

# **Council of Chelmsford Schools, Inc.**

## **Bylaws**

**Amended: May 2022**

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**Article I.      Name: Council of Chelmsford Schools, Inc. (CCS)**

**Article II.      Mission: To support the mission/belief statement of the Chelmsford Public Schools, hereto known as the CPS.**

Section 1. To facilitate communication among parents, parent groups, and representatives of the CPS.

Section 2. To promote the educational well being of students in the CPS.

Section 3. To provide educational opportunities to the parents, parent groups, staff, administration, and community members.

**Article III.    Membership**

Section 1. Members will represent the respective PTO's of the CPS.

Section 2. A list of PTO members should be sent to the Board as soon as appointed/elected for the purposes of communication of information.

Section 3. The CCS Board will update/maintain the CCS Membership List. The membership list and CCS bylaws will be distributed to the President of each PTO and used solely for the purposes of promoting CCS business.

Section 4. The number of members of the CCS will not exceed three (3) per PTO represented.  
a. These 3 members must include a PTO Board Member, and two other representatives who are members of their respective PTOs.  
b. CCS Officers are not considered representatives from their respective schools; therefore, they are not considered one of the three members that represent their PTO.

Section 5. A Board Member of each PTO must be one of the representatives.

Section 6. The Superintendent/Designee may act as an advisor to the CCS.

Section 7. One representative from the appointed/elected representatives of each PTO of the CPS will be designated as the contact person to the remaining representatives.

Section 8. Any member to the CCS missing more than three (3) consecutive meetings may be replaced by the respective PTO.

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**Article IV. Voting**

- Section 1. Voting members shall include Financially contributing members and non-financially contributing members:
- a. Financially contributing members, defined as those members who contribute to the primary source of money received by the CCS as set forth in Section 1 of Article VII, will each carry one vote with no more than three (3) votes per school represented. Financially contributing members may vote on all matters presented for vote.
  - b. Non-financially contributing members, defined as those members who do not contribute to the primary sources of money received by the CCS as set forth in Section 1 of Article VII, will each carry one vote with no more than three (3) votes per school represented. Non-financially contributing members shall vote only on matters not related to the primary source of money received by the CCS as set forth in Section 1 of Article VII.
- Section 2. Officers will each carry one vote regardless of their affiliated school.
- Section 3. All voting members may vote by proxy. These proxy votes will not count towards a quorum.
- Section 4. The Superintendent/Designee is a nonvoting member.
- Section 5. Any motion proposed and seconded should be voted upon by ballot or show of hands.
- Section 6. A quorum will be defined as two-thirds (2/3) of the voting membership.
- a. This number will be established at the first meeting of the CCS
  - b. A quorum must be present to hold a vote on bylaw changes, expenditures of CCS funds, and election of Officers
  - c. Board meetings do not require a quorum

**Article V. Meetings**

- Section 1. At the first meeting, three additional meetings will be scheduled for the academic year.
- a. Any meeting date can be changed by a motion from a member of the CCS, seconded and passed by a simple majority.
  - b. The meeting will begin at 7:00 PM and end at approximately 9:00 PM.
- Section 2. Meetings of the CCS should be held in cooperation with the scheduling of the PTO meetings of the participating schools.
- Section 3. All meetings should be conducted according to Robert's Rules of Order.
- Section 4. Motions made and seconded at any scheduled meeting may be passed by a simple majority except where noted in the bylaws.
- Section 5. Bylaw changes or monetary allotments for programs/events should be passed by a 2/3 majority (quorum).
- Section 6. The last scheduled meeting of the year is considered the annual meeting. Elections of Officers will be held at this meeting.
- Section 7. Special meetings by the Board and/or the total membership of the CCS may be called and held as deemed necessary.

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Section 8. Meetings are open.

- a. Any parent, staff member of the CPS or community member may attend the CCS meeting.
- b. Participation by non-members is limited.
  1. It is up to the President/Co-Presidents to restrict any verbal or written input by non-members of the CCS.
  2. Non-members can send a request to the President/Co-Presidents in advance of any scheduled meeting for placement on the agenda to address the members of the CCS. A summary of their purpose should be submitted in writing to the Board in advance of the meeting.
  3. Non-members will not have voting privileges or the option of making any motions.
  4. Special invitation may be made to non-members outside of the community representing any proposal for funds/programs to attend the meeting in order to supplement the information previously sent to the CCS.
  5. All information, presentations, and request for participation by non-members must be consistent with the mission of the CCS.

Section 9. The agenda of all meetings is prepared by a member of the Board.

## **Article VI. Officers**

Section 1. The election of Officers will be held at the annual meeting.

Section 2. The President/Co-Presidents will appoint at least three (3) members representing no less than two different school levels and three different schools, whenever possible, to the Nominating Committee. The Nominating Committee will present a slate of Officers to the members of the CCS at the annual meeting.

Section 3. The slate of Officers will be elected by ballot, or if there is no competition, a single vote may be cast in acceptance of the slate.

Section 4. A 2/3 majority vote (quorum) will decide the election.

Section 5. The Executive Board will consist of the following:

- a. President or two (2) Co-Presidents
- b. Vice President or two (2) Co-Vice-Presidents
- c. Treasurer
- d. Secretary

Section 6. In case of the resignation of an Officer, the position will be filled by vote at a subsequent meeting unless the members choose otherwise.

Section 7. Each officer will have only one vote.

Section 8. It is recommended that the Executive Board be made up of representatives of more than one school or one school level.

Section 9. The President/Co-Presidents may call Executive Board meetings independent of the representative meetings.

- a. These meetings should also have minutes.
- b. Board meetings do not require a quorum.

Section 10. The term of each Officer shall be from July 1<sup>st</sup> to June 30<sup>th</sup> of the next year.

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### **Article VII. Funds**

- Section 1. The primary source of money received by the CCS is from the picture contracts negotiated by the CCS.
- Section 2. Additional money from grants, donations, etc. may be solicited by the CCS for specifically designated programs/events decided upon by the CCS,
- Section 3. The funds will be used for programs/events that support the mission of the CCS.
- Section 4. The funds will be expended by a 2/3-majority vote (quorum). Between meetings of the general membership, the Executive Board may review and decide upon non-budgeted expenses up to \$200, not to exceed 4 times a year. The board's decision shall be recorded at the next general meeting.
- Section 5. The Treasurer will present the operational expenses and a budget covering the fiscal year to the CCS for a vote at the first fiscal meeting.
- Section 6. The CCS will vote at the annual meeting the percentage of treasury funds that will be returned to the respective participating PTO's providing a quorum is present. If a quorum is not present, then the funds will be held over until the first fiscal meeting of the next year, providing a quorum is present to disburse the funds.
- Section 7. After the operating expense and program budgets for summer/fall have been approved, the Treasurer shall use the following formula to calculate and disperse the returnable funds to the financially participating PTO's:
- a. The returnable funds budget equals the current month's ending bank balance less the approved operational and program reserve.
  - b. The returnable funds are distributed in proportions equal to each PTO's original financial contribution (the percentage of the picture contract commission generated by the member school) to the CCS current annual budget.
  - c. The returnable funds will be issued within thirty (30) days of the approved budgets.
- Section 8. Any additional money (outside of the school picture money) received that is not expended for programs/events for the academic year it is received in will remain in the treasury to fulfill the mission of the CCS for the next academic year.
- Section 9. Any motion made and seconded for purposes to roll over the school picture money budget for the next academic year will require a 2/3 majority vote at the annual meeting of the CCS.

### **Article VIII. Change of purpose of CCS**

- Section 1. Any changes of the intent of the mission (Article II. Of these Bylaws) of the CCS will require a review by the Bylaw Committee, a motion, a second, and a 2/3 majority vote.
- Section 2. A review of the purpose and the intent of the mission of the CCS may be held once a year during the annual meeting of the CCS.

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**Addendum A**

**Board & Committee Responsibilities**

**Section 1.** The basic responsibilities of the Officers will be as follows:

**a. President/Co-Presidents**

1. Conduct the meetings. Co-Presidents may alternate and decide their respective responsibilities.
2. Each officer gets one vote.
3. Prepares the agenda.
4. Arranges the meeting location.
5. Appoints the Nominating Committee.
6. May form sub committees.
7. Will note the result of all votes taken at meetings to the Secretary for record keeping purposes.
8. Will be a member of the Picture Contract Committee and negotiate the contract
9. Coordinates communication and publicity among the members of the CCS and the community.
10. President assigns duties of the Vice President.
11. Emails the agenda and other information to school administrators, contact members of the CCS, and any other designated individuals.
12. Makes sure each Board member of the CCS and PTO President has a membership list, a copy of the bylaws, and any updates or changes.
13. Determines the quorum number at the first fiscal meeting. Makes sure that a quorum is present at each meeting that a quorum is required for a specific vote.

**b. Vice President/Co Vice-Presidents**

1. Coordinates the Community Read-In Program
2. Each officer gets one vote.

**c. Secretary**

1. Gets one vote.
2. Reads the minutes of the meeting i.e. decisions, discussions, and motions.
3. Keeps dated records of all motions and votes.
4. Keeps record of policy recommendations.
5. Keeps list of programs/events currently being considered by the Board.
6. Helps with filing proposals for funds when needed.
7. Takes attendance at all meetings.
8. Gets a list of names provided by the Nominating Committee, types out the ballots, and provides the CCS with said ballots for purposes of election of said Officers (if needed).

**d. Treasurer**

1. Gets one vote.
2. May negotiate the school picture contract with the President/Co-Presidents and the Picture Contract Committee.
3. Keeps record of all monies received. (Also see Article VII, Section 7.)
4. Provides an accurate record of all expenditures and receipts.
5. Provides a report at the CCS meetings itemizing specific expenditures and receipts and provides a report at the annual meeting.
6. Files the annual report and fees with the Attorney General's Office by the deadline each year.
7. Pays all expenditures as approved/authorized by the CCS.
8. Presents a budget to the CCS at the first fiscal meeting.
9. Determines the amount needed for operational expenses that each financially contributing school will be responsible for.

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**Section 2. Nominating Committee**

- a. Shall be appointed by the President/Co-President prior to the annual meeting.
- b. Shall consist of no less than three (3) members.
- c. Shall represent no less than two (2) different school levels and three (3) different schools whenever possible.
- d. Shall be responsible to call all voting members of the CCS first, and then contact other PTO members.
- e. Shall present a slate of Officers and a report to the CCS annual meeting.
- f. Shall provide the Secretary by April 30<sup>th</sup> with the list of nominations in order to prepare a written ballot for elections at the annual meeting (if needed).

**Section 3. Programs/Events Committee**

- a. The committee will be formed as needed and the members will be approved by the CCS.
- b. Members should consider all grade levels of the respective schools financially contributing to the CCS when searching for programs/events.
- c. Members may consist of representatives from each school financially contributing to the CCS.

**Section 3. Programs/Events Committee, cont.**

- d. Members should be aware of grants (local, state, federal) supporting said program/event.
- e. Members should coordinate any programs/events with the respective Enrichment Committee or individuals already in place in the CPS.
- f. Will review proposals for programs/events.
- g. Will make their recommendations to the CCS within a month of receipt.
- h. Members should work with the Superintendent/Designee to coordinate programs/events that support the curriculum of the CPS.

**Section 4. Bylaw Committee**

- a. Will be formed as needed.
- b. Will periodically review current bylaws.
- c. Will make any necessary recommendations to the CCS.
- d. Members should consist of a minimum of three (3) members representing no less than two (2) schools.
- e. Members should present any changes or recommendations in writing two weeks before a meeting in order to mail these to each member of the CCS prior to the next scheduled meeting.
- f. Any changes in the Bylaws will require a 2/3-majority vote (quorum).

**Section 5. Picture Contract Committee**

- a. It is recommended that the committee, when needed, consist of a representative from more than one of the financially contributing schools of the CCS.
- b. No less than three members including the President should make up this committee.

**Section 6. Other committees may be formed as deemed necessary by the CCS.**