

# **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 Yorkville BPAC supports its mission 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.
- (d) Ensuring relevant annual training is provided to members.

## **Article 3. RESPONSIBILITIES**

**Section 3.1 Organizational Independence.** The Yorkville BPAC is responsible for conducting its own business and finances as defined by this document. The Yorkville Community School District 115 is not and shall not be responsible for the business of the Yorkville BPAC or the conduct of its members.

**Section 3.2 Relationship With Yorkville Community School District 115.** The Yorkville BPAC must adhere to all school board policies and administrative procedures. In addition, funds provided to the schools shall not be earmarked for any particular expense and shall adhere to all laws applicable to the District, and gifts for less than \$500.00 in value must be accepted by the Board, the Superintendent or designee.

**Section 3.3 Grant.** In particular the Yorkville BPAC must review the annual Application to be submitted to the State Superintendent of Education. In addition, the Yorkville BPAC may assist with approval and review certain grants toward the programs.

**Section 3.4 Program.** The Yorkville BPAC shall participate in the planning, operation, and evaluation of the programs. The Yorkville BPAC will work closely with the Director of English Language Learning.

**Section 3.5 Training.** Annual training must be provided to members in conjunction with the District in at least the following areas:

- (a) Instruction and methods in bilingual education.
- (b) State and Federal legislation related to student's participation and parent's rights.
- (c) Accountability measures relevant to students in bilingual programs.

## **Article 4. MEMBERSHIP**

**Section 4.1 Membership.** The Yorkville BPAC consists of transitional bilingual education teachers, counselors, community leaders and any parent or legal guardian with a child or children participating in an English Learner program in Yorkville CUSD 115. The majority of committee members shall be parents or legal guardians of students enrolled in these programs.

## **Article 5. MEETINGS**

**Section 5.1 Meetings.** At least four (4) meetings will be held each fiscal 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.

**Section 5.2 Notice.** 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 and members of the community are welcomed and encouraged to attend.

**Section 5.3 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 5.4 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 6. EXECUTIVE BOARD**

**Section 6.1 Executive Board.** The Executive Board of the organization shall be President, Vice President, Secretary, Treasurer, one Representative of each of the schools that impart Dual Language education, and a District Staff Liaison.

**Section 6.2 Meetings.** The Executive Board shall meet at least four times each fiscal year. Additional meetings may be held at the call of the President or a majority of the Executive Board, with all members duly notified.

**Section 6.3 Notice.** Notice shall be given at least seven days in advance of the meeting. In the event of an emergency, telephone or electronic notification of meetings is acceptable.

**Section 6.4 Quorum.** A majority of the officers currently elected shall constitute a quorum.

## **Article 7. OFFICERS AND ELECTIONS**

**Section 7.1 Officers.** The officers of the Yorkville BPAC shall consist of the members of the Yorkville BPAC Executive Board as defined in Section 6.1. Additional officer positions may be created as needed by resolution of the Executive Board.

**Section 7.2 Election.** Election voting privileges shall be extended to all members who attend a minimum of three Yorkville BPAC meetings in a fiscal 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 third and/or fourth meeting (s). Additional floor nominations will be accepted at the fourth meeting. Those nominated shall be notified in writing of their nominations and shall have agreed, in writing, to assume the respective office if elected. The election date shall be determined by the Board. A majority of votes from members with voting privileges shall be required to elect an officer. In case of nominees receiving an equal number of votes the members will vote again to select one of the nominees that received the majority of votes in the normal round.

**Section 7.3 Installation and Terms.** Officers shall assume their duties at the end of the fiscal year and shall serve a term of two years with the exception of the School Representatives, as defined in Section 8.5, that will serve for one year. A majority vote by the Yorkville BPAC members may change the term as needed.

**Section 7.4 Vacancies.** A vacancy occurring within the executive board shall be filled by a member appointed by the Board.

**Section 7.5 Recall.** At an official meeting or by the submission of a signed letter a member of the Yorkville BPAC may request the removal of an elected officer. The Yorkville BPAC will then vote to remove the officer from his

duties. A majority vote will be required to remove the officer from the Executive Board.

**Section 7.6 Resignation.** Members of the executive board may offer their resignation from their duties. However, it is expected that the resignation shall be effective until a new member is elected to assume her/his responsibilities.

## **Article 8. DUTIES OF OFFICERS**

### **Section 8.1 President.**

- The President shall serve for a term of two (2) fiscal 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 of the Yorkville BPAC in order to achieve the entire Purpose as stated in these bylaws.
- The President or his/her designee shall serve as an ex-officio member of all committees.
- 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.
- Bilingual skills are highly recommended but not mandatory.

### **Section 8.2 Vice President**

- The Vice President shall serve for a term of two (2) fiscal 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.
- The Vice President shall coordinate the work of committees of the Yorkville BPAC in order to achieve the entire Purpose as stated in these bylaws.
- The Vice President will assume the duties of an officer that is absent at any relevant event or meeting.
- Bilingual skills are highly recommended but not mandatory.

### **Section 8.3 Secretary**

- The Secretary shall serve for a term of two (2) fiscal 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 current copy of the Yorkville BPAC bylaws.
- 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.
- Bilingual skills are highly recommended but not mandatory.

### **Section 8.4 Treasurer**

- The Treasurer shall serve for a term of two (2) fiscal 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 Vice President shall sign all checks or vouchers, with the 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.
- 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 8.5 School Representatives**

- Each School Representative shall serve for a term of one (1) fiscal year.
- The School Representative will represent the Yorkville BPAC before the teachers and administrators of the school they represent.
- The School Representative will advocate for the school they represent before the executive board.
- The School Representative will be responsible for an effective communication with parents of English Learners and Dual Language programs at the school they represent.
- The School Representatives are encouraged to have an active participation with the PTO's of their respective schools.
- The School Representatives are encouraged to organize activities to foster and improve the relationship among students, parents, teachers and administrators of their respective schools.

## **Section 8.6 Language Skills of the Executive Board**

- At least one member of the executive board, other than the District Staff Liaison, shall be fluent in Spanish and English to maintain the ability to communicate effectively with all members of the Yorkville BPAC.

**Section 8.7 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 a liaison with teachers, staff and administrators.

**Section 8.8 Transfer of Information.** All officers shall deliver to their successors all official material within ten (10) days of installation.

## **Article 9. COMMITTEES**

**Section 9.1 Standing 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.

**Section 9.2 Chairperson of Committees.** The Chairperson of the standing committees shall be solicited at the first regular Yorkville BPAC meeting of the year and installed by the Board for the duration of the fiscal year.

## **Article 10. FISCAL YEAR**

**Section 10.1 Fiscal Year.** The fiscal year of the Yorkville BPAC shall end on June 30<sup>th</sup> each year.

**Section 10.2 Budget.** The Executive Board in conjunction shall be responsible for formulating and presenting a budget for the Yorkville BPAC at the first meeting of the fiscal year.

## **Article 11. AMENDMENTS**

**Section 11.1 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 11.2 Revising Bylaws.** The bylaws should be reviewed every two years.

**Section 11.3 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.** The District Superintendent may request the dissolution of the Yorkville BPAC according to the regulations of the Illinois State Board of Education.

