



BY-LAWS OF THE LAKOTA DISTRICT PARENT COUNCIL OF THE LAKOTA LOCAL SCHOOL DISTRICT

1. **ORGANIZATION NAME**

The name of the organization shall be the Lakota District Parent Council, commonly referred to as DPC.

2. **PURPOSE**

The purpose of the Lakota District Parent Council will be to meet with the Superintendent on a regular basis in order to:

- A. Act in an advisory capacity to the Superintendent by having an open dialogue with him/her.
- B. Serve as a communication link between all schools and their parent groups.
- C. Share concerns of parents from their building with the Superintendent and Board appointed representative, as well as other DPC members.
- D. Communicate special events and innovations from each building and promote those activities when possible.
- E. Organize and facilitate special projects as approved by a majority of the membership.

3. **MEMBERSHIP**

Members should be able to have a District-wide perspective and not be solely focused on the concerns of the building they represent nor personal concerns. Therefore, members should be selected based on the following criteria:

- A. Two representatives from each Parent Organization, with the exception of three representatives from the High Schools, shall be elected/appointed by the parent organization within that building (PTA, PTO, PTSO, etc.). *(High School Parent Organizations are strongly encouraged to elect one of the three to represent the Freshman School whenever possible.)*
- B. Each representative must be a member in good standing of the parent organization within the building that he/she represents.
- C. Ideally, representatives should not serve multiple buildings, just one building per term. Exceptions can be made with approval from the DPC Officers.
- D. Each representative shall serve for one year with the duration of the term defined by their parent organization by-laws (i.e.: June 1-May 31).

- E. Each representative should serve as a member of the Executive Committee for the parent organization which elected him/her.
- F. Members who do not or are not able to perform their designated duties as stated in Section 4 shall be addressed by the chairperson. Such members shall be removed from their position by their building's parent organization if they persist in not fulfilling their duties as a building representative to this Council. The building parent organization may select another representative to fill the empty position.
- G. Each building organization shall be asked to contribute annual dues to the Lakota District Parent Council as its primary means of support.
- H. A representative may serve as a member-at-large. The member-at-large will not represent or report to any one building but shall otherwise be responsible for the same duties as stated in Section 4 of these by-laws. The Chair shall appoint a member-at-large to serve a minimum of a one-year term. (Enacted Fall 2006-2007)

4. **DUTIES OF MEMBERS**

In order to encourage communication and better understanding throughout the Lakota district, each representative shall:

- A. Attend all District Parent Council meetings as scheduled, and report information shared at those meetings to their respective parent organizations.
- B. Have awareness of business that transpires at the Board of Education meetings and be able to summarize key points for their respective parent organizations.
- C. Attend regularly scheduled building PTA/PTO/PTSO, etc. executive board and general meetings.
 - 1. Be able to outline the purpose of DPC, its goals and responsibilities.
 - 2. Give a report and communicate all pertinent information through handouts and DPC Minutes to parent organizations.
 - 3. Record any questions, concerns, or ideas to take back to DPC, the Superintendent, or other parent groups. Forward this list to the DPC Secretary prior to next scheduled DPC meeting.
 - 4. Distribute important information from DPC to the parent group by utilizing the school newsletter, principal emails, etc. as necessary.
- D. Maintain an open dialogue with your building's principals about DPC topics.
- E. Encourage continuous dialogue between parent and school personnel and channel any concerns to the appropriate people.

- F. Keep copies of all minutes handouts, etc. throughout the length of term for reference.
- G. It is the responsibility of each member to ensure that their respective buildings are represented at all DPC meetings.
- H. Oversee the Barb Bossu Volunteer Spirit Award process within their building.
- I. Participate in and/or contribute to annual DPC events; specifically, the Barb Bossu Ceremony and Central Office Appreciation Luncheon.
- J. Perform such other duties as may be prescribed in these by-laws or assigned by the District Parent Council. Such duties may include, but not limited to, Meet the Candidates Night during Board of Election cycles and assistance with Levy material distribution.

5. OFFICERS

Officers shall be elected from the District Parent Council Membership.

- A. The officers of this organization shall be the Chairperson, Secretary and Treasurer.
- B. Officers must be DPC Representatives in their respective school building for the year of their term as officer.
- C. Each officer shall serve a term of one year, June 1st through May 31st.
- D. Officers shall be slated at the scheduled meeting in March of each year, elected in April, and take office the first of June.
- E. Nominations of officers shall be accomplished in the following manner:
 - 1. Nominations will be accepted from the floor beginning in February for the slate to be approved at the March meeting.
 - 2. The candidates shall be voted on by the memberships at the April meeting, at which time nominations from the floor will again be accepted.
 - 3. If the slate of officers is not complete by the March meeting, the Chairperson will continue to accept nominations from the floor until such vacancies are filled by a vote from the membership.

6. DUTIES OF OFFICERS

- A. The Chairperson shall:
 - 1. Preside at all meetings of the Council.

2. Be entitled to vote at all such meetings.
3. Appoint committees as needed and serve as an ex-officio member of all such committees.
4. Meet with the Superintendent or his/her delegates to establish an agenda for each monthly meeting.
5. Ensure that the purpose of this Council is accomplished.
6. Perform such other duties as may be prescribed in these by-laws or assigned by the Council.

B. The Secretary shall:

1. Record the minutes of all meetings of the Council and have copies of said minutes at each meeting for reference.
2. Submit the minutes from the previous meeting to the DPC Officers, the Superintendent or his/her designee, and the Board of Education Representative before distributing to the membership at large.
3. Maintain a membership list of names and contact information and give a copy of this list to the Superintendent's secretary and the Executive Director, Media and Community Relations, as well as to the membership.
4. Sit in the place of the Chairperson at any time that the Chair is unable to fulfill the duties of Chairperson.
5. Maintain a record of attendance at each monthly meeting.
6. Provide each parent organization president with a summary report of that school's respective DPC representation at the DPC meeting and functions when necessary.
7. Conduct official correspondence for the council.
8. Perform other duties as assigned.

C. The Treasurer shall:

1. Have custody of all the funds of the Council.
2. Keep a full and accurate record of the expenditures for this Council.
3. Notify each school of its responsibility to pay yearly dues in a timely manner.
4. Present a financial statement at every meeting of the Council and at other times as requested by the Chairperson.

5. Make disbursements as authorized by the Chairperson or a vote of the Council.
6. Sit in the place of the Chairperson at any time that the Chair and the Secretary are unable to fulfill the duties of the Chairperson.
7. Perform other duties as assigned.

7. MEETINGS

- A. The Lakota District Parent Council shall meet eight times between the months of August and April, unless otherwise indicated. (Revised Fall 2019)
- B. Special meetings may be called by the Chairperson.
- C. Participation in monthly meetings is limited to members of the Council.
- D. Visitors may participate at the invitation of the Chairperson.

8. QUORUM

- A. At any stated meeting, a quorum shall consist of the representation from at least one half of the schools in the districts.
- B. A majority vote of members present shall be required for passage of any resolution or motion, except that any changes or amendments to the by-laws of the Council must be approved by at least two-thirds of the members present.
- C. Each representative is allowed one vote (even if the member represents more than one building.) A representative or his/her designee must be present to vote.

9. AMENDMENTS

- A. Any proposed amendment to these by-laws shall be presented to the Lakota District Parent Council at a regular meeting or at a special meeting called for that purpose.
- B. Any changes or amendments to the by-laws of this council must be approved by at least two-thirds of the members present at a regular meeting for which there is at least a quorum.
- C. All changes or amendments to the by-laws of this Council must be approved by the Superintendent or his/her designee before given to the membership at large.
- D. A review of these by-laws by DPC Officers shall occur every year at the beginning of their term.

HISTORY OF BY-LAWS

Original By-Laws Approved: 03/12/1997

Revised By-Laws Approved: 10/10/2012

Amended By-Laws Approved: 04/10/2013

Amended By-Laws Approved: 02/11/2015

Amended By-Laws Approved: 09/13/2016

Amended By-Laws Approved: 08/21/2019