St. Andrew’s Episcopal School Parent Association By-Laws

Article I Name
Section 1. The name of the organization shall be St. Andrew’s Episcopal School Parent Association (hereinafter “Parent Association”).

Article II Purpose
Section 1. The Parent Association shall support the School’s philosophy, programs and activities for the benefit of all students. The Parent Association shall facilitate communication and parent education as well as encourage and coordinate volunteerism. The Parent Association shall foster a spirit of inclusion, partnership, community, and cooperation.

NOTE: Issues between students, parents and teachers, including, but not limited to disciplinary issues, are not within the realm of the Parent Association and should be referred to the appropriate channels.

Article III By-Laws
Section 1. The By-laws shall be set by the Parent Association Executive Board (hereinafter “Executive Board”) in conjunction with the Head of the School.

Article IV Membership
Section 1. The Parent Association shall consist of the Officers of the Parent Association (three Co-Presidents representing the Upper School, the Middle School, and the Lower School, Treasurer, Secretary), Parent Association Representatives from each grade level, Parent Association Committee Chairs, and all parents and guardians of students enrolled at St. Andrew’s Episcopal School.

Section 2. The Head of School and the President of the Board of Trustees shall be ex-officio members of the Parent Association.
Article V Officers

Section 1. The Officers of the Parent Association shall be the Co-Presidents, Treasurer and Secretary. The Officers shall serve on the Executive Board.

Section 2. Parent Association Officers shall serve two-year terms, with a possible extension. The Co-Presidents’ terms shall be staggered.

Section 3. The Executive Board and the Head of School shall appoint the Parent Association Officers for the coming year, and shall announce the appointments at the Parent Association April meeting.

Section 4. Duties of Officers

a. The Co-Presidents are responsible for the overall activities of the Parent Association. The Co-Presidents conduct periodic general meetings and Executive Board meetings of the Parent Association. The Co-Presidents oversee the activities of the Parent Association Representatives and Committee Chairs.

b. The School shall have custody of the funds of the Parent Association. The Treasurer shall keep an accounting of the funds through the management of the receipts and disbursements and give a current report to the Parent Association Executive Board monthly. The Treasurer shall be a member of the Executive Board and shall perform such duties as may be deemed necessary by the Executive Board or the Co-Presidents.

c. The Secretary shall record and retain for the Parent Association notes of all meetings. The Secretary shall conduct Parent Association correspondence at the request of the Co-Presidents. The Secretary shall distribute meeting notes to all members of the Parent Association. The Secretary shall be a member of the Executive Board and shall perform such duties as may be deemed necessary by the Executive Board or the Co-Presidents.
Article VI Parent Association Representatives

Section 1. Each Lower School classroom or homeroom shall have one Parent Association Representative. Each Middle School and Upper School grade level shall have two Parent Association Representatives.

Section 2. Parents may volunteer to become a Parent Association Representative. The Co-Presidents shall appoint the Parent Association Representatives in conjunction with Division Heads.

Section 3. Parent Association Representatives may serve no more than two consecutive years as Representatives for the same child.

Section 4. Members of St. Andrew’s faculty and staff are not eligible to serve as Parent Association Representatives or Parent Association Officers.

Section 5. Parent Association Representatives’ responsibilities include (1) coordinating classroom activities, (2) communicating Parent Association and classroom and grade level activities to parents, (3) attending Parent Association meetings, and (4) upholding the goals set forth by the Parent Association.

Article VII Committees

Section 1. Committees of the Parent Association shall include various fundraising projects, programs, events, and areas that support the sense of community within the school. Committee Chairs shall oversee and coordinate activities by involving interested parent volunteers. Selection of Committee Chairs may be voluntary or assigned. Committee Chairs shall report their activities to the Parent Association.

Article VIII Meetings

Section 1. The Parent Association shall meet periodically throughout the school year to conduct the business of the Parent Association. The meetings shall be presided over by the Co-Presidents of the Parent Association. Additional meetings may be called at the discretion of the Co-Presidents.
Section 2. All parents are members of the Parent Association and are encouraged to attend Parent Association meetings. Parents may comment or contribute to items on the agenda.

Section 3. The members present at any duly called meeting shall constitute a quorum. A majority of members present shall be required to approve any matter put to a vote.

**Article IX Finances**

Section 1. The fiscal year for the Parent Association is July 1 – June 30.

Section 2. The Executive Board shall set the budget for review, recommendation and approval by the Director of Finance and Head of School.

Section 3. A budget of projected annual revenues and expenses shall be developed and approved by the Executive.

Section 4. Any money raised by the Parent Association shall cover its programming costs as approved by the Head of School. Excess funds will be donated to the Annual Fund.

Revised: June 2017 Approved by Sean Murphy 6/19/17