

## **MT. ZION ELEMENTARY SCHOOLS COMMUNITY CLUB BY-LAWS**

**Effective August 29, 2011; Revised July 29, 2023**

### **ARTICLE I: NAME**

1. The name of this association shall be the Mt. Zion Elementary Schools Community Club hereafter known in the remainder of this document as the “Community Club”, “Club” or “association”.

### **ARTICLE II: OBJECTIVES**

1. The main purpose of this association will be to promote projects and volunteerism for the direct benefit of the children within the policies and guidelines set forth by the school and District.

### **ARTICLE III: MEMBERSHIP**

1. Membership shall be open to any parent or guardian with children enrolled at McGaughey Elementary School, Mt. Zion Grade School and/or Mt. Zion Intermediate School. Membership is also extended to staff members of each school.

### **ARTICLE IV: MEETING**

1. Regular meetings of this association shall be held on a Monday, selected by the Elementary School Principals and the Executive Board. Four regular meetings shall be scheduled quarterly, the first of which shall occur within 20 days of the first day of student attendance.
2. Special meetings may be called by the Executive Board, as needed.
3. The meeting agenda will be posted on the Community Club page of the District website prior to the meeting and will serve as notification of a meeting.
4. A quorum shall exist when at least four officers of the Executive Board are present.
5. Two Executive Board officers and two Teacher Representatives in attendance shall constitute a quorum in the absence of a quorum of the Executive Board officers.

### **ARTICLE V: EXECUTIVE BOARD OFFICERS AND THEIR ELECTION**

1. The Executive Board officers of the Community Club shall be Chairman, McGaughey Elementary School Co-President, Mt. Zion Grade School Co-President, Mt. Zion Intermediate School Co-President, Treasurer, Secretary, McGaughey Elementary Teacher Representative, Mt. Zion Grade School Teacher Representative and Mt. Zion Intermediate School Teacher Representative.
2. Officers are limited to a maximum of two one-year terms unless no other candidates are willing to run for that office. In that case, the incumbent may seek an additional one-year term.
3. All officers, except for Teacher Representatives, shall be elected annually through a paper ballot conducted at the last meeting of the school year.
4. Teacher Representatives are appointed by their respective school administrator.
5. A committee consisting of one existing board member and two general members shall serve as the Board of Elections. This committee will be selected at the third meeting of the school year and should not include an executive board member running for office.

- a. The Executive Board will call for nominations during the third meeting of the school year.
  - b. Nominations may be submitted by the Executive Board, the Elementary School Principals, the Teacher Representatives, or any general member. Nominees recommended by someone else must accept the nomination to be added to the ballot.
  - c. Nominees for each Executive Board office will be presented at the last meeting of the school year; teacher representatives are not part of the election process.
  - d. A vote will be conducted via paper ballots immediately following the last meeting of the school year.
  - e. The Election Board Committee shall collect and tabulate the ballots and present the results within two days after the close of the poll.
6. Newly elected officers shall assume their duties upon their installation in June. The current Executive Board and the newly elected Board shall meet before registration for the following school year to transfer books and records.
  7. Previous year's officer(s) shall act as advisor(s) to the new Board, upon request.
  8. The newly elected Board will carry through activities put into motion by the previous Board.
  9. A vacancy in any office shall be filled by a person elected by a majority vote of the Executive Board.

#### **ARTICLE VI: DUTIES OF THE EXECUTIVE BOARD OFFICERS**

1. Chairman (1 Officer)
  - a. Shall have voting rights.
  - b. Shall be authorized to sign checks.
  - c. Shall preside at all meetings of the association, the Executive Board, and any committee, if needed.
  - d. Shall oversee committee's and coordinate the work of all officers and committees.
  - e. Shall appoint committee chairpersons for the school year of their service and for other committees, as needed. The selected chairperson may then select their committee members.
  - f. Shall be in charge of Community Club fundraisers.
  - g. Shall take responsibility for chairing or co-chairing at least one club event during the year in the absence of chairs or co-chairs.
  - h. Shall host an onboarding meeting with the newly elected Executive Board prior to the first meeting of the school year.
2. School Co-Presidents (3 Officers)
  - a. Shall have voting rights.
  - b. Shall be authorized to sign checks.
  - c. Shall clear all Community Club directed activities with the school principal(s).
  - d. Shall coordinate the room parent volunteers and any additional volunteer needs requested by the principals for their schools.
  - e. Shall assist room parents with teacher appreciation activities.
  - f. Shall hold an informational meeting for all room parents immediately following the first meeting of the school year.
  - g. Shall maintain and distribute room parent information to each room parent immediately following the first meeting of the school year.

- h. Shall take responsibility for chairing or co-chairing at least one club event during the year in the absence of chairs or co-chairs.
- 3. Secretary (1 Officer)
  - a. Shall have voting rights.
  - b. Shall be authorized to sign checks.
  - c. Shall record the minutes of all meetings.
  - d. Responsible for any correspondence for the club (i.e. thank you, sympathy, etc.)
  - e. Ensures agendas & minutes are made available to the general parent body.
- 4. Treasurer (1 Officer)
  - a. Shall have voting rights.
  - b. Shall be authorized to sign checks.
  - c. Shall receive all monies of the club and make deposits.
  - d. Shall pay all club bills.
  - e. Shall make a Treasurer's Report at all regular meetings showing income and expenditure.
  - f. Shall ensure that overages of the budget are transferred to each school's student activity fund based on a per student amount.
  - g. Treasurer's books must be open for inspection at all times.
  - h. The books shall be audited annually.
  - i. The Treasurer shall give a written statement, showing all income and expenditures, to the Executive Board members at the end of each month.
  - j. All statements should be kept in a shared file accessible by the Executive Board.
- 5. Teacher Representatives (One per building)
  - a. Shall have voting rights on all matters except annual elections.
  - b. Shall represent the building staff at all regular scheduled meetings.
  - c. Shall communicate information from the Executive Board to the staff of their building.
  - d. Shall facilitate correspondence from their building staff to the Community Club.

#### **ARTICLE VII: DUTIES AND POWERS OF THE EXECUTIVE BOARD BODY**

1. Each member shall have voting rights.
2. Shall present a report and any recommendations at the regular meetings of the club.
3. Shall create standing committees and approve the plans of work of the committees.
4. Shall prepare the annual budget for presentation to the membership.
5. May approve any expenditure above and beyond the budget provided.
6. Shall ensure an annual audit of the treasury.
7. Shall execute decisions based upon the policies of the District and each school. Shall consult with the principals for guidance.
8. Any Board member absent without cause shall forfeit his/her place on the board after two absences without cause.
9. The Executive Board may at its option censure or remove a board member on a vote of three Executive Board members. Teacher Representatives will abstain from such a vote.

#### **ARTICLE VIII: BUDGETING RULES**

1. The budget and funds balance of the Community Club will be based upon anticipated operating expenses for Community Club activities for the year.
2. The Community Club funds balance shall not exceed the budget, plus 20 percent.

3. Funds balance overages above “budget plus 20 percent” will be dispensed to each school based upon enrollment.
4. Prior to the last meeting of the school year, the Executive Board shall review an operating expenses budget for the following year with the elementary principals.
  - a. A preliminary budget will be presented by the Executive Board at that meeting for review & approval.
  - b. After setting the budget at the final meeting of the school year, the Community Club Treasurer will dispense the balance of funds exceeding “budget plus 20 percent” to each school based upon the anticipated population of each building.
5. Should the Community Club balance fall below the operating expenses budget, then the offices of each elementary school building will provide the remainder of the operating expenses budget.
6. The Community Club is responsible for reimbursing parents and vendors for Community Club events and projects. Teacher appreciation events are the responsibility of the Community Club and its funds.
7. The books shall be audited annually.
8. Teachers are to request reimbursement for items for their classroom from the school’s student activity fund through the school office.
9. Teachers are not to approach the Community Club with requests for funds or items.

#### **ARTICLE IX: PARLIMENTARY AUTHORITY**

1. Robert’s Rules of Order, Newly Revised 10<sup>th</sup> Edition shall govern this association in all cases in which they are applicable. One copy shall be kept available by the Community Club and/or school offices.

#### **ARTICLE X: AMENDMENTS**

1. This charter may be amended at any regular meeting of this association by a two-thirds majority vote of the members of the Executive Board present and voting, provided that notice of the proposed amendment has been given in writing to all members prior to the meeting. Notice of proposed amendments will be posted for review on the Community Club page of the District website.

#### **ARTICLE XI: SCHOOL DISTRICT AUTHORITY**

1. All activities and public correspondence of the Community Club are subject to the approval of the building principal.
2. All activities and public correspondence are subject to school and district policies.
3. The building principals, the superintendent, or the Mt. Zion District School Board may remove an Executive Board officer of the Club.
4. Building principals will provide final approval for appointments of any Community Club position.