

RAMPART HIGH SCHOOL

RAMPART PARENT ORGANIZATION

BYLAWS

ARTICLE I

NAME

The name of this organization shall be “Rampart Parent Organization”, hereinafter referred to as “RPO.”

ARTICLE II

MISSION STATEMENT

The purpose of RPO is to support the students and staff at Rampart High School through social and educational activities and serve as the communication link between the parent body and the school. RPO shall serve as the governing body to facilitate support for activities by assisting with organizing, fundraising and volunteer coordination.

ARTICLE III

MEMBERSHIP

I. Membership Classifications

A. The members of the RPO shall be parents and guardians of students enrolled in Rampart High School. Enrollment indicates that the student has (a) been assigned to the school, (b) completed registration for both the district and the school, and (c) regularly attends class at the school when school is in session.

B. Special members shall be defined as Administrators and teachers of Rampart High School. Special members are not voting members of RPO.

- II. Only members of RPO shall be eligible to serve in any of its elected or appointed positions.
- III. Each member of RPO is entitled to one vote per issue when in attendance at general membership meetings. Each member of RPO is entitled to one vote for election of officers.
- IV. All members shall be able to present matters of business in accordance with Article VII Section A.

ARTICLE IV THE EXECUTIVE BOARD

- I. The Executive Board shall be composed of the following elected officers:
 - A. President
 - B. Vice-President
 - C. Secretary
 - D. Treasurer
 - E. Craft Bazaar Chairperson
 - F. After-Prom Chairperson
 - G. Sounding Board Representatives (2)
 - H. School Accountability Committee representative
 - I. Staff Appreciation Luncheon Chairperson
- II. All officers of the Executive Board shall serve RPO without pay.
- III. The duties of the Executive Board shall be:
 - A. To ensure that RPO performs in accordance with these Bylaws.
 - B. To act upon any proposed amendment(s) to these Bylaws, and if in favor by a majority of the Executive Board, place the proposed amendment(s) before the membership in accordance with **Article XII**.
 - C. To present a proposed budget for the upcoming fiscal year at the May general membership meeting.
 - D. To approve expenditures within the limit of the budget.

- E. To create such special committees as it may deem necessary to promote the objectives and carry on the work of RPO.
- F. To appoint chairpersons or co-chairpersons of various committees.
- G. Each Executive Board Member shall have one vote at Executive Board meetings

ARTICLE V DUTIES OF OFFICERS

I. President

- A. To act as the Chief Executive Officer of RPO.
- B. To be responsible for the effective direction of RPO.
- C. To prepare the agenda for all RPO general membership, special, and Executive Board meetings.
- D. To preside over all RPO general membership, special, and Executive Board meetings.
- E. To approve all RPO correspondence and fliers, or delegate to another Executive Member.
- F. To review articles for submission to the school for inclusion in the school newsletter.
- G. To call a meeting of the Executive Board or Committee Chairpersons on an as needed basis.
- H. To review meeting minutes provided by the secretary.
- I. To obtain a report, following each activity, from the chairperson responsible for the activity. The report shall contain an evaluation of the activity including positives, negatives and recommendations.
- J. To appoint an Auditing Committee, chaired by the Vice-President to audit the Treasurer's accounts prior to the installation of officers. In the event that the Executive Board deems it necessary, an independent professional auditor may be employed by RPO to conduct the audit.
- K. To deliver to the new President all official materials including all books, papers, and vouchers that may be in his/her possession and future recommendations no later than the end of the term of office or upon resignation or termination of office.

II. Vice-President

- A. To succeed the President in the event of his/her absence, incapacity, removal or resignation from office.
- B. To attend all RPO general membership, special and Executive Board meetings.
- C. To serve as the Parliamentarian should questions arise.
- D. To deliver to the President and/or new Vice President all official materials including all books, papers, vouchers, etc., which may be in his/her possession, and future

recommendations no later than the end of the term of office or upon resignation or termination of office.

III. Secretary

- A. To attend all RPO general membership, special and Executive Board meetings.
- B. To record, keep and maintain the official minutes of all general membership, special, and Executive Board meetings.
- C. To seek review of RPO meeting minutes by the President within one week following the meeting. The minutes, after review, are to be posted.
- D. To prepare all election ballots (see Article VI, Section 2B).
- E. To assist committee chairs in publicizing RPO events.
- F. To assemble and preserve a record of the activities and the achievements of RPO which shall remain the property of RPO.
- G. To conduct all correspondence as requested by the President and maintain all RPO correspondence files.
- H. To deliver to the President and/or new Secretary all official materials including all books, papers, vouchers, etc. This may be in his/her possession and future recommendations no later than the end of the term of office or upon resignation or termination of office.

IV. Treasurer

- A. To attend all RPO general membership, special and Executive Board meetings.
- B. To put forth a proposed budget at the May general membership meeting for the following school year.
- C. To review grant requests and arrange for the presentation thereof at the next general membership meeting.
- D. To direct the expenditure of funds as voted by the general membership and/or the Executive Board.
- E. To prepare a written year-end financial report due at the first Executive Board meeting after June 30.
- F. To prepare written monthly financial reports, in coordination with AP and Bazaar treasurer, to be presented at the monthly general membership meeting.
- G. To supply all needed information to the Audit Committee at the end of each membership year or as directed by the President of Executive Board.
- H. To prepare in the event of resignation, a written final financial report due at the first meeting at which his/her resignation could be considered.
- I. To deliver to the President and/or new Treasurer all official materials including all books, papers, vouchers, etc., that may be in his/her possession and future recommendations as requested, or no later than the end of the term of office or upon resignation or termination from office.

V. Sounding Board Representative

- A. To attend all RPO general membership, special and Executive Board meetings.
- B. To attend the Academy School District Sounding Board meetings.
- C. To report back to the RPO general membership meetings a synopsis of the Sounding Board meetings.

- D. To bring forward questions or concerns from the RPO to the Parent Sounding Board.
- E. To assist other Executive Board members with RPO activities.

VI. After-Prom Chairperson

- A. To act as Chief Executive Officer of the After-Prom Committee.
- B. To be responsible for the effective operations and directions of After-Prom.
- C. To create special committees as deemed necessary to promote the objectives and details of After-Prom.
- D. To appoint chairpersons and co-chairpersons of various After-Prom committees.
- E. To establish a meeting schedule for the school year and reserve a place to hold meetings.
- F. To prepare an agenda for all After-Prom meetings and preside over all meetings.
- G. To approve all After-Prom related correspondence, fliers, fundraising promotions and prize selections and to pass appropriate items to Rampart Administration for approval as well.
- H. To assign a committee member to take minutes at each meeting and to have minutes available for any committee member not at meetings.
- I. To be knowledgeable of every major fundraiser and obtain a report to pass along to a future chairman. The report shall contain an evaluation of the activity including positives, negatives and recommendations.
- J. To have ongoing communications with the After-Prom treasurer and to always have an account of the cash flow in and out.
- K. To maintain open communication with each committee member, and hold each member accountable for doing their assigned tasks.
- L. To communicate progress, problems, needs or any pertinent information to the RHS administrative person in charge of After-Prom or directly to the principal if necessary.

VII. Bazaar Chairperson

- A. Oversee entire bazaar
- B. Makes sure all timelines are being adhered to
- C. Covers positions if no lead person in that category (i.e. Advertising, Logistics, Vendor Coordinator, Treasurer, Volunteer-Coordinator)
- D. Holds periodic meetings with coordinators to ensure everything is being handled and nothing missed.
- E. At end of current year show, make sure the date for the next Bazaar is put on Ramparts schedule so the gym and such is reserved.
- F. Make sure 3 classified staff are available for work day of bazaar.
- G. Deal with vendor complaints during Bazaar (space issues, noise levels, etc.) – keep the peace.
- H. Must be present at the bazaar at all times (Friday 2:00 – 9:00 pm and Saturday 6:00 am to close)
- I. Recruit assistance for the Bazaar – speak at RPO meetings and at Back to School night and Parent Teacher Conferences.

- J. Day of show go with classified staff member to take applications and payment for next year's bazaar (this done after lunch until 4:00 pm)

Staff Appreciation Luncheon Chairperson

- A. **Oversee entire luncheon**
- B. **Seek sponsorship for the luncheon.**
- C. **Retain a budget line item in the RPO budget to cover luncheon expenses if they are required for the food, beverages, desserts, and gift cards.**
- D. **Set a date with administration for the Staff Appreciation Lunch**
- E. **Reserve the Library Media Center for the event.**
- F. **Determine volunteer needs to support the luncheon**
- G. **Recruit volunteers to help with the luncheon**
- H. **Write thank you notes for major luncheon donations, i.e. restaurants that cater the lunch and others as you see fit.**
- I. **Invite Staff to the luncheon**
- J. **To attend RPO general membership meetings and provide updates and status to the board.**

The duties of the non-elected officers shall be:

- I. **Principal/Designee**
 - A. To attend all RPO general membership meetings. If unable to attend, the principal will assign another staff member to attend on his/her behalf.
 - B. To act as advisor to the Executive Board and as a liaison between the Executive Board and the RHS staff.
 - C. To present a Principal's report at the monthly general membership meeting.
 - D. To review the meeting minutes as requested by the secretary.
- E. **II. School Accountability Committee Member**
 - A. **To attend all RPO general membership meetings. If primary designee is unable to attend the representative will coordinate with another SAC member to attend on his/her behalf.**
 - B. **To act as a liason between the RPO and the SAC.**
 - C. **To report back to the RPO general membership meetings a synopsis of the School Accountability Committee meetings.**

**ARTICLE VI
NOMINATION, ELECTION AND INSTALLATION OF
OFFICERS**

- I. Nomination of Officers:
 - A. Elected officers are noted in Article IV, Section I.
 - B. Nominations shall be accepted by the Secretary for all elected officer positions prior to the April meeting. Nominations for all elected officer positions may also be made from the floor at the April general membership meeting by members.
 - C. Persons nominated must fulfill all requirements for eligibility as specified by the Bylaws.
- II. The Election of Officers:
 - A. Any voting member as defined in Article 3, Section I, is eligible to vote. Members must be present to vote.
 - B. Election of officers shall be by ballot at the April general membership meeting.
 - C. Ballots shall be tallied by the Principal/Designee and two other RPO members during the April meeting.
 - D. In the event of a tie for an office, a run-off election shall be held. Before the close of the meeting candidates will be given the opportunity to present their positions to the group. A runoff election will immediately follow.
- III. Installation of Officers
Officers shall assume their official duties at the conclusion of the school year except the treasurer whose term shall end on Jun 30. Newly elected officers shall meet in May to determine the following for the next school year: dates and times of general membership meetings and post on the RPO website.
- IV. Office Vacancies
 - A. In the event that a vacancy occurs in any office other than President during the RPO membership year, the vacancy shall be filled by a majority vote of the remaining elected members of the Executive Board. The vacancy of the President shall be filled by the Vice-President.
 - B. New officers appointed as a result of a vacancy in their position shall serve the remainder of the term of office.

ARTICLE VII MEETINGS

- I. General membership meetings shall be held at least six times a year.
 - A. Members wishing to present any matter of business related to the objectives and policies of RPO or wishing to make announcements may:

- a. Contact the President one week prior to the general membership meeting so that the request may be placed on the agenda.
- b. Make a motion from the floor during the New Business part of the agenda.
- B. Special meetings may be called by the President or by a majority of the Executive Board. The time, date and location of general membership, special and Executive Board meetings will be determined by the Executive Board and posted on the RPO website.
- C. Members shall be notified at least one week prior to a general membership meeting.

ARTICLE VIII PARLIAMENTARY AUTHORITY

- I. Robert's Rules of Order Revised shall govern the organization in all cases to which they are applicable, and with which they are not inconsistent with these Bylaws.

ARTICLE IX FINANCES

- I. The RPO fiscal year shall be July 1 to June 30.
- E. All monies received by RPO shall be reviewed by the treasurer and forwarded to the Rampart High School bookkeeper for the deposit in to the RPO account.
- F. Handling of Currency
 - A. Submission of valid receipts for RPO approved purchases will be reimbursed, less sales tax paid, by the bookkeeper at Rampart High School. These receipts will be reviewed by the President or the Treasurer prior to being reimbursed.
 - B. As Rampart High School is a non-profit school, sales tax on items purchased for use in the school are non-taxable as long as the purchaser obtains a check from the bookkeeper to use for the purchase. Tax exempt identification numbers will be provided by the bookkeeper when this check is obtained by the purchaser.

ARTICLE X ACT NOT IN ACCORDANCE WITH THESE BY-LAWS

- I. No officer or member shall engage in any act or activity while representing RPO which would tend to create an unfavorable impression, unfavorable publicity, or in any way be contrary to the general interest of RPO.

- II. RPO shall not endorse any commercial enterprise or candidate for public office
- III. Neither the name "Rampart High School Parent Organization" nor the name of its officers in their official capacities shall be used in any connection with a commercial concern, nor with any partisan interest, nor for any other purpose than the regular work of this organization.
- IV. RPO shall not seek to direct the administrative policies or curriculum of Rampart High School.

ARTICLE XI REMOVAL FROM OFFICE FOR CAUSE

- I. Any elected officer may be removed from office for failure to comply with these Bylaws by a two-thirds vote of the general membership.
- II. Any elected member of the Executive Board who shall be absent from three consecutive meetings of the Executive Board or general membership meetings, without just cause, may be removed from office by a two-thirds vote of the general membership.

ARTICLE XII AMMENDMENTS TO THE BYLAWS

These Bylaws may be amended at any RPO general membership meeting by two-thirds of the members present.

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