

# **Towne Meadows Wolf Pack Organization Bylaws**

## **Article I: NAME**

The name of the Organization is the Towne Meadows Wolf Pack.

## **Article II: ARTICLES OF ORGANIZATION**

The Articles of Organization shall include:

1. The bylaws of such Organization.
2. The Articles of Incorporation of the Organization.
3. The Standing Rules of this Organization.

This Organization is organized exclusively for charitable purposes under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **Article III: OBJECTIVES**

1. The objectives of this Organization are developed through committees, projects, and programs and are governed and qualified by the basic policies set forth in these Articles.
2. The objectives of this Organization are:
  1. To promote the welfare of students at Towne Meadows Elementary School ("TME").
  2. To foster a closer relationship between the students' homes and the school by informing Membership regarding issues directly related to the school community.
  3. To raise, collect, and expend funds for extra materials, programs, and events in addition to what is provided by the district as determined by the Organization.
  4. To assist in the organization of a volunteer program as deemed beneficial to the students.

## **Article IV: BASIC POLICIES**

1. This Organization shall be non-commercial, non-sectarian and non-partisan.
2. This Organization shall work with the students and school administration and staff to help support quality education for all students.
3. This Organization shall work with the school administration, faculty, and students in an effort to provide quality experiences and activities for all Members of the school community, without interfering with the administrative activities of the school or attempting to control its policies.
4. This Organization shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office (including the publishing or distribution of statements).
5. The records of this Organization are open for public review and will be made available upon written request. This "Wolf Pack Book of Record" should contain:
  1. The original bylaws, revised bylaws, and any amendments to the bylaws.
  2. Minutes of General, Special, and Board Meetings.
  3. Current Standing Rules of the Organization.
  4. Operating budget, and financial reports.
6. All monies received by the Organization shall be used in accordance with the objectives of this Organization and the approved budget.
  1. All expenditures must be approved by the Board prior to monies being spent in order to qualify for reimbursement.
  2. Items purchased with Organization funds cannot be loaned, rented, or permanently removed from campus. Old, obsolete, or broken equipment may be disposed of by the Board after notification to the General Membership.

## **Article V: MEMBERSHIP**

Membership in this Organization shall be available to parents, guardians, school staff, other adults standing in loco parentis for a student at the school, and other interested adult community members who are willing to uphold the Articles of this Organization. General Membership in this Organization shall be made available regardless of race, color, creed, or national origin.

The Board will establish how Members enroll and whether dues will be required to be paid via the current Standing Rules. Enrolled Members may serve on committees, run for office, and participate and vote on actions in General Meetings as outlined in these Articles.

The Principal of Towne Meadows may be an ex-officio (non-voting) member, and may act in an advisory capacity only. The Principal and school staff cannot be Officers of the Organization, or signers on any bank accounts.

## **Article VI: ELECTION OF OFFICERS**

1. Officers of this Organization, herein referred to collectively as "The Board," will consist of the elected offices of:
  1. President
  2. Three (3) Vice Presidents
  3. Treasurer
  4. Secretary
2. Officers shall be elected at a General Meeting after nomination. Nominations may be made from the floor. Verbal notice at the time of nomination must be given if an Officer has previously occupied any office in the last year.
3. Voting will be done by ballot, unless there is but one (1) candidate running and then a voice vote may be taken to elect the new Officers, unless Members move to continue with the vote by ballot.
4. The term of an elective Officer shall be one (1) year. The election shall be held in the spring and the newly elected Officers shall assume office at the end of the fiscal year.
5. A candidate can be elected to the same office not more than two (2) consecutive years. After two (2) consecutive years, if no other person is willing to run for the office, the current Officers may continue to serve for an additional year. An Officer who has served for more than 6 months shall be deemed to have served a full term in office.
6. No Officers may be from the same household during the same term. No member may hold more than one office.
7. If a vacancy occurs in an office, the remaining Officers shall assume that position's responsibilities until such time as a replacement is nominated and voted into office at a General Membership Meeting.
8. Officers may be removed from office, with or without cause, by a two-thirds ( $\frac{2}{3}$ ) vote of the Members present at a General Membership Meeting after being provided ten (10) days written notice.
9. When an Officer fails to attend three (3) consecutive Board Meetings without adequate cause, the Board may, by a two-thirds ( $\frac{2}{3}$ ) vote, declare the office vacant.
10. Any Officer may resign at any time by sending written notice of such resignation to the Organization. Acceptance of the resignation is not necessary to make it effective.

## **Article VII: DUTIES OF THE BOARD (Officers)**

The duties of the Board shall be to:

1. Be versed in, adhere to, and communicate the Articles of the Organization.
2. Be versed in and ensure the Organization follows Robert's Rules, school and district policies, as well as all applicable local, state, and federal laws. Ensure all required paperwork is properly filed and retained as required by law.

3. Transact necessary business in the intervals between General and Board Meetings in fulfillment of the objectives and policies in these Articles. Any actions approved outside meetings must be added to the next Board Meeting minutes.
4. Be authorized to sign checks of the Organization.
5. Create committees, appoint chairpersons, oversee committees, and serve on committees so that the objectives and policies of the Organization may be promoted. Ensure committees act in accordance with the policies of the Organization.
6. Report on activities and plans at General Meetings.
7. Create and propose an operating budget for the school year to be approved by the General Membership, and submit any amendments throughout the year to the General Membership for approval.
8. Ensure the financial records are reviewed annually by an outside and / or uninterested party.
9. Hold Board Meetings, call for General and Special Meetings, and chair meetings as needed.
10. Create, amend, and uphold the Standing Rules of this Organization as approved by the General Membership. Such Standing Rules must not conflict with these Bylaws. In the case of conflict the Bylaws will supersede the Standing Rules.
11. Review the bylaws by August 31<sup>st</sup> annually.
12. Never represent a vendor or other interest working with this Organization without the approval of the rest of the Board.
13. Obtain and maintain social media accounts and / or websites as approved by the General Membership in fulfillment of Organization objectives.

The specific duties of the elected Officers shall be to:

**1. President**

1. Ensure an agenda is prepared for and chair Board and General Meetings.
2. Act as the liaison between this Organization and the Principal.
3. Be a member ex-officio of all committees.
4. Break any tie vote at a Board, General, or Committee Meeting.
5. Be responsible for ensuring the annual corporation documents and tax forms are filed.
6. Ensure the other Officers are fulfilling their duties.
7. Perform any such duties as may be assigned.

**2. Vice President (s) - may be up to three (3) during one term**

1. Serve as Acting President for tax and banking purposes if the office becomes vacant and until it can be filled.
2. Perform any such duties as may be assigned.

**3. Secretary**

1. Record the minutes of General, Special, and Board Meetings and distribute to the Board and/or Membership in a timely manner.
2. Maintain the Wolf Pack Book of Record, including records of volunteers, meeting minutes, etc.
3. Take notes of actions without a meeting and add to the minutes of the next Board Meeting for approval.
4. Perform any such duties as may be assigned.

**4. Treasurer**

1. Be responsible for establishing and/or maintaining a checking account and/or other accounts as determined by the Board. Including, but not limited to, re-ordering checks and making deposits as needed.
2. Be responsible for collecting and counting all funds collected at Organization events with another Officer or unrelated volunteer.
3. See that checks or vouchers are properly signed by two (2) persons.

4. Be responsible for issuing payments for previously approved expenses.
5. Reimburse Members when they use their own money to pay for authorized items upon documentation and in a timely manner.
6. Be responsible for making an itemized monthly financial report of all income and expenses.
7. Report on financial activities at Board and General Meetings as requested.
8. Comply with an end-of-year financial review of the finances and records, which shall be arranged by the Board.
9. Assist with filing all tax forms of the Organization.
10. Perform any such duties as may be assigned.

## **Article VIII: MEETINGS**

### **1. Board Meetings:**

1. Meetings may be held as deemed necessary.
2. Meetings shall be closed, except upon invitation by the Board.
3. A majority of the Board must be present for votes or actions to be taken.

### **2. General Membership Meetings:**

1. General Membership Meetings will be held at least semi-annually, to approve the budget and Standing Rules, for elections, communication, and other Organization business.
2. Meetings shall be open, and notice must be provided at least ten (10) days prior. A draft of any document(s) that is to be voted upon must be provided at least ten (10) days prior to the meeting.
3. Only enrolled Members shall be able to vote on Organization business at Membership Meetings.
4. Voting will be limited to one (1) vote per household. A quorum is established by those Members in attendance.

### **3. Special Meetings of the General Membership**

1. Special Meetings to address time sensitive issues may be called by the Board. Five (5) days notice must be provided to the General Membership.
2. A minimum of fifteen (15) Members may petition for a Special Meeting in writing, detailing the purpose, which the Board must grant with ten (10) days of petition.

### **4. Action without a Meeting:** The Board may conduct business via telephone conferencing, text or email on needed items between meetings. Electronic voting shall be conducted in the following manner:

1. All Officers must be notified of the motion.
2. A 24-hour period shall be allotted for response and discussion.
3. After the 24-hour period, or once all have responded, the President may call for the vote.
4. The motion needs a two-thirds ( $\frac{2}{3}$ ) majority vote to pass.
5. All votes must be documented and added to the minutes of the next Board Meeting for official approval.

## **Article IX: FISCAL YEAR**

The fiscal year of this Organization shall begin July 1<sup>ST</sup> and end on June 30<sup>th</sup>.

## **Article X: AMENDMENTS**

1. The bylaws may be amended or revised only at a General Meeting of this Organization by a two-thirds ( $\frac{2}{3}$ ) vote of the Members present at the meeting.
2. When a revision of the bylaws in their entirety is being considered, a committee may be appointed by the Board to submit a revised set of bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

3. Notice of a vote on an amendment or revision, and the text of the amendment or revision, must be provided to the General Membership at least ten (10) days in advance of the General Meeting at which the vote will be taken.
4. These bylaws shall remain in effect for the life of the Organization or as such time as they have been revised or amended.

#### **Article XI: DISSOLUTION**

In the event of the dissolution of the Organization, after paying or adequately providing for its debts and obligations, its assets shall be 100% distributed to Towne Meadows Elementary School, in accordance to the objectives of the Organization.

#### **Article XII: DISTRIBUTION OF RESOURCES**

In the event school attendance boundaries change and the Membership is divided, a fair and equitable amount of funds and resources may be divided among the schools as set forth by the Board and approved by the General Membership.

#### **Article XIII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

#### **PROVISIO I:**

*After the 2019-2020 school year the number of Vice-Presidents shall be reduced from three (3) to two (2) and the by-laws shall be amended accordingly. Elections for the 2020-2021 school year shall reflect this change.*

These bylaws were adopted by the General Membership on September 17th, 2019 and replace and supersede all previous such documents.