



Mountain Phoenix Community School Family Council By-Laws

The mission of the Mountain Phoenix Community School Family Council is to welcome and advocate for families at our school, and to collaborate with the Governing Council, Foundation, and faculty to best create community, thriving children, and staff.

ARTICLE I - MEMBERSHIP

Section 1: Definition of a member

All families with one or more children enrolled at Mountain Phoenix Community School are part of the Family council. Each attendee will have one vote.

ARTICLE II - BOARD OF DIRECTORS

Section 1: Family Council Board Positions

The Family Council Board will be comprised of 7 to 9 members consisting of the President, Vice-President, Treasurer, Secretary, and Members-at-Large. The roles of the Family Council Board are as follows:

- **President:** Set agenda, run meetings. Report to Governing Council monthly with updates. Develop and support fellow Family Council board members in the projects we undertake. Collaborate with administration, Governing Council, and other committees and/or community stakeholders to ensure we are all working together.
- **Vice President:** Chair committees on special subjects designated by the Family Council Board. Support the President and perform the role of President in the event that the President is unable to fulfill the role. Schedule meetings (reserving rooms or setting up online access), and advertise upcoming meetings to the school community.
- **Treasurer:** Keep updated accounting of Family Council funds by event and type of fundraiser, receive and make deposits, coordinate with committee and event chairs to set budgets, approve expenses, track and pay invoices and reimbursements, lead Family Council in coordinating with the MPCS Foundation and committee chairs to create an annual list of proposed fundraisers to submit to the Governing Council for approval, periodically transfer funds to MPCS or the MPCS Foundation main account to support operating or other expenses incurred by the school, provide the

Family community, Governing Council and the MPCF Foundation with an updated Treasurer's Report at each Family Council meeting.

- Secretary: Work with the President to circulate meeting agenda, keep meeting minutes and promptly post minutes publicly. Update the Family Council documentation containing minutes and agendas of all Family Council meetings.
- Member-At- Large: At the discretion of the Family Council Board, the Member-at Large will perform special duties and/or chair committees on special subjects.

Section 2: Resignation/Forfeiture of Office

If a Family Council Board member wishes to resign, they must submit written notice to the President.

If a Board member misses 5 noticed meetings, his or her position may be considered forfeited and the remaining Board members may appoint a replacement. The outgoing board member will be given written notice if their position will be replaced.

Moral Clause: Board Members must act in the best interest of the school and represent the school in a positive and responsible way.

Section 3: Meetings

The Family Council will meet regularly once a month for an all-campus meeting during the school year. Schedule will be determined at the beginning of the school year to make the meetings a regularly scheduled event. The Family Council may also choose to meet outside of the calendar school year. All meetings will be posted to the membership at least 24 hours prior to the meeting. Minutes will be available and posted online promptly.

Section 4: Quorum

A quorum shall be defined as more than half of the board. A quorum must be present for any budget approvals.

ARTICLE III - ELECTIONS:

Section 1: Timeline

Elections will be held before the end of the current school year.

The Family Council Board may appoint a new board member to fill a vacant role at any time. A nominated board member must stand for election in order to continue that role.

Elected roles will be for a two-year term.

Approximately half of the members will stand for election each year. Board members are eligible for re-election to subsequent two-year terms. No board member may serve for more than three consecutive two-year terms; however, a Family will be eligible to serve on the Family Council Board again after an interim of two years.

Family Council Board positions will be determined by a simple majority of voting members present at the election meeting. A quorum must be present for any elected positions can be voted on and approved.

Section 2: Eligibility Requirements:

The Nominee must be a caregiver of an enrolled student of Mountain Phoenix Community School.

The Nominee must submit a Letter of Intent to run for a position on the Family Council Board one month in advance of elections. This letter will be emailed to the current Family Council Board.

ARTICLE IV - OTHER FAMILY COUNCIL BOARD OPERATIONS

Section 1: Amendments

These bylaws may be amended by a super majority of the members present in a properly noticed open meeting. Proposed amendments must be sent out with regular Board announcements. A super majority will be defined as one more than a simple majority.