**Upward Bound Parent Association Bylaws**

**PURPOSE**

1. To develop and promote a strong unity between students, parents and the Upward Bound Program.
2. To improve communications and understanding between Upward Bound staff and the students it serves, and to provide the staff with an avenue through which issues involving the total program can be discussed.
3. To raise funds for providing essentials or extras no longer provided in the tax base, or special programs or projects initiated by the Upward Bound Parent Association (UBPA)
4. To encourage parent and community participation in program related activities.

**POLICIES**

1. The UBPA shall not become a policy making body or advise the Upward Bound administration. It is assumed, however, that through improved communication and understanding the program administration will be in a position to reflect the demonstrated needs and desires of the UBPA membership.
2. The UBPA shall operate with the cooperation of the program staff and within the policies and procedures of the Upward Bound Program.
3. Matters for consideration by the UBPA may be initiated by request of the program administration or members of the Executive Board.
4. The UBPA shall be non-sectarian, non-commercial and politically non-partisan.

**RESPONSIBILITIES**

1. Advise the program staff on matters related to educational needs and problems, and suggest priorities that involve the program as a whole.
2. Advise the program administration regarding opinions, attitudes, or significant issues of the Executive Board, parents, or the students.
3. Assist in establishing and strengthening communication between the program and community by providing a forum for discussion.
4. Consider requests presented by program staff for special programs or projects.
5. Review and amend as needed the bylaws and internal operating policies and procedures.

**MEMBERSHIP**

1. Membership shall be open to parents or guardians of students participating in the Upward Bound Program and staff members.
2. Voting privileges will be restricted to parents or guardians of students whose dues are not paid. A $75 parent fee dues on or before December (collected in three payments).
3. A membership roster will be maintained.

**ELECTIONS, TERMS AND VACANCIES**

1. Officers of this UBPA shall be a president, vice president, secretary, corresponding secretary, financial officer, chairs of committees, and parliamentarian. These officers shall be elected and serve 2 years consecutively with the exception of the parliamentarian, who shall be appointed by the president. These officers are deemed the UBPA Executive Board.
2. All officers must be voting members of the UBPA.
3. The president shall form a non partial nominating committee, which shall report recommendations for office at the annual March meeting.
4. At the annual election meeting in May, additional nominations may be made from the floor.
5. Elections shall be held by ballot at the election meeting in May. If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.
6. Officers shall serve for two consecutive terms. No officer shall be eligible to hold the same office for more than two consecutive terms or hold more than one elected office. Officers shall assume their duties on June 1.
7. The president shall appoint persons to fill offices not filled by election or which become vacant. Appointments shall be confirmed by vote at the next meeting of the general membership.

**DUTIES OF OFFICERS**

1. *Duties of the President*: Preside at all meetings of the UBPA and assure that the meetings are conducted in a timely manner. Appoint Special committees. Pass on to the membership at each meeting news and information from the staff. Coordinate the work of the officers and committees of the Association in order that the objects may be promoted. Schedule dates, times and location for all meetings. Preside over the Executive Board. Perform other duties as assigned and confirmed by the Program Director.
2. *Duties of the Vice President*: In their designated order, perform the duties of the President in the absence or inability of that officer to act. Work with staff and administrators to supply volunteers for various jobs throughout the program year. Maintain a list of volunteers, which is current and available to any committee that desires the help of volunteers. Form the nominating committee. Perform other duties as assigned by the President and to be confirmed by the Program Director.
3. *Duties of Secretary*: Record the minutes of all meetings of the Association and the Executive Board and have them prepared in a legible form to be presented at the following meeting or when called upon by the president. Have a current copy of the bylaws. Immediately upon the election of new officers send a list of their names, addresses and phone numbers to Upward Bound’s main office. Perform other duties as assigned by the president.
4. *Duties of Corresponding Secretary*: Act as aide to the secretary. In their designated order, perform the duties of the secretary in the absence or inability of that officer to act. Handle all UBPA correspondence. Perform other duties as assigned by the president.
5. *Duties of Financial /Treasurer*: Have custody of all the funds of the association. Keep a full and accurate amount of receipts and expenditures. Make disbursements as authorized by the president and Program Director in accordance with the budget adopted by the association. Present financial statement at every meeting of the association and at other times when requested by the president and to be confirmed by Program Director.
6. *Duties of the Parliamentarian*: Shall attend all meeting of the general membership and the Executive Board and give necessary advice in parliamentary procedure when requested. Interprets the Constitution, Bylaws and Handbook. Refer to Robert’s Rule of Order as it is appropriate. Shall chair the bylaws committee to review bylaws and internal operating policies and procedures.
7. *Duties of the Chairpersons*: Chairpersons of the grade level of each group will set dates and times to meet with parents to set goals for fundraising.
8. Reports shall be compiled annually by all officers and submitted to incoming officers.

**EXECUTIVE BOARD**

1. The members of the Executive Board shall be: President, Vice President, Secretary, Corresponding Secretary, Financial/Treasurer, Chairpersons of grade levels, and Parliamentarian. Its primary functions are to act as an advisory group to the Upward Bound director, assist the Upward Bound director and staff as deemed necessary, and act as an advocate for Upward Bound students.
2. The Executive Board, committee chairpersons, and other interested members will convene in \_\_\_\_\_\_to set goals and establish the budget for the coming program year. The goals and budget will be presented for approval at the first general membership meeting of the program year in September.

**COMMITTEES**

1. Committee chairpersons shall be appointed by the President. Committees shall be: Fundraising, Scholarship, and Workshops/Social Programs.
2. Chairpersons for grade levels shall be voted by paid members will set dates and times for meetings for fundraising.
3. Committee members will be volunteers from the general membership.
4. Other committees may be formed as the need arises or as projects are presented to the membership.
5. Reports shall be compiled by all committee chairpersons and submitted to incoming committee chairpersons.

**MEETINGS**

1. Regular meetings shall be held throughout the year, every first Saturday of each month starting in August through June and with the time and date to be decided by the Executive Board.
2. Special meetings may be called by the president and/or principal.
3. At the regular meeting in May, the nominating committee shall report recommendations for office. The regular meeting in May shall be the annual election meeting at which time officers shall be elected.
4. All meetings shall be conducted according to the agenda and with due accord for proper parliamentary procedure. If necessary, Robert's Rules of Order Newly Revised will be invoked by the Parliamentarian to bring order.

**BYLAW AMENDMENTS**

1. The UBPA bylaws may be amended by a majority vote of those attending a meeting of the general membership.