

**Bi-Laws**  
**Graysville Parent Organization**  
**Graysville Elementary School**

**Article I-NAME**

**Section 1.** The Name of this organization shall be the Graysville Parent Organization. Otherwise referred to as the GPO

**Section 2.** The organization may at its pleasure, by a vote of the current members change its name.

**Article II- MISSION STATEMENT**

The mission of the GPO is to support the Graysville Elementary School; to encourage communication between parents and staff; to raise parent awareness and promote parent involvement in the school issues; to raise and administer funds and accept educational equipment; in order to provide additional educational benefits beyond those provided by the school district.

**Article III- PURPOSE**

**Section 1.** To be a service organization encouraging parental involvement in the educational process of their children.

**Section 2.** To promote and facilitate communication between the school and the community.

**Section 3.** To provide additional activities and enrichment for the school population as funds and personnel permit.

**Section 4.** To engage in fund-raising in accordance with the guidelines of West Greene School District to meet current and on-going needs for students.

**Article IV- MEMBERSHIP**

**Section 1.** Membership in this organization shall be open to all parents, grandparents and/or guardians of students in current enrollment at Graysville Elementary.

**Section 2.** To be considered an active member of this organization a member must: [a] personally have placed signature on meeting sign-in sheet to show proof of attendance [b] have attended at least 3 meetings for the current school year. [c] to be an officer for the following year you must attend at least half of the meetings for the current school year.

**Section 3.** All members that volunteer within the school must read and sign a Volunteer Code of Conduct as required by the West Greene School District. Members will be held accountable to the conduct guidelines as set by the district.

**Article V- MEETINGS**

**Section 1.** Organization shall meet monthly during the school year, September through May. January's meeting can be cancelled by the officers due to lack of activity during the month. Day & times of meeting will be adjusted on an as needed basis.

**Section 2.** The order of business shall be as follows:[a] Sign-in of all present officers and members [b] Call to order [c]Minutes of the previous meeting [d] Treasurer's report [e] Report from committees [f] Old or unfinished business [g] New business [h] announcements [i] closing

**Section 3.** Rules: [a] every member has rights equal to every other member [b]The decisions of the Majority

vote will be carried out [c] the minority must be heard and its rights protected [d] only one topic will be considered at a time

**Section 4.** Parliamentary procedure will be followed at all meetings.

## **Article VI- OFFICERS: Nominations, Elections, Special Circumstances**

**Section 1.** Nominations will be held during the April Monthly meeting. Nominees must be present to accept nomination and meet the requirements listed for the nominated office and be an active member.

- A. Nominees must be a parent/legal guardian of the enrolled child at Graysville Elementary.
- B. No person shall be nominated for the position of president unless said person has held and executive office within the past 2 school years.
- C. The nominated and elected officers shall be: President, Vice-President, Secretary, Treasurer, and Publicity Chairman. Term of office will be one year, beginning at the end of the current school year to the end of the next school year.
- D. To participate in voting procedures, members must be in active status, having attended at 3 of meetings for the current school year.
- E. Floor will be opened to nominations for each office. Ballots will be distributed, collected and tallied by two impartial members and two officers. Impartial is the member not currently nominated for an office. These members will then announce the decision.

**Section 2.** Election of all officers, by a majority vote, will take place in May of the school year at the regular monthly meeting.

- A. To participate in voting procedures, members must be in active status, having attended at least 3 of meetings for the current school year.
- B. Floor will be opened to vote for each office. Ballots will be distributed, collected and tallied by two impartial members and two officers. Impartial is the member not currently nominated for an office. These members will then announce the decision.

**Section 3.** Special Circumstances for offices shall be handled in the following manner:

- A. Vacancy in office of the president shall be filled by the vice-president. Vacancies in any other offices shall be filled by the appointment of the president with the approval of the majority of members present and voting at a regular meeting.
- B. Term limits for offices shall be: president-3 years, vice-president, secretary, treasurer, and publicity chairman – 3 years.
- C. An override of the term limit is permitted for one additional school year on any office in the event that there are no nominations to said office. A vote of 2/3 of the members present is needed to an override at the April nomination meeting.
- D. Resignations of officer of offices will only be accepted in writing, and during a regular meeting.
- E. In the event an officer is not fulfilling the position of said duties, not representing the best interests of the organization or has been absent for three consecutive monthly meetings, the remaining officers, by a majority vote of the members may remove for cause any elected officer at a regular monthly meeting.

## **Article VII – Duties of Elected Officers**

### **Section 1. President**

- A. shall preside over all meetings and shall see the work of the GPO go forward.
- B. shall be the chairman of the executive committee.
- C. shall appoint committees when needed.
- D. shall be one of the officers designated on the checking account.
- E. Shall prepare an agenda for monthly meetings

## **Section 2. Vice-President**

- A. shall assist the president and act in the absence of the president.
- B. Shall be one of the officers designated on the checking account.
- C. Shall keep the policy and procedure book up to date with all information coming and going. Copies of all correspondence.

## **Section 3. Secretary**

- a. shall record the minutes of each meeting and activities of the organization with accuracy and detail.
- b. Shall be one of the officers designated on the checking account.
- c. Shall provide copies of the agenda and minutes from previous meeting for monthly meetings.

## **Section 4. Treasurer**

- A. shall have the care and custody of all monies belonging to the organization.
- B. Shall be one of the officers designated on the checking account.
- C. Shall render the amount of the finances to the organization at the regular monthly meeting.
- D. A lockbox will be kept in the GPO office for all moneys, checkbooks and related materials.
- E. All related including but not limited to treasurers binder, checkbooks and registers are to be kept in the GPO office for all intense purposes.
- F. All moneys must be deposited by a current officer and within a reasonable amount of time.
- G. When moneys are collected and counted one current officer and on member must be present.

## **Section 5. Publicity Chairman**

- A. shall inform the public and school population of GPO activities through the newspaper or other informative media.
- B. Shall keep all appropriate pictures published in the newspaper.
- C. Shall compile a newsletter to be sent out to student body in Oct, Dec, Feb, and May/June depending on the end of school.

## **Section 6. Records and Materials**

- A. It shall be the responsibility of each outgoing officer to surrender to the successor all records and other materials pertaining to that office.
- B. All pertinent and Historical records shall be kept in a file at the school designated to the GPO for future reference.

## **Article VIII - Homeroom Parents**

Classroom parties and activities will be planed by homeroom teachers with help of parent volunteers.

## **Article IX – Quorum**

The number constituting a quorum shall be 6 active members present with one being and officer.

## **Article X – Ratification and Amendments**

**Section 1. Ratifications** of this constitution and by-laws shall be accepted when  $\frac{2}{3}$  of the active member of the organization shall agree to it contents.

**Section 2.** Copy of this constitution and by-laws shall be placed on file in the GPO records and a copy shall be placed in the school office. Copies should be made available upon request for all officers and members alike.

**Section 3.** This constitution may be amended at any regular meeting provided that written notice of the proposed amendment shall have been filed with the secretary and presented at a meeting preceding the one at which it is to be voted on.

Presented for ratification September 2009