

Hudsonville Christian School Parents' Club Constitution & By-laws

Revised Fall 2008

The first Hudsonville Christian School Constitution was written in Dutch. It was read and accepted on May 12, 1926.

Article 1. Name

Article 2. Foundation

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ARTICLE 1. Name

The name of this society is the **Hudsonville Christian School Parents' Club**.

ARTICLE 2. Foundation

The foundation of the Parents' Club is the unchangeable, infallible, inspired Word of God

ARTICLE 3. Purpose & Mission

The **purpose** of the Parents' Club is to

1. Uphold a Christian education.
2. Show support and respect for our children, our gifts from God.
3. Respond to the covenant promises we made at the time of our children's baptisms or dedications.

The **mission** of Hudsonville Christian School Parents' Club is to

- Display good stewardship as we raise and allocate funds that benefit our children in a Christ-centered education & aid our school in defraying expenses
- Promote fellowship and a spirit of unity among parents, faculty, and staff

ARTICLE 4. Parents' Club Membership

All Parents of Hudsonville Christian School students are members of the Parents' Club. Others subscribing to the purpose and mission may also be members. All members have the privilege of voting in matter of business and election.

ARTICLE 5. Executive Board

Officers: The annual appointment of officers will be held in the spring via the lottery system.

The Executive Board of the Parents' Club will consist of

- President, Co-president, Vice president
- Secretary, Co-secretary, Vice secretary
- Treasurer, Co-treasurer, Vice treasurer

Term Limit 3 years

Year one: the elected board member will serve as vice.

Year two: the elected board member will serve as a co-officer

Year three: the elected board member will take over the full responsibility of the office

The services of each officer will be terminated after the completion of the third year of service at the end of the fiscal year (June.)

ARTICLE 6. Meetings

General Assembly Meetings: Meetings will be held two times per year. The first Parents' Club meeting will be in the fall. The second will be held in the spring. *An updated financial report will be presented at both meetings.*

Executive Board Meetings: Will be held monthly.

Finance Committee Meeting: The current acting executive officers will meet with the Finance Committee of HCS School Board if needed.

ARTICLE 7. Fiscal Year

The fiscal year of the Parents' Club is from July 1 to June 30.

ARTICLE 8. Auditing

The treasurer must submit the books for audit on a regular basis and must submit a final report by the end of the fiscal year.

ARTICLE 9. By-laws: The rules and practices that govern the management of this organization.

Executive Board

- Each member of the board must exhibit leadership abilities throughout the year and must attend 75% of all meetings to continue in their elected office. If a board member does not meet the requirements, at least two other board members must notify the person that their vice position will remain at a co-capacity and will not advance to the executive role.
- Nominations for potential officers will be solicited from current members of the Executive Board through responses from Home Communicator announcements and from the parent volunteer forms. The Executive Board must unanimously approve these names before being selected by lottery if there is more than one interested party.
- Each member will require a *written* proposal, including financial information, for any request of Parents' Club funds.
- Each member will be a liaison to more than one committee chairperson and will contact chairpersons as necessary.
- Each member will receive reports from assigned committee chairpersons and report information to the Executive Board.
- Each member will keep a written record of all duties and responsibilities carried out.

Distribution of Funds

- Monies generated by fundraisers will be distributed annually or semi-annually (as the budget allows) for teacher and staff request lists at the discretion of the Executive Board and with approval from the general assembly using the Parents' Club mission statement as the criteria for their determination.
- The following committees have their own checkbooks: Auction, FFN, Love Bazaar, and Fair. There will be two names on each account and one of those two signatures is required for disbursement of funds. No one person may write a check to themselves for reimbursement.
- When there is a request for an immediate expenditure, not exceeding \$500, the three current executive officers may approve such purchase.
- 100% of the Teacher's Materials Fund will be given to the administration in August. A limited number of yearly line item expenditures, to be determined by the three executive officers and based on available funds, will be paid up front in early September to the Administration to aid their cash flow.
- A copy of an original receipt is required before any bill is paid or reimbursement check is written. The receipt must be received within 30 days of the close of the event, unless prior authorization has been made by the Executive Parent's Club Board.
- Any bill submitted for reimbursement or payment must be submitted in the same fiscal year in which the costs were incurred in order to receive payment.

Administrative Principal, Middle School Principal, Elementary Principal

- Will approve all correspondence from the Parents' Club.
- Will be invited to join monthly meetings and attend as needed.
- Will submit written proposals with financial information for needs requested.
- Will submit a written report to the Executive Board denoting expenditures of Parents' Club funds that are given as a lump sum.
- Will present invoices to Parents' Club for reimbursement of funds.
- Will review wish lists from teachers in the fall and spring to avoid duplication or items taken care of from other funds.
- Will receive a copy of monthly minutes by the secretary.
- Will be given a determined amount of line item expenditure funds in September to assist cash flow (see *Distribution of Funds*).

General Assembly Meetings

- Vice President will open with devotions and prayer.
- President will lead the meeting.
- Secretary will read minutes of previous meeting.
- Treasurer will give a financial report.
- A representative from the School Board will be invited to attend by the President.
- Will follow general guidelines from Robert's Rules of Order.
 - 2/3 majority vote for a yes
 - Voting on items may be by "aye", a secret ballot, or a show of hands
- The General Assembly will approve expenditures recommended by the Executive Board.
- The General Assembly will approve amendments to the constitution and/or bylaws proposed by the Executive Board.

Fundraisers/Projects/Events

- All new projects, fundraisers and events must be proposed to and approved by 2/3's of the Executive Board as well as the administration before undertaken in the name of the Parents' Club.
- Fundraisers may be discontinued by a 2/3's majority vote of Executive Board or by default if the project fails to earn at least \$200.00.
- All monies made under Parents' Club must be deposited directly into the Parents' Club account.

Committee Chairpersons

- Will form their own committees.
- Will be assigned a liaison from the Parents' Club Executive Board.
- Will send out communication to the teachers through the administrative principal regarding their fundraiser dates and other relevant information.
- Will turn in monies to the treasurer at regular intervals if their event is ongoing or within 2 weeks of the conclusion of their event.
- Will turn in original receipts before any reimbursement checks are written.
- Will turn in quarterly ledgers to the co-treasurer if they have their own bank account (per Article 11).
- Will keep a written detailed report of all planning activities, including a list of committee members and financial information. Each chairperson will turn in this report to their liaison at the conclusion of their event or the academic year. A notebook of these reports should be passed on to subsequent chairs.
- The Executive Board will have the power to appoint chairpersons according to the following procedure:
 - At the end of the school year, if a current coordinator/chairperson is stepping down, the Parents' Club Executive Board is responsible for filling that open spot through use of the volunteer form and other approved recommendations.
 - If there is more than one volunteer for that coordinator position, all things being equal, the names will be selected through the lottery system.
 - Parents' Club will notify the new coordinator of their position and responsibilities.
 - Outgoing coordinators will be respectfully required to train the incoming coordinator.

President

- Will arrange meetings per Article 7.
- Will preside at all Parents' Club general assembly & executive board meetings.
- Will thoroughly understand and uphold the constitution and by-laws.
- Will distribute the constitution & by-laws to each board member at the beginning of the year and review them at the first meeting.
- Will prepare an agenda for each meeting.
- Will communicate in writing the by-laws pertaining to all committee/event chair people.
- Will assign a liaison from the Executive Board to each event chairperson.
- Will inform administrative principal, middle school principal, and elementary school principal of all meeting dates.
- Will have regular communication with the administrative principal regarding all Parents' Club business.
- Will survey teachers regarding tangible needs for students and classrooms in the fall and spring as funds allow.
- Will have communication with teachers as needed.

Co-President:

- Will preside at all meetings in the absence of the president.
- Will assist the president as necessary.
- Will lead devotions at Parents' Club General Assembly Meetings.
- Will call nominees to secure positions for the next year's Executive Board positions.

Vice President:

- Will lead devotions at Parents' Club Executive Board meetings.
- Will research and propose all new projects/fundraisers/events to the Executive Board and the Administrative Principal before presentation to the general assembly.

Treasurer

- Will count and deposit all monies from current fundraisers.
- Will receive quarterly ledgers from committees that have their own bank accounts (*per Article 11).
- Will keep a ledger of all receipts and expenditures.
- Will require a copy of an original receipt before any bill is paid.
- Will prepare a budget of anticipated revenue for the year.
- Will update the president as needed regarding expenditures and revenue.
- Will present a report at each general assembly meeting and updates at each Executive Board meeting.
- Will deposit all funds within 14 business days of receipt.
- Will prepare a final report at the close of the fiscal year.
- Will archive records at school for 7 years for tax purposes.

Co-Treasurer

- Will do all pertaining to that office in the absence of the Treasurer.
- Will assist the Treasurer in counting monies for major fundraisers.
- Will require a copy of an original receipt before any bill is paid.
- Will track paid wish list items and submit a mid-year update to the Executive Board.

Vice Treasurer

- Will do all pertaining to that office in the absence of the co-treasurer.
- Will assist the treasurer in counting monies for major fundraisers.
- Will require a copy of an original receipt before any bill is paid.
- Will collect monies from designated ongoing middle and elementary school sales and deposit the funds.

Secretary

- Will take attendance and record the minutes of all meetings and distribute them to the executive board members & administration within two weeks of the meeting date.
- Will submit home communicator announcements.
- Will prepare finalized teacher request list for fall and spring general assembly meetings with President and Treasurer.
- Prepare copies of documents needed for the general assembly meetings

Co-Secretary

- Will write encouragement and thank you notes.
- Will run off and distribute all correspondence pertaining to Parents' Club.
- Will make any needed arrangements for general assembly meetings.
- Will assist secretary in preparing finalized correspondence for fall and spring general assembly meetings.
- Will do all pertaining to that office in the absence of the secretary.
- The co-secretary will work with the current Room-parent coordinator in her duties during the 2009/2010 school year. As of the 2010/2011 school year, the duties of Room-parent coordinator will become the responsibility of the Parent's Club and will be the official duty of the Co-secretary.

Vice Secretary

- Will assist in writing encouragement notes and thank you notes.
- Will assist in distributing all correspondence pertaining to Parents' Club.
- Will reserve locations for all executive board meetings.
- Will assist co-secretary in setting up for general assembly meetings.
- Will do all pertaining to that office in the absence of the co-secretary.
- Will assist the co-secretary with the duties of room-parent.

ARTICLE 10. Amendments to the Constitution

Amendments may be made to the Constitution and by-laws at the proposal of the Executive Board and passed by a 2/3 majority at a general assembly meeting.

Monica

Read and accepted Wednesday, May 12, 1926

The Christian Reformed Ladies Aid

Revised and accepted Wednesday, February 13, 1942

Revised and accepted Wednesday, November 2, 1955

Revised and accepted Wednesday, March 24, 1971

Hudsonville Christian School Mothers' Club

Revised and accepted Wednesday, April 9, 1975

Revised and accepted Tuesday, February 18, 1992

Hudsonville Christian School Parents' Club

Revised and accepted Tuesday, March 30, 1993

Revised and accepted Thursday, March 21, 2002

Revised and accepted Wednesday, November 9, 2005

Revised and accepted Tuesday, October 24, 2006

Revised and accepted Tuesday, April 17, 2007

Revised and accepted Tuesday, October 23, 2007

Revised and accepted Tuesday, October 28, 2008

ARTICLE 11. Fundraisers & Programs 2008-2009

On-going Fundraisers

1. Box Tops for Education
2. Campbell Soup Labels
3. Donuts (middle school)
4. Hot Lunch
5. Pigs in a Blanket
6. Popcorn (elementary)
7. Spartan Cash for Class
8. Spartan UPC'S
9. T.R.I.P
10. Target "Take Charge of Education" (*Designated for playground)

Annual Fundraisers

1. Auction
2. Family Fun Night
3. Hudsonville Fair Food Booth
4. September Fest
5. Sub & Cookie Dough Sale

Programs/Events

1. Child Watch
2. Room Parents
3. Staff Appreciation Week
4. Love Bazaar

Committees with Separate Bank Accounts

1. Auction
2. Fair
3. Hot Lunch
4. Love Bazaar

ARTICLE 12: Executive Board 2008-2009

Suzanne Koop - President
Jackie Bouwman-Secretary
Tricia Bosma-Treasurer

Carmen VanNoord Co- President
Marge Montsma- Co-Secretary
Deb Bobiak Co- Treasurer

Holly Visser-Vice President
Jana DeVries- Vice Secretary
Nancy Brouwer -Vice Treasurer