



African American/Black Parent Advisory Committee (AABPAC) Bylaws (Guidelines & Descriptions)

ARTICLE I - NAME

The name of this committee shall be the African American/Black Parent Advisory Committee.

ARTICLE II - PURPOSE

The purpose of this committee shall be to give African American/Black students an equitable balance in education, opportunities, and safety, while empowering parents to support his or her student's achievement. The committee shall offer guidance, assistance, structure, and support to African American/Black families.

ARTICLE III - MEMBERSHIP

- Section 1: Be a parent/stepparent/guardian of a student in the Stockton Unified School District or a community member that shares and supports the same purpose of the African American/Black Parent Advisory Committee.
- Section 2: Understand the importance of parent and community participation.
- Section 3: Willing to commit to a minimum of one meeting per month.
- Section 4: Membership is valid for two (2) years from the date of acceptance. Members shall serve on the African American/Black Parent Advisory Committee for two school terms. Members may start the process to reapply for membership no sooner than 45 days prior to membership expiration date.
- Section 5: Each member shall have one vote.

ARTICLE IV - EXECUTIVE OFFICERS

The officers of this committee shall consist of a Chairperson, Vice-Chairperson, Secretary, Parliamentarian, and other officers the African American/Black Parent Advisory Committee may deem desirable. Executive Officers must be a parent/stepparent/guardian of an African American/Black student in the Stockton Unified School District.

ARTICLE V - DUTIES OF THE EXECUTIVE OFFICERS

- The Chairperson shall:
 - Be fair and impartial at all times.
 - Preside over all meetings of the African American/Black Parent Advisory Committee.
 - Sign all letters, reports and other communications of the African American/Black Parent Advisory Committee.
 - Perform all duties incident to the office of the Chairperson.
 - Have other such duties as are prescribed by the African American/Black Parent Advisory Committee.

- The Vice-Chairperson shall:
 - Be fair and impartial at all times.
 - Represent the Chairperson in assigned duties.
 - Substitute for the Chairperson in his or her absence.

- The Secretary shall:
 - Be fair and impartial at all times.
 - Keep minutes of all regular and special meetings of the African American/Black Parent Advisory Committee.
 - Transmit true and correct copies of the minutes of such meetings to members of the African American/Black Parent Advisory Committee with the assistance of the SUSD Family Resource Center staff. If SUSD Family Resource Center staff is not available, the Secretary will perform this duty as best as possible on his or her own.
 - Provide all notices in accordance with these bylaws.
 - Be custodian of the records of the African American/Black Parent Advisory Committee.
 - Keep a register of the names, emails and telephone numbers of each member of the African American/Black Parent Advisory Committee, the chairpersons of district advisory committees, and others with whom the African American/Black Parent Advisory Committee has regular dealings, as furnished by those persons.
 - Perform other such duties as are assigned by the Chairperson or the African American/Black Parent Advisory Committee.

- The Parliamentarian shall:
 - Be fair and impartial at all times.
 - Assist the Chairperson in conducting the meetings in an orderly manner, serving as procedure advisor to the Chairperson.
 - Be a member with knowledge of parliamentary procedure, the African American/Black Parent Advisory Committee's bylaws, Robert's Rules of Order & The Brown Act.

- Resolve questions of procedure, often with the help of Robert's Rules of Order or similar guidance.

ARTICLE VI - ELECTION OF EXECUTIVE OFFICERS

All Executive Officers shall be voted into office by members to serve for the duration of a two (2) year term. The African American/Black Parent Advisory Committee Board governs all AABPAC elections with Executive Officer directed assistance from the SUSD Family Resource Center staff.

- In order to ensure continuity of officers, voting will be staggered yearly:
 - Chairperson and Secretary (Even Years)
 - Vice-Chairperson and Parliamentarian (Odd Years)
- There will be administrative non-voting members who attend on a rotational basis to support the committee.
- The election of each officer shall consist of an open nomination using one digital format, followed by open voting using one digital format, unless only one nominee per position is offered, then a voice vote will suffice. The candidate who receives a majority of the total votes cast is elected. If any digital formats selected are not available or not functioning correctly, the Executive Committee may use a non-digital format to proceed with the voting process.
- Officers and Board members may succeed themselves in the same office.
- Each AABPAC member is entitled to one vote and may cast that vote on each formal motion submitted to a vote by the AABPAC. Absentee ballots or proxy ballots shall not be permitted. AABPAC Representatives must be present to vote.

ARTICLE VII - RESIGNATIONS, REMOVALS AND VACANCIES

- Resignation:
 - An AABPAC member or Executive Officer may resign their position at any time but must do so by either submitting a signed letter of resignation or transmitting an e-mail message to the Chairperson.
- Removals
 - Any member of AABPAC may be removed for the following reasons:
 - A member can be removed from membership if the member has been absent without excuse from three consecutive regular meetings.
 - A member shall be automatically removed from membership if the member does not meet the qualifications for eligible membership
 - A member can be removed by affirmative vote of 3/4 majority of all present members of AABPAC for gross misconduct, felony convictions, or for divulging confidential information.

- Executive Officers may be removed for the same reasons and by the same procedure as members may be removed.

- Vacancy for Executive Officers:
 - Should an officer vacancy occur in mid-term, an election shall replace that officer for the rest of the current term only, except for the Chairperson. The Chairperson position may be filled through succession only by the Vice Chairperson. Public notice must be provided and the item listed on the agenda. An officer position may not be assigned and is not transferable.

ARTICLE VIII- MEETINGS

Meetings will convene monthly. Members must attend at least one meeting per month. Notification of absence or late arrival must be provided to an AABPAC Executive Committee member prior to the start of a meeting. Any member with three (3) unexcused AABPAC meetings in a school year will automatically terminate membership. Meetings will occur on the second Wednesday of each month from 5:30 pm-7:00 pm. If the second Wednesday of the month falls on a holiday or if any other unforeseen circumstances arises, the meeting will either be rescheduled or an additional meeting will be scheduled as needed.

ARTICLE IX- AMENDMENTS

The bylaws may be amended at any regular meeting with the approval of two-thirds of membership in attendance.

ARTICLE X- SUBCOMMITTEES

Subcommittees shall be appointed as needed to promote the objectives of the African American Black Parent Advisory Committee (AABPAC).

ARTICLE XI – QUORUM

A quorum is based on the attendance of the executive officers present at any given meeting. A quorum will be established with two out of the four (or more) officers in attendance.

Adopted: April 17, 2019

Ratified: October 15, 2019

Modified:

- May 8, 2019
- October 15, 2019
- November 9, 2023