

Article I – Name

The name of this organization is the Stanton Parent Association (hereafter referred to as SPA).

Article II – Purpose

Section 1

The vision of SPA is to create the best learning environment for every Stanton elementary school student.

Section 2

The mission of SPA is to bring the entire Stanton community together to support all students and each other in creating an inclusive environment that fosters growth of students' academic abilities and social needs. This includes supporting the teachers in their mission to educate, improving students' learning environment, and engaging families through providing activities that form and build lasting relationships.

Section 3

The objective of this organization is to enrich the educational experience. This includes:

1. Promoting the welfare of children and youth in home, school and community.
2. Strengthening the relationship between home and school by building a community environment in which parents and teachers cooperate productively in the education of children.
3. Fostering connections between educators and the broader community to support physical, mental, and social well-being.

Section 4

Stanton Parent Association is organized for non-profit purposes and the individual members shall not profit.

Article III – Membership

Section 1

All parents and guardians of students; teachers and staff; and school administrators of Stanton Elementary School may be members of SPA. All members have full voting rights.

Section 2

Suggested donations shall be established by incoming officers for the school year.

Article IV – Meetings

Section 1

All meetings are open and advertised.

Section 2

A quorum is required to conduct business. A quorum is defined as at least half of the elected officers and 3 non-officer members, no less than 7 persons. It is required that all plans for financial and policy actions shall be presented to the general membership.

Section 3

The time for general SPA meetings shall be the third Tuesday of each month at 6:30 p.m. unless otherwise established, beginning in September. At least one week notice, should be given if date or time has been changed.

Section 4

The order of business at general meetings shall be at the discretion of the President, and may include the following items:

1. Welcoming message from president or president's designee. The vice president shall take the role if the president is absent and has not designated a speaker.
2. Principal's Message
3. Teacher's Message
4. Approval of Minutes from previous meeting
5. Approval of Treasurer's report, as presented
6. Old Business
7. New Business

Article V – Board Officers and Duties

Section 1

The elected officers shall be (a) President (b) Treasurer (c) Recording Secretary, at a minimum. Additional elected officers may also be added including but not limited to: Vice President, Communications Secretary, Director of Finance, Parliamentarian, Executive Liaison, etc. In addition, roles may be shared, but for roles with signatory authority, a single person of that position shall hold the authority. These elected officers are considered the Executive Board of SPA.

Section 2

The President shall preside over all meetings or have another board member representative in case of illness or emergency; facilitate participation, set leadership. It shall be the president's responsibility to ensure the organization maintains insurance, follows the bylaws, and stays in good financial standing through verification of annual financial audits.

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Section 3

The Treasurer shall have the care and custody of all moneys and securities of the organization.

The Treasurer shall record all deposits, receipts and disbursements and present the books of record for inspection or audit whenever so instructed. The treasurer may maintain a petty cash amount of not more than \$40.00 to be used for operating expenses of the organization. All checks drawn on account will require two signatures recognized by their presence on the banks signature card. Treasurer will present budget in writing at all meetings. Any expenditures over \$100 in excess of the current budget shall be presented to the general membership for a vote. Any expenditures

Section 4

The Recording Secretary shall keep a written record of all general and Executive Board meetings, shall keep and maintain a correct copy of all by-laws, and shall have custody of the official papers and records pertaining to the organization, including insurance paperwork and other legal documents pertaining to the organization. These items may be stored securely at the school in a place known to the board members. The Recording Secretary shall publish the agenda for all meetings unless otherwise determined. The Recording Secretary must be a signer on all SPA financial accounts.

Article VI – Elections

Section 1

Nominations may be made by any member for any position. If desired, a nominating committee may be used to identify potential board members. The nomination committee shall consist of three members, one appointed by current board and two nominated from the general membership. After utilizing means to reach the entire membership, nominees for officers will be presented first to the Executive Board and then published to the general membership.

Section 2

Elections will be held at the general membership meeting in May. At that time, nominations will also be open from the floor.

Section 3

Officers shall take their office effective July 1 to June 30 of the following year (12 month term).

Article VII – Committees

Section 1

Responsibility for the development and execution of support activities shall lie with its members under the leadership of recognized volunteer chairpersons as the need arises.

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The Executive Board will determine principle committees and the participation of their chairperson or representative in the Executive Board.

Article VIII – Ethics

Section 1

SPA may not sanction an event that will lead to a profit by the board, the members, or school staff. Whenever a board member has a financial or personal interest in any matter coming before the board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested board members determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Section 2

SPA shall not sponsor any activity or event without prior written request to do so. Requests to indicate that an event is SPA-sponsored should be submitted to the board in writing at least one week prior to the event.

Section 3

SPA is the sole owner of any personal contact information collected from families of Stanton. All information collected from families is provided directly to SPA on an opt-in basis. SPA shall not sell or rent this information to anyone.

SPA may use this information to provide regular updates about the school and school-related events, to respond to inquiries, to distribute items to students and to connect volunteers with activities and activity leads, as they request. SPA shall not share personal information with any third party outside of our organization.

Anyone may opt out of any future contacts from SPA at any time by contacting stantonparentsassociation@gmail.com and may ask to:

- See what data SPA has about them, if any.
- Change/correct any data SPA has about them.
- Request that SPA delete any data.
- Express any concern they have about SPA's use of their data.

SPA must take precautions to protect personal information. When families submit sensitive information, it is protected both online and offline. Only the board has access to the entire data set and will share the least amount of personal information possible with other members, to enable those members to fulfill their roles.

Wherever SPA collects sensitive information (such as credit card data), that information is encrypted and transmitted in a secure way. Only board members who need information to perform a specific job (for example, contacting you about your participation on a committee, or providing items you ordered from our store to your

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child's classroom) are granted access to personally identifiable information. The database in which SPA stores personally identifiable information is secured by password access, granted only to board members. If board members have any doubt about whether sharing information is ethical, the board shall vote about that use of personal information.

SPA members may contact SPA at any time regarding use of student or family data.

Section 3

No identifiable face of any student may be used on the website or social media without their guardian's express, written consent.

Section 4

No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation. The organization shall not participate or intervene in any individual political campaign including the publishing or distribution of statements on behalf of any candidate for public office. SPA may not support or oppose any candidate for public office. SPA may endorse ballot measures that would provide additional funding, facilities, or staff for the school.

Section 5

Notwithstanding any other provision of these articles, the Association shall not carry on any activities not permitted by an association exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954.

Article IX – Adoption and Amendment

The articles of these by-laws may be amended or appealed at any general membership meeting by a majority vote of members who are present or provide written proxy, provided that written notice has been given at least one week in advance of the meeting or has been given orally at the last meeting.

Article X – Dissolution

Section 1

Upon the dissolution of the Association, after paying or adequately providing for the debts and obligation of the Association, the remaining assets shall be distributed to a non-profit fund, foundation or corporation. These organizations should be operated exclusively for charitable or educational purposes, which have established its tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

Section 2

No part of the net earnings of the Association shall benefit or be distributed to its members, trustees, officers or other private persons. The Association shall be

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empowered to pay reasonable compensation for services rendered and/or reimbursements on behalf of the Association.