

**JOHN BURROUGHS SCHOOL  
PARENTS ASSOCIATION  
BYLAWS**

**ARTICLE I    Name**

The organization shall be called the Parents Association of John Burroughs School.

**ARTICLE II    Purpose**

The purpose of this organization shall be to promote the welfare of John Burroughs School by encouraging participation of John Burroughs parents/guardians in efforts and activities that foster closer relationships between the parents/guardians, students, faculty and administration in cooperation with the Board of Trustees and other school organizations of John Burroughs School.

**ARTICLE III    Members**

All parents/guardians of students currently enrolled in the School are members. Each member shall have one vote on matters brought before the Parents Association if in attendance at the meeting in which the vote is taken.

**ARTICLE IV    The Parents Association Board**

Section 1    The Parents Association Board shall be empowered to control the property and funds of the Parents Association, to approve the operating budget and distribution of funds generated by the Parents Association, and to administer the affairs of the Parents Association on behalf of the members in a manner consistent with these Bylaws.

Section 2    The Parents Association Board shall be composed of the President, Vice President, Secretary, Treasurer, Committee Chairs and Co-Chairs. The Parents Association Board shall be elected at the Annual Meeting of the Parents Association. Each Parents Association Board member shall have one vote on matters brought before the Parents Association Board.

Section 3    The Executive Committee shall be composed of the President, Vice President, Secretary and Treasurer.

## **ARTICLE V    Duties of the Parents Association Board**

- Section 1      The President shall call and preside at meetings of the Parents Association, which may be in person, or by video conference. The President shall be responsible for an Annual Report to all Parents Association members. The President shall be an ex officio member of all Parents Association Board committees. The President shall represent the Parents Association at all functions involving the Parents Association. The President shall represent the Parents Association at meetings of the Board of Trustees as an ex officio member.
- Section 2      The Vice President shall perform the duties of the President in the President's absence. The Vice President shall serve as the President-Elect and shall automatically succeed the President to that office.
- Section 3      The Secretary shall maintain records necessary to the operation of the Parents Association Board and Executive Committee, send notices of meetings, and conduct any correspondence upon request of the President.
- Section 4      The Treasurer shall work in close cooperation with the John Burroughs School designated Parents Association liaison and shall monitor the financial records of the Parents Association. The Treasurer shall provide a year-end financial report of the Parents Association receipts and expenses for the previous fiscal year. The Treasurer shall, in cooperation with the Executive Committee, prepare an operating budget and proposed distribution of funds for the coming year.
- Section 5      The Executive Committee shall, upon unanimous agreement, have the authority to act for the Parents Association between meetings of the Parents Association Board. The Executive Committee may act via a meeting, which may be in person, telephonic or virtual, or by written consent, which may be via electronic mail. The Executive Committee may establish such standing committees as it deems advisable and shall specify the duties and responsibilities of each new committee. All actions taken shall be reported for review at the next meeting of the Parents Association Board.
- Section 6      Subject to the discretion of the Parents Association Board, specific duties of the Executive Committee members, Committee Chairs and Co-Chairs, not herein stated are defined in job descriptions that are updated annually and stored in the Vice President's files.
- Section 7      Ad hoc committees may be appointed by the President to perform assigned tasks.

## **ARTICLE VI Election of the Parents Association Board**

- Section 1 The nomination for the Parents Association Board shall be made by the Nominating Committee. The Nominating Committee shall consist of the immediate past President, President and Vice President (President-Elect) of the Parents Association and those others that they may invite to participate. The John Burroughs School designated Parents Association liaison shall be an ex officio member of this committee. The Chair of the Nominating Committee shall be the immediate past President of the Parents Association.
- Section 2 The Chair of the Nominating Committee shall seek to find the best candidate for each board position with input from the following sources in considering nomination from the Parents Association Board: 1) Applications and recommendations from members of the Parents Association; 2) Recommendations from the members of the Parents Association Board; 3) Recommendations from the School administration.
- Section 3 The Nominating Committee shall present a slate of candidates for the Parents Association Board each year at the Annual Meeting.
- Section 4 The slate of the Nominating Committee shall be communicated to all members of the Parents Association two weeks prior to the Annual Meeting using any means including, but not limited to, electronic mail. Additional candidates for the Parents Association Board may be nominated by ten (10) members of the Parents Association by a petition in writing filed with the Secretary of the Parents Association at least one week prior to the Annual Meeting. Contested positions shall be voted upon at the Annual Meeting.
- Section 5 The President, Vice President, Secretary, Treasurer, Committee Chairs and Co-Chairs, shall be elected at the Annual Meeting of the Parents Association and shall serve a one-year term commencing July 1 and ending June 30 of the succeeding year. Board members may serve more than one term if presented by the Nominating Committee and voted upon at the Annual Meeting.

## **ARTICLE VII Parents Association Board Resignations or Unfilled Positions**

- Section 1 In the event that a member of the Parents Association Board resigns, becomes ineligible, or is unwilling or unable to perform his or her duties, the Nominating Committee shall appoint a person to fill the unexpired term.
- Section 2 If a position is not filled by vote at the Annual Meeting, then the Nominating Committee shall appoint an individual to fill that position.

## ARTICLE VIII **Meetings**

- Section 1      The Annual Meeting of the Parents Association shall be held in the spring to elect Parents Association Board members and approve the operating budget for the following school year. Other meetings of the Parents Association may be called by the President, a simple majority of the Parents Association Board, or upon written request to the Secretary of the Parents Association from no fewer than fifty (50) members of the Parents Association. Twenty-five (25) members constitute a quorum at any meeting of the Parents Association.
- Section 2      There shall be no fewer than two (2) regular meetings of the Parents Association Board during the year. Regular and special meetings of the Parents Association Board may be called by the President or upon written request to the Secretary of the Parents Association by no fewer than five (5) members of the Parents Association Board. A quorum at any Parents Association Board meeting shall consist of 33% of the Parents Association Board members.
- Section 3      Meetings of the Parents Association, Parents Association Board and the Executive Committee shall be held at any time or place at the discretion of the President.
- Section 4      All meetings under this article shall be conducted according to Robert's Rules of Order.

## ARTICLE IX **Amendment of the Bylaws**

These bylaws may be amended in whole or in part by a majority vote of those present at any meeting of the Parents Association, provided the members have been notified at least two (2) weeks in advance of such proposed amendments.