

## DRAFT 11/10/2009

### Utah Virtual Academy Parent Advisory Group Bylaws--DRAFT

#### Article I – Name

The name of the organization shall be the Utah Virtual Academy (UTVA) Parent Advisory Group.

#### Article II – Purpose

The UTVA Parent Advisory Group will serve as a direct communication link between UTVA families and the school. We will also be a resource for parents, both as a source of disseminating school information, to families and relaying parental concerns to school administration. PAG will take an active part in school leadership. Responsibilities of the members of the Parent Advisory Group include:

Communication—Promote and maintain cooperation, communication and understanding between school and families. Help disseminate school information to families and relay parental concerns to school administration.

Parent Mentoring—Support parents in becoming effective learning coaches, provide resources and mentoring, assist parents in advocacy and conflict resolution.

Grant Writing—Assist school with identification of resources and writing of grants to increase financial support of school programs.

Educational Policy—Monitor and inform UTVA community on educational public policies.

Advisory Board—Serve on advisory or decision making boards.

#### Article III – Members

Section 1. All parents, guardians, and educators of students at UTVA are members and shall have voting rights. The Head of School shall be a permanent non-voting member and shall serve in an advisory capacity.

Section 2. No dues are required for membership.

#### Article IV – Officers and Elections

Section 1. **Officers.** The officers shall be a president, vice president, and secretary.

a. **President.** The president shall prepare the agenda and preside over meetings of the organization and executive board, serve as the primary contact for the Head of School, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

## **DRAFT 11/10/2009**

c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies.

Section 2. **Nominations and Elections.** Elections will be held in April. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. The nominating committee will conduct voting by electronic ballot since UTVA is a virtual statewide school. Each parent and educator will have only one vote, regardless of the number of students they have attending UTVA. Ballots will be sent 14 days prior to the April meeting.

Section 3. **Eligibility.** Members are eligible for office if they will have a student enrolled in the school while they will be serving as an officer.

Section 4. **Terms of Office.** Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. **Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. **Removal from Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section 7. **Quorum.** The quorum for election of officers shall be 10 members.

### **Article V – Committees**

Section 1. **Membership.** Committees may consist of members (parents/guardians/educators) and board members, with the president acting as an ex officio member of all committees.

Section 2. **Standing Committees.** The following committees shall be held by the organization: Bylaws, Communications, Grant Writing, Educational Policy, Nominating, and Parent Mentoring.

Section 3. **Additional Committees.** The board may appoint additional committees as needed.

Section 4. **Finances.** PAG does not receive or distribute funds. All funds will be received and expended by UTVA via the head of school.

### **Article VI – Executive Board**

Section 1. **Membership.** The Executive Board shall consist of the officers, Head of School, and standing committee chairs.

## **DRAFT 11/10/2009**

Section 2. **Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, and prepare reports and recommendations to the membership.

Section 3. **Meetings.** Executive Board meetings will be held as needed with 24 hour notice to the Executive Board members.

Section 4. **Quorum.** Half the number of board members plus one constitutes a quorum.

### **Article VII – Meetings**

Section 1. **Regular Meetings.** The organization will meet monthly as determined by the executive board and notice will be given of the schedule at the beginning of the school year, posted on the school website and in each regular newsletter. Meetings may be changed or cancelled with 24 hours notice. The annual meeting will be held at the time of the April regular meeting. The annual meeting is for receiving reports, reporting the results of electronic ballot for officers, and conducting other business that should arise.

Section 2. **Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members.

### **Article VIII – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

### **Article IX – Standing Rules**

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

### **Article X – Dissolution**

The organization may be dissolved with the approval of the school board, 14 days advance notice to the membership and a two-thirds vote of the membership present.

### **Article XI – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing 14 days in advance and sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of the membership present.

*As a collaborating organization, the UTVA board shall approve Parent Advisory Group Bylaws and shall approve (either directly or through the administrator) any activities utilizing school owned or school-managed resources.*