

**BELLEFONTE AREA HIGH SCHOOL
CLASS OF 2019 PARENT'S ORGANIZATION
BY-LAWS**

Article I: Name and Purpose

- A. This organization shall be known as the Bellefonte Class of 2019 Parent's Organization.
- B. The purpose of this Organization shall be to raise, deposit, manage, and disburse funds for projects or activities for the benefit of the Class of 2019 students.

Article II: Membership

Every parent or guardian of a Class of 2019 student is granted membership, encouraged to attend all meetings of the Parent's Organization, and participate in all efforts of the Parent's Organization. Membership is free.

Article III: Officers and Duties

- A. The President shall be responsible for the operation of the meetings pursuant to these By-Laws. This shall include conducting meetings and notification of parents/guardians of upcoming meetings and fundraisers.
- B. The Vice-President position shall assume the President's duties in the President's absence.
- C. The Secretary shall maintain all written records, produce all written communications, and prepare and distribute copies of the minutes from the previous meeting.
- D. The Treasurer shall maintain an accurate accounting of all expenditures that have been directly ordered by the Organization, prepare and distribute copies of the financial report to the officers at each meeting, give a verbal report at each parent meeting, and submit a written copy of transactions to the High School once a month.
- E. Removal: Any officer elected or appointed by the Organization may be removed by the Organization whenever, in its judgment, it is in the best interest of the Organization and would be served thereby. A two-thirds majority vote of parents/guardians in attendance at the meeting is required.
- F. Resignation: Should an officer elected or appointed by the Organization need to resign from the position, a new officer will be nominated and elected at the following meeting.

Article IV: Meetings

- A. Regular meetings will be held as deemed necessary. Additional meetings may be held at the discretion of the Officers.
- B. All meetings will be publicized at least one week prior to scheduled meetings using whatever reasonable means available. For example, but not limited to: email, newspaper, high school marquee, or Class of 2019 website.

Article V: Disbursement of Funds

- A. The Treasurer will be instructed to issue payments over \$150 only after a majority vote of the members in attendance at the meeting. Necessary discretionary funds under \$150 may be dispersed with a unanimous vote by the Officers.
- B. Two Officers of the Organization are required to sign checks, withdrawals, or transfer of monies.
- C. Only elected officers will be given checking account signature authorization

By-Laws approved unanimously 10/7/15 at Parent's Organizational Meeting.