

BYLAWS
of
Bitney College Prep High School
Parent Council
[amended 6/2/08]

ARTICLE 1. NAME

- 1.1 The name of this organization is the Bitney College Prep High School Parent Council.

ARTICLE 2. PURPOSES

- 2.1 To support and assist the students and faculty of Bitney College Prep High School with school activities and projects.
- 2.2 To create, develop and maintain the traditions which nurture a sense of community within our school, and foster connections between the school and the larger community in which we exist.
- 2.3 To increase public awareness about Bitney College Prep High School.
- 2.4 To maintain communication with the Charter Council, the Faculty Council, the Student Council, and all parents regarding the activities of the Parent Council, and to make recommendations to other councils as appropriate.

ARTICLE 3. MEMBERSHIP, VOTING RIGHTS AND DUES

- 3.1 Membership. Any parent or guardian of a Bitney College Prep High School student in the current year, shall be considered a member of the Parent Council. There is no limit to the number of members of the Parent Council. All who wish to work toward the purposes of the Parent Council may join. There is no restriction on how many parents/guardians of one student may join the Parent Council.

Any parent or guardian of a student who has graduated from Bitney College Prep High School (Alumni member) shall be considered eligible for membership in the Parent Council. Parent or guardian must request membership in writing to the Parent Council. The Parent Council may approve the membership request by a simple majority vote. If membership is approved, it will expire at the beginning of the next school year. After expiration of the alumni membership, it may be requested again for the current school year.

- 3.2 Voting Rights.
Every member who attends 2 meetings and activates his or her voting rights shall have one vote.

3.3 Activation of Voting rights.

3.3.1 At the first meeting a member attends, he or she receives a copy of the bylaws of the Parent Council.

3.3.2 At the next meeting the member attends, the member signs a statement indicating that the bylaws have been read, fills out a form with notification information, and indicates that he or she wishes to activate his or her voting rights.

3.4 Dues

The Parent Council may set dues for any academic year.

ARTICLE 4. POWERS AND DUTIES

4.1. Direct the affairs of the Parent Council.

4.2 Establish policies for the transaction of business and coordination of the activities of the Parent Council.

4.3 Establish committees as necessary, and define their purpose and activities.

4.4 Assign specific duties for class representatives, general members and officers in carrying out the business and activities of the Council.

4.5 Appoint one or more of their members to be the Parent Council Representative(s) on the Charter Council, or any other council deemed necessary.

4.6 Perform other duties as necessary to fulfill the Parent Council's purposes as set out in Article 2.

ARTICLE 5. OFFICERS

5.1 Officers Enumerated. The officers of the association shall be a Chair and a Vice-Chair, or Co-Chairs; a Secretary; and a Treasurer.

5.2 Duties. Outgoing officers shall deliver all records to their successors when the successors take office. Duties in addition to those outlined below are detailed in job descriptions

5.2.1 Chair. The Chair shall preside at meetings of the membership and shall exercise the usual powers pertaining to this office.

5.2.2 Vice Chair. The Vice Chair shall execute the duties of the Chair in his or her absence.

5.2.3 Co-Chairs. Co-Chairs will share the duties outlined in 5.2.1 and 5.2.2.

5.2.4 Secretary. The Secretary shall keep the records of the proceedings of the Parent Council, and shall keep all records pertaining to membership.

5.2.4 Treasurer. The Treasurer shall have the care and custody of and be responsible for all funds of the Parent Council. The Treasurer may make emergency disbursements, in accord with guidelines specified in the minutes of the Parent Council.

- 5.3 Election. The Officers will be elected by the Parent Council from among their number, by simple majority vote [run off may be required to obtain majority].
- 5.4 Term. Officers serve for the academic year, or for any other time period which works to ensure that the goals of the Council are met. A change in the time period will be made by majority vote of the Parent Council. Any member may succeed him/herself in any office, or any other position, if he or she is chosen.
- 5.5 Vacancies. Vacancies in any office arising from any cause may be filled at any regular or special meeting, in accordance with 5.3
- 5.6 Recall. If it is determined that an officer is not performing his or her duties adequately, the Parent Council may recall that officer by majority vote of those members present.

ARTICLE 6. CLASS REPRESENTATIVES

- 6.1 Class Representatives. Class Representatives are Parent Council members elected to represent each of the four grade levels.
- 6.2 Duties.
- 6.2.1 Maintain communication with class parents and guardians
 - 6.2.2 Sponsor the class in special activities
 - 6.2.3 Facilitate special projects, trips, etc., undertaken by teachers with class members
 - 6.2.4 Initiate class meetings, with both parents and students involved, to assist the class in establishing its identity and building cohesion.
- 6.3 Election. The Parent Council members from each of the four grades shall determine among themselves, by simple majority vote, who shall be the Class Representatives. [Run-off may be required to obtain majority.] There may be more than one representative from each class.
- 6.4 Term. Class Representatives serve for the academic year, or for any other time period which works to ensure that the goals of the Council are met. There are no term limits; any member may succeed him/herself as Class Representative, if he or she is chosen.

- 6.5 Vacancies. Vacancies in any Class Representative position arising from any cause may be filled by majority vote at any regular or special meeting, in accordance with 6.3.
- 6.7 Recall. If it is determined that a Class Representative is not performing his or her duties adequately, the Parent Council members from that grade may recall that Representative by majority vote of those members present.

ARTICLE 7. MEETINGS

- 7.1 Regular Meetings. The Parent Council shall meet once a month during the academic year. The meeting date and time will be determined by the Parent Council and set forth in the minutes.
- 7.2 Special Meetings. Special meetings of the Parent Council may be held; notice will be given 24 (twenty-four) hours in advance in writing, or by means specified by individual members as sufficient.
- 7.3 Notice of Meetings. Notice of meetings shall be given at least seven (7) days in advance of the meeting, in the manner set forth in the minutes. Notice for a regular meeting does not need to include the agenda; notice for a special meeting shall include the reason for the meeting.
- 7.4 Quorum. Five members of the Parent Council shall constitute a quorum for the conduct of business, so long as this number includes at least 2 Officers.

ARTICLE 8. PARLIAMENTARY AUTHORITY

- 8.1 Robert's Rules of Order shall be the authority in questions of procedure.

ARTICLE 9. ACCEPTANCE OF AND AMENDMENT TO BYLAWS

- 9.1 These Bylaws may be amended by a two-thirds (2/3) vote of the Parent Council, after notification to the members, at least (seven) 7 days in advance, specifying that amending the bylaws will be on the agenda.
- 9.2 These bylaws shall be in effect immediately following a 2/3 majority vote of the Parent Council Formation Group at its scheduled meeting on December 4, 2001, provided that at least seven (7) members of that group are present. All members of the Parent Council Formation Group are automatically voting members of the Parent Council for the 2001-2002 academic year.