

# PEAK: Parents of ExtraOrdinary Kids **Bylaws**

Created May 1, 2008, revised 5/20/08

## **Article I - Name**

The name of this group shall be PEAK Parents of Extraordinary Kids, hereinafter referred to as PEAK.

## **Article II - Purpose**

To develop programs and events for children with special needs [and their families in Mt. Olive Township and surrounding areas.](#)

## **Article III - Policies**

### **Section 1.**

PEAK shall be non-commercial, non-sectarian, non-partisan, and non-profit.

### **Section 2.**

PEAK shall not endorse any candidate or commercial enterprise. The name of PEAK and the names of its officers in their official capacities shall not be used in connection with any commercial concern, with any partisan interest, nor for any purpose not related to the objectives of PEAK.

### **Section 3.**

No part of the net earnings of PEAK shall inure to the benefit of or be distributable to its members, officers, or other private persons, except that PEAK shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of Article III.

## **Article IV- Members**

### **Section 1. Eligibility**

Membership in PEAK shall be open to all individuals in Mt. Olive [Township](#) and surrounding areas without regard to race, color, creed, or national origin.

### **Section 2. Membership Types**

There are two types of members: Associate and Active.

#### **Section 2a. Associate Members**

Membership is open to any individual who wishes to join PEAK. Once registered is entitled to regular group updates, has access to agendas and meeting minutes. Associate Members can vote on certain events determined by majority vote of committee members

#### **Section 2b. Active Members**

Active Members are entitled to the benefits of Associate Members, but in addition, must attend [a minimum of 2 monthly meetings and must be willing to volunteer for a minimum of 2 tasks](#) within a 12 month period. [To remain an Active Member, one must have participated in any combination of 7 meetings or tasks.](#) In addition Active Members are entitled to vote on issues not available to associate members. [Committee members are entitled to the same benefits as Active members and requirements are automatically considered satisfied. Active members are offered special discounts on certain PEAK sponsored events, as well as advance registration for popular PEAK programs.](#)

### **Section 3. Voting for existing members**

Only [active](#) members of PEAK shall be eligible to vote in business meetings [and participate in election of officers.](#) All members can raise issues of new business and serve in any of PEAK's elective or appointive positions.

### **Section 4. Quorum for Voting**

For voting purposes, a quorum will consist of a majority of the members present at the meeting and eligible to vote.

### **Section 5. New enrollment and Voting**

[Adults](#) may [register as members of](#) PEAK at anytime with full membership rights and privileges, however, to vote in the May Elections, membership must be received prior to January 15<sup>th</sup>. Once enrolled as [active members](#), members must attend at least [2](#) meetings prior to the May elections.

## **Section 6. Special Voting Procedures**

In the case of any controversial issue, a member may request some type of confidential voting procedure, such as a blind vote or paper vote.

## **Article V – Officers and Their Elections**

### **Section 1. Executive Committee**

The Executive Committee consists of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Event Coordinator, Webmaster, Marketing Coordinator and Fundraising Coordinator.

### **Section 2. Volunteer Committee**

The Volunteer Committee shall consist of up to 25 [members](#).

### **Section 3. Nominating Committee**

There shall be a nominating committee consisting of three members who shall be appointed in March by the Executive Committee. Volunteers to serve on the Nominating Committee shall be solicited by the Executive Committee in February. The Nominating Committee shall consist of [3 Active](#) Members. The Nominating Committee shall be responsible for preparing and distributing , to all eligible members, a nomination form listing all executive and/or volunteer committee positions as applicable. The Nominating Committee will review the completed nomination forms and contact the nominees for their consent to be put on the ballot. All nominations must be received one week prior to the April meeting. The slate of officers will be sent out to all current members during the month of April. Voting will take place over the month of April and will be closed once the May meeting occurs.

### **Section 4. Voting Results**

The officers shall be elected by a majority of those members who cast ballots during the April election.

### **Section 5. Membership Committee**

The Membership Committee will verify membership. The Nominating Committee will tally the votes and announce the new officers by name. Numerical tallies will remain confidential.

### **Section 6. Transfer of Records**

Duly elected officers shall assume office at the close of the June meeting, at which time outgoing officers shall transfer all records.

### **Section 7. Term of Office**

Executive Committee Members shall serve for a minimum of 2 years [and until a successor is elected, unless the elected officer chooses to step down after the end of the term](#). Volunteer Committee Members shall serve a minimum of 1 year.

### **Section 8. Vacancies**

A vacancy, occurring in the Executive Committee shall be filled for the remainder of the unexpired term by the person receiving a majority vote by the remaining members of PEAK. A vacancy occurring in the Volunteer Committee shall be filled [at the discretion of the President and remaining Volunteer Committee members](#).

## **Article VI – Duties of Officers**

### **Section 1. President**

The President shall preside at all meetings of PEAK; shall appoint [members of The Volunteer Committee](#), with the approval of the Executive Committee; shall perform such other duties as may be prescribed in these Bylaws or assigned to him or her by PEAK; and shall coordinate the work of the officers and committees of PEAK. The President may appoint additional assistance if deemed necessary to the remaining Executive Committee Members.

### **Section 2. Vice President**

The Vice President shall be the aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve.

### **Section 3. Recording Secretary**

The Recording Secretary takes notes at meetings and posts for online viewing. He or she is responsible for storing member information.

### **Section 4. Corresponding Secretary**

The Corresponding Secretary is the link between PEAK and the media. He or she is responsible for writing articles, ads, brochures, flyers and promoting PEAK.

### **Section 5. Treasurer**

The Treasurer is responsible for all money transactions involving PEAK. He or she shall collect and disperse money as necessary for Recreation reimbursements, payments to instructors and the like.

### **Section 6. Event Coordinator**

The Event Coordinator collaborates with program managers to reserve spaces, locations, times for all programs. As well researches and develops special events for PEAK.

### **Section 7. Webmaster**

The Webmaster is responsible for developing and maintaining PEAK's website as well as any online registrations, sign-ups or the like.

### **Section 8. Marketing Coordinator**

The Marketing Coordinator is responsible for maintaining the overall look of the group's printed and online materials.

### **Section 9. Fundraising Coordinator**

The Fundraising Coordinator oversees all aspects of fundraising for PEAK.

### **Section 10. Volunteer Committee Members**

Members of this committee are responsible for organizing volunteers for PEAK approved events. Members will volunteer for specific tasks and can choose their role in each project. Volunteer Committee Members will provide Active Members with lists of volunteer opportunities for Active Members to meet their volunteer obligation. To be a member of The Volunteer Committee, any PEAK member can submit their request to The President 10 business days before a scheduled monthly meeting. The President will appoint such individual with approval of The Executive Committee at the scheduled monthly meeting.

## **Article VII - Removal from Office**

**Section 1.** An officer may be asked to vacate the office to which he or she has been elected for failing to comply with these Bylaws as determined by majority of the Executive Committee.

**Section 2.** The President or Vice President must provide the officer in question with written notice of his or her pending removal. The officer may respond to this notice at the next regular meeting.

**Section 3.** All members of PEAK must vote in person or by proxy with a closed ballot, with a two-thirds majority in the affirmative, to remove the officer in question from office.

**Section 4.** Should an officer be removed from office, the vacancy will be filled per Article V, section 8 of these Bylaws.

## **Article VIII – Removal of Member**

**Section 1.** An associate member may be asked to withdraw membership, if by majority ruling, he or she is found to be a non-productive member of PEAK or demonstrates an inability to work within these Bylaws.

**Section 2.** The President or Vice President must provide the member in question with written notice of his or her pending removal. The member may then respond to this notice at the next regular meeting.

**Section 3.** Members of PEAK must vote in person or by proxy with a closed ballot, with a two-thirds majority in the affirmative, to remove the member in question from PEAK.

## **Article IX – Meetings**

**Section 1.** Regular meetings shall be held once a month and open to all members

**Section 2.** Special meetings may be called by any member of the Executive Committee involving the remaining Executive Members so long as either the President or Vice President is present.

**Section 3.** The Agenda will be posted prior to the month's meeting. Suggestions for agenda items must be submitted to the President 10 business days prior to the monthly meeting to be placed on the agenda for discussion. If the deadline is missed, it will be placed on the agenda for discussion for the next months' meeting. The member who submitted the item can present this item at the meeting in person or submit a written proposal to The President.

**Section 4.** The date for the first business meeting of the next year shall be established at the June meeting.

## **Article X – Financial**

**Section 1.** The fiscal year of PEAK shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.

**Section 2.** No major business decisions or expenditures shall be made without the involvement of the new Executive Committee during the transition period referred to in Article, section 6.

**Section 3.** All receipts for reimbursement must be submitted to the PEAK treasurer within 30 days of the receipt date.

## **Article XI – Parliamentary Authority**

The rules contained in Robert's Rules of Order, Revised, shall govern PEAK in all cases to which they apply and in which they do not conflict with these Bylaws.

## **Article XII – Amendments**

**Section 1.** These Bylaws shall be amended at any regular or special meeting of PEAK, by a two-thirds vote of the members present, provided that notice of the proposed amendment has been given to the active members two weeks prior to the regular monthly meeting. Once amendments to the Bylaws are voted on and approved, the amendments shall go into effect immediately.

**Section 2.** A volunteer Bylaws Committee shall review the Bylaws every two years.

**Section 3.** If requested, a committee may be appointed by a majority vote at a meeting of PEAK to submit Bylaw revisions. The requirements for adoption of revised Bylaws shall be the same as in the case of an amendment.