BY-LAWS OF THE EDMUND BURKE PARENT ASSOCIATION (EBPA)

April 3, 2017

Article I

Name

The name of the association is the Edmund Burke Parent Association (EBPA).

Article II

Mission and Purpose

EBPA is founded on the belief that strong parent involvement contributes to the healthy social, emotional and academic development of students and enhances the overall strength and richness of the Edmund Burke School. As such, the purpose of EBPA is to foster a positive, supportive and inclusive spirit among the parent/guardian community, and support communication between parents, faculty, administrators and students. EBPA organizes a broad range of community-building activities that include serving in volunteer opportunities to assist the faculty and administration.

EBPA is an auxiliary organization to the School and shall regularly consult with the school administration to ensure that its activities are consistent with the School's educational philosophy.

Article III

Membership

All parents and guardians of students enrolled in the School are members of EBPA.

Article IV

A. Executive Committee Officers
The Executive Committee shall be comprised of the officers as follows: President, President-elect/Secretary, Treasurer, Vice-President for Communications, the Vice-President for Events and such additional officers as may be designated by the Nominating Committee (including having more than one person serve in the same officer role.)

B. Duties of Officers

1. The President shall be responsible for the operation of EBPA at all levels including: serving as chairperson of the Executive Committee and the Parent Council (described below), meeting with the head of school every month, appointing chair-persons to oversee committees, scheduling meetings and programs on the school calendar, creating a budget with the treasurer, and generally being available to work with the school as needed.
2. The President-elect/Secretary shall work collaboratively with the President in carrying out all the functions of EBPA as listed above and record and distribute to the membership the minutes of membership meetings as approved by EBPA Executive Committee, issue notices of meetings and maintain all records related to EBPA activities. The President-elect/Secretary will succeed the current President after the expiration of the current President’s term in office or should the current President resign or be removed before the end of his or her term (See Article VII below).

3. The Treasurer shall maintain EBPA financial records, serve as a liaison between the school business office and EBPA, manage EBPA financial transactions including coordinating the collection and disbursement of EBPA funds, and prepare the EBPA annual budget with the President for approval by EBPA membership.

4. The Vice-President for Events shall, in consultation with the President, collect, update, and maintain data from on-line and paper volunteer forms, coordinate chair-persons appointed for ad-hoc event committees, act as a liaison between the committee chair persons and the school to ensure the events run smoothly and otherwise facilitate the activities of the parents from each grade that volunteer to serve as grade representatives.

5. The Vice-President for Communications, in consultation with the President, shall provide such data as needed to the school administration and EBPA committees and assure that each grade has sufficient grade representatives in place, regularly communicate with grade representatives (described below) and the membership, and facilitate communications between the Executive Committee, the membership and the school staff.

C. Parent Council

1. The Parent Council is comprised of the Executive Committee and parents from each grade that volunteer to serve as grade representatives to liaison between the EBPA leadership, the School and the parent community. Each grade may have up to six EBPA grade representatives serve on the council.

2. The duties of the Parent Council include determining the EPBA schedule of events for the school year, approving the annual EBPA budget and serving as leaders in parent community building activities.

3. The Parent Council shall meet a minimum of two times a year.

D. Standing and ad-hoc Committees

Standing committees and duties shall be posted each year on the School website. Ad-hoc committees may be created to assist with events or other functions of a temporary nature. The Executive Committee may add and set duties for committees as needed and may discontinue committees that it deems no longer useful.

Article V

Nomination, Election and Term of Officers

A. Eligibility

Any EBPA member may serve as an officer subject to the term limits set out in Article V.C.
B. Nominating Committee

The Nominating Committee shall consist of four persons: the outgoing EBPA president, the head of school or a faculty or staff designee of the head of school and two members of Parents Council chosen by the current EBPA Executive Committee. The Nominating Committee shall be formed by March 1 of each year and shall have 30 days to solicit nominations for the officers of EBPA for the following year. Any EBPA member may nominate himself or herself or another EBPA member to be an officer of EBPA, subject to the term limitations set out in Article V.C. The Nominating Committee shall consider such nominations and discuss prospective nominations with the head of school, giving great weight to the head of school's views. At the conclusion of its deliberations, the Nominating Committee shall nominate a slate of EBPA candidates for the following school year. No member of the Nominating Committee may be a nominee for an officer in the ensuing year.

C. Election

No later than May 15th of each year, the Nominating Committee shall hold and manage an election of the officer slate nominated by the committee. Elections may be held by written ballot, meeting of the membership or any other method reasonably selected by the current executive board and head of school. The election of officers shall be on a "slate up or down" basis whereby members of the slate can only be elected as part of the overall slate. The elected slate shall assume office on the following July 1.

The date, time and manner of election must be communicated to the membership at least thirty days prior to the election. All members are entitled to participate. Officers shall be elected by simple majority vote of those participating.

D. Terms of Office

All officers shall be elected to serve one year terms, commencing July 1. No officer shall be eligible to serve more than one one-year term as President or President-elect/Secretary. No other officer may serve in the same position for more than two consecutive one-year terms. Should the President-elect/Secretary be required to complete the term of the incumbent President pursuant to Article VII.C below, he or she shall, in addition, be eligible to serve the term as President to which she or he would automatically have succeeded. Similarly, in the case where a person is filling an officer position, other than that of the President, due to a vacancy during the term of office, this officer can be elected for up to two additional one-year terms in the same office.

Article VI

Meetings

Meetings of the general membership are called by the President and shall occur at least once per year. The time and place of meetings shall be announced at least 14 days prior to the meeting. The Executive Committee shall meet at least six times per year with the time and place of the meeting to be announced at least 14 days prior to the meeting. The Parent Council shall meet at least two times per year with the time and place of the meeting to be announced at least 14 days prior to the meeting. Those persons present at a properly called meeting shall be designated as a quorum.
Article VII

Resignation and Removal of Officers

A. Resignation

Any member of the Executive Committee may resign by giving notice in writing to the President-elect/Secretary.

B. Removal

Any members of the Executive Committee may be removed from the committee for cause by a majority of the members present at a general or special meeting that has been properly called in accordance with Article VI.

C. Vacancies

The president (or President-elect/Secretary if the president is vacating) shall appoint officers to fill vacancies in consultation with the Head of School and the Nominating Committee. In the event that the President is unable to complete his or her one-year term, the President-elect/Secretary shall assume the position of President.

Article VIII

Amendments

These bylaws may be amended, repealed, or otherwise changed by a majority vote of the members present or participating at an annual meeting of the Executive Committee or a special meeting of EBPA at which a quorum is present or participating by proxy, provided that, the amendment has been previously approved (in substantive form as described herein) by vote of the Executive Committee and that any proposed amendment be presented to the membership not less than ten days prior to the scheduled meeting. At the meeting in which the proposed bylaws are considered by the membership, the proposed bylaws may be adopted or rejected as presented or the proposed bylaws may be adopted or rejected with alterations so long as the alterations do not represent major and substantial changes. For purposes of this Article VIII quorum shall be defined as the presence or participation by written proxy vote of at least fifteen members.