

BYLAWS
of
Generic School Parent Group

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be (the Parent Group’s official name). The Parent Group is located at (the school’s name and address).

Section 2: DESCRIPTION – The Parent Group is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the Parent Group is to enhance and support the educational experience at (our school), to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at (our school) through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of (our school) students, plus all staff at (our school). There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year.

Section 3: QUALIFICATIONS – Any Parent Group member in good standing may become an officer of the Parent Group.

Section 4: DUTIES –

Executive Board – Develop the Parent Group’s annual budget, establish and oversee committees to conduct the work of the Parent Group, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

President – Preside at General Parent Group meetings and Executive Board meetings, serve as the official representative of the Parent Group, and retain all official records of the Parent Group.

Vice President – Oversee the committee system of the Parent Group, assist the President and chair meetings in the absence of the President.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General Parent Group meetings, prepare agendas for official Parent Group meetings, hold historical records for the Parent Group.

Communications Secretary – Manage communications and marketing for the Parent Group including, but not limited to Parent Group newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer – Serve as custodian of the Parent Group’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a Parent Group member to fill the vacancy, for the remainder of the officer’s term.

ARTICLE IV – MEETINGS

Section 1: GENERAL PTO MEETINGS – General Parent Group meetings shall be held to conduct the business of the Parent Group. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a Parent Group meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Eight (8) members of the Parent Group present and voting constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the Parent Group begins August 1 and ends July 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of (our Parent Group), requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The Parent Group shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

ARTICLE VI – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any Parent Group member. Amendments presented at a Parent Group meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the Parent Group, any funds remaining shall be donated to (our school).

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

These bylaws were adopted on _____.