



ARHS Parent Center  
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## **Preamble to the ARHS Parent Center Bylaws**

The Parent Center is a voluntary, non-profit organization. These Bylaws provide a framework for delegating responsibilities and accomplishing particular tasks. They may be amended from time to time by a majority vote of the Members as described in Article VIII in order to reflect the changing needs of the group.

## **BYLAWS** (proposed)

### **Article I: Name**

The name of the organization shall be "The Amherst Regional High School Parent Center."

### **Article II: Mission**

To bring parents and caregivers, ARHS faculty and staff, and the community together in order to secure the best education for all students, and to foster communication among all parties.

### **Article III: Membership**

All parents/guardians of Amherst Regional High School (ARHS) students are members of the ARHS Parent Center.

### **Article IV: Elected Officers and the Board**

Section 1. The officers of the Parent Center ("Executive Committee") shall be a Chair or Co-Chairs, a Vice-Chair (whose duties may instead be assumed by Co-Chairs), a Secretary, and a Treasurer. An officer must be a Member as defined by Article III.

Section 2. The officers of the organization shall be elected by a majority of Members present at a Board meeting held between May 1 and June 1. The Board meeting shall have been publicly announced previously. Candidates for office shall be officially nominated at the Board meeting. Any Member may nominate a candidate for office, including him or herself. A candidate need not be present to be elected. All officers serve a one-year term of office. Terms will become effective on June 30 following the spring vote. If a position is unfilled, the Executive Committee shall appoint someone to fulfill the duties temporarily. However, the positions of Chair (or Co-Chair) and Treasurer may not be served by the same person. Any open position may be filled during the school year by a majority vote of all Members present at a Board meeting.

Section 3. Meetings

The Executive Committee will be responsible for holding Board meetings every two months, at a minimum, during the school year. Board meetings will be open to all Members. The Executive Committee will be responsible for posting the logistics of Board meetings on the Parent Center Web Site prior to the meeting.

Section 4. Decisions and Voting

The Executive Committee shall make its decisions at Board meetings. Any Member may request a vote on issues being debated. For a vote to be valid there must be a quorum of the Executive Committee (defined as greater than 50% of the Executive Committee) at the Board meeting. A vote passes by a simple majority of the Members present, including members of the Executive Committee. A vote may be vetoed by a simple majority of the Executive Committee.

## Section 5. Duties

- a. **Chair or Co-Chair:** The Chair or Co-Chairs shall preside at all meetings of the Parent Center and the Parent Center Executive Committee; act as chairperson(s) of the Parent Center and the Parent Center Executive Committee; serve as an “ex-officio” member of committees, manage the affairs of the Parent Center and the Parent Center Executive Committee, and perform such other duties as may pertain to the office.
- b. **Vice-Chair:** The Vice-Chair shall assist the Chair in the supervision of the affairs of the Parent Center and the Parent Center Executive Committee and shall act as Chair at any event that the Chair or Co-Chairs cannot attend.
- c. **Secretary:** The Secretary shall be responsible for the official records of the Parent Center and the Parent Center Executive Committee. All votes of the Members shall be recorded in the minutes. The secretary shall perform all other duties usually pertaining to that office. The Secretary shall be responsible for responding in writing to inquiries made of the Parent Center and the Parent Center Executive Committee and shall draft letters, memos and other written correspondence at the request of the Chair. All correspondences shall be reviewed, edited, and approved by the Chair or Co-Chairs and the Vice-Chair prior to being sent. Copies of all correspondences shall be distributed to all Parent Center Executive Committee members.
- d. **Treasurer:** The Treasurer shall be responsible for receiving and disbursing all monies of the Parent Center under the policies approved by the Members, and shall keep adequate and appropriate records of such receipts and disbursements. The Treasurer shall be ready whenever required to turn over to the Parent Center all monies, accounts, record books, papers, vouchers, and any other records pertaining to the office and shall turn over the same to the successor when elected. The Treasurer shall submit an annual report to the Parent Center and the Parent Center Executive Committee.

## Article V: Finance

Section 1      Fiscal Year: The fiscal year shall end with the thirtieth (30) day of June each year. The Treasurer shall submit a summary report of the financial operation of the Board to the Members during the last Board meeting.

Section 2      Approved Signatures: All contracts, checks, and orders for payment, receipt or deposit of money and access to the securities of the Parent Center shall be provided by the resolution of the Members at a Board meeting. The Chair and the Treasurer shall execute in the name of the Parent Center all contracts and other instruments authorized generally or specifically by the Advisory Board.

## Article VI: Committees

The Executive Committee shall be responsible for defining Committees and appointing committee chairs. At the request of the Executive Committee, the chairs shall report the status of their committees at Board meetings. The following committees are recommended.

<i>Program</i>	Determines and coordinates the program of events to be held throughout the year, including educational workshops and seminars, and any other presentations that the Executive Committee may deem appropriate.
<i>Development</i>	Develops and oversees the fundraising activities of the Parent Center.
<i>Communications</i>	Develops promotional materials and press releases for events presented by or sponsored by the organization. Responsible for maintaining the content on the Parent Center web site and contributions to the ARHS newsletter.
<i>Membership</i>	Maintains attendance records and mailing lists, strives for greater Parent Center participation by Members, and recruit Members to serve on committees.

*Nominating*

Seeks nominations from the Membership for Executive Committee positions on an annual basis. The Nominating Committee would officially nominate candidates as defined by Article IV, Section 2.

**Article VII : Decorum**

- a. Meetings routinely shall be conducted in an informal manner and without the use of formal rules of order, but with the express intent of using members' time efficiently and purposefully in carrying out the mission of the ARHS Parent Center.
- b. However, in the case of disagreements, disturbances, or lack of order, the Chair or any member of the Executive Committee shall have the power to require that the rules of parliamentary procedure shall govern the Board.

**Article VIII: Amendments**

These Bylaws may be amended at any Board meeting by a majority vote of the present Members, but only if intention to consider amending the Bylaws has been clearly communicated to all parents at least a month prior to the meeting.

**Article IX: Voluntary Dissolution**

The organization may be dissolved by a majority vote at a Board meeting. Any funds remaining in the Treasury will be used to satisfy outstanding debts. In the event that funds remain, these funds will be dispensed to one or more ARHS accounts benefiting students, by majority vote of the Members.