



Parent and Family Community Council Bylaws

Article 1: Vision

The Parent, Family, and Community Council (hereafter referred to as the PFCC) exists to strengthen and support community engagement and family involvement. Involved parents and committed community partners are critical in creating outstanding schools. Therefore, the parent/family/community/school connection must be district-wide and all-inclusive. The PFCC is committed to empowering families and fostering community partnerships to improve student success.

Article 2: Purpose

- A. To work with and provide equity and guidance for each school Parent/Teacher Organization (hereafter referred to as PTO)
- B. To initiate action in response to concerns brought to the attention of the PFCC
- C. To share monthly information at the Dayton Board of Education (hereafter referred to as DBOE)
- D. To work closely with the PTOs and DBOE; to study issues and make recommendations to DBOE
- E. To ensure the formation and continued existence of a PTO in each building
- F. To facilitate the collaboration amongst the various parent groups within DPS

Article 3: Membership

- A. Membership on the PFCC will be limited to 12-15 members, and shall include voting members from each of the following categories:
 1. Parents and/or legal guardians of children enrolled in Dayton Public Schools from each quadrant and school level
 2. Community members who live within the Dayton Public School boundaries
 3. Appointed members as needed by the PFCC, and shall reflect DPS's population
 4. Community partner/agency
 5. Board of Education (*Maximum of three members*)
 6. District staff (includes one member of central administration and one principal from elementary, middle, and high school buildings). *These members will be ex officio.*
- B. Terms of Membership
 1. Members of the PFCC shall serve for the period of one year.
 2. Each PFCC member shall be entitled to one vote in the election of officers and on issues brought forward for vote during quarterly meetings and must be present to cast a vote.

3. Simple majority vote of total members and officers present at the meeting is necessary for approval of an issue or election of an officer
4. Members serve without compensation.

C. Attendance/Membership Replacement

1. All PTO chairs are welcome and encouraged to attend PFCC meetings.
2. All PFCC are open to the public.
3. The PFCC year will cover the period from July 1 through June 30.
4. The PFCC leadership (Secretary) keeps a record of meeting attendance.
5. Send a copy of the bylaws outlining attendance policy to each member following the first official PFCC meeting of the year.
6. Membership can be revoked through two thirds majority vote.

Article 4: Officers

The PFCC shall annually elect from its members the following officers: Chair, Co-Chair, and Secretary

- A. The Chair - of the PFCC shall be elected by the PFCC membership. The elected PFCC Chair (using the following order: Co-Chair, Secretary, and members) will convene and preside over PFCC meetings. The Chair is a voting member of the PFCC and ex-officio member of all committees.
- B. The Co-Chair - shall be elected by PFCC members. The Co-Chair shall preside over the PFCC meeting in the absence of the Chair.
- C. The Secretary - shall be elected by PFCC members. The Secretary is responsible for keeping records of all PFCC business, including but not limited to, publishing the monthly meeting agenda, documenting issues discussed, decisions and actions, including minutes at all PFCC meetings; meeting announcements, attendance and making minutes available to members.

Article 5: Elections

Election of PFCC officers shall occur once a year during the last quarterly meeting of the school year. A majority vote of the eligible voters shall elect PFCC officers at said meeting.

- A. All PFCC officers serve a two year term.
- B. No PFCC officer shall serve more than one consecutive term in the same office.
- C. PFCC officers receive no compensation for their time and effort.
- D. PFCC officers may resign by submitting a letter of resignation to the Chair/Secretary.
- E. A majority vote of the PFCC members can replace a PFCC officer for three absences.
- F. Fill vacant PFCC offices by nominations from the membership and a vote of the membership.
- G. Nominees must be from the current active PFCC membership.

Article 6: Meetings

- A. The PFCC Chair each August shall establish a quarterly meeting schedule to include the date, time, and place of the meeting.
- B. Meetings may be scheduled more frequently than quarterly if approved by membership.
- C. The Secretary shall provide at least a 10 day advance notice of the meeting date, time, and place. The Secretary shall publish the meeting agenda and distribute it prior to when the meeting is called to order.
- D. A quorum must be present to conduct business. A quorum is at least two of the three PFCC officers plus one member.
- E. The PFCC shall schedule and conduct an Annual Meeting in May with the primary purpose to elect officers for the following school year and to review the current school year accomplishments.
- F. Special meetings may be called by the Chair as needed. The Chair shall call a special meeting at the written request of one half of the recognized membership of the PFCC. The Chair shall provide notice of the time, place, and purpose of the special meeting to the membership by publication at least 24 hours in advance of the meeting.

Article 7: Committees

The PFCC may establish standing/ad hoc committees. The Chair shall appoint all committee chairs. Committee members and chairs serve without compensation.

Article 8: Amendments

Bylaws may be amended at any regular meeting by a two-thirds vote of the PFCC membership present at the meeting, provided the proposed amendment was submitted to the PFCC by the proposing member in writing two weeks prior to the meeting and an explanation of the proposed amendment is attached to the meeting agenda.

These bylaws were approved at a meeting of the PFCC on .