

CJHS BLUE & GOLD CLUB BY-LAWS

ARTICLE 1.

NAME:

The name of this club shall be: "Blue & Gold Club", hereafter referred to as the Club.

ARTICLE 2.

OBJECT:

Section 1. To aid and promote the welfare of our children in the home, in the school, and in the community; and to cooperate/support in every way possible our school Superintendent, Principals, and Teachers.

Section 2. To raise funds to be used for materials, equipment and activities that directly benefit CJHS students. The funds may also be used to purchase equipment necessary to maintain the parents club.

Section 3. It shall be the duty of the members to work together with the building principals in carrying out the purpose of this club and to make it of permanent value and service to the school.

ARTICLE 3.

MEETINGS:

Section 1. A regular meeting of this Club shall be held once each month during the school year, except for the months of August, December, and May. The regular meeting will be held on a day and time specified by the officers with approval of the building principal. Special meetings of this Club may be called by the President.

Section 2. There shall be an open executive committee meeting held prior to the regular Club meeting.

ARTICLE 4.

MEMBERS

Section 1. Membership requires that a person be an adult and reside within the CJHS area of District #86 with a child attending CJHS, or a teacher, or principal of CJHS.

Section 2. All members may vote on any motion *at a regular Club meeting*. A quorum of members must be present to vote on a motion presented. A quorum will be defined as a simple majority of the executive committee.

Section 3. Secretary and treasurer's books may be open to any member of the club upon request.

ARTICLE 5.

ELECTED OFFICERS:

Section 1. The executive committee of this club are its elected officers and shall consist of the President, Vice President, Secretary, Treasurer, Staff Appreciation Chairperson, School Store Chairperson, and Fundraiser Chairperson. Building principals will serve in an advisory capacity.

Section 2. Elected officers may vote by show of hands on matters brought up at the executive committee meeting. A quorum must be present before a vote will be allowed on matters presented at the meeting.

Section 4. In the event of a vacancy in office, the Vice President (or President's designee in the event of a vacancy in the Vice Presidency) will gather and present a slate of nominees to be voted on at the next regular meeting. Nominations will be open and accepted until the time of the vote at the regular meeting. Nominees must be present and there will be no proxy voting allowed. The newly elected officer will fill the office for the remainder of the current term.

Section 5. Term of office shall be one (1) year.

ARTICLE 6.

DUTIES OF THE OFFICERS

Section 1. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Club.

Section 2. An officer wishing to resign must submit a written resignation to the President.

Section 3.

A. Duties of the President

1. To provide general supervision of the work of the Club.
2. To preside at all regular and executive committee meetings of the Club.
3. To set the agenda for each meeting and set agenda one week prior to each meeting.
4. The President or his/her designee shall, along with the Vice President, serve as the Club's representative on the District #86 Parent Advisory Board.
5. To co-sign the signature card at the bank. The President, Treasurer or Vice President may sign checks. Two of the three signatures required.
6. To be an ex-officio member of all committees. An ex-officio member may debate and vote on motions in a

committee meeting but has no authority to preside over a committee meeting.

7. To authenticate by signature, when necessary, all acts, orders and proceedings of the Club with the Executive Committee approval. The President shall only sign documents for the school year which he/she is President.
8. The President may appoint Special Committees. These Special Committees are created and appointed for a specific purpose. When its work is done and its final report is made, the Special Committee automatically goes out of existence.
9. To call, when necessary, special Club meetings.

B. Duties of the Vice President

1. To succeed to the Presidency immediately after the April regular Club meeting.
2. To serve in the absence of the President.
3. To represent the school at the District #86 Parent Advisory Board meeting, along with the President.
4. To co-sign the signature card at the bank. The President, Treasurer or Vice President may sign checks. Two of three signatures required.
5. In the event of a vacancy in an office, to gather and present a slate of nominees to be voted on at the next regular meeting. Refer to Article 5, Section 4.

C. Duties of the Secretary

1. To keep Club records and the minutes of the Club's regular and executive committee meetings.
2. To keep a current and accurate copy of the bylaws.
3. To distribute copies of the minutes of each meeting.
4. To post monthly newsletter highlighting the meeting minutes via email to staff/parents.
5. To perform all other duties delegated to the office by the executive committee.

D. Duties of the Treasurer

1. To receive all monies of the Club and to keep an accurate record of receipts and expenditures
2. The Treasurer, or other individual appointed by the Executive Committee, will be responsible for counting and depositing all funds into the Club account within 24 hours of receipt.
3. To pay out funds only as authorized by the Club.
4. To present an itemized Treasurers' report at each monthly meeting. In the Treasurer's absence, the

president (or his/her designee) will present the Treasurer's report.

5. To prepare a report of anticipated bills (those bills to be paid over the summer or during the following Club year). This report shall be given to the current Club President and incoming Club Treasurer no later than one month following the last day of school in the spring semester.
6. To transfer the financial records to the newly elected Treasurer no later than one month following the last day of school in the spring semester.
7. To submit the Club financial records to the District auditor/reviewer and/or submit an annual financial report to the District #86 Business Office at such time as the District specifies.
8. To co-sign the signature card at the bank. The President, Treasurer or Vice President may sign checks. Two of Three signatures required.

ARTICLE 7.

FINANCES:

Section 1. Documentation concerning the financial position of the Club shall be held in the care of the treasurer.

Section 2. The Treasurer shall account for all funds at each regular meeting by written report, to be filed in Club records. The Treasurer (or President's designee) shall be prepared to discuss the Club's financial position at all executive and regular Club meetings.

Section 3. The treasurer is required to submit the Club financial documentation to the District Business Office or the District Auditor within one month after the last day of school in the Spring semester, or when requested by the District Auditor.

Section 4. All projects in excess of \$150.00 approved by the Executive Committee will be taken to the general meeting in the form of a proposal to be voted on by the club membership. A quorum must be present to vote on the proposal.

Section 5. The Superintendent must be informed and approve of any expenditure over \$500.00

Section 6. The President, Vice President and Treasurer will sign the signature card at the bank. Two of three signatures required to sign a check.

ARTICLE 8.

ELECTIONS:

Section 1. The President will appoint a Nominating Committee who shall prepare a slate of one or more members per office.

This slate shall be presented to the Club at the March meeting, at which time additional nominations may be made from the floor. Nominees must consent to the nomination and, therefore, be present to accept the nomination. Nominations will be closed at the regular Club meeting in March.

Section 2. Election of officers shall be conducted by polling Club members present at the meeting. The election shall be by ballot at the April meeting when there is more than one nominee for each office. A quorum must be present for a vote to be taken. If there are not enough members present, the vote will be tabled until the next regular Club meeting. Proxy voting is not allowed in elections.

Section 3. Installation of new officers is to be held at the conclusion of the last designated parent club meeting of the year (April/May).

ARTICLE 9.

AMENDMENTS:

Section 1. The articles of the By-Laws may be amended at any regular meeting, provided notice of the proposed amendment has been given at the previous meeting. It then requires a two-thirds majority vote of the members present to pass.

Section 2. A By-Law Committee, appointed by the President, will review these By-Laws once each year and offer amendments.

ARTICLE 10.

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern the proceedings of the Club, except when they conflict with the provisions of these By-Laws.

ARTICLE 11.

DISSOLUTION

Upon dissolution of the Club, the officers thereof, after paying or making provision for the payment of all of the liabilities of the Club, shall dispose of all of the assets of the Club by disbursing said assets to Central Junior High School.

DATE OF ADOPTION BY CLUB MEMBERSHIP ___January 6,2009

