

# **EPC CHARTER SCHOOL EPC PARENT CLUB BYLAWS**

## **ARTICLE I: Name**

The name of this organization shall be the EAGLE Parent Club, commonly referred to as the "EPC".

## **ARTICLE II: Purpose**

The purpose of the EAGLE Parent Club shall be to partner families with the EAGLE Charter School administration and staff:

- To help provide educational and recreational activities for the children which might not otherwise be available;
- To help initiate or sponsor projects, help to enrich and improve the EAGLE Charter School environment for all students and staff;
- To help provide volunteers for school events and projects;
- To help promote family learning activities;
- To help promote safe and healthy surroundings.

## **ARTICLE III: Membership**

1. Membership consists of the following persons that subscribe to the purpose of the organization:
  1. All families of students attending EAGLE Charter School;
  2. School staff and volunteers.
2. There will be no voting by proxy.
3. No dues shall be collected for membership.

## **ARTICLE IV: Officers**

1. President: The president presides over all meetings, appoints committees and assists with publicity of the organization.
2. Vice-President: The vice-president aids the president, oversees the work of committees, and assumes the responsibilities of the president when they are unable to perform their duties. Assists with Publicity of the organization.
3. Secretary: The secretary keeps and reads the minutes of the meeting, assists with correspondence and files copies of reports and documents. Assists with Publicity of the organization.

4. Treasurer: The treasurer handles all the organization finances, keeps accurate records of income and expenditures, and gives financial reports at regular meetings. Assists with Publicity of the organization. The treasurer is required to have been an active member for at least one year prior to election - exception can be made for first year members that have cleared the schools background check.

Alternative positions to be appointed by core officers.

5. Volunteer Coordinator: Organize and recruit volunteers for EPC related and EPC school functions and projects.
6. Fundraising Coordinator: Plan and initiate fundraising projects for the EPC. Oversee fundraising project committees.

**The standing members of the Executive Board will be the President, Vice-President, Treasurer and Secretary. Alternative positions of Volunteer Coordinator and Fundraising Coordinator if necessary with the Principal serving as an ex-officio member with non-voting privileges unless otherwise specified within these Bylaws. The standing members of the Executive Board are expected, as much as possible, to be present at regular meeting.**

## **ARTICLE V: Elections**

1. The election of officers shall take place during the September meeting each year.
2. All members of the organization may participate in the election.
3. The Executive Board shall present a list of officers for election.
4. Further nominations may be received from the floor.
5. The election of the candidates, if un-contested, may be by voice vote. Any contested election shall be by written ballot.
6. In the event of a tie, the election will be resolved with a coin toss.
7. The elected term shall be for one year.
8. Term limits shall be set so that no person shall hold the same office for more than three consecutive years.
9. Newly elected officers shall assume their duties October 1st. A change over meeting of the Executive Board will be held within seven days of the election. The President is responsible for organizing the meeting, which will include providing information to the new board members. Additionally, all records, files and documents must be transferred to the new board at that time.
10. Should a vacancy occur in the office of the President, the Vice-President should immediately assume office. If a vacancy were to occur in any other position a

majority vote to fill said position will take place at the next regularly scheduled meeting.

## **ARTICLE VI: Meetings**

1. Regular meetings of the membership will be held once a month all year long. The meetings will be held on the 3<sup>rd</sup> Tuesday of every month at 6:00 PM. Meetings will be held at 999 Locust St. NE.
2. A meeting of the Executive Board can be called by the President or at the request of another officer.
3. At least two members of the Executive Board and at least one member present, at a regular meeting, shall constitute a quorum, which shall be necessary for the purpose of conducting business.
4. A motion, to be passed, must be approved by a majority of votes cast.
5. Meetings of The EAGLE Parent Club will generally follow Robert' s Rules of Order; however, it shall be clear and simple in its procedures and, when practical, avoid the finer points of parliamentary procedure.
6. The President of the EAGLE Parent Club, or in his/her absence, the next member of the Executive Board in the line of succession shall be the final authority on procedural matters.

## **ARTICLE VII: Finances**

1. The fiscal year shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following year.
2. The EAGLE Parent Club is a non-profit organization. All monies earned by the organization shall be used to benefit the students, staff and school.
3. All expenditures will be authorized by a vote of members present at a meeting, except under special circumstances when it may be authorized by a vote of no less than three members of the Executive Board (ie. Emergencies arising between meetings). In such cases it shall be recommended that all members of the Executive Board, or those that are available to vote within a reasonable amount of time, partake in the vote.
4. There are to be four authorized signers on the EPC checking account: EPC Treasurer, EPC President, EAGLE Board of Directors Treasurer and one EAGLE Paid staff member or EPC Vice President (to be appointed by the EPC Board). Two signatures shall be required for a check to be processed. All checks written on the EPC account must be signed by either the EPC Treasurer or the EPC President and one other authorized signer. No signer shall sign a check that has been

written to that person.

5. No loans shall be made by the organization to its officers or members.
6. The Treasurer shall present financial reports at each regular membership meeting and shall prepare final reports at the close of the fiscal year to present in the July meeting and approved by majority vote at the August meeting. The Executive Board shall have the reports and the accounts examined annually by an informal audit committee, who, if satisfied that the Treasurer's annual reports are correct, shall sign a statement of that fact at the end of the report.
7. It shall be the policy of the EAGLE Parent Club to reserve the right to not accept a check from a person who has written at least one bad check and has not rectified to the EPC. Any person who present a check NOT paid by their bank shall pay any charges incurred to EPC.

### **ARTICLE VIII: Amendments**

1. A proposed change to the Bylaws shall be made by a motion to the organization at a regular meeting and should be submitted in writing.
2. These Bylaws may be amended or repealed, or new Bylaws may be adopted, by a majority vote of both the Executive Board and of members present at a regular meeting, provided that the proposed amendments were read at the previous meeting.
3. Copies of proposed changes to the Bylaws shall be made available to members at both meetings indicated in Section 2. These copies shall also be attached to the official minutes from both meetings.

### **ARTICLE IX: Dissolution of the organization**

1. Should the EAGLE Parent Club be dissolved due to the lack of interest and activity, all remaining funds in the treasury shall be turned over to EAGLE Charter School to be spent on programs and purchases benefiting the student, staff and school.

**Ratified and accepted by oral vote this day, the fifteenth of March 2016.**