

Valley Oaks Parent Advisory Committee
By-Laws
Revised: September – 2007

This organization shall be known as the Valley Oaks Parent Advisory Committee (VOPAC), and comprised of a group of parents with children enrolled at Valley Oaks Charter School. Its purpose shall be:

- 1) Provide parental input to school activities and programs
- 2) Be a source of support and encouragement to Valley Oaks parents
- 3) Coordinate fundraising and enrichment activities

ARTICLE I
Membership

Section 1 **Membership Requirements:**

Any parent of a child, or children, currently enrolled in Valley Oaks Charter School is eligible to be an active participant in VOPAC.

ARTICLE II
Management

Section 1 The management of this organization shall be vested in its elected Officers, the Staff Liaison and the membership.

***Section 2** Two representatives **and an alternate** of VOPAC shall sit on the Valley Oaks Governing Board.

Section 3 All activities, expenses, and other items will be voted on by the membership in attendance at each meeting. A simple majority vote is necessary for approval of any item.

ARTICLE III
Officers – Nominations and Elections

***Section 1** Officers of the Valley Oaks Parent Advisory Committee shall include a President, Vice President, **Recording Secretary, Corresponding Secretary** **and** Treasurer **(and Parliamentarian.)**~~(delete)~~

Section 2 Nominations may be submitted verbally and in writing to the President, or made from the floor at the election meeting.

Section 3 The Officers shall be elected by plurality vote of those members present at the **May** meeting, and shall serve for a term of 1 year. In the case of a contest, the vote shall be taken by secret ballot. (“Contest” occurs when there are two or more individuals running for a single office.)

- Section 4** The two VOPAC Representatives to the Governing Board shall be elected by plurality vote of those members present at the meeting and shall serve a term of two years, **and an alternate for one year.**
- Section 5** The Staff Liaison shall be appointed by the Valley Oaks Charter School Principal and the Round Table Committee.
- Section 6** Between regular elections, if an officer misses three consecutive meetings without a valid excuse, the remaining officers may be called upon to appoint a replacement for the remainder of the officer's term.

ARTICLE IV Duties of Officers

- Section 1** **President:** The duties of the President are as follows:
- a) Preside over all meeting of the membership and officers
 - b) See that all directives of the membership are acted upon for approval and carried out properly
 - c) Have authority to call meetings and set meeting agendas
 - d) Have authority to appoint chairpersons and members of standing committees, and, to create and appoint special committees as necessary or desirable
 - e) See that all by-laws and rules are enforced
 - f) Review and recommend any expenses and payments for approval
 - g) Review all financial records annually, at the conclusion of each fiscal year.
 - h) ***Become well-versed in the details of Robert's Rules of Order**
- Section 2** **Vice-President:** The duties of the Vice-president are as follows:
- a) In the absence of the President, shall perform the duties of the President
 - b) Assist President in coordination of meeting agendas
- Section 3** **Recording Secretary:** The duties of the Secretary are as follows:
- a) Attend all meetings
 - b) Keep an accurate record of all proceedings at all meetings of the Officers and the general membership, and all other affairs of the Organization
 - b) Send a copy of the meeting minutes to the President within **seven (7)** *days **following** each meeting
- Section 4** **Corresponding Secretary:** The duties of the Secretary are as follows:
- a) Attend all meetings
 - b) Send announcements of the meeting to the website coordinator and the site principals within **seven (7) days following each meeting.**
 - c) Conduct the correspondence **and advertisement** of the organization as directed by the President
 - d) Arrange for advance notification of all Officers meetings and General Membership meetings

- Section 5** **Treasurer:** The duties of the Treasurer are as follows:
- a) Attend all meetings
 - b) Shall be the custodian of the VOPAC funds, bank accounts and financial Records
 - c) At all times, keep proper records and accounts of the receipts and Distributions
 - d) Make disbursements as authorized by the President and the membership
 - e) Present any bills at each meeting for approval of payment
 - f) Prepare a financial statement each month and present it at general membership meetings

- Section 5** **Parliamentarian:** The duties of the Parliamentarian are as follows:
- a) Become well-versed in the details of Robert's Rules of Order
 - b) Assist the President in conducting all meetings according to Robert's Rules of Order in an effort to maintain proper decorum and procedure in all meetings (~~Parliamentarian position will be removed.~~)

ARTICLE V Funds

- Section 1** All operating disbursements and expenditures will be paid upon approval of the President and a membership vote. In the event of emergency funding needs prior to the membership meetings, a simple majority of the officers can approve expenditures below \$500 per item.
- Section 2** All operating disbursements and expenditures shall be paid by check, signed by an elected VOPAC check signer (the Treasurer) (~~delete~~). An invoice or a receipt must accompany each request for payment.
- Section 3** A checking account (established for VOPAC – with the approval of school) shall be maintained by the Treasurer. Along with the Treasurer, the President's name shall be on the bank account for signature on checks.
- Section 4** Requests for funding from VOPAC for an activity, trip, project, etc., for any amount over \$500, must be submitted to the Treasurer at the general meeting. The request will be discussed and voted upon at the next scheduled general VOPAC meeting.

ARTICLE VI Meetings

- Section 1** Regular meetings shall be held August through May.
- Section 2** Additional meetings may be scheduled as needed prior to special events

and activities.

ARTICLE VII Rules of Order

Section 1 All meetings shall be conducted according to Robert's Rules of Order, with the assistance of the President and the Parliamentarian.(delete)

ARTICLE VIII Amendments

Section 1 These by-laws may be amended at any regular membership meeting by a 2/3 vote of the members present, provided that the amendment(s) have been previously approved by a 2/3 vote of the Officers, and that the general membership has been notified, in writing, of the proposed amendments(s) at least three (3) weeks in advance of the general membership meeting.

STANDING RULES

1. Installation of Officers at the final general membership meeting at the end of the school year.
2. Each year at the May extravaganza, all staff, volunteers and guests will be required to purchase their own meals. A "hospitality" ice chest will be provided and filled with drinks for staff and volunteers.
- 3 Children are welcome at the VOPAC meetings, provided the children do not become a distraction to the proceedings. Please respect the time and comfort of others if you must bring your children to the meetings

STANDING COMMITTEES

1. **Book Fair**
2. **Family Activity Days and Trips**
3. **May Extravaganza**
4. **Parent Workshop**