

**ST. NICHOLAS SCHOOL  
PARENT ASSOCIATION BY-LAWS**

*Approved, February 12, 2002*

*Revised, April 15, 2013*

**PREAMBLE**

Under the charter of St. Nicholas School, all governing authority is vested in the Board of Trustees. In keeping with this responsibility the Board of Trustees authorizes the creation of organizations to serve as liaisons with wider publics and to serve in advisory capacities. These organizations have no governing authority over the school and exist at the will of the Board of Trustees. The Board of Trustees must approve the purpose or mission statement and the bylaws of each organization.

At the discretion of the Chair of the Board of Trustees, the current president and/or president-elect of a recognized organization may be invited to attend a regular meeting of the Board to facilitate communication between the Board of Trustees and its wider constituencies.

A recognized organization is the St. Nicholas School Parent Association.

-from the Board of Trustee Policy Handbook

**ARTICLE I. NAME** - This association shall be known as the St. Nicholas School Parent Association (hereinafter called the "Parent Association" or "the Association").

**ARTICLE II. PURPOSE**

The Association seeks to support the school's mission by:

- Promoting fellowship among members of the school family by developing and coordinating special events to encourage the participation of parents, students, staff, faculty, and alumni, with emphasis on welcoming new members into the school community;
- Supporting and coordinating volunteer efforts that enhance the educational experience of St. Nicholas School; and,
- Organizing various fundraising activities to support identified needs of the school including academic, cultural, and educational programs.

**ARTICLE III. MEMBERSHIP**

Section 1. Membership - Membership in the Association shall be conferred automatically to the parents/guardians of all currently enrolled school students.

Section 2. Rights and Obligations of Membership - Each member has the right to vote, hold office, and participate in programs of the Association. Members are expected to support the purposes and activities of the Association and of the school.

**ARTICLE IV. OFFICERS**

Section 1. Officers –

A. Officers of the Association will consist of a President, President-Elect, Vice President, Secretary, and Treasurer. Officers will be asked to serve a one-year term and serve as a

member of the Executive Committee. The officers will be chosen from among the members of the Association.

B. Following the conclusion of the President's term, the member may serve as an officer again following a one-year hiatus. There is no such requirement for other officers.

#### Section 2. Nomination and Election of Officers –

A. There will be a Nominating Committee. The committee will be composed of the Association President and President-Elect, Head of School or his/her duly designated appointee(s). The current President will chair the committee.

B. The Nominating Committee will provide all Association members an opportunity to indicate his/her interest in being considered for nomination. In addition, the Nominating Committee will invite members to suggest names for consideration. The Nominating Committee will take the information from these two sources into consideration as they prepare their slate of officers. In addition, the Nominating Committee may consider names identified by Nominating Committee members.

C. Upon acceptance by the nominees, the Nominating Committee, with consent of a majority of the Executive Committee, will appoint officers

#### Section 3. Duties of Officers - The duties and powers of the Officers will be as follows:

A. President - The President will have general supervision of the affairs of the Association. The President will be responsible for developing an annual agenda, calling meetings, developing the agenda for meetings, and for presiding at all Executive and Membership meetings. The President will serve ex-officio as a member of all committees. The President will serve as the spokesperson for the Association.

B. President-Elect – The President-Elect will assist the President and assume the duties of the President in his/her absence or resignation. The President-Elect will become President in the following year.

C. Vice-President - The Vice President will assist the President, Level Representatives, and Event Chairpersons to develop and coordinate special events in keeping with the purposes and activities of the Association.

D. Secretary - The Secretary will give notice of all meetings, record and distribute minutes, ensure communication, and maintain meeting attendance and other necessary records of the Association.

E. Treasurer - The Treasurer will oversee all Association funds consistent with Article VI – Fiscal Policies.

Section 4 – Vacancies – vacancies which occur during the term of office, other than that of President, will be filled by the Executive Committee of the Association.

## **ARTICLE V. EXECUTIVE COMMITTEE**

Section 1. There will be an Executive Committee. The committee will be composed of the Association President, President-Elect, Vice President, Secretary, and Treasurer. The Head of School or his/her duly designated appointee serves as an ex-officio member.

Section 2. The Executive Committee will manage the affairs of the Association.

Section 3. The Executive Committee will meet in August. Regular meeting dates of the committee will be determined at that time. Special meetings may be called by the President or Head of School.

Section 4. Three members of the Executive Committee will constitute a quorum of the committee.

## **ARTICLE VI. FISCAL POLICIES**

Section 1. Treasurer - The Treasurer will oversee all Association funds.

Section 2. Fiscal Year and Audit - Funds will be maintained and monitored by the school business office in a manner consistent with the school's fiscal policies and required auditing standards and procedures. In all respects, the Association will maintain fiscal policies and procedures as set forth from time to time by the school.

Section 3. Reports - The Treasurer will make monthly financial reports to the Executive Committee and to the Level Representatives and publish end-of-year financial statements to the full membership before school adjourns for the summer.

Section 3. Budget – Income will be disbursed for the benefit of the school in accordance with the annual Association budget. The budget will have been reviewed and endorsed by the Association Executive Committee.

Section 4. Fundraising Activities – All fundraising activities sponsored by the Association will be submitted by the Executive Committee to the Head of School for approval. Under special circumstances, the Executive Committee of the Association may petition the Board of Trustees to undertake additional activities.

Section 5. No part of net earnings of the Association will benefit or be distributed to its members, officers, or other private persons. The Association will reimburse expenses related to authorized association activities, subject to approval by the school and within the confines of the Association's operating budget. Requests for reimbursement must include receipts and be submitted in a timely manner, typically within 30 days from when the expense was incurred. The school is a 501(C)3 and does not reimburse sales tax; the business office can assist parents when making purchases for the school.

## **ARTICLE VII. LEVEL REPRESENTATION**

Section 1. Each grade level will be represented/led by a member of the Association with a child in that particular level.

Section 2. Level Representatives will assist the Executive Committee in developing and coordinating events in keeping with the purposes and activities of the Association.

## **ARTICLE VIII. MEETINGS**

Section 1. The Association will have regular monthly General Meetings. The Secretary of the Association will announce the date, time and location of each meeting in the form of communication regularly used by the school, such as email.

Section 2. A majority of Grade Level Representatives, by Level, will constitute a quorum of the Association at any general or special meeting of the Association

Section 3. Any member of the Association may attend the regular monthly meeting.

Section 4. Special meetings of the general membership may be called with a stated purpose. Notice will include the date, time, location and specific business of the meeting and will be published to the membership at least ten (10) days, but not more than twenty (20) days, including Sundays and holidays, before the meeting, using the form of communication regularly used by the school, such as email.

## **ARTICLE IX. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* will govern the Association in all instances where they are applicable and in which they are not in conflict with the Association by-laws and any other special rules of order the Association may adopt.

## **ARTICLE X. AMENDMENTS**

These by-laws may be altered, amended, or repealed by a vote of a majority of the members present at a special meeting called for that purpose and where a quorum is present. Proposed changes will be reviewed, endorsed and submitted for consideration to the Membership by the Executive Committee of the Association and the Head of School. Changes become effective upon approval by the Board of Trustees.