

Toledo Public Schools Parent Congress Constitution and By-Laws

Article I – Name

The name of this Organization shall be the “Parent Congress” of Toledo Public Schools (hereinafter referred to as TPS).

Article II – Mission Statement

The Mission Statement for this Organization shall be:

The Parent Congress is to be the active voice of parents within TPS equally represented by each learning community.

To accomplish this goal, the Organization shall work with TPS, its Superintendent, and its Board of Education to provide quality education for all children and youth and shall seek to participate in the educational decision-making process.

Our objectives are as follows:

- To promote the welfare of children in the home, school and community.
- To foster a closer relationship between the home and TPS so that parents may actively participate in the education of children.
- To develop united efforts between the home and TPS to afford children excellence in all aspects of education.

Article III – Purpose

The purposes of this Organization are:

- To act as an advisory panel
- To act as a sounding board for the Superintendent per his/her discretion on new initiatives
- To be parent driven and goal oriented
- To be a communication and information tool
- To promote/attend parent training seminars, conferences, and workshops
- To provide a Board of Education Parent Seat Representative (see Article VIII – Duties of Officers)
- To recruit, retain, promote, market, advertise and advocate for TPS
- To be a State Liaison Parent Representative Group for TPS
- To provide a State Parent Group Representative (PTO, PTA, Boosters, PTN, etc.) for TPS
- To provide access to the Board of Education sub-committees

Article IV – Policies

This Organization shall be governed under Robert's Rules of Order.

This Organization shall be non-profit, non-sectarian, and non-partisan. No commercial enterprise and no political candidate shall be sponsored by it. Neither the name of the Organization nor the names of

its Officers in their official capacities shall be used in any partisan interest for any purpose other than the regular work of the Organization.

The Organization shall not seek to direct the administrative activities of TPS or to control its policies. The Organization shall function within established Toledo Board of Education Policies and Procedures.

No Member of the Organization may enter into a verbal or written agreement that will fiscally bind the Organization or TPS under any circumstances.

The Organization will not hold monies.

Article V - Membership

Members of the Organization must be parents/guardians of TPS students.

The Organization will consist of parent representatives from each Learning Community within the school district:

- (1) One representative from each High School
 - (1) One representative from each Middle School
 - (1) One representative from each Elementary School
- Plus the Superintendent and actively contracted Parent Coordinators

Each Member will be selected by their home school for a term of (2) two academic years. They may be re-selected for an additional (2) two year term.

It is understood that schools involved in reform initiatives (i.e.: Knowledge Works) may have a separate parent representative for each individual "small school".

To serve as the representative to Parent Congress, a parent shall be selected by their school's parent group. When an agreement cannot be reached on one representative for a school, all interested names shall be submitted for selection by the active Parent Congress President through a blind draw. In the event there is no active parent group, the principal shall select a representative. The names of selected representatives must be submitted to Parent Congress no later than May 10th of each year via email at parent.congress@tps.org or by pony to *Elementary Education Attention: Parent Congress*.

Only those representatives whose names are submitted by the May 10th deadline will hold rights of motion and vote.

Article VI – Elections of Officers

The Organization will hold elections for Officers every (2) two years on the even year. Nominations for Organization Officers are to be made during the April meeting. Election will be by secret ballot at the May meeting, or in the event there is only one nominee per office, the secret ballot vote may be eliminated through an approved motion.

Newly elected officers will begin to participate as members of the Executive Board immediately following the May elections. They will assume official duties of their Office on the last day of the academic year.

Officers shall remain in office until and including the last day of school for the current academic year. At that time, all notebooks and materials will be turned over to the newly-elected Officers.

Elections shall be run by the Parent Coordinators.

Article VII – Executive Board

The elected Officers will make up the membership of the Executive Board.

The duties of the Executive Board shall be:

- To conduct the business of the Organization, including necessary business in the intervals between meetings.
- To approve the plans of work of the standing committees and special committees.
- To approve all items sent out from the Organization.

The Officers of the Organization shall be President, Vice-President and Secretary. The Superintendent of TPS and the Past-President of the Organization will be considered as advisors of the Executive Board without voting rights. Assistant Superintendents may sit on Parent Congress at the discretion of the Superintendent and shall act in an advisory capacity only. When voting must occur for matters of urgency between regularly scheduled meetings, a special meeting of Officers shall be called. The matter shall be discussed and a vote shall be held. Each Officer's vote shall hold equal weight. In the event of a tie, the Parent Coordinators shall cast a single collaborative vote which will be considered the tie-breaker.

A vacancy occurring in the Office of President shall be filled by the active Vice-President. A vacancy occurring in the Offices of Vice-President or Secretary shall be filled by nominations from the floor at the first general meeting held following the vacancy. A majority vote by the Membership present shall determine the outcome.

Article VIII – Duties of the Officers

The **President** shall:

- Preside at all meetings of the Organization.
- Be kept informed of all committee meetings and happenings.
- Consult with the Superintendent and the Parent Coordinators monthly to create the agenda for the Organization meeting.
- Be responsible for determining the agenda for the meetings and keeping the agenda.
- Be the Parent Representative at the Board of Education meetings and present the Organization report.
- Keep the Superintendent of TPS informed of all meetings, initiatives, goals, agendas, and promotions.
- Approve all correspondence sent out representing the Organization as well as the minutes of the meetings before being sent out to the Membership.
- Perform all duties usually pertaining to the office.

The **Vice-President** shall:

- Act as an aide to the President.
- Perform the duties of the President in the absence of that Officer.

- Provide administrative support for all Parent Congress sponsored events including but not limited to creation and distribution of all flyers and publicity materials.

The **Secretary** shall:

- Keep a record of all meetings of the Organization.
- Keep current books and records pertaining to the business of the Organization.
- Conduct the correspondence of the Organization.
- Submit the minutes of the meeting to the President for approval no later than the Monday following the Tuesday monthly meeting.
- Upon approval, distribute the minutes of the meeting to all Members of the Organization as well as all Board of Education members.
- Send reminders to the Membership of all monthly meeting dates in a timely manner through postal mail, e-mail, or telephone call based on their stated preference of contact.

Article IX – Meetings

A regular meeting of the Organization will be held on the third Tuesday of every month August through May excluding December. Special meetings may be called by the President or by a majority of the Members. A majority of Members present shall constitute a quorum for all voting purposes.

Meetings shall be open to the public. Individuals attending the meeting who do not hold Membership in the Organization shall be referred to as the Gallery. The Gallery shall be seated outside of the Membership so as to designate themselves as observers. At each meeting, time will be set aside on the agenda for general commentary, sharing of information or discussion. During this time, the Gallery will be invited to participate. It is understood that individuals in the Gallery will restrict their comments to those that are relevant and appropriate to the current discussion. The President of the Organization may terminate the comments of any speaker whose remarks are abusive, defamatory, or designed to disrupt the meeting. The Executive Board may vote to exclude from future participation any individual who repeatedly approaches the Organization in such manner and whose ongoing disruption to the meetings of the Organization impedes its work.

Any individual desiring to make a presentation to the Organization shall contact the President to secure a place on the agenda. It is understood that the President may deny or postpone any such request based upon availability of time or relevance to the Organization.

The first meeting of every academic year shall include:

- Setting the goals of the Organization
- Approving the plans of work of the Organization

Article X – By-Law Review

The By-Laws are to be reviewed every other year by a sub-committee made up of a minimum of three Members of the Organization. Any proposed changes shall be presented to the Membership by motion. Members shall have the opportunity to review changes prior to voting. Voting shall take place at the next consecutive Organization meeting with approved changes to take effect immediately.

2008 By-Law Review Committee

Chris Varwig, Chair
Tammy Enriquez, Parent Coordinator
Bonnie Herrmann, Member
Cindy Zielinski, Member