

October 3, 2008

Bylaws of the Jonas Clarke School Association
Lexington, Massachusetts

Approved on
October 3, 2008

October 3, 2008

Index

Article 1	Name	Page 3
Article 2	Fiscal Year	Page 3
Article 3	Purposes	Page 3
Article 4	Basic Policies	Page 3
Article 5	Membership and Dues	Page 4
Article 6	Jonas Clarke School Association	Page 5
Article 7	General Membership Meetings	Page 6
Article 8	Officers and Executive Board	Page 6
Article 9	Duties of Officers	Page 8
Article 10	Committees	Page 10
Article 11	Parliamentary Authority	Page 11
Article 12	Amendments	Page 11

October 3, 2008

BYLAWS

JONAS CLARKE SCHOOL ASSOCIATION

ARTICLE I: NAME

The name of this organization is Jonas Clarke School Association of Lexington, Massachusetts. For convenience, the organization shall be referred to in these bylaws as Jonas Clarke School Association (“JCSA”) or as the “Association.”

ARTICLE II: FISCAL YEAR

The fiscal year of the Association shall begin on August 1 and end on July 31.

ARTICLE III: PURPOSES

Section 1:

The purposes of JCSA are:

- a) To promote the welfare of children and youth in home, school and community.
- b) To bring into closer relation the home and the school, that parents and teachers may co-operate intelligently in the academic, physical and social education of children and youth.
- c) To assist at the school’s request whenever possible in establishing, continuing or adapting any initiative and/or idea beneficial to the curriculum, school environment or staff.

Section 2:

The purposes of JCSA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects and programs; and governed and qualified by the basic policies set forth in Article IV:

ARTICLE IV: BASIC POLICIES

The following are the basic policies of the JCSA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

October 3, 2008

- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III herein.
- e. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Jonas Clarke Middle School.
- f. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- g. The JCSA may cooperate with other organizations and agencies concerned with child welfare, but JCSA representatives shall make no commitments that bind the group they represent.
- h. The JCSA is authorized to raise funds for the benefit of Jonas Clarke Middle School and its students, staff, programs and any other projects deemed necessary and appropriate by the JCSA and which have been approved by its membership.

ARTICLE V: MEMBERSHIP AND DUES

Section 1:

Any parent, guardian or other adult standing *in loco parentis* for a student at the school may be a member and shall have voting rights. The principal and any classroom teachers employed at the school may be a member, having voting rights.

Section 2:

Membership in this JCSA shall be made available without regard to race, color, religion creed, national origin or sexual orientation.

Section 3:

Dues will be established by the Executive Committee. A member must pay his or her dues prior to any JCSA vote to be considered a member in good standing with voting rights. If a person who is eligible to become a member would like to apply for a scholarship to pay the dues this can be arranged through the Jonas Clarke Middle School principal.

October 3, 2008

Section 4:

Voting by proxy is prohibited.

Section 5:

Nine members in good standing shall constitute a quorum for the transaction of business in any properly called meeting of this JCSA.

Section 6:

This JCSA shall conduct an annual enrollment of members, but may admit persons to membership at any time.

ARTICLE VI: JONAS CLARKE SCHOOL ASSOCIATION

Section 1:

Officers and Representatives

- (a) JCSA shall consist of the officers of the Association, the principal of Jonas Clarke Middle School and the membership of the Association.
- (b) The Nominating Committee shall present a slate of parent candidates for membership on the Executive Board at the May meeting of the JCSA.
- (c) The Nominating Committee shall strive to provide balanced representation of sender schools among candidates.
- (d) Additional nominations for parent membership on the Executive Board may be made from the floor at the May meeting.
- (e) Staff representatives shall be appointed by the Principal.
- (f) To be eligible for re-election to the Executive Board officers must attend at least half of the JCSA meetings.

Section 2:

The JCSA Executive Board shall consist of the officers of the Association and the principal of the school or a representative appointed by the principal. Its duties shall be:

- (a) To transact necessary business in the intervals between Association meetings and such other business as may be referred to it by the Association;
- (b) Set the overall direction of the Association;
- (c) To create and staff standing or special committees to carry on the business of the association and to approve their plans and work;
- (d) To expend funds of the Association and to see that a minimum of \$2500 remains at the end of the fiscal year;
- (e) To consider and act on, within a reasonable time, any proposal or matter presented to it by a member.

October 3, 2008

- (f) To approve routine bills within the limits of the budget;
- (g) To present a report at the regular meetings of the Association.

Section 3:

Nine members in good standing shall constitute a quorum for the transaction of business in any properly called meeting of this JCSA.

ARTICLE VII: GENERAL MEMBERSHIP MEETINGS

Section 1:

At least five regular meetings of the Association shall be held during the year. Dates of the meetings shall be determined by the Executive Board and announced at the first regular JCSA meeting of the school year. Five days notice shall be given to general membership of any change of date.

Section 2:

Special meetings of the JCSA may be called by the President or by a majority of the Executive Board, provided five days notice has been given.

Section 3:

The annual meeting shall be in June and shall be for the purpose of electing officers, receiving reports of officers and committees, and conducting any other business that may arise.

Section 4:

Nine members in good standing shall constitute a quorum for the transaction of business in any properly called meeting of this JCSA.

Section 5:

The privileges of making motions, debating and voting at JCSA meetings shall be limited to members of the association who are present and whose dues are paid.

ARTICLE VIII: OFFICERS AND EXECUTIVE BOARD

Section 1:

The officers of the JCSA shall be a President or Co-Presidents, at least one Vice President(s), a Secretary, and a Treasurer.

October 3, 2008

Section 2:

Officers shall be elected by ballot in the month of June.

Section 3:

The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote by the current membership. A majority vote shall be required for the election.

Section 4:

The following provisions shall govern the qualifications and eligibility of individuals to be officers of the JCSA:

- a. Each officer must be a member of the JCSA.
- b. No officer may be eligible to serve more than 2 consecutive terms in the same office, except in that situation where a qualified officer has agreed to extend their term in the absence of a qualified successor and as approved by the members of the JCSA.
- c. No officer may serve as President or Co-President in excess of two consecutive years except in that situation where a qualified officer has agreed to extend their term in the absence of a qualified successor and as approved by the members of the JCSA. In the event that there are two vacancies for co-president in any year, one individual will be elected to fill a one-year term.

Section 5:

Officers shall assume their official duties following the close of the JCSA meeting in June and shall serve for a term of 2 years or until their successors are elected.

Section 6:

A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the Vice President. A vacancy in any other office other than the President shall be filled by the Executive Board.

Section 7:

Regular meetings of the Executive Board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. A quorum of the Executive Board

October 3, 2008

shall be considered two-thirds of its members. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board, with three days notice being given.

Section 8:

When an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws, or engages in conduct which the Executive Board determines to be injurious to the organization or its purposes, the Executive Board may by a two-thirds(2/3) affirmative vote, take such action as it determines appropriate, which may include: (1) asking for the resignation of the officer; (2) making a formal recommendation that the officer be removed from office following a hearing conducted in accordance with Due Process.*

*Footnote: "Due Process" Procedures: Following the two-thirds(2/3) affirmative vote recommending that the officer be removed from office 1) The officer must be given fifteen(15) days' written notice of the hearing to remove the officer from office;(2)The written notice shall contain the reasons for the proposed removal, and shall be mailed certified mail, return receipt requested, to the last address of the officer shown on the Association's records;(3)At the hearing, the officer must be given an opportunity to address the executive board, either orally or in writing;(4) Not less than five(5) days following the hearing, the executive board shall convene and vote whether the officer will be removed from office;(5) A two-thirds(2/3) vote of the Executive Board shall be sufficient to remove the officer from office;(6) The removal vote shall be recorded in the Executive Board minutes and shall specify the number of voting in favor of and against such removal.

ARTICLE IX: DUTIES OF OFFICERS

Section 1:

The President(s) shall:

- a. Preside at all meetings of this association;
- b. Serve as an ex-officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of this Association;
- d. Perform such other duties as may be directed by the Executive Board.

Section 2:

The Vice-President(s) shall:

- a. Act as aide(s) to the President;
- b. In their designated order, perform the duties of the President's absence or inability to serve;
- c. Perform such other duties as may be directed by the President, or the Executive Board.

October 3, 2008

Section 3:

The Secretary shall:

- a. Record the minutes of all meetings of the JCSA;
- b. Be prepared to read the records of any previous meetings;
- c. File and retain all records;
- d. Have a current copy of bylaws;
- e. Maintain a membership list;
- f. Perform such duties as may be directed by the President, or Executive Board.

Section 4:

The Treasurer shall:

- a. Have custody of all the funds of the JCSA;
- b. Prepare a budget, approved by the Executive Board for approval by the membership at the June meeting;
- c. Maintain a full and accurate account of receipts and expenditures of this Association;
- d. Make disbursements as authorized by the President(s) or Executive Board or this Association in accordance with the budget adopted by the JCSA;
- e. Have all expenditures not included in the original budget approved by the officers of the Association;
- f. Have all expenditures in excess of \$250 that were not included in the original budget approved by the membership;
- g. Present a financial statement at every meeting of this Association and at other times when requested by the Executive Board;
- h. Present an annual Treasurer's report of this Association at the annual meeting;
- i. Have the accounts examined annually by an audit committee of not fewer than three members who shall sign a statement indicating they are satisfied that the annual Treasurer's report is correct;
- j. Have the accounts audited when a person who has signature authority leaves the board. This is to be done by an audit committee selected by the Executive Board at least two weeks before the meeting at which the officers assume their duties;
- k. Perform such other duties as may be directed by the President(s) or the Executive Board.

Section 5:

Accounts and records of the JCSA shall at all reasonable times be open to inspection by the Executive Board.

October 3, 2008

Section 6:

All officers shall deliver to their successors all official materials no later than 30 days following the election of their successor, by the close of the school year, or upon resignation.

ARTICLE X: COMMITTEES

Section 1:

Only members of the Association shall be eligible to serve in any elective or appointive positions on the JCSA Board or committees. One Co-President will oversee the activities of each committee by acting as a silent committee chair on each committee.

Section 2:

The Executive Board may create and disband such special committees as it may deem necessary to promote the purposes of the JCSA and to carry on the work of the JCSA. The Chairperson of any such committees shall be appointed by the Executive Board.

Section 3:

The term of each Committee Chair shall be one year, or until the selection of a successor.

Section 4:

The chair of each committee shall present a plan of work to the Executive Board for approval. This plan will include a proposed budget. No committee work shall be undertaken without the consent of the Executive Board. Any change in the original approved plan that requires an expenditure of more than \$250 must be approved by the membership, unless included in the original budget, in which case, it is subject to approval by the Executive Board.

Section 5:

When a Committee Chair is not fulfilling the responsibilities of the office as prescribed in the bylaws, or engages in conduct which the Executive Board determines to be injurious to the organization or its purposes, the Executive Board may by two-thirds affirmative vote, take such action as it determines may be appropriate, which may include:

1. Asking for the resignation of the Committee Chair, or
2. Making a formal recommendation that the Committee Chair be removed from office.

October 3, 2008

Section 6:

Upon the expiration of the term of office or in the case of the resignation or termination, each chairperson shall turn over to the president, without delay, all records, books, or other material pertaining to the chairpersonship, and shall return to the treasurer, without delay, all funds belonging to the Association.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern JCSA and in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XII: AMENDMENTS

These bylaws may be amended at any regular general membership meeting of the JCSA by two thirds vote of the members present and voting, as long as notice of the proposed amendments have been provided to the membership two weeks prior to the meeting and provided further that the Executive Board has made a recommendation with respect to such amendment.

October 3, 2008

These Bylaws were adopted by the membership by a unanimous vote during a meeting properly called on October 3, 2008, and shall take effect immediately.

2008-2009 Executive Board:

Susan Schiffer, Co-President

Saana McDaniel, Co-President

Deborah Lapides, Executive Vice President

Nora Aroyan, Vice President

Peggy Gibson, Vice President

Mary Ellen Goodwin, Vice President

Giulia Paliotti, Vice President

Linda Mui, Secretary

Deanna Chan, Treasurer