

**THE UNIVERSITY OF CHICAGO
LABORATORY SCHOOLS PARENTS' ASSOCIATION BYLAWS
(As amended on June 9, 2008)**

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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 September 1 through August 31.

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. The PA Structure Document supplies the details.
- C. The following individuals, having been elected by The Members of The PA, shall be voting Members of The PA Board:
 - i. Officers
 - ii. School Council Co-Chairpersons
- D. Each Officer and School Council Co-Chairperson has a single vote except the President who has no vote unless it is needed as a tiebreaker.
- 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
Volunteer Coordinator and Volunteer Coordinator-Elect
Programs Coordinator and Programs Coordinator-Elect

C. All Officers of The PA Board shall complete their terms.

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.

F. The **President-Elect** shall be elected at the Elections Meeting by The Members to serve a two (2) 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 of the Parents' Association School Directory and Resource Guide, (ii) assist the President, and (iii) serve as Chairperson of the Community Life Committee (as herein after defined). Nominations for 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.

H. The **Secretary-Elect** shall be elected at the Elections Meeting by The Members to serve a two (2) 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 (cash receipts, cash disbursements), (iii) oversee the annual budget process, (iv) chair the Finance Committee, (v) share responsibility with the Treasurer-Elect for submitting for deposit any monies to the PA bank account within three (3) business days of receipt, and (vi) prepare the monthly PA financial statements and issue monthly written financial reports and disseminate reports to The Members at monthly PA Meetings.

J. The **Treasurer-Elect** shall be elected at the Elections Meeting by The Members to serve a two (2) 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 submitting for deposit any monies to the PA bank account within three (3) business days of receipt.

K. The **Communications Coordinator** shall (i) be responsible for overseeing all PA Communications, (ii) be responsible for the content of The PA Website, (iii) be responsible for the content of The PA Newsletter, (iv) work closely with Council Co-Chair representatives to the Communications Committee, and (v) serve as Chairperson of the Communications Committee (as herein after defined).

L. The **Communications Coordinator-Elect** shall be elected at the Elections Meeting by The Members to serve a two (2) 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) be responsible for coordinating all internal PA communications (including notices of all The PA Programs/Events/Committee/Board Meetings) through the Website, The PA Bulletin Board, and school notices, (ii) be responsible for an all school e-mail list, (iii) assist the Communications Coordinator and (iv) take minutes at Communications Committee meetings.

M. The **Fundraising Coordinator** shall (i) work closely with the Finance and Volunteer/Programs Committee regarding all The PA fundraising activities (ii) serve as the liaison between The PA and The Schools regarding all PA fundraising activities, (iii) monitor and report to The PA Board the status of proposed fundraising initiatives, (iv) serve as a member of the Volunteer/Programs Committee and (v) serve as Chairperson of the Fundraising Committee (as herein after defined).

N. The **Fundraising Coordinator-Elect** shall be elected at the Elections Meeting by The Members to serve a two (2) year term. The first year will be served as Fundraising Coordinator-Elect and the second year as the Fundraising Coordinator. The Fundraising Coordinator-Elect shall (i) assist in the implementation of fundraising efforts sponsored by The PA (Connections, Rites of May, Used Book Sale, Innisbrook, etc.) in conjunction with Event Chairs, (ii) assist the Fundraising Coordinator, and (iii) take minutes at the Fundraising Committee meetings.

O. The **Volunteer Coordinator** shall (i) be responsible for identifying, soliciting, and procuring volunteers for all The PA events, (ii) be responsible for the annual volunteer survey, (iii) work closely with the Volunteer Committees of The School Councils and all Events and Project Chairs, (iv) be responsible for the creation and maintenance of the volunteer grid book as described in the Volunteer/Programs Committee description, and (v) co-chair the Volunteer/Program Committee (as herein after defined.)

P. The **Volunteer Coordinator-Elect** shall be elected by at the Elections Meeting by The Members to serve a two (2) year term. The first year will be served as Volunteer Coordinator-Elect and the second year as Volunteer Coordinator. The Volunteer Coordinator-Elect shall (i) staff and organize The PA Office, (ii) be responsible for coordinating volunteer database management and reporting, (iii) receive the written reports from Annual Events and Project Chairs and organize them in The PA Office for archival and reference purposes, (iv) assist the Volunteer Coordinator, and (v) serve on the Volunteer/Programs Committee.

Q. The **Programs Coordinator** shall (i) ensure that each of The PA events has a Chairperson, (ii) be responsible for the reporting on the status of all events and projects at each PA Meeting, (iii) assist the Chairpersons in the promotion of all events and projects, and (iv) co-chair the Volunteer/Programs Committee.

R. The **Programs Coordinator-Elect** shall be elected at the Elections Meeting by The Members to serve a two (2) year term. The first year will be served as Program Coordinator-Elect and the second year as Program Coordinator. The Program Coordinator-Elect shall (i) solicit chairs for event committees, (ii) help the Event and Project Chairpersons work and communicate with the administration and faculty, (iii) assist the Programs Coordinator, and (iv) serve on the Volunteer/Programs Committee.

Article VI School Councils

A. There shall be four PA School Councils:

Nursery/Kindergarten (“N/K”) – Nursery and Kindergarten
Lower School (“LS”) – Grades 1 through 4
Middle School (“MS”) – Grades 5 through 8
High School (“HS”) – Grades 9 through 12

- B. Leadership of The PA School Councils shall rest with four (4) *Co-Chairpersons* (herein known as “Co-Chairs”) per council.
- C. All The PA School Council Co-Chairs are elected by The Members of The PA at the Elections Meeting.
- D. All The PA School Council Co-Chairs of The PA Board shall complete their terms.
- E. All The PA School Council Co-Chairs of The PA Board shall be limited to holding one voting PA Board position at a time.
- F. The purpose of having four separate PA School Councils is to facilitate school-specific decision-making and locate communication closer to relevant constituents.
- G. Terms of office shall be staggered so that each year The Members shall elect two (2) new Co-Chairs and so shall have at least two returning Co-Chairs.
- H. The structure of The PA School Councils and responsibilities of their officers and committees shall be determined by The PA Board.
- I. The PA School Councils are required to assign one representative to each of the six (6) standing Board Committees. The representatives are required to regularly attend their assigned committee’s meetings.
- J. At least one Co-Chair from each of The PA School Councils must be in attendance at every PA Board meeting.
- K. 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. 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.
- L. 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 six (6) Standing Committees. They are as follows:

Communications	Fundraising
Community Life	Nominating
Finance	Volunteer/Programs

- B. The function of a Standing Committee is to provide detailed investigation and research on issues that have been referred to it by The PA Board or concerned others. No issue may be brought before The PA Board for consideration and/or a vote without review and recommendation by a Standing Committee.
- 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, including the Website and PA PAGES.
- Works closely with the chairs of Annual Events 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:

- 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.

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

Finance Committee:

- Ensures that The PA's financial assets are protected;
- Reviews and prioritizes funding requests;
- Oversees all projects, programs, events, Standing Committees' and PA School Councils' budgets and spending;
- 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.

Fundraising Committee:

- Finds proactive ways to implement The PA's long-term financial plan;
- Obtains and reviews business plans for any new events prior to presentation for obtaining approval from the Finance Committee. This is a requisite to any new ventures being presented at a PA Board Meeting for a vote of approval.
- Obtains and reviews marketing plans for all events and works with the Communications Committee and the Volunteer/Programs Committee to implement these plans;
- Helps improve parental involvement in the financial well being of The Schools.

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

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.

Volunteer/Programs Committee:

- Identifies, solicits, organizes and coordinates volunteers;
- Monitors ongoing programs and events;
- Coordinates and maintains the Volunteer Grid Book (detailing all volunteer jobs);
- Proposes and evaluates new program ideas.

Co-Chaired by the Volunteer Coordinator and the Programs Coordinator, this committee includes the Volunteer Coordinator-Elect, the Program Coordinator-Elect, the Fundraising Coordinator, a representative from each of the School Councils and any other interested members.

D. Each Standing Committee shall meet at least once per quarter (excluding summer quarter) and at the end of each quarter shall submit a written report to the Secretary for inclusion in the minutes. Reports offered at regularly scheduled PA Board meetings fulfill this obligation.

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.

Article IX Annual Event and Ad Hoc Committees

A. The Board, at its discretion, may create, modify and dissolve the Annual Event and other Ad Hoc Committees.

B. Chairpersons of the Annual Event Committee shall each be appointed for a one (1) year term by The PA Board as early as the last meeting of the year, but no later than the first meeting in September. Chairpersons of all other Ad Hoc Committees shall be appointed as needed and for terms as deemed appropriate by The PA Board.

C. Each Committee Chairperson shall: (i) oversee all details relating to the event, (ii) work closely with the Volunteer/Programs Committee and report to the Programs Coordinator before each meeting of The PA Board, (iii) appoint a Treasurer for the event who will 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), (iv) maintain a file of planning and other documents, and (v) submit a written report of the committee's activities, members, volunteers at a Volunteer/Programs meeting. The report/document will be placed in The PA Office by the Volunteer Coordinator-Elect for archival and reference purposes.

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. It shall be the second to last regular meeting of the school year, and shall be for the purpose of certifying elections and conducting other Regular Meeting business.

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 posted in the School calendar that is mailed to all parents in August. Changes to these dates and Special Meetings, Committee and School Council Meeting dates shall be posted to The PA website and on The PA bulletin board in the vestibule behind the Blaine security desk at least seven (7) days prior to the meeting date. 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 determined.

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 ballot; ballots may be submitted either in advance of, or 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 (1) 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.

C. The parliamentary authority of The PA shall be the latest edition of Robert's Revised Rules of Order.

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:

- i. Annually elected 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 *Co-Chair* (per council),
- ii. Annually appointed positions: Annual Event Chairpersons

2. The nomination period shall last at least six (6) weeks.

3. Any Member may be nominated, and Members may nominate each other or themselves.

4. Nominations shall be submitted in writing (e-mail, snail 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 email address, (ii) the position for which the candidate is being nominated, and (iii) one or two sentences in support of the nomination.

5. 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.

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

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

B. Elections

1. Paper or e-ballots shall be distributed to all Members no less than four (4) weeks before the Elections meeting.
2. Each Member household shall be entitled to vote for each Officer position, and for The PA School Council Co-Chair(s) who matches the respective grade(s) of their child(ren) for the next school year.
3. The Secretary-Elect shall receive ballots until 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. Appointments

1. The Nominating Committee shall produce a slate of candidates for appointed positions as identified in the call for nominations.
2. The PA Board shall make its appointments from the slate at the last meeting of the year.
3. In the event of multiple candidates for a single appointed position, the appointee shall be determined, following a discussion, by either an in-person or e-vote by The PA Board.

D. Vacant / Unfilled Positions

1. If a position is unfilled or becomes vacant for any reason, nominations shall be solicited for no less than two (2) weeks, via postings on The PA website and The PA bulletin board in Blaine Lobby, 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 in name, the office will be filled by appointment (per Article XII, C).