

Bylaws of the Paddock Road Community Club
Revised 8/9/01

Article I Name

The name of this organization shall be the Paddock Road Community Club

Article II Object

The object of this organization shall be:

1. To involve parents and the community in projects and programs that will enrich and enhance the school experience of the students at the Paddock Road Elementary School;
2. To work cooperatively with school staff to achieve the goal of providing quality education for the students;
3. To organize activities which involve the students and their families;
4. To raise funds to be used to directly or indirectly benefit the students;
5. To be an organization concerned about the quality of community life, particularly the community composed of all who live in the geographic area served by the Paddock Road Elementary School;
6. To be a School member of the Westside Community Council, with the current officers serving as the members of Westside Community Council

Article III Members

Section 1 Membership

- a. The Paddock Road Community Club shall be composed of Active Members, an Ex-Officio Member and Associate Members.
- b. The Active Members shall be all parents of students attending the Paddock Road School.
- c. The Ex-Officio Member shall be the principal of the Paddock Road Elementary School.
- d. The Associate Members shall be:
 - a. Teachers on the Paddock Road Elementary School staff;
 - b. Residents of the geographic area served by the Paddock Road Elementary School who indicate their desire to join.

Section 2 Term of Membership

- a. The term of membership shall begin on July 1 and end on June 30.

Section 3 Voting Rights

- a. Each Active Member and Associate Member shall be entitled to one vote.

Article IV Officers

Section 1 Officers

- a. The elected officers of the Community Club shall consist of President, President-Elect, Vice President, Secretary, Treasurer and Nominating Committee Chair.
- b. The immediate Past President shall serve as Advisor

Section 2 Method of Election

- a. The Nominating Committee shall propose a slate of officers
- b. Written notice of the slate of proposed officers shall be distribute to the members no less than two weeks prior to the meeting at which officers will be elected.

- c. Additional nominations for officers may be made from the floor at the meeting at which the election is held, providing consent of the nominee has been obtained.

Section 3 Term of Office

- a. The term of office shall be from July 1 to June 30.
- b. Officers, except President and President-Elect, shall be eligible for election to the same office in two consecutive years.

Section 4 Officer Vacancy

- a. An officer vacancy shall be filled by the Executive Committee.
- b. The officer completing the year of a vacating officer shall be eligible for re-election to the office for one succeeding term, provided that the term served begins after January 1.

Section 5 Officer Duties

- a. The PRESIDENT shall:
 - a. Preside at all meetings of the Community Club, the Executive Committee and the Board of Directors;
 - b. Be an ex-officio member, with voting privileges of all committees;
 - c. Appoint all standing committees, except the nominating committee, special committees, and individual appointees;
 - d. Serve as Advisor upon becoming the immediate past president.
- b. The PRESIDENT-ELECT shall:
 - a. Perform the duties of the President in the absence of that officer;
 - b. Be an ex-officio member, with voting privileges of all standing and special committees;
 - c. Update the Executive Committee about events occurring at the other district schools;
 - d. Become the President upon the completion of the term of President-Elect.
- c. The VICE PRESIDENT shall:
 - a. Recruit chairpersons for all standing committees;
 - b. Maintain committee files and job descriptions.
- d. The SECRETARY shall:
 - a. Record minutes of all meetings of the Community Club, Board of Directors, and Executive Committees
 - b. Assume communication duties assigned by the President.
- e. The TREASURER shall:
 - a. During the first month of the term, prepare the budget with the input of the President;
 - b. Keep an itemized record of all receipts and disbursements of the Community Club funds;
 - c. Submit itemized record of monthly transactions at each Board of Directors meeting;
 - d. Submit the financial records of the Community Club to the new President following the completion of the fiscal year. The fiscal year shall be from July 1 to June 30.
- f. The NOMINATING COMMITTEE CHAIR shall:

- a. Select three Active Members to serve on the Nominating Committee;
- b. Serve as the voting chair of the Nominating Committee.
- g. All officers shall update their notebooks in May. These shall be passed on to the incoming officer.

Article V Executive Committee

Section 1 Membership

- a. The Executive Committee shall consist of all elected officers and the Advisor.
- b. The school principal shall serve as a nonvoting advisor and consultant to the Executive Committee and shall be invited to all meetings.

Section 2 Duties

- a. The Executive Committee shall have the authority to transact business between meetings of the Board of Directors and of the Community Club.
- b. The Executive Committee shall have the responsibility of making a report and/or recommendations to the Board of Directors and the Community Club.
- c. The Executive Committee shall insure that all actions of the Community Club shall be in accordance with school and Community Club policies.

Article VI Board of Directors

Section 1 Membership

- a. The Board of Directors shall consist of all elected officers, the Advisor, and the community liaison.
- b. The school principal shall serve as an advisor and consultant to the Board of Directors and be invited to all meetings.

Section 2 Duties

- a. The Board of Directors shall have the authority to transact business between meetings of the Community Club.
- b. The Board of Directors shall have the responsibility of making a report and/or recommendations to the Community Club.

Article VII Meetings

Section 1 Community Club Meeting Dates and Quorum

- a. The Spring meeting of the Community Club, at which the election of the officers for the coming year shall take place, shall be held in April or May.
- b. The Fall meeting, to explain the objectives of the Community Club and to present the Board, shall be held in August or September.
- c. The schedule of other Community Club meetings shall be decided prior to the beginning of the school year and shall be communicated to the active members as early as possible in the school year.
- d. All active members of the Community Club shall be notified in writing of each meeting.
- e. The members present at a Community Club meeting shall constitute a quorum, provided all members have been notified in writing. The act of a majority of those present shall be the act of the Community Club.

Section 2 Board of Directors Meeting Dates and Quorum

- a. The Schedule of Board of Directors meetings shall be decided by the Executive Committee.
- b. The presence of any meeting of one-fourth of the members shall be sufficient to constitute a quorum for the transaction of business and the act of the majority of those present shall be the act of the Board of Directors.

Section 3 Locations of the Meetings

- a. The location of the meetings shall be at the school unless otherwise designated.

Article VIII Nominating Committee

Section 1 Membership

- a. The Nominating Committee shall consist of seven voting members, the Past President, President, President-Elect, Nominating Committee chair, and three community club members.
- b. The Nominating Committee Chair shall choose the three Community Club Members to serve on the Nominating Committee.

Section 2 Duties

- a. The Nominating Committee shall present a slate of officers.

Section 3 Officer Eligibility

- a. Members of the Nominating Committee shall be eligible for any office.

Article IX Committees

Section 1 Standing and Special Committees

- a. Standing and Special Committees shall be appointed by the President.

Section 2 Duties

- a. The Vice President shall suggest chairs to the President.
- b. All plans of work shall be approved by the President.
- c. A written annual report shall be submitted to the President after completion of the assigned task, or no later than June 30.

Article X Parliamentary Authority

The rules contained in Robert's Rules of Order, New Revised, shall govern this organization in all cases where they are applicable. The By-laws of this organization take precedence.

Article XI Amendments

Any article of the By-laws may be amended by a two-thirds vote of members present and voting at any meeting of the Community Club, provided that previous notice shall have been given in writing to all members of the Community Club, not less than ten days prior to the meeting.

By-Laws Revised July 2001

Voted on and Approved August 2001