LITTLE RED SCHOOL HOUSE AND ELISABETH IRWIN HIGH 
SCHOOL PARENTS ASSOCIATION BYLAWS

ARTICLE I 
Statement of Purpose 

The purpose of the Parents Association is to provide a forum in which parents may address their common and various concerns, and to actively promote the financial and educational well-being of the School for the benefit of the children.

ARTICLE II 
Membership 

All parents or guardians of children currently enrolled at the Little Red School House and Elisabeth Irwin High School (the School) are members of the Parents Association (the Association).

ARTICLE III 
Officers 

SECTION 1. Co-Presidents. Two co-presidents shall share the following duties between them: preside at all meetings of the Association and of the Executive Committee; be ex-officio, non-voting members of all committees; and be Parent Trustee members of the School’s Board of Trustees. Each co-president shall serve a two-year term, with the first to take office serving one year with the second, who in turn serves another year with the successor to the first.

SECTION 2. Lower School Vice President. The Lower School Vice President shall act as liaison to the Lower School Administration as regards Parent Association matters, promote divisional Association activities, attend Lower School Parent Representative meetings (and other divisional meetings by invitation), and convey current information to the Parents Association Executive Committee (the Executive Committee).

SECTION 3. Middle School Vice President. The Middle School Vice President shall act as liaison to the Middle School Administration as regards Parent Association matters, promote divisional Association activities, attend Middle School Parent Representative meetings (and other divisional meetings by invitation), and convey current information to the Executive Committee.

SECTION 4. High School Vice President. The High School Vice President shall act as liaison to the High School Administration as regards Parent Association matters, promote divisional Association activities, attend High School Parent Representative meetings (and other divisional meetings by invitation), and convey current information to the Executive
SECTION 5. Treasurer. The Treasurer shall receive all incomes of the Association, work with the LREI Business office to keep a record of all income and expenses of the Association, authorize payments stipulated by the Executive Committee or the President(s), and provide information to committees on their income and expenses.

SECTION 6. Recording Secretary. The Recording Secretary shall keep a record of the proceedings of all meetings of the Association and the Executive Committee and shall have custody of all books and records pertaining to the Association except those of the Trustees.

SECTION 7. Corresponding Secretary. The Corresponding Secretary shall attend to all correspondence from and notices regarding the Association and Executive Committee meetings.

SECTION 8. Publicity Coordinator. The Publicity Coordinator shall work with the PA leadership and the Publicity Department of the school to publicize all PA activities and events.

ARTICLE IV

Divisional Coordinators and Class Representatives

SECTION 1. Lower School Coordinators. Two Lower School Coordinators shall act as liaisons to the Parent Representatives of each class in the division, attend monthly Parent Representative meetings, meet with the division principal to help resolve common problems, and convey current information back to the Executive Committee.

SECTION 2. Middle School Coordinators. Two Middle School Coordinators shall act as liaisons to the Parent Representatives of each class in the division, attend monthly Parent Representative meetings, meet with the division principal to help resolve common problems, and convey current information back to the Executive Committee.

SECTION 3. High School Coordinators. Two High School Coordinators shall act as liaisons to the Parent Representatives of each class in the division, attend monthly Parent Representative meetings, meet with the division principal to help resolve common problems, and convey current information back to the Executive Committee.

SECTION 4. Class Representatives. Class Representatives of each class in every grade shall be voluntary representatives. Representatives shall attend monthly divisional Parent Representative meetings, meet with divisional coordinators to discuss common issues, and communicate with the parents in their respective classes about PA and classroom-related events and matters. The Co-Presidents, Vice Presidents and Coordinators will identify two representatives per class prior to the beginning of each school year.
ARTICLE V
Executive Committee

SECTION 1. Duties. The Executive Committee shall consider all new business before it is submitted to the Association and shall transact all necessary business of the Association between meetings of the whole.

SECTION 2. Members. The membership of the Executive Committee shall be comprised of:

A. The Officers of the Association, who shall be voting members of the Executive Committee,
B. The Divisional Coordinators, who shall be voting members of the Executive Committee,
C. The Chairs of Standing Committees, who shall be voting members of the Executive Committee, and
D. The Director of the School, as an ex-officio, non-voting member of the Executive Committee.

ARTICLE VI
Standing Committees

SECTION 1. Standing Committees. The roster of PA committees for each school year shall be approved by majority vote of the Executive Committee by the end of the preceding school year. Each committee will elect a chair annually by majority vote; two or more parents may serve as co-chairs if approved by a majority of the committee members. See the attached Appendix for a list of the current year's Standing Committees.

SECTION 2. Additional Committees. Such committees as may be required to carry out the purposes of the Association shall be established by the Executive Committee. Chairpersons of any new committees shall be approved by the Executive Committee and attend such Executive Committee meetings as applicable.

SECTION 3. Dissolution of Committees. If a committee is no longer needed or desired by the Association, or is not able to select a chairperson, that committee can be dissolved by a majority vote of the Executive Board.

ARTICLE VII
Elections

SECTION 1. Qualifications. Any parent or guardian of a child currently enrolled in the school may hold office in the Association, if willing to serve in the position.
SECTION 2. Terms of Office.
A. The elective Officers of the Association and the Divisional Coordinators shall serve a maximum term of two (2) years. No officer shall be eligible for the same office for more than one term, unless otherwise approved by the Executive Committee.
B. The Co-Presidents will not serve simultaneously as chairs of any committee. Any other officer may serve as chair of a committee if approved by a majority of the Executive Committee.

SECTION 3. Nominations. Open nominations for Officers and Divisional Coordinators shall be solicited at large from the Association. Nominations shall be considered by the Nominating Committee, consisting of the current PA Officers, the Director, the Director of Advancement, and any other members the current Nominating Committee may wish to add by majority vote. The PA Officers are voting members of the Nominating Committee; all others, non-voting. The Nominating Committee will compile a slate of officers and divisional coordinators in the spring of each school year for the following year.

SECTION 4. Slate of Officers. The slate of officers shall be submitted to the Executive Committee for approval by majority vote.

SECTION 5. Official Ballots. Official ballots shall be provided to all members of the Association before the date of election. Ballots shall be returned by the date stipulated on the ballot to the Parents Association. The election shall be completed by May 15, unless unforeseen events prevent its completion. The election must be completed by the end of the school year.

SECTION 6. Elections. Candidates are elected if they receive a simple majority of the votes cast by official ballot.

SECTION 7. Vacancies. The Co-Presidents shall fill vacancies occurring in an office for the unexpired term of that office.

ARTICLE VIII
Association Meetings

SECTION 1. Date, Time, Place and Nature of Meetings. The Association shall meet at least once during the school year. Meetings are to be called by the President or by the request of the Executive Committee. Written notification of all Association meetings shall be sent to all members before each meeting and shall include the date, time, and place of each meeting.

SECTION 2. Quorum. Twenty-five (25) members of the Association shall constitute a quorum for a meeting of the Association. A quorum for the Executive Committee shall consist of a simple majority of the Board.
SECTION 3. **Proxies.** There shall be no proxies allowed in Association or Executive Committee meetings.

**ARTICLE IX**  
**Fiscal Year**

The fiscal year of the Association shall commence on July 1 of each year and end on June 30 the following year.

**ARTICLE X**  
**Amendments**

The Association shall have the power to make alter, amend, and repeal the Bylaws of the Association by affirmative vote of two-thirds (2/3) of returned ballots, which have been sent with such proposed amendments by the Executive Committee to all Members of the Association.

These Bylaws replace all others and are in effect on or after May 31, 2012.