



**Official Policy  
of  
Ogden Preparatory Academy**

**8. Parents and Community**

**8.01 Ogden Preparatory Academy Parents' Organization (OPAPO) Bylaws**

**Effective/Revision Date:** Unknown

**Page 1 of 3**

1. Mission Statement

1.1. The Ogden Preparatory Academy Parents' Organization (hereafter referred to as OPAPO) is organized to ensure the quality of education for the children attending Ogden Preparatory Academy (hereafter referred to as OPA); to promote, organize, track and facilitate parental involvement; and to serve as a conduit of information from parents of OPA students to the faculty, staff and school board of OPA.

2. Membership

2.1. All parents and/or legal guardians who have children currently attending OPA shall be members of OPAPO.

3. OPAPO Council (hereafter referred to as the Council)

3.1. Membership

3.1.1. Parent Membership. There shall be 12 parent members who will be elected by the parents of children attending OPA. Each parent on the Council shall serve for 2 years.

3.1.2. Faculty Membership. There shall be 2 faculty members. One faculty member will be chosen to represent the ~~Kindergarten, first and second grades. One faculty member will be chosen to represent the third, fourth, fifth, and sixth grades.~~ ***Elementary, and one faculty member will be chosen to represent the Junior High.*** The faculty of OPA shall appoint fellow faculty members. Faculty members shall serve for 1 year.

3.1.3. The Principal of OPA (hereafter referred to as the Principal) will be a member of the council.

3.2. Vacancies

3.2.1. If a Parent Member dies, resigns or is dismissed prior to the end of his/her elected term, the resulting Parent member vacancy shall be filled by appointment. Appointees shall serve for the remaining term to which he/she is appointed.

3.2.2. The Council shall appoint a parent to fill a vacated position. An appointment requires a majority quorum vote.

3.2.3. The faculty of OPA shall fill faculty member vacancies.

3.3. Dismissal

3.3.1. Parent members who fail to attend three (3) consecutive regular meetings of the Council without due notice may be removed from the Council by a majority vote of a quorum at a regular meeting.

- 3.3.2. Parent members who fail to attend five (5) regular meetings of the Council within a school year may be removed from the Council by a majority vote of the quorum at a regular meeting.
- 3.3.3. Parent members may be removed as deemed necessary by a 2/3-quorum vote of the Council.
- 3.3.4. Faculty members shall be dismissed from the Council as determined by the Principal in conference with the OPA Board of Directors (hereafter referred to as the OPA Board).
- 3.3.5. Quorum. A quorum shall consist of at least 7 parents, 1 teacher and 1 principal at a regular meeting.
- 3.4. Election of Parent Members
  - 3.4.1. Elections shall be held during the April and October Parent Teacher Conferences. Three parent-member Council positions shall be elected in each election in accordance with the two-year terms of Council members (i.e., Council members 1,2,3 shall be elected in April of odd-numbered years. 4,5,6 shall be elected in April of even-numbered years. 7,8,9 shall be elected in October of odd-numbered years. 10, 11, 12 shall be elected in October of even-numbered years.)
  - 3.4.2. Newly elected Council members' terms shall begin at the regular meeting in the month following their election.
  - 3.4.3. One month prior to elections, the Council shall distribute a call for nominations and volunteers to all parents of OPA students. All nominees shall be contacted by the Council to obtain consent before being placed on the ballot. Nominations and volunteers for the Council shall be closed on the Monday prior to the election.
  - 3.4.4. Voting for the Council members shall be by secret ballot. Ballots shall be available during Parent Teacher Conferences. Candidates shall be ranked by number of votes received. The number of new members of the Council shall not exceed the number of parent-member positions available.
  - 3.4.5. If a parent-member's position is due for election, and that member is serving as an officer of the Council, and the term of office has not expired, the parent-member shall be put on the ballot for ratification only and shall be elected for another term as a member of the Council.
  - 3.4.6. Council members may serve consecutive terms.
- 3.5. Leadership
  - 3.5.1. President.
    - 3.5.1.1. A president shall be elected at the regular meeting in November of odd-numbered years. The President of the OPAPPO shall serve for two (2) years and perform the following:
      - 3.5.1.1.1. Serve on the OPA Board;
      - 3.5.1.1.2. Conduct OPAPPO Council Meetings;
      - 3.5.1.1.3. Conduct Parent meetings as arranged by or through OPAPPO;
      - 3.5.1.1.4. Sign on the OPAPPO checking account;
      - 3.5.1.1.5. Prepare OPAPPO Council agendas;

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- 3.5.1.1.6. May delegate his/her responsibilities to members of the OPAPO council.
- 3.5.2. Vice President.
  - 3.5.2.1. A Vice President shall be elected by a majority of a quorum at the regular meeting in November of odd-numbered years. The Vice President of the OPAPO shall serve for two (2) years.
  - 3.5.2.2. The Vice President shall act on behalf of the President in his/her absence.
- 3.5.3. Treasurer.
  - 3.5.3.1. The Treasurer shall be elected for an eighteen (18) month term during the November regular meeting.
  - 3.5.3.2. The Treasurer shall maintain accurate financial records for OPAPO.
  - 3.5.3.3. The Treasurer shall prepare the annual budget.
  - 3.5.3.4. The Treasurer shall be a signer of the OPAPO checking account.
  - 3.5.3.5. The Treasurer shall prepare any financial reports as requested by the Council or as required by the OPA Board.

Document History

Approved:

Revised:

Legal References