

**FORT MACKENZIE HIGH SCHOOL/the WRIGHT PLACE  
PARENTS for ACADEMIC STUDENT SUCCESS (P.A.S.S.)**

**By-Laws**

Adopted April 3, 2008, Revised 1/26/2012, Amended funds 1/9/2014

**Article 1**

**Name**

1. The name of this organization shall be the Fort Mackenzie High School/the Wright Place Parents for Academic Student Success, (P.A.S.S.) at 620 Lewis Street, Sheridan, Wyoming 82801

**Article 2**

**Objectives**

1. To promote the welfare, growth, and education of children, youth, and adults in the school and the community;
2. To sponsor projects and events for the benefit of Fort Mackenzie High School/the Wright Place students.
3. To bring a closer working relationship between home and school so that parents, administrators, and teachers may cooperate intelligently in the education of the students.
4. To keep abreast of SCSD2 objectives and to be better informed regarding FMHS/tWP school issues.

**Article 3**

**Membership**

1. Membership is open to all adult members of the community whose children attend Fort Mackenzie High School/the Wright Place, the Fort Mackenzie High School/the Wright Place Staff, and other invested persons, i.e. alumni, parents of students that have attended FMHS/tWP.
2. Membership dues: There will be no membership dues for any parent or staff member who wants to be involved with P.A.S.S.
3. No board member or volunteer will give themselves any type of discount or take items for free, unless it is approved by the executive board in advance of the event.
4. Any items, prizes, candy, food, etc. remaining after any P.A.S.S. event will be the property of FMHS/tWP P.A.S.S. Remaining perishable items may be disbursed, by present volunteers, as deemed appropriate. Consideration of other non-profit organizations such as food banks, etc. will take precedent in distributing remaining perishables. No board members, committee chairs, or volunteers will disperse any nonperishable property of the P.A.S.S. to other individuals, or keep non-perishable P.A.S.S. property for themselves. The P.A.S.S. board will decide how any remaining nonperishable, tangible items will be dispersed after each event.

**Article 4**

**Meetings**

1. The P.A.S.S. general board meeting will be held the first Thursday of every month during the school year, with the option to meet over the summer to organize for the upcoming school year. The board members will set the time by a majority decision and the meetings can be held at FMHS/tWP or at any other location that the board has agreed upon.

2. The Principal is invited, but not required to attend any of the P.A.S.S. meetings, and is a non-voting member.
3. At the board meetings; the vote of the P.A.S.S. is always by the majority of the P.A.S.S. Board Members present.
4. All general meetings are open to the public and Roberts' Rules will be followed at every Board meeting.
5. All general meetings will be no longer than 1 hour/or thereabouts.
6. If all business is not completed during a general meeting the P.A.S.S. Board will vote to table unresolved business at the next meeting under old business.
7. Public guests are welcome who for official board business.
8. Requests to present agenda items in a general meeting must be made to the P.A.S.S. secretary at least one week prior to the meeting; include topic and length of time needed to make the presentation. Items considered greatly important or that warrant-immediate attention may be added by the President, disregarding the one week advance notice.

#### **Article 5 The Board**

1. The Board of the organization shall consist of the following officers: President, Vice President, Secretary, Treasurer, and designating committees depending on the school needs.
2. The duty of loyalty requires that a board member act with best interest of the organization in mind. The Board members must be willing to contribute enough time to serve P.A.S.S. and further its work. The Board must be willing to learn, grow, want to work well with others as part of a team, and have a respect and trust for the others on the board. They must be interested in all programs within the school, the education and the well-being of our children and our community.

#### **Officers and Their Duties**

##### **President:**

- Shall preside over all meetings, coordinate and oversee the work of the officers and committee chairpersons to ensure alignment with the organization's objectives.
- Shall be fair with all board members, delegate responsibilities, and offer assistance.
- Meet with the Principal to discuss any upcoming activities and plans and seek approval. Coordinate the calendar for P.A.S.S.
- Schedule meetings, consult with officers and chairpersons before events to ensure everyone is working together.
- Sign checks as necessary.

##### **Vice President:**

- Assume responsibility for duties designated by the President.
- Represent the President in his/her absence or upon request.
- If temporarily representing the President, the Vice President must immediately report to the President any new business, if necessary.

- Help and assist the Fund Raising Chairperson to organize any upcoming fund raising activities.

**Secretary:**

- Keep records and notes of each board meeting and general meeting.
- Handle official correspondence as directed by the President.
- Do agendas for board meetings and general meetings as directed by the President.

**Treasurer:**

- Shall be responsible for all financial records and P.A.S.S. funds.
- Shall maintain current records, shall submit monthly financial report to the organization.
- Shall close out all fund raisers.
- Shall collect moneys and keep track of sales.
- Give an end of the year financial report
- Be one of the officers authorized to sign the checks of the organization, and do any banking deposits.
- Shall maintain tax exempt status for the P.A.S.S. organization.

**Various Other Officers**

**(Co-chaired by a student's parent/guardian and a Tribe Teacher)**

**Fall Festival**

- Shall be responsible for all related duties
- Report to P.A.S.S.
- Coordinate with Principal

**Fall and Spring Fund Raising Chairpersons:**

- Shall be responsible for organizing all board approved P.A.S.S. fundraising events.
- Shall work with and keep the President informed.
- Shall work with the Treasurer and keep the Treasurer informed on any and all financing information.
- Shall instruct the Vice President of his/her duties during that fund raising activity.

**Communication Chairperson:**

- Do all flyers for upcoming P.A.S.S. meetings and oversee that they are dispersed to parents.
- Shall handle advertising for carnivals such as flyers and posters, all P.A.S.S. information for the school paper, and local newspaper.
- Shall assist the President in any donation letters, and place any "thank you" to businesses in the local newspaper, and "thank you" to businesses and volunteers on the P.A.S.S. bulletin board at the end of the year.

**Student Celebration Chairperson:**

- Shall act as a liaison between the Student Celebration Committee and P.A.S.S.
- Will solicit support from businesses and private individuals to provide the contents of the "Maverick's Market".
- Will work with Principal and teachers to create and define the yearly goals of the Student Celebration Committee.  
All funds donated to Student Celebration Committee will go to the general P.A.S.S. fund but will be earmarked for distribution in support of this committee.

**Graduation Chairpersons**

- Shall be responsible for all related duties
- Report to P.A.S.S.

- Coordinate with Principal

**Teacher Appreciation Chairperson:**

- Shall be in charge of birthday cards, Christmas cards and any other special occasion to all teachers and staff. Shall be in charge of appreciation dinners during conferences or any other time.
- Shall help to organize some kind of "thank you" from P.A.S.S. at the end of the year to all parents that volunteered during the school year.

**Article 6**

**Voting Procedure**

1. Nominations for the Board will be taken at the first general meeting in the fall of the year. Persons nominated must have a child attending FMHS/tWP or be the parent of a former student.
2. P.A.S.S. Board elections shall be held at the September P.A.S.S. general meeting.
3. All votes shall be on written ballot and submitted at the meeting that the vote is taken.
4. The Principal of FMHS/tWP and the past President or a past board member shall be in charge of counting votes.
5. Before the 1<sup>st</sup> P.A.S.S. meeting, P.A.S.S. shall send out a nomination form/letter to all parents whose children attend FMHS/tWP to give them the opportunity to nominate someone or themselves for a P.A.S.S. office. The form/letter will have P.A.S.S. election day listed for them to attend the election meeting.
6. New officers shall assume their duties at the first meeting of the school year.
7. The term of office shall be one school year. Re-election for consecutive terms may occur.
8. Vacancies shall be filled by the appointment of the Board.
9. Removal from office may occur by a vote of the Board by having more than two unexcused absences, failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the board has met in an effort to discuss the problem and all attempts have been made to resolve the problem. Removal shall be done by a majority vote of the board. No board member has the right to change any decision that the board members made. If a board member intentionally does not follow through with the decision of the board, it will result in removal from the board.

**Article 7**

**Funds**

1. Authorized signatures on P.A.S.S. checks shall be the President and the Treasurer. The signature on any check cannot be the payee.
2. To be reimbursed from P.A.S.S., a reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer. The Treasurer will submit the invoice to the board to verify if the funds were approved. The President or the Vice President shall sign the form and the Treasurer will disperse the check.
3. There must be a minimum of \$400.00 in the bank account at all times.

4. At the end of the school year there must be \$400.00 left in the bank account for the upcoming school year.
5. A P.A.S.S. budget is to be developed and revised as needed, with sub categories i.e., student scholarships, student trips, seed money for fundraisers and miscellaneous items.
6. All P.A.S.S. financial and other pertinent records must be turned over within 10 business days from the last day of the school year. The incoming and outgoing Presidents and Treasurers must make themselves available to sign and record the transfer of bank accounts. Financial records would include: bank account records, outstanding debt records, history of all transactions, receipts, and tax information. Other pertinent records include: date of contracted events, frequent contacts, willing volunteers information, sample forms/documents, P.A.S.S. inventory, etc.
7. The purpose for which the organization is organized are exclusively religious, charitable, scientific, literary, and educational within the meaning of section 501(c)(3) of the Internal Revenue Law.
8. Not with standing any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on 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.
9. In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501(c)(3) and 180(c)(2) of the Internal revenue code of 1986 or the corresponding sections of any prior of future Internal Revenue Code, or to the Federal, State, or local government for exclusive public purpose.
9. At the end of an event where monies have been collected, a cash control slip will be filled out by two members of the Board. The members of the Board cannot be next of kin. Both members should count the money, sign, and date the slip. The yellow copy goes to the President, pink copy to the Vice-President, and white copy is kept with the deposit slip by the Treasurer.
10. P.A.S.S. funds should go directly from the event to the bank for deposit. If the bank is not open, monies will be stored in the P.A.S.S. money bag locked in the school office. P.A.S.S. funds should not be taken home.
11. The Secretary/Treasurer will write a letter to the payee of checks that are written to P.A.S.S. and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to P.A.S.S. for the check. The check will be returned to the payee upon receipt of cash, money order, or certified check.
12. **AMENDMENT** – January 9, 2014  
The distribution of Fall Festival funds are as follows:
  - 1/3 goes to Tribes
  - 1/3 for Scholarships
  - 1/3 for following year Fall Festival

**Article 8  
Procedures**

1. The order of business at general meetings shall follow Roberts' Rules to assure a prompt and productive meeting. Welcome, Approval of last meeting's minutes, Treasurer's report, Old Business, New Business, and Adjournment.
2. A financial review committee shall review P.A.S.S. books annually before the books are turned over to the new board. The committee should consist of at least three outgoing board members and three incoming board members who will match every financial request with every receipt. The committee's report will be submitted to the Board at the first general meeting of the new school year. The committee will be appointed by the President and approved by the Board.

**Article 9  
By-Laws Adoption**

1. The by-laws shall be adopted by majority vote of the organizations members present at any meeting. Prior notification of the by-laws as an agenda item must be made to the membership.

**Article 10  
Amendments**

1. The by-laws may be amended by the majority vote at any P.A.S.S. general meeting.
2. Notification of voting on proposed amendments must be made by the Monday prior to the general P.A.S.S. meeting.

**Article 11 Dissolution**

1. The organization may only be dissolved following a majority vote of the members present at a meeting 'called and publicized for the purpose of dissolution.
2. Upon the winding up and dissolution of this organization, after paying debts of the organization, the remaining assets shall be donated to the Fort Mackenzie/The Wright Place Student Fund Account.

**Article 12  
Conducting Business via E-Mail**

1. If an issue arises and must be addressed before the next P.A.S.S. meeting, the first contact is the Secretary by telephone. In the event the Secretary is unavailable, the Treasurer should be contacted.
2. If necessary the president/vice president can then send out an e-mail to the rest of the board to open discussion. Not until a majority of the board, 5 people, has responded can the President/Vice President ask for a motion to be made. The pending issue can then be voted on and posted.
3. Any business conducted via e-mail should be an agenda item for the next meeting. It can then be recorded by the secretary and posted.