

# Bylaws of East Village Community School Parent Association

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## Article I — Name

The name of the association shall be the East Village Community School Parent Association.

## Article II — Objectives

The objectives of the association are to provide support and resources to the school for the benefit and educational growth of the children; to develop a cooperative working relationship between the parents and staff of our school; 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

Parents of students currently attending East Village Community School are automatically members of the East Village Community School parent association. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending East Village Community School. Parents of a child who is attending East Village Community School full time while on the register of a citywide program are automatically members of the East Village Community School parent association. At the beginning of each school year, the association shall send a welcome letter to inform parents of their automatic membership status and voting rights.

### Section 2: Donations

Donations are not a requirement for membership, voting, or candidacy. Each member shall be requested to make a voluntary donation.

### Section 3: Voting Privileges

Each parent of a child currently enrolled at East Village Community School 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 association shall be: president (or co-presidents), secretary, and treasurer. The association must elect the mandatory officers: president, secretary, and treasurer, in order to be a functioning parent association. There shall be no qualifications for any office other than to be a parent of a child attending East Village Community School.

## 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 association shall be two (2) 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 the association and shall be an ex-officio member of all committees except the nominating committee. The president shall appoint chairpersons of parent association committees with the approval of the executive board. The president shall delegate responsibilities to other parent association members and shall encourage meaningful participation in all parent and school activities. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school 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 attend FACE professional development seminars relating to association leadership. The president shall assist with the June transfer of parent association records to the incoming executive board. In the event that the association elects co-presidents, the remaining executive board members in consultation with the association will determine which co-president will serve as the core member on the school leadership team and which co-president will serve as the school's representative to the region/district presidents' council.

**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 association records to the incoming executive board.

**Secretary:** The secretary shall maintain the official record (minutes) of the proceedings and

actions of all association 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 association 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 custody of the association's records on school premises. 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 principal's office. The secretary shall be responsible for reviewing, maintaining, and responding to all correspondence addressed to the association. The secretary shall assist with the June transfer of all parent association records to the incoming executive board.

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

## **Section 4: Election of Officers**

Officers shall be elected between the third Wednesday in May and the third Friday in June for a one-year term beginning July 1. Any timeline established by the parent association to complete the nominations and election process must adhere to this timeframe. The principal must be notified in writing of the date of the election by May 1.

Employees of the school, including parent coordinators, may not serve as association officers.

### **Section 4.1: Nominating Committee**

A nominating committee must be established during the march general membership meeting. The nominating committee shall consist of three to five members. The majority of the committee members must come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at East Village Community School shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

The nominating committee shall solicit candidates from the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices. The

nominating committee will also be responsible for conducting the election meeting. This includes the following:

- canvassing the membership for eligible candidates; preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660; notices should be translated into languages spoken by parents in the school whenever possible;
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election; verifying the eligibility of all interested candidates prior to the election; ensuring that an opportunity is provided to all members allowing for nominations, including self-nomination, to be taken from the floor and then officially closed during the April meeting;
- scheduling the election at a time that ensures maximum participation; ensuring that only eligible members receive a ballot for voting; ensuring that the election is certified by the principal or his/her designee immediately following the election;
- the appropriate presidents' council and/or FACE must conduct an expedited election if a nominating committee cannot be formed.

#### **Section 4.2: Notices**

The meeting notice and agenda for the spring general membership election meeting 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 languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

#### **Section 4.3: Contested Elections and Use of Ballots**

Written ballot 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 languages spoken by parents in the school whenever possible. Ballots shall be distributed once voter eligibility has been established. Ballots shall be counted immediately following the election and in the presence of the members. Ballots shall be retained for six months by the chairperson of the nominating committee or if there is no nominating committee, by an officer. If the chairperson will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming secretary.

#### **Section 4.4: Uncontested Elections**

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

#### **Section 4.5: Officer Vacancies**

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 co-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 association records. The ranking of officers for succession purposes shall be: president; co-president; vice-president; secretary; treasurer.

#### **Section 4.6: Expedited Election Process**

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. 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**

In the case of co-presidents, co-secretaries and/or co-treasurers, the remaining executive board members will vote to choose who will be the CEC, CCSE, CCELL or CCHS selectors.

#### **Section 6: June Transfer of Records**

The outgoing parent association executive board shall arrange for the orderly transfer of records and information of the parent association, which shall include an overview of all parent association 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. Any member of the executive board may request the assistance of the presidents' council during this process.

#### **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 board's consideration.

parent association officers may also be removed for unsatisfactory performance by following the procedure outlined below:

- At any general membership meeting, a parent association 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 parent

association 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 school days of the date the motion was presented. The parent association's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of a parent association executive board member.
- The result of the motion must be submitted in writing to the principal, which the principal must forward to the appropriate superintendent and the CFEO.

## **Article V — Executive Board**

### **Section 1: Composition**

The executive board shall be composed of the elected officers of the association and chairpersons of standing committees. Employees of East Village Community School shall be ineligible to serve as an elected officer of the association. Officers shall be expected to attend all executive board meetings.

### **Section 2: Meetings**

Regularly scheduled meetings of the executive board shall be held monthly, September through June. Unless a comparable schedule is adopted by the executive board at its first meeting of the school year, meetings shall be held every month on the Thursday preceding the general meeting, at 9:00am, unless such date shall fall on a legal or religious holiday, in which case the meeting shall be held on the previous day.

### **Section 3: Voting**

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

### **Section 4: Quorum**

Four (4) 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**

Unless a comparable schedule is adopted by the association at the first meeting of the school year, the general membership meetings of the association shall be held on the third Wednesday

of each month from September through June, at alternate 9:00am and 6:00pm times, unless such day falls on a legal or religious holiday. In such instances, the meeting shall be held on the following or previous Tuesday, as determined by the executive board or president. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten days prior to the scheduled meeting. The date of distribution shall appear on all notices.

## **1.2**

All meetings, including committee and executive board meetings must be held in the association's home school. Under no circumstances are parent association 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 and may speak to agenda items subject to restriction in these bylaws.

## **1.4**

Observers may speak and otherwise participate, if acknowledged by the chair.

## **Section 2: Order of Business**

The order of business at meetings of the association, unless changed by the executive board shall be:

- call to order
- reading and approval of minutes
- president's report
- treasurer's report
- principal's report
- committee reports
- old business
- new business
- adjournment

## **Section 3: Quorum**

A quorum of eight (8), including a minimum of two (2) executive board members and six (6) parent members of the association, shall be required in order to conduct official association 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 association 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 three (3) association members, the president must call a special membership meeting within five working 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.

## **Section 7: Title 1 Consultation and Information Sharing**

This bylaws item pertains only during those school years when the Title 1 parent population, at a duly-convened meeting of Title 1 parents, has agreed that consultation regarding the implementation of Title 1 programs and decisions regarding Title 1 expenditures for parent involvement activities will occur through the parent association membership. This decision will be reviewed every year by the Title 1 parent population.

The parent association of East Village Community School will assume responsibility for sharing information regarding Title 1 programs and their implementation at every scheduled meeting and allow for meaningful discussion and consultation regarding the expenditure of Title 1 funding, particularly the minimum 1% to be earmarked for parent involvement activities. This decision to have Title 1 consultation occur through the school's parent association will be reviewed every year by the Title 1 parent population. Copies of minutes, meeting agendas, and attendance sheets where these decisions are discussed and voted on must be maintained on file in the principal's office.

## **Article VII — Committees**

### **Section 1: Standing Committees**

The president will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. Only chairpersons

of the standing committees will be allowed to vote on executive board issues. The standing committees of the association are the following:

- After-school programming committee: The after-school programming committee shall be responsible for organizing and promoting any after-school programs sponsored by the parent association. The committee will have the power to contract instructors and other personnel for the safe and effective operation of the program in accordance with Department of Education guidelines and requirements.
- Arts programming committee: The arts programming committee is for artists and musicians who wish to volunteer for events and in classes.
- Building and facilities committee: The building and facilities committee shall be responsible for working with the appropriate school officers and committees to ensure a safe, clean, children-friendly building. Areas to be covered include the cafeteria, classrooms, painting, construction, and pest control.
- Class parent committee: Act as liaison between parent association and class parents for distribution of information, including but not limited to parent association meeting times (exec and general), distribution of meeting minutes, school-wide events and solicitation for parent participation. Create Google group for class parents to coordinate information and exchange ideas. Serve as contact person for class parents to the parent association executive board for comments, issues, etc.
- Communication committee: The communication committee is responsible for encouraging parent participation, outreach, and recruitment. The communication committee will have responsibility along with event organizers for preparing and printing flyers and ensuring distribution to bulletin boards and backpacks as well as external sites where necessary. The committee will ensure that bulletin boards in the yard, and on the 2nd and 4th floors are updated on a monthly basis with news, events, sales items, etc. The committee will also have responsibility for coordinating a table in the yard for distribution of flyers and information at drop-off and pick-up. The committee will have primary responsibility for maintenance of the web site. The committee will also monitor the EVCS presence on the internet and ensure that profiles, etc. are up to date on parenting, department of education, and other web sites. The chairperson for the communication committee shall make every effort to coordinate their outreach efforts and strategies with the school's parent coordinator and the parent association chair and secretary. The communication committee will also document the activities of the parent association digitally, on film, or in writing, and share this information as widely as possible.
- Community action committee: On issues that affect students, schools, parents, and the community, the community action committee shall be responsible for organizing parents and articulating their concerns to the appropriate officials, boards, committees, and elected representatives. The community action committee shall not attempt to influence legislation as a substantial part of its activities or participate in any campaign activity for or against political candidates.
- Events committee: The events committee shall be responsible for: 1) planning and

executing special events; and 2) working with the fundraising committee to coordinate fundraising events.

- Fundraising committee: The fundraising committee shall be responsible for: 1) working with the treasurer in setting fundraising targets each year and providing summary reports of earnings against plans on a quarterly basis to members of the parent association; 2) identifying grant opportunities and preparing grant applications throughout the year; 3) working with the co-presidents to manage the annual family contribution drive; and 4) improving the parent association's capacity to solicit funds, raise revenue, manage receipts, and acknowledge donations and provide the parent association with timely updates on fundraising activities.
- Green committee: The green committee shall be responsible for working with the appropriate school officers and committees to ensure healthy menus at breakfast and lunch for all EVCS children, and work to increase environmentally-friendly products and practices within the school.

## **Section 2: Ad Hoc Committees**

- Title 1 committee: The responsibilities of the Title 1 committee include: ensure effective involvement of all parents of Title 1 participating children and to support the partnership between other school community stakeholders (school administration and staff, parent association and school leadership team); involve parents of Title 1 participating students in an organized and timely manner with the planning, review and implementation of Title 1 programs and the joint development of the school parental involvement policy and the school-parent compact; recruit parents of Title 1 participating students for involvement in professional development opportunities, meetings, conferences, and other related activities designed to enhance the role of parents in supporting the education of their children and advancing their own educational needs; provide information to parents of Title 1 participating students regarding Title 1 issues, and in consultation with other parents to bring questions, concerns, and ideas regarding Title 1 related issues to the attention of school staff, administration and other school community stakeholders; develop a spending plan in consultation with other parents of Title 1 participating students recommending how the school's minimum Title 1 1% parent involvement allocation can be best utilized to support the needs of all Title 1 parents.

# **Article VIII — Financial Affairs**

## **Section 1: Fiscal Year**

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

## **Section 2: Signatories**

The president (or co-presidents), vice-president, and treasurer 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 parent association check. A parent association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

## **Section 3: Budget**

### **3.1**

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 parent association must be completed by at least 2 parent association members. These parent association members cannot be related by blood or marriage. funds must be counted in the school on the same day of receipt. The parent association's financial records must display the total amount of funds and the signatures of the parent association members who participated in counting the funds.
- No parent or staff member shall collect fundraising proceeds from any student without the written approval from the principal.
- 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 but shall be secured and locked in the school. parent association funds must be taken to the bank for deposit by at least 2 authorized members.
- Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, parent association 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 resolution of the membership.

### **3.4**

The executive board is authorized to make an expenditure, not to exceed \$2,500, with a two-thirds (2/3) approval by the executive board. These expenditures shall be reported to the general membership at the next association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the association to accept this action. Expenditures that exceed \$2,500 must be voted on at a general meeting and require a two-thirds (2/3) approval by association members.

## **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 association 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 association with the help of the treasurer who shall make all books and records available to them. The audit committee may also recommend that an external audit of the association's financial records be conducted.

### **4.3**

Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all association equipment and ensuring compliance with bylaw provisions for the transaction of funds.

### **4.4**

The audit committee shall prepare a written report or provide copies of the external 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 interim financial report by January 31st and 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 these reports shall be provided to the principal.

### **5.2**

The treasurer shall be responsible for all funds of the association and shall keep accurate records in a form consistent with these bylaws and applicable regulations of the chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer and at least one

other parent association 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 association including checkbooks, ledgers, cancelled checks, invoices, receipts, etc., shall be maintained and secured on school premises.

## **Article IX — 501(c)(3) Requirements for Purpose, Earnings, and Dissolution**

East Village Community School parent association is organized exclusively for charitable, religious, educational, and scientific purposes, including for such purposes as the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the internal revenue code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the internal revenue code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the internal revenue code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the internal revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the court of common pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## **Article X — Amendments and Regular Review of Bylaws**

These bylaws may be amended at any regular meeting of the association 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 three (3) years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines. Any parent association 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 membership 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 X, at the membership meeting held on October 17, 2012.

\_\_\_\_\_  
(president)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(secretary)

\_\_\_\_\_  
(date)

Filed with the principal on:

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(date)