

**WIGGIN STREET ELEMENTARY SCHOOL
THE FRIENDS OF WIGGIN STREET SCHOOL
(PARENT-TEACHER ORGANIZATION)
BY-LAWS**

**2018-2019 Officers: President – Amanda Filler, Vice-President – Hollie Peden ,
Secretary – Andrea White, Treasurer – Christy Burson**

ARTICLE I: NAME OF THE ORGANIZATION

The name of the organization shall be The Friends of Wiggins Street School.

ARTICLE II: PURPOSE OF THE ORGANIZATION

The purpose of the organization shall be to act as a fundraising and support group for Wiggins Street Elementary School.

ARTICLE III: BASIC POLICIES OF OPERATION OF THE ORGANIZATION

Section A: The organization shall be non-profit, non-sectarian, and non-political in nature.

Section B: The organization shall seek neither to direct the administrative activities of the school nor to control its policies.

Section C: Any undertaking of the organization shall require approval by a majority vote of the members present at a regular business meeting.

ARTICLE IV: MEMBERSHIP IN THE ORGANIZATION

Membership in the organization shall be open to Wiggins Street staff members, parents or legal guardians of students attending Wiggins Street, and Wiggins Street volunteers.

ARTICLE V: DUTIES OF THE MEMBERS OF THE ORGANIZATION

Members of the organization should:

1. Cooperate with the elected officers,
2. Serve on committees of the organization,
3. Participate in meetings of the organization,
4. Utilize business meetings to initiate, conduct, and/or finalize plans for activities of the organization,
5. Raise comments, questions, and/or concerns about issues at the time of their presentation, and
6. Support majority decisions after a vote has decided a question.

ARTICLE VI: ORGANIZATION MEETINGS

Business meetings shall be held on a regular basis as determined **monthly**. All meetings will be announced in the school newsletter prior to each meeting.

ARTICLE VII: OFFICERS OF THE ORGANIZATION

Section A: **Two people may co-share an office.**

Section B: The officers of the organization shall include a president, a vice-president, a secretary, and a treasurer.

Section C: Terms of office shall be for one school year.

Section D: Officers shall assume their duties mid-August of each school year.

Section E: A member shall not be eligible to serve more than four consecutive terms in the same office. In lue of absence of candidates, an extension to current officer can be offered.

Section F: No member shall hold two offices simultaneously.

Section G: **An outgoing officer shall serve as an advisor to the new electee when possible.**

ARTICLE VIII: ELECTION OF OFFICERS OF THE ORGANIZATION

Section A: Nominations shall be open at the April business meeting.

Section B: Between the May and June business meetings, one election ballot shall be distributed to each family with the oldest child in the family who attends Wiggan Street and to each Wiggan Street staff member if there is more than one candidate for a position.

Section C: Each officer shall be elected separately.

Section D: Each officer shall be elected by a simple majority.

Section E: Election results shall be announced at the beginning of the school year.

ARTICLE IX: VACANCY IN AN OFFICE OF THE ORGANIZATION

Section A: Should a vacancy occur in the office of president, the vice-president shall assume the office of the president.

Section B: Should a vacancy occur in the office of vice-president, secretary, or treasurer, an election by written ballot shall be conducted to fill the vacancy.

ARTICLE X: DUTIES OF THE OFFICERS OF THE ORGANIZATION

Section A: President

1. Shall preside at all meetings of the organization and of the executive membership
2. Shall appoint committees as the need arises,
3. Shall coordinate the work of the officers and the committee chairmen, and
4. Shall perform such other duties as may be assigned by the executive membership.

Section B: Vice-President

1. Shall act as an aide to the president,
2. Shall perform the duties of the president in the absence or inability of that officer to act, and
3. Shall perform such other duties as may be assigned by the executive membership

Section C: Secretary

1. Shall record the minutes of all meetings of the organization, (with majority approval, such records shall become the official minutes of the organization)
2. Shall attend to the correspondence of the organization,
3. Shall maintain a copy of the by-laws of the organization, and
4. Shall perform such other duties as may be assigned by the executive membership.

Section D: Treasurer

1. Shall maintain custody of all funds of the organization,
2. Shall make disbursements from the treasury as authorized by the executive membership or by four of the seven members which includes the four officers, building principal and teacher representative, should an expenditure of \$25.00 or less become necessary between business meetings, and
3. Shall perform such other duties as may be assigned by the executive membership.

ARTICLE XI: EXECUTIVE MEMBERSHIP OF THE ORGANIZATION

Section A: The executive membership shall include the elected officers, the school principal, and the staff representative.

Section B: The executive membership will meet at regularly scheduled times and as the need may arise.

ARTICLE XII: PARLIAMENTARY PROCEDURE

Robert's Rules of Order Revised shall govern the organization in all cases in which they are applicable and in which they do not conflict with the by-laws of the organization.

ARTICLE XIII: BY-LAWS CHANGES

The by-laws of the organization may be changed by a simple majority vote of the executive membership and each staff member.

ARTICLE XI: SETTING THE AGENDA AND REQUESTS FOR FUNDS

When possible additions to the agenda should be communicated to the President three days before a meeting. Requests for funds need to be submitted via email to both the President and the building principal before being presented at a meeting. Requests may be tabled until sufficient information is gathered and analyzed.

Adopted 11/85

Amended: 5/90, 6/11, 8/13