

Newberry Academy Parents' Council Organization Bylaws

ARTICLE I. NAME

Section 1. This organization shall be called Newberry Academy Parents' Council (NAPC), hereinafter referred to as the "Organization."

ARTICLE II. PURPOSE

Section 1. To foster better understanding of the learning process through communication between parents and/or guardians and faculty/professional staff/board.

Section 2. To help meet the needs of the students through cooperation between family and school.

Section 3. To support the school through volunteer and financial assistance.

Section 4. To operate exclusively for charitable, educational, scientific, and literary purposes within the meaning of Section 501c of the Internal Revenue Code of 1986, on behalf of and in conjunction with Newberry Academy.

ARTICLE III. POLICIES

Section 1. This organization shall be a non-profit organization. The use of funds and proceeds derived by this organization shall be for the benefit and improvement of the school. The Organization will decide how funds are to be distributed and may not be used to support any organized charitable drive.

Section 2. This Organization shall be non-commercial, non-sectarian, non-partisan, and non-political. The names of its members or officers shall not be used in any manner other than in the regular work of the Organization.

Section 3. This Organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 4. In the event of the dissolution of the Organization, a committee shall be immediately appointed by the Organization to disburse all funds on hand in thirty (30) days of the dissolution date. Such disbursements shall be for the benefit of the school, under the laws of the State of South Carolina.

ARTICLE IV. MEMBERSHIP

Section 1. All parents/legal guardians, teachers, and staff of Newberry Academy interested in the purposes for which this Organization is established and willing to uphold its policies and subscribe to its bylaws may become a member.

ARTICLE V. OFFICERS AND THEIR ELECTION

Section 1. The officers of the Organization shall be a President, or Co-Presidents, Vice-President, Secretary, and Treasurer.

Section 2. The Executive Committee shall consist of the President, or Co-Presidents, Vice-President, Secretary, and Treasurer, or any of these officer's designee.

Section 3. These offices shall be held for two (2) years. Elections shall take place each spring prior to the close of the academic year. Officers shall assume their duties immediately following the close of the academic year. Officers shall be restricted to two (2) consecutive terms in the office served.

Section 4. A vacancy for the office of President shall be filled by the Vice-President. A vacancy in the office of Vice-President, Secretary, or Treasurer shall be filled for the unexpired term by a person elected by a simple majority of those present. Elections may be by voice vote or ballot.

Section 5. The Head of School, or their designee, shall be an ex officio member of the Executive Committee. Furthermore, the Head of School shall be the official representative of the school and shall present all suggested projects to the proper school officials for approval.

ARTICLE VI. DUTIES AND OFFICERS

Section 1. President – The President shall:

- a. Preside at all meetings of the Organization and all meetings of the Executive Committee.
- b. Be an ex-officio member of all committees except the nomination committee.
- c. Develop the agenda for all general meetings and the Executive Committee meetings. The general meeting agenda may be made available at least 24 hours in advance of the meeting by either email, text, or website.
- d. Perform such duties as prescribed in these bylaws or as assigned by the organization.

Section 2. Vice-President – The Vice-President shall:

- a. Act as an aid to the President and perform the duties of the President in the absence or inability to serve.

Section 3. Secretary – The Secretary shall:

- a. Record the minutes of membership meetings. Approved minutes shall be maintained in the school administration office.

Section 4. Treasurer

- a. Checks, receipts, and other pertinent financial records are maintained in the school administration office.
- b. Shall develop an annual budget for each academic year of August through July of the following year.
- c. Shall request income and expenditure reports from the school administration office and report on activity at the membership meetings.

Section 5. Any officer who does not carry out the duties of the office may be removed from office by the remainder of the Executive Committee.

ARTICLE VII. NOMINATING AND ELECTIONS

Section 1. Nominations for upcoming vacant offices shall be solicited via the school administration office no later than April of each year.

Section 2. All nominated persons shall be contacted to verify their desire to hold office by a current member of the Executive Committee, or their designee.

Section 3. A record of all nominations and their verification shall be maintained by the Secretary.

Section 4. An announcement of verified nominations shall be made available through the school administration office.

Section 5. The general membership will be entitled to cast a vote for each available office. There shall be one vote per family unit.

Section 6. A nominee shall be elected to office by a simple majority of those present. Elections may be by voice vote or ballot.

ARTICLE VIII. TERM OF OFFICE

Section 1. The term of office shall be two years, or until their successor(s) is elected. The offices of President and Treasurer shall be elected in even years. The offices of Vice-President and Secretary shall be elected in odd years.

Section 2. A person shall be eligible to serve two full consecutive terms in the same office. No person shall serve more than two consecutive terms in the same office, except in the case of fulfilling a partial term. In the event a candidate cannot be found for a particular position, the previous officer may temporarily fill the position until a candidate is found.

ARTICLE IX. COMMITTEES

Section 1. Committees are established to provide a specific service or need for one year or more, in accordance to the objectives and mission of the Organization.

Section 2. Committees shall be established or dissolved by the Organization, based on the needs of the Organization.

Section 3. Committees may include, but are not limited to:

- a. Family Involvement Day
- b. Governance
- c. Nominating
- d. Steak Supper(s)
- e. Student Appreciation Day
- f. Teacher Appreciation Week

ARTICLE X. MEETINGS

Section 1. The Organization shall meet on a regular basis. The dates of the meetings shall be flexible and according to need.

Section 2. Holding office, making motions, and voting shall be limited to the members of the Organization. There shall be no more than one vote per family unit.

Section 3. Six or more members, including the presiding officer and at least two other officers shall constitute a quorum.

ARTICLE XI. ORDER OF BUSINESS

Section 1. The business of general meetings may include:

- a. Call to order
- b. Prayer
- c. Review of minutes

- d. Review of financial reports
- e. Reports of committees
- f. Report of the Head of School
- g. Report of the Board of Directors
- h. New business
- i. Unfinished business
- j. Adjournment

ARTICLE XII. ADMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Organization by a majority vote of the members present, provided the proposed amendment(s) has been presented and approved by the Executive Committee and has been presented at a prior general meeting of the Organization.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order shall govern the meetings of the Organization.

ARTICLE XIX. FISCAL YEAR

Section 1. The fiscal year shall run from August 1 through July 31.