

**Valley Oaks Parent-Teacher Advisory Committee Bylaws**  
**APROVED: 5/2018**

**ARTICLE I. Objective**

The Valley Oaks Parent-Teacher Advisory Committee (VOPTAC) is a parent volunteer and teacher organization. VOPTAC is comprised of a group of staff and parents with children enrolled at Valley Oaks Charter School (VOCS). The exclusive objective of VOPTAC is to enrich the educational experience of students at VOCS by:

- (i) Providing parent, teacher, and staff input regarding the VOCS educational programs and enrichment activities;
- (ii) Being a source of support and encouragement to Valley Oaks parents, teachers, and staff;
- (iii) Coordinating and ascertaining the needs of schools and availability of resources, including expenditures of money;
- (iv) Recommending and coordinating fundraising activities to support educational options and opportunities and/or enrichment opportunities.

**ARTICLE II. Governance**

**Section 1: Agency of VOCS**

As an agency of VOCS, VOPTAC will work closely with VOCS Administration. VOPTAC includes input from parents, teachers, and other staff.

**Section 2: VOPTAC Officers**

As further described below, the VOPTAC Officers prepare the agenda, schedule meetings, and make and second motions which are to be voted upon by the membership.

**Section 3: Membership**

As further described below, the membership selects the Officers subject to these bylaws. Members may attend all VOPTAC meetings, may address the VOPTAC Officers at large during meetings, as well as address agenda items for a period of time no longer than five minutes, may address non-agenda items for a period of time not to

exceed three minutes, may make and second motions, and may vote on all motions made and seconded. Perspective members may attend all VOPTAC meetings.

#### **Section 4: Brown Act and Public Records Act**

As an agency of VOCS, VOPTAC meetings will comply with the requirements of the Government Code (the Brown Act and Public Records Act).

#### **Section 5: Fundraising**

As an agency of VOCS, VOPTAC shall fundraise using the non-profit status and under the auspices of the Kern County Superintendent of Schools Educational Services Foundation.

### **ARTICLE III. Policies**

#### **Section 1: Organization**

VOPTAC shall be non-commercial, non-sectarian, and non-partisan. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.

#### **Section 2: Political Involvement**

VOPTAC shall not directly or indirectly participate or intervene (in any way including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote its activities to attempting to influence legislation by propaganda or otherwise.

#### **Section 3: VOCS Governing Board**

VOPTAC shall work with the Valley Oaks Charter School Governing Board to provide quality educational opportunities for all students.

#### **Section 4: Fundraising**

VOPTAC shall distribute funds raised through its own fundraising activities using Educational Services Foundation.

## **ARTICLE IV. Management**

### **Section 1: Management of Organization**

The management of this organization shall be vested in its elected officers, the teacher liaison, and the membership.

### **Section 2: Teacher Liaison**

Election/appointment of the Teacher Liaison will be left to the discretion of the VOCS staff. The Teacher Liaison shall be responsible for communication between the organization and the teachers and staff of Valley Oaks Charter School.

### **Section 3: Governing Board Representatives**

Four (4) parent representatives shall be elected to sit on the Valley Oaks Charter School Governing Board. Two (2) from Bakersfield, one (1) from Tehachapi, and one (1) alternate. The Governing Board Representative shall attend all VOPTAC and VOCS Governing Board meetings and report updates to each organization. Governing Board Representatives must have a child currently enrolled at VOCS.

### **Section 4: Simple Majority Vote**

All activities, expenses, and other items will be voted on by the membership in attendance at each meeting.

## **ARTICLE V. Membership**

### **Section 1: Attendance**

Any parent/guardian or educational rights holder of a child or children currently enrolled in Valley Oaks Charter School is eligible to be an active participant in VOPTAC.

### **Section 2: Participation**

Any current teacher or staff member of Valley Oaks Charter School is eligible to be an active participant in VOPTAC.

### **Section 3: Membership Forms/Voting Rights**

Any parent/guardian, education rights holder, teacher, or staff that is interested in active participation must fill out and submit a Membership Form. Membership Forms will be available each month and voting rights will begin after thirty (30) days of membership.

## **ARTICLE VI. Membership Meetings**

### **Section 1: Attendance**

Any person interested in the activities of VOPTAC may attend a membership meeting.

### **Section 2: Regular Membership Meetings**

Regular membership meetings shall be held monthly during the regular school months in September through May and shall be held at a place, date, and time which will be advertised before the meeting. All meetings shall be conducted pursuant to the current edition of Robert's Rules of Order. Monthly meetings of VOPTAC shall include:

- A. Review of the monthly financials for reasonableness based upon anticipated deposits and expenditures.
- B. Identification and investigation of major variances in the financials.
- C. Review of the anticipated disbursements to VOCS' activities for appropriateness and reasonableness.
- D. Pre-authorization of expenditures associated with upcoming fund-raising activities.
- E. Review of the documentation supporting expenditures to determine its adequacy.
- F. General identification of discrepancies, irregularities or problems.
- G. Review timely bill paying.
- H. Initiation of additional fundraising activities.
- I. Continued progress on previously approved fundraising activities.
- J. Further disbursement of VOPTAC funds to support VOCS academic, athletic, artistic, musical, social, science, technology and other education related or extracurricular activities.

### **Section 3: Special Membership Meetings**

Special membership meetings may be scheduled by the President, the Vice President or a majority of VOPTAC Officers, as needed.

### **Section 4: Additional Meetings**

Additional meetings may be scheduled as needed prior to special events and activities.

### **Section 5: Notice of Membership Meetings**

As VOPTAC is an agency of VOCS, notice of all membership meetings shall be given as is required by the Education Code and Government Code (Brown Act).

### **Section 6: Agenda**

The agenda for each general meeting shall be posted and distributed among the members at least three (3) business days prior to the general meeting.

Any member may contact any of the officers to request an item be placed on the agenda at least seven (7) days prior to the general meeting.

Any item may be added to the agenda after the posting of agenda, prior to the meeting with the approval of the Vice President and the Secretary. The item will be discussed and voted upon at the next scheduled VOPTAC meeting.

### **Section 7: Quorum**

VOPTAC Officers are members and counted for determining the existence of a quorum.

If a quorum of VOPTAC Officers is present at the beginning of a duly organized meeting, VOPTAC may continue to transact business until adjournment even if the total number of members at the meeting falls below a quorum.

Any member shall be considered present at any meeting, even if the member is at a different physical location, provided the member is in communication with VOPTAC Officers' members present at the meeting either by telephone or other means through which the member is capable of both transmitting and receiving messages.

## **Section 8: Voting**

Each voting member in good standing shall be entitled to one vote after thirty (30) days of membership. VOPTAC Officers are voting members, including the President. At each meeting at which a quorum is present, a vote of the majority of the members shall be the act of VOPTAC. A simple majority of the members is required to elect officers and recommend approval of fundraising activities and the disbursement of funds raised from such activities.

## **Section 9: Rights of Membership at Large**

During each regular membership meeting, the members have the right to: (i) receive a report of VOPTAC's deposits, and disbursements; (ii) be fully informed of VOPTAC's fundraising activities; and (iii) examine the financial records of VOPTAC.

## **Section 10: Powers of the Membership at Large**

Members in good standing may elect officers for any upcoming year by a simple majority vote of the members, as further described below. Members in good standing may vote on all motions made pertaining to the determination of fundraising activities and the disbursement of funds to VOCS' activities that are raised by such fundraising activities.

# **ARTICLE VII. Rules of Order**

## **Section 1: Robert's Rules of Order**

All meetings shall be conducted according to Robert's Rules of Order, with the assistance of the VOPTAC President. VOPTAC Officers are required to attend a Robert's Rules of Order training, prior to his/her first meeting.

## **Section 2: Making a Motion/Voting**

The privilege of making motions and voting shall be limited to members of the organization who are present at the meeting. After completing a Membership Form, members will be given voting rights after thirty (30) days of VOPTAC membership.

## **ARTICLE VIII. VOPTAC Officers**

### **Section 1: General Powers**

The VOPTAC Officers shall be the governing body of the membership and shall have the power to administer its business and affairs.

### **Section 2: Additional Functions**

In addition to its general powers, the VOPTAC Officers shall be responsible for:

- A. Disbursing funds in accordance with the constraints of the VOPTAC's budget.
- B. Approving check requests before payment by Educational Services Foundation.
- C. Approving all fundraising activities on behalf of VOPTAC.
- D. Making and seconding all motions pertaining to VOPTAC business.
- E. Approving all donations to VOCS activities made on behalf of the VOPTAC.
- F. Enforcing appropriate internal control procedures regarding check writing, cash counting, deposits and expense reimbursements.
- G. Pre-approving any major unbudgeted expenditure. Major expenditures are those in excess of \$100.

### **Section 3: Selection of the VOPTAC Officers**

The Officers of this organization shall be President, Vice President, Secretary, Treasurer, and Media Chair.

For the 2018-19 school year only, members interested in running for office must submit their names to any VOCS front office April 30<sup>th</sup> thru May 4<sup>th</sup>. Names of candidates will be posted May 7<sup>th</sup> thru May 11<sup>th</sup>. Voting for the 2018-19 officers will be held on May 17<sup>th</sup> during posted hours. If an office remains open, the Bylaw Committee will appoint the officer for the 2018-19 school year. Beginning at the end of the 2018-19 school year, and for every school year thereafter, VOPTAC Officers shall be nominated and voted on by the membership as more fully described below.

Each officer of VOPTAC shall be a member of the organization for six months prior to his/her nomination and must have a child currently enrolled in with Valley Oaks Charter School.

#### **Section 4: Nominations and Elections**

- A. The VOPTAC President or designee is responsible for overseeing the nomination committee process and the voting process.
- B. Nominations for office shall be made by a nominating committee, which shall be selected by the VOPTAC Board at least two months prior to the election meeting.
- C. The nominating committee shall be composed of five (5) voting members to be endorsed by the Administrators of Valley Oaks Charter School. Members of the nominating committee cannot be slated to the VOPTAC Board for the following year. Three (3) members of the Committee shall be selected from Bakersfield K-8, one (1) high school parent and one (1) K-8 parent from the satellite sites.
- D. The selected nominating committee and the Secretary shall meet before the 15<sup>th</sup> day of March, and shall be responsible for sending a letter to the membership advising them of VOPTAC's selection procedures. Nominations from the membership must be made fifteen (15) days prior to the April meeting. A box shall be placed at all school sites by the committee chairperson for the purpose of collecting the names submitted.
- E. The nominating committee shall make Officer and Governing Board selections from the interested names submitted by the membership, plus any others that are added by the Committee.
- F. Each person, whose name is selected by the nominating committee, shall be contacted for confirmation of his/her willingness to serve in the capacity for which he/she was nominated.
- G. Only those persons, who have signified their consent to serve, if selected, shall be slated for or elected to office.
- H. Prior to the annual election meeting, a second letter shall be sent to the membership listing the nominating committee's selection of candidates.
- I. The list of candidates shall also be posted at each school site at least fifteen (15) days prior the May elections. It may also be posted on any social media monitored by VOPTAC.

- J. An Election "Week" will be determined each year and advertised at each site. Ballots will be available Election Week during posted office hours.
- K. Election/Appointment of the Teacher Liaison will be left to the discretion of the VOCS staff.

### **Section 5: Election and Term**

Officers may hold a particular office for the slated term of said office for a minimum of one (1) year and a maximum of two (2) years. No Officer shall be eligible to hold the same office for more than two (2) consecutive terms. Terms of office shall commence on July 1 and cease on June 30. All VOPTAC Officers must be fingerprinted prior to taking office, at VOCS expense.

### **Section 6: Vacancies**

Any vacancy occurring during the term shall be filled for the remaining term by a person selected and elected by the VOPTAC Board with a simple majority vote.

### **Section 7: Disqualification**

The following categories of persons may not be a VOPTAC Officer:

- A. Any member who has been convicted of any felony within the previous 15 years. The purpose of this bylaw and the remaining bylaws in this section is to preserve the community's confidence in the integrity of VOPTAC.
- B. Any member who has been convicted of an offense involving embezzlement or stealing money at any time, regardless of whether the offense was a felony or a misdemeanor conviction.
- C. Any member who has been convicted of an offense involving physical or sexual abuse of a child at any time, regardless of whether the offense was a felony or a misdemeanor conviction.
- D. Any member who has been found civilly liable for embezzlement of monies, in any amount, or fraud.

**NOTE:** *For the purposes of all articles in these bylaws, a "letter" may be sent via e-mail, unless a member specifically requests that their notices be sent through the United States Postal Service.*

## **ARTICLE IX. Governing Board Representatives**

### **Section 1: Representatives**

Three (3) representatives and one (1) alternate shall be elected by the membership to serve on the Valley Oaks Charter School Governing Board. Governing Board Representatives must have a child currently enrolled at VOCS.

### **Section 2: Elections**

Election of parent representatives shall be determined as follows:

- (a) VOPTAC shall send invitations to all parents informing them about open positions on the Valley Oaks Charter School Governing Board.
- (b) Those parents interested in serving on the VOCS Governing Board will communicate his/her interest to school administration and/or VOPTAC President.
- (c) The names of the interested parents will be presented to VOPTAC for a vote at the May meeting when Officers are elected.
- (d) It is the responsibility of the VOPTAC Board to assure that at least one representative is from Tehachapi and that a separate election is held in Tehachapi.

### **Section 3: Term**

Each VOCS Governing Board Representative shall serve a term of two (2) years on a rotating basis. Governing Board Representatives must have a child currently enrolled at VOCS.

### **Section 4: Vacancies**

If a representative is unable to fulfill his/her duties, the VOPTAC Board shall elect, by a simple majority, a new representative. It is the responsibility of the VOPTAC Board to notify all parents of such vacancy and give adequate time for parents to communicate their desire to serve in such a position.

## **ARTICLE X. Powers and Duties of Officers**

### **A. The President shall:**

- (i) Preside over all meetings of the membership and the VOPTAC Board.
- (ii) See that all directives of the membership are acted upon for approval and carried out properly.
- (iii) Have the authority to call meetings and set meetings.
- (iv) Prepare an agenda for each meeting and see that it is posted 72 hours prior to the meeting at all school sites and on VOPTAC's social media page/s.
- (v) Appoint chairpersons and members of standing committees.
- (vi) Create and appoint special committees, as necessary or desirable.
- (vii) Enforce all bylaws and standing rules.
- (viii) Review and recommend any expenses and payments for approval.
- (ix) Review all financial records annually at the conclusion of each fiscal year.
- (x) Be one of three (3) authorized Officers to approve VOPTAC's check requests, which shall require two (2) signatures before checks are issued by Educational Services Foundation.
- (xi) Become well-versed in the details of Robert's Rules of Order.
- (xii) Act as advisor to succeeding VOPTAC Board when called upon, as necessary.

### **B. The Vice President shall:**

- (i) Attend all meetings.
- (ii) Act as an aid to the President.
- (iii) Perform the duties of the president in the absence or disability of that Officer to act.

- (iv) Compile a list of members, their address, email, phone numbers and social media accounts. That list shall be provided to the VOPTAC Board and the school administration.
- (v) Become well-versed in the details of Robert's Rules of Order.
- (vi) Act as advisor to succeeding VOPTAC Board when called upon, as necessary.

**C. The Secretary shall:**

- (i) Attend all meetings.
- (ii) Assure an accurate record of the proceedings of all meetings of the organization and the VOPTAC Board.
- (iii) Be prepared to refer to minutes of previous meetings.
- (iv) Keep current copy of the bylaws and standing rules.
- (v) Conduct all necessary correspondence of VOPTAC.
- (vi) Post and distribute the agenda for each month's meetings at least three (3) days prior to the meeting of the organization or the VOPTAC Board.
- (vii) Perform any other duties delegated by the VOPTAC Board.
- (viii) Be one of three (3) authorized officers to approve the organization's check requests, which shall require two (2) signatures before checks are issued by Educational Services Foundation.
- (ix) Become well-versed in the details of Robert's Rules of Order.
- (x) Act as advisor to succeeding VOPTAC Board when called upon, as necessary.

**D. The Treasurer shall:**

- (i) Attend all meetings.
- (ii) Be the custodian of the VOPTAC funds and financial records.
- (iii) Work closely with Educational Services Foundation at Kern County Superintendent of Schools.

- (iv) Ensure proper records and accounts of receipts and distributions are kept at all times.
- (v) Oversee deposits and disbursements as authorized by the President and the membership.
- (vi) Present any bills/invoices needing approval of payment at each meeting.
- (vii) Present a detailed monthly financial statement at each meeting that includes gains and losses for each event.
- (viii) Perform any other duties delegated by the VOPTAC Board.
- (ix) Be one of three (3) authorized officers to approve the organization's check requests, which shall require two (2) signatures before checks are issued by Educational Services Foundation.
- (x) Become well-versed in the details of Robert's Rules of Order.
- (xi) Act as advisor to succeeding VOPTAC Board when called upon, as necessary.

**E. The Media Chair shall:**

- (i) Attend all meetings.
- (ii) Assemble and preserve a record of activities and achievements of VOPTAC.
- (iii) Create and maintain any website and social media accounts for VOPTAC.
- (iv) Create and prepare the VOPTAC's informational publications and post and distribute as appropriate. All publications shall be reviewed by the Valley Oak's Principals before posting.
- (v) Perform other such duties as delegated by the VOPTAC Board.
- (vi) Become well-versed in the details of Robert's Rules of Order.
- (vii) Act as advisor to succeeding VOPTAC Board when called upon, as necessary.

## **Section 1: Officer Resignation**

Any Officer may resign at any time by delivering written notice to the Secretary. A Secretary may resign at any time by delivering a written notice to the President.

## **Section 2: Removal of Officer**

Whenever, in its judgment, the best interest of VOPTAC and/or VOCS will be served, the membership may remove any officer. Any member can voice a concern to any VOCS Administrator and an investigation will be completed, if needed. Grounds for removal may include:

- A. Unethical and/or criminal behavior.
- B. Conflict of interest with VOPTAC and/or VOCS.
- C. Obstructive behavior that prevents VOPTAC and/or VOCS from functioning effectively.
- D. Lack of fulfilling the Officer position.

Any Officer may be removed from office by the affirmative vote of two thirds of all members at any regular or special meeting called for that purpose. Any Officer proposed to be removed shall be entitled to at least five days' notice in writing by mail of the meeting of the members and Officers at which removal is to be voted upon. The Officer that is in question shall be entitled to appear before and be heard by the members and officers at such meeting.

## **Section 3: Vacancies**

When an Officer fails to attend three (3) consecutive meetings of the organization without adequate excuse, the VOPTAC Board may declare the office vacant.

## **Section 4: Other Duties**

All Officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation or removal, each Officer shall turn over to the VOPTAC Board, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

## **Section 5: Compensation**

VOPTAC Officers are not entitled to compensation for service.

## **ARTICLE XI. Funds**

### **Section 1: Disbursements and Expenditures**

All operating disbursements and expenditures will be paid upon approval of the VOPTAC Board and a membership vote. In the event of emergency funding needs prior to the membership meeting, a unanimous vote of the VOPTAC Board can approve expenditures less than \$500. Such expenditures will be communicated to the membership at the next meeting.

### **Section 2: Educational Services Foundation**

All operating disbursements and expenditures shall be paid by Educational Services Foundation after the approval of two (2) of the three (3) authorized Officers. An invoice or a receipt must accompany each request for payment.

### **Section 3: Funding Requests**

Requests for funding for an activity, trip, project, etc., for any amount over \$500, must be submitted to the Treasurer at a general meeting. The request will be discussed and voted upon at the next scheduled VOPTAC meeting.

## **ARTICLE XII. Amendments**

### **Section 1: Amendment of Bylaws**

These bylaws may be amended at any regular membership meeting by a 2/3 vote of the members.

### **Section 2: Amendment Timeline**

Any proposal for amendment of these bylaws shall be drafted and submitted for comment to the membership at least fifteen (15) days prior to the meeting where it will be submitted for vote.

### **Section 3: Amendment Responsibility**

It is the responsibility of the Secretary to distribute the proposed amendment prior to the meeting.

### **Section 4: Amendment Approval**

VOPTAC Officers need to pass proposed amendments by a 2/3 vote before it is presented to the general membership.

### **STANDING RULES**

1. Announcement and installation of VOPTAC Officers shall occur at the final general membership meeting at the end of the school year.
2. At the last Officer meeting, both VOPTAC Boards will be present to share all VOPTAC materials with each other.
3. Each year at the May Extravaganza, all VOCS staff, volunteers and guests will be required to purchase their own meals. A "hospitality" ice chest will be provided and filled with drinks for VOCS staff and volunteers.
4. Childcare shall be provided for all VOPTAC meetings.

### **STANDING COMMITTEES**

1. Family Activity Days and Trips, including family picnics
2. Book Fair
3. Holiday Bazaar
4. Holiday Parties
5. May Extravaganza
6. VOPTAC Childcare