

# 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 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: President, 1<sup>st</sup> Vice President, Vice President(s) for Fundraising, Vice President(s) for Grade Level Support, Vice President(s) for New Parent Support, Vice President(s) for Programming, Vice President(s) for Volunteer Communication Support, Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, and Grade Representative Coordinator for each Division.

Section 2.

### **Duties and Terms of Office of Officers:**

A. 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 1<sup>st</sup> Vice President shall:

1. Work with the President, the Parent Program 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 the 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 Fundraising shall:

1. Coordinate the activities of the various fundraising events and projects of the Association;
2. Work with the officers and members of the Board to fulfill the fundraising needs of the Association;
3. Attend Board meetings and support Association activities;
4. Be elected for a term of two years.

D. The Vice President(s) for Grade Level Support shall:

1. Organize training and support for Grade Level Representatives;
2. Oversee and support the activities of the Grade Representative Coordinators for each Division;
3. Attend Board meetings and support Association activities; and
4. Be elected for a term of two years.

E. The Vice President(s) for New Parent Support shall:

1. Provide support and help for the new parents and families in all three divisions.
2. Coordinate the activities for support and integration of new families into the Park School community, including meetings between new and current families and phone calls to new parents;
3. Oversee the New Parent Breakfast (September) and organize a New Parent Coffee (November or December);
4. Work with the Chairs of various PA events so that new families are invited and appropriately welcomed at events;
5. Work with the President and other members of the Board as needed;
6. Develop and help distribute the New Parent Handbook;
7. Work with the Parent Program Coordinator to ensure that appropriate materials are developed and available for new families;
8. Attend Board meetings and support Association activities; and
9. Be elected for a term of two years.

F. The Vice President(s) of Programming shall:

1. Work with the President, the Parent Program Coordinator, and the Board to develop timely and interesting program topics for the Opening and Closing Meetings;
2. Work with the President, the Parent Program Coordinator, and the Board to develop topics for the Ellen Small Speaker Series of the Association. Speakers should be knowledgeable on topics as they relate to fulfilling the Mission Statement of the Association;
3. Attend Board Meetings and support Association activities; and
4. Be elected for a term of two years.

G. The Vice President(s) for Volunteer Communication Support shall:

1. Lead volunteer outreach and coordination efforts for the Association;
2. Assist with revising and updating the annual Volunteer Survey;
3. Based on the survey and other outreach, identify and direct volunteers to areas of need;
4. Assist with planning the Volunteer Appreciation event;
5. Support and assist, as needed, on various initiatives related to communication that occurs between the Association and the school's multiple constituencies;
6. Send information about upcoming events to parents who will post notices to their neighborhood listservs;
7. Annually review the brochure of the Association for accuracy;
8. Attend Board meetings and support Association activities; and
9. Be elected for a term of two years.

H. 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. Attend Board meetings and support Association activities; and
3. Be elected for a term of two years.

I. 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 the Board;
4. Attend Board meetings and support Association activities; and
5. Be elected for a term of two years.

J. The Treasurer shall:

1. Receive all funds of the Association;
2. Cause surplus funds of the Association to be invested in U.S. Government securities or U.S. Government-insured 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. Prepare budget statements for all Association Board meetings;
7. Open the accounts and books to inspection by the Board upon request;
8. Make bank deposits for the Association and track funds in the correct budget categories;
9. Work with other Vice President(s) of the Board and event chairs as needed;
10. Provide funds, upon request, for Association events and fundraising activities;
11. Attend Board meetings and support Association activities; and
12. Be elected for a term of two years.

K. 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 term of two years.

- L. The Grade Representative Coordinator for each Division shall:
1. Facilitate effective communication among the Administration, the Association Office and Board, the Division Grade Representatives (refer to Article VI) and respective families;
  2. Communicate pertinent information from the Board to the Grade Representatives;
  3. Attend and take minutes at the Division Grade Representative meetings with the respective Principal and send all Division Grade Representatives a copy of the minutes;
  4. Send information on school or Association events or other communication to Division Grade Representatives to include in their emails to families;
  5. Serve as a resource to Division Grade Representatives;
  6. Communicate concerns or questions from the Division Grade Representatives back to the Association Office, Board or Administration as they arise;
  7. Promote grade-specific community-building events for parents during the school year and to help welcome new families over the summer;
  8. Provide orientation and training for new Division Grade Representatives at the beginning of the school year;
  9. Attend Board meetings and support Association activities; and
  10. 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 ten 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 1<sup>st</sup> 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 a minimum of three and up to 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 serve as the liaison between the Board and the Park Connects Program;
  3. Chair(s) shall work closely with the Park Connects Administrator and Parent Program Coordinator to coordinate all Park Connects events;
  4. Chair(s) shall lead the Park Connects Steering Committee and promote the Park Connects Program;
  5. Chair(s) shall be appointed for a term of two years by the President.
- c. There may be up to two At-Large appointments who will serve as the Community Liaison Representative(s):
  1. Chair(s) shall attend Board meetings and support Association activities;
  2. Chair(s) shall serve to strengthen connections within the Park parent community by promoting Association and general school events and by partnering with the Directors of Diversity, Equity and Inclusion (DEI) and Civic Engagement and Service Learning (CESL);
  3. Chair(s) communicate with the Directors of DEI and CESL to assist with promoting programs and to recruit any needed parent volunteers for events or projects;
  4. Chair(s) shall be appointed for a term of two years by the President.
- d. There may be up to three At-Large appointments who will serve as the Special Grants Chair(s):
  1. Chair(s) shall attend Board meetings and support Association activities;
  2. Chair(s) shall form and lead the Special Grant Committee;
  3. 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
  4. Chair(s) shall be appointed for a term of two years 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 to the Executive Committee (President, 1<sup>st</sup> Vice President, Parent Program Coordinator, Administrative Assistant);
- b. 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 a Grade Representative, Association Committee Chairperson, or other leadership position in the school;
- c. Officers shall be appointed by the Executive Committee for final approval by vote at the Spring Closing Meeting.
- d. Voting shall be held at the Spring Closing Meeting and shall be by ballot unless there is only one nominee for each office, in which case, election may be by voice vote;
- e. A majority vote of those present shall elect;

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 1<sup>st</sup> 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 play an integral role in building a sense of community and a support network for families at The Park School.
- b. To support, participate in and encourage participation of their respective grades in all activities of The Park School and the Association;
- c. To function as liaison between the parents of their grades, Division Principals and faculty, thereby enhancing parent education and communication;
- d. To attend regularly scheduled meetings with Division Principals and report important information and announcements from those meetings to their respective grades.
- e. To communicate informally with parents on issues pertaining to academics, philosophy, administration, physical plant and like matters;
- f. To encourage parents to learn about procedures and processes in place in the school to address their concerns.
- g. To coordinate at least one social event for the parents of their grade during the school year;
- h. To work with the New Parents Committee to welcome new families to their 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 five (5) 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 Final Meeting of the Board for the school year;
- c. The Board will vote on each Grade Representative, and a majority vote of those present may elect;
- d. The new Grade Representatives are approved by Membership vote at the Spring Closing Meeting.

Section 5.

**Term:**

- a. Each Grade Representative shall be elected for a term of two years, 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**

Section 1.

**The Standing Committees:**

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

Section 2.

**The Nominating Committee shall:**

1. Be appointed by the Immediate Past 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 the Final Meeting of the Board for the school year and make its report available to the members of the Association at least two weeks prior to the Spring Closing Meeting.

Section 3.

**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 Treasurer 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,  
2020