

BYLAWS FOR QUINCY CITYWIDE PARENTS' COUNCIL (CITYWIDE PTO)

I. NAME

The organization shall be henceforth called Quincy Citywide Parents' Council (more commonly referred to as Quincy Citywide PTO)

II. MISSION AND PURPOSE

The mission of Citywide PTO is to advocate for the achievement and delivery of high-quality equitable education for every student in Quincy Public Schools (QPS).

The purpose of Citywide PTO is to serve as the link between parents/guardians, QPS administration, and members of the Quincy School Committee.

We strive to achieve this by:

1. Creating a safe environment for QPS parents/guardians to discuss the QPS system from a parent/guardian perspective
2. Hosting informational presentations to QPS parents/guardians on a variety of topics
3. Brainstorming ways to improve the experience of students and parents across the district
4. Offering recommendations on QPS policies, proposed policy changes, and annual budget
5. Raising awareness of problems or concerns faced by QPS students and parents/guardians
6. Advocating for open communication at every level of the school system – QPS administration, School Committee, individual school PTOs, school principals, and parents/guardians
7. Providing the opportunity for individual school PTO representatives to work collaboratively and share resources and best practices
8. Taking other related actions approved by the Citywide PTO Executive Board, so long as they are in alignment with the organization's mission

III. MEMBERSHIP AND DUES

General Membership

The general membership of Citywide PTO shall be all QPS parents/ guardians, teachers, administrators, and interested community members.

School Representatives

Citywide PTO strives to ensure at least one parent representative from each of the QPS elementary, middle, and high schools is in attendance at each of our monthly meetings and are involved in Citywide PTO discussions.

Executive Board

Any interested general member of Citywide PTO may ask to join the Executive Board. Requests to join the Executive Board are approved by the President, however, in general, requests that come from general members in good standing who regularly attend and contribute to Citywide PTO monthly meetings will be granted. Executive Board members, along with Citywide PTO officers, comprise the leadership of the organization. They discuss pertinent issues between monthly meetings and are allowed to cast votes on any matter requiring a vote.

IV. OFFICERS

Citywide PTO shall have as its officers the following: President and Vice President (or Co-Presidents), Secretary, and Treasurer. Officers are voted on and elected by the Executive Board at the last scheduled meeting of the school year. General members interested in running for a particular office should let the current President or Co-President know of their interest at least 4 weeks before the last scheduled meeting of the school year in order to allow time for a final ballot to be created. If there is no one interested in an office, that office shall remain open until a person voices their willingness to serve in that position. The duties of any unfilled office shall be assumed by the President and Vice President (or Co-Presidents). Officer terms are for two years. No one person shall serve more than two full consecutive terms (four years) in the same office, unless there is no one else interested in serving in that position. An officer may be removed from office by a two-thirds (2/3) vote of the Executive Board.

Duties of the President and Vice-President (or Co-Presidents) include, but are not limited to:

- Organizing a meeting schedule for the Executive Board
- Creating the schedule of, agenda for, and presiding over, all monthly meetings
- Having the authority to limit discussion time and rule any person out of order at monthly meetings
- Attending/monitoring School Committee meetings, and reporting important findings back to the full membership (or appointing a member of the Executive Board to do so)
- Regularly meeting with QPS administration to share and advocate for parent/guardian and student concerns
- Ensuring that officer elections occur per the bylaws
- Conducting other day-to-day activities necessary for the function of the organization

Duties of the Secretary include:

- Taking notes at all Citywide PTO monthly meetings
- Emailing meeting notes to the President within one week of the meeting
- Once the notes have been approved, posting the notes to the Citywide PTO Facebook page or website

Duties of the Treasurer include:

- Handling all Citywide PTO financial affairs
- Depositing all monies into Citywide PTO checking account
- Keeping accurate records and copies of all bank statements
- Preparing and presenting a detailed itemized monthly income/expense report upon request from any Executive Board member
- Preparing a year-end summary of financial transactions, and presenting it at the final meeting of each school year

V. SUB-COMMITTEES

Citywide PTO may create sub-committees as it deems necessary. Each sub-committee must appoint their own Chair and Vice-Chair (or Co-Chairs). The Chair or other member of each sub-committee must present at each monthly Citywide PTO general meeting, and keep the Citywide PTO President regularly apprised of its ongoing work.

VI. DUES AND FUNDRAISING

Dues

Citywide PTO shall not charge membership dues or fees.

Fundraising

If Citywide PTO should need funds for a specific event or initiative, they may solicit donations from individual school PTOs or host a community fundraiser.

VII. POLITICAL AFFILIATION

Citywide PTO shall not endorse any political candidate for any local or national race.

Citywide PTO may host and moderate Candidates Night events for School Committee races. Candidate questions asked at such events must be discussed in at least one monthly meeting and be agreed upon by the Executive Committee.

VIII. MEETINGS

Citywide PTO shall host monthly meetings during the school year. All QPS parents/guardians, teachers, administrators, and interested community members are welcome at meetings. All in attendance may speak on any issue, however, only Executive Board members can vote.

Any general member wishing to place a matter on the agenda shall submit a request to the President or Executive Board at least one week prior to the meeting. Placement of that matter on the meeting agenda shall be at the discretion of the President.

Robert's Rules of Order Revised shall be the prevailing source of parliamentary procedures. The Vice-President shall be considered the Parliamentarian. In the absence of the Vice-President, the President shall appoint someone to act as Parliamentarian.

IX. AMENDMENTS OR CHANGES TO THESE BYLAWS

These bylaws may be amended or changed by a two-thirds (2/3) majority of the Executive Board.

Proposed October 2020

Approved November 2020