

## PARADISE VALLEY UNITED PARENT COUNCIL BY-LAWS

### I. NAME

The name of this organization will be Paradise Valley United Parent Council. Hereafter designated by the letters UPC.

### II. PURPOSE

A. To provide a forum for PVUSD parents, community members, and district leadership.

B. To inform and update parents on current issues in the district and education.

C. To provide leadership and representation for district parents so that they might unite and work together toward common goals more effectively and have an influential voice in the decision-making process affecting their children.

D. To maintain open relations with teachers, the Governing Board and school administrators in order to accomplish these purposes while maintaining UPC's own autonomy.

### III. COUNCIL STRUCTURE

The UPC will consist of the Executive Board, Executive Committee, two Representatives or their alternates from each school and General Membership.

A. The Executive Board is comprised of the elected offices. The elected officers shall also be known as the Trustees of the corporation know as Paradise Valley United Parent Council.

B. The Executive Committee is comprised of the Executive Board, and Chairperson/Co-chairperson of the UPC standing committees.

C. Representatives:

1. Each school is allowed two (2) voting Representatives. Each school is encouraged to appoint two (2) designated alternates.

2. Designations of these individuals should be made (but not limited to) 30 days following the first day of the new school year. Changes in representatives during the year must be reported to the UPC VP of Membership prior to the next General Meeting.

3. It is the responsibility of the voting Representatives to:

- a. attend UPC General Meetings or make sure an alternate is in attendance.
- b. to carry back information to their respective schools on a regular basis. All subjects covered at UPC meeting should be reported.
- c. accumulate information of importance to UPC from their respective schools and bring it to Council meetings including events and items of interest for the monthly newsletter.
- d. inform themselves on issues so as to be able to vote (when necessary) on behalf of the schools they represent.

D. General Membership

1. Any resident in the Paradise Valley Unified School District #69 may be included in UPC membership.
2. General Members may be either a member of or Chairperson/Co-chairperson of any UPC Committee but may not hold an elected office.

**IV. OFFICERS AND COMMITTEES**

- A. Executive Board is comprised of the elected officers which includes a President, two (2) Vice Presidents, a Secretary and a Treasurer. These offices may be shared by two people.
1. The PRESIDENT will schedule at least eight (8) General Meetings during the school year, preside at all meetings, commission Standing and Select Committees, appoint Chairpersons to lead such committees, and will represent UPC when necessary before the Governing Board and media. In the event of the temporary absence of the President, he/she shall designate an Executive Board member to act on his/her behalf.
  2. The VICE PRESIDENT OF MEMBERSHIP will act as liaison between UPC and the schools, maintain an up-to-date list of all UPC member and those in good standing, and shall act as aide to the President.
  3. The VICE PRESIDENT OF PROGRAMMING will plan and coordinate programs, events and schedule meetings. He/she will work with the President and the Executive Committee to establish goals and will perform other such duties as requested by the President.
  4. The SECRETARY will record and maintain the minutes of all general and Executive Committee Meetings, circulate and record attendance at each meeting, and perform other duties as requested by the President.
  5. The TREASURER will deposit all funds in UPC's bank account, maintain a current and accurate account of receipts and expenditures, present a financial report at each meeting and prepare a written annual budget for Council approval at the first General Meeting.

B. Executive Committee is comprised of the Chairpersons/Co-chairpersons of Standing Committees, and the Executive Board.

1. The Executive Committee will meet prior to all General Meetings and as requested by the President. It will conduct UPC business between General Meetings. The President will report its actions to UPC at the first General Meeting after any Executive Committee Meeting.
2. Prior to the first General Meeting, the Executive Committee shall review and amend, if necessary, the Standing Rules..
3. Neither the Executive Board nor the Executive Committee may commit UPC to a stance on any issue without prior vote and approval at a General Meeting.

C. Committees:

1. Standing and Select Committees may be created to promote the objectives, issues and/or programs of the organization.
2. Chairpersons/Co—Chairpersons will be named from the UPC membership by the President representing a cross section of the members.
3. Members may be appointed to such committees by the Chairperson/Co-chairperson of the committee.
4. Chairpersons/Co-chairpersons of the Standing Committees will serve on the Executive Committee for the year appointed.
5. Committees may not incur debt or bind the organization to any agreement without the consent of UPC Executive Board.

## V. PROCEDURES TO RECOMMEND PARENTS FOR DISTRICT COMMITTEES

A. Committees formed by Administrators regarding policies and procedures:

1. When possible the President will send around a sign-up sheet for parents at a General Meeting. If committee needs volunteers between General meetings, an electronic communication will be sent.
2. The President and/or Executive Committee will select the parents to serve on a particular committee requested by an administrator.
  - a. When several more people have shown an interest in a particular committee than have been requested to serve, the President will ask the Administrator in charge of the committee if it would be possible to have more parents represented.

B. Interview Committee for Assistant Principals:

1. \*Community Members – two (2) (from the same school where the vacancy exists)
2. The President will first contact UPC Representatives to either sit on the committee or make recommendations for candidates. If they are not available the President of the local parent group will be contacted.

C. Interview Committee for Principals:

1. \*Community Members – four (4) (from the same school where the vacancy exists)
2. The President will first contact UPC Representatives to either sit on the committee or make recommendations for candidates. If they are not available the President of the local parent group will be contacted.

D. Interview Committee for Assistant Superintendent:

1. \*Community Members – four (4)
2. The parents on the interview committee should include the current UPC President and members of the Executive Committee with all 3 levels of schools and geographic areas being represented.

E. Interview Committee for Superintendent: Currently there is no Governing Board Policy for this committee.

F. If all efforts have been made to meet committee membership criteria, exceptions may be made.

*\* per current Governing Board Policies and Procedures.*

## **VI. VOTING QUALIFICATIONS**

A. Only the Executive Board and Representatives or their designated alternates may vote in the election of officers or in any vote of UPC.

B. Each Representative or designated alternate (if the representative is not in attendance) has one vote. If an individual is the designated Representative for more than one school, that Representative is allowed only one vote.

C. There are no voting privileges for General Members.

D. UPC Representatives or the designated alternate eligible to vote must be physically present to vote.

- E. Voting Representatives present shall constitute a quorum.
- F. When Representatives must go back to their parent groups to get a parent viewpoint on an issue, they are empowered to count only votes from parents with children in the school.
- G. Official Representatives are empowered to take a voted stance on behalf of their parent groups on any issues unless:
  - 1. a special request is made.
  - 2. a majority of those in attendance vote to seek direction from their local unit.

## **VII. ELECTION OF OFFICERS**

- A. Elections shall take place at a General Meeting in the spring prior to May 31<sup>st</sup>.
- B. Officers shall be elected by secret ballot. However, if there is but one nominee for any office, the election for that office will be made by a voice vote.
- C. Officers shall assume their official duties following the close of the last General Meeting and serve for a period of one year.
- D. A person shall not be eligible to serve more than two consecutive terms in the same office.

## **VIII. REMOVAL OF OFFICERS**

- A. By a two-thirds (2/3) vote of the Executive Committee, an officer may be removed from office for failure to perform his/her duties.

## **IX. NOMINATING COMMITTEE**

- A. The Nominating Committee Chairperson shall be appointed by the President at least one month prior to the elections and the Committee may consist of up to three (3) members of UPC.
- B. No more than one person shall be appointed from any single representative school.
- C. The Nominating Committee shall publish the qualifications for nominations for office (as per Section X) and encourage suggestions from all Paradise Valley Unified School District #69 Schools.
- D. The Nominating Committee shall publish a slate of nominees to each voting member at least ten (10) days prior to the scheduled election.

E. A member of the Nominating Committee may not serve on the committee in consecutive years unless there are no other members willing to serve.

## **X. NOMINATIONS AND QUALIFICATIONS**

A. Only those UPC Representatives in good standing shall be nominated for office.

B. Only those Representatives who have signified their consent to serve if elected shall be nominated for or elected to any office.

C. Any candidate for President or Vice President must be an eligible Representative in good standing for the current full operating year; or a member of the Executive Committee for six (6) months prior to his/her election.

D. Nominations shall be accepted from the floor provided the candidate is present or has agreed in writing that he/she is willing to serve in that capacity, and meets the qualifications for that office.

## **XI VACANCIES**

If any elected officer must leave office before the completion of the terms of office, the Executive Committee will appoint an officer Pro-Temp to be ratified by the majority of the voting members present for the remainder of the term.

## **XII. DUES AND FINANCE**

A. A fiscal year shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>. These dates shall remain the same for an operating year.

B. The amount of annual dues for 1) represented school parent groups and 2) General Members shall be determined by UPC.

1. The membership term shall be October 1 through September 30.

2. Dues shall be due and payable on or before September 30 in order for a school parent group's membership to be in good standing and qualified for representative(s)' voting privileges. Exceptions must be approved by the Executive Committee.

C. Expenditures necessary before the approval of the budget or above approved limits must either be approved by a voting majority at a General Meeting or by majority of the Executive Committee between General Meetings. Approval by the Executive Committee will be reported at the next General Meeting.

D. Each check drawn on the UPC account must be signed by two of the elected officers.

E. Before the last General meeting, the President must appoint at least two UPC members from different schools not on the Executive Board to audit and sign the Treasurer's accounts. This committee must complete the audit prior to the end of the fiscal year.

**XIII. PARLIAMENTARY PROCEDURES**

A. Roberts Rules of Order, Newly Revised, shall guide UPC in all cases not provided for in the By-Laws or Standing Rules.

**XIV. AMENDMENTS**

A. These By-Laws may be amended by a two-thirds (2/3) vote of the voting members present. Notice of intent to amend must be presented at a General Meeting and voted on at the following General Meeting.

B. A committee led by the VP of Membership will be appointed every two years to review the By-Laws and as appropriate submit recommended revisions to the Executive Board. The requirement for adoption of a revised set of By-Laws shall be the same as in the case of amendments.