

Final & Approved: May 17, 2021

Bylaws

Eagle Point Parent Group



Mission Statement

The Eagle Point Parent Group (EPPG) is an organization whose purpose is to strengthen, enhance and encourage the educational and social environment of Eagle Point Elementary. The EPPG goals are to complement the school curriculum with additional opportunities for parents, teachers, staff and students to learn, socialize and grow.

Articles

Article I - Name

The name of the organization shall be Eagle Point Parent Group, Inc. (EPPG). The registered office of the corporation is Eagle Point Elementary School, 7850 15th St N, Oakdale, MN 55128.

Article II - Objective

1. To promote and encourage communication, cooperation and action among parents and staff (teachers, support staff, and administration) of Eagle Point Elementary School.
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2. To work for increased educational opportunities for the students of Eagle Point Elementary School.
 3. To obtain and provide financial support, when needed, to implement school programs, field trips, classroom needs, and equipment for a well-rounded educational program for the students of Eagle Point Elementary School.
 4. To encourage community involvement in Eagle Point Elementary School.
 5. To promote a positive view of our educational system to parents and to our children and community

Article III - Policies

1. The EPPG is self-governing, self-supporting, non-commercial, non-sectarian, non-profit and non-partisan.
2. The EPPG shall seek neither to direct the administrative activities of the school, nor to control its policies
3. The budget must allow for no less than \$20,000 in combined start-up funds for next year's programming.

Article IV - Membership

Membership in the organization is open to all parents or guardians who have a student enrolled in Eagle Point Elementary and all non-administrative staff members of the school who will uphold the policies of the organization and agree to these bylaws.

All members in attendance have voting rights. Other interested parties may attend meetings, but do not have voting rights.

Article V - Officers, Duties and Elections

All Officers and Chairpersons shall be in possession of the Bylaws, historical timelines, and other pertinent material. Upon expiration of his or her term, the retiring Officer will provide the incoming Officers and Chairpersons with these files.

A background check will be conducted on all Officers annually. Officers must pass Eagle Point Elementary/ISD 622 regulations. The Treasurer may not have a past

fraud conviction. No one may serve who has been convicted of crimes against a child or children.

Section 1. Officers and Duties

The elected officers shall be a Chair, Vice-Chair, Secretary, Treasurer, and Member-At-Large with a minimum two officers. Any officer may hold two positions except the Chair and Treasurer must be separate positions. In addition, while any two related parties may hold board positions, they may not hold the Chair and Treasurer positions, respectively, at the same time. If there is only 1 officer, the organization will be disbanded. The officer positions of this organization may be co-chaired at the EPPG's discretion by no more than 2 people. In the event a position is co-chaired by 2 people, each person will have individual voting privileges.

A. Chair: The Chair shall:

- Preside over meetings of the organization and Executive Board.
- Serve as the primary contact of the Principal or other administration.
- Create an agenda for the regularly scheduled meetings.
- Coordinates event planning and committee oversight.
- Leads fundraising initiatives.
- Represent the organization at meetings outside of the organization and acts as the spokesperson for the EPPG.
- Present to the Principal and/or Executive Board any committee plans as required.
- Coordinate the work of all officers and committees so that the purpose of the organization is served.
- Work with the Treasurer to make adjustments to budgets as needed.
- Act as an authorized signatory of checks.
- Attend events, fundraising activities and school sponsored events.

B. Vice-Chair: The Vice-Chair shall:

- Act as an aid to the Chair and perform duties of the Chair in their absence or inability to serve.
- Research and apply for grants that benefit the school.

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- Work with the Chair to coordinate the list of volunteers for each committee, and work with the committee chairs to make sure chairpersons understand their duties.
 - Work with the Chair to plan events and committee oversight.
 - Works with the Chair to lead fundraising initiatives.
 - Perform other duties as assigned by the Chair or the Executive Board.
 - Review bank statements at least bi-annually.
 - Attend events, fundraising activities and school sponsored events.

C. Secretary: The Secretary shall:

- Keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership.
- Keep a copy of the minutes, bylaws, policies, rules, membership list, and any other necessary supplies.
- Correspond with the Chair for newsletters, announcements, and keep social media up to date.
- Distributes communications to the membership (i.e. monthly meetings, activities, etc.).
- Distribute meeting minutes to staff and families.
- Attend monthly meetings, approve meeting minutes.
- Support other positions as needed.
- Attend events, fundraising activities and school sponsored events.
- Support fundraising initiatives.

D. Treasurer: The Treasurer shall:

- Manage all aspects for the EPPG budget including:
 - i. Preparing the annual budget and presenting it to the board;
 - ii. Presenting the budget to the membership at the September meeting;
 - iii. Depositing all monies of the organization in a bank designated by the Executive Board;

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- Record and report on EPPG transactions by:
 - i. Receiving all funds of the organization
 - ii. Keeping an accurate record of receipts and expenditures, and paying out fund in accordance with the approval of the Executive Board;
 - iii. Presenting a financial report at monthly membership meetings.
 - Work to obtain and maintain adequate insurance coverage for the EPPG including Liability and Directors & Officers insurance.
 - Present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the school year.
 - Work with an accountant to ensure the EPPG is following current 501c3 Guidelines from the IRS and Secretary of State.
 - Act as a signatory for signing checks.
 - Support other positions as needed.
 - Attend events, fundraising activities and school sponsored events.
 - Support fundraising initiatives.

E. Member-At-Large: Member-At-Large shall:

- Assist at higher level when planning events.
- Participate on various committees.
- Attend Executive Meetings and Monthly Board meetings
- Attend events, fundraising activities and school sponsored events.
- Support fundraising initiatives.
- Support other positions as needed.
- Perform other duties as assigned.

F. All Officers: All Officers shall:

- Attend all EPPG meetings. If an officer fails to attend three (3) consecutive meetings, they may be removed from office.

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- Select and appoint the chairpersons of all Standing and Special Committees.
 - Add committees as the need arises.
 - Perform the duties outlined above as well as any other duties prescribed in these Bylaws and such other duties as may be delegated to them.
 - Upon expiration of an officer's term of office, or in the case of resignation, each officer shall turn over to the Chair, without delay, and in good order, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.
 - Ex Officio members are welcome, but not required to attend all Executive Board Meetings. Ex Officio members may advise the group, but shall not have a vote.

Section 2: Term of Office

- A. The term of office shall be two (2) years for all Officers or until their successors are elected. Official duties will begin at the start of the next fiscal year.
- B. There will be no term limits provided the Officer has a child enrolled in Eagle Point Elementary. Chairperson and Secretary positions will be voted on in Even years and Vice Chairperson and Treasurer will be voted on in Odd years. Even/Odd years will be determined based on the calendar year in the start of the new term.

Section 3: Nominations and Elections

- A. Elections will be held at the last membership meeting of the fiscal year (May) for a term beginning July 1st.
- B. There will be a minimum 14 calendar day written (e-mail, social media, flyer, etc.) notice to all members that an election vote will take place at the next scheduled parent group meeting.
- C. Election procedure: Any candidate for an officer position shall provide notice to the Executive Board ("EB") of their intent to run for an EB

position. The candidates will meet with a current EB Officer no less than 5 days prior to the election. At the election, a secret ballot will be taken and candidates must receive a simple majority to be elected.

- D. Annually, the EB will select up to two (2) staff members who will serve on the Executive Board as the Faculty Representative.
- E. Should an officer no longer have a child at Eagle Point during their term, they will automatically be removed from the EB. a new officer will be elected and will serve for the remaining term.

Section 4: Removal of an Officer

- A. Ground for removal of an officer will consist of failure to fulfill his or her duties as determined by the membership.
- B. Removal of an officer may be done following this procedure:
 - i. There shall be a 10 calendar day notice to all members that a vote for removal will take place at the next meeting.
 - ii. A simple majority vote of members present at a meeting is necessary to remove an officer.
 - iii. Nominations for a replacement may take place at the removal meeting with a vote to follow at the next scheduled meeting. Members must be notified of an opening for that position and further nominations will be accepted until the vote occurs.
 - iv. If an officer commits an illegal or egregious act, an immediate vote of the membership may be called to remove the officer.

Article VI - Meetings

Section 1. General Membership Meetings

- a. Meetings of the EPPG shall be held the Third Monday of each month during the school year, unless otherwise determined by the organization. The meetings shall begin at 6:30pm and run until 8:00pm or until regular business is concluded.

Section 2. Executive Board Meetings

- b. Executive Board meetings shall be held 30 minutes prior to each regularly scheduled General Membership meeting or as additionally required by the Chair.

Article VII - Executive Board

1. The Executive Board shall consist of the Chair, Vice Chair, Secretary, Treasurer, Member-At-Large and at least one Faculty Representative
2. The Eagle Point Principal shall serve in an advisory role and shall not have a vote.
3. All duties of the Executive Board shall be to:
 - a. Transact necessary business in intervals between meetings and in preparation for the General Membership meetings.
 - b. Approve the budget for the fiscal year to be submitted to the membership for an approval vote during the September meeting.
 - c. Create standing rules and policies as well as standing and temporary committees as needed.
 - d. Ensure that EPPG fundraising shall be limited to events and activities benefiting EPPG students, parents and teachers as a whole.

Section 1: Voting

- A. The Executive Board shall vote on all business and other related items. Any elections shall be brought before the General Membership.
- B. Electronic Voting: A vote of the Executive Board may be conducted electronically provided that all Board Members receive notice of such proposed vote and are afforded no less than 48 hours to vote. Votes may be cast by responding electronically to the Chair or by other direct communication to the Chair.

Article VIII - Finances

Section 1: The fiscal year shall be July 1 to June 30. The budget will be approved annually by the end of September of the fiscal year.

Section 2: The Treasurer will be responsible for the development and ongoing monitoring of the budget and financial status of the group. The Officers will review requests for funds, as outlined in Section 5 to ensure the requests fall within the purpose of the corporation.

Section 3: The EPPG will maintain a minimum annual account balance of \$20,000 combined.

Section 4: The Treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 5: The Executive Board shall apply the following delegation of authority to all financial transactions:

<u>Approval Limit</u>	<u>Required to Approve</u>
\$1 - \$250	Any single officer
\$251 - \$1,000	A simple majority of the officers
\$1,000+	A majority vote of the membership

A staff funding request from \$0 - \$250 may be approved by any single officer. A request above \$250 must be presented to the membership at a regularly scheduled meeting by the requesting staff member. All requests should be in writing and received before the expense has been incurred.

If an expense falls within the pre-approved budget, said expense will be deemed approved.

In the event of extenuating circumstances as determined by a majority of the EB (i.e. meeting cancellations due to weather, etc.), any pressing financial requests may be voted on by sending an e-mail or other electronic communication to all members

who have attended a general meeting in the current school year. The members will be given 48 hours to vote and a simple majority will be required for approval.

All expenses are to be reported to the general membership at general meetings.

Section 6: A financial audit will be performed by an audit committee consisting of 1 EB officer and 2 members. The audit will occur at a minimum of once every 3 years or as deemed necessary by the Chair, or at the installation of a new Treasurer.

Section 7: Taxes shall be completed by the Treasurer holding office for that fiscal year. Taxes must be completed and filed no later than November 15th. Additionally, annually complete all necessary documentation to maintain incorporated status with the State of Minnesota (Certificate of Good Standing).

Article IX - Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the EPPG bylaws.

Article X - Standing Rules

Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

Article XI - Dissolution

The organization may be dissolved with previous notice and a two-thirds vote of those present at a special meeting called in order to dissolve. Should the EPPG disband, all monies will be held for a period of two years from the date of the last EPPG meeting. If two years lapse with no Eagle Point Parent Group activity, the EPPG would pay outstanding bills and Executive Board approved activities. Any remaining funds will be transferred to Eagle Point Elementary School or its successors to be used toward the benefit of the students at the discretion of the Principal.

Article XII - Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and sent to all members of the organization by the Secretary. Notice may be given by e-mail or other electronic communication. Amendments will be approved by a two-thirds vote of those present.

Article XIII - Indemnification

The Non-Profit Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Non-Profit Corporation) by reason of the fact that the person is or was serving at the request of the Non-Profit Corporation as a director, officer, employee or agent, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by the person in connection with such action, suit or proceeding if the person acted in good faith and in a manner reasonably believed to be in or not opposed to the best interests of the Non-Profit Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe the conduct was lawful and no reasonable cause to believe the conduct was unlawful.

Indemnification hereunder shall be made only upon a determination in the specific case that indemnification is proper under the substantive standards established hereunder. Such determination shall be made by the Executive Board by a majority vote consisting of directors who were not parties to such action, suit or proceeding.