

Parent's Club Council of the Norristown Area School District

Bylaws

ARTICLE I: Name

This organization shall be known as Parent's Club Council of the Norristown Area School District.

ARTICLE II: Definitions

For the purpose of these bylaws, the following definitions shall apply.

1. NASD means the Norristown Area School District.
Parent's Club includes, but not limited to: Parent's Club, Parent Faculty Club and all district booster organizations.
2. Council means Parent's Club Council of the Norristown Area School District.

ARTICLE III: Purpose

The purpose of this Council shall be to:

1. Sponsor and administer the Student Loan Fund.
2. Strive to be a knowledgeable and functional organization in order to make a valid contribution toward the achievement of a quality educational program.
3. Serve as a liaison among parents, staff and administration.
4. Act in an advisory capacity to coordinate individual club projects, keeping the emphasis of fund raising to a minimum.
5. Provide a forum in which to communicate, exchange ideas and discuss mutual problems.

ARTICLE IV: Membership

Section 1: Membership of this Council shall be comprised of:

1. The elected Council officers.
2. The president or a representative of each NASD Parent's Club (any group representing a specific activity, within an individual school, is represented through its school Parent's Club).
3. Chairpersons of all standing committees.

Section 2: Advisor

The immediate past president of Council shall become a non-voting member and shall serve in an advisory capacity.

Section 3: Parent Liaison Pool (nonvoting)

Individuals appointed by the president of Council to serve on committees or task forces as needed in an informational sharing and/or advisory capacity (non-PFC executive board members).

ARTICLE V: School/Organization Contributions

Contributions shall be established with the approval of Council based on a budget to be prepared by the Executive Board.

ARTICLE VI: Meetings

1. Regular business meetings of Council shall be held as follows:
 - a. On the third Wednesday of September, October, November, January, February, March and April
 - b. In May/June which shall be a dinner meeting with the time and the place to be determined by the hosting school dinner committee with the approval of the President (see attached schedule).
2. Meeting with the superintendent shall be scheduled as deemed necessary.
3. Special meetings of the Council may be called at the discretion of the Executive Board. It is recommended that a minimum of 24 hours notice be given to all members.
4. Three Council officers and two-thirds of the remaining members shall constitute a quorum.

ARTICLE VII: Nominations and Elections

1. The Executive Board at the March meeting shall appoint the Nominating Committee consisting of three Council members, which can include no more than one officer.
2. Council shall elect six officers: two co-presidents, vice president, recording secretary, two co-treasurers in accordance with Article VIII, Section 2.
3. The report of the Nominating Committee shall be presented and be voted upon at the April meeting. Elections shall follow immediately upon the close of nominations.
4. Officers shall assume office July 1st.

ARTICLE VIII: Officers

Section 1: Duties

1. The co-presidents shall preside and keep order at all meetings of Council. The presidents shall be chairpersons of the Executive Board and shall be an ex-officio member of all committees except the nominating committee.
2. The vice-president shall assume the duties of the office of president in the absence of and/or incapacity of the president. The vice-president shall be in charge of the snack stand at the Norristown Area High School athletic complex and shall develop a plan for volunteers to work that stand during the school year. The vice-president shall give an end of the year report concerning the operation and profit raised from said snack stand, at the dinner meeting in May.
3. The recording secretary shall record the minutes of all meetings: regular, superintendent and Executive Board, and shall forward a copy to the President within ten days. The recording secretary shall keep a file of all permanent documents of Council, including bylaws, amendments, and standing rules.
4. The corresponding secretary shall handle all correspondence of Council, notify members of meetings, and shall act as publicity chairperson.
5. The co-treasurers shall keep accurate records of all monies received and dispersed and pay all bills. The treasurer's books shall be audited annually and must be ready for audit no later than July 15. A copy of the audit report shall be submitted to each member of the Executive Board prior to September 1st. Maintain and administers Student Loan Fund.

Section 2: Qualifications

1. The president shall have served as a president of a NASD Parent's Club and shall have been a member of Council for one year.
2. The vice-president and recording secretary shall have served on a NASD Parent's Club executive board.
3. The co-treasurers shall have served as a president or treasurer of a NASD Parent's Club.

Section 3: Terms of Office

1. The term of office for co-presidents shall be for two one years, with the 1st year as apprentice, as lead the 2nd year, and followed by the 3rd year as a non-voting advisor.
2. The term of office for the co-treasurers, vice president, and secretary shall be determined by the Council.
3. The co-presidents may not serve more than two consecutive terms and must have a one-year hiatus before being eligible for nomination.

ARTICLE IX: Executive Board and Its Duties

Section 1: Membership

The Executive Board shall consist of the following individuals: two co-presidents, vice president, recording secretary, and two co-treasurers.

Section 2: Duties

The Executive Board shall:

1. Be vested with the general direction and executive power of Council. .
2. Authorize all expenditures from the Loan Fund other than minor operating expenses (not to exceed \$25.00) which shall come under the direction of the vice president, a concession stand coordinator designates co-treasurer.
3. Prepare an annual budget for presentation to Council at the September meeting.
4. Call special meetings of Council as deemed necessary in accordance with Article VI, Section 2.
5. Create special committees from time to time as deemed necessary to conduct the affairs of Council.
6. Appoint a Nominating Committee
7. Appoint an auditor for the audit.
8. Act as an election committee in the event of a vacancy occurring in any office, other than the president's office.

ARTICLE X: Student Loan Fund

Section 1: Purpose

The purpose of the Student Loan Fund is to make available to graduates of the Norristown Area School District such funds as may be available to assist the individual in his/her pursuit of higher education, both academic and vocational.

Section 2: Fund Resources

Funds for the Student Loan Fund may be raised through any or all of the following sources:

1. Contributions from parents, parent organizations and interested organizations and individuals.
2. Loan repayments
3. Fund raising functions as authorized by Council.
4. Any interest or investment of Council funds.

Section 3: Administration

The general executive power and direction of the Student Loan Fund shall be vested in the Executive Board.

Section 4: Terms and Conditions

Terms and conditions under which an individual may procure and make payments on loan from the fund shall be set forth in separate documents (see Attached Student Loan Application Form, Student Loan Agreement, and Student Loan Fund Rules and Regulations) which shall be formulated by the Executive Board and ratified or amended by a two-thirds vote of Council at a regular meeting or a special meeting called for such a purpose.

ARTICLE XI: Committees

Section 1: Purpose

The purpose of a committee is to act in an advisory capacity to Council on matters relating to the individual committee's area of concern, or on specific questions which Council or the Executive Board may request.

Section 2: Scope

Each committee's activities and studies shall be limited to that area as defined by its name or commission as determined by the Executive Board of Council.

Section 3: Duties

The duties of a committee are as follows:

1. Research the specific areas requested by Council or the Executive Board.
2. Make recommendations to Council for appropriate action based on its findings. A majority vote of the committee shall be cause for submission of recommendation to Council.
3. Keep accurate records of all Committee activities.
4. Meet as deemed necessary in order to fulfill its responsibilities.
5. Make reports on its activities at regular meetings.

ARTICLE XII: Bylaws

Section I: Committee

A committee may be appointed by the Executive Board for the purpose of amending the Bylaws. This committee shall submit its report on the proposed amendment(s) at the next regular meeting of Council or by email.

Section 2: Vote

Following the report of the proposed amendment, a vote of two-thirds of the membership present shall be required for adoption.

Section 3: Bylaws Review

A committee shall be appointed every two years for the purpose of reviewing the bylaws.

ARTICLE XIII: Parliamentary Authority

Robert's Rules of Order shall govern Council in all cases where applicable and where they are not inconsistent with the Bylaws of Council.