



## **VISIONS INVOLVEMENT PROGRAM BY-LAWS AMENDED AND RESTATED 2018**

Many of these topics are also covered in the VISIONS Involvement Program Handbook, Guidelines and Commitment Contract.

### **ARTICLE I ----- Identity**

Section 1. The name of this organization shall be VISIONS Involvement Program.

### **ARTICLE II ----- Purpose**

Section 1. Families support VISIONS through fundraising, active participation, and communication, both in and out of the classroom.

Section 2. VISIONS Involvement Program is organized exclusively for educational 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.

### **ARTICLE III ----- Membership**

Section 1. The VISIONS Involvement Program shall consist of teachers, children and parents/ caregivers of children enrolled in the VISIONS Program.

### **ARTICLE IV ----- Responsibilities of Families**

Section 1. Families must accept the duties and responsibilities of participation in the group as specified in the VISIONS Family Handbook and Commitment Contract. Families will abide by the By-Laws and Policies and Procedures of the group.

Section 2 Families must apply annually to the VISIONS program for all students.

A. Readmission applications will be due by May 1<sup>st</sup> for the next school year. Families with returning students will be notified of acceptance for the upcoming school year by May 31<sup>st</sup>.

B. Families who have not abide by the expectations of the Commitment Contract (hours, AGP payments, parent meetings) will not be readmitted into the program and are welcome to reapply the following year.

- Section 3. In fulfilling required parent/caregiver hours each family is responsible for scheduling 5 hours of "in-class time" / assigned" task position". Task positions will be created by the teachers and Classroom Coordinators and assigned to parents/caregivers.
- A. If a parent/caregiver is unable to attend on his/her scheduled workday, it is their responsibility to notify the teacher as soon as possible and to make a concerted effort to arrange a replacement with another program member.
- B. Families will report monthly volunteer hours to the Family Hours Coordinator, by the 5<sup>th</sup> of each month. He/she will notify families who are falling short of meeting their commitment and help them find ways to contribute to the program. The Family Hours Coordinator will notify the Council if a family is negligent.
- C. If a family fails to meet the commitment on a consistent basis, they will not be allowed to return to the program the following year. Extenuating circumstances will be considered and reviewed by the Principal, Teacher and Executive Council members. This group will vote and discuss which steps to take or to provide written notice that the family is expelled.
- Section 4. If parents or caregivers do not abide by the expectations of the VISIONS Involvement Program as outlined in the Family Handbook, the Family Commitment Contract and the rules of the Sedro-Woolley School District:
- A. The parent or caregiver will be asked to meet with the Family Hours Coordinator or the appropriate teacher to facilitate improvement of the family's contribution to the program.
- B. If further action is needed; refer to Family Responsibilities Remediation Procedure in the VISIONS Program Policies and Procedure document.
- Section 5. A leave of absence may be granted by the VISIONS Council for extenuating circumstances, relieving or postponing the family of program support responsibility for an appropriate period of time agreed upon by the family and the Council (typically one month).
- Section 6. All families will pay annual tuition for the program. VISIONS tuition is set at \$350.00 per year for one enrolled child and \$500.00 per year for a family with 2 or more enrolled children.
- A. Tuition cost is to be adjusted annually at the budget committee meeting. The adjusted amount shall not increase more than 10% without a presentation at Monthly VISIONS meeting, detailing the need for such increase. This increase would be approved by vote at a VISIONS Council meeting.
- B. A "Commitment Payment" of \$70.00 for families with one child enrolled or \$100.00 for families with more than one child enrolled is due at the first VISIONS family meeting of the year. This is equivalent to 2 months.
- C. AGP Payments- Families can choose from 2 payment options. AGP can be paid as a one-time payment or on a monthly basis. If monthly payment option is chosen, a payment of \$35/\$50 (Or 10% of current AGP Tuition) will be due at the 15<sup>th</sup> of each month. Unless prior arrangements are made with the AGP Coordinator.

If a family chooses to pay in Full with a one-time payment, full payment must be received by December 31<sup>st</sup> of the school year.

## **ARTICLE V ----- Meetings of VISIONS Involvement Program**

- Section 1. The VISIONS Involvement Program shall meet as needed. A meeting schedule will be developed in the spring for the coming school year.
- Section 2. The September VISIONS meeting will be attended by teachers and families for the purpose of VISIONS Involvement Program business. A portion of this VISIONS meeting shall be set aside to welcome and orient new families. The next family meeting will be for the purpose of business.
- Section 3. A. Families are expected to attend a minimum of four VISIONS meetings. If unable to attend, it is their responsibility to find out what took place at the meeting. Minutes will be posted by the VISIONS Secretary on the Parent Place Bulletin Board.
- B. Caregivers who attend VISIONS meetings may record two hours per family on their monthly reporting form, regardless of the number of caregivers attending.
- Section 4. Notice of meetings will be posted on at least ten (10) days prior to the meeting on the VISIONS School District website.
- Section 5. The VISIONS Council may call special VISIONS Involvement Program meetings. Notice of date, time, and general purpose will be posted at least two (2) days prior to the meeting.
- Section 6. Quorum -- Fifteen (15) families shall constitute a quorum.
- Section 7. Decisions at VISIONS Involvement Program meetings shall be by two-thirds (2/3rds) majority. Each family has one vote.
- Section 8. All families have an opportunity to submit agenda topics prior to the regular meeting.
- Section 9. All families will maintain a working e-mail account for communication purposes.

## **ARTICLE VI-----VISIONS Council**

- Section 1. **Council**  
The VISIONS Council shall consist of the VISIONS teachers, the Principal, and the elected and appointed Council positions.
- A. The Core/Executive Council shall consist of the Elected Council positions. These positions are elected and are voted on by the VISIONS Involvement Program at the May

meeting. All offices are for a one-year term, except Co-Chair, which is held for two years and overlaps. They are:

Co-Chairs (Rotating Senior and Junior Chair, Core/Executive)  
Secretary (Core)  
Treasurer (Core)

B. The Appointed Volunteer Council positions are selected by the Nominating Committee. All positions are held for a one-year term. These may include, but are not limited to:

AGP Coordinator (Annual Giving Program)  
Registrar/ New Parent Mentor  
Family Hours Coordinator

Other Tasks and Committees may be created or eliminated as deemed necessary by the Council.

C. Job Descriptions, including duties, responsibilities and skills required for each Position/Task, are found in the VISIONS Program Handbook and may be amended as deemed necessary by the Council.

D. Classroom Coordinators and Field Trip Coordinators (one for each classroom) are selected by the teachers. Classroom Coordinator positions are held for a one-year term.

## Section 2. Elections

A. The family group elects the Executive and Core Council positions of:  
(Two) Co-Chairs, Secretary, and Treasurer.

B. Elections of Council Members shall be held at the May VISIONS Involvement Program meeting for offices to be held the following school year. Executive Council and Teachers work together to choose people from the volunteer list to fill each Appointed Council or Council Task position. Anyone elected/appointed into any of these positions, must be and (have been for the entire current school year) in good standing, with all items 1-6 of the VISIONS Commitment Contract. Anyone that has received a phase two or more letter will not be eligible to run for these offices for that that year.

C. A Nominating Committee is formed in March, headed by the Vice Chair. Sign-ups and nominations are held at the April VISIONS Involvement Program meeting. This committee:

1. Sets the ballot for Elected Council positions.
2. Oversees the election of officers at the May meeting.
2. Solicits volunteers for Appointed Volunteer positions.
3. Assists Executive Council (if needed) to fill Appointed Positions

## Section 3. Council Authority

A. In addition to the authority set forth in the Council Authority Section of the VISIONS Involvement Program Policy and Procedures document, the Council, acting as the elected representatives of the VISIONS Involvement Program, shall have authority to:

1. Manage and conduct the affairs and business of VISIONS.

2. Enact such policies as necessary for the running of VISIONS.
- B. All decisions will be recorded in the Council minutes and will be reported at the next VISIONS Involvement Program meeting.

**Section 4. Meetings**

- A. The Council shall meet regularly prior to the VISIONS Involvement Program meeting.
- B. The incoming Council shall attend June Council meeting following the annual election.
- C. Special meetings of the Council may be called by the Principal, a teacher, the Chair, or by three (3) of the Council members. Notice of date, time and general purpose shall be given at least two (2) days prior to the meeting.
- D. Executive Sessions may be called as necessary. Executive Sessions are attended by Council members only. No minutes are recorded.
- E. Working sessions of the Executive Council may be called by the Co-Chairs as needed. No official business may be conducted, decisions made, or actions taken, but tasks may be worked on as delegated by the Council.

**Section 5. Voting**

- A. Each Elected and Appointed Volunteer Council member and each teacher have one (1) vote. Non-Council guests do not vote.
- B. Five (5) members of the Council shall constitute a quorum for the transaction of business at any meeting of the Council.
- C. If Council feels necessary voting may be done via e-mail.

**Section 6. Removal of Council Member**

- A. Any Council member who has been charged in writing with malfeasance or misconduct regarding VISIONS business must be allowed to reply to such charges in a meeting of the Council. Where charges necessitate action, the Council will vote by a secret ballot with a two-thirds (2/3rds) majority ruling.
  
- B. If a Council Member fails to perform their duties as described in the appropriate Job Description, or violates other policies of the Visions Involvement Program as described in the Family Handbook, that person may be replaced by the Council in the manner described above.

**Section 7. Council Vacancies**

- A. Vacancies occurring prior to May elections shall be filled by elections held at the next VISIONS Involvement Program meeting.
- B. For vacancies occurring March or thereafter, the Council may make an appointment to fill that vacancy for the remainder of the term.

**ARTICLE VII ----- The Budget**

Section 1. The Budget Committee shall consist of:

- Principal
- Teachers
- Elected and Appointed Council members
- Two or more Volunteers from the VISIONS Involvement Program

Section 2. The Budget shall be developed by the Budget Committee and submitted for approval to the VISIONS Involvement Program at the May or June Parent Meeting, whichever follows the Annual Fundraising Auction. Approval shall be by a two-thirds (2/3rds) majority vote of those present.

### **ARTICLE VIII ----- Amendments to By-Laws**

The By-Laws of the VISIONS Involvement Program may be amended, revised or added thereto. Notices will be posted with the notice of the monthly VISIONS Involvement Program meeting. The By-Laws may be amended by a two-thirds (2/3rds) majority vote of those present.

### **ARTICLE IX ----- Fiscal Year**

The fiscal year of the Visions Involvement Program shall begin on the first day of July and end on the last day of June of every year.

### **ARTICLE X ----- Date of Adoption**

The original edition of these By-Laws was duly adopted by the Visions Family Group on the 26<sup>th</sup> day of January, 2002. These Amended and Restated By-Laws were duly adopted by the Visions Involvement Program on the 15<sup>th</sup> day of May, 2018.

\_\_\_\_\_  
Co-Chairs

\_\_\_\_\_  
Secretary

VISIONS INVOLVEMENT PROGRAM BY-LAWS, As revised through May 15, 2018.