

BY-LAWS

Parents' Association of Riley Avenue

November 1st, 2014

ARTICLE – ORGANIZATION

SECTION 1 – The name of this organization shall be Parents' Association of Riley Avenue.

SECTION 2 – The abbreviation P.A.R.A. may be used in lieu of the full Association name on correspondence, publicity, etc.

ARTICLE II – OBJECTIVES

SECTION 1 – The objectives of this organization are:

- a. To promote the welfare of the children in home, school and community.
- b. To bring into closer relation and to improve communication between the home and the school.
- c. To develop better public relations within the school and the community.
- d. To advise the Riley Avenue School Administration of parental concerns.
- e. To promote special programs for the educational enrichment of the children as well as the parents.

SECTION 2 – The objectives of this Association are promoted through educational programs and are developed through conferences, committees, projects and programs. They are governed and qualified by the basic policies set forth in ARTICLE III.

ARTICLE III - BASIC POLICIES

SECTION 1 – The Association shall be non-profit, non-commercial, non-sectarian, and non-partisan.

SECTION 2 – The name of this Association or the name of any members in their official capacities shall not be used in any manner or for any purpose not appropriately related to promotion of the objectives of this Association.

SECTION 3 – No one member or group of members shall make any commitments that bid the Association to any program or project without being duly authorized by

the majority of the active members present at a regularly scheduled monthly meeting.

SECTION 4 – In the event of dissolution, all of the remaining assets and property of the Association shall, after necessary expenses, thereof be distributed to such organizations as shall qualify Under SECTION 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or to the federal government, or to a state or local government, for public use.

SECTION 5 – In the event of dissolution, all of the remaining assets and property of the Association shall, after necessary expenses, thereof be distributed to such organizations as shall qualify Under SECTION 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or to the federal government, or to a state or local government, for public use.

No part of the net earnings of the Association shall inure to the benefit of any member, officer of the Association, or any private individual (except that reasonable compensation may be paid or services rendered to or for the Association), and no member, officer of the Association or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the Association.

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501 (h) or participating in, or intervening in (including the publication or distribution or statements), any political campaign on behalf of any candidate for public office.

SECTION 6 – Meetings will be run by basic parliamentary procedure and rules of fairness. The chair may determine the rules for each meeting based upon accepted parliamentary procedure. Disputes will be settled using our Bylaws and if not addressed by the Bylaws, Robert's Rules of Order.

ARTICLE IV- MEMBERSHIP AND DUES

SECTION 1 – Membership of this Association shall be open to all parents & Legal guardians without any regard to race, color, creed, or national origin and of those children currently attending Riley Avenue School.

SECTION 2 – Parents may be admitted to the membership at any time during the school year.

- * ACTIVE MEMBERS are those parents who have obtained 8 points from P.A.R.A activities. Point values will be:
 - 3 points for being on a committee for its term (2 unexcused absences from the committee function and you're dropped from the committee)
 - 2 points for a meeting

1 point per hour of volunteer time at P.A.R.A. activities.

A sign in log will be presented at each P.A.R.A volunteer event for names to be clearly printed and signed for the purpose of documenting the number of volunteer hours per member. Members can only sign for themselves. Sheets will be collected monthly and entered into P.A.R.A Records & Minutes. It's the member's obligation to make sure their time is recorded on a monthly basis.

Note: New attendees to P.A.R.A. meetings (regardless of the age of their child shall be automatic ACTIVE MEMBERS up to the end of January of the school calendar year, as they do not have a previous attendance record. If that new attendee does not obtain the 8 points before elections, they will not be considered an ACTIVE MEMBER for election or election voting.

* INACTIVE MEMBERS are those parents who are unable to attend the meetings or volunteer for P.A.R.A., but still lend their support.

SECTION 3 – All members may participate in the monthly general membership meetings; however, only ACTIVE MEMBERS shall have a vote in the election of officers.

SECTION 4 – The Principal shall be a member of the Association; however shall have no vote. However, in the event that the Principal is a Riley Avenue parent, the right to vote is granted.

SECTION 5 – There shall be no charge for dues.

ARTICLE V – MEMBERSHIP MEETINGS

SECTION 1 – Regular meetings of the Association shall be held once a month, on a day and time to be determined by P.A.R.A. Board of Directors.

SECTION 2 – Advance notice of monthly meetings shall be posted in the main office for all parents and staff.

SECTION 3 – Advance notice of the agenda shall be given to all members if it is known that important business requiring a vote is to be presented at the meeting. Two-thirds (2/3) majority of the active members attending the meeting will be required to approve all matters that require a vote.

SECTION 4 – A vote is not required at monthly meetings for any reasonable, applicable and necessary P.A.R.A. expenses up to \$150.00. The intent is to allow necessary expenses in a given month to be expensed without waiting for the next meeting. A month is defined as the time between regularly scheduled meetings. These expenses cannot exceed \$150.00 in that given month and should only be used for programs for the children.

ARTICLE VI- ORDER OF BUSINESS

SECTION 1 – The order of business at all monthly meetings of members shall be as follows:

1. Welcome/Attendance Sheet passed out to members
2. Minutes and Correspondence
3. Treasurer Report
4. Committee Report
5. Old and Unfinished Business reviewed
6. New Business
7. Principal Time
8. Adjournment

ARTICLE VII- ELECTION OF OFFICERS

SECTION 1 – The officers of the Association, known as the Executive Board, shall perform as a team and be as follows:

- President / Co-President
- Vice- President
- Secretary
- Treasurer

SECTION 2- The complete slate of President / Co-President, Vice-President, Secretary and Treasurer must be elected at the May meeting. The official transfer of the Executive Board shall be on June 30th.

SECTION 3 – Prior to the March meeting, written notice shall be sent to the membership petitioning nominees for the slate of Officers of the Executive Board. Nominees shall be posted at the April meeting at which time the nominations will be closed and the final slate posted in the school office until the May election.

SECTION 4 – Voting for the Executive Board Officers shall be by written ballot. Each office shall be individually voted on and tabulated.

SECTION 5 – The election of the President /Co-President, Vice-President, Secretary and Treasurer shall be limited to the current years ACTIVE MEMBERS only.

SECTION 6 – A P.A.R.A. Executive Board Officer shall not be eligible to serve more than two consecutive terms in the same office with a maximum of 4 years of consecutive service on the Executive Board.

SECTION 7 – Once the new P.A.R.A. Board has been elected, they shall co-exist with the Active Board until June 30th for matters relating to the following year. This will ensure a smooth transition of the new board beginning their term July 1st. A separate transitional meeting between the two boards should take place before the new term beginning July 1st.

SECTION 8 – The term of office shall be from July 1st through the following June 30th.

SECTION 9 – In the event of a vacant position after the elections have been completed. The newly “elected” board will have the right to appoint the position upon a favorable 2/3 majority vote of the membership without the limitations imposed by Article VII SECTION 6 for One term.

ARTICLE VIII – DUTIES OF EXECUTIVE BOARD OFFICERS

SECTION 1 – PRESIDENT / CO-PRESIDENT

- The President shall preside at all meetings of the Association.
- Shall appoint the Chairpersons of all Standing Committees with the consent of the other three officers. Said Chairperson shall oversee the committee and report back to the Executive Board Officers.
- Shall be the ex-officio member of all committees.
- Shall coordinate the work of the officers and committees to promote the objectives of the Association.

SECTION 2 – VICE PRESIDENT

- Shall act as an aide to the President.
- Shall perform the duties of the President / Co-President in the absence or inability of both the President / Co-President to serve.

SECTION 3 - SECRETARY

- Pass out attendance sheet at all meetings and keep track of attendance for all P.A.R.A. sponsored projects.
- Shall record the minutes of all meetings.
- Shall hand out minutes from prior meeting.

- Shall conduct all correspondence of the Association.
- Shall be responsible for all notices required to be sent to the membership.
- Shall be responsible for keeping track of hours logged by P.A.R.A. volunteers.
- Shall maintain multi-media communications (i.e. Facebook)

SECTION 4 – TREASURER

- Shall have custody of all funds of the Association.
- Shall keep full and accurate and up to date account of all receipts and expenditures.
- Will not make any disbursements that have not received prior approval by the Executive Board and/or vote of the majority of the active members at a regularly scheduled meeting, (see ARTICLE IV; SECTION 4).
- Is the primary board member responsible for making all deposits of P.A.R.A. funds. However, another P.A.R.A. Board Member has the ability to make deposits with prior knowledge of the Treasurer.
- Is responsible for obtaining the appropriate paperwork for tax purposes.
- Will provide access and locations to any and all necessary bank records, tax documents, etc. for the upcoming (newly elected) Treasurer and Board.

SECTION 5 – Only the President, Vice-President and Treasurer shall have the authority to sign checks for the Association. Two signatures will be required on every check written.

SECTION 6 – WEBSITE

- The P.A.R.A. website shall be maintained by an appointed Chairperson, without compensation to said Chairperson. Any website set up, maintenance or renewal fees will be expensed by P.A.R.A. to the company that services the website. The Chairperson is to be selected by the Board of Officers. In the event that a Chairperson is not selected, the Board of Officers will be responsible for maintenance.

SECTION 7 – VACANCIES

- If there is a vacancy in the office of President, the Vice-President will become the President. At the next regularly scheduled meeting, a new Vice-President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.
- If a Co-President exists, then the remaining Co-President shall remain and finish the term of office as the President. No election to replace a Co-President will occur during that term.

ARTICLE IX – STANDING AND SPECIAL COMMITTEES

SECTION 1 – Standing Committees shall be created by the Executive Board as deemed necessary to promote the objectives and carry on the work of the Association.

SECTION 2 – A Standing Committee is defined as a set committee which works throughout the entire year for the Association. The term of office shall parallel the Officers. These committees will be Box Tops, Bylaws, Yearbook, Nominations, and Labels for Education.

SECTION 3 – A Special Committee is defined as a committee which works only for a specified project or program as designated by the Board.

SECTION 4 – No committee work shall be undertaken without the consent of the Executive board and is to be recorded by the Secretary.

ARTICLE X – FUND RAISING

SECTION 1 – The money raised should be used only for the purpose expressed in the initial fund raising proposal. Excess funding above the stated goal is returned to the General fund.

SECTION 2 – All funds raised will be added to the general fund and future allocation of said funds shall be voted on by active membership. Needs a majority vote of members in order to pass..

SECTION 3 – A profit and loss worksheet for each Fundraiser shall be maintained with supporting documentation at the conclusion of each program or project. Records to be maintained by P.A.R.A. and will be transferred to the incoming Board of Officers.

SECTION 4 – No outside organization, group or individual; profit or non-profit; may at any time conduct a fund raising drive during a P.A.R.A. sponsored project or program.

ARTICLE XI – AMENDMENTS

In order to amend Bylaws. Bylaw changes should be brought to the Bylaw committee or raised on the floor. The change(s) will be presented and read at the next monthly meeting. At the next meeting after the reading and discussion the Bylaws can be voted on and approved by a 2/3 vote of the member's present. Prior notice of the amendment vote will be provided in the meeting agenda.