

**CANON-McMILLAN SCHOOL DISTRICT
PARENT COUNCIL BYLAWS**

**ARTICLE I
NAME**

The name of this organization shall be the Canon-McMillan Parent Council.

**ARTICLE II
PURPOSE AND RESPONSIBILITIES**

The Canon-McMillan Parent Council is an organization of parents and staff interested in the education of children, the activities and functions of the school, and assisting in various ways throughout the year.

The responsibilities of the council include:

1. To act as a liaison between parents and school administration.
2. To encourage active parent participation in school activities.
3. To appoint representatives to district-wide committees as required.
4. To foster communication between all school levels.
5. To encourage participation in Parent Council activities.

**ARTICLE III
MEMBERSHIP**

Voting membership shall consist of two parents or alternates from each school, the Executive Board, and building level administrators as well as central office administrators as deemed appropriate by the Superintendent. The Executive Board shall govern the Canon-McMillan Parent Council and shall consist of the officers as listed below. Any parent interest in holding a leadership role (Executive Board) will sign up on the form distributed at a meeting in the second semester of the school year and any time after March. In order to "run" for office, a parent must have attended at least half of the meetings in the year prior to their year in office. If no candidates exist who meet that criteria, parents who have attended two or more meetings in the prior year will be eligible. If no candidates exist who meet that criteria, parents who have attended one or more meetings in the prior year will be eligible. If no one meets that criteria, any interested Canon-McMillan parent who has the recommendation of his/her school administration will be eligible. Parents who sign up will constitute the ballot. Voting will occur the following month based on this ballot. If the "following month" would be June or later, the voting can occur at the conclusion of the meeting where "sign up" occurred. A goal is to have each level K-4, 5-6, 7-8, and 9-12 represented. Although this is not mandatory, it would allow for representation from all levels. In the event a vacancy occurs on the Executive Board during a school year, the remaining members of the Executive Board will appoint a replacement(s) until such time as the next election ensues.

**ARTICLE IV
OFFICERS**

The maximum consecutive term of office is two calendar school years. After serving in an office for two years, a parent must “sit out” a year before taking an office again. The officers of the Canon-McMillan Parent Council shall be a president, a vice-president and a secretary. The officers shall be selected by the Council from among its members at the end of a school year and shall serve for the next succeeding school year. The president shall preside at all meetings and shall coordinate the work of the Council. The term of office for the president shall be at least one, but no more than two years. One of the duties of the president is to coordinate the sending of birthday cards to Canon-McMillan students on their sixteenth birthday. The vice- president shall act as an aide to the president and shall perform the duties of the president in his/her absence or inability to serve. The term of office for vice-president should not be less than one year. The vice-president will also compile a phone contact list of all members annually. The secretary shall record the minutes of meetings of the Council, maintain attendance records and shall perform such other duties as may be delegated. The term of office for secretary should not be less than one year. The treasurer’s position originally established at the onset of Parent-Council is eliminated this November 19, 2010, due to the lack of necessity for said position, since no membership dues or monies are collected.

**ARTICLE V
MEETINGS**

The meetings of this organization shall be held monthly from September to May or as deemed necessary by the Administration and/or as requested by the officers of the Council and approved by the Central Office Administration. Otherwise as scheduled at the first meeting of the school year. The meetings are open to all parents of students in the Canon-McMillan School District with educational concerns. If convenient, meetings will be scheduled on the third Friday of the month. The membership shall have advance notice of meetings. A majority of the total number of eligible voting members present at a meeting shall constitute a quorum.

**ARTICLE VI
COMMITTEES**

Committees shall be created by the Council as deemed necessary to promote the work of the District.

ARTICLE VII
PARLIAMENTARY AUTHORITY

General rules of parliamentary proceedings shall govern this organization in all cases to which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE VIII
AMENDMENTS

These bylaws shall be amended at any regular meeting of the Council. If possible, notice of the proposed change should be given at the previous meeting and to all members thirty (30) days in advance. These bylaws shall only be amended if a quorum of voting members agrees upon the proposed change.

ARTICLE IX
GENERAL RULES

The actions of the Canon-McMillan Parent Council must be judged by the administration to be in accordance with school policy and in the best interest of the school district. In the event of the dissolution of the Canon-McMillan Parent Council, it will be the responsibility of the Executive Board to ensure that any assets are turned over to the Canon-McMillan School District or the organization that takes over the Parent Council's role.

At the beginning of each school year each principal will be encouraged to inform his/her school community of the function of Parent Council and the dates of the meetings. This communication should be in writing; preferably the principal's newsletter. When possible, and preferably annually, a notification will be on the districts website, in the district-wide publication, Highlights, to explain the role and function of our Parent Council, encourage meeting attendance, and indicate meeting dates.