

BYLAWS OF THE PARENT PARTICIPATION ORGANIZATION FOR COMMUNITY ROOTS ACADEMY

ARTICLE I: NAME, DESCRIPTION AND OBJECTIVE

Section 1: NAME – The name of the organization shall be the Parent Participation Organization (PPO) for Community Roots Academy. The PPO is located at Community Roots Academy, 29292 Crown Valley Pkwy, Laguna Niguel CA 92677. Tel: 949-831-4272

Section 2: DESCRIPTION – The PPO is an organization of parents/guardians at Community Roots Academy (CRA) that have a collective desire to further the education and learning experiences of CRA students.

Section 3: OBJECTIVE – The objective of the PPO is to enhance and support the educational experience at CRA, to develop a closer connection between school and home by encouraging parent/guardian involvement, and to improve the environment at CRA through volunteer and other support. To achieve these objectives, PPO members are encouraged to share their views and suggestions for the PPO sponsored extracurricular activities at CRA.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of CRA students. There are no membership dues. Members have voting privileges with one vote per household.

ARTICLE III: EXECUTIVE BOARD

Section 1: EXECUTIVE BOARD OFFICERS – The Executive Board shall consist of the following Officers: President, Vice President, Secretary and Past President. President and Vice President positions can be shared. The Past President does not have voting rights. The school's Executive Director or his/her designee is a voting member of the Executive Board.

Section 2: TERMS OF OFFICE – The term of office for all officers is one year. The term begins on the first day of summer break and ends on the last day of school. All Officer positions are generally held for two terms.

Section 3: QUALIFICATIONS – Any PPO member in good standing may become an Officer of the PPO. All members must hold a Standing Committee Chair position for one

whole term before applying for an Executive Board position. All Executive Board Positions must be approved by the school's Executive Director.

Section 4: DUTIES -

Executive Board: Establish and oversee committees to conduct the work of the PPO, distribute information to PPO members and approve a PPO budget. The authority to form Standing Committees rests with the Executive Board.

President: Preside at all Executive Board Meetings, Board Meetings, and General PPO meetings. Serve as the official representative of the PPO. Oversee the committee system of the PPO. Maintain all PPO communication (weekly emails, website, social media).

Vice-President: Assist the President with all tasks, chair meetings in the absence of the President, send communication as necessary. Serve as Room Parent Coordinator. Typically preparing for role as President.

Secretary: Record, distribute and upload all minutes of monthly General PPO meetings. Retain all official PPO records. Maintain the PPO website as needed including uploading flyers, weekly updates and minutes.

Treasurer: Responsible for general financial oversight. Record keeping - money in and out. In charge of record retention. Responsible for refunding - only one to access the cash box. Responsible for financial budgeting - look for events that are the most successful fundraisers. Calculating the average budget each event needs. Conduct financial reporting. Shares tie breaking authority (along with school administration) for all financial decisions regarding the PPO budget.

Past President: The main duty of this position is to assist the Board in the maintenance of continuity from one administration to the next. Term is one year, generally after the year(s) served as President. The Past President also serves as Chairman of the Nominating Committees.

Section 5: EXECUTIVE BOARD MEETINGS – The Executive Board shall meet monthly during the school year with the school Executive Director, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a member of the General Board to fill the vacancy for the remainder of the Officer's term.

ARTICLE IV: GENERAL BOARD

Section 1: GENERAL BOARD MEMBERS – The General Board shall consist of all Chairpersons of PPO Standing Committees. General Board Members do not maintain Executive Board member voting rights.

Section 2: TERM OF OFFICE – The term of office for all General Board members is one year, beginning on the first day of summer break and ending on the last day of school of the following year. There is a two term limit for each position, unless no other nominations have been received for that position.

Section 3: QUALIFICATIONS – Any PPO member in good standing may become a Standing Committee Chairperson and thus a Board Member of the PPO.

Section 4: DUTIES – Board members will be responsible for leading a Standing Committee as Chairperson established by the Executive Board (see Appendix A for list of committees). Members ensure each committee's purpose is fulfilled and all tasks completed. A committee chair runs any meetings (sets agenda, takes notes, disseminates meeting info) to plan and implement events or activities, writes up and forwards communication for review. Keeps tabs on the committee to ensure that tasks are completed and everything is on track. Coordinates with the Executive Board and provides updates at general membership meetings.

Section 5: BOARD MEETINGS – The General Board shall meet monthly during the school year with the school Executive Board, or at the discretion of the President.

Section 6: REMOVAL – A General Board Member can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the General Board, the Executive Board shall appoint a member of the General Board to fill the vacancy for the remainder of the term.

ARTICLE V: MEETINGS

Section 1: GENERAL PPO MEETINGS – General PPO meetings shall be held to conduct the business of the PPO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PPO meeting is eligible to vote with one vote per household. Absentee or proxy votes are not allowed.

Section 3: QUORUM – Six (6) members of the PPO present and voting constitute quorum for the purpose of voting.

ARTICLE VI: NOMINATIONS

Section 1: NOMINATING COMMITTEE – A nominating committee will be formed every year to find and select candidates for the PPO Board the following year. Requests for members to participate in the Nominating Committee will be announced at the first

General Meeting in March. Persons serving on the committee can be nominated for a position on the General Board. The nominating committee shall consist of at least three (3) members who are not currently Executive Officers. The Past President is the Chairman of the Committee. The remaining Executive Board may sit on the Nominating Committee as consultants only. The school's Executive Director (or designee) is also a member of the Nominating Committee.

Section 2: NOMINATING COMMITTEE DUTIES – The duty of the Nominating Committee is to find the best candidate for each Board position. They will review the names of members who are interested in specific positions, reach out to potential candidates, accept nominations, and manage the actual election process.

Section 3: NOMINATION PROCEDURES –

A) At the first Board Meeting in February, inquiries will be made of the current PPO Board Members to determine which members are returning and running for a Board position.

B) At the first General Meeting in March (if there is one), as well as by written communication via email, Parent Square, or any other communication platform the school has chosen to adopt given that it has the ability to reach the entire student body and their households, all positions will be listed and announced to the general membership. Although a current member indicates their desire to return to the board in their current positions, that position will still be listed as available.

C) The Nominating Committee will meet with the Executive Board in March to review the nominations as stated in Article VI, Section 2. If there are no candidates interested in a Board position, the Nominating Committee with the approval of the Executive Board will fill the positions. If both candidates agree in advance, co-chairing a position is acceptable.

D) At the first General Meeting in April (if there is one), as well as by written communication via email, Parent Square, or any other communication platform the school has chosen to adopt given that it has the ability to reach the entire student body and their households, the Nominating Committee will inform the general membership of persons interested in each position. So that members can carefully consider the candidates, the names of the nominees will be announced and subsequently posted on the PPO page of the CRA website.

E) Nominations officially close at 5pm before the first General Meeting in May.

F) Any PPO member can nominate themselves as a candidate as well, subject to the qualifications required by the various positions.

ARTICLE VII – ELECTIONS

Section 1: ELECTION PROCEDURES -

A) Elections will be held at the first General Meeting in May.

B) The elections will be decided by a majority vote of members present at the meeting. Absentee voting is invalid.

C) A member of the nominating committee will announce each position and the

candidate(s) running. If only one candidate is up for any position or two members have agreed to co-chair a position, voting will take place by a voice vote.

D) If more than one candidate is up for any Board position, paper ballots will be presented at the election meeting. The names of the candidates will be preprinted on the ballots. One ballot will be given per member as they sign in to the meeting.

E) Paper ballots will be counted by the Nominating Committee and verified and recorded by the Secretary. A member of the Nominating Committee will then announce the winner by majority vote.

ARTICLE VIII: FINANCIAL POLICIES

Section 1: FISCAL YEAR – The Fiscal year of the PPO begins August 1st and ends July 31st of the following year.

Section 2: BANKING – All funds shall be kept in a lockbox maintained by the CRA Financial Secretary in the school office. In the event some PPO funds are received electronically, those records will be maintained by the Financial Secretary at the school's financial institution, with all rights to those funds maintained and recorded by the PPO.

Section 3: REPORTING – All financial activity shall be recorded in a manual or computer based accounting system. The Executive Board shall reconcile the PPO account and record all financial activity. All activity will be reviewed as necessary by the school's Executive Director.

Section 4: CONTRACTS – Contract signing authority is limited to the President or the President's designee with approval of the Executive Director/designee.

ARTICLE IX: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PPO member. An amendment presented at a PPO meeting shall be considered for voting at a subsequent meeting. All proposed amendments must be reviewed and approved by the school's Executive Director or designee. Once approved, the amendment may be presented at the next General Meeting. Two-thirds (2/3) approval of all PPO members present is required to adopt an amendment to the bylaws.

ARTICLE X: DISSOLUTION

In the event of dissolution of the PPO, any funds, goods, services, or benefits held by the PPO shall be donated to CRA.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Organization may adopt.

These Bylaws were adopted on: June 5, 2015

Last amended on: June 9, 2023

APPENDIX A STANDING COMMITTEES

Standing Committees shall be created by the Executive Board as deemed necessary to promote the objectives and carry on the work of the organization. Any additions to the Standing Committees do not need to be amended as a part of the bylaws. They can be created or dissolved at the discretion of the Executive Board. Each Standing Committee will have one Chairperson or Co-Chairperson elected to lead each committee. The Chairperson(s) are as follows:

Welcoming Committee Chairperson
Book Fair Committee Chairperson
Monthly Stock the Lounge Chairperson
Multicultural Committee Chairperson
Student Portfolio Committee Chairperson
Staff Appreciation Week Committee Chairperson
Family Fun Night Committee Chairperson
Middle School Liaisons