

# BYLAWS

OF

**[Name of Presidents' Council (e.g. the Presidents' Council of District X)]**

APPROVED BY THE MEMBERSHIP ON [*date of approval*]

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PRESIDENT'S NAME

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PRESIDENT'S SIGNATURE

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DATE

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OFFICER'S NAME

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OFFICER'S SIGNATURE

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TITLE

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DATE

## Article I - Name

The name of the council shall be the **[Name of Presidents' Council (e.g., the Presidents' Council of District X)]**

## Article II - Objectives

The objectives of the council are to provide support and resources to constituent Parent Associations and Parent-Teacher Associations (PA/PTAs) in the district **[or borough for high school presidents' councils]**; to support district **[or borough for high school presidents' councils]** goals and initiatives leading to improved student achievement; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities and training for parents to participate in school governance and decision-making.

## Article III - Membership

### Section 1 Eligibility

The **[name of organization]** must include one representative from each constituent PA/PTA. Members of the **[name of organization]** must be PA/PTA presidents, co-presidents, or parent members designated by their PA/PTA presidents.

Only one PA/PTA co-president may serve as the **[name of organization]** representative. Co-presidents must decide who will serve as the **[name of organization]** representative and inform the PA/PTA membership

If a constituent PA/PTA's president is unable or unwilling to attend **[name of organization]** meetings, the president must transfer all voting rights to a permanent designee of her/his choosing. Designees must be approved by vote of the PA/PTA membership.

Constituent PA/PTAs may elect an alternate. Alternates will attend **[name of organization]** meetings in the absence of the officially designated **[name of organization]** representative. **[The Presidents' Council must outline the role and duties of alternates here (i.e., voting privileges, ability to present a motion, etc.). Note that alternates differ from designees. An alternate serves in the temporary absence of representative who is unable to attend a particular meeting, while a designee is a PA president's permanent replacement on the President's Council.]**

DOE employees may not serve on the district council in the district in which they are employed. DOE employees may not serve on the high school council in the borough in which they are employed.

Section 2 Donations

Donations are not a requirement for membership, voting or candidacy. Each member shall be requested to make a voluntary donation of **[insert dollar amount]** on behalf of her/his PA/PTA without reimbursement.

Section 3 Voting Privileges:

Each **[name of organization]** member shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660).

**Article IV – Officers**

Section 1 Titles

The officers of the council shall be: president **[or co-presidents]**, secretary, treasurer, **[insert additional officers]**. The organization must elect a president, secretary, and treasurer, in order to be a functioning Presidents' Council. There shall be no qualifications for any office other than to be a member of **[name of organization]**.

Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office.

Term limits for each officer position for the council shall be **[insert number of terms]** consecutive one year terms. The candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated and is willing to serve.

Section 3 Duties of Officers

**President [or Co-Presidents]:** The president shall preside at all meetings of **[name of organization]** and shall be an ex-officio member of all committees. The president shall appoint chairpersons of council committees with the approval of the executive board. The president shall delegate responsibilities to other council members and shall encourage meaningful participation in all parent and school activities. The president shall attend all regular meetings of **[name of the appropriate education council]** and shall be a mandatory member of the district leadership team. The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president shall be one of the eligible signatories on checks. The president shall assist with the June transfer of council records to the incoming executive board. **[If co-presidents are allowed include: In the event that the council elects co-presidents, the remaining executive board members in consultation with the council will determine which co-president will serve as a mandatory member of the district leadership team.]**

**Secretary:** The secretary shall maintain the official record (minutes) of the proceedings and actions of all council meetings. The secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The secretary shall prepare and read the minutes of each council meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The secretary shall maintain the council's records. The secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the superintendent's office. The secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the council. The secretary shall assist with the June transfer of all council records to the incoming executive board.

**Treasurer:** The treasurer shall be responsible for all financial affairs and funds of the council. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the council. The treasurer shall be prepared to present and provide copies of financial reports at all council meetings. The treasurer shall also prepare and provide copies of the annual financial report. The treasurer shall make available all books or financial records for viewing by members upon request and for audit. The treasurer shall assist with the June transfer of all council records to the incoming executive board.

**[Duties of office must be listed for all officer positions named in Article IV, Section 1 (e.g., if the council chooses to create the position of vice president include: Vice President: *The vice-president shall assist the president or co-presidents and shall assume the president's or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request. The vice-president shall be one of the signatories on all checks. The vice-president shall assist with the June transfer of council records to the incoming executive board.*]**

#### Section 4 Election of Officers

**[name of organization]** must hold a single meeting to nominate and elect officers. Officers should be elected by June 30th, but no later than September 30th for a one-year term beginning July 1st and ending June 30th. The executive board will consult with the general membership to identify an election meeting date that allows constituent PA/PTAs sufficient opportunity to elect their officers and determine their **[name of organization]** representatives. The council will notify the superintendent of the day and time of the election meeting by June 1st.

- 4.1. **Notices:** The election meeting notice and agenda shall be distributed in accordance with CR A-660's notice requirements. All meeting notices and agendas shall be available in English and translated into appropriate languages whenever possible. The distribution date shall appear on all notices.

4.2. Contested Elections and Use of Ballots:

- Written ballots shall be used in all contested elections.
- Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated. Names of candidates for the positions of co-presidents must be listed as a team.
- Ballots shall be printed with voting instructions in English and other appropriate languages spoken by parents whenever possible.
- Ballots shall be distributed once voter eligibility has been established. All eligible voters must present a copy of their signed PA Election Certification Form to receive a ballot.
- Ballots shall be counted immediately following the election and in the presence of the members.
- Ballots shall be retained for one year.

4.3. Uncontested Elections:

If there is only one candidate for an office, a member must make a motion to cast one vote to elect the uncontested candidate to office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

4.4. Officer Vacancies:

**[Presidents' Council bylaws must include a provision for filling officer vacancies (e.g., *All officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of president will be filled by the vice-president or next highest ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the secretary and immediately turn over all council records. The ranking of officers for succession purposes shall be: [Include all officers of the executive board in rank order beginning with president.]*).**

4.5. Expedited Election Process:

Expedited elections shall be held to fill vacancies in the event they cannot be filled through the process above. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.3 of these bylaws.

Section 5 Education Council Selectors

Citywide Council on Special Education (CCSE): The council will select one parent of a student with an Individualized Education Program (IEP) from among its members to serve as a selector of CCSE members. In the event that there is no parent of a student with an IEP on the council, the executive board will solicit parents of students with an IEP from among the constituent PA/PTAs to serve as a selector, and will select one such parent volunteer to serve as a selector of

CCSE members. Parent who are candidates for the CCSE are not eligible to serve as selectors.

Citywide Council on English Language Learners (CCELL): The council will select one parent of an ELL student from among its members to serve as a selector of CCELL members. In the event that there is no parent of an ELL student on the council, the executive board will solicit parents of ELL students from among the constituent PA/PTAs to serve as a selector, and will select one such parent volunteer to serve as a selector of CCELL members. Parents who are candidates for the CCELL are not eligible to serve as selectors.

#### Section 6 June Transfer of Records

The outgoing executive board shall arrange for the orderly transfer of records and information of the council, which shall include an overview of all council transactions for the school year, to the incoming executive board. At least one meeting will be scheduled during the month of June for this purpose.

#### Section 7 Disciplinary Action

Any officer who fails to attend three (3) consecutive executive board or general membership meetings shall be removed from office by recommendation of the executive board or motion from a member and two-thirds vote of the membership present. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the executive board's consideration.

**[name of organization]** officers may also be removed for unsatisfactory performance by following the procedure outlined below:

- At any general membership meeting, a council member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.
- If the motion is approved by two-thirds of the assembled members, the council must select a review committee by majority vote. Executive board members may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The council's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member.
- The result of the motion must be submitted in writing to the superintendent and the Division of Family and Community Engagement.

## Article V - Executive Board

### Section 1      Composition

The executive board shall be composed of the elected officers of the council **[The executive board may also include chairpersons of standing committees]**.

### Section 2      Meetings

Regularly scheduled meetings of the executive board shall be held monthly, September through June, on the **[day of week]** of every month at **[time]**, unless such date shall fall on a legal or religious holiday, in which case the meeting shall be held on the following or previous **[day of week]**.

### Section 3      Voting

Each member of the executive board shall be entitled to one vote.

### Section 4      Quorum

**[insert quorum number]** members of the executive board shall constitute a quorum, allowing for official business to be transacted.

## Article VI – General Membership Meetings

### Section 1      General Membership Meetings

- 1.1. The general membership meetings of the council shall be held on the **[day of the week]** of each month from September through June, at **[time]**, unless such day falls on a legal or religious holiday. In such instances, the meeting shall be held on the following or previous **[day of the week]** as determined by the executive board. Written notice of each membership meeting shall be distributed in appropriate languages parent whenever possible. Notice must be sent in a manner consistent with the requirements of CR A-660.
- 1.2. All meetings, including committee and executive board meetings must be held in a school. Under no circumstances are **[name of organization]** meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).
- 1.3. All eligible members may attend and participate during general membership meetings.
- 1.4. Non-members may only speak or otherwise participate, if acknowledged by the presiding officer.

Section 2 Order of Business

The order of business at meetings of the council, unless changed by the executive board shall be **[may be adjusted]**:

- Call to Order
- Reading and Approval of Minutes
- President's Report
- Treasurer's Report
- Superintendent's Report
- Committee Reports
- Title I Update
- Education Council Update
- Old Business
- New Business
- Adjournment

Section 3 Quorum

A quorum of **[insert quorum number]** members of the council shall be required in order to conduct official council business.

Section 4 Minutes

Minutes of the previous meeting shall be available in written form and read for approval at every general membership meeting. The minutes of any council meeting must be made available upon request to any member.

Section 5 Special Membership Meetings

5.1 A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.

5.2 Upon receipt of a written request from **[insert number of council members]** council members, the president must call a special membership meeting within five calendar days of the request and with 48 hours written notice to parents.

Section 6 Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these bylaws. Where no meeting rules of order are adopted, *Robert's Rules of Order – Newly Revised* will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

## Article VII - Committees

### Section 1      Standing Committees

- 1.1      The president will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. The standing committees of the council are the following **[Below are suggested standing committees. The council must vote to determine which standing committees to include in the bylaws.]**:

Membership: The membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The membership committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the superintendent and council president, list of executive board members, all council meeting dates, student and parent events, and any other material deemed appropriate by the council. The committee shall also be responsible for maintaining a current list of members.

Budget: The budget committee shall be responsible for drafting: (1) a proposed budget each spring for approval by the membership, (2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and (3) presenting the budget process. (See Article VIII, Section 3.)

Audit: The audit committee shall conduct an internal audit of all financial affairs of the organization. The treasurer shall make all books and records available to the audit committee. The audit committee shall prepare a written report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

## Article VIII - Financial Affairs

### Section 1      Fiscal Year

The fiscal year of the council shall run from July 1 through June 30.

### Section 2      Signatories

The president **[or co-presidents]**, treasurer, **[insert other officers who will be eligible signatories]** shall be authorized to sign checks. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same council check. A council member may not sign a check if she/he has any direct or indirect interest in the expenditure.

### Section 3      Budget

The executive board shall be responsible for the development and/or review of the budget process, which includes:

- The outgoing executive board must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year. The proposed budget must be presented to and approved by the membership no later than the May meeting.
- The incoming executive board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- The executive board must present the budget process for membership approval no later than the October meeting.
- The counting and handling of any cash, checks, or money orders received by the council, must be completed by at least 2 council members. These council members cannot be related by blood or marriage. Funds must be counted on the same day of receipt. The council's financial records must display the total amount of funds and the signatures of the council members who participated in counting the funds.
- All funds shall be deposited in the bank account by authorized executive board members within 24 hours of receipt, whenever possible. No funds shall be kept in a member's home.
- Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, minutes related to the financial transactions, etc.)

3.2 The budget may be amended by vote of the general membership at any membership meeting.

3.3 All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.

3.4 The executive board is authorized to make an emergency expenditure not to exceed **[insert emergency expenditure dollar amount]** with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes: **[insert acceptable purposes for emergency expenditures]**. These expenditures shall be reported to the general membership at the next council meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the council to accept this action.

#### Section 4 Audit

4.1 The president shall request volunteers to form an audit committee of 3 to 5 persons. Executive board members who are not eligible signatories on council checks may serve on the audit committee. The majority of the committee shall be comprised from the general membership.

4.2 The audit committee shall conduct an audit of all financial affairs of the

council with the help of the treasurer who shall make all books and records available to them.

- 4.3 Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all council equipment and ensuring compliance with bylaw provisions for the transaction of funds.
- 4.4 The audit committee shall prepare a written report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 5 Financial Accounting

- 5.1 The treasurer shall prepare the Annual Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of this report shall be provided to the superintendent.
- 5.2 The treasurer shall be responsible for all funds of the council and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The treasurer and at least one other officer shall transport all funds to the bank, and deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All records of the council including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured.

**Article IX – Amendments and Regular Review of Bylaws**

These bylaws may be amended at any regular meeting of the council by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.

Any council member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the members present is required for approval.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on ***[insert date of meeting when amendments were last approved]***.

Signed By:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
(Month) (Day) (Year)

Filed with the Superintendent on \_\_\_\_\_  
(Month) (Day) (Year)