

By-Laws of the Central Parent Council

Article I: NAME

The name of this organization shall be the Central Parent Council (CPC) of the Cold Spring Harbor Central School District.

Article II: PURPOSE

The *purpose* of the Council is to coordinate and facilitate communication between the District school parent organizations and administration, staff, Board of Education, and community.

The *purpose* is carried out by holding regular monthly meetings at which information is shared, selected topics considered in depth, and problems identified for possible Board of Education and administration consideration. Cooperation among the member organizations is encourage.

Article III: POLICIES

Section 1: The structure of the independent parent organization shall not be affected.

Section 2: The Council shall be non-commercial, non-sectarian, and non-partisan.

Section 3: The Council shall not be involved with implementing administration activities and policies.

Section 4: The Council shall not be a policy-making body nor may it or its officers endorse programs or goals of outside organizations.

Section 5: The Council shall sponsor at least one (1) but not more than two (2) *Meet the Candidate Nights* at election time.

Section 6: The Council shall request funds from the parent organizations by vote of the Council.

Section 7: Council members may not be members of the Board of Education.

Section 8: The Council shall be guided by Robert's Rules of Order.

Section 9: The By-Laws should be reviewed at least every three years.

Article IV: MEMBERSHIP

- Section 1:** The Three elementary parent organizations (WSPTG, LHSA, GPFA) shall each have five (5) Council representatives. If necessary, Goosehill shall be allowed a minimum of 3 representatives, but no more than 5, with at least 2 being officers.
- a) Two (2) officers of each school's parent organization.
 - b) Two (2) additional representatives from each school's parent organization.
 - c) An immediate past president of each school's parent organization. (During the second CPC term of a school assoc. past president, this spot may be filled by an officer from that school organization, if the past president can not fulfill a second term).
- Section 2:** The Junior/Senior High (CFA) shall have six (6) representatives.
- a) Two (2) officers of each school's parent organization.
 - b) Three (3) additional representatives from each school's parent organization, with at least one being a Junior High parent.
 - c) An immediate past president of each school's parent organization.
- Section 3:** Two (2) representatives from Special Education Parent Teacher Association (SEPTA).
- Section 4:** One (1) representative from the Cultural Arts Committee (CAC). In case of joint chairmanship in any given year, all co-chairs, but not exceeding three (3) will be invited to attend and will represent one vote.
- Section 5:** One (1) representative from The Families of the Community United with Schools Committee (FOCUS). In case of joint chairmanship in any given year, all co-chairs, but not exceeding three (3) will be invited to attend and will represent one vote.
- Section 6:** Principals of the District schools, *ex officio.
- Section 7:** Superintendent of the District schools, ex officio.
- Section 8:** The immediate past Chairperson of the Council.
- Section 9:** The names of the next year's Council members shall be presented at the May Council meeting.

Article V: DUTIES OF MEMBERSHIP

- Section 1:** Members are required to attend all Council Meetings.
- Section 2:** Only those designated members are eligible to vote.
- Section 3:** Members are responsible to report back to the general membership of their parent organizations.

Section 4: It is recommended that all members attend regularly scheduled Board of Education meetings.

Section 5: It is incumbent upon the parent organization to replace a Council member who has been absent without cause for three Council meetings.

Article VI: SELECTION OF OFFICERS

Section 1: The officers of the Council shall serve a term of one year.

Section 2: The Officers of the Council are selected by the parent organizations, in conjunction with the Executive CPC Board ,based on the “Rotation of Officers” attachment to the by-laws. If any school organization cannot fulfill their elected officer for the CPC Executive Board according to their rotation, the council will vote to over-ride the by-laws and appoint an officer from another school organization switching the rotation to ensure all schools are represented on the CPC Executive Board. *The following year the rotation will resume according to the original schedule.

Section 3: The Officer of the Council representing a parent organization is selected from the five (or 6 in the case of the CFA) representatives chosen by that school’s parent organization. *The Executive Board reserves the right to allow the immediate past president (of one school) to sit as BOTH the immediate past president, and a CPC Executive Board Officer (of another school), if no other volunteer steps forward to assume the position for the rotation of officers needed to fill the position. *One person representing 2 CPC positions will only have one vote.

Section 4: The Chairperson and Vice-Chairperson of the Council shall have been previous members of the Council.

Section 5: An Officer of the Council may not also be serving as President of a parent organization.

Section 6: An Officer of the Council must have a child in the school that he/she represents. If this is not possible, the Officer must have a child in that school within the prior two (2) years.

Section 7: The names of the next year’s Council Officers shall be presented at the May Council meeting.

Article VII: DUTIES OF OFFICERS

Section 1: The Chairperson shall:

- a) Preside at all meetings of the Council.
- b) Shall be a member of the District Committee on Shared Decision Making.
- c) Attend Board of Education meetings or appoint a representative.
- d) Represent the organization in networking with outside sources or may appoint a representative.

- e) Prepare for and represent the parent organizations when honoring the Board of Education at the October Board Meeting.
- f) Shall be responsible for the collection and distribution of the completed SIT self-nomination forms, to the individual school organization presidents. CPC shall keep a record of all applications submitted, and provide duplicate copies to those schools if more than one school has been selected on the form.
- g) Assist the Superintendent in planning the *Parent Leader Conference* held in May.
- h) Assist the Superintendent's secretary in the planning and preparing of a guest list for the *Parent Leader Conference*.
- i) Host and moderate the *Meet the Candidates Night* in May.
- j) Facilitate the coordination of calendar dates for the School District calendar with each parent organization and the School District.
- k) Preside over the transfer of materials from outgoing Officers to their successors in June.
- l) Serve on the Council as a member for one year following the end of his/her term.

Section 2: The Vice-Chairperson shall:

- a) Serve in the absence of the Chairperson.
- b) Distribute copies of the by-laws to all new members and when needed.
- c) Ensure that members adhere to the by-laws.
- d) Oversee the coordination of the existing Welcoming Committees of each school in the District for new residents and students.
- e) Perform the duties assigned to him/her by the Chairperson.
- f) Be responsible for emailing the CFA school association VP of Communications any updates to be posted on their CPC web-site link. (Please note that all other school association web-links and the District web-link for Central Parent Council now link directly to the CFA – Central Parent Council site.)

Section 3: The Secretary shall:

- a) Keep an accurate record of all meetings of the organization, including attendance/absences of Council members.
- b) Be responsible for recording the minutes of the organization's meetings and distribute the minutes at each meeting for approval.
- c) Post all approved minutes at the district office and ensure that all buildings post a copy.
- d) Distribute approved minutes to the Superintendent and all building administration.
- e) Conduct the official correspondence of the organization. Shall request all school reports be emailed from each school's parent organizations at least 3 days prior to the CPC meeting. Copies of these reports shall be available to the Council. (If school reports were not received in time, the secretary shall request it is then that organization's responsibility to have copies available for Council on the day of the CPC meeting.)
- f) Perform duties assigned to him/her by the Chairperson.

Section 4: The Treasurer shall:

- a) Be responsible for receiving all monies of this organization.
- b) Prepare an annual budget for CPC to be approved in September.
- c) Keep accurate records of the receipts and expenditures.
- d) Pay our funds with approval of the Officers of the Council. All checks must be signed by two (2) Officers of the Executive Board, preferable the Chairperson and the Treasurer.
- e) Prepare and submit a report of receipts and expenditures of the past year at the May meeting.
- f) Coordinate orders for pocket calendars at the June Calendar meeting to be distributed and paid for by each school in September. Each school shall send CPC a check made out to the supplier's name by mid September.
- g) Perform duties assigned to him/her by the Chairperson.
- h) Be responsible for the procurement of Officers Liability Insurance and Bond Coverage for the CPC Officers, FOCUS, and Cultural Arts Committees, and all applicable volunteers.
- i) Be responsible for the payment of the National PTO annual membership.

VIII: MEETINGS

Section 1: The Officers and members shall be prepared to start the Council meetings promptly at 9:00am in the Community Center.

Section 2: The organization shall hold no fewer than eight general meetings annually.

Section 3: Special meetings may be called by the Chairperson or upon the request of two other Officers.

Section 4: Every attempt must be made to notify the general public when a meeting date has been changed or when a special meeting is scheduled.

Section 5: Sub-committees may be formed as needed. The Chairperson of the sub-committee should be a current CPC member. Those serving on the sub-committee do not necessarily have to be a CPC member.

Section 6: Visitors may participate in discussions.

Adopted 11/17/93

Revised 4/4/94, 5/22/96, 5/20/98, 10/22/98, 11/19/98, 5/20/99, 9/27/00, 2/10/00, 1/23/03, 11/02/06, 1/4/07, 2/01/07, 4/13/07, 1/4/08.

CENTRAL PARENT COUNCIL

April 13th, 2007

FINAL AMMENDMENTS TO THE CPC BY-LAWS.

November 2, 2006

Article IV: MEMBERSHIP

Section 1: We added:

If necessary, Goosehill shall be allowed a minimum of 3 representatives, but no more than 5, with at least 2 being officers.

c) (During the second CPC term of a school assoc. past president, this spot may be filled by an officer from that school organization, if the past president cannot fulfill a second term).

Section 5: We added:

In case of joint chairmanship in any given year, all co-chairs, but not exceeding three (3) will be invited to attend and will represent one vote.

Article VII: DUTIES OF OFFICERS

Section 2: The Vice-Chairperson shall: We added:

d). Oversee the coordination of the existing Welcoming Committees of each school in the District for new residents and students.

Section 4: The Treasurer shall: We added:

d) All checks must be signed by two (2) Officers of the Executive Board, preferable the Chairperson and the Treasurer.

January 4, 2007

Article VII: DUTIES OF OFFICERS

Section 1: The Chairperson shall: We changed the wording and responsibility to:

g) Shall be responsible for the collection and distribution of the completed SIT self-nomination forms, to the individual school organization presidents. CPC shall keep a record of all applications submitted, and provide duplicate copies to those schools if more than one school has been selected on the form.

Section 3: The Secretary shall: We added:

a) including attendance/absences of Council members.

e) Shall request all school reports be emailed from each school's parent organizations at least 3 days prior to the CPC meeting. Copies of these reports shall be available to the Council. (If school reports were not received in time, the secretary shall request it is then that organization's responsibility to have copies available for Council on the day of the CPC meeting.)

Section 4: The Treasurer shall: We added:

b) Prepare an annual budget for CPC to be approved in September.

e) Switched "June" to "May"

f) Each school shall send CPC a check made out to the supplier's name by mid September.

i) Be responsible for the payment of the National PTO annual membership.

February 1, 2007

Article VI: SELECTION OF OFFICERS

Section 2: *We added:*

If any school organization cannot fulfill their elected officer for the CPC Executive Board according to their rotation, the council will vote to over-ride the by-laws and appoint an officer from another school organization switching the rotation to ensure all schools are represented on the CPC Executive Board. *The following year the rotation will resume according to the original schedule.

Section 3: *We added:*

*The Executive Board reserves the right to allow the immediate past president (of one school) to sit as BOTH the immediate past president, and a CPC Executive Board Officer (of another school), if no other volunteer steps forward to assume the position for the rotation of officers needed to fill the position. *One person representing 2 CPC positions will only have one vote.

April 13, 2007

Article VII: DUTIES OF OFFICERS

Section 3: The Secretary shall: *We added:*

g) Be responsible for emailing each school association Vice President of Communications any updates to be posted on their CPC web-site link.

In total, 15 amendments were changed and/or added. The proposed changes were emailed to all council members prior to the monthly meetings. Suggestions and adjustments were made. The final votes were tallied for approval at each consecutive monthly session, and the motions were met with unanimous approval.

Officers:

Chairperson; Karen Spehler

Vice-Chairperson; Lynn Dischmann

Treasurer; Debbie Kirsch

Secretary; Tracy Gutman

CENTRAL PARENT COUNCIL

January 7, 2008

ONE AMMENDMENT TO THE CPC BY-LAWS.

ARTICLE VII: DUTIES OF OFFICERS:

CPC has voted to delete article “g” under the Secretary shall....and create this job for the Vice Chair under a new article “f”.....(in Section 2: The Vice Chairperson Shall....)

- (f) **Be responsible for emailing the CFA school association VP of Communications any updates to be posted on their CPC web-site link. (please note that all other school association web-links and the District web-link for Central Parent Council now link directly to the CFA – Central Parent Council site.)**

Officers:

Karen Spehler – co-chairperson

Lynn Dischmann – co-chairperson

Marie Strunk – vice chair

Valarie Steinberg – Secretary

Lisa Arena - Treasurer

CENTRAL PARENT COUNCIL

April 2nd, 2009

ONE AMMENDMENT TO THE CPC BY-LAWS.

April 2, 2009

Article VI: SELECTION OF OFFICERS: *We changed the wording:*

Section 2: The Officers of the Council are selected by the parent organizations, in conjunction with the Executive CPC Board, based on the “Rotation of Officers” attachment to the by-laws. If any school organization cannot fulfill their elected officer for the CPC Executive Board according to their rotation, the council will vote to over-ride the by-laws and appoint an officer from another school organization switching the rotation to ensure all schools are represented on the CPC Executive Board. *The following year the rotation will resume according to the original schedule.

In total, 1 amendment was changed. The proposed changes were emailed to all council members prior to the monthly meetings. Suggestions and adjustments were made. The final votes were tallied for approval at each consecutive monthly session, and the motions were met with unanimous approval.

Officers:

Co-Chairperson; Kim Carlin

Co-Chairperson: Anne Eble

Vice-Chairperson; Nancy Vavassis

Treasurer; Sande Chmelev

Secretary; Gae Smith

