

**The Constitution of the
Byron Center Christian School Parents' Club
(Amended April 2023)**

Article I. Name

The name of this organization shall be Parents' Club

Article II. Purpose

- A. To organize and staff the committees of the school which promote fellowship, provide encouragement and perform services.
- B. To raise and distribute funds that will provide special class programs, materials, and educational items to BCCS that are above and beyond the cost of tuition. These funds are intended to be used for activities that occur during the school year.

Article III. Membership

- A. All parents whose children attend BCCS shall be regarded as members.
- B. Any other person who is interested in the welfare of our school is eligible for membership.

Article IV. Frequency of Parents' Club Meetings

Parents' Club will meet monthly as needed.

Article V. Titles and Duties of Parents' Club Board Members

- A. Presidential team - 3rd year President, 2nd year President and 1st year President
The Presidential team shall preside over all Club board meetings and Parents' Club events and serve as liaison with Administrator and other staff. The Presidential team shall ensure that Club board member positions are filled and oversee the workings of the Board throughout the year. Each Presidential team member shall serve as liaison to selected committees throughout the year.

- B. Secretarial team - 3rd year Secretary, 2nd year Secretary and 1st year Secretary

The Secretarial team shall prepare small working groups and communicate with small working group leaders throughout the year. They should distribute the Board Meeting minutes and take care of Parents' Club correspondence. They shall compile the Room Parent list and committee volunteer lists in the fall. Each Secretarial team member shall serve as liaison to selected committees throughout the year.

- C. Treasurer team - 3rd year Treasurer, 2nd year Treasurer and 1st year Treasurer

The Treasurer team shall work alongside the BCCS bookkeeper to keep the financial records of all the money matters pertaining to Parents' Club and report to the Board and staff as necessary. The Treasurer team is primarily responsible for preparing the proposed annual budget. They shall process requests and receipts submitted for reimbursement and help to verify expenses as they track each budget line item. Each Treasurer team member shall serve as liaison to selected committees throughout the year.

Article VI. Election of Board Members

- A. Nominations for the following year's Board members may be submitted by any member of Parents' Club (Members may submit their own names for nomination).
- B. Board Members are not eligible for immediate re-election to the same office.
- C. Voting shall take place annually at the discretion of the Board. Each year a new Presidential team member, Secretarial team member, and Treasurer team member shall be elected for a 3-year term. The Board members shall spend the first two years of office learning their respective roles and assisting the 3rd year President, Secretary and Treasurer. In their third year of office, Board members shall take on his or her official respective role of President, Secretary or Treasurer.
- D. No staff member of BCCS shall be eligible for service on the Parents' Club Board. If an existing Board member is hired on as a

BCCS staff member, he or she may carry out the 3-year term at the Board's discretion.

- E. Instead of holding an election, the Board may opt to draw names from the accepted nominations to fill each office.

Article VII. Parents' Club Committee Structure

A. Guidelines

The purpose of the following guidelines is two-fold:

1. To encourage a wide variety of people to be involved, thus bringing new ideas and creativity to our committees.
2. To ensure the longevity, continuity, and quality of our committees.

B. Rotation

1. Commitment (term of service) to each committee varies from 1-3 years.
2. A person may renew their commitment after finishing a term, but only for another term.
3. A committee will decide for itself who will be chair.
4. A committee chairperson may choose to renew his or her commitment on a committee, but may not serve again as chairperson. They may, however, rotate into a supporting position.
5. If someone is unable to serve a full term, their replacement will complete that term for them and have the option of renewing for an additional full term.
6. The year an individual is scheduled to rotate out of a committee is indicated behind their name in the Parents' Club Handbook.

Article IX. Committee Names and Descriptions

Parents' Club committees fall into one of four categories based on the function they perform for the school: Fundraising, Service, Fellowship, or Encouragement. For a complete list of the committees and their membership for any given year, please refer to the Parents' Club section of the BCCS website.

Article X. Club Finances

- A. The Parents' Club Treasurer team will reimburse individuals for school event expenses as soon as possible. Receipts may be turned in for reimbursement after the fact or the purchaser may contact the Treasurer in advance to obtain payment for a known expense.
- B. The Treasurer's books shall be audited annually which shall be the charge of the BCCS bookkeeper.
- C. Request for Funds
 - 1. Any request for funds from Parents' Club must be submitted in an itemized list with prices accurately stated.
 - 2. The Parents' Club Board will approve or disapprove each item.
 - 3. Overages must be cleared with the Parents' Club Treasurer.

Article XI. Publishing of Constitution

The constitution shall be accessible in the Parents' Club section of the BCCS website.

Article XII. Constitutional Amendments

Any article of the Constitution may be amended by a two-thirds majority vote of the members present, provided the proposed amendment has been published to members prior to the vote.