

Boston Latin Academy School Parent Council Bylaws

Article I: Name of Organization and Establishment of Bylaws

The name of this self-governed organization shall be the Boston Latin Academy (BLA) School Parent Council (SPC) also known as BLA SPC. These Bylaws were adopted on October 7, 2014 as the official governing charter of the SPC, superseding and replacing prior Bylaws, and shall be known as the BLA SPC Bylaws (“Bylaws”).

Article II: Purpose and Responsibilities

The purpose of the BLA SPC is to contribute to the school learning community where families partner to support the educational development of their children.

The School Parent Council is responsible for:

1. Establishing and maintaining communication with school administration and faculty on school-related issues, such as academic performance, facilities, etc.
2. Encouraging active parent involvement in SPC decisions, school activities and district-wide parent forums
3. Educating and informing parents and guardians of activities, programs and resources at BLA
4. Promoting and coordinating parent volunteer opportunities
5. Supporting and showing appreciation for the BLA faculty, staff and students
6. Sponsoring projects and events for the benefit of all BLA students
7. Raising funds for carrying out projects and programs to enhance the educational and social goals for BLA
8. Establishing regular and ad hoc committees and appointments as required for carrying out the above.

Article III: Membership

Membership is open to any parent or legal guardian with a child enrolled in and attending the BLA.

Article IV: Executive Committee: Officers, Terms, and Duties

An Executive Committee will guide the BLA SPC and be composed of the following SPC members: two Co-Chairs, Treasurer and Secretary. Each member of the Executive Committee is an Officer of the SPC. Only one member of a BLA family may be elected to the Executive Committee.

SPC Co-Chairs serve staggered two (2) year terms (one Co-Chair is new each year). The Treasurer and Secretary positions serve one (1) year terms. Officers serve their respective terms ending on June 30th, following the elections held at the June SPC meeting or, in the absence of a newly elected Officer, until successor(s) are elected at a subsequent meeting of the SPC. In an effort to promote and encourage shared leadership in the SPC among BLA parents, it is recommended that Co-Chairs, Treasurer, Secretary and Site Council Representatives should not serve consecutive terms in the same position without cycling off for at least one school year whenever possible.

Parents shall endeavor to elect SPC Officers who are representative of the racial and ethnic diversity of the BLA student body, and who also represent other populations at BLA, including English Language Learners and families with special needs.

Duties of the Officers

Working collaboratively, the two SPC Co-Chairs will:

1. Convene and preside according to the established schedule
2. Ensure that an agenda is prepared and presented
3. Summarize for the SPC general membership any actions taken by the Executive Committee since the last general SPC meeting.
4. Meet regularly with the Headmaster to discuss school issues and develop a plan of action
5. Appoint committees and subcommittees, including standing and ad hoc
6. Be the official spokesperson for the SPC and Executive Committee
7. Ensure annual SPC elections are conducted according to BPS guidelines

The SPC Treasurer will:

1. Assist parents to identify and prioritize financial needs in the BLA community, outside of the BPS-sponsored budget
2. Act as a liaison to Friends of BLA (attend meetings, facilitate communication, etc.)
3. Ensure Friends of BLA provides financial reports at each SPC meeting
4. Be responsible for and report on the financial activity of the SPC
5. Be a signer on the SPC account
6. Submit monthly and annual report to SPC

The SPC Secretary will:

1. Record the minutes of Executive Committee and membership meetings and bring copies of minutes to each meeting.
2. Ensure minutes are circulated to SPC members through at least three methods, including parent listservs and the BLA website.
3. Maintain an accurate copy of the SPC Bylaws; if and when changes are made,

they shall be done so in accordance with Article X. The amended copy shall be dated and initialed and a copy submitted to the main school office.

4. Distribute election paper ballots, if no BPS trained election facilitator is present, in accordance with Article VIII.
5. Maintain all records of elections, with attention to the number of votes that may be needed to verify line of succession for SSC Alternates.

Article V: Other SPC Positions

Section 1. School Site Council Representatives

The School Site Council (“SSC”) is a committee of parents and staff that serves as the central governing body of the school. It is comprised of seven (7) parent representatives elected by the SPC (the “SSC Representatives”), the Headmaster, six (6) Boston Teachers Union (“BTU”) representatives and two student representatives. The BTU/BPS Collective Bargaining Agreement details the composition and size of the SSC. If the number of BTU bargaining committee members on the BLA SSC changes, the number of Parent SSC members will also change to maintain parity.

SSC Representatives are responsible for: attending all SSC meetings, communicating any and all relevant SPC concerns and/or issues to the SSC, and for keeping the SPC updated and informed of relevant information from the SSC.

SSC Representatives are encouraged to attend all scheduled SPC meetings, or at a minimum rotate attendance. There are two types of SSC Representatives, Voting Members and Non-voting Alternates (an “Alternate”). There are seven (7) Voting Members serving in staggered two (2) year terms where open voting Members are elected each year.

Non-Voting Alternate members. The SSC shall also include three (3) parent alternates, who will serve one (1) year terms. These Non-Voting Alternates (ranked “First,” “Second” and “Third”) may vote in place of an absent Voting Member only if a quorum of the SSC Voting Members has not been reached. In the event a vacancy is created due to the departure of a Voting Member, the First Alternate will fill the vacancy becoming a Voting Member, the Second Alternate will become the First Alternate and the Third Alternate will become the Second Alternate. The SPC will then conduct an election to fill the vacant Alternate position(s).

Parents shall endeavor to elect SSC voting members and Alternates who are representative of the racial and ethnic diversity of the BLA student body, and who also represent other populations at BLA, including English Language Learners and families with special needs.

Section 2 SPC Sub-committees

Sub-committees shall be created as needed. The SPC Co-Chairs may appoint chairs of these committees. It is expected that persons who hold these special SPC positions will attend most of the SPC meetings and communicate regularly with the SPC Executive Committee. Any conflict or issues regarding the performance of these other SPC positions should be communicated to the SPC Executive Committee for resolution.

Article VI: Meetings

Section 1. Schedule, Notice

The regular meetings of the organization shall be held monthly on a regular schedule as determined by the Co-Chairs and voted on at a meeting of the SPC. Special meetings may be called, as needed, by the Executive Committee.

Notice of all meeting dates shall be made at least 7 calendar days prior to the meetings through at least three communication methods, such as parent listservs, BLA website calendar, automated-voice calls and additional forums as identified.

Section 2. Executive Committee Meetings

The Executive Committee will meet as needed throughout the school year and for at least one meeting prior to the start of school to plan for the transition into the new school year. It is expected that Executive Committee members will attend most SPC Executive Committee meetings and SPC meetings. Executive Committee meetings will focus on setting SPC meeting agendas, communicating with the general membership, and addressing questions of governance.

Minutes of all BLA Parent Council meetings shall be recorded and available as per Article IV.

Article VII: Decision-making and Voting

It is expected that the SPC will make every effort to make decisions by consensus or general agreement of the members, in order to promote a culture of shared decision-making. Decisions that have far reaching implications for the school or are otherwise significant, or for which a consensus is unable to be reached, will be made by simple majority vote of a Quorum.

Elections for SPC Officers and SSC Representatives will be made by simple majority vote of a Quorum.

Commitment of financial resources requires a simple majority vote of members present

at a scheduled SPC meeting. However, commitment of a sum greater than \$1,000.00, requires the presence of a Quorum.

Quorum

A Quorum is defined as the presence of eleven (11) SPC members of which at least one (1) SPC Officer is present.

Voting

Every BLA family is entitled to one vote. Parents must be present to vote. Except for elections, most votes will be taken by a show of hands.

Article VIII: Elections and Recalls

Section 1. Elections

Elections shall be conducted in accordance with Boston Public School SPC election guidelines. Every effort will be made to have 2 SPC members who are not Officers attend the BPS SPC election training and facilitate the election as such.

Elections for the following academic year's SPC Officers and SSC Representatives shall be the first order of business during the June SPC meeting.

Elections shall be announced at the May SPC meeting. Any SPC member can be nominated for a position as an SPC Officer or as an SSC Representative. SPC Officers cannot also be SSC Representatives.

The nomination period begins at the May SPC meeting and includes the day of the June election. At the May and June meetings, a document will be available for SPC members listing the SPC Officer and SSC positions with a brief description of the responsibilities and terms. This document will be distributed to all SPC members after the May meeting through at least three communication methods, such as listservs, BLA website, automated voice calls to BLA families and/or additional forums for parents as identified.

Prior to the vote, the Secretary will read the roles and responsibilities of the SPC Officer and SSC positions in Article IV of these Bylaws so that all potential candidates understand the position(s), the requirements of the position(s), and what is expected of the individual seeking the office.

Candidates must be present at the election. Only parents present at the election may vote for those nominated. Each family is entitled to one vote for each position. Elections will be by secret paper ballot.

Elections shall be decided by a majority vote of the membership, subject to the

presence of a Quorum. Following the election, new Officers shall take office. Their terms shall begin on July 1ST.

The names of all new SPC Officers and SSC Representatives will be announced through at least three communication methods, such as parent listservs, the BLA website and/or additional forums for parents as identified. The Boston Public Schools Office of Family and Student Engagement will be informed of the annual elections and with the names, addresses and phone numbers of the new Officers by June 30 of each year.

In the event a position is unfilled as a result of the June election, the current occupant of the position remains seated in their position until an election can be held in October at which point the newly elected person will assume the position in question.

Section 2. Vacancies, Resignation and Recalls

Vacancy

If a vacancy on the Executive Committee exists for any reason (resignation or removal), the Committee will announce the open Officer position through means listed under Section 1 and an election will be held at the next SPC meeting. There must be at least 7 calendar days notice of this special election. A vacancy created by the resignation of an SSC Parent Voting Member may be filled by a Parent Alternate, as provided under Article V, Section 1, or if no Alternate is available, by a special election at the next SPC meeting after the vacancy is announced.

Resignation

Any member of the Executive Committee or SSC Representative who wishes to resign may do so. They must either announce the resignation at the monthly SPC meeting, for inclusion in the minutes, or submit the resignation in writing (resignation or Removal of SSC Members is also covered under the BLA SSC Bylaws).

Recall

Executive Committee members and SSC Representatives can be removed from their elected position for failure to carry out the outlined responsibilities detailed above.

Any Officer of the Executive Committee may be subject to removal for not attending three (3) SPC monthly meetings. An SSC Representative may be subject to removal for not attending three (3) SSC monthly meetings.

In addition, an SPC Officer or SSC Representative may be removed from office for cause, including non-attendance, following the written notification and an opportunity to be heard. The Executive Committee shall follow proper notification of the SPC membership and shall conduct a hearing concerning the removal. The person to be removed must be notified in writing of the pending vote for removal at least fourteen (14) days prior to the vote. The person must be offered the opportunity to attend and be

heard. The Co-Chairs shall then entertain a motion for removal of the member, which shall be adopted or rejected by a two-thirds vote. A Co-Chair being considered for removal may not preside at the meeting considering his or her removal.

Article IX: Nonpartisan Policy

Nonpartisan Policy: The BLA SPC is a nonpartisan body, and as such does not engage in any partisan activity. A partisan activity means affiliating with any political party or supporting candidates for political office. While members of the SPC may support partisan activities as individuals, they may not utilize the names of Boston Latin Academy, The BLA SSC, The BLA SPC, or any SPC affiliated committees or subcommittees for Partisan Activities of any kind. Nothing in this Article shall be construed to limit the ability of parents or students as individuals to advocate for the needs of this school.

Article X: Amendments

These Bylaws may be amended by a majority vote subject to the presence of a Quorum, but Bylaws changes may not be voted upon in the same meeting as they are proposed. A month before the proposed changes are to be voted on, a draft of the changes will be discussed at the SPC meeting and copies of the draft made available for those who wish copies.

A notice to amend the Bylaws shall be sent out 20 days before the vote through at least three communication methods: listservs, BLA website, automated voice calls to parents and/or additional forums for parents as identified. A Quorum, as defined in Article VII, Section 1, must be present to change the BLA SPC Bylaws or a vote taken to retire and replace them.