

**Pownal Elementary School
IMPACT
Bylaws**

As approved June, 2015

Article 1: Name

The association's name shall be IMPACT.

Article 2: Purpose

IMPACT's mission is to foster a sense of community between our school, our families and our town in the continuing education of our youth. To achieve this goal, we will promote united efforts between families, educators, and community members to secure for our children the highest advantages in physical, mental, and social education.

These efforts may include:

- a. Fundraising activities;
- b. Community activities such as, but not limited to: dances, fairs and carnivals;
- c. Educational and enrichment activities including, but not limited to: guest speakers, field trips, etc.; and
- d. Volunteer solicitation and coordination.

Article 3: Basic policies

- 3.1 The organization shall be noncommercial, nonsectarian and nonpartisan.
- 3.2 Members acting in their official capacities shall not engage in commercial, religious, or political activity not related to promoting the purpose of the organization.
- 3.3 The organization will work with the school to provide quality education for all youth.
- 3.4 The organization will seek to raise funds for the sole purpose of enhancing the educational efforts of the school.
- 3.5 No part of the net earnings of the organization will be distributed to its members, officers, or other private individuals except to pay reasonable compensation for services rendered.

Article 4: Members and dues

- 4.1 Membership is open to any interested individual. All school parents, teachers, and community members are welcome.
- 4.2 There are no membership dues.

Article 5: Meetings

- 5.1 Schedule: Meetings will be held once a month during the school year, on the first Tuesday of every month. Meetings may be cancelled or rescheduled due to bad weather.
- 5.2 Voting: A majority vote of those present is sufficient to pass any proposal unless otherwise indicated in these bylaws. Once a meeting is adjourned and any voting member departed, the meeting cannot be reopened.
- 5.3 April meeting: Elections for officer positions for the following school year will be held during the April meeting. In those years which a new president is elected, he/she shall run the May meeting with the current president then begin official duties beginning in June.
- 5.4 September meeting: The executive committee will present a proposed schedule and budget for the year at the first meeting of the school year.
- 5.5 Special meetings: Special meetings may be called by the president when deemed necessary between regular meetings with 48 hours notice.

Article 6: Officers and their election

The officers of this organization shall include the president, vice president, secretary, treasurer, and outreach coordinator.

- 6.1 Elections: Officers shall be elected for 2-year terms by voice vote at the April meeting. In even years, elections will be held for Vice-President, Treasurer, and VCOC. In odd years, elections shall be held for President and Secretary. If more than one person has been nominated for the same position, vote will be done by silent ballot. Only those persons who have given their consent to serve shall be elected to such office.
- 6.2 Terms of office: Officers shall assume their official duties following the close of the annual meeting in June and shall serve for two years or until her/his successor is elected.
- 6.3 Term limits: There are no term limits.
- 6.4 Vacancies: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote.
- 6.5 Expiration of Term: Upon expiration of the term of office or resignation, outgoing officers shall promptly turn over to the president all funds, records, books, and other materials pertaining to the office.
- 6.6 Removal from Office: Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where 30 days previous notice has been given. For purposes of this section a quorum of 9 (nine) members shall be required.

Article 7: Duties of Officers

7.1 President:

- a. Preside at all meetings of the association;
- b. Draft meeting agenda
- c. Serve as a committee liaison;
- d. Coordinate the work of officers and committees of the association in order that the association's purpose is accomplished;
- e. Oversee the disbursement of funds;
- f. Serve as the primary contact with the principal;

7.2 Vice-President:

- a. Assist the president and carry out president's duties in his/her absence or inability to serve;
- b. Assist in planning meetings;
- c. Serve as a committee liaison.

7.3 Secretary:

- a. Record the minutes of all meetings and post for public access;
- b. Post agenda, in conjunction with the president, 24 hours prior to regular monthly meetings;
- c. Keep a current copy of the bylaws;
- d. Serve as a committee liaison.

7.4 Treasurer:

- a. Have custody of all association funds and maintain all bank accounts;
- b. Keep full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the president, executive committee or association in accordance with the budget adopted by the association;
- d. Present up-to-date financial reports at each meeting;
- e. Make a final report at the last meeting of each year;
- f. Serve as a committee liaison;
- g. Assume responsibilities for monies needed for, or collected at, IMPACT-sponsored events.
- h. File all required State and Federal reports.

7.5 Outreach Coordinator:

- a. Oversee activities pertaining to marketing, development and advertising as authorized by the president, executive committee or association;
- b. Build relationships in the community to provide enrichment for our youth, teachers, and community members;
- c. Maintain a database of willing volunteers and skill sets;
- d. Serve as a committee liaison;
- e. Raise awareness of school events.

Article 8: Executive Committee

The executive committee shall consist of the officers of the association and the chairs of any standing committees.

- 8.1 Duties. The Executive Committee may meet and transact business as necessary in the intervals between association meetings. This business may include, but is not limited to:
- a. Prepare and submit to the association a schedule of events and fundraising activities for the year;
 - b. Create standing and special committees;
 - c. Approve and evaluate the plans, work, and goals of all committees;
 - d. Prepare and submit to the association a budget for adoption for the year;

Whenever possible, 24 hours notice of all executive committee meetings shall be given. All Executive Committee meetings are open to the public.

Article 9: Committees

- 9.1 Creation. The executive committee may create standing and special committees as it deems necessary to promote the objectives of the association.
- 9.2 Standing Committees. The following committees may be held by the organization: Funding, Hospitality, Membership, Communications, Arts and Enrichment, Family Events, Nominating, and Auditing.
- 9.3 Committee Membership.
- a. All association members are eligible to serve on any committee.
 - b. Each committee shall include at least one officer to serve ex officio as a liaison to the executive committee.
 - c. Committees shall consist of no less than 2 members, with a preference of 3 or more participating members.
 - d. Each committee shall annually choose one of its own members to serve as chair. The chair shall be responsible for submitting all agendas and minutes to the secretary for publication and archiving.
 - e. Whenever possible, 24 hours notice of all committee meetings shall be given.
- 9.4 Duties of committees. Committees shall:
- a. Develop a plan and schedule that outlines the objectives of the committee;
 - b. Present the plan to the executive committee in writing for approval before undertaking work;
 - c. Turn in to the executive committee all funds, records, books, and other materials pertaining to the committee at the last annual meeting of the association;
 - d. Provide status updates at each monthly meeting of the association. Said updates can be delivered in person, by liaison, or in writing.

Article 10: Funds Disbursement

Funds earned in each year will be disbursed the following school year as follows:

- a. The executive committee will prepare a budget for approval by members;
- b. Allocations will be approved by a majority vote;
- c. Special/additional funding requests may be approved for spending by the executive committee between meetings, with notification to members at the next scheduled meeting. Such funding may include, but is not limited to, enrichment programs, sports programs, teacher requests, and appropriations and is limited to a total of \$150.
- d. Dedicated funds should be named so before the event/fundraiser occurs and allocated accordingly.

Article 11: Amendments

These bylaws may be amended by a two-thirds majority vote of the members present at any regular meeting of the association where 30 days notice has been given.

Article 12: Bylaws

These bylaws shall be reviewed annually at the September meeting.