

MEMBERSHIP ORGANIZATION BYLAWS

of

EAGLE RIVER OPEN OPTIONAL PARENT ASSOCIATION (EROOPA)

Adopted May 4, 2020

Article I – Name

The name of the organization shall be *Eagle River Open Optional Parent Association (EROOPA)*.

Article II – Purpose

EROOPA, which supports the education of children in the Eagle River Open Optional Program by fostering relationships among the school, parents and teachers, is organized exclusively for educational and other charitable purposes under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

(As filed with the State of Alaska for a Domestic Non-profit Corporation in the Articles of Incorporation on March 1, 2020.)

ARTICLE III: Membership

Section 1. Membership Eligibility. The Association shall have members. Any parent, guardian, or other adult standing in loco parentis for a student in the Eagle River Open Optional Program may be a member and shall have voting rights. The Principal and any Eagle River Open Optional Teacher may be a member and have voting rights. The PTA President, or designee, of the school at which the Eagle River Open Optional Program is hosted may be a member and have Voting Rights.

Section 2. Contributions, if any, will be established by the Steering Committee. If contributions are charged, a member must have paid his or her contributions or requested a scholarship/exemption one week before the meeting to be considered a **member in good standing**.

ARTICLE IV: Board of Directors, Officers & Elections

Section 1. Board of Directors: The Board of Directors of EROOPA, further known as **Steering Committee**, shall consist of the elected officers and the Standing Committee Heads and shall be composed of 3 members at a minimum. The Principal is an ex officio member of the Steering Committee, without voting rights. The Optional Teachers are ex officio members of the Steering Committee, with voting rights.

Section 2. Officers. The Officers of EROOPA shall consist of the following positions: Chair, Vice-Chair, Recording Secretary, Communications Secretary, and Treasurer. Two or more offices may be held by the same person, except the offices of Chair and Recording Secretary.

Section 3. Terms of Office. All officers will be elected to one year terms. An officer can act as an interim officer with a majority vote of The Steering Committee until a successor is determined; the General Membership shall be notified of a vacancy at least one week prior to the Fall Meeting and if not fulfilled, the vacancy shall be announced to General Membership again in January. Officers shall assume their official duties on the 1st of June or after the last day of school, whichever comes first. Officers may not hold the same officer position for more than two consecutive terms. If a member fills a vacancy, that time does not count towards an elected term.

Section 4. Eligibility. Any member in good standing may become an Officer.

Section 5. Duties:

Steering Committee. The Steering Committee will represent EROOPA General Membership to the Administration, School Board, Host School PTA and community. The Steering Committee shall develop an annual budget, establish and oversee committees to conduct the work of the Steering Committee, establish fundraising programs, prepare annual calendar, and approve by majority vote of the Steering Committee unbudgeted expenditures.

Chair. The Chair shall preside over General Membership Meetings and Steering Committee meetings, serve as the primary contact for the Principal, represent the organization at meetings outside the organization, serve as ex officio member of all committees, coordinate the work of all the officers and committees so that the purpose of the organization is served and appoint Standing Committee Heads.

Vice Chair. The Vice Chair shall assist the Chair and carry out the Chairs duties in his or her absence or inability to serve and also serve as ex officio member of all committees.

Recording Secretary. The Recording Secretary shall keep all records of the organization, take and record minutes, and prepare the agenda with the Chair and Vice Chair. The secretary shall also keep a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and bring them to meetings. The secretary shall be familiar with Robert's Rules of order.

Communications Secretary. The Communications Secretary manages communications and marketing for EROOPA, including but not limited to Social media, email broadcasts, website, etc.

Treasurer. The Treasurer shall serve as custodian of EROOPA finances, collect revenue, pay authorized expenses, follow all financial policies of EROOPA, file appropriate State and Federal paperwork, and hold all financial records.

Section 6. Nominations & Elections. Elections of Officers for the Steering Committee shall take place at the Annual Spring Meeting. If the election of officers is not held at the Annual Meeting, the election shall be held as soon thereafter as conveniently possible. Nominees must signify their willingness to serve by a text, letter or email to the Steering Committee Chair or Recording Secretary prior to the time of elections. If there is more than one candidate for a position, a secret ballot shall take place, otherwise, all positions with only one candidate will be voted on by a voice vote. Nominations from the floor are allowed.

Section 7. Removal From Office. An officer may be removed from office for a failure to fulfill his/her duties by a majority vote of the Steering Committee where previous written notice has been given.

Section 8. Vacancies. If a vacancy occurs on the Steering Committee, the Steering Committee, by majority vote, shall appoint a member in good standing to fill the vacancy until the next Annual Spring meeting.

Section 9. Meetings.

Section 9a. Steering Committee Meetings. Regular Steering Committee Meetings shall be held at the discretion of the Chair and are open to General Membership.

Section 9b. Officer Meeting. The Chair or Vice Chair may call an Officer Meeting with no notice.

Section 10. Quorum.

Section 10a. Steering Committee Meetings Quorum. A quorum will consist of five members to include a Chair or Vice Chair, an officer and 3 other Steering Committee members. Once a quorum is established, the Board may continue to conduct business despite the withdrawal of a Steering Committee Member.

Section 10b. Officer Meeting Quorum. A quorum will consist of a majority of officers.

Article V – Committees

Section 1. Membership. Committees may consist of general members and Officers, with the Chair and Vice Chair acting as ex officio members of all committees.

Section 2. Committee Head. The Committee Head will be appointed by the Chair or Vice-Chair with approval by majority vote of the Officers.

Section 3. Standing Committees. The following Standing Committees shall be held by the organization: Fundraising Committee, Garden Committee, PTA Liaison, and Volunteer Coordinator.

Section 3a. Fundraising Committee. The Fundraising Committee shall be chaired by the Fundraising Coordinator and is responsible for working with the Steering Committee to determine what fundraising events need to take place to meet budget and planning needs.

He or she shall plan and organize all fundraising activities and provide reports, as needed, at Steering Committee meetings.

Section 3b. Garden Committee. The Garden Committee shall be chaired by the Garden Coordinator and is responsible for planning and organizing the annual garden and coordinates volunteers to assist with the garden.

Section 3c. PTA Liaison: The PTA Liaison attends school PTA meetings and reports on Optional Programs and activities.

Section 3d. Volunteer Coordinator: The Volunteer Coordinator Works with Committee Heads to recruit parent volunteers for events and maintains contact email list for the event.

Section 4. Additional Committees. The Steering Committee may appoint additional committees as needed. The Chair and Vice Chair may appoint additional Standing Committees that do not require bylaw amendments, but must be added into an Appendix after the Bylaws.

ARTICLE VI - Meetings

Section 1. General Member Meetings. There will be a minimum of two (2) General Membership meetings.

Section 1a. Fall Meeting. This meeting shall occur near the beginning of the school year to introduce Steering Committee Board members, to welcome new families, and introduce teachers.

Section 1b. Spring Meeting. This meeting shall be in the Spring to elect new officers and for the Steering Committee to share the approved budget, if it is finalized.

Section 2. Voting. Each member in attendance at a General Membership meeting is eligible to vote. Absentee and Proxy votes are not allowed. If circumstances do not allow for a general membership meeting in person (e.g., natural disaster or pandemic), voting can take place by way of email or other means as determined by the Steering Committee.

Section 3. Quorum. The Quorum will consist of five members to include the Chair or Vice Chair, an officer and three members.

Section 4. Notification of Meetings. The Steering Committee will notify the members of the General Member meetings via email or some other means at least one week prior to the General Membership meetings.

ARTICLE VII : Financial Policies

Section 1. Fiscal Year. The fiscal year begins July 1 and ends June 30 of the following year.

Section 2. Budget. A portion of EROOPA budget will operate on a forward funding basis. A budget shall be drafted and approved near the start of the school year by the Steering Committee. The approved budget shall be shared at either the Fall General Membership meeting or via some

other means in the Fall. General Membership input shall be solicited for recommendations prior to final approval.

Section 3. Reporting. All financial activity shall be recorded in a computer-based accounting system or program. The Treasurer shall reconcile the account(s) monthly and report all financial activity to the Steering Committee monthly.

Section 4. Contracts. Authority to sign contracts is limited to the elected Officers.

Section 5. Financial Reviews. A monthly review of the bank statement by a non-check signing Steering Committee Member shall take place and be filed with the Treasurer and Recording Secretary.

Section 6. Yearly Audit. The treasurer shall prepare a financial statement at the end of the year for audit. The yearly audit of financial records shall occur in the Spring and prior to the end of the school year. The independent review shall take place by an Audit Committee, Standing Committee Head, another school Parent Organization, or a Member in good standing.

ARTICLE VIII: Teacher Selection Process

Teacher selection is accomplished according to Anchorage School District's policies and Elementary Education procedures. A faculty member, as well as a representative from the parent/guardian membership, will participate in the interview and selection process in an advisory capacity. The parent/guardian representative will be designated by the Chair or Vice Chair. Teacher and Principal qualifications are outlined in the Alternative Program Proposal (Optional Program, 167 April 1984) which is on file with the Anchorage School District.

ARTICLE IX: Bylaws Amendments

These bylaws may be repealed or amended by a vote of two-thirds of the members present at a General Membership meeting. Notice of time and location of meeting, along with the proposed changes, will be distributed to all members one week prior to the scheduled meeting.

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. In the event of dissolution, any funds remaining after paying any outstanding debt shall be donated to the PTA/PTO at which the Eagle River Open Optional Program resides or a similar entity as determined by the Steering Committee.

ARTICLE XI: Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/standing rules.

Article XII – Standing Rules

Standing rules may be approved by the Steering Committee, and the Recording secretary shall keep a record of the standing rules for future reference.