



## Oxford Preparatory Academy Middle School Honour Society 2023-2024

### Regular Meeting Agenda

Apr 9, 2024 @ 8.30 am, MS Classroom

<b>Co-President - Corina Lopez</b>		<b>Co-President - Monique Lopez</b>	
<b>Co-Vice President - Cheri Quigley</b>		<b>Co-Vice President - Erin Razban</b>	
<b>Auditor - Allison Parada</b>		<b>Communications - Celeste Bowden</b>	
<b>Fundraising – Vacant</b>		<b>Student Development- Jamie Toczek</b>	
<b>Spirit - Pinky Shingala</b>		<b>Volunteers - Shalini Ramaswamy</b>	
<b>Parliamentarian - Courtney Garfinkle</b>		<b>Recording Secretary - Peggy Gunawan</b>	
<b>VP of Finance - Veronica Wong</b>			

(mark: **X** present)

- ❖ Welcome
- ❖ Roll Call - Executive Board 2023-2024
- ❖ Approval of Minutes from Regular Meeting held on Mar 5, 2024
- ❖ OPA Admin Update
- ❖ Presidents
  - "Testing" budget line item under 5200 Programs
  - "WEB" budget under programs for food / snacks
  - Communication
  - Upcoming Events
- ❖ Vice Presidents
- ❖ Finance
  - Budget – March 2024 updates: no change in budgetary dollar amounts, only additions of accounts and/or name changes (in blue text).
  - Financial Highlights – March 2024
    - Income \$1,185 – includes Snack Shack - \$619, Camp Wear \$266, Spirit Wear \$160, Parent Night Out \$140. Camp Wear – 8<sup>th</sup> Grade DC Trip shirts 19 @ \$14/each.
    - Expenses \$2,377 - includes BMX assembly \$1,644, Blackwells \$318, Staff Appreciation \$304, OPA board meeting dinner \$100.

- Grants update:
  - Approved \$1,600 (of \$4,800) in classroom grants to date, \$1,000 of that waiting on receipts from professors, \$600 has either been disbursed or will be disbursed shortly. \$3,200 remaining in budget.
  - Approved \$400 in athletic/enrichment grants, \$200 waiting on receipts, \$200 will be disbursed shortly. Open: Volleyball, Cross Country, Basketball, E-Sports, Marching Band, Board Game/Chess Tournament, and Cyberpatriots
- Foam Run – donations will be deposited in April and May timeframe.
- Budget line items with >\$1k remaining: Teacher experiences (\$3k), Field day/end of year (\$3k), MAJOR (\$1k), Staff Appreciation (\$2.2k), School Non-Consumable (\$4k)
- Add budget line items:
  - 4204 Grade-Level Camp Wear Sales / 5204 Grade-Level Camp Wear Expense
  - 4205 Cum Laude Awards Income / 5205 Cum Laude Awards Expense
- ❖ Communication
  - Communications Request Sheet. Please use to send through social media, website and newsletter information in a timely fashion. Include all wording and imagery when possible to help reduce the amount of work.
- ❖ ASB Liaison
- ❖ Parliamentary
  - Vote on proposed amendments to bylaws (blue highlights) to correct inconsistencies and typos.
  - Vote on proposed amendments to bylaws (red highlights) to change terms of office to the standard two-year terms due to lack of anticipated parent involvement.
  - Election Committee Update
- ❖ Fundraising
  - Women's Self Defense Class (May) - OPA Admin approved. Waiting on availability of Hon Hall.
  - Jogathon
  - Spring Boutique - still need vendors
  - Family Fun Night - Ice Skating, need minimum of 20 participants
  - Upcoming Dine outs: Chipotle, May 1st, Panda Express April 23rd
  - Teacher Experiences Raffle
  - April 12th - Kona Ice Fundraiser. Volunteers needed.
- ❖ General / New Business
  - Staff Appreciation - schedule

Next Meeting: May 1, 2024, 8.30 am, MS Classroom

Attached Documents for Consideration/Vote:

# Bylaws of Oxford Preparatory Academy Middle School- Honour Society

(As of 12/01/23)

## Article 1

### Name and Office

#### 1.1 Corporate Name.

The name of the organization shall be Oxford Preparatory Academy Middle School- Honour Society. It shall be a Nonprofit Organization incorporated under the laws of the State of California.

## Article 2

### Purpose

#### 2.1 Objectives.

The purpose or purposes (Objects) which the corporation will hereafter pursue are:

- A. To promote the welfare of children and youth in home, school, and throughout the community;
- B. To promote the collaboration and engagement of families and educators in the education of children and youth
- C. To advocate for fiscal responsibility regarding public tax dollars in public education funding whereas the organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (referred to as "Internal Revenue Code").

#### 2.2 Mission.

As a ~~PTA-like~~ PTO-like organization, our mission is to support the school's vision of creating an inclusive and supportive community that celebrates differences, fosters academic rigor, and embraces the belief in multiple intelligences. We are committed to providing our students with the tools they need to succeed and creating a strong sense of community within the school.

#### 2.3 Fulfillment.

We do this by:

- 1. Uniting parents, teachers, students, and community through enrichment programs.
- 2. Providing funding and volunteers support for academic and enrichment activities.
- 3. Creating a strong school through educational Programs.

## Article 3

### Members

**3.1** Membership in this organization shall include all parents and legal guardians of students enrolled at Oxford Preparatory Academy Middle School, as well as all staff members.

**3.2** Memberships in Oxford Preparatory Academy Middle School at all levels shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of Oxford Preparatory Academy Middle School.

**3.3** Each member may vote on and participate in discussions on all motions put forth at a meeting at which they are in attendance.

**3.4 Annual Dues.**

There shall be no annual dues for membership, unless changed by the executive board of the Oxford Preparatory Academy Middle School.

## Article 4

### Executive Board

**4.1 Composition.**

The members of the Executive Board shall be the ~~President, President(s), Vice President, Vice-President(s),~~ Finance, Fundraising, Student Development, Communications, Spirit, Recording Secretary, Auditor, Parliamentarian, and Volunteers.

**4.2 Officers.**

The elected officer positions for the executive board for Oxford Preparatory Academy Middle School shall be:

- ~~President~~ *President(s)*
- ~~Vice President~~ *Vice-President(s)*
- Finance
- Fundraising
- Student Development
- Communications
- Spirit
- Recording Secretary
- Auditor
- Parliamentarian
- Volunteers

**4.3 Duties of the Executive Board.**

The duties of the Executive Board shall include but not be limited to:

- Be responsible for the strategic direction and management of the Honour Society
- Review and act on recommendations of committees
- Approve the budget
- Approve committee appointments
- Be responsive to the stakeholders needs
- Exercise such other duties as are prescribed for the Executive Board in these bylaws.
- May authorize discretionary expenditures, within the limits of the approved and current budget adopted by the Honour Society. Authorizations not to exceed a total of \$500.00 between meetings of the Society without prior Board approval. (This limit does not apply to expenditures within a pre-approved budget.)

## Article 5

### Officers and Duties

**5.1 Responsibilities of the ~~President~~ *President(s)*.** The ~~President~~ *President(s)* shall:

- Serve a ~~4~~ **2** year term
- Preside at all meetings of the Society and the executive board and other necessary functions
- Be the lead representative of the organization
- Coordinate the work of the officers and committees of the Society in order that the purpose and objective may be promoted
- Be an ex officio member of all committees, except the election committee
- Sign checks with either the ~~Vice President~~ *Vice-President(s)* or Finance
- Ensure that all newsletters, flyers, emails, and/or notices are approved by the School Administration
- Sign all vendor contracts on behalf of Honour Society
- Settle all disputes among all board members if any arise

**5.2 Responsibilities of the ~~Vice President~~ *Vice-President(s)*.** The ~~Vice President~~ *Vice-President(s)* shall:

- Serve a ~~4~~ **2** year term
- Act as an aide to the ~~President~~ *President(s)* and performs the duties of the ~~President~~ *President(s)* in the event of their absence or inability to act
- Collaborates with ~~President~~ *President(s)*, committee chairman, and/or campus student/faculty groups to coordinate, plan, and implement programs
- Shall act as a member of the Election Committee

**5.3 Responsibilities of Finance.** Finance shall:

- Serve a ~~4~~ **2** year term
- Be the chief financial officer of the society
- Maintains an accurate record of deposits and expenditures of the Society
- Administer bank accounts and reconciles all bank statements

- Present for approval at all Executive Board meeting a “Finance and Operations” report delineating all activities of income, expenditures, and adjustments or changes
- Post “Finance and Operations” report for the knowledge of those interested, after approval of Honour Society’s meetings
- Make an annual financial report to the society which includes gross receipts and disbursements for the year
- Coordinate the preparation of tax returns to be done by an independent third party and file the Honour Society's tax returns
- Present the Honour Society’s financial books to the auditors for a biannual audit, utilizing December and June months’ end
- Ensure that all financial records are completed by July 1st of each fiscal year
- Sign checks with the ~~President~~ *President(s)* and ~~Vice President~~ *Vice-President(s)*
- In cooperation with the auditor will appoint members to the Budget committee, including the *Finance Secretary(s)*
- Chair Budget Committee
- Ensure budget transparency to OPA community
- Retain all relevant financial documents will be retained by Finance for a period of seven years.

#### **5.4 Responsibilities of Fundraising.** Fundraising shall:

- Serve a **4 2** year term
- Act as an aide to the ~~President~~ *President(s)* and shall perform the duties of the ~~President~~ *President(s)* in the absence or inability of the ~~Vice President~~ *Vice-President(s)* to act
- Serve as fundraising coordinator and oversee all fundraising chairpersons and committees for all annual fundraising events
- Coordinate with the ~~President~~ *President(s)* and Administration on all ongoing fundraisers and scheduling of the calendar
- Work with on-campus student groups to promote Honour Society Events

#### **5.5 Responsibilities of Student Development.** Student Development shall:

- Serve a **4 2** year term
- Act as an aide to the ~~President~~ *President(s)* and shall perform the duties of the ~~President~~ *President(s)* in the absence or inability of the ~~Vice President~~ *Vice-President(s)* and Fundraising to act
- Coordinate and support with ASB to ensure that Honour Society is working in conjunction with ASB on student development programs
- Oversees Blackwells Student Store
- Organize and plan admin approved Honour Society Student Assemblies

#### **5.6 Responsibilities of Communications.** Communications shall:

- Serve a **4 2** year term
- Coordinate, in conjunction with the administration, all Honour Society communication needs
- Liaison with administration to ensure Champion families are kept up to date with all upcoming events via Social media
- In coordination with the ~~President~~ *President(s)*, will appoint Communications committee members as needed to support efforts.

**5.7 Responsibilities of Spirit.** Spirit shall:

- Serve a 4 2 year term
- Serve as Spirit Wear coordinator
- Facilitate Spirit Wear sales
- Works with Student Development to promote school spirit and positive school climate including OPA spirit events as determined by the approved Honour Society Calendar

**5.8 Responsibilities of Recording Secretary.** Recording Secretary shall:

- Serve a 4 2 year term
- Keep an accurate record of the proceedings of all meetings of the Society and the Executive Board in a notebook, which is to be the legal record of Oxford Preparatory Middle School Honour Society
- Be prepared to refer to minutes of previous meetings and present minutes from previous meetings
- Prepare a list of all unfinished business for the use of the President
- Record all expenditures in minutes
- Keep a current list of the members of the Executive Board and notify all members of upcoming meetings with preliminary agenda & request for agenda items
- Assure that all records are maintained including the bylaws, insurance certificate and articles of incorporation
- Post the finalized agenda 72 hours for general meeting and 24 hours for emergency meeting prior to the meeting for the knowledge of those interested
- Send Thank you notes to all Honour Society Partners

**5.9 Responsibilities of Auditor.** Auditor shall:

- Serve 4 2 year term
- Obtain the Honour Society's financial books from Finance for a biannual audit at the end of the calendar year and at the beginning of the new fiscal year (July 1st), utilizing December and June months' end reports
- Present and an Auditors written report to the Executive Board at the August and Feb meetings
- Assist Finance with coordinating the tax return preparation and submission
- Audit the books, upon resignation of Finance and at any time deemed necessary

**5.10 Responsibilities of the Parliamentarian.** Parliamentarian shall:

- Serve 4 2 year term
- Advise officers on bylaws and keep update amendments to bylaws as approved by the Honour Society
- Schedules and coordinates training on Board procedures, bylaws, and can include professionals specializing in 501C3
- Advise officers on parliamentary procedures
- Chair nominating committee and assist in vote tallying for Board positions
- Monitor discussion time during Honour Society meetings
- ~~Maintains Honour Society email account(s), ensuring that emails are forwarded to the appropriate officers and checking that responses are sent out in a timely manner~~
- Oversee training/transition of old and new members of the Honour Society Board including exchanging of record books and email accounts/passwords, and a signature confirmation of bylaws review

#### 5.11 Responsibilities of Volunteers. Volunteers shall:

- Serve ~~1~~ 2 year term
- Work in conjunction with the ~~Room-Parent Coordinator~~ *Parent Classroom Committee* to ensure that Professors and Parents are aware of upcoming volunteer events
- Maintain all email and phone contact list for all Honour Society members and be the contact and coordinator of all volunteer opportunities through the Honour Society
- Ensure the completion of year-end reflection report by all officers
- Conducts all necessary correspondence of the Honour Society upon authorization of the Executive board or Administration including thank you notes to volunteers and donors

#### 5.12 Election Eligibility.

Any interested Honour Society members are eligible to run for *a vacant position of the* elected office of the Honour Society on a yearly basis. No name shall be placed in nomination without consent of the nominee.

#### 5.13 Term of Office.

Officers shall be elected for a term of ~~one year- two years~~ -renewable up to one consecutive term. The new officers shall have a transition period in June to assume their duties in full by July 1st.

#### 5.14 Term end.

At the end of term, the ~~President~~ *President(s)*, ~~Vice-President~~ *Vice-President(s)*, Finance Secretary(s), and Finance must accompany the newly elected individuals in those roles to the bank of record to change all signature cards and account responsibility to the new *President President(s)*, *Vice-President Vice-President(s)*, Finance, and the Finance Secretary(s).

#### 5.15 Elections.

Officers and board members shall be elected by ballot in the spring with the assistance of the Election committee.

#### 5.16 Vacancies.

Unless otherwise stated herein, if a vacancy in any elected office, elected or appointed board member position, or committee position exists, the vacancy shall be filled by the board of directors as follows:

**A. Removal.** The involuntary removal of an officer or appointed member shall require two-thirds vote of the Honour Society Executive Board. Any such individual who fails to fulfill his or her duties or fails to abide by Honour Society's bylaws, policies, and/or code of conduct shall be removed. A vacancy in any position created by a removal with the exception of the *President President(s)* shall be filled by the executive board until the unexpired term.

**B. Resignation or Death.** A vacancy in any position other than president created by resignation or death shall be filled by the Executive Board. Resignation from office shall require written notice of that member including an explanation for resignation to the *President President(s)* of Honour Society.



**C. Voting.** Elections to fill vacancies shall be conducted by ballot and a majority vote shall elect. Notice of filling the vacancy must be given in the call to the meeting at which the election will be held. Only one vote per person. If there is any question on voting accuracy a recount will take place.

## Article 6

### Committees

#### 6.1 Standing Committees

- A. **The Elections Committee** shall be a minimum of 2 members. The Parliamentarian is to be the committee chair. The ~~President~~ *President(s)* cannot serve on this committee. *Vice President(s) will serve as members.*
- B. **The Budget Committee** shall not be composed of more than 6 members as follows: Finance (who shall be the chair), the President(s), the Vice President(s), and Fundraising.
  - a. A tentative budget shall be drafted at the end of the school year for the following school year and approved by a majority vote of members present.
- C. **Parent Classroom Committee (PCC)** shall collaborate with teachers, families, and the Honour Society to support students at OPA, facilitate Grade level meet-ups, coordinate Staff Appreciation, and reports to the Vice President. *Works in conjunction with Volunteers to ensure that Professors and Parents are aware of upcoming volunteer events.*
- D. The President will be an ex officio member of all committees except the Election Committee.

#### 6.2 Special Committees.

- A. The Executive Board may establish special committees as needed. The members of the special committees shall be appointed by the President and approved by the Executive Board.

## Article 7

### Appointed Positions

#### 7.1 Composition:

The positions of Hospitality Coordinator and Finance Secretary(s) are appointed by majority vote by the Honour Society members. Candidates are appointed by the ~~President~~ *President(s)* or ~~Vice President~~ *Vice-President(s)*.

#### 7.2 Hospitality Coordinator shall: (1 year term)

- This position will coordinate all refreshment needs for all hospitality related activities within budget.
- Reports to the ~~Vice President~~ *Vice-president(s)*.
- Coordinates with Volunteers.

### **7.3 Finance Secretary(s) shall: (1 year term)**

- This position will support Finance with banking responsibilities.
- Is authorized to receive and collect all monies for Honour Society of Oxford Preparatory Academy Middle School, prepare paperwork for deposit and deposit in the appropriate banking account.
- Ensures proper collection of funds ie. 2 person accountability.
- The Finance Secretary(s) is not allowed to sign checks for payments from the Honour Society.
- Shall work with Finance to attempt collection on all returned checks.
- Reports to Finance.
- ~~Participates in the Budget Committee.~~

## **Article 8**

### **Meetings**

#### **8.1 Regular.**

Regular Honour Society meetings commence monthly each calendar year as determined by the Executive Board. Notice of the time and place of each regular meeting shall be given in writing at least thirty (30) days prior to the date of the meeting.

#### **8.2 Special.**

Special meetings of the Executive Board may be called by the President with 24 hours notice in order to conduct business of a time-sensitive nature.

#### **8.3 Quorum.**

A quorum of the board of Honour Society shall be a minimum of 50% plus 1 of the Executive board.

#### **8.4 Voting.**

All issues that call for a motion and majority vote shall be listed on the ~~Agenda~~ *agenda* 72 hours prior to ~~the a~~ *regular* meeting *and 24 hours prior to a special meeting*. A decision shall be decided by a simple majority (50% + 1 member) of those present at the general meeting in which the vote takes place in person or virtually.

**8.5 Proxies.** Voting by proxy shall not be permitted.

## **Article 9**

### **Electronic Meetings and Communication**

#### **9.1 Meetings.**

The Honour Society and all committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting. The Honour Society is authorized to hold meetings electronically as needed or desired.

## **9.2 Communication.**

Unless members indicate otherwise to the Honour Society all communication required by these bylaws, including meeting notices, may be sent electronically unless otherwise specified in these bylaws.

# **Article 10**

## **Conflict of Interest Policy**

### **10.1 Policy.**

Conflict of interest means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members and officers. Board means the Executive Board. Staff members means a person who receives all or part of her or his income from the payroll of Oxford Preparatory Academy. Members of the board include any officer of the executive board, parents, legal guardians of students enrolled at Oxford Preparatory Academy- Middle School, as well as all staff. Supporter means corporations, foundations, individuals, 501(c)3 nonprofits, and other organizations which contribute to the OPA Middle School Honour Society.

### **10.2 Related Party Provision.**

For purposes of this provision, the term "interest" shall include personal interest. Interest as director, officer, member, stockholder, partner, manager, trustee, staff member or beneficiary of any concern and having an immediate family member related by blood or marriage or member of the same household who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, LLC, firm, person or other entity other than the organization. No officer or board member of the association shall be disqualified from holding any office in the association by reason of being related to any person that has any interest in any concern. An officer or member of the board of the association shall not be disqualified because they are a related party from dealing, either as a vendor, purchaser or otherwise, or contracting or entering into any other transaction with the association or with any entity of which the association is an affiliate. No transaction of the association shall be voidable by reason of the fact that any officer or member of the board of the association is related to a person that has an interest in the supporter with which such transaction is entered into, provided:

- The interest of such an officer or member of the board is fully disclosed to the Executive Board.
- Such a transaction is duly approved by the Executive Board not so interested or connected as being in the best interests of the association.
- Payments to the related party of the interested officer or the member of the board are reasonable and do not exceed fair market value that shall be determined by the 3 bid process.
- No officer or member of the board may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such a transaction may be authorized.
- The interested party shall have an opportunity to provide factual information about the proposed conflict and/or action, policy or transaction. Also, the Board may request the interested party be available to answer questions.

### **10.3 Disclosure of Conflict of Interest.**

Following full disclosure of a possible conflict of interest, the Executive board shall consider whether the terms of the proposed action, transaction, or policy are fair and responsible to Oxford Preparatory Academy- Middle School Honour Society and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party.

### **10.4 Determination of Conflict of Interest.**

The Executive Board shall determine whether a conflict of interest exists and if there is a conflict, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the Honour Society's best interest. Both votes shall be by a majority vote without counting the vote of any interested board member.

### **10.5 Perceived or Actual Conflict of Interest.**

An interested member of the board, officer, or staff member shall not participate in any discussion or debate of the board, or of any committee or subcommittee, in which the subject of discussion a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present member of the board.

### **10.6 Conflict of Interest and Spending.**

Anyone in a position to make decisions about spending Honour Society's resources (e.g. transactions such as purchases and contracts)- who also stands to benefit from that decision - has a duty to disclose that conflict as soon as it arises or when it becomes apparent; he or she should not participate in any final decisions (e.g. voting).

### **10.7 Violations of Conflict of Interest Policy.**

If the Executive Board has reason to believe that an interest party has failed to disclose a potential conflict of interest, it shall inform the person of the basis for such a belief and allow the person an opportunity to explain the alleged failure to disclose. If the Board decides that the interested party has in fact failed to disclose a possible conflict of interest, the Board shall take such disciplinary and corrective action as the Board shall determine.

### **10.8 Distribution of Policy.**

A copy of the Bylaws including the Conflict of Interest Policy *and any accompanying addendums such as Code of Conduct and guidelines of Policies/Procedures* shall be given to all members of the Board, Officers, and staff members upon commencement of such person's relationship with Oxford Preparatory Academy-Middle School Honour Society.

### **10.9 Signature.**

Each member of the Executive Board, Appointed positions, and staff members on the board shall be required to annually sign a statement that they understand the policy. Failure to sign does not nullify the policy. The annual signing will affirm each person:

- Has received a copy of the Bylaws including the Conflict of Interest policy *and any accompanying addendums such as Code of Conduct and guidelines of Policies/Procedures*;
- Has read and understands the *policy policies*;
- Has agreed to comply with the *policy policies*;

- Understands as a nonprofit corporation and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

## Article 11

### Government Compliance

**11.1** Upon the dissolution of Oxford Preparatory Academy- Middle School Honour Society, after paying or adequately providing for the debts and obligations of the Society, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

- No part of the net earnings of this Honour Society shall ever inure to or be for the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Society shall be empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the exempt purposes for which it was formed.
- Notwithstanding any other provisions of these articles, the Honour Society shall not carry on any other activities not permitted to be carried on by an association exempt from Federal Income Tax under section 501 (C) (3) of the Internal Revenue Code of 1954.
- The rules contained in the current edition of Robert's Rules of Order shall be used as guidelines to govern this Society in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## Article 12

### Amendments

**12.1 Amendments.** These bylaws may be amended by a simple majority (50% +1 member) of those in attendance at any scheduled meeting of the Honour Society *with proper notice. Current bylaw must be shown on the agenda along with the reason for amending as well as how the proposed bylaw amendment will read.*