

Thurston Elementary School Volunteer Group Bylaws

Article I- Name

The Thurston Volunteer Group is a group comprised of teachers, staff, and parents/guardians of Thurston Elementary School.

Article II- Purpose

The purpose of the organization is to:

1. Promote open communication between the administrators, teachers, and parents
2. Encourage student, parent, and administrator/teacher participation at school functions and provide an atmosphere for parental involvement and support.
3. Partners with Thurston Elementary to provide the following:
 - a. Educational assemblies
 - b. Educational field trips
 - c. School wide curriculum
 - d. School programs such as library, music, art, and PE, special education/lifeskills
 - e. Positive behavior incentives
 - f. School/community outreach
 - g. Technology
 - h. Fundraisers

Article III-General Membership

The general membership shall be composed of parents/guardians with a child enrolled and attending Thurston Elementary and any member of the staff working at Thurston. There will be no dues for this organization. We are a non-

discriminatory organization with regards to race, color, creed, sex, disability, or national origin.

Article IV-Board of Directors

The board shall be comprised of the elected officers including a president, vice president, treasurer, secretary, and the school principal. The board of directors will have voting privileges. The board will appoint committee coordinators as necessary.

Article V- Elected Officers

The executive officers of this board shall be president, vice president, treasurer, and secretary. All positions can be co-chaired.

1. Nominations will be accepted from members of the organization at any time prior to the election. These nominations will either be verbal or in writing. Each executive position has a one year term; however a person holding an executive position can be re-elected to do one additional (consecutive or non-consecutive) term.
2. In the event of a vacancy, the board of directors will decide how best to fill that position by appointing a member (for time sensitive issues) or holding another election. The situation and time frame will be taken into consideration.
3. Executive officers shall be elected at the second to last yearly meeting by a simple majority vote of the membership present. In the case of two or more nominees, a written ballot will be used. The ballots will be counted by members of the organization who do not have positions on the outgoing or nominated executive board.

Article VI- Duties of the Board and Committee Chairs

Board members

1. President: The president shall preside at all board meetings and general membership meetings. The president may call a meeting with all parties involved with notification (via fliers and/or the school newsletter) in advance of time, place, and purpose. The president is to coordinate the work of the committees to ensure achievement of their objectives. President shall set the agenda for all regular, special, and executive board meetings of the organization.
2. Vice president: The vice president shall perform the duties of the president in his/her absence, resignation, or inability to serve. He/She assists in maintaining coordination of the committees to ensure their objectives.
3. Treasurer: The treasurer is to be responsible for all financial documents and will work with the principal and secretary of TES for payment needs. All preapproved expenses will be reimbursed through the treasurer. All funds are to be deposited with the Thurston Elementary checking account and a separate ledger will be kept for receipts and expenditures. A financial statement is to be provided at each board meeting. A copy of the monthly budget report should be made available to the principal.
4. Secretary: The secretary shall keep a record of the proceedings of all board meetings and conduct all correspondence as directed. The secretary shall submit minutes of the previous board meetings to all members prior to the next meeting via electronic communication on the Thurston Elementary website. He/She will maintain a roster of committee chairs and co-chairs.

Appointed Committee Coordinators

Coordinators will be nominated at a general meeting from volunteers interested in a sub-committee. These sub-committees may hold their own meetings, as

needed and as often as needed, with proper notification to parents/teachers of place, time, and day of meeting.

1. Fundraiser coordinator: The fundraiser coordinator shall be responsible for the organization and operation of all fundraisers including subcommittees. This will include box tops, Campbell soup labels, e scrip (Safeway rewards), and scrip (gift cards), as well as other fundraiser opportunities.
2. Volunteer coordinator: This person is to coordinate help as needed for various events. He/she is responsible for the information obtained from the volunteer forms at the beginning of the school year. He/she is to keep a file of names and phone numbers of parents willing to volunteer. This person is to recruit parents to assist with school activities and build friendly relations with all parents.
3. Popcorn coordinator: This person will be responsible for the popcorn machine, the scheduling of parent poppers and the maintaining of necessary supplies.
4. Community outreach coordinator: This person is to oversee all events related to outreach for the Thurston Elementary community. This is not limited to but could include food drives, clothing drives, book exchanges, and the summer reading program.
5. Family Fun Night coordinator: This person will oversee all family fun night activities and all subcommittee members.

It is the responsibility of each officer to maintain a binder, which contains a detailed description of the duties of that position and a record of its business and activities. Any retiring officer shall turn over the binder to the newly-appointed at the June meeting.

All officers are required to attend and/or give written reports to the board meetings.

Article VII- Meetings

General meetings will be held four times a year (based on the September-June school year). All business meetings will be conducted in a professional manner. Advance notice of meetings will be made in the newsletter and website. The president may call special meetings as required and will notify parents/teachers as soon as he/she is aware of the meeting via website and/or email. A minimum of 24 hours notification is required.

A simple majority vote of the membership present will prevail for business. When a matter comes to vote, it shall first be discussed before the president calls for a vote. The results of the vote will be entered into the minutes.

A meeting agenda will include, but not limited to, discussing old business, new business, reports from executive officers, and reports from sub-committee coordinators.

Article VIII- Budget

The budget will be presented at the first general meeting of the school year. This budget will be revisited at each general meeting. As expenses arise that are not covered in the budget or a budgeted expense may go over \$500 or more that was originally allotted in the budget, a meeting will need to be called for a vote. In the spring, at the last general meeting, a new budget will be discussed for the following school year.

Article IX- Insurance

The Thurston Volunteer Group will be covered by Thurston Elementary's insurance and will use the school's tax ID number. Any event that the group organizes will be "TES staff and parent sponsored."

Article X- Bylaws Amendments

Amendments to the bylaws may be proposed by a general member. Proposed amendment should be submitted to the board in writing. Notice of the impending amendment should be announced in the newsletter and the website. A vote by the members will take place at the next general meeting.

Article XI- Basic Policies

The board is a non-commercial, non-sectarian, non-partisan and non-discriminatory organization. It will be the basic policy that all board equipment and supplies are to be used on school premises. Any deviation from this policy must be approved by the board. The bylaws will be available on the school website and will be reviewed every 2 years.