

PRESTON HOLLOW PRESBYTERIAN SCHOOL

PARENTS' CLUB BYLAWS

(Adopted May 5, 1993)

ARTICLE I: NAME

The name of this organization is Preston Hollow Presbyterian School Parents' Club (PC).

ARTICLE II: PURPOSE

The purpose of this organization is to provide a support network for parents and to aid and cooperate with the PHPS Board of Trustees and the school leadership team in achieving the school's goals.

ARTICLE III: MEMBERSHIP

Membership is open to all parents and guardians of students. The Director, Staff, Teachers, and Members of the School Board are Honorary Members.

ARTICLE IV: DUES

The annual dues amount will be determined by the Executive Committee of the Parents' Club.

ARTICLE V: OFFICERS

Section A – Number: There will be four officers: President, Vice President, Secretary, and Treasurer. The office of Vice President may be held jointly.

Section B – Nominations: A nominating committee will be chaired by the outgoing President and will be comprised of all members willing to serve on the committee. It will present a slate of officers for election at the spring meeting.

Section C – Term: The term of office begins on the day after the last day of each school year and ends on the last day of the next school year.

Section D – Vacancies: Vacancies among the elected officers will be filled by the President with the approval of the Executive Committee.

Section E – President (officer position):

The duties of the President are to execute the will of the Parents' Club (PC) and to appoint appropriate committees and chairmen for this purpose. The President will preside over all regular and called meetings.

The President will work with the other officers to create and annual Parent Club event calendar for the upcoming school year.

The President shall serve a one-year term as a voting ex officio member of the PHPS School Board.

The President is expected to uphold the values and mission of the school. The President should serve as an advocate of the school within the school community and within the broader Dallas community.

Section F – Vice President (officer position):

The Vice President (VP) will assist the President and assume the duties of President at any meeting from which the President is absent or upon the resignation of the President. The VP will rule on all legislative procedures and act as advisor to the President. The VP is also responsible for maintaining records of the business of the PC if a Secretary is not nominated.

The Vice President is expected to uphold the values and mission of the school. The Vice President should serve as an advocate of the school within the school community and within the broader Dallas community.

Section G – Secretary (officer position):

The Secretary is responsible for maintaining records (minutes) of the business of the Parents' Club and its Executive Committee, handling all correspondence and resolutions and notifying members of meetings. In the Secretary's absence, the President shall appoint a member from the floor to act as recording officer.

The Secretary is expected to uphold the values and mission of the school. The Secretary should serve as an advocate of the school within the school community and within the broader Dallas community.

Section H – Treasurer (officer position):

The Treasurer shall collect and deposit all PC funds in a timely manner. Disbursements may be made at the direction of the PC Executive Committee or by a majority vote of the members present at a meeting of the PC. All disbursement should have receipt requests and/or invoice documentation to support the disbursement. All records of deposits and disbursements with the related supporting documentation will be reviewed annually by the PHPS auditor.

- Manages the PC bank accounts and expenses
- Collects dues from PHPS families
- Maintains the budget and keeps diligent records of payments and expenses
- Makes timely reimbursements of PC approved expenses
- Prepares an End of the Year Income Statement
- Purchase a Fidelity Bond for Volunteers annually

The Treasurer is expected to uphold the values and mission of the school. The Treasurer should serve as an advocate of the school within the school community and within the broader Dallas community.

ARTICLE VI: MEETINGS

A spring meeting and a fall meeting will be held and announced by the President. Minutes will be documented at all meetings and stored in a binder.

ARTICLE VII: COMMITTEES

Section A – Executive Committee: The Executive Committee will consist of the four officers, the chairmen of certain committees designated by the President from time to time and the Director or her representative. Meetings may be called at the discretion of the President.

The purposes of the Executive Committee are to assist the President in planning and implementing projects and policies of the Parents' Club and to act as a liaison between the parents and the school. No member may commit the Parents' Club to projects not approved by the Executive Committee. Parents are encouraged to call any member of the Executive Committee with their ideas and suggestions.

Section B – Budget Committee: The Budget Committee will be comprised of all members willing to serve on the committee, and the President will appoint the chairman. The Committee will propose the annual budget to be presented to members for approval.

Section C – Standing Committees: A list of committees and their chairman will be published and provided to the school administration team. New standing committees may be formed as the need arises. Chairmen will serve concurrently with the officers of the Parents' Club.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules in Roberts of Order will govern the Preston Hollow Presbyterian School Parents' Club when applicable and not inconsistent with these Bylaws.

ARTICLE IX: AMENDMENTS

Amendments to these Bylaws may be proposed by a committee of Parents' Club at a meeting or by circulation of a letter to every member explaining the proposed amendments. Proposed amendments may be adopted by a two-thirds vote of members present at the following meeting of the Parents' Club.
