

# **Segue Institute for Learning**

## **By-Laws of the Family Engagement Committee**



### **Article I: Name**

The name of this organization shall be called Segue Family Engagement Committee. For publicity purposes, it may hereby be referred to as Segue IFL FEC.

### **Article II: Vision**

Our goal is to have 100% of our family and students participate in the activities and services provided by the FEC. We believe in involving the families within the school community in order to support the success of all students during the school years and beyond.

### **Article III: Mission**

To enhance the academic and social experience of students and staff by keeping open lines of communication between FEC and Teachers.

### **Article IV: Membership and Dues**

The membership shall consist of any Segue IFL parent, guardian, community member, teacher, student and administrator who are interested in supporting the activities and upholding the mission of the organization. Interested persons are welcome to participate in the general monthly meetings. There are no membership fees or dues. We accept donations as sponsorships at any level.

### **Article V: Meetings**

General Membership meetings will be scheduled at the discretion of the Executive Board. Board Meetings are open to all interested parties, and will be held at a time determined by the current board each year, in conjunction with school administration. The Segue IFL FEC calendar shall follow the same time frame as Segue IFL school calendar. The President or the Executive Board may call special meetings as necessary.

### **Article VI: Officers/Executive Board**

The elected officers of this organization shall be President, Vice President, Secretary I, Secretary II, Treasurer, Advisor and Committee Voice. The Executive Board shall consist of these elected officers. There shall also be a sub-committee which will consist of, a Database Keeper, Family Resource Room Coordinators (Food Pantry, Household items & Clothing, etc.), Student Voice, and Fundraising Committee. These members will:

- a) Plan activities for Segue IFL families.
- b) Identify resources to support Family Engagement.
- c) Offer ideas/advice for promoting the FEC and its work to parents of Segue.
- d) Encourage participation among FEC group.
- e) Be responsible to set up a family engagement table at every meeting/event when possible.
- f) Contact community agencies, companies or any other business in our community. The resources are very broad; we can go from getting donations to providing any resources that families can benefit from.

## **Article VII: Duties of the Officers**

### **A: PRESIDENT:**

The President shall preside at all meetings of the Segue IFL FEC. He/She shall, with the approval of the Executive Board oversee all committees and work closely with the Vice President. The President will prepare a monthly agenda for the Segue IFL FEC Meetings.

Note: This position will be offered to returning families after their first year of experience.

### **B: VICE PRESIDENT:**

He/She is first in line of succession to the office of President, both in temporary and permanent standing. He/She shall run any meeting that the president is unable to attend. The Vice President is responsible for overseeing the Segue IFL FEC fundraising committee in conjunction with the treasurer and the rest of the committee.

### **C: SECRETARY I:**

He/She shall keep an accurate record of the proceedings of all Segue IFL FEC meetings and keep a binder updated on a regular basis. This binder shall be located at the school. The minutes taken at each meeting should be e-mail to the Segue IFL FEC President and Coordinator in a timely manner. He/She shall work closely with Secretary II. He/She shall be prepared to refer to the minutes of the previous meetings at any time. (This person will be in charge of taking notes at every meeting and type them within two days, then send it to the current president and the Family Engagement Coordinator for a quick revision. The President and the Family Engagement Coordinator will review and return it on the same day that is received so the Secretary I could send it to the Secretary II to translate them).

### **D: SECRETARY II:**

He/she (preferably bilingual) shall conduct all necessary correspondence of the Segue IFL FEC and any other notices requested by the President. Once received the minutes typed this person

will make every effort to translate them within two days. Once completed will e-mail it to the current committee president, vice president and the Family Engagement Coordinator for final editions, then he/she will share them with the FEC team members via e-mail. This person/s will be the one who takes all questions, ideas and comments from parents. This person shall relate the information back to the FEC and School Administration to address individual comments and/or ideas. This person shall print a copy of the final revision of the minutes and keep in a binder that will be located at the school.

#### E: TREASURER:

He/She shall receive, deposit and pay out all money, subject to the order of the Segue FEC Board with the approval of the Segue IFL business manager. He/She shall keep an accurate account of all monies received and expended and shall render a report, in writing and orally when necessary. He/She shall submit a yearly budget at the first meeting of the School Year. He/She shall close the books on the last day of June. He/She shall work closely with the Segue IFL Business Manager to conduct all fiscal responsibilities relative to the school. To create a table of budgets that will handle the treasure to any monetary matter that will need.

#### F: DATABASE KEEPER COORDINATOR

This person will need to come to the school once a week to enter volunteer data on the computer. This person will keep track of the family participation hours and reach out to the families to notify them of their participation hours. This person will be supervised by the FEC Coordinator.

#### G: RESOURCE ROOM COORDINATOR(S) AND ASSISTANT

The person(s) will be in charge of keeping the resource room organized. They should have the resource room available to families at least once a week. They also need to keep inventory so we may reach out for more items as needed. The Resource Administrator and Assistant will also assist in any and all yard sales. This person will be supervised by the FEC President.

#### H: STUDENT VOICE

This student will share with all students and/or FEC board members any suggestions/concerns/questions. They will be given adequate time on the intercom in school to share information with students if needed. They will also mandate a suggestion/concern/question box for students (will be provided by the FEC). He/ She will need to check the box at least two days prior to FEC meetings and share it with the FEC board members at the meetings. The student voice election will be based upon the Segue IFL academic expectations. This person (s) will be consulting with the teacher responsible (Mr. Montoya) to manage the same set of goals and also share all of the student information

## **Article VIII: Election of Officers**

A: Each elected officer must be a member of the Segue IFL during his or her year in office.

B: Nominations shall be made and voted upon at the late spring meeting by those in attendance. Notice of this election shall be published on the Segue IFL website/Social Media and/or FEC newsletter prior to the late spring meeting.

C: The approved slate of officers shall be presented at the Back-To-School Event the following school year.

D: Any vacancy that occurs during the school year shall be filled by presidential appointment with the approval of the Executive Board.

E: Officers shall be eligible to the same office for as many years as elected and approved by the general membership.

F: The officers-elect shall assume their duties from election time to attend the last two FEC meetings to have a smooth transition into the following school year and assume duties by July 1<sup>st</sup> of the following school yr. and should prepare calendar events & meetings (fundraisers, workshops, events, etc.).

## **Article IX: Executive Board**

A: The Executive Board shall consist of the President, Vice President, Secretary I, Secretary II and Treasurer.

B: The President may call special meetings of the Executive Board; there must be at least three (3) members present.

C: Phone or electronic-mail votes may be required in special circumstances and are acceptable. Phone or electronic-mail votes require at least Fifty Percent (50%) approval by the Executive Board.

D: Shall oversee all FEC fundraisers.

## **Article X: Committees**

A: Shall be created by the President, with the approval of the Executive Board, as may be required to carry on the mission of the Segue IFL FEC. The committee and their representatives are subject to change each school year.

B: The Chairperson of each committee shall report to the President.

C: The term of office for Committee Chairperson/s shall be one (1) year or until their successor/s are appointed. There is no term limit as long as approved by the Executive Board.

## **Article XI: Disbursements**

The treasurer shall receive, deposit and payout all money, subject to the order of the Segue IFL FEC Board. He/She shall keep an accurate account of all money received/ expended and shall render a report in writing and orally at meetings as necessary. He/She shall close the books on the last day of June. The treasurer may not authorize the payment of bills, but shall obtain one signatory between either the President or the Segue IFL Business Manager for any activities. The treasurer shall work closely with the Segue Business Manager to conduct all fiscal responsibilities relative to the school.

## **Article XII: Amendments**

These By-Laws may be amended at any regular general membership meeting of the Segue IFL FEC by a majority vote of active members.

## **Article XIII: Parliamentary Authority**

Standard parliamentary procedure shall be used as a format for all official meetings. Please note the following:

A: When a quorum is present, a simple majority vote is sufficient for the adoption of any motion. This needs to be recorded into the minutes of the meeting by the secretary.

B: In the case of a tie vote, the President may vote to break the tie.

C: The President may vote with the minority in order to produce a tie and thus causing the motion to fail.

D: While it is the duty of every member present to cast a vote, he/she cannot be compelled to do so. He/She may abstain from voting though he/she understands the effect is the same as voting with the majority.

E: The parliamentary authority for Segue FEC will be the "Robert's Rules of Order."

## **Article XIV: Dissolution**

If ever the Segue IFL FEC should dissolve, all assets are to be donated to the Segue Institute for learning to be used for educational purposes. However, if the Segue Institute for Learning should dissolve or it is no longer a qualified recipient, then all assets of Segue IFL FEC shall be donated to a fund, foundation or corporation organized and operated exclusively specified in Section 501(c) (3) of the Internal Revenue Code. The property of the Segue IFL FEC is irrevocably dedicated to charitable purposes and no part of the income or assets of this organization shall not benefit any director, officer or member thereof or to the benefit of any private person.