

Article I: Name

The name of the organization shall be Fall River Communications Council, abbreviated as FRCC

Article II: Purpose

The purpose of this organization will be as follows:

1. To promote cooperation among the parents, staff, and students of Fall River Elementary in order to encourage a friendly atmosphere in the school that is open to the rights and suggestions of all.
2. To promote an open forum on matters of general school concern
3. To promote volunteers and fundraising when needed for the benefit of the students and school
4. To promote good public relations through community involvement in the school
5. Not to be organized for profit nor conduct any business for profit
6. To comply with the St. Vrain Valley School District requirements according to the District Policies for Parent Organizations – Option 2
7. The fiscal year shall run from July 1st to June 30th for financial reporting.

Article III: Membership

1. Membership in the FRCC consists of executive board members, parents/guardians, the principal, teacher representatives, staff, and any other persons interested in Fall River Elementary School without regard to race, color, creed, or national origin
2. All council members will have voting rights at every FRCC meeting they attend. Council members can elect new officers for the next school year term at the May FRCC meeting. There will be no limit on the number of parent members accepted.
3. New business or issues presented on the agenda at any FRCC meeting will be discussed and voted on at the next FRCC meeting. However, if there is a time limitation, the executive board will approve to vote for the issue at the present meeting.

Article IV: Executive Board

1. The board members for the Fall River Communications Council shall be president, vice president, secretary, and treasurer.
2. All board members shall be elected at the annual meeting in May. Election of the board members shall be by ballot except when there is only one nominee for an office. The board members shall be elected to serve for one fiscal year. Their term office shall begin at the start of the next fiscal year.
3. No board member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office position.
4. A vacancy occurring in an office will be filled as soon as possible by a majority vote of the members of the board.
5. When a board member fails to attend two meetings without adequate excuse or if the board member is not fulfilling their responsibilities of the office as prescribed in the bylaws, their position will be filled according to Article IV section 4.

Article V: Duties of the Board

1. The president and vice president shall preside at all meetings of the organization and will perform all other duties assigned by the organization
2. In the absence of the president at an FRCC meeting, the vice president shall assume duties as spokesperson
3. The secretary shall keep a record of all meetings of the FRCC and any required correspondence (meeting minutes, thank you notes, newsletter briefs, etc). The secretary shall type minutes and have them in the office within one week following the FRCC meeting.
4. The treasurer will keep all records and accounting books for all financial fundraising, expenditures, and any and all financial transactions. The financial books will be kept on a monthly basis and shall be open to inspection of the general membership. The treasurer shall give a report on the financial status at the FRCC meetings. The treasurer and the president will sign all checks or vouchers. The organization will audit the books yearly.
5. The staff representative shall rotate monthly and shall be present during FRCC meetings; shall serve as liaison between FRCC and staff and keep FRCC members informed of staff needs, wants and concerns; and shall report to the FRCC and staff on a monthly basis as needed.
6. The parent liaisons are responsible for communicating with their specific grade level teachers all events that transpire in the FRCC meetings and communicate any comments, questions, concerns, or needs of the staff.
7. The executive board will develop the budget, policies, and bylaws shown at the October FRCC meeting and approved by the council at the November meeting.

Article VI: Meetings

1. Fall River Communications Council meetings will be held once a month or less if determined by the board, and notice will be given in the school newsletter. Meetings will be held on the second Monday of every month unless voted upon by a majority present at the meeting prior. No meetings shall extend past 90 minutes unless voted upon by a majority of those present.
2. Meetings may be cancelled at the discretion of the executive board with notification to the council.
3. The president or principal with adequate notice shall call special meetings. Only suggestions and ideas can be discussed at special meetings and brought to the next FRCC meeting for further discussion or voting. The secretary will take minutes to be made available to staff thereafter.
4. Seven council members present at an FRCC meeting shall constitute a quorum. Every member receives one vote.
5. Items added to the monthly agenda need to be submitted to the president a minimum of one week prior to the next scheduled meeting.

Article VII: Committees

1. The board as necessary will appoint committees, standing or special
2. Each standing or special committee will make frequent reports to the executive board and will submit a written report of its activity to its successor at the May executive meeting

Article VIII: Amendment of By-Laws

1. These by-laws can be amended at any meeting of the organization by a 2/3 vote of those present. Proposed amendments must be made to the board during a regularly scheduled meeting. The proposed amendment will be voted on at the following meeting.
2. Copies of the by-laws, including amendments, will be available on the school website and in the school office.

Have The Courage to Be Outstanding

Article IX: Dissolution

1. In the event of dissolution of the Fall River Communications Council, all funds that have been accrued will be placed in an account held in the name of Fall River students' general funds to be made available to the new parent organization whose purpose is for the betterment of the children of Fall River.
2. The members of the council may vote, by a 2/3 majority, to dissolve the organization through the adoption of a resolution to dissolve at a regularly held meeting provide, however, that notice is given We may vote that dissolution is to be considered at the meeting.

Responsibilities of Executive Members of the Board

President:

1. Schedules and facilitates FRCC meetings
2. Generates the year's calendar of events after the board meets to determine the year's goals
3. Coordinates volunteers for events and appoints special committee meetings
4. Acts as spokesperson for the FRCC
5. Assists other board members as needed
6. Works with the principal and staff as needed
7. Assists with volunteer coordinators to get input for monthly newsletters
8. Is responsible for money handled at events

Vice President:

1. Takes the place of the president during his/her absence (such as at meetings)
2. Aides the president
3. Coordinates volunteers for events
4. Assists other board members as needed
5. Responsible for assisting with money handled at events

Secretary:

1. Takes minutes at monthly meetings
2. Gives monthly minutes to staff to publish on the school website
3. Writes thank-you notes as needed
4. Responsible for assisting with money handled at events, if needed
5. Assists president and vice president as requested

Treasurer:

1. Publishes annual budget – after the board meets to determine the year's goals
2. Keeps accurate records for all funds and securities
3. Maintains checkbook and cosigns with president
4. Generates monthly report for monthly meetings
5. Responsible for all money handled at events
6. Completes district paperwork and tax paperwork
7. Renews and manages sales license