

CONSTITUTION AND BY-LAWS 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

Section 1. The DPO shall be an autonomous, independent decision-making group.

Section 2. The DPO shall support and encourage active participation in each school's parent organization.

Section 3. The DPO shall provide a broad-based source of information on matters of mutual interest to parents, and provide an opportunity for all schools and/or parents to share ideas relating to school matters/functions and to the education of children.

At each DPO meeting an identified distribution table will be available. Items may be placed on the table by DPO representatives, officers of DPO and District staff members for the general distribution to the meeting attendees that month. No more than 50 copies of any item may be placed on the table for any one event. The information items distributed are not approved or endorsed by DPO in any way. This table for information exists to support and encourage the purpose of communication about educational and school related activities in our District. Meeting attendees will be referred to the information table during the agenda for information on upcoming events. DPO Representatives may choose to take any of the information on upcoming events. Materials may not be distributed to students without district approval. DPO Representatives will be informed of the purposes and use of this table in their yearly DPO orientation folders.

Section 4. The DPO shall work cooperatively with the Iowa City Community School District (ICCS) and the Iowa City Community Schools Board of Directors.

Section 5. The DPO shall work cooperatively with the ICCS and the appropriate governmental agencies of Johnson County and the cities of Iowa City, Coralville, Hills, North Liberty and University Heights in all matters pertaining to student safety.

Article III. Membership

Section 1. Members of the DPO shall include the Co-Presidents OR his/her designee and one other representative from each parent organization or support group in the ICCS, which has paid its annual DPO dues. Elected DPO officers and appointed Executive Board Members (such as Standing Committee Chairpersons) shall also be members.

Section 2. Representatives from parent organizations or support groups for private schools in the Iowa City Community School District area may participate in DPO meetings as ex-officio (non-voting) members.

Article IV. Officers

- Section 1. The officers of the DPO shall be Co-Presidents, Co-Presidents Elect, Co-Past Presidents, Co-Secretaries, and Treasurer.
- Section 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 Presidents.
- Section 3. The Co-Secretaries shall be elected to two-year terms. These terms will be staggered, with one Secretary being elected annually.
- Section 4. Treasurer shall be elected to a one-year term.
- Section 5. The election of officers shall be by a majority vote of members present at the May meeting of the organization.

Article V. Executive Board

- Section 1. The Executive Board shall be the governing board of the DPO and shall oversee and supervise the general affairs and expenditures of the organization.
- Section 2. The Executive Board shall review and approve all programs to be presented to the general membership.
- Section 3. The Executive Board shall consist of the elected officers and the appointed chairpersons of the standing committees. These persons shall be voting members of the Executive Board.
- Section 4. Executive Board members other than the elected officers shall be appointed by the Co-Presidents with the approval of the majority of the elected officers.
- Section 5. The term of office for the appointed standing committee chairpersons shall be for one year. No chairperson may be re-appointed for the same position more than once.
- Section 6. No person shall sit on the Executive Board (combination of elected and appointed positions) for more than four consecutive years.
- Section 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 the Co-Presidents being unable to fulfill their terms, one Co-President-Elect shall immediately assume the Presidency.
- Section 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).

Article VI. Endorsements and Objections

Endorsements or objections to any issue, policy or law shall be adopted by the approval of two-third of the members voting at any general meeting of the DPO.

Article VII. Meetings

Section 1. There shall be an annual meeting of the entire membership of the DPO in May, at which time the election of officers shall take place. The Executive Board shall call general meetings of the membership. (Usually, there will be one meeting per month during the school year.)

Section 2. The Executive Board shall meet once each month, unless by a majority vote of its members they dispense with a meeting due to a lack of business to conduct.

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

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

Section 5. A quorum at all meetings shall consist of those present and eligible to vote.

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 two weeks (14 days) prior to the vote.

BY-LAWS

Article I. Admission of Members

- Section 1. Members shall be admitted by payment of DPO annual dues and submission of names, address, phone numbers and email information to the DPO CO-Secretaries, by each respective school's parent organization or support group. The President of each group is encouraged to be one of the two DPO members from each school, but he/she may appoint another person for the one-year membership to DPO as his/her replacement. Elected and appointed DPO Executive Board members should not represent their individual parent groups.
- Section 2. Each DPO member shall be entitled to one vote in the affairs of the organization. No member may have two votes, even though he/she may represent two parent groups.
- Section 3. Elected officers and appointed Executive Board members shall each have one vote on business brought before the entire membership at a general meeting.
- Section 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 at the April or May meeting.

Article II. Duties of the Officers

- Section 1. The Co-Presidents during their term of office shall:
- a. start his/her term of office following the election and installation at the May meeting.
 - b. prior to the start of the school year in which the co-presidents serve, set general DPO meeting topics for upcoming school year with input from the district office.
 - c. serve as the presiding officer of all meetings of the Executive Board and general membership.
 - d. serve as an ex-officio member of all committees.
 - e. perform such other duties as are customary and usual for a presiding officer or as required by the Executive Board or general membership, e.g. select topics for, set agendas for, and run monthly Executive Board and DPO meetings.
 - f. disband or appoint committees and their chairpersons (unless specifically prohibited in the Constitution) 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 other year or upon election of a new Treasurer.
 - i. provide a written annual report, reviewed job description and time line of his/her office's activities at the year end DPO Executive Board meeting.

Section 2. The Co-Presidents Elect shall:

- a. start his/her term of office following the election and installation at the May meeting.
- b. in the absence of both Co-Presidents, preside at all meetings of the Executive Board and general membership.
- c. serve on the Executive Board.
- d. perform such other duties as requested by the Executive Board or the Co-Presidents.
- e. assume the presidency immediately, if for any reason both Co-Presidents are unable to fulfill his/her term of office.
- f. assist as needed with "Candidates Forum".
- g. coordinate with the rotating school hosts to schedule monthly general DPO meetings.
- h. send reminders to the host school and the presenter prior to each monthly meeting.
- i. provide a written annual report, reviewed job description and time line of his/her office's activities at the year end DPO Executive Board meeting.

Section 3. The Co-Past Presidents shall:

- a. start his/her term of office following the election and installation at the May meeting.
- b. serve on the Executive Board.
- c. serve as co-chairs of the annual Education Scholarship reception.
- d. serve as chairpersons for the School Board candidates forums.
- e. provide a written annual report, reviewed job description and time line of his/her officer's activities at the year end DPO Executive Board meeting.

Section 4. The Co-Secretaries shall:

- a. start his/her term of office following the election and installation at the May meeting.
- b. serve on the Executive Board.
- c. publish the official membership roster consisting of name, address, phone and email addresses for: DPO officers, ICCSD Foundation contacts, each school and their parent group President, Treasurer and DPO Representative.
- d. prepare an orientation folder prior to the first DPO meeting of the school year, and include a copy of all materials pertinent to the DPO member. DPO

orientation folders will be distributed at the first DPO meeting of the school year.

- e. record minutes at all Executive Board and general DPO meetings. Minutes are to be printed and distributed by email to DPO members before the next meeting. Co-Secretaries are the intermediary between the DPO and the ICCSD webmaster. Copies of approved DPO minutes will be sent to the ICCSD website for posting.
- f. one week prior to each general DPO meeting, email the meeting agenda and minutes of prior meeting to the membership.
- g. if a member does not have email, the minutes and agenda will be mailed to them.
- h. provide a written annual report, reviewed job description and time line of his/her office's activities at the year end DPO Executive Board meeting.

Section 5. The Treasurer shall:

- a. start his/her term of office following the election and installation 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 the review is completed.
- 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 for the year to be presented to the general membership at the first meeting of the school year.
- e. have a complete review of the DPO books by the presidentially appointed committee by July 31st of every other year or upon election of a new treasurer.
- f. provide a written annual report, reviewed job description and time line of his or her office's activities at the year end DPO Executive Board meeting.

Article III. Duties of the 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, under the direction of the President and Executive Board.
- d. report on the affairs and progress of his/her committee at all meetings.

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

Article IV. Nominations and Elections

Section 1. Nominating Committee

- a. With the approval of the Executive Board, the Co-Presidents shall appoint a nominating committee of at least three members.
- b. The slate of nominees shall be published and distributed to all DPO members prior to the May meeting.
- c. The nominating committee shall 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.

Section 2. Elections

- a. Voting shall be by written ballot at the May meeting.
- b. A majority vote of the members 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.

Section 3. Installation of officers shall take place in May, immediately following the election.

Article V. Amendments

Amendments to the By-Laws that are not inconsistent to the Constitution 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 or additions shall be distributed to the membership at least two weeks (14 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. Notification of the disilluionment vote shall be mailed to all members two weeks (14 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 these 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.

May 13, 2009 Date as Amended