

# **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**

Association funding is provided by a portion of the student activity fees.

### **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. 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. Chair the Committee of the Association Board
- 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. Shall 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 Parents' Association Board
  7. Serve as the Association liaison for the Kistler-Gilliland Center
- C. Respective Branch Vice Presidents – Each Vice President shall:
1. Be the Chair of their respective Branch
  2. Assist the President as necessary
  3. Chair the respective Branch Council and preside at all respective Council meetings
  4. Oversee coordination of their respective Branch's activities and functions
  5. 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.
  6. Serve on the Executive committee of the Association 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.

### **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 would assume that position. If the President—Elect is unable to fill the vacancy, the vacancy will be filled following the procedure outline in Article IV, Section 2. C. 5. 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 his/her predecessor.

## **Article V – Meetings**

### **Section 1. Special Meetings**

Special meetings of the Association may be called by the President, 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 2. Quorum**

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

## **Article VI – 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 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 Representatives
  - 1. There shall be a Vice President and Vice President—Elect from each of the Upper, Middle, and Primary Schools. They shall act as a liaison between their respective Branch’s parent body, the faculty, and the Association Board. The respective Branch Vice President shall perform those duties as outline in Article IV, Section 2. The Vice President—Elect shall serve as secretary of the Branch Council and be responsible for all Council meeting arrangements. In addition, the Vice Presidents and Vice Presidents—Elect shall have the responsibility for selecting and training the grade level coordinators in their respective Branches.

2. The Nominating Committee of the Association shall present a slate at a spring meeting of each Branch Council that includes President-Elect and one Vice President—Elect from each of the Upper, Middle, and Primary Schools. The candidates must have a student within a minimum of two years remaining in the Branch, which they will represent. Vice President—Elect shall be elected for a two-year term. The first year they will serve as Vice President—Elect and the second year they will automatically become Vice President. If a Vice President—Elect is unable to serve the full term, the Nominating Committee shall slate a candidate to fill the unexpired term. The candidate shall be approved by a majority vote of the Board.
- 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 Chairman will be outlined in Article VIII, Committees.

#### **Section 4. Meetings**

All-School meetings will be held quarterly or at the discretion of the President. Branch Councils shall hold regularly scheduled monthly meetings September through May. The President, the Executive Committee, or a majority of the Board members may call special meetings. The meetings are open to all members of the Association.

#### **Section 5. Quorum**

A majority of the Board members shall constitute a quorum

#### **Section 6. Election**

The Branch Vice President—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 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 Council.

#### **Section 2. Membership**

- A. Upper School – The Upper School Vice President, Upper School Vice President—Elect, Grade Level Coordinators, Hospitality Chair and Student Social Chair 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 and Middle School Vice President-Elect, Grade Level Coordinators, Lunchroom Volunteers Chair 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 and Primary School Vice President-Elect, Grade Level Coordinators, Lunchroom Volunteers Chair 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 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 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 this committee to prepare a single slate of candidates for the Association officers and Branch Council Representatives. The slate shall be presented at the March or April meeting of each Branch Council for election.

### **Section 2. Book Fair**

The purpose of the Book Fair shall be to raise funds for Holland Hall School and to provide a service to the Community. The Committee shall consist of a Chair and other members appointed by the committee chair. The Chair of the Book Fair shall see that all committee Chairs turn in a complete report of their activities after the Fair. The Book Fair shall be an ongoing fundraising project of the Association.

### **Section 3. ArtWorks**

The purpose of ArtWorks is to provide an education experience for our students while raising funds for Holland Hall School. The Chair of ArtWorks shall see that all committee Chairs turn in a complete report of their activities after the event.

### **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 see that all committee Chairs turn in a complete report of their activities after the Auction.

#### **Section 5. Other Committees**

Such other committee, standing or special, shall be appointed 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 Roberts 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.