

Brownell Parent Club

Bylaws

Article I: Name and Objectives

The name of the organization shall be E.E. Brownell Academy of Humanities and Fine Arts. The organization shall also be known as the Brownell Parent Club. This organization is located in Gilroy, California.

The Purpose of the Parent Club is to support and enhance Brownell Middle School student programs. It shall also serve to develop a community of parents, staff, and students.

Article II: Membership, Meetings, Voting and Fiscal Year

Section 1 – Membership

All parents and guardians of currently enrolled Brownell Middle School students, in good standing, are members.

The privileges of holding office, making motions, debating and voting shall be limited to the Members of the Parent Club.

Section 2 - Meetings

Regular meetings of the Parent Club shall be determined by the Board at the first meeting of the school year. The elected Officers, upon notification to the Members at least three calendar days in advance, may call special meetings.

Section 3 - Voting

Voting requires a quorum, which is defined as:

Board Meetings

Two-thirds (2/3) (rounding up to the nearest whole number) of Board Members who have a right to vote shall constitute a quorum. Voting may be done in person, via telephone conference or email.

General Meetings

At least 7 voting members of the Parent Club present at a meeting shall constitute a quorum.

Section 4 - Fiscal Year

The Brownell Parent Club has elected to use July 1 to June 30 for its accounting period.

Article III: Officers and Elections

Section 1- Officers, Liaisons and Chairs

The Executive Board of the Brownell Parent Club shall be:

- President – maximum of one (1)
- Vice President – maximum of two (2)
- Secretary - maximum of two (2)
- Treasurer - maximum of two (2)

The General Board of the Brownell Parent Club shall be:

Parent/Teacher Liaison – maximum of two (2)

ASB Liaison – maximum of (2)

Fundraising Chair - maximum of two (2)

Hospitality Chair – maximum of two (2)

In these Bylaws, when referring to the Board, the Officers will include both the General Board and the Executive Board.

The positions of the Executive Officers must be filled: President, Vice President, Secretary and Treasurer.

The office of President shall only be held by a Brownell Parent Club member (as described under Membership) who has held a Brownell Parent Club Board position for at least 1 school year (or a term of no less than five (5) months.)

For the offices that allow two Officers per position, those two nominees must run for the office jointly.

Each Officer shall have one (1) vote, even though they may hold more than one (1) office.

The President shall hold only the Office of President. The Treasurer shall hold only the Office of Treasurer.

A single person may hold one or more office as set forth above.

These elected and/or appointed Officers agree to uphold the Brownell Parent Club's Bylaws and Policies. Whenever a questionable issue arises, the elected Officers shall perform their duties in a professional and responsible manner and shall attempt to resolve all issues in a timely manner in accordance with the Brownell Parent Club's Bylaws and Policies.

Section 2 - Election of Officers

All Officers for the following school year shall be elected at the regular May meeting. Written notices of the election must be given prior to the election date.

Officers shall be elected for a term of one school year (July 1 – June 30) by ballot. However, if there is but one (1) nominee, (joint nominees are included as one (1)), for an office, election for that office may be by voice vote.

A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by the President with Board approval. The appointment to fill a vacancy shall require a majority vote of the Board.

Section 3 - Duties of Officers

The President shall:

Coordinate the work of the Officers and committees of the Parent Club in order to promote the Parent Club objectives.

Preside at meetings or choose a proxy.

Prepare meeting agendas.

Provide guidance to Officers and committee chairpersons, as needed.

With the aid, advice and counsel of the Executive Board, appoint Chairpersons to special committees.

Act as the official representative of the Parent Club.

Assure these Bylaws are reviewed at the first Board meeting of the school year.

Execute such duties as are necessary to conduct the business of the Parent Club and perform such other duties as prescribed in these Bylaws or assigned to them by the Parent Club.

The Vice President shall:

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

Perform other such duties as may be prescribed in these Bylaws or assigned to them by the Parent Club

The Secretary shall:

Keep the minutes of all meetings.

In the absence of the Secretary, the President shall appoint a Board member to take minutes.

Keep a hard copy record of Parent Club meetings in a binder.

Minutes shall also be made available electronically. The minutes shall serve as the Legal Record.

Be prepared to refer to the minutes of previous meetings.

Keep a current copy of the Bylaws and Policies.

Perform other such duties as may be prescribed in these Bylaws or assigned to them by the Parent Club.

Preside at meetings should the President and Vice President be unavailable.

The Treasurer shall:

Receive all funds for the Parent Club and deposit them in the bank of record.

Pay invoices and reimbursements as per the approved budget or as authorized by the Executive Board, including securing two signatures on checks.

Keep an accurate record of receipts and expenditures, which shall include carbon copies of the checks and deposit slips.

Fill out and forward all necessary government forms and tax returns in a timely manner.

Present an updated budget at every meeting.

In a timely manner, make available requested records to any Member of the Parent Club.

Ensure that the proper accounting policies and procedures are in place.

Enforce the Returned Check Policy.

Preside at meetings should the President, Vice President and Secretary be unavailable.

ASB Liaison shall:

Attend ASB meetings as appropriate and report back to the Parent Club. Assist in the coordination of ASB events, as needed.

The Parent/Teacher Liaison shall:

Attend staff/teacher meetings as appropriate and report back to the Parent Club. Assist in the coordination of staff/teachers for events, as needed.

The Fundraising Chair shall:

Prior to fundraising events, document proposed allocation of funds.

Coordinate fundraisers and submit monies to the Treasurer.

Section 4 - Removal of Officers

By two-thirds (2/3) vote (rounding up to the nearest whole number) of the Members present at a regularly scheduled general meeting, an Officer or Chair may be removed from office for the following: 1) failure to perform duties; 2) misconduct (either word or deed) which is damaging to the stated purposes of the Brownell Parent Club; 3) missing three (3) consecutive meetings.

Section 5 – Separation

Each Officer, Chairperson or Liaison, upon the expiration of their term or resignation (voluntary or involuntary), shall turn over to the Parent Club, within 15 calendar days, all records, books, funds, and other materials pertaining to their office.

Section 6 - Advisory Positions

Unless also a Member as defined under Membership, the following shall apply:

Brownell Middle School Principal – No voting privileges (advisory only)

Brownell Middle School Teachers – No voting privileges (advisory only)

Brownell Middle School Staff – No voting privileges (advisory only)

Article IV: Finances

Section 1 – Budget

A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the Members present.

The Board shall approve all expenses of the organization.

Section 2 - Records

The treasurer shall keep accurate records of any disbursements, income, and bank account information.

The treasurer shall prepare a reconciled financial statement quarterly to be reviewed by the Executive Board.

Section 3 - Checks

Two authorized signatures shall be required on each check.

Authorized signers shall be, at a minimum, the President and the Treasurer.

There shall be a Returned Check Policy, which will govern any checks deposited into the bank of record.

Article V: Use of Technology

Section 1

The Parent Club shall strive to use electronic technology to communicate with its Members and the school community. The rules set forth in the Brownell Parent Club Electronic Media Policy shall govern the use of electronic media.

All user names and passwords associated with a specific Parent Club technology shall be made available to at least to one other Officer of their choosing.

Section 2

The Brownell Parent Club shall use member email addresses and email correspondence only for specific Parent Club communications. Member email addresses and email correspondence shall not be given or sold to a third party for the purposes of marketing or solicitation.

Article VI: Dissolution

Upon the dissolution of the organization, any remaining funds shall be used to pay any outstanding bills, invoices or reimbursements. With the Membership's approval, the remaining assets shall be distributed to Brownell Middle School.

Article VII: Amendments

These Bylaws may be amended by a two-thirds (2/3) vote of the Members present at any general meeting, provided notice was given at the prior month's general meeting.

Amendments made to these Bylaws shall adhere to current laws, rules and regulations governing 501(c)(3) organizations and parent clubs.

These Bylaws cannot be amended more than twice in a fiscal year.

Article VIII: Rules of Order

"Robert's Rules of Order Revised" shall govern this organization in all cases where they are applicable and not incompatible with these Bylaws.

Article IX: Approval of Bylaws

These Bylaws, having been approved by the Membership on December 5, 2017, are hereby signed into effect by the Board of the Brownell Parent Club: