



TES PARENT CONNECTION BY-LAWS

Adopted May 11, 2009 by General Membership

Article I – Name:

The name of the association shall be “TES PARENT CONNECTION”, hereinafter “TES-PC”.

Article II – Purpose:

- A. The purpose of the TES-PC shall be to give the parents of the students of The Elon School the opportunity to support the school through volunteer and fundraising activities. These activities shall provide enrichment to the students’ learning environment, enhance and encourage a culture of “community” among students, faculty and parents.
- B. The TES-PC is not operated for profit and no profit shall inure to the benefit of any individual connected with the TES-PC except in consideration for services rendered. In the event of the dissolution of the TES-PC, all assets shall be conveyed to The Elon School Library Fund.

Article III – Membership and Dues:

- A. Those eligible for membership in the TES-PC shall be any and all present parents or guardians of a child who is now enrolled in the school.
- B. Dues shall be a voluntary donation with a recommended amount of \$50.00 per family, per school year.

Article IV – Budget:

A budget of projected annual revenues and expenses shall be developed and approved by the Executive Committee of TES-PC and submitted to general membership for approval no later than the September General Membership Meeting of each school year.

Article V - Officers and Elections:

- A. The officers of the TES-PC shall be President, Vice-President, Secretary and Treasurer. The term of each officer will be one year commencing each July 1, with the exception of the Vice-President which shall be elected for a period of one year to accede to the office of President for the following year.
- B. Nominations for succeeding officer positions shall begin February 1 of each school year and shall close March 15. Nominations shall be collected by the Secretary of TES-PC and presented for voting by March 31. Voting will be counted and completed at the April General Membership Meeting.
- C. In the event of no nominations or volunteers for any officer position(s), the Executive Committee shall solicit volunteers for the positions and these shall be presented, if determined, in accordance with paragraph B above.
- D. Vacancies, except for the office of President, shall be filled by appointment of the Executive Committee. Vacancies in the office of President shall be filled by the Vice-President and the office of the Vice-President shall be filled by appointment of the Executive Committee.

Article VI - Duties of the Officers:

- A. The President shall preside at all the Executive Committee meetings and all General Membership Meetings. In the absence of the President, the Vice-President shall be acting President. The President and the Executive Committee shall approve all committee chairpersons. The President shall be an ex-officio member of all committees. The President shall act as assistant Treasurer.
- B. The Vice-President shall assist the President, assume the duties of the President in the absence of the President and accede to the office of President. The Vice-President shall be responsible for keeping minutes in the event of the absence of the Secretary at any meeting.
- C. The Secretary shall keep minutes of all the meetings, all Executive Committee meetings and take care of any necessary correspondence.
- D. The Treasurer shall keep an itemized account of all receipts and disbursements and present a written report at each meeting. The financial records of TES-PC shall be properly summarized and submitted to the Executive Committee.

Article VII – Executive Committee and EC Meetings:

- A. The Executive Committee shall be comprised of the presiding President, immediate past President, Vice-President, Secretary, Treasurer and Standing Committee chairpersons.
- B. The Executive Committee shall hold planning meetings, with at least one prior to the start of the school year, and monthly during the school year, or as necessary.

Article VIII – Standing Committees and Chairpersons:

- A. TES-PC Standing Committees shall be Finance, Hearts, Hands, and Lunch Program. Each Standing Committee shall be co-chaired by at least two parents. The Standing Committees may form sub-committees as necessary. All sub-committees shall report to the Standing Committee co-chairs as deemed appropriate.
- B. The Finance Committee shall be co-chaired by the Treasurer and shall be responsible for TES-PC Membership drive, as well as other fundraising events of TES-PC.
- C. The Hearts Committee shall be charged with facilitating and fostering the “community” of The Elon School. The duties include but are not limited recognizing significant events such as births, deaths, birthdays of faculty, and coordinating teacher appreciation.
- D. The Hands Committee shall be charged with coordinating and organizing volunteer support for events, as requested by The Elon School, in cooperation with the appropriate school representative.
- E. The Lunch Program Committee shall be charged with soliciting bids for the school lunch program each year, coordinating and administering the program. The Lunch Program Committee shall coordinate with the Treasurer the handling of the finances for the Lunch Program.

Article IX – General Membership Meetings:

General Membership Meetings shall be held at least quarterly during the school year on the second Monday of the month of the meeting. The Executive Committee shall report on the progress of TES-PC's committees, fundraising activities and other business as determined. The General Membership shall make decisions concerning the development and status of TES-PC's programs. These meetings are open to all members TES-PC. Notice of these meetings will be provided.

Article X – Miscellaneous Procedures:

- A. Special meetings may be called by the Executive Committee as necessary.
- B. By-laws may be adopted, amended or repealed by a two-thirds vote of those attending any meeting provided the proposed changes have been approved by the Executive Committee and submitted to the members of the TES-PC in writing at least two weeks before the meeting.