**VAN METER ELEMENTARY PARENT COMMITTEE** **BYLAWS**

Statement of Purpose: We care about maintaining and promoting the high quality of education offered by the Van Meter Elementary School.

Article I: Name

The name of this committee is the Van Meter Elementary Parents Committee {VMEPC}.  It is a local committee without affiliation to any other organization.

Article II: Articles

The VMEPC is an unincorporated committee of its members.  Its “Articles of Van Meter Elementary Parents Committee” comprise these bylaws and any amendments thereto.

Article III: Membership/Dues/Meetings

Anyone who has an interest in Van Meter Elementary School education may become a member of said committee.  No dues are required to become a member. Regular meetings of the members shall be held as determined by the Officers and may be held in person or virtually.  The President shall provide notice of meetings at least two weeks in advance.  Either Co-Chair may call special meetings throughout the year as needed.

Article IV: Objectives of VMEPC

The objectives of the VMEPC are as follows:

1. To promote the welfare of our children and youth in home, school, and community.
2. To be a positive support group and influence within the Van Meter Elementary School.
3. To encourage greater parental involvement within the school.
4. To provide a mechanism for improving communications, including parent networking, advocacy and education.
5. To provide necessary assistance to teachers and school administration.

Article V: VMEPC Officers

Section 5.1: Officers and Duties

1. The President shall preside over all general meetings of the VMEPC.  They shall coordinate the work of the other officers and committees in order to promote the objectives of the organization.  Requests for total projects/events over $1500 must be presented at a monthly meeting and passed by a majority vote from those in attendance. This is a one year term, which will transition to Past President.
2. The President-Elect, at the request of the President or in his/her absence for whatever reason, may perform any of the duties of the President. He/she shall have such other powers and perform such other liaison duties as the Officers, or the President may determine. This is a one year term in preparation for the role of President.
3. The Secretary shall record the minutes of all regular and special meetings.  They shall also be responsible for the dissemination of the minutes and notifications of upcoming meetings and other duties as requested by the Co-Chairs. This is a minimum one year term.
4. The Treasurers (up to 2) shall have custody of all funds of the VMEPC and account for all receipts and expenditures.  The Treasurer shall present a current written financial statement detailing all expenditures and gross receipts at each monthly meeting and at the request of the President.  They should also handle the annual tax filing with the IRS and bi-annual report filed with the state. This is a two year term.
5. The *Past President* shall serve as an advisor to the President, and fulfill such duties as requested by the President and/or Officers. This is a one year term.

Section 5.2  Election of Officers

Section  Officers shall be elected by the membership from the proposed slate of candidates presented by the President at the April meeting. Each elected Officer shall assume office at the May meeting following his/her election and shall hold office for one year or until his/her successor is elected and takes office.

b) By year end, the slate of officers will be formally presented to the membership, other nominations may be made, and the election of officers shall be conducted.  The slate of officers (excluding the Immediate Past President and President) shall be elected by majority vote of those eligible members who cast their vote.

c) All officers and committee chairpersons will deliver to their successors all materials pertinent to their office at the close of their term.  New officers and committee chairpersons will be presented at the meeting following election.  If a vacancy occurs for one of the above officers, the President, in cooperation with other officers and the membership will select a person to fill the unexpired term.

Section 5.3 *Vacancies.* Any vacancy in the Board may be filled for the unexpired term by appointment of the President with the consent of the Officers.

Article VI: Committees

*Section 8.1: Committees*. The establishment of both standing and ad-hoc committees shall be the right of the Officers.

*Section 8.2: Committee Organization*. Committees are established by resolution of the Officers

*Section 8.3: Committee Chairpersons*. Appointment of  Committee Leads  is the sole responsibility of the President. The Committee Lead and the President will seek interested members to participate in committee activities. Special Committees or task forces may be organized by the President to meet Chapter needs.

*Section 8.4: Committee Activity*. Committees are established to provide VMEPC with special ongoing services, such as Teacher Appreciation, Parent/Child dances, Community Events and Teacher Support.

Article VII: Dissolution

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article VIII: Bylaws and Amendments

These bylaws may be amended at any regular VMEPC business meeting by consensus of the committee members present.

Article VIII: Exempt Purpose

The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

These bylaws were originally adopted May 8, 1996.

These bylaws were amended:     04/17/97    03/19/98    09/13/22    09/12/23 08/2025