

BYLAWS OF THE
ODYSSEY PROGRAM AT LIBBY CENTER PARENT TEACHER GROUP,
A NONPROFIT CORPORATION

ARTICLE I - NAME

The name of this corporation shall be the Odyssey Program at Libby Center Parent Teacher Group, a nonprofit corporation (hereinafter Parent Teacher Group).

ARTICLE II – PURPOSE

The purposes of this Parent Teacher Group are to:

1. promote the welfare and social development of the children who attend the Odyssey Program at Libby Center;
2. stimulate the educational experience of the children attending the Odyssey Program at Libby Center by establishing and supporting programs and activities;
3. generate funds to be used on behalf of the children who attend the Odyssey Program at Libby Center; and
4. perform such other educational or charitable purposes as may be desirable for the Odyssey Program at Libby School or its school community.

ARTICLE III – POLICIES

1. The Parent Teacher Group shall be noncommercial, nonsectarian, and nonpartisan.
2. Neither the Parent Teacher Group name nor the names of its officers or committee chairs in an official capacity shall be used in any connection for any purpose other than the regular work of the Parent Teacher Group. No commercial enterprise or candidate shall be endorsed by it.
3. The Parent Teacher Group shall not seek to direct the administrative activities of the school or to control its policies.
4. The Parent Teacher Group may cooperate with other organizations and agencies active in the welfare of youth.

ARTICLE IV – MEMBERSHIP

Membership in the Parent Teacher Group shall be open to all parents or guardians of children at the Odyssey Program at Libby Center and to all staff of the Libby Center.

ARTICLE V – OFFICERS AND EXECUTIVE BOARD

1. The officers of the Odyssey Program at Libby Center Parent Teacher Group shall consist of President, President-Elect, Recording Secretary, Treasurer and Treasurer-Elect.
2. The Executive Board (Board) shall consist of the officers of the Parent Teacher Group and the principal of Libby Center or designee.

3. Should any officer during the school year be unable to serve, the President shall fill the vacancy, other than the position of President or Treasurer by appointment. The position of President shall be filled by the President-elect and the position of Treasurer shall be filled by the Treasurer-elect.
4. No person shall serve in the same office for more than two consecutive years. An officer who has served seven months or more shall be said to have served a full year. A term of one year is defined as June 1 through May 31.

ARTICLE VI ELECTION OF OFFICERS

1. A nominating committee consisting of the principal and at least three members of the Parent Teacher Group shall be appointed by the President prior to the April Board meeting. The President-Elect shall serve as chairperson of the committee. No person seeking office shall be eligible to serve on the nominating committee.
2. Within fourteen days, the nominating committee shall report to the President the names of one or more candidates willing to serve for each office to be filled. The President shall cause the membership to be notified of the selections of the nominating committee. The President may then accept signed, written additional nominations (including self-submissions) by any member of the Parent Teacher Group as long as such nomination is received at least 48 hours before the call of the May Board meeting.
3. If there is no opposition to the nominating committee's selection of a particular candidate, that candidate's election shall be confirmed at the May Board meeting without the necessity of a ballot.
4. If a challenge is made to the selection of the nominating committee and an election is required to fill an officer position, the election shall be held at the May Board meeting by a majority of those members present at the meeting.
5. Officers shall assume their duties at the June Board meeting. All retiring officers will relinquish to their successors any and all books, records, funds, and supplies upon leaving office.
6. In order to facilitate the formation of the Parent Teacher Group prior to beginning of the 2000-2001 school year, the initial slate of officers shall be appointed by the principal or designee to serve as "interim board" through the December Board meeting. Any member of the Parent Teacher Group may by the close of school on November 15, 2000 submit a signed, written nomination to the interim President for any Board position. If any nominations are received, or in the event an interim officer refuses to further serve in the capacity as officer past the December Board meeting date, a vote shall be held at the December Board meeting to fill the challenged position by vote in accordance with this section. In addition, any members of the "interim board" continuing placement on the board shall be confirmed at the December meeting. Newly elected officer(s) shall assume their duties at the January Board meeting. Elections for the slate of officers for the 2001-2002 school year and thereafter shall occur in accordance with this section, but for nomination of the President-Elect and Treasurer-Elect positions.

ARTICLE VII – MEMBERSHIP MEETINGS

1. A general membership meeting of the Parent Teacher Group shall be held once a month during the school year, as necessary to transact business. A schedule of meeting dates shall be set forth at the beginning of the school year and shall be made available to the membership. The President or two Board members may at any time call a special meeting, as deemed warranted. Either the President or two Board members shall call a special meeting within 20 days upon receipt of a written request for a meeting, signed by at least ten members of the Parent Teacher Group. All meetings shall be held at Libby Center. Meetings may be held at a different location if effective notice is given to the membership.
2. The presence of four Executive Board members shall constitute a quorum to conduct business. An act of the majority of the membership shall be an official action at a meeting in which a quorum is present.
3. All members of the Parent Teacher Group are entitled to exercise voting privileges at regularly scheduled meetings.
4. The Board may adopt, as necessary, procedures set forth in Roberts Rules of Order.

ARTICLE VIII – DUTIES OF OFFICERS

1. The President shall preside at all meetings of the Parent Teacher Group and shall coordinate the work of the officers and committees in order to promote the objectives of the Parent Teacher Group. The President shall appoint committee chairpersons, taking into consideration the wishes of the membership, and shall perform all other duties pertaining to the office of President. In addition, the President shall ensure compliance with the bylaws of the Parent Teacher Group. The President shall have the authority to incur expenditures solely in support of the programs of the Parent Teacher Group, not to exceed \$100, without the prior approval of the membership.
2. The President-Elect shall perform the duties of the President in the absence or inability of that officer to act, and shall assist the President when called upon. The President-Elect shall become the President for the year following election to the office of President-Elect, in compliance with Article VI.
3. The Secretary shall maintain a Parent Teacher Group Notebook and shall keep a written record of the proceedings of all meetings. The Secretary is to ensure that a copy of the minutes is available at the Libby Center for membership inspection and available at the next scheduled meeting for revisions and/or approval. The Secretary shall also handle the correspondence of the Board as directed by the President or designee.
4. The Treasurer shall maintain an accurate record of all Parent Teacher Group financial transactions as directed by the Board and shall receive and deposit all monies of the Parent Teacher Group, including income earned through activities conducted by committees, in a well established Spokane banking institution in the name of the Parent Teacher Group. All disbursements shall be by check upon the Treasurer's receipt of a proper written statement reflecting an expense in support of the purposes of the Parent Teacher Group. In addition, the Treasurer shall provide a monthly report to the Board/membership at all regularly scheduled meetings regarding the

financial status of the Parent Teacher Group, indicating to date income, expenditures, and funds committed for expenditure during the school year. The Treasurer's accounts may be examined at any time, at the request of the Board or membership, throughout the school year. The Treasurer shall take all actions necessary to close the books in a timely fashion at the end of each school year. The Treasurer-Elect shall perform the duties of the Treasurer in the absence or inability of that officer to act. The Treasurer-Elect shall become the Treasurer for the year following the election to the office of Treasurer-Elect. Any person assuming the office of Treasurer shall have the ability to be bonded and if purchased, the cost of such bond shall be borne by the Parent Teacher Group.

5. All officers are expected to attend monthly membership meetings. If any officer fails to attend three consecutive meetings without adequate excuse, the Board may declare that office vacant.
6. An officer may be removed by the membership at a special meeting called for that specific purpose upon a vote of 2/3 of the members present.

ARTICLE IX COMMITTEES

1. There shall be such committees as may be needed to promote the objective and policies of the Parent Teacher Group. No projects, programs, or events, shall be initiated by a committee without the approval of the membership. Each committee shall be pre-approved with an operating budget, if any, in an amount to be determined by a majority of the membership present at a monthly meeting.
2. Any income, whether in cash or in in-kind support, shall be reported to the Treasurer. Neither a committee member nor its chair is authorized to spend any income or in-kind support earned as a result of the work performed by the committee. Such income shall be delivered to the Treasurer.
3. All committee chairs shall relinquish all books, records, and supplies upon the expiration of their term.

ARTICLE X - INDEMNIFICATION

The Board, officers, and members serving the Parent Teacher Group, and their respective heirs shall be indemnified by the Parent Teacher Group against expenses actually and necessarily incurred in connection with the defense of any action, suit, or proceedings to which they are made a party and involving any claim arising out of the performance of Parent Teacher Group activities and duties, except for matters involving intentional misconduct or unauthorized acts. Indemnification shall be made in the manner and to the extent provided by the Revised Code of Washington and shall not be deemed exclusive of any other rights to which such person shall be entitled.

ARTICLE XI – LOANS, COMPENSATION, AND REIMBURSEMENT

No member, officer, committee chair, or Board member shall receive a loan or compensation from the Parent Teacher Group. Reimbursement of necessary and incidental expenses incurred by individuals on behalf of the Parent Teacher Group shall be allowed, pending the approval of the Board.

ARTICLE XII – INSURANCE

The Parent Teacher Group shall have the power to purchase and maintain insurance on behalf of any person who is an officer, member, or agent of the Parent Teacher Group, against any liability assessed against such person in any such capacity or arising out of such person's status as such.

ARTICLE XIII– AMENDMENT

These bylaws may be amended upon approval of 2/3 vote of the membership present at any Parent Teacher Group meeting in which a quorum is present. Any objections to the proposed amendments shall be considered by the Board and membership prior to conducting a vote on the approval or rejection of the amendments.

The undersigned hereby certify that the above Bylaws of the Odyssey Program at Libby Center Parent Teacher Group are duly adopted by the members of the Parent Teacher Group.

DATED THIS 7 DAY OF November, 2000

Becky Bigely-Adams President

Tomara L. Rossi Secretary

Debra Johns Principal