

MAPLE GROVE MIDDLE SCHOOL P.A.C.T. BYLAWS

ARTICLE I – NAME

Maple Grove Middle School Parents and Community Together or MGMS PACT

Maple Grove, Minnesota

ARTICLE II – ARTICLES OF ORGANIZATION

See attached documents for Articles of Organization.

ARTICLE III – ORGANIZATION MISSION

The mission of the MGMS PACT is to foster communication between the school and its families, to involve parents in our school community, to enhance the educational environment and positively affect the school culture in alignment with school needs and goals.

The above mission is achieved via fundraising efforts, volunteering commitment and successful partnerships with school administrators/staff.

MGMS PACT is an educational organization in accordance with IRS code 501(c)(3).

ARTICLE IV – MEMBERSHIP AND DUES

Every parent or guardian of an enrolled student(s) of Maple Grove Middle School is an automatic member of MGMS PACT. Every parent or guardian of incoming enrolled students (of the upcoming school year) is a member of MGMS PACT (hereafter known as “the Organization”). There are no membership dues. Employees of District 279 are encouraged to attend meetings but are not considered members of the organization.

ARTICLE V – OFFICER ELECTIONS

Section 1. The Officers of this Organization shall consist of a President, **Communications Coordinator**, Treasurer, Secretary, and **Volunteer Coordinator**.

Section 2. The nominations for officers will be accepted annually. The current members of the Executive Board will communicate open positions to all members. All parents and guardians are encouraged to vote. If there is but one nominee for any office, election for that office may be made by voice vote.

Section 3. An Officer shall assume his/her official duties May 1st, and shall serve for a term of one-year (President) or one-year (all other positions) or until that Officer’s successor is elected. Current Officers will continue their term until the end of the current school year as a crossover period. If an Officer should choose to continue their service after their term, and is elected, they will be elected for one year at a time.

The Treasurer will serve his/her/their term until the end of the school year, June 30th, but will ensure a proper handoff of materials for the end of the fiscal period.

Section 4. Only those persons who have signified their consent to serve (if elected) shall be nominated for, or elected to, office as long as they are a member in good standing.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. The President shall: A. Serve a one-year term with option for re-election. B. **ADD: Determine meeting agendas (in partnership with administration and board) and** preside at all meetings of the Organization. C. Foster positive relationships with administration and staff. D. Be an ex officio member of all committees. E. Ensure that work of the Officers and committees of the Organization are aligned with the mission of the Organization.

Section 2. The Communications Coordinator shall: A. Serve a one-year term with option for re-election. B. Create and publish communication and promotional materials through social media, newsletters, email, etc. regarding the purpose and ongoing work of PACT or PACT committees, upcoming events and activities supported by PACT, and recruitment of new leaders and members. C. **Facilitate connection with event and committee leaders to aid in creating communication materials as necessary.** D. **Attend all meetings of the Organization.**

Section 3. The Secretary shall: A. Serve a one-year term with option for re-election. B. Attend all meetings of the Organization. C. Record and publish the minutes of all meetings of the Organization. D. Have access to a current copy of the Organization's Bylaws at each meeting. **ADD: E. Facilitate reminders and connection with event and committee leaders.**

Section 4. The Treasurer shall: A. Serve a one-year term, with option for re-election. B. Attend all meetings of the Organization. C. Maintain custody of all the funds of the Organization. D. Create an annual budget outlining all major income and expenditures, whereby said budget is approved annually at a predetermined General Meeting. E. Present a monthly financial statement to the Executive Board, at every General Meeting of the organization and at other times when requested by the Executive Board; F. Make disbursements as authorized by the President, Executive Board, or Organization in accordance with the budget adopted by the Organization. G. Be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service regulations no later than the date established by the regulations. H. Maintain financial records for seven (7) fiscal years. I. Maintain a full and accurate record of the receipts and expenditures and retain supporting documentation supporting this account. J. Present supporting documentation (bank statements and the like) to the Executive Board for review. K. Have checks or vouchers signed by authorized persons (the Treasurer and/or President and/or Vice President.

Section 5. The Volunteer Coordinator (a member of Maple Grove Middle School staff) shall: A. **Have the option to serve a one-year term each year.** B. **Assist PACT in smoothly incorporating PACT activities and events into the everyday operations of MGMS.** C. **Assist PACT in volunteer recruitment and compliance of any PACT supported activities and events.** D. **Assist PACT board members in communication efforts through school resources and the MGMS Facebook page.** E. **Manage access annually to accounts such as Facebook for the Communications member of the PACT board.**

Section 6. All Officers shall perform the duties outlined in these Bylaws as well as additional duties as assigned and agreed upon. Upon the expiration of the term of office or in the case of resignation, each Officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office. Should an Officer choose to resign midterm, the existing Executive Board will appoint a replacement.

ARTICLE VII – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the Officers of the Organization.

Section 2. The Executive Board shall transact necessary business in the interval between Organization meetings and other such business as may be referred to the Executive Board by the Organization. This shall include: A. Oversee all Organization business in adherence to the Organization’s mission and bylaws. B. Create standing and special committees. C. Review the working plans and current progress of the standing committees. D. Prepare and submit to the Organization for adoption a budget for the fiscal year. E. Approve expenditures which are \$250 or less, and in keeping with the mission and values of the organization. All expenditures exceeding \$250 shall be approved at a General Meeting.

Section 3. Meetings of the Executive Board shall be held during the school year, the dates and times to be fixed by the Executive Board. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board, seven days notice being given.

ARTICLE VIII – MEETINGS OF THE ORGANIZATION

Section 1. General Meetings (held several times during the school year, and open to all members, including parents and staff) of the Organization shall be held on dates determined by the Executive Board, unless otherwise provided by the Organization, sufficient notice having been given to all members of dates and/or change of date. Section 2. Special meetings of the Organization may be called by the President or by a majority of the Executive Board, sufficient notice having been given to all Organization members. Section 3. The election meeting shall take place at the last General Meeting of the school year. Section 4. A minimum of 4 members in attendance of a meeting, besides the Executive Board, shall constitute a quorum for the transaction of business in any meeting of the Organization.

ARTICLE IX – FISCAL YEAR

The fiscal year of this organization shall begin on January 1st and end on December 31st.

ARTICLE X – AMENDMENT

These Bylaws may be amended at any General Meeting of the organization by a simple vote of the members present and voting, provided that a written notice of the amendment has been given at the previous General Meeting or in writing 14 days prior to the meeting at which the amendment is moved.

These by laws have been reviewed, voted on, and approved by members of the Organization. These by laws are in effect as of the date of this document.

Date voted on and approved by MGMS PACT membership