

Summary of September 2011 Proposed Bylaws Amendments

- 1) **Update the Purpose and Philosophy (Article II):** This was updated to reflect more of the community building and educational function that the board has been serving of late, and which the bylaws committee and those board members we heard from both felt were quite important.
- 2) **Create Consistency Between Fiscal Year and Terms (Article III(E)):** The fiscal year was changed to be from July 1 to June 30, to mirror the board member terms.
- 3) **Permit More Than One Person to Fill An Officer Position (Articles IV(D), V(C) and (E), XI(B), XII(A)(6)):** Various sections have been added and modified to permit more than one person to run for an officer position, provided that the individuals run jointly. Provisions have been added to indicate how those individuals' votes should be treated on the board.
- 4) **General Modifications to Account for Potentially Changing Modes of Communication (Articles V(F), X(F), XII(A)(4)):** In recognition of the fact that technology will change over time, and the best means of communication may vary depending on how it is easiest (and most effective) to reach parents, these provisions have been modified to give greater flexibility.
- 5) **Emphasize in the Bylaws Financial Oversight (Article V(G), (I) and (J) and Article VII(C)):** The roles of both the Treasurer and Secretary have been updated to provide for the Secretary to be a second individual holding the financial records of the Board. The Treasurer's job description has been updated to reflect the important role the Treasurer plays in making cash disbursements and submitting funds for deposit, and gives greater flexibility on providing financial statements (quarterly rather than monthly). The Treasurer Elect description has been similarly updated.
- 6) **Communications (Articles V(K), (L) and VII(C) and (D)):** Both the communications coordinator and coordinator elect position descriptions have been updated to clarify the oversight role the coordinator/elect serve and to give greater flexibility for future types of communications the PA Board might have (not just website, but all types of "electronic" communications). The committee's role has been updated to emphasize that the committee will work with all of the various board committees (see more on these below), and that the communications committee can meet by phone or email, rather than always having to do its work in person.
- 7) **Remaining Officer Positions and School Council Positions (Articles V(M)-(R) and Article VI):** These have been modified to better reflect how the board currently operates, and to make job descriptions more general to provide greater flexibility for these officers to engage in a variety of functions as the board sees fit to fulfill its purpose.
- 8) **Standing Committees (Article VII):** We made the function of these more general to "support the operation of the PA," and gave more flexibility in how the groups meet. We clarified the purpose of the Community Life committee, and gave more flexibility in having it chaired by a non-Board member, to give greater ability for this committee to easily function. One member of our working committee emphasized how important a committee like this can be to help an organization identify issues that might stand in the way of building (and maintaining) a community, and the working committee agreed with the member's viewpoint. Clarification was included to explain how the Community Life committee can coordinate with the new "special interest" committees, discussed below. Fundraising and Volunteer Programs were removed as standing committees, as it was viewed that they could exist as special interest committees. We also removed the requirement that issues be presented to the board by a standing committee, to give greater flexibility for any committee—or parent, administrator, teacher or other interested party—to bring issues before the board.
- 9) **Committees (Article IX):** This section was updated to make "annual events" broad enough to include Rites of May, Bizaarnival, and any other events that happen on a (reasonably regular) basis. This section was also updated to include the concept of "special interest" committees that the board may call as it sees fit. This would include things like LD@Lab, Diversity, and other similar types of committees. In addition, this section was updated to include "ad hoc" committees, i.e. ones dealing with a specific issue (like updating the bylaws!). This section also takes into account room parent coordinators. This section emphasizes that chairs of these committees need to be members of the PA (i.e., parents), but do not need to be members of the Board.
- 10) **Elections Process (Articles X(D) and XII(B)):** Greater flexibility over the election process was built into this version of the bylaws, while still retaining the integrity of the process. In particular, the elections meeting would in this revision be able to be held in May or June, and can be at any meeting (not necessarily a "Regular" meeting), and the cut-off for ballots will be 24 hours before the start of the meeting (rather than immediately before the meeting). The section was also clarified to indicate that all parents ("Members") can vote, not just

one vote per household (that being, several members of the committee felt, very difficult to both define and enforce). It should be noted that the committee did consider amending the meetings section generally to give more flexibility in how to hold meetings, but most felt that the bylaws already give significant flexibility to the Board (i.e., that they can be “at such time, date and place as the Board may designate”).

- 11) **Appointments (Article XII(C))**: The concept of “appointed” positions has been removed, since these positions were for the running of Connections, the leadership appointment of which is now overseen by the School.

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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 "~~The~~-PA").

Article II Purpose and Philosophy

The purpose of ~~The~~the PA is to: (i) ~~promote understanding and communication between the home and~~build community at the University of Chicago Laboratory Schools (herein known as the "~~The~~-Schools"); (ii) ~~educate parents on, and 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~~a forum for discussions regarding, issues relevant to their children's education and development; (iii) provide support to teachers, staff and administrators of the Schools; and (iv) represent and advocate for the parent view before the Schools' faculty, staff and administrators. The operating philosophy of ~~The~~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~~the PA shall be current parents and legal guardians of all registered students (herein known as "~~The~~the"-Members").
- B. Membership dues provide the core funds necessary to operate ~~The~~the PA.
- C. The PA Board determines the dues, which are automatically billed as a separate line item on the first ~~semester's~~quarterly 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~~the PA. All ~~The~~the PA fundraising activities require review and recommendation by the Finance Committee prior to PA Board approval.
- E. The fiscal year of ~~The~~the PA shall be ~~September~~July 1 through ~~August 31~~June 30.

Article IV Governing Board

- A. The Governing Board (herein known as the "~~The~~-PA Board") is the executive arm of ~~The~~the PA. It ensures that ~~The~~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~~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~~individuals holding the following offices shall comprise the PA Board:
 - i. Officers
 - ii. School Council Co-Chairpersons
- D. Each Officer and School Council Co-Chairperson 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 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.

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~~the Members of ~~The~~the PA at the Elections Meeting. The term of office shall be July 1st through June 30th.

B. The Officers shall ~~include~~be:

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.~~

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~~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~~the PA Board, (ii) preside at all ~~The~~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~~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, whether in paper form or online, of the ~~Parents' Association~~ School Directory and Resource Guide, (ii) ~~assist the President, and (iii)~~ serve as the Chairperson of the Community Life Committee (as ~~herein after~~hereinafter 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~~the PA Board during his/her tenure as a PA Member.

G. The **Secretary** shall (i) take and prepare minutes of ~~The~~the PA Board meetings and ~~shall~~ (ii) keep all records of ~~The~~the PA, including records of activities as submitted by committees and ~~The~~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~~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~~the PA Board, (ii) maintain the financial records of ~~The PA (cash receipts, cash disbursements)~~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 ~~monies~~funds collected to the PA bank account

~~within three (3) business days of receipt~~ on a timely basis, and (vi) prepare ~~the monthly~~ and distribute ~~quarterly~~ PA financial statements and ~~issue monthly written financial reports and disseminate reports to The Members~~ provide financial updates to the PA Board when requested at monthly PA ~~Meetings~~ meetings.

J. The *Treasurer-Elect* shall be elected at the Elections Meeting by ~~The~~ 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 making cash disbursements and submitting for deposit any ~~monies~~ funds collected to the PA bank account ~~within three (3) business days of receipt~~ on a timely basis and (iii) assist the Treasurer.

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

L. The *Communications Coordinator-Elect* shall be elected at the Elections Meeting by ~~The~~ 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)~~ (i) take minutes at Communications Committee meetings.

M. The *Fundraising Coordinator* shall (i) work closely with the Finance ~~and Volunteer/Programs~~ Committee regarding all ~~The~~ the PA fundraising activities and (ii) ~~serve as the liaison between The PA and The Schools regarding all PA fundraising activities~~, (iii) monitor and report to ~~The~~ 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~~ 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~~, the PA and (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~~ the PA events, and (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 (iv) ~~co chair the Volunteer/Program Committee (as herein after defined)~~ Annual Events Committees.

P. The *Volunteer Coordinator-Elect* shall be elected ~~by~~ at the Elections Meeting by ~~The~~ 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 when requested at each PA ~~Meeting~~ Meetings, ~~(iii)~~ (i) assist the ~~Chairpersons~~ Annual Event Committees in the promotion of all events

and projects, ~~and (iv) co-chair the Volunteer/Programs Committee~~ and (iii) identify topics of interest and potential speakers for PA meetings.

R. The *Programs Coordinator-Elect* shall be elected at the Elections Meeting by ~~The~~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~~Annual Event Committees, (ii) help the Annual Event and Project Chairpersons Committees work and communicate with the administration and faculty, and (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~~the PA School Councils shall rest with four-~~(4)~~ Co-Chairpersons (herein known as “Co-Chairs”) per council.

C. All ~~The~~the PA School Council Co-Chairs are elected by ~~The~~the Members of ~~The~~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~~the PA School Council Co-Chairs ~~of The PA Board~~ shall be limited to holding one ~~voting~~ PA Board position at a time.

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

~~G. F.~~ Terms of office shall be staggered so that each year ~~The~~the Members shall elect two-~~(2)~~new Co-Chairs and so shall have at least two returning Co-Chairs.

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

~~I. H.~~ The PA School Councils are required to assign one representative to each of the ~~six (6)~~four standing Board Committees. The representatives are required to regularly attend their assigned committee’s meetings.

~~J. I.~~ At least one Co-Chair from each of ~~The~~the PA School Councils must be in attendance at every PA Board meeting.

~~K. J.~~ The PA School Councils are required to submit a budget to the Treasurer for review and recommendation by the Finance ~~committee~~Committee prior to ~~The~~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~~the PA School Councils for a fiscal year but not committed during that year shall revert to ~~The~~the PA General Operations account.

~~L. K.~~ ~~The~~Each of 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)~~four 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.~~essential organizational infrastructure to support basic operations of the PA.

C. The responsibilities and leadership shall be as follows:

Communications Committee:

- Coordinates all communications within ~~The~~the PA, including those of ~~The~~the PA School Councils and all communications between ~~The~~the PA and its Members, ~~including the Website and PA PAGES.~~
- Works closely with the chairs of Annual ~~Events and projects~~Event Committees, Interest-Specific Committees and ad hoc committees 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~~Members.

Community Life:

- ~~Monitors~~Helps further the PA Board purpose of building community, monitors the social climate of ~~The~~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 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~~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~~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' budgets and spending);
- Initiates ~~The~~the PA ~~Grant~~grant process each fall and provides a grant review forum;
- Monitors and updates ~~The~~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-~~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.

- 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~~Members. The Nominating Committee shall provide a report at each regularly scheduled PA Board meeting in March, April and May.

~~*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~~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) 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.~~ 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~~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 ~~and~~Committees; Interest-Specific Committees; Ad Hoc Committees; Coordinators; Grade Chairs

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 for annual events such 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~~the PA Board. ~~C. Each Annual Event Committee Chairperson shall: (i) oversee all details relating to the event, (ii) work closely with the Volunteer/Programs Committee and~~ with the Communications Coordinator to publicize the event, (iii) report to the ~~Programs Coordinator~~President or President-Elect before each meeting of ~~The~~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, and 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.~~ 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 recommendation 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 hoc 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 recommendation 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 Committees 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~~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 the PA Board Meeting 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 or June, at which, in addition to~~ conducting other Regular Meeting business. ~~the elections shall be certified.~~

E. **Special Meetings** of ~~The~~the PA or PA Board may be called by ~~The~~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~~ 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 ~~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~~ 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 ~~determined~~ stated in the notice of the meeting.

Article XI Quorums, Amendments and Other Actions of ~~The~~ the PA

A. These By-Laws may be amended, revised, or repealed at any regular meeting of ~~The~~ the PA Board by a simple majority of the Members who cast their votes. Votes shall be cast by e-ballot; ~~ballots may be submitted either~~ in advance of, ~~or at,~~ 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 ~~(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~~ 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~~ the PA Board. In the case of a tie in a vote of ~~The~~ 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~~ 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:

- ~~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, subject to the last sentence of Article V.F.

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

5. ~~The~~ 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 be appointed to)~~ or fill a vacancy in another position.

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

B. Elections

1. Paper or e-ballots shall be distributed to all Members no less than four ~~(4)~~ weeks before the Elections ~~meeting~~Meeting.

2. Each Member ~~household~~ shall be entitled to vote for each Officer position, and for ~~The~~the PA School Council Co-~~Chair(s)~~Chairs 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 prior to 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~~the PA website ~~and The PA bulletin board in Blaine Lobby,~~ and ~~The~~the PA Board shall vote, either in-person or e-vote, on the nominations. If there are no candidates, ~~The~~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~~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).~~

Document comparison by Workshare Professional on Thursday, July 28, 2011
1:03:39 PM

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Insertion	
Deletion	
Moved from	
Moved to	
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