

FREMONT OPEN PLAN PARENT ADVISORY GROUP BYLAWS

Approved 1977, Revised 1988, 1993, 1996, 2008, 2009, 2015, 2016, 2019

Article I - Name

The name of this organization shall be:

The Fremont Open Plan (FOP) Parent Advisory Group (PAG).

Article II – Purpose and Objectives

The purpose and objectives of Parent Advisory Group shall be:

- a. To participate in the identification and support of pupil needs and support of those needs.
- b. To assist in enlisting the support and services of parents, staff and student for Fremont Open Plan.
- c. To advise the school district, principal and staff on the policies and operation of Fremont Open Plan and on the allocation budget of resources available for it.
- d. To assure that the membership has input into the decision-making process of Fremont Open Plan policies.
- e. To identify and assist in securing available community resources for the school.
- f. To serve as a communications link between the school and community and to encourage community support for the school.
- g. To work with staff and students in developing new programs.
- h. To encourage cultural and ethnic pluralism in the school community's program.
- i. To evaluate major Parent Advisory Group's expenditures and perform an advisory role in major program decisions, staffing and housing of Fremont Open Plan.

Article III – Membership

Section 1. General Membership

General membership in the Parent Advisory Group (PAG) shall be open to: any person who is the parent, legal guardian, or other adult responsible for a child attending Fremont Open Plan, the Open Plan teachers and principal.

Section 2. Voting Members

The following persons shall be eligible to vote at any duly called Parent Advisory Group (PAG) meetings:

- a. The Open Plan principal
- b. Any teacher regularly employed full-time in Fremont Open Plan
- c. Any General Member in attendance

Section 3. Limit on Membership

No person may hold more than one class of membership for the purpose of voting on matters before the Parent Advisory Group (PAG) meetings.

Article IV – Meetings of Members

Section 1. Place

Meetings shall be scheduled at: John C. Fremont School, 1220 West Orangeburg Avenue, Modesto CA 95350.

Section 2. Regular Meetings

The regular meeting dates will be set for the following school year in June by the newly elected officers of the Parent Advisory Group (PAG), at a time that will permit the largest number of members to attend, subject to change. The meetings of the Parent Advisory Group (PAG) will be open to all General Members, the school principal and teachers.

Section 3. Open Forums

- a. An open forum is a meeting of the General Membership of the Parent Advisory Group (PAG) for the purpose of gathering and sharing of information and opinions, or for special purposes. No formal voting may take place at an Open Forum.
- b. An Open Forum may be called by:
 1. The Advisory Group chair.
 2. Upon written request by any general member or group of general members to the Chair. If the Chair fails to call a meeting within two weeks, then upon a petition of 25% of the General Membership, an Open Forum shall take place within two weeks.
- c. At least one Open Forum shall be held each school year.

Section 4. Notice of Meetings

The schedule of the Parent Advisory Group (PAG) meetings shall be published in writing, and shall be prominently posted on the school grounds.

Section 5. Quorum

- a. A quorum shall be necessary for the transaction of business. A quorum shall consist of at least nine (9) voting members, including at least two (2) officers.
- b. A majority vote of those voting members present shall be required to pass motions.

Section 6. Voting by Members for Officers

- a. General members, as defined in Article III, Section 1, may exercise a vote for the election of officers.
- b. There shall be no proxy voting.
- c. The election of officers shall be by secret ballot.
- d. The tabulation of votes for the election of officers shall be under the supervision of three general members, not candidates for office, appointed by the Chair.

Article V – Officers and Their Duties

Section 1. Names and Titles

The officers shall consist of a Chair, Vice-Chair, Secretary and Treasurer. These officers shall be elected by the General Membership and shall constitute the Executive Committee. In addition, the Head Teacher and Principal may attend Executive Committee meetings as school staff representatives.

Section 2. Qualifications

Any General Member, except teachers and the principal, who has held that membership for one full semester, is eligible to hold office.

Section 3. Duties of Officers

- a. Duties of the Chair
 1. The Chair shall be the chief executive officer of this organization and shall, subject to the control of the Parent Advisory Group (PAG), have general supervision, direction and control of the affairs of this organization.
 2. Presides over all meeting of the Parent Advisory Group (PAG), both General and Executive, and shall be responsible for setting the agenda.

3. Represents the Parent Advisory Group (PAG) as its official spokesperson, or designate a substitute for specific occasions at his/her discretion, and report any such official contact to the Parent Advisory Group (PAG).
 4. Shall be ex-officio a member of all committees except the Election Committee.
- b. Duties of the Vice-Chair
1. Assists the Chair in all his/her duties, and acts as Chair during any period of absence or disability of the Chair.
 2. Together with the Chair, coordinates the work of the Parent Advisory Group (PAG) members and committees.
- c. Duties of the Treasurer
1. Makes a written financial report at each regular meeting.
 2. Maintains current and accurate accounts and business records including accounts of assets, liabilities, receipts, disbursements, losses, and surplus, and writes checks and receives donations.
 3. Makes available for inspection at reasonable times by the Executive Committee and general members in good standing, the books and accounts of the Parent Advisory Group (PAG).
 4. Chairs Parent Advisory Group (PAG) Fund Drive.
 5. Keeps reports for Ad Hoc Fund Raising Committees.
 6. Receives detailed records of all Open Plan expenditures.
 7. Oversees In-House auditing and all paperwork necessary to maintain Parent Advisory Group's (PAG) Non-Profit Tax Status.
- d. Duties of Secretary
1. Takes the minutes of all regular, Executive and special meetings.
 2. Maintains the official minute book and keeps a record of minutes, financial reports, correspondence, and an attendance roster.
 3. Makes the minute book available to the Open Plan community upon request.
 4. Maintains care of the Parent Advisory Group (PAG) Bylaws and coordinates their distribution to and inspection by the general members.

Section 4. Terms of Office

- a. The term of office for all officers shall be one year. No officer shall be eligible to serve for more than two consecutive terms in the same office. Officers shall assume their duties at the May Parent Advisory Group (PAG).
- b. A person who has served as an officer for more than five months of a full term shall be deemed to have served a full term in such office.

Section 5. Election of Officers

- a. The Election Committee shall attend in February each year at the Parent Advisory Group (PAG) meeting.
- b. A letter will be sent to all families to seek of nominations for elected officers of the Parent Advisory Group (PAG) within seven (7) days of the meeting in February. Two weeks will be allowed for return of all nominations.
- c. Upon receipt of nominations, the Election Committee shall verify with the nominees their candidacy before presenting a list of nominees to the school.
- d. At the March meeting, the candidates shall be presented and additional nominations will be accepted from the floor. At the close of this meeting, nominations shall be closed. If, at this time, there is only one candidate for each office, the Election Committee shall declare that the election process is completed, and that the candidates are now the newly elected officers. The Election Committee shall send out a notice within seven days, one per parent, principal and teacher, announcing the results of the election process.

- e. At no time shall any candidate for office on the Parent Advisory Group (PAG) participate in the management of elections.
- f. If there is more than one nominee for one office, one ballot per parent, teacher and principal will then be sent within seven (7) days of the March meeting. The following information shall be included on the ballot:
 - 1. Names of the candidates
 - 2. Brackets opposite each name for mark (x) and instructions
 - 3. A statement from each candidate
 - 4. The closing date for the return of the ballots
- g. A return envelope shall be included, addressed to the school with "Attn: Election Committee" written on the outside. A period of two weeks from the date of receipt shall be allowed for the return of ballots.
- h. All ballots must be sealed to be valid and will be referred to the Election Committee as they arrive. All ballots must be received by the closing date in order to be counted.
- i. Upon the closing date, the Election Committee shall gather all ballots, count them, and notify the Parent Advisory Group (PAG) of the results. In case of a tie, a run-off election between contenders only, shall be held. A ten (10) day deadline from the receipt of the run-off ballots shall be allowed for return of these ballots.
- j. Election of an officer shall require a majority vote of the ballots cast.
- k. The election procedure for officers of the Parent Advisory Group (PAG) shall be completed by April 30. The transition period for the newly elected officers shall be from the April PAG meeting to the May PAG meeting, during which the current and newly elected officers shall meet jointly at least once. The leadership transition shall take place at the May meeting where the outgoing officers shall introduce the newly elected officers.
- l. *Section 6. Meeting of Officers*
 - a. The Executive Committee shall meet in May of the year elected, and at least monthly during the school year.
 - b. Any officer may call for an Executive Committee meeting by notifying the Chair

Section 7. Quorum

Three (3) officers of the Executive Committee shall be necessary to constitute a quorum for conducting the routine business of this organization.

Section 8. Removal of Officers

The failure by any officer to attend three (3) consecutive regular meetings of the Executive Committee or Advisory Group, or other good cause shall be grounds for removal from office by the Parent Advisory Group (PAG).

Section 9. Resignation of Officers

Any officer may resign from office by written resignation to the Parent Advisory Group (PAG).

Section 10. Special Election to Fill Vacancies

- a. When an office is vacant, a special election shall be called for the next meeting of the Parent Advisory Group (PAG) to fill that office. Nominations to fill the office shall be made at the meeting.
- b. Only general members in attendance may vote in the special election.
- c. The new officer shall be elected by a majority vote.
- d. Newly elected officers shall serve the remaining term of the vacant position.

Article VI – Disbursements

Section 1. Checks

Funds of this organization shall be maintained in commercial and/or savings accounts in established financial institutions in Stanislaus County. Checks on such funds shall be signed by two authorized check signers. Authorized check signers will be the current year's PAG Executive Committee.

Article VII – Standing Committees

Section 1. Committees

This organization shall have the following standing committees, formulated from the General Membership:

- a. Budget
- b. Elections
- c. Executive
- d. Finance
- e. Maintenance
- f. Marketing
- g. Parent Education
- h. Social
- i. Sunshine
- j. Tours
- k. Web Administration

This organization shall have the following ad hoc committees, with others added as needed, formulated from the General Membership:

- a. 6th Grade Farewell Ceremony
- b. 6th Grade Service Project
- c. Anthology
- d. Arts
- e. Buddy Families
- f. Bulletin Boards
- g. Calendar
- h. Celebration of Lights
- i. Directory
- j. Fall Walk
- k. FOP Biennial Fundraiser
- l. Fundraising
- m. Garden
- n. Grant Writing
- o. Jog-a-thon
- p. LINK Blog
- q. Memory Books
- r. Mini Courses
- s. Musicians
- t. Odyssey of the Mind
- u. Public Relations
- v. Special Projects
- w. Theatre Production

- x. Tie-Dye
- y. T-Shirts/Merchandise

Section 2. Executive Committee

- a. The Executive Committee shall consist of the Chair, Vice-Chair, Secretary and Treasurer. The Executive Committee shall make recommendations to the Parent Advisory Group, shall be responsible for the routine business of this organization and shall carry out such other duties as may be delegated to it by the Parent Advisory Group.
- b. The Executive Committee may authorize the payment of the organization's bills, not to exceed \$200 per expenditure. Such payments shall be reported to the Executive Committee at the next Parent Advisory Group meeting.

Section 3. Budget Committee

A budget committee will consist of, at least, the Treasurer, another officer, one general member and one teacher from each department. An annual budget will be reviewed by the Executive Committee prior to the vote and approval by the General Membership.

Section 4. Election Committee

The election committee shall consist of three General Members as set forth in Article IV, Section 6, who shall supervise the election of officers.

Section 5. Function of Other Committees

Other committees shall serve to gather information and perform tasks assigned by the Parent Advisory Group and shall act subject to the control, direction and approval of the Parent Advisory Group.

Section 6. Committee Chair

The Chair of each committee shall be selected by the members of that committee. The committee may elect a new Chair at any time. The Chair shall be responsible for:

- a. The effective operation of the committee
- b. Keeping a record of committee meetings, submitting written reports to the Parent Advisory Group, and acting as the representative of the committee.

Section 7. Committee Proposals

Notice of committee proposals or reports recommending action to the Parent Advisory Group shall be submitted to the Parent Advisory Group Chair for placement on the agenda at least seven (7) days before the Parent Advisory Group meeting.

Article VIII – Amendment of Bylaws

Section 1. Proposed Amendments

These bylaws may be amended by written proposal from the general membership. A proposed amendment shall be submitted in writing to the Executive Committee at least 25 days prior to the meeting at which a vote would take place. Notice of the proposed amendment shall be given to the general membership at least 10 days prior to the Parent Advisory Group meeting at which the proposed amendment is to be voted upon.

Section 2. Voting

These bylaws may be amended by a two-thirds (2/3) majority vote of the general members in attendance at the duly held Parent Advisory Group meeting set forth in Section 1.

Section 3. Revisions

These bylaws shall be reviewed by a committee every two years. The committee shall consist of the Chair and two other members. Revisions shall be submitted to the Executive Committee at least 25 days prior to the meeting at which a vote would take place. Revisions shall be given to the general membership at least 10 days prior to the Parent Advisory Group meeting at which a vote would take place.

Article IX – Parliamentary Procedure

Section 1. Manual of Parliamentary Procedure

The meetings of the Parent Advisory Group shall be governed by and conducted according to the latest edition of Robert's Rules of Order.