

BY-LAWS OF THE MARBLE SCHOOL PARENT COUNCIL

East Lansing, Ingham County, Michigan

Original 1994

Revised March 2013

ARTICLE 1 – NAME and ADDRESS

This autonomous organization shall be named the Marble School Parent Council, commonly known as the Marble Parent Council or the MPC, and hereafter abbreviated to Council in this document. The organization is located at 729 N. Hagadorn Road, East Lansing, MI 48823.

ARTICLE 2 – PURPOSE

- a. The Council purpose shall be to promote, support, and enhance the educational opportunities to the community served by the Marble School and to foster and encourage communication among students, teachers, administrators, parents and concerned individuals.
- b. The Council is organized and shall be operated exclusively for purposes described in the Section 501 (c) (3) of the Internal Revenue Code of 1986 as amended.

ARTICLE 3 – POLICIES

- a. This organization shall be non-commercial, non-sectarian and non-partisan. Officers and council members shall not use the organization to endorse any enterprise or candidate, as this may be considered a conflict of interest.
- b. A conflict of interest will be deemed to exist whenever the policies or actions of the MPC could ultimately harm or benefit financially: (a) the individual; (b) any member of his or her immediate family (spouse, parents, children, brothers or sisters, and spouses of these individuals); or (c) any organization in which the individual or an immediate family member is a Director, trustee, officer, member, partner or more than 10% shareholder.
- c. Any possible conflict of interest with respect to any issue on the part of any Council member shall be disclosed to the other council members prior to any discussion or action by the Executive Board or a committee of the Executive Board where the issue could become a matter of actions. Disclosure may be made verbally to all Council members or by way of an annual report of affiliation. A conflict of interest shall be made a matter of record in meeting minutes.
- d. Any Council member who has an actual conflict of interest as defined in paragraph (b) above shall neither vote nor exercise any personal influence in the disposition of such matter.
- e. Although a Council member with any actual conflict of interest shall not vote or exercise personal influence in the disposition of such a matter, the Council member shall report fully all pertinent knowledge about the matter and answer freely why a proposed decision or transaction could, or would not, be in the best interest of the Council.

- f. The President may circulate annually to all directors such questionnaires and other forms as may be necessary to further the policies of this section.
- g. This organization shall communicate its activities and needs to the East Lansing School District.
- h. This organization may cooperate with other groups active in child health, safety, education and welfare.

ARTICLE 4 – MEMBERSHIP

- a. Any person with at least one child attending Marble School is a member of the Council and therefore is entitled to one vote on organization decisions.
- b. The Marble Principal and one teacher representative may serve as ex-officio members, entitled to one vote each.
- c. Marble Parent Council will charter the Boy Scouts of America Pack #224. The Pack Leader shall be a member of the Council. If the Pack Leader has a child at Marble School, he/she shall have full membership rights. If the Pack Leader does not have a child at Marble School, he/she shall still be a member of the Council, but shall not have voting rights.
- d. All voting members must be present at Council meeting in order to vote.

ARTICLE 5 – COUNCIL OPERATIONS

- a. Officers of the Council shall be selected by a vote of Council members to be held each May. New officers shall assume their duties at the beginning of the following fiscal year.
- b. Officers of the Council shall be: President, Vice-President, Secretary, Treasurer, District Parent Council Representative, Communications Liaison and other officers assigned specific duties. Any position may be held by more than one person at a time, if so agreed and presented to the voters and adopted. Spouses shall not serve as officers during the same tenure.
- c. The Council President shall select a nominating committee of at least two members. The nominating committee shall collect from the members, nominations for officers no later than April. Names of nominees shall be submitted to the membership after obtaining each nominee's consent. The nominating committee shall prepare and distribute the slate of nominations to the parents by school newsletter. Voting shall occur at the May meeting.

ARTICLE 6 – DUTIES OF OFFICERS

- a. The President shall be the chief executive and administrative officer of the Council and shall have all powers and duties generally customarily held by like officers of similar organizations including, by way of illustration, but not limited to presiding over all meetings, the authority to authorize conveyances, contracts or other obligations on behalf of the Council except as otherwise required by law or where such responsibilities are expressly designated to some other Officer of the Council.

- b. The Vice-President shall, in the absence of the President, exercise the duties and powers of the President and shall perform such other duties as may be required by the Officers.
- c. The Secretary shall attend all meetings of the Council and maintain a record of all votes and the minutes of all meetings in a book expressly devoted to this purpose. The Secretary shall provide notice of all meetings of the Council for which notice may be required, and shall perform such other duties as may be required by the membership. The Secretary shall execute, along with the President, all authorized conveyances, contracts or other obligations in the name of the Council except as otherwise directed by the membership.
- d. The Treasurer shall have custody of the funds and securities of the organization and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Council and shall deposit all money and other valuable effects in the name and to the credit of the Council in such depositories as may be designated by the membership. The Treasurer shall disburse the funds of the Council as may be ordered by the membership through a proper vote, taking over vouchers for such disbursements and shall render to the President and membership at the regular meeting of the Council, or whenever they may require it, an account of all of the Treasurer's transactions and the financial condition of the Council.
- e. The Communication Liaison shall coordinate and improve communication within the Marble Community between the Principal, staff, parents, MPC Officers and East Lansing School District. The Communication Liaison shall communicate upcoming school-related events to achieve consistent information distribution through electronic and web-based systems and contribute to the Marble School monthly newsletter. The Communication Liaison shall coordinate with the Fundraising Chair to communicate MPC fundraisers. The Communication Liaison shall maintain the Marble Parent Council Facebook page.
- f. The District Parent Council Representative shall attend all monthly District Parent Council (DPC) meetings. The DPC Representative will communicate all updates, activities, and concerns from the Marble Parent Council to the District Parent Council as the school representative. The DPC Representative shall report at each monthly MPC Meeting all updates, activities and concerns reported at the monthly DPC Meetings. Should the DPC Representative be unable to attend a monthly DPC Meeting, this person will secure another member of Marble Parent Council to attend on his/her behalf.
- g. Duties of other officers will be determined upon election.

ARTICLE 7 – EXECUTIVE BOARD AND COMMITTEES

- a. The executive board shall consist of the officers of the Council. Its duties shall be to transact necessary business in the intervals between Council Meetings. Meeting of the executive board shall be held at the request of the President.
- b. Standing committees may be created by the executive board. The chairperson of such a committee shall be approved by the Council President and by the Council.

ARTICLE 8 – MEETINGS

- a. Council meetings will usually be held in Marble School but may be held at other locations as shall be determined by the Executive Board and stated in the notice of meeting.
- b. The annual meeting of the membership shall be held at the first regularly scheduled May meeting for the purpose of electing Council members and to conduct such other business properly brought before the meeting.
- c. Regular meeting of the members of the Council shall take place monthly, on a day and time determined by the Executive Board at its September regular meeting. A notice of each meeting and an agenda shall be given to members prior to each regular meeting.
- d. Annually, there shall be a presentation of the current budget for MPC and the Principal's Action Plan.
- e. The treasurer shall give a monthly report of MPC finances and shall post a quarterly financial report.
- f. All regular meetings shall be open to the membership.
- g. A simple majority of the MPC Executive Board shall constitute a quorum.
- h. The building principal has the authority to veto any activity or event planned by that building's council occurring on school property.

ARTICLE 9 – AMENDMENTS

These By-laws may be altered or repealed or new by-laws may be adopted in lieu thereof by the affirmative vote of a two-thirds vote of the members at any regular or special meeting of the Marble Parent Council, if a notice of the proposed alteration, repeal or substitution is contained in the notice of such meeting.

ARTICLE 10 – FISCAL YEAR

The fiscal year of the Council shall begin on the first day of July of each year and end on the 30th day of the following June.

ARTICLE 11 – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these By-laws.

Amendment to the Bylaws:

Passed 2/23/16

ARTICLE 12 - DISSOLUTION

In the event of the liquidation or dissolution of the Council, whether voluntary or involuntary, no member or director shall be entitled to any distribution or division of its remaining assets, and the balance of all assets, and real and personal property will revert to Marble Elementary School.