

WINSHIP ELEMENTARY SCHOOL PARENTS' CLUB BYLAWS

PURPOSE

The Winship Parents' Club shall strive to:

- Develop a closer connection between school and home by encouraging parent involvement.
- Enhance the educational experience by supporting academic and enrichment activities.
- Improve the environment at our school by providing volunteer and financial support.

MEMBERSHIP

Membership is open to the staff, parents/ guardians of children attending Winship School, and any interested community members. There is no fee to become a member.

OFFICERS AND THEIR ELECTION

The officers of The Winship Parents' Club shall consist of a President, Vice-President, Secretary, and Treasurer.

Officers shall be elected annually at the first Parents' Club meeting held in the month of August.

Each position shall be voted for independently.

The newly elected officers shall assume their duties immediately following elections and shall serve for a term of one year or until the election of their successors.

Should a vacancy occur in any office, then that role shall be filled by a majority vote by all remaining members of the Winship Parents' Club with no absentee ballots. Should the office of President become vacant, a Vice President shall assume the duty for the remainder of the school year, or until the office is filled and a new Vice President will be voted on by Winship Parents' Club members.

DUTIES OF OFFICERS

President - Duties

- Preside at all meetings.
- Present any new business.
- Be the official spokesperson for the organization.
- Act as custodian of all records of the organization.
- Manage the recruitment of volunteers for the various Parents' Club events.
- Deliver to the successor in office, all records in his/her possession by fiscal year end.
- Write thank you notes for all donations.

Vice President - Duties

- Perform the duties of the president in the event of that officer's absence or inability to serve.
- Deliver to the successor in office, all records in his/her possession by fiscal year end.

Secretary - Duties

- Take minutes at General Membership meetings.

Finalize minutes and have ready for approval at the following meeting.
Deliver to the successor in office, all records in his/her possession by fiscal year end.

Treasurer - Duties

Be custodian of all organization funds, and shall be authorized to disperse funds on behalf of the Parents' Club, but not without approval by Winship Parents' Club.
Provide a monthly treasurer report at general membership meetings.
Deliver to the successor in office, all records in his/her possession by fiscal year end.

COMMITTEES

Committees shall be created by the Executive Officers as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.

MEETINGS

Frequency

Regular meetings of the organization shall be held monthly during the school year or as designated by the Executive Officers. Location of meetings will be determined as needed by Winship Parents' Club members.

BUDGET

Budget Ledger

A budget will be prepared at the beginning of the school year by the President and Treasurer and presented at the first meeting.

Permanent Budget Items

\$500.00 will be reserved each year for the annual college scholarship competition.
The Parents' Club will carry forward a minimum of \$2,000.00 each year.

Budget Items as Funding Permits

Each classroom will be given a yearly budget of \$300.00 for use to benefit all students in that classroom.

Student Body Gift – The students and staff will be surveyed each year and create a wish list.

This list will be used to choose a student body gift each year at the discretion of the Winship Parents' Club.

Attendance Awards

REIMBURSEMENTS

General Rules

Winship Parents' Club will only reimburse expenses that have been pre-approved at meetings with a prior vote by Winship Parents' Club members.

Each reimbursement form must be signed by the individual requesting reimbursement and the President.

A separate reimbursement form should be submitted for each activity. **Do not** combine reimbursement requests.

A receipt or invoice is required for all Reimbursement/Check requests. The receipt or invoice must be for the same amount or more than the reimbursement request. If reimbursement is on a receipt with other items please highlight or circle amount to be reimbursed. If a receipt, order, invoice or bill is not included, reimbursement will not occur.

To request a check to pay a vendor directly, fill out a Reimbursement Form and attach a purchase order, invoice or bill. The check can be given to the person making the request or mailed directly to the vendor after authorization is completed. Reimbursement requests must be submitted within 30 days of the expense. Any requests submitted past 30 days of receipt will not be reimbursed and request becomes null and void. Reimbursement checks will be provided within 14 days of the reimbursement request.

FIELD TRIP SUPPORT

Each proposed field trip requesting any funding from Winship Parents' Club will be presented to the Parents' Club at least 30 days prior to the trip.

The club will review each field trip expense request and determine the dollar amount to be provided by the Winship Parents' Club by vote.

At the time of vote, we will also determine if volunteer drivers are needed.

If parents wish to go on trips, it will be asked that they purchase their own tickets at the location or prior if pre-purchased by school if there are no extra tickets available.

Any staff member driving on a field trip shall request reimbursement from district prior to requesting funds from the Winship Parents' Club.

SAMPLE APPROVED EXPENSES

Below are samples of expenses that have been approved in the past.

Purchase tickets for students, staff, and chaperones.

Bus transportation

Gas reimbursement for teachers and parents who are asked to drive and have not volunteered.

If a volunteer requests reimbursement, the request must be voted on and approved by the Winship Parents' Club prior to the trip.

REVISION OF BYLAWS

Revision Procedure

Revision request should be presented to the Executive Officers and voted on.

These bylaws may be revised on a three year schedule, or as needed.

These Bylaws were adopted by the Winship Parents' Club on February 5, 2010. They were revised on October 9, 2012.