

## **VALLEY OAK ELEMENTARY SCHOOL PARENT CLUB BY-LAWS**

### **I. NAME OF ORGANIZATION**

The name of this organization shall be Valley Oak Parent Club, hereafter referred to as VOPC.

### **II. GENERAL PURPOSE**

The purpose of the VOPC is to provide support to, and communication with, parents, teachers, administrators, and the surrounding community.

### **III. GOALS OF VOPC**

- a. To foster a cooperative relationship between parents, teachers, support staff, and school administrators.
- b. To encourage family participation within the school.
- c. To encourage families to volunteer in school and/or on committees.
- d. To plan and carry out special events, of which all monies raised will be used to directly benefit the school and students.
- e. To keep informed about the school's educational programs and goals.
- f. To respond to family concerns.
- g. To respond to V.O. teachers'/staff concerns.
- h. To communicate with the Principal.

### **IV. LIMITATIONS**

In order to protect the rights of individuals and ongoing educational programs, the VOPC agrees to abide by the following limitations:

- a. It shall not violate the district's personnel agreements, contracts, policies, or interfere with the professional performance of the school staff.
- b. It shall not infringe on the legal rights of individual students, groups of students, teachers, parents, or community.
- c. It shall not become involved in, or interfere with, specific curriculum decisions unless the district or school requests input.
- d. It 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.

### **V. GENERAL MEETINGS**

- a. General meetings shall be held on a regular basis with a minimum of five (5) per year. The dates will be determined by the VOPC Executive Board and posted in the school calendar.
- b. All meetings will be posted in the school newsletter, when possible.
- c. The President(s) of the VOPC will conduct the meetings. If the President(s)

is/are unable to attend a meeting, the next ranking officer shall conduct the meeting.

- d. The President(s), as necessary, may call special general meetings.

## **VI. BOARD MEETINGS**

Board meetings shall be held on a monthly basis with a minimum of five (5) per year. The dates will be determined by the VOPC Executive Board.

## **VII. GENERAL MEMBERSHIP POLICIES**

- a. Voting members of the VOPC include the following:
  - i. Adult family members of students currently enrolled in Valley Oak Elementary School.
  - ii. Teachers and staff of Valley Oak Elementary School.
  - iii. VOPC Executive Board Members (except for the Valley Oak Elementary School Principal, who is a non-voting member).
- b. Each voting member has the right to one vote.
- c. Each voting member has the right to propose motions.
- d. Motions are passed by a simple majority vote.
- e. Amendments to approved by-laws shall be presented to/at VOPC General Membership monthly meeting. Proposed amendments will be voted on/adopted with a simple majority vote of those members present at the following VOPC General Membership monthly meeting.

## **VIII. RESPONSIBILITIES/DUTIES OF GENERAL MEMBERS**

- a. To attend meetings.
- b. To elect VOPC officers in May of each year.
- c. To participate in school activities, committees, events, fund-raisers, and educational programs sponsored by VOPC.
- d. To provide input and vote on expenditures of funds earned by the VOPC.
- e. To share ideas and concerns relating to VOPC sponsored events.

## **IX. ELECTIONS AND TERMS OF OFFICE**

- a. The elected offices of the VOPC Executive Board shall consist of/rank as follows:
  - i. President
  - ii. First Vice President
  - iii. Second Vice President
  - iv. Recording Secretary
  - v. Treasurer
  - vi. Parliamentarian
  - vii. Fundraising Coordinator
- b. President position can be co-chaired and the term is two (2) years.
- c. All elected officers must have a child currently enrolled in Valley Oak

Elementary School.

- d. Nominations will be accepted for all of the above listed positions prior to the election of office at the May VOPC General meeting. No person shall be elected to an office without his or her consent.
- e. Election of officers shall be conducted by written ballot or voice vote at the May VOPC General meeting by a simple majority vote.
- f. Newly elected officers of the VOPC shall assume the responsibilities of their offices at the end of the school year in which they are elected.
- g. In the event any current elected officer no longer has a child enrolled at Valley Oak Elementary School, for any reason, said officer will be considered to have resigned, and the Executive position will be considered vacant. The vacant position can be filled according to the provisions listed below.
- h. Any vacancy occurring in an office shall be filled, for the remainder of the term, by a person(s) elected by a simple majority vote of the VOPC Executive Board.

#### **X. RESPONSIBILITIES/DUTIES OF THE EXECUTIVE BOARD**

- a. All officers are expected to attend scheduled Executive Board and General Membership meetings.
- b. The Executive Board has the power to act in an emergency without the consent of the VOPC General members.
- c. All Executive members have the right to propose motions.
- d. To review and approve the budget and by-laws at the first meeting of each VOPC term.
- e. To collaborate with active councils and committees working within the school.
- f. The Executive Board shall identify person(s) to perform a yearly examination [audit] of VOPC financial records and said person shall prepare written, signed results to the VOPC Board.
- g. No Board member shall be allowed to perform said examination [audit or review] of VOPC financial records; it must be independently prepared.
- h. Upon complete of term, turn over all relevant documents and information to incoming Board members.

## THE VOPC EXECUTIVE BOARD

Members	Status
1. President(s)	Elected – Voting Member
2. First Vice President	Elected – Voting Member
3. Second Vice President	Elected – Voting Member
4. Recording Secretary	Elected – Voting Member
5. Treasurer	Elected – Voting Member
6. Parliamentarian	Elected – Voting Member
7. Fundraising Coordinator	Elected – Voting Member
8. Teacher Liaison	Elected by Valley Oak Elementary Staff
9. Valley Oak Elementary Principal	Non-Voting Member

## RESPONSIBILITIES OF VOPC ELECTED EXECUTIVE BOARD

### I. PRESIDENT(S)

#### Responsibilities

- a. Conduct all VOPC Executive and General Board meeting.
- b. Confer with the Principal prior to all meetings.
- c. Prepare agenda prior to meetings.
- d. Work with teachers to assess their needs.
- e. Attend district meetings as necessary.
- f. Create upcoming school year calendar with Principal and Board members.
- g. Coordinate elections of Board members.
- h. Coordinate summer budget meetings.

### II. FIRST VICE PRESIDENT

#### Responsibilities

- a. Conduct VOPC Executive and General Board meetings in the absence of VOPC President(s).
- b. Assist the President(s) with duties as needed.
- c. Assist the Second Vice President as needed.
- d. Take and distribute meeting minutes when the Secretary is absent.

### III. SECOND VICE PRESIDENT

#### Responsibilities

- a. Conduct VOPC Executive and General Board meetings in the absence of VOPC President(s).
- b. Assist the President(s) with duties as needed.
- c. Assist the First Vice President as needed.

- d. Responsible for submitting items regarding VOPC for the Wildcat Weekly.
- e. Responsible for sending out correspondence in the form of thank you letters, birthday cards, sympathy cards, or others when needed.
- f. Report to the board on what has come in or been sent out for correspondence.

#### **IV. RECORDING SECRETARY**

##### **Responsibilities**

- a. Record minutes of the Executive Board meeting and distribute to Board members.
- b. Record minutes of the General Membership meeting and distribute to Board members.
- c. Make meeting minutes available for the Valley Oak website.

#### **V. TREASURER**

##### **Responsibilities**

- a. Responsible for checking/savings account.
- b. Receive and deposit money.
- c. Pay out funds in accordance with the approved budget or as authorized by the Executive Board.
- d. Prepare, along with the Executive Board, the yearly budget for the new school year.
- e. Present budget and financial report to the Executive Board and General Membership meetings for approval.
- f. Keep an accurate record of receipts and expenditures.
- g. Prepare year-end financial statements for audit.
- h. Monitor and renew tax-exempt status.

#### **VI. PARLIAMENTARIAN**

##### **Responsibilities**

- a. Must attend all meetings to make sure the rules of order and proper procedures are being conducted.
- b. May assign another Executive Board member the Parliamentarian duties if unable to attend a meeting.

#### **VII. FUNDRAISING COORDINATOR**

##### **Responsibilities**

- a. Must attend all meetings and report on fundraising.
- b. May present new ideas for fundraising to the Executive Board and General Membership.
- c. Oversee special fundraising committees.

## **VIII. SPECIAL COMMITTEES**

- a. The Executive Board of the VOPC may form standing committees, as necessary, to carry on the work of the VOPC organization.
- b. These committees will include, but are not limited to:
  - i. Fundraising groups working to raise money for VOPC expenditures/accounts.
  - ii. Community building groups, whether they are raising money or not.
  - iii. Service-oriented groups, which do not work to build VOPC funds.
- c. These committees shall:
  - i. Coordinate special events.
  - ii. Report progress at VOPC Executive and General Membership meetings, as requested by the Executive Board.
  - iii. Work with the Site and/or VOPC Volunteer Coordinator(s).
  - iv. Submit reports to Executive and General Membership upon completion of the project/event.

## **IX. REMOVAL FROM EXECUTIVE OFFICE**

- a. Removal from office may occur by a majority vote of the Executive Board, including the President(s).
- b. An Executive Board member could be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or any act/behavior that brings dishonor to, or negates, the purpose and/or goals of this organization.
- c. Removal shall take place only after the Executive Board has met in an effort to access and discuss the problem and all attempts have been made to resolve the problem.