

# AMENDED DUNDEE PARENT GROUP RULES AND REGULATIONS

## **ARTICLE I: NAME**

The name of this association shall be the **Dundee Parent Group**. Hereinafter referred to as **DPG**.

## **ARTICLE II: MISSION STATEMENT**

It is the mission of the Dundee Parent Group to provide an enhanced educational and extra-curricular experience for the students of Dundee Elementary. The Dundee Parent Group will achieve this goal by encouraging parent participation in the classroom, activities, teacher support, and fundraising programs.

## **ARTICLE III: OBJECTIVES**

The objectives of **DPG** shall be:

To provide an environment, materials, and opportunities which will enhance the education of students.

To promote the welfare of Dundee Elementary School children.

To facilitate communication between the school and home.

To enhance support between educators and the community in such united efforts as will equally secure for every child the highest advantage in physical, mental, and social education.

This organization is organized and operated exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these rules, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

## **ARTICLE IV: POLICIES**

### **Section 1.**

The objectives of **DPG** shall be educational and shall be accomplished through, but not limited to: meetings, committees, fundraising, and projects.

## **Section 2.**

**DPG** is a non-profit organization that will not discriminate on the basis of sex, national origin, race, religion, marital status, or handicap.

## **Section 3.**

In the event of dissolution of this organization, the assets of the club shall be distributed for one or more of the exempt purposes of specified section 501(c)(3) of the Internal Revenue Code of 1986 as from time to time amended. However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution to a fund, the assets shall be distributed to a foundation or organization which is organized and operated exclusively for the purpose specified in section 501(c)(3) of the Internal Revenue Code.

# **ARTICLE V: MEMBERSHIP**

Membership is open to Dundee Elementary School parents, guardians, and staff interested in the objectives of the **DPG**, who will uphold its Rules and Regulations.

# **ARTICLE VI: OFFICERS AND THEIR ELECTION**

## **Section 1.**

The executive board officers of **DPG** shall be: president, vice president, secretary, treasurer, volunteer coordinator. The immediate past president shall be advisor.

## **Section 2.**

Officers shall serve two total calendar school years in their elected position. An election for New Officers will be held in April of the current President's last term. If at any time, a current officer would like to leave their position, see Article IV, Section 3.

## **Section 3.**

Vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the members, notice of such an election having been given.

# **ARTICLE VII: QUORUM AND VOTING**

## **Section 1.**

Quorum for each meeting will be 3 executive board officers.

## **Section 2.**

When a vote is taken at a meeting including a quorum of three executive board officers and other members of **DPG**, a majority vote of the members voting is the act of the members, unless these bylaws or the law provide differently. The Executive Board may deem an issue time-sensitive and call for a vote of the Executive Board via telephone, text, or e-mail.

# **ARTICLE VIII: DUTIES OF OFFICE**

## **Section 1.**

The president shall preside at all meetings, call to order, sustain order, explain and decide all questions of order, announce all business, receive all communications, appoint committees, state all motions, put all questions to vote and give results, decide a tie vote, and give her/his signature when necessary. The president shall serve as a member of the executive board.

## **Section 2.**

The vice president shall assist the president and preside at meetings in the absence of the president. The vice president shall serve as a member of the executive board.

## **Section 3.**

The secretary shall keep an accurate record of all general board meetings and executive board meetings. The secretary shall provide the executive committee with printed copies of the minutes of the previous meeting and shall post a copy on the **DPG** bulletin board within seven (7) days. The secretary shall be responsible for sending notice of upcoming meetings and proposed agenda to parents and teachers. The secretary shall assist the president in communications between **DPG**, parents, and the administration or staff of Dundee Elementary. The secretary shall be a member of the executive board.

## **Section 4.**

The treasurer shall keep an accurate record of all receipts and expenditures and shall pay out funds only in such manner as authorized by the executive board. The treasurer shall provide a written report on checking and savings activity and balances, and post on the **DPG** bulletin board each month. The treasurer shall complete end of year financial reports. The treasurer shall be responsible to make sure all tax forms are filed. The fiscal year for the **DPG** shall be September 1 through August 31. The treasurer shall be a member of the executive board. If needed, the treasurer position may be shared between two people. The co-treasurers shall each carry one vote and shall both be members of the executive board.

## **Section 5.**

The volunteer coordinator shall maintain record of prospective volunteers, coordinate all volunteers for school activities, work with committee chairs on **DPG** activities, and assist with

follow up and appreciation. This may include special school assemblies, special presentations, school enrichment activities, and fundraisers. The volunteer coordinator shall be a member of the executive board.

## **ARTICLE IX:**

### **Section 1.**

Regular meetings of **DPG** shall be held throughout the school year, and notification of the time and meeting place will be given prior to each meeting.

### **Section 2.**

Special meetings may be called by the executive board with written notification of the time and meeting place seven (7) days prior to said meeting.

## **ARTICLE X: EXECUTIVE BOARD**

### **Section 1.**

The executive board shall consist of the officers.

### **Section 2.**

The duties of the executive board shall be as follows:

- a) To transact necessary business between scheduled meetings;
- b) To approve the plans or work of other appointed committees;
- c) To present reports at the regular **DPG** meetings'
- d) To approve payment of routine bills.

## **ARTICLE XI: COMMITTEES**

### **Section 1.**

Such standing committees shall be created by the executive board as may be required.

### **Section 2.**

The power to form ad hoc committees and appoint their members rests with **DPG** members.

### **Section 3.**

The president or assigned executive board member shall be an ex-officio member of all committees.

#### **Section 4.**

The executive board shall have financial records available for review.

### **ARTICLE XII: PARLIAMENTARY AUTHORITY**

Roberts Rules of Order revised shall be used to govern **DPG** in all cases to which they are applicable, and in which they are not inconsistent with rules herein stated.

### **ARTICLE XIII: AMENDMENTS**

These Rules and Regulations may be amended at any regular meeting by a two-thirds vote of members present, provided notice of the proposed amendments shall have been given at the previous meeting or mailed to members with thirty (30) days' notice.

Adopted on: February 26, 1996

Amended on: June 7, 2022