

COLUMBIA RIVER IB PARENT GROUP BYLAWS

*Created February 26, 2002/Revised 4-02
Revised October, 2004, after amendment approval
Revised September, 2005, after amendment approval*

ARTICLE I — NAME & LOCATION

Section 1. The name of this organization shall be the Columbia River IB Parent Group.

Section 2. Official address of the Group will be c/o Columbia River High School, 800 NW 99th Street, Vancouver, WA 98665.

ARTICLE II — PURPOSE

Section 1. The CRIB Parent Group is an organization dedicated to supporting all aspects of the IB program. This includes dissemination of information to IB parents; providing volunteer and monetary support for our teachers and students; and fundraising.

ARTICLE III — MEMBERSHIP

Section 1. Membership in the CRIB Parent Group is open to the following:

- A. Any parent or legal guardian of a child who is a pre-IB, partial-IB, or full-IB student attending Columbia River High School.
- B. Alumni or alumni parents of the IB program at Columbia River High School.

ARTICLE IV — MEETINGS

Section 1. General membership meetings will be held five times a year. Suggested months are: September, October, December, January, and April.

Amendment to Section 1: Strike the word 'five' and change the wording to "three to four (times a year) based on the discretion of the CRIB Parent Group Coordinator."

Section 1. General membership meetings will be held three to four times a year based on the discretion of the CRIB Parent Group Coordinator.

Section 2. A meeting of the newly elected Board of Directors and the previous Board will be held in May.

ARTICLE V — MANAGEMENT

Section 1. The Board of Directors shall manage the affairs of the CRIB Parent Group.

Section 2. All subjects referred to the General Membership by the Board of Directors shall be decided by a two-

thirds majority of those present at the meetings. In the event of a 50/50 vote, the Coordinator, or in his or her absence, the ranking officer shall have the deciding vote.

ARTICLE VI — OFFICERS

Section 1. The officers of the CRIB Parent Group shall be the Coordinator, the Secretary, and the Treasurer.

- A. The Coordinator shall provide overall leadership of the Board of Directors as chairman/chairwoman of the Board; preside over all meetings; serve as liaison with Columbia River High School administration; and perform other such duties traditional to the office.

Amendment to Section 1, Part A: Add to paragraph “The Coordinator shall have in possession at each general membership meeting the original records pertaining to the CRIB Parent Group.”

- A. The Coordinator shall provide overall leadership of the Board of Directors as chairman/chairwoman of the Board; preside over all meetings; serve as liaison with Columbia River High School administration; and perform other such duties traditional to the office. The Coordinator shall have in possession at each general membership meeting the original records pertaining to the CRIB Parent Group.
- B. The Secretary shall exercise all of the powers of Coordinator in the absence of the Coordinator; shall be the communication chair; prepare and maintain full minutes of all meetings; conduct all correspondence of the Group; and perform other such duties traditional to the office.

Amendment to Section 1, Part B Add to paragraph “The Secretary shall have in possession at each general membership meeting copies of pertinent secretarial records such as previous meeting minutes from the current academic year.”

- B. The Secretary shall exercise all of the powers of Coordinator in the absence of the Coordinator; shall be the communication chair; prepare and maintain full minutes of all meetings; conduct all correspondence of the Group; and perform other such duties traditional to the office. The Secretary shall have in possession at each general membership meeting copies of pertinent secretarial records such as previous meeting minutes from the current academic year.
- C. The Treasurer shall receive, deposit and account for current assets of the Group; have charge of all funds, securities and financial records of the Group; make payments for all Group liabilities; deliver financial statement as of the last day of the preceding month at Group meetings; perform other such duties traditional to the office.

Amendment to Section 1, Part C: Add to paragraph “The Treasurer shall have in possession at each general meeting the financial records reflecting the current academic year.”

- C. The Treasurer shall receive, deposit and account for current assets of the Group; have charge of all funds, securities and financial records of the Group; make payments for all Group liabilities; deliver financial statement as of the last day of the preceding month at Group meetings; perform other such duties traditional to the office. The Treasurer shall have in possession at each general meeting the financial records reflecting the current academic year.

Section 2. The time and place of the Board of Directors meetings are to be determined by the Coordinator.

ARTICLE VII — NOMINATIONS & ELECTIONS

- Section 1. Nominations will be recruited and received by the Board 30 days prior to the meeting at which the election is to be held.
- Section 2. Election of the Board of Directors will be determined by a simple majority vote of the members present at the meeting.
- Section 3. Unfulfilled board positions may be filled at the discretion of the remaining Board members.

ARTICLE VIII — COMMITTEES

Section 1. There shall be standing committees as follows:

A. Concessions

B. Fundraising

Section 2. The Board members shall recruit chairs for each committee

Section 3. The Board of Directors may appoint & constitute other standing and/or Ad Hoc committees, as they deem appropriate.

ARTICLE IX — FINANCIAL

Section 1. All funds of the Group shall be deposited in such qualified depository as the Board of Directors may designate and shall be deposited promptly.

Section 2. All disbursements of funds shall be made by check signed by two members of the Board of Directors.

Section 3. The CRIB Parent Group shall be empowered to receive, hold, and expend funds on behalf of the Columbia River High School IB Program. Any property or funds acquired by the organization for use by the Group may be transferred to Columbia River High School or the IB Program, provided such transferred property or funds are used for the purposes intended, and the organization shall make no financial claim or other interest in such property or funds. In the event of dissolution of this organization, all remaining assets, after payment of expenses, shall be distributed to the Columbia River High School IB Program.

Section 4. The Treasurer's accounts shall be examined annually by a professional auditor or an auditing committee of not less than three CRIB Parent Group members to be selected at the April meeting. The financial records will be made available for auditing at the end of the CRIB Parent Group year (June 30). The auditor or auditing committee shall submit a signed report of their findings in a timely fashion to the Board and the report will be recorded at the first meeting in September.

Amendment to Section 4: Strike the words, "not less than three" and change the wording to, "two or more".

The Treasurer's accounts shall be examined annually by a professional auditor or an auditing committee of two or more CRIB Parent Group members to be selected at the April meeting. The financial records will be made available for auditing at the end of the CRIB Parent Group year (June 30). The auditor or

auditing committee shall submit a signed report of their findings in a timely fashion to the Board and the report will be recorded at the first meeting in September.

ARTICLE X — GENERAL PROVISIONS

Section 1. The CRIB Parent Group year shall begin on July 1 each year and end on June 30. The newly elected Board of Directors shall meet and constitute itself prior to July 1.

Section 2. It is to be understood that the CRIB Parent Group is a volunteer organization. It is not the intention of the Group to be held responsible for any contractual agreements that would extend past the liability coverage maintained by Columbia River High School.

Section 3. The CRIB Parent Group has an Employee Identification Number (EIN) filed with the federal government. The Group is listed as an exempt organization and a non-profit corporation with the state of Washington. An annual renewal and fee is requested at the end of each September to maintain the Washington State non-profit corporation status. This documentation is for the exclusive use of the CRIB Parent Group.

ARTICLE XI — AMENDMENTS

Section 1. These Bylaws may be amended only by an affirmative vote by a two-thirds majority of those present at a meeting. In the case of an equal division of votes, the Coordinator, or in his or her absence, the ranking officer, shall have the deciding vote.

ARTICLE XII — PARLIAMENTARY AUTHORITY

Section 1. Roberts Rules of Order, Revised, shall govern this organization in all matters pertaining to the conduct of the meetings and are not in conflict with these Bylaws.

Amendments to Bylaws approved and effective September, 2005

Anne Orford, Coordinator

Jan Herson, Secretary

Jeanne Smith, Treasurer