

EDWIN RHODES ELEMENTARY
Proud Educators and Parents (P.E.P. Club)

BYLAWS

Revised 2002

Amended and Approved 05/31/2006

Amended and Approved 5/29/2008

Amended and Approved 01/11/2012

ARTICLE I NAME

1. The name of this association is the Proud Educators and Parents Club (P.E.P. Club).

ARTICLE II PURPOSE

1. The purpose of the P.E.P. Club of Edwin Rhodes Elementary School shall be: to unite the home and the school, provide for our children the best academic, physical, and social education, and to stress a personal responsibility to family, school, community, and nation.
2. The object of this organization shall be to: promote closer understanding and cooperation between parents, teachers and students; to assist the administration and staff in obtaining necessary instructional equipment and materials to further the education of the students; as well as to support the philosophy of Edwin Rhodes Elementary School through parent and faculty education programs and workshops.

ARTICLE III MEMBERSHIP

1. Membership in this organization shall include parents and legal guardians of students enrolled at Edwin Rhodes Elementary, as well as all staff.
2. Each officer and committee chairperson must be a member of the P.E.P. Club.

ARTICLE IV ELECTION OF OFFICERS

1. Elected officers of this association shall be President, Executive Vice-President, Vice-President of Fundraising, Vice-President of Development, Vice-President of Public Relations, Vice-President of Finance and

Operations, Recording Secretary, Corresponding Secretary, Auditor, Parliamentarian, Historian, and Scrip Treasurer.

2. Any interested P.E.P. Club members are eligible to run for an elected office of the association on a yearly basis.
3. All candidates will be given the opportunity to be introduced.
4. Elections shall be held at the springtime general meeting by a secret ballot vote of the majority of the members present.
5. Officers shall be elected for a term of one year in the same office.
 - a. The new officers shall assume their duties by July 1st.
 - b. Vacancies in office shall be filled by the Executive Board.

ARTICLE V DUTIES OF OFFICERS

Section 1 The President shall:

1. Be the representative of the organization.
2. Prepare, with the Principal, the agenda for all Executive Board and General Membership meetings.
3. Coordinate the work of officers and committees of the association in order that the purpose and objective may be promoted.
4. Preside at all meetings of the association and the Executive Board.
5. Be an ex officio member of all committees, except the election committee, including the School Site Council.
6. Sign checks with either the Executive Vice-President, Vice-President of Fundraising, Vice-President of Finance and Operations, or the Vice-President of Development.
7. Ensure that all newsletters, flyers and/or notices are approved by the principal.

Section 2 The Executive Vice-President shall:

1. Act as an aide to the President and shall perform the duties of the President in the absence or inability of the officer to act.

2. Plan and coordinate all school student programs and assemblies.
3. Serve as chairperson and coordinator of all volunteers.
4. Sign checks with either the President, Vice-President of Fundraising, Vice-President of Finance and Operations, or the Vice-President of Development.

Section 3 The Vice-President of Fundraising shall:

1. Act as an aide to the President and shall perform the duties of the President in the absence or inability of the Executive Vice-President to act.
2. Serve as fundraising coordinator and oversee, as necessary, fundraising deans and committees for all events.
3. Sign checks with either the President, Executive Vice-President, Vice-President of Finance and Operations, or the Vice-President of Development.

Section 4 The Vice-President of Development shall:

1. Act as an aide to the President and shall perform the duties of the President in the absence or inability of the Vice-President of Fundraising to act.
2. Serve as spirit wear coordinator.
3. Sign checks with either the President, Executive Vice-President, Vice-President of Fundraising, or the Vice-President of Finance and Operations.

Section 5 The Vice-President of Public Relations shall:

1. Organize and implement all school service projects.
2. Oversee the disaster preparedness program.
3. Coordinate, in conjunction with the principal, all public relations through local newspapers, school events, public access television, internet, and website.

Section 6 The Vice-President of Finance and Operations shall:

1. Be the chief financial officer of the association.

2. Maintain an accurate record of deposits and expenditures of the association.
3. Administer banking account.
4. Present for approval at all Executive Board meetings a Vice-President of Finance and Operations' report delineating all activities of income, expenditures, and adjustments or changes.
5. Post Vice-President of Finance and Operations' report for the knowledge of those interested, after approval at association meetings.
6. Make an annual financial report to the association which includes gross receipts and disbursements for the year.
7. Prepare and file the association's tax returns.
8. Present the association's financial books to the auditor for a biannual audit.
9. Ensure that all financial records are completed by July 1st of each fiscal year.
10. Ensure a Board Member and/or Dean are present when counting funds.
11. Sign checks with either the President, Executive Vice-President, Vice-President of Fundraising, or the Vice-President of Development.

Section 7 The Recording Secretary shall:

1. Keep an accurate record of the proceedings of all meetings of the association and the Executive Board in a notebook, which is to be the legal record of the P.E.P. Club.
2. Be prepared to refer to minutes of previous meetings and present minutes from previous meetings.
3. Prepare a list of all unfinished business for the use of the President.
4. Record all expenditures in the minutes.
5. Keep a current list of the members of the Executive Board.
6. Keep current copy of the bylaws.

7. Post agenda on the website 72 hours prior to the meeting for the knowledge of those interested.
8. Establish and maintain an updated P.E.P. Club Notebook for all Executive Board Members.

Section 8 The Corresponding Secretary shall:

1. Conduct all necessary correspondence of the association (i.e. thank you notes to volunteers and donors) upon authorization of the President, Executive Board, or association.
2. Notify chairpersons of their appointments.
3. Notify Executive Board of upcoming meetings.
4. Perform the duties of the Recording Secretary in the absence or inability of that officer to act.

Section 9 The Auditor shall:

1. Obtain the association's financial books from the Vice-President of Finance and Operations for a biannual audit at the end of the calendar year and at the beginning of the new fiscal year (July 1st).
2. Present an Auditor's Written Report to the Executive Board at the August and February meetings.
3. Assist the Vice-President of Finance and Operations in the preparation of the association's tax returns.
4. Audit the books, upon resignation of the Vice-President of Finance and Operations, and at any time deemed necessary.

Section 10 The Parliamentarian shall:

1. Advise officers on bylaws and keep updated amendments to bylaws as approved by the association.
2. Advise officers on parliamentary procedures.
3. Chair election committee and assist in vote tallying.
4. Monitor discussion time during P.E.P. Club meetings.

5. Oversee and coordinate the snack schedule.

Section 11 The Historian shall:

1. Assemble and preserve a record of the activities and achievements of the school and association.
2. Act as custodian of records and other materials pertinent to the history of the school and association.
3. Coordinate photography of all school and P.E.P. Club events.
4. Purchase and develop film.

Section 12 Scrip Treasurer shall:

1. Maintain an accurate record of purchases, deposits, and expenditures for the Scrip Account.
2. Administer the Scrip Banking Account.
3. Present for approval at all Executive Board meetings a Scrip Treasurer report delineating all activities of income, expenditures, and adjustments or changes.
4. Ensure that all financial records are completed by July 1st of each fiscal year.
5. Sign checks with either the President, Executive Vice-President, Vice-President of Fundraising, Vice-President of Development, or Vice-President of Finance and Operations.

Section 13 Deans of Committee shall:

1. Serve as ex officio members of the Executive Board.
2. Serve as chairpersons of committees such as, but not limited to:
 - a. Fundraising
 - b. Book Fair
 - c. Spirit Wear
 - d. Memory Book
 - e. School Volunteers
 - f. Room Parents

Section 14 All officers shall:

1. Upon expiration of term of office, or in the case of resignation, each officer shall turn over to the President all records, books, and any other material pertaining to the office and shall return to the Vice-President of Finance and Operations all funds belonging to the association.

Section 15 Regarding a Position:

1. The President has the right to request an officer to step down once a majority vote by the Executive Board has occurred for the following reasons:
 - a. An officer fails to perform their duties
 - b. An officer displays inappropriate behavior while representing PEP Club or Edwin Rhodes Elementary School
 - c. An officer falsifies records
 - d. An officer steals from PEP Club funds
 - e. An officer misappropriates funds
 - f. An officer publicly slanders or knowingly spreads malicious rumors of any officer on the PEP Club Executive Board or any Edwin Rhodes Elementary Faculty member
 - g. An officer has poor attendance (misses 3 or more meetings in one school year or misses 2 consecutive meetings).

ARTICLE VI MEETINGS

1. General Meetings:

A minimum of two (2) general meetings per year shall be held by order of the Executive Board. Meetings shall be called by the Executive Board upon written, electronic, and/or phone message sent at least three (3) days before the meeting. A minimum of twenty-five (25) members must be present at any general meeting.

2. Executive Board Meetings:

Meetings will be held once a month as determined by the Executive Board. (Principal and/or President may cancel or call additional meetings as needed.)

3. Annual Election:

The general meeting to be held in spring shall be the annual election meeting, at which time officers shall be elected.

4. Motions:

The privilege of making motions, debating, and voting shall be limited to members of the association who are present.

ARTICLE VII Executive Board

1. The Executive Board shall consist of elected officers of the association, school Principal, Assistant Principal, and two teacher representatives, all of whom shall be members of the association.
2. The Executive Board:
 - a. Shall transact necessary business between general meetings of the association, prepare an agenda for the general meeting, and other business which may be addressed by the association.
 - b. Shall fill all vacancies in office, including that of the President.
 - c. Shall maintain a simple majority (half + one member), which must include one administrator or administrator's designee being present, in order to transact any business or vote at an Executive Board meeting.
 - d. May authorize the payment of bills, within the limits of the budget adopted by the association. May authorize the payment of unallocated expenditures, not to exceed a total of \$1,500.00 between meetings of the association without approval.
 - e. At the recommendation of the Executive Board, a member may be asked to resign due to excessive absences.
 - f. Members of the Executive Board must maintain good standing within the school community. Any persons owing the school and/or PEP Club money for more than 30 days, or having 3 or more checks written to school or PEP Club returned for insufficient funds within one school year may not be elected to or maintain a position on the Executive Board.

ARTICLE VIII GOVERNMENT COMPLIANCE

1. Upon dissolution of this association, after paying adequately for the debts and obligations of the association, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational and/or scientific purposes, and which has established its tax exempt status under section 501 (C) (3) of the Internal Revenue Code.
3. No part of the net earnings of this association shall ever inure to or for the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the association shall be empowered to pay reasonable compensation for services rendered, and to make payments

and distributions in furtherance of the exempt purposes for which it was formed.

4. Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on by an association exempt from Federal Income Tax under section 501 (C) (3) of the Internal Revenue Code of 1954.
5. The rules contained in the current edition of Robert's Rules of Order shall be used as guidelines to govern this association in all cases in which they are applicable and in which they are not in conflict with these bylaws.
6. No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including or distribution of statements) on behalf of any candidate for public office.

ARTICLE IX AMENDMENTS

1. These bylaws may be amended by a simple majority of those in attendance at any scheduled meeting of the association.