

BY-LAWS OF THE CAROLINA DAY SCHOOL PARENT COUNCIL

Article I – Name

The name of this organization shall be the Carolina Day School Parent Council (Parent Council).

Article II – Purpose

The Parent Council is a voluntary organization of Carolina Day School. It is formed to serve the best interests of the School, to promote mutual understanding and cooperation among students, parents, faculty, administration, and trustees, and to promote good will between the School and the community.

Article III – Mission Statement

Section 1. The mission of the Carolina Day School Parent Council is to work to support and advance the mission of Carolina Day School.

Section 2. The Parent Council recognizes the reciprocal relationship among students, their families, the school, and the community at large. As partners, parents contribute to each of these constituents by sharing their time, talents, resources, and knowledge. The Parent Council will encourage communication, assist in the School's fundraising and fundraising events, support parent education programs, and provide volunteer support in many aspects of school life. The Parent Council encourages every parent to become involved in this joint effort.

Article IV – Membership

Section 1. Membership is each parent or legal guardian of a student at Carolina Day School.

Section 2. A member has the right to vote in the election of officers of the Parent Council. Each member is entitled to one vote.

Section 3. A member has the right to serve on committees, to head a committee, and, if elected, to hold an office on the Parent Council.

Article V – Funds

Section 1. The basic operating budget of the Parent Council shall be funded by an annual allocation from the School. Any fundraising sponsored by the Parent Council must be approved by the director of institutional advancement. Allocations of funds raised by the Parent Council shall be determined by the Parent Council president and the head of school and shall be used for the direct benefit of the School.

Section 2. The officers of the Parent Council shall prepare an annual budget for the next fiscal year, which shall be approved by the Parent Council Executive Committee at the November/December meeting for submission to the School's Board of Trustees.

Section 3. The treasurer shall present the Parent Council budget, as approved by the Board of Trustees, for ratification at the Annual Meeting.

Section 4. The fiscal year shall be from July 1 to June 30.

Article VI – Goals

The goals of the Parent Council are:

- 1) To promote a closer relationship between parents, students, faculty, administration, and trustees as well as the community at large:
 - a. To be a focal point of communication with the school administration and Board of Trustees so as to represent the needs and interest of the parents,
 - b. To provide a forum for parents to voice their ideas and concerns.
- 2) To work with the School in providing quality educational programs for parents.
- 3) To provide support for school functions.
- 4) To provide support for School fundraising activities to enhance the education of students and to provide learning opportunities for parents, faculty, and community.
- 5) To educate parents as to the goals of the Parent Council and to foster the idea that volunteerism is an essential ingredient for the success of the School.
- 6) To respect and support the established policies and practices as set forth by the School.

Article VII – Officers and Organization

Section 1. Officers

- a) The officers of the Parent Council shall be the following:
- b) President, President-elect, Upper School Vice president, Middle School Vice president, Lower School Vice president, Key School Vice president, Recording Secretary, Corresponding Secretary, Treasurer, and Treasurer-elect.
- c) The term of each elected officer shall be one year.
- d) No individual shall serve more than two consecutive terms in one office unless it is deemed necessary by the Executive Committee of the Parent Council for the sake of continuity. No individual shall serve more than four consecutive terms as an officer.
- e) Filling a vacancy for less than a year shall not be considered serving a full term.

Section 2. The Executive Committee of the Parent Council shall be comprised of the following:

- a) The officers of the Parent Council.
- b) Two members of the Carolina Day School Board of Trustees who are also parents of current students at Carolina Day School or Key School (and who are selected by the School's Board of Trustees).
- c) One member of the Carolina Day School Faculty (elected by the faculty).
- d) The president or chair of the Booster Club.
- e) The president or chair of the Friends of the Library.
- f) The chair of each standing committee and each working committee of the Parent Council, as described in Section 3 of this Article below.
- g) The School's director of institutional advancement or other representation from the School's administration (selected by the head of school.)

Section 3. Committees

- a) The Standing Committees of the Parent Council shall be the following: Nominating Committee and By-Laws Committee.

- b) There shall be working committees of the Parent Council as established by the Executive Committee.
- c) The Nominating Committee shall be chaired by the president-elect and shall recommend all other committee chairs for the next school year. All committee chairs shall be approved by the Executive Committee following recommendation by the Nominating Committee.
- d) All working committee chairs shall have primary responsibility for identifying volunteers to help with the duties of the committee.

Section 4. Administration and supervision of the policies and programs of the Parent Council shall be vested in its Executive Committee and elected officers.

Article VIII- Nominations and Elections

Section 1. The Nominating Committee.

- a) The Nominating Committee shall consist of a chair, who shall be the president-elect, and four (4) members appointed by the Nominating Committee chair and approved by the Executive Committee.
- b) The four (4) members of the Nominating Committee shall be as follows: one (1) member representing the Upper School, one (1) member representing the Middle School, one (1) member representing the Lower School, and one (1) member representing the Key School.
- c) If a vacancy occurs on the Nominating Committee, the Executive Committee shall appoint a replacement.
- d) The President of the Parent Council shall also be an advisory member of the Nominating Committee.
- e) The consent of each nominee must be obtained.

Section 2. Officers shall be elected by the general membership at the Annual Meeting from a slate presented by the Nominating Committee. The slate shall be mailed to all members of the Parent Council at least (14) days before the Annual Meeting.

Section 3. Other Nominations.

- a) Additional nominations may be submitted by obtaining the signatures of ten (10) members on a petition for each additional nominee.
- b) The consent of the nominee must have been obtained.
- c) All nominations must be in the possession of the recording secretary at least five (5) days before the Annual Meeting.

Section 4.

- a) The nominees for president and president-elect of the Parent Council shall not be an immediate family member of any person who would be serving on the Board of Trustees during the time of those nominees' tenures as president.
- b) It is in the best interest of the Parent Council and the administration of the School that the president, president-elect, and the head of school work cooperatively. Therefore, the Nominating Committee shall consult with the head of school prior to selecting the president-elect. It is understood that the selection of the president-elect of the Parent Council will be made by the current president-elect and the head of school.

Section 5. It is in the best interest of the Parent Council and the administration of the school that the upper school vice president, middle school vice president, lower school vice president, and Key School

vice president work cooperatively with their respective division principals. Therefore, the Nominating Committee shall consult with respective division principal prior to selecting the division vice presidents.

Section 6. Officers shall take office at the commencement of the May meeting.

Section 7. If an office becomes vacant, the Nominating Committee shall convene and recommend to the Executive Committee a member to fill the un-expired term.

Article IX – Meetings

Section 1. General Meetings

- a) There shall be at least one general meeting a year, which shall be designated the Annual Meeting and which shall be held during April or May of each year. The entire parent body, the faculty, and the administration shall be invited to attend. Notice of the time, place and purpose of the Annual meeting shall be served upon each member, personally or by mail, not less than fourteen (14) nor more than forty (40) days before the meeting.
- b) One-tenth of the membership shall constitute a quorum for the transaction of business at the Annual Meeting or any other meeting of the Members (See Article XI sec. 4). If there is no quorum, a majority of those present may, without further notice to absent members, reschedule and adjourn the meeting.
- c) When a quorum is present, unless a greater proportion is required by any other provision of these By-Laws or by any other law, the vote of a simple majority of the members present or represented by proxy is sufficient for the adoption of any matter.
- d) A member may give his proxy to any other Member for a specific meeting. Such proxy will expire at the adjournment of the meeting.

Section 2. Executive Committee Meetings

- a) There shall be a minimum of six (6) regular meetings of the Executive Committee during the months of August through May. The May meeting shall be attended jointly by the outgoing and incoming officers subsequent to the Annual Meeting. The Executive Committee shall determine policy and discuss matters of importance to the welfare of the Parent Council and shall act in emergencies between meetings. The president shall be the chair of such meetings.
- b) The head of school shall be invited to attend all Executive Committee meetings.
- c) A majority of persons serving on the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the committee; provided, however, that if less than a majority is present at any meeting, a majority of those present may, without further notice, reschedule and adjourn the meeting.
- d) Except as may be otherwise provided in these By-Laws or by any other law, the act of a majority of the persons serving on the Executive Committee and present at any meeting at which a quorum is present shall be the act of the Committee.

Section 3. Special meetings for a specific agenda may be called by the president, by at least 5 members of the Executive Committee, or at the written request of one-tenth of the members of the Parent Council.

Article X – Duties of Officers

Section 1. President

- a) The president shall be the chief executive officer of the Parent Council and shall chair all meetings of the Executive Committee, the Annual Meeting, and special meetings.
- b) The president shall serve as an ex-officio member of all Parent Council committees, and the president or his/her designee shall attend any meetings of School organizations where the services of the Parent Council are required. The president shall represent the Parent Council at

all meetings of the Board of Trustees. It shall be the duty of the president to submit reports of all meetings attended to the Executive Committee when those reports are pertinent to the operation of the Parent Council.

- c) The head of school and Parent Council president shall determine the use of funds raised through Parent Council activities.
- d) The president shall assure that planning and execution of all activities is taking place in a timely fashion. (S)he will also insure that the by-laws and policies of the Parent Council are followed.
- e) There will be a current list of committees, with a description of duties and responsibilities as well as an identified administrative liaison. It will be presented by the president no later than the May meeting.
- f) There will be a current calendar of events, duties, and responsibilities maintained on a yearly basis. It will be presented by the president to the director of communications in time for publication in the directory and handbook and to Parent Council no later than the August meeting.
- g) The president shall prepare a report of the Parent Council activities to be presented to the membership at the Annual Meeting.
- h) The president will submit an annual report to be published in the issue of the Carolina Connection following the Annual Meeting.
- i) When the president cannot fulfill any of the above functions, those duties shall be assigned to the president-elect.

Section 2. President-Elect

- a) The president-elect shall assist the president and shall perform all duties of the president in the absence of that officer.
- b) The president-elect shall chair the Nominating Committee and the By-Laws Committee.
- c) A list will be kept current of all items belonging to Parent Council and will be updated yearly detailing new items purchased. The president-elect shall be responsible for monitoring Parent Council supplies.
- d) All officers shall send a concise annual report to the President at least two weeks prior to the Annual Meeting.
- e) The president-elect shall customarily become the president during the next school year.
- f) The president-elect shall have primary responsibility for identifying individuals to serve as officers and committee chairs for the next school year. These individuals must be approved by the Nominating Committee prior to their recommendation to the Executive Committee of the Parent Council.

Section 3. Upper School Vice President

- a) The upper school vice president must be the parent or guardian of an upper school student.
- b) The upper school vice president shall attend all Parent Council meetings and upper school parents' nights. (S)he shall represent the Parent Council at upper school special assemblies or programs.
- c) The upper school vice president shall assist the division principal in coordinating and recruiting grade parents for each of the upper school classes. (S)he is responsible for scheduling and presiding over the Upper School Division Parent Meetings. The upper school vice-president will assist with planning and execution of all the activities surrounding graduation. (S)he will also assist with the ninth-grade open house.
- d) All officers shall send a concise annual report to the President at least two weeks prior to the Annual Meeting.

Section 4. Middle School Vice President

- a) The middle school vice president must be the parent or guardian of a middle school student.
- b) The middle school vice president shall attend all Parent Council meetings and middle school parents' nights. (S)he shall represent the Parent Council at middle school special assemblies or programs.
- c) The middle school vice president shall assist the division principal in coordinating and recruiting grade parents for each of the middle school grades and in scheduling the Middle School Division Parent Meetings. When necessary, the middle school vice president will assist with planning monthly lunch duty relief for middle school faculty for their faculty division meetings. (S)he may assist with planning weekly volunteers for assisting teachers with bulletin boards (hanging student artwork, etc.). (S)he will also help to plan and assist with the middle school open house.
- d) All officers shall send a concise annual report to the President at least two weeks prior to the Annual Meeting.

Section 5. Lower School Vice-President

- a) The lower school vice-president must be the parent or guardian of a lower school student.
- b) The lower school vice-president shall attend all Parent Council meetings and lower school parents' nights. (S)he shall represent the Parent Council at lower school special assemblies or programs.
- c) The lower school vice president shall assist the division principal in coordinating and recruiting room parents for each of the lower school classes and in scheduling the Lower School Division Parent Meetings. (S)he will chair the Lower School Division Parent Meetings. The lower school vice-president will assist with the planning of Grandparents' Day and all lower school open houses. (S)he will also solicit two volunteers to work with the admissions office in planning and executing the preschool director's luncheon.
- d) All officers shall send a concise annual report to the President at least two weeks prior to the Annual Meeting.

Section 6. Key School Vice President

- a) The Key School vice president must be the parent or guardian of a Key School student.
- b) The Key School vice president shall attend all Parent Council meetings and Key School parents' nights (S)he shall represent the Parent Council at Key School special assemblies or programs.
- c) The Key School vice president will assist the division principal in coordinating and recruiting room parents for the Key School classes and in scheduling the Key School Division Parent Meetings. (S)he will chair the Key School Division Parent Meetings. The Key School vice-president will assist with planning lunch duty relief for KS faculty for their faculty meetings. (S)he may assist with planning weekly aid for teachers. (S)he will also assist with the KS open house.
- d) All officers shall send a concise annual report to the President at least two weeks prior to the Annual Meeting.

Section 7. Corresponding Secretary

- a) The corresponding secretary shall attend all Parent Council meetings.
- b) The corresponding secretary shall conduct all Parent Council correspondence and shall deliver notices of all meetings to those members whose presence is required, as well as to the head of school, director of institutional advancement, director of communications, and any other persons designated by the president. Delivery of such notices may be through electronic or traditional mail.
- c) The corresponding secretary is responsible for all mailings of the Parent Council. It is important to combine mailings as often as possible. Lower School mailings will be sent via Wednesday packets. Middle School and Key School mailings will be sent via PCLs, and Upper School

mailings will go to only those students' homes that have no sibling in lower grades. The corresponding secretary will distribute a proxy to each member of the Parent Council in the annual meeting mailing. (i.e. If there are two parents or legal guardians, each must receive a proxy.)

- d) The corresponding secretary will chair the election of the slate for the coming year. (S)he will number each signed proxy for the count.
- e) The corresponding secretary shall place in the Parent Council cabinets all-important records of the year, including, but not limited to agendas and minutes of all Executive Committee meetings, as well as all mailings or final drafts of handouts. These papers shall be placed in a notebook and marked with the year they represent.
- f) All officers shall send a concise annual report to the President at least two weeks prior to the Annual Meeting.

Section 8. Recording Secretary

- a) The recording secretary shall attend all Parent Council meetings.
- b) The recording secretary shall keep and preserve records of all Parent Council meetings and, shall distribute copies of minutes to all members of the Executive Committee, the head of school, and the president of the Board of Trustees.
- c) The recording secretary will assist the corresponding secretary with the proxies by establishing the quorum and as needed with distribution and collection.
- d) The recording secretary shall be responsible for the administration of proxies. This includes counting the number of parents and guardians that are members of the Parent Council in order to establish the quorum.
- e) All officers shall send a concise annual report to the President at least two weeks prior to the Annual Meeting.

Section 9. Treasurer

- a) The treasurer shall attend all Parent Council meetings.
- b) The treasurer shall be responsible for all Parent Council receipts and disbursements.
- c) The treasurer shall present monthly reports to the Executive Committee at the committee's regularly scheduled meetings.
- d) The treasurer shall present a budget report for use in preparation of the annual funding request to be submitted to the Board of Trustees on a timely basis. As required in Article V, Section 2, above, the annual funding request must be prepared by the officers of the Parent Council for approval by the Parent Council Executive Committee at their November/December meeting.
- e) The treasurer shall prepare an annual treasurer's report after the end of the fiscal year. It shall be presented to the treasurer-elect to report at the August Parent Council Executive meeting. Any adjustments to budget requests based on this report will be presented to the business office in September to be voted on by the Board of Trustees in October.
- f) The treasurer will assist with coordinating and recording monies from family social events and all arts and creativity events.

Section 10. Treasurer-Elect

- a) The treasurer-elect shall attend all Parent Council meetings.
- b) The treasurer-elect shall attend all meetings that the treasurer is required, but unable, to attend.
- c) The treasurer-elect shall assist with other activities as directed by the treasurer.
- d) The treasurer-elect shall customarily become the treasurer during the next school year.
- e) The treasurer-elect will assist the treasurer with coordinating and recording monies from family social events and all arts and creativity events. (S)he will also assist in the accounting of the magazine sale.

Article XI – Parliamentary Authority

Section 1. Rules of Order – Roberts Rules of Order Newly Revised shall be the parliamentary authority of all matters of procedure not specifically covered by the By-Laws or by the special rules of procedure adopted by this Parent Council.

Section 2. Amendments

a) By-laws

1. These By-laws may be amended at any regular meeting of the Executive Committee by a two-thirds majority of the members who are eligible to vote who are present, provided that previous notice has been given in writing to the Executive Committee fourteen (14) days prior to the date of the meeting. A quorum must be present.
2. Changes, for the sake of clarity and which in no way alter the intent of the By-laws, may be made by the president-elect with the approval of the Executive Committee.

b) Policies

1. Policies that affect the member's rights may be amended or adopted, after approval of the board (with a two-thirds majority vote of the votes cast) and at the regular Annual Meeting of the Parent Council by a two-thirds majority of the votes cast, provided the proposed amendment was mailed to each voting member at least fourteen (14) days prior to the date of the meeting. A quorum must be present.

Section 3. Voting Procedures

- a) All ordinary business requires a majority vote. This is defined as over ½ of the votes cast.
- b) When the members' rights are suspended or affected, then a 2/3 vote is required. This is also required to change By-laws with regard to members' rights.
- c) The president may vote only to make or break a tie. (However, (s)he may refrain if (s)he so chooses.) If a vote is EXACTLY even, the vote is "lost" unless the president chooses to vote yes and adopt the motion.
- d) When the president deems it necessary or appropriate, the president may accept votes submitted via email. These votes must be printed, counted, and presented to the Executive Committee for approval.

Section 4. Quorums

For any vote to be official, a quorum must be present.

a) Executive Committee

A majority of the Executive Committee shall constitute a quorum.

b) Membership

One-tenth of the Membership shall constitute a quorum. (Membership is each parent or legal guardian of a student at Carolina Day School.)

POLICIES

General

1. If school is closed or delayed due to inclement weather, the Parent Council will be postponed until the following week, at the same time and location unless otherwise advised.

Committees

2. It is expected that after each event or activity there will be a report from that committee as to approximate number attended, all expenses, the general success of the event or activity, and what changes should be made for a more successful activity or event in the future.
3. It is also expected that any new ideas for activities or events for your committee will go through the administrative liaison for that committee and be approved by the administrative team, preferably by end of the school year and no later than the end of September so that the idea can be budgeted appropriately in both time and dollars. It is preferable that any new activities or events fit within the current Parent Council structure.
4. All committee chairs shall send a concise annual report to the President at least two weeks prior to the Annual Meeting.

Arts and Creativity

5. Funding for the Arts and Creativity program will come from the Parent Council budget and these funds will be used solely for the Arts and Creativity Committee's events or programming to promote the arts at Carolina Day School. This will be accomplished through artists-in-residence programs, and special class projects for the arts. Residencies will be booked by the Committee working closely with the faculty and principals to match their needs and schedules.
6. Arts and Creativity events will be scheduled by the committee chair, the school's arts coordinator, and the administrative liaison. These events will not be combined with other school events without the approval of the school's administration.

PARENT COUNCIL SUPPLIES

1. Inventoried items

All Parent Council inventoried items must be checked out (no more than two (2) days prior to an event) and returned within 72 hours of the event unless permission is received from the president-elect. The president-elect will post notification for reserved items. The committee or officer will be held accountable for any lost or damaged items.

- a) Anyone using Parent Council Supplies must sign out and in any non-disposable item used so that someone else needing it can track it down if necessary. (Sign-out sheet will be taped inside the cabinet door and/or where any supplies are stored.)
- b) All items must be returned in clean, ready-to-use condition.
- c) Clear bags (in cupboard) must be used to enclose items that do not go in storage boxes.
- d) If the supply of a disposable item is running low, please contact the president-elect of the Parent Council.
- e) If you should donate something to the Parent Council's permanent supplies, please notify the president-elect. Thank you for the gift!!!!

2. Tablecloths

Use of tablecloths needs to be scheduled through the president-elect as far in advance as possible. It is first come, first serve. Tablecloths must be returned laundered and in original condition within 72 hours of the event for which they are used. Any committee or office returning tablecloths deemed unusable will be asked to re-launder, repair or replace them unless otherwise specified.

PARENT COUNCIL COMMITTEES

1. Arts and Creativity – The mission of this committee is to provide quality arts experiences that lead to creative thinking, open the heart and the mind, and promote a lifelong relationship with the arts. The committee focuses on developing an arts-in-the-schools program for students and faculty of Carolina Day School as well as collaborating with community arts organizations.
2. Booster Club – This committee enhances the athletic program through annual dues and the athletic award ceremonies.
3. By-laws – This committee periodically reviews the By-Laws of the Parent Council and makes recommendations for needed changes.
4. Communications – This committee works to facilitate communication between the school and our parents, as well as to support the school’s relations with the community at large.
5. Faculty Appreciation – This committee is devoted to expressing the appreciation of the parents for the faculty and staff.
6. Family Social Events – The responsibility of this committee is to promote a sense of community among school families through various social events during the school year, including Fall Family Night, the Holiday Breakfast, and Spirit Day (i.e. May Day Play Day).
7. Friends of the Library – This committee supports the campus libraries through an annual book fair, summer reading list fulfillment, volunteer coordination, and honoree book donations.
8. Kids Voting - This committee coordinates volunteers to participate in the Kids Voting program at the Biltmore Forest Poll.
9. New Family Orientation – Helping new families feel welcomed and informed about the school community is the responsibility of this committee. New Parent Orientation, the Ice Cream Social, Parent Ambassadors, the Buddy program, and First-Year Family Coffee are some of the activities included.
10. Parent Education – This committee works to strengthen the partnership between parents and faculty so that children can make wise decisions in line with their development and maturity. The sessions offered throughout the year serve to provide a “toolbox” that will equip parents and faculty as they face issues, hand-in-hand with their children and students.
11. Fundraising – Current Parent Council fundraisers include School Store (which sells school logo items and Ingle’s gift cards), Magazine Sales, School Supplies, and purchase reward programs (i.e., SchoolPop.com, VIC, Tools for Schools).

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