



Federal Lands Impacted Schools Association

Education For Children, Fairness for Taxpayers

BYLAWS OF THE FEDERAL LANDS IMPACTED SCHOOLS ASSOCIATION

(Approved March 13, 2022 Confirmed Approved March 11, 2024)

(Bylaws Approved March 10, 2025)

ARTICLE I – NAME

The name of this organization shall be the FEDERAL LANDS IMPACTED SCHOOLS ASSOCIATION (aka “FLISA”).

ARTICLE II – PURPOSES

Section 1. The purpose of FLISA shall be to:

- a. Provide information and assistance to member schools relative to matters pertaining to Federal Impact Aid for Section 7002.
- b. Provide leadership in coordinating activities in response to concerns associated with Federal Impact Aid for 7002 districts.
- c. Present the points of view, needs, and interests of the Federal Lands Impacted Schools Association to the Board of Directors of NAFIS.
- d. Enroll all school districts which qualify as eligible Section 7002 impacted school districts.
- e. Increase the membership of Section 7002 impacted schools in NAFIS.
- f. Develop a communications network within the member Section 7002 impacted school districts.
- g. Work with the leadership of NAFIS to form a unified front and speak with one voice.
- h. Facilitate improved financing, administration and continuation of Federal Impact Aid through interaction with state and national legislators and agencies.
- i. Participate in regional and national meetings of Impact Aid organizations.

ARTICLE III – STRUCTURE

The Federal Lands Impacted Schools Association is sub-group of the National Association of Federally Impacted Schools (NAFIS) and was created in the interest of serving the needs of education by serving the needs of the Section 7002 impacted districts which comprise the membership. It is comprised of school districts which voluntarily associate for the purposes set forth in these Bylaws.

ARTICLE IV – MEMBERSHIP

Section 1. Membership shall be open to school districts which receive Impact Aid funds due to the presence of Section 7002 lands.



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Section 2. No distinction shall be made on the basis of race, color, creed, religion, national origin, gender, age, handicap or entitlement.

Section 3. Each Section 7002 dues-paying district may select one voting representative who may act on the business of FLISA. A Section 7002 district may select a voting representative who is not a regular employee of that district by submitting a letter signed by the Superintendent of Schools, or designee, to the President of FLISA containing the following information:

- Name of the voting representative
- Specific term that the voting representative will represent that district

No one individual may vote as a district representative for more than one Section 7002 member district.

Section 4. Representatives of dues-paying school districts of FLISA may serve in leadership roles such as on the Executive Board or committees of the Organization.

ARTICLE V – OFFICERS/EXECUTIVE BOARD

Section 1. Qualifications

- a. Each officer shall be a natural person of full age. Each officer shall be a voting representative during his/her term of office.
- b. FLISA prefers a broad representation for its Executive Board, no more than one Executive Board member shall serve from the same district concurrently.

Section 2. Officers

The organization shall have the following officers:

- a. **President.** The President shall be the chief executive and administrative officer of FLISA. He/she shall notice and preside at all meetings of the members and of the Executive Board. He/she shall exercise such duties as customarily pertain to the office of President. He/she may, along with the Executive Director, sign, execute, and deliver in the name of FLISA powers of attorney, contracts, bonds, and other obligations and shall perform such other duties as may be prescribed from time to time by the Executive Board or by the Bylaws.



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- b. Vice-President. The Vice-President shall possess the power and may perform the duties of the President in his/her absence or disability and shall perform such other duties as may be prescribed from time to time by the Executive Board or by the Bylaws.
- c. Secretary. The Secretary shall, subject to the direction of the President, keep or cause to be kept the minutes of all meetings of the members and of the Executive Board, and to the extent ordered by the Executive Board or the President, the minutes of meetings of all committees. He/she shall have custody of and general charge of the records.
- d. Treasurer. The Treasurer shall, subject to the direction of the President, have general oversight of all the funds and securities of FLISA and have general supervision of the collection and disbursement of funds of the Organization. The Treasurer shall report the financial status of the Organization on a regular basis and the status of dues paying members at each meeting.
- e. Immediate Past President. The Immediate Past President shall serve as parliamentarian and assist the President in the operation of the FLISA organization. The Immediate Past President oversees the nomination process of the Executive Board. The Immediate Past President shall be the person who last completed a full term in the office of President of the Organization prior to the term of office of the incumbent and remains a representative of a member district. He/she shall perform such duties as may be prescribed from time to time by the Executive Board or by the Bylaws.
- f. Members at Large. The Members at Large shall be designated as Committee Chairpersons for the specific committees designated in the Advocacy Action Plan. ~~The number of such Members at Large shall correspond with the number of such committees.~~ Members at Large shall have such powers and perform such duties as may be assigned them by the Executive Board or the President.

Section 3. Executive Board

The Executive Board will consist of the officers named in Article V, Section 2. There is a goal for broad representation from different regions of the country and diverse types of districts.

- a. Terms of Office: Executive Board members shall be elected at large for two-year terms with the exception of the member elected to the office of



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President who shall serve a four-year term, two years as President, followed by two years as Immediate Past President. If the most immediate Past President is unable to serve or complete his or her term, the next most recent Past President will be named as Immediate Past President. Executive Board members shall be elected at the spring meeting. The President, Vice-President and At Large Members shall be elected during even numbered years. The Secretary, and Treasurer shall be elected during odd numbered years. Newly elected Executive Board Members shall take office upon the conclusion of the final FLISA meeting of the spring NAFIS conference.

- b. A vacancy in the office of President shall be immediately filled by the Vice-President, in which case the position of Vice-President will be filled at the next regular meeting. A vacancy in any other office shall be filled at the next regular meeting. In each case, the Executive Board shall recommend a replacement to fill the remainder of the term. Nominations can also be accepted from the floor.
- c. Each spring, the Executive Board will prepare and submit to the membership a slate of candidates for open seats on the Executive Board. FLISA members may also make nominations from the floor at the spring business meeting during which the election is conducted.
- d. Order of Precedence:
 - President
 - Vice-President
 - Immediate Past President
- e. The affairs of the FLISA shall be generally under the supervision and management of the Executive Board. Unless otherwise revised by the Executive Board, the order of business meeting of the Executive Board shall be:
 1. Call to Order
 2. Reports
 3. Information Items
 4. Action Items
 5. Other Business
- f. The Executive Board shall meet as necessary at the call of the President or a majority of the members of the Executive Board.
- g. A majority of the members of the Executive Board shall constitute a quorum. All decisions are made by majority vote of the Executive Board.



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- h. Committees: The President shall appoint a Budget Committee, and shall appoint such other committees as shall from time to time be determined by the President. Members of committees, unless otherwise specified, need not be members of the Executive Board but must be members of FLISA.

ARTICLE VI - EXECUTIVE DIRECTOR

The Federal Lands Impacted Schools Association shall employ a part-time Executive Director who will report directly to the Executive Board. The duties of the Executive Director shall be established by the Executive Board and will be intended to support and carry out the mission and plans of the organization.

ARTICLE VII – FINANCES

Section 1. Executive Board members shall not be compensated for their services.

Section 2. Expenses of the Organization, including expenses incurred by members, on behalf of the organization, shall be a charge against the revenue of the Organization when directed and approved by the Executive Board.

Section 3. The Executive Board will annually establish a budget which leads toward the accomplishment of the organization’s stated goals.

Section 4. In January of each year, the President shall appoint the Treasurer and at least two members of the Executive Board as the Budget Committee. The committee shall prepare and submit a budget for the coming fiscal year which shall begin on July 1. The budget shall be submitted to the President for the approval of the Executive Board at the Spring NAFIS Conference. The budget will be presented to the membership for approval by July of each year.

Section 5. Annual dues will be invoiced after ~~June~~ **July 1 in the following Not To Exceed Amounts:**

Districts receiving \$1,000,000 per year or more.....	NTE	\$1,000
Districts receiving \$500,000 – \$999,999.....	NTE	\$ 500
Districts receiving \$250,000 – \$499,999.....	NTE	\$ 250
Districts receiving \$100,000 – \$249,999.....	NTE	\$ 100
Districts receiving \$99,999 or less.....	NTE	\$ 50



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will be approved by a majority vote of the membership voting at the Spring, NAFIS Conference after no less than a full-year of study by the membership.

ARTICLE VIII – MEETINGS / VOTING

Section 1. FLISA will hold a minimum of two meetings per year for all members in conjunction with the NAFIS Fall and Spring Conferences. FLISA will also meet at least once between NAFIS meetings. FLISA shall inform and receive feedback on issues subject to a vote.

Section 2. A minimum of eleven voting representatives present at any meeting of the Organization shall constitute a quorum for the transaction of business. Actions shall be determined by a simple majority vote of voting representatives present with the exception of items pertaining to Section 7002 reauthorization and formula/funding changes which require a 2/3 vote of the voting representatives present; and to enact a change in bylaws which requires a 2/3 vote of the voting representatives present (see Article XIII Section 4.).

Section 3. A notice of each meeting with a tentative agenda shall be made available to each member at least two weeks in advance of regular meetings.

Section 4. Special meetings of FLISA may be called by the President or a majority of the Executive Board with reasonable notice to members.

ARTICLE IX – BYLAWS

Section 1. The Executive Board may recommend to the members such bylaws as may be desirable to achieve the purposes of the organization.

Section 2. The members may, by a 2/3 majority vote of those voting representatives present at a regular or special meeting, add, change or delete bylaws.

Section 3. The Executive Board may not take action which is inconsistent with or make changes to the bylaws adopted by the membership.

Section 4. Notice of proposed changes, along with the comments of the Executive Board and interested members shall be provided to members at least thirty days prior to the scheduled meeting or date for the mail ballot.

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Section 5. Through future reauthorizations or other changes in the language of the Impact Aid Program, the SECTION number may change. At such times, these bylaws will be changed to reflect the current SECTION number. Such changes will not require a vote of the membership.

SECTION X - PARLIAMENTARY AUTHORITY

To the extent not inconsistent with the Bylaws, or special orders of the President, meetings shall be conducted in accordance with informal, yet generally accepted practices.



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FLISA Bookkeeper

JOB DESCRIPTION

Approved at February 2, 2024 Winter Meeting

Position Responsibilities:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provides financial information; correspondence and related matters; prepares and maintains files and records related to FLISA Organization finances,
- Keeps an accurate record of all receipts and disbursements, and reflects those transactions in a budget report at each FLISA meeting/NAFIS conference to membership,
- Working with the Treasurer, develops procedures for Board Approval related to check writing, check endorsement and contract management as per non-profit and bank guidelines,
- Deposits fees and membership dues and maintains records which are shared and reviewed with FLISA Treasurer quarterly,
- Writes checks (along with FLISA President/Executive Director) for payment of bills, stipends and reimbursement, and maintains records which are shared and reviewed with FLISA Treasurer quarterly,
- Prepare general correspondences to membership regarding registration fees and membership dues,
- Reconciles monthly bank statements;
- Prepares withholding, and 1099 forms,
- Prepares necessary financial information for reports and projections, including budget reports for the membership.
- Prepares necessary financial information, reports and correspondence to maintain organization's non-profit status in consultation with legal representation.

Continued



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Terms: Twelve-month. Stipend of \$2,500 annually to be paid in equal halves in January and July. Salary will be reviewed by Board of Directors annually.

Reimbursement for all reasonable travel expenses to attend all FLISA Summer/Winter meetings and NAFIS Spring/Fall Conferences. Reimbursement for FLISA-related expenses (i.e. computer software, bank fees) with FLISA Board approval. All expenses to be approved by Treasurer as per Board approved procedures and travel reimbursement guidelines as provided below.

Travel Reimbursement Guidelines

The least expensive method of travel will be used, provided that no hardship will be caused to the Bookkeeper. The Bookkeeper will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first two checked bags will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Parking costs will be reimbursed.
3. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
4. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

The Bookkeeper should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. The Bookkeeper should pay personal expenses



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at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

The Bookkeeper may seek reimbursement for other expenses incurred while attending a meeting

FLISA By-Law Changes

Approved March 10, 2025 at Spring NAFIS Conference

Article V Section 2.f.

Members at Large. The Members at Large shall be designated as Committee Chairperson and Co-Chairperson (one) for the specific committees designated in the Advocacy Action Plan. Members at Large shall have such powers and perform such duties as may be assigned them by the Executive Board or the President.

Background: *This change would allow each committee to select a Co-Chairperson to increase the leadership pool and expand the amount of people engaged in committee activities.*

Article VII Section 5

Section 5. Annual dues will be invoiced after June ~~July-1~~ in the following ~~Not To Exceed~~ Amounts:

———— Districts receiving \$1,000,000 per year or more.....NTE	— \$1,000
———— Districts receiving \$500,000 – \$999,999.....NTE	— \$ 500
———— Districts receiving \$250,000 – \$499,999.....NTE	— \$ 250
———— Districts receiving \$100,000 – \$249,999.....NTE	— \$ 100
———— Districts receiving \$99,999 or less.....NTE	— \$ 50

to be approved by a majority vote of the membership voting at the Spring, NAFIS Conference after no less than a full-year of study by the membership.

Background: *This change would avoid us having to change the by-laws again once we set on membership amounts in March. It would also allow flexibility to change dues after a year. The current dues structure the organization is working under were the original dues since the organizations funding. There has never been a single dues increase in the history of the organization.*



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Note: The actual amounts for dues to be approved at the Spring meeting have been discussed beginning in March, 2024. The proposed dues structure is included below but was sent back to the committee at the end of the Winter, 2025 meeting to be revised to include more tiers. The final will be presented at the NAFIS Spring Conference for approval.

Proposed Dues Structure B						
Adjust percentage of funding average as shown in red, with results shown in blue						
Impact Aid Funding	# Districts	Dues	FLISA Revenue	Funding Ave*	% of Ave	% Revenue
\$49,999 or less	10	\$50	500	50,000	0.10%	0.91%
\$50,000 - \$99,999	10	\$100	1,000	175,000	0.06%	1.83%
\$100,000 - \$249,000	9	\$350	3,150	175,001	0.20%	5.75%
\$250,000 - \$499,999	14	\$650	9,100	325,000	0.20%	16.62%
\$500,000 - \$999,999	10	\$1,500	15,000	750,000	0.20%	27.40%
\$1,000,000 - \$1,999,999	3	\$2,000	6,000	1,000,000	0.20%	10.96%
\$2,000,000 or more	8	\$2,500	20,000	2,800,000	0.20%	36.53%
	64		54,750			