



FRIENDS OF LA PINE ELEMENTARY

BYLAWS

ARTICLE I: NAME

The name of this organization is the FRIENDS OF LA PINE ELEMENTARY (FOLPE). FOLPE is a Parent Teacher Collaborative (PTC). The address of FOLPE is P.O. Box 3556, La Pine, OR 97739

ARTICLE II: PURPOSE

The purpose of FOLPE is to raise funds and obtain donations to support educational, student, teaching, enrichment and capital improvement programs for La Pine Elementary. Activities will be coordinated with the governing body or bodies of La Pine Elementary.

ARTICLE III: MEMBERSHIP

The members of FOLPE shall consist of all parents/guardians and/or family members of students currently enrolled at La Pine Elementary School and La Pine Elementary staff.

ARTICLE IV: BOARD OF DIRECTORS **SECTION 1. OFFICERS**

The direction, control and governance of FOLPE and its business affairs, management and activities shall be vested in the Board of Directors ("Board"). The members of the Board are hereby known as the "Officers" of the Board. The number of Officers shall be no less than four (4) and no more than eight (8).

The Officers of the Board are the President, Vice President, Secretary and Treasurer and must have students currently enrolled at La Pine Elementary School.

If so desired by the candidates for the Officer positions and approved by the voting members of FOLPE at the annual meeting, each Officer may share his or her duties with a President, Vice President, Treasurer or Secretary.

SECTION 2. COMPENSATION; REIMBURSEMENT OF EXPENSES

The Officers shall not be compensated for their services. The Officers may be reimbursed for expenses advanced on behalf of FOLPE.

SECTION 3. DUTIES OF THE OFFICERS

- A. President - The President shall serve as the chief executive officer and official spokesperson and carry out the policies of FOLPE. The President shall also schedule and cause to be called all meetings of FOLPE and its Board.
- B. Vice President - The Vice President shall assume all duties of the President in his/her absence or until any vacancy in that office is filled and perform other duties as are assigned by FOLPE.
- C. Secretary - The Secretary shall have custody of all membership records, attendance records and documents of FOLPE and its Board; keep written minutes of meetings; be custodian of the corporate seal; receive and answer written communications; provide notice of meetings as set forth in the Bylaws and as directed by the President.
- D. Treasurer - The Treasurer shall be responsible for receipt, custody and disbursement of all FOLPE funds; be responsible for adequate recordkeeping and reporting; file the appropriate federal, state, and county tax filings and other reports; establish and/or maintain bank accounts as directed by the Board; serve as the primary liaison to FOLPE's bookkeeper and/or accountant if needed.

SECTION 4. TERM OF OFFICE

The term of office for each board position shall be as follows, starting on September 1st and ending on June 30th: (First day of school to the last day of school)

- President: 3 years
- Vice President: 1 year
- Secretary: 1 years
- Treasurer: 2 years

SECTION 5. RIGHT OF INSPECTION

Any Officer or member may have the right at any reasonable time to inspect and copy all books, minutes, and documents of any kind and to inspect the physical properties of the organization.

SECTION 6. COMMITTEES

The president may appoint one or more committees, each consisting of one or more Officers, and delegate to such committees any of the authority of the Board.

SECTION 7. RESTRICTION WITH REGARD TO INTERESTED PERSONS

No person serving on the Board may be an interested person. An interested person is defined as any person compensated by the organization for services within the last 12 months, whether as an employee or contractor, any person who stands to make financial gain based on the activities of the organization; a family member of any such person. Inquiries may be made from time to time to determine the existence of interested directors.

SECTION 8. BOARD COMPOSITION & ELIGIBILITY

A majority (at least 51%) of the Board of Directors must be parents or guardians of students currently enrolled at La Pine Elementary.

School employees may serve on the Board; however, they may not constitute more than 49% of the Board.

To preserve the independence of the organization, individuals employed by the school may not serve in the roles of President or Vice President. School employees may serve in other officer or board positions as approved by the membership.

ARTICLE V: ELECTION OF THE BOARD OF DIRECTORS

SECTION 1. NOMINATIONS

The Board shall appoint a Nominating Committee to generate candidates for Board membership. The Nominating Committee may consist of Board and non-Board members. Care should be given to have nominations reflect the richly diverse community of our school. Nominations may also be entertained from the floor of the annual membership meeting.

SECTION 2. ELECTION OF OFFICERS

There shall be an election of Officers by a plurality of those members in attendance at the annual membership meeting.

SECTION 3. VACANCIES

Should an Officer of the Board cease to be a member of FOLPE or otherwise create a vacancy on the Board, a vacancy shall be filled by a vote of the members of FOLPE within 30 days after notice of the vacancy is given, or at the next regularly scheduled general meeting. The term shall be for the unexpired portion of the term of the vacated position.

ARTICLE VI: MEETINGS

SECTION 1. GENERAL MEETINGS

There shall be no fewer than three (6) general meetings per year held at a time, date and location established by the Board. These meetings will be held to conduct the regular business of FOLPE.

SECTION 2. ANNUAL MEETINGS

There shall be an annual meeting in May or June. It shall be held at La Pine Elementary. The purpose of the annual meeting is to nominate and elect the Officers of the Board.

SECTION 3. NOTICE OF ALL MEETINGS

Notice of both general and annual meetings shall be posted ten (10) calendar days in advance in a visible place at the school and by other appropriate means determined by the Board.

SECTION 4. SPECIAL MEETINGS

Special meetings may be called by the Board. Notice shall be given to members by posting notice two business days in advance at the school and by other appropriate means determined by the Board.

SECTION 5. CALL TO MEETINGS

The Board shall call meetings.

SECTION 6. VOTING

When matters arise at both general and annual meetings that require a vote, only Officers shall have voting privileges. The sole exception to this is at the annual meeting, when all members of FOLPE who are in attendance may vote to elect the Officers for the following school year.

The Bylaws of FOLPE may be changed by a majority vote of those Officers present at meeting.

No proxy voting shall be permitted.

SECTION 7. QUORUM

Votes must be passed by a quorum. A quorum shall consist of the majority of Officers present at a duly called meeting. In the case of the election of Officers at the annual meeting, a quorum shall consist of the majority of FOLPE members who are in attendance.

ARTICLE VII: REMOVAL OF OFFICERS

SECTION 1. GROUNDS FOR REMOVAL Officers may be removed from the Board for the following reasons:

- a) for failure to attend three (3) consecutive Board and/or general membership meetings; or
- b) for misconduct, neglect of duty, or other just cause.

SECTION 2. PROCEDURE FOR REMOVAL

Removal must occur in the following manner:

A. At least two (2) Officers must sign and submit to the President a written statement setting forth the grounds for removal.

B. The President, upon receipt of the statement, shall send to the Officer sought to be removed, by registered mail, a copy of the statement of grounds and a letter stating that he or she may resign or have a hearing before the Board and FOLPE members.

C. At the next meeting of the Board, the Officer sought to be removed shall be afforded an opportunity to respond to the statement of grounds for removal. After such hearing, upon motion for removal, the Officer may be removed from office by a 2/3 majority vote of all Board members.

Approved and accepted by the Executive Board on May 20, 2024, as the founding bylaws of Friends Of La Pine Elementary.