

Great Oaks Academy

Parents' Association Policy No. 901

I. Purpose

The Great Oaks Academy Parents' Association is a partnership between Great Oaks Academy and its families. Its primary mission is to support the Mission and Vision of Great Oaks Academy by enhancing the school culture through the planning, executing, and funding of events and programs for students. All parents with students currently enrolled at Great Oaks Academy are automatically members of the Parents' Association. The Parents' Association works together with the administration and faculty to promote true, beautiful, and good opportunities for our children. The Parents' Association will rely upon parent volunteers to brainstorm, plan, execute and participate in events. There are a variety of commitment levels for parents to volunteer.

- A. The purposes of the Great Oaks Parents' Association are:
 - 1. To support and promote the Mission and Vision of Great Oaks Academy.
 - 2. To promote the collaboration and engagement of families and educators in the classical education of children and youth at Great Oaks Academy
 - 3. To advocate for classical, liberal arts education, physical and mental virtue, and the good of children and youth.

II. General Statement of Policy

The following are basic policies of the Great Oaks Parents' Association:

- A. The Great Oaks Parents' Association shall operate under the direction and pleasure of Great Oaks Academy under the direction of the Executive Director as given power by the Board of Directors as an association composed of parents from the Great Oaks Academy community.
- B. The Parents' Association will be noncommercial, nonsectarian, and non-partisan.
- C. The Parents' Association shall work to promote the Mission and Vision of Great Oaks Academy through fundraising, promotion, and events.
- D. The Parents' Association shall work to promote the health and welfare of children and youth and shall seek to promote collaboration among Great Oaks Academy families.
- E. No part of the net earnings of the Parents' Association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except the organization of Great Oaks Academy as a public charter school.
- F. Notwithstanding any other provision of these articles, the Parents' Association shall not carry on any other activities not permitted to be carried on (i) Great Oaks Academy as an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- G. The Parents' Association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- H. The Parents' Association shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, donations and fundraising income. Such books of account and records shall at all

reasonable times be open to inspection by the Great Oaks Academy Board of Directors and the Director of the Academy.

III. Definitions

- A. "Steering Team" shall mean the chair, co-chair, secretary, treasurer, and a Great Oaks Academy Director.
- B. "Committee" shall mean subgroup or advisory group within the Parents' Association working on specific related tasks as directed by the Steering Team.

IV. Membership

- A. Each officer or member of this Great Oaks Parents' Association shall be a member of this group.
- B. Only parents or guardians of students currently enrolled at Great Oaks Academy shall be members of Great Oaks Parents' Association. Membership is forfeited upon the event a parent or guardian initiates disenrollment of their child at Great Oaks Academy.
- C. The Parents' Association shall elect officers to form a Steering Team which will oversee Parents' Association activities for the upcoming school year and submit their names to the Great Oaks Academy Board of Directors as determined by its policies and/or procedures.
- D. Membership in the Great Oaks Parent's Association at all levels shall be open, without discrimination, to any parent of a child enrolled in Great Oaks Academy who believes in and supports the mission, vision, and pillars of Great Oaks Academy and meets other qualifications for membership as prescribed in this policy.
- E. The Parents' Association shall conduct an annual enrollment of members and may admit persons to membership at any time.
- F. Membership automatically re-ups each school year that a parent or guardian has a child/children enrolled at Great Oaks Academy and does not need to be renewed unless following a period of disenrollment and re-enrollment of their child/children.

V. Officers and their Election

- A. The Steering Team of The Parents' Association shall consist of at least the following officers: A Chair, Vice Chair, a Secretary, a Treasurer and a representative from the Great Oaks Academy Directors.
- B. The Steering Team shall be elected by the members of the association. If there is but one nominee for any office, election for that office may be by default.
- C. The Steering Team members shall assume their official duties as specified in the policy starting July 1 to June 30th.
- D. It is recommended that a person shall not be eligible to serve more than two (2) consecutive term(s) in the same Steering Team role. A term is defined as two years starting from July 1.
- E. Committee chair positions are one (1) year terms with no term limits.
- F. A vacancy occurring in any Steering Team position shall be filled for the unexpired term by a person elected by a majority vote of The Parents' Association, notice of such election having been given. In case a vacancy occurs in the position of Chair, the Co-Chair shall serve notice of the election.
- G. Elections for the Steering Team will be staggered. The Vice Chair and Secretary will be up for election in odd numbered years (2023, 2025, etc.) The Chair and Treasurer will be up for election in the even number years (2024, 2026, etc.),

VI. Duties of Officers

A. The Chair shall:

1. Preside at all meetings of the Parents' Association;
2. Serve as an *ex officio* member of all committees.
3. Coordinate the work of the Steering Team and committees of the association in order that the purposes of the Parents' Association may be accomplished.
4. Comply with data privacy regulations per Great Oaks Academy policies and Minnesota statutes.
5. Oversee Parent's Association social media.
6. Perform such other duties as may be prescribed in these bylaws, standing rules or assigned by the Parents' Association or the Great Oaks Academy Board of Directors.

B. The Vice Chair shall:

1. Comply with data privacy regulations per Great Oaks Academy policies and Minnesota statutes.
2. Act on behalf of the Parents' Association Chair when the Chair is not available.
3. Have a current copy of the Parents' Association Policy.
4. Perform other duties as assigned.

C. The Secretary shall:

1. Have a current copy of the Parents' Association Policy.
2. Record the minutes of all meetings of the Parents' Association.
3. Submit Parents' Association meeting minutes to the Great Oaks Academy website.
4. Comply with Great Oaks Academy Open and Closed Meeting Policy 207
5. Work with school administration to maintain an up-to-date membership list.
6. Comply with data privacy regulations per Great Oaks Academy policies and Minnesota statutes.
7. Send email updates and correspondence to members at the direction of the Chair.
8. Perform other duties as assigned.

D. The Treasurer shall:

1. Keep a full and accurate account of receipts and expenditures;
2. Comply with data privacy regulations per Great Oaks Academy policies and Minnesota statutes.
3. Approve expenditures in conjunction with the Parents' Association Chair or Vice Chair in accordance with the funds available for the Parents' Association.
4. Submit expenditure requests using the Purchase/Expenditure Form to the Great Oaks Academy Executive Director at least seven (7) days in advance of when the purchase is needed.
5. All requests to purchase will use the Purchase/Expenditure Form and be signed by the Parents' Association Chair or Vice Chair and the Parents' Association Treasurer.
6. Have a current copy of the Parents' Association Policy.
7. Present a financial statement when requested.
8. Be responsible for the maintenance of such books of account and records as conformed to the requirements of Great Oaks Academy policies and Minnesota Statutes.
9. Submit the financial statements monthly to the Executive Director for review.

- E. The Great Oaks Academy Executive Director shall:
1. Serve as an *ex officio* member
 2. Guide and support the governance of the Parents' Association as directed by the Great Oaks Academy Mission, Vision, and Board of Directors.
 3. Approve Parents' Association meeting minutes for dissemination to the Parents' Association.
 4. Provide a report to the Great Oaks Academy Board of Directors.
 5. Support the Parents' Association Chair in coordinating the work of the Steering Team, and committees of the Association in order that the purposes of the Parents' Association may be accomplished.
 6. Act as a liaison between the Parents' Association and the Great Oaks Academy Board and Great Oaks Academy staff.
 7. Ensure that the Great Oaks Academy purchasing representative returns receipts for deposits, purchases, or expenditures within ten (10) days of such transaction to the Parents' Association Treasurer.
- F. All officers shall perform the duties outlined in this policy and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the Chair, without delay, all records, books, and other materials pertaining to the office. If resignation or removal of the Chair, all records, books, and other materials pertaining to the office shall be turned over to the Executive Director without delay.

VII. Parents' Association Officer Conduct and Removal

This section outlines possible reasons for removal of an officer. This section is not all inclusive and the Great Oaks Academy Board has final authority over removal reasons and conduct.

1. An officer has unexcused absences from a majority of the Parents' Association meetings without adequate excuse.
2. An officer is not performing the duties as prescribed by this policy.
3. An officer engages in conduct which the Great Oaks Academy Board determines to be injurious to the organization or its purposes.
4. An officer misuses private student data or other data deemed private.
5. An officer's words (written or spoken), actions, or behavior is not representative of Great Oaks Academy.
6. Any other reasons or conduct that the Great Oaks Academy Board finds not professional or suitable.

VIII. Procedures Concerning Removal of a Steering Team member

The Parents' Association Chair with the permission of the Great Oaks Academy Executive Director may take such action as they determine appropriate, which may include asking for the immediate resignation of the Steering Team member. The Parents' Association Vice Chair and the Executive Director together may take appropriate action as they determine appropriate, which may include asking for the immediate resignation of the Chair. If necessary, any member in the removal process or otherwise can follow the grievance procedure in Great Oaks Academy Complaints Policy 103.

IX. Meetings

- A. Regular meetings of the Association shall be held according to its standing rules. The Parents' Association shall meet at least once during the school year, with a recommendation of a regular monthly meeting. Five (5) days notice being given of change of date.
- B. Special meetings of the Parents' Association may be called by the Chair or by a majority of the Parents' Association. Three (3) days notice being given of a special meeting.
- C. The quorum for the transaction of business in any general membership meeting of this Association will be designated by the organization's Standing Rules, but shall not be less than the number of elected officers.
- D. Proxy voting shall not be allowed.
- E. E-mail voting is not allowed for general meetings of the Association.

X. Committees

- A. Only members of the Great Oaks Parents' Association shall be eligible to serve in appointed or elected positions within committees of the Parents' Association.
- B. The Chair and/or Steering Team may create or eliminate such committees as deemed necessary to promote the purposes and carry out the work of the Parents' Association. Each committee will have a chairperson responsible for directing the activity of the working group. The term of each chairperson shall be one (1) year or until the selection of a successor or the completion of the assigned task.
- C. The chairperson of each working group shall present a plan of work to the Parents' Association Steering Team for approval. No work shall be undertaken without the consent of the Parents' Association Chair.
- D. A quorum of any committee shall be a majority of its members.
- E. The Chair shall be an *ex officio* member of all committees.

XI. Standing Rules

- A. There shall be standing rules, adopted by the Parents' Association, for guidance in matters not covered in this policy. The standing rules shall not be inconsistent with this policy and shall be reviewed annually by the Steering Team and Great Oaks Academy Board. Proposed amendments or additions shall be presented to the general membership of the Parents' Association for adoption.
- B. The procedure for amending standing rules shall be incorporated in the body of the standing rules.

Legal References:

IRC §. 501(c)(3) Exempt Organizations
IRC §. 170(c)(2) Charitable, etc., contributions and gifts
Minn. Stat. §. 124E Minnesota Charter School Law
Minn. Stat. §. 13 Minnesota Government Data Practices Act
Great Oaks Academy Policy 207 Open and Closed Meeting Policy
Great Oaks Academy Complaints Policy 103

Cross References:

Great Oaks Academy Policy 104 Mission and Vision Statement
Great Oaks Academy Policy Committee Policy
Great Oaks Academy Policy 208 Development, Adoptions and Implementation of Policies