

By-Laws for Arbor Vitae-Woodruff School Parent Group

ARTICLE I – The Organization

- A. The organization will be known as the AV-W (Arbor Vitae – Woodruff School) Parent Group
- B. The mission of this organization is: To promote the best education possible for the children of AV-W School. The AV-W Parent Group will assist in providing a volunteer network in support of school functions and programs, and foster the concept of parent and community involvement at AV-W.
- C. The AV-W Parent Group will raise funds for educational enhancements to benefit AV-W students.
- D. The organization is open to all parents and guardians of AV-W students, staff, administrators, and community members.
- E. The organization is a Not-for-Profit Group.

Article II – Executive Committee

- A. The Executive Committee will consist of five members to include, but not be limited to:
 - a. President or Co-Presidents
 - b. Vice President or Co-Vice President
 - c. Secretary
 - d. Treasurer

B. Duties of Officers:

The President or Co-Presidents shall:

- 1. Preside at all regular and special meetings.
- 2. Set the expectations for committee chairs and oversee the progress of each committee.
- 3. Turn all records and lists over to successor at the end of their term.

The Vice -President or Co-Vice Presidents shall:

- 1. Act as aide and supporter of the President and shall in the absence of the President, perform the duties of that office.
- 2. Turn all records and lists over to successor at the end of the term.

The Secretary shall:

- 1. Record and report all the minutes for the business meetings.
- 2. Hold all records.

3. Maintain an up-to-date copy of the bylaws.
4. Handle all correspondence of the Organization, or as prescribed by the Executive Committee.
5. Prepare agenda for monthly business meetings.
6. Turn all records and lists over to successor at the end of the term.

The Treasurer shall:

1. Receive and keep an accurate record of finances of the organization and report the balance on hand at each business meeting, giving a full report.
 2. Deposit all money in an authorized bank account.
 3. Process expense reimbursement requests in a timely manner; with signature of Treasurer and President present on all withdrawals.
 4. Leave an appropriate balance in the existing account at the end of the school year.
 5. File any and all reports required by the State or Federal government on behalf of the organization and maintain copies of those reports.
 6. Turn all records and lists over to successor at the end of term.
- C. Elections are on a 3-year rotation. Two positions are filled year one. Two positions are filled year two. One position is filled year three.
- D. Members of the Executive Committee will be elected at the regular April meeting by a majority vote of those present. They will be installed in May and assume duties at that time.
- E. Term of office shall be 3-years, or as determined by Parent Group Executive Committee if there are no candidates at that time.
- F. No Officer shall serve more than one term in succession in the same office. If there is no willing candidate to replace that officer; he/she may remain in office pending Executive Committee approval by majority vote.

ARTICLE III – Operations

- A. Executive Committee will be the final arbiter of appropriate projects for group involvement and may approve individual expenditures up to \$500.00 by majority vote of the Executive Committee.
- B. Individual proposals regarding allocation of resources and expenditures exceeding \$500.00 will be subject to approval by a majority of Parent Group Members in attendance at a regular meeting.
- C. The Executive Committee will post individual expenditure considerations exceeding \$500.00 at least 7 days in advance. Notification will be posted in the AV-W Parent Group bulletin window box located outside the front office.
- D. The Executive Committee reserves the right to determine final approval in the event of a tie vote.

- E. Additional committees may be established by the Executive Committee as needed. Such committees will cease to exist when the Executive Committee has determined their goal has been achieved.
- F. The Parent Group shall maintain its own checking or savings account. The Executive Committee shall be accountable for expenditures of Parent Group funds.

ARTICLE IV – Basic Policies

- A. The AV-W Parent Group will work with the school and shall seek to participate in a cooperative relationship with the School Board, staff and administration. The organization shall not seek to direct the administrative activities of the school or to control the policies.
- B. The Parent Group supports fundraisers throughout the year. Final approval shall be decided by the Executive Committee and AV-W School administration.
- C. The Parent Group does not approve of any solicitation unless approved by Executive Committee and/or School Principal.
- D. Regular meetings will be held the 2nd Tuesday of every month throughout the school year or as determined by the Executive Committee with notification given in the AV-W School Parent Newsletter and/or posted in the Parent Group window box outside the front office.
- E. Additional meetings may be called by the Executive Committee. These meetings will be open to all members and will be posted in the AV-W Parent Newsletter and/or AV-W Parent Group window box outside the main office at least 7 days in advance.
- F. There must be three Executive members in attendance to constitute a quorum for a transaction of business to occur at any regular meeting.

ARTICLE V – Amendments

- A. The By-Laws may be amended or added to at any regular meeting of the organization by a two-thirds vote of the Executive Committee present, providing the amendment has been submitted at a previous regular meeting.