

PRAIRIE LANE COMMUNITY CLUB BY-LAWS

Article I—Name

The name of the organization shall be Prairie Lane Community Club.

Article II—Mission

The Community Club is organized for the purpose of supporting the education of students and support the teachers and staff at Prairie Lane Elementary School by fostering partnerships among the school, staff, parents, and community at large to ensure that students achieve their fullest potential and receive the best education possible.

Article III—Members & Dues

Section I: Any parent, guardian, or other adult standing *in loco parentis* for a student at Prairie Lane Elementary may be a member and shall have voting rights. The principal and teachers employed at Prairie Lane may be a member and have voting rights.

Section II: Dues, if any, will be established by the Executive Board annually.

Article IV—Officers & elections

Section I: The officers of the Community Club shall be President, Vice President, Secretary, Treasurer, and Past President.

- a. President: The President shall preside over meetings of the organization and the Board, serve as primary contact for the principal, represent the organization at meetings outside the school, coordinate the work of all the officers and committees in order that the purpose of the organization is served. The President leads fundraising efforts and coordinates committees to lead activities sponsored by the Community Club.
- 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 in fundraising efforts, help coordinate committees to lead activities sponsored by the Community Club, and chairs the Nominations/Elections Committee.
- c. Secretary: The Secretary shall keep all records of the organization, take and record minutes, send out notices of meetings and the agenda. The Secretary also keeps the minutes book, by-laws, and member list.
- d. Treasurer: The Treasurer shall receive all funds of the organization, keep an accurate record of receipts, expenditures, and pay out funds in accordance with the approval of the Board. He or she will present a financial statement at every meeting at other times of the year when requested by the Board.
- e. Past President: The preceding President automatically becomes Past President (non-elected Board member) for the next school year. The Past President provides continuity on the Board and in the community, plus gives counsel on enforcement /interpretation of the by-laws.

Section II: Nominations for officers can occur at any time during the school year and the Nomination Committee will formally begin discussions in February and will present their results at the April meeting (nominees should consent prior to the May election). Elections of new officers will take place during the May meeting with results published in the minutes of the meeting.

Section III: Officers are elected for a one-year term. Each candidate elected shall hold only one elected office at a time. Officers serve from June 1 to May 31 annually.

Section IV: If there is a vacancy in the office of President, the Vice President will become the President. At the next scheduled General 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 scheduled General Meeting.

Section V: Officers can be removed from office with or without cause by two-thirds vote of those present (assuming a quorum) at a scheduled General Meeting where notice was given.

Article V—Meetings & Quorum

Section I: General Meetings of the organization shall occur once per month from August to November and January to May. General Meetings are scheduled in advance and listed in the weekly newsletter from the Principal and on the school calendar.

Section II: The Annual Meeting will be held at the August meeting. At the Annual Meeting, officers will present any reports, review by-laws, approve the annual budget, and conduct any other business that arises.

Section III: A Special Meeting may be called by the President, any two Board members, or five members submitting a written request to the Secretary. Notice of the Special Meeting will be sent at least one week in advance of the meeting

Section VI: Quorum for a meeting shall be four (4) members of the organization, three (3) of which will be officers.

Article VI—Board Responsibilities

Section I: The Board shall consist of the officers and a staff designee. The control and management of activities and funds of the organization shall be under the direction of the Prairie Lane Community Club Board.

Section II: The Board shall transact business between meetings in preparation for the next scheduled General Meeting, create committees, prepare and submit a budget to the membership, approve routine expenditures, and prepare reports and recommendations to the membership.

Section III: Special Meetings of the Board may be called by any two Board Members with 24 hour notice.

Article VII—Committees

Section I: Committees may consist of members and Board members, with President acting as an *ex-officio* member of all committees. Committees are disbanded upon completion of the committee's objectives set forth at the time the committee is established

Section II: Committees include Fundraising & Development, Family Events, and Nominations & Elections. Additional committees may be added on an *ad-hoc* basis.

Article VIII—Finances

Section I: A Tentative budget for the school year will be drafted by the Board during the summer and presented at the Annual Meeting in August. The budget will be approved by a majority vote of all members present.

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

Section III: The Board shall approve all expenses of the organization. Funds cannot be disbursed without prior approval and supporting documentation (including receipts).

Section VI: Authorized signers for the Community Club account include Treasurer, President, and Past President.

Section V: The Treasurer for the preceding school year shall present a year-end financial statement of income and disbursements to be reviewed by the Community Club at the Annual Meeting in August.

Section VI: The fiscal year of the Community Club shall align with the school year, which is August 1 to July 31 annually.

Article IX—Parliamentary Authority

"Robert's Rules of Order" shall govern meetings when they are not in conflict with the organizations by-laws.

Article X—Adoption & Amendments

Section I: The by-laws shall be reviewed and adopted annually at the Annual Meeting.

Section II: These by-laws may be amended at any General Meeting or Special Meeting, providing that notice was given to all members prior to the meeting. Notice may be given via mail or email. Amendments will be approved by a two-thirds vote of all members present, assuming a quorum.

Article XI—Books & Records

Section I: The Board shall maintain records of all activities and transactions of the Community Club.

Section II: Meeting minutes shall have the date and time of the meeting, plus members attending the meeting. The minutes shall reflect resolution actions that were passed, failed, or tabled during the meeting. For any action taken, first a motion must be made, a second motion, then a vote of members attending.

Section III: Committee chairs shall deliver to the Secretary all materials and activities of the committee at the completion of the committee's objectives set forth at the time the committee is established.

Section IV: All financial records must be retained for five (5) years and given to the Treasurer at the end of the fiscal year. Any Tax Records shall be maintained for seven (7) years.

Article XII—Dissolution

Upon dissolution of the Community Club, funds should be used to pay outstanding bills, and any remaining funds shall be spent on instructional materials, and/or supplies that provide for, benefit, or enrich the education of the students at Prairie Lane Elementary.