

Bylaws of Kids in Kilts Parent Committee

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME—The name of the organization shall be the Kids in Kilts Parent Committee (hereafter referred to as PC). The PC is located at Glenwood Community Centre, 27 Overton St.

Section 2: DESCRIPTION—The PC is a nonprofit organization that exists for charitable purposes, including the making of distributions to organizations.

Section 3: PURPOSE—The purpose of the PC is to support the events for Kids in Kilts and to enhance opportunities through volunteer and fundraising.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Kids in Kilts students, plus all staff at Kids in Kilts. There are no membership dues. Members have voting privileges, one vote per household. Attendance of meetings is encouraged but not mandatory. Members must be present at meetings to vote on an issue.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, and 2 members at Large. The Director of Kids in Kilts, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE—The term of office for President and Vice President is one year, with the expectation that the Vice President assumes the role of President the following term. The term of office for the Treasurer is two years. The term of office for the Secretary is one year. The terms begin September 1 and end August 31 of the following year(s).

Section 3: QUALIFICATIONS—Any PC member in good standing may become an officer of the PC.

Section 4: DUTIES

Executive Board: Develop the PC's annual budget, establish and oversee committees to conduct the work of the PC, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.

President: Preside at general PC meetings and Executive Board meetings, serve as the official representative of the PC, and retain all official records of the PC.

Bylaws of Kids in Kilts Parent Committee

Vice President: Oversee the committee system of the PC, assist the President, and chair meetings in the absence of the President.

Secretary: Record and distribute minutes of all Executive Board meetings and all general PC meetings, prepare agendas for official PC meetings, and hold historical records for the PC.

Treasurer: Serve as custodian of the PC's finances, collect revenue, pay authorized expenses, follow all financial policies of the PC, and hold all financial records.

Member at Large (2): A voice a meetings, vote, take on committee roles as necessary

Section 5: BOARD MEETINGS—The Executive Board shall meet twice a year, or at the discretion of the President.

Section 6: REMOVAL—An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY—If a vacancy occurs on the Executive Board, the President shall appoint a PC member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV: MEETINGS

Section 1: GENERAL PC MEETINGS—General PC meetings shall be held to conduct the business of the PC. Meetings shall be held twice a year, or at the discretion of the Executive Board.

Section 2: VOTING—Each member in attendance at a PC meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM—Five (5) members of the PC present and voting constitute quorum for the purpose of voting.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR—The fiscal year of the PC begins September 1 and ends August 31 of the following year.

Section 2: BANKING—All funds shall be kept in a checking account in the name of Kids in Kilts Parent Committee, requiring two signatures of the Executive Board and held at a local financial institution.

Bylaws of Kids in Kilts Parent Committee

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PC shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE—The organization shall leave a minimum of TBT in the treasury at the end of each fiscal year.

Section 5: CONTRACTS—Authority to sign contracts is limited to the President or the President's designee.

Section 6: FAMILIES WHO LEAVE KIDS IN KILTS-Any and all fundraising money built up in a family's account will be absorbed into the general fund upon a family leaving Kids in Kilts

ARTICLE VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PC member. Amendments presented at a PC meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VII: DISSOLUTION

In the event of dissolution of the PC, any funds remaining shall be donated to Kids in Kilts.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.