

HILDA WALKER SCHOOL COMMUNITY ORGANIZATION (SCO)

BY-LAWS

ARTICLE I- NAME- The name of the organization shall be the Hilda M. Walker School Community Organization, representing all students at Hilda M. Walker Intermediate School.

ARTICLE II- OBJECTIVE- The objective of this organization shall be to facilitate communication and cooperation between the school and the community in the education and development of the students of the Hilda M. Walker School.

ARTICLE III- POLICIES

SECTION 1- This organization shall be noncommercial, nonsectarian, and nonpartisan. No candidate shall be endorsed by it. The name of the organization or the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose than the regular work of the organization.

SECTION 2- This organization shall assist the board of education and administration in an advisory capacity.

SECTION 3- All monies amassed over and above operating expenses during the SCO calendar year will be channeled back into the school served by this organization at the direction of its board within the limits of policy and procedure.

SECTION 4- This organization may cooperate with other organizations and agencies active in child welfare, provided they make no financial commitments which bind this organization.

ARTICLE IV- MEMBERSHIP

SECTION 1- Any parent or legal guardian of a student attending Hilda M. Walker School is considered a member of this S.C.O.

SECTION 2- Each member has the privilege of providing input, voting for officers, and holding offices. All officials, or nominees for office are to be members of the organization.

ARTICLE V- OFFICERS AND DUTIES

SECTION 1- The elective officers of the organization shall be President, Vice President, Secretary, and Treasurer. Also, to be elected to the Executive Board is two Board Members.

SECTION 2 DUTIES-

- A. PRESIDENT-** The President will
1. Preside at all meetings of the Board and at all regular meetings.
 2. Appoint chairperson for all standing and special committees. Appoint someone to fill any vacancies on the Executive Board, subject to board approval.

3. Direct disbursements of all funds with the approval of the Executive Board.
4. Supervise activities of all committees through regular contact with the Vice-President.
5. Maintain yearly records of office and turn over same to incoming president.
6. Represent the SCO at community affairs if necessary.
7. Perform other duties incumbent upon the office.

B. VICE PRESIDENT- The Vice President will

1. Serve in the temporary absence of the president or until the resigned office of the President is filled
2. Act as the program chairperson for school, schedule meetings of interest to the SCO members and local residents.
3. Coordinate the activities of all committees, calling special meetings, if necessary and keep the President informed.
4. Maintain yearly records of office and turn over same to incoming Vice President.

C. SECRETARY-The Secretary will

1. Keep minutes of all SCO meetings (regular or board) read same at the next scheduled meeting, and provide copies for those present. The corrected minutes will then be bound in a 3-ring binder and brought to each meeting of this organization.
2. Main a file of SCO documents and turns over same to incoming secretary.
3. Do such typing as is necessary, correspondence, meeting notices, ballots etc.
4. Take attendance at General and Board Meetings.
5. Inform the Executive Board and each committee chairperson of each meeting.

D. TREASURER- The Treasurer will

1. Receive all monies for the organization
2. Keep an accurate record of receipts and disbursements
3. Pay all funds as authorized by the Executive Board. All checks will be co-signed by any other officer.
4. Deposit fund sin a bank approved by the other Executive Board within (5) business days following conclusion of a fund raiser.
5. Submit a written report, including balance on hand at teach meeting, and distribute copies to each member present.
6. Maintain yearly records of office and turn over same to the incoming Treasurer after the yearly audit

E. BOARD MEMBERS- The Board Members will

1. Attend all meetings of the Board and regular meetings.
2. Serve as chairpersons of at least one standing committee.
3. Perform duties as assigned from time to time by the President of the Executive Board.

ARTICLE VI- ELECTION PROCEDURES

SECTION 1- Officers and board members (hereinafter both offices and Board Members shall be referred to as officers) shall be elected by ballot, except when running unopposed, annually in the month of April, and installed in the month of May at the board Meeting.

SECTION 2- Officers shall serve a term of one year (1) and shall remain in office until their successors are elected and installed. After new officers are elected in April, they will work with outgoing officers for a transition period until the end of the school year.

SECTION 3- A slate of nominees for office shall be prepared by the President and approved by the Executive board for the April Board meeting. No nominations shall be made without the previous consent of the nominee. The President will also accept nominations from the floor and will declare the nominations closed.

SECTION 4- Any vacancy due to resignations or unfilled nominated offices, shall be filled through appointment by the President with approval of the Executive Board, for the unexpired term. The resignation of the President will call for a Special Election, to fill the Office of the President, at the next regularly scheduled general meeting following the resignation.

SECTION 5- The President shall designate a committee of three (3) members to count ballots if applicable, and report the winning candidates to the membership prior to the completion of the general meeting. The candidate receiving the highest number of votes shall be considered the winner. In the event of tie, a second ballot for that office will be taken immediately.

SECTION 6- After elections all previous bills must be paid any new money spent after May, must be approved by the new Board.

ARTICLE VII- MEETINGS

SECTION 1- The organization shall have a minimum of three(3) general membership meetings during the school year to include the following:

- A. Introduction of the school staff or Open House
- B. SCO Elections
- C. A forum to introduce School Board candidates , as needed

SECTION 2 Special meetings of the Board may be called by the Executive Board with (3) day notice given to the general membership.

SECTION 3- Any matters requiring approval of general membership shall be on the agenda of a scheduled general meeting. Members in good standing in attendance are entitled to a cote by ballot, show of hands, or voice. Majority vote will be deciding factor.

SECTION 4- The Executive Board shall meet monthly, or more often if necessary.

ARTICLE VIII- EXECUTIVE BOARD

SECTION 1- The Executive Board shall consist of the officers of the organization, two elected Board Members, the chairpersons from standing committees, and the school principal and teacher representation as exofficio members.

SECTION 2- Special meetings of the Board may be called by the President or by a majority of Board Members provided all Board members are notified.

SECTION 3- At least four(4) members of the Executive Board (two officers) must be present in order to transact any necessary business at a meeting.

SECTION 4- Duties of the Executive Board shall be:

- A. To transact necessary business in the interval between organization meetings and such other business as may be referred to it by the organization.
- B. To create special committees as necessary.
- C. To approve the plans of work of both special and standing committees.
- D. To present a report at the regular meetings of the organization.
- E. To appoint an auditing committee.
- F. To prepare and submit to the organization a budget for the fiscal year.
- G. To approve expenditures of monies made at fund raising events.
- H. To provide support for youth-oriented community affairs through sponsorship.

Article IX- STANDING COMMITTEES

SECTION 1 WAYS AND MEANS The chairperson of this committee shall be appointed by the President. Duties include:

- A. Attend all meetings (Board and general)
- B. Initiate and submit to the Executive Board, for its approval, suggestions for earning revenue to carry out the work of the SCO.
- C. Develop a committee to work on fund raising events.
- D. Supervise, manage, and arrange publicity for all fund raising events.
- E. Maintain accurate records of projects and turn over records with final report at the end of the year to incoming chairperson.
- F. Turn over to Treasurer all funds raised, together with an accurate accounting of those funds, within three (3) days of an event, chairperson is responsible for all monies.
- G. TO have a co-chairperson and committees to assist them in their duties.

SECTION 2 PUBLICITY- The publicity chairperson shall be appointed by the President, Duties include:

- A. Attend all meetings (Board and general)
- B. Have a co-chairperson and committee to assist in duties, if necessary.
- C. Report the activities of the organization and the school to the school community.
- D. Prepare posters and other publicity for the SCO events.
- E. Perform other duties as assigned from time to time by the President or the Executive Board.

SECTION 3 FUN AND GAMES- The chairperson of this committee shall be appointed by the President. The duties include:

- A. Attend all meetings (Board and general)
- B. Have a co-chairperson and committee to assist with duties, as needed.
- C. Plan, organize, and run Fun and Games at regular intervals throughout the school year.
- D. Maintain complete and accurate records, including an accounting of supplies on hand, (at the end of each event), and turn over with final report at end of the year to incoming chairperson.
- E. Turn over to Treasurer all funds, together with an accurate accounting of those funds, within three (3) days of an event, chairperson is responsible for all monies.

SECTION 4 HOT LUNCH- The chairperson of this committee shall be appointed by the President. Duties include:

- A. Attend all meetings (Board and general)
- B. Have a co-chairperson and committee to assist with duties, as needed.
- C. Plan, organize, and run hot lunch days at regular intervals throughout the school year.
- D. Maintain complete and accurate records, including an accounting of supplies on hand, (at the end of each event), and turn over with final report at the end of the year to the incoming chairperson.
- E. Turn over to Treasurer all funds, together with an accurate accounting of those funds within three (3) days of an event. Chairperson is responsible for all monies.

SECTION 5 TREAT DAYS- The chairperson of this committee shall be appointed by the President. Duties include:

- A. Attend all meetings (Board and general)
- B. Have a committee to assist with duties, as needed.
- C. Plan, Organize, and run treat days at regular intervals throughout the school year.
- D. Maintain complete and accurate records, including an accounting of supplies on hand, (at the end of each event) and turn over with final report at end of year to incoming chairperson.

- E. Turn over to Treasurer all funds, together with an accurate accounting of those funds, within three (3) days of an event. Chairperson is responsible for all monies.

SECTION 6 FUNDRAISER- The fundraiser chairperson shall be appointed by the President. Duties include:

- A. Attend all meetings (Board and general)
- B. Have a co-chairperson and committee to assist in duties.
- C. Bring ideas for fund raising events to the Board for Board approval.
- D. Plan, organize, and run the fundraiser. The time of the school year for this event shall be set by the School District.
- E. Maintain complete and accurate records, and turn over at the end of the year to incoming chairperson.
- F. Turn over to Treasurer all funds, together with an accurate accounting of those funds, within three (3) days of the event. In the event that monies are turned in on a continual basis, monies should be turned over to Treasurer on a timely basis, (to be agreed upon by Treasurer at the onset of the event). The Chairperson is responsible for all monies.

SECTION 7 YEAR END REPORTS. All chairpersons of standing committees will keep accurate records of committee activities and submit a final written report at the May Board meeting, or sooner if possible. All records will be turned over to the incoming committee chairpersons by the May meeting.

SECTION 8 YEARLY AUDIT- The Treasurer's accounts shall be examined annually by an auditing committee of two (2) members, who, satisfied that the Treasurer's Annual Report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the President and approved by the Executive Board. The audit is to be completed prior to the first meeting of the next fiscal year. The Executive Board may vote to waive this procedure in lieu of the School District performing the audit.

SECTION 9 DISTRICT REPRESENTATIVE (optional). The chairperson shall be appointed by the President. Duties include:

- A. Attend all meetings (Board and general)
- B. Represent the SCO at meetings of other formal organizations in the school district, including but not limited to School 161 Board of Education Meetings.

Article X-DISBURSEMENTS

SECTION 1- Disbursements refer to expenditures of funds. The following are examples: Operating expenses of the organization, special purchases of supplies, equipment or services for the school, an annual or routine purchase of supplies, equipment, or services for the school.

SECTION 2- For disbursements of \$300.00 or less, the Executive Board shall approve the disbursements of funds through the agreement of the majority of the Executive Board meeting, at which approval is being sought.

SECTION 3- The approval of routine disbursements may only be required once annually and does not require approval each time such a disbursement occurs.

SECTION 4- For disbursements of more than \$300.00 the Executive Board shall approve these funds through agreement, by ballot, show of hands, or voice, of the majority of the Executive Board present at the Board meeting following the meeting at which the approval is sought.

SECTION 5- Chairpersons for all standing committees will account for all yearly monies by the end of May.

Article XI- BUDGET

SECTION 1- The Executive Board will prepare an annual budget. The purpose of the budget shall be to facilitate efficient long-range planning for the acquisition and disbursements of the revenue. The budget will reflect the goals and priorities of the organization.

SECTION 2- The budget will include anticipated revenue and expenditures, listing the associated sources of each.

ARTICLE XII- PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order by Henry M. Robert, (copyright 1982), shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE XIII- AMENDMENTS

These By-Laws may be amended by submission in writing of the proposal to the Executive Board. The Executive Board will place the proposed amendment on the agenda to be read and voted on at the next meeting. Said amendment shall be adopted by two-thirds majority vote of members present.

By-Laws (Compiled September 1995)