

**BYLAWS
OF BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL
PARENT COUNCIL**

ARTICLE I NAME

The name of this organization is Bristol-Plymouth Regional Technical School Parent Council

ARTICLE II PURPOSE

The purpose of the organization is to aid the students of Bristol-Plymouth Regional Technical School in achieving their fullest potential by providing educational and personal enrichment, and by encouraging the cooperative interaction of parents, teachers, and the community.

ARTICLE III SCOPE

In providing educational and personal enrichment to the students of Bristol-Plymouth Regional Technical School, this organization shall support the students by supporting the various student enrichment activities, providing a forum for parent, teacher, and student interaction through community events, promoting open communication between parents, teachers, Bristol-Plymouth Regional Technical School, and the community, and engaging in fundraising projects.

ARTICLE IV MEMBERSHIP AND VOTING ELIGIBILITY

- Section 1. All parents or guardians of students enrolled at Bristol-Plymouth Regional Technical School and all staff shall be voting members of the Parent Council.
- Section 2. A quorum of the membership shall consist of those members present at any regular or special membership meeting of this organization.
- Section 3. Members shall be notified of all upcoming meetings through the Bristol-Plymouth Regional Technical School Website or through written notice distributed to all families when possible.
- Section 4. No dues shall be collected.

ARTICLE V OFFICERS AND EXECUTIVE BOARD

- Section 1. The Bristol-Plymouth Regional Technical School Parent Council Officers shall consist of the President, Vice President, Secretary, Treasurer, and Principal, who together shall comprise the Executive Board. At minimum, the Executive Board must have a President, Secretary, and Treasurer. The Executive Board may also include Chairs of Committees that the Executive Board may designate to serve on a temporary or permanent basis. The Executive Board may also designate up to two Outside Advisors to serve on the Board.
- Section 2. The voting members of the organization shall elect the President, Vice President, Secretary, and Treasurer. Elections shall be held in the month of May each year for a one-year term. A majority of the votes cast by the voting members shall be necessary for election. Any vacancy occurring during the year shall be filled by the majority vote of the members of the Executive Board at a regular or special meeting.

- Section 3. The Executive Board shall manage the affairs of the Bristol-Plymouth Regional Technical School Parent Council between meetings of the Membership. It is the policy-making body and may exercise all the powers and authority granted to the organization by law.
- Section 4. Each member of the Executive Board shall serve for a term of one (1) year with exception of the Principal. Vacancies before the expiration of a member's term shall be filled by a majority vote of the remaining board members. In the event of a tie vote, the President shall choose the succeeding member. Committee Chairs will nominate their successors. A member elected to fill a vacancy shall be elected for the unexpired term of that member's predecessor in office.
- Section 5. **Duties of the President**
- a. Fulfills leadership role for Parent Council activities.
 - b. In collaboration with the Principal, and consultation with Executive Board Members, develops agendas for Executive Board, and membership meetings.
 - c. In collaboration with the Principal, presides over Executive Board and Membership meetings.
 - d. Keeps parents, teachers, and community apprised of Parent Council activities and acts as a liaison between them.
 - e. Shall cast the deciding vote in case of a tie at Executive Board and Membership Meetings.
 - f. Approves publicity and communication, including submittals to the Bristol-Plymouth Regional Technical School website. (when possible)
- Section 6. **Duties of Vice President**
- a. Collaborates with President on agendas for Executive Board and Membership meetings.
 - b. Can act as a liaison between Committee Chairs and Executive Board.
 - c. Fulfills duties of President in his/her absence.
- Section 7. **Duties of Principal**
- a. In collaboration with the President, and consultation with Executive Board Members, develops agendas for Executive Board and Membership meetings.
 - b. In collaboration with the President, presides over Executive Board and Membership meetings.
- Section 8. **Duties of Secretary**
- a. Keeps written record and presents minutes of all meetings of the Bristol-Plymouth Regional Technical School Parent Council and Executive Board.
 - b. Keeps a current list of voting members.
 - c. Keeps an updated copy of the Parent Council Bylaws and Articles of Incorporation.
 - d. Shall be responsible for communication to members.
 - e. Shall ensure that all notices are given in accordance with these Bylaws.

- Section 9. Duties of Treasurer
- a. Keeps records of all receipts and disbursements of monies.
 - b. Coordinates with all Committees and Executive Board Members to make deposits, and pays bills and reimbursements as needed.
 - c. Maintains all financial records, prepares financial reports on a monthly basis with a final financial report at the close of the school year, and makes financial reports available to Parent Council.
 - d. Assists Committees with budget reports as needed.
 - e. Shall prepare all necessary tax returns and documentation.
 - f. With the support of the Executive Board, shall be responsible for coordination with any outside accountant, auditor, or governmental entity for any audit or review.

ARTICLE VI COMMITTEES

- Section 1. Committee Chairs shall keep a procedure book or file detailing activities, responsibilities, and expenses.
- Section 2. Members shall chair only one Committee per term.
- Section 3. Committee meetings shall be called by the Committee Chairs and shall meet as often as is necessary to carry out their functions. The Committee Chair shall provide the Parent Council President or Vice President with periodic status reports.
- Section 4. Publicity and communications shall be cleared by the Parent Council President.
- Section 5. A financial report shall be made to the Treasurer within 30 days after each fundraising event.

ARTICLE VII MEETINGS

- Section 1. All Membership and Executive Board meetings shall be open to interested parties.
- Section 2. The Executive Board shall meet at the discretion of the President and/or the Principal.
- Section 3. A quorum necessary for the transaction of business of the Executive Board shall consist of a majority of the members of the Executive Board present at the meeting.
- Section 4. A majority vote of the voting members present at any Parent Council meeting shall be required for action to be taken by the organization.
- Section 5. Members shall be notified of all upcoming general or special meetings through the Bristol-Plymouth Regional Technical School website or through written notice distributed to all families. (when possible)

ARTICLE VIII FINANCES AND CONTRACTS

- Section 1. The Executive Board shall present to the membership at the first regular meeting of the school year a budget of anticipated revenue and expenses for the year. The budget shall be used to guide the activities of the Parent Council during the year. Any substantial deviation from the budget must be approved in advance by the membership.
- Section 2. The Executive Board is authorized to enter into contracts or agreements for the purchase of materials or services on behalf of the organization as long as the contracts and agreements comply with applicable regulations, laws, and procedures. The Executive Board may authorize any officer or officers to enter into said contracts or agreements.
- Section 3. Non-administrative expenditures over \$500 shall be authorized by a majority vote of the voting members present at a general or special Parent Council meeting. Expenditures under \$500, emergency expenditures, or expenditures involving legal or attorney matters concerning the organization shall be at the discretion of the Executive Board. Administrative expenditures shall be at the discretion of the Executive Board.
- Section 4. Parent Council checks may be signed by the President, or Treasurer. All Parent Council checks over \$1,000 must be signed by the Treasurer and one other Executive Board member. Any check written to someone authorized to sign on the Parent Council's account must have a second signature regardless of amount.
- Section 5. The Executive Board shall receive the final Treasurer's report annually and shall sign a statement to document that they have received and examined this report at the close of each school year. The Executive Board may conduct an external review of the final Treasurer's report and may have the accounts examined annually by a non-member accounting specialist who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

ARTICLE IX CONFLICTS OF INTEREST

- Section 1. If a member of the organization has a financial interest conflicting with the interest of the organization, the individual must bring the potential conflict to the attention of the Executive Board and the Membership and refrain from deliberating or voting on any decision with respect to the matter.
- Section 2. No parent or Executive Board member shall make a personal profit from any fundraiser for the Bristol-Plymouth Regional Technical School Parent Council. Executive Board members must notify the Board if they are receiving any non-standard terms or treatment from Bristol-Plymouth Regional Technical School.

ARTICLE X DISBANDING OF PARENT COUNCIL

The Parent Council can be disbanded after 30 days notice to the membership. A vote shall be taken at a membership meeting and remaining assets shall be disbursed for the benefit of the students of Bristol-Plymouth Regional Technical School under the oversight of the Principal.

ARTICLE XI BYLAWS AMENDMENTS

These Bylaws may be amended by a majority vote of the voting members present at a general or special meeting.

These Bylaws were published for review by the membership on March 6, 2007 and will be reviewed and voted on April 10, 2007.