

# Edison School Parent Council

## SY 2011-2012

### By-Laws

#### **Article I: Name**

The name of this organization will be the **Edison K8 School Parent Council** (the “SPC”). The overall role of the SPC is to (1) advocate for our children and ensure that all parents are kept informed and involved in what is going on in their child(ren)’s school; (2) plan events that enrich and support the school community; (3) coordinate and conduct fundraising activities to support the Edison K8 School student body.

#### **Article II: Purpose and Responsibilities**

In order to support the role of the SPC, its responsibilities may include:

1. Encouraging active parent involvement in school activities;
2. Coordinating parent volunteers and promoting volunteer opportunities;
3. Raising funds for carrying out projects and programs to enhance the educational and social goals of the Edison K8 School;
4. Educating and informing parents and guardians of activities, programs, and resources in the community to benefit all Edison K8 School students;
5. Supporting and showing appreciation to Edison K8 School faculty, staff and students;
6. Sponsoring projects and events for the benefit of the Edison K8 School students;
7. Serving as a liaison and fostering open communication among parents, faculty, and staff; and
8. Establishing regular and ad hoc committees and appointments as required to carry out the above.

#### **Article III: Membership**

Membership in the Edison K8 School Parent Council is open to all parents and guardians of children enrolled in the Edison K8 School.

#### **Article IV: Duties of Officers and Executive Committee Members**

An Executive Committee will guide the Edison K8 SPC composed of the following members, listed here in non-hierarchical order. Each member of the Executive Committee, while assuming increased responsibility, maintains the same voting power as all other members of the SPC.

- **Two Co-Chairs.** Working together the two Co-Chairs will share responsibility for convening and leading General meetings of the School Parent Council and meetings of the Executive Committee; for seeing that all Executive Committee members understand the By-Laws and SPC Policies and Procedures Manual; serving as liaison for the SPC to the entire parent body, the community, school administration and faculty. Each Co-Chair is elected to serve a one year term. Starting September 2009, elected Co-Chairs shall not be eligible to serve more than two (2) consecutive terms in the same office, unless there are no other candidates for that position. In order to foster cooperation and coordination between the SPC and Edison K8 School Site Council (SSC), the elected SPC co-chairs are simultaneously elected to hold one of the parent representative positions to the SSC, and are expected to serve as one of the co-chairs of the SSC.
- **Two Co-Treasurers.** The Treasurers will share responsibility for conducting the financial business of the School Parent Council; for maintaining accurate records and producing timely reports; for collection and disbursing all SPC funds; and for working with SPC Committee members on the development of project-specific budgets. The term of office of the Treasurer is one year, there are no term limits on the position. The Treasurers will follow and enforce all procedures outlined in the financial section of the SPC Policies and Procedures Manual.
- **Secretary.** At least one secretary but not more than two will maintain all records associated with this School Parent Council and make sure that minutes are recorded for all Executive Committee and School Parent Council meetings according to the Minutes Protocol outlined in the SPC Policies and Procedures Manual. The Secretary will be responsible for updating the SPC Bulletin Board with meeting notices, agendas, minutes and other information deemed relevant and appropriate by the Executive Committee. The secretary will work to have meeting notices, agendas, and minutes dispersed to SPC members. The term of office for the Secretary is one year, there are no term limits on the position.

All elected members of the executive committee are simultaneously elected as non-voting alternate members of the SSC and can serve as voting members of the SSC when one or more of the elected parent representatives are absent.

Executive Committee members can be removed from their elected position for failure to carry out the outlined responsibilities detailed in both the SPC by-laws

and SPC operations manual. It should be noted, however, that removal from office should be considered by the SPC as a solution of last resort and should be requested only when other options have been exhausted or have failed. To request a vote to remove an Executive Committee member from a position, a formal proposal must be submitted in writing via a note home through students to the entire SPC Membership 2 weeks prior to the next SPC General Meeting stating the reason for the removal and signed by at least 5 members of the SPC who have attended at least 50% of SPC General Meetings held to date that school year. Only one signature per household will be permitted on the proposal.

A vote to remove an Executive Committee member will take place at the first SPC General Meeting following the notification of the entire SPC Membership. Prior to voting to remove the an Executive Committee member, both the Executive Committee member in question, as well as the members of the SPC present at the meeting, will be permitted to make a brief statement as to why they believe that the Executive Committee member should or should not be removed from office. Once all members who wish to do so have made their statements, a vote to remove will take place, according to the same voting guidelines detailed in section IV of the by-laws, and the decision to remove or not remove the Executive Committee member will be determined by a simple majority vote of those SPC General and Executive Members present at the time of the vote. Only one vote per household will be permitted. In the event of a tie, the Executive Committee member will not be removed from their elected position.

If a majority of the SPC General Membership votes to remove the Executive Committee member from their elected position, the removal will be immediately effective, and the SPC may vote to replace the Executive Committee member as soon as a viable replacement candidate(s) is nominated. The partial year served on the Executive Committee will be counted as a full year, as pertaining to the term limits outlined in this section of the SPC by-laws.

If a vote to remove an Executive Committee member from their elected position is not approved by a majority of the SPC General Membership, then there will be a moratorium on voting for removal of the same Executive Committee member for the remainder of the school year, except in a situation in which the Executive Committee member consistently fails to attend Executive Committee or General SPC meetings (missing two or more meetings without cause).

## **Article IV: Election of Executive Committee Members**

1. The Election of Executive Committee Members shall take place at the second SPC meeting in the Fall of the school year. The second SPC meeting may be scheduled so as to coincide with a school-wide event in

the fall, such as a school open house, in order to increase parent participation in the elections.

2. The Executive Committee members from the previous school year maintain responsibility, including calling this meeting and securing facilitation of elections. In the case where Executive Committee members from the prior year are no longer SPC Members (i.e. their children have left the school) or are not actively participating or are not interested/willing to carry out their responsibilities, the Principal and the other current Executive Committee members working with Boston Public Schools Office of Family & Community Engagement, will facilitate this first meeting and election meeting.
3. Information regarding the SPC, the Executive Committee positions and election process will be sent home with each student in the school's information packet. The current Executive Committee members will develop this information.
4. Additional information and discussion will also be presented at the first SPC meeting in September and during the school's open house(s).
5. Voice mail messages will also be made reminding families of the SPC positions and elections and outlining their opportunities to participate.
6. Nominations will be accepted during the SPC's second meeting of the school year (either in late September or early October). Nominations can be made by proxy. Voting for the positions will take place at this second meeting. One vote per family. A family member must be present to vote.
7. The Office of Family and Community Engagement or another independent party will facilitate the Election.
8. Votes will be by paper ballot.
9. Any SPC Member (i.e. any parent or guardian of a child) can be nominated for a position on the Executive Committee. However, only one member of a family may be elected to the Executive Committee. A person must be present or have an official proxy present in order to be nominated for a position.
10. Prior to voting the roles and responsibilities as outlined in Article # and # of these by-laws must be read so that all potential candidates understand the position, its requirements, and what is expected of the individual seeking the position responsibilities.
11. Prior to taking office, each newly elected Executive Committee member must sign an Acknowledgement of By-Laws and SPC Policies and Procedures to confirm that they have read and understand their role and responsibilities.

## Article V: Other SPC Positions

Ideally the SPC will seek to identify interested parents/guardians to serve in the following positions.

1. Fund-Raising Coordinator will be responsible for forming a committee to research and define ways for the School Parent Council to raise money. The term of the office of the Fund-Raising chair is one year, there are no term limits on the position. If more than one person is interested in serving as Fundraising Coordinator, the position can be held by two co-coordinators who share responsibility. The coordinator may want to recruit an outside expert in fundraising. Ideally someone who has good business sense and could become a valuable resource with coordinating fundraising events.
2. Volunteer Coordinator will be responsible for securing volunteers to serve on SPC subcommittees, to assist with SPC fundraising activities; and to assist classroom representatives in meeting individual teacher requests. The volunteer coordinator will develop and maintain a list of parents/guardians who are interested in volunteering; make this list available to SPC Executive Committee members or Committee Chairs, and share the responsibility in contacting potential volunteers for all SPC sponsored activities. The term of office for the Volunteer Coordinator is one year, there are no term limits on the position. If more than one person is interested in serving as Volunteer Coordinator, the position can be held by two co-coordinators who share responsibility.
3. Classroom Representatives will be identified for each classroom at the Edison K8 School. The Classroom Representatives duties are to be the liaison to the SPC for the teacher; to identify ways the SPC and other class parents/guardians can support the teacher; to help fill the void when an SPC sponsored event is kicking-off to ensure that flyers, permission slips and other correspondence were being sent home w/children or collected/returned by parents; and to report to the SPC any concerns or problems presented by classroom parents/guardians with regard to SPC sponsored activities. A full description of Classroom Representatives' responsibilities and proposed strategies for engagement are included in the Policies and Procedures Manual. If more than one person is interested in serving as a Classroom Representative, the position can be held by two co-classroom representatives who share responsibility.
4. **School Site Council Representatives** – All School Site Council representatives are elected by the SPC body and are encouraged to attend all scheduled SPC meetings or, at a minimum, rotate attendance at the SPC meetings. When SSC representatives are not able to attend an SPC meeting, they should communicate updates to one of the SPC co-chairs to report at the meeting. The SSC representatives' responsibilities are the following: attend all SSC meetings; communicate

any and all relevant SPC concerns and or issues to the SSC; and keep the SPC updated with regard to all SSC pertinent information. The term for the SSC Rep is two years but there are no term limits on this position.

It is expected that persons who hold these special SPC positions will attend most SPC meetings and communicate regularly with the SPC Executive Committee. Any conflict or issues regarding the performance of these other SPC positions should be communicated to the SPC Executive Committee for resolution. When the coordinator/representative or the SPC Executive Committee determines that the person(s) cannot meet the responsibilities of the position, the SPC Executive Committee can ask the SPC Membership to select a new person to hold that position.

## **Article VI: Meetings**

1. **Executive Committee Meetings:** The School Parent Council Executive Committee will meet as necessary throughout the school year and for one meeting prior to the start of school to plan for the transition into the new school year. The time and day of the Executive Meetings will be mutually agreed upon by the newly elected Executive Committee members within two weeks or ASAP after the SPC election. It is expected that Executive Committee members will attend most SPC Executive Committee and SPC general meetings. Executive Committee meetings will focus on setting SPC meeting agendas; communicating with the general membership; and addressing questions of governance.
2. **SPC General Meetings:** The SPC will hold a General Meeting open to all members on a monthly basis. The SPC Executive Committee will facilitate this General Meeting. The time and day of the General Meetings will be scheduled by the Executive Committee in consultation with the SPC membership in an effort to maximize attendance and according to availability of space, convenience, etc. Meetings must be held in a public building that is accessible to all SPC members.
  - a. These meetings will include time to hear new business and concerns raised by parents. Minutes will be taken at all SPC meetings.
  - b. Those SPC Edison K8 School will be informed of all meetings and will be invited to attend certain meetings at the request of the SPC Executive Committee.
  - c. As of the 2010-2011 school year, these meetings are usually held on the second Wednesday of each month at 5:30 to 7:00 pm.

## **Article VII: Committees**

The School Parent Council will have both standing committees that operate year round and ad hoc short term committees that function for a time-limited period to carry out SPC business or activities.

1. Standing Committees of the SPC will include but not be limited to:
  - a. **Website** committee that will be responsible for maintaining and updating the SPC website.
  - b. **Special Events** committee that will be responsible for identifying, planning and carrying out special events and activities for students of the Edison K8 School. The Special Events committee will submit plans for activities and seek the approval of the SPC prior to carrying out any SPC-sanctioned event.
  - c. **Lunch Period** committee that will work with the school administration to seek creative ways to make lunch period a more enjoyable and interesting period for students.
  - d. **Academic** committee that will meet regarding specific issues, concerns, and ideas parents raise regarding the academic programs of the Edison K8 School.

All Committees will operate according to the SPC Policies and Procedures Manual. Each committee will have at least one elected SPC Executive committee member on it to act as a liaison to Executive Committee.

Ad hoc committees may be created by either the SPC Executive Committee or the SPC General Membership to perform specific functions or carry out specific activities either not within the dictate of the standing committees or too large a scope that it requires a designated committee.

## Article VIII: General Rules

The actions of any SPC member in their capacity as an SPC member must follow the Policies and Procedures Manual.

These By-Laws may be amended twice a year at a General Meeting of the School Parent Council.

These By-Laws are approved/amended on \_\_\_\_\_ and signed off by the following SPC Executive Committee members: \_\_\_\_\_ (date)

Name & Position	Signature	Date
Michael Pahre, Co-Chair		
Jennifer Jaen, Secretary		
Daniel Lee, Co-Treasurer		