

DISTRICTWIDE PARENTS' ORGANIZATION CONSTITUTION

Article I Name

The name of this organization shall be the Iowa City Community Schools Districtwide Parents' Organization. It shall commonly be known as the DPO.

Article II Purposes

- 1 The DPO is an independent discussion group for parents to learn about education.
- 2 The DPO encourages active participation in the schools' parent organizations and the Iowa City Community School District (ICCSA.)
- 3 The DPO provides speakers on matters of mutual interest and encourages questions.
- 4 At each DPO meeting a distribution table will be available. Information items distributed are not endorsed by the DPO.
- 5 The DPO will invite representatives of the ICCSD Administration, Foundation, and Board of Directors to give summaries and answer questions.
- 6 The DPO rotates school hosts so that parents are able to learn about the students and schools in the whole district.

ARTICLE III Membership

- 1 Voting Members of the DPO shall include one representative from each parent organization or support group in the ICCSD which has paid its annual DPO dues. Elected DPO officers and appointed Executive Board members (such as Standing Committee Chairpersons) shall also be voting members.
- 2 Representatives from private school parent organizations or other support groups in the ICCSD area may participate in DPO meetings as ex-officio (non-voting) members if the organization is not accepted by the Executive Board as a paid Voting Member.

ARTICLE IV Officers

- 1 The officers of the DPO shall be Co-Presidents, Co-Presidents Elect, Co-Past Presidents, Co-Secretaries, and a Treasurer.

2 The Co-Presidents shall be elected for a term of three years, the first of which shall be served as Co-Presidents Elect and the third as Co-Past President.

3 The Co-Secretaries shall be elected to two-year terms. These terms will be staggered, with one secretary being elected annually.

4 The Treasurer shall be elected to a one-year term.

5 The election of officers shall ideally be by a majority vote of members present at the May meeting of the organization.

ARTICLE V Executive Board

1 The Executive Board is the governing board of the DPO and supervises the meetings and expenditures.

2 The Executive Board approves all presentations to the general membership.

3 The Executive Board consists of the elected officers and appointed chairpersons of the standing committees. These persons shall be the voting members of the executive board.

4 Chairpersons of the standing committees may be appointed by the Co-Presidents with the approval of the majority of the elected officers; however, there is no requirement that standing committees be created and/or exist or that chairpersons be appointed..

5 The term of office for the appointed standing committee chairpersons shall be one year.

6 No person shall sit on the Executive Board in any combination of elected and appointed positions for more than four consecutive years.

7 Any vacancy on the Executive Board, other than the Co-Presidents, shall be filled for the remainder of the term of the vacated office by a person appointed by the Co-Presidents with the approval of a majority of the elected officers. In the case of a Co-President being unable to fulfill their term, one Co-President Elect shall immediately join the Co-Presidency.

8 The Executive Board may make recommendations to the membership for a vote of Endorsement or Objection to a specific issue (i.e. state legislation, local school policy or action.)

9 Quorum for Executive Board votes is five.

ARTICLE VI Statements of Endorsement or Objection

1 Two-thirds of all the Voting Members may vote at a general meeting to approve a Statement of Endorsement or Objection after the DPO board provides two weeks written notice and opportunities to comment. The two week written notice of the full text of the Statement should be emailed to all Members and district principals and include the deadline for written comments and the time, date, and place of the general meeting. In addition to email, notice of the Statement should also be provided via Facebook.

2 If the DPO board provides notice of a proposed Statement of Endorsement or Objection, the DPO board shall also collect and distribute one week prior to the vote any written comments submitted.

3 At the meeting, the DPO board shall set aside time for people to speak in front of those present either for or against the Statement of Endorsement or Objection prior to the vote.

4 The DPO will only issue a Statement of Endorsement or Objection with consent of two-thirds of all Voting Members. Members may participate in votes on Statements via phone. The primary purpose of the DPO is to learn about supporting our children's education and not to take divisive stances.

ARTICLE VII Meetings

1 The Executive Board shall plan and provide notice to members of general meetings of the membership from September to May. There shall be an annual meeting of the entire membership of the DPO in May when officers are elected.

2 The Executive Board shall meet monthly, unless by a majority vote of its members they cancel a meeting due to lack of business to conduct.

3 All meetings (general and Executive) are open to the public.

4 If a meeting is cancelled because of weather or extenuating circumstances, the meeting will not necessarily be rescheduled.

5 A quorum at general meetings shall consist of those present and eligible to vote. However, votes on Statements of Endorsement or Objection require the physical or telephone participation and approval of two-thirds of all Voting Members.

ARTICLE VIII Amendments

Amendments to the Constitution shall be adopted by the approval of two-thirds of the members voting at any general meeting of the DPO. Notification of amendment changes or additions shall be distributed to all members one month (30 days) prior to the vote.

BY-LAWS

ARTICLE I Admission of Voting Members

1 Voting Members are admitted by payment of DPO annual dues by a school’s parent organization and submission of the representative’s name, school, and email information to a DPO Co-Secretary. The President of each group is also encouraged to attend meetings, and will be consulted if it is unclear who is the Voting Member from that organization.

2 Elected officers and appointed DPO Executive Board members are entitled to one vote each. Thus if there is a Standing Committee that appointed Executive Board Member is entitled to one vote.

3 Each person shall be entitled to only one vote in the affairs of the organization. No person may have two votes, even though he/she may represent two schools or serve on Executive Board as well. Ideally Executive Board members should not be the Voting Member for a school.

4 Dues shall be established by the Executive Board. The annual dues for the following year shall be announced when the annual budget is presented each spring.

5 In addition to one parent group from each school, the DPO Executive Board can accept by majority vote dues and admit as a Voting Member a representative from other parent groups such as the Homeschooling group.

6 The DPO meetings are open to the public and everyone is welcome to attend and participate, unless an individual is disrupting the meeting.

ARTICLE II Duties of the Officers

1 The **Co-Presidents** shall:

a. start their terms of office following the election at the May meeting.

b. draft the calendar for general DPO meetings for the upcoming school year with input from the Administration, Board, Foundation, and DPO Executive Board. Ideally the calendar is drafted before the start of the school year.

c. serve as the presiding officer of all Executive and general meetings.

d. serve as an ex-officio member of all committees.

e. perform other usual duties for a presiding officer, e.g. setting agendas for meetings.

f. appoint committees and their chairpersons as the need arises.

g. appoint with the approval of the Executive Board a nominating committee.

h. appoint a review committee to verify the Treasurer's ledgers by July 31st every year or upon election of a new Treasurer.

i. review the job description and write a brief report with timeline for the next officers.

2 The **Co-Presidents Elect** shall:

a. start their terms of office following the election at the May meeting.

b. in the absence of both Co-Presidents, preside at meetings of the Executive Board and general membership.

c. serve on the Executive Board.

d. assume the presidency immediately, if for any reason both Co-Presidents are unable to fulfill their terms of office.

e. assist as needed with Candidates Forum.

f. coordinate with the rotating school hosts to schedule monthly general DPO meetings.

g. send reminders to the host school prior to each general meeting.

h. review the job description and write a brief report with timeline for the next officers.

3 The **Co-Presidents Past** shall:

a. start their terms of office following the election at the May meeting.

b. serve on the Executive Board.

c. chair the annual Education Scholarship Reception.

d. review the job description and write a brief report with timeline for the next officers.

4 The **Co-Secretaries** shall:

a. start his/her term of office following the election at the May meeting.

b. serve on the Executive Board.

c. create the official membership roster consisting of names and emails of DPO Members and Officers. They should list each school principal and their parent group President, Treasurer, and DPO Voting Representative.

d. prepare an orientation email prior to the first DPO meeting.

e. record minutes at all Executive Board and general meetings and distribute the general meeting minutes by email to DPO members before the next meeting. Copies of approved DPO minutes will be sent to the ICCSD webmaster for posting.

f. five days prior to each general meeting, email the meeting agenda and minutes of prior meeting to the membership.

g. post the minutes and agenda on the facebook group.

h. review the job description and provide a brief report with timeline for the next officers.

5 The **Treasurer** shall:

a. start his/her term of office following the election at the May meeting and continue until July 31 of the following year. This 15 month term allows for the outgoing and incoming treasurers to share duties during the months of May, June and July until review is complete.

b. serve on the Executive Board and serve as the DPO representative to the ICCSD Foundation.

c. receive all monies of the DPO, keep accurate records of all receipts and expenditures, and disburse funds as authorized by the Executive Board or general membership.

d. with the advice of the Executive Board, prepare an annual budget to be presented to the general membership at the first meeting of the school year.

e. complete a review of the DPO books by July 31st or upon start of a new treasurer.

f. review the job description and write a brief report with timeline for the new officers.

ARTICLE III Duties of Standing Committee Chairpersons

Standing Committee Chairpersons shall:

a. take office immediately following their appointment.

b. serve on the Executive Board.

c. be responsible for the leadership of the committee he/she chairs.

d. report on the affairs of his/her committee.

e. provide a written annual report, reviewed job description and time line of his/her committee's activities at the year-end DPO board meeting.

ARTICLE IV Nominations and Elections

1 Nominating Committee

- a. With the approval of the Executive Board, the Co-Presidents may appoint a nominating committee of at least three members.
- b. The slate of nominees should be published and distributed to all DPO members prior to the May meeting.
- c. The nominating committee may present the slate at the May meeting, at which time further nominations may be accepted from the floor. Nominations will remain open until the time of the election.

2 Elections

- a. Voting shall ideally be at the May meeting. If there are multiple candidates for an office ideally the vote will be by paper ballots provided by the Co-Secretaries.
- b. A majority vote of the membership present and voting shall constitute election.
- c. No person is entitled to more than one vote.
- d. The results of the election shall be recorded in the minutes.
- e. Installation of officers shall take following the election.

ARTICLE V Amendments

Amendments to the By-laws shall be adopted by the approval of two-thirds of the members voting at any general or annual meeting of the DPO. Notification of the By-Law changes shall be emailed to the membership at least one month (thirty days) prior to the vote.

ARTICLE VI Dissolution

The DPO may be dissolved by a two-thirds vote of the membership present and voting at a general meeting after notice. Notification of the vote to dissolve shall be mailed to all members one month (thirty days) prior to the vote. Upon dissolution, any remaining DPO funds shall be given to the ICCSD Foundation to be used for educational purposes.

ARTICLE VII Adoption of Constitution and By-laws

This Constitution and By-laws supersede any previous DPO Constitution and By-laws. This document became effective immediately upon adoption by two-thirds vote of the DPO members at its general meeting May 13, 2009.

Sept. 6, 2016 Electronic Copy Created

Amendments Adopted November 13, 2019