

BYLAWS OF THE Yorkville CUSD 115 Bilingual Parent Advisory Council

MISSION STATEMENT:

The mission of the Yorkville CUSD 115 Bilingual Parent Advisory Council (BPAC) is to advocate for excellence in all programs serving English learners. The Yorkville BPAC strives to provide family support, communication and information to achieve the program goal to becoming bilingual, bi-literate and bi-cultural.

Article 1. NAME AND LOCATION

Section 1.1 Name. The name of this organization shall be the Yorkville CUSD #115 Bilingual Parent Advisory Council (referred to hereafter as the Yorkville BPAC)

[Section 1.2 Location. The Yorkville BPAC shall be located in Kendall County, in the State of Illinois at the school district's main office in Yorkville.

Article 2. PURPOSE

Section 2.1 General Purpose. The purpose of the Yorkville BPAC is to advocate for excellence in the all programs serving English learners. The Yorkville BPAC strives to provide family support, communication and information to achieve the program goal to becoming bilingual, bi-literate and bi-cultural. The Yorkville BPAC supports this purpose by:

- (a) Advocating for all programs serving language learners needs and success.
- (b) Providing support and educational information to families of language learners.
- (c) Facilitating and fostering relationships among schools, parents, teachers and District 115 staff.

Section 2.2 Grant Approval Responsibilities. The Yorkville BPAC is required to assist with approval and review certain grants toward the programs. The Yorkville BPAC will work closely with the Director of English Language Learning.

Article 3. MEMBERSHIP

The Yorkville BPAC consists of staff, community members and any parent or legal guardian with a child or children considered language learner in Yorkville CUSD 115, who shall be the majority of it's members.

Article 4. MEETINGS

Section 4.1 Meetings. At least four (4) meetings will be held each academic year. Meetings are held to offer parent training/education, discuss issues, concerns and needs related to the children's education. The Yorkville BPAC encourages inclusion of all to build community among the families of all language learners. Meetings will be held in the appropriate language as needed and to the best of its abilities according to resources available. Notice shall be given at least seven days in advance of the meeting. Bilingual notice shall be given via email, phone or through children's weekly folders. All parents are welcomed and encouraged to attend.

Section 4.2 Quorum. Members present at a properly called meeting shall constitute a quorum for the transaction of business. A majority of the voting members present shall be required for all actions.

Section 4.3 Meeting Rules. Robert's Revised Rules of Order shall be followed for Yorkville BPAC meetings, or more informal proceedings may be used at the discretion of the presiding officer and the membership. The privilege of holding office, making motions, debating and voting shall be limited to members of the Yorkville BPAC except as otherwise defined in the bylaws.

Article 5. EXECUTIVE BOARD

Section 5.1 Executive Board. The Executive Board of the organization shall be President, Vice President, Secretary, Treasurer and a Staff Liaison.

Section 5.2 Quorum. Meetings shall be held at the call of the President or a majority of the Executive Board, with all members duly notified. In the event of an emergency, telephone or electronic notification of meetings is acceptable. A majority of the officers currently elected shall constitute a quorum.

Article 6. OFFICERS AND ELECTIONS

Section 6.1 Officers. The officers of the Yorkville BPAC shall consist of a President, Vice President, Secretary, Treasurer and a Staff Liaison. Additional officer positions may be created as needed by resolution of the Board.

Section 6.2 Election. Election voting privileges shall be extended to all members who attend three of the four YORKVILLE BPAC meetings in a school year. All members of the Yorkville BPAC shall have the privilege of nominating individuals to serve as Yorkville BPAC officers. Nominations will be called for at the April and/or May meeting (s). Additional floor nominations will be accepted at the May meeting. Those nominated will have been notified of their nominations and will have agreed to assume the respective office if elected.

Section 6.3 Installation and Terms. Officers and chairpersons shall assume their official duties at the close of the school year and shall serve a term of two years or until the time their successors are elected and assume their duties. A majority vote by the Yorkville BPAC members may change the time period as needed.

Section 6.4 Vacancies. A vacancy occurring within the executive board shall be filled by a member appointed by the Board.

Section 6.5 Recall. If it is determined that an officer is not fulfilling duties adequately, the Yorkville BPAC may recall officer by vote of members present.

Article 7. DUTIES OF OFFICERS

Section 7.1 President.

- The President shall serve for a term of two (2) academic years.
- The President shall supervise the business and affairs of the Yorkville BPAC.
- The President or his/her designee, within the board, shall preside at all Yorkville BPAC meetings.
- The President shall coordinate the work of the officers and committees of the Yorkville BPAC in order to achieve the entire Purpose as stated in these bylaws.
- The President shall serve as an ex officio member of all committees.
- The President will maintain a current copy of this Yorkville BPAC draft.
- The President shall coordinate with the office of the Director of ELL to conduct all official correspondence of the Yorkville BPAC; see that all notices of meetings are duly given in accordance with the provisions of these bylaws; and ensure that bilingual notices are sent to all families in the program.
- It is mandatory that the president elected be bilingual.

Section 7.2 Vice President

- The Vice President shall serve for a term of two (2) academic years.
- The Vice President will act as an aide to the President.
- The Vice President will perform duties of the President in the absence or inability of that officer to act.
- Bilingual skills are highly recommended but not mandatory.

Section 7.3 Secretary

- The Secretary shall serve for a term of two (2) academic years.
- The Secretary shall record and maintain a permanent file of the minutes of all the meetings of the Yorkville BPAC and provide copies of the last meeting minutes at each meeting.
- The Secretary shall act as the timekeeper during all BPAC meetings.
- The Secretary shall assist the President creating an agenda for each BPAC meeting.
- The Secretary shall maintain a permanent file of committee reports and records pertaining to the Yorkville BPAC.
- The Secretary shall insure that all minutes get posted on the District's website within 7-10 business days after each meeting.

Section 7.4 Treasurer

- The Treasurer shall serve for a term of two (2) academic years.
- The Treasurer shall have custody of all the funds of the Yorkville BPAC.
- The Treasurer shall keep full and accurate account of receipts and expenditures.
- The Treasurer shall make disbursements as authorized by the executive board. Two persons, the Treasurer and the President shall sign all checks or vouchers, with the Vice President as an alternate signature.
- The Treasurer shall present a financial statement at every meeting of the Yorkville BPAC or as requested by the president (as needed).
- The Treasurer shall have the accounts examined annually or upon change of treasurer by an audit committee.
- The Treasurer shall file all forms required by the Internal Revenue Service.

Section 7.6 Staff Liaison. The Director of English Language Learners or his/her designee shall serve as an ex-officio officer to the Executive Board and shall serve as the Yorkville BPAC advisor as well as liaison with teachers, staff and administrators.

Section 7.9 Transfer of Information. All officers shall deliver to their successors, all official material within ten (10) days of installation.

Article 8. COMMITTEES

The Board shall create such standing committees, as it may deem necessary to promote the objects and carry on the work of this organization. The Chairmen of the standing committees shall be solicited at the first regular YORKVILLE BPAC meeting held at the beginning of the academic year and installed by the Board for a term of one year.

Article 9. FISCAL YEAR

Section 9.1 Fiscal Year. The fiscal year of the Yorkville BPAC shall end on June 30th each year. The Treasurer shall be obligated to prepare such reports and statements to reflect the Yorkville BPAC's income and expenses as may be necessary to comply with federal and state reporting regulations.

Section 9.2 Budget. The Executive Board in conjunction with the Organization Board shall be responsible for formulating a budget for the Yorkville BPAC at the end of each school year.

Article 10. AMENDMENTS

Section 10.1 Amendments. These bylaws may be amended at a regular or special meeting of the Yorkville BPAC by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

Section 10.2 Revising Bylaws. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the Yorkville BPAC, or by a two-thirds (2/3) vote of the Board.

Section 10.3 Adopting Revised Bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Article 12. DISSOLUTION

Section 12.1 Dissolution. Upon the presentation of a petition from ten (10) percent of the total membership excluding the elected Executive Board, the President shall appoint a committee to study the question of dissolution. Upon receipt of their findings, the Board shall vote whether or not to bring the question to the general membership. Such vote shall require a two-thirds (2/3) majority vote of the Board.

Section 12.2 Notice to Members. If the Board votes to present the option to dissolve to the general membership, a written thirty (30) day notice shall be given to each member. Approval of the dissolution of this organization shall require the majority vote of the total membership.

