

By-Laws
Omak Parent Support “OPS”

1. Name

The name of this entity shall be Omak Parent Support (hereafter referred to as OPS).

2. Purpose/Mission

Established in 2019, we are a passionate network of parent volunteers dedicated to enriching the educational experience for all students and staff within the Omak School District’s elementary and middle schools. Through events, creative fundraising and targeted school-based improvements, we partner directly with principals to champion academic growth, positive behavior, and campus improvements.

3. Our Strategic Goals

- a. **Family Engagement:** We believe school should be a welcoming hub for everyone. Our goal is to enhance family engagement by bringing parents/guardians and children onto our campuses to support each other, gain valuable tools, and share fun, meaningful moments.
- b. **Employee Wellness:** We believe that when teachers thrive, students thrive. We pour our energy into fostering a positive, uplifting environment that sustains and celebrates our dedicated school staff.
- c. **Community Engagement:** Building strong, collaborative partnerships with local neighbors and organizations to foster a thriving learning environment.

4. Term of Existence

The term of existence shall be perpetual.

5. Members (non-voting)

- a. Any parent or guardian of an Omak School District student is considered a member of the OPS team.
- b. Members do not have voting ability, but their opinions and input will be taken into consideration when an issue is voted on by the Board.
- c. Members are encouraged to attend OPS meetings in order to provide input and/or remain current on issues.
- d. Each individual school will have its own team to serve the particular needs of that building, but all are considered members of the OPS team as a whole.
- e. A representative from Administration (Principal, Assistant Principal or Counselor) from each school supported is expected to be present (in person) at monthly meetings to share upcoming events, important dates, needs etc, and be available to answer questions. First failure to appear in person will earn a written warning with a reminder and link to by-laws. After a third absence within a school calendar year (August - June), funds and support will no longer be allocated to the school in question. An administrator of that school will have to apply for readmission to be eligible for future funding. Re-admission will be voted on by a quorum of voting members.

6. Board (voting members)

- a. The Board shall consist of up to 12 voting members.
- b. Parents or guardians of Omak School District students must submit a letter of interest to the current Board in order to be considered for Board membership.

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- c. New members of the Board must be approved by a majority vote of the current Board.
- d. The Board shall serve without salary or compensation.
- e. Board members shall serve on the Board for any number of years, as long as they have a student in the Omak School District.
- f. Board members can resign by delivering printed or emailed notice to the rest of the Board.
- g. Board members can be removed from the Board by a two-thirds majority vote of the rest of the Board , in case of regular absence, relocation or other issues as they arise

7. Executive Board (officers)

- a. The Executive Board shall consist of a president, vice-president, secretary, treasurer, and representatives from North, East and Omak Middle School. The secretary and treasurer duties may be fulfilled by one member.
- b. Executive Board members will serve a one-year term. Persons may serve in the same office for multiple years. The Executive Board will be elected by a majority of the Board . Elections shall occur in May of each year.
- c. Any Executive Board member or other member may be authorized by a majority vote of the Board to sign checks or perform other financial duties.
- d. The duties of the president shall be to preside at all Board meetings; present or delegate one to present to possible funding agencies or partners; and prepare reports as needed.
- e. The duties of the vice-president shall be to act in the absence or inability of the president.
- f. The duties of the secretary shall be to keep minutes of each meeting, keep records of necessary permits or other official documents (by-laws, etc.), and maintain communication with all Board members.
- g. The duties of the treasurer shall be to track all revenues and expenditures, keep monthly account statements, present account reports at Board meetings as requested and arrange payment of fees and other bills on time.
- h. The duties of building representatives shall be to represent the needs of their respective buildings to the larger OPS team, organize building-specific OPS team meetings as needed (preferably monthly during the school year), and recruit parents from their buildings to attend and make decisions for their respective building.
- i. The Executive Board shall serve without salary or compensation.

8. Voting

At least three Board members constitute a quorum, or two-thirds of active elected Board members. In absence of a quorum, no formal action shall be taken except to adjourn the meeting and set a subsequent date for the next meeting. Each Board member has one vote, and may not vote on behalf of another Board member, unless delivering a written and signed document from that other member. An absent Board member may also vote via email or by calling into or virtually attending the meeting at which the vote is being held.

9. Committees

- a. The Board may appoint standing or temporary committees as needed for specific tasks or events by a majority vote of the Board, or as needed by building representatives to serve their respective buildings.

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- b. Committees can be dissolved by a majority vote of the Board.
- c. Any member, whether voting or non-voting, may serve on a committee.
- d. Standing committees include North, East and Middle School teams. These committees maintain the right to approve expenses for their respective building, which may then be reviewed and ratified by the OPS team Board.

10. Meetings

Meetings shall be held on average every month during the school year, unless cancelled, or as requested by the president of the Board or by a majority vote of the Board.

11. Conflict of Interest

Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse themselves and will refrain from discussion and voting on said item.

12. Fiscal Policies

The fiscal year of the Board shall be from Aug. 1 to July 31. A budget for the following year shall be prepared and approved by a majority vote of the Board by June of each year, when possible.

13. Amendments

These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and a copy of the proposed amendment(s) are provided to each Board member at least one week in advance.

14. Assets in case of dissolution

In case of dissolution, any assets will be distributed to individuals, organizations, or school/school programs as decided by a majority vote of the Board. Assets shall be donated, not sold, unless proceeds from a sale will be donated to North, East and Omak Middle School or school-related programs, as decided by a majority vote of the Board.

15. Annual Review

By-Laws shall be reviewed on an annual basis before the end of each school year.