

St. Luke's Episcopal School

Parent Council

BYLAWS

ARTICLE ONE

Name

The name of this organization is the St. Luke's Episcopal School Parent Council.

ARTICLE TWO

Objectives

The purpose of this organization shall be as follows:

1. To promote the best interest of St. Luke's Episcopal School (hereinafter called "SLES") and its pupils.
2. To organize and coordinate functions and activities to benefit SLES.
3. To raise money through planned activities for expenditures to benefit SLES, its pupils and faculty, including, but not limited to, purchases of equipment and improvements for SLES, its building and grounds.

ARTICLE THREE

Policies

Section 1. The organization shall be independent and voluntary, non-profit, non-partisan, and non-sectarian.

Section 2. The organization will cooperate with the SLES Board of Trustees, Head of School, and faculty to support and improve education at SLES.

ARTICLE FOUR

Membership

All families with children enrolled at SLES are members of the Parent Council. Each family shall have one vote.

ARTICLE FIVE

General Membership Meetings

Section 1. The SLES Parent Council general membership shall meet four times each school year (twice each semester).

Section 2. An orientation meeting of the membership shall be held early in the school year. The annual meeting of this organization will be held during the spring of each year.

Section 3. Notice of all meetings will be given at least one week in advance.

Section 4. Other special meetings may be called at any time by the President or Executive Committee.

ARTICLE SIX

Executive Committee

Section 1. The officers of this organization shall number 12 and shall constitute the Executive Committee:

- a. President,
- b. President-Elect,
- c. Vice President for Classroom Activities,
- d. Vice President for Families,
- e. Vice President for Appreciation,
- f. Vice President for Special Projects
- g. Vice President for Communications
- h. Vice President - Treasurer,
- i. Vice President for the Middle School,
- j. Vice President – Auction Party
- k. a liaison with the Athletic Association, and
- l. the Head of School or his or her designee from the administration.

In the spring of each year the new Executive Committee will meet with the members of the outgoing Executive Committee to discuss the business of the organization. The members of the Executive Committee shall take office on June 1st.

Section 2. The duties of the Executive Committee shall be:

- a. To transact necessary business in the intervals between organization meetings.
- b. To approve the plans and actions of the committees.
- c. To approve fundraising plans and other activities which involve the parents, teachers, and/or students of SLES.
- d. To present a report at the annual meeting of the organization.
- e. To approve the expenditures unrelated to a specific committee.

Section 3. Meetings of the Executive Committee shall be held once a month during the school year. Meetings of the Executive Committee may be called by the President or by two (2) members of the Executive Committee at any time upon two (2) days prior notice.

Section 4. Voting may be conducted by ballot, voice, or e-mail.

ARTICLE SEVEN

Nominating Committee

Section 1. In the spring of each year, an officer slate shall be compiled by a Nominating Committee.

- a. The Nominating Committee shall be chaired by the President-Elect and will consist of:
 - i. two other Parent Council officers appointed by the President,
 - ii. the Head of School or his or her designee from the administration, and
 - iii. two other Parent Council members that are not officers.
- b. The Nominating Committee shall present a slate of officers at the annual meeting and additional nominations may also be made from the floor. Voting shall be by voice or ballot.
- c. All officers except the Treasurer shall serve for a term of one (1) year or until their successors take office. The Treasurer shall serve a term of two (2) years or until his or her successor takes office. All officers shall assume their duties on June 1st.

Section 2. A vacancy occurring in any office shall be filled by a vote of the Executive Committee, and the person elected to fill such vacancy shall serve until the end of the current term.

ARTICLE EIGHT

Duties of Officers

Section 1. The President shall preside at all meetings of the organization and of the Executive Committee, shall be a member ex-officio of all committees and shall perform all other duties usually pertaining to the office. The President shall also be a voting member of the Board of Trustees of SLES.

Section 2. The President-Elect shall act as aide to the President and shall perform the duties of the President in the absence of that officer and perform such other duties as delegated by the Executive Committee.

Section 3. The Vice President of Communications shall keep minutes of all Executive Committee meetings and General Membership meetings of the organization and other duties as may be delegated by the Executive Committee.

Section 4. The Vice President - Treasurer shall receive all money of the organization, transact bank business, keep an accurate record of receipts and expenditures, and pay out funds only as authorized by the President and relevant committee chairperson. The Treasurer shall present a statement of account at the meetings of the organization and at other times when requested by the Executive Committee

Section 5. The Vice President for Classroom Activities shall serve as a liaison with the faculty on matters that involve the classroom and other duties as may be delegated by the Executive Committee.

Section 6. The Vice President for Families shall oversee activities that serve the families of SLES and other duties as may be delegated by the Executive Committee.

Section 7. The Vice President for Appreciation shall ensure proper recognition for all faculty, staff and volunteers and other duties as may be delegated by the Executive Committee.

Section 8. The Vice President for Special Projects shall oversee special events and fundraising.

Section 9. The Vice President – Auction Party shall coordinate all matters related to the largest Parent Council fundraiser.

Section 10. The Vice President for the Middle School shall oversee activities specific to the Middle School and other duties as may be delegated by the Executive Committee.

Section 11. The liaison with the Athletic Association shall facilitate communication between the Parent Council and the Athletic Association.

ARTICLE NINE

Committees

Section 1. After their election in the spring, the incoming Executive Committee shall promptly select the chairperson(s) for each committee. Committee chairpersons shall serve for a term of one (1) year or until their successors take office.

Section 2. Additional committees may be created from time to time by the Executive Committee as may be required to promote the objectives and activities of the organization.

Section 3. The chairpersons of all committees shall present plans and updates of committee work to the Executive Committee for approval.

Section 4. Each committee chairperson will be responsible for approving expenditures relating to his/her committee. Requests for expenditures will be given to the Treasurer with supporting documents.

ARTICLE TEN

Amendments-Quorum

Section 1. These Bylaws may be amended at any regular or special meeting of the organization by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment has been given at least three (3) days in advance of the meeting.

Section 2. A quorum of the organization shall be nine (9) members.

Section 3. A quorum of the Executive Committee shall be three-fifths (3/5) of the voting members.

Section 4. Except for voting to amend these By-laws, all other votes shall be decided by a majority.

ARTICLE ELEVEN

Rules

The rules contained in "Robert's Rules of Order Newly Revised" shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Amended effective April 12, 2007
By a Vote of the Membership

Signed by Stephanie Cavender
President, Parent Council
St. Luke's Episcopal School