



**METAIRIE PARK COUNTRY DAY PARENTS' ASSOCIATION
RESTATEMENT OF BY-LAWS AS AMENDED**

ARTICLE

I Name

Section 1.1 Name. The name of this association shall be Metairie Park Country Day Parents' Association.

ARTICLE

II Purpose

Section 2.1 Statement of Purpose. The purpose of this association shall be to act as auxiliary to the school, fostering such relations among faculty, the administration, the Board of Trustees, and the parent body to promote the best interest of the school and the student body.

ARTICLE III

Officers

Section 3.1 Officers. The officers of this association shall consist of a President, Vice-President, Past President, Treasurer, Assistant Treasurer, Recording Secretary, and Corresponding Secretary. The Vice-President shall automatically become President the year following his/her election as Vice-President. The Assistant Treasurer shall automatically become Treasurer the year following his/her election as Assistant Treasurer. The President of the Parents' Association may not have a spouse who is employed by Metairie Park Country Day School.

Section 3.2 Election and Term of Office. The Vice-President, the Assistant Treasurer, the Recording Secretary and the Corresponding Secretary shall be elected for a term of one year. Officers shall be elected by ballot at the January Meeting. However, if there is but one candidate for any office, the election may be by voice for that office.

Section 3.3 Nominating Committee. There shall be a Nominating Committee consisting of a total of four (4) voting members of the Board to be selected by the Executive Committee. The Past-President shall serve as Chairman. The President and Vice-President (President-Elect) shall serve as non-voting members. Voting members of the Nominating Committee may not serve on the Executive Committee the following year. If anyone has someone they would like to recommend for consideration by the nominating committee, please contact a member of the nominating committee.

Section 3.4 Nominations. Nominations shall be read at the January Board Meeting. Nominations, in addition to those presented by the Nominating Committee, may be made from the floor at the January Meeting. Only those who have consented to serve if elected shall be eligible for nomination either by the Committee or from the floor.

Section 3.5 Vacancies of Officers. Any Board vacancy occurring shall be filled by the President with the approval of the Executive Committee.

Section 3.6 Executive Committee. The officers of the Association shall constitute the Executive Committee. The Executive Committee shall meet at least once a school quarter, or more often as needed, and shall act in the interim between Board meetings on all matters requiring immediate action. Executive Committee meetings will be called by the President of the Association, and any business conducted will require a quorum of the Executive Committee members. A majority of the Executive Committee members present at such meeting shall constitute a quorum.

ARTICLE IV

Duties of Officers

Section 4.1 Duties of President. The President shall preside at all meetings of the

Executive Committee and of the Board. He/she shall be a member ex-officio of all committees and shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Board or by the Executive Committee. The President shall oversee the implementation of Board decisions. The Past President, President and/or Treasurer shall have the power to sign all checks as noted more specifically under Section 4.3 below. The President shall review and update, as needed, the PA Resources, Procedures and Forms.

Section 4.2 Duties of Vice-President. The Vice-President shall act as aide to the President and shall perform the duties of the President in the absence of that officer. He/she shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Board or by the Executive Committee. The Vice-President shall serve as the President at the expiration of the President's term.

Section 4.3 Duties of Treasurer. The Treasurer shall be the financial officer of the Association and shall be responsible for reporting to the Board at all scheduled board meetings on all funds collected and expended by the Association.

The Treasurer shall provide no less than quarterly reports for the Association and shall provide a fiscal year-end report on the financial status of the Association. He/she shall submit a proposed budget to the President each year, which budget shall be approved by the Executive Committee. The Treasurer shall maintain the books of the Association. The Treasurer shall review and update, as needed, the Parents' Association Financial Procedures and Forms.

The names of any two of the following officers of the Board shall be required on the signature card of any and all bank accounts, and at least two of those officers shall sign each check. Those officers shall be Past President, President, and Treasurer.

Section 4.4 Duties of Assistant Treasurer. The Assistant Treasurer shall act as aide to the Treasurer and shall perform the duties of the Treasurer in the absence of that officer. He/she shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Board or by the Executive Committee. The Assistant-Treasurer shall serve as the Treasurer at the expiration of the Treasurer's term.

Section 4.5 Duties of Recording Secretary. The Recording Secretary shall keep

an accurate record of attendance at all meetings of the Board and circulate the minutes to the Board in a timely fashion. It shall be the responsibility of the Recording Secretary to send out timely notices of all Board meetings.

Section 4.6 Duties of Corresponding Secretary. The Corresponding Secretary shall be responsible for all mass electronic communication as well as handling all bulk mailings of the Board.

ARTICLE

V

Section 5.1 Parents' Association Board. The Parents' Association Board shall consist of the Executive Committee, the chairmen of all Board committees, the liaisons of the Upper, Middle, and Lower School, and the Grade Representatives. All Board positions except the Executive Committee shall be appointed by the incoming President.

Section 5.2 Parents' Association Board Meetings. The Parents' Association Board shall meet five (5) times during the school year. The date, time, and location of such meetings shall be determined by the President. Special meetings may be called by the President upon his/her request or by written request of fifteen (15) members of the Board.

Section 5.3 Quorum of Members. At any meeting of the Board, a majority of the members present at such meetings shall constitute a quorum.

Section 5.4 Open Board Meetings. All Board meetings shall be open to Metairie Park Country Day School parents with the exception of the January Board meeting, at which time the Nominating slate will be voted upon by the Board. The date, time, and location of such meetings shall be determined by the President.

ARTICLE VI

Membership and Dues

Section 6.1 Membership and Dues. The dues of this Association shall be set by the Board with a two-thirds vote of approval of those present at a Board Meeting of this Association. Any change necessitates a two-thirds vote of approval of the members present at a Board Meeting of this Association.

ARTICLE VII
Parliamentary
Authority

Section 7.1 Parliamentary Authority. The rules contained in Robert's Rules of Order Revised shall govern this organization in all cases in which they are applicable and in which they are not consistent with these by-laws.

ARTICLE VIII Amendments
and Revisions

Section 8.1 Amendments and Revisions. These by-laws may be amended or revised at any Board Meeting of this Association by a two-thirds vote of the members present and voting provided notice of the proposed action shall have been given in writing in the call to the meeting.

Section 8.2 Standing Rules. The board of directors shall from time to time adopt such procedures as are required to manage the affairs of the PA. Such procedures shall take effect upon approval by a simple majority of the members of the Executive Committee.

THUS enacted on the 20th day of August 2019, pursuant to a vote of the Metairie Park Country Day School Parents' Association Board.

Shannon Zink, PRESIDENT

Attest _____
Andrea Caplan, Vice President