

# Napa High Parents' Club BY-LAWS

February 2014

## Article I

**NAME:** The name of the organization shall be Napa High Parents' Club, Incorporated, herein known as Parents' Club.

## Article II

**PURPOSE:** Parents' Club shall be a non-profit organization whose primary function will be to assist students in funding academic-based programs which are not otherwise affiliated with or sponsored by any other campus-based group or organization.

## Article III

**MEMBERSHIP:** Membership in the Parents' Club shall consist of parents and/or guardians of Napa High School students, current students, faculty members, and any interested person(s) in the community. All members of the Parents' Club shall be eligible to vote at the General meetings.

## Article IV

**THE BOARD:** The Board shall consist of the Executive Committee and Appointed Members. During matters that require a vote, the Board shall all have one (1) vote. In the event that two (2) persons share a position, the position shall be entitled to one (1) vote and shall be counted as one (1) member to establish a quorum. A quorum of five (5) shall be necessary to transact business.

A. **Executive committee**

The Executive Committee (elected officers) shall consist of a President, Vice-President, Secretary, and Treasurer. A school administrator or his/her appointee is an ex-officio representative. During matters that require a vote at an Executive Committee meeting, each position shall be entitled to one (1) vote. A quorum of five (5) is necessary to transact business.

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B. Appointed Members

The Appointed Members shall consist of five (5) Members-at-Large.

C. Election of Officers

Eligibility for an elected position (Executive Committee) on the board shall be met by being a member of the Parents' Club. At a Board meeting at least three (3) months prior to the final General Membership meeting, a nominating committee shall be appointed by the President and approved by the Board. The nominating committee shall consist of at least three (3) members, of whom one (1) shall be from the Executive Committee. The School Administrator or appointee shall serve as an advisor to the nominating committee. At the meeting held in the Spring, the slate of eligible candidates shall be presented to the Parents' Club members in attendance. The Parents' Club members in attendance shall then vote on the slate of officers.

D. Term of Office

The Executive Committee shall serve a term of one (1) year. The Executive Committee members shall assume their duties on August 1. It is recommended that no person hold the same Executive Committee office for more than two (2) consecutive years. The final Executive Committee meeting shall be a joint meeting between the existing and newly elected Executive Committee members.

E. Vacancies

In the event of a vacancy, the President shall appoint a person to fill the vacancy for the unexpired portion of the term and such appointments shall be ratified by the Board.

F. Appointed Members

Eligibility for an appointed position on the Board shall be met by being a member of the Parents' Club.

G. Goals and Objectives

The Executive Committee shall establish specific goals and objectives for their term of office. These goals shall be met by providing resources and assistance for projects which meet those goals and objectives.

H. Proposed Annual Budget

A proposed annual budget shall be developed by the Executive Committee. The proposed annual budget shall be presented for approval at the first Board meeting. It will then be presented for ratification at the first General Membership meeting. All monies and/or liabilities shall be passed, intact, to the newly elected Executive Committee each succeeding term. Budget input shall be solicited at the June Board meeting.

**Article V**

**DUTIES OF THE EXECUTIVE COMMITTEE:**

A. President

The President shall preside over all meetings of the Parents' Club. The President shall coordinate the work of the Board members in order that the objectives of the Parents' Club may be fulfilled. The President, or Executive Committee member appointed by the President, shall be an ex-officio representative on all committees. The President shall appoint the Members-at-Large and the Chairpersons of all committees. The President shall be one (1) of three (3) co-signers of checks with the Treasurer or vice-President. The President shall appoint a person to fill a vacancy on the Executive Committee with the ratification of the Board. If any Executive Committee or Appointed Member of the Board is unable to fulfill their duties, the President may, at his/her discretion, assume those duties.

B. Vice-president

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The Vice-president shall act as aide to the President and shall perform the duties of the President in his/her absence. The Vice-president shall be one (1) of three (3) co-signers with the Treasurer or President.

C. General Membership Meetings

At least two (2) General Membership Meetings shall be held throughout the school term. The dates of the meetings shall be at the discretion of the Board.

**Article VIII**

**AMENDMENTS:** These By-laws may be amended by a two-thirds (2/3) vote at any General Membership meeting.

**Article IX**

**TERMS OF OFFICE:** It is recommended that the term of office for a member of the Board of the Parents' Club shall be one (1) year.

**Article X**

**PARLIAMENTARY AUTHORITY:** Robert's Rules of Order Newly Revised shall govern the Parents' Club in all cases in which they are applicable and not in conflict with these By-laws.

**Article XI**

**SAVINGS CLAUSE:** Should any of the provisions of these By-Laws be declared invalid or inoperative by any competent authority of the Federal or State Government, the Board shall have the authority to suspend the operation of that provision only.