

**ARMSTRONG-BOLIN
PARENT CLUB BY-LAWS**

Revised January 2010

ARTICLE I. Name:

Section 1.01 The name of this club shall be: "The Armstrong-Bolin Parents Club (ABPC)", hereafter referred to as the Club.

ARTICLE II. Object:

Section 2.01 This Club shall, by united efforts, further all movements towards the higher ideals of community life of Armstrong/Bolin Schools.

Section 2.02 To use funds raised for materials, equipment, and activities for the benefit of Armstrong-Bolin students and/or for necessary equipment for the Club.

Section 2.03 A minimum of \$2,000.00 is to be left in the treasury at the close of each school year.

ARTICLE III. Membership:

Section 3.01 Membership requires that a person be an adult and reside within the Armstrong-Bolin School area of District #86 and have a child attending either school, or be a teacher, aide, or principal of Armstrong-Bolin School, or immediate past Club President.

Section 3.02 Members may debate and vote on any motion. Voting by Proxy is not allowed.

Section 3.03 It shall be the responsibility of members of this club to make it a value and service to the schools and community.

Section 3.04 Secretary's and Treasurer's books are open to any member of the Club.

ARTICLE IV. Officers:

Section 4.01 The elected officers of this Club shall be President, Vice-President, Secretary, Treasurer, Armstrong/Bolin Historian, Director of Membership, and Event Coordinator.

Section 4.02 An officer shall serve for a term of no more than two consecutive years or until his/her successor is elected. The term of office is from the close of the installation at the April Club meeting to the close of the installation at the following April Club meeting, with the exception of the Treasurer who serves until the books are audited at the end of the school year. (See Article 5 SectionD, 8.)

Section 4.03 No member shall hold more than one office at any time.

Section 4.04 In the event of a vacancy in office, the Director of Membership is to present a slate of one or more members at the following Club meeting. The member elected will serve for the unexpired term. In the event of a vacancy in the office of President, the Vice-President shall succeed to the office of President for the unexpired term. Filling a vacancy in any office for more than 5 months shall be considered as serving for a full term.

ARTICLE V. Duties of Officers:

Section 5.01 The officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Club.

Section 5.02 An officer wishing to resign must submit a written resignation to the President or Vice-President.

Section 5.03 Duties of the President

- A. To provide general supervision of the work of the Club.
- B. To preside at all meetings of the Club and the Executive Board.
- C. To set the agenda for each meeting.
- D. To distribute meeting agendas at least one week prior to each meeting.
- E. The President or his/her designee shall, along with the Vice-President, serve as the Club's representative on the District #86 Parent Advisory Board.
- F. To co-sign the signature card at the bank. The President and Treasurer must sign all checks.
- G. The President shall recruit Webmaster, Library volunteer, and such other committees as the Club or the Executive Board shall from time to time deem necessary.
- H. At the conclusion of his/her term, the President shall serve on the Executive Board for one year as immediate Past Club President.
- I. The President shall only sign documents for the school year which he/she presides.
- J. To meet and prepare the incoming President for the next year's term. The President should go over duties and responsibilities and ensure all tasks get passed on appropriately.

Section 5.04 Duties of the Vice-President

- A. To serve in the absence of the President.
- B. To oversee all fundraising events throughout the year, including but not limited to, fall fundraiser, spirit sales, Culver's and McDonald's nights, Market Day, and Silent Auction/Spaghetti Supper.
- C. To recruit Chairpersons for events listed in Section 5.04 B, keep in consistent contact with fundraising Chairpersons, and assist as needed.
- D. To report the status of all fundraising events to the Club at regularly scheduled meetings in the event the Chairperson is unable to attend.
- E. To serve as a member on the budget committee.
- F. To represent the school at the school at the District #86 Parent Advisory Board meeting, along with the President.
- G. To purchase the out-going President's gift at the end of their term.

Section 5.05 Duties of the Secretary

- A. To keep Club records and the minutes of the Club's regular and Executive Board meetings.
- B. To keep a current and accurate copy of the by-laws.
- C. To distribute copies of the minutes to the Executive Board within 14 days after each meeting and send a copy to the Historian to post at each school.
- D.
- E. To send out "thank you" notes as deemed appropriate (i.e., guest speakers, etc.) and notices of Club meetings.
- F. To create and distribute the Club's monthly newsletter on the first Friday of the month or one week after the school's newsletter is distributed to parents.
- G. To purchase floral arrangements for special occasions, such as the Christmas program.
- H. To email appropriate content from the Club to the Webmaster to post on the Club's website.

Section 5.06 Duties of the Treasurer

- A. To receive all monies of the Club and to keep an accurate record of receipts and expenditures.
- B. All monies which are received in cash shall be counted by at least two people.
- C. The Treasurer, President, or other individual appointed by the Executive Board, will be responsible for counting and depositing all funds into the Club account within 24 hours of receipt.
- D. To pay out funds after being reviewed with the President and as authorized by the Club.
- E. To present an itemized Treasurers' report at each monthly meeting. In the Treasurer's absence, the President will present the Treasurer's report.
- F. To prepare a report of anticipated bills (those bills to be paid over the summer or during the following club year). This report shall be given to the current Club President, the immediate past Club President, and Club Treasurer no later than one month following the last day of school.
- G. To oversee purchase and presentation of Christmas gifts for the principals, secretaries, custodians, and kitchen staff.
- H. Transfer the books to the newly elected Treasurer no later than one month following the last day of school.
- I. Turn the books over to an auditor/reviewer approved by the Board and submit an annual financial report to District #86 at such time as the District specifies.
- J. To co-sign the signature card at the bank. The President and the Treasurer must sign all checks.

Section 5.07 Duties of the Director of Membership

- 1. To create a slate of nominees for elections and vacant positions that arises throughout the year. At the February Parent Club sponsored event, the Director of Membership will present a slate of prospective officers for the following Club year.

2. To prepare ballots for the March Club meeting if there is more than one nominee for an office.
 3. To introduce the new panel of officers at the close of the April Club meeting.
- B. To provide a copy of the current by-laws to the new officers and to ensure all current by-laws are being upheld by all members.
 - C. To be the Chairperson of the By-Laws committee when a review is necessary.
 - D. To help fulfill unassigned tasks as needed.
 - E. To arrange the entertainment program for the Club meetings, with the principals' approval.
 - F. To establish child-care through the building principals for Club meetings and write out check reimbursement for the child care provider.

Section 5.08 Duties of the Historian

- A. To compile a record of each school and Club's activities, including sports and scholarship awards. This file is to be kept in the respective school's library and may not be checked out.
- B. To take, or recruit someone to take, photos for the yearbook.
- C. To coordinate yearbook sales.
- D. To work together with the Parent Club Secretary in regularly posting pictures, calendars, minutes, and other Club business on the bulletin boards at both schools.
- E. To regularly provide photos to the Web Master for inclusion in the Club's webpage upon receiving prior approval from respective school principal.

Section 5.09 Duties of the Event Coordinator

- A. To oversee all non-fundraising activities, such as: Head Room Parent, Staff Appreciation, Carnival, Book Fair, Fun Day, Grade Level Game Nights, and Picture Person.
- B. To recruit Chairpersons for all non-fundraising events and assist them as necessary.
- C. To report progress of these events to the Club at regular meetings as necessary when Chairpersons are not present.
- D. To recruit volunteers for all events and compile a list of volunteers and distribute to all Committee Chairpersons.

ARTICLE VI. Elections:

Section 6.01 The Director of Membership shall prepare a slate of one or more members per office. This slate shall be presented to the Club at the February meeting, at which time additional nominations of members may be made from the floor, provided the nominees are present. No name shall be placed in nomination without the consent of that individual. Nominations will be closed one week prior to the scheduled March meeting.

Section 6.02 No member shall hold more than one office at any time. The elected officers shall serve no more than two years in the same position.

Section 6.03 The election shall be at the March meeting. The election shall be by ballot when there is more than one nominee for an office.

Section 6.04 Members must be present to participate in any election.

Section 6.05 The introduction of new officers is to be held at the April meeting.

Section 6.06 New officers shall be introduced and take over their positions at the close of the April Club meeting, with the exception of the Treasurer, who will serve until the books are audited at the end of the school year.

Section 6.07 In the event of a vacancy in office, the Nomination Chairperson is to present a slate of one or more members at the following Club meeting, to serve, if elected, for the un-expired term. In the event of the vacancy in the office of the President, the Vice-President succeeds to the office of President for the un-expired term. Filling vacancy for more than five months shall be considered as service for the entire term.

ARTICLE VII. Meetings:

Section 7.01 The regular meetings of this Club shall be held once a month during the school year except for the months of August, December, February, and May. The regular meetings will be held on dates and times specified by the officers.

Section 7.02 Agenda items must be submitted to the Club President at least one week prior to the Club meeting. Items submitted less than one week prior to the Club meeting may not be included on the agenda.

Section 7.03 Special meetings of this Club may be called by the President or a majority of the Executive Board members. At least two school days notice prior to the special meeting shall be provided to the members. Business at the special meetings shall be limited to that business specified in the Notice of Meeting.

Section 7.04 The rules contained in Robert's Rules of Order Newly Revised shall govern the proceedings of the Club, except when they conflict with the provisions of these By-Laws.

Section 7.05 Quorum for the Club meetings will be the number of members present, provided that at least eleven members including at least four Executive Board members, and one building principal are present.

ARTICLE VIII. Executive Board:

Section 8.01 The Executive Board shall consist of the eight elected officers, the immediate Past President, and the principals of Armstrong and Bolin schools.

Section 8.02 The duties of the Executive Board shall be to make recommendations to the membership, to transact necessary business in the intervals between club meetings and to report on these transactions at the following Club meeting. The Executive Board shall have the power to authorize expenses up to , but not to exceed \$500.00, which occur during the intervals between meetings provided they have a quorum present. Proposed expenditures costing more than \$500.00 must be approved by the respective building principal and the District 86 Superintendent.

Section 8.03 Meetings of the Executive Board will be held once a month during the school year, except the month of December and February.

Section 8.04 The Executive Board shall meet at least once during the summer to prepare for the upcoming year.

Section 8.05 Special meetings of the Executive Board may be called by the President or a majority of the Executive Board members. Notice must be given to all members of the Executive Board at least two days before the meeting.

Section 8.06 The Quorum of the Executive Board is a simple majority of the board.

ARTICLE IX. Committees

Section 9.01 The standing committees of this Club shall be but not limited to (1) Fundraiser, (2) Library Volunteers, (3) Head Room Parent, (4) Staff Appreciation, (5) Carnival, (6) Book Fair, (7) Kindergarten Registration, (8) Budget, (9) Spaghetti Supper, (10) Market Day, (11) Picture Person, (12) Box Top/Soup Label, (13) Webmaster, and (14) Silent Auction.

Section 9.02 The chairperson of each committee shall be recruited by the President, Vice-President and Event Coordinator.

Section 9.03 All committees are to consist of volunteers and/or recruited Chairpersons.

Section 9.04 Special committees are created and appointed for a specific purpose. When its work is done and its final report is made, the Special Committee automatically goes out of existence. These committees are appointed by the President. Some examples of these committees could include Santa Workshop/Breakfast, and Teacher's Birthdays.

ARTICLE X. Duties of the Committees:

Section 10.01 Budget Committee

- A. A Budget Committee shall be formed for the purpose of preparing a proposed budget of Parent Club funds.
- B. The Budget Committee membership shall consist of the Club President, who will act as Chairperson, the immediate past Club President, the Club Vice-President, the Club Treasurer, the immediate past Club Treasurer, the school principals, one teacher from each school, and two parent volunteers from each school.
 1. Parent Volunteers are to be chosen at random by lottery if more than four people volunteer.
 2. Volunteers and teachers shall serve on the Budget committee for one school year.
 3. The four parent volunteer positions may not be filled with the current Executive Board members.
- C. The proposed budget shall be submitted to the membership two weeks prior to the September Club meeting and voted upon at the September Club meeting. Proposed budgets shall be posted at the schools, the Club website and distributed through the schools two weeks prior to the September meeting.
- D. Ideas and suggestions for expenditures of Parent Club funds may be submitted by any parent or teacher throughout each school year. The Budget Committee shall meet in August of each year to review these suggestions and prior year expenditures.

- E. The proposed budget shall provide for expending all but the “carry-over” amount, specified in Article 2, Section 3, of the funds available during the school year.

Section 10.02 Where duties of the committees are not specifically outlined, refer to the continuity folders, which are maintained yearly and available from the President.

ARTICLE XI. Parliamentary Authority:

Section 11.01 The rules contained in Robert’s Rules of Order Newly Revised shall govern the proceedings of the Club, except when they conflict with the provisions of these By-Laws.

ARTICLE XII. Amendment:

Section 12.01 A By-Law committee, appointed by the President, may review these By-Laws once each year and offer amendments.

Section 12.02 The Articles of the By-Laws may be amended at any regular meeting, provided notice of the proposed amendment has been given at the previous meeting. It then takes a two-thirds majority vote of members present for passage.

ARTICLE XIII. Dissolution:

Section 13.01 Upon dissolutions of the Club, the officers thereof, after paying or making provisions for the payment of all the liabilities of the Club, shall dispose of the Club by dividing equally and disbursing said assets to Armstrong School and Bolin School.