

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 parents 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. To welcome new families to our community.

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

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

Section 1. Definitions

- A. Executive Officers (“Officers”) are comprised of the President, Vice President, Secretary, and Treasurer
- B. Committee Chairs are those members of the Board who head up the various Parents Association Committees
- C. The Parents Association Board (“Board” or “Board Member”) refers to the Officers and Committee Chairs, collectively
- D. The Parents Association (“Association”) refers to every parent or guardian of a student attending The Primary Day School

Section 2. Duties

The Officers shall:

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

Section 3. Term of Office

The Board shall serve for a term of at least one year, with the option to stay for two, except for the President whose term will be two years. No Board Member shall be eligible to hold the same office for more than two consecutive years or hold more than one elected office. This provision may be waived at the discretion of the Head of School. Newly elected Board Members will have an orientation period.

Section 4. 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 duties of the President are as follows:

- 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 Officers and/or Head of School
- J. To serve as an ex-officio member of all standing committees (except the Nomination committee).

Section 2. The duties of the Vice-President are as follows:

- 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 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.
- E. To undertake such other duties as are assigned by the President.
- F. To assume all the responsibilities of the President in the event the President is unable to do so
- G. 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
- H. After the Vice-President's term, it is possible that s/he become the President.

Section 3. The duties of the Secretary are as follows:

- A. To record minutes from all board, general and special meetings at which business is conducted
- B. To present the minutes of the previous board meeting for approval

- C. To provide a copy of the minutes to The Board members
- D. To lead Nomination Committee activities
- E. To maintain permanent records including all ratified version of the Bylaws
- F. To distribute Parents Association meeting agendas
- G. To keep files of all Parent Association committee reports, minutes and meeting handouts
- H. To manage correspondence for The Board
- I. To maintain a current list and contact information of The Board members

Section 4. The duties of the Treasurer are as follows:

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

Article VI - Nominating Process

Section 1. Nominations for the Officers and Committee Chairs shall be made by a nominating committee composed of the Officers and the Head of School. The committee shall serve until the annual election of the new Officers in the spring.

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 nominating committee shall propose a new slate of Board Members for the following year. The new slate of Board Members for the following year shall be submitted to the Association for vote at the annual election spring meeting.

Article VII - Standing and Ad Hoc Committees

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

Section 1. Community Service

The goal of this committee is to bring the PDS community together through organizing school-wide acts of service. The committee should strive to plan at least one event in the fall and one event in the spring, with the option of adding in additional events if the school calendar permits. All events will be planned in conjunction with the school administration.

Section 2. Events

This committee will be responsible for planning and chairing school-wide events, including the annual book fair and spring picnic. The annual book fair should be planned alongside the school librarian and if possible, should take place in the fall. The spring picnic should be planned with the help of the school administration. The committee will also help support and be the PDPA liaison to the gala committee.

Section 3. Teacher Appreciation/Caring Community

This committee is responsible for creating a sense of community amongst

PDS families and staff through acts of kindness, support, and appreciation. Specifically, this committee is responsible for things such as planning teacher appreciation events, writing teacher birthday cards, new family outreach, and sending cards to PDS families in the case of illness, childbirth, etc. There should be at least three teacher appreciation events throughout the year, one in fall, one in winter, and one in spring.

Section 4. Parent Ed/DEI

The goal of this committee is to provide guidance and suggestions to the school regarding matters of DEI and other parenting education through sourcing/ recommending speakers, workshops, books, in-class activities and any other suggestions or ideas that would be helpful to the parent community.

Section 5. Fundraising Committee

The fundraising committee is responsible for raising funds to go towards the PDPA budget. This committee will manage and promote the school store, including keeping items in stock, sourcing new items and recommending products in newsletters. The fundraising committee is also responsible for at least one school wide fundraising event during the year (for example, a gift wrap drive).

Article VIII - Meetings

Section 1. General Membership Meetings

- A. Regular general membership meetings shall be held two times a school year.
- 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.

Section 2. The Board Meetings

- A. Shall meet at least three times during the school year and at least once over the summer. Before the end of the school year, there will be an organizational meeting for both the departing and incoming Board.
- 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 Officers and Head of School prior to implementation or publication.

Section 2. Planning

Upon confirmation of offices, the President 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 Officers.

Section 4. Procedure Manuals

Reports and record keeping of tasks and activities shall be completed annually by all Board members. 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 Officers. All changes approved by The Officers shall be published in The Primary Source or by

other school-wide communication at least one week 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.