

BYLAWS OF THE LITTLE WARRIORS HOME AND SCHOOL ASSOCIATION

Article I: (Name)

The name of the Glenwood Avenue Elementary School Home and School Association shall be the Little Warriors Home and School Association.

Article II: (Objectives)

Our mission is to help create a better education while encouraging higher education as we partner with teachers in instructing students to be respectful, independent, reliable, and caring individuals in a diverse community. It is to build relationships with the parents, the school, and the community.

Section 1

Enhance our social interactions with the community.

Section 2

Raise funds to better benefit the students.

Section 3

Create a way to include parents on school trips.

Section 4

To create a way to make school buses available for everyone.

Section 5

To build better relationships with teachers and parents.

Section 6

To encourage inclusion of 3-yr-old program in all events.

Article III: (Members)

Section 1

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2

Dues will be established by the executive board. Any person interested in being an officer in the executive board must have paid dues in order to be nominated.

Article IV: (Officers and Elections)

Section 1

The officers shall be president, vice president, secretary, treasurer, and committee chair.

a. President.

BYLAWS OF THE LITTLE WARRIORS HOME AND SCHOOL ASSOCIATION

Acts as a liaison with the principal and oversees the work of the PTO executive board. Serves as the primary contact for the principal, represents the organization at meetings outside the organization, serves as an ex officio member of all the committees, if any, except the nominating committee, and coordinated the work of all the officers and committees so that the purpose of the organization is served. Helps to be a motivator to others, has a broad vision, wants to have personal relationships with the people at their school, able to delegate, and should be well-organized.

b. Vice President.

The vice presidents shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall pick up any responsibilities where help is needed and he or she helps manage projects.

c. Secretary.

The secretary shall be responsible for taking minutes at general and executive board meetings. Shall keep all records of the organization, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps copies of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The secretary is responsible to sharing the minutes, keeping the group's calendar, managing groups publications and media forums. The shall have the ability to write quickly and must have integrity not to share confidential information with others.

d. Treasurer.

The treasurer shall receive funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. Helps develop a budget. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The treasurer shall receive requests for checks for purchases and reimbursements, and must have financial experience and aptitude.

1. All money approved by the board shall be deposited in the association's bank account.
2. The account shall be in the name of the Glenwood Avenue Elementary School's Little Warriors Home and School Association.
3. An audit of the treasurer's records may be conducted at any time that is directed by two PTO board members.
4. The outgoing treasurer will sign off of the books and the incoming treasurer will sign on to the books at the time of transfer.
5. The executive board shall approve all expenses and checks should be signed by (any two of the three) president, treasurer, or principal.

e. Committee Chair.

The committee chair shall help to recruit volunteers and oversees the volunteers. Shall help keep track of spending and plans, evaluate the event after it is completed, reports to the

BYLAWS OF THE LITTLE WARRIORS HOME AND SCHOOL ASSOCIATION

executive board, and works with the parent liaison of the school to help communicate with the parents.

Section 2. Nominations and Elections.

Beginning in April of 2019, nominations will happen in April, elections will take place in May, new duties will commence in June. The previous officers shall assist the new members with the transitions of roles.

1. In voting, if there is a tie, if on paper, Robert's Rules call for a new vote held the same night. If by "show of hands", and the president presiding did not vote, then Robert's Rules allows the president to vote to break the tie. Executive Board shall follow Robert's Rules in order to break the tie.
2. It is a general rule that no one can vote on a question in which he has a direct personal or pecuniary interest. Yet this does not prevent a member from voting for himself for any office or other position, as voting for a delegate or for a member of a committee; nor from voting when other members are included with him in the motion, even though he has a personal or pecuniary interest in the result, as voting on charges preferred against more than one person at a time, or on a resolution to increase the salaries of all the members.
3. A member has the right to change his vote up to the time the vote is finally announced. After that, he can make the change only by permission of the assembly, which may be given by general consent; that is, by no member's objecting when the chair inquires if any one objects. (Robert's Rules Online-<http://www.rulesonline.com/rror-08.htm>)
4. Majority is 50% plus one more.

Section 3. Eligibility.

Nominees shall be in good standing, which means their dues are paid at least 14 days before the meeting to be considered a member in good standing.

Section 4. Terms of Office.

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies.

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members can be appointed by the executive board members.

Article V: Executive Board

Section 1. Membership

The Executive Board shall consist of the officers, principal, and standing committee chairs.

BYLAWS OF THE LITTLE WARRIORS HOME AND SCHOOL ASSOCIATION

Section 2. Duties

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings

Executive Board meetings shall be held at least three (3) times a year to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum

Half the number of board members plus one constitutes a quorum.

Article VI: Meetings

Section 1. Regular Meetings

The regular meetings of the organization shall occur once a month during the school calendar year (September- June) and as needed in the summer months, as directed by the executive board. The secretary will notify the members of the meeting via email, text, or flyer.

Section 2. Special Meetings

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice shall be sent to members at least 5 days prior to the meeting, by email, text, or flyer.

Article VII: Committees

Section 1. Membership

Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees and Additional Committees

The following committees shall be held by the organization: Fundraising, Communications, and the Executive Board may appoint additional committees as needed.

Article VIII: By-Laws

Section 1

All newly elected officers shall be presented with a set of by-laws.

Section 2

Any member may request a copy of the by-laws at any time.

BYLAWS OF THE LITTLE WARRIORS HOME AND SCHOOL ASSOCIATION

Article IX: Rules of Order

Section 1

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

Article X: Amendments

Section 1

These bylaws may be amended at any meeting of the organization by a quorum vote of the members present and voting, provided notice of the proposed amendment was made prior to the meeting and in writing.