

Meadowdale Middle School Parent Club Bylaws
Revised and Updated: October 26, 2020
Approved: January 19, 2021

1. The Name of this group shall be the Meadowdale Middle School Parents' Club.
2. **ID Numbers:** The Parent Club was incorporated as a nonprofit corporation on October 26, 1993. Important identification numbers are:
 - a. Incorporation number is 2-481268-7.
 - b. Universal Business Identification number is 601 502 085.
 - c. Federal Employer Identification number is 91-1389109.
 - d. Tax ID number is 11-1389109
3. **Record Keeping:** The Parent Club shall keep at least two copies of each of its legal documents in separate locations. One copy will be kept by the Assistant Secretary at the school and one will be kept off campus by the Secretary. Reports to be filed annually are:
 - a. Annual Corporation Report by the club secretary at the beginning of the school year. All board members should help as needed. The annual corporation report should include the following:
 - i. Spreadsheet of budget and money spent in the last year.
 - ii. Budget for next year.
 - iii. Summary/timeline of events of the last year.
 - b. Federal Tax Return by the club treasurer in November.
4. **The Parent Club Bylaws:** The Parent Club Bylaws shall be adopted at the first club meeting of the school year. The Bylaws may be amended at any regularly scheduled and announced meeting by a two-thirds vote of those present.
5. **The Mission:** The mission of the Parent Club shall be an information resource for parents and to bring extra financial and volunteer resources to help our school meet its mission. The Meadowdale Middle School Parent Club is a community of parents who work together with school staff and students to plan and facilitate family and community events, enhance school/home communication and coordinate volunteering opportunities to provide support for the school's educational goals.
6. **The Membership:** The membership shall consist of parents, guardians, caregivers, students, principals, teachers, staff members and designated community members. No dues shall be required.
7. **The Parent Club Board:** The Parent Club board will consist of an appointed staff member, four 8th grade parents and four 7th grade parents. i [1]
 - a. Staff Member: serves as liaison between staff and parent interests.
 - b. 8th Grade parents serve as President, Treasurer, Secretary, and 8th Grade Volunteer Coordinator.

- c. 7th Grade parents serve as Vice President, Assistant Treasurer, Assistant Secretary and 7th grade Volunteer Coordinator. They will rotate into the offices of President, Treasurer, Secretary and 8th Grade Volunteer Coordinator when they become 8th Grade parents.
 - d. Volunteers will be sought for the 7th Grade offices in the prior school year. If more than one person volunteers for an office, an election to fill the office shall be held at the next Parent Club meeting.
 - e. Term Length: The term length for officers shall be a two year term. If for any reason an officer needs to leave before their term is complete The Parent Club Board will appoint a replacement.
8. **Committees:** Chairs, liaisons or representatives will be appointed by the Parent Club Board with committee membership being made up of interested volunteers.
9. **Parent Club Meetings:** Six general meetings will be held each year. Dates, times and topics shall be determined by the Parent Club Board.
10. **The Budget:** The budget will be drafted in the prior school year by the Parent Club Board and submitted for approval at the last Parent Club meeting of the school year. If a new item is requested after the budget has been approved:
- a. For items \$700 or less, the Parent Club may approve or reject the item.
 - b. For items over \$700 a request will be presented at the next Parent Club meeting. The parents in attendance will review the request and vote whether to approve or reject the item.
11. **Fundraisers:** The Parent Club shall hold one major fundraiser a year to support the budget. The type and date of the fundraiser shall be determined in May of the prior year by the Parent Club Board.
- a. The Parent Club will provide support for fundraisers which are initiated and conducted by ASB, Lifeskills Class, Library Booster, Music Booster and/or Sports Boosters.
 - b. If funds raised do not meet the budget. The budget shall be revised or additional fundraisers should be proposed by the Parent Club Board and presented at the next club meeting. The parents and guardians in attendance will review the proposal and vote whether to approve or reject the changes.

i [1] ALL PARENT CLUB BOARD MEMBERS WILL be familiar with all Parent Club activities and ensure conformity to all by laws, reasonable rules of order and safety. Encourage participation of all Parent Club members through word-of-mouth and support of Parent Club initiatives. Participate as an active member to achieve goals and communicate information. Uphold the position with commitment and integrity.

PRESIDENT - Encourage participation by ALL Parent Club members by offering educational meetings, brainstorming sessions, informal questionnaires, timely news bulletins and volunteer opportunities. Provide practical resources to School Administration, Booster Clubs, ASB, Committee Chairs and Staff when requested in a timely manner. Speak on behalf of the club at school functions and other events. Ensure timely distribution of Parent Club and volunteer news through monthly Viking Update prepared by the Office Manager and biweekly Viking Notes distributed by the Registrar.

VICE PRESIDENT - Provide Parent Club support as directed by the President. Act on President's behalf when required. Continually review and monitor programs looking for areas to improve.

TREASURER - Responsible for making the budget, periodic financial reports, deposits, checks, yearly tax return filing using form 990 etc. Support accounting for ASB, Library Booster, Sports Booster, Music Booster, Committees and/or LifeSkills Class. Communicate with the Parent Club Board all requests for funds and ensure procedures are followed for each. Participate as an active member offering ideas and suggestions for improving the Parent Club.

ASSISTANT TREASURER - Provide support for club finances as directed by the Treasurer. Learn the role of treasurer so they are able to take over as treasurer in your second term in office. Participate as an active member offering ideas and suggestions for improving the Parent Club.

SECRETARY - Take minutes at all Parent Club Board and Parent Club general meetings. Keep typed meeting minutes in the Parent Club Records Binder. Maintain the Parent Club's records and legal documents. Maintain letters of donation, sign-up sheets and other types of documentation that represents the Parent Clubs on-going business.

ASSISTANT SECRETARY - Provide recordkeeping support for the Parent Club as directed by the Secretary. Maintain a second Parent Club Records Binder with copies of the minutes and legal documents and keep the binder at school. Learn the role of secretary so they are able to take over as secretary in your second term in office.

STAFF LIAISON - Advise officers of impact of their decision on ASB, students, staff, and the community at large. Guide officers with respect to making decisions that meet school and district policy. Assist with getting approval from School Administration for all Parent Club activities including dates, locations and venues. Offer a history and perspective of the Parents Clubs role at the school.