

Name of School Parent Club

Bylaws
Adopted **Date**

Article I. Name

The name of this organization shall be the *Name of School Parent Club*.

Article II. Purpose and Policy

Section 1. To establish and maintain closer relationship between parents, students, school staff, and the community.

Section 2. To secure for every child the highest advantage in physical, mental, and social education.

Section 3. This organization shall be non-commercial, non-secretarian and non-partisan. No commercial enterprise and no candidate nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any other purpose other than the work of the organization.

Section 4. The organization shall not seek to direct the administrative activities of the school or control its policies.

Section 5. The organization is not a service club. Any monies raised shall be used for the benefit of the students of the school. No money shall be donated to any outside charities or Organization without unanimous decision.

Article III. Membership and Dues

Section 1. Any person interested in the objectives for which this organization is organized may become an active member upon payment of dues as hereinafter provided.

Section 2. The annual dues for membership shall amount to five dollars (\$5.00) per family.

Article IV. Officers and Elections

Section 1. The officers of this organization shall be the president, vice-president, secretary, treasurer, assistant treasurer, parliamentarian, activities director, membership chair, scrip coordinator, and fundraising coordinator.

Section 2. Nominations shall be made by general membership. The consent of each candidate must be obtained before his/her name is placed in nominations.

Section 3. Officers shall serve for a term of at least one year. Officers shall assume their duties on the first day of July.

Article V. Duties of the Officers

Section 1. The president shall preside over all meetings of the organization and of the executive board. The president will be an authorized signer on all checks.

Section 2. The vice-president shall act as the aide to the president, and in the absence of the president shall perform all duties of the president.

Section 3. The secretary shall keep an accurate record of the proceedings of all meetings of the organization and of the executive board; shall be prepared to refer to minutes of previous meetings. A record of the whole year's minutes shall be stored at the school at year's end.

Section 4. The treasurer shall receive all monies of the organization, keeping an accurate account thereof. He/She shall deposit the money of the organization in a bank appointed by the executive board. Any bills presented for payment should be signed by that member. He/She shall keep an accurate record of receipts and disbursements. He/She shall be responsible for obtaining change and a change box for all club activities. The Treasurer will prepare all checks with appropriate backup documents (i.e. invoices) for signature by two authorized signers. The assistant treasurer shall assist the treasurer in all duties described above. The treasurer shall make regular bank deposits to ensure quick deposit of ongoing fundraising events.

Section 5. The parliamentarian's primary duty is to advise the presiding officer on questions of parliamentary law and matters of procedure.

Section 6. The activities director will be chairman of all Parent's Club sponsored activities or he/she will solicit chairpersons to help coordinate activities planned by the board or general membership.

Section 7. The membership chairperson shall hold a membership drive during the fall of each year. He/She shall keep accurate lists of all members in good standing. He/She will prepare a sign up form the beginning of the next school year.

Section 8. The fundraising coordinator shall hold fundraising drives throughout the year, type and frequency of which will be decided upon by the board.

Section 9. A non-board member shall review the books once a year. This will be done by August 31st of each year. The books must be reviewed before they are handed over to the new officers.

Article VI. Meetings

Section 1. All meetings are open to the general public and shall be advertised in advanced on the school calendar.

Section 2. The election of officers shall be held in the spring.

Section 3. The privilege of making motions shall be limited to the executive officers only.

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Article VII. Executive Board

Section 1. Vacancies in office shall be filled by the executive board.

Section 2. The executive board shall meet at least once a month; the day to be decided by executive board members.

Section 3. The executive board may call special meetings to transact necessary business between regular meetings and such other business as may be referred to by the organization.

Section 4. Four shall constitute a quorum in regular and special board meetings.

Section 5. If a phone/e-mail vote is deemed necessary by the president or 4 concurring board member in the president's absence then all board members must be contacted. If one board vote is a "No" then the issue must be discussed at a meeting before being voted upon.

Article VIII. Standing Committees

Section 1. There shall be standing committees created by the executive board as may be required to carry on the work of the organization. The chairpersons of the standing committees shall act at the discretion of the executive board. The chairperson, upon completion of

his/her appointment, shall turn over all necessary records and material to the new chairperson.

Article IX. Financial Requirements

Section 1. Under the guidelines of the Madera Unified School District, annual reviews shall be conducted by a paid CPA or approved auditor. All Forms 990's and taxes will be filled by the CPA or approved auditor. The executive board of the organization will be responsible for following three annual reporting requirements: IRS, Franchise Tax Board, and The Attorney General's Office.

Section 2. District directed and general accounting procedures that meet the guidelines of a non-profit organization shall be adhered to and will be used.

Section 3. All checks require two signatures. Authorized signers consist of: president, vice-president, secretary and two elected board members. In the event of a conflict of interest, checks are to be signed by two remaining authorized signers. Supporting documents must accompany the checks.

Section 4. All monies shall be deposited in tact within one month from time of receipts.

Article X. Amendments

Section 1. These by-laws may be amended by a two-thirds vote of members present at a general meeting.

Article XI. Governing Rules

Section 1. The rules contained in the Robert's Rules of Order revised shall govern this organization in all cases in which they are applicable and not inconsistent with the by-laws.