

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/or vote at meetings/events. 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, 1st 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 and Parent Initiatives, Vice President(s) for Community Service, Vice President(s) for Park Connects, Vice President(s) for Special Grants, Corresponding Secretary, Treasurer, and Assistant Treasurer.

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 1st Vice President shall:

1. Work with the President, the Director of Parent Programs, 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 and provide orientation and training for Grade Level Representatives twice a year;
2. Oversee and support the activities of the Division Grade Representatives;
3. Send information on school or Association events or other communication to Division Grade Representatives;
4. Communicate questions and/or concerns from the Division Grade Representatives back to the Association Office as they arise;
5. Lead volunteer outreach and coordination efforts for the Association;
6. Attend Board meetings and support Association activities; and
7. 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);
4. Attend Admission Events for new families;
5. Work with the Chairs of various PA events so that new families are invited and appropriately welcomed at events;
6. Work with the President and other members of the Board as needed;
7. Attend Board meetings and support Association activities; and
8. Be elected for a term of two years.

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

1. Work with the PA Executive Committee to develop and implement activities to involve parents and guardians;
2. Work with PA Executive Committee to develop topics identify speakers for the Ellen Small Speaker Series;
3. Attend Board Meetings and support Association activities; and
4. Be elected for a term of two years.

G. The Vice President(s) for Park Connects shall:

1. Serve as liaison between and Park Connects Program
2. Work closely with the Park Connects Administrator;
3. Lead and promote Park Connects Program
4. If necessary, modify the Park Connects Program to align with parents and guardian needs
5. Train the facilitators for the Park Connects Program
6. Attend Board Meetings and support Association activities; and
7. Be elected for a term of two years.

H. The Vice President(s) of Community Service shall:

1. Develop and implement community services initiatives and programs to strengthen connections between the Park parent and guardian community and charitable organizations
2. Partner with the Director of DEI to assist with promoting programs and events
3. Attend Board meetings and support Association activities; and
4. Be elected for a term of two years.

I. The Vice President(s) if Special Grants shall:

1. Lead the Special Grants process
2. Compile and summarize the grants each grant cycle
3. Converse with grant applicants if there are any questions
4. Distribute the grants to the appropriate Division Principals for approval
5. Communicate decisions with the grant applicants
6. Communicate decisions with the Board
7. Manage the Special Grants budget
8. Attend Board meetings and support Association activities; and
9. Be elected for a term of two years.

J. 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.

K. The Corresponding Secretary shall:

1. Be the official correspondent of the Association;
2. In the Secretary's absence, serve as the Secretary at any meeting of the Association and the Board;
3. Attend Board meetings and support Association activities; and
4. Be elected for a term of two years.

L. 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. Prepare budget statements for all Association Board meetings;
6. Open the accounts and books to inspection by the Board upon request;
7. Make bank deposits for the Association and track funds in the correct budget categories;

8. Work with other Vice President(s) of the Board and event chairs as needed;
9. Provide funds, upon request, for Association events and fundraising activities;
10. Attend Board meetings and support Association activities; and
11. Be elected for a term of two years.

M. 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. Manage the reimbursement process;
4. Attend Board meetings and support Association activities; and
5. 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 four appointed Members-at-Large.

Section 2.

Duties:

The Board shall:

- a. Conduct all necessary and appropriate business and activities of the Association;
- b. Present the budget as proposed by the Board; and
- c. 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 a minimum of two 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.

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, 1st Vice President, Director of Parent Programs, Parents' Association Coordinator);
- 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.
- d. Voting shall be held 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 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 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 if directed, 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 coordinate two teachers presents (holiday and end-of-year)

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 PA Executive Committee 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.

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 carry over to a second year to avoid three new grade reps, 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 and Parent Initiatives, Community Service, 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.

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 Gatherings/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 PA Executive Committee.

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 which is required by a motion and subsequent 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, 2024, 2025