

**CRANSTON EDUCATIONAL ADVISORY BOARD
BY-LAWS**

ARTICLE I: NAME

Section 1. The name of this organization shall be the Cranston Educational Advisory Board. It shall be a citywide parent, teacher, and administration board in the Cranston, Rhode Island Public School System and shall be referred to hereinafter as the Advisory Board.

ARTICLE II: FUNCTIONS AND RESPONSIBILITIES

Section 1. The members of the Advisory Board, hereinafter called the Delegates, shall serve in an advisory capacity to the Superintendent and the School Committee in areas such as, but not limited to, the following:

- a. Curriculum
- b. Existing and potential educational programs
- c. Improvement of school and community relations and communication
- d. Budget priorities
- e. Educational priorities
- f. Student conflict
- g. Programs
- h. Parent advisory councils and parent teacher groups at the local school levels.

Section 2. The Cranston Educational Advisory Board, after each delegate has consulted with his/her respective group, is empowered to speak on behalf of Cranston School children. When making any such public statement, the board shall acknowledge any delegate group not in accord with the majority position.

ARTICLE III: MEMBERSHIP

Section 1. Composition of the Advisory Board

a. Membership shall consist of one delegate selected by each school's Parent Advisory Board or Parent Teacher Group. In the absence of either group, the principal of that school shall select the delegate. Every elementary school delegate shall have one alternate, every middle school and high school shall have up to two alternates elected or selected at the same time as the delegate.

- b. One delegate and one alternate selected by the Cranston Teacher's Alliance (CTA).
- c. One School Committee member delegate and one alternate selected by the Cranston School Committee.
- d. The Superintendent or his/her designee and one alternate.
- e. One delegate and one alternate representing school administrators.
- f. One delegate and one alternate from each of the advisory committees such as the Special Education and Title 1 programs and any other groups that are advocates for Cranston Public Schools.

Section 2. Duties and Responsibilities

a. Delegates are expected to attend all meetings and to notify alternates to attend in case of delegate absence.

b. Delegates and/or alternates shall be responsible for reporting to the group he/she represents and making monthly minutes available to said group.

c. Alternates are encouraged to attend all meetings and are required to attend in the absence of the delegate.

d. Delegates are expected to keep alternates informed.

e. Delegates should bring to the Advisory Board issues as suggested in Article II, Section I, after the recommendation of their designated group.

f. Delegates and/or alternates will be expected to serve on various subcommittees created by the Advisory Board or as requested by the School committee and/or School Administration.

Section 3. Voting

a. Each delegate, or in his/her absence, the alternate, shall be entitled to one vote and shall cast that vote on each matter submitted to a vote of the Advisory Board. Proxy voting and absentee ballots shall not be permitted. Passage of any proposals shall be by a majority vote of those present and allowed to vote.

b. Any person serving in the capacity of an officer on the Executive Board may have the right to vote whether that person is a delegate or alternate representative on the Advisory Board.

Section 4. Termination of Membership

Any group not represented at two consecutive meetings by a delegate or an alternate shall be asked to appoint a new delegate.

Section 5. Resignation

A delegate or officer shall resign by written notice to the Advisory Board and to the group he/she represents.

Section 6. Vacancy

A vacancy in the Advisory Board shall be filled as stated in Article III, Section I.

ARTICLE IV. OFFICERS

Section 1. The officers of this Advisory Board shall be a Chairperson, Vice-Chairperson, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2. The officers shall be elected from the delegates of the Advisory Board.

a. The officers will be elected at the June meeting of the Board.

B. The term of office shall run from October through September.

Section 3. The chairperson shall be elected from the delegates or alternates representing the parents, teachers and principals. Other Advisory Board officers may be elected from any of the delegates or alternates.

Section 4. Duration of Terms

- a. No Chairperson, Vice-Chairperson or Treasurer can serve in the same office for more than two consecutive terms.
- b. Recording Secretary and Corresponding Secretary can serve in the same office for more than two terms.

Section 5. Duties and Responsibilities

a. The Chairperson shall preside at all Advisory board meetings, develop a monthly agenda, and generally be responsible for directing and coordinating the affairs of the Advisory Board. The Chairperson of the Advisory Board or his/her designee shall represent the Advisory Board at appropriate meetings such as School Committee meetings. He/she shall represent the Advisory Board before the public either personally or through an appointed delegate. Such designees and/or appointments shall be subject to approval by the full body or if time does not permit, by the officers.

b. The Vice-Chairperson shall assume all of the duties of the Chairperson in his/her absence and shall work closely with all sub-committees. At the beginning of each school year, the Vice-Chairperson or his/her designee shall conduct an informational training session for all new Cranston Educational Advisory Board Delegates and their Alternates. The Vice-Chairperson shall maintain an attendance record at all meetings of all delegates and is responsible for Article III, Section 4.

c. The Recording Secretary shall keep accurate minutes of all Advisory Board meetings and shall keep a record of all minutes on file. The Recording Secretary is responsible for sending the monthly minutes to delegates, and the agenda to all delegates and alternates, the School Committee Chairperson, the Superintendent, and Principals of each school, and for sending notice of all special meetings.

d. The Corresponding Secretary shall be responsible for written correspondence as directed by the Advisory Board. The Corresponding Secretary shall take the minutes in the absence of the Recording Secretary. In order to have delegates ready to attend the Advisory Board October meeting, the Corresponding Secretary shall contact in writing the parent teacher group and Principal of each school and the head of each group named in Article III. Section I, b through f, to advise them of the need to select a delegate and alternate and submit these names to the Advisory Board by the end of the school year.

e. The Treasurer shall have custody of all funds, which shall be kept on deposit in an NCUA or FDIC institution. The Treasurer shall keep accurate receipts of all expenditures. He/she will make disbursements with the approval of the Advisory Board and provide a monthly Treasurer's report. All expenditures of CEAB funds will be directly related to CEAB expenses.

Section 6. Removals

Any officers of the Advisory Board shall be removed by a majority vote of the delegates whenever it is the judgment of the Advisory Board that the best interest of the Advisory Board would be served thereby.

Section 7. Vacancies

A vacancy in any office shall be elected by the Advisory Board from the existing membership for the unexpired portion of the term at the next regular meeting.

ARTICLE V: MEETINGS

Section 1. Regular monthly meetings shall be held from October to June during the evening on the first Monday of the month. In the cases when the regular meeting date is in conflict with a major holiday, a School Committee meeting or is canceled due to snow, the meeting shall take place on the following Tuesday evening. All meetings shall be held at a central location convenient to all delegates and shall be handicapped accessible.

Section 2. An orientation meeting will be held prior to the October meeting.

Section 3. Special meetings shall be called within one week by the Chairperson at the written request of six delegates.

Section 4. A quorum of ten of the voting membership shall be present to constitute an official meeting.

Section 5. A meeting of the officers and, if possible, the administration shall be in September.

ARTICLE VI: PROCEDURES

Section 1. Meetings shall be open to the public. Any person who wishes to express his/her opinion shall do so through his/her delegate; any non-delegate wishing to address the Advisory Board must send written notice to the Chairperson at least five days prior to that meeting.

Section 2. The rules of parliamentary practice as described in Robert's Rules of Order shall govern the proceedings of this Advisory Board, provided that they do not conflict with the intent of the by-laws or any city or school regulations.

ARTICLE VII. AMENDMENTS

Section 1. By-Laws changes or suggested amendments to or revisions of existing by-laws shall be provided in writing to all members of the Advisory Board prior to any scheduled meeting that follows the conventions as set forth in Article V, Section 1, Meetings. The amendments or revisions shall be read at two successive meetings and after the second reading, a vote will be taken. Action shall be by a majority vote of those present and eligible to vote as stated in Article III. Section 3, Voting.

Section 2. Policy changes or suggested amendments to or revisions of existing policies shall be approved by a majority vote of the members eligible to vote as stated in Article III, Section 3, Voting, and present at the meetings when revision and amendments are proposed.

Revised and amended November 2009.