

**St. Andrew's Episcopal School
Parents' Club
Constitution**

**ARTICLE I
NAME**

The name and title of this organization shall be known as the PARENTS' CLUB OF ST. ANDREW'S EPISCOPAL SCHOOL

**ARTICLE II
OBJECTS**

The objects and purposes of this organization are as follows:

1. To assist the administration and teachers in such ways as will make the various aspects of the School's programs more effective in the physical, mental, moral and spiritual development of its students.
2. To develop interest, understanding and active participation among our parents in the School's purposes and programs.
3. To develop mutual friendship and spirit of cooperation within our Parents' group, with the teaching staff and community.
4. To aid in the development and expansion of the schools facilities.

**ARTICLE III
MEMBERSHIP**

Parents having children enrolled in St. Andrew's Episcopal School are members of the St. Andrew's Episcopal School Parents' Club.

**ARTICLE IV
OFFICERS**

The officers of this organization shall consist of the President, President-Elect, Vice President, Secretary and Treasurer, who shall be elected at a general spring meeting.

ARTICLE V

The Executive Board shall be composed of all officers, the Past President as an ex-officio member, and at the discretion of the President, representatives of class projects.

ARTICLE VI MEETINGS

Meetings shall be held at the discretion of the President. Two or three meetings will be held during the school year.

ARTICLE VII AMENDMENTS

The Constitution may be amended by a two-thirds (2/3) vote of all votes cast, providing the proposed amendment has been recommended by the Executive Board and due notice of the proposed amendment to the general membership is given at least fifteen (15) days prior to any action taken. Voting by U.S. mail may be used.

BY-LAWS

ARTICLE I DUTIES OF OFFICERS

Section 1 – The President shall be chosen from the members at large and shall be elected for a term of one (1) year. The President shall be chosen a year prior to the year in which he or she is to serve and will serve as President-Elect.

- a. The President will conduct the general meetings of the club.
- b. The President will appoint project chairmen.
- c. The President will be responsible to see that each project and/or committee is functioning properly and carrying out the duties assigned.
- d. The President shall act as the liaison officer between the Parents' Club and the School Administration. The President will be a member of the School Board and present reports on the Parents' Club activities at the School Board meetings.

Section 2 – The President-Elect shall be chosen from the members at large and shall be elected for a term of at total of two (2) years; one year as the President-Elect and as President in the consecutive year for a one (1) year term.

- a. The President-Elect will attend the School Board meetings as a non-voting ex-officio member.
- b. The President-Elect will be in charge of the transition between outgoing and incoming officers.

Section 3 - The Vice-President shall be chosen from members at large and shall be elected for a term of one (1) year.

- a. The Vice-President shall assume the duties and responsibilities of the President when the President is absent.
- b. The Vice-President will be chairman of and appoints the Room Parents' committee. He or she will be responsible for their budgets.
- c. The Vice-President acts as liaison between the Executive Board and the Room Parents.

Section 4 - The Secretary shall be chosen from members at large and shall be elected for a term of one (1) year.

- a. The Secretary will keep the minutes of all business meetings.
- b. The Secretary will keep file of the correspondence directed to the club.
- c. The Secretary will answer correspondence of the club as directed by the President.
- d. The Secretary will be responsible for the ordering of the stationery and supplies with the approval of the President.

Section 5 - The Treasurer shall be chosen from members at large and shall be elected for a term of one (1) year.

- a. The Treasurer will work closely with the school Business Manager to ensure that dues of membership are collected and accounted for accurately in the Parents' Club account.
- b. The Treasurer will work closely with the school Business Manager to oversee records of all Parents' Club funds and be the custodian thereof.
- c. The Treasurer will work with the school Business Manager to ensure that all Parents' Club bills are paid in a timely manner, will ensure that funds are disbursed as directed by the Executive board, and will present a statement of account at every meeting, and will present a year end financial report at the general spring meeting.
- d. By the start of each new school year, the Treasurer will supervise the preparation of a Parents' Club budget for submission to the Executive Board for approval.
- e. The Treasurer will work with the school Business Manager to ensure that the Parents' Club financial records are submitted for audit to such person or firm as the Executive Board or school shall direct.

ARTICLE II COMMITTEES

Section 1 – Standing or Special Committees may be appointed by the President for regular or special activities, with the exception of the Nominating Committee and its chairman who will be appointed by the Executive Board and will consist of the President, President-Elect, the two Chairmen of the major fundraiser and the three people at large.

ARTICLE III FINANCES

Section 1 – The annual dues of the Parents' Club of St. Andrew's Episcopal School shall be decided at the general spring meeting. Dues are payable per family, not per child enrolled.

ARTICLE IV MEETINGS

Section 1 – The general spring meeting of the Parents' Club shall be held for the election of the officers for the following year and for the presentation of Committee reports.

ARTICLE V ELECTIONS

Section 1 – A Nominating Committee of seven (7) members shall be appointed by the Executive Board prior to general spring meeting.

Section 2 – The chairman of the Nominating Committee or the Parents' Club officers shall present the slate of officers for balloting at the general spring meeting.

Section 3 – The newly elected officers shall assume their respective responsibilities by July 1st.

ARTICLE VI AMENDMENTS

Section 1 – The By-Laws may be amended by a two-thirds (2/3) vote of all votes cast providing the amendment has been recommended by the Executive Board and due notice of the proposed amendment is given at least fifteen days prior to any action taken. Voting by U.S. mail may be used.