

BYLAWS

CR Anderson Middle School Parent Council

Article I – Name: The name of the organization shall be the CR Anderson Middle School Parent Council.

Article II – Purpose: The CR Anderson Middle School Parent Council is organized for the purpose of supporting and enhancing the educational experiences of students at CR Anderson School in Helena, Montana, by:

- Providing an organization through which parents/guardians, faculty, school staff, and community members can work cooperatively;
- Providing financial support for educational, social and recreational programs and materials funded outside of the annual Helena School District budget.

Article III – Members

Section 1. All parents/guardians of current students at CR Anderson Middle School are automatic members and shall have voting privileges.

Section 2. The Principal shall be deemed a member of CR Anderson Middle School Parent Council.

Section 3. Faculty/staff members and a student representative shall be welcome to participate in CR Anderson Middle School Parent Council, but do not have voting privileges.

Section 4. Members of the community who wish to support the purpose and mission of the CR Anderson Middle School Parent Council are also welcome to attend meetings, but do not have voting privileges.

Section 5. Dues are not required for membership.

Article IV – Officers and Elections

Section 1. Officers. The Officers shall be a Chair, Chair-Elect, Secretary, and Treasurer. The officer positions of this organization may be co-chaired at the Board’s discretion by no more than two people. In the event a position is co-chaired by two people, each person will have individual voting privileges.

A. Chair: The Chair shall:

1. Preside at all meetings of the organization;
2. Prepare a monthly agenda for meetings with enough copies for officers and the principal, with a posting for remaining meeting participants;
3. Perform such other duties as may be prescribed in these bylaws or assigned by the organization;
4. Be a member ex-officio of all committees, except the nominating committee;
5. Coordinate the work of the officers and committees of the organization in order that the purposes may be promoted;
6. Keep a record of past activities to pass on to future Chair.

B. Vice-Chair: The Vice Chair shall:

1. Assist the Chair and perform the duties of the Chair in his/her absence or inability to serve.

C. Secretary: The Secretary shall:

1. Record the minutes of all meetings of the organization;
2. Maintain copies of all agendas and minutes;
3. Have a current copy of the bylaws;
4. Maintain a list of all members attending meetings;
5. Perform other delegated duties as assigned.

D. Treasurer: The Treasurer shall:

1. Receive all funds of the organization and make disbursements as authorized by the Chair, executive board, or organization under the following guidelines:
 - Amounts under \$25 – one (1) of the following authorizations: Chair, Vice-Chair
 - Amounts between \$25-\$100 – two (2) of the following authorizations: Chair, Vice-Chair, Secretary
 - Amounts over \$100 – authorization requires majority vote of the members of the organization unless deemed an emergency, then a majority (3 or 4) of the executive officers.
 - Request for payment vouchers must be submitted, with receipts, and signed by two board members, the Treasurer and the Chair or Chair-Elect.
2. Draft a tentative budget in the fall for each school year to be used as a discussion piece for approving expenditures (expenditures for the school year will be approved based on the above thresholds).
3. Keep a full and accurate account of income, expenditures and account information on a monthly basis.
4. Prepare a monthly financial statement to be presented at each meeting. As well as a year-end financial statement, to be audited if expenditures exceed \$25,000.
5. Be responsible for paying the annual Business Registration fee with the MT Secretary of State's office and completing the required Federal tax filings.

E. All Officers (Executive Board): All officers shall:

1. Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
2. Create standing and special committees;
3. Approve the plans of work of the standing and special committees.
4. Upon expiration of their term of office or in the case of resignation, each officer shall immediately turn over to the Chair all records, books, and other materials pertaining to the office, and shall return to the Treasurer all funds pertaining to the office.

Section 2. Nominations and Elections. Elections will be held in the May meeting. The nomination committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. Ballots shall be tallied by two school personnel. If only one school personnel is present, the Secretary may help tally votes.

Section 3. Eligibility. All members are eligible for officer positions. The Secretary position may be filled by a CR Anderson faculty/staff member.

Section 4. Term of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. The Secretary position, if held by a CR Anderson faculty/staff member, is not subject to this two year limitation.

Section 5. Vacancies. If there is a vacancy in the office of Chair, the Vice Chair is expected to step into the role of Chair. If the Vice Chair is not able to serve as Chair, other members may be considered. At the next regularly scheduled meeting, a new Vice Chair will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V - Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the third Wednesday of each month during the school year at 12:00 p.m., or at a time and place determined by the Executive Board at least one month before the meeting.

Section 2. Special Meetings. Special meetings of the organization may be called by the Chair or by a majority of the Executive Board with seven (7) days advance notice given to the members.

Section 3. Annual Meeting. The annual meeting shall be in May.

Section 4. Quorum. At least two (2) officers and three (3) members shall constitute a quorum for the transaction of business in any meeting of the organization.

Article VII – Committees The Executive Board may create such standing committees as it may deem necessary to promote the Purposes and carry on the work of the organization. The chairs of standing and special committees shall be selected by the officers of the organization. The term of each chair shall be one (1) year or until the selection of a successor.

Article VIII – Finances

Section 1. The fiscal year shall begin July 1 and end June 30.

Section 2. Checks for expenditures will be written and signed by the Treasurer or principal.

Checks for expenditures related to school funding requests will be issued to CR Anderson Middle School (not the individual teacher) and given to the CR Anderson school secretary. The school secretary is to process the check through the Central Business office, who will cut a check to the teacher in the same amount.

Section 3. Chair will cross reference payment vouchers with the check ledger at the end of each month/school year.

Section 4. No part of the net earnings of the organization shall be used to the benefit of its members or officers or other private persons except that the organization shall be allowed to pay reasonable compensation for services rendered and to make payments and distributions. Exception for special situations is permitted by Parent Council approval through a vote.

Section 5. In the event of dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to CR Anderson Middle School, for the school to use in a manner that is consistent with these bylaws.

Article IX: Review, Revisions and Amendments

Section 1. These bylaws shall be made available on the CR Anderson Middle School website by the Secretary in September of each year.

Section 2. Annually, the Chair-Elect and the Secretary shall review and revise, as necessary, the bylaws. Revisions shall be presented and approved by May of each year. These bylaws must be approved by a two-thirds (2/3) vote of the members present and voting, provided that notice of the revision has been given at the previous regular meeting.

Section 3. 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 Secretary.

Article X – Dissolution - The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Created: February 21, 2017

Approved: _____