

**THE ST. RICHARD'S SCHOOL PARENT ORGANIZATION
CONSTITUTION AND BY-LAWS**

Revised May 2006

ARTICLE I

Name

There is hereby created a non-profit, unincorporated association to be known as the St. Richard's School Parent Organization (the "Organization").

ARTICLE II

Purposes

- A. To facilitate communication among members and between members and the faculty and administration of St. Richard's School, An Independent Episcopal Day School (the "School"),
- B. In order that its members may aid and assist each other, the students, the faculty and the administration of the School in maintaining and improving the quality of the School's programs and facilities;
- C. To work with and on behalf of the School and its faculty and administration in order to enhance the moral, mental, and physical development of the School's students;
- D. To provide a forum for discussion of common problems and concerns encountered by members in the education of their children;
- E. To conduct fund-raising activities for the sole benefit of the School.

ARTICLE III

Membership

Each parent or guardian of a student enrolled in the school shall be a member of the organization. An annual fee per family will be collected at the beginning of each school year. The fee will be included, but separate, in the Fee Statement sent to each family from the School.

ARTICLE IV

Meetings of Members

SECTION 1 Annual Meeting During the month of May each year, there shall be an Annual Meeting of the members at such time and place as may be determined by the Executive Board or fixed by the By-Laws to elect incoming officers of the PO Board.

SECTION 2 Other Meetings Other meetings of the members shall be held at such times and places as may be fixed by the By-Laws, or upon call of the President or Secretary, or upon written petition signed by no fewer than ten (10) members.

SECTION 3 Notice of Meetings Written notice of any meetings shall be given to each member by the Secretary, or by persons calling such meetings, not less than ten (10) days prior thereto. Notice shall be deemed to have been given to a member upon mailing to his or her last known address as reflected in the records of the Organization or upon general distribution of a meeting notice to the students at the School. Except in the case of the Annual Meeting, the notice shall state the purpose of the meeting.

SECTION 4 Voting at Meetings At any meeting of the members, business shall be conducted by a majority of those members present and voting. Each Member shall be entitled to one (1) vote which must be cast in person.

ARTICLE V

Executive Board

SECTION 1 The management of the Organization shall be vested in the Executive Board composed of all the officers. The Head of the School and a Faculty Representative shall be an ex-officio member of the Executive Board and all Committees of the Board or the Organization, with a voice but no vote.

SECTION 2 The Executive Board shall meet at such times and places as may be fixed by the By-Laws or upon call of any officer. Each officer shall be given not less than two (2) days prior notice of any meeting held upon call. Notice may be waived by any officer, either before or after meeting.

SECTION 3 The attendance of a majority of officers at any meeting thereof shall constitute a quorum, and business shall be conducted by majority vote of those present.

SECTION 4 The Executive Board may act by unanimous written agreement without meeting.

SECTION 5 The Executive Board may appoint a member to fill any office that becomes vacant between meetings of the members. However, should the office of President become vacant, the Vice-President shall become President and a vacancy shall then exist in the office of Vice- President.

ARTICLE VI Officer and Elections

SECTION 1 **Officers** The officers of the Organization shall be a President, a Vice- president, a Recording Secretary, a Program Secretary, a Treasurer, and four At-Large Members. These officers shall perform the duties prescribed by this constitution, adopted By-Laws and by the parliamentary authority adopted by the Organization.

SECTION 2 **Nomination**

A. A Nominating Committee, consisting of a chairman, preferably the immediate past President, and no more than four additional members from a cross section of members of the Organization shall be appointed by the Executive Committee during the February meeting of that committee. Between the February and March meetings of the Executive Committee, the Nominating Committee shall nominate a single slate of officer candidates for presentation to the Executive Committee at its March meeting. Consent of each nominee to serve if elected must be obtained prior to presentation of the name to the Executive Committee.

B. If for any reason the immediate past President cannot serve as chairman of the Nominating Committee, then the Executive Committee shall appoint no more than five members to the Nominating Committee and charge them with the election of their own chairman from within.

C. The Nominating Committee must consider for the slate of officers any member whose name is put forward by any other member of the Organization. Requests for consideration of a member for the slate of officer nominees must be delivered to the Executive Committee not later than the Executive Committee's February meeting. These requests are to be delivered by the

Executive Committee to the Nominating Committee during the February meeting. Any member not included on the slate of officer nominees may be nominated from the floor during the May Meeting Elections.

D. After presentation of the slate of officer candidates by the Nominating Committee to the Executive Committee during the March meeting, it is the responsibility of the Executive Committee to determine approval of the slate by vote, and insure timely publication of the nominee slate prior to the May General Meeting. Slating issues that are not approved by the Executive Committee must be corrected by the Nominating Committee and approved by the Executive Committee prior to publication.

E. The Chairman of the Nominating Committee shall present the slate for election at the General Meeting of the Organization in May. At that time, additional nominations from the floor can be accepted if the consent of the nominee to serve is secured. In the event of floor nominations and secured consent, candidates for specific offices will be excused from the immediate meeting while the remaining members present vote to determine the final slated person for that position. Once this process is completed, the total slate will be approved by a majority vote of Organization Members in attendance, completing the election of new officers.

SECTION 3 Election

A. Officers shall be elected at the May General Meeting in accordance with the procedures of Section 2 of this Article.

ARTICLE VII Duties of Officers

Section 1 The President shall be the chief administrative officer of the Organization, shall preside at meetings of the members and of the Executive Board, and shall perform such duties as may be fixed by the By-Laws, mandated by the members, or assigned by the Executive Board.

Section 2 The Vice-President shall preside at meetings of the members and of the Executive Board in the absence or incapacity of the President, shall become President in the event that office becomes vacant, and shall perform such other duties as may be fixed by the By-Laws, mandated by members, or assigned by the

President or the Executive Board. In addition the Vice President shall chair the Back to School event (Ice Cream Social) that occurs each year immediately prior to the school opening.

Section 3 The Program Secretary shall work with the President in recruiting/assigning chairpersons and volunteers for upcoming programs, and in assigning responsibilities to the members of the PO for the current year. That office holder shall also perform such other duties as may be fixed by the By-Laws, mandated by members, or assigned by the President or the Executive Board.

Section 4 The Recording Secretary shall record minutes of all meetings of the members and of the Executive Board, shall make and maintain a membership list, have custody of non-financial records of the Organization, and shall also perform such other duties as may be fixed by the By-Laws, mandated by members, or assigned by the President or the Executive Board. The Recording Secretary shall transmit a copy of the minutes to the Executive Board five days prior to each scheduled meeting for review. The approved minutes will then be transmitted to the President within five days after each scheduled meeting. Additionally, the Recording Secretary shall keep a copy of the By-Laws currently in force in the minutes book and shall bring this book to each meeting of the Executive Board or the Organization.

Section 5 The Corresponding Secretary shall be responsible for all correspondence of the Parent Organization. The Corresponding Secretary shall be responsible for organizing a PO Volunteer Thank You Breakfast for the parent body of the school.

Section 6 The Treasurer shall act as the chief financial officer of the Organization, be custodian of the Organization's assets, make and keep complete and accurate records of all receipts and expenditures, and perform such other duties as may be fixed by the By-Laws, mandated by the members or assigned by the President or the Executive Board. Additionally, at its request the Treasurer shall transmit a written report to the School Board detailing all receipts and expenditures made by the Organization, and shall deliver all financial records to the School Board as it may from time to time request.

Section 7 The Four At Large Members of the Executive Board shall each represent one of the four grade groupings at the school. Early Childhood (3's, Pre-K, K), Lower School (Grades 1/2/3), Lower School (Grades 4/5), and Middle School (Grades 6/7/8), and shall work with the President and other members of the Executive

Board to insure that there is adequate communication among the various grade levels and the Organization. They shall also perform such other duties as may be fixed by the By-Laws, mandated by the members, or assigned by the President or the Executive Board.

Section 8 Once duly elected, the slate of officers shall be presented to the School Board for approval. If the School Board approves the slate of officers, the officers shall serve until the election at the next annual meeting of the Organization. ~~During their term of office, officers may be removed from office for just cause by the School Board.~~

Section 9 Officers, except for the President, may serve no more than two consecutive terms, in the same office. The President may not serve consecutive terms. A term shall be defined as one school year or the majority of the year.

Section 10 The Past-President (out-going President) shall serve on the PO Executive Board **in a voting capacity**. Additionally, the Past-President shall work on committees as approved specifically by the President **and chair the Nominating Committee**.

ARTICLE VIII Amendment

This Constitution may be amended by a vote of two-thirds (2/3rds) of the members present and voting at any duly called and constituted meeting, provided that the intent to consider the amendment is specifically stated as a purpose of such meeting in the notice required by Article IV, Section 3. Amendments shall become effective only if and when ratified by the School Board in the Board's sole discretion.

ARTICLE IX By-Laws

Consistent with the provision of the Constitution, the Executive Board may propose for adoption such By-Laws as it deems necessary, to the necessary, efficient management of the Organization and the accomplishment of its purposes. Adoption of By-Laws shall be confirmed under the same requirements and conditions as Amendment to the Constitution as specified in Article VIII.

**ARTICLE X
Adoption**

The Constitution shall be effective upon ratification by a majority of those eligible for membership and present at a meeting held for such purpose pursuant to notice given to all potential members in accordance with the time requirements of Section 3, Article IV. The initial officers of the Organization shall be elected at such meeting.

**ARTICLE XI
Parliamentary Authority**

The most current edition of ROBERT'S RULES OF ORDER shall govern the proceedings of the Organization where appropriate direction is not contained within the Constitution or By-Laws.

**ARTICLE XII
Net Income and Net Assets of the Organization
are the Sole Property of St. Richard's School, An Independent
Episcopal Day School**

The Organization shall pay its expenses out of income or assets generated by its activities. The net income and net assets of the Organization are raised and held for the sole benefit of and are the sole property of St. Richard's School An Independent Episcopal Day School. In the event that the Organization is dissolved, all assets of the Organization, over and above those required for the payment of any outstanding debts or liabilities of the Organization, shall be distributed to St. Richard's School.

**BY-LAWS OF
THE ST. RICHARD'S SCHOOL
PARENT ORGANIZATION**

**ARTICLE I
Standing Committees**

SECTION 1 Standing Committees, and other committees, shall be maintained by the Parent Organization Board and announced at the Organization's first General Meeting of each school year.

SECTION 2 See attached list of all Standing Committees and description of duties for the present school year.

ARTICLE II Burns Award

SECTION 1 The Organization shall present an annual award in recognition of outstanding service to the school and the Organization by a volunteer parent.

SECTION 2 The Vice President will solicit names of candidates for the Burns Award in the two months before the May annual meeting of the Organization.

SECTION 3 Voting to determine the winner of the Burns Award will be conducted by secret ballot with each family receiving a single ballot.

SECTION 4 Presentation of the Burns Awards shall be made by the PO President at Awards Day ceremonies.