

By-laws of the Unified Parents' Association
of
Shady Side Academy

Article I: Name

The name of this organization shall be the "Shady Side Academy Parents' Association."

Article II: Purpose

The purpose of the Parents' Association is twofold:

- 1) To support the staff, students, families and institution of Shady Side Academy.
- 2) To provide this support by arranging activities, events, and fundraisers for parents and students as a volunteer arm of Shady Side Academy.

Article III: Membership

Section I: Eligibility

All parents and guardians of students enrolled at Shady Side Academy are members of the Parents' Association.

Section II: Annual Dues

The Parents' Association and the Administration of Shady Side Academy will establish optional dues.

Section III: Meetings

- 1) Executive Board – a minimum of four meetings per year
- 2) Open Meeting– year end meeting to introduce officers
- 3) Division Parent Committee Meetings

Article IV: Officers

Section I: Titles

- President
- Vice-President
- Secretary
- Treasurer

Section II: Duties

President: The President will schedule, set the agenda for, and preside at all meetings and conduct the day-to-day management of the business and affairs of the Parents Association. The President will appoint Project/Event Chairs with the assistance of the Executive Board, will sit on the Board of Trustees of Shady Side Academy as an Ex-officio member, will approve the allocation of the Parents Association funds, will oversee the coordination of Parents Association activities throughout the year and will have the option of attending all committee meetings. The President will serve a one-year

term. At the outset of his or her tenure, the President will appoint officers (with input from existing Executive Board) for next year.

Vice President: The Vice President will serve a one-year term and will actively oversee the work of the standing committees. The Vice President will assume the duties of the President in his or her absence, will be trained during the year to become the President the following year, and will be available to undertake special assignments at the request of the President.

Secretary: The Secretary will record all minutes of the Executive and Steering Board meetings and submit to the President in a timely manner. Minutes should be kept for a minimum of two years.

Treasurer: The Treasurer will be custodian of the funds of the organization, will serve a two-year term, will present financial statements to the Executive Board, and will make necessary and timely payments with the approval of the President, the Division Chairman, and/or the appropriate Project/Event Chairman. The Treasurer will assist in developing a yearly budget with the help of the Executive Board and will meet monthly with the Academy's Director of Financial Planning to reconcile the Parents Association books with that office.

Section II: Representation

Among the Executive Board officers there shall be representation of parents from all four schools of the Academy.

Article V: Executive Board

Section I: Members

- Officers of the Parents' Association (4: Pres, Vice Pres, Secretary and Treasurer)
- Division Chairs from the Junior, Middle, and Senior Schools (4)
- A Liaison from the Academy Advancement Office

Section II: Duties

- 1) Executive Board Officers (*see Article IV, Section II*)
- 2) Division Representation (*see Article VI, Section II*)
- 3) Liaison from Shady Side Academy's Alumni and Development Office—this person shall serve in an *Ex-officio* capacity.

Section III: Executive Board Meetings

The President will call an Executive Board meeting to be held at least four (4) times per year prior to the Steering Board meetings. Other meetings may be called at the discretion of the President.

Article VI: Divisional Structures

Section I: Divisional Parent Committee

- The Division Chair & Vice Chair
- Grade/Form and Homeroom Coordinators
- Head of School
- Corresponding Secretary
- Division Treasurer

Section II: Duties

1) Chair

a. Senior School and Middle School

- act as a liason to the President of the Parents' Association
- preside at regularly scheduled division meetings
- present a report at Association meetings
- oversee at standing committees
- recruit Association members to fill project event chair positions
- attend admission open houses, parents' night, etc.

2) Vice-Chair

a. Senior and Middle School

- act as an aide to the Chair
- perform duties of the Chair in absence or inability of that officer to serve
- assist the Chair in recruiting project event chairpersons

- 3) Grade Coordinators: The Grade Coordinators will organize activities pertaining to their respective grade under the direction of their Division Chairman and/or faculty advisors. There will be two in each grade at the Junior School and at SSA Country Day School.
- 4) The Project/Event Chairman shall plan, implement and oversee their particular event or project. Each Chairman shall report directly to the President.
- 5) All of the above-mentioned Officers are responsible for maintaining and updating a notebook of duties related to each individual job and passing it on to his/her successor in a timely manner. Each Officer is responsible for operating within his/her designated budget.
- 6) The Head of School will oversee all Parents' Association events/activities and will make a report at the Steering Board meetings.

Section III: Meetings

There shall be at least two (2) meetings of the Division Parent Committees yearly.

Article VII: Installation of Officers

Section I:

The passing of the gavel shall occur at the Parents' Association year end open meeting.

Section II:

The President, Vice President, Secretary, and Treasurer will assume their respective duties immediately following the year end meeting referenced above in Article V, Section I.

Article VIII: Fiscal definition

The Parents' Association will operate under the umbrella of the Academy's 501 (c) 3 not-for-profit status. This allows the Association to benefit from tax exempt purchases. As such, all funds shall be maintained in an account under the name of Shady Side Academy – Parents' Association. The treasurer shall be responsible for maintaining all records related to these funds.

The President shall call an Executive Board meeting at the end of his/her term for the purpose of disbursing Parents' Association funds. All Executive Board members are expected to attend. At the end

of each fiscal year, all funds, with the exception of those needed to begin the next fiscal year, shall be distributed based on the decision of the Executive Board. The fiscal year shall be that of the Academy, July 1-June 30.

Article X: Disbursement of Funds

The President shall call and Executive Board meeting at the end of his/her term for the purpose of disbursing Parents Association funds. All Executive Board members are expected to attend.

Article XI: Amendments

Amendments to, or changes in, the by-laws are presented to the Executive Board for approval by vote. A simple majority of members present is required.