

Bylaws
Of
The Beethoven Ohrenberger School Parent Council

ARTICLE I: NAME

The name of this association is the Beethoven Ohrenberger School Parent Council of West Roxbury, Massachusetts. For convenience, the association shall be referred to in these bylaws as the Beethoven-Ohrenberger SPC

ARTICLE II: PURPOSES

Section 1. The purposes of the Beethoven-Ohrenberger SPC are:

1. To promote communication between the home and the school;
2. To foster support for any school related activities
3. To raise the standards of home, school, and recreational life for members of the Beethoven-Ohrenberger SPC;
4. To assist in developing a challenging learning environment in Science, Technology, Engineering, the Arts and Math, which maximizes individual potential and ensures students are well-equipped to meet the challenges in the world around them
5. To promote the welfare of children and youth in home, school, and community;
6. To bring into closer relation the home and the school, that parents, teachers and staff may cooperate intelligently in the education of children and youth; and
7. To develop between educators and families such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.
8. Developed through meetings, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 2. The association is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter the "Code").

ARTICLE III: MEMBERSHIP

The following persons shall be eligible for membership in the Beethoven-Ohrenberger SPC: all parents or legal guardians of children attending the Beethoven-Ohrenberger School (hereinafter “Members”); except as otherwise pertaining to the Treasurer(s) Emeritus. Membership in the Beethoven-Ohrenberger SPC shall be limited to persons eligible for membership, and all the membership has one vote when applicable.

ARTICLE IV: BASIC POLICIES

The following are basic policies of Beethoven-Ohrenberger SPC:

1. The Beethoven-Ohrenberger SPC shall be noncommercial, nonsectarian, and nonpartisan;
2. The Beethoven-Ohrenberger SPC shall work with the schools and community to help provide quality education for all students and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities;
3. The Beethoven-Ohrenberger SPC shall work to promote the health and welfare of students and shall seek to promote collaboration between parents, schools, and the community at large;
4. Notwithstanding any other provision of these articles, the Beethoven-Ohrenberger SPC shall not carry on any other activities not permitted to be carried on by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code;
5. Upon the dissolution of the Beethoven-Ohrenberger SPC, after paying or adequately providing for the debts and obligations of the Beethoven-Ohrenberger SPC, the remaining assets shall be distributed to one or more nonprofit funds, foundations, organizations, or associations that have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code; and
6. The Beethoven-Ohrenberger SPC or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

ARTICLE V: OFFICERS

Section 1. The affairs of the Beethoven-Ohrenberger SPC shall be managed by the Executive Board. This shall consist of Four elected members: two (2) Presidents, a Treasurer and a Secretary; and may include an additional, but no more than three (3) Vice Presidents; the Immediate Past President(s); Treasurer(s) Emeritus (the Treasurer Emeritus is a non-voting officer).

Section 2. The officers of the Beethoven-Ohrenberger SPC shall be elected each year at the Annual Meeting in either May or June and shall be elected by ballot. Notice of election to the membership shall be done during the monthly membership meeting in April of each year if possible.

Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for the election.

Section 4. Each officer shall be a current or former member of this Beethoven Ohrenberger Community;

Section 5. Officers shall assume their official duties August 1, and shall serve for a term of ONE year unless reelected.

Section 6. The presidents shall fill a vacancy in any office, if the executive board disagree's with the decision, a vote of the executive board may take place.

Section 7. When an officer fails to attend THREE consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws, or engages in conduct which the Executive Board determines to be injurious to the association or its purposes, the Executive Board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include: (1) asking for the resignation of the officer; (2)

making a formal recommendation that the officer be removed from office following a hearing conducted in accordance with Due Process.¹

Article VI: Duties of Officers

Section 1. The Presidents shall:

1. Act as a spokesperson for the Beethoven-Ohrenberger SPC;
2. Preside at all meetings of the Beethoven-Ohrenberger SPC;
3. Maintain a working relationship with the Principals of the Beethoven Ohrenberger School when possible.
4. Appoint standing and special committee chairs and members as may deem necessary to promote the purposes of the SPC and carry on the work of the Beethoven-Ohrenberger SPC, and Serve as an ex-officio member of all committees;
5. Make financial decisions of no more than \$700; more than \$700 the Executive Board approval is needed.
6. Coordinate the work of the officers and committees of the Beethoven-Ohrenberger SPC in order that the purposes may be promoted;
7. Perform such other duties as may be provided for by these bylaws, or directed by the Executive Board;

Section 2. The Immediate Past President(s)

1. The Immediate Past President(s) (good standing) shall act as an advisor to provide

¹ Due Process Procedures: Following the two-thirds (2/3) affirmative vote recommending that the officer be removed from office: (1) The officer must be given fifteen (15) days' written notice of the hearing to remove the officer from office; (2) The written notice shall contain the reasons for the proposed removal. and shall be mailed certified mail, return receipt requested, to the last address of the officer shown on the association's records; (3) At the hearing, the officer must be given an opportunity to address the executive board. either orally or in writing; (4) Not less than five (5) days following the hearing, the executive board shall convene and vote whether the officer will be removed from office; (5) A two-thirds (2/3) vote of the executive board shall be sufficient to remove the officer from office; (6) The removal vote shall be recorded in the executive board minutes and shall specify the number of voting in favor of and against such removal.

knowledge and expertise to the Executive Board.

Section 3. The Secretary shall:

1. Record the minutes of all meetings of Beethoven Ohrenberger SPC;
2. Be prepared to read the records of any previous meetings;
3. File and retain all records, except those of the Treasurer;
4. Have a current copy of the bylaws (bylaws approved by the state within the last three (3) years are considered current);
5. Perform such duties as may be provided for by these bylaws, or directed by the presidents or Executive Board.

Section 4. The Treasurer or designee shall:

1. Have custody of all the funds of the Beethoven-Ohrenberger SPC;
2. Maintain a full and accurate account of receipts and expenditures of Beethoven-Ohrenberger SPC;
3. Make disbursements as authorized by the presidents or Executive Board or Beethoven-Ohrenberger SPC;
4. Present a quarterly written financial statement of the Beethoven-Ohrenberger SPC and at other times when requested by the executive committee;
5. Present an annual treasurer's report to Beethoven-Ohrenberger SPC at the annual meeting;
6. Review the accounts when a person who has signature authority leaves the board at least two weeks before the meeting at which the officers assume their duties;
7. File all reports, forms, etc. as required by law with the appropriate state or federal authorities
8. Perform such other duties as may be provided for by these bylaws, or directed by the Presidents or the Executive Board.

Section 5. Treasurer(s) Emeritus

1. Act as an advisor to provide knowledge and expertise to the Executive Board
2. Train and advise the newly elected Treasurer
3. May support Treasury by staying on as a signee
4. The Treasurer Emeritus is a non-voting officer)

Section 6. No two members of the same family may be on the signature card for Beethoven or Ohrenberger SPCs' bank accounts.

Section 7. All officers shall deliver to their successors all official materials no later than August 30th unless arrangements have been made and approved by the Presidents, or upon resignation.

ARTICLE VII: EXECUTIVE BOARD

Section 1. The executive committee shall consist of the elected officers of Beethoven-Ohrenberger SPC.

Section 2. Special meetings of the Executive Board may be called by the presidents or upon written request of ANY member with SEVEN days' notice to each member of the Executive Board. Notice may be given by means of regular mail, electronic mail, telephone, or any combination thereof

Section 3. A majority of the executive committee shall constitute a quorum for the transaction of business.

Section 4. Duties of the executive committee shall be to:

1. Transact necessary business to promote the purposes of the Beethoven-Ohrenberger SPC;
2. Approve the work of the committees;
3. Make a report at the general membership meetings of the Beethoven-Ohrenberger SPC;
4. Prepare and approve for adoption a budget for the year and present to Beethoven-Ohrenberger SPC;
5. Approve expenditure over \$700.
6. Prepare any bylaw changes to present at annual meeting or special meeting

The executive committee shall take no action in conflict with any action taken by the general membership of the Beethoven-Ohrenberger SPC.

ARTICLE IIX: GENERAL MEMBERSHIP MEETINGS

Section 1. At least SIX general membership meetings of the association shall be held during the school year. Dates of the meetings shall be determined by the Presidents and announced at the first regular SPC meeting of the school year. SEVEN days' notice shall be given to the general membership of any change of date, unless unable to do so. Notice may be given by means of regular mail, electronic mail, telephone, website postings, printed media or any combination thereof.

Section 2. Special meetings of Beethoven-Ohrenberger SPC may be called by the Presidents or by a majority of the Executive Board, SEVEN days' notice having been given. Notice may be given by means of regular mail, electronic mail, telephone, website postings, printed media or any combination thereof.

Section 3. The annual meeting shall be in MAY or JUNE and shall be for the purpose of, receiving reports of officers and committees, and conducting any other business that may arise.

Section 4. A majority of the Executive Board constitutes a quorum for the transaction of business in any meeting of Beethoven-Ohrenberger SPC.

Section 5. The privilege of making motions, debating and voting at Beethoven-Ohrenberger SPC meetings shall be limited to members of the association who are present.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Beethoven-Ohrenberger SPC shall be the period established in Article VII(c) of the Articles of Incorporation of the Beethoven-Ohrenberger SPC (January 1 through December 31).

ARTICLE X: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Beethoven-Ohrenberger SPC and in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

ARTICLE XI: AMENDMENTS

Section 1. These bylaws may be amended at any Annual special meeting of Beethoven-Ohrenberger SPC by a two-thirds vote of the members present and voting, provided that notice of the proposed amendments has been provided to the membership twenty-one (21) days prior to the meeting.