

## **CCSC PARENT / GUARDIAN ASSOCIATION BY-LAWS**

[Format adapted from the Codman Academy Charter Public School Parent Association By-Laws]

### **Article I – Name, Purpose and Authority**

Section 1. **Name.** The name of the Parent Association shall be the Community Charter School of Cambridge Parent / Guardian Association.

Section 2. **Purpose.** The purpose of the Community Charter School of Cambridge Parent / Guardian Association is twofold:

- to support the school’s efforts to foster success for all students
- to communicate directly with school administration and teachers regarding the needs and concerns of parents

### **Article II - Community Charter School of Cambridge Parent / Guardian Advisory Council Members, Terms and Meetings**

Section 1. **Number.** Every parent of a student at the Community Charter School of Cambridge shall be a member of the Parent / Guardian Association.

Section 2. **Officers and Steering Committee.** The Parent / Guardian Association shall elect four officers in the Fall of each school year for one-year terms: two Co-chairs, a Secretary, and a Treasurer. These officers will comprise the Parent Association Steering Committee. Runners-up for these positions will be designated as alternates: one alternate co-chair, one alternate treasurer, and one alternate secretary. Election of Officers shall be by voice or written ballot.

The officers of the Parent Association shall be elected from among parents/guardians of students currently enrolled in the school. The Associate Principal for Students and Community shall assist the Parent Association in organizing and running the election of parent representatives.

- α. Associate Principal. The Associate Principal for Students and Community shall serve as a member of the Steering Committee, *ex officio*.
- β. Member of the Board of Trustees. The Association shall invite one Member of the School Board of Trustees to participate as a non-voting member.

Section 3. **Terms of Office.** Officers shall serve for one year, or until the first meeting after the election of a new slate of officers. Officers may serve on the Board for no more than three years.

Section 4. **Vacancy.** Alternates should be used to fill vacancies created by resignation or removal of a Steering Committee member.

Section 5. **Regular Meetings.** Regular meetings of the Parent Association shall be held quarterly at such times and place as shall be decided by the Steering Committee in consultation with the membership. The Steering Committee of the Parent Association shall meet monthly, except that they may at their discretion elect not to meet during the month of the full Association meeting.

Section 6. **Notice of Meetings.** The meetings of the Parent Association and its Steering Committee shall be open to the public. Notices of each meeting shall be mailed, distributed and posted on the CCSC web site at least one week before the meeting.

Section 7. **Quorum.** There will be no quorum for at-large meetings of the Parent Association. The

quorum for the steering committee meetings shall consist of the majority of the voting members being present.

Section 8. **Resignation.** Any Parent Association and/or Officer may resign at any time by delivering his/her resignation in writing to a Co-chair of the Steering Committee.

Section 9. **Absences.** If an Officer is absent for two consecutive monthly meetings without notice, the member shall be removed from the Steering Committee and be replaced by an alternate.

### **Article III – Duties of Officers**

Section 1. **Enumeration.** The officers of the Parent Association shall be 2 co-chairs, a treasurer, secretary, and, *ex officio*, the Associate Principal for Students and Community.

Section 2. **Election of Officers.** All officers shall be elected by the members during the at-large meeting held in the fall of each school year. With the exception of the Associate Principal for Students and Community, all officers shall serve for the term of one year, or until their successor shall be elected.

Section 3. **Co-Chairpersons.** The co-chairs shall perform and oversee the duties and tasks necessary to the effective functioning of the Parent Association including, but not limited to, presiding over Parent Association meetings, development and distribution of meeting agenda, giving notice of meetings, supporting and serving on committees, and providing timely information to the members-at-large about the Association's activities. The co-chairs shall perform such other duties as the Parent Association shall from time to time designate.

Section 4. **Secretary.** The secretary shall keep accurate minutes of all meetings for distribution to Parent Association members and the wider school community. The minutes, including the attendance of members, shall be both filed and posted in the school office for review by interested parties. The secretary shall perform such other duties and have such other powers as the Parent Association shall from time to time designate.

Section 5. **Treasurer.** The treasurer shall manage the financial activities of the Association and shall report regularly to the Steering Committee and the Parent Association at large.

### **Article IV – Committees of the Parent Association**

The officers of the Parent Association may elect from their own members or otherwise as they may determine, sub-committees to undertake tasks on behalf of the Parent Association. The number, power, and term of any such committee shall be determined by the Steering Committee. The Chairs of these Sub-Committees shall be elected by the Association and will be members of the Steering Committee.

### **Article V – Approval and Amendments of By-laws**

These by-laws shall be approved and/or amended by 2/3 of the members who come to a parent meeting. There must be at least two weeks notice for the parent meeting. The by-laws may be approved at the same time that the election of officers is held. Amendments may be approved at any regular Parent Association meeting, or at any special meeting of the Association as convened by the Steering Committee.