

Bylaws

Developed Oct. 1999

(Amended April 11, 2000)

(Amended March 13, 2001)

(Amended September 9, 2003)

(Amended April 1, 2008)

PRAIRIELAND ELEMENTARY SCHOOL P.I.E.C.E. GROUP/ORGANIZATION (People Involved in Expanding Children's Education)

Article I. *Name*

The name of the organization will be the Prairieland Elementary P.I.E.C.E. group/organization.

Article II. *Objectives*

- Section I.** To promote an atmosphere in which children can pursue academic excellence, develop self-esteem, and attain full potential as individuals.
- Section II.** To nurture a spirit of unity among the students, parents, school (faculty, staff and administrators), and the community.
- Section III.** To serve as a non-profit organization whose proceeds are spent for the welfare of the students and school.
- Section IV.** To serve as a coordinating body and means of communication between parents, teachers and faculty to inform members of current educational programs, policies and legislation.

Article III. *Membership*

All faculty of Prairieland Elementary School and any parent/guardian with a child attending Prairieland may be considered a member.

Article IV. *Meetings*

Meetings will be held monthly unless otherwise announced. Officers will meet at their discretion.

Article V. *Dues*

No dues or fees of any kind will be collected.

Article VI. *Elected Officers*

- Section I.** The elected officers of the organization will be the president, vice-president, secretary, and treasurer.
- Section II.** All officers will be elected to a one-year term.
- Section III.** Duties of officers : a procedure book for each office will be kept and updated yearly as well as an annual budget. Parting Officers and incoming officers will prepare the next year's P.I.E.C.E. budget. Attendance is

expected at monthly meetings. Substitutes may be designated by the absentee. A person (s) designated by the PIECE officers will complete an audit annually in the Spring/Summer.

- A. President:** prepare meeting agenda and preside over all meetings and be an ex-officio member of all committees, except the nominating committee.
- B. Vice-President:** preside in the absence of the President. The vice-president is expected to advance to President the following year.
- C. Secretary:** document the minutes of all meetings and attend to P.I.E.C.E. correspondence when deemed necessary. The secretary will be responsible for publishing a newsletter at least quarterly.
- D. Treasurer:** custodian of the organization's funds, present treasurer's report at each monthly meeting. The treasurer shall prepare and the president shall sign the annual tax return (form 990 and attachments) for the organization and file it prior to the tax return due date.

Article VII. Election of Officers

- Section I.** The nominating committee will be appointed by the officers and include the president and four other P.I.E.C.E. members not currently serving in or seeking an office.
- Section II.** The nominating committee will prepare the slate to consist of one candidate or more per office. Persons whose names appear on the slate will have given consent to the nominating committee.
- Section III.** The nominating committee will submit its report at the end of the March meeting. Nominations will also be accepted from the floor during the April meeting. Election will be by ballot at the April meeting. A majority is required to elect a candidate to office. The nominating committee will count and announce.
- Section IV.** In the case of an unexpired presidential term, the vacancy will be filled by the vice-president. The organization will elect a member in good standing to fill the unexpired term of any other elected officers. The incoming president will not be eligible to serve the following year as president if the transition occurs prior to December 31.
- Section V.** Elected officers will serve a term of one year.
- Section VI.** An officer may be recalled for failing to fulfill his or her duties as designated in the bylaws. A recall election shall require 30 days notice to the general membership, and removal of an officer shall require a 2/3 majority vote of the membership present.

Article VIII. Committees

Section I. Standing Committees

The incoming and outgoing President shall appoint, for terms of one-year, chairpersons for all standing committees. Co-chairs may be appointed. Preference will be given to volunteers who have previously served on the committee, but who have not chaired it for more than one year immediately preceding the current year. Chairs will be named at the May board meeting. Officers cannot serve as committee chairs. The board may replace a committee chair during the year if necessary to fill a vacancy or in case of inadequate performance of duties.

Each standing committee chair shall: 1) provide a brief written or oral report at each PIECE meeting; 2) maintain an up-to-date procedure book for his/her committee; 3) communicate appropriately with committee volunteers. In addition, each chair shall perform specific duties as specified in the committee procedure book.

Standing committees are identified in Appendix A.

Section II. Specialty Committees

The President is empowered to appoint temporary committees for specific tasks.

Article IX. Amendments

The Bylaws may be modified, altered or amended by a two-thirds vote of the members present. One month's notice must be given of such an intended amendment.

Appendix A
Description of Standing Committees

I. Committees Run by Chair/Co-Chair

A. **Box Tops:** Help with trimming, counting, and organizing box top collections, remit box tops to sponsor, and distribute funds to appropriate classrooms.

B. **CAC Representatives:** Serve on a Citizens Advisory Council committee and as liaison between P.I.E.C.E. and the CAC committees – see Principal for details.

C. **Communications:** Maintain P.I.E.C.E. website and bulletin board with current information. Create, publish, and distribute P.I.E.C.E. newsletter monthly.

D. **Corresponding Secretary:** Handle external correspondence for the PIECE organization (primarily thank you notes).

E. **Historian:** Take and collect pictures from Principal and staff, record events, and create a scrapbook for the school year.

F. **Library Liaison:** Coordinate communication between Prairieland's IMC Director and the P.I.E.C.E. Organization. Assist the IMC staff with volunteer coordination.

G. **Market Day:** Coordinate and place orders. Coordinate volunteers to help once a month with food for pick up at the school for items ordered by Prairieland families.

H. **Monthly Popcorn Parties:** Pop popcorn during lunch once a month as a student behavior incentive.

Appendix A
Description of Standing Committees

I. **P.I.E.C.E. Liaison:** Represent P.I.E.C.E. on teacher/staff committees at the discretion of the Principal.

J. **Room Parent Coordinator:** Organize room parent volunteers for the holiday parties and coordinate other activities to support teachers in the classroom.

K. **School Kits:** Coordinate selection of a vendor to provide school supplies, gather grade supply lists and updates from teachers, collect orders, and distribute school kits. School kits are a convenience offered for purchase to parents/families.

L. **Spirit Wear:** Collect order forms, correspond with vendor regarding order details, place orders, and distribute orders.

M. **Telephone Directory:** Collect information and publish the annual Prairieland Telephone Directory. Distribution target date is the end of September.

N. **Volunteer Coordinator:** Gather volunteer forms from registration, collate names/phone numbers/email and distribute list to P.I.E.C.E. committees and appropriate school staff.

II. **Committees Run by Group Planning Led by Chair/Co-Chair**

A. **All-School Events:** Coordinate school wide events such as fall and spring Movie Nights, Fall Open House, Homecoming Parade Float, Holiday Events, Trivia Night, and other fun events which may change from year to year.

Appendix A
Description of Standing Committees

B. **Carnival:** Coordinate games, activities, and food for the annual Carnival.

C. **Fundraising:** Plan, organize, and conduct fundraising activities for purpose of meeting P.I.E.C.E. budget needs. In the past, this has included magazine sales, candy sales, and basket raffles.

D. **School Programs - Enrichment:** Coordinate special programs to enhance Prairieland students' education. Programs in the past have included Art Masterpiece, various performances by external groups, multi-cultural fairs and activities, and organizing Red Ribbon Week activities.

E. **Staff Appreciation:** Coordinate activities for various appreciation and recognition events for the Prairieland faculty, including Staff Appreciation Week, and various breakfast and lunch events. Recognize birthdays of teacher assistants, all staff without a specific classroom (PE, Support staff) and administrative staff.

F. **Welcoming:** Serve as a liaison to incoming kindergarten and other new families to help them become familiar with P.I.E.C.E., activities, and volunteer opportunities at the school.

G. **Wellness:** Organize and support wellness programs and activities at Prairieland. Activities have included the Walking School Bus, the Health Fair and providing healthy breakfast snacks during ISATs.

Appendix A
Description of Standing Committees

H. **Yearbook:** Coordinate the annual Prairieland Yearbook, collect fees and place order.