

Joyce Kilmer K-8 School Family Council Bylaws

(Approved: November 1, 2023)

Article I: Name of Organization and Establishment of Bylaws

The name of this self-governed organization shall be the Joyce Kilmer K-8 School Family Council also known as Kilmer Friends & Family or KFF. By a qualifying vote of the Joyce Kilmer K-8 School Family Council under its prior governing Bylaws, these Bylaws have been adopted as the official governing charter of The Joyce Kilmer K-8 School Family Council, superseding and replacing the prior Bylaws, and shall be known as the Joyce Kilmer K-8 School Family Council Bylaws ("Bylaws"). 9

Article II: Role of the Family Council

The overall role of The Joyce Kilmer K-8 School Family Council is to (1) advocate for Kilmer students and ensure that parents are informed of and engaged in student learning and school improvement; (2) coordinate school-wide activities and events to enrich and support educational activities and community engagement; (3) coordinate and conduct fundraising activities to enhance the educational opportunities for Kilmer students that are not otherwise provided in the school budget. The Joyce Kilmer K-8 School ("Kilmer") operates at two locations known as the Lower School (located on Baker Street) and the Upper School (located on Russet Road), both in West Roxbury, MA.

Fundraising activities are undertaken under the fiscal agency of Friends of the Kilmer, a dedicated 501(c)3 non-profit organization, whose mission is to provide funding to support programs, equipment, and learning experiences for Kilmer students. Friends of the Kilmer and the Joyce Kilmer K-8 School Family Council will function as a single organization under the name "Kilmer Friends & Family" or "KFF".

Article III: Purpose and Responsibilities

Effective School Family Councils contribute to a supportive school learning community where school, staff, and families partner to support the educational development of children.

Kilmer Friends and Family is responsible for:

1. collaborating with school staff to create a welcoming school climate for all students and families;
2. providing a platform for families to express concerns;

3. encouraging and coordinating active parent involvement in school activities;
4. raising funds for activities and programs to enhance the educational and social experience of Kilmer students;
5. informing families of activities, programs, and resources in the community to benefit Kilmer students;
6. partnering with and supporting the Kilmer faculty, staff, and students;
7. sponsoring and contributing to initiatives and events that benefit all Kilmer students;
8. fostering open communication among families, school leaders, faculty, and staff.

Article IV: Membership

Membership is automatic for any parent or guardian with a child enrolled in and attending the Joyce Kilmer K-8 School.

Article V: Executive Committee: Officers, Terms, and Duties

The role of the Executive Committee is to (1) provide leadership and to organize the work of the KFF; (2) maintain ongoing communication with all parents to ensure that they feel connected to what is happening at school; (3) maintain ongoing communication and a collaborative working relationship with the Principal, teachers, school staff, and community partners; (4) create an inclusive environment on the KFF and in the school community as a whole that welcomes the active participation of all parents.

Section 1. KFF Officers and Executive Committee

Title	Function	Number, Term
Officers		
Co-Chair	Schedule, plan, and facilitate KFF meetings and Officers planning meetings, maintain 2-way communication with the Principal and SSC Parent Co-chair, Attend KFF and Officers planning meetings	2 representing both campuses whenever possible, serve staggered 2-year terms
Community Engagement Co-Chair	Social media and community engagement, parent outreach, coordinate volunteers and room parents, Attend KFF and Officers planning meetings	1, serves 2-year term, staggered with the Fundraising Co-Chair
Fundraising Co-Chair	Coordinating fundraising efforts, including events, community outreach, and grant writing. Attend KFF and Officers planning meetings.	1, serves 2-year term, staggered with the Community Engagement Co-Chair

Treasurer	Maintain clear and accurate financial records for the KFF, collect and disburse funds, Provide reports to membership, Attend KFF and Officers planning meetings	2, serve staggered 2-year terms
Secretary	Share meeting agendas and notes with membership, maintain bylaws, website content updates, Attend KFF and Officers planning meetings	2, serve staggered 2-year terms
Other Executive Committee Members		
Citywide Parent Council Rep	Participate in City-wide Parent Council meetings and provide reports to membership, Attend CPC and KFF meetings	1, serves 1-year term
Special Education Parent Advisory Council Rep	Participate in city-wide SPEDPAC meetings and provide reports to membership, Attend SPEDPAC and KFF meetings	1 parent or guardian of a special education student, serves 1-year term
District English Learners Advisory Committee Rep	Participate in city-wide DELAC meetings and provide reports to membership, Attend DELAC and KFF meetings	1 parent or guardian of an english learner student, serves 1-year term
School Site Council Representatives	Represent the parent community as a member of the School Site Council, participate in school-based decision making, facilitate communication between KFF and SSC, Attend SSC meetings and rotate attendance with other parent SSC representatives at KFF meetings	7 voting, 2 alternate, serve 2-year staggered terms

Section 2. KFF Officer Terms and Elections

KFF Officers (Co-chairs, Treasurers, and Secretaries) serve staggered two (2) year terms (typically, four Officers are newly elected each year). Officers serve their respective terms ending on June 30th, following the elections held at the June KFF meeting or, in the absence of a newly elected Officer, until successor(s) are elected at a subsequent meeting of the KFF. In an effort to promote and encourage shared leadership in the KFF among Kilmer parents, it is recommended that Officers and School Site Council Representatives should not serve consecutive terms in the same position without cycling off for at least one school year whenever possible. Parents should endeavor to elect

Executive Committee members who are representative of the racial and ethnic diversity of the Kilmer student body, and who also represent other populations at the Kilmer, including special education and English learner families. KFF Officers should represent both school campuses whenever possible. Co-chairs should also have been a parent or guardian in the Kilmer school for a minimum of one year.

Section 3. School Site Council Representatives

The School Site Council ("SSC") is a committee of parents and staff that serves as the governing body of the school. The number of parents elected to the SSC shall equal the number of professional educators, including the Principal elected to the SSC. The BTU/BPS collective bargaining agreement details the composition and size of the SSC. If the number of BTU bargaining committee members on the Kilmer SSC changes, the number of Parent SSC members will also change to maintain parity.

SSC Representatives are elected by the KFF membership and are encouraged to attend all scheduled KFF meetings or rotate attendance. Parents should endeavor to elect SSC Representatives from the upper and lower schools who are representative of the racial and ethnic diversity of the Kilmer student body, and who also represent other populations at the Kilmer, including special education and english learner families. In order to provide cohesion between KFF and SSC, KFF Officers are eligible to be members of the SSC.

SSC bylaws address the governance of SSC membership in detail - elections, attendance, vacancy, removal, etc.

Section 4. KFF Sub-committees

Sub-committees shall be created as needed. The KFF Co-Chairs may appoint members and chairs to these committees. It is expected that persons who hold these special KFF positions will attend KFF meetings and communicate regularly with KFF Officers. Any conflict or issues impacting the performance of these sub-committees must be communicated to the KFF Officers for resolution.

KFF subcommittees could include but are not limited to: classroom representatives, community engagement, events, general fundraising and targeted fundraising.

Section 5. 501(c)3 Board Membership

Friends of the Kilmer Board Officers (President, Treasurer, Secretary) will be elected from among KFF Officers. The Friends of the Kilmer Board may include other at-large members from the Kilmer Community or the public. Friends of the Kilmer Bylaws address the timing and procedure for Board Member elections.

Article VI: Elections and Recalls

Section 1. Elections

SSC Bylaws address the timing and procedure for SSC Representative elections.

KFF Officer and city-wide representative elections shall be the first order of business during the June meeting. Elections shall be decided by a simple majority vote of the membership, subject to the presence of a Quorum. A Quorum is defined as the presence of six (6) KFF members of which at least two (2) KFF Officers and two (2) KFF members not currently serving as Officers need to be present. Following the election, new Officers and SSC Representatives shall take office. In the event a position is unfilled following the June election, the current occupant of the position remains in place until an election can be held at the next KFF meeting. If that position remains unfilled, it may remain vacant until the next elections cycle.

Upcoming elections shall be previewed at the May KFF meeting with a description of open positions. Any KFF member who does not work at the Kilmer may be nominated for a position on the Executive Committee. However, only one member of a family may be elected to the Executive Committee. A nomination form, describing the positions and terms, will be sent to all Kilmer families after the May meeting and at least one week prior to the June meeting. The Principal should also mention the upcoming election and the opportunity to participate in their newsletter/emails leading up to the meetings in which elections are held.

Prior to the vote, the roles and responsibilities will be described and candidates will have one minute to introduce themselves. Candidates must be present at the KFF meetings at which elections are held. Only KFF members present for the election may vote for those nominated. Each family is entitled to one vote for each position. Elections may be by secret ballot or majority vote and should be facilitated by someone who is not continuing or seeking an Executive Committee position, such as an outgoing Executive Committee member, or regular KFF member.

The names of all Executive Committee members will be published in the first school newsletter/Principal email following the elections. The Principal will inform the school district of election results as required.

Section 2. Recalls and Removal of Officers and SSC Representatives

Executive Committee members can be removed from their elected position for failure to carry out the outlined responsibilities detailed above. It should be noted, however, that removal from office should be considered a solution of last resort when other options

have been exhausted or have failed. To request a vote to remove an Executive Committee member from a position, a formal proposal must be submitted in writing to the Executive Committee stating the reason for the request and signed by at least five (5) members of the KFF who have attended at least 50% of the KFF meetings held to date that school year (the "Recall Proposal"). The Executive Committee shall then be required to distribute the Recall Proposal to the entire KFF membership stating the reason for the removal at least two (2) weeks prior to the next KFF general meeting. Only one signature per household will be permitted on the Recall Proposal.

A vote to remove an Executive Committee member will take place at the first KFF meeting following the notification of the entire KFF membership. Prior to voting to remove the Executive Committee member, the KFF members initiating the recall vote will be given 2 minutes to present their reasons. The Executive Committee member in question will then be permitted the opportunity to make a 2-minute statement in response. Finally, any of the other members of KFF present at the meeting will be permitted to make 1-minute remarks as to why they believe that the Executive Committee member should or should not be removed from office. Once all members who wish to do so have made their statements, a vote to remove will take place according to the same voting guidelines detailed in Article VI, Section 1 of the Bylaws. In the event of a tie, the Executive Committee member will not be removed from their elected position.

If the Executive Committee member is removed from their elected position, the removal will be effective immediately, and the KFF may vote to fill the vacant position following the election procedures in Article VI, Section 1 of the Bylaws. In the case of a SSC Representative being removed, the vacancy may be filled by an Alternate. Newly elected Executive Committee members will serve out the terms of the member who was removed.

If the Executive Committee member is not removed from their elected position, there will be a moratorium on voting for the removal of the same Executive Committee member for the remainder of the school year, except in a situation in which the Executive Committee member fails to attend three consecutive meetings required of their position.

Executive Committee members who wish to resign should do so in writing to the KFF Co-Chairs and, if SSC Representatives, the SSC Co-Chairs.

In the instance that a vacancy occurs when an Executive Committee member is unable to fulfill the remaining year(s) of their term, an election may be held by the KFF to fill the remainder of the term (i.e. one or two years), to maintain the staggering member terms.

Article VII: Meetings

The regular monthly meetings of the organization shall be held on a regular schedule as determined by the Co-Chairs and voted on at a meeting of the KFF. Special meetings may be called, as needed, by the KFF Officers.

Notice of all meeting dates and elections shall be sent to the school population and posted publicly. Agendas and meeting location/link will be sent to the KFF membership and posted publicly 48 hours in advance of the meeting.

Commitment of financial resources <\$1,000 requires a simple majority vote of the KFF Officers. However a commitment of a sum greater than \$1,000, requires a simple majority of present members at a scheduled KFF meeting, and a commitment of a sum greater than \$5,000, requires the presence of a Quorum as defined in Article VI, Section 1. Any commitments made by vote of the Officers will be reported at the following scheduled KFF meeting.

The KFF Officers will meet as needed throughout the school year and for at least one meeting prior to the start of school to plan for the transition into the new school year. It is expected that Officers will attend most KFF Officers planning meetings and KFF meetings. Officers planning meetings will focus on setting KFF meeting agendas, communicating with general memberships, and addressing questions of governance.

Agendas and minutes of all Joyce Kilmer School Family Council meetings shall be recorded and available on the school website.

Article VIII: Nonpartisan Policy

The KFF is a nonpartisan body, and as such does not engage in any partisan activity. A Partisan Activity means affiliating with any political party or supporting candidates for political office. While members of the KFF may support Partisan Activities as individuals, they may not utilize the names of The Joyce Kilmer K-8 School, The Kilmer School Site Council (SSC), The Joyce Kilmer K-8 School Family Council, also known as Kilmer Friends & Family, or any KFF-affiliated committees or subcommittees for Partisan Activities of any kind. Nothing in this Article shall be construed to limit the ability of parents or students as individuals to advocate for the needs of The Joyce Kilmer K-8 School.

Article IX: Amendments

These Bylaws may be amended by a majority vote subject to the presence of a quorum, provided that two weeks before the proposed changes are to be voted on, a draft of the amended bylaws and a discussion of the proposed changes will be shared with the entire KFF membership. A Quorum, as defined in Article VI, Section 1, must be present to change the Joyce Kilmer K-8 School Family Council Bylaws or a vote taken to retire and replace them.

Article X: Norms

Norms to govern KFF meetings:

- We will assume best intentions while keeping kids at the center
- We will treat each other with respect and actively listen to each other
- We will be attentive and seek to understand, especially when differences surface
- We will speak with direct honesty, candor and empathy
- We will keep conversation focused and on topic
- We will speak one at a time, and will not interrupt or engage in side conversations
- We will check our assumptions by asking questions, instead of getting frustrated
- If we disagree with a recommendation, we will explain why and offer an alternative
- We will embrace outcomes as a unified team