

The MacDuffie School Parent Association

By-Laws

Article I – Name

The name of this Association shall be The MacDuffie School Parent Association (PA).

Article II – Purpose

The purpose of this Association shall be:

- To promote communication among the parents, teachers, administration and students of the School;
- To afford an opportunity for members to meet and exchange ideas;
- To assist the School through projects, gifts, outreach and support;
- To represent the parents of all students in various School activities

The Association reserves the right to fundraise (with approval from the Business Office) for its own purposes in addition to assisting the School if necessary.

Article III – Membership and Dues

All parents, guardians, and faculty of present or former students who are interested in the purpose of the Association may become active members. In lieu of dues, parents are encouraged to support the school through volunteerism, concession item donations and financial support of school as well as Association projects.

Article IV – Election of Officers

The Executive Committee, include the offices of President, Vice President, Recording Secretary, Treasurer and Event Coordinator to be elected annually. The candidates will consist of all current PA members with a student in grade 6-12 current academic year. Officers will be elected in the early spring of each year.

Election of Executive Committee

- Call for nomination will be during April PA meeting.

- For President, Vice-President, Treasurer, Recording Secretary and Event Coordinator.
- Detailed description on website under PA button (to be established)
- Use all sources of communication that circulate at that time, FaceBook, email, Mailbag, Around the Circle, website (PA button)
- Members of current Executive Committee (inclusive of all past Presidents), will obtain consent of each nominee to serve if elected.
- Post slate publicly using sources of communication listed above
 - Voting period during May PA meeting
 - Beside nominee's name, list child's name
 - Sam Smith: parent of Claire and Noah Canton-Smith
 - A position may be acclaimed if there is only one nominee
- Voting procedure
 - Each parent with a student currently enrolled at MacDuffie School and has attended one meeting in the current academic year, is entitled to one vote.
 - Voting will be during the PA meeting in May. Date to be announced thirty (30) days prior to meeting.
 - Absentee ballots will be permitted to any PA member, who has attended one or more meetings prior to voting day.
 - Proxy ballots will NOT be accepted.

Article V- Roles and Responsibilities

The President (term: one year) shall:

- Preside at all meetings of the Association and the Executive Committee
- Be a member, ex-officio of all committees
- Appoint special committees
- Perform all other duties normally associated with the position
- Be a member, ex-officio at the Trustee and Alumni Board meetings
- Advisory Board

The Vice President (term: one year) shall:

- Preside in the absence of the President
- Be responsible for making sure doors are unlocked for meetings and other Parent Association events.

- Liaison with faculty and student body
- Send updated website contact info to communication director in February and August, or as needed.

The Recording Secretary (term: one year) shall:

- Keep written records of all Association and Executive Committee meetings in addition to being responsible for all written correspondence of the Association.
- This includes but is not limited to email notices including meeting minutes to parents.

The Treasurer (term: one year) shall:

- Receive the income of the Association and shall keep records of all receipts and expenditures as well as expend funds as authorized.
- A full financial report shall be made by the Treasurer at all monthly meetings and year end.

Events Coordinator (term: one year) shall:

- Generate event ideas.
- Produce sign ups for all major events.
- Support Parent Association events.
- Coordinate volunteers.

Vacancies:

All officer vacancies must be filled by succession of the next highest ranking officer. For example, vacancy in the position of president will be filled by the vice president or next highest ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy.

ARTICLE VI- Meetings

- Meetings of the Association are monthly at The MacDuffie School. There shall be a minimum of three meetings during the school year, consisting of no more than an hour each.
- Order of Business – The order of business at meetings of the Association, unless changed by the executive shall be (may be adjusted):
 - Call to order
 - Introductions

- Purpose of the Parent Association
- Head of School Report
- President's Report
- Treasurer's Report
- Old Business
- New Business
- Adjournment

ARTICLE VII- Executive Committee

The Executive Committee consists of the officers of the Association.

The terms of office of the Executive Committee shall be the same (one year) as that of the Officers and Representatives. The duties of the Executive Committee are to transact business between the general meetings of the Association. Meetings of the Executive Committee are called by the President. With approval of no less than three members of the Executive Committee, the Executive committee which consists of the President, Vice President, Treasurer, Recording Secretary and Event Coordinator can authorize expenditure of funds not to exceed \$500.00. All other expenditures are decided by the Executive Committee and approved at a general meeting.

ARTICLE VIII- Amendments

These by-laws may be amended at any Executive meeting of the Association by two-thirds vote of the members present.

June 20, 2014

Amended: March 27, 2015
December 7, 2016