

The Deerfield-Windsor School Parents Association Constitution

Adopted August 2012

Article I Name and Jurisdiction

Section 1: The name of this non-profit unincorporated organization shall be the Deerfield-Windsor School Parents Association.

Section 2: The Parents Association is an official activity of Deerfield-Windsor School and operates under the jurisdiction of the Deerfield-Windsor School Board of Trustees and Headmaster.

Article II Objective

Section 1: The objective of the Deerfield-Windsor School Parents Association shall be to provide parents with opportunities to support the School through volunteer activities, fundraising events, and enhanced communication between parents, teachers and administration. In doing so, the welfare of the students and the quality of their education are promoted and supported.

Section 2: All dues, donations and other monetary values received or earned by this organization shall be used wholly to achieve the objectives as set out in Section I above. The Parents Association shall have no salaried officers or directors.

Section 3: The Parents Association shall in no way attempt to influence the Board of Trustees, Headmaster, Division Directors or Director of Athletics, in the hiring, discharging or supervision of any member of the faculty, coaching staff, or others under the jurisdiction of the school.

Section 4: The Board of Trustees and Headmaster shall be used as an advisory committee and consulted on any and all matters regarding policy and procedures for the school.

Section 5: This organization shall be noncommercial and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization nor the names of its officers in their capacities shall be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization.

Article III Membership

Section 1: The membership shall consist of parents or guardians of children enrolled in Deerfield-Windsor School. Grandparents of children enrolled in Deerfield-Windsor School are honorary members.

Section 2: Membership dues shall be established by the Board of the Parents Association.

Section 3: Membership in the Parents Association shall terminate if and when a member ceases to fall in the category described in Section 1. If any member of the Board falls outside of the membership definition stated in Section 1 during their term, they may remain an active member of both the Parents Association and the Board of Trustees throughout their term. This exception must be approved by both the DWS Parents Association Board and Headmaster

Section 4: Each family will be billed for the membership dues at the beginning of every school year by the Deerfield-Windsor Business Office.

Article IV **Management**

Section 1: The government of the Parents Association, the direction of its work, and the control of its property shall be vested in the Board consisting of a President, a President Elect, a Past President, a Secretary, a Treasurer, and a Fundraiser Chair. The Headmaster is an ex-officio member of this Committee.

Section 2: The Board has the power to fill any vacancies of the Executive Committee. The Executive Committee consists of the campus representatives, grade level representatives, and members responsible for outreach, school supply kit, reverse raffle, tuition raffle, volunteers, and new families. If a member of the Executive Committee is not able to fulfill his or her duties, they must notify the Board in writing within 14 days.

Section 3: The Board may adopt By-Laws for conducting the business of the Parents Association that do not conflict in any way with this Constitution or policy and procedures of Deerfield-Windsor School.

Section 4: In the event of dissolution of the Parents Association, all monetary values, properties both real and personal, and all holdings of every kind, nature and description shall immediately pass to Deerfield-Windsor School.

Article V **Meetings**

Section 1: The meetings of the Parents Association shall be held monthly (except December, June and July) or at suitable dates fixed by the Board.

Section 2: Special meetings of the Board and Executive Committee may be called by the President with a 24 hour written, electronic, or phoned notice of the meeting,

1. at his/her discretion **or**
2. upon written request of five percent (5%) of the members in good standing or
3. at the request of the board or executive committee or
4. at the request of the headmaster

Section 3: At all meetings of the Parents Association, fifty percent of the Board will constitute a quorum. Notice of the meetings will be provided to the board and executive committee at least five (5) days prior to the meeting and the purpose stated therein.

Section 4: The Board may hold special meetings at the request of the President or upon written request of at least three members of the Board. Board members must be notified of special meetings by email, in person, or by telephone call at least twenty-four (24) hours prior to the meeting.

Section 5: "Roberts Rules of Order" shall be used as a reference for questions on protocol when calling for discussion, a motion, a second, and all in favor.

Article VI **Nomination and Election of Officers**

Section 1: The President, with the approval of the Board, shall appoint and present a Nominating Committee in January. The Committee will consist of at least five (5) members chosen from the Board

and Executive Committee. The responsibility of the Nominating Committee is to prepare a slate of willing candidates for the open Board positions to be presented at the April meeting; this slate must be voted on by the Board before the April meeting. Any interested members of the Parents Association for any positions should notify the nominating committee during the month of January. The new board members will be installed at the May meeting and will assume their duties on that date.

Section 2: The slate of willing candidates must be approved by the DWS Headmaster before presentation at the April meeting.

Article VII Duties of elected Board Members

President- It shall be the duty of the President to preside at all regular and special meetings and all Executive Board Meetings. The President shall perform all of the duties of the office; shall appoint all committees and committee chairpersons and shall be an ex-officio member of all committees. The President shall also approve all expenditures, subject however, to the approval of the Headmaster. The President shall have regular meetings with the Headmaster. The President shall serve as a voting member on the DWS Board of Trustees. It shall be the goal of the President to lead the Association so that it is left in better conditionally (financially, organizationally, etc.) than the previous year.

President Elect- The President Elect shall act as President in the event of his/her absence, death, or incapacity and shall assume his/her duties for the balance of term unless replaced by the board. The President Elect shall serve as President the following school year. The President Elect shall serve as a voting member on the DWS Board of Trustees.

Secretary- The Secretary shall keep a record of all regular and special meetings and all executive board meetings. The secretary shall keep an up to date record of membership and attendance at meetings. The secretary shall take minutes for each meeting and record, at a minimum, motions made and seconded, votes completed, follow up required, and key discussion points for critical issues.

Treasurer- The treasurer in conjunction with the President shall prepare a budget annually to be approved by the Headmaster. This budget shall be voted upon by the members in attendance at the August meeting and approved by the majority present. The Treasurer shall receive all monies due to the organization and deposit the same in an account location approved by the school. The Treasurer shall disburse the funds of the organization only for the purposes approved by the organization, from time to time. The Treasurer shall present a statement of the account at all regular meetings and at other times when requested to do so by the President.

Past President: The Past President shall attend Parents Association meetings and serve as an advisor to the President. The Past President shall serve as a voting member on the DWS Board of Trustees.

Auction Chair(s): The Auction Chair(s) shall attend Parents Association Meetings and provide monthly progress reports of the event. They shall prepare a written guide for the annual auction, shall appoint whatever committee needed to successfully implement the annual auction and meet the goal.

Article VIII Duties of all Executive Committee Members

Section 1: All Parents Association Board and Executive Committee Members are to complete all assigned duties within their specified time period.

Section 2: All Parents Association Board and Executive Committee Members are to assist with the annual fundraiser(s).

Section 3: All Board and Executive Committee Members are to regularly attend scheduled meetings. In case of absence, the member shall provide a written report to the president prior to the meeting.

Article IX
Activities

All activities and/or fund-raising proposed by the Parents Association will be submitted to the school administration for approval. The implementation of these activities and/or fundraising is contingent on school administration approval.

Article X
Amendments

Section 1: This Constitution may be amended by a majority vote of those present at any regular meeting or a special meeting provided notice of the proposed change has been given to each member at least one (1) week prior to such meetings.

Section 2: All proposed amendments should first be submitted to the Board and Executive Committee and Headmaster for their consideration. All proposed amendments must be in writing.

Section 3: All amendments adopted shall become effective immediately.

Article XI
Enactment

This Constitution shall be effective immediately following its adoption by a majority vote of the members of the Parents Association.

Article XII
Authority

Section 1: The Board of Trustees and Headmaster have the authority to veto or approve any action of the Parents Association.

Section 2: The Parents Association must operate within the boundaries and guidelines established by the Parents Association Constitution and Deerfield-Windsor School policies and procedures at all times.