Laurel School Parent Association
By-Laws

(Revised February 2017)

Article I
Name and Purpose

Section 1. Name. The name of this organization shall be the Laurel School Parents’ Association (hereinafter referred to as the “Association”).

Section 2. Purpose. The purpose of the Association is to make a significant contribution to the Laurel community by:

- Providing a forum for parents, augmenting parent-to-parent and school-to-parent communication;
- Reaching into the parent community for its talents and resources so that the Association may contribute time, programs and funds to the school community for the benefit of the students;
- Assisting Laurel parents in learning about and understanding the Laurel educational mission;
- Fostering school spirit; and
- Fund raising to support these goals.

Article II
Membership

Section 1. Membership. All parents and guardians of currently enrolled students shall be regarded as members of the Association.

Section 2. Dues. Voluntary annual dues will be collected from each family, the amount to be determined by the Association. Such dues shall be levied per family, not per student.

Article III
Officers

Section 1. Officers. The Officers of the Association shall be:
- President
- President-Elect
- Recording Secretary
- Communication Coordinator
- Treasurer
• Gator Lane Treasurer
• Preprimary Division Coordinator
• Primary Division Coordinator
• Middle School Division Coordinator
• Upper School Division Coordinator
• Fundraising Coordinator

Section 2. **Elections.** The Officers shall be nominated by the Nominating Committee and elected by a majority vote of members of the Association attending the General Election Meeting to be held each April.

Section 3. **Term of Office.** The term of office shall be one year, except for the Officers of Treasurer and Gator Lane Treasurer, whose 2 year terms will rotate with an overlap of one Officer serving their second term during the time the new Officer serves their first term. The maximum term of any office, in the same position, shall be two consecutive years.

Section 4. **Authority.** All elected officers shall have the authority to act on any business of the Association that may require immediate action between meetings. Seven (7) officers shall be considered a Quorum.

Section 5. **Vacancies.** The President shall fill vacancies with approval by a Quorum vote.

Section 6. **Duties of the Officers.**

(a) **President.** The President shall be the chief officer and shall preside at all meetings; shall be a member, ex officio, of all Standing and Special Committees; shall be a member of the Nominating Committee; shall appoint all Committee Chairpersons; shall assign committee oversight duties to Executive Board members as needed; shall be the Officers’ liaison for the Association’s newsletter; shall meet regularly with the Head of School; shall act as an ex officio member of the Laurel School Board of Trustees; shall present a written Annual Report to the Trustees at the end of the term of office.

(b) **President-Elect.** The President-Elect shall perform all duties of the President in her/his absence; shall accede to the Presidency in the event the President is unable to complete the term; shall accede to the office of President in the following year, if duly elected; shall be a member of the Nominating Committee.
(c) **Recording Secretary.** The Recording Secretary shall take and keep minutes of all meetings of the Association; shall preside at Association meetings in the absence of both the President and President-Elect; shall manage all forms in whichever form they exist; shall be responsible to ensure all Committee reports and documentations are delivered to the appropriate parties.

(d) **Communication Coordinator.** The Communication Coordinator shall be responsible for all correspondence pertaining to the Association; including the maintenance of the Association web page; shall issue notice of all meetings of the Association.

(e) **Treasurer.** The Treasurer shall prepare the Budget for the Association to be presented at the first General Meeting of the Association in the Fall of the current year; shall receive, disburse, and keep an accurate account of all funds of the Association in accordance with the Budget; shall present a financial report at the Fall and Spring General Meetings of the Association; shall present a financial report at each Officers’ Meeting of the Association; shall keep the title and perform the duties of Treasurer for two years; shall submit all financial records to the incoming Treasurer by July 31. The fiscal year shall extend from July first (1st) to June Thirtieth (30th).

(f) **Gator Lane Treasurer.** The Gator Lane Treasurer shall perform all duties of the Treasurer in her/his absence; shall receive, disburse, and keep accurate account of all funds of the Gator Lane Shop; shall present a financial report at the Fall and Spring General Meetings of the Association; shall present a financial report of the Gator Lane Shop at each Officers’ meeting of the Association; shall keep the title of and perform the duties of Gator Lane Treasurer for 2 years; shall submit all financial records to the incoming Gator Lane Treasurer by July 31. The fiscal year shall extend from July first (1st) to June Thirtieth (30th).

(g) **Division Coordinators.** The Division Coordinators shall serve as liaisons between parents, the school, and Officers of the Association; shall organize division-wide activities and oversee the activities of the Class Parents for the grades in each division; shall be members of the Nomination Committee.

(h) **Fundraising Coordinator.** The Fundraising Coordinator shall be the Officers’ liaison for all Association fund raising events; shall
research and investigate ideas for fundraising variety and bring to the board ideas and plans for different fundraisers; with the assistance of the Communication Coordinator shall publish and promote said fundraisers in appropriate manner to generate funds as needed to support the goals of the Association.

Article IV
Committees

Section 1. Standing Committees. Standing Committees are those representing activities that are permanent in the program of the Association.

Section 2. Special Committees. Special Committees may be created by the Officers to carry out special projects in keeping with the objectives and purpose of the Association. The President shall appoint the Chairpersons of such committees.

Section 3. Nominating Committee. The Nominating Committee shall be comprised of seven to nine members.

(a) Members.
- Immediate past President, Chairperson
- President of the Association
- Present-Elect of the Association
- Division Coordinators (Preprimary, Primary, Middle, Upper)
- Two (2) members at large may be appointed by the Chairperson

(b) Duties. The Nominating Committee shall prepare a slate of candidates for the Officers of the Association for the following school year. The slate shall be presented for a membership vote at the General Election Meeting to be held in April of the current school year.

(c) Notice. The slate of candidates shall be posted thirty (30) days prior to the General Election Meeting of the School website. The members also may be notified of the slate by means of e-mail, Laurel School website posting, or other means prior to the election. If any nominee withdraws from slate within the thirty-day period, the Nominating committee shall fill the vacancy on the slate and the thirty-day period shall be waved.
Article V
Meetings

Section 1. **General Meetings.** The Association shall meet not less than four (4) times yearly. These meetings shall be open to all members of the Association.

Section 2. **Election Meeting.** The General Election Meeting shall take place not less than thirty (30) days after the slate of Officer candidates has been posted on the School website.

Section 3. **Transition Meeting of the Current Board and Incoming Board Members.** The Transition Meeting shall take place at a date following the Election Meeting during the current school year. The newly elected Officers and the newly appointed Chair persons shall assume their duties at this meeting.

Section 4. **Officers’ Meetings.** The Officers’ shall meet at the call of the President during the school year, the time and location to be determined by the President.

Section 5. **Other Meetings.** Other meetings of the Association may be called by the President of the Association or upon request of a majority of the Officers of the Association.

Section 6. **Notices.** The membership shall be notified of all General Meetings, including start time, date, and location.

Section 7. **Quorum.** A Quorum of the Association shall consist of a majority vote of these members present unless otherwise designated.

Article VI
Amendments

Section 1. **Amendments.** The By-laws of the Association may be amended by a majority vote of those members present at a meeting, provided such amendments have been presented to the membership and posted on the School website at least thirty (30) days prior to said meeting.

Section 2. **Review.** An ad hoc committee shall be appointed by the President every fifth (5th) year to review, and if necessary, to amend the By-laws.
Article VII
Rules of Procedure


By-laws Review Committee, 2017:

Susan Betchkal
Amy Hatem
Susan Massey
Eliza Saada
Mary Weatherhead Feldman