

**The Enterprise High School Parent Club**  
**Adopted By-Laws**  
**Amended September 2018**

**Article A**

Section 1. ORGANIZATION NAME

The name of the organization shall be The Enterprise High School Parent Club.

Section 2. GOALS

- a) The primary intent and purpose of this organization shall be to:
  1. Foster a close relationship between students, parents and teachers.
  2. Assist in helping teachers and administration make sure every student has the highest advantages in every aspect of education.
  3. Support student extra-curricular activities.
  
- b) Secondly, this organization's goals are to raise money to be used to grant annual college scholarships to qualified EHS graduates whose parent(s) are members of The Enterprise High School Parent Club

Section 3. ORGANIZATIONAL POLICIES

- a) This organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no candidate shall be endorsed by it.
- b) Neither name of the organization nor the names of the officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any other purpose than the regular work of this organization.
- c) Policies of this organization shall be established only in the best interest of the school and students.
- d) Activities planned and sponsored by this organization shall only be conducted on Enterprise High School premises and with advanced approval of the governing board or its authorized representatives. Should this organization choose to conduct activities away from Enterprise High School premises, it is understood that the school's liability insurance is not extended to protect this organization or its members unless the activity is sponsored and directed by Enterprise High School.
- e) Members of The Enterprise High School Parent Club can earn points towards college scholarships. Points are earned by attending meetings, serving as an officer or chairperson, or participating in an activity planned and sponsored by this organization. (See attached point system.)

## **Article B**

### Section 1. GENERAL MEETING RULES

- a) The Enterprise High School Parent Club meetings will be held monthly. Date and time to be determined at the first general meeting of each year.
- b) Special meetings of the executive board may be called at any time by the president or a majority of the executive board.
- c) All meetings shall be governed under Robert's Rules of Order if requested. Otherwise, the president shall present an agenda for each meeting and members shall abide by such agenda.
- d) A quorum shall be present at all regular meetings in order to transact any business. A quorum shall be three members of the executive board.

### Section 2. MEMBERSHIP

- a) Membership in The Enterprise High School Parent Club is available to any individual who pays the membership dues, abides by the by-laws and subscribes to the policies of this organization.
- b) All members are invited to attend all The Enterprise High School Parent Club meetings. Each member present will be able to voice and vote.
- c) Members of The Enterprise High School Parent Club can earn points towards college scholarships. Points are earned by attending meetings, serving as an officer or chairperson, or participating in an activity planned and sponsored by this organization. (See attached point system).

## **Article C**

### Section 1. OFFICERS

The elected officers shall be: President, Vice-President, Secretary and Treasurer.

### Section 2. CHAIRPERSONS AND COMMITTEES

The president shall appoint chairpersons and committee as needed for the work of the organization.

### Section 3. EXECUTIVE BOARD

The officers shall make up the executive board of The Enterprise High School Parent Club. These members are expected to attend all meetings.

#### Section 4. DUTIES OF THE OFFICERS

- a) **PRESIDENT:** The President shall preside at all general and executive board meetings, appoint chairpersons and committees, coordinate activities and assume such other duties as are generally associated with this office. The President also will work with the treasurer on an audit of the financial records. (See Section 5)
- b) **VICE PRESIDENT:** The Vice-President will assume responsibility of the President in the absence of the President.
- c) **SECRETARY:** The Secretary shall take minutes of all meetings, handle all correspondence and keep all minutes of general and executive board meetings. Copies of all minutes are to be kept in the Secretary's files. After each meeting, copies of the minutes will be sent to the President and the Principal of Enterprise High School.
- d) **TREASURER:** The Treasurer shall be in charge of all collections and disbursements of funds. The Treasurer shall present a complete accounting of last month's financial activities at each general monthly meeting. The Treasurer will also work with the President on an audit of the financial records. (See Section 5)

#### Section 5. FINANCIAL AUDIT

An internal audit of all finances shall be performed when the Treasurer or President leave office. Copies of the audit shall be given to the incoming President, Treasurer and Secretary for their records. There shall be at least one audit of all books and financial records yearly.

#### Section 6. OFFICERS' TERM OF OFFICE

The term of office for officers of The Enterprise High School Parent Club will be for one year, from July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Article D**

#### Section 1. DUES

Dues amount will be established on an annual basis. Dues are based on family membership.

### **Article E**

#### Section 1. BY-LAWS

The by-laws shall be reviewed and/or accepted by the organization by a majority vote of those present at the second meeting of the school year.

Scholarship Points: Member participation earns points toward scholarships for your student (paid members only):

- Each meeting attended (sign in sheet) = 2 points/  
per adult family member
- Paid yearly membership = 5 points
- Volunteer at events = 5 points
- Serving as a Board Member = 20 points
- Serving as a committee chairperson = 10 points