

OPT BY-LAWS

OPT VISION/MISSION STATEMENT

The Organization of Parents and Teachers (OPT)'s Vision/Mission is to provide an orderly atmosphere for all parents and teachers of the "Academy of Charter Schools." This atmosphere allows parents and teachers to voice opinions, recommendations and new concepts concerning operations of the Academy of Charter Schools (ACS).

I. Goals & Objectives

- A. **Purpose** The purpose of the OPT as designated by the ACS Board, is to provide parents and teachers within the school the opportunity to address concerns.
- B. **Accountability** The OPT has an accountability function which includes the following:
- The nomination of school representatives and alternates to the District School Improvement Team (DSIT) subject to approval by the ACS Board.
 - Working closely with the ACS Business Manger, compiling the annual accountability report.
 - Answer other charges given to them by the ACS Board.
- C. **Parental Involvement** It is the OPT's hope to involve every student's parents in various capacities in the school including:
- Parents will be asked to volunteer 1 hour per week or 4 hours per month per family. Parents may participate in the school through the OPT or may prefer to work directly with the teachers or staff members.
 - Parent volunteer activities may help defray cost of operation, thereby allowing more monies to be spent on the education of the students, and less on overhead.
 - Parents involved with the OPT will be included in the decision making process of ACS policies when appropriate.
 - Parents may also help in the classrooms, in the library, with computers, in the administrative office, with maintenance and repairs, school improvements, grounds keeping, janitorial, supplemental instructional materials, after school clubs and activities, etc.
 - Parents will also be encouraged to share their knowledge and expertise in the classrooms as guest speakers or professional consultants. Parents are always welcome in the classroom.
 - Parents are the school's #1 resource. Their participation is needed, desired and sincerely requested.
- D. **Benefits of Involvement in OPT**

- Should parents spot areas of general concern to ACS students, they are encouraged to help resolve those weaknesses through the OPT.
 - Parents will get to know teachers and administrators in the school.
 - Parents will attend and feel comfortable to voice opinions during OPT meetings.
- E. **Communication** The OPT’s goal is to have open and constant communication with both the administration and ACS Board. Our goal is to work well with both to have the best possible Charter School.

II. OPT’s Organization

- A. **Executive Committee** The OPT Executive Committee will consist of the OPT President, Vice President, two Teacher Representatives, Secretary, and Treasurer. The Executive Committee has limited power to make decisions for the general OPT when necessary.
- B. **ACS OPT Board Members**
- **“OPT Representative to the ACS Board.”** The position is a one-year, non-voting position.
 - **Two “Class B” ACS Board Members.** These are two-year voting positions.
- C. **Committees** The OPT committees are set up for the purpose of assisting the school administration and teachers with various aspects of the school.

Committee Procedures

1. Committees will meet monthly, or on an as-needed basis to discuss issues pertaining to the school. Committees will prepare proposals for submittal to the general OPT.
2. Size and duties: The size and duties of each committee will vary depending upon interest.
3. Formation: Committees will be formed and dissolved from time to time as needed. Work groups may be formed in lieu of a committee where needed.
4. Chairpersons: Committee chairpersons will be appointed **BY THE PRESIDING OPT BOARD** for each committee and announced at the May meeting. Should conflicts arise within a committee, the OPT Executive Committee may take necessary steps to remedy the situation.

III. OPT Functions

- A. **Issues and Proposals** The general session of the OPT will meet on a monthly basis to discuss and vote on issues.

Approved resolutions and recommendations will be taken to the ACS Administration or the ACS Board for review. In the event either the ACS Administration or ACS Board disagrees with OPT's vote, the item will be brought back to the OPT for further work in a committee. It will then be taken back to the ACS Administration or the ACS Board for another review. In the event that an issue is unresolved, the issue will be tabled and picked up at a later time if deemed necessary. If an issue is in need of being approved, the ACS Board has the final decision.

- B. **Student Council** Issues will also be brought to the OPT for a general session vote from time to time (i.e. dances, fund-raisers, etc.).
- C. **Fundraising** It is the intent of the OPT to raise funds for use within the school.
- D. **Update to ACS Board** The President or Vice-President will make a monthly update to the ACS Board for the purpose of keeping the communication lines open. This monthly update may be given by the OPT Representative to the ACS Board as necessary.

IV. Qualifications for Membership

Membership in Opt will consist of:

- A. Memberships will be parents/guardians of the students attending ACS.
- B. Community members approved by the ACS Board (example: A person with no children in the school).
- C. Teachers and staff members of ACS ~~and their spouses~~.

V. Meetings, Approvals, and Voting

- A. **Meetings**
 - 1. Meetings are scheduled on a monthly basis. Additional meetings may be scheduled on an as-needed basis.
 - 2. The President or Vice-President may call a meeting as needed. Notification of at least 48 hours must be given. Written explanation of the meetings content must be posted within 24 hours (Agenda). Whenever possible, a written communication will go home with the students regarding the meeting.
 - 3. Quorum: At least 12 members must be present to do official business.
- B. **Approvals** Decisions and proposals will be approved at general sessions by a majority vote of the quorum. All proposals for consideration must be on the agenda in accordance with current OPT procedures.
- C. **Voting** All qualified members have one (1) vote by means of a show of hands, voice, or by secret ballot. Members must be present to vote. There will be no proxies.

VI. Roles of the OPT Officers and Liaisons

A. President

1. Attends and conducts monthly OPT meetings and other meetings as necessary.
2. Attend and/or conduct OPT work sessions.
3. Attend periodic ACS Board Meetings.
4. Train committee chairpersons as needed.
5. Develop and implement OPT guidelines and general operating procedures.
6. Provide committee recommendations to the general OPT, the ACS Board, and School Management as appropriate.
7. Is accountable to the general OPT for OPT finances.
8. Sign/countersign OPT fund checks.
9. Delegate authority when necessary.
10. Act as the liaison between the OPT Officers and the Accountability Committee as necessary.
11. Act as the liaison between the OPT Officers and the DSIT Representatives as necessary.
12. Provide accountability and oversight of all OPT functions.

B. Vice-President

1. Perform the duties of the OPT President, in the absence of the Opt President.
2. Act as the liaison between the OPT Officers and the Student Council.
3. Attend and/or conduct OPT meetings.
4. Attend and/or conduct OPT work sessions.
5. Attend periodic ACS Board Meetings.
6. Provide recommendations to ACS Board and School Management as committees recommend.
7. Sign/countersign OPT fund checks.

C. Treasurer

1. Attend OPT meetings.
2. Attend OPT work sessions.
3. Conduct OPT-related meetings, in the absence of the OPT President and OPT Vice-President.
4. Develop and implement OPT Fund Procedures.
5. Provide a monthly report of OPT funds to the general OPT.
6. Sign/countersign OPT fund checks.

D. Secretary

1. Attend OPT meetings.
2. Attend OPT work sessions.
3. Conduct OPT-related meetings, in the absence of the OPT President, OPT Vice President, and OPT Treasurer.

4. Post the OPT meetings announcements and agendas, at least 24 hours prior to the actual meeting, in the designated locations.
5. Provide minutes of all OPT meetings and work sessions to the OPT Officers.
6. Post all OPT minutes in a timely manner in the designated location for general OPT membership review and comments.
7. Sign/countersign OPT fund checks.

E. Two (2) Teacher/Staff Representatives

1. Attend OPT meetings.
2. Attend OPT work sessions.
3. Conduct OPT-related meetings, in the absence of the OPT President, OPT Vice-President, OPT Treasurer and OPT Secretary.
4. Act as the liaison between the OPT Officers and the school management, teachers, and staff.
5. Provide accountability feedback concerning the school management to the Accountability Committee.

F. OPT Representative to the ACS Board

1. Attend OPT meetings.
2. Attend OPT work sessions.
3. Act as the liaison between the OPT Officers and the ACS Board.
4. Ensure the free flow of information between the OPT and the ACS Board (i.e. OPT reports, Board directives, charges to the OPT and Board decisions, etc.).
5. Represent OPT officers and general OPT membership views and issues to the ACS Board.

G. “Class B” ACS Board Members

1. Attend periodic OPT meetings.
2. Attend ACS Board meetings.

H. D.S.I.T. Representatives

1. Attend periodic OPT meetings.
2. Attend all district DSIT meetings.
3. Report District DSIT meeting results to OPT officers in a timely manner following the District meetings.
4. Represent ACS to the District DSIT.

VII. Elections, Vacancies, Removals

A. Elections

1. Officers Officers will be elected on a yearly basis at the May general OPT session by a majority vote of the quorum.
2. “Class B” ACS Board Member One “Class B” member will be elected each year at the general OPT session May on an alternating basis by a majority vote of the quorum.
3. Tenure Officers may not serve more than two (2) consecutive terms in office.

B. Vacancies

1. In the event that an officer resigns from their position, if necessary, the officer below the position vacated will automatically take over that position if desired. At the next general session a new officer may be nominated and elected.
2. “Class B” “Class B” vacancies may be filled by a majority of the quorum at a general session with 30 days notice. Nominees must be interviewed in accordance with ACS Board by-laws.
3. “Class A” IN THE EVENT THE OPT IS CALLED UPON TO FILL A “CLASS A” VACANCY PURSUANT TO ACS BOARD BY-LAWS ARTICLE II. SECTION 2B, THE OPT SHALL APPOINT A COMMITTEE, WHICH INCLUDES OPT OFFICERS, COMMITTEE CHAIRMEN, AND AT LEAST ONE (1) CURRENT MEMBERSHIP COMMITTEE MEMBER TO NOMINATE AN APPLICANT OR APPLICANTS TO BE ELECTED BY OPT. THE OPT MAY CHOOSE TO LEAVE THE POSITION VACANT FOR A YEAR IF IT FINDS NO ACCEPTABLE CANDIDATES. CLASS A VACANCIES MAY BE FILLED BY A MAJORITY OF THE QUORUM AT A GENERAL SESSION WITH 30 DAYS NOTICE.

C. Removals

OPT Officers and “Class B” Board members may be removed from office with a 2/3 majority vote of the quorum of any OPT general session in accordance with current OPT procedures.

VIII. Dissolution

In the event the OPT dissolves, the assets will be allocated as the Executive Committee and ACS OPT Board members see fit.

IX. Amendments to the By-laws

By-laws may only be amended by OPT during the general session with one month’s advance notice and a 2/3 majority vote.