

Odyssey Parent Participation Group Bylaws

Approved June 2013

ARTICLE I - NAME

The organization shall be named Odyssey Parent Participation Group (OPPG); herein referred to as OPPG.

ARTICLE II - MISSION STATEMENT

The OPPG is organized for the purpose of supporting and enhancing the educational experiences of the students of Odyssey Charter School (herein referred to as OCS) by:

1. Providing an organization through which the parents, school, and teachers can work cooperatively; and
2. Providing financial support for programs funded outside of the annual school budget.

ARTICLE III - POLICIES

Section 1: The OPPG shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the OPPG are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3: The name of the OPPG and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the OPPG.

Section 4: Any person volunteering at a OPPG event or serving in an official OPPG position must have an approved volunteer application on file with the administrative office of OCS.

ARTICLE IV - FISCAL YEAR

The fiscal year of the OPPG shall begin on July 1st and end on the following June 30th.

ARTICLE V - MEMBERSHIP & DUES

Section 1: Membership. Any parent or guardian of a student at OCS is a member of OPPG.

Section 2: Vote. Each member shall have one vote. Voting may take place by voice or, upon request, by written ballot.

ARTICLE VI - LEADERSHIP

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, Treasurer and OCS Governing Board Parent Representative. The position of President may be a shared position between two individuals, thus acting equally as Co-Presidents.

Section 2: Eligibility. Any Member shall be eligible to serve in any Officer position.

Section 3: Nominations & Elections. Nominations for Officers' positions shall be submitted at the April OPPG meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the OPPG membership.

Section 4: Term of Service. Voting shall take place by written ballot at the May OPPG meeting. Officers shall be elected for a term of one calendar year (beginning July 1st and ending on the following June 30th) by the general OPPG Membership. An individual may not serve more than two consecutive years as an Officer. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees.

Section 5: In the event the OPPG fails to fill all Officer positions at the May OPPG meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

Section 6: All Officers shall act in the best interest of the OPPG.

Section 7: Compensation. No Officer shall be compensated by the OPPG for their service.

Section 8: Attendance. Each Officer shall attend the scheduled regular OPPG meetings.

Section 9: Committee Service. Each Officer is expected to serve on a minimum of one committee.

Section 10: Contracts & Purchases. No Officer shall secure any contract in the name of the OPPG without the approval to do so by vote of the OPPG members. Any approved purchases must be made within the budgetary restrictions and conditions.

Section 11: Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular OPPG meeting. Advance notice of the vote shall be given to the OPPG Membership at least one week prior to the meeting.

Section 12: Each Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

ARTICLE VII - OFFICER DUTIES

Section 1: President

The President(s) shall:

1. Preside over all meetings of the OPPG.
2. Prepare each meeting's agenda.
3. Assist in the total coordination of all committees and the OPPG as a whole.
4. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
5. Sign checks, notes, etc. in the absence of the Treasurer.
6. Appoint Special Committees as needed.
7. Announce OPPG meetings to OCS population at least one week in advance of that meeting.

Section 2: Vice President

The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.

Section 3: Secretary

The Secretary shall:

1. Maintain all records of the OPPG, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the OPPG and forward copies to each Officer within two weeks of the recorded meeting.
3. Circulate the minutes from the preceding OPPG meeting at each regular OPPG meeting
4. Maintain organized records from the planning of any event hosted by the OPPG. These records should be kept in a secure location at OCS, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
5. Hold a copy of the OPPG Bylaws and Parliamentary Procedures and make each available upon request to any OPPG Member at any OPPG meeting.

6. Provide a copy of these Bylaws to each newly elected Officer prior to the first regular OPPG meeting.

Section 4: Treasurer

The Treasurer shall:

1. Maintain up-to-date, accurate financial records of the OPPG.
2. Receive funds of the OPPG; including, but not limited to, donations, and fundraising sales and contributions.
3. Provide a written and oral financial report of the receipts and expenditures at each OPPG meeting and at other times upon request of the Leadership.
4. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with OPPG policies.
5. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.

Section 5: OCS Governing Board Parent Representatives

A minimum of two OCS Parent Representatives will be elected, such that one representative has a child enrolled in grades K-3 and the other has a child in grades 4-8. The Governing Board Parent Representatives:

1. Shall attend the regular OCS Board meetings.
2. Shall report to OPPG of OCS Board activities at the regular OPPG meetings.

ARTICLE VIII - MEETINGS

Section 1: Regular Meetings of the OPPG - Shall be held regularly, except during July and August, at OCS, on a date and time pre-established by the OPPG Officers. Dates and times of the meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Special Meetings of the OPPG - May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) OPPG members in good standing. The objective(s) of such Special meeting must be set forth and presented to the OPPG membership at least 10 days prior to the meeting.

Section 3: Quorum. Seven OPPG members (including officers) will constitute a quorum. A quorum must be met in order for any vote to take place.

Section 4: The newly elected Officers shall meet at least once between July 1st and the first OPPG meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular OPPG meeting of the school year. A vote shall be taken at the first regular OPPG meeting as to either accept or amend the Officers'

proposed budget.

ARTICLE IX - FUNDS

Section 1: Use. OPPG funds shall be used for programs, events, and items that directly benefit the students of OCS; with the exception of the annual Teacher Appreciation Luncheon.

Section 2: Income. All funds raised for the OPPG must be documented and submitted to the OPPG Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the OPPG bank account within 4 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the OPPG Treasurer. Reimbursement requests should be submitted to the OPPG Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the OPPG Treasurer immediately following the purchase.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the OPPG at a regular OPPG meeting by any OPPG member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the OPPG. Advance notice of the upcoming vote shall be publicized to the OPPG Membership at least 1 week prior to the vote. An exception may be made for requests for \$100 or less for an event or activity benefitting OCS.

Section 5: Reporting. An updated financial report shall be made available in printed form to each OPPG member at each OPPG meeting.

Section 6: Carry-Over. The OPPG is authorized to carry over funds for the following fiscal year as recommended by the Leadership. The annual carry-over amount shall be at least \$10,000.

ARTICLE XI - COMMITTEES

Section 1: Standing Committees. The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: Fundraising, Nominating, Room Parent, and Community. Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the OPPG membership.

Section 2: Chairpersons. Chairpersons of Standing Committees shall be elected annually by the OPPG membership.

Section 3: The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the OPPG and make them available to future Chairs.

Section 4: Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the OPPG without the approval to do so by vote of the OPPG members. Any approved purchases must be made within the budgetary restrictions.

Section 6: Term of Service. A person may not serve as the Chairperson of the same committee longer than two (2) consecutive years.

Section 7: Attendance. Committee Chairpersons shall attend regular OPPG meetings to report on the activities of their committees.

Section 8: Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

ARTICLE XII - COMMITTEE DUTIES

Section 1: Fundraising Chair

The Fundraising Chair shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Leadership.
2. Prepare and execute fundraising projects as approved by the Leadership.
3. Solicit volunteers to assist with each Fundraiser.
4. Report all Fundraising activities, expenses, and profits at each regular OPPG meeting.
5. Maintain confidential records of all contributions.
6. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
7. Oversee passive fundraisers (e.g., box tops, eScrip).

Section 2: Nominating Chair

The Nominating Chair shall:

1. Publicize OPPG positions and recruit volunteers to fill open Leadership positions for the upcoming school year.

2. Work with the Leadership and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the April OPPG meeting. This list shall be completed and publicized to all OPPG members two weeks prior to the April meeting.

Section 3: Room Parent Chair

The Room Parent Chair shall:

1. Solicit volunteers for a minimum of one Room Parent per classroom and maintain records (i.e. name, phone, email) to contact these individuals.
2. Regularly communicate with Room Parents information for distribution to the classrooms' parents and guardians.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Section 1: Rules. The rules contained in **Robert's Rules of Order**, shall govern the OPPG in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

Section 2: Bylaws Committee. A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular OPPG meeting.

Section 3: Bylaws Amendment. These Bylaws may be amended under the following conditions:

- Either the Bylaws Committee or at least 5 OPPG Members shall submit the revision request to the Secretary; and
- At least 14 calendar days prior notice shall be given to the OPPG Membership that a vote will be taken at the next scheduled Regular OPPG meeting; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE XIV - DISSOLUTION

Section 1: Dissolution. The OPPG may be dissolved provided prior notice is given to the OPPG Membership, a vote is taken at the next scheduled Regular OPPG meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the OPPG, the remaining OPPG funds shall first be used to pay any outstanding OPPG debt and then either:

1. a vote shall be taken by the OPPG Membership to spend remaining funds on an item or items that benefit the students; or
2. the remaining funds be held in escrow by the Director for use by a future School OPPG. If an OPPG is not formed within 24 months, the funds shall revert to OCS and be used toward the benefit of the students under the discretion of the Director.