

# BY-LAWS OF THE MINUTEMAN PARENT ASSOCIATION INC.

*(Revised June 2017*

*Approved, TBD)*

## **MISSION STATEMENT**

The Minuteman Parent Association Inc. seeks to promote the intellectual, social, and physical well-being of high school students of Minuteman High School by supporting the philosophy of technical and vocational education; fundraising to benefit students and faculty; and promoting cooperation and communication among the school, parents, and the community.

## **Article I Name**

The organization shall be known as the Minuteman Parent Association Inc., hereafter referred to as "MPA."

## **Article II Purpose and Objectives**

### **Section 1. Purpose**

The organization shall support the School's philosophy, programs and activities for the benefit of all students. The MPA shall facilitate communication and parent education as well as encourage and coordinate volunteerism. The MPA shall foster a spirit of inclusion, partnership, community and cooperation.

The organization shall be non-commercial, non-sectarian, and non-partisan. The name of the organization shall not be used to endorse or promote commercial enterprises or political candidates, nor shall it be used for any purpose not appropriately related to promotion of the objectives of the organization.

### **Section 2. Objectives**

1. To promote the intellectual, social, and physical well-being of all high school students of Minuteman High School (hereafter known as "the school" or Minuteman).
2. To act as a liaison among the school (students and faculty), parents, and the community by encouraging cooperation and communication, and the exchange of ideas and information.
3. To support the school's faculty and administration in ways that will benefit the education of its students.
4. To encourage parental and community involvement and to organize events that foster a sense of community.
5. To organize and sponsor fundraising in support of the MPA mission.

## **Article III Membership, Dues and Budget**

### **Section 1. Membership and Dues**

- A. The membership shall consist of parents, guardians and similarly situated adults of high school students at the school.
- B. Membership shall begin upon receipt of the member's completed application, or upon election to the Executive Board, and continue through June 30 of that school year.
- C. All members shall have equal voting privileges.

### **Section 2. Dues**

- A. The Board of the MPA shall establish dues on each year. The amount shall be voted upon at a regular meeting in May or June.
- B. Dues shall cover administrative costs and other specified functions.
- C. Dues may be waived in situations of financial hardship after review with the Executive Board.
- D. Dues are not refundable.

### **Section 3. Budget**

- A. A budget of projected annual revenues and expenses shall be developed and approved by the Executive Board of the MPA.
- B. Accounts maintained by the organization will be under the control of the treasurer and one other member of the Executive Board.
- C. Expenditures will be made only for activities approved by a majority vote of members attending a scheduled

meeting, provided that a vote of a majority of the Executive Board will be sufficient to authorize expenditures of up to \$2,000 for ongoing activities (\$2,500 for stipend positions), and the treasurer or president may authorize expenditures for “normal” MPA activities, such as office operations, of up to \$500 per activity.

- D. School personnel may request expenditures of MPA funds.
- E. In the event the MPA becomes inactive for a period of a minimum of three years, then the remaining MPA funds will be disbursed as scholarships, as recommended by the school’s scholarship selection committee.

## **Article IV Officers**

### **Section 1. Personnel**

The officers of the MPA shall be (1) president, (2) vice-president, (3) treasurer, (4) secretary, and (5) Board Member at Large or other delegee as needed. Hereafter, the officers of the MPA shall be referred to as “the Executive Board.” The Executive Board shall manage the business and affairs of the MPA, including establishing a budget and appropriating funds, and establishing committees and coordinators to carry out the work of the MPA. The Executive Board shall exercise all powers of the MPA not expressly reserved by the members. The Executive Board shall also have charge of the property and funds belonging to the MPA, with full power and authority to manage and appropriate the same.

## Section 2. Nominations, Elections and Vacancies

- A. Officers shall be nominated (including self-nomination) by April of each year.
- B. The officers shall be elected at a regular meeting scheduled in May or June, as determined by the Executive Board.
- C. A majority vote of the members present and voting shall constitute an election. Absentee or proxy voting shall not be permitted.
- D. Any vacancy occurring in the Executive Board may be filled for the remainder of the term by a majority vote of the Executive Board. If the President is unable to fulfill his or her term, the Executive Board shall elect his or her successor from among the other officers.

## Section 3. Terms

- A. The officers shall serve a term of two years beginning July 1st and ending June 30th of the following year.
- B. An officer may not serve for more than two consecutive terms, and may not serve consecutively in the same position. Former officers may return after a year's absence from the Executive Board.
- C. Staggered terms for officers shall be determined by the Executive Board.

## Section 4. Duties

- A. **President:** The president shall act as chairperson at all meetings except when the president asks another person to conduct business. The President shall have general and active management of the affairs of the MPA. The President shall act as chief spokesperson for the organization and shall arrange programs in consultation with the membership and/or the superintendent or his designee. The president may also appoint and/or serve on any special project committees.
- B. **Vice President:** The Vice President shall assume the president's duty in the latter's absence. The Vice President shall perform such duties as may be deemed necessary by the Executive Board or the President.
- C. **Treasurer:** The treasurer shall maintain all fiscal records and, together with the president or another Executive Board member, shall control expenditures from the MPA accounts. The treasurer shall provide monthly reports regarding income and expenditures. The Treasurer, as a member of the Executive Board, shall perform such duties as may be deemed necessary by the Executive Board or the President.
- D. **Secretary:** The Secretary shall attend and act as secretary for all meetings of the members of the MPA and Executive Board meetings. The Secretary shall maintain a record of all correspondence and proceedings of the MPA and shall ensure that proper notice is given of all meetings and shall perform other duties as may be deemed necessary by the Executive Board or the President. The secretary shall act as official correspondent for the MPA.
- E. **Board Member at Large:** The Board Member at Large shall perform duties as deemed necessary by the Executive Board or the President.

The president or the vice-president may call an Executive Board meeting. Quorum at an Executive Board meeting shall be a majority of the MPA officers. The Executive Board may meet and act for the MPA by majority vote.

## **Article V. Meetings**

### Section 1. Executive Meetings

- A. Meetings of the Executive Board of the MPA shall be determined by the President.
- B. A quorum of the Executive Board of the MPA shall consist of a simple majority of members.

### Section 2. Association Meetings

- A. The MPA will meet on a regular basis and the schedule shall be determined by the Executive Board of the MPA.
- B. The MPA meetings include all meetings where the entire membership is notified. These MPA meetings may include speakers, general business and information.
- C. The Annual Meeting shall be held in May or June.
- D. The Executive Board will agree on the dates of the monthly meetings prior to the beginning of the school year, and will inform the membership prior to the first monthly meeting in September.
- E. Members and the school administration's representative will be informed prior to the meeting of the date, time, location, and agenda of regular and special meetings.
- F. The meeting will be cancelled if school is closed that day, and that meeting will be rescheduled, if possible.
- G. The date, time, and location of the meeting, if on school grounds, must be approved by the principal.
- H. A regular meeting will not be held if a timely notice has not been distributed to members.
- I. Quorum will consist of at least three members of the Executive Board.
- J. The action of the membership on any matter properly brought before such meeting, including elections, will be decided by the majority of members present and voting.

## **Article VI Amendments**

- A. These bylaws may be amended at any meeting of the MPA.
- B. Any proposed amendments to these by-laws must be published and discussed at a regular or special meeting.
- C. The vote by active members regarding the proposed amendments must be at the next general or special meeting with full agenda notice distributed in advance of said vote.

## **CONTROL OF EXPENDITURES**

### **Article VII Miscellaneous, School Support SCHOOL SUPPORT**

- A. The school will support the MPA as follows, unless directed otherwise by the Principal superintendent-director or the School Committee:
- B. The principal or MPA liaison will be encouraged to attend each duly called regular meeting.
- C. School facilities and other resources will be made available to the MPA within budget limitations defined by the principal or superintendent.
- D. School representatives will be available 1-2 times a year, and as needed, to provide input and feedback to the MPA for purpose of exchanging ideas, expanding collaboration and fulfilling the mission of the MPA
- E. The school administration will offer MPA members opportunities to serve as special advisors on committees for improvement of school programs. The administration's representative will describe these opportunities at regularly scheduled meetings of the MPA.