

# **Primary Parent Association**

**At**

## **Prairie View Elementary**

By-Laws Effective December, 14th 2015

### **Name**

The name of this organization shall be known as Primary Parent Association

### **Objective**

- A. To promote the welfare of children in the home, schools, and community.
- B. To promote understanding, cooperation, and communication between students, parents, and school personnel.
- C. To promote active involvement in volunteer programs, fundraisers, and school-sponsored activities.
- D. To assist the school in obtaining necessary educational equipment and materials.

### **Restrictions**

- A. This organization is nonprofit, noncommercial, nonpartisan, and nonsectarian.
- B. This organization shall not directly or indirectly participate in any political campaign or issue.
- C. This organization shall neither seek to direct the administrative activities of the school nor to control its policies.

### **Membership**

Membership is open to all parents and/or guardians of current Prairie View School students. Each member is entitled to attend and participate in all meetings and activities of the organization. In addition, each member is entitled to cast one vote on each issue brought before the organization and is eligible to be elected to an officer position.

The Principal and the Teacher Liaison will be entitled to cast one vote on each issue, all other Prairie View staff members are welcome to attend and participate but, are not considered voting members.

Parents and/or guardians of all former and future Prairie View students, are welcome to attend and participate in general meetings and activities but are not considered voting members.

### **Election of Officers**

- A. Offices of this organization shall include a president, vice-president, secretary, and treasurer. However, the position of vice-president is not required if co-presidents are elect.
- B. Election of officers will be held annually at the final regularly-scheduled meeting of the school year. If necessary, officers may be elected at the beginning of the first regularly-scheduled meeting of the school year. Officers shall be elected by majority vote of those members present and shall assume their duties immediately upon election.
- C. A vacancy occurring in any office shall be filled for the remaining term by a majority vote of those members present at the next regularly-scheduled meeting. In the event that an officer position remains vacant, after having been tried to be filled, the duties of this position can be absorbed by the remaining officers. A majority vote is needed at a regularly-scheduled meeting.
- D. An officer may be removed from office if it is determined that the officer has failed to execute the duties of his/her office. Removal of an officer requires a  $\frac{2}{3}$  vote of those members present at a regularly-scheduled meeting. Any officer being considered for removal must be provided written notice at least 2 weeks prior to the meeting in which the removal vote will take place. The written notification must be signed by at least 2 current officers.

## Duties of Officers

- A. The President will provide a written agenda for each regularly-scheduled meeting and will preside over each meeting using Robert's Rules of Order. She/He will meet with Prairie View staff as necessary to maintain constructive relations. The president will represent the organization in a positive manner and will support the activities of the organization.
- B. The Vice-President will provide assistance to the President and will perform the duties of the President in her/his temporary absence. In addition, it will be the duty of the Vice-President to maintain a current list of volunteers.
- C. The secretary will keep attendance and minutes of each meeting and will present written copies of them for approval at the next regularly-scheduled meeting. She/He will maintain a permanent file of all approved minutes. The Secretary will also handle other correspondence as needed.
- D. The Treasurer shall be responsible for all funds of the organization, keeping all financial records current, and presenting a written monthly statement at each regularly-scheduled meeting. The Treasurer is also responsible for holding all monetary items such as gift cards, or any other form of a donation. Treasurer needs all receipts when gift cards have been used for purchases. Funds are to be deposited in the Primary Parent Association bank account. The Treasurer will receive and maintain receipts for all income and expenses. The Treasurer shall make disbursements only as authorized by a majority vote of those members present at a regularly scheduled meeting. At the end of the school year, the Treasurer will complete a financial statement indicating how funds were earned and distributed during the school year just ended. This financial statement shall be complete by August 1st and will be presented to the general membership and Administration at the first regularly-scheduled monthly meeting.

## Meetings

- A. A regularly-scheduled meeting of the organization will be held on a monthly basis during the school year. The dates and times will be determined each year by the current membership and will be published in the monthly school newsletter.
- B. A special meeting may be called by the President or by any three members if at least noticed has been given to all members who have attended either of the two regularly-scheduled meetings immediately prior to the special meeting.

## Committees

Committees will be established as needed, with participants selected at a regularly scheduled meeting. Whenever possible and practicable, committee participants will be selected based upon the volunteer list that is maintained by the Vice-President.

The duty of each individual committee is to plan and carry out its designated activity (examples: Staff Luncheon, Fundraising, etc.). Each committee chairperson will provide an overview of the committee work and an expense report at regularly-scheduled meetings that occur while the committee is active. Once an activity has concluded and the committee is dissolved, it is the responsibility of the committee chairperson to provide a written report that summarizes the timetable for planning the activity and all expenses attributed to the activity.

## Finance

The Treasurer and President will be listed as signers on the Primary Parent Association bank account(s). Disbursements will require 1 authorized signature.

At the end of each school year, the general membership will establish a token sum of money (roughly \$1500) to carry forward for start-up expenses in the next school year. A higher account balance may be carried over, if a large purchase (i.e. playground equipment) is being saved for.

Should this organization dissolve, its assets shall be distributed to the Prairie View School activity fund.

Written records, including receipts and disbursements, will be maintained for at least 5 years.

## Amendments to By-Laws

These by-laws should be reviewed every 5 years, with proposed changes presented at a regularly-scheduled meeting. Changes will require at least a two-thirds vote of those members present at the regularly-scheduled meeting.

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President

Date

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Secretary

Date