



## **American Leadership Academy Parent Council Bylaws**

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### *Article I*      **Organization Name**

The name of this organization shall be the American Leadership Academy Parent Council, hereinafter referred to as “the PC”.

### *Article II*      **Objectives/Mission**

- a) To assist American Leadership Academy (ALA) in providing an excellent, well-rounded education for students by encouraging and coordinating parental involvement in the education process.
- b) To gather parental input, ideas, and desires to assist ALA in meeting the needs of the students, providing a forum for parents’ concerns and acting as the parents’ advocate with the Board of Trustees when necessary and appropriate.
- c) To create and coordinate service opportunities for parents to assist American Leadership Academy (ALA) in the accomplishment of its goals and objectives as defined in its charter.
- d) To inspire parents to lead their children to a life-long love of learning, leadership, and liberty by setting an example of organized, democratic, and accountable leadership.

### *Article III*      **Policies/Procedures**

- a) The PC Executive Board shall be the policy/procedure-making body of the organization.
- b) The PC Executive Board and official representatives of the PC organization shall not seek either to direct the administrative activities of ALA or to control its policies.

- c) In the planning of all projects, activities, and service, the PC organization shall request and follow direction from the administration of the ALA schools, acting in compliance with ALA bylaws and policies contained in official current ALA documents.

#### *Article IV      **Membership***

- a) Every family with a child enrolled and attending ALA is a member of the ALA Parent Council. No dues are required for membership in the PC. Membership qualifies members to vote on the bylaws, make motions, serve on committees, and participate in all elections as provided for in the ALA bylaws.
- b) All PC members are encouraged to attend the general PC meetings. Members may address their concerns during these meetings, provided the issue has been placed on the agenda prior to the meeting.

#### *Article V      **Funds***

- a) A yearly budget, covering the coming fiscal year from July 1 to June 30 and recommended by the PC Executive Board, will be adopted at the general meeting of the PC held in May, by a majority vote of the PC members voting at the meeting. If the proposed budget is not adopted at this time, a special meeting of members shall be scheduled to resolve the budget.
- b) Funds to cover the budget and other needed items will be raised through fund-raising projects and donations. Revenue disbursement priorities for the following school year will be introduced at the PC meeting in April and adopted at the PC meeting in May. Amendments of spending priorities can be made at any regularly scheduled PC meeting by a majority vote of the PC members voting.
- c) The PC Executive Board is authorized to expend funds allotted through the adopted budget. Any additional expenses must be approved by a majority vote of the PC membership voting at the meeting in which the request was made.
- d) Excess funds will be officially rolled over to the next year's budget. When possible, at least \$2000 will be carried forward annually for use as the beginning operating budget for the next school year.
- e) A two-thirds majority of the present and voting PC members may request an outside audit of PC finances at the April PC meeting, to be completed two weeks before the May meeting.

#### *Article VI      **PC Executive Board Members and their Elections***

- a) The PC Executive Board shall consist of a President, ~~President Elect~~, **Vice President**, Board of Trustees Liaison, Secretary, and Treasurer, who must be members of ALA in the current year in which they serve.
- b) A member of the ALA Board of Trustees, appointed by the ALA Board of Trustees, shall function as an ex-officio member of the PC Executive Board and act as an advisor to the PC Executive Board.

- c) In the start-up year, the PC Executive Board President, ~~the President Elect, and the Member at Large~~ shall be elected by majority of the members voting within the first month of the first day that school is in session. Following the election of the President, he/she shall present his/her selections for the positions of **Vice President**, Secretary and Treasurer. A majority of members voting shall ratify these selections. The officers elected in this first election take office immediately and serve until June 30 of the following year.
- d) An election shall be held for ~~President Elect~~ **the PC Board President** during the general PC meeting **every other year** in May. Except in the start-up year, the PC Executive Board elections shall be conducted in the following manner:
  - i) The PC Executive Board functions as the Election Committee for both the Parent Council and Board of Trustees elected positions.
  - ii) Any member of the PC may make additional nominations in writing. Such nominations, countersigned by the nominee and two additional PC members, shall be presented to the President at least two weeks prior to the April PC meeting. The PC President shall announce the additional nominees at the April meeting.
  - iii) The Election Committee will announce all candidates to the PC members at the April PC meeting.
  - iv) In the event of one or no candidates for any position, an opportunity shall be given for nominations from the floor, at the May General PC Meeting.
  - v) Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor.
  - vi) A list of all known nominees will be published in the school/PC newsletter prior to the May PC meeting.
  - vii) A ballot election will be held at the May PC meeting. A majority of members voting shall determine the outcomes of the elections.
  - viii) During this meeting, the current ~~President Elect~~ **PC Board President** will present to the members his/her selections for **Vice President**, Secretary and Treasurer. A majority of members voting shall ratify his/her appointments to these offices. In the event one or both of these appointments are not ratified, new appointments will be ratified at the next General PC Meeting.
  - ix) Appropriate notification of elections, at least two weeks previous to the date of the election, will be ~~mailed~~ **emailed** to the PC members.
- e) PC Executive Board members are expected to serve a term of one year in the positions to which they are elected **except the PC Executive Board President who is expected to serve a two year term.**
- f) PC Executive Board members shall assume their duties on July 1<sup>st</sup> following their election. Transfer of official materials and orientation by the outgoing Board is expected to take place during June of the same year.
- g) A vacancy occurring in the office of President, the ~~President Elect~~ **Vice President** shall assume the duties of President **until a new election for President can be held in May.** ~~If the President Elect serves more than half of his/her term in the office of President, it will be considered that he/she has served his/her term as President.~~ If the vacancy is permanent due to voluntary retirement or the inability of the President to fulfill his/her duties, and the President has filled less than half his/her term, a special meeting of the general PC members may be held to elect a ~~President Elect.~~ **Vice President.**
- h) ~~A vacancy occurring in the position of Member at Large shall be filled for the remainder of the term by unanimous vote of the PC Executive Board.~~ A vacancy occurring in the positions of **Vice**

**President**, Secretary or Treasurer shall be filled by appointment of the President, followed by unanimous ratification of the remaining Executive Board.

- i) The PC Board shall consist of the PC Executive Board and such other members as the Executive Board deems necessary to conduct the business of the Parent Council.

*Article VII      **Duties of PC Executive Board Members***

- a) The President:
  - i) Serves as a member of the ALA Board of Trustees as allowed in the ALA charter.
  - ii) Presides at all PC Executive Board, PC Board, and general PC meetings.
  - iii) Prepares agendas for meetings in coordination with the PC Executive Board Secretary.
  - iv) Calls meetings to order.
  - v) Receives reports from the Secretary, Treasurer, School Coordinators, and Committee Chairs.
  - vi) Acquaints the ~~President Elect~~ **Vice President** with the organization.
  - vii) Sees that all outgoing PC Executive Board members pass on the records of their offices, ensuring proper orientation for their successors.
  - viii) ~~Serves as ex-officio member of all committees except the Nominating Committee.~~
  - ix) Performs such other reasonable and appropriate assignments as may be prescribed in these bylaws or assigned to him/her by the ALA Board of Trustees, and shall coordinate the work of the PC Executive Board and committees, in order that the objectives/mission may be promoted.
  - x) Requests an outside audit of PC finances as deemed necessary.
  - xi) ~~Prepares to become the Member at Large the following year.~~ If the President so chooses, he/she may run for another position on the PC Executive Board following his/her term as President.
- b) ~~The President Elect:~~ **Vice President**
  - i) Assists the President as needed and performs the duties of the President in his or her absence or inability to serve.
  - ii) **Serve as the chair of the Fundraising Committee, or in the absence of a formal committee, oversees and evaluates all Fundraising activity.**
  - iii) ~~Prepares to become the President for the following year.~~
  - iv) ~~Serves as PC President the following year.~~
- c) The Secretary:
  - i) Prepares agendas for meetings in coordination with the PC President.
  - ii) Publicizes the date, time, and agenda of all PC meetings.
  - iii) Records and maintains a record of the minutes of all PC Executive Board meetings, PC Board meetings, and general PC meetings.
  - iv) Prepares a copy of the minutes of each PC Executive Board meeting for each Executive Board member and advisor, provides those minutes prior to the next PC Executive Board meeting, and posts them in appropriate places accessible to general membership.
  - v) Maintains a current list of members with their contact information.
  - vi) Maintains and distributes, as appropriate, contact information for the PC Executive Board, PC Board, ALA Board of Trustees, ALA administration, and ALA staff.
- d) The Treasurer:
  - i) Receives and disburses all monies of the organization with the approval of the PC Executive r missing a total of eight PC Ex
  - ii) Keeps an accurate record of receipts and expenditures.

- iii) ~~Opens accounts in the name of the PC in bank(s) approved by the PC Executive Board.~~
  - iv) Places all funds on deposit in the name of the PC. The Treasurer's **and the Board President's** signature ~~and the signatures of two authorized signers of the PC Executive Board must appear on each signature card. Two of the three signatures~~ must appear on all drafts against these accounts.
  - v) Presents a financial statement when requested by the PC Executive Board.
  - vi) Makes a full financial report at the end of the current fiscal year. The fiscal year shall be July 1-June 30.
  - vii) May not serve for more than two consecutive terms of one year each.
- e) The Board of Trustees Liaison:
- i) Provides for reference a copy of the current edition of Robert's Rules of Order at all PC meetings.
  - ii) Acts to ensure that all bylaws are strictly followed and has a copy of the bylaws on hand for reference at all meetings.
  - iii) Shall be a member of the Board of Trustees which the Board will appoint to act as Board of Trustees Liaison.
- f) PC Executive Board members are required to attend scheduled PC Executive Board meetings. Missing two consecutive PC Executive Board meetings without prior notification to two other PC Executive Board members or missing a total of eight PC Executive Board meetings in one year, unless approved by the PC President, will result in a parent vote to determine retention or dismissal from the PC Executive Board at a General PC Meeting.
- g) All PC Executive Board members shall deliver to their successor's official materials at the close of their term of office.
- h) Materials made available to parents by a committee must have prior approval from at least two PC Executive Board Members.
- i) Each PC Executive Board member and advisor shall perform the duties outlined above, as well as any other duties prescribed in these bylaws, and such other reasonable or appropriate duties as may be delegated to him/her by the PC Executive Board.

#### *Article VIII      Meetings*

- a) The annual kick-off meeting of the PC shall be held at the beginning of each school year, the exact date to be decided upon by the PC Executive Board.
- b) The PC, and the PC Executive Board shall have regular meetings, scheduled by the PC Executive Board.
- c) Members of the student councils of the High School and Jr. High School may represent the students of their respective schools at PC Board meetings.
- d) Three PC Executive Board members shall constitute a quorum. A quorum is necessary for the transaction of official PC business.
- e) PC Executive Board business conducted outside of scheduled meetings must be posted on the web site and emailed or called in to all Executive Board members.

- f) The PC Executive Board may call special meetings of the PC. The President of the PC Executive Board shall give appropriate notice to the PC Executive Board members.
- g) The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of the PC in all cases which are applicable and in which they are not inconsistent with these bylaws. A copy of the current edition of Robert's Rules of Order shall be kept by the PC Executive Board and made available at meetings.

*Article IX      **Standing and Special Committees***

- a) A School Coordinator shall be appointed for each school by the PC Executive Board. The Coordinator's responsibilities are to coordinate volunteer efforts within their respective schools, working in close association with and receiving direction from the ~~Director~~ **Principal** of their respective school and with the approval of the PC Executive Board. All guidelines given hereinafter as direction to standing and special committee chairs apply to School Coordinators.
- b) Other standing and special committees shall be created by the PC Executive Board, as deemed necessary, to promote the objectives and carry on the work of the organization.
- c) The President, with the approval of the PC Executive Board, shall appoint the Chairs of the standing committees. If a committee chair position becomes vacant, a replacement shall be chosen in the same manner.
- d) The chair of each standing committee shall select his/her working committee.
- e) The chair of each committee shall submit a written proposal, including budget projections and/or fund raising strategies for the plans and activities of the committee.
- f) The chair shall report the plans and activities of the committee to the PC **Executive** Board. No committee shall undertake any projects without approval from the PC Executive Board.
- g) Committee guidelines shall be issued to committee chairs by the PC Executive Board.
- h) Since special committees are created by and appointed for a specific purpose, they are automatically dissolved when their work is finished and their final report is received.
- i) Duties of a committee chair include, but are not limited to:
  - i) Attending all general PC meetings.
  - ii) Including budget and/or fund raising plans in written project proposals.
  - iii) Reporting to the PC Board.
  - iv) Acquainting his/her replacement with the organization and passing on all records of the office to his successor.
  - v) Formulating and submitting to the PC Executive Board, at least two weeks prior to the April PC meeting, a budget proposal for his/her committee for the following fiscal year.

*Article X      **Amendments***

Any member of the PC may propose amendments to the PC bylaws. PC bylaws may be amended at the general meeting of the PC held in April under the following conditions:

- a) Proposed amendments shall be presented during the “New Business” section of the agenda.
- b) A quorum of the PC Executive Board must be present at the time of a vote to amend the bylaws.
- c) If a majority of the PC Executive Board members and a two-thirds majority of the general PC members in attendance and voting approve the proposed amendment, it is adopted.
- d) If the Executive Board does not approve the amendment, and a two-thirds majority of the voting PC members in attendance do approve it, a copy of the amendment with pro/con arguments, along with a mail-in ballot, shall be mailed to the general membership of the Parent Council. At the next regularly scheduled PC Board meeting following one month from the postmark of the ballot notice, the mailed-in ballots shall be opened and counted by a representative of those who proposed the amendment and the PC Secretary, and the results announced at the next general PC meeting. A majority of mailed-in ballots shall amend the bylaws at the time the votes are counted and certified by the Executive Board.

Drafted by the 2005 American Leadership Academy PC Executive Board pro tem.

Adopted by a two-thirds majority of members voting at the ALA Annual Meeting held on 24 September 2005.

Amended 27 April 2006

## Proposed Amendment to the ALAPC Bylaws

Amendment submitted by the 2005-2006 PC Executive Board:

A proposed addition to Article VI – PC Executive Board Members and their Elections:

b) The Secretary and Treasurer will be non-voting members of the PC Executive Board.