

**THE PARK SCHOOL PARENTS' ASSOCIATION, INC.
BY-LAWS**

ARTICLE I - NAME

The name of this organization shall be The Park School Parents' Association, Inc., hereinafter referred to as the Association.

ARTICLE II - PURPOSE

The mission of the Association is to foster the partnership among The Park School's home and school communities by serving as a forum to connect these constituencies.

Further, the mission is to support and promote the philosophy of The Park School by providing a vehicle to communicate with, educate, integrate and involve The Park School family.

In order to accomplish this mission, the Parents' Association sees as its priorities the following areas: Communication, Parent Education, Community Interaction, Fundraising and Special Projects.

ARTICLE III - MEMBERSHIP

Each parent of a child currently enrolled in The Park School is a member of the Association, and shall have the right to attend and vote at the General meetings. Support of the Association shall be, in part, through annual dues established by the Board of Directors of the Association.

ARTICLE IV - OFFICERS

Section 1.

Officers:

The Officers of the Association shall be a President, a 1st Vice President, a Vice President(s) for Fundraising and Development, a Vice President(s) for Volunteer Support, a Vice President(s) for Grade Level Support, a Vice President(s) for Programming, a Vice President(s) for New Parent Support, a Vice President(s) for Communications, a Secretary, a Corresponding Secretary, a Treasurer, an Assistant Treasurer, and a Grade Representative Coordinator for each Division.

Section 2.

Duties and Terms of Office of Officers:

The President shall:

1. Be the chief executive officer of the Association;

2. Represent the Association on the Board of Trustees of The Park School;
 3. Serve as the official liaison of the Association with the School Administration;
 4. Preside at all meetings of the Association and its Board;
 5. Appoint chairs of all committees;
 6. Be an ex-officio member of all committees except the Nominating Committee;
 7. Appoint, upon expiration of their predecessors' terms or upon any vacancies, the Members-at-Large;
 8. Invite on an ad hoc basis any person to attend and participate in meetings of the Board on a non-voting basis;
 9. Fill all vacancies in any position hereunder for the remainder of the term thereof; and
 10. Be elected for a term of two years.
- B. The 1st Vice President shall:
1. Work with the President, the Parent Coordinator, and the Board to further the activities of the Association;
 2. Serve as the President of the Board in the event that the President is unavailable;
 3. Become the next President of the Association in the next elected term;
 4. Coordinate special projects of the Board and Association as they are developed;
 5. Attend Board meetings and support Association activities;
 6. Be elected for a term of two years.
- C. The Vice President(s) for Volunteer Support shall:
1. Coordinate volunteer activities of the Association;
 2. Revise, update, circulate, collect and collate the Volunteer data;
 3. Identify and direct volunteers to areas of need;
 4. Work with the committee chairs for the most intensive volunteer efforts, including but not limited to, Book Fair, May Day, and Saturday in the Park;
 5. Liaison with Development Office and Administration to coordinate volunteer activity when there are other large and significant Park events;
 6. Attend Board meetings and support Association activities; and
 7. Be elected for a term of two years.
- D. The Vice President(s) for Grade Level Support shall:
1. Work with the Administration through the Parent Coordinator to identify, develop and execute appropriate programs for parent involvement at each grade level;
 2. Be involved in training and support for Grade Level Representatives;
 3. Coordinate the activities of the divisional Grade Representative Coordinators;
 4. Coordinate the Lower School Host Family Program;
 5. Attend the meetings with Division Principals;
 6. Attend Board meetings and support Association activities; and
 7. Be elected for a term of two years.

- E. The Vice President(s) for Programming shall:
 - 1. Work with the President, the Parent Coordinator, and the Board to develop timely and interesting program topics for the Opening and Closing Meetings;
 - 2. Work with the President, the Parent Coordinator, and the Board to develop topics for the Parent Education series for the school. Speakers should be knowledgeable on topics as they relate to fulfilling the Mission Statement of the Association;
 - 3. Coordinate the work of the Resident Scholar and liaison with the Parent Coordinator and Administration when needed;
 - 4. Attend Board Meetings and support Association activities; and
 - 5. Be elected for a term of two years.

- F. The Vice President(s) for Fundraising and Development shall:
 - 1. Coordinate the activities of the various fundraising events and projects;
 - 2. Work with the Vice President(s) for Volunteer Support to assure placement of interested volunteers on the committees which fund-raise for the Association;
 - 3. Serve as a liaison to the Development Office;
 - 4. Attend Board meetings and support Association activities; and
 - 5. Be elected for a term of two years.

- G. The Vice President(s) for New Parent Support shall:
 - 1. Coordinate the activities for support and integration of new families into the Park School community;
 - 2. Chair the New Parent Committee, and oversee the fall New Parent Event and Orientation;
 - 3. Work with the Chairs of the Saturday in the Park event so that new families are invited and appropriately escorted at this event;
 - 4. Develop the new parent survey and facilitate the new parent support group;
 - 5. Work with the Parent Coordinator to ensure that appropriate materials are developed and available for new families;
 - 6. Attend Board meetings and support Association activities; and
 - 7. Be elected for a term of two years.

- H. The Vice President(s) for Communications shall:
 - 1. Coordinate communication of Association events and information to the parent community using a variety of media formats;
 - 2. Collaborate with the Board to improve the communication process;
 - 3. Work with the Office of Communications to ensure a fluid process between the school and the Association;
 - 4. Attend Board meetings and support Association activities; and
 - 5. Be elected for a term of two years.

- I. The Secretary shall:
 - 1. Be the official custodian of all records of the Association and cause a record to

- be kept of the proceedings of all meetings of the Association and the Board;
 2. Cause notices of meetings, correspondence and other required material to be distributed to the membership and others, as appropriate;
 3. Attend Board meetings and support Association activities; and
 4. Be elected for a term of two years.
- J. The Corresponding Secretary shall:
1. Be the official correspondent of The Association;
 2. Work with, assist and report to the Secretary and the Board;
 3. In the Secretary's absence, serve as the Secretary at any meeting of the Association and Board;
 4. Attend Board meetings and support Association activities; and
 5. Be elected for a term of two years.
- K. The Treasurer shall:
1. Receive all funds of the Association;
 2. Cause surplus funds of the Association to be invested in bank accounts and Certificates of Deposit, as approved by the Board;
 3. Ensure that monthly statements are reconciled with the School's Business Office;
 4. Disburse funds in accordance with the budget, as adopted by the Board, with payments of specifically budgeted items upon approval by the Board;
 5. Present the annual budget at the Fall Annual Meeting;
 6. Open the accounts and books to inspection by the Board upon request;
 7. Prepare budget statements for all Association Board Meetings;
 8. Provide funds, upon request, for Association events and fundraising activities;
 9. Attend Board meetings and support Association activities; and
 10. Be elected for a two-year term.
- L. The Assistant Treasurer shall:
1. Work with, assist and report to the Treasurer and the Board;
 2. Serve as the Treasurer for special events as they arise;
 3. Attend Board meetings and support Association activities; and
 4. Be elected for a two-year term.
- M. The Grade Representative Coordinator for Each Division shall:
1. Coordinate the relationship at the division level between the Administration and Grade Level Representatives;
 2. Attend Division Grade Representative meetings with respective Principal;
 3. Attend Board meetings and support Association activities; and
 4. Be elected for a term of two years.

ARTICLE V- BOARD OF DIRECTORS

Section 1.

Composition:

The Board shall consist of the elected officers, the immediate Past President (if still a member of the Association), the Chairs of the Board Committees, and up to eight appointed Members-at Large.

Section 2.

Duties:

The Board shall:

- a. Conduct all necessary and appropriate business and activities of the Association;
- b. Prepare in conjunction with the Budget Committee the Annual Budget for adoption by the Membership;
- c. Present, at the Fall Annual Meeting of the Association, the budget as proposed by the Board; and
- d. In the absence of the President and 1st Vice President, designate a member of the Board to preside.

Section 3.

Duties, term and appointment for the Members-at-Large:

- a. There may be four general At-Large appointments to the Board of Directors:
 1. The Members-at-Large shall attend Board meetings and support Association activities; and
 2. Members-at-Large shall each be appointed for a one-year term by the President and may not serve as a Member-At-Large for more than two years in succession excluding Park Connects, Community and Special Grant Chairs.
- b. There may be up to two At-Large appointments who will serve as the Park Connects Program Chair(s):
 1. Chair(s) shall attend Board meetings and support Association activities;
 2. Chair(s) shall provide oversight of the Parent Steering Committee membership and meetings, program development, and generate and maintain parent interest in the Park Connects Program;
 3. Chair(s) will collaborate with the Park Connects Program Administrator, Coordinator, and Health Team; and
 4. Chair(s) shall be appointed for a two-year term by the President.
- c. There may be up to two At-Large appointments who will serve at the Community Representative(s):
 1. Chair(s) shall attend Board meetings and support Association activities;
 2. Chair(s) shall provide a communication from the Association to Parents' Associations, or similar groups, in other Baltimore-area schools;
 3. Chair(s) shall work to share information about events occurring at Park and other schools as well as to coordinate opportunities for members of

- the various Boards to network; and
4. Chair(s) shall be appointed for a two-year term by the President.
- d. There may be up to two At-Large appointments who will serve as the Special Grant Chair(s):
1. Chair(s) shall attend Board meetings and support Association activities;
 2. Chair(s) shall provide oversight of the Special Grant process as well as coordinate with the Special Grant Committee, school staff and the Association Treasurer; and
 3. Chair(s) shall be appointed for a two-year term by the President.

Section 4.

Meetings:

- a. The Board shall meet at least four times a year, at such times and places as directed by the President, and additionally, at the call of the President;
- b. Notices of the four regular meetings shall be given in writing at least one week in advance of the meeting date;
- c. Electronic meetings and voting: please refer to Section 5c.
- d. All meetings may be held in any manner permitted by Maryland law.

Section 5.

Quorum:

- a. Ten members of the Board shall constitute a quorum;
- b. All decisions shall be by vote of a majority in attendance.
- c. In the event that a time-sensitive issue arises between meetings it is permissible for the issue to be electronically shared with the Board and electronic votes cast by members. The Secretary will make note of topics, discussions and votes that have taken place electronically. The notes will be included as part of the next scheduled Board meeting.

Section 6.

Nominations and Elections:

- a. Nominations for Officers of the Board shall be submitted by the Nominating Committee;
- b. The Board or any member of the Association may submit names to the Nominating Committee at least ten (10) days prior to the annual meeting of the Nominating Committee;
- c. As a guiding principle, but not a requirement, no person shall be nominated as an officer of the Association until that person has held a leadership position such as Grade Representative, Association Committee Chairperson, or other leadership position in the school;
- d. Elections shall be held at the Spring Annual Meeting and shall be by ballot unless there is only one nominee for each office, in which case, election may

- be voice vote;
- e. A majority vote of those present shall elect;
- f. If there are more than two candidates for any position and no one candidate receives a majority of the votes, a run-off will be held among the two candidates receiving the most votes.

Section 7.

Term:

- a. As a guiding principle, but not a requirement, no officer of the Association shall serve for more than two (2) consecutive terms;
- b. The term limit recommendation shall not apply to those people who are serving as 1st Vice President and President of the Board;

ARTICLE VI - GRADE REPRESENTATIVES

Section 1.

Composition:

There shall be at least two Grade Representatives for each grade.

Section 2.

Duties:

The duties of the Grade Representatives are:

- a. To support, participate in and encourage participation of their respective grades in all activities of The Park School and the Association;
- b. To function as liaison between the parents of their grades and the School's Administration, thereby enhancing parent education and communication;
- c. To communicate with parents on issues pertaining to academics, philosophy, administration, physical plant and like matters;
- d. To coordinate at least one social event for the parents of their grade during the year;
- e. To work with the New Parents Committee to welcome new families to the grade.

Section 3.

Reporting Responsibility:

The Grade Representatives are to report to the Grade Representative Coordinator for their division, the President and the Board upon request.

Section 4.

Nominations and Elections:

- a. The Board or any member of the Association may submit names to the Nominating Committee at least ten (10) days prior to the annual meeting of the Nominating Committee;

- b. Nominations for Grade Representatives shall be submitted to the Board of Directors by the Nominating Committee at the April meeting;
- c. The Board will vote on each Grade Representative, and a majority vote of those present may elect;
- d. The results will be announced to the Membership at the Spring Annual Meeting.

Section 5.

Term:

- a. Each Grade Representative shall be elected for a term of one year, not to serve more than two years in succession;
- b. As a guiding principle, but not a requirement, the Nominating Committee shall seek to have at least one Grade Representative for each grade serve a second term, while nominating a new person(s) to fill the other Grade Representative position(s) each year.

ARTICLE VII - COMMITTEES

The Standing Committees:

- 1. Unless modified by the President, the Standing Committees shall include the Nominating, New Parent Support, Park Connects, Parent Education, Volunteer, Finance, and Special Grant Committees;
- 2. Additional committees may be designated by the President from time to time.

Nominating Committee shall:

- 1. Be appointed by the President upon recommendation from the Board;
- 2. Consist of a minimum of seven members: the chairperson (the immediate Past President of the Association), two grade representatives, a member of the Board, two members-at-large (non- Board members) and one member of the previous Nominating Committee;
- 3. Present a report to the Board at least thirty days prior to the Spring Annual Meeting and report to the members of the Association not less than thirty days prior to the Spring Annual Meeting.

Composition and Duties of all other Committees:

- 1. The composition and duties of all other Committees shall be as approved by the Board.

ARTICLE VIII - MEETINGS OF THE ASSOCIATION

Section 1.

Annual Meetings:

- A. There shall be two Annual Meetings of the Association;
- B. The Annual Meetings shall be held in the Fall and Spring of each year;

- C. The time and place of the meetings shall be determined by the Board of Directors.

Section 2.

Special Meetings:

- A. Special meetings may be called at any time by the President;
- B. Special meetings shall be called at the request of ten percent of the members of the Association.

Section 3.

Quorum:

Forty members of the Association shall constitute a quorum.

ARTICLE IX - FISCAL YEAR AND ANNUAL AUDIT

The fiscal year shall be July 1 through June 30. The books of the Treasurer shall be closed on June 30, and the report of the Auditor shall be submitted at the first meeting of the Board after completion of the report.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the parliamentary authority of the Association whenever applicable and when not inconsistent with these By-laws.

ARTICLE XI – AMENDMENTS

These By-laws may be amended by a majority vote at any General Meeting of the Members, provided a summary of the proposed amendments has been sent to every member at least two weeks prior to the meeting.

Adopted

Revised 1968, 1971, 1974, 1984, 1987, 1990, 1998, 2000, 2007, 2008, 2013