

**Saddle River Day School
Parents Guild By-Laws
Adopted, April 2006
Revised by the Head of School and PG on May 2019**

Article I. Meetings of the Parents Guild

- (a) During the school year, monthly meetings of the Parents Guild are scheduled by the President/Co-Presidents of the Parents Guild of the Saddle River Day School. Every month, the meetings will be open to any members of the Parents Guild of Saddle River Day School as defined in Article III.
- (b) The minutes from these meetings will be accessible for review, prior to each subsequent meeting. Minutes are voted on and accepted from the previous meeting at the next subsequent meeting and are then available, upon request, through the Office of Advancement.
- (c) Special meetings of the Executive Board may be called by the President/Co-Presidents at any time.
- (d) Twelve members shall constitute a quorum at the Parents Guild meetings. Parents Guild members shall be permitted to vote by proxy, if they so desire, on any issue that will be voted upon by the Guild. If they cannot attend that specific meeting, proxy votes must be submitted in writing to the Recording Secretary prior to the meeting. The agenda for a Parents Guild meeting will be provided at all monthly meetings.
- (e) The annual budget shall be developed yearly in conjunction with the SRDS CFO, President/Co-Presidents and Treasurer for presentation to the Executive Board prior to the June meeting of the Executive Board. At the June meeting, the proposed budget is presented and reviewed by the Executive Board. The Executive Board shall vote to accept this proposed budget upon completion of review. During an election year, the incoming Executive Board members will be included in this process.

Article II. Nominations and Elections

- (a) The Nominating Committee is charged with the task of presenting a slate of Executive Board officers for the approval of the current Parents Guild Executive Board.
- (b) The Nominating Committee shall be chaired by the current President/Co-Presidents of the Parents Guild of Saddle River Day School or a substitute appointed by the current President/Co-Presidents; and shall include at least 3 current Parents Guild members who choose not to run for an Executive position during the next term; preferably representative of each of the school's respective divisions. The 3 Parents Guild members on the Nominating Committee are chosen by their willingness to serve. These representatives understand that they cannot be nominated for Executive Board positions on the Parents Guild.
- (c) The Nominating Committee will notify the membership via email, prior to the December break, asking for nominations for the Executive Board of the Parents Guild. Once the names are submitted, it is the responsibility of the chairperson of the Nominating Committee to contact

the suggested person(s) stating that they are being nominated for a position and confirming their interest.

(d) A ballot of the names of those who confirmed their interest to serve on the Executive Board will be reviewed by the Nominating Committee and appointed as necessary. Executive Board officers shall be selected by the Nominating Committee. The new Executive Board officers shall be promptly notified by phone of their appointment and their formal acceptance will be registered.

(f) The Nominating Committee will present the new Executive Board officers at the May meeting of the Parents Guild of Saddle River Day School or by the end of the school year.

Article III. Terms of Office

(a) The terms of office for elected Executive Board Officers shall be 2 years. Executive Board officers may succeed themselves for a 2nd term at the discretion of the Parents Guild President/Co-Presidents and approved by the Head of School.

(b) When possible, the Co-Presidents should stagger their 2 year term.

(c) The terms of office for Committee Chairpersons shall be for one year. Committee Chairpersons may be reappointed each year at the discretion of the Parents Guild President/Co-Presidents.

(d) All terms of office shall commence on July 1, following the installation of officers at the May Annual Volunteer Breakfast or by the end of the school year.

(e) Any vacancy occurring during the term of an Executive Board member may be filled by appointment of the President/Co-Presidents with the approval of a quorum of Parents Guild members at a monthly Parents Guild meeting.

Article IV. Duties of the Parents Guild Executive Board

The Executive Board shall exercise all powers of management of the affairs and business of the Parents Guild of Saddle River Day School consistent with the By-Laws and the Constitution.

All records, papers and other articles pertaining to the work of the Guild are to be passed on to the successor at the end of the term of office.

Article V. Duties of the Executive Board Officers

(a) The **President/Co-Presidents** shall be the chief executive officer(s) and shall have control and management of the affairs of the Guild, subject to the directions of the Executive Board. The President/Co-Presidents shall preside at all meetings of the Guild and of the Board. They are responsible for obtaining approval of minutes from prior meetings. They will work with the Office of Advancement to coordinate monthly meeting agendas. The President/Co-Presidents shall appoint Chairpersons of Standing Committees and members of the Nominating Committee and serve on the Nominating Committee. In the event that a Chairperson is not available for a

subcommittee or special event, a President must assume those responsibilities in order to assure success of that program/event. A President/Co-Presidents shall serve ex-officio on all Standing Committees. The President/Co-Presidents shall present a year-end report at the June Executive Board meeting. A copy will be available for review in the Office of Advancement by any member. The President/Co-Presidents shall send a welcome email at the end of August. It is to include a welcome letter from the President/Co-Presidents of the Guild, a schedule of upcoming Parent Guild meetings and events.

(b) The **Vice-Presidents(s)** shall assist the President/Co-Presidents in all duties as directed by the President/Co-Presidents. In the event one President is unable to complete the term of office, a Vice-President may assume the duties and responsibilities of the term of said President. The Vice President(s) must serve on the all fundraising committees, assist the President/Co-Presidents with volunteer recruitment and help establish committees.

(c) The **Recording Secretary** shall keep the minutes of all Parents Guild meetings and the meetings of the Executive Board. The Recording Secretary shall file all documents pertaining to the affairs of the Guild. The minutes of each Parents Guild meeting should be made digitally available prior to the next meeting. The recording secretary is responsible for having a copy of the minutes at the next subsequent meeting.

(d) The **Corresponding Secretary** shall conduct all correspondence of the Guild as directed by the President/Co-Presidents. The Corresponding Secretary supports the good and welfare of the SRDS community as defined by the Executive Board.

(e) The **Treasurer** shall be custodian of the funds of the Parents Guild of Saddle River Day School, in conjunction with the SRDS Finance Department, which shall be deposited in a bank designated to the Parents Guild. The Treasurer shall keep an accounting of expenses and revenue pertaining to Parent Guild events. A year-end financial report will be presented at the June meeting of the Executive Board. The Treasurer will assist the President/Co-Presidents in the development of the proposed budget annually, for approval by the Executive Board. The Treasurer will also be responsible for securing all NJ Legalized Games of Chance permits/licences/tickets and preparing all post-event operational reports required by the state.

(f) The **Lower, Middle and Upper School Representatives** shall meet with the Head of the respective school division monthly. They serve as a liaison between respective Head and the Parent's Guild. All three Chairs are to report on their divisional news at each monthly Parents Guild meeting. They are expected to support all school functions and activities in said divisions. They also facilitate new parent outreach. All three school representatives are to sit on the Gala/Community Dinner committee and assist and coordinate class participation in all Parents Guild sponsored events.

(g) The **Past President** shall assist the Current Co-Presidents when needed and serve on the Executive Committee for a two year term.

Article VI. Standing Committee Chairpersons:

Gala/Community Dinner Chairperson shall be responsible for coordinating and delegating the responsibilities of the annual fundraising event.

Faculty and Staff Appreciation Breakfast Chairperson shall be responsible for planning, coordinating, obtaining volunteers, and overseeing a breakfast event for the faculty and staff of the Saddle River Day School.

Student Appreciation Lunch Chairperson shall be responsible for planning, coordinating, obtaining volunteers, and overseeing a lunchtime event for the students of the Saddle River Day School.

Ladies' Night Out Chairperson shall be responsible for coordinating and delegating the responsibilities of this annual event.

Lower School Halloween Trunk or Treat Chairperson shall be responsible for coordinating and delegating the responsibilities of this annual event.

Class Parents shall be the point of contact for their respective classes and serve as a liaison between the teacher, the parents in their grade and the Executive Board. Duties include: email weekly updates and activities relevant to the grade, assist with new parent outreach, support all school functions and activities in said divisions and coordinate class baskets, ticket sales and event attendance.

New Parent Outreach shall be responsible for welcoming and informing all new parents of the Saddle River Day School. Division reps, Class parents and the Office of Admissions will work together to coordinate outreach.

Sunshine Committee Chairperson shall be responsible for coordinating the Parents Guild response to 'good and welfare' for the school community.

Amazon Program Chairperson shall be responsible for informing, maintaining and reporting on the Saddle River Day School account.

Parent Photographer shall photograph all school community events on call as needed.

Homecoming Chairperson shall be responsible for coordinating and delegating the Parents Guild responsibilities of this annual event.

All School BBQ shall be responsible for coordinating and delegating the Parents Guild responsibilities of this annual event.

Note: All said committees will be reviewed each year and adjusted as needed.

Article VII. Amendments

These By-Laws may be amended following due process of the Executive Committee to review changes to the Parents Guild By-Laws. Notification and documentation of proposed changes shall be made available to members of the Parents Guild. All amendments submitted must have prior approval of the Executive Board. These By-Laws will be reviewed at least every 5 years or as deemed necessary by the Executive Committee. The changes will be forwarded to the Head of School for final approval.

Article VIII. Amendments

This constitution may be amended following due process of the Executive Committee to review changes to the Parents Guild Constitution. Notification and documentation of proposed changes shall be made available to all members of the Parents Guild. All amendments submitted to the membership must have the prior approval of the Executive Board. This constitution will be reviewed at least every 5 years or as deemed necessary by the Executive Committee. All changes will be presented to the Head of School for final approval.

Article IX. Disbandment

Upon disbandment of the Parents Guild of Saddle River Day School, all assets of the Guild shall be transferred and distributed to the Saddle River Day School. No assets of the Guild shall be distributed among the membership upon disbandment.

Accepted by:

Sarah Felitti-Powell 5/30/19
Sarah Felitti-Powell Date
Parent Guild Co-president

Debra Acello 5/30/19
Debra Acello Date
Parent Guild Co-president

Eileen Lambert May 2019
Eileen Lambert Date
SRDS Head of School