

BYLAWS OF THE
MAGELLAN PARTNERS FOR EDUCATION
OF
THE MAGELLAN CHARTER SCHOOL

PREAMBLE

Magellan Partners for Education for Magellan Charter School is authorized by action of the Board of Directors of Magellan Charter School under guidelines hereinafter set forth. This action by the Board of Directors was taken in the belief that such an organization will be a positive and supporting element in the ongoing efforts to advance Magellan Charter School and its mission.

ARTICLE I: *Name*

The name of this organization shall be the Magellan Partners for Education, hereinafter referred to as MaP

ARTICLE II: *Purposes*

- A. The purpose of MaP shall be to further this mission statement through to direct efforts of the Administration, the Students, the Parents, the Faculty, and the Board of Directors of Magellan Charter School:

"Cooperating in developing educational opportunities for every Magellan student"

by assisting in the promotion of excellence in facilities, programs and atmosphere for education and by providing aid and services to the school's educational, social and financial activities.

- B. MaP is organized exclusively as a nonprofit organization within the meaning of Section 501(c)(3) of the Internal Revenue Code of corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

Bylaws Change Log

Date	Summary of Changes
September 1997	Created
April 2007	Updated
April 2023	Updated

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MaP ByLaws 1 Revision 2, April 2007, Revision 3, April 2023

ARTICLE III: *Basic Policies*

Section 1. Objectives

The objectives of MaP shall be promoted and developed through committees, advisors, and projects.

Section 2. Governing Body

MaP shall be governed by an Executive Board (comprised of the Officers of MaP), Chairpersons of MaP committees, a teacher representative, the Administrator of Magellan Charter School, and Grade Parent Representatives.

Section 3. Non-profit Status

a. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions furtherance of the purposes set forth in Article III hereof.

b. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(C)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

c. Upon the dissolution of this organization, after paying of adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE IV: *Membership and Dues*

Section 1. Members

a. Membership shall be offered to any parent or legal guardian of a child or children currently enrolled in Magellan Charter School, any current member of the Administrative staff and current faculty member of the Magellan Charter School.

b. Only members of MaP shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

Section 2. Dues

All members shall pay annual dues. The annual dues shall be at least \$10.00 per household. MaP shall conduct an annual enrollment of members, but may admit persons to membership any time.

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MaP ByLaws 2 Revision 2, April 2007, Revision 3, April 2023

ARTICLE V: Executive Board

Section 1. Members, Terms, Good Standing, and Vacancies

- A. **Members** – Each officer or board member shall be a member of MaP.
- B. **Terms** -- Members of the Executive Board shall serve a minimum of one, and no more than two consecutive years in each office, beginning at the close of the membership meeting of their election.
- C. **Good Standing** – Executive Board Members maintain good standing by regular attendance at Board meetings. Such attendance is considered essential and the Board may act, at its option to replace members in case of repeated non-attendance. Any MaP position in the Governing Body may be declared vacant if the occupant is absent from three successive regular meetings without cause.
- D. **Vacancies** – Vacancies created in any manner shall be filled by the President. Persons so appointed shall serve until the expiration of the original term of office or until their successors are elected.

Section 2. General Powers

The MaP Executive Board shall transact the business of the Organization, approve budgeting plans of standing committees and prepare and submit to the membership for their approval of a budget for the upcoming fiscal year.

Section 3. Election of Members to the Executive Board

The election of officers shall commence in the year of MaPs first full fiscal term.

A. Nomination:

1. **Nominating Committee** – Via the MaP meeting and email, the Nominating Committee will communicate with all parents in February informing them of the nomination process and requesting potential nominees. In March, the Nominating Committee shall present a slate of officers and proposed new Executive Board Members to the membership. Additionally, those nominees not chosen for the slate will be notified at least one (1) week prior to the meeting that they will not be presented on the slate.

2. **Motions from the floor** – Nominations other than those proposed by the Nominating Committee must be submitted to the Nominating Committee, in writing, two (2) weeks prior to the April meeting of MaP..

B. Nominating Committee:

- 1. **Appointment** – There shall be a nominating committee composed of five (5) members who shall be appointed by the Executive Board at the January Board meeting. The committee shall elect its own chairperson.
- 2. **Election Meeting:** - The Election Meeting of MaP will be held in April of each year.
 - a. At which time election of the Executive Board will be held.
 - b. Quorum and voting: Two-Thirds of the MaP members present are required to approve the slate of candidates for the Executive Board members for the coming year. Due notice will be given a week before the meeting.

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B. Terms -- Members of the Executive Board shall serve a minimum of one, and no more than two consecutive years in each office, beginning at the close of the membership meeting of their election. The officer terms should alternate so that there is a combination of prior and new members each school year.

C. Good Standing – Executive Board Members will maintain good standing by regular attendance at Board meetings. Such attendance is considered essential and the Board may act as its option to replace members in case of repeated non-attendance. Any MaP position in the Executive Board may be declared vacant if the occupant is absent from three successive regular meetings without cause.

D. Vacancies – Vacancies created in any manner shall be filled by the President. Persons so appointed shall serve until the expiration of the original term of office or until their successors are elected.

Section 2. General Powers

The MaP Executive Board shall transact the organization's business, approve budgets for standing committees and prepare and submit MaP's fiscal year budget to the membership for approval at the start of the school year.

Section 3. Election of Members to the Executive Board

The election of officers shall commence in the year of MaP's first full fiscal term.

A. Nomination:

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2. Motions from the floor – Nominations other than those proposed by the Nominating Committee must be submitted to the Nominating Committee, in writing, two (2) weeks prior to the April meeting of MaP.

B. Nominating Committee:

1. Appointment – There shall be a Nominating Committee composed of five (5) members who shall be appointed by the Executive Board at the January Board meeting. The committee shall elect its own chairperson.

2. Election Meeting: - The Election Meeting of MaP will be held in April of each year.

a. At which time, election of the Executive Board will be held.

b. Quorum and voting: Two-Thirds of the MaP members present are required to approve the slate of candidates for the Executive Board members for the coming year. Due notice will be given a week before the meeting.

MaP ByLaws 3 Revision 2, April 2007, Revision 3, April 2023

Section 4. **Officers**

- A. **Number** – The officers shall consist of a President or Co-Presidents, Vice-president or Co-Vice-Presidents, Secretary and Treasurer.
- B. **Eligibility** – Any member of MaP in good standing shall be eligible to become an officer. No two offices may be held by the same person at the same time. Only those persons who have signified their consent to serve if elected shall be nominated.
- C. **Duties** - The Officers shall perform the following duties:
1. **President** – It shall be the duty of the President of MaP to preside at all meetings of the organization and its Executive Board, and to make reports on the work of MaP and the Executive Board. The President shall be an ex-officio member of all committees except the Nominating Committee and shall appoint all committee chairpersons. The President, with the approval of the officers, may create other committees, and may designate the powers and responsibilities of the committees
 2. **Vice-president** – The Vice-president shall be responsible for the oversight of all general fundraising functions. The Vice-president (with the approval of the Executive Board) may create fundraising committees, and may designate the responsibilities of the committees. The Vice-president shall assist the President and shall perform all the duties of the President in the absence of that Officer.
 3. **Secretary** – It shall be the duty of the Secretary to keep the minutes of all meetings of MaP and its Executive Board; to assist the President with general correspondence of the MaP Board; and to maintain all non-financial records of MaP and the Executive Board. The Secretary may be asked to act as Parliamentarian as needed.
 4. **Treasurer** - The Treasurer shall be the custodian of the funds and all financial records of MaP. The Treasurer and the President must approve the signing of checks.
 - a. All monies collected by MaP as dues, raised in unit activities, received as contributions, or otherwise acquired belong to MaP to promote and implement a program of services, projects and other activities approved, adopted and directed by the membership of the organization.
 - b. The Treasurer's accounts shall be examined annually by the school's external auditor.
 - c. The Treasurer shall be responsible for coordinating with the school's CPA and filing any required tax forms within five (5) months following the end of the unit's fiscal year.

Section 5. **All officers shall:**

- A. Perform the duties outlined in these bylaws and those assigned from time to time.
- B. Upon the expiration of the term of office or in case of resignation, each officer shall

Section 4. Officers

A. Number and Roles – The officers shall consist of a President or Co-Presidents, Vice President, Vice-president of Fundraising or Co-Vice-Presidents of Fundraising, Secretary, Treasurer, and Assistant Treasurer..

B. Eligibility – Any member of MaP in good standing shall be eligible to become an officer. No two offices may be held by the same person at the same time. Only those persons who have signified their consent to serve if elected shall be nominated.

C. Duties - The Officers shall perform the following duties:

1. President – It shall be the duty of the President of MaP to preside at all meetings of the organization and its Executive Board, and to make reports on the work of MaP and the Executive Board. The President shall be an ex-officio member of all committees except the Nominating Committee and shall appoint all committee chairpersons. The President, with the approval of the officers, may create other committees, and may designate the powers and responsibilities of the committee

2. Vice-President - The Vice-president shall assist the President and shall perform all the duties of the President in the absence of that Officer. The Vice-President is expected to take over for the President the following year but this can be modified if needed to fill other responsibilities. Specific duties shall be discussed with the President prior to the start of the year.

3. Vice-president of Fundraising – The VPs of Fundraising shall be responsible for the oversight of all general fundraising functions. The VPs of Fundraising (with the approval of the Executive Board) may create fundraising committees, and may designate the responsibilities of the committees. The VPs of Fundraising shall oversee all active and passive fundraising. The VPs of Fundraising should alternate so that both individuals do not roll off the Executive Board in the same year.

4. Secretary – It shall be the duty of the Secretary to keep the minutes of all meetings of MaP and its Executive Board; to assist the President with general correspondence of the MaP Executive Board; to schedule meetings and initiate virtual and in-person meetings, and to maintain all non-financial records of MaP and the Executive Board. The Secretary may be asked to act as Parliamentarian as needed.

5. Treasurer - The Treasurer shall be the custodian of the funds and all financial records of MaP. The Treasurer and the President must approve the signing of checks.

- a. All monies collected by MaP as dues, raised in unit activities, received as contributions, or otherwise acquired belong to MaP to promote and implement a program of services, projects and other activities approved, adopted and directed by the membership of the organization.
- b. The Treasurer's accounts shall be examined annually by the school's external auditor.
- c. The Treasurer shall be responsible for coordinating with the school's finance manager and filing any required tax forms within five (5) months following the end of the unit's fiscal year.

6. Assistant Treasurer - The Assistant Treasurer shall assist the Treasurer and perform all duties in the absence of that Officer. Specific responsibilities will be outlined with the Treasurer at the start of the fiscal year. The Assistant Treasurer is expected to serve as Treasurer the following year.

Section 5. All officers shall:

A. Perform the duties outlined in these bylaws and those assigned from time to time.

B. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, any funds associated with the office.

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Section 6. Nature of the MaP Executive Board (MaP Officers)

- A. **Duties** – It shall be the duty of the Executive Board to approve all committee plans involving expenditure of monies collected by MaP and to fix the hour and the place for the MaP meetings. The Board shall have general supervision of MaP between its business meetings and shall perform such other duties as are specified by the Bylaws.
- B. **Meetings** - MaP Executive Board shall meet at monthly intervals during the academic year. Special meetings of the Executive Board may be called by the President.
- C. **Quorum and Voting** – A 25% of members of the Executive Board shall constitute a quorum for the transaction of all business. Board members shall be decided by a majority of the votes cast by those present and voting.

Section 7. Committees

The President of MaP shall be an ex-officio member of all committees.

A. **Standing Committees** – Standing Committees as hereafter set forth are those representing ongoing and changing activities which further define the Mission Statement of MaP. Any proceeds resulting from these committees shall be put in the MaP treasury within two weeks after the completion of an event. The Executive Board shall be able to further define the role of each Standing Committee. Each committee shall include a Chairperson, who shall be appointed by the President, and such other members as shall be designated by the Chairperson.

B. **Finance Committee** – In addition there shall be a Finance Committee which shall serve as advisor to the Executive Board on matters relating to the financing of the Executive Board's administration and that of its programs. The Committee shall include the Treasurer, who shall be Chairperson, the President, the Chairpersons of any money-raising activities, and such other members as shall be designated by the Chairperson of the Finance Committee.

C. **Advisors** – Advisors may be appointed by the President to direct the work of ongoing and permanent volunteer efforts.

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B. Meetings - MaP Executive Board shall meet at monthly intervals during the academic year. Special meetings of the Executive Board may be called by the President.

C. Quorum and Voting – Twenty-five percent of members of the Executive Board shall constitute a quorum for the transaction of all business. Board members shall be decided by a majority of the votes cast by those present and voting.

Section 7. Committees

The President of MaP shall be an ex-officio member of all committees.

A. Standing Committees – Standing Committees as hereafter set forth are those representing ongoing and changing activities which further define MaP's mission statement. Any proceeds resulting from these committees shall be put in the MaP treasury within two weeks after the completion of an event. The Executive Board shall be able to further define the role of each Standing Committee.

Each committee shall include a Chairperson, who shall be asked by the MaP recruiting committee and approved by the Executive Board and such other members as shall be designated by the Chairperson.

B. Finance Committee – In addition there shall be a Finance Committee which shall serve as advisor to the Executive Board on matters relating to the financing of the Executive Board's administration and that of its programs. The Committee shall include the Treasurer, who shall be Chairperson, Assistant Treasurer, the President or Vice-President, the Chairpersons of any money-raising activities, and the school's finance administrator and such other members as shall be designated by the Chairperson of the Finance Committee.

C. Advisors – Advisors may be appointed by the President to direct the work of ongoing and permanent volunteer efforts.

MaP ByLaws 5 Revision 2, April 2007, Revision 3, April 2023

ARTICLE VI: *Fiscal Year*

The fiscal year of MaP shall begin on July1 and end on the following June 30.

ARTICLE VII: *General Provisions*

Section 1. *Amendments*

These bylaws may be amended by the Executive Board at a meeting by two-thirds vote of the members present and voting provided that proper notice of the proposed amendments shall have been given at least 2 weeks prior to the meeting at which the amendment is voted upon.

Section 2. *Parliamentary Authority*

Roberts Rules of Order Newly Revised, shall be parliamentary authority for MaP and its Executive Board meetings, except where these Bylaws provide otherwise.

REVISIONS

1. (Revision 1 - unmarked) This Document was created in September of 1997
2. Revision 2 - This document was updated in February of 2007, and further review and updates were approved at the 20-MAR-07 MaP meeting. The changes were confirmed in the document on 9-Apr-07.

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MaP ByLaws 6 Revision 2, April 2007, Revision 3, April 2023