

DPC Bylaws

Mission Statement

The District Parent Council in partnership with the Auburn Enlarged City School District will act as a forum for communication and support between members of the school community in order to benefit all students.

Article I: Purpose of the DPC

To provide a platform for parents and community members to learn about aspects of the school district and related organizations; and to have the opportunity to discuss topics of interest.

Which includes:

- Creating communication and understanding among school community members and the Auburn Enlarged City School District.
- Developing positive, professional relationships between administrators, teachers, parents, and community members.
- Providing learning opportunities and information for parents, related organizations, teachers, school staff and community groups that will empower parents to become active participants in their child's education.

Article II. Responsibilities of DPC

The Auburn District Parent Council is responsible for:

- 1) the exchange of ideas and information among school community members;
- 2) maintaining communication among DPC, related organizations and the Board of Education;
- 3) obtaining the opinions and/or recommendations of parents and school community members on current concerns and issues regarding the schools;
- 4) advising the Board of Education and the District administration on current concerns and issues;
- 5) sharing information on District activities with school community members; and
- 6) promoting parent and school community member participation in the schools.

Article III. Membership Of DPC

DPC shall be composed of the following delegates:

- 1) Membership will consist of:
 - a) At least two parent representatives from each school in the District;
 - b) two or three at-large members serving as officers; and
 - c) a member from a related organization that does not represent individual schools
- 2) Ex-Officio Members:
 - a) one member of the Auburn Enlarged City School District Board of Education;
- 3) the Superintendent of Schools; and
- 4) the Assistant Superintendent of Curriculum and Instruction or designee.

Article IV: DPC PARENT REPRESENTATIVES: SELECTION-QUALIFICATIONS TERMS

- 1) The building principal shall appoint two parent representatives to DPC.
- 2) Building representatives must be parents/guardians of students enrolled in the schools they represent.
- 3) Representatives from related organizations shall be selected by a method determined by their respective organizations.
- 4) Each school/related organization shall choose their parent representatives for the upcoming year by the end of September.
- 5) Any vacancies occurring during the school year shall be filled promptly by the administrator or school related organization.
- 6) A parent representative shall serve a one year term and may be reappointed to multiple terms at the discretion of the principal.

Article V. DPC PARENT REPRESENTATIVES' RESPONSIBILITIES

- 1) Representatives should attend all DPC meetings to assure their respective school's viewpoint is represented. Representatives shall collect information from their school's leadership, staff, families, and students. Each delegation shall use this information to:
 - a) Each member will be given the opportunity to share information highlighting their constituent's programs, activities and concerns.
- 2) Representatives should report DPC discussions and actions to their school and/or parent group by:
 - a) reporting to parent groups;

- b) discussion with the school principal and other appropriate administration; and
- c) encouraging constituents to review DPC minutes and other district information available on the district website and in district publications.

Article VI. DPC OFFICERS: SELECTION, QUALIFICATIONS & TERMS

- 1) DPC officers shall consist of a Chairperson, two Vice Chairpersons, and a Secretary. One shall be designated First Vice Chairperson and one as Second Vice Chairperson.
- 2) To serve as an officer of DPC, a person must be a parent/guardian of a child enrolled in an AECSD school or employee of the AECSD school district during the term of office for which the person is elected. In addition, the person must have attended a minimum of three meetings in the previous calendar year as a representative or alternate to the District Parent Council.
- 3) Officers shall be elected at the June meeting and shall serve a term of one year beginning July 1.
- 4) The First Vice Chairperson shall serve as Acting Chairperson in the absence of the Chairperson. The Second Vice Chairperson shall serve as Acting Chairperson in the absence of the First Vice Chairperson.
- 5) In the event of a vacancy in the office of Vice Chairperson, the Chairperson shall recommend to DPC, for approval, a person to serve as Vice Chairperson for the remainder of the term.

Article VII. DPC OFFICERS: FUNCTION & RESPONSIBILITIES

- 1) The duties of the Chairperson are:
 - a) to facilitate the meetings of DPC;
 - b) to prepare DPC meeting agendas in coordination with the Vice Chairpersons and with input from members of the DPC;
 - c) to establish the regular meeting schedule in cooperation with District Administration; and
 - d) to serve as spokesperson of DPC.
- 2) The duties of the First Vice Chairperson are:
 - a) to act in the absence of the Chairperson;
 - b) to assist the Chairperson in his or her duties as requested;
 - c) to serve as “sergeant-at-arms” (i.e. timekeeper) of DPC;

- d) to assist in establishing agendas;
 - e) to assure that a copy of Roberts Rules of Order and the DPC Bylaws are available at every meeting.
- 3) The duties of the Second Vice Chairperson are:
- a) to assist in establishing agendas;
 - b) to assume duties in the absence of other officers
- 4) The duties of the Secretary are:
- a) to serve as a Secretary who will be responsible for recording and distributing minutes of all DPC meetings.
 - b) to submit minutes to the district Public Information Specialist for publication on the district website.

Article VIII. DPC MEETINGS

- 1) DPC will hold a minimum of nine meetings each year. The regular meeting schedule shall be established by June of the preceding year. An agenda and the minutes of the previous meeting will be made available to DPC members in advance of each regular meeting.
- 2) All DPC meetings are open to the public and must be publicized in advance.
- 3) Roberts Rules of Order shall govern the proceedings of DPC upon the request of two DPC members.

Article IX. VOTING AT DPC MEETINGS

- 1) Each voting member shall be entitled to one vote.
- 2) Ex-officio members shall have no vote.
- 3) A simple majority vote of those members present carries except in cases of changes to the Bylaws. (See Section X).
- 4) A representative may move to table a motion to allow representatives the ability to consult with the groups they represent. Unless such a motion is made, discussions and votes will not be postponed.

Article X. DPC BYLAW CHANGES

- 1) Changes may be made to these Bylaws by a two-thirds vote of the DPC voting membership.
- 2) A vote on proposed changes may be made no sooner than the regular meeting following the one in which the change was proposed.