

G.A.P.S.

Grimshaw association of Parents and Staff

Minutes: November 3, 2010

Second GAPS meeting of the 2010-2011 school year

Treasurer:

Christine Foti-Cromley appointed.

Thank you :

Received from 6th grade for the Newspapers
received from teachers for Die-cuts and massage chairs.

Apple Festival :

Guest, Dave Knapp

Presented us with a check for \$700

Roller Skating Party:

November 29th and 30th

Tonya Farwell is Chair and is requesting a parent helper or Co-Chair who can be there for both days.

Grade K 11/29 1:45-2:30

Grades 4-6 11/29 after school

Grades 1-3 11/30 after school

Cost will be \$5 per child

Candle Sale:

Co-chaired by Claire LaCava and Jennifer Jackowski.

Sales sheets sent out this week.

Family Fun Night:

Slated for February

Committee sign up sheet went around.

Book Fair:

Suggestions for evening Thursday April 28

Arts experience

Use Arts in Education/BOCES

Email any author suggestions and contact information to

gbump@lafayetteschools.org

Snack Program:

Essie Wanless and committee members still researching.

Decision was made by majority vote to sponsor "Fresh Fruit Fridays in February" as a trial.
Not to exceed \$500

Box Tops and Campbell Labels:

Erin Vernoche and Erin Oristian to be co-coordinators.

Administrative Report:

Imagination Library:

To date, 135 registered.

Community of Caring:

Will now be quarterly on ½ day conference days

Focusing on Character Education

First CoC will feature Hill Brothers talking about Bullying.

Request for \$1,400 laminator:

Approved my majority vote.

Christine Foti-Cromley will verify pricing.

Mr. Bump notified GAPS that there was currently a fund in place supported by the school to help families in need. There was no assistance needed by GAPS.
This was information only.

Bylaws:

Example passed out (and will be posted on web.)

Please submit all suggestions an/or comments in writing

Facebook:

GAPS is now on Facebook. Become a member and you can get reminders for meetings, volunteer need updates and converse with the rest of your GAPS friends.

<http://www.facebook.com/home.php#/group.php?gid=116876438629>

Future meetings:

January 10

February 25

March 8

April 4

June 8

Proposed - Pending Further Review

GAPS Bylaws

Article I – Name

The name of the organization shall be Grimshaw Association of Parents and Staff, hereafter referred to as GAPS.

Article II – Purpose

The corporation is organized for the purpose of supporting the education of children at Grimshaw Elementary by fostering relationships among the school, parents, and staff.

Article III – Members

Section 1. Any parent or guardian may be a member and shall have voting rights. The principal and any staff member employed at the school may be a member and have voting rights.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, or co-presidents, secretary, and treasurer.

- a. **President or Co-president.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- d. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of GAPS members. He or she will present a financial statement at every meeting and at other times of the year when requested by the GAPS officers, and make a full report at the end of the year. The full report will be made available to the public upon request.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. Nominations may be made from the floor. Voting shall be done by ballot.

Section 3. Eligibility. Any GAPS member is eligible to hold office.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. If a position is uncontested, the current office-holder can run again for re-election.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal From Office. Officers can be removed from office with cause by a two-thirds vote of those present at a regular meeting where previous notice has been given. A meeting can be called by the president or two officers of the organization.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be at a time and place determined by the officers at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students at least.

Section 2. Special Meetings. Special meetings may be called by the president or co-presidents.

Section 3. Voting. All voting shall be done by secret ballot.

Article VI – Committees and Chairpeople

Section 1. Membership. Committees and Chairs may consist of and members, with the president acting as an ex officio member of all committees.

Section 2. Committees. The president may appoint additional committees as needed.

Article VII – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The treasurer and one other member appointed by the President will tally and record all incoming monies earned from fundraising. This will be done on school grounds at the conclusion of all fundraising endeavors.

Section 4. Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, co-presidents, and treasurer.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the full organization.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's voted approval, spent for the benefit of the school.

Section 7. The fiscal year shall coordinate with the school year.

Section 8. No member or officer shall be paid for their services to the organization.

Article VIII a. – Donations

Section 1. All donation requests shall be submitted in writing by filling out the Donation Request Form provided by the organization.

Section 2. Donations from GAPS will be granted solely for the benefit of students enrolled at Grimshaw Elementary School or staff working at Grimshaw Elementary at the time of the request only, with the exception of a community program(s) that exists to enhance the educational experience of the future students of Grimshaw Elementary School.

Section 3. No community donation will exceed the amount of 50.00 per request.

Section 4. A sum of 500.00 per school year will be given to the school principal as a discretionary fund to deal with any community requests that do not fall under the donation by-laws of the GAPS organization. This fund will be donated to the community as the principal sees fit. Any monies left over at the end of that school year will be returned to the general fund of GAPS through the Treasurer to be recorded.

Article IX – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article X – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by two-thirds vote of those present.

GAPS Donation Request Form

Name _____

Name of Organization _____

Date of Request _____

Date monies are needed by _____

Dollar amount requested _____

Please briefly how the monies will be used:
