

LOCUST VALLEY ELEMENTARY PARENTS' COUNCIL BY-LAWS

ARTICLE I – NAME

The name of this council shall be the “Locust Valley Parents’ Council” and referred to herein as “LVEPC”

ARTICLE II – PURPOSE

The objectives of the LVEPC are:

- a. To promote the welfare of children in home, school and community.
- b. To bring a closer relationship between the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- c. To serve as a forum for informed discussion and exchange of ideas.
- d. To assist the Board of Education in establishing for all children and youth the highest advantages in physical, mental, social, spiritual and character education.

ARTICLE III – POLICIES

The following are the basic policies of the LVEPC:

- a. The LVEPC shall work with the schools 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 community to the Board of Education.
- b. No person representing LVEPC on a Locust Valley Central School District Committee shall be a full or part time employee of the Locust Valley Central School District.
- c. The purpose of the LVEPC is to support the elementary school by coordinating fund raisers in the event that the capital is needed in various areas to benefit the children.
- d. No part of the net earning of the LVEPC shall benefit or be distributed to its members, directors, trustees, or officers except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions.
- e. Upon dissolution of the LVEPC, after paying or adequately providing for the debts and obligations of the LVEPC, the remaining assets shall be donated to the Locust Valley Elementary School for the academic enrichment of the children.
- f. Only persons with at least one child enrolled in the Locust Valley Elementary

Schools are eligible to be members of the LVEPC.

ARTICLE IV – MEMBERSHIP AND DUES

- Section 1. Membership is open to all parents and guardians of children enrolled in the Locust Valley Elementary School.
- Section 2. The LVEPC shall conduct an annual enrollment of members at Back to School Night but may admit persons to membership at any time during the year.
- Section 3. Each member of the LVEPC shall pay annual dues to said organization as may be prescribed by the organization.

ARTICLE V – OFFICERS

- Section 1. Each officer shall be a member of the LVEPC, have served as a committee chairperson within the last three (3) years, and represent the collective views of the LVEPC members.
- Section 2. No officer shall be a full or part time employee of the Locust Valley Central School District.
- Section 3. Officers and their election:
 - a. The officers of the LVEPC shall consist of one or two Presidents one (1) or two (2) Vice Presidents, one (1) Treasurer, one (1) or two (2) Recording Secretaries, and one (1) Corresponding Secretary.
 - b. Nominations will be made at the April LVEPC monthly meeting. In the event of empty slates, nominations shall be accepted before the May LVEPC monthly meeting. Nominations will be made by written ballot and self nominations will be accepted.
 - c. Officers shall be elected by written ballot annually at the May LVEPC monthly meeting. If there is only one nominee for any office, election may be by voice vote. Votes shall be tallied at the conclusion of the May LVEPC monthly meeting.
 - d. The Corresponding Secretary and at least two (2) members of the general LVEPC membership shall oversee the nomination process.
 - e. Officers shall assume their official duties at the close of the school year and shall serve a term of one (1) year. A person may be elected to hold the same office for second year.
 - f. No person can hold the same office for more than two (2) consecutive

years but may hold another office if elected; provided that a person shall be eligible to run for a third consecutive one year term if no person volunteers to run for such office at the expiration of such existing officer's term.

- g. No person shall hold more than one office at a time.
- h. No person who serves as an officer of another parent council may be an officer of the LVEPC.

ARTICLE VI – DUTIES OF OFFICERS

Each officer shall prepare guidelines for their respective successor.

Section 1. The President(s) shall:

- a. Refer to President(s) guidelines.
- b. Shall nominate the incoming vacant Board of Directors positions. (Board of Directors shall consist of not less than six (6) and no more than ten (10) members.)
- c. Shall prepare guidelines for incoming Board of Directors.
- d. Review and present to the Executive Board, for approval by a majority vote, all requests for financial support of gifts. If over \$500 funding requests must also be approved by a majority vote of the LVEPC members present at the LVEPC monthly meeting at the time of the vote.
- e. Coordinate the work of the Officers, Board of Directors, and Committees of the Council.
- f. Be a member ex officio at all committees except that she/he shall not be an ex officio elected.
- g. In conjunction with the Vice-President(s), prepare and distribute LVEPC monthly meeting agenda.
- h. Preside at all meetings of the LVEPC and Executive Committee at which she/he shall be present.
- i. Attend Coordinated Parents' Council meetings and Board of Education meetings.

Section 2. The Vice-President(s) shall:

- a. Refer to Vice President guidelines.
- b. Act as aide(s) to the President(s).
- c. In their designated order, perform the duties of the President(s) in the absence or inability of that officer to act.
- d. In conjunction with the President(s), prepare and distribute LVEPC monthly meeting agenda.

- e. Attend Coordinated Parents' Council meetings and Board of Education meetings.
- f. Be responsible for presenting a report or assigning a representative to report on biweekly Board of Education meetings to the LVEPC members.

Section 3. The Treasurer shall:

- a. Refer to Treasurer guidelines.
- b. Retain custody of all funds of the LVEPC.
- c. Keep a full and accurate ledger of receipts and expenditures to be review annually by the President(s).
- d. Prepare a monthly report for each LVEPC monthly meeting and a yearend report to be distributed at the September LVEPC monthly meeting.
- e. Make disbursements of \$500 and under, as approved by a majority vote of the Executive Committee.
- f. Make disbursements over \$500, as approved by a majority vote of the Executive Committee and LVEPC members present at the monthly meeting at the time of the vote.

Section 4. The Recording Secretary(s) shall:

- a. Refer to Recording Secretary(s) guidelines.
- b. Record the minutes of all LVEPC monthly meetings and Executive Committee meetings and provide written reports to be voted upon.
- c. Maintain a complete file of minutes, membership lists, By-Laws and records pertaining to the work of the LVEPC.

Section 5. The Corresponding Secretary shall:

- a. Refer to Corresponding Secretary guidelines.
- b. Conduct the correspondence of the LVEPC under the direction of the President(s) and/or Executive Committee.
- c. Give notice of meetings as required.
- d. Maintain a file of all correspondence pertaining to the work of the LVEPC.

- e. Maintain a file of any significant notices distributed by the Administration.
- f. Along with at least two (2) members of the LVEPC, she/he shall oversee the nomination process of the Officers as stated in Article V, Section 3, letter d.

ARTICLE VII – BOARD OF DIRECTORS

- Section 1. Each Director shall be a member of the LVEPC, have served as a committee chairperson within the last three (3) years and represent the collective views of the LVEPC members.
- Section 2. No Board of Director shall be a full time employee of the Locust Valley Central School District.
- Section 3. The members of the Board of Directors are nominated by the incoming President(s) and approved by the members present at the June LVEPC monthly meeting.
- Section 4. The Board of Directors shall consist of not less than six (6) and no more than ten (10) members.
- Section 5. Each Director shall serve a two (2) year consecutive term.
- Section 6. Outgoing LVEPC President(s) shall automatically serve the following year as a member of the Board of Directors, if eligible under ARTICLE IV of these By-Laws.
- Section 7. Absence of two (2) consecutive Executive Committee meeting may require a resignation.
- Section 8. Each Director shall adhere to Board of Director guidelines.

ARTICLE VII – EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall consist of the Officers of the LVEPC and members of Board of Directors.
- Section 2. Each member of the Executive Committee shall have served as a Committee Chairperson within the last thee (3) years.
- Section 3. The Executive Committee shall:
 - a. Transact necessary business meetings between meetings of the LVEPC.

- b. Meet at the call of the President(s) or a majority of the regular LVEPC membership.
- c. At all times, keep all LVEPC Executive Committee information and discussions confidential.
- d. Review and approve by a majority vote, all requests for financial support or gifts. If over \$500, funding requests must also be approved by a majority vote of the LVEPC members present at the monthly meeting at the time of the vote.

Section 4. A majority of the Executive Committee shall constitute a quorum.

Section 5. Should an Executive Committee member be unable to fulfill her/his term of office, a decision will be made by a majority vote of the Executive Committee as how to proceed.

ARTICLE IX – MEETING

Section 1. The LVEPC meetings are scheduled monthly.

Section 2. Executive Committee meetings are scheduled monthly.

Section 3. Additional meetings may be called by the President(s) and/or a majority vote of the Executive Committee, and/or a majority of the LVEPC membership present at the time of the vote, as deemed necessary.

ARTICLE X – BY-LAWS

Section 1. As of the date of ratification, these By-Laws shall be considered the Constitution of the Locust Valley Elementary Parents’ Council.

Section 2. By-Laws must be reviewed at least every two years, and if found necessary, revised by the Executive Committee and approved by a majority vote of the LVEPC members present at a regular LVEPC monthly meeting. The revised By-Laws must be made public thirty (30) days prior to the vote of approval.