

St. Michael's Episcopal Day School Parents Club Bylaws

Article I - Name

This organization shall be called the St. Michael's Episcopal Day School Parents Club.

Article II – Objectives

- A. To cooperate with the St. Michael's Episcopal Day School Faculty and administration.
- B. To cooperate with St. Michael's Episcopal Church, Carmichael, CA.
- C. To foster good fellowship among the students and families of St. Michael's Episcopal Day School.
- D. To collect funds raised by Parents Club for the general benefit of the students, faculty and school.
- E. To support the mission and fundraising activities of the St. Michael's Episcopal Day School.

Article III – Membership

Membership in this organization shall be composed of all parents and guardians of the student community.

- A. There are no dues or fees required for membership.
- B. Meetings shall be held as considered necessary by the Executive Committee but no less frequently than four times per year. The time and place shall be announced reasonably in advance of the meeting. All meetings are open to the membership.
- C. Each member shall have the right to vote. All votes must be cast in person.

Article IV – Board of Directors

- A. The elective officers of this organization shall be President, Vice President, Treasurer and Secretary and shall be known as the Executive Committee. The Executive Committee together with the standing Committee Chairpersons and any special committee chairpersons shall constitute the Board of Directors. The Headmaster, Assistant Head of School and the Advancement Coordinator shall be ex-officio members of the Board of Directors.
- B. Board meetings shall be no less frequent than four times per year and may be simultaneous with the membership meetings as long as the notice requirements of Article III are met. A quorum shall consist of at least five of the voting members of the Board of Directors.
- C. The elective officers and the committee chairpersons of this organization shall serve for a term of one year. The officers shall be elected at the general meeting held in April or May and begin their annual term at the close of the school year in June. Terms shall be from July 1 to June 30. No officer shall be eligible to hold the same office for more than two consecutive terms without taking at least one intervening year off.

- D. Meetings of the Executive Committee of the Parents Club shall be held once a month or as considered necessary to transact the business of the organization. All such meetings shall be preceded by notice given reasonably in advance of the meeting.
- E. Nominations for Executive Committee officers shall be made by a nominating committee. The nominating committee shall be composed of the current Board President, Assistant Head of School, Advancement Coordinator and two members appointed by the President to represent the general membership. No member of the Nominating Committee shall be slated for a position on the Executive Committee. The report of the nominating committee shall be submitted and published by the Board of Directors to the membership no less than two weeks prior to the annual meeting. At the election meeting, additional nominations may be made from the floor. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for elective office.

Article V – Duties of Officers

- A. Duties of the President:
 - a. President shall preside at all Parents Club meetings.
 - b. The President shall conduct all meeting in an orderly manner.
 - c. The President shall appoint any standing committee and special committee chairpersons as needed, for a term of one year.
 - d. The President shall be an ex officio member of all committees.
 - e. The President shall sign any contracts and obligations authorized by the Board of Directors.
 - f. President shall represent the Parents Club at all Board of Trustee meetings.
 - g. The President shall report to the Parents Club and Board of Directors all relevant information which the President acquires from Board of Trustees' meetings.
- B. Duties of the Vice President:
 - a. The Vice President shall preside in the absence of the President; shall render assistance to the President as may be required.
 - b. If the office of President is vacated, the Vice President shall assume the duties of said office for the duration of the term.
 - c. The Vice President shall attend all Standing Committee Chair meetings and act as the liaison between the Executive Committee and the Standing Committee Chairs.
 - d. The Vice President shall keep and maintain the Parent Volunteer Hour log book.
 - e. The Vice President shall represent the Parents Club at Development Committee Meetings and report back on any relevant information.
- C. Duties of the Recording Secretary:
 - a. The Secretary shall maintain an accurate record of all proceedings of all Parent Club meetings.

- b. The Secretary shall publish the minutes in a timely manner to the Board President.
- c. The Secretary shall receive and issue all correspondence pertaining to the organization.
- d. The Secretary will work with school staff to publish a Parents Club newsletter and assist committee chairs in publicizing their events.

D. Duties of Treasurer:

- a. The Treasurer shall make a full report at each meeting.
- b. The Treasurer shall collect and keep an accurate record of all parent club income in cooperation with the School Financial Director.
- c. The Treasurer shall work with the School Financial Director in preparing for and assisting with checkout at the annual school auction.

ARTICLE VI – STANDING COMMITTEES

Standing Committees shall be established by the Board. Standing Committee chairpersons shall be nominated by the President and confirmed by a majority of the Executive Committee. Standing Committees may include, but both limited to, Hospitality, Room Parent Coordinator, Lunch Program Coordinator, Scrip Coordinator, Uniform Sales Coordinator, Auction Chair(s) and Grandparents Day Chair(s). Each chairperson shall serve a term of one year.

ARTICLE VII – SPECIAL COMMITTEES

Special Committees shall be established by the Executive Board. Special Committee chairpersons shall be nominated by the President and confirmed by a majority of the Executive Committee. Special Committees may include but are not limited to Fall Carnival Chairs, Mother/Son Event Chairs, Father/Daughter Event Chairs, Missoula Event Chairs.

ARTICLE VIII – QUORUM

A quorum of the Parents Club meeting shall be constituted by a minimum of five members, not counting executive committee, present.

ARTICLE IX – BY LAWS REVISIONS

By laws may be adopted, amended, or repealed only by a two-thirds vote of those present at a general Parents Club meeting. The Membership must be given at least two weeks written notice of the proposed By Laws changes.

ARTICLE X – PROPOSED DISBURSEMENT OF FUNDS

Single expenditures of funds greater than \$1500.00 for Parent Club events must be approved by the Executive Committee.