

**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/guardians in efforts and activities that foster closer relationships between the parents/guardians, students, faculty and administration in cooperation with the Board of Trustees and other school organizations of John Burroughs School.

ARTICLE III Members

All parents/guardians 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 I 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, Grade Chairs, Committee Chairs and Co-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, which may be in person, or by video conference. The President shall be responsible for an Annual Report to all Parents Council members. The President shall be an ex officio member of all Parents Council Board committees. The President shall represent the Parents Council at all functions involving the Parents Council. The President shall represent the Parents Council at meetings of the Board of Trustees as an 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 John Burroughs School designated Parents Council liaison 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. The Executive Committee may act via a meeting, which may be in person, telephonic or virtual, or by written consent, which may be via electronic mail. The Executive Committee may establish such standing committees as it deems advisable and shall specify the duties and responsibilities of each new committee. 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, Grade Chairs, Committee Chairs and Co-Chairs, not herein stated are defined in job descriptions that are updated annually and stored in the appropriate Vice President's files.
- 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 and those others that they may invite to participate. The John Burroughs School designated Parents Council liaison shall be an ex officio member of this committee. 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 to find the best candidate for each board position with 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 communicated to all members of the Parents Council two weeks prior to the Annual Meeting using any means including, but not limited to, electronic mail or facsimile. 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, Grade Chairs, Committee Chairs and Co-Chairs, shall be elected at the Annual Meeting of the Parents Council and shall serve a one-year term commencing July 1 and ending June 30 of the succeeding year. Board members may serve more than one term if presented by the Nominating Committee and voted upon at the Annual Meeting.

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 fifty (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 five (5) members of the Parents Council Board. A quorum at any Parents Council Board meeting shall consist of 33% of the Parents Council Board members.
- Section 3 Meetings of the Parents Council, Parents Council Board and 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.