

BYLAWS

of
**The Primary Day
Parents Association**

7300 River Road
Bethesda, Maryland 20817

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ARTICLE I - Name

The association shall be known as The Primary Day Parents Association (hereafter called "Parents Association") located at 7300 River Road Bethesda, Maryland 20817.

ARTICLE II - Purpose

The purpose of the Parents Association is:

Section 1. To foster the building of relationships among students, parents, administration, and faculty of the Primary Day School.

Section 2. To promote cooperation, communication and unity of spirit among parent's faculty, staff, trustees and students.

Section 3. To assist the administration and faculty in their efforts to achieve the goals of the School as described in the mission statement.

Section 4. To promote parental involvement at the Primary Day School.

Section 5. Welcome new families to our community.

The Parents Association does not participate in the Primary Day School policy making and/or the development of curriculum.

Article III - Membership

Section 1. Every parent or guardian of a student attending the Primary Day School is a member of the Parents Association.

Section 2. Each Parents Association member shall be entitled to vote for or against approval of the slate of The Board and all other matters duly brought before the membership for a vote to participate in the programs and activities of the Parents Association.

Article IV - The Parents Association Board

All administrative powers granted shall be vested in a Board (hereinafter called “The Board”). The Board shall consist of: The President, Vice-President, Secretary, and Treasurer; Head of School, and any representative appointed by the Head of School.

Section 1. Duties

The Board shall:

- A. transact necessary business between meetings
- B. create committees as necessary
- C. fill vacancies in office
- D. present a report at meetings of the Association
- E. receive a financial report from the Treasurer at each meeting
- F. review and evaluate events sponsored by the Parents Association and make revisions where necessary
- G. prepare and submit a budget at the first meeting of the year
- H. implement policies and procedures of the Parents Association and interpret and enforce the Bylaws of the Parents Association
- I. coordinate and present its recommendations to the appropriate School representative(s) including Administrative and/or Board of Trustees concerning matters of interest to the Parents Association.

Section 2. Term of Office

The Officers shall serve for a term of at least one year. No Officer shall be eligible to hold the same office for more than two consecutive terms or hold more than one elected office. This provision may be waived at the discretion of the Head of School.

- A. Newly elected officers shall start assuming their duties during the Spring which will serve as a transition period for assuming full responsibilities of their office for the coming summer and school year.

Section 3. Vacancies

- A. Upon acceptance of a letter of resignation from any officer, notice shall be given to the general membership of the vacancy within fifteen (15) days.
- B. The vacancy, except for president, shall be filled for the unexpired term by a person elected by a majority vote of The Board. A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the Vice- President.

Article V - Officers

Section 1. The President

- A. To act as the spokesperson for the Parents Association
- B. To preside over all meetings
- C. To oversee the functions of other officers
- D. To coordinate the development of the agenda for each meeting
- E. To communicate with the Primary Day School administration
- F. To call special meetings of the Parents Association, as required
- G. To appoint special committees
- H. To appoint standing committee chairpersons and to fill vacancies in conjunction with the Head of School, as needed
- I. To have all contracts and/or legally binding documents approved by The Board and/or Head of School
- J. To serve as an ex-officio member of all standing committees (except the Nomination committee).

Section 2. The Vice-President

- A. To assist and undertake other such duties as are assigned by the President and Head of School
- B. To coordinate Parents Association and School calendars. The Vice-President shall approve all Parents Association event dates after consultation with the Primary Day School administration
- C. To help arrange volunteer help when requested
- D. To lead Nomination Committee activities
- E. To assume all the responsibilities of the President in the event the President is unable to do so
- F. In the event of a vacancy occurring in the office of the President, S/he shall serve for the remainder of the term of the President, which, if longer than six months, shall constitute one term
- G. After the Vice-President's term, it is desired that s/he become the President.

Section 3. Secretary

- A. Record minutes from all board, general and special meetings at which business is conducted
- B. Present the minutes of the previous board meeting for approval
- C. Provide a copy of the minutes to The Board members
- D. Maintain permanent records including all ratified version of the Bylaws
- E. Distribute Parents Association meeting agendas
- F. Keep files of all Parent Association committee reports, minutes and meeting handouts
- G. Manage correspondence for The Board
- H. Maintain a current list and contact information of The Board members

- I. Assist in the coordination of non-academic activities of the Room Parents under the direction of the Head of School; communicate and coordinate newsletter guidelines and other classroom communications.
- J. Undertake such other duties as are assigned by the President.

Section 4. Treasurer

- A. Keep an exact account of all receipt and expenditures of money and all monies on hand
- B. Work with the School's Business Office to ensure that all Parents Association revenues and expenditures are all properly processed
- C. Give an accurate and current Treasurer's report at each Parents Association meeting
- D. Develop an annual budget in conjunction with Board members, to be presented at the first Board meeting of the fiscal school year
- E. Shall present a financial report at all Board meetings
- F. Undertake other such fiscal duties as are necessary to fulfill the Treasurer's responsibilities and/or as assigned by the President.

Article VII - Nominating Process

Section 1. Nominations for the officers shall be made by a nominating committee, which shall be elected by the Parent Association. The committee shall serve until the annual election in the Spring of the new officers (Vice President, Secretary, and Treasurer).

Section 2. All Parents Association members are encouraged to participate in the process by submitting their name or names of other candidates to the Nominating Committee. Prior consent from a nominee must be obtained.

The requirement for nomination is to be actively involved in school projects and events.

Section 3. The new slate of officers for the following school year shall be submitted to the Head of School in the Spring.

Section 4. The new slate of officers for the following year shall be submitted to the Association for vote at the annual election meeting in the Spring.

Article VII - Standing and Ad Hoc Committees

Powers and duties of the Standing and Ad Hoc Committees, and other parents as appropriate, shall be as follows:

Section 1. The Nomination Committee

The Nomination Committee shall be composed of three members, all whom are members of the Parent Association. The Head of School and faculty representative appointed by the Head of School shall serve in an advisory capacity. The President shall not serve ex officio or be elected to the nominating committee. The committee shall serve until the annual election of the new officers.

Section 2. Community Service

Provide community service opportunities to students throughout the school year.

Section 3. Parent Education Committee/Coordinator

Plan and implement speakers, workshops, and other forms which provide opportunities to parents to discuss issues of interest.

Section 4. Special Events & Staff Appreciation Committee

Coordinate staff appreciation luncheon or activities throughout the year; assist at Admission/Advancement events and other community events.

Section 5. Book Fair Committee

Assist librarian to organize, operate and staff the event.

Article VIII- Meetings

Section 1. General Membership Meetings

- A. Regular general membership meetings shall be held two times a school year, which includes the Annual Meeting in the Spring.
- B. The agenda, time and place of the Annual Meeting shall be determined by the President in consultation with the Vice-President, Head of School, and any representative appointed by the Head of School.
- C. Notice of the Annual Meeting in the Spring shall be given at least ten (10) business days prior to the meeting.
- D. A quorum shall be the number of members present at the Annual Meeting.

Section 2. The Board Meetings

- A. Shall meet at least three times during the school year and at least once over the summer
- B. A simple majority shall constitute a quorum for the transaction of business at any meeting of The Board
- C. Special meetings of The Board may be called by the President or may be called upon by the written request of three (3) members of The Board. All members should be notified of any special meeting with three (3) to five (5) days prior notice.

Article IX - Administrative Procedures

Section 1. Approval

All activities and publications of The Board are to be approved by The Board and Head of School prior to implementation or publication.

Section 2. Planning

Upon confirmation of offices, the newly elected Board will meet with the Head of School to review plans, procedures, events, and dates for the upcoming school year.

Section 3. Extraordinary Expenses

Expenses more than \$250 must be reviewed and approved by The Board.

Section 4. Procedure Manuals

Reports and record keeping of tasks and activities shall be completed annually by all Board members and Committee Heads and filed in their procedure books. These books will be returned to the President at the end of the term for distribution to the Officer for the next term. Copies should be given to the Secretary for reference and safe-keeping.

Article X - Fiscal Year

Section 1. Fiscal Year

The fiscal year shall begin on July 1 and end on June 30.

Section 2. Goals

The Parents Association will set goals at the beginning of the fiscal year in consultation with Head of School.

Article XI - Use of Assets

Section 1. All contracts shall be executed in the name of the Parents Association by the Head of School, Business Manager, President or other designated person authorized by the Head of School.

- Section 2.** All funds shall be deposited in a depository designated by the Head of School through the Primary Day School Business Office.
- Section 3.** The books of the Treasurer shall be open for inspection by the membership and the School's Business Manager.
- Section 4.** Upon the dissolution of the Parents Association, The Board shall pay the liabilities of the Parents Association and dispose of assets exclusively for the purpose it was organized. No part of the net earnings shall inure to the benefit of its members, officers, or other private persons. No part of the activities shall be carried on influencing legislation, participate or intervene in any political campaign on behalf of any candidate for public office. The Parents Association shall not engage in other activities prohibited to an organization exempt from Federal Income Tax under the Internal Revenue Code.

Article XII- Amendments

All proposed changes in the by-laws shall be reviewed and voted upon by The Board. All changes approved by The Board shall be published in The Primary Source or by other school-wide communication at least two (2) weeks prior to a vote thereon. All changes in the by-laws shall require approval by a two-thirds majority of those Parents Association members who vote.