



Swift Water VPO Bylaws

Contents

Swift Water VPO Bylaws	1
Article I. NAME OF ORGANIZATION	3
Article II. DESCRIPTION	3
Article III. MISSION AND PURPOSE	3
Section 1. MISSION	3
Section 2. PURPOSE	3
Article IV. POLICIES	3
Article V. MEMBERS	4
Article VI. SWIFT WATER VPO BOARD	4
Section 1. BOARD	4
Section 2. OFFICE TERM	4
Section 3. CHARACTERISTICS	4
Section 4. DUTIES	5
Section 5. ELECTION OF SWIFT WATER VPO BOARD	6
Section 6. REMOVAL OF A SWIFT WATER VPO BOARD MEMBER	6
Section 7. VACANCIES	6
Article VII. COMMITTEES	6
Article VIII. MEETINGS	7
Section 1. SWIFT WATER VPO BOARD MEETINGS	7
Section 2. GENERAL MEETINGS	7
Section 3. QUORUM	7
Section 4. NOTIFICATION OF MEETINGS	7
Article IX. FINANCIAL POLICIES	7
Section 1: FISCAL YEAR	7
Section 2: BANKING	8
Section 3. ACCOUNTING	8
Section 4. PAPERWORK	8

Section 5. REPORTING	8
Section 6. ANNUAL BUDGET (Forecasting Budget)	8
Section 7. EXPENDITURE	8
Section 8. CASH POLICY	8
Section 9. END BALANCE	8
Article X. CONFLICT OF INTEREST	9
Article XI. PARLIAMENTARY AUTHORITY	9
Article XII. INDEMNIFICATION	9
Article XIII. AMENDMENTS	9
Article XIV. DISSOLUTION	9

Article I. NAME OF ORGANIZATION

Swift Water Volunteer Parent Organization (VPO), located in Gig Harbor, WA. Formed in June 2021.

Article II. DESCRIPTION

Swift Water VPO is a not-for-profit educational organization filed under 501(c)3 of the IRS code.

Article III. MISSION AND PURPOSE

Section 1. MISSION

To create a welcoming inclusive organization of inspired volunteers who will support and empower students and the Swift Water community.

Section 2. PURPOSE

The purpose of the Swift Water VPO is to build a dynamic community of individuals that all have one common goal in mind – the promotion of healthy learning and empowerment of our Swift Water Elementary school children. This community will consist of parents, guardians, schoolteachers, and school staff, working together to supplement and enrich the educational experience. The Swift Water VPO will raise funds and promote involvement in school activities ensuring equity and inclusion of all families. We will do this by:

1. Recruiting volunteers and encouraging participation.
2. Raising funds for the purchase of school equipment, to enhance educational programs and to foster community spirit.
3. Creating community events to ensure all families have opportunities to participate in their Swift Water VPO and school.
4. Using online and offline channels to communicate district and school information to its volunteers.
5. Acting as a platform for volunteers to raise best practice ideas and suggestions, working with the school Principals office to improve and enhance the educational experience.
6. Be limited to the above purposes unless approved by the Swift Water VPO Board.

Article IV. POLICIES

The Swift Water VPO policies are:

1. We are a non-commercial, non-sectarian, non-partisan, non-profit, non-political, and autonomous organization.
2. Swift Water VPO will not endorse commercial enterprises nor political candidates.
3. The name of the Swift Water VPO or its officers in their official capacities shall not be used in any connection with a commercial organization or with any partisan interest for any other purpose than the regular work of the Swift Water VPO.
4. We shall work with the school to enrich the educational experience of all Swift Water families. We shall not attempt to set or control administrative policy for the school.
5. No Member shall engage in any act or activity while representing the Swift Water VPO that would tend to create an unfavorable impression or unfavorable publicity or in any way be contrary to the general interest of the Swift Water VPO.
6. No Swift Water VPO funds shall be used for the benefit of, or be distributable to its members, school officers or other private persons.

7. All voting will be done by those present. A secret ballot may be requested at any time. A simple majority carries the vote.
8. Any Swift Water VPO monies collected will be counted immediately following the event by at least two Swift Water VPO Board members. Monies will be secured as soon as possible either at the school or at the bank.
9. Budget change requests can be made and voted on at the same meeting.

Article V. MEMBERS

Membership shall be automatically granted to all parents and guardians of current Swift Water Elementary students, plus all staff at Swift Water Elementary. There are no membership dues. Members have voting privileges in General Meetings, one vote per household.

Article VI. SWIFT WATER VPO BOARD

Section 1. BOARD

The Swift Water VPO Board shall consist of elected volunteers, with at minimum the following positions: President, Secretary, and Treasurer. Voting members of the Board shall include the President, Vice President, Secretary, Treasurer, Communications Coordinator, and Volunteer Coordinator. The School Principal shall also serve as a voting member of the Swift Water VPO Board in the event of a tie.

Additional elected volunteer positions may be added to the Board. Suggestions for new positions may be brought forward and voted on during a General Meeting, with a simple majority determining the outcome.

Board positions may be co-chaired by more than one individual, though it is recommended that no more than two (2) people share a single role.

Section 2. OFFICE TERM

Swift Water VPO Board Members shall be elected for a term of one (1) year, with the option of serving more terms, if duly elected. Swift Water VPO Board Members may serve within other positions on the Swift Water VPO Board should they wish, and if duly elected. No later than the last calendar day in May, the Vice President will convene a Nominating Committee to solicit member interest in holding Swift Water VPO board positions for the following year. Elections shall start in April and be completed at the May meeting, to begin transition in June, by a majority vote of the Members present. If no one volunteers for one of the Officer positions and the current officer does not continue to serve, the Swift Water VPO Board will mutually agree on the reallocation of the duties of the unfilled Officer position. Terms shall run from July 1st – June 30th.

Swift Water VPO Board Members may only serve on the Board for as long as they have a child present at Swift Water Elementary.

Officers shall meet as soon as possible but no more than 30 days following elections.

Section 3. CHARACTERISTICS

The collective characteristics of Swift Water VPO Board Member positions are that they:

1. Have a desire to serve the Swift Water VPO, the school and ultimately the students.
2. Ensure they understand and uphold the Swift Water VPO Mission Statement.
3. Are good communicators and good listeners.
4. Are knowledgeable of the PSD PTSA Booster Club Handbook and adhere to all expectations outlined.
5. Are knowledgeable of the Swift Water VPO Bylaws and adhere to all expectations outlined.
6. Are knowledgeable of the Swift Water VPO Policies and adhere to all expectations outlined.

Section 4. DUTIES

Swift Water VPO Board

The duties of the Board are:

1. Ensuring the Purpose of the Swift Water VPO is fulfilled.
2. To attend and assist with a majority of regularly scheduled Swift Water VPO Board Meetings, General Meetings, and Swift Water VPO activities, and may be asked to staff activities by other volunteers, as needed.
3. Prepare an annual budget and submit it to the Members for approval during the first General Meeting at the beginning of the school year.
4. Establish a list of goals at the start of the school year to be accomplished during that year and present the list at the first General meeting for approval.
5. Establish and oversee committees to conduct the work of the Swift Water VPO.
6. Ensure the Swift Water VPO remains in a legal status ensuring all state and federal documents are filed in a timely manner.

President

The President is an elected officer and member of the Swift Water VPO board. The President is the presiding officer and the official representative of the association, they are to lead, oversee and manage the Swift Water VPO organization, activities and projects ensuring the goals chosen by its members are met. The President serves as the primary contact to the Swift Water School Principal and will represent the Swift Water VPO at meetings of other groups, as needed. The President's role is split into 4 key areas: Communication, Meetings, Events and Board Duties. As a member of the Swift Water VPO Board, the President represents the parent group, and thus their actions reflect upon the reputation of the group and the school.

Vice President

The Vice President is an elected officer and member of the Swift Water VPO board. The primary responsibility of the Vice President is to assist the President, helping lead the Swift Water VPO toward specific goals chosen by its members and to oversee governance policies, procedures and bylaws of the Swift Water VPO Board. This position can be used to gain understanding of the requirements of the President. The Vice Presidents role is split into 5 key areas: Presidency Support, Governance, Members, VPO Events and Board Duties. As a member of the Swift Water VPO Board, the Vice President represents the parent group, and thus their actions reflect upon the reputation of the group and the school.

Secretary

The Secretary is an elected officer and member of the Swift Water VPO board. The primary responsibility of the Secretary is to keep an accurate, concise, permanent record of the proceedings of all meetings of the Swift Water VPO and of the Swift Water VPO Board, which are the legal records of the

Swift Water VPO, and the original copy of the minutes is known as the master copy. As a member of the Swift Water VPO Board, the Secretary represents the parent group, and thus their actions reflect upon the reputation of the group and the school.

Treasurer

The Treasurer is an elected officer and member of the Swift Water board. The Swift Water VPO Treasurer is the custodian of Swift Water VPO funds. The Treasurer helps develop the budget, collects fundraising money, writes checks for purchases and reimbursements, tracks income and spending, makes financial reports, and organizes the book for an annual audit. As a member of the Swift Water VPO Board, the Treasurer represents the parent group, and thus their actions reflect upon the reputation of the group and the school.

Communications Coordinator

The Communications Coordinator is an elected officer and member of the Swift Water VPO board. The responsibility of the Communications Coordinator is to inform members and staff of the Swift Water VPO's goals and opportunities throughout the year. The Communications Coordinator will share relevant information accurately and timely, through multiple channels in an effort to reach all members of the Swift Water Elementary community. As a member of the Swift Water VPO Board, the Communications Coordinator represents the parent group, and thus their actions reflect upon the reputation of the group and the school.

Volunteer Coordinator

The Volunteer Coordinator is an elected officer and member of the Swift Water VPO board. The primary responsibility of the Volunteer Coordinator is to oversee the Committee's within Swift Water Elementary VPO. As a member of the Swift Water VPO Board, the Volunteer Coordinator represents the parent group, and thus their actions reflect upon the reputation of the group and the school.

Member at Large

The Member-at-Large shall serve as a general representative of the parent body and act as a liaison between families, staff, and the Swift Water Elementary VPO Board. This role is intended to provide input on VPO decisions, assist with events and initiatives, and help ensure diverse perspectives are considered in the planning and execution of VPO activities. The Member-at-Large shall attend regular and special VPO meetings, represent the general membership's views and concerns, and support VPO-sponsored events, fundraisers, and programs—including volunteering for at least one major event per semester. While not a voting member of the Board, the Member-at-Large will participate in discussions, offer feedback, and provide assistance to Board members as needed. In the event a Board member is unable to fulfill their duties, the Member-at-Large provides support to those responsibilities. Additional duties may include completing special tasks or short-term projects as assigned by the President or Board (e.g., community outreach, social media, or membership drives). The term of service shall be one (1) year, with the option to be re-elected or re-appointed. Candidates should demonstrate active interest in the school community, strong communication skills, reliability, and a willingness to take initiative.

Section 5. ELECTION OF SWIFT WATER VPO BOARD

Any Member is eligible to apply and become elected for positions on the Swift Water VPO Board. Candidates must submit their intention to run for a position, in writing to the Swift Water VPO Board, no

less than 7 days before the Election. Members must only nominate themselves, nominations for other candidates will not be accepted.

Only Swift Water VPO members are eligible to vote. Electronic voting is allowed. Votes cast will be counted by two neutral parties.

All Swift Water VPO Board Members will be required to sign a Conflict-of-Interest Policy each term.

At the end of a board member's term, the individual shall relinquish all duties and responsibilities associated with the position. The outgoing board member shall assist in the transition of responsibilities to the incoming board member to ensure continuity and organizational stability within the month of July.

Section 6. REMOVAL OF A SWIFT WATER VPO BOARD MEMBER

If a Swift Water VPO Board Member has acted in a way that violates these bylaws, does not adhere to the Code of Conduct or Conflict of Interest Policies, or constantly does not fulfill their duties as a Board Member, they can be removed from the Swift Water VPO Board by majority vote of the full Swift Water VPO Board. The School Principal must also cast a vote in this situation.

Section 7. VACANCIES

If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled General Meeting, a new Vice President will be elected. If there is a vacancy for any other position, Members may fill the vacancy through an election at the next regular meeting or the duties will be spread between the other Swift Water VPO Board Members.

Article VII. COMMITTEES

The Swift Water VPO Board may create committees, as needed. Chairperson(s) for committees will be solicited by the Vice President from Members within the Swift Water VPO. Chairpersons are responsible for fulfilling committee positions as required. Committees shall review and present their plans to the Swift Water VPO Board. These Committees shall make initial decisions relating to their function; however, no decision shall be acted upon without the approval of the Swift Water VPO Board or the voting membership. Committees may be required for, though not limited to, fundraising, activities, and hospitality. Committees shall cease to exist on the last day of each school year.

The following govern each committee:

1. There must be more than one person on each committee.
2. A project plan is to be submitted to the Swift Water VPO Board which lists the activities planned, proposed budget of the activities and timetable for completion.
3. The Committee Chair is to attend Swift Water VPO Board meetings when requested, to give an update on the project. Information required will include but not limited to timetable and current spend.
4. All estimates must be approved in advance by the Swift Water VPO Board, and bills / invoices must be sent to the Swift Water VPO PO Box, marked with the name of the Committee. The address of which is: 11010 Harbor Hill Dr, STE B262. Gig Harbor, WA 98332
5. Original documents will be viewed by the Swift Water VPO Board and held on file by the Secretary.
6. The Swift Water VPO Board has final approval over all matters related to and undertaken by each Committee.

Article VIII. MEETINGS

Section 1. SWIFT WATER VPO BOARD MEETINGS

Board meetings will be held according to the timeline approved annually by the newly elected Board Members. The Board shall hold a minimum of two meetings during the school year. Additional meetings may be scheduled as needed at the discretion of the Board. Minutes will be recorded and posted on the Swift Water VPO website for all Members to access.

Section 2. GENERAL MEETINGS

General meetings shall be held as needed at the discretion of the Board to discuss relevant matters. These meetings are intended to discuss and plan upcoming events, initiatives, and other key activities of the Swift Water.

Meetings will be scheduled at times that accommodate the availability of core members, including Members and school staff, and will generally be held in the evening to support broader participation.

Any votes required during a meeting will be conducted by those present. A simple majority will determine the outcome of all votes.

General Meetings will be recorded, and both the recordings and meeting minutes will be made available on the Swift Water VPO website for all Members to access.

Section 3. QUORUM

The quorum (in order to vote), shall be 5 Members of the Swift Water VPO.

Section 4. NOTIFICATION OF MEETINGS

Meetings will be announced on the Swift Water VPO website and Facebook page (as a minimum) at least one week in advance of the meeting date. Meetings will be held online and in person.

Article IX. FINANCIAL POLICIES

Section 1: FISCAL YEAR

The fiscal year of the Swift Water VPO runs July 1st to end June 30th following year.

Section 2: BANKING

All funds shall be kept in a checking account in the name of Swift Water VPO at a local bank agreed upon by the Board majority. Written checks require signatures from the Treasurer or President.

Section 3. ACCOUNTING

All transactions will be held within accounting software and kept up to date by the Swift Water VPO Treasurer. The Treasurer will reconcile the accounts monthly. This reconciliation and review will take place one hour prior to the monthly Swift Water VPO Board meeting. At this review, there must be at least one other person present, along with the Treasurer. An independent review of the financial records will be conducted annually at the end of each fiscal year.

Section 4. PAPERWORK

Paperwork to include, though not limited to, receipts, invoices, estimates, will be held on file by the Treasurer.

Section 5. REPORTING

Accounts will be reviewed by the Swift Water VPO at each Swift Water VPO Board meeting. The Treasurer will give an update on the budget and expenditure at each General Meeting.

Section 6. ANNUAL BUDGET (Forecasting Budget)

The forecasting budget will be drawn up by the Treasurer and approved by the Swift Water VPO Board once the goals, to include fundraising goals, for the year have been set by the Swift Water VPO. This will ideally take place in June of each year, to enable the incoming Swift Water VPO Board to have input. However turnover, and availability of the incoming and outgoing board may necessitate the delay of this until September and the first general meeting. The Forecasting Budget will be presented to Members at the first General Meeting of the school year. Once approved the Forecasting Budget will then become the Annual Budget.

Section 7. EXPENDITURE

Expenditure, in addition to that already set in the Annual Budget, will be approved by either the Swift Water VPO Board or by voting in the General Meeting. The Swift Water VPO Board can approve amounts below \$500. Amounts exceeding this will go to vote by Members.

If there is an urgent need for funds to be approved, an emergency Meeting may be called. When exceptional circumstances arise as determined by vote of the Swift Water VPO Board, the Board may approve expenditures up to \$1000. All expenditures over \$1000 shall be approved by a simple majority vote of those present at the General Meeting.

Requests for expenditure not related to the Purpose of the Swift Water VPO will be considered by the Swift Water VPO Board and presented to Members at the General Meeting for a vote.

Section 8. CASH POLICY

It is the policy of the Swift Water VPO that cash is accepted. The procedure for this is detailed in the Cash Handling Policy.

Section 9. END BALANCE

The Swift Water VPO will leave a \$5,000 in the treasury at the end of each fiscal year.

Article X. CONFLICT OF INTEREST

A Conflict-of-Interest policy exists which requires sign off by each Swift Water VPO Board Member for each term they serve. Signed forms will be held digitally by the Swift Water VPO Secretary.

Article XI. PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern meetings when they are not in conflict with the Swift Water VPO bylaws or policies.

Article XII. INDEMNIFICATION

All Swift Water VPO Board Members and anyone acting in an official capacity for the Swift Water VPO, in that, those acting at the request of the Swift Water VPO are volunteers, and they serve in a volunteer capacity. As such, they shall be indemnified for claims arising against them because of their service to this Swift Water VPO. This indemnification shall not apply to criminal or fraudulent acts.

Article XIII. AMENDMENTS

These bylaws may be amended at any General Meeting by a majority vote of the members present. The proposed amendments are to be submitted to all Members at least one week prior to the scheduled meeting. Proposed amendments are to be posted on the Swift Water VPO website.

Bylaws are to be reviewed at least annually.

Article XIV. DISSOLUTION

The Swift Water VPO may be dissolved provided notice is given to Members, and a vote is held at the next General Meeting, with approval given to the majority vote.

Upon dissolution, all outstanding bills will be paid by the Treasurer and all assets shall be transferred either to a successor organization or an organization that enhances the education of students attending Swift Water Elementary according to the said 501(c)3 filing.

Article XIV. SCHOLARSHIP PROGRAM

Section 1: Establishment

The organization shall maintain a Swift Water Elementary VPO Scholarship Program as outlined in the *Swift Water Elementary VPO Scholarship Policy & Procedures* approved on **TBD**.

Section 2: Purpose

The purpose of the Swift Water Elementary VPO Scholarship Program is to elevate opportunities and possibilities for alumni of the Swift Water Elementary School, in alignment with the mission of the organization.

Section 3: Oversight

The Board shall oversee the Scholarship Program. A designated Scholarship Committee may be formed to administer and manage the program in accordance with the policy and procedures stated in the *Scholarship Policy* document.

Section 4: Policy Reference

The *Scholarship Establishment Policy & Procedures* document shall serve as the guiding framework for the program's administration. This document may be amended from time to time with Board approval, and shall be maintained as an appendix to these by-laws.

Section 5: Amendments

Any amendments to the Scholarship Program or its governing documents must be approved by a majority vote of the Board of Directors.