

STARR ELEMENTARY PARENT GROUP CONSTITUTION

ARTICLE 1

Section 1

The name of the organization shall be the Starr Elementary Parent Group

Section 2

The Parent Group is organized for the purpose of supporting the education of children at Starr Elementary school by fostering relations among the school, parents, and staff. All activities are done for charitable and educational purposes related to Starr Elementary school in the Oregon School district.

This organization is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). Upon dissolution of the group, all monies (not owed) would be given to Starr Elementary.

ARTICLE II

Section 1

The participation in the Starr Elementary Parent Group shall consist of any interested persons, not limited to parent/parents of child at Starr Elementary school.

ARTICLE III

Section 1

General Membership Meetings

Meetings are to be held monthly September through May at Starr Elementary School. Specific dates and times will be determined by the Representative Group

Section 2

Executive Meetings

The Representative Group shall meet at least one per month prior to the general membership meeting. The purpose of the meeting is to prepare the agenda and finalize formal reports. During this meeting, a Representative will be appointed to facilitate the upcoming general membership meeting.

Section 3

Voting Procedures

General Meetings

- All items presented at each general meeting shall be put to a vote during the meeting.
- All votes may be recorded
- Only those persons in attendance at the meeting shall cast a vote.

Representatives Meetings

- All items presented at the meeting requiring a vote shall be voted on during the meeting.
- All votes shall be recorded.
- Voting will remain open on an issue/item for those not in attendance for 7 days from the meeting date the issue/item was presented.

*Voting through voice, verbal communication, phone, text, email, and/or other social media is accepted.

- Reps may cast their vote on upcoming items/issues that will be presented at the next general meeting during the reps. meeting before hand or immediately proceeding.
- Time sensitive items/issues must be voted upon within 48 hours are void.

Time sensitive items/issues must be voted upon within 48 hours. Any votes after the given 48 hours will be void.

ARTICLE IV

Section 1

Representative Group

1. Treasurer
2. Recording Secretary
3. Minimum of one representative per grade level with a maximum of ten total representatives. Treasurers and Recording Secretary will be included in the maximum of ten total representatives.

Qualification to be Grade Level Representative/Treasurer/Recording Secretary

1. Members should be parents with children in the school, parents who had children in the school previously, parents who will have children enrolled at Starr, or/and other persons who are interested in the activities of Starr Elementary.
2. Attendance at a minimum of half of the Starr Elementary Parents Group meetings is necessary. It is also recommended that the person have served on a committee.

Board Terms of Office

1. If a Grade Level Representative/Treasurer/Recording Secretary is suspected of not performing the job requirements, that representative is to be subject to any grievance filed against them by active members.

Section 2

Nominations and Voting

1. Application forms for Grade Level Representatives/Treasurers/Recording Secretary will be distributed to those who are interested.
2. Principals will be given referral application forms.
3. Application forms will be due May 1st each year

Section 3

Responsibilities of Treasurers

The individual responsibilities of the Starr Elementary Parent Group Treasurer include, but are not limited to, the following:

1. Make a Treasurer's report at each monthly meeting of all transactions done in the previous month.
2. Be a steward of the Starr Elementary Parent Group finances.
3. Shall receive and deposit all monies in the bank account within two business days of any event money is collected from, unless extenuating circumstances occur. In the case of extenuating circumstances, money will be locked in school safe.
 - a. All money collected from an event must be verified in the presence of the Treasurer and the chairperson, or the Treasurer

and a volunteer. If the Treasurer, chairperson and a volunteer are all present, all three can count.

- b. Money is to remain at school until the it can be counted and taken to the bank for deposit by the Treasurer.
4. Inaccurate payments to be held in the office until parent or payer pick it up.
5. Any monies collected or reimbursed from receipts or other purchases for Starr Parent Group should be counted and deposited or a check written within 7 business days.
6. Shall keep financial records of all funds received and dispersed.
 - a. In the event of money being owed to the group, the following billing procedure is to be placed in effect.
 - i. First billing sent by regular mail after 10 days owed.
 - ii. After 30 days, if 50% not paid, billing sent by registered mail
(Certified mail charge added to bill.)
 - iii. If full payment not made after 60 days of time debt is first owed, small claims case to be filed with Oregon Municipal Court.
7. Double signatures are required on all checks. In the event a treasurer is not available, two persons from the Representatives Group will be appointed as designated signees.
8. Shall pay all bills owed by check in a timely manner and a yearly report to be completed before the September meeting by the out-going Treasurer.
9. Financial records will be audited after May bank statement has been received. Financial records will be turned into the district treasurer within 60 days of the completion of the audit.
10. Obtain and set up cash boxes for required functions.
11. File taxes according to IRS guidelines.

Section 4

Responsibilities of Recording Secretary

1. Keep minutes of all meetings.
2. Submit minutes for to the building principal for approval and distribution.
3. Prepare and copy meeting agenda.
4. Maintain attendance records for each meeting.
5. Maintain records of chairpersons/committee members for all events.

Section 5

Vacancy of an Office

A formal resignation must be submitted in writing to the Representative Group. The resignation shall be presented as the first item of business at the next meeting, and nominations for the vacated position will be held.

Section 6

Removal from Office and Appeals Procedures

In the event that any Representative is found not conducting their office according to the bylaws in any way that is to be found harmful to the proper running of the Starr Parent Group shall be so obliged to resign.

Grievance Procedure

1. A written letter from any Starr Parent Group member (active) needs to be given to any Representative Group Member to be addressed at the next Representative Group meeting.
2. A grievance that expresses a concern as to the way a Representative Group Member or Treasurer is or is not performing their duties will be handled within the confines of the Representative Group with a “warning” or removal issued if Representative Group decides that this is necessary and a majority vote of a warning or removal is issued.
3. If Grade Level Representative or Treasurer agrees that they are guilty and resigns, that position is to be opened up to nominations and a vote to replace that officer will be conducted at the next Representative Group meeting. The Representative resigning will not be eligible to run for that or any grade-level representative position in the future.
4. Any Grade Level Representative or Treasurer so removed has the right to appeal at the next regular meeting. A majority vote in favor of the appellant is required to reverse the removal vote.

ARTICLE V SOCIAL MEDIA CODE OF CONDUCT

While social media can be a positive tool, if not used properly, it can make our school and representatives look very unprofessional. ALWAYS represent the best interests of our students and school.

1)ACCEPTING NEW MEMBERS

-Only administrators can accept new members to the SPO Facebook website. If the Administrators do not know if the new member qualifies to be on the Parent Page then the Administrators must verify enrollment with the Starr principal.

-Safety is of utmost importance for our students. DO NOT approve a new member without proper verification if he/she is in question.

2) APPROVAL OF POSTS

- Only administrators may approve posts
- If administrators find a post offensive or disruptive, do not post.
- If a member comments offensive or disruptive remarks the administrators will delete the comment.

A. Administrators will NOT approve a post if they are not able to answer it. Once an administrator acquires the answer to the post (in a timely manner), THEN the administrator can post the members' question followed by a correct response.

3) BE COURTEOUS

- Be courteous and polite in any interaction
- Administrators must wait until an event is finished before changing the cover photo to the next event.
- Do NOT tag teachers or staff members.
- Keep comments positive.

4) MISINFORMATION

- To avoid misinformation of dates, rules, etc., parents should be guided to the Starr Elementary School website & Starr Gazer Newsletter.
- All Parents looking for information pertaining to their students' classroom and grades, should be directed to speak with the students' teacher or power school.

5) BE ACCURATE

- Check ALL facts before posting and provide supporting sources if necessary.

6) BE PROFESSIONAL

- Use a professional voice to represent the Starr Parent Organization.

7) BE PROMPT

- Respond to a question in a timely manner. Make sure your response is accurate.

8) RESOURCES

- Starr Gazer Newsletter (sent out weekly and posted on Oregon City School website)
- Instagram: starroho
- Twitter: @SolteszTricia
- Facebook: Starr Elementary

ARTICLE VI

Section 1

Amendments to By-Laws

The amendments to the Starr Parent Group By-Laws may be presented at any monthly meeting with action to be taken at the following meeting. Amendments will be presented completely, discussed and voted upon. A majority vote of the Representative Group must be received in order to approve the stated amendment.

Section 2

Audit

Option 1

The Starr Parent Group fiscal year will run from July 1st to June 30th. Five people are needed for this committee: Treasurers, two Representative Group members and one school employee. This will be done after the Treasurer has received the May bank statement or upon the resignation of the Treasurer. All books and records of the Starr Parent Group may be inspected by the membership and/or school officials for any proper purpose at any reasonable time.

Option 2

May 1 thru April 30 is fiscal year. Audit procedure will be completed by outside source. Treasurer will coordinate the audit to be completed and report should be done at next scheduled meeting after report completed to be no later than the end of the school year.

Section 3

Chairpersons

One of the basic tenets of the Starr Parent Group is to maximize opportunities for our students. Chairpersons help this mission be met by coordinating activities/events.

1. Chairpersons are to attend meeting(s) prior to "event" in order to develop committees and sign-up volunteers.
2. Chairperson must also be present at the next meeting after the "event" in order to submit a final report.
 - a. Financial report
 - b. Information packet
3. Chairperson is to submit an event budget proposal to Representative Group.

a. Any event costs shall be budgeted by the Representative Group.

4. Spending caps for events will be reviewed at a regular meeting.

a. Budgetted amounts will need approval by a majority vote as will any changes.

b. Any event costing \$100 or less is left to the discretion of the Chairperson. This is a **ONE TIME USE (\$100)** for each event.

5. Reimbursement Request must be completed and submitted with all receipts in order to reimburse a Chairperson/committee member for any purchases related to an activity/event.

Additional events will be added/replaced as seen fit through a majority vote of the Representative Group.

Potential events are listed below:

1. Author Visit - Will contribute 50% of the cost
2. Blood Drive
3. Boo Hoo Breakfast
4. Book Fair
5. Fall Fundraiser
6. Fun Day
7. Head Room Parent
8. Holiday Shop
9. Kids on the Block
10. Movie Nights
11. New Kindergarten Parent Meeting
12. Open House
13. Spirit Wear
14. Teacher Appreciation
15. Trunk-or-Treat

Additional events will be added/replaced as seen fit through a majority vote of the Representative Group

To be Considered/Developed

Description of Events - See last page of Starr's by-laws.

Yearly Events

To be determined at the start of each school year. All scheduled events will be reported to the Oregon City School Board at the start of each school year.

Fundraiser Language

Fundraisers are to be decided upon between at least three companies by majority vote of the members at a meeting. A 2 year contract may be signed. Chairperson is to make necessary contacts. Confirmation of dates are to be made with the Representatives Group and the Principal. Distribution of flyers about the upcoming event are to be made to the students. Chairperson to be at school for the necessary arrangements of collecting orders or money (any money collected is to be given to the Treasurer for deposit until total payments is due to the fundraising company). Or when items come in that need to be passed out to the children. Give expense receipts, if any, to the Treasurer for reimbursement. If a decision needs to be made outside of the school year, a vote of the representatives may be obtained.

A card is to be sent in the event of hospitalization of an active member of the Parents Group or a member of the Starr School/Staff, including the Superintendent of

The School District, or the death of a School Board Member of the Administrative School.

A card and gift for the amount of \$25.00 is to be sent to a Starr School Teacher or Administrative person who recently had a baby.

Money Donation or another appropriate item or an item for a memorial will be sent in the event of a death of a student of Oregon Public Schools, or of their family (both at members' discretion). The amount spent is not to exceed \$25.00.
- Book donation to the library.

Social Meda/Communications

- *A copy of ALL flyers/notices must be approved by the principal prior to distribution.

Starr Elementary School Parent Group
Reimbursement Request

Event: _____

Name: _____

Description of Purchases	Amount Requested
Total	

Approval: _____ Check #: _____

Receipt(s) or invoice(s) must be attached for reimbursement.

Ground Rules

Stay focused on our purpose.

- Our purpose for working together ultimately lies in make Starr School a great place for students, parents, and staff. Be aware of other motives that may blur the focus and interfere with the work. Communication needs to be open and honest with no hidden agendas. Specific staff and or classroom activities are not to be discussed in any meeting unless relevant to the agenda item.

Pay attention to self and others

- Cultivate overt signs of respect. Meaningful dialogue and discussion are facilitated when each group member is conscious of what s/he is saying, how it is being said, and how it is received. Be conscious of body language and nonverbal responses - they can be as disrespectful as words.

Put ideas on the table

- Ideas are the heart of meaningful dialogue and discussion. Many ideas need time to incubate before their value becomes apparent. Have an open mind and explore the full merit of an idea before dismissing it.

Respect that we may disagree.

- Diversity of viewpoint is fuel for the fire of creativity. An environment where it is safe to disagree is vital to finding solutions to problems. Multiple points of view are necessary for the group to grow.

Presume Postive Intentions