

# **The Covenant School Parents' Association Bylaws (11/08)**

## ***Article I - Name***

The name of the organization shall be The Covenant School Parents' Association, hereafter referred to as the "Parents' Association" or "PA."

## ***Article II – Purpose***

The purpose of the Parents' Association shall be to provide service to the school, build community within the school and raise money to provide funding for classroom, curriculum and enrichment needs of the current student body and to fund activities of the Parents' Association. The Parents' Association will operate under the authority and supervision of the Head of School and The Covenant School Board of Trustees.

## ***Article III – Membership and Dues***

**Section 1.** The membership of the Parents' Association shall include and be open to all parents and guardians of the children enrolled in The Covenant School.

**Section 2.** The amount of the annual dues shall be set by the Parents' Association Executive Committee and shall be used to defray the cost of Parents' Association activities for the current school year.

**Section 3.** Dues shall be billed with the first tuition invoice and are optional.

## ***Article IV – The Parents' Association Board***

The Executive Committee of the Parents' Association along with the Head of School shall constitute the Parents' Association Board.

## ***Article V – Executive Committee***

**Section 1.** The Executive Committee of the Parents' Association shall be the President, President Elect, Secretary, Treasurer, Assistant Treasurer, Member-at-Large and Past President. The Executive Committee shall meet monthly during the school year separate from the Parents' Association general meetings. The Executive Committee meetings shall be set by the President.

**Section 2.** The slate of officers of the Executive Committee shall be presented annually by the President to the Head of School for approval. The slate of officers shall then be presented to the Parents' Association Board at the March meeting.

**Section 3.** The newly elected Executive Committee shall attend the May Parents' Association Board transitional meeting.

**Section 4.** The Executive Committee members shall serve in their elected positions from the close of the May meeting until the May meeting of the following year.

**Section 5.** If for any reason an officer cannot serve, the vacancy shall be filled by a consenting candidate who has been approved first by the Parents' Association Nominating Committee and then by the Head of School. If for any reason the President cannot serve, the vacancy shall be filled by the President Elect.

**Section 6.** The management of the affairs of the Parents' Association shall be vested in the Parents' Association Executive Committee. During the interim between general meetings, the Executive Committee shall have full power and authorization to handle any and all matter pertaining to the Parents' Association.

## ***Article VI – Duties of the Executive Committee***

**Section 1. Duties of the President:** The President shall preside at all meetings of the Parents' Association. The President shall have general and active management of the affairs of the Parents' Association and shall be responsible for the coordination of all school activities related to the Parents' Association. The President shall be subject to the direction and control of the Parents' Association Executive Committee. The President or his/her designee shall serve as an ex-officio member of the Board of Trustees. The President may assign duties to other members of the Executive Committee and may create any committees deemed necessary in order to carry out these duties. The President shall submit the budget of the Parents' Association to the Head of School for approval.

**Section 2. Duties of the President Elect:** The President Elect shall act as an aide to the President and the following year shall assume Presidency. In absence or liability of the President, the President Elect shall perform the duties and exercise all powers of the President. The President Elect shall chair the nominating committee. The President Elect is primarily responsible for the committees providing service to the school.

**Section 3. Duties of the Secretary:** The Secretary shall record and distribute minutes of all Parent Association meetings, Executive Committee meetings, Finance Committee meetings, Grant Committee meetings and any special meetings called by the President. The Secretary shall be responsible for all correspondence and notifications as directed by the President. The Secretary shall be responsible for submitting newsletter information to the school office. The Secretary shall also provide oversight of community building committees.

**Section 4. Duties of the Treasurer:** The Treasurer shall keep an accurate record of all Parents' Association financial transactions. All moneys earned by the Parents' Association are to be deposited into the account of the Parents' Association and the Treasurer shall make disbursements as authorized by the Executive Committee. The Treasurer shall head the Finance Committee and provide requested financial reports at all Executive Committee and Parents' Association meetings. The Treasurer shall submit the budget for approval by the Parents' Association at the April Meeting.

**Section 5. Duties of the Assistant Treasurer:** The Assistant Treasurer shall be primarily responsible for oversight of financial transactions directly related to fundraising. The Assistant Treasurer assists the Treasurer throughout this first year with the intention of serving as Treasurer the following year.

**Section 6. Duties of the Member-at-Large:** The Member-at-Large represents the interests of the general membership and accepts duties as assigned by the President and Parents' Association Board.

**Section 7. Duties of the Past President:** The Past President shall maintain the bylaws of the Parents' Association. If for some reason the Past President cannot serve, the President shall appoint a Parliamentarian.

## ***Article VII – Committees***

**Section 1.** It shall be the duty of each Team Leader to execute the Parents' Association activity consistent with the mission of the school.

**Section 2.** The Nominating Committee shall assist the President Elect in selecting the appointments of Team Leaders. The slate of Team Leaders shall be presented annually by the President to the Head of School.

**Section 3.** The newly appointed Team Leaders shall attend the Spring Parents' Association meeting for transitional purposes.

**Section 4.** All Committee Team Leaders shall serve their appointed positions from the close of the May meeting until May of the following year.

**Section 5.** If for any reason a Team Leader cannot serve, the acting President shall appoint a consenting member of the Parents' Association.

**Section 6.** All Team Leaders of committees are encouraged to attend Parents' Association general meetings and activities. All Team Leaders are required to submit a report of their activity, with all financial data included, at the end of their respective function.

## ***Article VIII – Special Committees***

**Section 1.** The Nominating Committee shall consist of the President, President Elect, Past President and three members of the Parents' Association appointed by the President at the January meeting. The President Elect is the chairperson for this process. The Nominating Committee shall meet in February. It shall be the duty of the Nominating Committee to prepare the slate of officers of the Parents' Association to be submitted to the Head of School. The Nominating Committee shall also review names and assist the President Elect in appointing Team Leaders.

**Section 2.** The Finance Committee shall consist of the President, President Elect Secretary, Treasurer, Assistant Treasurer, Member-at-Large, and Past President with the Treasurer being the head of this committee. The Finance Committee shall prepare the budgets for the Parents' Association Board to approve in the spring. Final budgets shall be presented by the Treasurer at the first Parents' Association Board meeting of the year.

**Section 3.** The Grant Committee shall consist of the President, President Elect, Secretary, Treasurer, Assistant Treasurer, Member-at-Large, Past President and the Head of School. A prioritized list in general categories must be submitted in writing by the Head of School to the Parents' Association Executive Committee for approval and disbursement of the grant.

## ***VIII - Meetings***

**Section 1.** The Executive Committee shall meet monthly during the school year.

**Section 2.** Committee Team Leaders shall meet as necessary.

**Section 3.** General meeting dates for the school year shall be determined by the President and the Head of School. The Secretary shall inform the membership of the meeting dates. The general meetings shall be attended by the Executive Committee, all Team Leaders and the general membership of the Parents' Association.

## ***Article IX - Annual Report***

The Executive Committee shall provide an annual report of the Parents' Association's activities to the Head of School by August 1.

## ***Article X – Amendment of Bylaws***

These bylaws may be amended by the Executive Committee with approval of the Head of School.