

Bettendorf Middle School Parent Link Committee Charter

Article I - General

Section 1. Parent Link (“PL”) is organized for the purpose of supporting the education of children at Bettendorf Middle School (“BMS”) by fostering relationships among the school, parents, and teachers. PL is a committee of the Bettendorf Community School District (“BCSD”).

Section 2. PL objectives are to promote a cooperative relationship between teachers, staff, parents, and students in providing the best physical, mental and social well-being for BMS and the community, and to coordinate volunteers to assist in a variety of school-related activities.

Article II - Basic Policies

PL shall cooperate with BMS to support the improvement of education in ways that will not interfere with administration of BMS. PL shall not seek to control BMS policies. Notwithstanding any other provision of this Charter, PL shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under IRC Section 501. PL shall be entitled to exercise all the powers specified in the Charter, provided, however, the activities of PL shall be nonpolitical and nonreligious in nature and effect.

Article III - Members

Section 1. Any parent, guardian or other adult standing in loco parentis for a student at BMS, and all interested members of the community shall be eligible for membership in PL upon completion of a yearly volunteer form, background check, and compliance with the provisions of this Charter and shall have voting rights.

Section 2. BCSD Superintendent, BCSD Assistant Superintendent, and BCSD School Board members shall be eligible to be non-voting members of PL. The BMS Principal, BMS staff, BMS support staff and BMS teachers may be members and have voting rights.

Section 3. No dues shall be required for membership. Any donations for PL shall be given directly to BCSD.

Section 4. A PL Committee e-mail database will be utilized solely for distribution of PL, BMS, or BCSD related information.

Section 5. Membership is available without regard to race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, or disability.

Article IV – Committee Leadership and Elections

Section 1. The PL leadership (“Leadership”) shall include a Volunteer Coordinator (“VC”),

Secretary, Treasurer, and BMS Administration Representative with the respective term of each to begin each July 1 and end the following June 30. Such positions shall be elected by vote of the members of PL. Each shall perform the duties of their position and abide by the parliamentary authority adopted by PL. Other PL Leaders may be appointed by the members of PL as are necessary or desirable.

- A. Volunteer Coordinator. The VC shall preside over PL meetings, serve as the primary contact for the principal, represent PL at meetings outside PL, prepare the agenda, appoint a meeting facilitator in the event of his/her absence, and coordinate the work of all the PL Leaders and subcommittees so that the purpose of the organization is served. The VC shall act as liaison between BMS administration, staff, teachers, PL volunteers, students and community.
- B. Secretary. The Secretary shall keep all records of PL, take and record minutes, handle correspondence and send notice of meetings to the membership. The Secretary also keeps a copy of the PL minutes book, Committee Charter, rules, and any other necessary supplies and brings them to meetings.
- C. Treasurer. The Treasurer shall receive all funds, keep accurate records off all receipts and expenditures, and present all Purchase Orders to the appointed BMS staff representative. The treasurer shall also present a financial statement at every meeting and make a full report at the end of the year.

Section 2. Elections of the VC, Secretary, and Treasurer shall be held at the second to last regular meeting of the PL for each school year. The Nominating Subcommittee shall select a candidate for each Leadership position and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for a Leadership position, a ballot vote shall be taken.

Section 3. Members are eligible for a leadership position if they are members in good standing at least fourteen (14) calendar days before the nominating committee presents its slate.

Section 4. PL Leaders are elected for one (1) year and may serve no more than two (2) consecutive terms in the same position. Each person elected shall hold only one position at a time. PL Leaders shall deliver all official materials to their successors no later than July 15th of the applicable year.

Section 5. If there is a vacancy in the position of VC, Secretary, or Treasurer at the next regularly scheduled meeting, a new VC, Secretary or Treasurer will be elected to fill the vacancy for the unexpired portion of the term through an election at the next regular meeting of the members of PL.

Section 6. Any VC, Secretary, Treasurer, or agent elected or appointed by PL may be removed by a joint decision of the Leadership and BMS administration whenever, in its judgment, the best interest of PL would be served thereby.

Section 7. Notice seeking volunteers for openings of subcommittee chair positions shall be posted by the VC or his/her designee in the January and February BMS newsletter. Openings shall be announced at the monthly meetings. Requests for those seeking a Leadership Position will meet with the Nominating Committee.

Article V - Meetings

Section 1. Regular meetings of PL shall be held on the third (3rd) Thursday of each month during the school year at 9:00 a.m. All meetings will be held at BMS or at a time and place determined by the Leadership at least one month before the meeting. The first regular PL meeting of each year will be held on the third Thursday in August at 7:00 p.m. The last regular PL meeting of each year will be held on the third Thursday in March at 7:00 p.m. There will be no PL meetings in April, May, or December.

Section 2. Special meetings may be called by the VC, any two (2) members of the Leadership, or five general members submitting a written request to the Secretary. Notice of the special meeting shall be sent to the members at least ten (10) days prior to the meeting by e-mail and website notification.

Section 3. The quorum shall always consist of the majority number of members attending the meeting.

Section 4. The duties of the Leadership shall be to prepare for the regular meetings, create standing rules and policies, create standing and temporary subcommittees, and prepare reports and recommendations to the membership.

Article VI - Subcommittees

Section 1. Subcommittees consist of members and the Leadership with the VC acting as an ex officio member of all subcommittees. The following subcommittees shall be held by PL: Nominating, Fall Festival, Arts Night, March Madness, Dance, Book Fair, Magazine Sales, Dance Concessions, Hall Monitor, Sunshine, and Bakers.

Section 2. The Leadership may appoint additional subcommittees as needed.

Section 3. Subcommittees may be discontinued by a majority vote if it is determined by the PL membership to no longer be required.

Article VII - Fundraising

Section 1. All money coming into PL shall be given directly to the BCSD for deposit into the Parent Link account held by the BCSD and for the use and benefit of the BCSD.

Section 2. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 3. The Treasurer shall keep accurate records of any money given to BCSD.

Section 4. A majority vote of members present at a meeting will be required to approve any expenses exceeding the approved budget.

Section 5. Two authorized signatures shall be required on each PO request over the amount of \$500. Authorized signers shall be the VC and Treasurer.

Section 6. The Treasurer shall prepare all records necessary for any audit of BCSD.

Section 7. Fundraising activities shall follow the guidelines established by the BCSD. When planning activities relating to school purposes, the activities shall be evaluated by the BCSD and approval of the BSCD shall be obtained prior to implementation.

Section 8. The fundraising year shall begin on July 1 and end on the following June 30.

Article VIII - Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the PL Committee Charter.

Article IX - Standing Rules

Standing rules may be approved by the Leadership, and the Secretary shall keep a record of the standing rules for future reference.

Article X - Discontinuation

PL may be discontinued with previous notice (fourteen (14) calendar days) and two-thirds (2/3) vote of those present at the meeting.

Article XI - Amendments

Section 1. This Charter may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting and then sent to members of PL by the Secretary. Notice will be sent via e-mail and the BCSD website. Amendments will be approved by a two-thirds vote of those present.

Section 2. A subcommittee may be appointed to submit a revised PL Committee Charter by a two-thirds (2/3) vote of members present at a regular PL meeting. The requirements for adoption of a Revised Committee Charter shall be the same as in the case of an amendment.

Amendment to BMS Parent Link By Laws

Amendment to Article V

Section 1. Regular meetings of PL shall be held on the third (3rd) Tuesday of each month during the school year at 12:00 noon. All meetings will be held at BMS or at a time and place determined by the Leadership at least one month before the meeting. The first regular PL meeting of each year will be held on the third Tuesday in August at 7:00 p.m. The last regular PL meeting of each year will be held on the third Tuesday in March at 7:00 p.m. There will be no PL meetings in April, May, or December.

Amendment to Article IV

Section 4. PL Leaders are elected for one (1) year and may serve no more than two (2) consecutive terms in the same position. Each person elected shall hold only one position at a time. PL Leaders shall deliver all official materials to their successors no later than July 15th of the applicable year. An exception to this rule may be made in the event that no replacement for a PL Leader position can be found prior to the final meeting of the school year.