

Perrydale Parents Club

By-Laws

Adopted by the governing body on May 4, 2006
Amended by the governing body on May 5, 2008
Amended by the governing body on June 14, 2012

Article I

- A. Name.** The name of and physical location of this organization shall be Perrydale Parents' Club (PPC), Perrydale School District, 7455 Perrydale Rd., Amity, Oregon 97101. The mailing address shall be: PO BOX 305, Dallas, OR 97338

Article II

- A. Mission.** The mission of the Perrydale PC is as follows:
1. To nurture the relationship between home and school so that parents and teachers may cooperate intelligently in the education of the child.
 2. To enhance the educational and extracurricular facilities and opportunities for the students of Perrydale School District that is not otherwise provided for in the school budgets.
 3. To foster positive school/community relationships through fundraising and family/community activities.

Article III

- A. Membership.** The membership of Perrydale PC shall be:
1. All parents and/or legal guardians of students who currently attend Perrydale School.
 2. All current faculty and staff.
 3. All alumni, family, friends of Perrydale School.
 4. All members shall be Voting Members at the attendance of their second meeting within the last 24 months. Voting Members shall have the right to vote on all issues before the membership, to elect officers and to hold office. All members shall have the privilege of making motions and serving on committees.

Article IV

- A. Officers.** The Officers of the Perrydale PC shall consist of a President, Vice President, Treasurer, Secretary, and Hospitality Chairperson. All Officers shall be members of the Executive Committee, which may, on occasion, hold meetings separate from General PC Meetings. Officers shall:
1. Give final approval of all fundraisers, activities and services to be provided during the current school year.
 2. Set the calendar in the Summer for the upcoming school year.
 3. Have one vote.
 4. Approve the budget and financial report monthly
 5. Deliver all appropriate records to the President.
 6. Attend all General and Executive Committee meetings.
 7. Perform the duties set forth below.

B. Officers' Duties: The duties for each position are as follows:

President: The President shall be the principal executive officer of the organization and shall:

- a. Supervise and control all of the activities of the organization.
- b. Preside at all meetings of the organization or appoint another officer to act in their absence.
- c. Vote only in the case of a tie in the vote of the Executive Committee or General Membership
- d. Coordinate the work of the officers and be a standing member on all fundraising and activities committees.
- e. Be a check signer with the treasurer.
- f. Be the direct contact to the school and its administration.

Vice-President The Vice President shall:

- a. Assist the President and perform the duties of the President in the absence or disability of the President to act.

Treasurer: The Treasurer shall:

- a. Have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable from all sources.
- b. Deposit such funds in such banks or other organizations as are selected by the Committee. The Treasurer and the President shall be the two signatories on these accounts.
- c. Make disbursements as authorized by the membership in accordance with the budget adopted by the membership.
- d. Present a financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee; and shall make a full written report at the end of the current school year.

Secretary: The Secretary shall:

- a. Record the minutes of all meetings of the organization and of the Executive Board Committee.
- b. Post the minutes to the PPC School Bulletin Board and have copies available for the attendees at subsequent general membership and Executive Committee meetings.
- c. Keep a binder with the current by-laws and minutes of all the general and Executive Committee meetings throughout the year and be prepared to refer to them as necessary.
- d. Prepare the official list of nominees for office, tally the votes and announce election results.
- e. Provide an article to the school newsletter editor monthly updating on all club activities.

Hospitality Chairman: The Hospitality Chairman shall:

- a. Work closely with school teachers and administration providing refreshments when needed for awards, concerts and events.
- b. Purchase all supplies necessary for hospitality events

C. Vacancy: In the event of an officer position being vacated, a special election may be held to fill the position. Until an election can be held, current PPC officers may assume the duties and responsibilities of that position.

Article V

A. Meetings

1. **General Membership Meetings:** General meetings shall be held on a monthly basis as determined at the first general meeting of the current school year. General Meetings shall not be held during the month of July. Meetings will be held during the most uncommon work hours, i.e. before 8:30 am or after 5:30 PM weekdays, to insure that a majority of members may be present. Meetings will be advertised in the school newsletter and or with flyers sent home with students.

a. Voting procedures at general meetings will be as follows: Any member except the President may bring a motion to the floor; another voting member must second the motion. The President (or Vice President acting as President) will call the vote. There must be at least 3 voting members present to call a vote. Simple majority rules.

2. **Executive Committee Meetings:** May be called when an approval for funds is needed prior to the next scheduled General Membership Meeting. These would be funding requests that are outside those set forth in the annual budget. There must be a minimum of three (3) Board Members present and one must be the President or the Vice President. There may be an attempt to contact all members via a common communication. Executive Committee Decisions may also be made via e-mail if matter is of a time sensitive nature.

3. **Work Session Meetings:** As needed throughout the year, special Work Session Meetings may be called to: present a report of plans, projects, activities, etc., at the regular meetings.

B. Voting shall only take place at General or Executive meetings.

Article VI

A. Elections

1. Elections will be held at the last General Meeting in June of the school year.

2. Only one person will be allowed to fill each position.

3. Nominations will be taken from the floor or in writing at the May General Meeting and through flyers distributed at the schools. Only two nominees per position will be placed on the ballot. If more than two persons are nominated for a position, the current Executive Committee will conduct interviews and determine two nominees to be placed on the ballot.

4. Votes will be taken from the eligible voters present at the June General Meeting.

5. Voting results will be tallied by the Secretary and announced at the meeting.

6. Newly-elected officers will take office and begin performing their duties at the August General Meeting and will continue for two year, when an election will again be held at the June General Meeting. Positions will be elected as follows

a. President and Secretary on Odd Years

b. Vice-President, Treasurer, and Hospitality on Even Years

7. No officer will be a full-time staff member of Perrydale School District.

Article VII

A. Benefactors:

The club will fund activities and items, not limited to equipment, capital and consumables for the benefit of the community, students and staff of Perrydale School. These activities and items will be budgeted for annually at the regular July meeting and will fund said items or activities for the upcoming school year or be held in trust for long-term projects as identified by the PPC.

Article VIII

- A. Fundraising:** Will take place with an annual auction and other fundraisers, not to exclude Bingo.
1. All state and federal laws will be investigated and followed for Bingo.

Article IX

- A. Dissolution Provision:** In the event that the PPC dissolves, all assets and monies will be disbursed by the Current PPC Membership to other area non-profit organizations or government entities as voted on by the current PPC Membership.