

**WINN ELEMENTARY PARENTS CLUB
BY-LAWS
REVISED OCTOBER 2, 2006**

ARTICLE I – NAME

This organization shall be known as the Winn Parents Club.

ARTICLE II – PURPOSE

Section 1: Through the combined efforts of parent volunteers and school staff, the WINN PARENTS CLUB will:

- A. Work to increase and improve communication between school staff, students, and parents.
- B. Provide programs to aid parents in their endeavors to raise and educate their children.
- C. Provide social opportunities for students.
- D. Provide monetary support to Winn Elementary for equipment and programs that would benefit the growth and development of the students.
- E. Encourage and support school spirit, school pride, self-esteem, and educational excellence.
- F. Provide activities that promote community spirit within the school population.

ARTICLE III – MEMBERSHIP

Section 1: membership shall be open to all persons interested in upholding the objectives of the Winn Parents Club. Any member shall have the right to participate in meetings and be active in the community. Members, who are parents or guardians of students currently enrolled in Winn Elementary, and staff members shall have the right to vote and hold office, if elected.

Section 2: All members are welcomed and encouraged to help Winn Parents Club communicate and share information with Winn Elementary, families, and the community.

- A. All flyers, letters, handouts, etc. need to be voted on at a Parents Club meeting and/or be approved by the Winn Elementary Principal.

ARTICLE IV – VOTING PROCEDURES

Section 1: All activities and programs of the WINN PARENTS CLUB must be supported and approved with a vote.

- A. A motion must be made by a voting member and seconded by a voting member. A motion can only be made if at least 8 voting members are present.
- B. A motion will pass if 51% or more of the voting members approve the motion.

ARTICLE V – ELECTION OF OFFICERS

Section 1: Winn PTO meetings will be organized and conducted by the 4 elected officers, President, Vice-President, Secretary, and Treasurer.

Section 2: Elections will take place by written ballot at the May meeting. Term of office shall run from September 1 for the elected year until August 30 of the following year.

Section 3: If an officer chooses to relinquish their position before the end of the term, nomination and election of a new officer will take place at the next regular meeting. That officer will hold their position until the end of the current term

Section 4: An officer can be dismissed for neglect of duties through a vote at a regularly scheduled meeting. The officer will be removed from office if 2/3 of the voting members vote to remove the officer.

ARTICLE VI – DUTIES OF OFFICERS

Section 1: President and Vice-President

- A. The president shall preside at all meetings, in the Presidents absence, the Vice-President shall preside.
- B. The meeting will be conducted in accordance with Robert’s Rule of Order.
- C. The president and vice-president will assure that all approved activities and programs are carried out.
- D. If both the president and vice-president are absent, the secretary shall preside at the meeting.

Section 2: Secretary

- A. The secretary shall prepare an agenda for each meeting.
- B. The secretary will record attendance and all business conducted at each meeting.
- C. The secretary shall also keep a record of all business for each school year.

Section 3: Treasurer

- A. The treasurer, or their designee, shall receive and deposit all money.
- B. The treasure shall keep an accurate record of all income and expenditures.
- C. The treasurer will prepare a written report for approval at each monthly meeting.
- D. The treasurer will issue checks in accordance with the approved budget as authorized by the membership.
- E. The treasurer will authorize and supervise those who chair Winn Parents Club activities and programs involving money.

ARTICLE VII – MEETINGS AND CALENDAR

Section 1: Meetings

- A. Meetings will be held on the 1st Monday of each month during the school year, unless dates are changed during the approval of the calendar in September. In case of cancellation, the meeting will be held the following Monday.
- B. Meetings will start at 6:30 pm, unless otherwise stated, and will end when all of the business on the agenda is completed.

Section 2: The calendar will be established for the school year at the September meeting of each year.

Section 3: Special activity or program meetings will be held if deemed necessary by the Winn Parents Club officers or by the committee chairperson.

ARTICLE VIII – COMMITTEES

Section 1: Committees will be established for each activity or program as deemed necessary by the members of the Winn Parents Club.

Section 2: A committee chairperson will be a volunteer from the Winn Parents Club membership. If more than one person desires the chairperson for the same committee, a vote will take place.

Section 3: Committee members shall be volunteers from the Winn Parents Club membership or parents of children currently enrolled in Winn Elementary.

ARTICLE IX – SPENDING OF FUNDS & INCREASES OF FUND EQUITY

Section 1: Banking Accounts

- A. The Winn Parents Club will maintain a checking account and a savings account.
- B. Two of the elected officers will be authorized on the accounts.

Section 2: Authorization for spending

- A. The elected officers may vote to spend up to \$50.00 without a majority vote among the members.
- B. Purchases of over \$50.00 must be approved with a vote during a monthly meeting.
- C. A committee chairperson may purchase items for their function with their own money and seek reimbursement at the next regular meeting as long as their purchases do not total more than the approved budget for that function.
- D. A committee chairperson may ask the treasurer for a check from the Parents Club Checking account in advance to purchase items for their function. The purchase may not exceed the approved budget for that function.

Section 3: In the event that the Winn Parents Club is dissolved, all funds will be awarded to Winn Elementary.

Section 4: Audits

- A. A committee will be selected at each May meeting to audit the financial records. The committee will be made up of at least three members.

- B. Audits will take place before the start of the next school year.
- C. Additional audits may take place at any time during the school year if passed by a majority vote. A committee of at least three members will be selected to conduct the audits.

Section 5: The fiscal year will run from July 1 to June 30.

ARTICLE X – AMMENDMENTS

Section 1: Requests to amend the by-laws may be made at any regular meeting.

Section 2: Amendments must be voted on and passed with a majority vote.