

Swanson Elementary Community Club Bylaws

Article I

The name of the organization shall be Swanson Community Club

Article II

The Community Club is organized for the purpose of supporting the education of students and support of the teachers and administration at Swanson Elementary by fostering partnerships among the school, administration & staff, parents, as well as the community in order to ensure that students achieve their fullest potential and receive the best education possible.

Article III- Members

Section 1. Any parent, guardian or other adult standing *in loco parentis* for a student at the Swanson Elementary may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2. Dues, if any, will be established by the Executive Board.

Article IV-Officers and elections

Section 1. Officers. The officers shall be a President, Vice President or Co-President, Secretary, and Treasurer.

a. President. The President shall preside over meetings of the organization and Executive Board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, and coordinate the work of all the officers and committees in order that the purpose of the organization to be served.

b. Vice President. The Vice President shall assist the president and carry out the President's duties in his or her absence or inability to serve. The Vice President shall assist the President with all fundraising and shall help coordinate committees and take charge of the **Nomination/Elections Committee** if no other members volunteer to chair that committee.

c. Secretary. The Secretary shall keep all records of the organization, take and record minutes, send out the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, and membership list.

d. Treasurer. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts, and expenditures, and pay out funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year.

Section 2. Nominations and Elections. Nominations for future slate of officers will be presented at the **March** meeting.

a. Nominations for officers shall be solicited via flyer sent home with students asking for nominations from membership for vacant offices and or at Community Club meetings. A member can nominate any member including his or herself on the blank nomination ballot. The nomination period shall begin January 1 and close by Friday prior to the regular **March** meeting to allow the Nomination/Elections Committee time to prepare the slate of nominees. Additional Nominations may also be made from the floor at the March meeting and will be added to the slate as candidates for the April election.

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b. At the time of election, ballot votes will be collected and counted by the Nomination/Elections Committee and the chair of that committee will prepare and sign a report that is read to the members and used by the presiding officer to declare who is elected. That report is entered in full in the minutes. The report should include the following information:

- The number of votes cast
- The number of votes each candidate received
- The number of invalid or ineligible ballots

c. Elections will take place at the April meeting. Voting shall be by voice vote if there is only one person running for office, if more than one person is running for an office, a ballot vote shall be taken.

The election for each office is considered final when the nominee who won the election is notified and accepts the position. The only exception to the rule is if the elected candidate is not present but has, in advance consented to the position elected, in which case, the election is final at the completion of the election. If the nominee is not present, has not consented in advance, and declines the election, an election to fill the vacancy can take place at the next regularly scheduled meeting as outlined in Section 4. If a candidate is elected to two offices, then the member can decide which office he/she wants, and then another election shall be held to fill the vacant office. If the member is not present, the members who are present will select, by majority vote, which office the candidate will take.

Section 3. Terms of office. Officers are elected for a one year term. Each candidate elected shall hold only one office at a time.

Section 4. Vacancies. If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 5. Removal from office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V-Meetings

Section 1. Regular meetings. The regular meeting of the organization shall be once a month or at a time and place determined by the Executive Board at least ten days prior to the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that shall arise. The Secretary will notify the members of the meetings in a flyer sent home with students at least one week prior to the meeting.

Section 2. Special meetings. Special meetings may be called by the President, any two members of the Executive Board, or five members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer, email and or and phone calls.

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Section 3. **Quorum.** The quorum shall be 5 members of the organization, two (2) of which will be officers.

Article VI-Executive Board

Section 1. **Membership.** The Executive Board shall consist of the officers, staff designee and standing committee chairs. The control and management of the activities and funds of the organization shall be under the direction of the Swanson Elementary Community Club Executive Board.

Section 2. **Duties.** The duties of the Executive Board shall be to transact business between meetings in preparations for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. **Meetings.** Regular meetings shall be held monthly, at a date and time to be determined by the Executive Board. Special meetings may be called by any two Executive Board members, with 24 hours notice.

Section 4. **Removal and vacancies.** See Article IV, Sections 4 & 5.

Article VII. Committees

Section 1. **Membership.** Committees may consist of members and board members, with the president acting as an *ex-officio* member of all committees.

Section 2. **Standing Committees.** The following committees shall be held by the organization; **Fundraising & Development, Hospitality, Membership, Arts and Enrichment, Family Events, Nomination/Elections, Yearbook, and Auditing.** The **Nomination/Elections Committee shall be comprised of members who are willing to familiarize themselves the bylaws and are able to maintain confidentiality during the election process.**

Section 3. The Executive Board with a majority vote may create additional standing committees at the beginning of the school year to reflect the current efforts and activities of the PTO. The chairperson(s) of the created committee will serve on the PTO for that year. The committee shall be disbanded upon completion of the committee objectives set forth at the time committee is established.

Article VIII-Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by majority vote of the members present.

Section 2. The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The Executive Board shall approve all expenses of the organization. There will be no reimbursement of funds without prior approval and supporting documentation authorizing purchase to include receipts.

Section 4. Two authorized signatures shall be required on each check over **\$50.00.** Authorized signers shall be the President, Secretary, and/or Staff Designee.

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Section 5. The Treasurer shall prepare a financial statement at the end of the year to be reviewed by the Community Club.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent on instructional materials, and/or supplies that provide for, benefit, or enrich the education of the children at Swanson Elementary.

Section 7. The fiscal year shall coordinate with the school year, which is **July 1-June 30**.

Article IX-Parliamentary Authority

"Roberts Rules of Order" shall govern meetings when they are not in conflict with the organizations bylaws.

Article X- Standing Rules

Standing rules may be dissolved with previous notice (14 calendar days) and two - thirds vote of those present at a meeting.

Article XII-Amendments

Section 1. These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting in writing and then sent to all members of the organization by the secretary. Notice may be given by mail or e-mail. Amendments will be approved by a two-thirds vote of those members present, assuming a quorum.

Section 2. The Executive Board shall adopt a resolution setting out any proposed bylaw amendment(s) and directing that it be submitted to a vote at a meeting of the members entitled to vote, which may be either an annual or special meeting. Written notice setting out the proposed amendment(s) or a summary of the changes shall be posted for review by the membership at least ten days prior to the meeting at which they will be voted upon.

Article XIII- Books and Records

Section 1. Official records of the activities and transactions of the Organization shall be kept by the Executive Board

Section 2. Meeting minutes shall have the date and time of meeting, name of Executive Board Members present and absent. The minutes shall record what actions were taken at the meeting. Minutes shall reflect resolutions passed and/or failed. For any action to be taken; there first must be a motion made as well as seconded and that motion shall be recorded in the minutes. There shall also be a record kept of the meeting sign in sheet to show voting members present at each meeting.

Section 3. All officers and committee chairs shall deliver to the Secretary all official materials and records of their activities within ten days of the close of the fiscal year. All financial records must be retained for five years and given to the Treasurer at the end of the fiscal year by all the committee chairs. All Tax Records shall be kept for 7 years.