

# **MOUNTAINSIDE PARENT AND COMMUNITY TEAM (MPACT) ORGANIZATION BYLAWS**

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## **Article 1. General Purposes**

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1. To provide educational materials, supplies, and equipment for the education of students attending Mountainside High School in Beaverton, Oregon;
2. To supply parental and educational support and to enhance school spirit by sponsoring extracurricular activities, and
3. To serve the Mountainside High School Community through the organized efforts of its parents, students, teachers, staff and friends;

In each case, to the extent permitted by MPACT's Articles of Incorporation.

## **Article 2. Policies**

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### **Section 2.1**

The programs of the MPACT shall be educational, fundraising, or social, and shall be developed through conferences, committees and/or projects.

### **Section 2.2**

MPACT shall be noncommercial, nonsectarian and nonpartisan. The name of MPACT and the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose other than the regular work of the organization.

### **Section 2.3**

MPACT shall not seek to direct the administrative activities of the school or to control its policies.

### **Section 2.4**

MPACT may cooperate with other agencies and organizations active in student welfare provided they make no commitments that bind MPACT beyond the current year.

### **Section 2.5**

No part of the activities of MPACT shall include electioneering in connection with ballot measures and under no circumstances shall MPACT engage in political activity either for or against any candidate for public office.

## **Section 2.6**

MPACT shall adhere to and follow all rules and regulations placed upon it by the Beaverton School District and the State of Oregon.

## **Article 3. Membership**

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### **Section 3.1**

Membership of MPACT shall be open to parents, teachers, and staff of Mountainside High School, and to persons in the community who are interested in the objectives of the organization.

### **Section 3.2**

All members shall be voting members and no fee shall be charged in exchange for membership. Attendance at MPACT meetings and/or participation in MPACT business serves as express agreement by members to uphold the Bylaws and the Financial Management Policies and Procedures of the organization.

### **Section 3.3**

The membership and accounting year shall coincide with the school year, which is a June 30<sup>th</sup> year end.

## **Article 4. Officers**

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### **Section 4.1 Composition**

The officers of MPACT shall be the President, Vice-President At-Large, Vice-President-Volunteer Coordinator, Vice-President- Marketing/Communications, Vice-President-Fundraising, Vice-President-Concessions, Treasurer, and Secretary. The membership may also elect such other officers and assistant officers and agents, as it may deem necessary to perform such duties as the membership may prescribe.

### **Section 4.2 Election**

The officers shall be elected by a majority vote of the membership present at the meeting of the election. The election of officers will generally occur at the regular meeting of MPACT in May of each year. Such election will occur by secret written ballot unless, by unanimous consent of the membership, the President dispenses with written ballots for such election and does a hand count.

### **Section 4.3 Duties**

Officers, with the exception of the Treasurer, shall assume their official duties at the close of the last membership meeting in May and shall serve for a term continuing until the regular meeting of the membership in May of the following year and their re-election or the election of their successors. The Treasurer shall assume his or her duties on July 1, and shall serve until June

30 of the following year. No elected officer shall serve more than two (2) consecutive terms in the same office.

**The President shall:**

- Be principal executive officer of MPACT and shall, in general, supervise and control its business and affairs;
- Prepare, distribute the agenda for, and preside at all meetings of the organization and the Executive Committee;
- Be a member ex-officio (non-voting) of all committees (except Nominating and Auditing) and when needed to break a tie;
- Convene monthly Executive committee meetings during the school year and/or when necessary;
- Review all requests for MPACT funding before submission to the Executive committee for its review and recommendation to MPACT general membership meeting;
- Work with the Principal and his/her designees to ensure good communication between the Board and Mountainside High School staff;
- Send monthly MPACT info/updates to Admin for "Express" publication, and
- Perform other duties as assigned by the Executive Committee.

**The Vice President At-Large shall:**

- Assist the President and perform the duties of the President in his or her absence, or in the event of the President's refusal or inability to act;
- Supervise all activities of standing committees and ad hoc committees (with the exception of the Budget Committee, which shall be supervised by the Treasurer, and the Fundraising Committee(s), which shall be supervised by the Vice President of Fundraising), and
- Perform other duties as assigned by the President or the Executive Committee.

**The Vice President - Volunteer Coordinator shall:**

- Coordinate, organize and oversee training of all Volunteers;
- Disseminate District Volunteer Guidelines to all MPACT volunteers;
- Print names, create badges and check volunteer names against the completed background checklist before issuing a volunteer badge to participate at the school;
- Enter volunteer information collected at beginning of school year;
- Coordinate with administration all activities requiring volunteers and send out requests to the volunteer base;
- Schedule volunteers for each activity/event, sending list of volunteers to appropriate person in charge of activity/event one week prior to activity/event;
- Send out reminders to volunteers 48 hours prior to event;
- Assist Vice President - Concessions to manage the concession volunteers and to provide communications to organize their efforts, and
- Perform other duties as assigned by the President or the Executive Committee.

**The Vice President - Communications/Marketing shall:**

- Maintain MPACT website to keep the calendar, contact info, forms, and volunteer needs updated;
- Manage MPACT's social media including but not limited to any future, Twitter, Instagram, and Snapchat presence
- Upload monthly meeting minutes to MPACT website once received from the Secretary

- Upload monthly financials to website once received from the Treasurer, and
- Perform other duties as assigned by the President or the Executive Committee.

#### **The Vice President - Fundraising**

- Maintain a list of fundraising activities (to be published on MPACT website) to alleviate repetitive activities between clubs, teams and activities;
- Oversee activities of the Fundraising Committee(s), and
- Perform other duties as assigned by the President or the Executive Committee.

#### **The Vice President of Concessions shall:**

- Oversee food sales at athletic and other planned school events;
- Cover concessions for the Fall, Winter, Spring, Summer;
- Maintain and schedule volunteer calendar, and
- Purchase/Order food and supplies, and
- Coordinate with Treasurer for depositing money after events.

#### **The Treasurer shall**

- Receive all monies of MPACT;
- Keep an accurate record of all disbursement requests received, receipts, and expenditures;
- Pay out funds in accordance with the approved budget as authorized by the Executive Committee, with the provision that all checks and online transactions must be approved by another member of the Executive Committee and all hand-written checks (not including on-line bill payments) exceeding the amount \$500 must be signed by the Treasurer and one other authorized Executive Committee Member.
- Present a financial statement at General Membership Meetings during the school year;
- Ensure that all organization funds are maintained in a bank or financial institution insured deposit account as directed by the Executive Committee;
- Supervise and chair the Budget Committee to create the next school years budget, members of which shall be the Executive Committee and those appointed by the Executive Committee;
- Perform other duties as assigned by the President or the Executive Committee;
- Maintain financial records dating back a minimum of seven (7) years and they shall be open to examination by the members at all reasonable times;
- Relinquish the online books and records to the new Treasurer after an audit is made as explained under the Audit Committee Section, and
- Be responsible for maintaining the organization's legal status with the appropriate Federal and State authorities.
  - File the Business Name Registry Annual Report with the Oregon Secretary of State as a recognized non-profit, Registry number 1326353-92, within 30 days of the anniversary date of May 19, 2018.
  - File the organizations Federal and State Taxes by the due date or valid extended due date of each year as required by Federal and State Law (Forms 990ez & 990-N)

#### **The Secretary shall:**

- Keep the minutes and records of all the meetings of MPACT and other official business, including a list of members in attendance.
- Have on hand for reference at each meeting a copy of the Bylaws, Articles of Incorporation, Roberts Rules of Order, the agenda prepared for such meeting, the

minutes of the previous meetings, and a list of all standing committees, fundraising committees, ad hoc committees and their chairpersons;

- Prepare a summary of each MPACT meeting for distribution to the membership and for posting;
- Perform other duties as assigned by the President or the Executive Committee;
- Keep the minutes for a minimum of five (5) years and they shall be open to examination by the membership at all reasonable times, and
- Perform the duties as Executive Board Member that sits on the Audit Committee at the end of each fiscal year to audit the Treasurer's books.

#### **Section 4.4 Executive Committee**

The Executive Committee shall consist of the elected Officers (President, Vice-President At-Large, Vice-President-Volunteer Coordinator, Vice-President- Marketing/Communications, Vice-President-Fundraising, Vice-President-Concessions, Treasurer, and Secretary, as well as any other elected Officers, but not including elected Assistant Officers) of MPACT.

The Executive Committee shall transact necessary business in the intervals between Executive Committee and Membership Meetings and such other business as may be referred to it by the organization. "Necessary business" that the Executive Committee is authorized to transact includes, but is not limited to, approving/amending the Financial Management Policies and Procedures, requesting, reviewing, and approving bids/proposals and approving contracts as detailed in Article 3 of MPACT's Financial Management Policies and Procedures, as well as establishing fundraising, budget, ad hoc and standing committees.

Special meetings of the Executive Committee may be called by the President or by a majority of the members of the Executive Committee and Officers shall be given three (3) days-notice of such meetings. Decisions of the Executive Committee shall be carried by a majority vote of the members of the Executive Committee present. All Executive Committee meetings shall be open to the general membership of MPACT. The Executive Committee may also hold a vote via email directed to all members of the Executive Committee. Such votes will be carried by a majority of the full Executive Committee, no matter how many members actually vote.

#### **Section 4.5 Vacancy of Office**

Any officer may resign at any time by delivering written notice of such resignation to the President or the Secretary of MPACT. Provision for removal of officers will require a two-thirds vote of the members present at a regular meeting providing there has been at least 30 days notification of the proposed removal to all members of the organization. Upon the resignation, removal, or death of any officer or the creation of a new officer position, MPACT may elect an officer to fill such office upon the nomination of any member at either a regular meeting or a special meeting of MPACT or may allow such office to remain vacant until the regular election meeting the following May. If a vacancy occurs in the office of President, the First Vice-President shall be elected to serve until the next election or the office may remain vacant.

#### **Section 4.6 Powers and Responsibilities of Officers**

The Officers will have sole responsibility for the management of the business of MPACT. In the management and control of the property, business and affairs of MPACT, the Officers are vested with all the powers possessed by MPACT itself, so far as this delegation of power is not



inconsistent with the Oregon Nonprofit Corporation Act, the Articles of Incorporation, or these Bylaws. Each Officer is expected to attend all meetings of MPACT and participate in all votes.

## **Article 5. Meetings and Operating Year**

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### **Section 5.1 Notice of Meetings**

The number, dates and time of meetings shall be determined by the Executive Committee with agreement from the Principal. The Secretary shall, at least two (2) weeks prior to the annual meetings of the elections and budget approval, give written notice of the date, place and time of the meetings generally provided to members through the standard communication channels. Written notice stating the purpose or purposes of a meeting shall be given to members at least 48 hours prior to any regular or special meeting at which the members will be asked to consider approval of any amendments to MPACT's Articles of Incorporation or these Bylaws.

### **Section 5.2 Conduct of Meetings**

Meetings of MPACT's members shall generally be conducted in accordance with Roberts Rules of Order, provided, however, that the President, or in the absence of the President, the presiding officer at the meeting shall have the final decision on all matters of procedure.

### **Section 5.3 Voting**

MPACT members present at the membership meetings shall constitute a quorum. Motions shall be carried by a majority vote of MPACT members present at a membership meeting.

### **Section 5.4 Operating Year**

The fiscal year of the organization for year one shall begin on June 1, 2017 and end on the succeeding June 30, 2018, and will end on June 30<sup>th</sup> for each subsequent fiscal year . The administrative year of the organization shall begin on the day of the last membership meeting of the current school year and end at the last membership meeting of the succeeding school year.

### **Section 5.5 Attendance at MPACT Meetings**

Meetings of MPACT are open to any member who is interested in the activities of MPACT. However, the President or, in the absence of the President, the presiding officer at MPACT meeting, shall have the power to order the removal of any person who is disrupting the orderly conduct of business of the meeting. In addition, the officers shall be entitled to go into executive session to consider any matter that the officers believe to be of a sensitive nature.

## **Article 6. Committees**

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### **Section 6.1 Committees and Appointments**

The Executive Committee may designate standing fundraising, budget, audit, and ad hoc committees which shall have such authority and responsibilities as may be delegated and assigned by the Executive Committee. Each committee shall consist of a chairperson appointed by the appropriate Vice-President, except as otherwise provided herein, and such other persons

who are interested in the activities of MPACT and volunteer to become involved in the activities of the committee. Any committee chairperson may resign at any time by delivering written notice of such resignation to the President or Secretary of MPACT. The Executive Committee may remove any committee chairperson from office with or without cause by the vote of a majority of the Executive Officers then in office. A vacancy in any chair of any committee, for whatever reason, may be filled by the Executive Committee for the unexpired term. Committees will be inactive during any period in which the committee does not have a chairperson.

### **Section 6.2 Limitation of Powers of Committees**

No committee shall have the authority to authorize distributions, approve dissolution, merger or the sale, pledge or transfer of all or substantially all of MPACT's assets, adopt, amend or repeal MPACT's Articles of Incorporation or Bylaws or take any other action prohibited by the Oregon Nonprofit Corporation Act or contrary to the policies or actions of the members. Each committee chairperson shall be provided with a committee notebook or electronic file in which they shall file a written report of all activities including a summary of expenses. These notebooks or electronic files shall be returned to the Vice-President no later than the June meeting of MPACT. Committee chairpersons shall report to MPACT on the activities of their committees upon the request of the President, Vice-President At-Large, Vice-President-Volunteer Coordinator, Vice-President- Marketing/Communications, Vice-President-Fundraising, or Vice-President-Concessions. The chair of each Standing Committee, or ad hoc committee shall present a work plan to the Executive Committee, and no committee work shall be undertaken without the approval of the Executive Committee. Unbudgeted or over budget expenditures must be approved by a majority vote of the membership in attendance at a regular MPACT meeting.

### **Section 6.3 Nominating Committee**

The Executive Committee shall act as and take on the responsibilities of the Nominating Committee. This committee will, prior to the regular meeting of MPACT in May, prepare and submit a list of the names of persons who are willing to serve as officers of MPACT. The committee shall select at least one nominee for each office to be filled. The consent of each candidate must be obtained before his or her name is placed in nomination. The names of the nominees will be distributed to the membership via standard communication channels. MPACT members at the election meeting may make additional nominations from the floor, provided that consent from each candidate has been obtained before their name is placed in nomination. If practical, the nominee for President shall have served on the Executive Committee during the previous year.

### **Section 6.4 Fundraising Committees**

Fundraising Committees shall plan and coordinate fundraising activities of MPACT. However, no fundraising activity for the benefit of MPACT shall be conducted without the prior approval of MPACT. All Fundraising Committees will report to their Vice-President and shall consist of a chair appointed by the Executive Committee and any other persons who are interested in the activities of MPACT and volunteer to become involved in the activities of the Fundraising Committee.

### **Section 6.5 Audit Committee**

An Audit Committee consisting of MPACT Secretary and at least two (2) other persons who are not current officers shall examine the accounts of MPACT annually. Upon completion of their review, the Audit Committee shall sign a written report to the Executive Committee either stating

that they discovered no reason to question any of the transactions on MPACT's accounts, or stating the nature of any questions or concerns which arose during their review.

### **Section 6.6 Budget Committee**

A proposed budget shall be presented annually by the Budget Committee, chaired by the outgoing Treasurer and consisting MPACT members who volunteer to assist with the budget-related responsibilities. The committee shall meet and review the last year's budget and prepare a proposed budget for the coming year to be available to members at least seven (7) days prior to the June MPACT member meeting where the annual budget for the coming year shall be voted on for approval. Such vote will be carried by a majority of the members present at the meeting.

### **Section 6.7 Other Ad Hoc Committees**

The Executive Committee may from time to time designate one or more ad hoc committees with such responsibilities as the Board may determine. Each ad hoc committee will have either a specified duration or, if no durations is specified, shall continue indefinitely until it becomes inactive. Each ad hoc committee will consist of a chairperson appointed by the Executive Committee and any other persons selected by the chairperson who are interested in the activities of MPACT and who volunteer to become involved in the activities of that particular ad hoc committee. The chairperson will report to their Vice-President.

## **Article 7. Bylaws**

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### **Section 7.1 Changes to Bylaws**

The inception of these Bylaws shall be approved by a vote of the general membership at the earliest meeting where a draft is available. These Bylaws may be amended or repealed by the members at any regular meeting or at any special meeting called for that purpose, provided that the notice of any such meeting shall state that the purpose or one of the purposes of such meeting is to consider a proposed amendment to these Bylaws accompanied by a copy of summary of the proposed amendment or state the general nature of the amendment. Approval of any changes to the Bylaws requires a two thirds vote of the members present at the meeting.

### **Section 7.2 Amendments to Budget**

The MPACT Budget may be amended by the members at any regular meeting or at any special meeting called for that purpose, provided that written notice of the date, place, and time of the meeting generally provided to members in the standard communication channels be given, and a written proposal for any such amendments be presented to the Executive Committee no later than 21 days prior to the next regular meeting. The written notice concerning the budget amendment proposal and its rationale shall be given to the general membership at least 14 days prior to any regular or special meeting at which the members will be asked to consider approval of any amendments to MPACT's current approved budget. Requests for Budget increases made at any regular meeting, will follow this procedure as well, and be voted on at the next regular scheduled meeting.



## Article 8. Severability/Dissolution

If any provision of these Bylaws is found, in any action, suit or proceeding, to be invalid or ineffective, the validity and the effect of the remaining provisions shall not be affected. In the event that MPACT is dissolved, all of its assets shall be distributed in accordance with the decisions or plan made by the previous year's Executive Committee and consistent with the provisions in the Articles of Incorporation.

These Bylaws were created and restated by the members of the Mountainside Parent and Community Team on August 29, 2017.

Signed by the Secretary of MPACT:

Rachel M. Sinc

Date:

9-11-2017