

The By Laws have been updated

These changes will take effect immediately at the conclusion of the November 4, 2013 meeting after the General Assembly unanimously approved this motion.

November 2013

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## **Washington Elementary Teachers and Parents By-Laws**

### **Article I      NAME**

Washington Elementary Teachers and Parents

### **Article II      PURPOSE**

1. To foster and promote ideas, programs and services which will enhance our children's social, emotional and intellectual growth.
2. To encourage a close relationship between home and school, and to work toward mutual goals which will benefit the children.
3. To establish the most complete educational experience based upon a shared contribution and cooperation by educators and parents.

### **Article III      BASIC POLICIES**

1. WETAP is a non-commercial, non-sectarian and non-partisan group.
2. In the event of dissolution of this group, the disposition of the assets shall be determined by the then existing Executive Committee.
3. WETAP may cooperate with other organizations and agencies concerned with child welfare, but any person representing the group in such matters shall make no commitments that bind the group.
4. WETAP shall not directly nor indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office or any ballot issue
5. A copy of these by-laws shall be given to officers of the Executive Committee at the beginning of their terms of office. A copy of these by-laws shall be made available to every member of the group.
6. WETAP falls under the umbrella of the Mount Vernon School District Foundation. Refer to their policies and procedures for further details and contact the Foundation Director with questions.

#### **Article IV MEMBERSHIP AND DONATIONS**

1. All parents, future parents and guardians of Washington Elementary students, as well as teachers and school staff of the Washington Elementary School, are considered members.
2. No formal process is administered for becoming a member. Participation in any capacity is considered membership.
3. There are no membership dues for this group. Donations and fundraisers are the means of raising funds for this organization.

#### **Article V MEETINGS**

1. General meetings during the school year are held the first Monday of each month and shall begin at 7:00 PM. Meeting dates and times are subject to change. Changes shall be made by the Executive Committee with one month prior notification at the general meeting.
2. General meetings shall be held at the Washington Elementary School.
3. All parents, future parents and guardians of Washington Elementary students, as well as teachers and school staff of Washington Elementary School, are welcome to attend general meetings.
4. Executive Committee meetings are held on the third (3<sup>rd</sup>) Monday of the month and at the further discretion of the President.
5. Executive Committee meetings are attended by the Executive Committee members.

#### **Article VI BUDGET AND EXPENDITURES**

1. Budget
  - A. The Executive Committee shall, at the first scheduled General Meeting, submit a proposed budget for general WETAP membership review.
  - B. The general WETAP membership shall establish and pass an annual budget at the October meeting.
2. Amendments to the Budget
  - A. The annual budget is open to revision or amendment by the general WETAP membership.
  - B. Suggested amendments to the proposed budget shall be submitted in writing to the Executive Committee prior to the third (3<sup>rd</sup>) Monday of the month, for submission to the general WETAP membership at the next general meeting.

3. Expenditures

- A. Proposals by the general WETAP membership for expenditures, pursuant to the budget, shall be submitted to the Executive Committee prior to the third (3<sup>rd</sup>) Monday of the month, for review by the appropriate sub-committee.
- B. Reviewed expenditure proposals will be placed on the agenda for the next general WETAP membership meeting.

**Article VII VOTING**

- 1. The following events require voting at general meetings:
  - A. Donation of WETAP funds in excess of \$100.00
  - B. Fundraising
  - C. Expenditure of funds for debts in excess of \$150.00
  - D. Election of Executive Committee members
  - E. Approval of an Annual Budget
- 2. Any votes taken pursuant to this article shall require a simple majority of members present, unless otherwise noted

**Article VIII EXECUTIVE COMMITTEE**

- 1. The Executive Committee members shall consist of: President, Vice President/Publicity, Secretary, Treasurer, Fundraising Coordinator, Staff Appreciation Coordinator and Volunteer Coordinator.
- 2. The Executive Committee is authorized to expend funds on behalf of the organization, subject to the limitations set out in Article VII.
- 3. The Executive Committee shall prepare a proposed annual budget to be provided to the general WETAP membership at the September meeting.
- 4. The Executive Committee shall establish sub-committees to assist with the administration of the annual budget and may establish any other sub-committees as necessary to promote the goals of WETAP. All sub-committee chairs (except Nominating Committee) are appointed by the President. All terms, unless otherwise noted, are for one year and expire and begin on the last day of the school year.

**Article IX ELECTION AND TERMS OF EXECUTIVE COMMITTEE**

- 1. The term for each officer shall be two years.
- 2. Half of the officers' terms will terminate one year, the subsequent half the following year. This is to allow for continuity of the committee.

3. Any officer may request to terminate their position at any time.
4. Officers' terms expire on June 30 and new officers' terms begin on July 1.
5. In the event of a vacancy in any of the Executive Committee positions other than the President, said vacancy shall be filled by a person elected by a majority vote of the rest of the Executive Committee for the remainder of that office's unexpired term, subject to approval by the organization at the next regular meeting.
6. Elections shall be held at the April general WETAP meeting.

## **Article X DUTIES OF ELECTED OFFICERS**

1. President – The President's primary duty shall be to preside at business meetings and control and supervise all business affairs of WETAP. The President co-signs all WETAP related checks.
2. Vice President – The Vice President shall perform the duties of the President in the absence of the President, or if the President's position becomes vacant. The Vice President also shall assist the President as requested, and shall be responsible for all publicity related to the functions of WETAP.
3. Secretary – The Secretary shall keep and record all WETAP and Executive Committee minutes. The Secretary shall be prepared to refer to minutes of previous meeting, shall handle all correspondence for the group, and perform other delegated duties.
4. Treasurer – The Treasurer shall receive all money for the group and deposit it in the name of WETAP, shall keep full and accurate account of receipts and expenditures, shall pay out any sum only by check signed by two designated signatures (President and Treasurer), shall provide a financial report at each general meeting and shall make a full annual report to the group. The Treasurer co-signs all WETAP related checks. The Treasurer is responsible for submitting a yearly financial report to the Foundation on June 30 of each year.
5. Fundraising Coordinator – The Fundraising Coordinator shall provide the Executive Committee with ideas for potential fundraisers and plans to carry out approved projects.
6. Staff Appreciation Coordinator – The Staff Appreciation Coordinator shall be responsible for all staff appreciation activities.
7. Volunteer Coordinator – The Volunteer Coordinator shall be responsible for organizing volunteers to be utilized by various sub-committee chairs and miscellaneous school events.

## **Article XI NOMINATING COMMITTEE**

1. *Composition/Membership of Nominating Committee:* The Nominating Committee shall consist of 3-5 members, 1-2 of whom shall be Executive Committee officers. The remaining members shall not be Executive Committee officers. The Executive Committee member(s) will be selected by the Executive Committee on or before the January Executive Committee Meeting. The remaining members will be asked to volunteer no later than the February General Meeting.

2. *Duties:* The Nominating Committee shall prepare a report of its nominations/candidates for Executive Committee officers which shall be presented to the Executive Committee at the February Executive Committee meeting. Any WETAP member may nominate additional candidate(s) so long as name of the candidate(s) is submitted in writing to the Executive Committee, with the candidate's consent, by the February Executive Committee Meeting. The ballot will be presented at the March General Meeting. Elections shall be held by the Executive Committee at the April general meeting with terms to commence July 1 of that given year.

## **Article XII IMPEACHMENT**

1. Executive Committee officers may be subject to impeachment for malfeasance, misfeasance, or for willful, substantial violations of these by-laws.
2. Impeachment proceedings may be initiated by:
  - A. Any Executive Committee officer, or
  - B. A petition bearing forty (40) signatures of WETAP members.
3. Any vote on impeachment shall take place at the first general meeting following the meeting at which proceedings are initiated.
4. Impeachment must be by a two-thirds (2/3) majority of the voting members present at that meeting.

## **Article XIII AMENDMENTS**

1. These by-laws may be amended by a two-thirds (2/3) majority vote of the members present. Notice of any proposed changes must be given in writing to the general WETAP membership at least one regular meeting prior to the meeting in which a vote on the proposed change can take place.