

Bylaws of the Parents' Association
Holland Hall School
Tulsa, Oklahoma

Article I – Name

The name of this organization shall be the Parents' Association of Holland Hall School, hereinafter referred to as the Association.

Article II – Mission

The Association, an integral part of the Holland Hall community, through volunteer effort, supports, strengthens, and enriches the educational environment of students, parents, administration, faculty, and staff.

Article III – Membership

Section 1. Eligibility

All parents or guardians of students attending Holland Hall School are considered to be members of the Association.

Section 2. Dues

Dues are not required for membership. Association funding is provided by a portion of each student's tuition.

Section 3. Duties

- A. Elect the officers of the Association
- B. Approve the proposed Association Annual Budget

Article IV – Officers

Section 1. Officers

The elected officers of the Association shall be President, President-Elect, Upper School Vice President, Middle School Vice President, and Primary School Vice President. They shall comprise the Executive Committee of the Association.

Section 2. Duties

A. President – the President shall:

1. Preside at all meetings of the Association and all meetings of the Parents' Association Board (hereinafter referred to as the "Board") of Holland Hall School
2. Chair the Executive Committee of the Board
3. Appoint the chair of all Board committees with the exception of the fundraisers
3. Approve the agenda for all meetings
4. Serve as an ex-officio member of all committees
5. Serve as an ex-officio non-voting member of the Board of Trustees of Holland Hall School and make regular reports to the Trustees
6. Coordinate all functions of the Association
7. In the year following the President's term, the President shall serve as Past President and as Chair of the Nominating Committee for the Association

B. President-Elect - the President-Elect shall:

1. Succeed to the office of President at the end of the term
2. Assist the President as needed
3. Become familiar with the mechanics of leading the Association
4. Become President in case of vacancy and a new President-Elect shall be slated by the Nominating Committee and approved by the Board
5. Assume the duties of the President in the temporary absence of the President
6. Serve on the Executive Committee of the Board
7. Serve as the Association liaison for the Kistler-Gilliland Center

C. Branch Vice Presidents - Each Vice President shall:

1. Chair the respective Branch Council and preside at all respective Branch Council meetings
2. Serve on the Executive Committee of the Board
3. Assist the President as necessary
4. Appoint and train Grade Level Coordinators and other representatives in their respective Branches
5. Act as a liaison between their respective Branch's parent body, the faculty, and the Association Board
6. Oversee coordination of their respective Branch's activities and functions

7. The Upper School Vice President shall become President in case of vacancy and if the President—Elect is unable to serve. The Upper School Vice President—Elect shall become Upper School Vice President and a new Upper School Vice President—Elect shall be slated by the Nominating Committee and approved by the Board. If the Upper School Vice President is unable to serve as President, a candidate will be slated by the Nominating Committee and approved by the Board.

Section 3. Nominations

The Nominating Committee Chair shall present the single slate of officers for the Association at a spring meeting of the Branch Councils with prior approval by the Board (see Article VIII, Section 1)

Section 4. Election

The officers shall be elected at a spring meeting of the Branch Councils. A majority vote is required.

Section 5. Term of Office

Each office is elected to serve for one year. Their terms of office shall begin on June 1. No member shall be eligible to serve more than two consecutive terms in the same office.

Section 6. Vacancies

Should a vacancy occur in the office of President, the President—Elect shall assume that position. If the President—Elect is unable to fill the vacancy, the vacancy shall be filled following the procedure outlined in Article IV, Section 2. C. 7. Other vacancies shall be filled at any special or regular meeting of the Board from the names of candidates submitted by the Nominating Committee. A majority vote is required. The officer so elected shall fill the unexpired portion of the term of their predecessor.

Article V – Parents’ Association Board

Section 1. Membership

The officers of the Association, the Vice President—Elect from each Branch, the Past President of the Association, and the Chairs of standing and special committees shall constitute the Board.

Section 2. Authority

The Board shall have general supervision of the affairs of the Association between its business meetings, including, but not limited to, fixing the hour and location of meetings, making recommendations to the Association, and performing such other duties as specified in these Bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

Section 3. Duties

A. Officers – the duties of the officers are outlined in Article IV, Section 2.

B. Branch Vice Presidents-Elect - the Vice Presidents-Elect shall:

1. Serve as the secretary of the respective Branch Council and be responsible for all Council meeting arrangements.
2. Succeed to the office of Vice President at the end of the term
3. Assist the Vice President as needed
4. Become familiar with the mechanics of leading the respective Branch Council

C. Past President – The immediate Past President of the Association shall serve on the Board as Advisor and shall serve as Nominating Committee Chair. The duties of the Nominating Committee are outlined in Article VIII.

D. Chairs of standing and special committees - The Committee Chairs shall perform the duties of their office as directed by the President, the Executive Committee, and/or the School Administration. Committee responsibilities are outlined in Article VIII.

Section 4. Meetings

Meetings of the Association Board shall be held from time to time as necessary.

Section 5. Quorum

A majority of the Board members shall constitute a quorum.

Section 6. Election

The Branch Vice Presidents—Elect shall be elected by a majority vote at a spring meeting of the Branch Councils to serve until their successors are elected and assume office. Refer to Article IV, Section 4 regarding election of officers.

Article VI – Meetings

Section 1. Meetings

All-School meetings will be held at the discretion of the President. Branch Councils shall hold regularly scheduled meetings September through May. The meetings are open to all members of the Association.

Section 2. Special Meetings

Special meetings of the Association may be called by the President, the Executive Committee, the Board, or 10 percent (10%) of the members with fourteen (14) days prior written notice required. Only the business stated in the notice of the meeting shall be transacted.

Section 3. Quorum

Ten (10) members of the Association shall constitute a quorum.

Article VII – Branch Councils

Section 1. Branch Councils

The Upper, Middle, and Primary Schools shall each have a Branch Council chaired by the respective Branch Vice President. The purpose of the Councils shall be to strengthen communication at the individual Branch level and to coordinate activities and functions within that Branch. The Board shall approve all activities of the Branch Councils.

Section 2. Membership

A. Upper School – The Upper School Vice President, Upper School Vice President—Elect, Grade Level Coordinators, Hospitality Chair, New Family Liaison, and other representatives appointed by the Vice President shall constitute the Upper School Council. Other special representatives shall participate on the Council as necessary. (See Article VIII, Section 5)

B. Middle School – The Middle School Vice President, Middle School Vice President-Elect, Grade Level Coordinators, Lunchroom Coordinator, Hospitality Chair, New Family Liaison, and other representatives appointed by the Vice President shall constitute the Middle School Council. Other special representatives shall participate on the Council as necessary. (See Article VIII, Section 5)

C. Primary School – The Primary School Vice President, Primary School Vice President-Elect, Grade Level Coordinators, Lunchroom Coordinator, Hospitality Chair, New Family Liaison, and other representatives appointed by the Vice President shall

constitute the Primary School Council. Other special representatives shall participate on the Council as necessary. (See Article VIII, Section 5)

Section 3. Meetings

The Councils shall have regularly scheduled meetings September through May on dates set by the respective Branch Vice Presidents and coordinated with the Board of the Association. Special meetings may be called by the respective Branch Vice President, President of the Association, or by a majority of Council members. All meetings are open to all members of the Association.

Section 4. Quorum

A majority of Council members shall constitute a quorum.

Article VIII – Committees

Section 1. Nominating

The Immediate Past President shall serve as Chair of the Nominating Committee. The Committee shall consist of the three Branch Vice Presidents, the President—Elect, and one member-at-large appointed by the Chair. The Association President is an ex-officio non-voting member. It shall be the responsibility of the committee to prepare for election a single slate of candidates for the Association officers

A. In February of each school year, the President shall announce an open nominations period of not less than 10 days, during which time any member of the Association may make nominations of themselves or others for the offices of President-Elect, Upper School Vice President-Elect, Middle School Vice President-Elect, and Primary School Vice President-Elect for the following school year. Candidates must have a student with a minimum of two years remaining in the Branch they seek to represent. Members may also submit their own names to be considered for the appointed positions of Committee Chair, Grade-Level Coordinator, or other Branch Council representatives.

B. After the 10-day nominations period has ended, the Nominating Committee Chair shall submit the list of all nominees to the Head of School for review. The Nominating Committee Chair, together with the Nominating Committee, shall select and present a single slate of candidates for the offices of President-Elect, Upper School Vice President-Elect, Middle School Vice President-Elect, and Primary School Vice President-Elect at a spring meeting of the Branch Councils, with prior approval of the Board.

C. The current President-Elect and Vice Presidents-Elect shall consider the nominees identified during the open nominations period when selecting candidates for the positions of Committee Chair, Grade-Level Coordinator, and other Branch Council representatives.

Section 2. ArtWorks

The purpose of ArtWorks is to provide an educational experience for our students while raising funds for Holland Hall School. The Chair of ArtWorks shall oversee all activities of the ArtWorks committee and ensure that records are kept and reports filed for all activities of the committee.

Section 4. Auction

The purpose of the Auction shall be to raise funds for Holland Hall School and promote goodwill among members of the Holland Hall community. The Chair of the Auction shall oversee all activities of the Auction committee and ensure that records are kept and reports filed for all activities of the committee.

Section 5. Other Committees

Such other committees, standing or special, shall be established by the President as the Association or Board shall deem necessary to carry on the business of the Association.

Article IX - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

Article X – Amendment of Bylaws

Amendments to these Bylaws shall be proposed by the officers of the Association or by ten concurring members of the Association. These Bylaws may be amended by 2/3 vote at any regular or special meeting of the Association provided that the proposed amendments have been approved by a 2/3 vote of the Association Board and that notice of the proposed amendments shall have been given in writing at least two weeks prior to the meeting at which the amendment is to be acted upon.

Ratified March 2, 2021