

CONSTITUTION AND BY-LAWS

Of

Bonney Lake High School Panther Parent PRIDE

We the parents, teachers and other concerned community members, having knowledge of and particular interest in the students of Bonney Lake High School (BLHS), do hereby set forth the following Constitution:

ARTICLE I -Name

The name of this non-profit/charitable organization shall be the Bonney Lake High School Panther Parent PRIDE, herein/after referred to as the PPP.

ARTICLE II – Mission Statement

To provide a means at Bonney Lake High for connecting the *school*, parents & community in effective communication and ongoing cooperation in order to further the excellence of all students enrolled.

ARTICLE III– Purpose

The purpose of the PPP shall include, but not be limited to those listed below:

- A. To oversee and support the actions, financial proceedings and general business of the BLHS PPP Sub-groups.
- B. To support necessary fund raising activities/grant request for the provision of moneys to procure items and/or activities not otherwise provided for the school from existing sources.
- C. To promote parent volunteerism and awareness of the activities within the BLHS community.

ARTICLE IV– Membership

Membership in the PPP shall consist of parents, staff and community members within the BLHS student attendance area. This is an open membership and shall be free of charge.

ARTICLE V– Officers

Those parties charged with the administration of the PPP and their duties shall be as follows:

Executive Board shall include a President, Vice President, Secretary, Treasurer and others that the PPP finds necessary and shall be elected by the membership.

President:

- Shall plan and preside at PPP meetings
- Appoint chairpersons of committees
- Shall serve on the PPP Executive Board

Vice President:

- Shall assist the President and preside at PPP meetings

- In the absence of the President, will plan and preside at PPP meetings
- With approval of the Executive Board they will facilitate the appointment of Sub-Group
- Coordinators
- Shall serve on the PPP Executive board

Secretary

- Shall take, record & safe-keep the minutes of the PPP and Executive Board meetings
- Provide clerical support to the officers and Executive Board
- Shall provide a history of year's events
- Shall serve on the PPP Executive Board

Treasurer

- Shall maintain all financial records for the PPP
- Shall report all cash flow activities to the Executive Board and the PPP membership
- Shall serve on PPP Executive Board

Upon approval of the President any elected position may be held jointly by two (2) people. Each co-Position holder shall be entitled to a voice and one vote per position at an Executive Board meeting.

The Executive Board may adopt such rules and regulations for the conduct of its meetings and the supervision of the organization, as it may judge proper. A quorum, defined as representation of the general membership and a majority of the Executive Board, shall act on issues presented by or to the officers. These actions shall be enacted by a majority vote.

ARTICLE VI - Duties

An audit of all financial records of the PPP shall be conducted in October of each year by an Audit Committee. The Audit Committee will be appointed by the Executive Board and will be made up of a minimum of three (3) people. At least one member of the committee will be a person from the PPP membership who does not currently hold office. Audits will be done by the accountant every five years.

A special audit can be called at any time by order of the PPP Executive Board or should the Treasurer be unable to serve for the remainder of a term.

All PPP subgroups must turn in their group's budget to the PPP Treasurer by August 1st each year.

The Executive board has the power to approve up to \$500.00 from General Funds without the expenditure having to be voted on via motion on the floor.

Purchase request which exceed \$500.00 from the General Funds shall be submitted in writing, to the Treasurer. Action will be taken on the request at the next scheduled PPP meeting.

Article VII – Election of Officers

A. Nominations

1. Nominations for all officers shall be taken on the floor at the May PPP meeting. Upon approval of the PPP Executive Board members can nominate candidates via email or phone.
2. Each member nominated will have their nomination verified by an Executive Board member or their designee.
3. A final list of all nominees for each position shall be distributed via email to PPP distribution list.
4. The PPP Secretary will develop a ballot to be used during the election.
5. All officers shall be elected by referendum ballot at the June PPP meeting by majority vote of members present.
6. Newly elected officers shall assume office in August and shall be installed at the September general membership meeting.

B. Term of Office

1. Term of office shall be two (2) years for all offices.
2. Officers shall not serve in the same capacity for more than two (2) consecutive terms.
3. Should any officer be unable to serve a complete term of office, the general members shall elect a replacement within forty-five (45) days from the time of resignation.
4. The elected officers shall serve additionally as members of the PPP Executive Board members, only for the duration of their elected terms.
5. The Executive Board shall be composed of all the elected officers only, and shall serve as equal board members.
6. All advisory positions shall be appointed as determined by the PPP Executive Board members. The purpose of these positions shall be that of advisory nature only. Term shall be one (1) year.

Article VIII-Committees

Committee establishment shall be as follows:

- A. Standing Committees shall be determined by the PPP Executive Board at its first meeting each year, with the respective Chairpersons to be appointed by the President for a term not to exceed one (1) year. The PPP membership shall be notified of such committees at the first regular meeting of the school year.
- B. Special Committees shall be determined by the PPP Executive Board at its regular monthly meetings, with the respective Chairperson appointed by the President as deemed necessary. Any member of the PPP may volunteer to serve on any Standing or Special Committee formed by the PPP Executive Board

Article IX – Meetings

General meeting shall be conducted and held monthly September through June at Bonney Lake High School, Bonney Lake, WA, unless otherwise designated. The purpose of the meetings is to share

information between groups.

- A. Special meetings may be called at the discretion of the PPP Executive Board.
- B. There shall be a minimum of nine (9) membership meetings during the year.
- C. Regular monthly meetings may be canceled only at the discretion of the PPP Executive Board.
- D. The PPP Executive Board may hold Board meetings for special discussions at different locations.

Article X – Additional Representatives

- A. Subgroup Program Representative: Each Subgroup will provide at least (1) adult member of their group to represent his/her activity at the General PPP meeting, and work with PPP Board and general membership.
 - 1. Each activity program must submit a copy of the Panther Parent Pride Subgroup By-Law Form to the PPP Executive Board within 45 days of formation or change of leadership.. An approved copy of the by-laws will be kept on file.
 - 2. Each activity program's treasurer is responsible for providing the PPP Treasurer notification of deposits in a timely matter.
- B. Field Representative: The role of the Field Representative is to provide assistance to the subgroups membership to answer questions, provide direction and guidance to ensure the subgroups are operating to meet our Mission Statement and following applicable state and federal laws. Field Representatives will be selected by the PPP Executive Board from within the Membership.

Article Xi-Dissolution

Upon dissolution of the PPP, all funds on hand after payment of all legal obligations, shall be distributed to Bonney Lake High School ASB Fund.

Article XII – Uncovered Situations

All situations not covered by the by-laws shall be dealt with by the PPP Executive Board.

Article XIII- Amendments

This constitution shall be open to amendments at any general meeting of the PPP.


The foregoing document was prepared by a group of volunteers from the PPP and was approved and adopted by a majority of the members present on May 9, 2018.

Article XIV: RATIFICATION

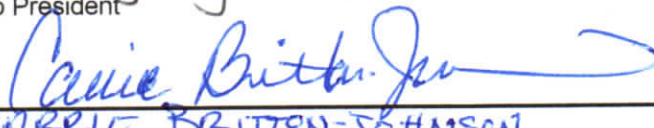
These articles are hereby adopted as the Constitution and By-Laws of Bonney Lake High School Panther Parent Pride:

Date: 5/9/18

Approved and Signed:


Cory McEldeeny
Co President


Shelley Day
Co President


CARRIE BRITTON-JOHNSON
Vice President


Liss Raych
Treasurer


Steve Black
Secretary