

Peoria United Parent Council (PUPC)

BYLAWS

(1/21/14)

I. NAME

The name of this organization is the Peoria United Parent Council and is located in the City of Peoria Arizona. Hereafter designated by the letters PUPC.

II. PURPOSES

The purposes of the PUPC are:

- A. To offer parents support, information, and opportunities to be influential voices in the decisions that affect the children and youth of the Peoria Unified School District.
- B. To promote communication and cooperation between representative parent groups, district administration, and staff, to monitor district services, and to advocate for the highest quality of education for all students.
- C. To provide a forum for the exchange of ideas and problem solving techniques among parents of the various schools on educational issues so that all might benefit from each other's experience.
- D. To inform and update parents on current issues and happenings in the field, sensitizing them to areas in need of attention.
- E. 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 the children and youth of the Peoria Unified School District.
- F. To maintain open relationships with teachers, the school board and school administrators in order to accomplish these purposes while maintaining PUPC's own autonomy.

III. BASIC POLICIES

The following are the basic policies of the PUPC:

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The organization shall work with the schools and community to provide quality education for children and youth.
- C. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, the school district and the community at large.
- D. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable

compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

- E. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried out on (1) by an organization exempt from federal income tax under the Section 501(c)(3) of the Internal Revenue Code or (2) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- F. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are to support education.

IV. DISSOLUTION

If the PUPC shall dissolve, the organization shall finalize its affairs in the following manner:

- A. The Executive Board (or other body that, under its bylaws manages the affairs of the council) shall make a recommendation during a meeting of that body that the council unit be dissolved. This group will draft a written motion of such dissolution to be voted on at a special meeting of the members. Written or printed notice stating that the purpose of such special meeting is to consider the advisability of dissolving the council shall be provided to each member entitled to vote at the meeting at least forty-five (45) days prior to the date of that meeting.
- B. Approval of dissolution of the council shall require the affirmative vote of at least two-thirds (2/3rds) of the members present and entitled to vote at the special meeting, a quorum being present.
- C. Upon dissolution, all the current debts of the 501(c)(3) organization must be paid in full.

V. COUNCIL STRUCTURE

The PUPC will consist of the Executive Board, Executive Committee, two parent Representatives (or their alternates) from each school (hereafter designated as Representative Members), Associate Members and General Subscribers.

- A. The Executive Board is comprised of the elected officers. The elected officers shall also be known as the Trustees of the corporation known as the Peoria United Parent Council.
- B. The Executive Committee is comprised of the Executive Board, the Chairpersons/Co-Chairpersons of Standing Committees and up to three (3) non-voting advisors to the Board.
- C. Representative Members:
 - i. Each school campus is allowed two (2) voting parent Representatives. Each school encouraged to appoint two (2) designated alternates.
 - ii. Designations of Representative Members 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 by the parent group parent or school administration, to the PUPC secretary prior to the next General Meeting.
- iii. Representative Members must have a child enrolled in the school they have been designated to represent. To maintain autonomy, Representative Members may not be publicly elected officials or school district administration.
 - iv. It is the responsibility of the voting Representative Members to:
 1. Attend PUPC General Meetings or make sure an alternate is in attendance.
 2. Relay information from PUPC to their respective schools on a regular basis. All subjects covered at PUPC meetings should be reported.
 3. Accumulate information of importance to PUPC from their respective schools and bring it to Council meetings including events and items of interest for the monthly newsletter.
 4. Inform themselves on issues so as to be able to vote (when necessary) on behalf of the schools they represent.
 5. Connect their parent community to PUPC resources as well as distribute E-bulletins, link their respective schools to PUPC's online resources, and invite PUPC officers to their respective school's parent group meetings.
 6. Serve on PUPC's Executive Board, serve on PUPC committees and recruit parents for District committees.
- D. Honorary Representatives:
- i. In an extenuating situation where all avenues have been exhausted and both the school's parent group and the school administration officially opt-out of membership in PUPC, up to two parents per school community may apply to be Honorary Representatives with all the rights and eligibility of Representative Members.
 - ii. Honorary Representatives will pay dues on an individual basis. If the school opts to participate in PUPC in a later year, the school will then be responsible to pay the full initial membership dues.
 - iii. Honorary Representative applications will be approved by the Executive Board.
- E. Associate Members:
- i. Any stakeholder in the Peoria Unified School District may be included in PUPC Associate Membership.
 - ii. Associate Members may be a member of any PUPC Committees, but may not hold an elected office within PUPC and do not have voting rights.
- F. General Subscribers:
- i. Any stakeholder in the Peoria Unified School District may subscribe to PUPC communications and access information posted on PUPC online resources.
 - ii. General Subscribers may not be members of PUPC Committees and may not hold an elected office within PUPC and do not have voting rights.

VI. OFFICERS AND COMMITTEES

- A. The Executive Board is comprised of the elected officers, which may include a President, five (5) Vice Presidents, a Secretary and a Treasurer. The Executive Board is comprised of no less than five (5) and no more than eleven (11) voting positions.
- i. The PRESIDENT will schedule at least five (5) General Meetings during the school year, preside at all meetings, commission Standing and Select Committees, appoint Chairpersons to lead such committees, work to establish goals, act as a liaison between PUPC and the Peoria Unified School District including the Governing Board, and will represent PUPC when necessary before the Governing Board and media.
 - ii. The VICE PRESIDENT of MEMBERSHIP will act as a liaison between PUPC and the schools, shall oversee registration and due collection (in conjunction with the Treasurer) for Representative and Associate Members, shall coordinate the membership drive at the beginning of each fiscal year, and shall maintain membership records and voting qualification records in conjunction with the Secretary.
 - iii. The VICE PRESIDENT of PROGRAMS will plan and coordinate programs and events, schedule meetings, and perform other such duties as requested by the President.
 - iv. The VICE PRESIDENT of COMMUNICATION shall oversee the development and production of PUPC publications including but not limited to newsletters, e-blasts, and website content. The VP of Communication will also receive updates from the Executive Board and the Representative Members and make that information available through PUPC resources.
 - v. The VICE PRESIDENT of MEDIA shall oversee the development and maintenance of PUPC electronic resources including but not limited to websites and social media accounts.
 - vi. The VICE PRESIDENT of LEGISLATIVE ISSUES shall act as a liaison between PUPC and publicly elected officials, and shall research and update PUPC membership on legislative issues especially regarding educational issues.
 - vii. The SECRETARY will record and maintain the minutes of all General and Executive Committee Meetings, circulate and record attendance at each meeting, assist the VP of Membership to maintain a current list of all PUPC members and those in good standing and perform other duties as requested by the President.
 - viii. The TREASURER will deposit all funds in PUPC's bank account, maintain current and accurate account of receipts and expenditures, make financial report and prepare a written annual budget for Council approval at the first General Meeting.
- B. The Executive Committee is comprised of the Executive Board, the Chairpersons/Co-Chairpersons of Standing Committees and up to three (3) non-voting advisors to the Board.
- i. The Executive Committee will meet prior to all General Meetings and as requested by the President. It will conduct PUPC business between General

Meetings. The President will report its actions to PUPC at the first General Meeting after any Executive Committee Meeting.

- ii. Prior to the first General Meeting, the Executive Committee shall review and amend, if necessary the By-Laws and/or Standing Rules and shall present them to PUPC at the first General Meeting for Approval.
- iii. The Executive Board, by majority vote, may appoint up to three (3) non-voting advisors to the Board to serve on the Executive Committee for a one year term. There is no limit to the amount of terms an advisor may serve.
- iv. Neither the Executive Board nor the Executive Committee may commit PUPC to a stance on any issue without prior approval at a General Meeting.

C. Committees:

- i. Standing and Select Committees may be created to promote the objectives, issues and/or programs of the organization.
- ii. Chairpersons/Co-chairpersons will be named from PUPC by the President representing a cross section of the members.
- iii. Members may be appointed to such committees by the Chairperson/Co-chairperson of the committee.
- iv. Chairpersons/Co-Chairpersons of the Standing Committees will serve on the Executive Committee for the year appointed.
- v. Committees may not incur debt or bind the organization to any agreement without the consent of the PUPC Executive Board.

VII. DUTIES OF OFFICERS

A. The PRESIDENT shall:

- i. Preside at all meeting of the organization; and
- ii. Appoint Chairs of Standing and Select Committees and if desired a Parliamentarian subject to the approval of the Executive Board; and
- iii. Be a member ex officio of all committees except the nominating committee; and Coordinate the work of the officers and committees of the organization in order that the purposes shall be promoted.

B. The VICE PRESIDNET(S) shall:

- i. Chair their prospective committee and report to the Executive Board

C. The SECRETARY shall:

- i. Record the minutes of all the meetings of the organization; and
- ii. Have a current copy of the bylaws and standing rules; and
- iii. Maintain a membership list; and
- iv. Perform other duties as assigned

D. The TREASURER shall:

- i. Have custody of all the funds of the organization; and
- ii. Keep a full and accurate account of receipts and expenditures; and
- iii. Make disbursements as authorized by the President, Executive Board, or organization in accordance with the budget adopted by the organization; and

- iv. Have the checks or vouchers signed by two (2) persons, the treasurer and one other officer, or two officers if the treasurer is unable to act; and
 - v. Present a financial statement at every meeting of the organization and at other times as may be requested by the Executive Board; and
 - vi. Make a full report at the meeting in which new officers officially assume their duties; and
 - vii. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article III Sections D and E of these bylaws; and
 - viii. Submit the records annually, upon resignation, or upon request of the Executive Board to an auditing committee appointed by the Executive Board; and
 - ix. Ensure that the annual reporting to the Internal Revenue Service (IRS) is completed prior to the federal government's required report date.
- E. No two members of the same family may be authorized to be signatories for the PUPC bank account.
- F. Upon expiration of the term of office or resignation, out-going officers shall promptly turn over to the President all funds, records, books, and other materials pertaining to the office.

VIII. VOTING QUALIFICATIONS

- A. Only the Executive Board and Representative Members (school Representatives) or their designated alternates in good standing may vote in the election of officers of in any vote of PUPC.
- B. In good standing shall mean:
 - i. That the Executive Board member or Representative has attended at least half of the General Meetings in that operating year – a Representative will not be counted absent if his/her school's designated alternate is in attendance.
 - ii. That the school has paid the dues set forth in the Standing Rules of the PUPC.
- C. An individual Representative or Executive Board member may not vote for or represent more than one entity. (i.e., If a Representative has children in two schools he/she may not serve as Representative of both schools.)
- D. There are no voting privileges for Associate Members or General Subscribers.
- E. PUPC Representatives of the designated alternative eligible to vote must be physically present to vote. Voting by proxy shall be prohibited.
- F. Voting Representatives present shall constitute a quorum.
- G. Official Representatives are empowered to take a voted stance on behalf of their parent groups on any issue unless:
 - i. A special request is made.
 - ii. A majority of those in attendance vote to seek direction from their local unit.

IX. ELECTION OF OFFICERS

- A. Elections shall take place at a General Meeting in the spring prior to May 31st. The date and time of the election shall be well publicized.

- B. An Election Committee will oversee the election and the tallying of ballots. They will ensure the integrity of the election by devising a system to guarantee that only Representative members of the PUPC vote and that the Representative casts only one ballot.
- C. 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 voice vote.
- D. Officers shall assume their official duties at the close of the last General Meeting and serve for a period of one year and/or until their successors are elected.
- E. In the event there are no accepted nominations for a board position, the current office may continue until a successor is elected.
- F. A person shall not be eligible to serve more than three (3) consecutive terms in the same office, unless no successor is nominated.
- G. In the event that an officer cannot fulfill the responsibilities of the position, he/she shall submit a formal resignation to the PUPC membership. The vacancy shall be publicized and filled by the Executive Board.
- H. By a two-thirds (2/3) vote of the Executive Board, an officer may be removed from office for failure to perform his/her duties.

X. NOMINATING COMMITTEE

- A. The Nominating Committee Chairperson shall be appointed by the President at least one month prior to the elections and the Committee shall consist of at least three (3) members of PUPC.
- B. No more than one person shall be appointed from any single representative school.
- C. The Nominating Committee shall notify in writing each school advising the qualifications for office (as per Article XI) and encourage suggestions from all Peoria Unified District schools.
- D. The Nominating Committee shall e-mail its proposed 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 members willing to serve.

XI. NOMINATIONS AND QUALIFICATIONS

- A. Only those PUPC Representative Members in good standing shall be nominated for any 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 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.

XII. VACANCIES

- A. 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 terms.

XIII. DUES AND FINANCE

- A. A fiscal year shall begin on July 1st and end on the following June 30th. These dates shall remain the same for an operating year.
- B. The amount of annual dues for 1) school Representative Members and 2) Associate Members shall be determined by the PUPC and listed in the Standing Rules.
 - i. The membership term shall be October 1 through the following September 30.
 - ii. 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 qualify for Representative(s)' voting privileges.
- 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 a majority of the Executive Committee if in between General Meetings. Approval by the Executive Committee will be ratified at the next General Meeting.
- D. Each Check drawn on the PUPC account must be signed by two of the elected officers in accordance with Article VII Section D.
- E. Before the last General Meeting, the President must appoint at least two (2) PUPC 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.

XIV. PARLIAMENTARY PROCEDURES

- A. Roberts Rules of Order, Newly Revised, shall guide PUPC in all cases not provided for in the bylaws or Standing Rules.
- B. The President may appoint a Parliamentarian, who shall be responsible for seeing to it that the bylaws are adhered to. The Parliamentarian shall act as a non-voting advisor to the organization. He/She shall also serve as the Chairperson of the Bylaw Review Committee.

XV. AMENDMENTS

- A. These bylaws 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 a following General Meeting.