

## 1. BYLAWS OF

The Parent Organization of Valley Academy Charter School, a.k.a.  
The Valley Academy Parent Organization

### ARTICLE I

#### NAME

- 1.1 NAME: The name of this organization shall be The Parent Organization of Valley Academy Charter School, aka, Valley Academy Parent Organization (VAPO). No person, persons, or organizations may use the name of "The Parent Organization of Valley Academy Charter School" without first obtaining written approval of the VAPO Governing Council.

### ARTICLE II

#### PURPOSES

- 2.1 PURPOSES: The purpose of the Valley Academy Parent Organization is to enhance the education of our children by acting in an advisory capacity to the school administration in:

- Promoting high academic standards
- Promoting the philosophy, direction and image of Valley Academy
- Increasing and facilitating communication between home and school
- Providing a forum for discussion for school related issues
- Maintaining a network for parental participation

### ARTICLE III

#### POWERS

- 3.1 POWERS: The organization shall have all legal powers necessary to fulfill its purpose, including but not limited to the right to hold meetings, issue communications to parents, teachers or local officials, to sponsor specific or special projects for the benefit of Valley Academy or its students to study specific problems or areas of interest, to form committees subcommittees, and to charge and collect dues.

### ARTICLE IV

#### MEMBERSHIP

- 4.1 MEMBERSHIP: Membership is open to all parents and legal guardians of children enrolled at Valley Academy.
- 4.2 ANNUAL MEETING: The annual meeting of the members shall be held during the last full month of school each year. The week preceding this meeting, ballots for elections to the Governing Council will be accepted. The final count will take place at the annual meeting at which time elections to the governing council will be announced. The Governing Council may call such additional meetings of the general membership as it deems necessary or appropriate.

## ARTICLE V

### GOVERNING COUNCIL OF THE PARENT ORGANIZATION

- 5.1 **GOVERNING COUNCIL MEMBERS:** The governing body of the organization shall be known as the Governing Council and shall consist of twelve representatives elected at large by the membership. The Governing Council shall be responsible for all policy decisions affecting the organization's operations and activities and shall monitor and review the implementations of said policy decisions by the officers.
- 5.1.1 **MEMBER CRITERIA:** To avoid conflicts of interest, membership of the Governing Council is open to all parents and legal guardians of Valley Academy students except those who are employees (full and part time) of Valley Academy, and those who provide regular and ongoing services during the academic day, such as independent contractors, and spouses thereof, during their term of office.
- 5.1.2 **OFFICER CRITERIA:** At no time shall relatives serve as officers concurrently for the same council.
- 5.2 **MEETINGS:** Regular meetings of the Governing Council shall be held once a month during the school year. A meeting calendar for the coming year shall be established each year no later than the first regular meeting, and a copy of the calendar shall be made available to the membership no later than the second regular meeting. Written notice of regular meetings shall be distributed to the membership at least two days in advance of the meeting. Special meetings of the Governing Council may be called at the discretion of the president.
- 5.3 A quorum of Governing Council members must be present for business requiring a vote. A quorum consists of one-half (1/2) of the Governing Council members plus one.

## ARTICLE VI

### OFFICERS

- 6.1 The Governing Council will elect its own officers annually from the membership of the Governing Council.
- 6.2 **OFFICERS:** The officers of the organization shall be the president, vice president, secretary and treasurer.
- 6.3 **QUALIFICATIONS:** Each officer must be a member of the Governing Council. The president must have served on the Governing Council for at least one year prior to his/her election as president, but not necessarily the previous year.
- 6.3.1 **PRESIDENT** – The president must have served on the Governing Council for at least one year. The president should also have leadership ability, the ability to delegate and organizational skills.
- 6.3.2 **VICE PRESIDENT** – The vice president should have leadership abilities, the ability to delegate and organizational skills. The vice President should also have the ability to monitor the other committees.
- 6.3.3 **SECRETARY** – Working knowledge of word processing programs, detail orientated, ability to work with deadlines.
- 6.3.4 **TREASURER** – Working knowledge of accounting software, experience reconciling bank accounts, trustworthy reputation, detail orientated, agree to follow accountability guidelines set forth for handling money.
- 6.4 **DUTIES:** The respective duties of the officers shall be as follows:
- a. **PRESIDENT:** The president shall preside over all regular and special meetings of the Governing Council. The president shall appoint all ad-hoc committees and serve as executive officer member of all committees, and shall sign all contracts, agreement, official correspondence and other instruments requiring execution on behalf of the organization. The president shall act as the operation and directing authority of the organization subject to all policies and resolutions established by the Governing Council. The president shall review and sign all tax returns and the annual report compiled by the treasurer before they are filed.



- b. VICE PRESIDENT: The vice president shall perform such duties as from time to time that may be assigned by the president or by the Governing Council. The vice president shall have all the powers and perform all the duties of the president in case of the temporary absence of the president or in case of his/her temporary inability to act. In case of the permanent absence or inability of the president to act, the office of the president shall be declared vacant by the Governing Council and a successor chosen by the Governing Council. The vice president shall receive the bank statement, review them and forward them to the treasurer within two (2) working days.
- c. SECRETARY: The secretary shall see that the minutes of all meetings of the Governing Council and officers are kept. Official distribution shall be made of all minutes within seven (7) days following such meetings and shall include one copy to each member of the Governing Council, the school administrators, including the board, and organizational files. The secretary shall be responsible for compiling and distributing the yearly meeting calendar.
- d. TREASURER: The treasurer shall have the general custody of all funds and financial records of the organization and shall prepare the written financial reports (profit and loss and balance sheet) each month, submitting a copy to each member of the Governing Council and organizational files. The treasurer shall receive bank statements from the vice president and reconcile the bank accounts monthly. A file of the statements shall be maintained. The treasurer shall submit an annual statement at the end of the school year to the Governing Council, administration and organizational files. The treasurer shall be responsible for filing the annual report required by the Arizona Corporation Commission (AZCC) as well as the 990-EZ required by the IRS no later than July 7<sup>th</sup>. During a year when a new treasurer is elected, the outgoing treasurer will be responsible for these filings. Once completed, these documents are to be revised and executed by the president before filing.

## ARTICLE VII

### ELECTIONS

- 7.1 ELECTIONS: At least thirty (30) days prior to the annual meeting, the president shall appoint an ad hoc committee to oversee the nominations and elections of the new council members. Additional nominations from the Valley Academy Parent Organization members may be made to the Governing Council at any time prior to the adjournment of the Governing Council's regular meeting preceding the annual meeting of the membership. Elections to the Governing Council shall then be held during the annual meeting.
- 7.2 TERM OF OFFICE: Each Governing Council member shall be elected for a term of two years. The Governing Council's term for each school year will run from the first meeting following the election through the end of the succeeding school year.
- 7.3 VACANCIES: In the event a vacancy occurs in any office or on the Governing Council, a replacement shall be appointed by the Governing Council for the unexpired term.
- 7.4 REMOVAL FROM OFFICE: The Governing Council, by a two-thirds vote of the members present, may remove any elected officer or Governing Council member from his/her position for failure to perform assigned duties, improprieties, failure to attend two or more consecutive meetings or for other just cause. Any vote for the purpose of removing an elected official or Governing Council member shall occur only after the individual in question is given written notice of the meeting and intended business. The affected individual shall be given the opportunity to address the Governing Council before any vote for removal is conducted.

## ARTICLE VIII

### FUNDS

- 8.1 DEPOSITS: All organization funds in amounts over \$100.00 shall be deposited intact in a federally insured financial institution within three (3) business days of their receipt in an account in the name of Valley Academy Parent Organization. All funds are to be maintained under the controls provided herein. The monthly statements of the account shall be mailed by the bank to the school. The vice president will open the statement and review it prior to turning it over to the treasurer.
- 8.2 EXPENDITURES: No less than \$2500.00 shall be carried over in the General fund from year to year. In the event a council approves a project that requires an accrual of funds that will take more than one year, funds may be accounted for in a fund called "Project Accrual" and carried over for a period of one additional year. The funds must be spent in the school year following the approval of the project. An annual budget is to be prepared and approved by the Governing Council no later than the July Governing Council regular meeting. A discretionary fund shall be established for expenditures of less than \$50.00 that may arise between regular Governing Council meetings. This fund shall be budgeted at a \$100.00 for each month for a total of \$1200.00. Expenditures may be made with the authorization of the president and treasurer. Expenditures are to be supported by receipts and appropriate documentation. All allocated funds not spent by the end of the school year will revert to the general fund.
- 8.2.1 The amount to be carried over in the General Fund from year to year is amended to no more than \$10,000.00 and no less than \$5,000.00
- 8.3 DISBURSEMENTS: Two signatures shall be required on all checks issued by the organization. Authorized signatures shall include the president, vice president and treasurer.
- 8.4 FINANCIAL REVIEW: The financial records of the organization shall be reviewed annually by a person, firm or committee who is not a member of the Governing Council and who has been approved by the Governing Council. The review should take place before the filings are made. IRS filing date is July 15<sup>th</sup> and AZCC filing date is October 9<sup>th</sup>.
- 8.5 ANNUAL REPORT: The annual year-end financial report shall be published and made available to all organization members.

## ARTICLE IX

### AMENDMENTS

- 9.1 AMENDMENTS: These bylaws may be amended only by a 2/3 vote of the Governing Council members present at a regular meeting. The president may call for an advisory vote of all organizational members present at a meeting at which any amendment may be under consideration or may request that an advisory poll of the members be conducted in writing.

## ARTICLE X

### DISSOLUTION

- 10.1 DISSOLUTIONS: The organization may be dissolved only upon a 2/3 vote of the members present at a meeting called and published for the purpose of dissolution.
- 10.2 DISTRIBUTION OF FUNDS: In the event of dissolution, any and all remaining funds in the treasury and usable supplies belonging to the Governing Council shall be turned over to the Valley Academy, Inc. or another non-profit educational organization.



## NOTICE OF ADOPTION AND AMENDMENT

The original bylaws were adopted by an ad-hoc committee on September 10, 1996.

The forgoing bylaws were amended by the Valley Academy Governing Council on June 1, 1999.

Section 5.1.1 MEMBER CRITERIA was added and unanimously adopted by the Valley Academy Governing Council on April 18, 2000.

Section 4.2, Section 7.2 and Section 8.2 were amended by the Valley Academy Governing Council on May 11, 2000.

The forgoing bylaws were amended and or added and unanimously adopted by the Valley Academy Governing Council on March 28, 2001.

Section 1.1 NAME was amended to reflect the legal name of the organization as adopted in 1999.

Section 4.2 ANNUAL MEETING was amended to accommodate the requirement in Article VII, Section 7.1 that the elections take place during the annual meeting.

Section 5.1 GOVERNING COUNCIL MEMBERS The phrases "monitor and" and "by the officers." were added for clarification.

Section 5.1.2 OFFICER CRITERIA was added and unanimously adopted by the Governing Council on March 28, 2007.

Section 5.2 MEETINGS The phrase "distributed to the membership" was amended for clarification.

Section 6.3 QUALIFICATIONS FOR Section 6.3.1 VICE PRESIDENT, SECTION 6.3.3 SECRETARY and Section 6.3.4 TREASURER were amended for clarification and continuity from year to year.

Section 6.4 DUTIES a PRESIDENT The phrase "ad-hoc" was added for clarification. The statement "The president shall review and sign all tax returns and the annual report compiled by the treasurer before they are filed." was added to document the necessity of filing annual tax returns.

Section 6.4 c SECRETARY The phrase "including the board" and the statement "The secretary shall be responsible for compiling and distributing the yearly meeting calendar" was added for clarification.

Section 6.4 d TREASURER The phrase "(profit and loss and balance sheet)", "reconcile the bank accounts monthly", "A file of the statements shall be maintained" and the paragraph The "Commission ( AZCC) as well as the 990-EZ required by the IRS no later than July 7<sup>th</sup>. During a year when a new treasurer is elected, the outgoing treasurer will be responsible for these filings. Once complete, these documents are to be reviewed and executed by the president before filing" were added for clarification and compliance with the offer to put systems in place in insure tax returns will be filed in a timely manner each year in order to obtain an abatement for penalties assessed for late filing of tax returns.

Section 8.2 EXPENDITURES The statement "no less than \$2500.00 shall be carried over in the General fund from year to year. In the event a council approves a project that requires an accrual of funds that will take more than one year, funds may be accounted for in a fund called 'Project Accrual' and carried over for a period of one additional year." The "funds must be spent in the school year following the approval of the project" was added to insure the money the organization earns is spent on the children. The sentence "This fund shall be budgeted at a \$100.00 for each month for a total of \$1200.00" was added for clarification.

Section 8.2 EXPENDITURES the amount to be carried over in the General Fund from year to year is amended to no more than \$10,000.00 and no less than \$5,000.00.

# VALLEY ACADEMY

