BYLAWS

ARTICLE I: NAME

The name of this organization shall be Elms Community Club**,** hereinafter referred to as ECC. The address of Elms Community Club will be the current permanent address of Our Lady of the Elms (OLE) School.

ARTICLE II: PURPOSE

The purpose of Elms Community Club is to

- ❖ create, cultivate and foster campus wide (PreK to Gr. 12) communication, community spirit, and collaboration among parents, teachers, administrators, and students through meaningful volunteer and social opportunities.
- ❖ support students participating in social, academic, community service, spiritual, artistic, athletic, and other curriculum enrichment activities.

ARTICLE III: MEMBERSHIP

A. **General Membership:** Parents, grandparents, guardians, and Our Lady of the Elms School administrators, faculty, and staff are automatically members of Elms Community Club. There are no dues at the general membership level**.**

B. **Supporting Membership**: In lieu of dues, all general members and alumnae are invited to provide financial support to Elms Community Club at various sponsorship levels. A sponsorship drive will be held annually.

C. **Participation**: All members are invited to attend all meetings as described in Article IV.

ARTICLE IV: MEETINGS

A. **Annual Membership Meetings:** There shall be at least two annual membership meetings. The first meeting shall be held at the beginning of the school year and shall serve as a forum to welcome families to the new school year. The second meeting shall be held at the end of the school year and shall be when officers are elected for the coming school year. The date, time, and place of said meeting shall be fixed by the the President of the Elms Community Club. A majority of the members of the Elms Community Club Executive Board may call the meeting if the Elms Community Club President fails to do so.

B. **Monthly Meetings:** There shall be monthly meetings of the Executive Board members during the school year, which shall be open to all Elms Community Club members. Additional meetings may be called by the President, the President's representative, or any three members of the executive board as long as the membership is duly notified.

C. **Meeting Notification:** Notice of the annual meetings and the monthly meetings will be published in school calendars, newsletters, and/or in email notices no later than seven (7) days prior to the date of the meeting. The Notice shall state the purpose of the meeting.

D. **Special Meetings:** Special meetings of the membership and/or the Executive Board may be called by the Elms Community Club President or a majority of the Executive Board. In announcing a

special meeting, the notice shall state briefly the purpose of the meeting and be sent seven (7) days prior to the date of the meeting.

E. **Quorum:** The quorum for a meeting of the Executive Board shall be a simple majority of the officers of the Executive Board.

ARTICLE V: EXECUTIVE BOARD

The Elms Community Club Executive Board is the governing body of the Elms Community Club.

The Executive Board shall be responsible for planning the Elms Community Club activities that will fulfill the mission of the organization in accordance with the mission and policies of Our Lady of the Elms School.

The Executive Board shall have the authority to transact the business of Elms Community Club between annual and monthly meetings and to implement the resolutions and decisions of the Board and the membership.

The Executive Board shall report its activities to the membership in a timely and regular manner.

A. **Members**: The Executive Board shall consist of the Elms Community Club officers.

The Our Lady of the Elms School President, Academic Dean, Director of Annual Giving, and the Admissions Director shall serve as ex-officio members.

Officers are elected by the Nominating Committee or as provided in Article VI, VII, and VIII.

An officer unable to fulfill his/her duties may be removed for good cause shown by a quorum vote of the Executive Board.

An officer may resign by delivering a notice in writing to the Elms Community Club President.

B. **Attendance**: Officers are required to attend all monthly board meetings and annual meetings. Grade-level-representatives and ex-officio members are strongly encouraged and warmly-welcomed to attend monthly board meetings.

C. Reimbursement: Members of the Executive Board, except for those who are employees of Our Lady of the Elms School, shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with Elms Community Club financial policies and prior approval.

ARTICLE VI: OFFICERS

A. **President:**

The Elms Community Club President is elected by the membership of the whole school.

The President shall

a. be the chief executive officer of Elms Community Club with full power to enforce the provisions of these articles and to carry out the will of the membership.

b. call meetings, preside at all meetings, act as an ex-officio member of all committees and task forces, and perform other duties as usually are performed by a presiding officer.

c. appoint in consultation with the other officers of the Executive Board the Election Committee Chair and Task Forces as needed.

d. fully advise the OLE School President, who serves ex officio, in regard to all activities of Elms Community Club.

e. have approval authority of up to $250.00 to make expenditures, not to exceed $250.00 for a single instance, on behalf of Elms Community Club. The President shall furnish the Treasurer with itemized receipts for such expenditures and obtain reimbursement from the Treasurer if personal funds are utilized.

f. develop and distribute the agenda no later than seven (7) days before meetings.

g. not serve 2 consecutive terms. A former President can be nominated for any other position on the board and is eligible for a Vice Presidential nomination after one term has lapsed.

B. **Vice President:**

The Elms Community Club Vice President is elected by the membership of the whole school.

The Vice President shall

a. be the second executive officer of Elms Community Club.

b. act in the President's absence as the President at any meeting with full Presidential powers.

c. complete the unexpired term as President in the event the President resigns or is otherwise unable to continue performance of duties.

d. serve as president-elect

e. be automatically nominated for the Presidency after the current term served unless otherwise determined.

f. not serve 2 consecutive terms. If the Vice President is unable or declines to assume the Presidency in the following term, he/she may be nominated for any other position on the board and is eligible for a Vice Presidential nomination after one term has lapsed.

B. **Secretary:**

The Elms Community Club Secretary shall be elected by the membership of the whole school.

The Secretary shall

a. keep minutes of all meetings and distribute to the Executive Board within seven (7) days of the meeting.

b. conduct all necessary correspondence, render reports, issue all written notices to the Executive Board.

c. maintain and archive Elms Community Club records and documents.

d. perform other usual secretarial duties.

e. serve multiple terms if so chosen.

C. **Treasurer:**

The Elms Community Club Treasurer shall be elected by the membership of the whole school.

The Treasurer shall

a. be custodian of all funds of the organization.

b. make disbursements only with the approval of the majority of the Board.

c. have approval authority of up to $250.00 to make expenditures, not to exceed $250.00 for a single instance, on behalf of Elms Community Club.

d. be responsible for receiving all money due to the organization and depositing of same in a fund held in trust by Our Lady of the Elms School. All deposits and expenditures will be processed through the Our Lady of the Elms School business office.

e. serve multiple terms if so chosen.

D. **Division Representatives:**

A Division Representative shall be elected annually by the membership of each of the following school divisions:

1. Preschool--Pre-Kindergarten
2. Kindergarten-Grade 5
3. Grade 6-Grade 8
4. Grade 9-Grade 12
5. Athletics Representative elected by the membership of the whole school

This position may be co-chaired as provided in Article VIII.

The Division Representative shall

a. be the parent, grandparent, or guardian of a student within the represented division.

b. act as a liaison between the represented division and the Executive Board.

c. be responsible for all hospitality needs within the represented division.

d. be required to attend annual and monthly meetings and contribute to the purpose of the Elms Community Club by supporting all club activities and endeavors. Participation may include planning and implementing activities associated with hospitality, fundraising, communication and social events.

e. form a Division Committee consisting of grade level representatives and a teacher liaison, if the division's staff chooses to do so, to support and help him/her in performing his/her duties.

f. act as a new family liaison with the assistance of the Grade Level Representatives within his/her division and the Admissions Director.

g. serve multiple terms, if so chosen.

ARTICLE VII: GRADE LEVEL REPRESENTATIVES

Grade Level Representatives will be sought annually from the membership by the Division Representatives and appointed by the Executive Board.

The Grade Level Representative shall

a. support the Division Representative in executing the Elms Community Club projects and initiatives and any hospitality needs.
b. convey information about Elms Community Club activities and events to grade level families.
c. promote family participation in Elms Community Club activities and events.
d. provide input and ideas for promoting campus-wide communication and community spirit.
e. act as a new family liaison with the assistance of the Division Representative.

Attendance at monthly Executive Board meetings is strongly encouraged, but is not mandatory.

ARTICLE VIII: ELECTION OF OFFICERS

The Vice President of the Elms Community Club shall serve as chair of the Nominating Committee. In the event the Vice President is not available to serve, the current President, in consultation with the officers of the Executive Board, shall appoint the committee chair. All members of Elms Community Club are eligible to serve on the Nominating Committee. The committee is responsible to nominate candidates for all Executive Board positions by April of each year.

A. **Nominations**: A call for nominations will be sent to the membership in March of each year. As a result of the call for nominations and recommendations from the Executive Board, a slate of officers - President, Vice President, Secretary, Treasurer and five Division Representatives – will be developed. Candidates for President and Vice President must be current or former officers of the Executive Board. Only those who have consented to serve will be eligible for nomination.

B. **Terms of Office**: Officers are elected for a one-year term that begins June 1.

C. **Elections:** Officers are to be elected at the annual meeting in April, or through an electronic form sent to the entire membership.

   A candidate must receive a majority of votes of membership in order to be elected to an office. Otherwise, a runoff election must be held between the two candidates receiving the highest number of votes.

   Two candidates may run as co-chairs for the Division Representative Position. Candidates running individually for the position, and who receive the same number of votes or win by a narrow margin, may co-chair the position with the candidates' and Executive Board's agreement.

D. **Removals**: An officer may be removed from office with good cause shown by a quorum vote of the Executive Board.

E. **Resignations**: Any officer may resign at an open meeting of the Executive Board or in writing delivered or mailed to Elms Community Club President. The resignation will take effect immediately or at such time as the officer may specify.

F. **Vacancies**: The Executive Board may appoint members to fill vacancies, however caused, that occur during the year.

ARTICLE IX: TASK FORCES

The Executive Board may establish task forces as needed to carry out the work of Elms Community Club. The Elms Community Club President, in consultation with the Executive Board members, shall appoint the task force chair(s). All Elms Community Club members are eligible to serve as task force chairs and/or members.

Each task force shall regulate its own procedures and report to the Executive Board on a monthly basis.

The Elms Community Club President shall be notified of the meetings of all task forces and shall be an ex officio member for each task force.

Article X: FINANCES

The Elms Community Club will be funded directly from the annual membership drive and other fundraising mechanisms determined annually by the Executive Board. The school does not provide and is not responsible for, directly or indirectly, providing funds for the Elms Community Club.

The Treasurer, in consultation with the Executive Board, will develop an annual budget for the Elms Community Club for planning purposes.

Each Division will be allocated an operating budget which can be revised as the need arises.

The Treasurer will disburse unbudgeted funds that exceed $250.00 upon request from the President and approval by the majority of the board.

When requesting any type of reimbursement, a written invoice or paid receipt must accompany the reimbursement requests and must be approved by the Elms Community Club President. In the event the Elms Community Club President is requesting reimbursement, then another officer must approve the request.

When a faculty or staff member requests funds, they shall follow the Faculty & Staff Funds Request Procedure and Application.

Funds dispersed by the Treasurer shall correspond with a line item on the approved budget unless otherwise approved by the Elms Community Club President and the board.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The most recent edition of Robert's Rules of Order shall govern all cases wherein they do not conflict with the rules of Elms Community Club and of Our Lady of the Elms School.

ARTICLE XII: INTERPRETATIONS OF BYLAWS

All necessary interpretations of these bylaws shall be made by the Elms Community Club President subject to the approval of the Executive Board. These bylaws are subsidiary to the Our Lady of the Elms School Code of Regulations, Articles of Incorporation, and policies. They can in no way override or change school policy. If a conflict should arise, the Our Lady of the Elms School Board of Trustees Code of Regulations and Articles of Incorporation supersede these documents.

ARTICLE XIII: AMENDMENTS TO BYLAWS

These bylaws may be amended at any regularly scheduled or special meeting, provided that previous notice was given in writing at the prior meeting and then sent to all Elms Community Club members. Amendments must be approved by a quorum of the membership in order to be effective.

Created: January 21, 2019

Approved: , 2019