

ESWOOD COMMUNITY CLUB CONSTITUTION & BYLAWS 2022-2023

ARTICLE I: NAME & MISSION

Section 1 – Name

This organization shall hereby be known as the Eswood Community Club and will function as the Eswood School (K-8) Parent Teacher Community Organization.

Section 2 – Mission

The Community Club is an organization that works to coordinate and involve parents, alumni, community members, and school staff in activities to benefit the educational and social development of the students at Eswood School.

ARTICLE II: POLICIES

Section 1

The Eswood Community Club shall be a non-commercial, non-sectarian, non-partisan entity. No commercial enterprise and no candidate shall be endorsed in their official capacities; shall be used in any connection with a commercial concern or with any partisan interest; or for any purpose other than the regular work of the organization.

Section 2

The Eswood Community Club may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils; provided they make no commitment which binds their members' groups.

Section 3

The Eswood Community Club shall not seek to direct administrative activities of the school, control its policies, or interfere with the professional performance of the school staff. As such, it will not become involved in, or interfere with, specific curriculum decisions unless the district or school requests input.

Section 4

The Eswood Community Club shall not infringe on the legal rights of individual students, groups of students, teachers, parents, or the community.

ARTICLE III: MEMBERSHIP

Section 1 – Definition

Membership of the Eswood Community Club shall consist of residents within Eswood School's geographical district area, parents/guardians of students attending the school, student and staff alumni, as well as current staff of the school.

No dues shall be required.

Section 2 – Responsibilities & Duties

General members of the Eswood Community Club are expected to:

- A. attend meetings
- B. elect officers during the annual meeting of each year for the following school year

- C. participate in school activities, committees, events, fundraisers, and educational programs sponsored by the Eswood Community Club
- D. provide input and vote on expenditures of funds earned by the Eswood Community Club
- E. share ideas and concerns relating to Eswood Community Club sponsored events
- F. review and approve the by-laws

Section 3 – Voting

Voting members of the Eswood Community Club must be adult members of the community described above in Section 1. With the exceptions of the Administrator of the school, voting members have the right to:

- A. one vote per individual – written only, no proxies will be accepted (the Administrator of the school must abstain)
- B. propose motions
- C. expect motions to be passed by a simple majority vote

Section 4 – Candidacy

Eligible candidates for elected or appointed positions shall be defined as those who currently have a child/ward attending Eswood Elementary School, those who have had a child/ward at the school, or faculty/staff employed by the school.

ARTICLE IV: MEETINGS

Section 1 – Attendance

Eswood Community Club meetings are open to all interested parties.

Section 2 - General Meetings

The Eswood Community Club will conduct a minimum of six meetings per year to conduct business. Additional meetings may be convened as determined by the President and approved by a majority vote of the Executive Board. The President may call for a special Executive Board meeting at any time. The President will conduct the meetings. If the President is unable to attend a meeting, the next ranking officer shall conduct the meetings. All meetings will be announced prior to their date from the Community Club email or website via an Executive Officer.

Section 3 - Order of Business

The rules contained in the current edition issue of *Robert's Rules of Order* shall govern all issues of this organization not covered by these Bylaws.

The order of business shall be:

- A. Meeting called to order by the President,
- B. Secretary’s Report - approval of the minutes from the prior meeting
- C. Treasurer’s Report - presentation and approval of transactions during the previous month
- D. Old Business
- E. New Business – including Committee Reports/Debrief
- F. Adjournment

Section 4 – Annual Meeting

The last meeting of the school year will be designated as the Annual Meeting.

At this time:

- A. all closing business from the school year will be discussed and closed

- B. nominations for open positions for the following school year's officers will be voted on
- C. the budget for the following school year will be voted on
- D. disbursement of the Treasury balance will be discussed and voted on

Section 5 – Quorum

The presence of 3 members (with a minimum of 2 of those members being board members) shall constitute a quorum.

Section 6 – Voting

A simple majority vote shall be necessary to pass a motion. In the event of a tie the President will cast the deciding vote.

ARTICLE V: OFFICERS & ELECTIONS

Section 1 – Definition

The elected officers of the Eswood Community Club shall be a President, Vice-President, Secretary, and Treasurer (Executive Board). This shall be the rank of the officers for the purposes of coverage in the event of absence or removal of any officer. Non-elected positions could include various committee Chairpersons.

Section 2 – Officer Eligibility

To be eligible for President, a member must have served at least one year as an officer.

Section 3 - Term Length and Limits

All officers shall be elected at the annual meeting for a term of one year commencing July 1. If any officer fails to attend three consecutive meetings, said officer's appointment may be reviewed by the Executive Board. Any vacancy occurring in an office shall be filled, for the remainder of the term, by a person elected by a simple majority vote of the Eswood Community Club Executive Board.

All officers shall be limited to 3 consecutive terms in the same Executive Board position.

Section 4 – Removal

Any officer or agent, such as a committee chair, may be removed whenever it is found that he/she fails to perform assigned duties, is corrupt, or displays any act/behavior that brings dishonor to, or negates, the purpose and/or goals of the Eswood Community Club. The method of removal shall be by 2/3 vote at a regular or properly called meeting at which a quorum is present. Removal shall take place only after the Executive Board has met in an effort to assess and discuss the problem and all attempts have been made to resolve the problem.

Section 5 - Candidate Slate

Prior to the annual meeting, the President shall solicit nominations from the community for each of the open elected officer's positions.

Section 6 - Candidate Consent

The consent of each nominee must be obtained before they are allowed to be considered a candidate for the annual ballot.

Section 7 – Election

Membership shall vote on the slate of candidates at the annual meeting and prior to July 1st. Written ballot voting is required for a position in the event of a contested race. A majority vote of

those members present determines those elected. No vote may be cast by proxy. A tie shall be broken by the Administrator.

Section 8 – The Executive Board

The Eswood Community Club Executive Board shall consist of a President, Vice President, Secretary and Treasurer.

President

- a. The President shall preside at all Eswood Community Club General and Executive meetings.
- b. The President shall prepare an agenda prior to meetings and shall provide a copy to be emailed to all Eswood families and staff prior to each meeting.
- c. The President is an ex-officio member of all committees.
- d. The President shall appoint all committees and shall designate a chairperson.
- e. The President will attend district meetings, as necessary.
- f. The President will coordinate the election of Executive Board members.
- g. The President shall vote on motions only in the event of a tie to break the tie.
- h. The President will be responsible for maintaining the post office box at the Lindenwood Post Office.

2. Vice President

- a. The Vice President shall take over meetings during the absence of the President
- b. The Vice-President shall assist the President with duties as needed.
- c. The Vice President will take and distribute meeting minutes in the absence of the Secretary.
- d. The Vice President shall welcome each new school family to our community.
- e. The Vice President will be the chair of the Pork Chop Dinner Fundraiser in the event of no other volunteers.

3. Secretary

- a. The Secretary shall record the minutes of all meetings of the Eswood Community Club and its Executive Board.

Meeting minutes shall include:

The kind of meeting (regular or special),

The name of the organization,

Date and place of the meeting,

Presiding officer.

Members present

Name of any members making and seconding each main motion,

A summary of all reports,

- b. The Secretary shall provide copies of minutes to all members present at a meeting as well as the school point of contact to be posted on the School's Website.
- c. The Secretary is responsible for verifying the eligibility of all officer candidates.
- d. The Secretary will prepare a supplement to the Eswood School Quarterly Newsletter informing the Community about the actions/events/accomplishments of the Eswood Community Club.
- e. In the event of the President and Vice President absence the Secretary will preside over the meetings.

4. Treasurer

- a. The Treasurer is responsible for receiving and depositing all monies of the organization. Deposits may be made by all Community Club officers or current Eswood School Secretary. All deposits require the initials of either 2 Executive Board Members or one

- Executive Board Member and one the following individuals: Eswood School Representative or the concession stand manager.
- b. A designated Executive Board Officer or Eswood School Secretary will deposit all monies from fundraisers, concessions, or activities within two business days of receiving money. If an extension is required, it must be approved by another member of the Community Club Executive Board.
 - c. During the basketball seasons the concession money should be handled as follows:
 - o The metal “cash box” shall stay at Eswood School with a defined amount of “start-up” cash in it following each game. In the event that the school office is locked and unavailable for access the President, Treasurer, or Concession Stand Manager may retain possession of the cash box until the office becomes available for access.
 - o Following the guidelines stated above, proceeds from each game will be made. If multiple home games are in the same week, the deposit may be made at the end of the week; however, the proceeds should stay at the school (locked in the main office) until the deposit has been counted and initialed according to the guidelines stated above.
 - o After each event, the concession manager needs to complete a “Cash Form” which should also be initialed by another Eswood Community Club member, a concession stand volunteer, or the Eswood School Staff Supervisor.
 - d. The Treasurer is responsible for keeping an accurate record of all receipts and expenditures.
 - e. The Treasurer is responsible for the checking account. All checks require the signature of both the Treasurer and the President. In the event of extenuating circumstances another executive board member may be the secondary signee with the majority approval of the executive board.
 - f. The Treasurer will present the budget and financial report(s) at the General Meeting for approval including disbursements for Staff Stipends, Eswood School Events, and Eswood Community Club sponsored events as soon as reasonably possible after the transactions occur.
 - g. The Treasurer will pay out funds in accordance with the approved budget or as authorized by the Executive Board.
 - h. The Treasurer will provide a current Account Balance at each scheduled monthly meeting with visual accountability of the actual bank statements to be provided
 - i. The Treasurer will prepare the draft budget for the Annual Meeting.
 - j. The Treasurer will be responsible for renewing the post office box at the Lindenwood Post Office.

Section 9 – Responsibilities and Duties of the Executive Board

- a. All officers are expected to attend scheduled Executive Board and General Membership meetings.
- b. The Executive Board’s primary responsibility is to guide and transact the business and activities of the Eswood Community Club.
- c. The Executive Board will approve the work plans of the committees and expenditure of funds.
- d. The Executive Board has the power to act in an emergency without the consent of the General Members.
- e. The Executive Board may vote to allocate funds of \$100.00 or less without bringing the request to the General Membership meeting for approval, not to exceed \$500.00 per fiscal year.
- f. All Executive Board members have the right to propose motions.
- g. All officers have the right to one vote.
- h. The Executive Board will review and approve the budget at the annual meeting.
- i. The Executive Board will collaborate with the School Board and School Administrator regarding programs, activities, funding requests, policies, problems, concerns, or emerging issues.
- j. The Executive Board may collaborate with active councils and committees working within the school.

- k. Upon completion of a term, Executive Board members will turn over all relevant documents and information to incoming Executive Board members.

ARTICLE VI: NON-ELECTED POSITIONS

Committee Chairpersons

The Executive Board of the Eswood Community Club may form standing committees, as necessary, to carry on the work of the Eswood Community Club. The Community Club may solicit for volunteers for these positions.

The Eswood Community Club has also chosen to be responsible for meals for Eswood School Staff during Fall and Spring conferences, a gift for Staff Appreciation, and running concessions during Basketball games and the Chess Tournament.

ARTICLE VII - FINANCES

Section 1 – Fiscal Year

The fiscal year of the Eswood Community Club begins July 1 and ends June 30 of the following year.

Section 2 – Banking

All funds shall be kept in a checking account in the name of Eswood Community Club at Holcomb State Bank, requiring a minimum of two signatures.

Section 3 - Check Policy

- A. The Treasurer may not issue blank checks. In the few instances where amounts are not known in advance, a check may be issued only if the "Payee" is designated on the check before signatures are affixed.
- B. When transactions occur via check, the amounts entered on each check should be verified with a receipt for the transaction and the amount paid. The receipt should then be forwarded promptly to the Treasurer for record keeping.
- C. When transactions occur via bank card, the amount should be verified with a receipt for the transaction and the amount paid. The receipt should then be forwarded promptly to the Treasurer for record keeping. Bank cards will only be issued to the Treasurer, President, and Concessions Manager.

Section 4 - Raised Funds

Funds raised by the Eswood Community Club shall remain in the Eswood Community Club treasury and shall be used for the benefit of the students, parents, and teachers of the Eswood School Community.

Section 5 - Operating Funds

A minimum balance decided upon during the annual meeting must remain in the treasury allocated for the Pork Chop Dinner Drive-Thru fundraiser, Concessions and Eswood School Staff stipends at the end of the school year for the following school year.

Section 6- Approved Expenditures

- A. The Concession Manager will be responsible to meet the essential duties and responsibilities of the position. If these duties and responsibilities are met, the manager will be paid according to the signed contract for the current calendar year.

- B. In the event an Eswood Family experiences a tragic event, the Eswood Community Club will acknowledge the event with a gift, memorial, or donation to the family spending no more than \$50 dollars.
- C. In the event an Eswood School employee retires or leaves the Eswood School having served the school for 10 years or more, the Eswood Community Club will acknowledge the individual's years of service to the school with a gift to the individual spending \$50. This individual will also have their name added to the Community Club Service Plaque (cost of name plate/engraving to be covered by the Community Club.)
- D. The Eswood Community Club will provide meals for teachers both nights of Parent Teacher Conferences during both the fall and spring semesters spending no more than \$150 each semester.

Section 7 - Reporting

All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

Section 8 - Contracts

Contract signing authority is limited to the President or the President's designee.

ARTICLE VII - AMENDMENTS

Section 1

The Bylaws may be amended at a regular/special meeting of the General Membership of the Eswood Community Club.

Section 2

Amendments to the Bylaws may be proposed by any Eswood Community Club member. Amendments presented at a Eswood Community Club meeting shall be considered for voting at a subsequent meeting. A simple majority of all members present and voting is required to adopt an amendment to the Bylaws.

Section 3

Bi-annually in school years ending in an even number, the President of the Eswood Community Club will select three non-board members to review the Bylaws. The committee will report on their review at the regularly scheduled annual meeting. Based upon their review and recommendations, the Executive Board may call a special meeting of the membership to consider changes.

ARTICLE VIII - DISSOLUTION

In the event of dissolution of the Eswood Community Club, any funds remaining shall be donated to Eswood School.

These bylaws were adopted on _____ and shall be in full force and effect as of September _____, 2023. All previous bylaws and revisions hereto shall be considered null and void.

OFFICERS PRESENT

Print:

Signature:

WITNESSES PRESENT