

# BEAVER-MAIN PARENT CO-OP BY-LAWS



## **Article I – Name**

The name of this organization is Beaver-Main Parent Co-op of 245 Beaver Valley Road, Bloomsburg, PA, 17815, to be referred to as “The Parent Co-Op” throughout this document.

## **Article II – Objectives**

- To foster close ties and communications between school and home.
- To assist Beaver-Main Elementary School students reach their educational potential through support and augmentation of the curriculum.
- To act as advocates for the well-being of children in the community.
- To provide school-related resources for students, teachers, school staff and the community.

## **Article III – Basic Policies**

- The organization, the name of the organization and any member shall be noncommercial, non-profit, non-sectarian and non-partisan when acting in an official capacity of the Parent Co-Op.
- The organization may wish to cooperate with other organizations or agencies active in child welfare. However, such cooperative effort shall be approved by the Executive Council. (See Article IX)
- Upon dissolution of the Parent Co-Op, the Executive Council shall, by majority vote and after the payment of all debts, dispose of the assets to other charitable and educational groups.
- The organization may provide funds for educational materials and activities to supplement those provided by the school district. Purchases must be approved by the school Principal.

- Meetings of the general membership will be held throughout the school year at a time and place to be determined. An agenda will be provided.
- A meeting must consist of at least three executive council members and 2 other members in order for any business to be conducted.

#### **Article IV – Membership**

- All parents, legal guardians and direct relatives of children attending Beaver-Main Elementary School, either previous or current, are considered members of this organization.
- Only members whose descendants are currently enrolled in Beaver-Main Elementary School are eligible to vote and be members of the Executive Council. Members whose descendants are an alumna of Beaver-Main Elementary School may volunteer only, and are granted no voting rights, nor are they permitted to hold a place on the Executive Council.

#### **Article V – Fiscal Year**

- The fiscal year of the Parent Co-Op shall run from June 15<sup>th</sup> to June 14<sup>th</sup>.

#### **Article VI – Parliamentary Authority**

- Robert's Rules of Order shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **Article VII – Establishment of Executive Council**

- The Executive Council of this organization shall consist of a 5 members elected by ballot annually in the month of May.
- Executive Council members shall assume official duties following the close of the fiscal year and shall serve as a term of one year or until the election of a successor.
- The principal will serve as Judge of Elections.
- Nominations of those who would like to be on the executive council will be made from the floor at the April meeting. A person does not have to be in attendance to be nominated, but must submit a letter of intent at the April meeting. Nominations will be closed at the end of the April meeting.
- A list of those nominated will be made available to all Parent Co-Op members at least one week prior to the May meeting.
- Ballots will be available at the May meeting so members may vote. All ballots will be placed directly into a ballot box.
- The Judge of Elections will, with the assistance of a Parent Co-Op member not currently running for or currently holding an executive position, tally the votes and make the results known within 24 hours to the Executive Council.
- Voting of the general membership shall not be permitted by proxy, mail (including electronic communications), or by absentee ballot.

- A vacancy occurring at any time during the year, shall be filled for the unexpired term by a Parent Co-Op member, and appointed by a majority of the remaining members of the Executive Council.

## **Article VIII – Duties of Executive Council**

1. Establish a time and date of all meetings of the organization.
  2. Prepare and provide an agenda for general meetings.
  3. Record the minutes of all meetings of the organization and submit draft copies for review and provide a corrected and final version to those present at the meeting.
  4. Keep a file of all vital Parent Co-Op correspondence.
- The Treasurer shall:
    1. Keep a full and accurate account of receipts and expenditures.
    2. Make expenditures in accordance with a vote by the Executive Council.
    3. Present a financial statement at each meeting of the organization and at other times when requested by the Executive Council.
    4. Keep permanent books, including checkbook register, of account to establish gross income, receipts, and disbursements of the organization.
    5. Prepare checks for approved payment of bills to be co-signed by another member of the Executive Council.
    6. Reconcile all debit card purchases. Debit cards are kept at the Beaver-Main Elementary School office. Should use be required, the card needs to be signed out from office personnel with approval from the president and/or treasurer. The card may only be signed out by a current member of the Executive Council for approved purchases at the discretion of the Executive Council. They are not to be kept for longer than 48 hours. All receipts must be submitted to the office upon return of the debit card. Two Council signatures are required on all purchases.
    7. Cooperate with an auditing committee of two members appointed by the Executive Council. The Auditing Committee shall examine the Treasurer's annual report and other financial records; and when satisfied that the records are in order, and sign a statement certifying their findings. This must be completed by the end of the fiscal year.
    8. No checks may be written without prior vote at general meetings.

## **Article IX – Executive Council**

- The Executive Council consists of the elected Council of the organization. Members of the Executive Council shall serve until the election or appointment of their successor.
- The Executive Council shall:
  1. Transact the necessary business of the organization on an ad-hoc basis.
  2. Establish standing committees when necessary.
  3. Approve plans of work of the standing committees.
  4. Appoint an auditing committee.

5. Approve payments of bills within budgetary limits.

- Meetings of the Executive Council shall be held during the school year, the time and place to be determined by the business to be conducted.
- Meetings may be called by a majority of the members of the Executive Council. A majority of the members of the Executive Council shall constitute a quorum, to be no less than three.

#### **Article X – Standing and Special Committees**

- The Executive Council may create such standing committees as it may deem necessary to promote the objectives and to carry on the work of the organization.
1. The term of the chairpersons of standing or special committees shall be one year or until the election, or appointment of their successors.
  2. The chairperson of each standing committee or special committee shall present a plan of work to the Executive Council for approval. Committee work may be undertaken only with the consent of the Executive Council.
  3. The authority to form and dissolve special committees and appoint members rests with the Executive Council.
  4. The person coordinating fundraising activities and/or collecting funds shall have no affiliation with said fundraising company.

**These by-laws may be amended at any general meeting of the organization by a 3/5 vote of the members present, provided that a notice of the proposed amendment has been announced at least one meeting prior.**

#### **2019 / 2020 Executive Council**

Meralea Cook

Amanda Orzolek

Heather Nenstiel

Treasurer: Brenda Knelly

Jessica Chyko