

Revised March 2021

# ST. ANDREW'S PARENTS' CLUB (PC) CONSTITUTION & BY-LAWS

## Part 1: The Parents' Club Constitution

### **ARTICLE I: Name**

The name of this organization shall be known as THE PARENTS' CLUB OF ST. ANDREW'S EPISCOPAL SCHOOL, also referred to as Parents' Club.

### **ARTICLE II: Mission & Directives**

The mission of Parents' Club is:

- to promote the welfare of St. Andrew's students, faculty, and staff by fostering a closer relationship between the home, the school, and the community in consideration of physical, mental, moral and spiritual development.
- to facilitate interest, understanding and active participation among our parents in the School's purposes and programs and provide opportunities for parents to get to know each other and to be informed about their child's school,
- to aid in the development and expansion of the School's facilities through fundraising activities, which are optional, and to support quality education and athletic opportunities for all students and contribute to the wellbeing of the school community.

The Parents' Club:

- shall be noncommercial, nonsectarian, and nonpartisan
- does not discriminate on the basis of race, creed, color, gender, religion, sexual-orientation, disability or national origin.
- will not allow the name of the Parents' Club or the names of any members in their official capacities to be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the school.

### **ARTICLE III: Membership**

All parents or guardians of children who attend St. Andrew's are automatically members of the Parents' Club and are encouraged to be active members.

### **ARTICLE IV: Officers**

The officers of this organization shall consist of a President, President-Elect, Vice President, Secretary and Treasurer, who shall be elected by majority of votes cast at a general spring meeting open to all members of the St. Andrew's community. Voting in person, by mail, by email and/or by any other electronic means may be used at the discretion of the Executive Board.

### **ARTICLE V: Executive Board**

The Executive Board shall be composed of all Parents' Club officers, the Past President as an ex-officio member, the Director of Development at SAES as an ex-officio member, and at the discretion of the President, representatives of the Standing Committees.

### **ARTICLE VI: Meetings**

Meetings shall be held at the discretion of the President.

### **ARTICLE VII: Amendments**

The Constitution may be amended by a two-thirds (2/3) vote of all votes cast, providing the proposed amendment has been recommended by the Executive Board and due notice of the proposed amendment to the general membership is given at least fifteen (15) days prior to any action taken. Voting in person, by mail, by email and/or by any other electronic means may be used at the discretion of the Executive Board.

# The Parents' Club By-Laws

## **ARTICLE I: Duties of Officers**

### **Section 1, President**

The President shall be chosen from the members at large and shall be elected for a term of one (1) year. The President shall be chosen a year prior to the year in which he or she is to serve and will serve as President-Elect.

- a) The President will conduct the general meetings of the club
- b) The President will appoint committee chairpersons
- c) The President will be responsible to see that each committee is functioning and carrying out the responsibilities assigned
- d) The President will act as the liaison officer between the Parents' Club and the School Administration. Monthly (at minimum) meetings with the Head of School is expected
- e) The President will be a member of the School Board and present reports on the Parents' Club activities at School Board meetings
- f) The President will attend Executive Board meetings as they take place throughout the year

### **Section 2, President-Elect**

The President-Elect shall be chosen from the members at large and shall be elected for a term of one (1) year, with the understanding that the President-Elect shall become the President for the next academic year.

- a) The President-Elect will attend the School Board meetings as a non-voting ex-officio member
- b) The President-Elect will be in charge of the transition between outgoing and incoming officers
- c) The President-Elect will attend Executive Board meetings as they take place throughout the year

### **Section 3, Vice-President**

The Vice-President shall be chosen from members at large and shall be elected for a term of one (1) year.

- a) The Vice-President shall assume the duties and responsibilities of the President when the President is absent
- b) The Vice-President will be chairperson of and appoint membership to the Room Parents' Committee. He or she will be responsible for their activities and budgets
- c) The Vice-President acts as liaison between the Executive Board and the Room Parents

- d) The Vice-President will attend Executive Board meetings as they take place throughout the year

#### **Section 4, Secretary**

The Secretary shall be chosen from members at large and shall be elected for a term of one (1) year.

- a) The Secretary will keep the minutes of all business meetings
- b) The Secretary will keep a file of the correspondence directed to the club
- c) The Secretary will answer correspondence of the club as directed by the President
- d) The Secretary will be responsible for the ordering of needed supplies with approval of the President
- e) The Secretary will keep records of all published items
- f) The Secretary will attend Executive Board meetings as they take place throughout the year

#### **Section 5, Treasurer**

The Treasurer shall be chosen from members at large and shall be elected for a term of one (1) year.

- a) The Treasurer will collect dues of membership
- b) The Treasurer will keep an electronic record of all club funds and be the custodian thereof
- c) The Treasurer will pay all bills, disburse funds as directed by the Executive Board, present a statement of account at every meeting and present a financial report at the general spring meeting
- d) The Treasurer will supervise the preparation of a budget for submission to the Executive Board for approval
- e) The Treasurer will submit the financial record for audit to such person or firm, as the Executive Board shall direct
- f) The Treasurer will attend Executive Board meetings as they take place throughout the year

#### **Section 6, Members serving for more than one (1) year**

All members of the Executive Board may serve more than one year if a majority of the Executive Board approves such a measure and if such an eventuality is accompanied during extraordinary circumstances, such as during a national emergency, pandemic, or other period of time in which continuity of leadership is needed. Any such candidate would need to receive a majority of the votes cast during the spring meeting in which officers for the next year are elected. No member may serve for more than two (2) consecutive years in the same position without unanimous approval of the Executive Board and the support of the Head of School.

## **ARTICLE II: Committees**

### **Section 1**

Standing or Special Committees may be appointed by the President for regular or special activities, with the exception of the Nominating Committee and its chairperson who will be approved by the Executive Board and will consist of the President, President-Elect, Chairperson(s) of the School's major annual fundraiser(s), and three members at large.

### **Section 2**

The Parents' Club Officers will function as the Ways and Means Committee.

### **Section 3**

Each committee chair shall keep written records and budgets of all activities and will submit these items to the Secretary for archiving.

### **Section 4**

The committee chairs and members of special committees shall serve until their assignments have been completed.

### **Section 5**

The terms of office of standing committee chairs shall be one year or until successors have been appointed, or at the discretion of the Executive Board.

### **Section 6**

The committee chairs shall present plans of work to the Executive Board for approval. No work shall be undertaken without the consent of the Executive Board.

### **Section 7**

The Executive Board has the power to create special committees in order to carry out specific programs and projects.

## **ARTICLE III: Finances**

### **Section 1, Annual Dues**

The annual dues of the Parents' Club of St. Andrew's Episcopal School shall be decided at the general spring meeting and submitted to the Head of School for final approval.

### **Section 2, Transparency**

Any member of the Parents' Club may request information regarding the revenues and expenses of the Parents' Club by contacting the Treasurer.

## **ARTICLE IV: Meetings**

### **Section 1**

The general spring meeting of the Parents' Club shall be held for the election of officers for the following year and for the presentation of Committee reports.

### **Section 2**

Other general meetings may be held at the discretion of the Executive Committee.

## **ARTICLE V: Elections**

### **Section 1**

A Nominating Committee shall be appointed by the Executive Board prior to the general spring meeting and will consist of the President, President-Elect, Chairperson(s) of the School's major annual fundraiser(s), and three members at large.

### **Section 2**

The chairperson of the Nominating Committee shall present the slate of officers for balloting at or before the general spring meeting.

### **Section 3**

The newly elected officers shall assume their respective responsibilities by July 1st.

## **ARTICLE VI: Amendments**

### **Section 1**

The By-Laws may be amended by a two-thirds (2/3) vote of all votes cast, providing the proposed amendment has been recommended by the Executive Board and due notice of the proposed amendment to the general membership is given at least fifteen (15) days prior to any action taken. Voting in person, by mail, by email and/or by any other electronic means may be used, at the discretion of the Executive Board.

## **ARTICLE VII: Officer Removal/Resignation/Replacement**

### **Section 1**

If an Executive Board member is unable or unwilling to perform their duties as specified in Article 1 of the By-Laws, the Executive Board may remove them from their position with a majority vote. No action may be taken without prior counseling and written warning given to the Board member from the President.

### **Section 2**

A Board member may resign from their position by submitting a written resignation to the Parents' Club Executive Board.

**Section 3**

Should an Officer of the Parents' Club not fulfill their term in office, the Executive Board may, by majority vote, appoint another Member as an interim to complete the remainder of the term. This interim position will not affect the Member's ability to run for a full elected term in office.