

**DR. JULIAN ROGUS ELEMENTARY SCHOOL
COMMUNITY ORGANIZATION BY-LAWS**

ARTICLE I - NAME

Section 1 - The name of this organization shall be Rogus Elementary School Community Organization (R.E.S.C.O.) This organization represents all Kindergarten through Fourth grade students attending the Dr. Julian Rogus Elementary School.

ARTICLE II - MISSION

Section 1 - The mission of this organization shall be to facilitate communication and cooperation between school and community in the best interest of the student.

ARTICLE III- POLICIES

Section 1 - This organization shall be non-commercial, nonsectarian, and nonpartisan. This organization does not endorse candidates. The name of the organization or the name 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 when requested. This organization shall support the Board of Education policies and endeavors. It shall not seek to direct the administration activities of the school or control its policies.

Section 3 - All monies amassed over and above operating expenses shall be channeled back into the school served by this organization, at the direction of the R.E.S.C.O. 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 other financial commitment which binds this organization.

ARTICLE IV- MEMBERSHIP

Section 1 - Any parent(s) or legal guardian(s) of a student(s) attending Dr. Julian Rogus Elementary School, and any adult resident of the attendance area and the staff of the same school, who will subscribe to its by-laws, may become a member of R.E.S.C.O. Each member has the privilege of providing input, making motions, and voting for officers.

ADOPTED MARCH 26, 2001

**DR. JULIAN ROGUS ELEMENTARY SCHOOL
COMMUNITY ORGANIZATION BY-LAWS**

ARTICLE IV MEMBERSHIP (CONTINUED)

Section 2 - All officials or nominees for offices are to be members of this organization with a child attending Dr. Julian Rogus Elementary School.

Section 3 -Summit Hill Public Schools District 161 is not, and will not be responsible for the organization's or club's business or conduct of its members.

ARTICLE V- OFFICERS and DUTIES

Section 1 -The elected officers of this organization shall be 1. President,
2. Vice-President K-4, Vice President - FDK, 4. Secretary, 5.Treasurer.

Section 2 - **DUTIES**

1. President- The President will:

1. Preside at all the meetings of the Board and regular meetings.
2. Coordinate events of all committee chairpersons
3. Maintain yearly records of the office and turn over to the incoming President.
4. Represents R.E.S.C.O. or appoint a representative, at community affairs, if necessary.
5. Work with the Principal(s) in preparing agendas for all Executive Board and regular meetings.
6. Perform other duties incumbent upon this office.

2. Vice-President K-4- The Vice President K-4 will:

1. Serve in the absence of the President
2. Serve as liaison between the Executive Board and committees.
3. Maintain yearly records and turn over same to incoming Vice-President K-4.
4. Serve in the absence of the Vice President -FDK

3. Vice President FDK- The Vice President FDK will:

1. Serve in the absence of the Vice-President K-4
2. Serve as a Liaison between the Executive Board and Kindergarten Committees
3. Maintain yearly records and turn over same to incoming Vice President FDK

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COMMUNITY ORGANIZATION BY-LAWS

4. **Secretary-** The Secretary will:
 1. Keep minutes of all R.E.S.C.O. meetings (regular and executive) and document them within a week of the meeting.
 2. Read the minutes at each meeting. (regular and executive)
 3. Maintain a file of R.E.S.C.O. documents and turn over same to incoming Secretary.
 4. Do such typing as is necessary. (correspondence, meetings, ballots, etc)
 5. Prepare monthly newsletters with input from the committee chairpersons.

5. **Treasurer-** The Treasurer will:
 1. Receive all monies for the organization
 2. Keep an up-to-date accurate record of receipts and disbursements.
 3. All expenditures more than \$300.00 must be approved by a majority of vote of all Executive Board Members present at either a general or executive meeting and be co-signed by the President.
 4. All expenditures \$300.00 or less, must be approved by a majority of vote of all Executive Board members.
 5. Deposit funds weekly in a bank approved by the Executive Board
 6. Submit a report, including a balance at hand, at each meeting
 7. Maintain yearly records of the office, prepare for the yearly audit, and turn over the same to the in-coming treasurer
 8. Present financial records to the district book keeper for annual audit.

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COMMUNITY ORGANIZATION BY-LAWS

ARTICLE VI- ELECTION PROCEDURE

SECTION 1- Officers shall be elected by ballot (except when running unopposed) annually in the month of May and installed at that meeting.

SECTION 2- Officers shall serve for term of one year and shall remain in office until the end of the school year. After the new officers are installed in May, they will work together for a transition period.

SECTION 3- The nominations for officers shall be made in writing to the President and approved by the Executive Board by the April Board Meeting. No nominations shall be made without previous consent of the nominees. The President will not accept nominations from the floor and will declare nominations closed.

SECTION 4- Vacancies due to resignation or unfulfilled nominated office shall be filled by the appointment of the President with the approval of the Executive Board for the unexpired term. In the event of Presidential resignation, the Vice-President K-4 will fill the presidential vacancy and the Executive Board will select a Vice-President K-4. If the Vice-President K-4 or Vice-President FDK resigns, the general membership will submit names to the Executive Board, and the Executive Board will appoint someone to the Vice President K-4 or FDK positions.

ARTICLE VII- MEETINGS

SECTION 1- The organization shall have a monthly general membership meeting through out the school calendar year, and monthly executive board meetings with the attendance of an appropriate chairperson as necessary. All meetings are open to all Executive Board members and committee chairs are also welcome when committee is active.

SECTION 2- Any matters requiring approval of the general membership shall be on the agenda of a scheduled general meeting. Members in attendance are entitled to a vote by ballot, show of hands, or voice. The majority vote will be thee deciding factor.

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COMMUNITY ORGANIZATION BY-LAWS**

ARTICLE VIII- EXECUTIVE BOARD

SECTION 1- The Executive Board shall consist of the elected officers and the School Principal(s). Committee Chairs can attend Executive Board Meetings to discuss projects when committee is active.

SECTION 2- The duties of the Executive Board shall be:

1. To transact necessary business in interval between organizational meetings and such other business as may be referred to it by R.E.S.C.O.
2. To create special committees and approve the plans of committees.
3. To prepare and submit a R.E.S.C.O. budget for the fiscal year.
4. To plan the expenditures of monies made at fundraising events.
5. To approve the expenditures for youth-oriented affairs through sponsorship.

ARTICLE IX- PARLIAMENTARY AUTHORITY

The rules contained in practice by 'Robert's Rule of Order' shall govern this organization in all cases in which they are applicable and which they are not inconsistent with these bylaws.

ARTICLE X- AMENDMENTS

These by-laws may be amended by submission in writing of the proposal to the Executive Board. The Executive Board will place the amendment(s) proposed on the agenda to be read at the regular meeting. At the first regular meeting after the meeting where the amendments were proposed, the proposed amendments will be voted on. The proposed amendment(s) shall be adopted by the majority vote of members in favor of the proposed amendment(s).

ADOPTED : March 26, 2001

AMENDEMENTS: March 7, 2002 Article VI

AMENDNMENTS: February 2006 Article IV Section 3

ADOPTED MARCH 26, 2001