

Western Coventry Community Organization

Bylaws

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Article I Name

The name of this association is the Western Coventry Community Organization.

Article II Purposes

The purpose of the Western Coventry Community Organization is to support the Western Coventry Elementary School by fostering a strong community bond between teachers, parents & students.

Article III Basic Policies

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.

- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.

- d. No part of the net earnings of the organization shall be to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

- f. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in

any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

g. The organization may vote to be dissolved with previous notice (14 calendar days) and a two thirds vote of those present at the meeting.

h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to Western Coventry Elementary School..

Article IV Membership and Dues

Section 1. Dues will be set annually as part of the budget.

Section 2. Any parent, guardian, or community member, may be a member and shall have voting rights. The principal and any other teacher employed at the school may be a member and have voting rights.

Article V Officers

Section 1. The officers of this local organization shall be a president and/or co-presidents, a vice president and/or co-vice presidents, a secretary, a treasurer, and the principal of Western Coventry Elementary School.

Section 2. Officers shall be elected in the month of May.

Section 3. The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

Section 4. The following provisions shall govern the eligibility of individuals to be officers of the Western Coventry Community Organization.

a. Each officer shall be a member of this local organization.

b. No officer may be eligible to serve more than two consecutive terms in the same office.

c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 5. Officers shall assume their official duties following the close of the meeting in June in which they are elected and shall serve for a term of two years or until their successors are elected. President and Treasurer will be selected in even years, Vice President and Secretary will be selected in odd years.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. A vacancy in any office other than president shall be appointed by the president.

Section 7. There shall be a nominating committee composed of two(2) members who shall be elected by this local

organization at a regular general membership meeting at least one (1) month prior to the election of officers.

a. The President shall appoint its chair.

b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in April at which time additional nominations may be made from the floor.

c. Only those individuals who are current members of this local organization and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

d. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within 14 days.

e. If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by the following resolution: Officers can be removed by a two-thirds vote of those present (assuming quorum) at a regular meeting where previous notice has been given.

Article VI Duties of Officers

Section 1. The president and or/co-presidents shall

a. Preside at all meetings of this local organization;

b. Serve as an ex officio member of all committees except the nominating committee;

c. Coordinate the work of the officers and committees of this local organization in order that the purposes may be promoted;

d. Perform such other duties as may be provided for by these bylaws.

Section 2. The vice president and or/co-vice presidents shall

a. Act as aide to the president;

b. Perform the duties of the president in the president's absence or inability to serve;

c. Perform such other duties as may be provided for by these bylaws or directed by the president.

Section 3. The secretary shall

a. Record the minutes of all meetings of the Western Coventry Community Organization;

- b. Be prepared to read the records of any previous meetings;
- c. File all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list;
- f. Perform such other duties as may be provided for by these bylaws or directed by the president..

Section 4. The treasurer shall

- a. Have custody of the funds of this local organization
- b. Maintain a full account of the funds of this local organization;
- c. Make disbursements as authorized by the president, executive board, or this local organization in accordance with the budget adopted by this local organization, have checks or vouchers over \$500.00 signed by two people: the treasurer and one other person who is on the Executive board.
- d. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Western Coventry Community Organization;
- e. Provide a written financial statement to the Executive board at each meeting;
- f. Present an annual report of the financial condition of the organization;
- g. Submit the books annually for an audit by an auditing committee selected by the Executive board s at least one month before the meeting at which new officers assume duties.
- h. Report the findings of the annual audit to the Executive board and present any resolution if necessary.
- i. Perform such other duties as may be provided for by these bylaws or directed by the president..

Section 5. Duties of the Executive board shall be to

- a. Carry out such business as may be referred to it by the membership of the organization;
- b. Create a report at the regular general membership meetings of this local organization;
- c. Prepare and submit an annual budget to this local organization's general membership for adoption;
- d. Approve payment of routine bills within the limits of the approved budget ;

- e. Transact business referred to it by the board;
- f. Appoint standing committee chairs and members;
- g. Approve the work of the committees;
- h. Act in emergencies between meetings of the board;
- i. Make a report at each meeting.
- j. Set agenda of general membership meetings.

Section 6. Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 7. Special meetings of the board may be called by the president or when requested by five members upon 3 days notice to each member of the board.

Section 8. At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Article VII Committees

Section 1. Only members of this local organization shall be eligible to serve in any elective or appointive positions.

Section 2. The standing committees of this local organization shall be

- a. Bylaws
- b. Nominating
- c. Fundraising
- d. Auditing
- e. Communications (website, social media, email etc.)
- f. Membership
- g. Other Committees Identified and Voted on by membership as needs arise such as but not limited to: Enrichment, misc. Events, etc.)

Section 3. The term of office of a committee chair shall be one year or until the selection of a successor.

Section 4. The chair of each committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 5. If any committee chair or committee member shall at any time, cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the committee by the following resolution: With prior notice the executive board with a two-thirds vote may remove a committee chair and the president may appoint a new chair.

Article VIII General Membership Meetings

Section 1. Regular meetings of this local organization shall be held on a day set at the beginning of the year to be consistent each month. Seven days notice shall be given to the membership of any change of date unless in the case of emergency (i.e. weather or other unexpected event that impacts scheduling) See standing rules for further information.

Section 2. Special meetings of this organization may be called by the president or by 5 members three (3) days notice having been given.

Section 3. Voting by proxy is prohibited.

Section 4. Eight (8) members shall constitute a quorum for the transaction of business in any meeting of this local organization.

Article IX Fiscal Year

The fiscal year of the Western Coventry Community Organization shall begin on July 1 and end on the following June 30.

Article X Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern Western Coventry Community Organization in all cases in which they are applicable and in which they are not in conflict with special rules of order or Articles of Incorporation.

Article XI Amendments

Section 1. These bylaws may be amended at any regular general membership meeting of the Western Coventry Community Organization by a two-thirds vote of those present and voting, provided the amendments have been approved by the Executive board and notice of proposed amendments has been provided to the membership 30 days prior to the meeting.

Section 2. Bylaws will be reviewed annually.

Approved by:

Unit Name: ____ Western Coventry Community Organization ____

Unit President: _____ Date:

Approved by the members at:
