

ARTICLE 1 NAME

The name of this organization shall be the Odyssey Parent Participation OPPG (OPPG), hereinafter referred to as the OPPG; of Odyssey Charter School, 735 W. Altadena Dr., Altadena, CA 91001, hereinafter referred to as the School; under the governance of the School/Director, hereinafter referred to as the School/Director.

ARTICLE 11 PURPOSE

The OPPG shall:

- Encourage and provide avenues for parent volunteerism at the School.
- Support and help maintain School, its charter, policy, procedures and programs.
- Advise and offer improvement plans/programs to the School/Director as needed.
- Foster communications in order to advise/share in decisions affecting the School/Director.
- Promote excellence in education, health and welfare of all children at School, community and home.

ARTICLE III: COMPOSITION

Section 1. Membership. The OPPG shall be comprised of all parents/legal guardians who have a least one child currently enrolled in the School, and as such will be hereinafter referred to as a Family.

A. Conduct. All OPPG members, whether acting as an elected official, OPPG Officer, Committee/Team Leader, or as any other way acting as an agent of the OPPG, School/Director, or Board, must abide by State and Federal law and must maintain acceptable parent protocol and behavior as required by these bylaws, policy of School, its charter policies.

Section 2. Executive Board. At least seven (7) members, OPPG elected Officers, both elected Parent Representatives to the Board; with an ex-officio School representative, will constitute the advisory OPPG, hereinafter referred to as the Executive Board; a quorum of five (5) required for majority rule.

A. Function. Shall hold open meeting (unless restricted by law) for planning purposes at least seven (7) days before the OPPG's regular monthly meeting; prepare and post regular meeting agenda; annually prepare current budget and bylaws; ensure all funds raised are directed to the School for the betterment of the School; appoint/approve all sub-committees/teams, leaders and any vacated elected OPPG offices or posts.

B. Selection. Adult members with a desire to serve in an elected post with at least thirty (30) days of OPPG participation shall be elected by a nominating process. Adult members, married or living in the same Family household, may not serve in simultaneous elected positions.

C. Term of Post. The elected officials shall serve for one (1) year unless otherwise removed, or until their successors are elected. No elected official shall hold more than one elected post/office at a time and no elected official shall be eligible to serve more than two (2) consecutive terms in the same elected post. OPPG Officers and Board Parent Representatives are elected in June to take active office in July and October, respectively. Board reps are voted in in June so that (if they are newly elected) they can take part in the Board activities over the summer months and be ready to fulfill their role beginning in October.

D. Officer Resignation. Any Officer desiring to resign from the Executive Board shall submit his/her resignation in writing to the OPPG Chairperson.

E. Termination of Post. A post shall automatically be vacated if an Officer is absent from all regular and Executive Board meetings for a period of three (3) consecutive meetings; or immediately if misconduct is deemed, at Executive Board review. The Secretary shall inform the Officer in writing that he/she has been terminated.

F. Vacancy. Any vacancy of OPPG office shall be filled by an Executive Board appointee.

G. Notification. Official notification may include communication to members in writing, phone and/or e-mail messages, hereinafter referred to as written notification.

H. Duties of Elected Officials: Shall be as follows.

Chairperson: Shall facilitate or appoint other officer to facilitate at all meetings of the OPPG and Executive Board, regularly report to the Board, and perform such other duties as may be assigned to the office.

Vice Chairperson: Shall uphold the office of Chairperson as needed, and perform such other duties as may be assigned to the office.

Secretary: Shall be responsible for recording minutes of the OPPG regular meetings, and perform such other duties as may be assigned to the office.

Treasurer: Shall be responsible to prepare a monthly financial report at the regular meeting, ensure adherence to current School financial policies, and perform such other duties as may be assigned to the office.

Member at Large: Shall perform such duties as may be assigned to the office.

Board Representatives: Shall sit as active voting Board members, adhere to OCS Board bylaws and current policies, report to OPPG of Board activities, and perform such other duties as may be assigned to the office.

Section 3. Committee/Team Chairs: For an appointed task or event, the Executive Board as necessary may form/approve sub-Committees/Teams with an active OPPG member who is accountable for, and must report all related activities: team formation, planning, seeking OPPG approval of any project expenditures, budget and reporting to the OPPG, Executive Board, and any interfacing School staff.

Section 4. Nominating Committee. The newly elected Executive Board will appoint at least three (3) OPPG members, outside the Executive Board membership and their spouses or partners living in the same household, to recruit and implement the election process.

A. Documents. The Committee shall produce the invitations to nominate and a subsequent ballot for the annual OPPG and Board elections to be sent to all current and upcoming School Families. All documents prepared for distribution must undergo the proofreading procedure to which EVERY OPPG distributed or mailed item is subject. The Nominating Committee must forward the letter or ballot to the Chairperson for a final proof who will forward it to the School for final approval. The Nominating Committee may include these documents in OPPG/School regular mailings if deemed to be distributed in a timely manner.

B. Recipients. The mailing list to which the documents are sent must be reviewed for comprehensiveness with the Chairperson or Executive Board appointee.

C. Confidentiality. All written statements offered by candidates for an elected post are confidential to the Nominations Committee and Chairperson.

D. Vote Counting. Cast ballots must be returned directly to the School office, and will be collected and held until counting. Counting is to be conducted with at least two Executive Board members present. A simple majority wins. Uncontested posts forgo the ballot process upon approval of Executive Board.

ARTICLE IV MEETINGS

Section 1. Regular Meetings. The OPPG will hold open, monthly meetings on the first Monday of the month, unless otherwise published/posted two (2) weeks in advance. The Chairperson will conduct the meeting with an agenda. Regular meeting agendas must be posted at the School three (3) days (72 hours) prior to the meeting. The agenda may include, but is not limited to, Executive Board regular reports, possible action items, information items, time for items from the floor, and the next meeting date. All OPPG meetings shall be open to the public. Time limits may be imposed on all agenda items, items from the floor and visitors addressing the OPPG.

Section 2. Votes: All Families present at a regular meeting are entitled to one vote, on any presented action item. A voting quorum shall be fifty-one percent (51%) of those voting by show of hands, verbal or written, as deemed necessary by Chair. All action items must be presented as an information item at the previous OPPG meeting.

ARTICLE V PARLIAMENTARY AUTHORITY

If a parliamentary reference is necessary, Robert’s Rules of Order, Newly, Revised, shall govern the OPPG unless they are inconsistent with the Bylaws.

ARTICLE VI RATIFICATION AND AMENDMENT OF BYLAWS

These OPPG Bylaws are active until the incoming Executive Board reviews and re-submits as-is or as-amended to the Board for annual approval and sanction. Amendments must be presented as an action item at any OPPG regular meeting and passed by a

majority, fifty-one percent (51%) of present vote, provided that the amendment has been submitted in writing at the previous OPPG regular meeting. All OPPG ratified amendments must be presented to the Board for approval. These Bylaws shall not be in conflict with State/Federal law, Odyssey Charter School Charter/policy or its governing Board of Directors Bylaws/policy.