

Brittan Parent Activity Club Bylaws

- 1) NAME The name of this organization shall be the *BRITTAN PARENT ACTIVITY CLUB*
- 2) OBJECTIVES The objectives of this organization shall be:
 - a) To promote the welfare of the children and youth of the Brittan Elementary School, to create a closer relationship between the home and the school so the parents and teachers may cooperate in the education of the children.
 - b) To develop between educators and the general public, such united efforts as will secure for every child the highest advantage in physical, mental, and social development.
- 3) POLICIES This organization shall be non-commercial, nonsectarian, and nonpartisan. No candidates shall be endorsed by it. It shall not seek to direct the technical activities of the school nor to control its policies.
- 4) MEMBERSHIP AND VOTING Membership in this organization is open to parents, legal guardians, teachers, and other community members interested in furthering the objectives for which it has been organized. Such person shall become members upon payment of dues in the amount of five dollars (\$5.00) This membership shall run yearly form July 1st to June 30th. The voting body shall consist of those members whose dues have been paid. School Administration is exempt from voting and must excuse themselves from the meeting before any voting can take place. All voting must take place at monthly meetings and/or at publicly called meetings. Majority vote by a show of hands will be required for any motions made and for any projects involving over one hundred dollars (\$100.00).
- 5) MEETINGS Regular meeting of this organization shall be held on the first (1st) Thursday of each calendar month of the school year, unless otherwise ordered by the Executive Board.
- 6) NOMINATIONS AND ELECTIONS At the regular meeting in March, a committee of three (3) members shall be elected to nominate one person for each of the following offices:

President; Vice-President; Secretary; Treasurer; PR Person; Facebook Administrator.

The nominating committee shall report at the regular meeting in April at which time nominations may be made from the floor, providing the nominees are present or have given their consent in writing.

Members of the nominating committee are not barred from becoming candidates for office.

Elections shall be held at the May meeting. Voting shall be by ballot except where there is but one nominee for an office, when the ballot may be dispensed with and the election is by viva voce vote.

Newly elected officers shall be installed at the regular May meeting and will take office on the last day of the current school year. The period from the installation of office in May to the last day of the current school year, will be used as a mentoring period between the outgoing and new officer.

7) OFFICERS AND DUTIES The officers of this organization shall be:

President; Vice-president; PR person; Facebook coordinator; Secretary; Treasurer.

- a. *The duties of the President* shall be: To preside at all meetings of the organization and of the Executive Board. The President shall be ex-officio a member of all committees except the nomination committee. The President shall act as activity liaison. Communicating with activity chairpersons of any changes; aide chairperson in recruitment of needed volunteers.
- b. *The duties of the Vice-President's* shall be: To act as an aide to the President, and in the absence of the President, in their order, shall perform the duties of the President. This position will also be the membership chairperson.
- c. *The duties of the Secretary* shall be: To keep an accurate record of the proceedings of all meetings of the organization and the Executive Board. Will be prepared to refer to minutes of the previous meetings, and shall prepare a summary of all unfinished business for the use of the President. After each meeting, secretary will send minutes via email to all BPAC members. Secretary will also be the room parent coordinator.
- d. *The duties of the Treasurer* shall be: To receive all money and shall deposit it in the name of the organization in a bank approved by the Executive Board. The Treasurer shall keep an itemized account of income and expenditures and make a budget progress report at the regular meetings of the organization.
- e. *The duties of the PR Person* shall be: To promote the Carnival and BPAC dinner, auction and raffle via social media, radio, flyers, letters, posters, etc.
- f. *The duties of the Facebook Administrator* shall be: To promote all activities and events on Facebook. Information may be obtained from the Committee Chair.

- 8) STANDING COMMITTEE CHAIRPERSONS shall consist of: parliamentarian, auditing committee, Brittan Buck Store, Auction, hospitality, clothes closet, and Box Tops for Education. Committee chairpersons shall be appointed by the President.
- a. *Parliamentarian Chairperson* shall attend all meetings of the organization and Executive Board and give necessary advice on parliamentary procedure. Most questions of procedure shall be handled by the Parliamentarian immediately as they arise.
 - b. *Auditing Committee Chairperson* shall be appointed by the President at a regular meeting in September. Together they will pick a committee of three (3) BPAC members. The budget progress reports, with all vouchers, will be submitted to the committee after each large fundraiser and in time to be certified for its correctness before the regular meeting of the organization in May.
 - c. *Brittan Buck Store and Auction Chairperson* shall be responsible for all purchases pertaining to the store or the auction. Will be responsible for balancing the budget and working within the budget guidelines. Chairperson will also be responsible for scheduling all stores and auctions including date, time, space, and working personnel.
 - d. *Hospitality Chairperson* will be responsible for providing refreshments for all BPAC sponsored meetings; or obtaining parents to supply refreshments.
 - e. *Clothes Closet Chairperson* will be responsible for obtaining and organizing clothes for the closet. Will take requests from teachers and to the best of their ability, will fill those orders and keep all information they may be given confidential.
 - f. *Box Tops for Education Chairperson* shall be responsible for collecting and counting box tops on a timely basis and mailing box tops according to General Mills Box Tops for Education campaign. The chairperson will also be responsible for supplying a container for the collection of the box tops.
 - g. *The Great Artist Program Chairperson* shall be responsible for coordinating the Art Program and Art Gallery on Open House night. The Art Program consists of scheduling art instruction with parent help, ordering supplies and