

## 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 scholarships to students 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 scholarships will be open for application acceptance in January of the current academic year and applications will be due in March or April of that same year. All awards must be distributed by the date of Senior Night at Maine South as determined by the school of that calendar year. Board members will communicate with each applicant to notify them of the status of their application before Senior Night. Scholarships will be made payable to the recipient, distributed at Senior Night, and must be cashed within 60 days once received by the student. Alternatively, a letter will be provided for the student to communicate with the treasurer to receive their scholarship via Zelle within 60 days. After that date, all checks and/or Zelle transactions will be made null and void.

Article III: All parents and guardians of students attending Maine South High School as well as other interested individuals are eligible for inclusion in this organization. Board members must be parents of current Maine South students. Supporters (formerly known as members) are open to the public and are not paid positions. (Supporters are defined by any and all volunteers, businesses or monetary donors.) 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 as the voting committee member for that individual scholarship, but may serve on the board to score other applications of individuals they do not know.

Article IV: There shall be an executive board, which will consist of 2 co-presidents, 2 co-vice-presidents, 2 co-treasurers, 1 secretary, 1 publicity person, 1 fundraiser (optional) and 1 past president (optional). Co-President and Co-Vice President roles are a minimum two year term, the rest of the board positions are a minimum of a one year term. Co-President and Co-Vice President serve their first year as the Vice President and subsequent year as the President. Any board members may serve consecutive years or multiple terms as deemed appropriate by the board's majority vote. For

accounting control purposes, the treasurer role should try to be limited in number of terms and/or have a co-vice treasurer whenever possible, in addition to allowing access to all financial account documents/passwords to current Co-Presidents and Co-Vice Presidents.

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. Vice president shall shadow their counterpart and serve for 2 years with the second year rolling up to the President role. They may also perform duties in the absence of that member. The other board positions can be one or more years. If the board votes to have any position serve consecutive years, they may do so.

Article V: The board members shall be co-president, co-vice-president, secretary, co-treasurer, publicity person, fundraiser (optional) and past president (optional). These officers shall be installed in office at the final meeting of the club year when at all possible. 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 publicity person shall manage the club's website and all social media presence. The Club's fiscal year is September 1 through August 31. The optional past-president shall function in an advisory capacity to the club officers. She/he would have been the club's previous president. Optional vice treasurer would serve to assist the treasurer and act in their absence and potentially roll up to treasurer after a shadow year if serving more than one fiscal year. The optional fundraising chair would manage and facilitate the gathering of donations to raise funds and benefit this club in an effort to provide as many scholarships to seniors as possible.

Article VI: Any executive board member 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 of volunteers as are required for the proper functioning of the Maine South Parents' Scholarship Club. Committees may vary each fiscal year based on Executive Board discretion and vote to maintain optimum functions of the club.

Article VIII: No less than two meetings shall be held during the club year with electronic communication as needed to successfully fulfill the duties of this board. 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 electronically for a minimum of four 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. All electronic access and passwords shall be shared to the incoming board members.

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 Jan 2026.