

JOHN BURROUGHS SCHOOL
PARENTS COUNCIL
BYLAWS

ARTICLE I Name

The organization shall be called the Parents Council of John Burroughs School.

ARTICLE II Purpose

The purpose of this organization shall be to promote the welfare of the School by encouraging participation of John Burroughs parents in efforts and activities that foster closer relationships between the parents, students, faculty and administration in cooperation with the Board of Trustees and other school organizations of John Burroughs School.

ARTICLE III Members

All parents of students currently enrolled in the School are members. Each member shall have one vote on matters brought before the Parents Council.

ARTICLE IV The Parents Council Board

Section 1

The Parents Council Board shall be empowered to control the property and funds of the Parents Council, to approve the operating budget and distribution of funds generated by the Parents Council, and to administer the affairs of the Parents Council on behalf of the members in a manner consistent with these Bylaws.

Section 2

The Parents Council Board shall be composed of the President, Vice President, Secretary, Treasurer, Committee Chairs and co-chairs, and Grade Chairs elected at the Annual Meeting of the Parents Council. Each Parents Council Board member shall have one vote on matters brought before the Parents Council Board.

Section 3

The Executive Committee shall be composed of the President, Vice President, Secretary and Treasurer.

ARTICLE V **Duties of the Parents Council Board**

- Section 1** The President shall call and preside at meetings of the Parents Council. The President shall be responsible for an Annual Report to all Council members. The President shall be and *ex officio* member of all Parents Council Board committees. The President shall represent the Parents Council at all functions involving the Council. The President shall represent the Parents Council at meetings of the Board of Trustees as and *ex officio* member.
- Section 2** The Vice President shall perform the duties of the President in the President's absence. The Vice President shall serve as the President-Elect and shall automatically succeed the President to that office.
- Section 3** The Secretary shall maintain records necessary to the operation of the Parents Council Board and Executive Committee, send notices of meetings, and conduct any correspondence upon request of the President.
- Section 4** The Treasurer shall work in close cooperation with the Business Office of the School and shall monitor the financial records of the Parents Council. The Treasurer shall provide a year-end financial report of the Parents Council receipts and expenses for the previous fiscal year. The Treasurer shall, in cooperation with the Executive Committee, prepare an operating budget and proposed distribution of funds for the coming year.
- Section 5** The Executive Committee shall, upon unanimous agreement, have the authority to act for the Parents Council between meetings of the Parents Council Board. All actions taken shall be reported for review at the next meeting of the Parents Council Board.
- Section 6** Subject to the discretion of the Parents Council Board, specific duties of the Executive Committee members, Committee Chairs, and Grade Chairs not herein stated are defined in job descriptions that are updated annually and stored in the appropriate committee notebooks.
- Section 7** Ad hoc committees may be appointed by the President to perform assigned tasks.

ARTICLE VI Election of the Parents Council Board

Section 1 The nomination for the Parents Council Board shall be made by the Nominating Committee. The Nominating Committee shall consist of the immediate past President, President and Vice President (President-Elect) of the Parents Council. The Chair of the Nominating Committee shall be the immediate past President of the Parents Council.

Section 2 The Chair of the Nominating Committee shall seek input from the following sources in considering nomination from the Parents Council Board:

- 1) Applications and recommendations from members of the Parents Council;
- 2) Recommendations from the members of the Parents Council Board;
- 3) Recommendations from the School administration.

Section 3 The Nominating Committee shall present a slate of candidates for the Parents Council Board each year at the Annual Meeting.

Section 4 The slate of the Nominating Committee shall be mailed to all members of the Parents Council two weeks prior to the Annual Meeting. Additional candidates for the Parents Council Board may be nominated by ten (10) members of the Parents Council by a petition in writing filed with the Secretary of the Parents Council at least one week prior to the Annual meeting. Contested positions shall be voted upon at the Annual Meeting.

Section 5 The President, Vice President, Secretary, Treasurer, Committee Chairs and co-chairs, and Grade Chairs elected at the Annual meeting of the Parents Council shall serve a one-year term commencing July 1 and ending June 30 of the succeeding year.

ARTICLE VII Parents Council Board Resignations or Unfilled Positions

Section 1 In the event that a member of the Parents Council Board resigns, becomes ineligible, or is unwilling or unable to perform his or her duties, the Nominating Committee shall appoint a person to fill the unexpired term.

Section 2 If a position is not filled by vote at the Annual Meeting, then the Nominating Committee shall appoint an individual to fill that position.

ARTICLE VIII **Meetings**

Section 1 The Annual Meeting of the Parents Council shall be held in the spring to elect Parents Council Board members. Other meetings of the Parents Council may be called by the President, a simple majority of the Parents Council Board, or upon written request to the Secretary of the Parents Council from no fewer than 50 members of the Parents Council. Twenty-five (25) members constitute a quorum at any meeting of the Parents Council.

Section 2 There shall be no fewer than three (3) regular meetings of the Parents Council Board during the year. Regular and special meetings of the Parents Council Board may be called by the President or upon written request to the Secretary of the Parents Council by no fewer than (5) members of the Parents Council Board. Fifteen (15) members of the Parents Council Board constitute a quorum at any Parents Council Board meeting.

Section 3 Meetings of the Executive Committee shall be held at any time or place at the discretion of the President.

Section 4 All meetings under this article shall be conducted according to Robert's Rules of Order.

ARTICLE IX **Amendment of the Bylaws**

These bylaws may be amended in whole or in part by a majority vote of those present at any meeting of the Parents Council, provided the members have been notified at least two (2) weeks in advance of such proposed amendments.