

Dixie Home & School Club
Proposed Constitution & By Laws
Revised September, 2007

Article I. NAME

The name of this organization shall be the Dixie Home & School Club. Also known as **DHSC**.

Article II. Purpose

The purpose of this club shall be:

II.1 To promote the development of the Dixie students in both the school and in the community.

II.2 To support the principal & staff by identifying and promoting mutual goals to benefit the student body of Dixie school.

II.3 DHSC shall be non-sectarian, non-partisan and non-commercial. No political candidate shall be endorsed by DHSC and commercial enterprises or ballot proposals may only be endorsed when such enterprises or ballot proposals directly benefit the educational programs or opportunities for the students of Dixie School.

Article III. MEMBERSHIP

III.1 All currently enrolled Dixie Elementary School parents and Dixie Elementary School Staff members are voting members of the DHSC.

III.2 There are no dues for members of DHSC.

Article IV. OFFICERS & THEIR ELECTION

IV.1 Officers in the DHSC shall be:

Co-Presidents (2 positions)

Co – Vice Presidents (2 positions)

Treasurer

Financial Secretary

Secretary

Asst. Secretary

IV.2 The Executive Board shall form a nominating committee of four (4) DHSC members at the January meeting. Board openings will be posted to the entire membership also at this time.

IV.3 The nominating committee shall report the names of it's nominees to the membership at the March meeting.

IV.4 The consent of each nominee must be obtained before the candidates name is placed on the ballot.

IV.5 Elections of new Board members will take place at the April or May general meeting. If there is only one (1) candidate for an office, no election is necessary. If there is more than one (1) candidate for an office, a paper ballot will be prepared and issued for vote at the general meeting.

IV.6 Officers shall serve for a term of two (2) years. One Co-President will be elected annually. No officer shall be eligible for the same office for **more** than 1 consecutive term. In the event a successor cannot be found for a specific office, the incumbent may serve an additional term, either 1 year or 2 year. Vacancies in any office may be filled by the Executive Board.

Article V. DUTIES OF THE OFFICERS

V.1 Co-Presidents - The Co-Presidents shall preside at all meetings of the DHSC and Executive Board. They shall perform other such duties as may be prescribed in these by-laws or assigned by the Executive Board or Principal. The co-presidents shall coordinate the work of the officers and committees of the DHSC to promote its objectives, as well as have the authority to call for a majority vote of the Executive Board as necessary to conduct the business of the club. A Co-President will act as liaison to the Dixie Children's Fund.

V.2 Co-Vice Presidents - **Co-Vice** Presidents shall assist the Co-Presidents with particular emphasis on fund raising and other duties as necessary

V.3.1 Treasurer – The DHSC treasurer shall keep an accurate record of receipts and expenditures; shall pay funds in accordance with the approved budget as authorized by DHSC and shall be responsible, along with the Executive Board for the preparation and publication of a budget annually. The Treasurer will be responsible for the maintenance of all books and accounts & records as needed by DHSC. A financial report will be given at each meeting, with a detailed report to be given at the beginning and end of each school year. The treasurer and co-Presidents will decide on the procedures for paying checks. Given consideration to the accounting system used, the treasurer and co-presidents will arrange for a periodic audit by an independent source as necessary.

V.3.2 As necessary, the Treasurer will assist the outside CPA with preparation of tax return, currently due November 15 of the tax year.

The financial accounts' signature documents will be changed with necessary resolutions and paperwork required by the financial institution where accounts are custodied, every two years or when a new Treasurer is elected, by June of the year of new officers.

V.4 Financial Secretary – The Financial Secretary will assist the Treasurer with routine banking, correspondence & collection of funds during fund raising and other financial needs, including check deposits and cash

V.5 Secretary – The Secretary will be responsible for taking notes at all DHSC meetings and posting them to the Board for approval within 10 days of the meeting. After the minutes are approved, either by email vote or at the next meeting, these minutes will be made available to the general membership via email.

V.6 Assistant Secretary – The Assistant. Secretary will be responsible for writing and sending out thank – you notes to those requested through the Executive Board of DHSC. The asst. Secretary will also take minutes in the event the Secretary is not available or unable to take minutes at a meeting.

Article VI. General Meetings

VI.1 All DHSC meetings are open to the general membership and shall be held monthly during the school year at a time agreed upon by the Executive Board.

VI.2 All meetings will be held at Dixie School unless otherwise designated by the general membership

VI.3 The privileges of holding office, making motions and voting shall be limited to the members of DHSC only.

VI.4 Two members of the general membership and four elected officers shall constitute a quorum for the transaction of business in any meeting of the association.

VI.5 Members who wish to add an item to the agenda of a general meeting must contact a co-president at least two weeks prior to the monthly meeting.

Article VII. EXECUTIVE BOARD

VII.1 The Executive Board shall consist of the two Co-Presidents, the two Co-Vice Presidents, Treasurer, Financial Secretary, Secretary & Assistant Secretary and the Dixie Elementary School Principal. The members of the Executive Board will serve until their successors take office.

VII.2 Duties of the Executive Board:

- a. To transact necessary business in the time periods between general meetings and other such business as it may be referred to by the DHSC.
- b. To recommend the creation and dissolution of standing committees
- c. To oversee the activity of standing committees
- d. To present the agenda for each general meeting of DHSC
- e. To fill any vacancy in any office including the Presidency by appointment
- f. To accept and submit to DHSC an annual budget for the school year
- g. To approve bills within the limits of the budget

VII.3 A majority of the Executive board will constitute a quorum. Executive meetings will be called as agreed by the board.

VII.4 The Board shall ensure all fundraisers at the school benefit the whole school and not an individual.

VII.5 The board is responsible to the club and shall not act in conflict with the board's purpose.

Article VIII. FINANCE

VIII.1 DHSC shall raise funds as necessary to carry out its objectives, with all such money being deposited in a general fund.

VIII.2 A budget of proposed expenditures, including estimated normal operating expenses, shall be submitted in writing by the Executive Board to the general membership and shall be approved or amended at a general meeting by a simple majority of members present. In preparing for a budget, the Executive Board shall request recommendations from administrators, teachers, committees and parents.

VIII.3 Budgeted money may be expended with the authorization of the Executive Board.

VIII.4 Any amendments to or deviations from the budget over \$200 must be approved at a general membership meeting.

VIII.5 Upon the dissolution of the DHSC, after paying or adequately providing for the debts and obligations of the DHSC, the remaining assets shall be distributed to a non-profit fund, which has established its tax exempt status under section 501 (c) (3) of the IRS Code.

Article IX RULES OF ORDER

Roberts Rules of Order, Newly Revised, shall govern the DHSC in all cases in which they are applicable and not inconsistent with these bylaws.

Article X AMENDMENTS

These bylaws may be amended by a simple majority at any general membership meeting provided notice of the proposed change has been given to the membership at least two weeks prior to being placed on the agenda for discussion. The proposed amendment will then be voted on at the following general membership meeting.

Article XI COMMITTEES

XI.1 The purpose of any committee must be consistent with the purpose of the DHSC as outlined in Article II.

XI.2 General members wishing to form a committee shall submit a written proposal of intent including a detailed budget request (if applicable) to the Executive Board for approval. General members wishing to dissolve a committee shall submit a written proposal to the Executive Board.

XI.3 Upon approval, the Executive Board will request the proposed committee to present its proposal at the next membership meeting.

XI.4 A motion to approve the committee will be made at the next consecutive membership meeting.

XI.5 All committee chairs are required to submit a verbal or written monthly update of any activity of their committee to the President prior to each general meeting for discussion at the meeting if needed.

XI.6 All funded committees will submit a budget request for the following year by March 1st. This figure will be used to form the DHSC budget for the next year.

XI.7 No individual committee shall raise funds without the approval of the Executive Board, following a submission of a written proposal to raise such funds. Any excess funds shall revert to the general funds at the end of the fiscal year.

XI.8 All committee chairs are required to submit any changes to the current work plan of their committee to the Executive Board for approval. Any substantial changes to this plan during the year should be submitted to the Board for its approval.

STANDING RULES

- 1. A copy of these by laws shall be given to all Executive Board members at the beginning of their term in office. A copy of these by laws shall be made available to each member of DHSC.**
- 2. A meeting of the officers-elect shall be called by the co-presidents elect to make plans for the upcoming year's program and budget.**
- 3. The budget year will be concurrent with the membership year, July 1 – to June 30. On June 30, all money allocated but not expended, including monies allocated to the classroom accounts, shall revert to the general fund with the exception of money authorized for normal operating expenses.**
- 4. Should a motion be made affecting school policy, the President must table the motion. If a simple majority of members present favors a review, the President shall appoint a three (3) member committee to review the merits of the motion and report its findings at the next general meeting.**