

ARMSTRONG-BOLIN
PARENT CLUB BY-LAWS

Updated April 2017

Article I. Name:

Section I.01 The name of this club shall be: “The Armstrong-Bolin Parents Teachers Club (ABPTC)”, hereafter referred to as the Club.

Article II. Object:

Section II.01 This Club shall, by united efforts, further all movements toward the higher ideals of community life of Armstrong/Bolin Schools.

Section II.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 II.03 A minimum of \$2,000.00 is to be left in treasury at the close of each year.

Article III. Membership:

Section III.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.

Section III.02 Members may debate and vote on any motion. Voting by Proxy is not allowed.

Section III.03 It shall be the responsibility of members of this club to make it a value and service to the schools and community.

Section III.04 Secretary’s and Treasurer’s books are open to any member of the Club.

Article IV. Officers:

Section IV.01 The elected officers of this Club shall be President, Vice-President, Secretary, Treasurer, Historian, Director of Membership, and Event Coordinator.

Section IV.02 The term of office begins immediately after the conclusion of the May Board meeting, with the exception of the Treasurer who serves until the books are audited at the end of the school year. (See Section 5.06, H)

Section IV.03 No member shall hold more than one (1) office at any time.

Section IV.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.

Article V. Duties of Officers:

Section V.01 The officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Club.

Section V.02 An officer wishing to resign must submit a written resignation to the President or Vice-President.

Section V.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 for each meeting.
- E.** To co-sign the signature card at the bank. The President and Treasurer must sign all checks.
- F.** To recruit Webmaster, and other committees as the Club or the Executive Board shall from time to time deem necessary.
- G.** To only sign documents for the school year which he/she presides.
- H.** 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.
- I.** To oversee and manage Fall Family Night.
- J.** To document a timeline of your year and your activities to pass along to future board members.

Section V.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, Restaurant nights, collaborative art, book fairs, and trivia night.
- 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 document a timeline of your year and your activities to pass along to future board members.
- G.** To submit all agenda items for all parent club meeting at least 1 week prior to the meeting to the Club President.

Section V.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 7 days after each meeting. After minutes are approved, send a digital file to Webmaster.
- D.** To send out "thank you" notes as deemed appropriate (i.e., guest speakers, guests, etc.) and notices of upcoming Club meetings or events.
- E.** To add appropriate content from the Club to social media and email appropriate content to the webmaster to post on the Club's website..
- F.** To document a timeline of your year and your activities to pass along to future board members.
- G.** To submit all agenda items for all parent club meeting at least 1 week prior to the meeting to the Club President.

Section V.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 (2) 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 on a weekly basis.
- D. To pay out funds after being reviewed with the President and as authorized by the Club.
- E. To purchase floral arrangements for special occasions, such as the Christmas program.
- F. To present an itemized Treasurer's report at each monthly meeting. In the Treasurer's absence, the President will present the Treasurer's report.
- G. To oversee purchase and presentation of Christmas gifts (\$25 in value) for the Principals, School Secretaries, Custodians, and Kitchen Staff.
- H. To transfer the books to the newly elected Treasurer after the audit and May elections have been completed.
- I. To 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 calculate carry-over funds and present the amount to the Principals at the August Budget meeting.
- K. To co-sign the signature card at the bank no later than June 30th. The President and Treasurer must sign all checks.
- L. To document a timeline of your year and your activities to pass along to future board members.
- M. To submit all agenda items for all parent club meeting at least 1 week prior to the meeting to the Club President.
- N. To write a check the night of the parent club meeting to the babysitter.

Section V.07 Duties of the Director of Membership

- A. To begin process of seeking interested club members who may want to hold board positions for the following school year starting in March.
- B. To create a slate of nominees for elections and vacant positions that arise throughout the year.
- C. To create a slate of officers to be sent home to ALL parents one (1) month prior to the May meeting.
 - 1. To prepare ballots for the May Club meeting if there is more than one (1) nominee for an office.

- 2. New officers, except the Treasurer, will take office positions in May, unless the audit has been completed.
- 3. Vote will take place at the May meeting.
- D. 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.
- E. To recruit volunteers for all events and compile a list of volunteers and distribute to all committee chairpersons.
- F. To document a timeline of your year and your activities to pass along to future board members.
- G. To submit all agenda items for all parent club meeting at least 1 week prior to the meeting to the Club President.

Section V.08 Duties of the Historian

- A. To take, or recruit someone to take, photos for the yearbook.
- B. To coordinate yearbook sales in January/early February.
- C. To work together with the Secretary in regularly posting pictures, calendars, minutes, and other Club business on the bulletin board at both schools.
- D. To regularly provide photos to the Webmaster for inclusion in the Club's webpage upon receiving prior approval from respective school principals.
- E. To oversee the making and distribution of the Armstrong/Bolin School Directory. This also includes recruiting a parent to be in charge of this task.
- F. To document a timeline of your year and your activities to pass along to future board members.
- G. To submit all agenda items for all parent club meeting at least 1 week prior to the meeting to the Club President.
- H. To coordinate the upkeep of the electronic binders and share as needed.

Section V.09 Duties of the Event Coordinator

- A. To oversee all non-fundraising activities, such as: Head Room Parent, Staff Appreciation, Fun Day, 2nd Grade Level Game Nights, Bookworm Buddies and Picture Person.
- B. To recruit Chairpersons for all non-fundraising events and assist them as necessary.

- C. To recruit a room parent coordinator and picture person coordinator prior at the beginning of school year to oversee volunteers and communicate needs to the board. To report progress of these events to the Club at regular meetings as necessary when Chairperson are not present.
- D. To document a timeline of your year and your activities to pass along to future board members.
- E. To submit all agenda items for all parent club meeting at least 1 week prior to the meeting to the Club President.

Article VI. Elections:

Section VI.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 March meeting. Additional nominations may be submitted in writing or verbally to the Director of Membership up until one week prior to the May meeting.

Nominations will be closed one (1) week prior to the scheduled May meeting.

Section VI.02 No member shall hold more than one (1) office at any time.

Section VI.03 The election shall be at the May meeting. The election shall be by ballot when there is more than one (1) nominee for an office.

Section VI.04 Members must be present to cast a vote in any election.

Section VI.05 New officers shall be introduced and take over their positions following the vote at the May meeting.

Section VI.06 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, to serve, if elected for the unexpired term. This nomination should be presented at a regular Club meeting and documented in the meeting's minutes. In the event of the vacancy in the office of the President, the Vice-President succeeds to the office of President for the unexpired term. Filling vacancy for more than five (5) months shall be considered as service for the entire term. In the event of the vacancy in the office of the Director of Membership, the President will go through the process of seeking and filling the open position.

Article VII. Meetings:

Section VII.01 The regular meetings of this Club shall be held once a month during the school year except for the months of August, October, December, February, and April. The regular meetings will be held on dates and times specified by the officers.

Section VII.02 Agenda items must be submitted to the Club President at least one (1) week prior to the Club meeting. Items submitted less than one (1) week prior to the Club meeting may not be included on the agenda.

Section VII.03 Special meetings of this Club may be called by the President or a majority of the Executive Board members. At least two (2) 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 VII.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 VII.05 Quorum for the Club meetings will be the number of members present, provided that at least nine (9) members including four (4) Executive Board members, and one (1) building principal are present.

Article VIII. Executive Board:

Section VIII.01 The Executive Board shall consist of the seven (7) elected officers, and the Principals of Armstrong and Bolin schools.

Section VIII.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 VIII.03 Regular meetings of the Executive Board will be held before or after the regularly scheduled parent club meetings as listed in Section 7.01.

Section VIII.04 The Executive Board shall meet at least once prior to the start of the upcoming school year to prepare for the year.

Section VIII.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 (2) days before the meeting.

Section VIII.06 The Quorum of the Executive Board is a simple majority of the board.

Article IX. Committees:

Section IX.01 The standing committees of this Club shall be, but are not limited to, (1) Fundraiser, (2) Head Room Parent, (3) Staff Appreciation, (4) Book Fair, (5) Budget, (6) Picture Person, (7) Box Top/Soup Labels, (8) Webmaster, (9) Silent Auction/Special Events, (10) Movie Night, and (11) Fun Day.

Section IX.02 The Chairperson of each committee shall be recruited by the President, Vice-President, and Event Coordinator.

Section IX.03 All committees are to consist of volunteers and/or recruited Chairpersons.

Section IX.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.

Article X. Duties of the Committees:

Section X.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 Club Vice-President, the Club Treasurer, the immediate Past Club Treasurer, the school principals, and one (1) teacher from each school. All members of the Budget Committee will serve on this Committee for one (1) school year. A majority of the Committee must be present for the meeting to commence.
- C.** The proposed budget shall be submitted to every parent two (2) 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 (2) 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 the 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 X.02 Where duties of the committees are not specifically outlined, refer to the Dropbox, which is maintained regularly and available from the Historian, or seek guidance from building Principals or club President.

Article XI. Parliamentary Authority:

Section XI.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 XII.01 A By-Law committee appointed by the President, may review these By-Laws once each year and offer amendments. The committee must include at least one (1) school principal.

Section XII.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 XIII.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 the Club by dividing equally and disbursing said assets to Armstrong School and Bolin School.