



QUANTICO MIDDLE/HIGH SCHOOL
PARENT EDUCATORS ASSOCIATION
VIRGINIA DDESS
MARINE CORPS BASE
QUANTICO, VA 22134



CONSTITUTION

ARTICLE I

The name of this organization, hereinafter referred to as QMHS PEA, is the Quantico Middle/High School Parent Educators Association, Marine Corps Base, Quantico, VA. The QMHS PEA will be self-governed by officers duly elected under the Constitution of this organization.

ARTICLE II

MISSION/PURPOSE:

SECTION 1. The mission of the QMHS PEA is to discuss school related issues and advise the principal. The committee then disseminates the information and coordinates with all community resources in an effort to support the educational programs of the school for our students. The function of the QMHS PEA is to make recommendations and advise the principal on (1) school policies, student activities, and administrative procedures; (2) instructional programs and educational resources within the school; (3) allocation of resources within the school to achieve educational goals; (4) administrative and logistical support services provided by the installation commander and applicable service commands. The PEA does not address matters pertaining to personnel policies or practices, compensation of school staff, grievances of school employees, or internal management of Quantico Middle/High School or its programs.

SECTION 2. The secondary mission of the QMHS PEA is to provide assistance in the form of monetary donations to designated school athletic teams, clubs, or other school organizations. The QMHS PEA funds will be derived from approved fundraising activities.

ARTICLE III

POLICIES:

SECTION 1. The Committee is non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no political candidates will be endorsed by it. The name of the Committee or its officers in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any other purposes than the regular work of the Committee.

SECTION 2. The Committee shall not seek to direct the administration of the school or to control its policy, but may make such recommendations regarding administration and policy as are deemed appropriate by the membership. Such recommendations will come from the Executive Board via established chain of command. Every effort will be made to resolve any problem at the local school level.

ARTICLE IV

SCHOOL BOARD REPRESENTATION:

SECTION 1. The Committee may recommend to the Superintendent a parent to be considered for the position on the School Board when the vacancy occurs.

ARTICLE V

MEMBERSHIP:

SECTION 1. Any person who subscribes to the mission/purpose of this Committee may become a member.

SECTION 2. Parents of children enrolled in the school, faculty and staff, are eligible to become active members.

SECTION 3. Civilian membership must not exceed 1/3 of total members. Civilian DoD employees and members of military families may be included in membership without regard to limitation.

ARTICLE VI

FUNDS:

SECTION 1. A donation in an amount to be determined may be solicited from the membership should it become necessary.

SECTION 2. Funds obtained from these donations or the fundraising activities may be utilized to finance Committee administrative operations, meetings, social activities, and special school projects. Special school projects must be submitted in writing to the Principal of QUANTICO MIDDLE/HIGH SCHOOL who will then review and submit to the Vice Chairperson of the executive board. The request will then be processed and receive board consideration.

SECTION 3. All administrative operating disbursements from the QMHS PEA fund must be voted on and approved by the Executive Board. All fundraising disbursements must be voted on and approved by a quorum of the membership present at the time of voting. All checks written on the QMHS PEA account will have two authorized signatures.

ARTICLE VII

EXECUTIVE BOARD AND THEIR ELECTION:

SECTION 1. The officers of the Executive Board of this Committee will be a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, and a Parliamentarian. These officers will be elected during the final Committee meeting of the school year. Should only one candidate stand for an office, he or she may be elected by acclamation following an appropriate motion from the floor. The normal term of office is one school year, and officers will continue to serve until their successors are elected and installed. Installation will normally be accomplished immediately thereafter.

SECTION 2. No person will be eligible for the same office for more than two consecutive terms.

SECTION 3. The Executive Board will make public the nominations two weeks prior to elections. The consent of each candidate must be obtained before his or her name is placed in nomination.

SECTION 4. Should a vacancy occur in an office during the school year, the Chairperson, subject to approval by the Executive Board, may appoint an individual to serve the unexpired portion of the term.

SECTION 5. If the Chairperson of the Executive Board is vacated during the school year, the Vice Chairperson will assume the office. A new Vice Chairperson will be appointed by the incoming Chairperson, pursuant to the provisions of Section 4 of this ARTICLE.

ARTICLE VIII

EXECUTIVE BOARD:

SECTION 1. The Executive Board may include the following:

Elected Officers
Principal and/or designated representatives
Chairpersons of special committees
Grade level and/or department representatives

SECTION 2. The duties of the Executive Board will include but are not limited to the following:

1. To transact necessary business in the intervals between regular Committee meetings, and such other business as may be referred to it by the membership
2. To pass on the work and/or plans of the various committees
3. Each Board meeting must be attended by no less than three (3) executive board members
4. Executive board members will have voting privileges except: The Chairperson (who votes in the event of a tie) and Parliamentarian.

SECTION 3. Executive Board meetings will be held at the call of the Chairperson.

SECTION 4. The members listed in SECTION 1 above may:

Submit a written or oral report of the activity of his or her committee or office since the previous meeting.

ARTICLE IX

DUTIES OF THE EXECUTIVE BOARD:

SECTION 1. The Chairperson

1. Shall be present and preside over all meetings
2. Shall appoint committee chairpersons
3. Shall have check signing authority
4. Shall perform other duties deemed necessary in accordance with this Constitution
5. Shall not have voting privileges unless in the event of a tie
6. Ensures compliance with MCBO 7010.1A by timely submission of required information to MCCS Internal Review
7. Shall submit all QMHS PEA fundraising requests to the Commander (B37), Marine Corps Base, Quantico, in accordance with MCBO 7010.1A

SECTION 2. The Vice Chairperson

1. Shall be present for all meetings
2. Shall assist the Chairperson and perform duties as delegated
3. Shall accept special project requests/donations for presentation at meetings
4. Shall have check signing authority

SECTION 3. The Secretary

1. Shall be present for all meetings
2. Shall maintain accurate records of all meetings
3. Shall perform such other duties as may be delegated

SECTION 4. The Treasurer

1. Shall be present for all meetings
2. Shall receive all monies and keep accurate record of receipts and expenditures
3. Shall make disbursements as directed and authorized by the Executive Board
4. Shall have check signing authority

SECTION 5. The Parliamentarian

1. Shall be present for all meetings
2. Shall ensure the organization adheres to Roberts Rules of Order
3. Shall NOT have voting privileges

ARTICLE X

MEETINGS:

SECTION 1. Regular meetings may be attended by the general membership and will normally be scheduled four times during the school year. Special meetings may be called by the Executive Board.

SECTION 2. The order of exercises may be:

Call to ORDER
Reading of the minutes
Principal's Report
Executive Board Report
Old Business
New Business

Next Meeting
Adjournment

ARTICLE XI

AUDITS:

An audit/financial review shall be made annually during the month of May by two (2) or more persons not on the Executive Board selected by the Chairperson with the approval of the Executive Board.

ARTICLE XII

AMENDMENTS:

Amendments to these by-laws may be proposed at any Committee meeting. Proposed amendments will be reviewed by QMHS PEA Chairperson and principal. Voting will be concluded only after two weeks advance notice of those members in attendance at each of the QMHS PEA meetings.

ARTICLE XIII

QUORUM:

A quorum shall consist of those members present at any announced meeting.

ARTICLE XIV

PARLIAMENTARY AUTHORITY:

The Rules contained in "Roberts Rules of Order," revised edition, shall govern all meetings of this Committee in all cases where they are applicable and are not inconsistent with these by-laws.

ARTICLE XV

DISSOLUTION OF ORGANIZATION:

Section 1. Dissolution of QMHS PEA shall be determined by a two-thirds vote of the membership or upon determination of the Commander, Marine Corps Base, Quantico, to withdraw authorization to operate on the installation.

Section 2. Upon dissolution, after all debts and liabilities are paid, any residual funds, assets, or property shall be transferred to the Quantico Middle/High School activity fund.

Section 3. Members of QMHS PEA could be held liable if assets are insufficient to meet all debts.

Drafted: _____
Date

Approved: 05-13-2009
Date

Constitution Revision Committee

A meeting involving the following persons drafted this proposed document:

Michael W. Hollier, QMHS Principal
[names removed]