

BYLAWS
Multicultural Learning Center
Parent Council
[Revised 1/13/2005]

ARTICLE I. NAME

- 1.1 The name of this organization is the Multicultural Learning Center Parent Council.

ARTICLE II. PURPOSE and GOALS

- 2.1 Welcome, encourage and increase parent involvement.
- 2.2 Increase parental awareness regarding school wide activities, policies, events and programs.
- 2.3 Establish and coordinate the activities of the Parent Council with MLC Parent Council committees, which support and assist the students, staff, and faculty of MLC with school activities and projects that meet school wide goals.
- 2.4 To help represent ~~ed~~ and to involve parents in the classrooms and Library/Media center and to represent parents on MLC Challenge Committees.
- 2.5 To help create, develop and maintain the traditions, which nurture a sense of community within our school, and foster connections between the school and the larger community in which we exist in coordination with the Administration.
- 2.6 To increase public awareness about Multicultural Learning Center in coordination with the Administration.
- 2.7 Perform other duties as necessary to fulfill the Parent Council's purposes as set out in Article 2.

ARTICLE III. MEMBERSHIP, VOTING RIGHTS, TERMS

- 3.1 Membership
Any parent or guardian of a Multicultural Learning Center student in the current year, shall be members of the MLC Parent Council.
 - 3.1.1 The By-Laws shall be made available for all Parent Council Members at the beginning of each school year.

3.2 Voting Rights

The voting rights of the MLC Parent Council will be based on the following:

- a. Every classroom at MLC shall be represented by two votes for any decision-making change that occurs in the Parent Council Meetings.
- b. The Facilitator will be able to cast one extra vote to serve in the case of a tiebreaker only.

3.3 Term

Parent Council members serve for as long the parent has a child enrolled in MLC. Any parent of a child whose enrollment at MLC has been terminated shall automatically forfeit his or her membership from the Parent Council.

ARTICLE IV. OFFICERS

4.1 Officers

The officers of the Parent Council shall be Elected Officers: a Facilitator, Co-Facilitator, a Secretary and a Treasurer.

4.2 Duties

The Officers of the MLC Parent Council will be responsible for providing information for the agenda and minutes for each meeting. The agenda for each meeting will be summarized and executed by the facilitator. All information for the agenda should be submitted in writing no later than 2 days prior to the next scheduled meeting. The Officers will represent the parents on Advisory Council if convened.

The Officers may request from the Administration that an Advisory Council Meeting be convened to address school matters that require the advice of Staff and Parents.

Outgoing officers shall deliver all records to their successors when the successors take office. Duties are outlined below.

4.3 Facilitator

The Facilitator shall preside at all meetings of the MLC Parent Council. The Facilitator shall ensure that agenda items are addressed at meetings before new items are raised, and shall keep order at meetings by directing the floor, as he or she deems necessary.

4.4 Vice- Facilitator

The Vice- Facilitator will assist the Facilitator with meeting organization. The Vice- Facilitator will preside at meetings in the absence of the Facilitator or if the Facilitator decides to participate in the discussion as a parent only.

The Vice- Facilitator shall receive updates from each Chairman of all parent council committees to help ensure that any information, minutes update etc are made widely available.

4.5 Secretary

The Secretary shall keep the minutes of the meetings (to be approved at the subsequent meeting) Minutes shall be delivered to all Parent Council members and posted in both English and Spanish in a prominent location at the MLC and on the MLC Web site within one week of each Parent Council meeting.

The Secretary is to help make all communications available to the Board of Directors, the teachers, the Student Council, and all parents regarding the activities of the Parent Council via the following means:

1. The MLC Web Site
2. Fliers
3. Bulletin Board
4. Telephone
5. Mail

4.6 Treasurer

The Treasurer shall have the care and custody of and be responsible for all funds of the Parent Council. The Treasurer may make emergency disbursements, in accord with decisions specified in the minutes of the Parent Council.

4.7 Elections

Elections of Officers shall be by majority vote of those members present at the general elections meeting. Any person who cannot attend this meeting can make their vote by written proxy and place their vote in the Parent Council mailbox no less than 24 hours prior to the meeting.

Officers and Representatives will be elected and Parent Council committee chairpersons will be appointed through special elections by the last scheduled meeting in June of each year for succeeding school year.

4.8 Term

Officers serve for one year, beginning on the day of Parent Council elections in an academic year, and ending upon election of the new Parent Council officers taking office the following year. Any parent of a child whose enrollment at MLC has been terminated shall automatically forfeit his or her membership from the Parent Council and any office he or she holds. Any member may succeed him/herself in any office, or any other position, if he or she is elected.

4.9 Vacancies

Vacancies in any office arising from any cause may be filled at any regular or special meeting, in accordance with 5.3

4.10 Recall

If it is determined that an officer is not performing his or her duties adequately, the Parent Council may recall that officer by majority vote of all voting members.

ARTICLE V. MEETINGS

5.1 Regular Meetings

The Parent Council shall meet once a month during the academic year. The MLC Parent Council Meetings are open to all MLC Parent Council members, staff and faculty. The meeting dates and times will be determined by the Parent Council, set forth in the minutes, and calendared.

5.2 Special Meetings

Special meetings of the Parent Council may be held. Notice must be given to all members 72 (seventy-two) hours in advance, posted in writing, and by any other means specified by individual members as sufficient. Special meetings may be called by six or more voting members.

5.3 Notice of Meetings

Notice of meetings shall be posted by the Secretary at least seven (7) days in advance of the meeting. Notice for a regular meeting shall include the agenda. Notice for a special meeting shall include the reason for the meeting.

5.4 Quorum

A representative from four rooms or a total of 12 Parent Council members shall constitute a quorum for the conduct of business, so long as this number includes at least 2 Officers.

5.5 Language

Meetings will be conducted in either English or in Spanish. Affairs will be discussed in both languages. MLC will provide an interpreter to fulfill this role. All official Parent Council documentation shall be delivered in English and in Spanish.

ARTICLE VI. PARLIAMENTARY AUTHORITY

6.1 Robert's Rules of Order shall be the authority in questions of procedure.

ARTICLE VII. ACCEPTANCE OF AND AMENDMENT TO BYLAWS

7.1 These Bylaws may be amended by a two-thirds (2/3) vote of the Parent Council, after notification to the members, at least (seven) 7 days in advance, specifying that amending the bylaws will be on the agenda.

7.2 These bylaws shall be in effect immediately following a two-thirds (2/3) majority vote of the Parent Council at a special meeting provided that quorum is met.