

# Doane Academy Parents Association Bylaws

## April 2017

### Article I

#### **Name**

The name of this organization shall be Doane Academy Parents Association (the "PA").

### Article II

#### **Mission**

The objective of the PA is to promote and support the goals and vision of Doane Academy. The PA strives to foster an inclusive sense of community and encourage effective lines of communication between parents and the school. It promotes parent engagement, welcomes and orients all new members into the Doane family, and assists the school in its efforts to provide educational opportunities to its students.

The PA pursues its mission working in cooperation with the school administration through activities consistent with the policies and goals established by the Board of Trustees of Doane Academy.

### Article III

#### **Membership**

Membership in the PA shall consist of all parents/guardians of all students currently enrolled in the School. The Headmaster is also considered a member of the PA along with the Administrative Liaison in that one or both will attend all meetings of the PA.

### Article IV

#### **Executive Board**

The Executive Board shall consist of the President, Vice President, Division Chairs, Secretary/Treasurer, and Communications Coordinator. All Executive Board members shall support the School's mission and act as ambassadors of the School. They shall attend Executive Board and general PA meetings.

The **President** serves as the Chief Executive Officer of the PA. S/he presides over all Executive Board and general PA meetings. All committees report either directly or indirectly to the President. Meeting regularly with the Headmaster, the President serves as the liaison between the PA and administration. The President serves a two-year term.

The **Vice President** serves directly under the President. S/he supports the President in all responsibilities and shares much of the oversight of PA committees. In the absence of the President, the Vice President presides over PA meetings and events. Barring unforeseen circumstances, the Vice President shall succeed the President upon the completion of her/his term. The Vice President serves a two-year term.

The three **Division Chairs**, representing Lower School, Middle School, and Upper School, preside over all the committees, activities and events that take place in their particular division. They report directly to the President and serve a one-year term.

The **Secretary/Treasurer** assists the President and Vice President in carrying out many of the PA duties and execution of events, including coordination PA volunteers. S/he also keeps minutes for all PA meetings and submits them to the President within a week following each meeting.

The **Secretary/Treasurer** also serves as the Chief Financial Officer of the PA. S/he is responsible for all financial reports, the collection and disbursing of PA funds and serves as the PA's liaison to the School's Business Office. The Secretary/Treasurer is responsible to provide a written financial update at every meeting. S/he reports directly to the President and serves a two-year term.

The **Communications Coordinator** oversees all communication with the PA Executive Board and the School community. This includes the creation and distribution of notices, flyers and other materials. The Communications Coordinator reports directly to the President and serves a two-year term.

**Note:** *The President may serve one two-year term and all other officers may serve up to two consecutive two-year terms or three consecutive one-year terms. Officer vacancies shall be filled by Presidential appointment with the approval of her/his Executive Board for the remainder of that position's term. If the office of the President becomes vacant, the Vice President will become President. Terms run from June of the elected year to the following June.*

## Article V

### **Nominating Committee**

The Nominating Committee shall consist of the members of the Executive Board whose terms are not set to expire within the following six months, as well as the immediate past-President of the PA if he/she is still a member of the PA. No later than March 31 of each year, the Nominating Committee shall give notice to the PA of Executive Board positions that they anticipate being open as of June of that year, and ask for nominees from any member of the PA.

Once suggested names are submitted, the Nominating Committee will select up to two nominees for each open position and share the names of the nominees with the Headmaster and Administrative Liaison. After approval by the Headmaster, the Nominating Committee will then determine the appropriate manner by which to share information about the nominees with the PA. The PA will then elect the new members of the Executive Board, by a majority vote, at the last PA meeting of the academic year.

## Article VI

### **Removal of an Officer**

A PA officer may be removed from their position with just cause, at any time, by a two-thirds vote of the full Executive Board, with the knowledge of the Headmaster. The officer who is the subject of the vote shall not have a vote.

## Article VII

### **Meetings**

The PA shall meet between four and six times a year. The meetings will alternate between mornings and evenings; the President or Vice President must be at every meeting. All meeting dates will be determined the summer prior to the school year and included in the school calendar. Meetings and speakers shall be publicized to the school community. Minutes from all open meetings shall be available to the school community following each meeting on the School's web site. Additional meetings may be scheduled at the discretion of the President in conjunction with the Headmaster.

The Executive Board shall meet monthly during the school year and at least once over the summer. All votes are decided by simple majority. In the event of a tie vote, the President will make the final determination.

## Article VIII

### **Committees**

The PA President, in conjunction with her/his Executive Board, shall appoint all committee chairs. The formation, responsibilities and dissolution of all committees fall under the President and Executive Board's discretion.

## Article IX

### **Finances**

#### **Budgeting/Fiscal Planning**

At the beginning of the new fiscal year (July 1), the PA President and Secretary/Treasurer will meet with the School's Chief Financial Officer and submit a general accounting for the upcoming year. This budget will be reviewed and revised on a quarterly basis. Before the close of the fiscal year (June 30), the PA may present the school with an annual donation. Following that, the Treasurer will meet with the Chief Financial Officer to prepare for the school's financial audit.

#### **Check Request Process**

The accounts of the PA shall be administered by the School and its Chief Financial Officer. The PA President, Vice President and Secretary/Treasurer may request checks for any amount up to \$1000. For amounts exceeding \$1000, two PA Executive Board signatures are needed on a

request; one must be the Secretary/Treasurer's. For amounts exceeding \$3000, the PA President or Secretary/Treasurer and the Headmaster must co-sign the request. All check requests are submitted to the Chief Financial Officer and all checks are written and signed by the Chief Financial Officer, subject to the check-signing authority policy of the School.

### **Reimbursements**

All out of pocket expenses, with accompanying documentation, must be submitted to the Chief Financial Officer for reimbursement within a month of the allocated purchase. Any expenses not submitted before the end of the fiscal year will not be reimbursed.

### Article X

#### **Affiliations**

The PA is non-commercial, nonsectarian and nonpartisan. The PA name and its officers, in their official capacity, shall not be used in connection with any commercial concern or with any partisan interest, or for anything other than the work of the PA. Parent lists and emails shall not be shared for any purposes outside of the School community, unless it specifically pertains to a PA event with the approval of the Headmaster.

### Article XI

#### **Conflicts of Interest**

No PA member or members of her/his family shall benefit financially from her/his volunteer involvement with Doane Academy or from any PA event or materials, unless specifically sanctioned by the Headmaster.

### Article XII

#### **Bylaw Amendments**

Subject to the approval of the Headmaster, the Bylaws may be amended by a majority vote of the Executive Board to be ratified by a two-thirds vote of the entire PA membership (or two-thirds of those present at the open meeting). Notification of change in Bylaws must be shared with general population, via Doane Day to Day ("3D"), prior to the vote. The Bylaws shall be reviewed every five years or before, as needed.

### Article XIII

#### **Dissolution**

In the unlikely event of the dissolution of the PA, all assets will be distributed exclusively to Doane Academy.