

# SHALER AREA SCHOOL DISTRICT PARENT COUNCIL BYLAWS

## (Adopted 12-7-2022)

### Article I

#### Name and Purpose

**Section 1.01. Name.** The name of this organization shall be Shaler Area District Parent Council, also known as District Parent Council or DPC.

**Section 1.02. Purpose.** The DPC's purpose is to develop and promote a strong unity between our students, our school, and our community. Our goal is to improve communication and understanding between the district and our families. We also aim to build communication and support between the building parent organizations.

### Article II

#### Membership

**Section 2.01. Qualification.** All parents and guardians of a student currently enrolled in the Shaler Area School District shall be considered voting members in the organization. School board members, administration, staff, and other interested community members that do not currently have a student enrolled in the district are welcome to attend meetings and participate in discussions, but they may not be elected to an office or vote.

**Section 2.02. Rights and responsibilities.** All members shall have the right and responsibility to attend meetings. Voting members shall have the right to be nominated and elected to office, vote for the officers, review and approve amendments to these bylaws.

**Section 2.03. Quorum.** The members present at any membership meeting of the organization, provided at least five (5) voting members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting at which a quorum is not present shall be discussed and decided by the Executive Board.

**Section 2.04. 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, or as scheduled at the first meeting of the school year. The meetings are open to all parents and guardians of students in the Shaler Area School District with educational concerns, as well as community members, SASD educators, and district stakeholders. Meetings shall be announced ahead of time with reasonable notice and can be held in person, virtually or both.

**Section 2.05. Dues.** Annual dues for the following year will be determined by a simple majority vote of the members present at the last yearly meeting. Dues to DPC are paid annually by each building parent organization no later than the November monthly meeting.

## **Article III**

### **Executive Board**

**Section 3.01. Membership.** The Executive Board shall consist of the elected officers of the organization.

**Section 3.02. Authority.** The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, and, in general, conduct the business and activities of the organization.

**Section 3.03. Meetings.** The Executive Board shall meet as needed to prepare for general membership meetings and to conduct the affairs of the organization.

**Section 3.04. Quorum.** A quorum of the Executive Board for the conduct of business shall consist of at least two (2) officers in attendance.

**Section 3.05. Participation in Meeting by Conference Telephone.** Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as members participating in such a meeting can hear one another.

## **Article IV**

### **Officers and Their Elections**

**Section 4.01. Officers.** The officers of this organization shall include a President, a Secretary and a Treasurer.

**Section 4.02. Eligibility.** An officer must be a parent or guardian of a student currently enrolled in the Shaler Area School District.

**Section 4.03. Election.** A nominating committee composed of the current President and at least one additional officer shall begin seeking nominees in April of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Officers shall be elected at the May meeting of the organization by the members present. Officers shall assume their official duties after June 30 following their election.

**Section 4.04. Term.** Officers shall serve a one-year term. Officers may be elected for up to three (3) consecutive terms in the same office, unless no other nominee can be found and the current membership approves the nomination of the current officer.

**Section 4.05. Vacancies.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. An officer shall not hold more than one office concurrently.

## **Article V**

### **Duties of Officers**

**Section 5.01. President.** The President shall be the principal executive officer of the organization and shall in general supervise and conduct all of the activities of the organization. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall maintain professional communication with the Superintendent and/or their designee, as well as all building Principals for the purpose of effective dialogue within the DPC organization. The President shall be the second authorized person to sign checks along with the treasurer.

**Section 5.02. Secretary.** The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board. The secretary shall preside at all meetings of the Executive Board and all meetings of membership in the absence of the President.

**Section 5.03. Treasurer.** The Treasurer shall be a member of the Executive Board. The Treasurer shall be responsible for all monies of the Organization, keep accurate records of receipts and expenditures, deposit receipts to the credit of the Organization in a banking institution and pay such bills as authorized by the Executive Board. The Treasurer shall be responsible for the preparation of the Annual Budget, shall fill out all appropriate tax forms and be in attendance when the Auditing Committee sits. The treasurer shall present a written financial statement at every Organization meeting and at other times when requested by the Executive Committee or general membership, and shall make a full report at the last regular meeting. Certain guidelines shall be followed:

- Two signatures will be required on all checks, one being the Treasurer's and the second being the President.
- Monthly reconciled bank statements shall be available at all Organization meetings.
- Bank deposits must be made within seven (7) working days of receipt of monies.

The Treasurer's accounts shall be examined annually by an auditor or an Auditing Committee of not less than three members volunteering at the May Association Meeting. When the audit is performed, the Treasurer shall be available for clarification only. Satisfied that the report is correct, the Committee shall sign a statement to that fact at the close of the report, which must be completed by August 31.

**Section 5.04. Executive Committee Transfer.** All officers and committee chairs shall deliver to their successors all official materials at the close of the May meeting with the exception of the Treasurer.

## **Article VI**

### **Expenditures**

The Executive Board shall have the authority over the affairs of the organization between its regularly scheduled meetings. Meetings of the Executive Board shall be held as needed and members present shall constitute a quorum. No contract shall be entered into without Executive Board approval. Expenditures of \$50 and under can be approved by a simple majority vote of the Executive Board.

Expenditures over \$50 must have the simple majority vote of the members at a general membership meeting.

## **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 may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least thirty (30) days notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice.

12-7-2022 Approved bylaws update at DPC meeting *Heather M. Schneider* (DPC President)

