

THE STUART HALL SCHOOL
PARENTS' ASSOCIATION BY-LAWS

Article I: Name

The name of this association shall be the "Stuart Hall Parents' Association," herein referred to as the "Parents' Association" or "PA."

Article II: Mission Statement

The mission of the Parents' Association is to (i) promote communication and understanding between parents and the school administration and faculty; (ii) foster a positive school environment; and (iii) develop a spirit of inclusion and investment, by advocating active participation and open communication among parents, families and all members of the Stuart Hall School community, including administration, faculty, staff and Board of Governors, and by advocating collaboration amongst all parent and alumni organizations.

Article III: Goals

1. To actively promote the mission of the school and provide support and resources to the school for the benefit and educational growth of the students;
2. To enrich and enhance the education and experience of all students and their families by providing a positive and welcoming environment for all parents and by encouraging a spirit of inclusion through the mentoring of new day and boarding school families;
3. To support the school community by encouraging and coordinating opportunities to volunteer and to share resources;
4. To participate in fundraising by supporting programs and activities for the benefit of all students;
5. To create a forum for the expression and exchange of ideas between the parents and the school and to provide opportunities for parents to participate in school governance.

Article IV: Membership

Each parent, step-parent, guardian or adult responsible for custodial care of a student enrolled in Stuart Hall School shall be considered a member of the Parents' Association. Each member shall have one vote at all general membership meetings.

Article V: Finance

The Parents' Association will reside under the non-profit tax status of Stuart Hall School as a 501C3 organization, as currently provided for in the Internal Revenue Code. The

Parents' Association shall be a self-funded organization, primarily through patron donations and fund-raising activities. Any fundraising activities, either on behalf of the Parents' Association and/or Stuart Hall School, shall be coordinated through or approved by the Office of Development at Stuart Hall and other members of the administration as appropriate. All Parent Association expenditures shall be made in conjunction with the school's administration, to ensure that they are in keeping with the School's strategic and long-term needs.

Article VI: Organizational Structure

1. There shall be one Parents' Association Division Coordinator for each division (lower, middle and upper) of the school.
2. The three division Coordinators will comprise the Parents' Association Executive Committee and, from among themselves, will designate a President, Vice-President/Secretary and Treasurer of the Parents' Association.
3. The Executive Committee shall serve as a liaison to the Board of Governors, and Executive Committee members shall be invited to attend and report at appropriate Board of Governors meetings.
4. In addition to the Executive Committee, there shall be the following school-wide Parents' Association standing committees:
 - a. Hospitality and Events Committee - This committee is responsible for organizing and executing activities to welcome new families, act as homeroom parents, provide support on field trips and to students during exams, and to plan other similar activities designed to enhance the daily life of Stuart Hall School and its vital sense of community. The Associate Director of Communications and Events will be the staff liaison and provide support to the Hospitality and Events Committee.
 - b. Gala Committee - This committee is responsible for organizing and executing a major annual community building and fundraising event. The Director of Development and the Associate Director of Communications and Events will be the staff liaisons and provide support to the Gala Committee.
 - c. Annual Giving/Fundraising Committee - This committee is responsible for parent participation in the Annual Giving Program, with a primary goal being to increase the percentage of parents making donations in support of Stuart Hall School's mission. The Associate Director: Annual Giving and Database Management will be the staff liaison and provide support to the Annual Giving/Fundraising Committee.
 - d. Nominating Committee - The Director of Development will be the staff liaison and provide support to the Nomination Committee, whose responsibilities are further outlined below.

5. Each year during the month of April (commencing in 2015), the Nominating Committee shall solicit nominations for lower, middle and upper school division Coordinator positions for the following year. Based upon nominations received, the Nominating Committee shall develop a slate of candidates for division Coordinator at each of the three divisions of the school. The slate will be distributed by the Nominating Committee to the members of each division for an anonymous vote, which shall be coordinated and announced to the Parents' Association by the Nominating Committee no later than May 1 of each year. Coordinators are elected for a one-year term, beginning July 1 and ending June 30 of the succeeding year.

Article VII: Responsibilities of Officers

1. The President shall preside at all meetings of the Parents' Association. In the absence of the President, the Vice President shall be acting President. The President shall establish all standing and special committees of the Parents' Association and appoint all committee chairs. The President shall be an ex-officio member of all committees, except the Nominating Committee.
2. The Vice President/Secretary shall assist the President and assume the duties of the President in the absence of the President or at the President's request.
3. The Vice President/Secretary shall also receive and keep minutes of all the meetings of the Parents' Association and manage or coordinate any necessary correspondence. The responsibilities shall include notices, agendas, and distribution of materials. The minutes shall be reviewed and approved by the Parents' Association at each successive meeting and made available in advance for members' review. In addition, the Secretary maintains custody of the Association's records and reports, records all votes taken at any meeting and is responsible for submitting material from each division for communication to the school (e.g., through Headlines; on the website).
4. The Treasurer is responsible for receiving and recording all revenues and expenditures of the Parents' Association across each of the three divisions of the school and shall present a written report at each meeting; serves as liaison to the Business Office of Stuart Hall School; maintains records regarding the financial status of the Parents' Association, in a manner that is consistent with the financial systems and procedures of Stuart Hall, which shall be available for review upon request; and performs and assists with any other duties as may be deemed necessary by the President.

Article VIII: Meetings

1. General Membership Meetings: General membership meetings of the Parents' Association shall be held at least twice per year, as scheduled by the Executive

- Committee. Written notice of each membership meeting shall be distributed at least ten calendar days before the scheduled meeting and shall also be published on the school website. All eligible members are encouraged to attend and participate during general membership meetings.
2. Committee Meetings: Committee Meetings shall be held at least twice per year, and more often as needed to accomplish the respective goals of each committee, and shall be scheduled as agreed upon by committee members.
 3. In the spirit of collaboration and cooperation, representatives serving on behalf of other separate and independent parent organizations, to include but not limited to Parent Admissions Network, Athletic Boosters, and Theater Boosters, are invited to attend and report at General Membership Meetings of the Parents' Association.

Article IX: Voting

Members shall vote by verbal assent or dissent if physically present at a meeting of the Parents' Association. For ballots sent by mail, email, or electronic transmission, the vote shall also be by mail, electronic mail, or any other means of electronic transmission approved by the Executive Committee. At least ten days from the send date shall be allowed for the return of mailed ballots or ballots received by email or other form of electronic transmission. All such dates shall be determined by either the postmark date or by the send date of email or other electronic transmission.

Article X: Amendments

These By-laws may be amended at any meeting of the Parents' Association by two-thirds of voting members present, provided that written notice of such proposed amendments and of the meeting be provided to each member no less than ten days in advance of such a meeting. The Board of Governors of Stuart Hall School must review and approve any changes to these By-laws.