

THE PARENTS' ASSOCIATION OF MONTCLAIR KIMBERLEY ACADEMY

2023-2024 BYLAWS

ARTICLE I

NAME: The name of The Association shall be the Parents' Association of Montclair Kimberley Academy, herein called PAMKA.

ARTICLE II

OBJECT: PAMKA is a parent volunteer organization established to provide opportunities for parents to participate in the support and enhancement of the students' educational experience at Montclair Kimberley Academy (MKA). PAMKA 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 Montclair Kimberley Academy.

PAMKA achieves its objectives by:

- directing its financial, volunteer, and organizational resources to broaden and supplement the educational environment of MKA students and faculty;
- communicating information essential to each family's participation in the daily life of the school;
- fostering a strong MKA community through parent involvement in programs, social gatherings, volunteer opportunities, and special events;
- sponsoring safe social events for students.
PAMKA actively raises funds and organizes volunteers to achieve these goals.

ARTICLE III

MEMBERSHIP & DUES:

Section 1: All parents and guardians of any Montclair Kimberley Academy student are eligible for membership in PAMKA.

Section 2: The annual dues shall be in the amount determined by the Finance Vice President and the Board of Officers, in agreement with the PAMKA Liaison and the MKA Business Office.

Section 3: The privilege of holding office, introducing motions, debating, and voting shall be limited to members whose current dues are paid.

Section 4: Meetings of the Board of Officers shall be held monthly during the school year unless the Board of Officers decides otherwise. Additional meetings of the full membership of PAMKA may be called by the Board of Officers, or upon written request of twenty-five members of PAMKA, by ten days notice to the members of PAMKA.

Section 5: The Annual Meeting of the full membership of PAMKA shall be held in the spring. The following documents must be emailed to the parent community at least one week prior to the date of the PAMKA Annual Meeting: the next year's Nominating Slate, the next year's PAMKA Budget, and the updated PAMKA Bylaws.

Section 6: The number of members present at a meeting of the full membership of PAMKA shall constitute a quorum for the transaction of business.

ARTICLE IV

BOARD OF OFFICERS:

Section 1: There shall be a Board of Officers, composed of:

The officers of PAMKA

Two non-voting ex-officio members: The MKA Head of School and the PAMKA Liaison

The Board of Officers shall be responsible for the policies and the management of the activities and funds of PAMKA. Major decisions made at the meetings of the Board of Officers shall be submitted to the membership for ratification at a future membership meeting.

Section 2: Meetings: Monthly meetings of the Board of Officers shall be called by the President.

Section 3: Quorum: A majority of the members of the Board of Officers shall constitute a quorum.

Section 4: Any person serving in an elected position in PAMKA may request to be present at a meeting of the Board of Officers.

ARTICLE V

PAMKA ORGANIZATION:

Section 1: The PAMKA Organization shall comprise: Board of Officers

Committee Chairpersons and all Slated Volunteers

Section 2: Terms of Office:

1. The President and Finance Vice-President shall be elected to serve one two-year term, which terms shall not be served concurrently, and may not be elected for a succeeding term. All others shall be elected to serve for a term of one year.
2. No person may be elected to the same position for more than two consecutive terms, except that a committee chairperson (or chairpersons) may be elected to a third consecutive one-year term if the Nominating Committee deems appropriate. No individual may serve more than four consecutive years on the Board of Officers.

Section 3: Nominations: The Nominating Committee shall present a single slate of candidates for officers, committee chairperson (and co-chairperson) of standing committees, grade representatives, and six members of the Nominating Committee. The slate shall be announced and emailed to PAMKA members at least one week prior to the Annual Meeting. All members shall be nominated by the Nominating Committee and elected at the Annual Meeting.

Section 4: Election: The Board of Officers, the chairperson (and co-chairperson) of committees and the six members of the Nominating Committee shall be elected at the Annual Meeting. No person shall serve in more than one elected position in a given year. Persons so elected shall officially assume the duties of their office on July 1, or, in the case of certain newly elected committee chairpersons (or co-chairpersons), on such an earlier or later date as the specific position requires.

Section 5: Vacancies: Vacancies in the PAMKA Organization shall be filled by appointment of the President with the approval of the Board of Officers. The Nominating Committee shall submit a list of suggestions to the President. Persons so appointed shall serve until the expiration of the original term of office and would be eligible to be elected to two subsequent terms with the exception of the President and Finance Vice-President who may serve one two-year term.

ARTICLE VI

FISCAL POLICIES:

Section 1: Fiscal Year: The fiscal year shall be from July 1 through June 30.

Section 2: Accounts and Audit: The books and accounts of PAMKA shall be kept in accordance with sound accounting practices and in compliance with the Internal Revenue Code and shall be audited annually by a Certified Public Accountant.

Section 3: Contracts: The MKA Chief Financial Officer or Business Manager shall sign all contracts and obligations of PAMKA.

Section 4: Disbursements: The Finance Vice President shall be co-signatory with the Treasurer for all PAMKA operating and investment account disbursements of \$5,000 or more. The President shall act as signatory in the absence of either the Finance Vice President or the Treasurer. Only one signatory is necessary for disbursements under \$5,000.

ARTICLE VII AMENDMENTS AND RULES OF ORDER:

Section 1: Amendments to Bylaws: These Bylaws may be amended by a majority vote of those present at any special or regular meeting of PAMKA provided, however, that the proposed amendments shall be plainly stated in the call for the meeting at which they are to be considered and sent to each member at least seven days prior to such meeting.

Section 2: Annual Review of Bylaws: The PAMKA Bylaws must be reviewed at least once on an annual basis by the PAMKA Secretary, PAMKA President, and PAMKA Liaison. They shall be presented to the parent community at least seven days prior to the Annual Meeting.

Section 3: Rules of Order: Robert's Rules of Order (Revised) shall be the parliamentary authority for all matters of procedure not otherwise specifically covered by the Bylaws adopted by PAMKA.

ARTICLE VIII

STANDING RULES, & NOMINATING

Section 1: The power to adopt, amend or repeal the Standing Rules is vested in the Board of Officers. Standing Rules may be amended at any meeting of the Board of Officers by a majority vote of those members present and voting, provided that such rules are not inconsistent with these Bylaws.

Section 2: Transition:

A. Incoming Board of Officers and committee chairpersons shall work with the outgoing Board of Officers from the time of election to June 30. Incoming Board of Officers and committee chairpersons officially take their roles as of July 1.

B. All elected members of the PAMKA Organization shall attend the scheduled transition meeting or make alternate arrangements to hold his or her own transition meeting with the

Section 3: Nominating:

1. No member of the Nominating Committee may be nominated to the Board of Officers.
2. No member of the Nominating Committee shall be nominated to a slated position before all possible qualified candidates have declined the position.
3. The Nominating Committee is comprised of seven-voting officers: The Nominating Chair and six Nominating Committeepersons. All three campuses shall have representation on the Nominating Committee. For quorum, at least five out of the seven Nominating Officers must be present.
4. The Nominating Committee is responsible to vote and fill all Slated PAMKA Volunteer Positions. For Vacancies outside of the Yearly Nominating Process, please see Article V, Section 5.

5. When an individual is offered a position on the slate and wishes to have a named co- chairperson he/she must submit that name to the Nominating Committee for approval and inclusion on the slate.
6. The Campus Vice-Presidents shall be consulted before the start of the nominating process.
7. The slated Nominating Chair must have served on the Nominating Committee in the past three years.
8. While the term of a Board of Officers position is one year (except President and Finance Vice-President), officers are encouraged to serve two terms.
9. The Nominating Committee shall look at the current makeup of the Board of Officers and should try to balance turnover.
10. Timeline of Yearly Nominating Process: Nominating forms must be available for at least three weeks to the parent community, prior to the deadline. Forms should be available at the beginning of January with the deadline at the end of the month. The Nominating Committee shall convene their meetings at the beginning of February. The Nominating Committee should finalize their Nominating Slate by the 1st of March. The Nominating Chair shall present the Nominating Slate to the PAMKA Board of Officers by the April PAMKA Board Meeting. The Nominating Slate shall be announced to the parent community at least one week prior to the Annual Meeting.

Section 4: PAMKA Liaison

1. The PAMKA Liaison and the President of PAMKA shall approve all letters, brochures or other communications relating to PAMKA business.
2. The PAMKA Liaison shall be given (electronic) copies of all correspondence from PAMKA to the MKA community.
3. The PAMKA Liaison shall be the primary contact between PAMKA Board of Officers and committeepersons and MKA's faculty and staff.

Section 5: Fundraising: No major additional fundraising initiatives can be implemented without the approval of the Head of School and MKA Director of Development.

