

Fyle Parent Group  
***In Partnership with Teachers, Staff, and  
Community***  
**By-Laws**

**Article I - Name**

The Fyle Parent Group shall be the name of the 501 c (4) organization located at 133 Vollmer Parkway, Rochester, NY 14623.

**Article II - Mission Statement**

The Fyle Parent Group's mission is to enhance student achievement by providing enrichment opportunities that compliment educational programs in partnership with teachers, staff and community.

**Article III - Members**

Membership in the Fyle Parent Group shall be open to all individuals in the Ethel K. Fyle School community without constraint of membership dues and/or fees. All Parents/Guardians are of equal status with equal voting rights and privileges. Members who are not Parents/Guardians have no voting privileges and may not hold office.

**Article IV - Officers**

1. The Fyle Parent Group shall appoint mutually agreed upon Parent/Guardian, willing to uphold the

terms of our By-Laws, to the offices of Chairperson(s), Secretary(ies), and Treasurer(s).

a. Chairperson(s): Chairperson(s) shall be responsible for arranging, setting and publishing agendas and convening all regularly scheduled and special meetings of the Fyle Parent Group. The Chairperson(s) shall be responsible for ensuring that our By-Laws and written policies of the Fyle Parent Group are followed. In the event that a currently serving Secretary or Treasurer is unable to perform the duties of their position, either temporarily or permanently, the Chairperson(s) shall be responsible for those duties until such time as that person resumes their duties or a replacement is found. In the event that there are more than one Chairperson, each Chairperson shall have equal responsibility for the performance of the duties of Chairperson of the Fyle Parent Group. There shall be a maximum of three (3) persons currently serving the duties of Chairperson in any given fiscal year.

b. Secretary(ies): Secretary(ies) shall be responsible for all correspondence of the Fyle Parent Group including, but not limited to, taking and publishing minutes of all meetings of the Fyle Parent Group, managing and publishing all regular communications of the Fyle Parent Group.

c. Treasurer(s): Treasurer(s) shall be responsible for all fiscal matters of the Fyle Parent Group including

but not limited to the timely handling of all making bank deposits, writing checks, balancing accounts and reporting fiscal standing at all regularly scheduled meetings of the Fyle Parent Group.

2. All Officer positions of the Fyle Parent Group shall be appointed annually in June, for the following fiscal year, or at the next regularly scheduled meeting in the event that any officer cannot fulfill his/her full term.

3. The term of office shall be equal to one fiscal year of the Fyle Parent Group and will commence on July 1 and end on June 30 of the following year.

4. Officers may serve consecutive terms if such is mutually agreed upon by the Fyle Parent Group membership.

5. No member or officer of the Fyle Parent Group shall receive remuneration in the form of goods or services for the service rendered for the benefit of the Ethel K. Fyle Elementary School or the Fyle Parent Group.

6. All paperwork and records pertaining to the Fyle Parent Group are the property of the Fyle Parent Group and shall be accessible to the general membership at any time and be permanently stored at Ethel K. Fyle Elementary School in a place so designated for such storage.

## **Article V - Meetings**

1. The Fyle Parent Group will hold at least one regularly scheduled meeting per month for the months of September through June. There will be no regularly scheduled meetings for the months of July, August and December.
2. Meeting dates shall be published in the Rush Henrietta Central School District Calendar mailed to homes of all students at the beginning of each school year as well as in the monthly newsletters sent home with all Fyle students at the beginning of each calendar month.
3. Special meetings may be called by 5 or more Parents/Guardians regarding a specific topic. The special meeting must be advertised at least 72 hours in advance by a notice sent home with each Fyle student containing the reason, date, location and time.

## **Article VI - Committees**

1. The Fyle Parent Group shall appoint mutually agreed upon Parent/Guardian, willing to hold the positions of:
  - a. Two representatives and two alternates on the District Parent Advisory Council (DPAC) for a term of two years.
  - b. Four representatives on the Fyle Shared Decision Making Team (SDM) for a term of two years.

c. Two representatives on the District Budget Advisory Committee.

2. These representatives will be chosen in June of each year for the following school year or at the next regularly scheduled meeting in the event that any representative cannot fulfill his/her full term. There shall be a limit to two consecutive terms for these representatives.

3. Responsibilities include attending both the Fyle Parent Group meetings and the DPAC, SDM or Budget meetings to act in a liaison position between the two groups.

4. Two representatives per event or activity to serve as co-chairs or chair and assistant chair. Event chairs will serve for the current year and will be selected no later than the end of the first Fyle Parent Group meeting of each school year. In the case where more than 2 Parent(s) / Guardian(s) express an interest in the role of chair for a specific event or activity, 2 chairs will be selected by a majority vote by eligible Fyle Parent Group members.

## **Article VII - Funds**

1. All revenue generated by the Fyle Parent Group will be generated by fundraising or by donations.

2. All funds spent will be done so solely to uphold the mission of the Fyle Parent Group.

3. An annual budget shall be presented to the general membership at the first regularly scheduled meeting for the purpose of establishing activities and corresponding funding levels for those activities for the fiscal year. The annual budget will be accepted at the first regularly scheduled meeting by the Fyle Parent Group membership by a vote of two-thirds. Adjustments to the annual budget may be requested at any time by the officers of the Fyle Parent Group or by any member of the Fyle Parent Group with voting rights and will be incorporated into the budget by the two-thirds approval of the members of the Fyle Parent Group.

4. Any and all funds above \$200 to be spent will be mutually agreed upon by a majority of votes cast by the membership with voting rights. Only one vote per member with voting privileges, either in person or by signed and completed ballot, will be accepted and counted. Ballot votes must be received prior to the in-person voting. An officer of the Fyle Parent Group shall count the ballot votes.

5. Officers may authorize expenditures up to \$200 for budgeted committee expenses requested in writing by the committee chair(s) when necessary to do so between meetings when a majority of officers agree and shall be documented by the secretary. Such expenditures must be reported out to members at the

next regularly scheduled meeting with explanation and documentation.

### **Article VIII - Parliamentary Authority**

Roberts Rules of Order shall be used in the general running of each regularly scheduled meeting. A summary of Roberts Rules will be provided to each member and will be available at each meeting along with a complete copy of Roberts Rules for research purposes if an issue arises that needs to be researched.

### **Article IX - Amendment of Bylaws**

Any member of the Fyle Parent Group may make a motion for an amendment to the By-Laws. A vote on the motion for amendment must be listed on an agenda of a regularly scheduled meeting. The motion must be carried by a two-thirds majority of votes cast by the membership with voting rights. Only one vote per member with voting privileges, either in person or by signed and completed ballot, will be accepted and counted. Ballot votes must be received prior to the in-person voting. An officer of the Fyle Parent Group shall count the ballot votes.

### **Article X - Policies**

A set of written policies shall be established and maintained by the Fyle Parent Group for the purpose

of declaring and explaining the regular activities of the Fyle Parent Group. A sub-committee of Fyle Parent Group members will exist for the purposes of maintaining the By-Laws and Policies of the Fyle Parent Group.

### **Article XI - Dissolution**

In the event of dissolution of the Fyle Parent Group, all assets and inventories of the Fyle Parent Group shall become the sole property of the Ethel K. Fyle Elementary School, Rush-Henrietta Central School District, 133 Vollmer Parkway, Rochester, NY 14623.

Created on September 11, 1985

Amended on January 10, 1986

Amended on February 26, 2003

Amended on April 9, 2003

Amended on November 9, 2005

Amended on November 8, 2006

Amended on October 15, 2008

**Amended on November 10, 2010**