

## **MAINE SOUTH PARENTS' SCHOLARSHIP CLUB BY-LAWS**

### Article I:

The name of this organization shall be Maine South Parents' Scholarship Club.

### Article II:

The object of this organization shall be to raise funds annually for the purpose of awarding school members of that year's Maine South senior class. Scholarships shall be granted on the basis of academic and personal achievement as well as personal hardship as determined by the Scholarship Committee.

All applications are viewed and rated based solely on the Maine South Parents' Scholarship Club rating scale. The Club's rating scale may be amended only by a majority vote of the executive board. Scholarships will be awarded to graduating seniors in equal amounts as determined by the Scholarship Committee. The president's vote will be the deciding vote in the event of a tie vote. All awards must be distributed by July 31 of the calendar year. Scholarships will be made payable to the recipient.

### Article III:

All parents and guardians of students attending Maine South High School as well as other interested individuals are eligible for membership in this organization. One vote may be cast per paid membership. Membership dues will be decided by a majority vote of the executive board. In the event of the dissolution of this organization, its assets shall be distributed as scholarships. No parent or guardian of a scholarship applicant shall serve on the voting committee.

### Article IV:

There shall be an executive board, which will consist of a president, vice-president, treasurer, secretary and past president. The direction of this organization shall be vested in the members of the executive board. Executive board members shall be parents of students currently attending Maine South, with the exception of the past-president, whose student(s) may have graduated during her/his term as president.

### Article V:

The officers shall be president, vice-president, secretary, treasurer and past president. These officers shall be installed in office at the final meeting of the club year.

The president shall preside at meetings and is an ex-officio member of all committees. She/He signs checks in the absence of the treasurer and performs all other duties usually pertaining to the office.

The vice-president assists the president and performs the duties of that office in the absence of the president. She/He shall be the chairperson of the Scholarship Committee. She/He shall sign checks in the absence of the treasurer and president.

The secretary shall keep the minutes of the executive board meetings as well as any meetings of the general membership and shall conduct the correspondence of the organization and notify the executive board members and general members of the meetings.

The treasurer shall keep an accurate account of receipts and expenditures, sign checks drawn on the Parents' Club account, disburse scholarship funds, be custodian of those accounts and records, present financial statements at the executive board meetings and have the books available for audit. The treasurer shall file the Club's federal tax and state tax returns. The Club's fiscal year is September 1 through August 31.

The past-president shall function in an advisory capacity to the club officers. She/he would have been the club's previous president.

Article VI:

Any executive officer who finds she/he cannot continue in her/his office due to personal commitment or is not doing satisfactory work may step down or be asked to step down anytime during the calendar year. A candidate will be appointed by the president and vice-president with the office being filled by a majority vote of the executive board.

Article VII:

There shall be such standing committees as are required for the proper functioning of the Maine South Parents' Scholarship Club.

Article VIII:

No less than six meetings shall be held during the club year. The club year is the same as the Maine South school year. A majority of the executive board members shall constitute a quorum for the transaction of business.

Article IX:

All Club files shall be kept for five years and then will be properly destroyed excluding items of historical value and those relating to the integrity of the club. All applications shall be properly destroyed by the end of the club fiscal year to ensure applicant privacy.

Article X:

The by-laws may be amended at an executive board meeting by a two-thirds vote of the members present. Notice of the proposed amendments must be given in writing, or by electronic mail, at least one week prior to the vote.

As amended February 13, 2013