



## **Standing Rules of the Metairie Park Country Day Parents' Association (CDPA)**

### **I. OVERVIEW**

#### **Section 1. Description and Scope**

The rules, policies, procedures and requirements outlined below as the Standing Rules of the Metairie Park Country Day Parents' Association (CDPA) are binding on the actions and operations of the CDPA and shall not conflict with the CDPA Bylaws.

#### **Section 2. Adoption and Amendment of CDPA Standing Rules**

The CDPA Standing Rules may be amended by two-thirds vote of the CDPA Executive Board.

### **II. MEMBERSHIP**

#### **Section 1. Eligibility for Membership**

The CDPA is open to all parents, guardians and grandparents of students enrolled in Metairie Park Country Day School and the Early Childhood Program, and to the parents, guardians and grandparents of alumni.

The CDPA organizes parental volunteer engagement efforts and raises restricted funds to support the academic programming and capital needs of MPCDS students, faculty and campus. Volunteer opportunities are published weekly in the CDPA newsletter *News & Notes* and on the CDPA webpage. Committee Chairs should follow-up timely with volunteers to communicate engagement opportunities on respective committees.

### **III. GOVERNANCE**

#### **Section 1. Executive Board**

The CDPA is governed by an Executive Board as outlined in CDPA Bylaws Article III, Sections 3.1 - 3.6. The officers consist of a President, Vice-President, Past President, Treasurer, Assistant Treasurer, Recording Secretary and Corresponding Secretary. The election of these officers is bound by the process outlined in the Bylaws. The requirements and responsibilities of executive board positions are outlined in the published job descriptions and in Article IV, Sections 4.1 - 4.6 of the CDPA Bylaws.

#### **Section 2. Board**

The CDPA Board consists of the executive board, all committee chairs and vice chairs, division liaisons, grade representatives, 10th grade Concession Stand Chairs, and Senior Parent Chairs. With the exception of the executive board, these positions are appointed by the rising President for the upcoming academic year. Each Board member is responsible for the outlined duties in their position job description and working timeline. Board members are expected to attend quarterly CDPA Board Meetings and report on the progress of their committee.

#### **Section 3. CDPA Board Meetings (Open to General Membership)**

The CDPA Board meetings are open to all MPCDS parents. Notice of the meetings shall be published through the year in the CDPA weekly newsletter *News & Notes* and on the CDPA webpage. The meetings are to be in compliance with the CDPA Bylaws Article V, Sections 5.2 - 5.4. The minutes of the meetings are available to all parents upon request.

#### **Section 4. CDPA Executive Board Meetings**

The CDPA Executive Board shall meet at least once quarterly and must form a quorum for any voting.

### **IV. POLICIES ON FUND MANAGEMENT, BUDGET AND OPERATIONAL PROCEDURES**

#### **Section 1. Fund Management**

The CDPA operates on a cash accounting basis and as such, the annual CDPA starting budget is funded by a systemic reserve budget annually that is agreed upon by the majority of the Executive Board and the incoming President and must exceed the projected overall budget for the upcoming year. The reserve budget amount shall be determined by the budgeted expenses for the upcoming year plus up to

25% (to account for fluctuating business expenses including but not limited to increased costs, credit card fees, inflation, overages/past due expenses from the prior year, weather related expenses etc). Once the budget and reserve are determined as aforementioned, the balance shall be distributed to the school as set out in Article IV, Section 2.

## **Section 2. CDPA Gifts to School**

The CDPA bestows and distributes year-end gifts to fund school capital needs and programmatic support in odd numbered years and faculty wish lists items in even numbered years. In collaboration with school administration, the CDPA Executive Board makes final decisions on funding awards by two-thirds vote.

## **Section 3. Endowment**

The CDPA established the Metairie Park Country Day Parents' Association Endowed Fund in June 2019 in the amount of \$50,000. The school shall report to the CDPA annually on the accounting of the named fund and the CDPA President shall publish this information to the CDPA annually. The fund was established with the following description:

*The Metairie Park Country Day Parents' Association hereby establishes a permanently endowed restricted fund (in the amount of \$50,000) with Country Day to support Country Day's academic programming (as outlined). The purpose is to establish a restricted endowed fund to support a variety of academic programming that directly benefits the students and faculty of Country Day such as academic classroom needs, library acquisitions, technology advancement for students, and for ongoing curriculum development and student programming. The fund's proceeds are limited to direct programmatic use and may not be used to fund operations or overhead costs, such as salaries. The principal is not to be expendable.*

A copy of the full agreement is on file with the CDPA President and available to any CDPA member upon request. Additional gifts to the CDPA Endowed Fund can be mailed directly to the CDPA with the *CDPA Endowed Fund* designation on the check memo line at Country Day Parents' Association, 300 Park Road, Metairie, LA 70005.

## **Section 4. CDPA Budget**

The CDPA Annual Budget for the upcoming year is approved at the April Executive Board meeting and submitted for a CDPA Board vote at the May meeting. Any subsequent changes to the budget must be voted on at the Executive Board and submitted to the CDPA Board for approval at the next calendared meeting.

## **Section 5. Committee Budgets**

A budget will be provided for each event that has been approved by the Executive Board. This budget must be adhered to throughout the planning process. These budgets are based upon the results from previous years and projections for the upcoming year. The allocation of budgeted funds is covered in the CDPA Financial Procedures document. The following rules apply:

- Any expenditure over \$300 requires prior approval of the President and Treasurer.
- Any budget overages under \$1000 must be approved by the President and the PA Treasurers.
- Any budget overage over \$1,000 must be approved by majority vote of the CDPA Executive Board.
- Any corporate solicitations should be approved by the PA President and the Development Office.

Receipts and invoices for payment and reimbursement, respectively must be submitted as outlined in the CDPA Financial Procedures Document. Requests for payment and reimbursement should be submitted timely.

Items that are donated by CDPA volunteers should be identified with a Donation/Expense Tracker form located on the CDPA webpage so as the CDPA can acknowledge the gift and record the donation for our records.

All contracts must be signed by the CDPA President.

## **Section 6. Committee Reports**

Committee chairs are asked to provide oral reports on their committee at CDPA Board Meetings. Chairs are responsible for maintaining records and a working timeline for their respective committee. These documents will assist with transitioning new leaders for the following year. Committee Chairs are also asked to meet with incoming chairs to help in the transition of information each year.

## **Section 7. Publicity**

The CDPA primarily promotes its meetings, events, fundraisers, volunteer information and all other news through the newsletter *News & Notes*, social media and our website. Internally, we can utilize division liaisons and grade representatives to send timely information as it pertains to the respective divisions, however, email communication should be used strategically.

## **Section 8. Resources**

The following documents are available in the Parents' Association section of the school's website:

1. Bylaws
2. Standing Rules
3. Financial Procedures
4. Volunteer Job Descriptions

5. Newsletter Guidelines
6. Donation/Expense Tracker
7. Reimbursement and Payment Form
8. Check and Cash Deposit Detail Form
9. Monetary Donation Form
10. Daisy and Bell Pin Order Form

Adopted December 2019