

Blue Oak Charter School Parent Council Bylaws

A Supplement to BOCS Charter Council Bylaws Article 7 Parent Guild, Parent Council, & Committees

1. Parent Guild and Parent Council

1.1 All parents of Blue Oak Charter School students are members of the Parent Guild. The Parent Council, hereinafter the "Council", is the facilitating body of the Parent Guild.

2. Parent Council Functions

2.1 The Council serves as a forum for the discussion of matters of interest and concern to the parents of the school. These discussions may result in action designed to deal with a situation or recommendations to the faculty and/or administration and/or Charter Council for their consideration and/or action.

2.2 The Council provides a communication channel between the parents and other individuals and groups, both within and outside the school community through hosting community discussion several times a year.

2.3 The Council coordinates and sponsors the committees, clubs, festivals, and other activities that contribute to the life of the school

2.4 The Council coordinates fundraising activities and oversees the allocation and disbursement of funds that have been raised; such disbursements are consistent with established principles.

2.5 The Council oversees the election of the Parent Representative to the Blue Oak Charter Council. This election takes place in May.

3. Members and Appointments

3.1 The Council is comprised of a Class Representative from each of the classes at BOCS, and four elected Officers. In addition, the school Director, a Faculty Representative, and a Charter Council Representative serve on the Council; in their absence a proxy will be sent.

3.2 Class Representatives are selected from each class by a majority vote of the parents of the class. If there is more than one candidate the parents must request a class election with the Chair of the Parent Council. In the event that no Class Representative is chosen by the Friday before the first Parent Council Meeting in September, a Class Representative may be appointed by the lead teacher.

3.3 Officers are nominated at the end of the first meeting in September, and four are selected by majority closed vote of the Council.

3.4 The Faculty Representatives and Charter Council Representatives are appointed by the faculty and the Charter Council, respectively.

3.5 Both Class Representatives and Officers serve for one year terms. The Class Representative term runs from September through August of the following year. Officers preside from October through September of the following year.

3.6 There is no limit to the number of terms a Class Representative or Officer may serve; however, any Class Representative seeking reappointment is to be approved by the class parents.

3.7 Class Representatives shall be removed from their position prior to completion of their term for failure to attend three regular Parent Council Meetings, except in extenuating circumstances as approved by the Chair and/or Co-Chair. If it is determined that a Class Representative is not performing adequately, the representative may be recalled by a 2/3 majority

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of the voting members of the Council. The class teacher will be informed that a new Class Representative is needed. The Council may appoint a temporary representative.

3.8 The Council, with a 2/3 approval of voting members, may appoint a temporary representative from the same class to a vacant Class Representative position. The temporary representative shall serve until such time as the class parents or teacher selects a permanent representative. With regards to extenuating circumstances, a proxy may be appointed for a predetermined timeframe either by the class or 2/3 vote of the council, and will retain voting privileges.

4. Duties of Class Representatives

4.1 The primary duty of a Class Representative is to create and maintain a channel of communication between the Council and the parents and teacher for the class. The purpose of such a channel is to assure that parents are apprised of Council and other school activities and that the Council is informed about class needs, activities, and so forth.

4.2 In addition, Class Representatives (1) welcome and provide any necessary orientation for new parents, (2) maintain contact with the class teacher, (3) coordinate classroom parent volunteer schedules with the class teacher, (4) attend all class meetings, and (5) contribute any relevant information to the Acorn Newsletter in a timely manner.

5. Officers: Election and Duties

5.1 The officers of the Council are: Chair, Co-Chair, Secretary, and Treasurer. Officers must relinquish their role as a Class Representative due to the time commitments associated with officiating the Council; consequently, an additional Class Representative may be temporarily appointed to replace the newly elected officers if necessary.

5.2 Each of the officers identified above is elected from the Parent Guild by a majority closed vote of the voting members of the Council, during the first meeting of the year in September. Officers begin their term immediately following the meeting at which they were elected, or during that meeting if filling a vacant position. Officers preside through the first meeting of the following year in September.

5.3 The Chair (1) prepares the Parent Council Meeting agendas, (2) facilitates at Parent Council Meetings, (3) is the contact person for any individual or group which has business to bring before the Council, and (4) coordinates the Charter Council election process.

5.4 The Co-Chair (1) maintains the action calendar and coordinates the discussion of calendar items at the appropriate times, and (2) facilitates at Parent Council Meetings in the absence of the Chair, (3) contributes any relevant information and announcements to the Acorn Newsletter in a timely manner, and (4) is the contact person and liaison to committee chairs.

5.5 The Secretary (1) prepares the minutes of Council Meetings and (2) maintains all Council records, including the minutes.

5.6 The Treasurer is responsible for Parent Guild funds. In this regard, the Treasurer (1) disburses funds as authorized by the Council, (2) maintains a record of all deposits and disbursements, (3) makes emergency disbursements to a maximum of \$50, in consultation with the Chair, and (4) maintains communication with the Fundraising Committee chair.

5.7 If it is determined that an officer is performing inadequately, the officer may be recalled by a 2/3 majority of the voting members of the Council. The Council will appoint a new officer in the manner prescribed above.

6. Meetings, Voting and Quorum

6.1 At least ten Parent Council Meetings shall be held on a monthly basis throughout the school year, usually on the third Tuesday of each month at 5:30 p.m. Three special meetings will be called over the summer months including a summary meeting in June, a social in July, and a preparatory meeting in August.

6.2 Requests for items to be added to the agenda must be submitted in writing to the Chair of the Council by 9 a.m. of the

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Friday preceding the meeting. Requests for funding may come from Class Representatives, Administrators, Committee Chairs or Coordinators and must also be submitted to the Chair of the Council in writing by this time. The agenda will be posted 72 hours prior to the meeting.

6.3 Parent Council Meetings shall be governed by Robert's Rules of Order. Thus, Council decisions must be made by at least a majority vote with a quorum present.

6.4 A quorum, both for the Call to Order and for matters requiring a vote, consists of a majority of the voting members. No business shall be considered at any regular or special meeting at which a quorum is not present.

6.5 The voting members are the appointed Class Representatives, including those whose appointments are temporary, and the four officers. The school administrator and the representatives of the faculty and the Charter Council do not vote. However, opinions of all present at meetings must be considered when deliberating issues.

7. Committees, Clubs and Coordinators

7.1 Committees are parent-driven organizations that contribute to the life of the school. The Parent Council serves as the coordinating agency for all the committees of the school, ensuring continuity, consistency, and coordination among the committees. Any Parent Guild member may propose a committee with the submission of a written description to the Director and Parent Council Chair or Co-Chair. Committees may also be created by the Director and/or Council. Committees are activated by the consensus of the Director and Parent Council Chair or Co-Chair, and are then considered a standing committee.

7.2 The Chair of each committee will report committee activities to the Co-Chair of the Parent Council. The Committee Chair will activate their assigned committee and facilitate setting the goals and timeframe for the year, and report monthly at Parent Council Meetings. The committees may also have a Faculty or Charter Council Representative to help the committee maintain congruency with the Vision and Mission of the school. Faculty and/or Charter Council Representatives will report information from committees at their respective faculty and council meetings, seeking approval when necessary for committee activities.

7.3 Clubs are student-driven organizations that are sponsored by the Parent Guild and contribute to the life of the school. A faculty member, parent, or Charter Council member is assigned to each club; this individual serves as the Club Advisor and contact person. Any BOCS student may propose a club with the submission of a written description to the Director and Parent Council Chair or Co-Chair. Clubs are activated by the consensus of the Director and Parent Council Chair or Co-Chair, and are then considered a standing club. The Club Advisor and/or a student from the club will report to the Council as necessary.

7.4 Coordinator positions are for those activities best dealt with by an individual as opposed to a committee. The individual coordinating the activity is the Coordinator. The Coordinator is responsible for reporting all goals, timelines, and activities to the Co-Chair of the Parent Council, and reporting monthly at Parent Council Meetings. Coordinators may also report to the school Director, committee chairs or faculty, as necessary. Any Parent Guild member may propose a coordinator position with the submission of a written description to the Director and Parent Council Chair or Co-Chair. Coordinator positions may also be created by the Director and/or Council. Coordinators are activated by the consensus of the school Director and Parent Council Chair or Co-Chair.

8. Amendment of Bylaws

8.1 Proposals to amend Parent Council Bylaws may be made by any Parent Guild member. Any such amendment must then have one additional public reading after the initial changes are read and discussed. Adoption of new Bylaws is by 2/3 vote of the Council at the end of the second reading.

8.2 The Charter Council shall be informed of Parent Council Bylaws changes.