

**By-Laws for the Parents Association of
St. John's Episcopal School**

Revised: July 2011

ARTICLE I – Name:

Sec. 1. The name of this organization shall be the Parents Association of St. John's Episcopal School.

ARTICLE II – Purpose:

Sec. 1. The purpose of this organization shall be to support and advance the mission of St. John's Episcopal School to benefit the students and teachers. The Parents Association will work in close conjunction with the Head of School, the Rector of the Church, the School Administration and the Board of Trustees to ensure a close working relationship to further fosters the growth of our students. Specifically, the Parents Association shall engage in such fund-raising and other community building activities as approved by the Head of School and may provide such volunteer assistance to the school as requested.

ARTICLE III – General Membership and Dues:

Sec. 1. All parents or guardians of children enrolled at St. John's Episcopal School shall be eligible for General Membership and shall become a General Member upon the payment of the Parents Association dues set forth below. Faculty and staff shall be honorary General Members and will not be required to pay Parents Association dues.

Sec. 2. The dues for membership shall be set annually by the Parents Association Executive Committee and shall be payable at or before the first fall meeting.

ARTICLE IV – Meetings:

Sec. 1. All Parents Association Council meetings shall be held at such time and place as the Executive Committee may determine. There shall be a final meeting of the year. The General Members of the organization shall be advised by written notice of the time and place of all meetings at least one week prior to the meeting.

Sec. 2. A quorum at any Annual Meeting shall be twenty-five percent (25%) of the General Members on the rolls of the organization present in person or by written proxy. A quorum of the Parents Association Council shall be twenty-five percent (25%) of the Parents Association Council Members present in person or by proxy.

ARTICLE V –Parents Association Council Officers of the Executive Committee (PAEC):

Sec. 1. The Parents Association Council of St. John's shall have the following officers: President, President-Elect, Secretary, Treasurer, Parliamentarian, Communications, VP Community, VP Fundraising, and VP Volunteers. These officers will make up the Parents Association Executive Committee.

Sec. 2. Qualifications of Executive Committee: This committee may be selected from parents or guardians of students of St. John's Episcopal School who are in good standing of St. John's Episcopal School Parents Association.

Sec. 3. Annual Election of the Officers: The potential slate of the Officers of the Parents Association shall be nominated by the Nominations Committee and approved by the Parents Association Council. The consent of any candidate shall have been obtained before nomination. This slate of the Officers shall be presented in writing to all General Members of the Parents Association Council and the general membership at least one week prior to election and approval of the slate. The approved slate will be officially announced by voice at the Annual Meeting. Newly elected officers will assume their official duties of office at the close of that school year. No officer shall serve more than two (2) consecutive terms in the same office.

Sec. 4. Advisory Board: The Advisory Board shall be composed of former Parents Association Council Presidents. They will work to serve the current Parents Association President and Council as a resource of historical and institutional knowledge. The Advisory Board will function as a Special Ad Hoc Committee of the Parents Association determined by the President of the Parents Association.

Sec. 5. Duties of Executive Committee:

President: The President shall preside at all regular and special meetings of the organization and its Executive Committee, and shall be an ex-officio non-voting member of all committees. The President shall also be an ex-officio non-voting member of the Board of Trustees and shall begin attending Board of Trustee meetings in June. The President will help set and carry out the goals determined by the PA Executive Committee and in close conjunction with the Head of School and the Director of Advancement for the Parents Association within that school year.

President-Elect: The President Elect shall preside in the absence of the President and shall assume such other duties as the President may direct. The President Elect shall be the President for the next school year. The President Elect, in conjunction with the Executive Committee and the Head of School and in close communication with the Slated Standing Committees Chairs shall determine goals, budgeting, scheduling and volunteer needs for the Parents Association next year.

VP Community: The VP of Community shall assist the President in overseeing all of the PA Community Events and initiatives for the year. The VP Community will work to enhance the PA efforts with new families throughout the year and will help to coordinate a PA "community service" initiative for the year. The VP Community will assist with any additional community events that may be held throughout the school year.

VP Fundraising: The VP of Fundraising will assist the President in overseeing all of the PA Fundraising Events for the year. Specifically the VP of Fundraising will serve as the PA liaison with the Advancement Director of the school and help coordinate fundraising requests and reporting. The VP of Fundraising will be a member of any underwriting committee of the PA Council events during the year. The VP of Fundraising shall serve on the Advancement Committee of the Board of Trustees and the Disbursement Committee of the PA Council.

VP Volunteers: The VP of Volunteers will assist the President in overseeing the volunteer efforts of the PA Council. The VP of Volunteers will help secure grade level volunteer coordinators and advisory/homeroom coordinator positions. The VP of Volunteers will oversee upcoming volunteer opportunities for parents with the PA Enrollment Coordinator and assist with revision and implementation of the online enrollment process for the PA Council. The VP of Volunteers will assist with the creation and review of the information sent to parents through the homeroom/advisory coordinators and assist event chairs with volunteers as needed.

Secretary: The Secretary shall attend all Parents Association Council meetings, including but not limited to any Executive Committee meetings and record the minutes at said meeting. The Secretary is responsible for providing the minutes of the meetings.

Treasurer: The Treasurer shall be unbonded and shall have custody of the funds. The Treasurer shall keep full and accurate accounts of receipts and disbursements and shall deposit all moneys and valuable effects in such depositories as may be designated by the Parents Association Council. The Treasurer shall disburse the funds as may be ordered by the Parents Association Council and shall render to the President and the Parents Association Council, when they so require, an account of the transactions. An account of the financial condition of the organization shall be sent to Head of School at year-end. Fund records will be audited along with the school fund records.

Assistant Treasurer: The Assistant Treasurer shall be unbonded and shall assume such duties as the Treasurer may direct. The Assistant Treasurer shall be the Treasurer for the next school year. The Assistant Treasurer may attend all Executive Committee Meetings as an ex-officio non-voting member. The Assistant Treasurer will serve as the Treasurer for the spring fundraising event of the PA Council.

Parliamentarian: The Parliamentarian shall advise the President of the Parents Association Council and any committee chair on parliamentary procedure. The Parliamentarian shall also chair the Nominating Committee for the next school year.

PA Advisor: The PA Advisor shall be the outgoing President of the Parents Association Council. This person will provide history, knowledge and experience to the Executive Committee. The PA Advisor will serve as an ex-officio, non-voting member of the Parents Association Executive Committee.

Sec. 6. Vacancies: The Parents Association Council may nominate and elect a General Member to fill any Executive Committee or Parents Association Council vacancy that may occur.

ARTICLE VI – Parents Association Council (PAC):

Sec. 1. Parents Association Council: The Parents Association Council of this organization shall consist of the Executive Committee and the Chairmen of all Standing and Special Committees. The Head of School, the Rector of the Church shall be ex-officio, non-voting members of the PAC. On urgent matters that may arise during the interim between PAC meetings, the PAC shall have the power and authorization to handle any and all matters pertaining to the Parents Association. Meetings of the PAC can be called at the President's request or at the request of another member of the PAC provided that two (2) days notice is given.

Sec. 2. Standing Committees: In addition to the Executive Committee, this organization shall have Standing Committees that will enable the goals and work of the Parents Association to be done. The Nominating Committee (Article VI. Sec 3.) shall present a slate of candidates for Standing Committee Chairmen at a meeting of the Parents Association Council prior to the Annual Meeting. The consent of any candidate shall have been obtained before nomination. Upon approval by the Parents Association Council, the slate shall be presented at the Annual Meeting. Each Standing Committee Chairman may appoint sub-committees if necessary. These Committees may include but are not limited to the following:

- Fall Carnival / Festival
- Spring Fundraiser
- Book Fair
- Uniform Resale
- Wishing Well
- Spirit
- Programs
- New Families
- Sunshine
- Teacher Appreciation
- Parish Liaison
- PA Enrollment
- Archivist
- Special & Year-End Events
- Games Day
- Lunchroom
- Carpool

Sec. 3. Nominating Committee: The Nominating Committee shall be composed of five (5) members of the Parents Association with two (2) members from the Parents Association Council and three (3) members from the General Membership, and shall be appointed by the VP Elect and the Parliamentarian. The (2) Parents Association Council members shall be the Parliamentarian (as Chair of this Committee) and the President Elect. The Nominating Committee shall present a slate of Officers of the Executive Committee and Chairs of the Standing Committees at a meeting of the Parents Association Council prior to the Annual Meeting. The consent of any candidate shall have been obtained before nomination. The Parents Association Council will vote on the recommendation. A quorum of twenty-five percent (25%) of the Parents Association Council is required. Upon approval by the Parents Association, the slate shall be presented at the Annual Meeting.

Sec. 4. Disbursement Committee: The Disbursement Committee will consist of five members of the Parents Association Council – the President-Elect; the VP of Community, the VP of Fundraising, and two members from the General Membership to be appointed by the president (one representative of the Lower School and one of the Middle School) and the Chair of the Spring Fundraiser and Fall Carnival. The President and the Treasurer shall serve as an ex-officio member. It shall be the duty of the Committee to review the recommendations of the Head of the School, the Advancement Director and Parish and the goals set forth by the Parents Association Executive Committee and bring to the Parents Association Council a recommendation for allocating net proceeds from the PA fundraising activities. The Parents Association Council will vote on the recommended disbursements. A quorum of twenty-five percent (25%) of the Executive Committee is required. Approval by a two-thirds majority of members present is required.

Sec. 5. Ad Hoc Committees: The Parents Association Council may establish Ad Hoc Committees as necessary. Each Ad Hoc Committee shall consist of one or more persons appointed by the President, and such committees shall exist for the period necessary to fulfill the purpose of their establishment.

Sec. 7. Attendance at Meetings: All members of the Executive Committee and the Parents Association Council should attend all Parents Association Council meetings and the Annual Meeting.

ARTICLE VII – Parliamentary Authority:

Sec. 1. The rules in the latest edition of the *Robert's' Rules of Order, Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rule of order the organization may adopt.

ARTICLE VIII – Amendment Procedure:

Sec. 1. Upon recommendation by the Executive Committee, these by-laws may be amended at the Annual Meeting by a two-thirds majority of the General Members present by a voice vote, provided that ten (10) days advance notice of such changes and of said meeting has been

given to the General Membership and the amendment has prior approval of the Board of Trustees. In lieu of a voice vote at the Annual Meeting, by-laws may be amended by written ballot sent to the General Membership and returned to the Executive Committee within ten (10) days. A two-thirds majority of those ballots returned shall be required to pass such an amendment. A quorum of twenty-five percent (25%) of the General Members on the rolls of this organization shall be required.