

**Valley Arts and Science Academy
VPO
By-Laws**

**ARTICLE I
Name**

The name of this organization shall be the
VASA Parent Organization (VPO)

**ARTICLE II
Purpose**

The purpose of the VASA Parent Organization (VPO) is to work for the benefit of all the students to cooperate with the school faculty and administration; to support educational programs and actively complement them; to promote enthusiasm and participation among its members and in so doing, to help further quality education.

**ARTICLE III
Membership and Dues**

- Section 1: Membership – Membership shall be open to Valley Arts and Science Academy faculty and staff, and to all parents, guardians or friends of children enrolled at Valley Arts and Science Academy.
- Section 2: Dues – Annual dues will be \$5.00 annually per family.

**ARTICLE IV
Advisor and Faculty Representative**

- Section 1: Advisor – The Executive Director of Valley Arts and Science Academy shall act as the advisor to the VPO and shall serve as an ex-officio member of the VPO Board of Directors.
- Section 2: Parliamentarian – The VPO President from the preceding year will be invited to serve as the Parliamentarian and can serve as an ex-officio member of the VPO Board of Directors.
- Section 3: Faculty Representative – Faculty members, one primary and one intermediate, will be invited to serve as Faculty Representatives and shall serve as ex-officio members of the VPO Board of Directors.

ARTICLE V
Meetings of the General Membership

- Section 1: Regular and Special Meetings – At least one General Membership Meetings, called by the VPO Board of Directors, shall be held once per month during the school year. Special meetings shall be held at the discretion of the General Membership.
- Section 2: Quorum and Voting – A Quorum shall consist of five members for a General Meeting or one-half the Officers for a Board Meeting and one-half of the Board of Directors for a Board of Directors Meeting. All matters shall be decided by a majority of the members present and voting, except where in conflict with these By-laws.
- Section 3: Meeting Notification – Members shall be notified of each General Membership Meeting by printed announcement.
- Section 4: Rules of Order – Robert’s Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by these By-laws.

ARTICLE VI
Nominations and Elections

- Section 1: Officers – the Officers of this organization shall be President, Vice President, Secretary, Treasurer and Parliamentarian. No one shall serve more than two consecutive one-year terms in the same elective office except for Treasurer, who shall be able to serve two consecutive 2-year terms. If however, there is an empty position for which nobody was nominated, then said officer may be elected for an additional term. No one shall hold more than one elective position at a time.
- Section 2: Elections – At a Spring General Membership Meeting, the VPO general members shall present a slate of candidates for the elective offices. Elections will be by secret ballot with a majority vote electing the officers. The election meeting shall be publicized in advance. New officers shall assume their duties at the close of current school year.

ARTICLE VII
Officers and Their Duties

- (a) President: The President shall preside over all VPO meetings. He/She can create, with the approval of the Board of Directors, other special committees as needed. He/She shall act as an ex-officio member of all committees. The President shall serve as a liaison between the Executive Director and all committees. He/She shall also step in whenever necessary to complete tasks.
- (b) Vice President: The Vice President(s) shall act in the absence of the President. He/She shall work in conjunction with all fundraising heads.
- (c) Secretary: The Secretary will attend and keep minutes of all Board and General Membership Meetings. He/She will be responsible for VPO correspondence.
- (d) Treasurer: The Treasurer shall keep adequate accounts of the business transactions of the VPO. The books of the accounts shall be open to inspection by any member of the VPO and shall be audited after the close of each school year.
- (e) Parliamentarian: The preceding year's President shall act as an advisor to the President. If the past President is unavailable, an appointee shall act as the Parliamentarian.
- (f) Member-at-Large: The VPO Board of Directors will appoint at least 1, no more than 3 members-at-large for the term of 1 year.

ARTICLE VIII
VPO Board of Directors

- Section 1: Membership – The VPO Board of Directors shall consist of the Officers and the appointive Members-at-Large. The Executive Director and the Faculty Representative(s) shall serve as ex-officio members.
- Section 2: Duties – The VPO Board of Directors will conduct necessary business of the VPO, decide on matters of policy subject to the approval of the General Membership, act upon reports and recommendations of committees, approve expenditures and act upon emergency matters. The VPO Board of Directors, at a General Meeting, will be allowed to vote upon uncommitted funds for a single expense.

ARTICLE IX
Committees

- Section 1: Committee Members – Each Committee Head may nominate Committee members to assist them with their duties.

Section 2: Standing Committees

- (a) Fundraising Committee – The Fundraising Committee shall recommend fundraising events for the school year to the VPO Board of Directors. The Committee will coordinate, oversee and implement all approved fundraising functions. The Fundraising Committee shall consist of the President as Chairperson, the Vice President, the Treasurer, The Advisor and other members as selected by the Chairperson.
- (b) Marketing – The Marketing Committee shall “advertise” Valley Arts and Science Academy to the general public. They shall also email “web blasts” to the parents to let them know of upcoming activities. They shall update the Valley Arts and Science’s website whenever necessary. The Marketing Committee shall consist of a Head person as well as general members.
- (c) Parent Center – The Parent Center Committee shall act as a liaison between the Parents and Valley Arts and Science Academy. They shall keep track of parent volunteers and their hours served. They shall also coordinate Parenting classes throughout the year. The Parent Center Committee shall consist of a Head person as well as general members.
- (d) Garden & Beautification – The Garden & Beautification Committee shall organize all activities towards the Valley Arts and Science Academy’s school garden and general beautification of the school grounds. General beautification shall consist of tree and/or flower planting, murals, etc. The Garden & Beautification Committee shall consist of a Head person as well as general members.
- (e) Safety – The Safety Committee shall oversee all safety issues at Valley Arts and Science Academy including crossing guards, crosswalks, adequate adult supervision during recess times, etc. The Safety Committee shall consist of a Head person as well as general members.

ARTICLE X

Removal From Office and Vacancies

Section 1: Removal from office – An elected officer may be removed from office by a Majority vote of the General Membership. A committee Head may be removed from office by a majority vote of the VPO Board of Directors.

Section 2: Vacancies – Vacancies among the officers may be filled for the unexpired portion of the term by a majority vote of the General Membership.

ARTICLE XI
Amendments to the By-laws

These By-laws may be amended by two-thirds vote of the parents present at a General Meeting, providing written notice of the proposed change is made available prior to the meeting. Proposed amendments and justification for such amendments shall be submitted in writing to the VPO Board of Directors, which shall present them to the General Membership. Amendments and changes will be effective immediately upon Adoption.

ARTICLE XII
Dedication of Property

The purposes for which the VPO is formed are confined to such purposes as would qualify it as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws, including, for such purposes, the making of distributions to organizations which qualify as tax-exempt organizations under that code.

- (a) The VPO shall not, as a substantial part of its activities, carry on propaganda or otherwise attempt to influence legislation; nor shall it participate or intervene (by publication or distribution of any statements or otherwise) in any political campaign on behalf of any candidate for public office.
- (b) No part of the net earning, properties or assets of the VPO shall inure to the benefit of any private person or individual, or any member, officer, or trustee of the VPO on dissolution or otherwise, and on liquidation or dissolution, all properties and assets of the VPO remaining after General Membership to Valley Arts and Science Academy or to a successor organization or corporation organized and operated for the charitable purpose specified in Article ii which qualifies as a tax-exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

Adopted: October 27, 2008