

BYLAWS
OF
The Portland Arthur Academy
Parent Organization

Article I - Name

The name of the organization shall be: The Portland Arthur Academy Parent Organization (PAAPO).

Article II – Objectives

1. To provide support and resources to the school for the benefit and educational growth of the children.
2. To promote and help develop a cooperative working relationship between the parents and staff of our school.
3. To foster and encourage parent participation on all levels.

Article III – Membership

Section 1. Eligibility

Membership in the organization (PAAPO) shall be limited to parents, legally appointed guardians and persons in parental relationships to students currently attending Portland Arthur Academy. Any member shall have the privilege of making motions, running for office, and serving on committees, unless otherwise stated in these bylaws.

Section 2. Donations

Donations are not a requirement for membership, voting or running for office.

Section 3. Voting Privileges

Each member of PAAPO shall be entitled to one (1) vote. Proxy voting or absentee balloting is prohibited.

Article IV – Officers

Section 1. Titles

1.1 The Core Officers of the organization shall be: President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. The organization must elect a President, One (1) Secretary and a Treasurer in order to be a functioning PAAPO. To avoid conflict of interest, no Core Officer can be related by blood or marriage.

Section 2. Term of Office

2.1 The term of office shall be from July 1 through June 30. Officers shall be elected in May for a one (1) year term beginning July 1. Eligibility for office is limited to parents, legally appointed guardians or person in parental relationships who are not employed at Portland Arthur Academy.

Section 3. Duties of Officers

3.1 President: The President shall preside over all meetings of the organization. The President shall provide leadership for its members. The President shall be one of the signatories on checks. The President or his/her designee shall represent PAAPO at pertinent meetings and serve as a liaison for PAAPO as needed. The President shall receive periodic updates from all committee chairpersons. The President shall assist with the June transfer of PAAPO records to the incoming Officers.

3.2 Vice President: The Vice President shall assist the President and carry out the Presidents duties in his or her absence or inability to serve. The Vice President shall be an ex-officio member of all committees.

3.3 Recording Secretary: The Recording Secretary shall maintain the official record of the proceedings and actions of all Core Officer and general membership meetings. The Recording Secretary shall prepare and shall make minutes available. The Recording Secretary shall maintain custody of the organization's records and reports. The Recording Secretary shall sign and incorporate all amendments into the Bylaws and ensure that copies of the amended Bylaws are on file at all applicable locations. The Recording Secretary shall assist with the June transfer of all PAAPO records to the incoming Officer.

3.4 Corresponding Secretary: The Corresponding Secretary shall be in charge of making and obtaining approval of communications for PAAPO. The Corresponding Secretary shall prepare and present a report on all correspondences sent and received at the monthly general meetings. The Corresponding Secretary shall be responsible for distribution of meeting notices. The Corresponding Secretary or his/her appointee shall be responsible for the monthly distribution of the PAAPO newsletter (Tiger Tales). The Corresponding Secretary shall assist with the June transfer of all PAAPO records to the incoming Officer.

3.5 Treasurer: The Treasurer shall be responsible for all financial affairs and funds of the organization. The Treasurer shall also be responsible for maintaining an updated record of income and expenditures and shall be one of the signatories on checks. The Treasurer shall adhere to and implement all financial procedures established by the organization. The Treasurer shall be prepared to present and provide copies of financial reports at all organization meetings. The Treasurer shall also prepare and provide an annual accounting report by the June general membership meeting. The Treasurer shall make available all books or financial records for viewing by members upon request. The Treasurer shall prepare all financial records and assist with the June transfer of all PAAPO records to the incoming Officer. The Treasurer is also a member of the

Budget Committee. The Treasurer shall prepare a year-to-date budget report to be available by the June general membership meeting.

Section 4. Election of Officers

The yearly election of Officers of the organization will be held at the May meeting.

4.1 Nominating Committee: A Nominating Committee shall be established during the February or March general membership meeting. The Nominating Committee shall consist of three to five (3-5) members to be approved by the membership. The Nominating Committee shall choose one of its members as a chairperson. No person employed at the Portland Arthur Academy shall be eligible to serve on the Nominating Committee. An eligible member of the Nominating Committee may be considered as a candidate if he/she immediately resigns from the Nominating Committee in writing. The Nominating Committee will be responsible for conducting the election process. This includes the following:

- canvassing the membership for all eligible candidates;
- preparing ballots, ballot box, tally sheets and all other materials pertaining to the election;
- determining and verifying the eligibility of all interested candidates, prior to the election;
- reporting the names of the nominated candidates during the April meeting;
- ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nominations) to be taken from the floor during the April meeting;
- reporting the names of all eligible candidates and the positions they are seeking, to the membership through the Corresponding Secretary at least two (2) weeks prior to the May election;
- ensuring that only eligible members receive a ballot for voting;
- conducting the election during the May PAAPO general meeting.

4.2 Notices: The meeting notice for the May general membership meeting shall be distributed not less than fourteen (14) calendar day prior to the date of the election. The distribution date shall appear on all notices. It shall list all candidates in alphabetical order by last name, under the office for which they were nominated.

4.3 Voting Requirements: Each member of PAAPO shall be entitled to one (1) vote. Proxy voting or absentee balloting is prohibited.

4.4 Use of Ballots:

- A written ballot must be used in all elections and must be filled out in pen.
- Names of the candidates shall appear on the ballot in alphabetical order by last name, under the title of the office for which they were nominated.
- Ballots shall be distributed once voter eligibility has been established.
- The elections shall be conducted during the general membership meeting at a time that encourages maximum member participation.
- Ballots shall be counted immediately following the election in the presence of the members.
- Election to office requires a simple majority of votes cast.
- Ballots shall be retained for six (6) months in the lock box and shall be destroyed at or after the sixth (6th) PAAPO meeting.

Section 5. June Transfer of Records

The outgoing PAAPO Officer shall arrange for the orderly transfer of records and information of PAAPO, which shall include an overview of all transactions for the school year, to the incoming Officers.

Section 6. Vacancies

In the event of a vacancy of the President, the Vice President shall succeed. In the event of a vacancy of another Core Officer, a special expedited election must be held to fill those vacancies. Officers who wish to resign their positions once an election has been certified, must do so in writing to the Corresponding Secretary, and at the same time, shall turn over all records to the Corresponding Secretary. In the event of the resignation of either secretary, he/she must transfer all records to the President.

Section 7. Special Expedited Election Process

Special expedited elections shall be held to fill vacancies of the Core Officers in the event they cannot be filled through succession. The Officers shall be responsible for announcing vacancies in any or all of the Core Officer positions. Vacancies must be announced to the general membership at least forty-eight hours prior to holding a special election to fill the vacancy. Officer vacancies can be filled at a special meeting provided there has been a written notice distributed to the membership, not less than five (5) calendar days prior to the date of the special election meeting.

Section 8. Cause For Removal

8.1 Nonattendance: Any Officer who fails to attend three (3) consecutive meetings can be removed from office by recommendation of the Core Officers, or a motion from a member during any general membership meeting. The motion must be approved by a two-thirds (2/3) vote of the general membership present. The Officer shall be given the opportunity to submit, in writing, an explanation showing good cause to explain his/her reason for not attending these meetings for the membership's consideration. In all instances the organization's notice and agenda must cite that a vote will be taken by the membership as a corrective action against an Officer.

8.2 Misconduct or Neglect of Duty: Officers accused of misconduct or neglect of duty may be removed only after a motion to appoint a Review/Audit Committee is presented by a PAAPO member during any general membership meeting. The motion must be approved by a simple majority vote of the general membership present.

- The Review/Audit Committee must consist of a minimum number of three (3), and a maximum of seven (7), with the total number not being even.
- The majority of the Review/Audit Committee must be comprised from the general membership. The Officer(s) against whom charges are being contemplated may not serve on the Review/Audit Committee, or relatives of this Officer.
- The Review/Audit Committee must investigate, examine and obtain all relevant documents, which can include all relevant financial documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent facts and information must be considered by the

Committee. The Officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and witnesses.

- The Review/Audit Committee has the authority to appoint a secretary to keep and manage all records regarding the investigation.
- The Committee must present its findings and recommendations during a general membership meeting within a period not to exceed seventy (70) calendar days from the date of the establishment of the Review/Audit Committee. The organization's notice and agenda must cite that a vote will be taken by the membership regarding disciplinary action. The general membership shall then vote to remove or absolve the Officer(s), by a simple majority vote of the members present.

Article V – Meetings

Section 1. General Membership Meetings

1.1 A general membership meeting of the organization shall be held once a month. The date and time shall be voted on by the incoming Core Officers at the June general membership meeting. This date may be amended if necessary by a majority vote of the members at a general membership meeting. If this date falls on a school holiday, the meeting shall be on the same day on the following week. These meetings shall be held from September through June.

1.2 All eligible members may attend and participate during general membership meetings and may speak to agenda items.

1.3 Observers and guests may speak and otherwise participate, if acknowledged by the President.

Section 2. Order Of Business

The order of business at meetings of the organization unless changed by the Officers, shall be:

- Call to order
- Approval of agenda
- Reading and approval of minutes
- Treasurer's report
- President's report
- Committee reports
- Unfinished business
- Speakers
- New business
- Announcements
- Adjournment

Section 3. Quorum

A quorum shall consist of one (1) general member more than the number of Core Officers present, in order to conduct official organization business.

Section 4. Minutes

Minutes of the previous general or special membership meeting shall be available in written form for approval at the next general membership meeting.

Section 5. Core Officer Meeting

Core Officers shall meet as needed for the business of the organization.

Section 6. Special Membership Meetings

6.1 A special membership meeting shall be called to deal with a matter(s) of importance that cannot be postponed until the next general membership meeting. An Officer may call a special membership meeting with a minimum of forty-eight (48) hours written notice to members, stating what the topic of the meeting will be.

6.2 In addition, upon receipt of a written request from five (5) organization members, an Officer must call a special membership meeting within five working days of the request and with forty-eight (48) hours written notice to members, stating what the topic of the meeting will be.

Article VI – Committees

Section 1. Committees

1.1 Committees may be formed at any time as needed. Committees, to be formed, must be voted on at a general membership meeting by a simple majority. Committees may consist of members or Officers with the Vice President acting as ex-officio member of all committees, with a minimum of three (3) to form the committee. The Vice President will be given the name of the committee chairperson. Committee members are selected from volunteers.

Section 2. Standing Committees

Standing committees shall follow the regulations as stated in Article VI, section 1, 1.1 with the exception of the Budget committee.

2.1 Budget Committee: See Article VII, Section 4.

2.2 Family Involvement Committee: Shall be responsible for encouraging member participation, outreach, and recruitment, and welcoming new families throughout the school year.

2.3 Fundraising Committee: Shall be responsible for choosing and planning fundraising activities as approved by the membership.

2.4 Library Committee: Shall be responsible for maintaining and operating the PAAPO Library.

2.5 Field Trip Committee: Shall be responsible for researching and planning field trips for the student body within budget restrictions.

2.6 Inventory Committee: Shall be responsible for inventorying PAAPO items and supplies and maintaining a list of items and shall maintain the uniform exchange.

2.7 Bylaws Committee: Shall be responsible for reviewing the Bylaws every year.

Article VII – Financial Affairs

Section 1. Fiscal Year

The fiscal year of the organization shall run from July 1 through June 30.

Section 2. Issuing/Signing Checks

Checks shall be issued only when an approved check request or reimbursement expense form has been prepared. The Treasurer will review check requests and prepare appropriate payments. The President and Treasurer shall be authorized to sign checks. Signatories shall not be related by blood or marriage.

Section 3. Credit/Debit Cards

The Portland Arthur Academy Parent Organization (PAAPO) shall not have use of a debit or credit card for group use at any time.

Section 4. Budget Committee

4.1 The Budget Committee shall consist of at least five (5) members with no more than two (2) being Officers. One of the Officers shall be the Treasurer of the organization. The Committee shall be responsible for:

- Preparing a proposed budget for adoption by the membership, by the June general membership meeting.
- Having copies of the proposed budget available for review by the members, a minimum of two (2) weeks prior to the April general membership meeting. A simple majority vote will be needed to approve the budget.
- Reviewing bank statements quarterly.

4.2 The budget may be amended by vote of a simple majority of the members present at a general membership meeting.

4.3 The Core Officers are authorized one annual emergency expenditure not to exceed \$100.00 with four fifths (4/5) approval by the Core Officers. The emergency expenditure must be explained to the membership at the next general membership meeting.

Section 5. Financial Accounting

5.1 PAAPO shall expend monies only in support of activities or materials that support the purposes of PAAPO as set forth in Article II.

5.2 The Treasurer shall prepare and provide copies of the Budget Report, including all income and expenditures, to be presented and reviewed at the monthly general membership meeting.

5.3 The Treasurer shall be responsible for all monies of the organization and shall keep accurate records in a form consistent with these bylaws. At least two unrelated members shall collect, count and record all monies. Counting shall be done at the school or event site and deposited into the lock box. The Treasurer or President shall transport all funds to the bank, and bank deposit slips shall identify the source of all monies deposited. The Treasurer or President shall make all authorized disbursements and shall, within two (2) business days thereof, deposit all monies of the organization in a responsible banking institution selected by the organization. All records of the organization including checkbooks, ledgers, cancelled checks, invoices, receipts, etc., shall be maintained and secured by the Treasurer. All records shall be made available for inspection within five (5) business days.

Article VIII – Parliamentary Authority

All procedural questions not covered by these Bylaws shall be governed by *Roberts Rules of Order Newly Revised*, provided they are not inconsistent with law, policy, regulation and these Bylaws.

Article IX – Standing Rules/Procedures

Standing Rules/Procedures may be implemented by the general membership, and the Recording Secretary shall keep a record of the Standing Rules/Procedures for future reference.

Article X – Dissolution

The Organization may be dissolved with a fourteen (14) day written notice and a two-thirds (2/3) majority vote of those present at the general membership meeting. The distribution of PAAPO's assets shall be voted on by the membership and decided by a simple majority vote of the members present at a general membership meeting.

Article XI – Amendments

These Bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting. A fourteen (14) day calendar notice with the Bylaw changes shall be required prior to the general membership meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A review of these bylaws shall be conducted every year until voted on otherwise.

These Bylaws as set forth above have been voted on and approved by the membership. The most recent amendment(s) was/were approved, in accordance with the provisions of Article IX, at the membership meeting held on.

(Month) (Day) (Year)

Signed By:

President

Vice President

Treasurer

Recording Secretary

Corresponding Secretary

