

**GOVERNING BY-LAWS
FOR UME PREP
PARENT AFFAIRS COMMITTEE**

A University-Method of Education Organization

By-laws as Approved on

April 9, 2014

ARTICLE I**NAME**

The name of this educational organization is the UME Prep Parent Affairs Committee.

ARTICLE II**VISION STATEMENT**

The Parent Affairs Committee seeks to help advance the Parent Equipping Program and offer parents, as their child's first and best teacher, enhanced opportunities in strengthening their families through greater influence over the spiritual, intellectual, and emotional growth of their children.

ARTICLE III**MISSION STATEMENT/PURPOSE****UME Preparatory Academy Mission Statement**

UME Preparatory Academy exists to produce college- and work-ready graduates and to offer parents enhanced opportunities as their child's first and best teachers to strengthen their families as they exercise greater influence over the spiritual, intellectual, and emotional growth of their children.

Parent Affairs Committee Mission Statement

The Parent Affairs Committee will support the Parent Equipping Program through the advocacy, mentoring, equipping, encouraging, serving, and community building among parents in furthering the Academy's mission.

ARTICLE IV**CORE VALUES**

UME Prep's Core Values are to:

1. Encourage a Right and Honorable Direction
2. Educate with Excellence
3. Integrate Home and School
4. Affirm, Encourage, and Equip Parents
5. Strengthen Family Relationships

ARTICLE V**UME PREP'S GUIDING PRINCIPLES**

1. Encourage a Right and Honorable Direction toward a disciplined life of moral character for all students. It is our goal to help each student grow to have a sincere desire for what is right and what is honorable, to embrace what is good and decent, and to practice selfless acts of kindness and compassion. Rather than live for one's own gain, we strive to instill a sense of purpose in the lives of our students – a purpose directed toward the betterment of others. We also seek to help students understand how their education plays a significant role in fulfilling such an honorable direction. This school, therefore, seeks to encourage and train its students to grow into young men and women of moral character who are willing to live a purposeful life for the benefit of others throughout the world.
2. Educate with Excellence in a character-driven, parent-based environment. Excellence in education involves much more than simply furthering the development of children's innate ability. It also involves their effort, their values, their skills, and their character. Educating with excellence must involve the development of a strong work ethic, efficient time management skills, self-discipline, organizational skills, and effective study habits. It must also encourage a love for learning, respect for authority, sound judgment, a desire for wisdom, and a value for honesty, dependability, commitment, and much more. These traits involve guidance, training, and modeling – both at home and at school. Excellence in education must involve a larger picture! It must involve the school AND parents, and it must involve character development. It must also recognize how various factors motivate and influence the learning of each and every child. All applicable, education-related research should be taken into account, and the best relevant practices concerning teaching and learning put into practice. And finally, educating with excellence involves using the best possible delivery model available to effectively utilize the factors present that most influence the learning of each child.
3. Integrate Home and School in age-appropriate ways throughout the curriculum design and student activities. The University-Method Educational Program is designed to assist parents with the modern-day difficulties of preparing their children for college while also recognizing and supporting the parents' unique role and responsibility at home in communicating their beliefs and values. For parents to succeed in the important task of raising young men and women of character, it is essential for families to experience meaningful time together. The University-Method Educational Program is designed to give time and access back to parents in exchange

for their commitment to be academically and relationally involved with their children outside of class and according to the college-preparatory, curriculum design. Such involvement, when lovingly and joyfully administered, leads to greater opportunity for parents to succeed in teaching their children in all areas of life. This good-faith partnership between parents and teachers makes it both possible and practical for home and school integration to strengthen families while also providing a quality, college-preparatory education.

4. Affirm, Encourage, and Equip Parents because they are strategically positioned to have the most influence on their children's learning and on their lives. We believe successfully raising children is best accomplished in a family where both the mother and the father are actively present, lovingly involved, and keenly aware of their role and responsibility. But we are also aware that every family faces a different set of circumstances, and that those circumstances often involve only one parent in the home. As a result, we should do what we can to help keep parents confident, competent, encouraged, and involved with their children regardless of their situation and regardless of the schooling option they choose for their children. It is our desire, therefore, to have parent-education opportunities and resources available to serve the parents involved in the school as well as those in the surrounding community. In addition, parents whose children attend the school will receive educational training to help them successfully fulfill the specific parental roles required for each student course.
 5. Strengthen Family Relationships so parents can successfully guide their children through the maze of negative influences that can destroy the future of each student. Whether the issue is instilling positive traits (e.g. respect for authority, personal integrity, honesty, dependability, loyalty, and commitment) or avoiding negative consequences (e.g. teenage suicide, substance abuse, adolescent violence, sexual promiscuity, running away from home, and teenage pregnancy) parents must take their proper place on the front line armed with a positive, effective relationship with their children. Furthermore, the successful sharing of a parent's beliefs and values is best facilitated when actively-involved parents take the time, make the opportunity, and employ the tools needed for developing close, loving, and nurturing relationships with their children. If the influence of parents ever breaks down, the cost will unfortunately be realized in their children's lives. The consequences of a negative, neglected childhood are so great that the positive influence of parents early in life must command our utmost attention and priority.
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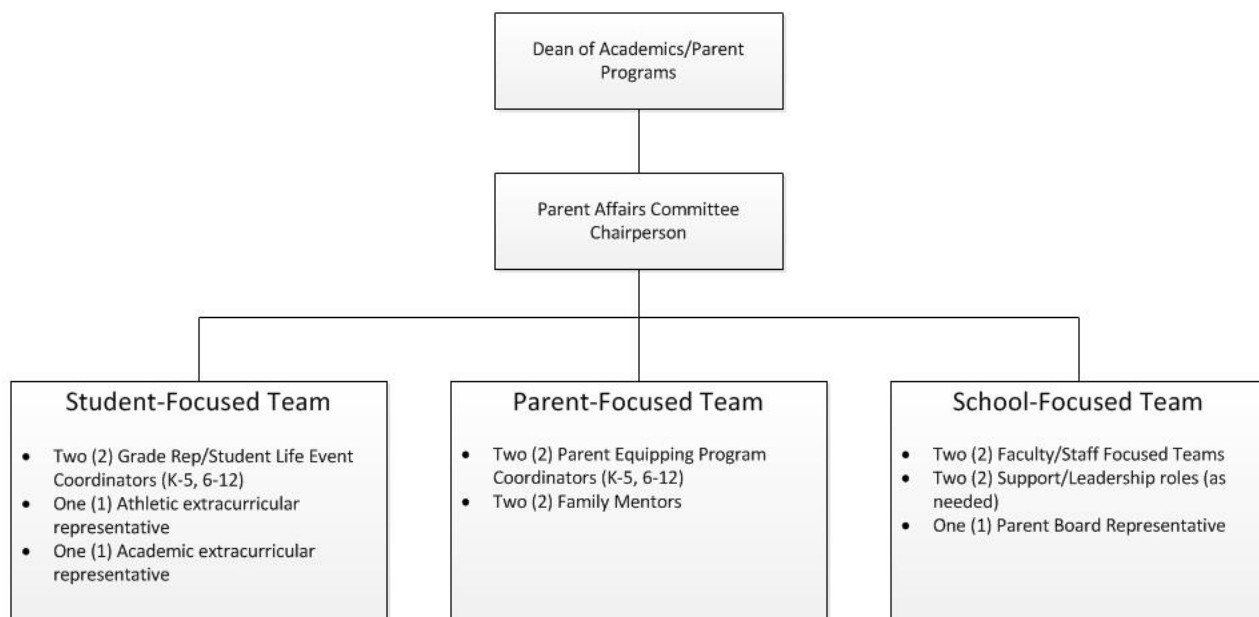
ARTICLE VI**STATEMENT OF NON-DISCRIMINATION**

UMEP, Inc. shall make no distinction in its operating, employment or education policies with regard to an individual's race, color, gender or national and ethnic origin.

The project school operated by UMEP, Inc. shall not discriminate on the basis of race, color, gender, national origin, ethnicity, religion, disability, academic ability, athletic ability or artistic ability or the district the child would otherwise attend in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

ARTICLE VII**BASIC ORGANIZATIONAL STRUCTURE**

Schematically, the organizational structure is as follows:



ARTICLE VIII**PARENT AFFAIRS COMMITTEE****SECTION 1: GENERAL ROLES FOR MEMBERS OF PARENT AFFAIRS COMMITTEE (PAC)**

Besides supporting the Academy and its administration as they carry out UME Prep's mission, they are to also develop, organize, and maintain the core components of the Parent Equipping Program. In doing this, the five core roles the committee is asked to embody are:

1. To be **Champions**
 - a. To look for ways to support parents
 - b. To suggest pro-parent policies and initiatives to appropriate levels of campus administration
 - c. To coordinate parents, carpool, social events, grade reps, etc.
2. To be **Gate Keepers**
 - a. To be a voice of parents to the administration
 - b. To be a means of the administration working with parents
 - c. To safeguard the reputation and integrity of UME Prep Academy
3. To be **Change Agents**
 - a. To be ambassadors of the UME method in helping parents adapt to the model
 - b. To contribute to/replicate the UME culture (via mentoring activities, leading training sessions, etc.)
4. To be **Torch Bearers:**
 - a. To effect and directly support UME Prep policies and agenda
 - b. To reflect and embody the ideals and reputation of the Academy
5. To be **Pioneers:** to develop resources that support parents within the model and devise solutions to constraints of the model that are in keeping with the mission and vision of UME:
 - a. Internally (within the UME Prep community)
 - b. Externally (to other schools – both UME and non UME)

Core Objectives:

- Community Connection
 - School Service
 - Family Encouragement
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SECTION 2: QUALIFICATIONS FOR PAC APPLICANTS

- a. PAC applicants must have, at a minimum, one (1) year of experience at UME Prep as a parent or legal guardian of a child who is currently enrolled in the school.
- b. PAC applicants are to fully understand and actively support the UME Prep's mission, core values, and guiding principles.
- c. Individuals may not serve as a PAC member if the individual has been convicted of a felony or a misdemeanor involving moral turpitude. All PAC applicants must complete and pass a background check during the application process in order to be considered for a PAC position.

SECTION 3: TERMS OF OFFICE

- a. General PAC Positions (1-12): General PAC member terms of office will be for two (2) years, and members can serve consecutively for two (2) full terms of office. Beginning with the 2014-2015 School Year, Positions, 1, 3, 5, 7, 9, 11 will complete their first term, and 2, 4, 6, 8, 10, 12, will complete their terms at the conclusion of the 2015-2016 School Year.
- b. Parent Board Representative Position (13): The parent board representative term will be for one (1) year, and the parent representative can also serve consecutively for three (3) full terms of office.
- c. For any given year, parents will apply to fulfill and represent the following places:
 - Four (4) representatives of K-4th grades (Positions 1-4)
 - Four (4) representatives of 5th-8th grades (Positions 5-8)
 - Four (4) representatives of 9th-12th grades (Positions 9-12)
 - One (1) Parent Board Representative (Position 13)

These individuals will fulfill the following functions:

Student-Focused Team:

- Two (2) Grade Rep/Student Life Event Coordinators (K-5, 6-12)
- One (1) Athletic extracurricular representative
- One (1) Academic extracurricular representative

Parent-Focused Team:

- Two (2) Parent Equipping Program Coordinators (K-5, 6-12)
- Two (2) Family Mentors (Networking)

School-Focused Team:

- Two (2) Faculty/Staff Focused Teams
- Two (2) Support/Leadership roles (as needed)
- One (1) Parent Board Representative

- d. The purpose of each function includes the following:

Student-Focused Team:

- Two (2) Grade Rep/Student Life Event Coordinators (K-5, 6-12):
 - Recruits reps from each grade level to assist with student-oriented activities
 - Works with Student Life Dept. to provide activities such as Christmas Parties, Valentines Parties, End-of-Year Parties, Daddy/Daughter Dance, Ice Cream Social, etc. and provide specific invitations to parents.
- One (1) Athletic extracurricular representative:
 - Supports the athletic teams and builds relationships with families

- Works with athletic director/Dean of Student Life to achieve athletic goals and recruit volunteers
- One (1) Academic extracurricular representative
 - Supports the academics at UME Prep and builds relationships with families
 - Works with Dean of Academics to achieve academic goals and recruit volunteers

Parent-Focused Team:

- Two (2) Parent Equipping Program Coordinators (K-5, 6-12)
 - Responsible for providing parent equipping seminars/recruiting speakers to support parents (one per month).
 - Works with Dean of Parent Programs to achieve parent equipping goals
- Two (2) Family Mentors (Networking)
 - Responsible for building relationships with families, making sure that new families are connected, possibly working with Facebook groups.
 - Works with Dean of Parent Programs to build community among UME Prep and provide specific invitations to parents.

School-Focused Team:

- Two (2) Faculty/Staff Focused Teams:
 - Works with other grade reps to support and encourage faculty/staff
 - Works with Parent Volunteer Coordinator to assist with teacher-focused activities (some examples may include in-service days, teacher appreciation, baby/wedding showers).
 - Two (2) Support/Leadership roles (as needed):
 - These roles can be used for whoever is serving as Chairman or Vice Chairman that year, or for additional parents who do not serve a particular niche, but support the other groups.
 - One (1) Parent Board Representative:
 - This role is voted on by both the Parent Affairs Committee and the UME Prep Board, and serves as a voice from the parents to the board.
 - Provide PAC summary at regularly scheduled meetings of the UME Prep Board of Directors
 - The parent board rep will only vote in the case of a tie.
- e. All general terms of office will begin on June 1 and conclude on May 31 of the year the term ends. The PAC rep can begin serving on the PAC in conjunction with these terms, but the official PAC capacity will be from September 1 to August 31.
- f. PAC members can, if newly elected, return to the PAC following an absence, including an absence required as a result of term limits, following a one (1) year period off the PAC.
- g. PAC will consist of positions 1-6 & 7-12 (as they relate to alternating terms) for the sitting PAC members. Parent Board Representative is Position 13.

SECTION 5a: SELECTION PROCESS FOR PARENT AFFAIRS COMMITTEE

- a. Application process for involvement on the Parent Affairs Committee will occur in March of the preceding year.

- b. The Chairman, Vice Chairman, Dean, and Superintendent will have the responsibility to determine whether the candidates meet all necessary qualifications, has within him or her the proper motive to serve, and meets the approval of the majority of the current PAC members.
- c. In the case of the Parent Board Representative, this individual will then need to receive approval of 2/3s of the UME Prep Board of Directors.
- d. The same selection process for general PAC members (positions 1-12) will be used to fill vacancies occurring mid-term. The term being filled will expire according to the number (odds or evens) assigned to the PAC position.

SECTION 5b: SELECTION PROCESS FOR THE PARENT BOARD REPRESENTATIVE POSITION

The UME Prep PAC will consist of thirteen (13) individual positions. Twelve (12) of these positions (positions 1-12) will be general positions elected by the current PAC, and one (1) position (position 13) will be a parent board representative elected by the parents whose children are enrolled in the school.

Parent Board Representative Position: The parent representative PAC term will be for one (1) year, and the parent representative can also serve consecutively for three (3) full terms of office.

The selection process for the parent board representative position will be determined by the Parent Affairs Committee and approved by the Board of Directors. All qualifications, terms of office, duties and responsibilities will be consistent with the by-law provisions governing the parent representative PAC position.

In the case of the parent PAC representative, should a nomination meet PAC approval, the nominee will be appointed to begin serving at the point of his or her designated term of office. The newly nominated PAC member should be convinced within himself or herself that he or she is to serve as a leader of this organization and to accept all the responsibilities that accompany his PAC position before accepting the PAC appointment.

SECTION 6: DISMISSAL PROCESS OF PARENT AFFAIRS COMMITTEE MEMBER

- a. A PAC member will be immediately dismissed from the Parent Affairs Committee if convicted of a felony or a misdemeanor involving moral turpitude. A PAC member will be suspended from serving on the PAC during the determination process of such offenses.
- b. A PAC member may also be removed from the PAC should it become evident through his or her words or actions that he or she no longer supports the general direction or purposes of the organization and so has become essentially inactive or a divisive influence among the organization's leadership.
- c. All actions taken with regard to the removal of a member from the PAC must follow the committee's standard operating procedures for the conduct of business (see Article X, Section 1 below).

ARTICLE IX**PARENT AFFAIRS COMMITTEE OFFICERS****SECTION 1: GENERAL**

The officers of the Parent Affairs Committee will provide leadership within the PAC as well as fulfill other special responsibilities, as described below.

SECTION 2: OFFICER POSITIONS AND RESPONSIBILITIES

- a. **Chairman:** The Chairman shall preside over all PAC meetings and shall be responsible for directing the work of the PAC, in general, in coordination with the Dean of Academics and Parent Programs.
- b. **Vice-Chairman:** The Vice-Chairman of the PAC shall assist the Chairman in the performance of his or her duties and shall also assume the responsibilities of the Chairman in his or her absence or inability to act.
- c. **Secretary:** The secretary shall be responsible for keeping an official record of each PAC meeting and for handling any needed correspondence related to the PAC. Responsible for working with parent volunteer coordinator to post minutes of meetings on the UME website.
- d. **Treasurer:** The organization's treasurer shall be responsible for overseeing the financial records of the organization. This role is a liaison with the school business office.

SECTION 3: TERMS OF OFFICE

PAC officers shall serve one (1) year terms, or the remainder of a one-year term if elected to fill a position during a regular term. Officers may be appointed to consecutive terms of office, but such office is limited to the number of PAC member terms allowed.

SECTION 4: QUALIFICATIONS

Since all PAC members must meet the general qualifications, all should be fit, in general terms, for serving as a PAC officer. The only additional qualification for PAC officers is that they have given at least one (1) year's satisfactory PAC service before being appointed to leadership positions on the PAC (unless the service requirement naturally prevents the filling of an officer position).

SECTION 5: SELECTION PROCESS

- a. Any PAC member may be nominated to serve as an officer of the PAC. He or she may be nominated by another PAC member, and must express a willingness to serve in the office for which he or she has been nominated before they can be formally considered for office. All nominations must be made and accepted in advance of the meeting in which officers are to be selected (at a PAC meeting within the last two (2) months of each academic year).

- b. Once all nominations have been made, the sitting PAC Chairman will announce the various nominations to the entire PAC. Any nominee may, at that time, elect to decline his nomination to a given office in favor of any other nominees for the same office.
- c. The approval of PAC officers will follow the PAC's standard operating procedures for the conduct of business.

SECTION 6: DISMISSAL PROCESS OF A PAC OFFICER

- a. A PAC officer will naturally be dismissed from serving as an officer of the PAC if he or she is removed as a member of the PAC.
- b. In addition, a PAC officer may be asked by the PAC to vacate his office if, after due and responsible investigation and deliberation (which includes opportunities for the officer in question to offer a defense of his actions), he is found to be unwilling or unable to meet the additional responsibilities attached to that office. If he willingly complies, another will be appointed to take his place in that office in accordance with the selection guidelines.
- c. Any PAC officer may vacate his office at any time should he feel that he is no longer able to fulfill his responsibilities as he ought. Should this occur, the vacant office will be filled as soon as it is responsibly possible, in accordance with the selection guidelines.
- d. A PAC member asked by the PAC to vacate his office, but who refuses to do so willingly, may be removed from not only his office but also from the PAC itself, since his refusal to accept correction may render him unqualified to serve not only as an officer but also as a PAC member.
- e. Any PAC member who willingly vacates his office will not be removed from the PAC itself unless there are other reasons to warrant such a removal.

ARTICLE X

SECTION 1: CONDUCT OF BUSINESS

- a. A quorum shall consist of a majority of the total positions filled on the Parent Affairs Committee.
- b. The PAC meetings will be conducted according to an orderly process loosely patterned after Robert's Rules of Order.
- c. All decisions of the PAC will be approved by a majority vote of the members present at the meeting.
- d. In any decisions involving the membership or PAC officer status of a given member, the vote of the given PAC member will not be considered for the purpose of rendering a decision.
- e. Accountability for the results of decisions made relative to the governing and oversight of the Parent Affairs Committee rests with the Dean of Academics/Parent Programs.

ARTICLE XI
EXECUTION AND AMENDMENT

SECTION 1: EXECUTION

These by-laws for the Parent Affairs Committee shall become effective upon the unanimous approval of a quorum of the initial Founders serving as the initial Parent Affairs Committee, and at a meeting specifically called for this purpose.

SECTION 2: AMENDMENT

These by-laws shall be amended only by a 2/3's consent of all members of the organization's Parent Affairs Committee and at a meeting specifically called for this purpose. The proposed amendment(s) shall be provided to each PAC committee member for review prior to the meeting.