

THE ACTION PARENT ASSOCIATION CONSTITUTION/BY-LAWS

ARTICLE I: ASSOCIATION

SECTION 1: NAME

The Association shall be named Action Parent Association.

SECTION 2: MISSION

A. The Action Parent Association was established as a support group to encourage parent participation and to raise funds to enhance and expand the programs that are available to each individual student at Action Dance. The Action Parent Association also provides a vehicle for parents and director interaction, through cooperative undertakings. Ideas are shared and pursued in milieu of trust and confidence.

B. It is understood that the Action Parent Association shall have no governing authority over the operation or administration of Action Dance LLC and Action Dance Academy LLC.

SECTION 3: METHOD OF OPERATION

The Action Parent Association will consist of:

- A. Members (voting and non-voting)
- B. Board of Directors
(Consisting of officers and three members at large)
- C. Officers
(President, Vice-president, Secretary and Treasurer)

SECTION-4: NON PROFIT STATUS

Notwithstanding any other provisions of these Bylaws, the Action Parent Association shall carry out activities permitted by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE II: MEMBERS

SECTION-1: QUALIFICATIONS

- A. A voting membership is open to any student or parent/guardian of a student currently enrolled in Action Dance.
- B. Any family member of a student currently enrolled in Action Dance may attend Action Parent Association meetings as a non-voting member.

SECTION-2: ANNUAL ELECTION

An annual election will be held in the month of September to determine the Board of Directors and Officers for the upcoming year. The notification of the annual election will be posted on the Action Dance parent information board.

SECTION-3: VOTING FAMILY PRIVILEGES

Privileges of a voting membership shall include the right to vote at the annual election meeting, the right to hold an office if qualified (see Article III), attend and present ideas to the Board of Directors, serve on committees and other privileges as established by the Board of Directors.

SECTION-4: NON-VOTING FAMILY PRIVELEGES

Privileges of a non-voting membership shall include the right to attend and present ideas to the Board of Directors, serve on committees and other privileges as established by the Board of Directors.

ARTICLE III: OFFICERS and BOARD OF DIRECTORS

SECTION-1: BOARD OF DIRECTORS

The Board of Directors is composed of seven Action Parent Association members who shall administer the affairs of the Action Parent Association.

A. The general membership at the annual meeting will elect seven voting Action Parent Association members to the Board of Directors. The Director of Action Dance will be a member of the board as a non-voting advisor. Elected Board Members will serve for a period of two years. Each campus in Washington State shall have the representation of two Board Members.

B. The Board of Directors, Officers and other officials shall complete the term of two years, for which they were duly elected.

C. Any Board member unable to participate in the function of the Board for a period of 45 days will be notified that (his/her) resignation will be requested. All records pertaining to any office are property of the Action Parent Association and must be transferred as directed by the Board of Directors within 15 days by the vacating person.

D. When a vacancy on the Board of Director occurs, the board of directors will elect a replacement to serve the unexpired term.

SECTION-2: OFFICERS

The Officer positions are President, Vice President, Secretary, and Treasurer. The Officers will be elected by the Board of Directors by a majority of the Board of Directors and shall serve for a term of two years until their qualified successor has been duly nominated and elected.

A. President

1. Will preside at all meetings and carry out the duties generally ascribed to this office.

2. Will be the official liaison between the Action Parent Association and the Director of Action Dance.

3. Subject to approval of the Board of Directors, the President will appoint all Standing and Special committees.

4. The President will be an ex-officio member of all committees except the Committee on Nomination.

B. Vice President

1. Will assist the President in their duties and preside at meetings in the absence of the President.

2. Will succeed the President in the case of vacancy in the office until the next regularly scheduled election.

3. Will coordinate, identify and cultivate projects to raise funds for the Association.

4. Will be the committee chair of the Ways and Means Committee.

C. Secretary

1. Will be responsible for the minutes being kept of all Board of Directors meetings.

2. Will issue timely distribution of minutes to members of the Board of Directors.

3. Will maintain permanent records of the Action Parent Association.

D. Treasurer

1. Will maintain all financial records of the Action Parent Association.

2. The President and Vice President of the Action Parent Association will assist the Treasurer in receiving and caring for all Action Parent Association related money and paying for the Action Parent Association related expenses authorized by the Board of Directors.

3. Prepare a monthly financial report for the Board of Directors.

4. Prepare an annual financial report in September of each year.

5. Prepare a two year budget for the Action Parent Association.

SECTION-3: QUALIFICATIONS

- A. A candidate for office shall have been a member for at least one year prior to the time of nomination, with the exception of the 2008 elections for the Gig Harbor campus.
- B. No member shall hold more than one office at a time.

SECTION-4: NOMINATIONS AND ELECTIONS

- A. By August, the Committee on Nominations shall submit to the membership a slate of candidates for each office, to be published in the Action Dance Happenings Newsletter.
- B. Nominations may be made from the floor prior to the election, and such nominees shall be eligible for election provided they have consented to serve. Nominations from the floor must receive a second.
- C. Board members and Officers shall be elected by written ballot, at the September meeting by all voting members.

SECTION-5: TERMS OF OFFICE

- A. The term of office for a Board Member and Officer shall begin upon election and will be for two years.
- B. The term of office for Officers shall begin upon election and will be for two years and no more than one consecutive term in the same office.

ARTICLE IV: FINANCES

SECTION-1: GENERAL

The fiscal year of the Action Parent Association shall begin October 1st and end September 30th of the following year.

SECTION-2: INCOME

All funds received by the Action Parent Association will be deposited and recorded into the Action Parent Association account.

A. The use of Action Parent Association funds, except those needed to operate the Action Parent Association shall be limited to direct and indirect support of Financial Aid, Fundraising, Goodwill Medals and the Action Dance annual production.

B. Other donations may be directed to a specific area selected by the donor.

SECTION-3: EXPENSES

The Action Parent Association will pay all Action Parent Association operating expenses and current Financial Aid obligations as long as there is a positive fund balance in the Action Parent Association account.

A. The Board of Directors will validate the proposed distribution of expenses.

B. The distribution of expenses will be published.

C. Financial Aid will be distributed as per the Financial Aid packet.

ARTICLE V: COMMITTEES

SECTION-1: STANDING COMMITTEES

Standing Committees will be composed of a chair and usually one or more members appointed by the President. Appointment will become effective for a one year term.

A. Communication/ Membership Committee

The Communication/ Membership Committee will direct all activities of the Action Parent Association concerning retention and recruitment of voting and non-voting members. This Committee will be responsible for; e-mailing; calling and the distribution of flyers and announcements to members.

B. Ways and Means Committee

The Ways and Means Committee will plan and implement projects to raise funds for the Action Parent Association. The Vice President shall be the Committee Chair.

C. Nomination Committee

The Nominating Committee will consist of three members for the election of Board Members and Officers positions. This committee will create a slate of members qualified for officer positions by August.

SECTION-2: SPECIAL COMMITTEES

Special Committees will be composed of a chair and usually one or more members appointed by the President. Appointments will be effective for a one year term or until dissolved by the Board of Directors.

ARTICLE VI: MEETINGS

SECTION-1: ANNUAL SEPTEMBER MEETING

A. The annual meeting will be held in September of each year after the commencement of fall classes. This meeting will be in addition to the regular meetings.

B. The annual September meeting of each year will be the reorganization for the Action Parent Association Board and Officers.

SECTION-2: MEMBERSHIP MEETINGS

The regular meetings of the Action Parent Association are generally held on the 1st Saturday of every month. The official meeting schedule will be available before the annual September meetings and elections. The meetings will be held in the Lobby of Action Dance.

SECTION-3: BOARD OF DIRECTORS MEETINGS

The Board of Directors shall meet once a month alternating between both Washington Campuses.

SECTION-4: VOTING

The Board of Directors will serve as representatives for the general membership. Only the Board of Directors will vote at general and Board of Directors meetings.

SECTION-5: QUORUM

A quorum for the transaction of business at the annual September meeting shall be 10% of the voting families. A quorum for the General Membership and Board of Directors meetings shall be two-thirds of the Board of Directors.

ARTICLE VII: AMENDMENT TO THE BY-LAWS

SECTION-1:

Amendments to these by-laws are to be submitted in writing at a regular Board of Directors meeting. Notice of the amendments shall be published to all members at least two weeks prior to vote.

SECTION-2:

Amendments may be adapted by two-thirds majority of those members voting, a quorum being present.