

CONSTITUTION of the
ARKANSAS PARENT COORDINATORS/FACILITATORS' ASSOCIATION (APCA)

AS AMENDED MARCH 12, 2021

ARTICLE I: Name

Section 1:

The name of this organization shall be the Arkansas Parent Coordinators/Facilitators' Association, herein after referred to as the APCA.

Section 2:

Originally established on December 7, 1989, the APCA was formerly known as the Arkansas Parent Coordinators' Association and was a branch of the Arkansas State Title I Parent Advisory Council. Recognizing the dissolution of the aforementioned Council, the passage of Arkansas Code: ACA §6-15-1701 et seq, 6-15-1701 through 6-15-1705, the need to incorporate as a nonprofit organization, and the desire to maintain a strong networking support group for each other, members do hereby formally adopt this Constitution by a two-thirds majority vote from the quorum at the May 2009 and amended following the March 2020 business meeting.

ARTICLE II: Purpose

The purpose of this organization shall be:

Section 1:

To promote an exchange of ideas and experiences between Arkansas public school parent and family engagement educators.

Section 2:

To provide advice, training, and assistance to Arkansas public school parent coordinators and parent facilitators which will enable them to better understand their roles,

Section 3:

To develop resources and materials to be shared with the individuals responsible for implementing an Arkansas public school family and community engagement plan or policy.

Section 4:

To serve as a networking tool in promoting and improving parent participation, and in helping parents and children become successful learners.

ARTICLE III: Membership *Section 1:*

Membership in the APCA shall be open to individuals who are responsible for coordinating or facilitating any Arkansas public school's family and community engagement plan and/or the family and community engagement policy components of Every Student Succeeds Act 2015 (ESSA).

Section 2:

The APCA will have associated members who do not meet the above criteria but will serve in an advisory role. Such members may not outnumber parent coordinator and facilitator members, hold office, or vote. Associate members will have all other membership privileges.

Section 3:

There shall be no form or type of discrimination in the APCA, whether it be due to one's race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental handicap, ancestry, medical condition, or veteran's status except as explicitly exempted in federal law.

Section 4:

Dues shall be collected from each general member to fulfill the financial obligations of the APCA.

Section 5:

The privilege of holding office, introducing motions, and voting shall be limited to general members who have been active members of the APCA for no less than (one) year and whose current dues are paid.

Section 6:

The APCA will have the right to terminate a membership provided grounds for removal are proven to the satisfaction of two-thirds majority vote of the Executive Board of Directors as provided in the APCA Bylaws.

ARTICLE IV: Officers *Section 1:*

The officers of the APCA shall be president, vice president, secretary, treasurer, parliamentarian, historian, and assistant secretary. Officers shall be elected by the general membership for a term of two (2) years. Other offices may be approved and duly adopted in the APCA Bylaws.

Section 2:

The officers shall form the Executive Board of Directors, herein after referred to as the Executive Board, and shall be responsible for all administrative duties of this organization.

Section 3:

Removal from office can occur for failure to carry out the responsibilities of that office, for actions which violate the purposes of this organization, or for actions deemed inappropriate by the membership. Written charges by a member are to be presented to the Executive Board. The officer will be permitted to speak before the Executive Board and general membership about the charges made concerning his/her performance. Officers will be removed from office by one-half vote of the other officers and two thirds (2/3) majority vote of the general membership, excluding abstaining members.

ARTICLE V: Appointments

Section 1:

The President shall appoint such positions, including filling a vacant office temporarily until election, as may contribute to the successful operation of this organization.

ARTICLE VI: Meetings

Section 1:

General and associate members shall meet together no less than one (1) time per year with additional meetings called by the President as needed. Notice of additional meetings must be given to all members in the most timely manner possible but not less than one week.

Section 2:

The Executive Board shall meet when called by the President.

Section 3:

"Roberts Rules of Order—as revised" shall govern the meetings of this organization in all cases in which they apply and where they are not inconsistent with the Constitution and Bylaws of the APCA.

Section 4:

Meetings Held Electronically. Except as otherwise provided in these bylaws, meetings of the Board may be conducted through use of Internet meeting services designated by the President that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the Board shall be subject to all rules adopted by the Board, or by the membership, to govern them, which may include any reasonable limitations on, and requirements for, Board members' participation. Any such rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the organization. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

Section 5:

Quorum: To conduct business, three of the seven officers (one must be the President or the Vice President) and 25% of the voting membership must be present with greater than or equal to seven (7) days meeting notice.

ARTICLE VII: Finances

Section 1:

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2:

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any further federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 3:

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this association at a financial institution selected by the Treasurer. All funds must be deposited within 72 hours after collection. The President must approve all expenditures in writing. Financial documentation, including bank statements, shall be presented to the Executive Board upon request, but no less than once a year for audit.

Section 4:

This organization shall operate as a non-profit organization and no profits may accrue to any individual within the organization.

Section 5:

Dues shall be charged for membership in the APCA. The amount of such dues will be suggested to the Executive Board by the treasurer no later than July 1st of each year and will become binding by the Executive Board's two thirds vote of approval.

Section 6:

The Executive Board may charge additional fees for any APCA activity, meeting, or event as it deems necessary.

Section 7:

The APCA will, as it deems necessary, undertake fund-raisers for its own purposes. All fund-raising shall be conducted in accordance with policies and procedures set forth by the Executive Board.

ARTICLE VIII: Bylaws

Section 1: Provision for bylaws

- A. This organization may approve bylaws for the specific operation of the organization.
- B. No bylaw shall be adopted that is contrary to the provisions of this Constitution.

Section 2: Vote Required

- A. The organization may adopt, amend, or rescind any bylaw by simple majority of the quorum.
- B. Any proposed bylaw must be publicized in writing or electronically to the members at least one week prior to the meeting at which it is to be voted upon.

ARTICLE IX: Amendments To Constitution

Section 1:

This constitution may be amended and subsequently ratified at any regular meeting or electronic vote of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given ten (10) days prior to the meeting at which the vote is to take place.

AS ADOPTED ON 05-08-2009 AND SUBSEQUENTLY AMENDED ON MARCH 12, 2021:

Approved by the APCA general members and Executive Board by a unanimous vote of all members voting and present on March 12, 2021.

Signature of the APCA President Sherry Breckenridge: _____

Signature of the APCA Treasurer Jeannie Grissom: _____

**BYLAWS of the
ARKANSAS PARENT COORDINATORS/FACILITATORS ASSOCIATION
(APCA) as adopted March 12, 2021**

Section One: STRUCTURAL BREAKDOWN

Article 1: These officers are to be elected to a two-year term by a simple majority vote of active members present and voting in the regularly scheduled annual meeting in each odd numbered year beginning May 2011:

- A. President
- B. Secretary
- C. Treasurer

Article 2: These officers are to be elected to a two-year term by a simple majority vote of active members present and voting in the regularly scheduled annual meeting in each even numbered year beginning May 2010:

- A. Vice President
- B. Historian
- C. Parliamentarian
- D. Assistant Secretary

Article 3: The officers shall form the Executive Board of Directors, herein after in these bylaws referred to as the Executive Board, shall be responsible for all administrative duties of this organization.

Article 4: Voting shall be done by secret ballot upon closure of verbal nominations and acceptance of nominations for such office.

Article 5: At the annual meeting, nominations for offices will be accepted from the membership. If a nominee loses his/her election, he/she is automatically eligible to be a nominee for the next office to be considered. The order of elections shall be 1. president, 2. secretary, 3. treasurer in odd numbered years. The order of elections shall be 1. vice president, 2. historian, 3. parliamentarian, 4. assistant secretary in even numbered years.

Article 6: In the event of an emergency, the Executive Board will appoint a general member to fill a vacant position until an election is held.

Article 7: Committee chairpersons will be appointed by the President to assist in the successful operation of this organization. These chairpersons will include but are not limited to:

- A. Membership Chairperson
- B. Annual APCA Conference Chairperson
- C. Online Presence Chairperson

Section Two: MEMBERSHIP AND DUES

Article 1: Annual memberships shall begin on October 1st and shall expire the following September 30th.

Article 2: There are two types of membership in the APCA.

- A. General Membership

- 1. To be eligible for a General Membership, individuals must be an Arkansas public school employee or volunteer who is the individual responsible for the actual implementation of the school's family and

community engagement plan and/or the family and community engagement policy components of Every Student Succeeds Act 2015 (ESSA).

B. Associate Membership

1. To be eligible for an Associate Membership, individuals must not meet the criteria for a General Membership.
2. Must be willing to serve in an advisory role to the APCA.
3. Must receive approval from the Executive Board by a two-thirds majority vote.

Article 3: Each general member of APCA shall pay annual dues in the amount suggested by the treasurer by July 1st of each year and approved by the Executive Board. There shall be no membership fee charged for associate membership.

Article 4: An Annual APCA Conference shall be provided to all members who pay a registration fee in an amount suggested by the treasurer by July 1st of each year and approved by the Executive Board. These registration fees shall be waived for associate members who are invited by the President or Conference Chairperson to be a conference presenter.

Article 5: Members shall conduct themselves in a professional manner which will tend to maintain and strengthen the public's trust and confidence in the integrity of the organization.

Article 6: Procedures for terminating a membership are

- A. Grounds for removal: Any member whose conduct is determined to the satisfaction of the voting membership to be excessively offensive, illegal, unethical, or otherwise adversely affecting the organization may be removed from membership. A two-thirds majority vote of the Executive Board shall be required for removal of any member.
- B. Notice of charges: The motion to remove a member from this organization must be presented in writing to the total voting membership two (2) weeks before the meeting at which the removal will be voted on.
- C. Right to a fair hearing: The member subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place.
- D. Right to appeal: Appeals relating to the removal of members shall be made in writing to the total voting membership within two (2) weeks after the vote for removal has taken place. A two-thirds majority vote from the voting membership, excluding abstaining members, will be required to overturn an Executive Board membership removal decision.
- E. Form of vote: By secret ballot located with the parliamentarian. Voting media will include paper ballot or electronic.
- F. Membership dues: Dues shall not be refunded to a member who resigns his/her membership or whose membership is terminated.

Section Three: OFFICERS AND THEIR DUTIES

Article 1: The officers shall serve as the Executive Board, have voting rights in all decisions affecting the APCA, and will uphold the APCA Constitution and Bylaws.

Article 2: The order of succession shall be president, vice president, secretary, treasurer, parliamentarian, historian, and assistant secretary.

Article 3: All officers shall perform the duties outlined in the APCA Constitution and Bylaws and those as may be assigned by the President.

Article 4: Upon the expiration of the term of office, in case of resignation, or termination of office each officer shall immediately turn over to the president, without delay, all records. Once a successor to an office has been elected, or named to the office temporarily by the president until an election can be held, he/she will take possession of the records appropriate to his/her office.

Article 5: The duties of the officers shall be as follows:

A. The President:

1. Shall have the power to establish and maintain operation procedures of the organization and sign all legal documents.
2. Shall serve as the presiding officer of the Executive Board of Directors.
3. Shall call and preside over all special and regularly scheduled meetings.
4. Shall appoint such individuals or committees as he/she deems necessary to assist him/her in the successful operation of the organization. The power of appointment and the power of dismissal are concurrent.
5. Shall serve as an ex-officio member of all committees.

B. The Vice President:

1. Shall assist the President with all administrative duties and assume those duties in the absence of the President.
2. Shall serve as an ex-officio member of the Membership and Online Presence committees to ensure effective communication between the two committees.

C. The Secretary:

1. Shall serve as a recorder at all meetings of the APCA and shall maintain formal records of all official meetings including the APCA Constitution and Bylaws.
2. Shall read important correspondence at meetings and advise the president of such correspondence.
3. Shall enter roll and minutes into the official minute book of the organization.
4. Shall be responsible for distributing correspondence to the APCA membership as directed by the President.

D. The Treasurer:

1. Shall be the financial officer and have custody of all funds of the organization.
2. Shall keep full and accurate account of receipts and expenditures.
3. Shall make deposits within 72 hours of collection.
4. Shall receive written authorization prior to disbursements from the President and forward those disbursements appropriately in a timely manner.
5. Shall report concerns of questionable disbursement authorizations by the President to the other members of the Executive Board prior to making payment.
6. Shall submit a recommendation on the amount to charge for membership dues to the Executive Board by July 1st of each year.
7. Shall present a current financial report to members at regular meetings and as directed by the president.
8. Shall present the financial records, including bank statements and receipts, to the Executive Board for an annual audit on or about the date of the annual spring technical assistance retreat.

E. The Parliamentarian:

1. Shall govern all meetings with "Roberts Rules of Order - Newly Revised" as provided in Article VII, Section 3 of the APCA Constitution.
2. Shall oversee the counting of secret ballots which will determine the outcome of an Executive Board vote and subsequent appeal, if necessary, relating to the removal of membership.

F. The Historian:

1. Shall keep records on the organization's events and accomplishments.
2. Shall maintain possession of the APCA's digital camera and shall photograph organization events appropriately.
3. Shall educate members on relevant APCA history.
4. Shall maintain and provide an attractive, current, and informative display for use in membership drives and the annual technical assistance retreat.

G. The Assistant Secretary:

1. Shall provide assistance to the secretary as requested.
2. Shall record minutes and take role in the absence of the Secretary.

Section Four: COMMITTEES

Article 1: Officers will serve as ex-officio members as specified in these bylaws and as requested by Committee Chairpersons. Committee Chairpersons shall be appointed by the President and serve a term from the time of appointment until the following business meeting. Appointments may be renewed.

Article 2: Committee Chairpersons shall.

- A. Recruit a co-chairperson and committee members from the general and associate membership and forward the names of members to the President within ten (10) days of appointment.
- B. Maintain records of committee activities and duties. The information will be passed on to the new Committee Chairperson at the annual business meeting.
- C. Attend Executive Board meetings, participate in Executive Board discussions, report on committee activities, and submit request for purchases. Committee members are ex-officio, non-voting members of the Executive Board.

Article 3: The Membership Committee shall promote and facilitate membership in the organization and membership recruitment by:

- A. Coordinating a membership drive at least once a year in the fall.
- B. Sending welcome communication to new members and membership information to potential new members.
- C. Planning and implementing a "welcome activity" at the annual meetings for new members.
- D. Designing and maintaining an APCA brochure to be published with the approval of the Executive Board.
- E. Submitting requests for necessary expenditures to the President for approval before any expenditures are made. All receipts shall be turned over to the Treasurer in a timely manner.
- F. Working with the Online Presence Committee to add new members to the list serve and membership directory on the website,

Article 4: The Annual Conference Committee shall plan the organization's annual spring training retreat and business meeting by:

- A. Securing a host site and member host/hostess.
- B. Planning, organizing, and overseeing the event.
- C. Developing a budget for presentation to the Executive Board for approval. The Chairperson shall receive an initial expense check from the Treasurer before any expenditures are made; and will submit all receipts and requests for additional reimbursement funds to the Treasurer upon the conclusion of the event.
- D. Maintain and update a planning timeline to be passed on to the new Committee Chairperson at the annual business meeting.

Article 5: The Online Presence Committee Shall promote the APCA 's purpose and provide effective communication tools by:

- A. Establishing, maintaining, and continually updating an APCA website and a list serve.
- B. Submitting requests for necessary expenditures to the President for approval before any expenditures are made. All receipts shall be turned over to the Treasurer in a timely manner.
- C. Receiving website design approval from the Executive Board.

Section Five: ELECTIONS

Article I: All officers shall be elected by the active members of the APCA to serve a term of two years. The term of office shall begin after the close of elections with an introduction of new officers to members in attendance.

Article 2: Nominations of candidates for the APCA officer positions shall be from the floor of the meeting by a general member. Nominees for officer positions must be APCA active members for no less than one (1) year.

Article 3: Voting shall take place after the close of nominations for each office. Officers shall be elected by a simple majority vote of those active members present and voting. Associate members are ineligible to vote.

Article 4: The order of succession for elections shall be (1) president, (2) secretary, (3) treasurer in odd numbered years; and (1) vice president, (2) historian, (3) parliamentarian, and (4) assistant secretary in even numbered years.

Section Six: AMENDMENTS TO BYLAWS

Article I: These bylaws may be amended and subsequently ratified per Article VIII of the APCA Constitution at any regular meeting or electronic vote of the organization.

MEMBER ADOPTION:

Approved by the APCA members on: March 12, 2021

Number voting in favor of these bylaws: 34 Number voting against these bylaws: 0

Number abstaining: 0 Members Absent: 32 Total members: 66

ENACTMENT:

Approved by the APCA members on May 8, 2009 by unanimous vote of all members present.
As revised on March 12, 2021.

Signature of the APCA President Sherry Breckenridge: _____

Signature of the APCA Secretary Kaye Rainey: _____