

**Elkins High School
VIPS
(Parent Volunteer Organization)
By-Laws, As Amended and Restated**

Article I: Name

The name of this organization shall be called Elkins High School VIPS. For publicity purposes, it may hereby be referred to as Elkins Parent Volunteer Organization (the “Organization”).

Article II: Purpose

The purpose of the Organization is to enhance the academic and social experience of students through the support of these students and staff at Elkins High School through financial and/or voluntary support.

Article III: Membership

The membership shall consist of any Elkins High School (EHS) parent, guardian, community member, teacher and administrator who is interested in supporting the activities and upholding the purpose of the organization. Membership is determined by submission of the required form and payment of dues, if applicable.

Article IV: Officers and Elections

Section 1

- a. The officers shall be a President, Vice-president, Secretary, Treasurer and Volunteer Coordinator. An officer position may be co-chaired. The officers shall constitute the Executive Board.
- b. Officers shall be elected by a majority of members present at the last scheduled board meeting of the school year (“Annual General Meeting”). For such a vote, a quorum is required and is defined as five or more members.
- c. The Treasurer and Co-treasurer shall not be eligible to serve more than two consecutive full or partial terms in the Treasurer capacity.

- d. Officers shall assume their official duties on July 1 and shall serve a nominal one-year term. Upon their election, the new officers shall have the authority to appoint or re-appoint committee chairs
- e. If, at the Annual General Meeting, candidates are not elected to fill one or more of the four officer positions, then (1) the Executive Board can appoint any member of the Organization of their choosing as interim officers to fill those unfilled positions to serve until new elections can be held, and (2) elections will be held to fill those positions at the next meeting.

Section 2

- a. At least two months before elections, the Executive Board shall appoint a Nominating Committee consisting of three (3) members of which no more than one (1) can be an Executive Board member.
- b. At least a month before elections, the Nominating Committee will widely disperse an announcement of the election and Willingness-to-Serve Notices by electronic and other available means of communication.
- c. The Nominating Committee shall nominate one or more eligible persons for each office. Additional nominations will be taken from the floor at the meeting where Officers will be elected.

Section 3

- a. In the event of misconduct of any Officer/Executive Board Member, the remaining members of the Executive Board reserve the right to remove that member from office by a majority vote of the remaining members of the Executive Board.
- b. A vacancy occurring in any Officer position shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Article V: Meetings

Section 1

General meetings will be held monthly at a time and date set by the Executive Board during its first meeting of the school year.

Section 2

A minimum of 5 members shall be required to constitute a quorum for

the transaction of business in any meeting. Quorum must be established prior to voting during a meeting.

Section 3

Special meetings of the Executive Board may be called by the President, or by a majority vote of the members of the Executive Board with at least three (3) days advance notice. At such meetings, a majority of the Executive Board shall constitute a quorum.

Section 4

The Annual General Meeting shall include the annual reports and the election of officers.

Section 5

Business of the Organization may be conducted in an alternative (i.e., electronic) format provided that all members have access to such business and that a quorum is represented.

Article VI: Executive Board

A: PRESIDENT:

The President shall preside at all meetings. He/She shall, with the approval of the Executive Board, appoint the VIPS Coordinator and chairpersons to committees. The President is an Ex-Officio member of all committees. The President will prepare a monthly agenda for all general meetings.

B: VICE PRESIDENT:

He/She is first in line of succession to the office of President, both in temporary and permanent standing. He/She shall work in any capacity delegated by the President and Executive Board for the fulfillment of the purpose of the Organization.

C: SECRETARY:

He/She shall keep an accurate record of the proceedings of all meetings of the Organization. The Secretary is to be prepared to refer to the minutes of the previous meetings, present the minutes for approval at the next meeting, and shall perform other such duties as may be delegated.

D: TREASURER:

1. The Treasurer shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with the approved budget, as authorized by the Executive Board. The Treasurer shall submit a financial statement at every meeting of the Organization and at other times as requested.
2. Any two (2) of the following officers shall sign all checks and other orders for disbursement of funds: the President, the Vice President, or the Treasurer.
3. A budget for the school year should be prepared by the Treasurer and President and other interested parties as appointed by the Executive Board. This budget must be presented at the Annual General Meeting and approved. This budget can be modified at a subsequent meeting by a majority vote.
4. The Treasurer's accounts shall be reviewed annually by an Auditing Committee of not less than two people, who upon satisfaction that the proper financial procedures have been followed shall sign a statement to that fact. The Auditing Committee shall be appointed by the Executive Board at the Annual General Meeting. No one who can sign checks for the Organization can be on the Auditing Committee.
5. The Treasurer shall complete and submit all required federal and state returns.
6. The fiscal year shall run from July 1 to June 30.

E: VIPS COORDINATOR (Volunteers in Public Schools)

The VIPS Coordinator shall keep updated records on all volunteers at the school, report monthly volunteer hours to the district VIPS office, attend monthly district VIPS meetings, and report district-wide volunteer activities at monthly meetings. The VIPS Coordinator shall provide approved volunteers to Committee Chairs as necessary.

Article VII: Committees

Section 1

Committees may consist of members and Executive Board members with the President acting as an ex-officio member of all committees.

Section 2

Organized and approved standing committees may include – but are

not limited to – the following: Fundraising, Hospitality, Y.E.S. Program, and Shared Dreams. The chairperson of each standing committee may appoint additional members of that committee. Standing committee chairpersons are to make a report of activities at monthly meetings. Standing Committees may be created and/or disbanded as necessary.

Article VIII: Dissolution

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

Article IX: Amendments

These By-Laws may be amended at any meeting by a two-thirds vote of the members present and voting, following notice of the proposed amendment at the previous meeting.

Article X: Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the Organization's By-Laws or Articles of Incorporation.