

**ST. NICHOLAS SCHOOL
PARENTS ASSOCIATION BY-LAWS
Approved, February 12, 2002**

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 Chairman 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 Parents Association.

-from the Board of Trustee Policy Handbook

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

ARTICLE II. PURPOSE

The Parents Association of St. Nicholas School 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 of all school students upon enrollment of a student in the school.

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

ARTICLE IV. OFFICERS

Section 1. Officers –

- A. Officers of the Association will consist of a President, Vice President, Secretary, and Treasurer. Officers will be asked to serve a one-year term and will each be 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 an Nominating Committee. The committee will be composed of the Association President and Vice President, a liaison from the Board of Trustees (at the invitation of the Board Chair), Head of School or his/her duly designated appointee, and a faculty representative (at the invitation of the Head of School).

- 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 at the January General Meeting. 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 slate will be presented for approval by the Association membership in the April newsletter. Members may approve or disapprove the slate by:
 - completing the paper ballot included in the April newsletter and properly returning it to the school; or,
 - completing the paper ballot at the April General Meeting.

A majority of the ballots collected will determine the outcome of the election.

- D. In the event that an election does not occur, 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 Full 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. Vice-President - The Vice President will assist the President and assume the duties of the President in the latter's absence or resignation. The Vice President will become President the following year.
- C. Secretary - The Secretary will give notice of all meetings, record and distribute minutes, maintain meeting attendance, ensure monthly newsletter or website communication, and other necessary records of the Association.
- D. 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, 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 publish end-of-year financial statements to the full membership prior to the September Parents Association General Meeting.

Section 3. Budget – Income will be disbursed for the benefit of the school in accordance with the annual Association budget approved by a majority of members voting at the April General Meeting. Prior to the vote thereon, the budget will have been endorsed by the Association Executive Committee and approved by the St. Nicholas Board of Trustees.

Section 4. Fundraising Activities – All fundraising activities sponsored by the Association will be submitted by the Executive Committee to the St. Nicholas Board of Trustees for approval not later than the final meeting of the Board of Trustees (typically the May meeting.) 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 except that the Association will be authorized to pay reasonable compensation for services rendered.

ARTICLE VII. MEETINGS

Section 1. The St. Nicholas School Parents Association will have September, January, and April General Meetings. The dates of meetings will be published annually in the Parent Handbook.

Section 2. Twenty-five members of the Association will constitute a quorum of the Association at any general or special meeting of the Association.

Section 3. Special meetings of the general membership may be called with a stated purpose and published notice to the membership at least ten (10) days, including Sundays and holidays, before the meeting.

ARTICLE VIII. 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 IX. 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.