

# **PORTLEDGE SCHOOL PARENTS ASSOCIATION CONSTITUTION**

## **ARTICLE I** **NAME AND PURPOSES**

Section 1. Name. The name of this organization shall be The Parents Association of Portledge School.

Section 2. Purposes

- a) to promote cooperation and communication between parents, faculty, and administrators for the benefit of the students and well being of the school
- b) to encourage active participation by all parents in the Portledge community
- c) to encourage parental support for all student activities
- d) to help the school achieve its mission and goals for the future by encouraging parents' voluntary contributions of financial support, time, effort and ideas
- e) to help promote the School in the community

## **ARTICLE II** **MEMBERSHIP AND MEETINGS**

- a) The Members of the Parents Association shall be all parents or guardians with an enrolled student at Portledge School.
- b) Each member shall be entitled to one vote at the meeting of the Association, but without the right to act or vote by proxy.
- c) The Annual Meeting of the Association shall be held at Portledge School in the spring of each year.
- d) Special meetings of the Association may be called at any time by the President or by three officers, and must be called by the President on written request of twenty-five members of the Association.
- e) Notice of time, place and purpose of any special meeting shall be given to each member of the Association by mail and/or email and posted on the school website not less than five days before the meeting.
- f) The Head of School, Deans and/or Directors and the President of the Board of Trustees shall be invited to all Parents Association meetings.

- g) Any member of the Parents Association may attend an Executive Council meeting upon request to the President. This application shall include the nature of the business to be discussed.

### **ARTICLE III** **OFFICERS**

- a) The Officers of the Parents Association shall be a President, Vice President(s) for Lower School, Vice President(s) for Middle School, Vice President (s) for Upper School, the Secretary and a Vice President for Annual Giving.
- b) The Officers shall be elected for a one-year term at its annual meeting of the Association by the Association members. No officer shall serve more than two consecutive terms.
- c) The President shall designate a Nominating Committee of five members of the Association, no later than March 1, prior to the election. The names of the persons nominated by the committee shall be listed in the call for the Annual Meeting.
- d) If any office becomes vacant, the Executive Council shall elect an officer to fill such vacancy for the duration of the current term.
- e) The President shall call and preside over all Parents Association and Executive Council meetings, and shall serve as the Association's representative to the Portledge School Board of Trustees.
- f) The Vice Presidents of each division shall work with the Director and/or Dean of their division to promote communication among Class Parents and shall report directly to the President. They shall work with the Class Parents to organize at least one class meeting a year for each of their classes.
- g) The Vice President for Annual Giving shall report directly to the President and shall work with the Director of Advancement and the Chair of the Annual Fund to enhance parent understanding of the Annual Giving opportunities and to promote parent participation in the Annual Fund.
- h) The Secretary shall take and distribute minutes and maintain a file of minutes of all Parent Association and Executive Council.
- i) Any Officer may be removed at any time by a majority vote of the Executive Council.

- j) An individual designated by the Director of Advancement of Portledge School (Parents Association Liaison), will maintain records of the Association and provide staff support for its programs.

**ARTICLE IV**  
**THE EXECUTIVE COUNCIL**

- a) The Executive Council of the Parents Association shall implement the stated purposes of the Parents Association set forth in Article I. The Executive Council shall govern the administration and fiscal affairs of the Association in consultation with the Director of Advancement. It shall consist of the officers of the Association and the Parents Association Liaison.
- b) The full Executive Council shall meet at least twice each school year: i) on or before the first week of school and prior to the first Parent Association Meeting in the fall; and, ii) on or before the Annual Meeting of the Association. The President shall notify the members of the Executive Council with time and place of the meetings by mail and/or email not less than five days prior to the meeting date. Special meetings of the Executive Council may be called at any time by President

**ARTICLE V**  
**COMMITTEES**

The following standing committees will assist the PA in fulfilling its stated purposes. The President of the Parents Association shall appoint the chair and any co-chairs with the exception of the Founders Day and Auction leadership who shall meet each spring with the Advancement Committee of the Board of Trustees for final approval of new leadership and any significant changes to the previous year's event. Parents who are paid employees of Portledge School are invited to participate on committees, but are not permitted to chair any committee.

- a) **The Founders Day Committee** (FDC) shall be responsible for organizing Founders Day in support of community-building for all Portledge students, faculty, staff, alumni and their families. In cooperation with the Advancement Office, the FDC shall seek to offset the cost of the event through sponsorships, gifts-in-kind, and volunteer support from the local community. The FDC shall keep its focus on growing a sense of pride and togetherness in the Portledge family through this fall event. The PA Liaison will assist in all areas of organization and implementation of the event.

- b) **The Auction Gala Committee (AGC)** shall be responsible for organizing the Annual Auction Gala to be held each spring. The primary function of the event is to raise funds for the operation of the school. Budget, theme, leadership and venue shall be recommended by the AGC and affirmed by the Advancement Committee of the Board of Trustees as set forth above in this Article V.
- c) **The Parent Fund Committee (PFC)** shall be responsible for educating the current parent body about the Annual Fund and soliciting contributions from the current parent body. The PFC, chaired by the Vice President of Annual Giving shall be trained, supported and directed by the Director of Advancement and/or Director of Annual Giving.
- d) **The Inter-School Exchange Committee (ISEC)** represents Portledge School at all Inter-School Exchange (I.S.E.) meetings. The I.S.E. is made up of 2-4 parent representatives from each of the following North Shore independent schools: Buckley Country Day School, East Woods School, Friends Academy, Greenvale School, Lutheran High School and Portledge School. The I.S.E.'s goals are to promote good will among the schools, to develop efficient communication between them, to acquaint administrators, faculty and students with each other through get-togethers (such as dances, dinners, lectures, luncheons, workshops, etc.) and to organize special events using community and outside resources to further enhance the education of our children. Members of the Portledge ISEC are responsible for communicating the I.S.E. event information to the parent community and, along with the Administration, facilitating Portledge students' participation in the I.S.E. events. When I.S.E. events are hosted by Portledge, the ISEC members are responsible for organizing and coordinating the event.
- e) **The Parent-to-Parent Network (P2P)** is dedicated to helping every new Portledge family feel welcomed and supported. P2P volunteers are assigned new families by the Admissions Office and are then supported by the Parent Liaison in the Advancement Office who will work with the P2P volunteer and the new parent providing information and assisting in integrating new parents into the Portledge community.
- f) **Faculty and Staff Appreciation Committee (FSAC)** shall organize and implement gestures to support the good work of the school's faculty and staff. Currently such efforts include a year-end luncheon for the entire faculty and staff.

- g) **The Parent Program Committee (PPC)** shall be responsible for identifying and organizing programs and events of interest to the parent community. These events may be solely for the Portledge parent community or may be structured for the larger community. The programs and events shall not be intended as or used as fund-raisers. All programs and events shall be subject to the approval of the Executive Council and the Head of School.
- h) **Other Committees**  
The President may from time to time authorize and create other special committees to assist in supporting the goals of the Parents Association.

#### **ARTICLE VI** **BY-LAWS**

The Parents Association may adopt by-laws not inconsistent with this Constitution for the conduct of its affairs which by-laws shall be subject to the approval of the Head of School prior to implementation. From time to time these by-laws may be amended. These by-laws or any amendments thereto must first be approved by the Head of School.

#### **ARTICLE VII** **AMENDMENTS**

Amendments to this Constitution shall first be presented to the Executive Council for approval and upon approval by the Executive Council; such amendment shall be presented to the Head of School for approval. Following the approval of the Head of School, the amendment shall be presented to the next Parents Association for its ratification. Notice of such proposed amendment shall be included within the notification of meeting sent to each member of the Association in the manner described in Article II above. Approval by the Executive Council and ratification by the Parents Association of any amendments to the By-Laws must be by a majority vote, a quorum being present.