

Parents and Teachers United for Bruce Monroe Elementary at Park View

Bylaws

Article I – Name

The name of the organization shall be Parents and Teachers United for Bruce Monroe Elementary at Park View, Inc (BMPV).

Article II – Purpose

The corporation is organized for the purpose of

- Giving BMPV families a stronger voice in the school and promoting and facilitating communication at BMPV between families, educators, and the administration;
- Engaging families to support the academic learning and development of their children; promoting and celebrating a strong, multicultural, and globally-oriented school community, and supporting families in need;
- Securing resources, including funds, to address educational and other needs of the school community

Article III – Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school is eligible to be a member. The principal and any educator or staff member employed at the school may be a member. Voting rights in elections and other matters shall be limited to one vote per household, except that in the case where a student resides in multiple households, no more than one vote will be allowed per student.

Section 2. Any eligible person may establish membership for the academic year by submitting a membership form, which shall be provided to the family of each enrolled student.

Section 3. Dues, if any, will be proposed by the executive board and established by a majority vote of the membership. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV – Officers, Community Representatives, and Elections

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

- a. President. The presidents shall determine the agenda and 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 Presidents. The vice presidents shall assist the president and carry out the president's duties in the event that the president is absent or unable to serve.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes and assist in preparing the agenda for meetings, handle correspondence, and send notices of meetings to the membership. The secretary shall also keep a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies.

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 the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Community Representatives. The two community representatives shall be a Teacher/Staff Representative and a Spanish Language Representative.

a. Teacher/Staff Representative. The Teacher Representative shall facilitate communication between the Board of Directors and teachers and staff, and represent the interests of teacher and staff membership.

b. Spanish Language Representative. The Spanish-Language Representative shall facilitate communication between the Board of Directors, promote multiculturalism, and represent the interests of Spanish-speaking membership.

Section 3. Nominations and Elections. Elections will be held at the second to last meeting of the school year, or on such other date or dates as the Board will determine. Nominations shall be made by suggestions from the floor at the regular meeting held prior to the election. A slate of candidates may also be selected and presented at this meeting by the nominating committee. Voting shall be by voice vote at the election meeting if a slate is presented and only one candidate is nominated for each position. If more than one person is nominated for one or more positions, a ballot vote shall be taken. The timing and manner of such ballot vote shall be determined by the Board.

Section 4. Eligibility. Any parent, guardian, or other adult standing in loco parentis for a student at the school is eligible to serve as the President, Vice President, or

Treasurer if he or she is a member in good standing at least 14 calendar days before the nominating meeting. The Secretary must meet the same requirements as the President, Vice Presidents, and Treasurer and must also be capable of speaking and writing understandably in English and Spanish. The Spanish Language Representative must meet the same requirements as the President, Vice Presidents, and Treasurer, and must also have Spanish as his or her dominant language. The Teacher/Staff Representative must be the principal or any educator or staff member employed at the school, and be a member in good standing at the time of his or her election.

Section 5. Terms of Office. Officers and community representatives are elected for one year and may serve no more than two (2) consecutive terms in the same office. The term of office shall begin on October 1st following the election and end on September 30th.the next year. Each person elected shall hold only one officer or community representative position at a time.

Section 6. Vacancies. If there is a vacancy in the office of the president, a vice-president, selected by the departing president, or in the case that the president is unavailable or has been removed by under Section 7, by a vote of the remaining Board, will serve as president. At the next regularly scheduled meeting, a new president and vice-president will be elected. If there is a vacancy in any other office, or in one of the two Community Representative positions, members will fill the vacancy through an election at the next regular meeting.

Section 7. Removal From Office. Officers and community representatives can be removed from office with or without cause by a two-thirds vote of members present (assuming a quorum) at a regular meeting where notice of the removal vote has been given in writing to the membership at least one week prior to the meeting.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting time and space of the organization shall be decided annually at the annual meeting. The annual meeting will be held at the first regular meeting in May, or such other date as the Board will determine. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the annual meeting time and place in a flyer sent home with the students at least one week prior to the annual meeting, and by such other means as the Board may deem appropriate.

Section 2. Special Meetings. Special meetings may be called by the president, or any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 24 hours prior to the meeting, by flyer, email and phone calls, and the agenda must be set 24 hours in advance and posted publicly in a prominent

location.

Section 3. Quorum. The quorum shall be 10 members of the organization.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, community representatives, and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine matters, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held weekly, monthly, or on such other schedule as shall be determined by the board.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Article VII – Committees

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

Section 2. Standing Committees. Standing committees may be organized by the board, and may include: Fundraising, Communications, Events, Nominating, Advocacy, Outreach, Bylaws, and Finance/Budget.

Article VIII – 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 board shall approve all expenses of the organization.

Section 4. Two different authorized signatures shall be required on each check or withdrawal over the amount of \$200. Authorized signers shall include the president, vice presidents, and secretary.

Section 5. The treasurer shall prepare a financial statement annually, to be reviewed by the Audit Committee or such other committee or outside organization as the Executive Board may delegate.

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

Section 7. The fiscal year shall coordinate with the school year, and in the event of a conflict between state and federal laws and other provisions laid forth in these bylaws, the requirements of state and federal law shall apply, especially requirements for nonprofit tax-exempt status under the IRS.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws. Except that deviation from the rules may be made by the presiding officer for the purpose of encouraging full and open participation by all members present, including those unfamiliar with the rules.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretaries shall keep a record of the standing rules for future reference.

Article XI – Dissolution

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

Article XII – 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 co-secretaries at least one week prior to the meeting. Notice may be given by postal mail, email, or fax, or written messages sent home with students. Amendments will be approved by a two-thirds vote of those members present, assuming a quorum.

Article XIII – Conflict of Interest Policy

A conflict of interest policy may be adopted at a later date by amendment to these bylaws.