

**GOOD SHEPHERD EPISCOPAL SCHOOL  
PARENTS' ORGANIZATION BYLAWS**

**ARTICLE I – NAME**

The name of this organization shall be **Good Shepherd Episcopal School Parents' Organization**, hereafter referred to as "**Parents' Organization**."

**ARTICLE II – PURPOSE**

The purpose of the Parents' Organization, as an entity of Good Shepherd Episcopal School, hereafter referred to as "School," shall be: (a) to provide active, on-going support for the school; (b) to create, promote, and conduct social and fundraising events throughout the year; and (c) to aid the administration with activities as may be needed.

**ARTICLE III – MEMBERSHIP**

The membership of the Parents' Organization shall consist of all parents and guardians of children attending the School. The ex-officio members of the Parents' Organization shall include members of the Board of Trustees and the Head of the School.

**ARTICLE IV – OFFICERS**

Section 1. The officers of the Parents' Organization and respective duties shall be as follows:

- President - to preside at meetings, appoint committees, and represent Parents' Organization as needed.
- Vice President-Fundraising - to oversee the fundraising committee chairs.
- Vice President-Activities - to oversee the activities committee chairs.
- Vice President-Communications - to keep and distribute minutes, handle correspondence, notification, and communications.
- VP-Finance - to prepare a budget, to coordinate with the School's Business Office the Parents' Organization monies, fiscal records, and financial reports.

Section 2. Officers shall serve no more than one term which shall be for one year from June 1 through May 31, in the same position.

**ARTICLE V – BOARD OF DIRECTORS**

Section 1. The management of the affairs of the Parents' Organization in the interim between meetings of the membership shall be vested in the Parents' Organization Board of Directors, hereafter referred to as the "Board." The Board shall consist of Officers, the President Elect, Vice President Elect-Fundraising, Vice President Elect-Activities, Vice President Elect-Communications, Vice President Elect-Finance, and fundraising and activities committee chairs.

Section 2. The duties shall be as follows:

- Officers - See Article IV
- President-Elect - to assist the President, act as Parliamentarian, and perform other duties as may be assigned by the President.
- Vice President Elect-Fundraising - to assist the Vice President-Fundraising and perform other duties as may be assigned by the President.
- Vice President Elect-Activities - to assist the Vice President-Activities and perform other duties as may be assigned by the President.
- Vice President Elect-Communications – to assist the Vice President-Communications and perform other duties as may be assigned by the President.
- Vice President Elect-Finance - to assist the Vice President-Finance and perform other duties as may be assigned by the President.

Section 3. The ex-officio members of the Board shall include the Rector, the President of the Board of Trustees of the School, and the Head of the School and or their designees. The Vice President-Elect shall assist the President in parliamentary procedure according to the most current edition of Robert's Rules of Order.

Section 4. Board positions shall be held for one term which shall be for one year from June 1 through May 31. Board members, with the exception of the officers, may serve no more than two successive terms in the same position.

## **ARTICLE VI – EXECUTIVE COMMITTEE**

There shall be an Executive Committee of the Parents' Organization which shall consist of the officers of the Parents' Organization, the President-Elect, and the Head of the School, or his/her designee. The Executive Committee shall act on behalf of the Board between Board meetings. An action taken by the Committee shall be submitted to the Board for ratification at the next meeting.

## **ARTICLE VII – NOMINATIONS, ELECTIONS, AND APPOINTMENTS**

Section 1. Nominations: The Executive Committee of the Parents' Organization will serve as the Nominating Committee. All nominations must be submitted to any member of the Executive Committee in the spring for the following school year. Nominations may be anonymous, should be in writing, and may be accompanied by a brief introduction of the candidate. Nominations will be accepted for President-Elect, Vice President Elect-Fundraising, Vice President Elect-Activities, Vice President Elect-Communications, and Vice President Elect-Finance. The slate of officer-elects must be submitted to the Head of School for approval. The slate of officer-elects shall be approved by the majority of the Nominating Committee members present and voting. If a current nominating committee member is nominated for a position on the ballot, she/he must not be present for the discussion of candidates for that office. They may be present for the Nominating Committee vote.

Section 2. Elections: The slate of officer-elects shall be elected by the majority of members present and voting at a Parents' Organization meeting.

Section 3. Appointments: Appointments of committee chairs will be made by the Vice Presidents of Fundraising and Activities with prior approval of the Nominating Committee in the spring for the following school year. The slate of committee chair appointments must be submitted to the Head of School for approval.

Section 4. The Board shall be made up of parents/guardians representing each grade level in the school including prekindergarten through eighth grade.

Section 5. One-third of the members of each incoming Board shall not have served the previous term.

### **ARTICLE VIII – MEETINGS**

Section 1. There shall be at least one Parents' Organization meeting each school year.

Section 2. The Board shall meet monthly, September through May. Additional meetings can be called by the President. A quorum must be present to constitute a meeting. A quorum shall consist of a simple majority of the Board.

Section 3. The Executive Committee of the Parents' Organization shall meet as needed. A quorum must be present to constitute a meeting. A quorum shall consist of a simple majority of the Executive Committee of the Parents' Organization. Meetings may be conducted by electronic communication.

Section 4. Motions must be passed by a simple majority of members present and voting.

Section 5. Any transaction of business required or permitted to be taken by the Parents' Organization may be taken without a meeting by using a mechanism such as email. Voting members must receive a document containing the full text of the motion, and then respond specifically to that motion. A motion must contain a set date and time for responding to the request for a vote. Individuals who do not respond with a vote will not be counted toward the number required to constitute a majority of a vote.

### **ARTICLE IX – FUNDRAISING**

Section 1. Parents' Organization fundraising projects for the following school year will be approved through the Advancement Office annually by April of each year.

Section 2. Final approval by the Head of the School shall be required for all Parents' Organization fundraising projects.

Section 3. The President shall report to the members at a Parents' Organization meeting as to how the funds will be appropriated, based on recommendations from the school administration. In lieu of a formal meeting, notification may be made through the weekly email sent to all members of the Parents' Organization.

## **ARTICLE X – APPROPRIATIONS AND DISBURSEMENTS**

All appropriations and disbursements and required reporting of the Parents' Organization shall be the responsibility of the Treasurer and shall be governed by the financial policies of the School, as determined by the Board of Trustees of the School, and procedures, as established by the Chief Financial Officer. Specific responsibilities required to be handled directly by the Business Office are:

1. Contracts are to be reviewed and signed by the Chief Financial Officer or designee.
2. All banking activities, including deposits, check writing and signatures, bank account set-up and closure, and merchant services account set-up and closure.
3. Preparation of regular financial statements.
4. Any activities that would bind the School financially or legally must be approved and/or require signature of the Head of School or the Chief Financial Officer.

## **ARTICLE XI - AMENDMENTS**

The Bylaws shall be amended by a two-thirds majority vote of the Board present at any Board meeting. The proposed amendment shall be approved by a majority of members present and voting at a Parents' Organization meeting. The approved amendment shall then be presented to the Board of Trustees for final approval.