

CAPITAL DAY SCHOOL PARENT COUNCIL BYLAWS

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ARTICLE I: NAME, DESCRIPTION & PURPOSE

SECTION I: Name - The name and location of this organization shall be Capital Day School Parent Council, located at Capital Day School, 120 Deepwood Road, Frankfort, Kentucky 40601; and is hereinafter referred to as the "Parent Council".

SECTION II: Purpose - The purpose of the Parent Council is to support the strategic goals of Capital Day School by aiding and supporting the student's educational, emotional, and extracurricular needs, and to promote open communication, cooperation, and joint working relationships with the parents, teachers, administration and Board of Trustees of Capital Day School through volunteer and financial support.

ARTICLE II: POLICIES

SECTION I: The policies of the Parent Council shall be developed through meetings and shall not direct, control or interfere with the administrative activities of the school and shall be ratified by the Board of Trustees.

ARTICLE III: MEMBERSHIP

SECTION I: Members shall be all parents, guardians or other adult standing *in loco parentis* for a student. All members shall have voting rights.

SECTION II: The amount of annual dues shall be established by the Parent Council Executive Board and Board of Trustees with input from the Head of School.

SECTION III: Teachers and staff are encouraged to participate in Parent Council meetings and functions but are not voting members.

ARTICLE IV: THE EXECUTIVE BOARD

SECTION I: The Executive Board of the Parent Council shall consist of the following elected officers: President, Vice President, Secretary, and Treasurer. The Parent Council Executive Board has the authority to reassign specific job duties as required. No member shall hold more than one office at a time.

SECTION II: Class Representatives are selected to serve on the Parent Council Executive Board each year, normally in the Parent Council General Meeting held in May of the current school year to serve during the next school year. Any parent may volunteer for this position by notifying the school office that he or she is interested in serving as the Parent Council Class Representative. The Head of School shall forward all names to the President of the Parent Council by April 30.

ARTICLE V: DUTIES

SECTION I: Duties of the Parent Council Executive Board include the following:

1. In collaboration with and approval by the Head of School, establish the objectives of the Parent Council and determine the policy for the development of the objectives.
2. Create standing committees and appoint Class Representatives.
3. Approve the plans of work of the Class Representatives.
4. Transact necessary business in the intervals between meetings.
5. Create a yearly budget to be approved and work from that budget to pay the bills.
6. Conduct Parent Council Executive Board or Special meetings on an “as needed” basis throughout the school calendar.
7. Conduct monthly Parent Council General Meetings throughout the school calendar.
8. Consult and coordinate with the Chair of the Advancement Committee and Fundraising Subcommittee at the beginning of every school year and in an on-going basis, in regards to the fundraising calendar.

SECTION II: Duties of the President

1. Preside at all General, Special, and Executive Board meetings of the Parent Council. Communicate with the Vice-President if unable to attend.
2. Oversee the work of the officers and committee chairs in order that the objectives may be accomplished.
3. Serve as an authorized signatory of all Parent Council checks that require a second signature.
4. Cast the deciding vote in case of a tie at all Parent Council Executive Board and General Meetings; otherwise is not able to vote.
5. Serve as a voting member of the Board of Trustees.
6. Attend Board of Trustee meetings and present a report of Parent Council activities to the Board.
7. Execute decisions of the Parent Council Executive Board.
8. Serve as primary contact between the Parent Council and the Head of School.

SECTION III: Duties of the Vice President

1. Attend Parent Council meetings. Communicate with President if unable to attend.
2. Act as aide to the President.
3. Perform duties of the President in the absence or inability of that officer to serve.
4. Should the President be unable to complete his/her term, the Vice President shall immediately assume the office of President.

SECTION IV: Duties of the Secretary

1. Attend Parent Council meetings and record the official minutes. Communicate with President if unable to attend.
2. Publish and distribute a summary of the minutes to the Parent Council Executive Board and the Head of School within ten (10) school days or sooner.
3. In the event the President and Vice President are unable to attend a meeting the Secretary will preside.
4. Update and distribute the yearly Parent Council Calendar of Events after approval by the Parent Council Executive Board.
5. Distribute the By-Laws to all Parent Council Executive Board members and other interested parties.
6. Keep a log of attendance for all meetings.
7. Forward all appropriate materials to the school secretary for web page updates of important Parent Council-related information.

SECTION V: Duties of the Treasurer

1. Attend Parent Council meetings. Communicate with President if unable to attend.
2. Serve as an authorized signatory on all Parent Council accounts.
3. Keep an accurate record of receipts and expenditures and balance all accounts.
4. Present a financial statement at each Parent Council meeting.
5. Ensure all deposits are made within 30 days or sooner.
6. Ensure all payments and reimbursements are made within 30 days or sooner.
7. Provide books to be audited annually by an auditor. The books shall be turned over to the Treasurer with a signed statement that the books are in order. The auditor shall be appointed by the Board of Trustees.
8. Place all monies in a depository appointed and approved by the Parent Council Executive Board.
9. Coordinate with the Parent Council Executive Board to develop a yearly budget and present it at the beginning and end of each school year.

SECTION VI: Duties of Class Representative

1. Attend Parent Council meetings.
2. Coordinate one class-sponsored event.
3. Recruit members for his or her event committee.
4. Develop and report the plans and activities of the committee to the Parent Council Executive Board, which must approve all such activities.
5. Develop a budget, if needed, for planned activities in order to purchase necessary supplies and materials. Present the budget to the full Parent Council for approval prior to implementation.
6. Update event planning guide at the conclusion of every event and relinquish said records to the Secretary at that time for future reference.
7. Retain receipts of purchases, if any; file necessary paperwork with receipts with Treasurer for reimbursements, within 30 days.
8. Serve on other committees as needed.

SECTION VII: Duties of Members

1. Attend Parent Council General Meetings.
2. Assist your respective child's(rens') Class Representative with class-sponsored events.
3. Volunteer for a minimum of 10 hours on other committees or school-sponsored activities when needed.

4. Think about opportunities for improvement for the school and make suggestions for improvements to the Parent Council.

ARTICLE VI: TERMS OF SERVICE

SECTION I: Each Officer shall serve a term of one school year.

SECTION II: The term of office shall begin July 1 and end June 30 of the following year.

SECTION III: Immediately following the election, the newly elected Officer shall begin working in tandem with the outgoing Officer until the completion of the outgoing Officer's term. Only the outgoing Officer shall have voting authority during this period of transition.

SECTION IV: A person may choose to seek to be re-elected to an Office at the end of his/her term, providing the total term limit has not been met. The Officer may sign up for another one-year term and elections for the position will be held in the May Parent Council General Meeting. No more than four (4) terms for a total of four (4) years may be held in any one office.

SECTION V: Removal from Office: An Officer can be removed from office if absent from five (5) consecutive meetings, or for failure to fulfill the duties of their office, after reasonable notice, by a majority vote of the Parent Council Executive Board.

SECTION VI: Vacancies: If a vacancy occurs on the Parent Council Executive Board, the remaining officers shall appoint a replacement to fill the vacancy for the remainder of the Officer's term. Should a vacancy occur in the office of President, the Vice President shall immediately assume the office.

ARTICLE VII: VOTING PRIVILEGES

SECTION I: Members with voting rights shall have the right to vote on all issues before the Parent Council, to elect officers and to hold office.

SECTION II: The President shall vote only in the case of a tie in a vote of the Parent Council Executive Board or the Parent Council.

SECTION III: All members will have one vote and must be present to vote.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

SECTION I: A Nominating Committee shall consist of the Past-President as Chair, the President, one lower school and one upper school Class Representative all as voting members plus the Head of School and Chair of the Advancement Committee as non-voting members.

SECTION II: The Nominating Committee shall nominate a candidate for each one of the following positions: President, Vice-President, Secretary, Treasurer and Class Representative for each classroom. A slate of persons running for office shall be presented by the President at the voting meeting held in the month of May. Further nominations may be received from the floor. If all slated to run for office have accepted the nomination then the elections shall proceed by voice.

SECTION III: There will be a ballot vote if there is more than one candidate for any office. If there is only one candidate for an office, by motion from the floor, the election for that office may be by a show of hands.

SECTION IV: A majority of the votes cast by the Members shall be necessary for election. Should no person receive a majority of the votes cast, a run off between the two (2) who received the largest number of votes shall be immediately held.

ARTICLE IX: MEETINGS

SECTION I: Parent Council General Meetings - There will be monthly General Meetings throughout the school calendar. The time and place of the full schedule of meetings shall be announced at the beginning of the school year. Each General Meeting shall also be announced at least seven (7) days prior to the meeting by the best methods deemed appropriate to reach all parents. In addition, reminder notices shall be disseminated to all parents the day of the General Meeting.

SECTION II: Parent Council Special Meetings - Additional meetings of the organization may be called, either by vote of the Parent Council Executive Board or by petition of the members. Special Meetings may be called by the President or by any two or more members of the Parent Council Executive Board. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting, except in the case of an emergency. In addition, reminder notices shall be disseminated to all parents the day of the Special Meeting.

SECTION III: Parent Council Executive Board Meetings - Will be held only when the need arises as determined by any member of the Parent Council Executive Board. The time and place of the meeting shall be announced to the Parent Council Executive Board by the President or Secretary via e-mail or phone.

SECTION IV: Parent Council General Meetings shall be held at Capital Day School. Only topics on the predetermined agenda will be discussed. If a reasonable amount of time permits, a vote will be taken as to whether or not to discuss other topics. All unfinished business shall be carried over to the next meeting.

SECTION V: In the event of bad weather, meetings may be canceled and rescheduled at the discretion of the President.

SECTION VI: The quorum for Parent Council General Meetings shall be two (2) out of four (4) Officers present plus one member. The quorum for Parent Council Executive Board Meetings shall be three (3) Officers.

ARTICLE X: FINANCES

SECTION I: A budget of anticipated revenue and expenses for the year shall be presented to the Parent Council Executive Board at the beginning of the school year. Any substantial deviation from the budget must be approved in advance by the Parent Council and the Board of Trustees.

SECTION II: The Treasurer shall present a financial report at each General Meeting of the Parent Council and shall prepare a final report at the close of the school year. The reports and accounts shall be examined annually by an auditor.

SECTION III: Designated Fund - A designated fund is money put aside for a specific purpose. Any money put into a designated fund shall only be used for that purpose. It cannot be used for other activities without consent of the Parent Council Executive Board and the Board of Trustees.

SECTION IV: No loans shall be made by the organization to its officers and members.

SECTION V: Contracts – Authority to sign contracts for Parent Council events is limited to the President of the Parent Council.

SECTION VI: Any expenditure in excess of \$1,000 requires Board of Trustee authorization prior to any expenditure being made. Two authorized signatures shall be required on each check that is made out for the amount of \$500 or greater. Authorized signers shall be the President and Treasurer.

SECTION VII: Fiscal Year - The fiscal year shall begin July 1 and end June 30 of the following year.

ARTICLE XI: PARLIAMENTARY PROCEDURE

SECTION I: The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this organization in all cases in which they are applicable and not in conflict with these bylaws. When such an instance occurs, the bylaws take precedence.

ARTICLE XII: AMENDMENT OF BYLAWS

SECTION I: A request to amend these bylaws can be made at a Parent Council General Meeting by a two-thirds majority vote of the members in attendance. Notice shall be given at least seven (7) school days prior to the meeting.

SECTION II: These bylaws may be reviewed and/or revised by the Board of Trustees as necessary to meet changing conditions in the school and community and when brought to a vote at the request of the Parent Council General Membership, as referenced in Section I.

These Bylaws were created and adopted by the 2010-2011 Board of Trustees and shall take effect on July 1, 2011.