**Article I - Name**

The name of this organization is Plumbrook Elementary Parents and Teachers, also known as P.E.P.

**Article II – Purpose**

The purpose of P.E.P. is to plan activities, fundraisers and purchases for Plumbrook Elementary and to help support educational areas, as needed.

**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.** To be considered a member in good standing, one must have worked at least two activities and/or attended at least two meetings in the current year.

**Section 3**. Any member being disruptive may be asked to leave a meeting.

**Section 4.** Members of the organization shall not use the name of the organization without the approval of the membership.

**Section 5.** Members are prohibited from profiting in any way from P.E.P. activities.

**Section 6.** Members are required to abstain from discussion and voting on any areas in which it could be construed as a conflict of interest.

**Section 7.** Any member volunteering during a P.E.P. sponsored event will not be charged admission fees.

**Article IV – Officers and Elections**

**Section 1. Officers.** The officers shall be a president, vice president, secretary, treasurer and sergeant-at-arms. There must be at least three members: President, Secretary and Treasurer.

1. **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nomination committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
2. **Vice President.** The vice president shall assist the president and carry out the president’s duties in his or her absence or inability to serve.
3. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes books, bylaws, rules and membership list, and any other necessary supplies, and brings them to the meetings.
4. **Treasurer.** The treasurer shall receive all 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. 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 be responsible for the organization’s laptop, which will be used for P.E.P. related business, and shall bring said laptop to all meetings. The treasurer shall also be responsible for housing the organization’s cashbox which will always maintain a balance of $100.
5. **Sergeant-at-Arms.** Thesergeant-at-armsshall keep order during meetings, and, if necessary, forcibly remove any members who are overly rowdy or disruptive.

**Section 2. Nominations and Elections.** Elections will be held at the second to last meeting of the school year. The members shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be a ballot vote and tallied and reported by the nomination committee.

**Section 3. Nomination Committee.** This committee shall be made up of non-board members. All executive board nominations will be submitted to this committee by March 1 (or other set date). This committee shall draft a slate to present at the organization’s March meeting and to notify all eligible nominees. All nominees must attend the next scheduled meeting to accept or deny the nomination.

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

**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 unless the position cannot be filled. 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 will fill the vacancy through an election at the next regular meeting.

**Section 6. Removal From Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

**Article V – Meetings**

**Section 1. Regular Meetings.** The regular meeting of the organization shall be on the first Wednesday of each month during the school year at 3:30pm or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the last meeting. The annual meeting is for receiving reports, inducting new officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students or be electronic mail at least one week prior to the meeting.

**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 of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer, phone calls or electronic mail.

**Section 3. Quorum.** The quorum shall be 3 executive board members and 3 members of the organization.

**Section 4. Bylaws.** A copy of the bylaws must be present at all P.E.P. meetings.

**Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers, principal and standing committee chairs.

**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.** Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hour notice.

 **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.** The following committees shall be held by the organization: Fundraising, Membership, Family Events, Nominating, Market Day, Box Tops, Campbell’s Soup Labels, Restaurant Night, Bagel Day.

**Section 3. Additional Committees.** The board may appoint additional committees as needed.

**Article VIII – Finances**

**Section 1.** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income and bank account information.

**Section 3.**  The board shall approve all expenses of the organization.

**Section 4.** Two authorized signatures shall be required on each check. Authorized signers shall be the members of the executive board.

**Section 5.** All expenditures $100 and over per occurrence shall be voted upon by the members, unless it is already established as an ongoing expense and is part of the budget for the school year.

**Section 6.**  Any expenditure under $100 (not to exceed $300 between meetings) may be granted upon the approval of a minimum of three Executive Board members.

**Section 7.** The organization may, upon approval, participate and/or donate to other non-profit, charitable organizations.

**Section 8.** All deposits shall be verified by two board members prior to deposit. All said deposits shall be made within a reasonable amount of time after they become funds of the organization.

**Section 8.** All requests for purchases must be made in person or in writing by the requestor.

**Section 9.** The treasurer shall prepare a financial statement at the end of the year to be reviewed by the UCS Finance Department every odd year.

**Section 10.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership’s approval, spent for the benefit of the school.

**Section 11.** The fiscal year shall be July 1 thru June 30 of each year.

**Article IX – Parliamentary Authority**

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

**Article X – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

**Article XI – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.