



# Hopkins House Preschool Academy Parents' Council By-Laws

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## ARTICLE 1

### Name

*Section 1.* This Parents' Council shall be known as the **McNeil Preschool Academy Parents' Council** (hereafter referred to as "the Parents' Council").

## ARTICLE 2

### Authority

*Section 1.* This Parents' Council is established by action of the Hopkins House Board of Trustees on May 19, 2008.

*Section 2.* This Parents' Council shall enact no rule and conduct no activity contrary to the mission of Hopkins House, or its established policies and practices.

*Section 3.* The Board of Trustees reserves the right to vacate rules promulgated by the Parents' Council deemed by the Hopkins House President as inconsistent with the mission of Hopkins House or contrary to established policies and practices of Hopkins House.

## ARTICLE 3

### Purpose

*Section 1.* This Parents' Council is established by the Hopkins House Trustees for the purpose of fostering interest in the activities of the Preschool Academy; promoting cooperation, communication and unity of spirit among parents, faculty, staff, and students; encouraging understanding among parents concerning the Preschool Academy's objectives; and providing a means for parents to be of service to the Preschool Academy.

## ARTICLE 4

### Membership



*Section 1.* The parent or guardian of record of a student enrolled at the Preschool Academy shall automatically be a member of the Parents' Council and entitled to all the rights and privileges of such membership.

*Section 2.* Membership in the Parents' Council shall remain effective for the term of the student's enrollment. Parents or guardians of record may not waive their membership in the Parents' Council.

*Section 3.* Council members may not be required to attend meetings or participate in programs and activities of the Parents' Council, however privileges and benefits may be granted to members based on meeting attendance or participation in programs and activities.

*Section 4.* Each member shall be entitled to one vote for the election of officers and all other matters duly brought before the Council membership for consideration, and shall be entitled to participate in all programs and activities of the Parents' Council. A family shall have only one vote.

*Section 5.* Dues to support the programs and activities of the Parents' Council may be levied each year in an amount proposed by the Executive Committee and approved by the Council membership. All members of the Parents' Council shall be required to pay dues levied consistent with this provision.

## **ARTICLE 5**

### **Council Meetings**

*Section 1.* Regular meetings, to which all members of the Parents' Council shall be invited, shall be held at least four times per year.

*Section 2.* The agenda, time and place of such meetings shall be determined by the Executive Committee.



*Section 3.* Notice of all regular meetings of the Parents' Council shall be given at least two weeks prior to such meetings.

*Section 4.* A quorum shall be the number of members present at any meeting.

## ARTICLE 6

### **Officers**

*Section 1.* There shall be 9 elected officers of the Parents' Council: President, Vice President, Secretary, Treasurer, and Class Representatives (Infant, Toddler, Preschool, Junior K-Prep, and K-Prep).

*Section 2.* Officers shall be elected to serve one-year terms.

*Section 3.* The President shall preside at all meetings of the Parents' Council and of the Executive Committee and shall perform all duties usually incident to the office. The President shall have general charge and supervision of the affairs of the Parents' Council and shall serve as an *ex-officio* member of all committees.

*Section 4.* The Vice President, in the absence of the President, shall discharge the duties of the President. The Vice President shall represent the Parents' Council to new parents, recruiting new members, and drafting the Parents' Council newsletter.

*Section 5.* The Secretary shall keep and preserve all records and minutes of all meetings of the Parents' Council and the Executive Committee. The Secretary shall be responsible for collecting the Parent Volunteer forms, distributing these names to the appropriate committee chairs and for securing volunteers as needed for Parent Council special events and activities, and shall make available to the Council membership the meeting minutes of the Parents' Council and the Executive Committee.



*Section 6.* The Treasurer shall receive all funds raised by the Parents' Council and shall maintain a proper record and accounts thereof. The Treasurer shall report annually to the Council membership and at such times as the Executive Committee shall direct. The Treasurer and such other persons as may be designated by the Executive Committee shall have power to deposit and withdraw funds of the Parents' Council.

*Section 7.* The Class Representatives shall represent the views and interests of the respective class at the Preschool Academy (Infant, Toddler, Preschool, Junior K-Prep, and K-Prep) and shall represent the Parents' Council to new parents, recruiting new members, and drafting the Parents' Council newsletter.

## **ARTICLE 7**

### **Elections**

*Section 1.* The Nominating Committee shall consist of members appointed by the Executive Committee and the Preschool Principal.

*Section 2.* The Nominating Committee, prior to April 15 of each year, shall propose to the Parents' Council membership a slate of nominees for election as Parents' Council officers as set forth in Article 5, Section 1. No person shall be nominated without his or her prior consent.

*Section 3.* The Nominating Committee, prior to May 15, shall distribute written ballots to the Parents' Council membership listing the slate of nominees and providing a space for and information about casting votes for write-in candidates. To be counted, ballots must be completed and returned within 7 business days.

*Section 4.* The Nominating Committee shall collect and count properly completed ballots, and report the results to the Parents' Council membership within 5 business days.



*Section 5.* Officers shall be elected by a simple majority of the votes cast, and shall take office at the close of the school year on August 31.

*Section 6.* Proxies shall be permitted for the casting of votes, provided such proxies are provided to the Secretary prior to the election.

## ARTICLE 8

### Committees

*Section 1.* The Executive Committee of the Parents' Council shall consist of the elected officers set forth in Article 5.

*Section 2.* The Preschool Principal shall be an *ex officio* member.

*Section 3.* The Executive Committee shall administer the affairs of the Parents' Council and perform such duties as are specified in these By-laws.

*Section 4.* All activities and programs sponsored by the committees of the Parents' Council shall be in furtherance to the purposes of the Preschool Academy as interpreted by the Preschool Principal and the Hopkins House Board of Trustees.

*Section 5.* The Standing Committees of the Parents' Council and their responsibilities are as follows:

- a. Graduation Planning Committee – Responsible for planning graduation events and ceremonies for the K-Prep Class.
- b. Nominating Committee – Responsible for duties as described in Article 6, Section 2.
- c. Executive Committee – Responsible for duties as described in Article 8, Section 2.

*Section 6.* The Executive Committee may appoint additional or special committees when the need arises and may disband any other committee when the need for it no longer exists. The President shall appoint the chairperson of all committees.



*Section 7.* An annual invitation shall be circulated among the Parents' Council members so that they may indicate activities of the Parents' Council in which they may wish to participate. The Secretary shall collate the invitation results and supply the results to the Executive Committee members and committee chairpersons.

## **ARTICLE 9**

### **Fiscal Policies**

*Section 1.* The fiscal year shall be the same as that of the Preschool Academy.

*Section 2.* All contracts shall be executed in the name of the Parents' Council by its President or other designated person authorized by the Executive Committee. No contract shall be executed that is contrary to the rules, policies, or practices of Hopkins House.

*Section 3.* All funds shall be deposited in an account maintained by Hopkins House in accordance with the financial policies established by the Board of Trustees.

*Section 4.* The books of the Treasurer shall be open for inspection by the Council membership.

*Section 5.* Income of the Parents' Council shall be disbursed for the benefit of the Preschool Academy upon approval of the Executive Committee.

## **ARTICLE 10**

### **Amendments**

*Section 1.* These By-Laws may be altered, amended or repealed at any Parents' Council meeting by a two-thirds majority vote of the Council members present, provided that written notice of the substance of the proposed revision has been given to each member of the Parents' Council ten days prior to the meeting.



*Section 2.* Alteration, amendment, or repeal of these By-Laws, in whole or part, shall be proposed to the Council membership only by a vote of a majority of the Executive Committee. Such amendment shall be presented in writing to the Council membership at a meeting called for the purpose of considering such amendment.

*Section 3.* Such alteration, amendment, or repeal shall be by recommendation to the Hopkins House Board of Trustees which shall act within 30 days. If the Hopkins House Board of Trustees fails to act within 30 days, the alteration, amendment, or repeal shall be automatically ratified on the 1<sup>st</sup> day of the following month.