

Bylaws of the Parent Council of Explorer Elementary Charter School

ARTICLE 1. NAME

- 1.1 The name of this organization is the Parent Council of Explorer Elementary Charter School.

ARTICLE 2. PURPOSES

- 2.1 The Parent Council of Explorer Elementary is a volunteer organization dedicated to fundraising, community service, and social activities for the benefit of students, families and faculty at our school. This organization shall be a non-profit organization, and any funds, dues, and proceeds derived by the organization shall be for the benefit and improvement of the school as deemed necessary by the Parent Council. This organization shall not seek to direct the administrative activities or policies of the school. In the event of the dissolution of the organization, a committee will be appointed to disburse all funds on hand within 30 days, with the purpose of benefiting the school.

ARTICLE 3. MEMBERSHIP, VOTING RIGHTS AND DUES

- 3.1 Membership.
Any parent or guardian of an Explorer Elementary Charter School student in the current academic year, with the exception of the holder of an alumnus position, shall be considered a member of the Parent Council upon payment of any required membership dues. 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.
- 3.2 Voting Rights.
Every member who attends two (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 shall receive a copy of the Bylaws of the Parent Council.
 - 3.3.2 At the next meeting the member attends, the member shall formally indicate that the Bylaws have been read and that he or she wishes to activate his or her voting rights.
 - 3.3.3 Voting rights shall carry over from prior year if a member meets the membership requirements for the current year in accordance with Article 3.
 - 3.3.4 Proxy voting or absentee balloting is prohibited.
- 3.4 Dues.
The Parent Council shall 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 coordinate the activities of the Parent Council.

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- 4.3 Establish committees as necessary and define their purposes, activities, and budgets in a timely manner.
- 4.4 Assign specific duties for room parents, general members, and officers in carrying out the business of the Parent Council.
- 4.5 Perform other duties as necessary to fulfill the Parent Council's purposes as set out in Article 2.
- 4.6 Officers are authorized to make financial decisions without the full Parent Council when the issue involves less than one thousand dollars (\$1000.00). Business must be conducted in accordance with Article 7. Such expenditures will be presented in the Treasurer's report.
- 4.7 At the Parent Council Annual Meeting, the full parent body shall elect a parent or guardian of an Explorer Elementary Charter Elementary School student to serve as Board Liaison on the Explorer Elementary Charter School Board. The Board Liaison shall not be a full voting member of the Explorer Elementary Charter School Board unless designated as such by a full vote of the School Board. He or she shall serve as an officer of the Parent Council, elected to a one-year term. The Board Liaison shall attend meetings of both organizations and report to both. In the event the Board Liaison is unable to attend a meeting and make a report, a designated substitute must attend and make a report. In addition, the elected person must have served as a member of the Parent Council the previous year unless otherwise approved by the Executive Officers.
- 4.8 The Executive Council shall prepare the yearly budget to be presented for Parent Council approval no later than the second general Parent Council meeting of the school year.

ARTICLE 5. OFFICERS

- 5.1 Officers.
The officers of the Parent Council shall be President (or Co-Presidents), Secretary, Treasurer (or Co-Treasurers), Board Liaison, and Room Parent Coordinator. The Parent Council may also have at its discretion a Vice-President Volunteer Coordinator, Vice-President Communications Coordinator, Parliamentarian, Fundraising Coordinator, and such other officers with such titles and duties as may be determined by the Parent Council. The President must have held previous office on the Parent Council for at least one year before being eligible for that position. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the President.
- 5.2 Numbers of Officers.
The authorized number of officers shall be neither less than five nor more than twelve, with the exact number to be fixed, within those limits, by approval of the Parent Council.
- 5.3 Membership Requirement.
Each officer shall be a member of the Parent Council. To run for any Executive office, members must have read the bylaws and attended two meetings during the current school year. This requirement to attend meetings can be set aside at the discretion of the Executive Council.

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5.4 Duties.

Outgoing officers shall deliver all records to their successors when the successors take office. An officer shall miss no more than two meetings per term without due cause and notice. Duties in addition to those outlined below are detailed in job descriptions.

5.4.1 President.

The President shall preside at meetings of the membership and shall exercise the usual powers pertaining to this office. President is not a voting office except in the event of a tied vote.

5.4.2 Vice-President.

The Vice-President shall execute the duties of the President in his or her absence.

5.4.3 Secretary.

The Secretary shall keep the records of the proceedings of the Parent Council and shall keep all records pertaining to membership. He/she shall make minutes available upon request and maintain custody of the council's records and reports on school premises. The secretary is to provide the Nominating Committee with a list of members indicating those currently eligible for office. He/she shall prepare an itemized ballot for elections indicating slated candidates and providing space for write-in candidates.

5.4.4 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 Operating Procedures of the Parent Council.

5.5 Nomination.

In January, the Executive parent Council shall appoint a Nominating Committee of five members to include the Principal, two executive board members, an eligible member of the Parent Council and a staff member. The Parent Council Secretary is to provide the Nominating Committee with a list of members indicating those currently eligible for office. The Nominating Committee shall meet confidentially to review the membership list, recruit candidates and prepare, to the best of their abilities, a slate of officers and committee chairpersons for proposed election. Persons serving on the Nominating committee can be nominated for an office but shall abstain from discussions regarding that office. The Nominating Committee shall present the slate to the EPC and PC at the April meeting, at which time the President will open the floor to other nominations, unless otherwise noted. The Slate shall be posted at school and/or through email. The Secretary shall prepare an itemized ballot for elections indicating slated candidates and providing space for write-in candidates. Nominations for officers will be accepted at the April general meeting, unless otherwise noted. If any officer positions remain vacant after the April meeting, a nominating committee appointed by the Executive Council will seek out interested nominees. A slate of officers for election will be presented at the Annual Meeting, as well as in the newsletter prior to the Annual Meeting. An alumnus candidate, if sanctioned, will be nominated by the current principal of the school at the April meeting and presented with the officer slate.

5.6 Election.

The officers shall be elected by the Parent Council by majority vote of those members present at the Annual Meeting (run off may be required to obtain majority). The president will count the ballots and announce the results of the election immediately following the vote in the presence of the members. The alumnus candidate will be confirmed at the Annual Meeting unless the nomination is declined by the nominee.

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5.7 Term.

Officers shall serve for the academic year, July 1st through June 30th of the following year. There shall be a transition period from the Annual Meeting through June 30th, during which time all newly elected officers shall attend all meetings and acquire all relevant knowledge and information. Each officer shall deliver his or her copy of the Parent Council binder to his or her successor at the end of his or her term. Any member may succeed him/herself in any office or any other position, if he or she is chosen. Officers shall be limited to a term of two consecutive term years in a given position. Should a vacancy result from a lack of nominees, the term limit can be extended. The immediate past president of the Parent Council is to be offered the option of remaining on the Parent Council for an additional year as Parliamentarian. If after two years in office the past President chooses not to accept the position of Parliamentarian he or she may be nominated for any other executive position excepting that of President.

5.8 Vacancies.

Prior to January, vacancies in any elective office except President and Board Liaison may be filled by a member of the Parent Council and shall be appointed by the Executive Board. If the vacancy occurs in January or later, the duty to slate a candidate is beholden to the Nominating Committee and approved by the Executive Board. In the case of Presidential vacancy, the position shall be filled by a member of the Executive Council, excluding the Secretary and Treasurer.

5.9 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.

5.10 Resignation.

Executive officer resignations will be accepted once received in writing by the President or Secretary.

ARTICLE 6. ROOM PARENTS

6.1 Room Parents.

Room Parents are Parent Council members appointed to support each classroom.

6.2 Duties.

6.2.1 Maintain communication with class parents and guardians.

6.2.2 Attend monthly Parent Council meetings or appoint a substitute to attend all monthly Parent Council meetings.

6.2.3 Manage the classroom fund.

6.2.4 Facilitate special projects, trips, etc., undertaken by the teachers and the Parent Council.

6.2.5. Assist teachers in creating a classroom AFTH project.

6.3 Term.

Room Parents serve for the academic year, or for any other time period which works to ensure that the goals of the Parent Council are met. There are no term limits; any member may succeed him or herself as Room Parent if he or she is chosen.

6.4 Vacancies.

Vacancies in any class may be filled by appointment by the officer or committee in charge of volunteer coordination.

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6.5 Recall.

If it is determined that a Room Parent is not performing his or her duties adequately, the officer or committee in charge of volunteer coordination may recall that Room Parent.

ARTICLE 7. MEETINGS

7.1 Regular Meetings.

7.1.2 The Parent Council shall meet once per month during the academic year. The meeting place, date and time will be determined by the Parent Council and set forth in the minutes.

7.1.1 The Parent Council executive committee shall meet once per month during the academic year. The meeting place, date and time will be determined by the Parent Council and set forth in the minutes.

7.2 Annual Meeting.

The Parent Council shall hold an Annual Meeting every spring for the purpose of organization and election of officers.

7.3 Special Meetings.

Special meetings of the Parent Council may be held. Notice shall be given twenty-four (24) hours in advance in writing or by means specified by individual members as sufficient.

7.4 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.

7.5 Action without Meeting.

Any action required or permitted to be taken by the officers of the Parent Council may be without a meeting if all officers individually or collectively consent in writing to such an action. Such consent shall have the same effect as a two-thirds (2/3) vote of the Parent Council and shall be filed with the minutes of the proceedings of the Parent Council.

7.6 Quorum.

Seven (7) members of the Parent Council who have activated voting rights shall constitute a quorum for the conduct of business, as long as this number includes at least half of all officers. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of officers, if any action taken is approved by at least a majority of the required quorum for such a meeting.

7.7 Adjournment.

If at least four (4) of the officers are present, whether or not a quorum is present, any meeting of the Parent Council may be adjourned to another time or place. Notice of the time and place of holding an adjourned meeting shall be given in accordance with 7.4 if the time and place are fixed at the meeting adjourned.

7.8 Rights and Inspection.

Every member shall have the absolute right at any reasonable time to inspect and

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copy all of the Parent Council's books, records and documents of every kind.

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 voting Parent Council members present at any regular meeting after notification to the members, at least seven (7) days in advance, specifying that amending the Bylaws will be on the agenda. Amendments are effective immediately unless otherwise specified.