



Rialto Unified School District
African American
Parent Advisory Council
By-Laws

Rev. 2

Approved: **February 4, 2021**

District African-American Parent Advisory Council

BYLAWS

The Rialto Unified School District (RUSD) African American Parent Advisory Council, in order to best carry out the objectives and purposes set forth in the charter granted by the Rialto Unified School District, does hereby adopt the following bylaws and regulations:

Preamble

In order to: 1) expand and improve the educational opportunities of children of African-American descent; 2) ensure academic success through high expectations and challenging materials, curricula, and instruction; 3) meet the educational, personal, and career needs of every Black/African American student in a timely and effective manner; 4) encourage success in the regular school program through a collaborative decision-making process at the district and school level, and within the community, we hereby adopt these bylaws. These bylaws will provide clear statements of our obligations and rights as District African American Parent Advisory Council members.

ARTICLE I

General Information

Section 1: Name of Council

The name of this Council is, ***“Rialto Unified School District African American Parent Advisory Council”*** hereafter referred to as ***“DAAPAC”***, and each member shall abide by the rules and regulations set forth herein.

Section 2: Purpose

The Rialto DAAPAC is formed as a council consisting of parents, guardians, and caretakers of current or former African American students of the Rialto Unified School District (RUSD) interested in educating, empowering, and engaging the African American population in activities supporting their goals, and reaching their full potential as collaborative associates of the Rialto Unified School District.

Section 3: Mission

To educate, empower, and engage the African American population within the Rialto Unified School District.

ARTICLE II

Membership

Section 1: Composition

DAAPAC Membership consist of parents, guardians, and caretakers of current or former African American students of the Rialto Unified School District.

AAPAC Member Representative(s) shall be a parent, guardian, caretaker, or a staff member of a current or former African American student of the RUSD from a school site with an active African American Parent Advisory Council (AAPAC) who has been appointed as the site's AAPAC Member Representative.

Each school site will hold biennial (once every two years) elections, choosing one **AAPAC Member Representative** and one alternate to be a **voting member** of DAAPAC who will report back to their respective AAPAC.

Section 2: Voting Rights

If an AAPAC Member Representative is unable to attend, the alternate on file should be in attendance. This alternate will have the same voting power as the AAPAC Member Representative.

Biennial election of officers: Each **APAAC Member Representative** who has attended four or more DAAPAC meetings during the current school year will have the right to vote. The four times must have been accumulated by March to participate in the April elections.

Section 3: Resignation

Any AAPAC Member Representative may resign by filing a written resignation through the corresponding school site's AAPAC Coordinator/Facilitator and AAPAC Secretary.

Section 4: Vacancy

Any **AAPAC Member Representative** vacancy on the AAPAC shall be filled for the remainder of the unexpired term through election or appointment by the corresponding school site.

Section 5: Consecutive Absences

After two consecutive absences by **an AAPAC Member Representative** or alternate, the Coordinator/Facilitator of that respective school site will be notified of their non-representation.

ARTICLE III

Governing Board Officers

Section 1 - Composition

The DAAPAC Governing Board shall consist of the officers of the District African American Parent Advisory Council.

Section 2 - Officers

The DAAPAC Governing Board shall be a President, Vice President, Secretary, Parliamentarian and Historian. New officers will be given in-service training by the current Governing Board Officers.

Section 3 – Qualifications

Governing Board Officers must be an active member of the DAAPAC (as outlined in Article II Section 2) and a parent, guardian, or caretaker of a current or former African America student of the Rialto Unified School District.

Section 4 - Election/Selection of Officers

In March, the DAAPAC Parliamentarian will begin the nominating process to select candidates for the April elections. Voting will take place as designated in Article II, Section 2.

Section 5 - Term of Office

Elected officers will assume their perspective roles at the beginning of the following school year (August) for a two-year term. Governing Board officers can be re-elected.

Section 6 - Vacancy

A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled for the unexpired portion of the term by vote of the remaining Governing Board Officers and AAPAC Member Representatives. The vacancy shall appear as an agenda item.

Section 7 - Removal

Any Governing Board Officer may be removed by a two-thirds vote of the Governing Board Officers and AAPAC Member Representatives if and when it is determined to be in the best interest of the Council. The removal of an officer shall appear as an agenda item.

Section 8 – Duties

a. **President** – (Odd Year Elections)

The president shall preside at all meetings of the DAAPAC, conducting the meetings in accordance with Parliamentary Procedure, and following the agenda. The president will bring all letters, reports, and communications to the attention of the DAAPAC. In addition, he/she shall perform all duties incident to the office of the president and such other duties as may be requested by the DAAPAC.

b. **Vice-President** – (Even Year Elections)

The vice-president shall represent the president in assigned duties and substitute for the president during his/her absence. The vice-president will call the roll at each meeting. In addition, he/she shall perform such other duties as from time to time may be assigned by the president or the DAAPAC.

c. **Secretary** – (Odd year Elections)

The secretary shall take the minutes of all regular and special meetings, and shall ensure their public posting 72 hours prior to the next DAAPAC general meeting. Minutes shall be turned in to the District Coordinator's office within a week of a meeting. The District Coordinator's office shall transmit minutes to each of the members, after approval from the DAAPAC president, at the next scheduled meeting, in accordance with the provisions of these bylaws and the Brown Act. The secretary and the District Coordinator shall be custodian of DAAPAC's records and keep a register of the address and telephone number of each AAPAC Member Representative, which shall be furnished by the school site. In addition, he/she shall perform such other duties as from time to time may be assigned by the president or the DAAPAC.

d. **Parliamentarian** – (Even Year Elections)

The parliamentarian will ensure that all actions are in accordance with the provisions of the bylaws and Robert's Rules of Order, and will keep the DAAPAC's archives. In addition, he/she shall perform such other duties as from time to time may be assigned by the president or the DAAPAC.

e. **Historian** – (Odd year Elections)

DAAPAC Historian maintains a history of DAAPAC activities throughout the year. In addition, he/she shall perform such other duties as from time to time may be assigned by the president or the DAAPAC.

ARTICLE IV

Meetings

Section 1 - Regular Meetings

The DAAPAC shall meet regularly, holding general meetings once each month from August to May (possible exceptions will be made for Christmas and spring break).

Section 2 - Special and/or Planning Meetings

Special meetings may be called by the president, by a majority vote of the DAAPAC, or by the District Coordinator/Facilitator. Planning meetings with the District Coordinator/Facilitator will be established in accordance with his/her schedule.

Section 3 - Place of Meeting

The DAAPAC may hold its general meetings in a facility provided by the District, a facility approved by the DAAPAC, Zoom online approved by the DAAPAC, or other online virtual means approved by the DAAPAC.

Section 4 - Notice of Meetings

All notifications of meetings, including minutes, meeting link, and meeting ID and passcode; shall be in writing, state the day, time, and location of the meeting; Be delivered by mail, or electronic correspondence, or posted on the RUSD DAAPAC web page, or texted through the DAAPAC's Remind App, to each member not less than one week before the date of such meeting. They will also be posted at schools 72 hours prior to the next general meeting in a location visible to parents, guardians, caretakers, and the community.

Section 5 - Decisions of the Council

Any official business that requires approval shall be approved by a majority vote of members with the right to vote in attendance.

Section 6 - Attendance

Any Governing Board Officer or AAPAC Member Representative who has missed two consecutive general meetings may be replaced. Referring to Article II, Section 5, the Coordinator/Facilitator of the school shall be notified of any AAPAC Member Representative who has missed these meetings and the position shall be filled by the alternate.

Section 7 - Conduct of Meetings

All regular and special meetings of the Council shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof. In order to conduct business, quorum must be established. Quorum shall be 50% plus one (1) member of all voting members in attendance.

Section 8 - Open Meetings

All regular meetings of the Council shall be open at all times to any interested parties and the public.

ARTICLE V

Governance

Section 1 – Bylaws

These bylaws shall be the guiding practices of the Rialto DAAPAC. All matters not addressed in the bylaws will be resolved in accordance with the current edition of Robert's Rules of Order.

Section 2 – Suspension of Bylaws

These bylaws may be suspended by a $\frac{3}{4}$ vote of the voting members present. Bylaws relating to business, rules of order, and other standing rules not requiring a ballot vote may be suspended.

Section 3 – Amendment of Bylaws

These bylaws may be amended at any time by a majority vote of the voting members of the Council provided that the amendment is to further carry out the objectives of the Council as herein expressed. Any amendments must conform to the Education Code of the State of California.

In witness whereof, the **Rialto Unified School District** African American Parent Advisory Council has caused these bylaws to be duly executed on the

4th of February, 2021.

Signed: 
(DAAPAC President)

Printed Name: Brenda Parker