

October 12, 2004

**Montgomery County
NAACP PARENTS' COUNCIL
BY-LAWS
Adopted 10/12/04**

ARTICLE I - NAME

The name of the organization is the Montgomery County Branch NAACP Parents' Council hereinafter known as the Parents' Council. It is a sub-committee of the Montgomery County Branch NAACP Education Committee without capital stock or shares, established pursuant to the Constitution and By-Laws of the Montgomery County Branch NAACP, as amended.

Section 1. **Business Location.** The official business location of the Parents' Council is the Lynnbrook Center, 8001 Lynnbrook Drive, Suite 16, Bethesda, Maryland, 20814

Section 2. **Mailing Address.** The official mailing address of the Parents' Council is NAACP Parents' Council, P.O. Box 2165, Rockville, MD, 20847-2165.

ARTICLE II - PURPOSE

(A) The purpose of the Parents' Council is to provide a forum through which interested citizens may offer unbiased assistance, guidance and support to parents and guardians of African American students and other minorities of Montgomery County Public Schools (MCPS) to pursue the highest quality education possible through encouragement, information sharing, positive motivation, critical evaluation and advocacy.

(B) The Parents' Council shall promote ethical principles, high educational standards and increase parent, teacher and student participation with the goal of attaining higher levels of academic performance for students, especially students of African American descent.

(C) The Parents' Council shall work with Montgomery County Public Schools to establish a working relationship with MCPS' administrative offices, elementary, middle and senior high schools that will assist the Council to provide the purposes as stated in (A) and (B) above.

(D) The Parents' Council will engage in various activities to promote the attainment of educational excellence for students, especially students of African American descent, as permitted by law.

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ARTICLE III - MEMBERSHIP

Section 1. **Membership.** The Parents' Council shall be a membership organization.

Section 2. **Membership Classes.** The Parents' Council shall have the following classes of membership:

Section 2.1 **Officer.** Any Montgomery County resident who has been duly nominated by the Parents' Council. These persons must be members in good standing of the Montgomery County Branch NAACP.

Section 2.2 **Parent Representative.** Any parent or guardian of an African American or other minority student currently enrolled in any MCPS elementary, middle or senior high school who supports the objectives of the Parents' Council and who has been approved and confirmed by the chair of the Parents' Council as their representative to the assigned school. Parent representatives report to their Cluster Representatives. They must also be members in good standing of the Montgomery County Branch NAACP.

Section 2.3 **Cluster Representative.** Any parent or guardian of an African American or other minority student currently enrolled in the school who has been duly selected by Parent Representatives representing the collection of MCPS schools (high, middle, and elementary) within the MCPS defined cluster. The selection of the Cluster Representative for the upcoming school year shall occur at the last meeting of the cluster in the current school year with the approval of the Parents' Council Chair. Cluster Representatives report to their Community Representative. Cluster Representatives must be an active Parent Representative. They must also be members in good standing of the Montgomery County Branch NAACP.

Section 2.4 **Community Representative.** Any parent or guardian of an African American or other minority student currently enrolled in the school who has been selected by the Cluster Representatives to serve on the Governing Committee of the Parents' Council (not to exceed one per cluster) . These members must be members in good standing of the Montgomery County Branch NAACP.

Section 2.5 **Student Member.** Any person who is currently a full-time student who

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supports the purpose of the NAACP Parents' Council as outlined in Article II. These members are encouraged to be paid members in good standing of the Montgomery County NAACP Youth Council.

ARTICLE IV - OFFICERS

Section 1. **Positions.** The officers of the Parents' Council shall be a Chair, a Vice Chair, a Chair for Programs, a Recording Secretary, a Membership Secretary, and other officers as the Governing Committee may appoint, with consensus, who shall exercise such powers and perform such duties as shall be determined from time to time by the Governing Committee. In no event shall any officer hold more than one title.

Section 2. **Nomination of Officers.** The Chair, Vice Chair, Chair for Programs, Recording Secretary and Membership Secretary, shall be nominated by the Parents' Council and approved by the Executive Committee of the Montgomery County Branch NAACP. The members of the Parents' Council shall nominate the officers biannually in the odd year to coincide with the election of officers of the Montgomery County Branch NAACP.

Section 3. **Term of Officers.** Each officer shall take office on the day following his or her appointment and shall serve for two (2) years, and thereafter until his or her successor shall have been chosen or until his or her death, resignation or removal. The Chair shall have the authority to recommend that a term of office be extended for a longer term. The Executive Committee of the Montgomery County Branch NAACP must approve extensions of time.

Section 4. **Tenure of Officers.** No officer shall serve for more than two (2) consecutive terms or four (4) years maximum in the same office unless the Executive Committee of the Montgomery County Branch NAACP and Parents' Council approve an exception.

Section 5. **Resignation and Removal.** Any officer may resign at any time in writing to the Executive Committee of the Montgomery County NAACP or the Chair of the Parents' Council. Should a vacancy occur the Chair and the Governing Committee shall appoint a successor to fill the unexpired term of said officer. In the case of the Chair or the Vice Chair, such appointment must be with the concurrence of the President and the Executive Committee of the Montgomery County Branch NAACP.

Section 6. **Vacancy of Office of Chair.** In the event that the office of Chair becomes vacant

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for any reason, the Vice Chair shall assume the title, duties and responsibilities of the Chair until the term is expired. The President of the Montgomery County Branch NAACP will determine succession of officers subject to the approval of the Executive Committee of the Montgomery County Branch NAACP.

Section 7. **Chair.** The Chair shall preside at all meetings of the Parent's Council, and the Governing Committee, communicate and interpret policy and serve as a member of the Education Committee of the Montgomery County Branch NAACP. He or she shall perform all acts and duties usually required with such an office to insure that all orders and resolutions of the Parent's Council are carried into effect; and such other duties as may be assigned by the President of the Montgomery County Branch NAACP. The Chair in conjunction with the Education Committee Chair of the Montgomery County Branch NAACP shall have the right to establish ad hoc committees and appoint sub committee chairpersons, as he/she determines necessary and call meetings, as necessary. The Chair shall be a member ex-officio of all Parent' Council committees.

Section 8. **Vice Chair.** The Vice Chair shall assume the duties of the Chair and serve as presiding officer in the absence of the Chair and shall act on behalf of the Chair to carry out such duties as delegated by the Chair.

Section 9. **Chair for Programs.** The Chair for Programs shall be responsible for developing programs that support the purposes of the Parents' Council as agreed upon by the Governing Committee and making arrangements for all participants in panel discussions, workshops and other activities. The Chair for Programs is also responsible for developing a training program for the parent representatives that will assist them in becoming advocates for the children they represent at their local schools.

Section 10. **Membership Secretary.** The Membership Secretary shall execute and maintain all records, ensure that all informational and meeting notices are duly given in accordance with Article IV. The Membership Secretary shall be responsible for conducting roll call votes, maintaining attendance records, maintaining the listserv, posting meeting minutes on the PCReps listserv only and making reports to the Parents' Council, as required.

Section 11. **Recording Secretary.** The Recording Secretary shall be responsible for taking minutes at the Monthly Parent Council and Governing Committee meetings. The Recording Secretary shall also maintain copies of minutes and records in the

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Montgomery County Branch NAACP office files, and be responsible for providing copies of the minutes to those in attendance at the next meeting.

Section 12. **Community Representatives.** The Community Representatives are responsible for being the liaison between the parent representatives and the MCPS administrators. It is their responsibility to learn the policies and procedures of MCPS in order to advise parent representatives on various issues such as parent outreach, problem resolution, training, organizing, etc. Each community representative will partner with the community superintendent to carry out the goals and objectives of the Parents' Council.

Section 13. **Montgomery County Branch NAACP President.** The Montgomery County Branch NAACP President shall provide policy and direction to the Parents' Council via the Governing Committee or the Parents' Council Chair to ensure that it is complying with all the rules and regulations of the Montgomery County NAACP. The Montgomery County Branch NAACP President shall provide space for meetings and the use of office supplies and equipment in order for the Parents' Council and Governing Committee to carry out their duties and responsibilities.

Section 14. **Montgomery County Branch NAACP Vice President for programs.** The Montgomery County Branch NAACP Vice President for programs has the overall direct and fiduciary responsibility for ensuring that the Parents' Council operates within the long-term strategic plan that has been established for the areas reporting to him or her.

Section 15. **Chair, Education Committee.** The Montgomery County Branch NAACP Chair of the Education Committee is tasked to work with the Parents' Council and serve as its advisor in such areas as educational legislation, MCPS Board of Education issues, county and state education issues.

ARTICLE V - MEETINGS

Section 1. **Parents' Council Meetings.** General meetings of the Parents' Council shall be held at least once a month during the MCPS academic year, or as deemed necessary, as scheduled by the Chair or Vice Chair.

Section 2. **Governing Committee Meetings.** Governing Committee meetings shall be held at least once a month throughout the year, or as deemed necessary, as scheduled by the Chair or Vice Chair. These meetings should be held at least one week prior to scheduled Parents' Council meetings.

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Section 3. **Authority to Call Special Meetings.** Special meetings of the Parents' Council, and/or Governing Committee shall be at the call of the Chair or the Vice Chair (when he/she is acting on behalf of the Chair) in consultation with the Education Chair of the Montgomery County Branch NAACP. Special meetings may be called upon (3) three days written notice to all members of the Governing Committee and/ or the Parents' Council. The notice must state the purpose for which the meeting is called.

ARTICLE VI - Nominations.

Section 1. **Officers.** The Chair of the Parents' Council shall appoint an ad hoc Nominations Committee to develop a slate of candidates for expired or vacant offices. Officers shall be nominated by majority vote. All nominees must have agreed to serve, if appointed.

Section 2. **Community Representatives.** See Article III section 2.4

Section 3. **Cluster Representative.** See Article III section 2.3

Section 4. **Parent Representatives.** See Article III section 2.2

ARTICLE VII - ORGANIZATION

Section 1. **Parents Council.** The Parents' Council shall consist of members as defined in Article III.

Section 1.1 **Dual Office.** Officers may not serve as community representatives. Ad Hoc committee chairs may serve as community representatives.

Section 2. **Powers.** The business and affairs of the Parents' Council shall be managed by or under the direction of the Education Chair of the Montgomery County Branch NAACP and the Governing Committee of the Parents' Council, which may exercise all such powers of the Parents' Council and do all such lawful acts and things as provided by these Bylaws. The powers of the Governing Committee shall include, the following: providing ongoing guidance and training to assure the

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successful fulfillment of the Council's mission; establishing goals and objectives; submitting budgets to the Education Chair of the Montgomery County Branch NAACP; and ensuring that appropriate educational issues are addressed that impact on the ability of African American students to attain high standards of education. Montgomery County Branch NAACP Executive Committee shall have authority to override any decisions made by the Governing Committee of the Parents' Council

Section 3. **Advisory Councils and Ad Hoc Committees.** The Chair in consultation with the Education Committee Chair Montgomery County NAACP shall have, at his or her discretion, the authority to form advisory council(s) and ad hoc committee(s), without compensation, to serve as consultants on matters relating to their particular field of experience.

Section 4. **Voting.** Officers, Community Representatives and Parent Representatives shall have one vote on matter brought before the Parents' Council.

Section 4.1. **Majority.** A simple majority is defined as fifty-one (51%) percent of the voting members in attendance at a Governing Committee or a Parents' Council meeting.

Section 5. **Quorum.** The number of members necessary to institute a quorum at all Governing meetings is one third (1/3) of the voting members present. The number of members necessary to institute a quorum at all Parents' Council meetings is one third (1/3) of the voting members must be present.

ARTICLE VIII - STANDING COMMITTEES

Section 1. **Standing Committees.** The Governing Committee, the Membership Committee, and the Program Committee shall comprise the Standing Committees of the Parents' Council. The Chairperson of each Standing Committee shall be responsible for reporting to the Governing Committee as to activities of their respective Standing Committee.

Section 2. **The Governing Committee.** The Governing Committee shall consist of the Chair, the Vice Chair, the Chair for Programs, Recording Secretary, Membership Secretary, Community Representatives, Chairpersons of ad hoc committees and other persons as appointed by the Chair. Ad hoc and sub-committee Chairpersons are not voting members of the Governing Committee.

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Section 3. **Programming Committee.** Under the direction of the Chair for Programs, the Programming Committee shall be responsible for generating ideas as to programs that should be implemented during the year. These programs include cluster training, speakers, workshops and other educational and social activities. They shall be responsible to put together a calendar of events and maintain a history of all activities that have taken place. All committee activities are subject to the review and approval of the Governing Committee.

Section 4. **The Membership Committee.** The Membership Committee is chaired by the Membership Secretary and shall be responsible for ensuring that each school has an appointed parent representative and each Cluster has a appointed Community Representative to the Parents' Council and that the information is kept current. The Committee shall also be responsible for maintaining Parents' Council meeting attendance, e-Group membership and ensuring that NAACP memberships are paid.

Section 5. **Communications Committee.** Under the direction of the Vice Chair, the Communications Committee is responsible for publicity and maintaining communications with the parents, members and MCPS on the activities of the Parents' Council via a regularly scheduled newsletter. The Communications Committee shall be responsible for highlighting "success" stories on how schools are accomplishing the mission of the Parents' Council. The Communications Committee shall be responsible for developing and updating the Parents' Council brochure and membership directory. All documents are subject to the review and approval of the Governing Committee, Education Chair and the Executive Committee of the Montgomery County Branch NAACP.

Section 6 **Committee Membership.** All Committees shall consist of members of the Parents Council

Section 7 **Voting.** Each member of any standing committee has an individual vote for committee action. The Governing Committee or the Parents' Council must then approve all actions approved in committee before any action is taken.

ARTICLE IX - AD-HOC COMMITTEES

Section 1 **Ad-hoc Committees.** Committees formed to accomplish a specific purpose to

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serve the needs of the Parents' Council. The Chair of the Parents' Council shall appoint the Chairperson of each ad hoc committee in conjunction with the Education Chair of the Montgomery County Branch NAACP, and he or she shall be responsible for reporting to the Governing Committee on the activities of the committee.

Section 2 **Committee Membership.** All Ad hoc Committees shall consist of any member of the Parents' Council as defined in Article III.

Section 3 **Voting.** Each member of any ad hoc committee has an individual vote for committee action. The Governing Committee or the Parents' Council must then approve all actions approved in committee before any action is taken.

ARTICLE-X - AMENDMENTS

These Bylaws can only be amended by majority vote of the Executive Committee of the Montgomery County Branch NAACP. Amendments to the Bylaws must be submitted in writing to the Governing Committee and the Executive Committee of the Montgomery County Branch NAACP at least thirty (30) days prior to the date of the meeting upon which such amendments will be considered.

*Parents' Council Bylaws adopted by the Executive Committee Montgomery County Branch
NAACP October 12, 2004
9 pages in total*