

**THE UNIVERSITY OF CHICAGO
LABORATORY SCHOOLS PARENTS' ASSOCIATION BYLAWS
(As amended April, 2013)**

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Article I Name

The name of this organization shall be The University of Chicago Laboratory Schools Parents' Association (herein known as "the PA").

Article II Purpose and Philosophy

The purpose of the PA is to: (i) promote understanding and communication between the home and the University of Chicago Laboratory Schools (herein known as "the Schools"); (ii) provide open forums for discussion among parents, faculty, administration, staff, students and The Schools' appointed Board of Directors; and (iii) encourage and facilitate parent participation in programs that support the educational, social and fundraising initiatives of the Schools. The operating philosophy of the PA is to engage as many parents as possible in meaningful roles to achieve the goals of diversity, inclusion and continuity.

Article III Members and Dues

A. Members of the PA shall be current parents and legal guardians of all registered students (herein known as the "Members").

B. Membership dues provide the core funds necessary to operate the PA.

C. The PA Board determines the dues which are automatically billed as a separate line item on the first semester's tuition invoice, and are payable before October 15.

D. The PA Board is empowered to raise additional funds for any purpose deemed consistent with the goals of the PA. All the PA fundraising activities require review and recommendation by the Finance Committee prior to PA Board approval.

E. The fiscal year of the PA shall be July 1 through June 30.

Article IV Governing Board

A. The Governing Board (herein known as "the PA Board") is the executive arm of The PA. It ensures that the PA fulfills its purpose and adheres to its philosophy by adapting structurally and procedurally to current issues and needs.

B. This By-Laws document is the outline of how the PA works.

C. The individuals holding following offices shall comprise the PA Board:

- i. Officers
- ii. School Council Members

D. Each Officer and School Council Member has a single vote on matters considered by the PA Board except the President, who has no vote unless it is needed as a tiebreaker. In the event that any office other than the President is held by two persons in accordance with these By-Laws, those two persons shall

together have a single vote. If such persons cannot agree on how to vote on a particular issue, they shall abstain from voting on that issue. If two persons are jointly elected to the office of President in accordance with Article XII(A)(6), the co-President designated by the PA Board in accordance with Article V(E) to cast tie-breaking votes shall cast the tie-breaking vote in the event of a tie vote of the PA Board.

E. Voting by the PA Board or its committees may take place in-person or by e-vote.

Article V Officers

A. All Officers-Elect are elected by the Members of the PA at the Elections Meeting. The term of office shall be July 1st through June 30th.

B. The Officers shall include:

President and President-Elect

Secretary and Secretary-Elect

Treasurer and Treasurer-Elect

Communications Coordinator and Communications Coordinator-Elect

Fundraising Coordinator and Fundraising Coordinator-Elect

Programs Coordinator and Programs Coordinator-Elect

C. Any of the above offices may be jointly held by two persons if such persons are jointly elected in accordance with Article XII(A)(6).

D. All Officers of the PA Board shall be limited to holding one voting PA Board position at a time.

E. The **President** shall (i) serve as Chairperson of the PA Board, (ii) preside at all the PA Board meetings, and (iii) act as Parliamentarian. If two persons are jointly elected to the office of President in accordance with Article XII(A)(6), then at the Elections Meeting, the PA Board shall designate one to act as Parliamentarian and the other to cast any tie-breaking votes.

F. The **President-Elect** shall be elected at the Elections Meeting by the Members to serve a two-year term. The first year will be served as President-Elect and the second year as President. The President-Elect shall (i) work with the administration to oversee the publication, whether in paper form or online, of the School Directory and Resource Guide, (ii) serve as the Chairperson of the Community Life Committee (as herein after defined) and (iii) assist the President. Nominations for and appointments to the office of the President-Elect shall require the candidate to have served in an elected or appointed position on the PA Board during his/her tenure as a PA Member.

G. The **Secretary** shall (i) take and prepare minutes of the PA Board meetings and shall (ii) keep all records of the PA, including records of activities as submitted by committees and the PA School Councils as well as financial records, such as bank statements, submitted by the Treasurer.

H. The **Secretary-Elect** shall be elected at the Elections Meeting by the Members to serve a two-year term. The first year will be served as Secretary-Elect and the second year as Secretary. The Secretary-Elect shall (i) assist the Secretary and (ii) serve as Chairperson of the Nominations Committee (as herein after defined).

I. The **Treasurer** shall (i) be the primary liaison between the Finance Committee and the PA Board, (ii) maintain the financial records of the PA, (iii) oversee the annual budget process, (iv) chair the Finance Committee, (v) share responsibility with the Treasurer-Elect for making cash disbursements and submitting for deposit any funds collected to the PA bank account on a timely basis, and (vi) prepare and distribute quarterly PA financial statements and provide financial updates to the PA Board when requested at monthly PA meetings.

J. The **Treasurer-Elect** shall be elected at the Elections Meeting by the Members to serve a two-year term. The first year will be served as Treasurer-Elect and the second year as Treasurer. The Treasurer-Elect shall (i) take minutes at Finance Committee meetings, and (ii) share responsibility with the Treasurer for making cash disbursements and submitting for deposit any funds collected to the PA bank account on a timely basis and (iii) assist the Treasurer.

K. The **Communications Coordinator** shall (i) be responsible for overseeing communications from the PA, including online content, (ii) work closely with Council Member representatives to the Communications Committee and other members of the PA Board (including the PA Board President) on issues relating to communications and (iii) serve as Chairperson of the Communications Committee (as hereinafter defined).

L. The **Communications Coordinator-Elect** shall be elected at the Elections Meeting by the Members to serve a two-year term. The first year will be served as Communications Coordinator-Elect and the second year as the Communications Coordinator. The Communications Coordinator-Elect shall (i) assist the Communications Coordinator and (ii) take minutes at Communications Committee meetings.

M. The **Fundraising Coordinator** shall (i) work closely with the Finance Committee regarding all PA fundraising activities and (ii) monitor and report to the PA Board the status of proposed fundraising initiatives.

N. The **Fundraising Coordinator-Elect** shall be elected at the Elections Meeting by the Members to serve a two-year term. The first year will be served as Fundraising Coordinator-Elect and the second year as Fundraiser Coordinator. The Fundraiser Coordinator-Elect shall (i) assist in the implementation of fundraising efforts sponsored by the PA and (ii) assist the Fundraising Coordinator.

O. The **Volunteer Coordinator** shall (i) be responsible for identifying, soliciting, and procuring volunteers for all the PA events and (ii) work closely with the Annual Events Committees.

P. The **Volunteer Coordinator-Elect** shall be elected by at the Elections Meeting by the Members to serve a two-year term. The first year will be served as Volunteer Coordinator-Elect and the second year as Volunteer Coordinator. The Volunteer Coordinator-Elect shall assist the Volunteer Coordinator.

Q. The **Programs Coordinator** shall (i) be responsible for reporting the status of and coordinating all events and projects when requested at PA Meetings and (ii) assist the Annual Events Committees in the promotion of all events and projects.

R. The **Programs Coordinator-Elect** shall be elected at the Elections Meeting by the Members to serve a two-year term. The first year will be served as Program Coordinator-Elect and the second year as Program Coordinator. The Program Coordinator-Elect shall assist the Programs Coordinator.

Article VI School Councils

A. There shall be five PA School Councils:

Early Childhood Center (“ECC”) – Grades Nursery through 2

Nursery/Kindergarten (“N/K”) – Grades 3 through 5

Lower School (“LS”) – Grades 1 through 4

Middle School (“MS”) – Grades 6 through 8

High School (“HS”) – Grades 9 through 12

B. Leadership of the PA School Councils shall rest with four members (herein known as “Council Members”) per council, except the leadership of the ECC Council shall rest with six Council Members.

C. All the PA School Council Members are elected by the Members of the PA at the Elections Meeting.

D. All the PA School Council Members shall be limited to holding one voting PA Board position at a time.

E. The purpose of having four separate PA School Councils is to facilitate school-specific decision-making and locate communication closer to relevant constituents.

F. Terms of office shall be staggered so that each year the Members shall elect two new Council Members and so shall have at least two returning Council Members, except in regards to the ECC, the Members shall elect three new Council Members and so shall have at least three returning ECC Council Members.

G. The structure of the PA School Councils and responsibilities of their officers and committees shall be determined by the PA Board from time to time.

H. The PA School Councils are required to assign one representative to each of the four standing Board Committees. The representatives are required to attend their assigned committee’s meetings.

I. At least one Council Member from each of the PA School Councils must be in attendance at every PA Board meeting.

J. The PA School Councils are required to submit a budget to the Treasurer for review and recommendation by the Finance committee prior to the PA Board vote for approval. This budget must be submitted by June 30th. Each PA School Council must submit a budget report quarterly to the Treasurer. Funds allocated to the PA School Councils for a fiscal year but not committed during that year shall revert to the PA General Operations account.

K. The PA School Councils shall submit a written summary of its school year activities and recommendations to the Secretary by the end of the fiscal year.

Article VII Standing Committees

A. There shall be four Standing Committees. They are as follows:

Communications
Community Life
Nominating
Finance

B. The function of a Standing Committee is to provide essential organizational infrastructure to support the basic operations of the PA.

C. The responsibilities and leadership shall be as follows:

Communications Committee:

- Coordinates all communications within the PA, including those of the PA School Councils and all communications between the PA and its Members.
- Works closely with the chairs of Annual Event Committees, and projects to help coordinate their communication needs and efforts.

Chaired by the Communications Coordinator, this committee includes the Communications Coordinator-Elect, a representative from each of the School Councils and any other interested Members.

Community Life:

- Helps further the PA Board purpose of building community, monitors the social climate of the Schools;
- Develops and initiates proactive solutions to issues brought forward by the Members or concerned others through discussion, research, education and communication, alone or in combination with interest-specific committees that the Community Life Committee may recommend be organized from time to time.

Chaired by the President-Elect, or, at the discretion of the PA Board, by such other interested Member as the PA Board may designate for a term to be set by the PA Board, this committee includes a representative from each of the School Councils and any other interested Members. The Community Life Committee may invite faculty and staff members to participate in meetings and to undertake responsibilities in connection with the issues considered by the Community Life Committee.

Finance Committee:

- Ensures that the PA's financial assets are protected;
- Reviews and prioritizes funding requests;
- Oversees all PA budgets and spending including budgets and spending relating to projects, programs, events, Standing Committees' and PA School Councils');
- Initiates the PA Grant process each fall and provides a grant review forum;
- Monitors and updates the PA's long-term financial plan.

Chaired by the Treasurer, this committee includes the Treasurer-Elect, the President-Elect, a representative from each of the School Councils and any other interested Members. At the end of

each quarter, the Finance Committee shall submit a written report to the Secretary for inclusion in the minutes. Reports offered at regularly scheduled PA Board meetings fulfill this obligation.

Nominating Committee:

- Carries out the election and appointment processes in accordance with these By-Laws.

Chaired by Secretary-Elect, this committee includes a representative from each of the School Councils and any other interested members. The Nominating Committee shall provide a report at each regularly scheduled PA Board meeting in March, April and May.

D. The Communications and Community Life Committees shall meet as needed, in person, by telephone or by electronic communication exchange, to conduct their business. The Finance Committee shall meet at least once per quarter (excluding summer quarter), in person, by telephone or by electronic communication exchange. The Nominating Committee shall meet at least once in February or March, either in person or by telephone.

E. Each Standing Committee may submit a budget by June 30th to the Treasurer for review and recommendation by the Finance Committee prior to PA Board approval. If approved, the Committee must then submit budget reports quarterly to the Treasurer-Elect.

Article VIII Executive Committee

A. The Executive Committee of the PA Board exists to deal with special issues that may not fall under the purview of any other committee.

B. This Committee includes the President, President-Elect, Treasurer and Secretary and is chaired by the President.

Article IX Annual Event Committees; Interest-Specific Committees; Ad Hoc Committees; Coordinators; Grade Chairs

A. The Board, at its discretion, may create, modify and dissolve committees for annual events as Rites of May and Bizaarnival (“Annual Event Committees”). Chairpersons of any Annual Event Committees shall be appointed as needed and for terms as deemed appropriate by the PA Board. Each Annual Event Committee Chairperson shall: (i) oversee all details relating to the event, (ii) work with the Communications Coordinator to publicize the event, (iii) report to the President or President-Elect before each meeting of the PA Board, (iv) submit a budget to the Treasurer for Finance Committee review and recommendation prior to PA Board approval (regular financial reports to the Treasurer are required), (v) maintain a file of planning and other documents and (vi) submit a written report of the committee’s activities, members and volunteers at a PA Board meeting.

B. The Board, at its discretion, may create, modify and dissolve committees to address specific interests or issues (“Interest-Specific Committees”) consistent with its purpose set forth in Article II above. Chairpersons of any Interest-Specific Committees shall be appointed by the PA Board as needed and for terms as deemed appropriate by the PA Board. Each Interest-Specific Committee Chairperson may submit

a budget to the Treasurer for Finance Committee review and recommend prior to PA Board approval (regular financial reports to the Treasurer are required if funds are allocated to an Interest-Specific Committee).

C. The Board, at its discretion, may create, modify and dissolve ad committees. Chairpersons of any ad hoc committees shall be appointed as needed and for terms as deemed appropriate by the PA Board. Each ad hoc committee chairperson may submit a budget to the Treasurer for Finance Committee review and recommend prior to PA Board approval (regular financial reports to the Treasurer are required if funds are allocated to an ad hoc committee).

D. The Board, at its discretion, may appoint a Room Parent Coordinator to organize and coordinate the activities of the room parents and one or more Grade Chairs for each grade to organize events targeted to a specific grade.

E. Chairpersons and members of Annual Event Committees, Interest-Specific Committee and ad hoc committees, and Room Parent Coordinators and Grade Chairs must be Members but need not be members of the PA Board.

Article X Meetings

A. Every Member is invited and encouraged to attend any and all meetings of the PA Board, PA Board Committees, School Councils, or any other PA affiliated committees or groups.

B. **Regular PA Board Meetings** shall be held during the school year at such time, date and place as the Board may designate.

C. The **Annual Meeting** shall be held in September to orient the Members to the PA Board and its goals.

D. The **Elections Meeting** shall be held in May or June, at which, in addition to conducting other Regular Meeting business, the elections will be certified.

E. **Special Meetings** of the PA or PA Board may be called by the PA Board or by petition of twenty-five (25) Members.

F. **Notice** of all Regular, Annual and Elections Meetings shall be provided to all Members as part of the Schools' regular communications with Members, by electronic communication from the PA or by posting on the calendar on the Schools' website. Changes to these dates and Special Meetings, Committee and School Council Meeting dates shall be publicized in advance, to the extent practicable, in the same manner. If a Special Meeting is called, the posting shall also state the purpose(s) of the meeting.

G. All meetings shall be held at the School unless otherwise stated in the notice of the meeting.

Article XI Quorums, Amendments and Other Actions of the PA

A. These By-Laws may be amended, revised, or repealed at any regular meeting of the PA Board by a simple majority of the Members who cast their votes. Votes shall be cast by e-ballot in advance of the meeting or in person at the meeting. Ballots shall be collected and tabulated by the Secretary-Elect. Written

notice of the intention to amend these By-Laws and the substance of the proposed amendment(s) shall be issued at least one month before the meeting.

B. Except as otherwise required by these By-Laws, one-half of the members of any committee, council or the PA Board shall constitute a quorum. A vote taken of the majority of such quorum shall constitute the action of such committee, council or the PA Board. In the case of a tie in a vote of the PA Board, the President's vote shall be the tiebreaker. In the event that any office other than the office of President is held by two persons in accordance with these By-Laws, those two persons shall together have a single vote. If such persons cannot agree on how to vote on a particular issue, they shall abstain from voting on that issue. If two persons are jointly elected to the office of President in accordance with Article XII(A)(6), the co-President designated by the PA Board in accordance with Article V(E) to cast tie-breaking votes shall cast the tie-breaking vote in the event of a tie vote of the PA Board.

C. The parliamentary authority of the PA shall be the latest edition of Robert's Revised Rules of Order, except as expressly stated herein.

Article XII Nominations, Elections, Appointments and Vacant/Unfilled Positions

A. Nominations

1. A call for nominations shall be made in February for the following positions:

President-Elect, Secretary-Elect, Treasurer-Elect, Communications Coordinator-Elect, Fundraising Coordinator-Elect, Volunteer Coordinator-Elect, and Programs Coordinator-Elect and at least one PA School *Council Member* (per council),

2. The nomination period shall last at least four weeks.

3. Any Member may be nominated, and Members may nominate each other or themselves, subject to the last sentence of Article V.F.

4. Nominations shall be submitted in writing (electronic communications, U.S. Mail, handwritten notes) to the Nominating Committee in care of the Secretary-Elect with a copy to the President, and shall include: (i) the candidate's name, current phone number and current electronic communications address and (ii) the position for which the candidate is being nominated.

5. A member of the Nominating Committee shall contact each candidate to: (i) confirm interest in the available position, (ii) review the responsibilities of the position, (iii) require the candidate to submit a short statement (80 words or less) about themselves or supporting their candidacy.

6. The Nominating Committee shall compile relevant information on each nominee, and shall prepare a ballot for the elected positions and a candidate statement. In the event that two Members have been jointly nominated for an Officer position and have indicated a willingness to serve jointly, the Nominating Committee may, with the approval of the PA Board, include both Members on the ballot as joint candidates for that Office.

7. No current PA Board member shall resign a position before his/her term is concluded in order to run for or fill a vacancy for another position.

8. The Secretary-Elect shall present the ballot to the PA Board for approval prior to the commencement of voting.

B. Elections

1. Paper or e-ballots shall be distributed to all Members no less than two weeks before the Elections Meeting.

2. Each Member shall be entitled to vote for each Officer position, and for the PA School Council Member(s) who matches the respective grade(s) of their child(ren) for the next school year.

3. The Secretary-Elect shall receive ballots until 24 hours the start of the Elections Meeting.

4. The Secretary-Elect and Nominating Committee shall verify the ballots, tally the votes and announce the voting results at the Elections Meeting.

C. Vacant / Unfilled Positions

1. If a position is unfilled or becomes vacant for any reason, nominations shall be solicited for no less than two weeks, via postings on the PA website and the PA Board shall vote, either in-person or e-vote, on the nominations. If there are no candidates, the PA Board may appoint by majority vote, in-person or e-vote, a replacement to complete the term.

2. In the event a Board position is vacated by a current PA officer, the officer-elect may replace the vacated office in action upon majority vote of the PA Board either in-person or by e-vote. If the officer-elect is unable or unwilling to serve, the office will be filled by appointment.