



***We're Partners In
An Excellent School***

West Patent Elementary School Association By-Laws

Original By-Laws adopted 1970

Revised 1977-1978, March 1993, March 2000, November 17, 2008, June 2011, June 2012, March 2014, and revised to reflect a Steering Committee in January 2017

Please Note

The following provisions in the revised by-laws are included to insure and maintain our tax-exempt status. The wording is the exact wording required by the NYS tax department.

*Article II, Section 5, *Article IV, Section 4, *Article V, Section 2, *Article VIII

ARTICLE I

Name

The name of this association shall be West Patent Elementary School Association, herein known as WPESA

ARTICLE II

Objectives

The objectives of WPESA shall be:

1. To promote better education.
2. To promote the welfare of the children and youth in the school and community.
3. To bring into closer relation the home and school so that parents and teachers may cooperate intelligently in the education of the child.
4. To develop between educators and the general public such understanding and united efforts as will secure for every child the highest advantages.

5. Notwithstanding any other provisions of these articles the organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes or to foster national or international amateur sports competition (but not only if no part of its activities involve provision of athletic facilities or equipment) or for the prevention of cruelty to children or animals, as specified in section 501(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) or corresponding provisions of any subsequent Federal tax law.

ARTICLE III

STEERING COMMITTEE:

1. The Steering Committee will consist of 8 members plus faculty member, with a 2-year commitment and the following positions:
 - a. Chairperson
 - b. Treasurer
 - c. Communications Coordinator
 - d. Immediate Past Chairperson (non-voting position – 1 year commitment)
 - e. Fundraising/Community Co- Coordinators (2 people)
 - f. Educational Services Co-Coordiators (2 people)
 - g. Faculty Representative (non-voting position – 1 year commitment)

2. All Steering Committee members are expected to attend the monthly Steering Committee meetings. Attendance is expected by a majority of Steering members at the three annual General Membership meetings, as well as WPESA sponsored events.

ARTICLE IV

POLICIES:

1. WPESA shall not seek to direct the administrative activities of the school or to control the school policies.

2. For WPESA issues: Matters for consideration must be approved by the majority vote of the Steering Committee.
 - Should any member(s) of the Steering Committee abstain from voting on a particular issue, it shall be recorded in the minutes as a matter of record.

 - A majority vote of members present at the general meeting will be required to make the stand the official statement of WPESA.

3. The annual WPESA budget must be approved by a majority vote of Steering Committee members prior to the last general meeting of the school year. A majority vote by the members present at the general meeting or a special meeting called by the Steering Committee will be required to approve the budget.

4. WPESA shall be non-sectarian, non-commercial and non-partisan. WPESA will enter into no commercial enterprises or endorsements. No substantial part of the activities of WPESA shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501 (h) or participating in, or intervening in (including the publication of distribution of statements), any political campaign on behalf of any candidate for public office.

5. The rules in Robert's Rules of Order shall govern this WPESA.

ARTICLE V

OFFICERS AND ELECTIONS:

1. Terms of office:

The Steering Committee is a two-year commitment. At the start of the new school year (July 1), the Steering Committee will meet to assign each member to his or her Sub Committee for a minimum of a one-year commitment. The terms for the Sub Committees listed below shall be one year (July 1 through June 30) except as follows:

- The Immediate Past Chairperson will serve for one year, following their 2-year term.
- After serving one year in the office, the same officer has the option to extend his/her position on his or her Sub Committee by another year.

2. Elections:

Nominations for Steering Committee members will be solicited every year to encourage a broader participation by parents/guardians. These elections will be staggered so that there is continuity throughout the committee. I.E. - 3 – 4 new committee members per election. Nomination forms shall be sent home to each family one-month prior to the election. The general election shall be held at the May Meeting. Notice of election shall also be communicated in same manner as open positions.

- Should no one volunteer to fill a vacant spot on the committee, the current Steering Committee reserves the right to renew an outgoing member's term for one extra term.
- Should a committee member that has already served 2 years (or 1 term) wish to stay on the Committee for an additional term, they must run for a position in the general election.
- Should a committee member vacate their position during the school year, the current Steering Committee reserves the right to fill that position by a majority vote of the Steering Committee. This partial term would fulfill the full term. Should they then want to extend their term, they would have to run in the general election.

3. The officers of WPESA and their duties will be as follows:

A. CHAIRPERSON: The Chairperson will be voted in by the new Steering Committee after the general election. This position is open to a Steering Committee member in their 2nd year on the Steering Committee. This officer shall be a parent/guardian who will organize and conduct the business meetings of WPESA and its Steering Committee. They will approve all committees and chairpersons of said committees. They will provide an annual calendar of WPESA sponsored activities, turn in use of school permits, develop agenda of meetings, and provide information to the Communications Coordinator for weekly notices. They will attend Presidents' meetings, and act as liaison between Administration and parents, and will oversee the activities of the other voting officers of the Steering Committee.

B. TREASURER: This officer will be responsible for receiving all WPESA receipts, tracking all such receipts and expenses, keeping records of all transactions, and maintaining the WPESA accounts. The Treasurer will pay all expenditures of WPESA. An annual budget of prior year will be made by this office at the first meeting of each school year, in addition to the usual reports at the regular meetings.

C. COMMUNICATIONS COORDINATOR: This officer will be responsible for all communications including preparing weekly notices for the dissemination of information to the West Patent Elementary School community based on information provided to them by other officers, and will be responsible for, along with the Chairperson, general WPESA correspondence.

D. IMMEDIATE PAST CHAIRPERSON: For the purposes of continuity, this person will sit on the Steering Committee in the year immediately following the end of their two year term. This is a NON-Voting position. In the event that the Steering Committee is split down the center with a decision, the Immediate Past Chairperson will be allowed to vote so that a majority vote wins. In the event that the Chairperson cannot fill this position, the Steering Committee may vote in a member whose 2-year term is up.

E. FUNDRAISING/COMMUNITY CO-COORDINATORS: These officers will be responsible for overseeing the activities of WPESA, which are primarily fundraising, social, and community events (e.g. Family Fun Night, Halloween Social, Book Fair, etc.). While each individual project will have its own co-chairs, the coordinator will work with the co-chairs and serve the following to oversee a timeline for these activities, publicity for each projection, including the approval of any flyers through the principals office and the Communications Coordinators, providing assistance to co-chairs when needed, budgeting and will act as a liaison to the Steering Committee.

F. EDUCATIONAL SERVICES CO - COORDINATORS: These officers will be responsible for overseeing the activities of WPESA, which are educational in nature (e.g. After School Activities and Enrichment). Like the Fundraising/Community Coordinators, these officers will oversee a timeline for these projects, publicity, budgeting and will act as a liaison to the Steering Committee and provide assistance to the individual project co-chairs as needed. These Coordinators will work with the Communications Coordinator on the consistency of messaging to the community.

G. FACULTY REPRESENTATIVE: There will be one representative from the teaching staff. This representative will act as a liaison between WPESA and the teaching staff for the purposes of sharing information and promoting the overall well being of the West Patent Elementary School community.

Each Steering Committee position will be asked to take the minutes of a single Committee meeting during each year and then be responsible for preparing a typed copy of these minutes and submitted to the Steering Committee within 10 days.

ARTICLE VI

MEETINGS:

- 1.) There will be at least three general meetings of WPESA during each school year.
- 2.) There will be monthly Steering Committee meetings during each school year.

ARTICLE VII

MEMBERSHIP:

- 1.) All families with children in West Patent Elementary School are members of WPESA.
- 2.) No part of the net earnings of WPESA shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

ARTICLE VIII

AMENDMENTS:

This constitution may be amended as follows:

1. The Chairperson may appoint a committee to study proposed amendments.
2. Proposed amendments shall be presented at a Steering Committee meeting and shall be voted upon at the next General Membership meeting.
3. All WPESA members shall be advised of the proposed amendment and pending vote, in writing two weeks before the General Member meeting.
4. An amendment must receive a majority affirmative vote of the WPSA membership present at the general meeting.
5. In order to pass any changes to the by-laws, 2/3 approval is needed from the legal parent/guardians in attendance of the voting meeting.

