

# **SUMMIT PARENT CLUB BY-LAWS**

## **ARTICLE I Name**

The organization will be known as the Summit Parent Club.

## **ARTICLE II Purpose**

The purposes of the Summit Parent Club are:

- 1) To promote better understanding, cooperation, and support between parents and faculty.
- 2) To provide voluntary assistance to the faculty and school.
- 3) To become knowledgeable about educational developments on city, state, and national levels.
- 4) To provide information to parents concerning current issues and events that may affect children in the community.
- 5) To provide additional financial assistance to school programs and faculty for the betterment of the learning environment of the students.

## **ARTICLE III Basic Policies**

### Section 1

The Summit Parent Club shall be non-commercial, non-sectarian, and non-partisan.

### Section 2

The Summit Parent Club shall not directly or indirectly participate or intervene in any way, including the publishing of, or distributing of, statements, in any political campaign on behalf of or in opposition to any candidate for public office or devote more than an insubstantial part of its activities to influence legislation by propaganda or otherwise.

### Section 3

All funds received by the Summit Parent Club, except for sufficient operating funds to begin the next school year and funds earmarked for special areas, will be expended in the fiscal year received.

## **ARTICLE IV Membership**

### Section 1

Membership in this organization shall be open to all interested persons.

Section 2

Each dues paying member shall have one vote in all matters voted by the Summit Parent Club. If a member has any outstanding financial obligations owed to the Summit Parent Club, they may not vote.

**ARTICLE V  
Dues and Assessments**

Section 1

Annual dues shall be established at the April annual meeting on the recommendation of the Executive Board and shall be approved by the membership. Dues shall be payable at the beginning of the school year.

**ARTICLE VI  
Officers**

Section 1

The officers of this organization shall consist of the President, Vice-President, Secretary, and Treasurer. If desired, two (2) people may share a position.

Section 2

Officers shall be elected at the April annual meeting and shall be installed by the end of May.

Section 3

A person shall not be eligible to serve more than two consecutive terms in the same office.

**ARTICLE VII  
Elections**

Section 1

Thirty (30) days prior to the April annual meeting, the Executive Board shall appoint a nominating committee consisting of at least three (3) people, two (2) of which shall not be members of the Executive Board. The school principal or his/her representative shall serve on the committee as a non-voting, ex-officio member.

Section 2

The nominating committee shall advise the membership at the April annual meeting of its nomination of candidates for each office to be filled. Additional nominations may be made from the floor.

Section 3

The privilege of nomination and election to an office of the Summit Parent Club for the ensuing year shall be extended to individuals in any school feeding into Summit Middle School.

Section 4

A majority of those voting at the April annual meeting shall be required to elect a nominee for an office.

## **ARTICLE VIII**

### **Duties of the Officers**

#### Section 1

The President:

- a. Shall preside at all meetings of the Summit Parent Club and Executive Board.
- b. Shall prepare agendas for the meetings of the Summit Parent Club and the Executive Board.
- c. Shall sign all written contracts and obligations of the Summit Parent Club.
- d. Shall coordinate the work of the officers and committees of the Summit Parent Club in order that the purposes of the Summit Parent Club may be promoted.
- e. Shall be a member ex-officio of all committees except the nominating committee.
- f. Shall appoint the chairpersons of standing committees subject to approval by the Executive Board.
- g. Shall be the official representative of the Summit Parent Club at the monthly Parent Advisory Council (PAC) meetings sponsored by the Board of Education Office.
- h. Shall perform such other duties as may be assigned by the Summit Parent Club.

#### Section 2

The Vice-President:

- a. Shall actively assist the President.
- b. Shall perform the duties of the President at regular or special meetings in the absence of the President.
- c. Shall serve out the unexpired term as President if a vacancy occurs in that office. Should the Vice-President position be shared by two (2) people, the Executive Committee will vote which Vice-President will move into the President position.

#### Section 3

The Secretary:

- a. Shall keep the minutes of the proceedings of all meetings of the Summit Parent Club and Executive Board.
- b. Shall prepare correspondence pertaining to the Summit Parent Club.
- c. Shall keep a current list of members.
- d. Shall perform other duties as may be assigned.

#### Section 4

The Treasurer:

- a. Shall keep accurate financial records.
- b. Shall write checks for all Summit Parent Club bills.
- c. Shall make disbursements in accordance with the approved budget as authorized by the Executive Board.
- d. Shall be responsible for verifying and depositing all money collected by the Summit Parent Club.
- e. Shall regularly report to the Executive Board concerning the financial condition of the Summit Parent Club.
- f. Shall make a full financial report to the membership at the April annual meeting.

## **ARTICLE IX**

### **Executive Board**

#### Section 1

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and one Executive Director.

#### Section 2

The Executive Board:

- a. Shall transact necessary business in the intervals between general membership meetings.
- b. Shall create standing committees and special committees.
- c. Shall present a report of the Executive Board meetings at the regular meetings of the Summit Parent Club.
- d. Shall be responsible for initiating an annual examination of the Treasurer's accounts at the close of the Treasurer's term and at any other time deemed necessary by the Executive Board.
- e. Shall prepare a budget to serve as a guideline for expenditures. The Executive Board must approve financial considerations over and above the designated budget.
- f. Shall have the authority to approve the expenditure of no more than \$500.00 (Five Hundred Dollars) for a special event without the approval of the General Membership.
- g. Shall fill any vacancy occurring in an elective office, (with the exception of President), through appointment by a majority vote of the Executive Board. Should the office of President become vacant prior to the expiration of the term of office, the Vice-President shall become President.

#### Section 3

The Executive Board shall meet regularly at a time established by the Board. A majority of the Executive Board shall constitute a quorum.

## **ARTICLE X**

### **Standing Committees**

#### Section 1

There shall be such standing and special committees created by the Executive Board as may be required to carry on the work of the Summit Parent Club. Chairpersons of the committees shall be appointed by the President; subject to approval by the Executive Board.

#### Section 2

The chairpersons of each committee shall present plans of work to the Executive Board for approval. No committee work shall be undertaken without the approval of the Executive Board.

#### Section 3

The President shall be a member ex-officio of all committees except the nominating committee.

#### Section 4

Any monies received by standing or special committees shall be counted by the committee chairperson and/or designated representative and signed and dated before turning over to the Treasurer.

## **ARTICLE XI**

### **Meetings**

#### Section 1

Regular meetings of the Summit Parent Club shall be held at least two (2) times each school year as designated by the Executive Board. One of these meetings shall be the annual meeting for the election of officers in April. Notice of such meetings shall be given at least five (5) days in advance.

#### Section 2

The Executive Board may call special meetings, providing notice is given to the general membership.

## **ARTICLE XII**

### **Amendments**

#### Section 1

These by-laws may be amended at any regular meeting by an affirmative vote of the members present. A copy of the proposed amendments shall be provided to all Summit Parent Club members at least five (5) days prior to the meeting.

## **ARTICLE XIII**

### **Conflict of Interest Policy**

#### Section 1

Whenever an Executive Board member has a financial interest in any matter coming before the Executive Board, the affected person shall:

- a. Fully disclose the nature of the interest and
- b. Withdraw from discussion, lobbying, and voting on the matter.

Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Executive Board members determine that it is in the best interest of the Parent Club to do so.

#### Section 2

The minutes of meetings at which such votes are taken shall record:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Board's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**ARTICLE XIV**  
**Dissolution**

Section 1

In the event of the dissolution of the Summit Parent Club, the assets of the Summit Parent Club shall be expended in full by the Executive Board in a way that is most beneficial to Summit Middle School.