting. The Board of Directors shall appoint committees as required and shall delegate to them such duties as deemed necessary. The Board of Directors shall be responsible for the hiring and management of the Childcare Director. The Board of Directors shall be responsible for approving the annual budget. The Board of Directors shall have primary responsibility (in coordination with the Childcare Director) for negotiation of the Space Act Agreement between SFEI and NASA JSC and shall have signatory authority on it.

ARTICLE V Section 5:

**ORIGINAL:** Attendance at the Board of Directors meetings is the only mechanism for the Board to achieve its objectives of administering the affairs of the Corporation. Therefore, any Board member who misses three consecutive meetings of the Board will have his or her Board status reviewed by the remaining members of the Board of Directors. If the reasons for absence are not acceptable, then the other members of the Board of Directors may, by unanimous decision, decide to initiate removal of that member from the Board of Directors, and replace the position according to the provisions outlined in Section 4. When a Board member vacancy occurs for reasons other than removal, e.g., relocation, loss of corporation membership status, etc., the Board of Directors has the option of reassigning the responsibilities of that member to another member of the Board, or nominating and selecting by majority vote a person to assume those responsibilities for the interim period.

**AMENDED:** [A-37] Attendance at the Board of Directors meetings is the only mechanism for the Board to achieve its objectives of administering the affairs of the Corporation. Therefore, any Board member who misses three consecutive meetings of the Board will have his or her Board status reviewed by the remaining members of the Board of Directors. If the reasons for absence are not acceptable, then the other members of the Board of Directors may, by unanimous decision, decide to initiate removal of that member from the Board of Directors, and replace the position according to the provisions outlined in Section 4.

**[A-38] Proposed June 2018, Accepted July 2018**ARTICLE V Section 4:

**ORIGINAL:** [A-3] [A-33] A member of the Board of Directors may be removed from office by one of two methods. First, the Board of Directors may remove Directors. The Director must be informed in writing of which expected behaviors are being disregarded. Where possible, this notification should be in advance of any vote to remove the member. If 4 of 5 of the acting Board of Directors votes unanimously to remove another member, then that person shall be removed from the Board of Directors.

A member of the Board of Directors may also be removed by a vote at a special meeting of the General Membership, once twenty-five percent of the Corporation has signed a petition calling for the meeting. If a clear majority of the votes cast indicate removal of the officer, and the total number of votes meets or exceeds a quorum of the total Corporation membership, then that person shall be removed from the Board of Directors.

In the event of removal, nominations for a replacement for that position shall be accepted from the General Membership present at the special meeting, or from the Board of Directors. A vote for replacement may be held at the special meeting or at a specified time thereafter. A majority of the written votes cast will determine who will fill the vacant position, and the total number of votes cast must meet or exceed a quorum of the total Corporation membership. The results of the election must be communicated to the General Membership within two weeks of the election.

**AMENDED:** [A-3] [A-33] [A-38] A member of the Board of Directors may be removed from office by one of two methods. First, the Board of Directors may remove Directors. The Director must be informed in writing which expected behaviors are being violated. Whenever possible, this notification should be in advance of any vote to remove the Director, and that person be allowed a chance to improve their behavior. If 4 of 5 of the current Board of Directors votes to remove another Director, then that person shall be removed from the Board of Directors.

A member of the Board of Directors may also be removed by a vote at a special meeting of the General Membership, once twenty-five percent of the Corporation has signed a petition calling for the meeting. If a clear majority of the votes cast indicate removal of the Director, and the total number of votes meets or exceeds a quorum of the total Corporation membership, then that person shall be removed from the Board of Directors.

In the event of removal, nominations for a replacement for that position shall be accepted from the General Membership, and from the Board of Directors. A vote for replacement may be held at the special meeting or at a specified time thereafter. A majority of the written votes cast will determine who will fill the vacant position, and the total number of votes cast must meet or exceed a quorum of the total Corporation membership. The results of the election must be communicated to the General Membership within two weeks of the election. If less than 3 months remain in the term of the open position, the Board has the option of reassigning the responsibilities of that member to another member of the Board for the remainder of the term.

#### **[A-39] Proposed June 2018, Accepted July 2018**

##### ARTICLE VI Section 5:

**ORIGINAL:** The Policies and Procedures Chairperson's duties shall be as follows:

- [A-15] assume the chairpersonship of the Policies and Procedures Committee.
- [A-21] serve as the focal point for board-recommended changes to and approval of the JSC CCC Standard Operating Procedures.
- [A-27] oversee the management of a waiting list for the Child Care Center in accordance with the priority stated in the JSC CCC Standard Operating Procedures.

**AMENDED:** The Policies and Procedures Chairperson's duties shall be as follows:

- [A-15] assume the chairpersonship of the Policies and Procedures Committee.
- [A-21] serve as the focal point for board-recommended changes to and approval of the JSC CCC Standard Operating Procedures.
- [A-27] [A-39] oversee the management of a waiting list for the Child Care Center in accordance with the priority stated in the JSC CCC Standard Operating Procedures. In the event that the Policies and Procedures Chairperson is on the Waiting List, then another member of the Board, not on the Waiting List, shall be selected to perform this duty.

#### **[A-40] Proposed June 2018, Accepted July 2018**

##### ARTICLE VII Section 2:

**ORIGINAL:** Special meetings of the General Membership of the Corporation may be called at the discretion of the Board of Directors.

**AMENDED:** [A-40] Special meetings of the General Membership of the Corporation may be called at the discretion of the Board of Directors or by a petition signed by 25% of the total Corporation membership.

**[A-41] Proposed June 2018, Accepted July 2018**

ARTICLE IX:

**ORIGINAL:** The Facility Director is an ex-officio member of the Board of Directors. Committee chairpersons appointed by the President of the Board are also ex-officio members of the Board of Directors. [A-23] A Childcare Consultant will be retained by the Board of Directors and is a non-voting ex-officio member of the Board of Directors.

**AMENDED:** [A-41] The Childcare Director is a non-voting ex-officio member of the Board of Directors. Committee chairpersons appointed by the President of the Board are also non-voting ex-officio members of the Board of Directors. [A-23] A Childcare Consultant will be retained by the Board of Directors and is a non-voting ex-officio member of the Board of Directors.

**[A-42] Proposed June 2018, Accepted July 2018**

ARTICLE XII Section 2:

**ORIGINAL:** Proposed amendments to the By-Laws must be submitted in writing to the Board of Directors at least one month prior to the annual General Membership meeting. The proposed amendment may originate from the Board of Directors or by a petition signed by at least fifteen percent (15%) of the Corporation membership. [A-16] At least two weeks prior to the annual General Membership meeting, a copy of the proposed amendment shall be distributed in writing to each member of the Corporation by the Secretary of the Board of Directors. Voting will be done by written ballot or by electronic ballot after the General Membership Meeting, and the results will be announced to the General Membership no later than two weeks after the annual meeting. If the majority of the votes cast at the General Membership meeting approve the adoption of the amendment, and the total number of votes cast meets or exceeds a quorum of total Corporation membership, then the amendment may be incorporated into the By-Laws.

**AMENDED:** [A-42] Amendments to the By-Laws may be made as the need arises and are not limited to a specific month, but must follow the process laid out below to allow all members to review, provide input to, and vote on the changes. Proposed amendments to the By-Laws must be submitted in writing to the Board of Directors at least one month prior to the annual General Membership meeting. The proposed amendment may originate from the Board of Directors or by a petition signed by at least fifteen percent (15%) of the Corporation membership. [A-16] At least

two weeks prior to the annual General Membership meeting, a copy of the proposed amendment shall be distributed in writing to each member of the Corporation by the Secretary of the Board of Directors, and the membership shall be given an opportunity to provide feedback on the proposed amendments. Voting will be done by written ballot or by electronic ballot after the General Membership Meeting (or after an appropriate feedback opportunity),, and the results will be announced to the General Membership no later than three weeks after the annual meeting. If the majority of the votes cast at the General Membership meeting approve the adoption of the amendment, and the total number of votes cast meets or exceeds a quorum of total Corporation membership, then the amendment shall be incorporated into the By-Laws.

**[A-43] Proposed June 2018, Accepted July 2018**

ARTICLE XIV:

**ORIGINAL:** The Space Family Education, Inc. facility admits students of any race, sex, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally made available to students of the facility.

**AMENDED:** [A-43] The Space Family Education, Inc. facility admits students of any race, sex, color, religion, sexual orientation, gender identity, national and ethnic origin to all the rights, privileges, programs and activities generally made available to students of the facility.

**[A-44] Proposed June 2018, Accepted July 2018**

ADDED:

ARTICLE XVI  
Definitions

[A-44]

**Member:** a person eligible for Corporation membership as defined in Article III, Section 1, and having paid annual membership dues for the current school year

**Director:** a member of the Board of Directors of the Corporation

**Childcare Director:** the employee of the Corporation, charged with the day to day operation of the childcare center, to include all personnel actions associated with teachers and other staff in the employ of the Corporation.

**[A-45] Proposed June 2022, Accepted August 2022**

ARTICLE II:

**ORIGINAL:**

4. [A-18] To carry out fundraising activities in order to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility and for financial assistance to members and staff as approved by the Board of Directors.

**AMENDED:**

4. [A-18] [A-45] To carry out fundraising activities to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility and for financial assistance to members and staff as approved by the Board of Directors. Activities can be approved on a calendar year basis.

**[A-46] Proposed June 2022, Accepted August 2022**

ARTICLE III Section 1:

**ORIGINAL:** [A-9] Membership in the Corporation shall be open to all Federal Civil Service, military personnel, Starport personnel, and NASA contractor employees of Johnson Space Center. Membership will be governed in accordance with the Corporation's By-Laws. If a Corporation member fails to meet membership criteria as outlined in this section, then his/her membership in the Corporation terminates 30 days thereafter.

Section 1A

An on-site contractor is defined as an individual with assigned office space in an on-site building with an associated phone where the individual can officially be contacted.

**AMENDED:**

[A-9] [A-46] Membership in the Corporation shall be open to all Federal Civil Service, military personnel, Starport personnel, and NASA Johnson Space Center local contractor employees. Membership will be governed in accordance with the Corporation's By-Laws. If a Corporation member fails to meet membership criteria as outlined in this section, then his/her membership in the Corporation terminates 30 days thereafter.

**[A-47] Proposed June 2022, Accepted August 2022**

ARTICLE III Section 2:

**ORIGINAL:-** [A-34] Application for membership shall be in written form and presented to the Board of Directors of the Corporation. This may be done via the Childcare Director.

**AMENDED:** [A-34] [A-47] Application for membership shall be in written form and submitted to SFEI.

**[A-48] Proposed June 2022, Accepted August 2022**

ARTICLE III Section 3:

**ORIGINAL:** [A-1] [A-11] [A-19] Membership dues shall be determined annually by the Board of Directors and billed to all members by October 1. Any new memberships shall be charged a prorated rate based on the quarter in which they joined the Corporation (e.g. a new member in December will be charged three-quarter the annual rate for that year). Except as otherwise provided

for in the Articles of Incorporation, each paid membership is entitled to one vote. Membership shall terminate when dues are thirty days delinquent, or upon written notification to any Corporation officer. A single person who qualifies for membership may join the Corporation as a single member. A married couple with at least one spouse who qualifies for membership may join the Corporation as a single member or as a family membership. With a family membership, both spouses jointly share one vote in the Corporation. A married couple, with both spouses qualifying for membership, may join the Corporation as two individual members, or as a family membership.

**AMENDED:** [A-1] [A-11] [A-19] [A-48] Membership dues shall be determined annually by the Board of Directors and billed to all members by October 1. Any new memberships shall be charged a prorated rate based on the quarter in which they joined the Corporation (e.g. a new member in December will be charged three-quarter the annual rate for that year). Except as otherwise provided for in the Articles of Incorporation, each paid membership is entitled to one vote. Membership shall terminate when dues are thirty days delinquent, or upon written notification to any Corporation officer. A single person who qualifies for membership may join the Corporation as a single member. A married couple with at least one spouse who qualifies for membership may join the Corporation as a single member or as a family membership. With a family membership, both spouses jointly share one vote in the Corporation

**[A-49] Proposed June 2022, Accepted August 2022**

ARTICLE III Section 5:

**ORIGINAL:** [A-14] A meeting of the General Membership shall be held at least once a year in the month of June.

**AMENDED:** [A-14] [A-49] A meeting of the General Membership shall be held at least once a year in the month of June or July.

**[A-50] Proposed June 2022, Accepted August 2022**

ARTICLE VI Section 6:

**ORIGINAL:** [A-15][A-21] In addition to the duties assigned to each board position, the Board Members shall decide among themselves the distribution of other required roles such as Facility Manager, Fire Warden, Badging Representative, etc., as needed.

**AMENDED:** [A-15][A-21] [A-50] In addition to the duties assigned to each board position, the Board Members shall decide among themselves the distribution of other required roles such as Badging Representative, etc., as needed. Badging Representative shall be a Civil Servant Board Member.

**[A-51] Proposed June 2022, Accepted August 2022**

ARTICLE VIII Section 3:

**ORIGINAL:** The following committees shall be established as permanent committees:

- [A-22] A Fundraising Committee to carry out fundraising activities in order to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility and for financial assistance to members and staff as approved by the Board of Directors.
- A Budget and Finance Committee to plan for long-range financing, assist the Childcare Director in preparing the annual budget, and research current costs for insurance, employee benefits, salaries, equipment, and other operational expenses of the facility. This committee will also be responsible for recommending tuition fee ranges to the Board of Directors.
- A Policies and Procedures Committee to maintain the Standard Operating Procedures for the facility, and formulate policies and procedures for the use of the facility, including care of sick children, food purchase, storage, and preparation, hours of operation, admission and waiting list policies, basic personnel policies, grievance procedures, and other procedural and policy matters.

**AMENDED:** [A-51] The following committees should be established as permanent committees:

- [A-22] A Fundraising Committee to carry out fundraising activities to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility and for financial assistance to members and staff as approved by the Board of Directors.
- A Budget and Finance Committee to plan for long-range financing, assist the Childcare Director in preparing the annual budget, and research current costs for insurance, employee benefits, salaries, equipment, and other operational expenses of the facility. This committee will also be responsible for recommending tuition fee ranges to the Board of Directors.
- A Policies and Procedures Committee to maintain the Standard Operating Procedures for the facility and formulate policies and procedures for the use of the facility, including care of sick children, food purchase, storage, and preparation, hours of operation, admission and waiting list policies, basic personnel policies, grievance procedures, and other procedural and policy matters.

**[A-52] Proposed June 2022, Accepted August 2022**

ARTICLE XII Section 2:

**ORIGINAL:**

[A-42] Amendments to the By-Laws may be made as the need arises and are not limited to a specific month, but must follow the process laid out below to allow all members to review, provide input to, and vote on the changes. Proposed amendments to the By-Laws must be submitted in writing to the Board of Directors at least one month prior to the annual General Membership

meeting. The proposed amendment may originate from the Board of Directors or by a petition signed by at least fifteen percent (15%) of the Corporation membership. [A-16] At least two weeks prior to the annual General Membership meeting, a copy of the proposed amendment shall be distributed in writing to each member of the Corporation by the Secretary of the Board of Directors, and the membership shall be given an opportunity to provide feedback on the proposed amendments. Voting will be done by written ballot or by electronic ballot after the General Membership Meeting (or after an appropriate feedback opportunity), and the results will be announced to the General Membership no later than three weeks after the annual meeting. If the majority of the votes cast at the General Membership meeting approve the adoption of the amendment, and the total number of votes cast meets or exceeds a quorum of total Corporation membership, then the amendment shall be incorporated into the By-Laws.

**AMENDED:**

[A-42] [A-52] Amendments to the By-Laws may be made as the need arises and are not limited to a specific month, but must follow the process laid out below to allow all members to review, provide input to, and vote on the changes. Proposed amendments to the By-Laws must be submitted in writing to the Board of Directors at least one month prior to the annual General Membership meeting. The proposed amendment may originate from the Board of Directors or by a petition signed by at least fifteen percent (15%) of the Corporation membership. [A-16] At least two weeks prior to the annual General Membership meeting, a copy of the proposed amendment shall be distributed in writing to each member of the Corporation by the Secretary of the Board of Directors, and the membership shall be given an opportunity to provide feedback on the proposed amendments. Voting will be done by written ballot or by electronic ballot after the General Membership Meeting (or after an appropriate feedback opportunity), and the results will be announced to the General Membership no later than three weeks after the General Membership meeting. If the majority of the votes cast approve the adoption of the amendment, and the total number of votes cast meets or exceeds a quorum of total Corporation membership, then the amendment shall be incorporated into the By-Laws.