

**CONSTITUTION AND BY-LAWS  
CASTLEBAY LANE ELEMENTARY SCHOOL  
PARENTS AND TEACHERS HELPING (PATH)**

**ARTICLE I: NAME**

The name of this organization shall be: Castlebay Lane Elementary School Parents and Teachers Helping (PATH) for Castlebay Lane Elementary School shall be: Parents and Teachers Helping or P.A.T.H.

**ARTICLE II: PURPOSE AND POLICY**

- A. The purpose of this organization is to coordinate school activities and develop better understanding between home and school.
- B. The group shall be non-partisan, non-sectarian, and non-commercial, in membership and purpose. The organization shall not seek to direct the administrative activities of the school or its policies. It shall support the school staff in all areas.
- C. The group shall raise funds for the betterment of the school, its students and its parents.

**ARTICLE III: MEMBERSHIP**

- A. Every family with a child attending Castlebay Lane Elementary School is a member of this organization, as well as the faculty, administrators and other school administration personnel.
- B. Dues will not be mandatory to membership in this organization; however, an annual donation will be requested.

**ARTICLE IV: OFFICERS**

- A. Elective officers of this organization shall consist of a President, First, Second and Third Vice-President, Room Mom Coordinator, 5<sup>th</sup> Grade Coordinator, Enrichment Coordinator, Safety Coordinator, Hospitality Coordinator, Secretary/Parliamentarian and Treasurer.
- B. The immediate past President shall sit as an honorary member of the Executive Board or may run for another office.
- C. Officers shall serve a term of one year beginning June 1<sup>st</sup> and cannot be elected to the same office for more than two consecutive terms, unless there is no one else to fill the position, then a third year may be served. The Treasurer will serve one year beginning July 1<sup>st</sup>, to coincide with the organization's fiscal year.
- D. Limit of two (2) persons shall serve all positions with the exception of Treasurer which will be limited to one (1) person.

## **ARTICLE V: FACULTY REPRESENTATION**

- A. The Principal of the school shall be a member of the Executive Board.
- B. There shall be up to two (2) representatives from the school staff serving as voting members and encouraged to bring any staff concerns/information to P.A.T.H. meetings.

## **ARTICLE VI: DUTIES OF OFFICERS**

- A. The President shall preside at all meetings of the organization and all Executive Board meetings. He/She shall sign checks and be an ex-officio member of all standing committees with the exception of the Election Committee. He/She will work with the school to observe district and general school policies. He/She must have served on the Executive Board in at least one previous position. He/She will be responsible for the preparation of a monthly newsletter.
- B. First Vice-President shall act for and in the absence of the President, or in the case of a vacancy in the office of the President, he/she shall assume the duties of the President. He/She shall be Chairman of the Membership Drive and will oversee the Adopt a School Program including corporate sponsorship.
- C. Second Vice-President shall be the Chairman of Fundraising. It will be the Vice-President's responsibility to coordinate all necessary money raising activities.
- D. Third Vice-President shall serve as the Coordinator of all special events.
- E. Secretary/Parliamentarian shall take and provide the minutes at all meetings of the Executive Board and General Meetings, be custodian of all organizational records with the exception of financial records, conduct correspondence of the organization, update the school sign and keep roll of voting members – checking the that roll when necessary. They shall bring to this organization specific information in the field of parliamentary procedures. They shall be the authority on the Constitution and By-Laws adopted by the organization. They shall advise the President in matters pertaining to operational procedures, meetings, and elections. They shall bring to general P.A.T.H. meetings progress reports/minutes from the local School Site Council and Leadership Council. They shall head the nominating committee in April.
- F. Treasurer shall receive all organization funds and deposit them in the name of the organization in a bank(s) approved by the Executive Board. He/She shall keep accurate records, pay out sums on the instruction of the Executive Board and shall present a Statement of Account, Revenue and Expense Statement with comparison to the budget at every general membership meeting and when requested by the Executive Board. He/She shall prepare Year End Financial Statements consisting of Statement of Account, Revenue and Expense Statement submitted for approval by the September Executive Board/General Meeting. He/She shall prepare annual tax returns with an accountant approved by the Executive Board. He/She will have served one year on the board previously.
- G. After School Enrichment Coordinator shall assist the school Curriculum Coordinator with special programs and assemblies as well as coordinate the after school enrichment program.

- H. Room Parent Coordinator shall work closely with the room parents and grade level coordinators for their grade level and report any concerns/problems to the Executive Board. He/She will serve as the first line of the networking system (e-mail and phone tree) for the parents. He/She will oversee all bake sale/cupcake sales.
- I. 5<sup>th</sup> Grade Coordinator shall work with the 5<sup>th</sup> grade faculty to raise funds for various 5<sup>th</sup> grade expenses.
- J. Safety Coordinator shall oversee the traffic safety and emergency preparedness. He/She shall serve on the school Safety Committee comprised of the Principal and faculty/classified representatives.
- K. Hospitality Coordinator shall oversee the restaurant nights, teacher appreciation luncheon and parent orientation/volunteer tea. He/She shall be responsible for refreshments for other meetings as deemed necessary by the President(s). He/She may also help coordinate food vendors for Family Fun Day and Open House.
- L. Current officers shall maintain a file including correspondence, duties and responsibilities for the incoming officers.
- M. It is the responsibility of all outgoing officers to acquaint all incoming officers of their duties and provisions of P.A.T.H. By-Laws.
- N. Newly elected officers shall attend the June P.A.T.H. meeting with the outgoing officers to observe the meeting and prepare for a smooth transition.

## **ARTICLE VII: COMMITTEES**

- A. There shall be such committees as will promote the best interests of the organization, appointed by the President with approval of the Executive Board. Committees will consult with the Executive Board for assignments.
- B. The following committees are under the direction of the:

### **PRESIDENT**

Directory  
Historian/Yearbook  
Art, Computer, Library,  
Music, Tap Room  
School Beautiful

### **1<sup>ST</sup> VICE-PRESIDENT**

Just Think  
Adopt a School/Corporate  
Sponsorship

### **2<sup>ND</sup> VICE-PRESIDENT**

(Fundraisers such as)  
Book Fairs  
Magazine Drive  
T-Shirt Sales  
Gift Wrap

### **3<sup>RD</sup> VICE-PRESIDENT**

(Events such as)  
Family Fun Day/Haunted House  
Open House/Chinese Raffle  
Golf Tournament  
Casino Night  
Silent Auctions

### **ROOM PARENT COORDINATOR**

Liaison between Board and parents  
Networking  
Bake Sales

### **ENRICHMENT COORDINATOR**

After school programs  
Assemblies

**HOSPITALITY COORDINATOR**

Restaurant Nights  
Teacher Appreciation Lunch  
Parent Orientation/Volunteer Tea

**SAFETY COORDINATOR**

Traffic  
Emergency Preparations

**5<sup>TH</sup> GRADE**

**COORDINATOR**

5<sup>th</sup> Grade Fundraising  
Culmination Committee  
Gift Committee

- C. The Executive Board may appoint or delete committees as needed. The organization is not responsible for debts of committees without consent of the Executive Board. Each committee will have a chairperson who may or may not be a member of the Executive Board but who reports to the members as indicated above. Executive Board members will fill vacancies on committees.

**ARTICLE VIII: NOMINATIONS AND ELECTIONS**

- A. At a regular meeting in the spring a Nominating Committee shall be appointed to nominate officers for the ensuing year. The Secretary/Parliamentarian shall head this committee.
- B. A bulletin asking for candidates and describing the duties of the Executive Board will be sent out in April of each year. The nominating Committee shall prepare the slate of officers and notify the general membership at least five (5) days before and election in May.
- C. Any member running for an office in May must have a child enrolled in Castlebay Lane Elementary School the following September.
- D. The Nominating Committee shall report at the meeting in May, at which time nominations may be made from the floor, providing the nominees are present or have given their consent.
- E. Election shall be by ballot. Winners shall be determined by a simple majority of general membership voting. In the event of a tie, a winner shall be determined by a run-off election.
- F. In the event that a slate of officers is nominated and is to run for election unopposed, no formal election shall be held. That slate of officers shall be accepted as having been elected.
- G. Vacancies in office shall be filled by the Executive Board. In the event a position cannot be filled, the board may, at its discretion, waive Article VIII, Section C, provided that the person being considered is a current member of the Executive Board and the person is approved by a majority vote of the Executive Board.

**ARTICLE IX: MEETINGS**

- A. All general meetings, Executive Board meetings and Committee meetings shall be held at the school unless approved by the Principal. The Executive Board may call additional meetings.
- B. The Executive Board shall meet once each month during the school year on a date designated by the Executive Board. These meetings are also considered General Meetings and are open to all members.
- C. Ten (10) members shall constitute a quorum for a general meeting. A majority of the Elective Board shall constitute a quorum for the Executive Board meetings.

## **ARTICLE X: ORGANIZATIONS FUNDS AND MONEYS**

- A. The budget for the upcoming year is prepared by the Treasurer will all estimated projected revenues and expenses given to him/her by the Board members. It will be voted on at the September Executive Board Meeting and presented at the first General Meeting.
- B. There shall be an operating fund, including petty cash reserve, and a P.A.T.H. Trust Fund. All proceeds from the annual Membership Drive shall be deposited into the operating fund. The P.A.T.H. Trust Fund money is derived from funds raised through fundraising activities.
- C. Proceeds from fundraising activities shall be allocated to the P.A.T.H. Trust Fund and/or Castlebay Lane Elementary School Student Body account. The disposition of funds shall be determined prior to each fundraising activity.
- D. Operating funds shall be used to cover all the operating expenses of the organization, including recreational and welfare activities.
- E. All non-operating and non-budgeted expenditures over \$200 must be approved by a majority vote of those present at an Executive Board Meeting.
- F. All funds shall be expended in accordance with the policies of the school district.
- G. Checks are to be signed by the Treasurer and President.
- H. The out-going Treasurer's books and accounts shall be open to audit by a committee of members, one of which shall be the Principal of Castlebay Lane Elementary School. The Principal shall retain charge of this organization's financial records until such time as they are audited and closed to coincide with the school financial records. The new Treasurer shall work with the Principal.
- I. The property of this organization is irrevocably dedicated to educational purpose and no part of the net income or assets of this organization shall ever inure to the benefit of an officer, director, or member thereof or to the benefit of any private individual. Upon the dissolution or winding up of this organization, its assets remaining after the payment of provision of the payment of all debts and liabilities of this organization shall be distributed to Castlebay Lane Elementary School if it is then in existence and exempt under Section 501(c)(3) of the Internal Revenue Code but if not then in existence or exempt, to another organization which is organized and operated exclusively for educational purposed and which has established its tax exempt status under Section (c)(3) of the Internal Revenue Code.