

# BYLAWS OF MACDONALD MIDDLE SCHOOL PARENT COUNCIL

Adopted September 2013

## ARTICLE 1- NAME, OFFICES AND OBJECT

### Section 1— Name

The organization shall be known as MacDonald Middle School Parent Council, also known as the 'Parent Council' or "MMSPC".

### Section 2— Offices

The principal offices of the MacDonald Middle School Parent Council shall be located at *MacDonald Middle School*, at 1601 Burcham Drive, East Lansing, Michigan. The Board of Directors of the Parent Council ("Board") shall have the power and authority to establish and maintain other offices at any other location(s) within the State of Michigan as the business of the Parent Council may require.

### Section 3— Purpose and Policies

a. The Parent Council is organized and shall be operated exclusively for purposes described in Section 501 (c) (3) of the Internal Revenue Code.

b. The purposes for which the Parent Council is operated are:

(i) to promote, support, and enhance the education, safety, health, recreation and social opportunities provided to students at MacDonald Middle School;

(ii) to promote and encourage communication among MacDonald Middle School students, parents, teachers, administrators, the community, the East Lansing Board of Education and concerned individuals;

(iii) to provide volunteer and financial support for MacDonald Middle School activities;

(iv) to formulate positions on issues, which may directly affect MacDonald Middle School and its pupils.

c. The Parent Council shall be non-commercial, non-sectarian, and non-partisan. Council Board officers and other members shall not use the Parent Council to endorse any enterprise or candidate.

## ARTICLE II— MEMBERSHIP

### Section 1— Membership

All parents or guardians of students enrolled in MacDonald Middle School are voting members of the Parent Council as outlined in Article IV.

## Section 2— Membership Fees

The Board may fix an amount as fees or dues, which members pay initially or periodically. If fees or dues are so authorized, the Board shall establish and implement procedures for collections.

## ARTICLE III— BOARD OF DIRECTORS (the "Board"), *ELECTION AND DUTIES*

### Section 1— General Powers

The business and affairs of the Parent Council shall be managed by the Board. *The Board shall:*

- (a) Have power to transact the general business of the Parent Council between Parent Council meetings;*
- (b) Approve a place of deposit for the money of the Parent Council;*
- (c) Formulate policies and positions on any subject relevant to the welfare of the Parent Council and submit such position to the appropriate agencies*

### Section 2— Officers of the Board

The number of positions for the Board shall be at least five (5) members and no more than six (6) members. The Board shall consist of President, Vice-President, Volunteer Coordinator, Secretary and Treasurer. 2 persons may share the President or Vice-President position.

### Section 3— Duties of Board Members

*a. President:* The President shall be the chief executive and administrative officer of the Parent Council and shall have all powers and duties generally customarily held by like officers of similar Councils. These duties include but are not limited to: presiding over all meetings of the Parent Council; represent MMS on the East Lansing School District Parent Council or designate another member to be their representative; authorize conveyances, contracts or other obligations on behalf of the Council except as otherwise required by law or where such responsibilities are expressly designated to another member of the Parent Council, and any other such duties as designated for this position. Any contract entered into by the President shall be co-signed by an additional board member.

*b. Vice President:* The Vice President shall, in the absence of the President, exercise the duties and powers of the President and shall perform such other duties as designated for this position.

*c. Secretary:* The Secretary shall attend all meetings of the Board and maintain a record of all votes and the minutes of all meetings. The Secretary shall provide notice of all meetings of the Board for which notice may be required; shall conduct the correspondence of the Parent Council and the Board; and shall perform such other duties as designated for this position.

*d. Treasurer:* The Treasurer shall have custody of the funds and securities of the Parent Council and shall keep full and accurate accounts of receipts and disbursements manage the parent council budget and money deposits and distribution; process and track teacher grant requests; provide a monthly accounting of the Parent Council's financial activity at

each Council meeting and an annual accounting at the first meeting of the new fiscal year; file and retain necessary organizational tax documents; and shall perform any other such duties as designated for this position.

*e.* Volunteer Coordinator: The Volunteer Coordinator shall compile volunteer data and distribute volunteer information to the parent council, committee chairs and school parents, shall coordinate nominating process for Board positions, and perform any other such duties as designated for this position.

#### Section 4 Board Decisions

An affirmative vote of not less than a majority of the members of the Board shall be required for any official action of the Board.

#### Section 5 — Board Term and Elections

*a.* Board members shall be elected at the annual meeting. The election shall be by majority vote of all voting members present. The election shall be by paper ballot only if there are more nominees than available Council Board positions.

*b.* All candidates for the Board must be voting members or upcoming voting members of the Parent Council.

*c.* Board members shall serve a term of one year, commencing at the start of the fiscal year, unless otherwise approved.

*d.* Any Board member may resign by providing written notice to the Board. A successor shall be appointed by the members of the Board as soon as reasonably possible.

*e.* All Board members upon resigning or being removed from office, or at the expiration of their term, shall deliver records belonging to the Parent Council to their successor or to Council records storage.

#### Section 6 — Vacancies

Any vacancy occurring on the Board may be filled at a meeting by the affirmative votes of a majority of the remaining members of the Board. A member elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor in office.

#### Section 7 —Removal

Any Board member or agent may be removed by the affirmative vote of two-thirds majority of the remaining Parent Council whenever in its judgment the best interests of the Association will be served thereby, by such removal shall be without prejudice to the contract right, if any, of the person so removed. Election or appointment of a Board member or agent shall not of itself create contract rights.

### ARTICLE IV — COMMITTEES

#### Section 1- Standing Committees

Standing Committees of the Parent Council are outlined in the annually updated Committee Description Form. These committees are required by the Board to promote the objectives and interests of the Parent Council.

## Section 2 — Special Committees

The Board President may create such special committees as required by the Board to promote the objectives and interests of the Parent Council.

## Section 3—Appointed Parent Council Committee Positions

The Board may appoint coordinators for special committees who would, by nature of the position, handle sensitive documents or information. Such chairs may include but are not limited to Events Treasurer, Fundraising Drive Coordinator and District Parent Council Representative.

## Section 4— Committee Chair Selection and Duties

Committee Chair Selection: Committee chair positions will be filled on a self- submission basis. Committee Chair Duties: Committee chairs are responsible for communicating with their committee volunteers and with the parent council. A continuing file for each committee shall be maintained and given at year end to his or her successor.

# ARTICLE V — MEETINGS

## Section 1— Annual Meeting

The annual meeting of the membership shall be held at the first regularly scheduled May meeting for the purpose of electing Board members and to conduct such other business as may properly be brought before the meeting.

## Section 2— Regular Meetings

Regular meetings of the Parent Council shall take place monthly, on a day and time determined by the Board no later than the September regular meeting. A notice of each meeting shall be given to members at least one (1) week prior to the date of each regular meeting. The purpose of the meetings shall be the transaction of business as may properly be brought before the meeting.

## Section 3— Special Meetings

Special meetings of the Board or Parent Council shall be called by the President of the Board, at the request of any two (2) Board members, or at the written request of at least twenty (20) members of the voting membership. The request shall state the purpose or purposes for which the meeting is to be called. Notice to membership shall be given at least three (3) days before the date of any special meeting.

## Section 4—Quorum and Voting

- a.* A quorum is needed for all voting actions of the Parent Council. A majority of the members of the Board constitutes a quorum for the purpose of conducting business.
- b.* Voting actions should include but not be limited to approval of official documents or changes to said documents, such as bylaws and budget; non-budgeted expenditures; amendments to Parent Council governing structure and Board election.
- c.* Meetings and voting by the use of telephone or Internet shall be permissible. When an action is to be taken, all Council Board members shall be notified, and the action may be authorized by a majority of the Board.

## Section 5 — Notice

- a.* Any notice required by statute or by these Bylaws to be given to the Board, unless

otherwise provided herein or by law, shall be sufficient if given by Board member by electronic communication at his/her last email address or phone number on the records of the Council, and such notice shall be deemed to have been given at the time of such mailing.

*b.* Any notice required by statute or by these Bylaws to be given to Parent Council members, unless otherwise provided herein or by law, shall be sufficient if given in a timely manner by (i) posting said notice and making pertinent materials available with the school secretary, and (ii) sending home a electronic communication that students receive for delivery to their parents and guardians.

## ARTICLE VI — FISCAL YEAR

The fiscal year of the Parent-Council shall: begin on the first day of July of each year and end on the 30<sup>th</sup> day of the following June.

## ARTICLE VII — AMENDMENTS

These bylaws may be adopted or amended by the affirmative vote of a majority of the Board members at any regular or special meeting of the Board, provided the proposed amendments have been submitted in writing at a Parent Council meeting and provided that the membership has received written notice of the proposal to amend the bylaws and the proposed amendments have been posted at the school for inspection five (5) school days prior to the meeting. Bylaws shall be effective at the close of the meeting at which they are adopted.

## ARTICLE VIII — USE OF FUNDS AND DISSOLUTION

The Parent Council shall use its funds only to accomplish the objective and purposes specified by these Bylaws and the Articles of Incorporation, and no part of such funds shall inure, or be distributed to any member or director of the Association.

In the event of the liquidation or dissolution of the Parent Council, whether voluntary or involuntary, no member or director shall be entitled to any distribution or division of its remaining assets, and the balance of all money and other property received by the Association from any source, after the payment of all debts and obligations of the Association, shall be distributed to such public charities qualified under Section 501(c) (3) of the Internal Revenue Code as tax-exempt exclusively for the purposes set forth in Article II of the Articles of in Association and within the intent of Section 501 (c) of the Internal Revenue Code, and the Regulations thereunder, as they now exist or are hereafter amended as shall he designated by the Board.

## ARTICLE IX — PARLIAMENTARY AUTHORITY

The rules of parliamentary practice comprised in Roberts Rules of Order Revised shall govern the proceedings of the Parent Council except when they conflict with the special rules, which have been or may be adopted.