

# **Chebalse & Ashkum CARE Group Constitution**

## **Central Alliance Rising Up For Education**

### **By-Laws**

#### **Article I: Title**

The name of this organization shall be the Chebalse & Ashkum CARE Group

#### **Article II: Mission**

The purpose or goal of the organization shall be to provide a means whereby all parents/guardians of the Central Community Unit School District No 4 who have registered students at Chebalse Elementary and Ashkum Early Literacy Center may meet to share ideas, communicate concerns, disseminate information and render direct support for students, teachers and educational programs in each of the above mentioned schools.

The Mission of CARE is:

- A. To assist school personnel in developing meaningful programs to meet the needs and welfare of all children.
- B. To conduct and support school-level activities.
- C. To communicate with parents, teachers, administrators and the school board and to serve as a liaison with the community.
- D. To discuss educational issues and school concerns and assist in formulating a plan to resolve those issues and concerns.

#### **Article III: Membership**

Membership in the organization shall be open to any parent/guardian from our community who has at least one student currently registered in the above mentioned schools. Any teacher, staff or administrative personnel that is currently employed by the above mentioned schools may also and is encouraged to obtain membership. Membership is obtained and considered in good standing with attendance to one meeting per school year and/or email subscription to newsletters. We do not charge membership fees.

#### **Article IV: Executive Board (Officers)**

1. The officers of the group shall be:

- President: Beth Garrison
- Vice President: CayLee Savoie
- Treasurer: Lyndsi Kime

- Secretary: Laurie Sitarz
- School Rep/Liaison: Current Principal

## 2. Duties of Officers:

- President: Shall preside over meetings, represent the group at school and community functions, and ensure the execution of activities and handle correspondence between school officials and the group.
- Vice President: Shall assist the President and assume the President's duties in their absence.
- Treasurer: Shall manage finances, prepare financial reports, and oversee budget expenditures.
- Secretary: Shall keep minutes of meetings, maintain records, and handle general correspondence.
- Principal: Shall serve as a permanent, voting member with veto authority over all activities and programs.

## 3. Elections:

- Officers shall be elected by a majority vote of the members present at the annual meeting for the upcoming school year in June.
- Nominations for officers shall be made by a nominating committee or from the floor during the meeting.

## 4. Terms:

- Officer terms are June-May (or in the case of an extended school year, 1st day of summer-Last Day of School)
- Officers may stay in their seat until their last child has left the school, the President reserves the right to remove an officer from their seat in the case of neglect of duties or misconduct.
- Officers reserve the right to step down from their duties at any time with proper notification to the President, in this case an election would be held at the next meeting.

## **Article V: Meetings**

1. The group shall hold general attendance (open) meetings at least once a quarter during the school year.
2. The annual meeting shall be held in June for the purpose of electing officers and conducting other business for the upcoming school year
3. The meetings should be scheduled to correspond with the group calendar to be able to plan and coordinate committees.
4. Special meetings may be called by the President or by a petition of the members.

5. All meetings must be publicly announced on [caregroupcusd4.org](http://caregroupcusd4.org) to encourage attendance from all parents/guardians and teachers of the above mentioned schools.
6. The board shall run the meetings with the focus on upcoming events/ gifting occasions at the school with an open discussion session to conclude meetings for any attending members to voice concerns or suggest ideas.
7. Each meeting shall be run by an agenda that was created at least one week prior. The agenda must include a review and approval of minutes of the previous meeting, review and approval of the treasurer report, committee reports, and any other business.

## **Article VI: Finances**

1. The group shall be funded by fundraisers and donations.
2. The Treasurer shall maintain accurate financial records and present a financial report at each meeting.
3. Any fundraiser must be approved by the Executive Board and school principal.
4. An annual audit of the groups financial records shall be conducted by an independent auditor or a designated audit committee.

## **Article VII: Amendments**

1. These by-laws may be amended by a majority vote (no less than two-thirds) of the members present at a regular meeting, provided that written notice of the proposed amendment has been given to the members at least 5 days prior to the meeting.
2. Amendments shall take effect immediately unless otherwise specified.

## **Article VIII: Dissolution**

In the event of dissolution of the group, any remaining assets after the payment of liabilities shall be donated to Chebanse Elementary and/or Ashkum Early Literacy Center in accordance with applicable laws and district administration.

---

By-Laws Adopted: September 2024

By-Laws Amended: July 2026