

ETON SCHOOL PARENT COUNCIL MISSION STATEMENT

The Eton School Parent Council supports Eton School's philosophy, programs and activities for the benefit of all Eton School students. The Eton School Parent Council facilitates communication and parent education as well as encourages and coordinates volunteerism. The Eton School Parent Council fosters a spirit of inclusion, partnership and cooperation among the entire school community.

BYLAWS

Article I: Name

The name of this association shall be the "Eton School Parent Council" (hereinafter referred to as the "Parent Council"). The term "Executive Committee" shall refer to the "Eton School Parent Council Executive Committee".

Article II: Purpose

The Parent Council shall support Eton School's philosophy, programs and activities for the benefit of all students. The Parent Council shall facilitate communication and parent education, as well as encourage and coordinate volunteerism. The Parent Council also may provide supplemental funds for the school through various fundraising activities. The Parent Council, which comprises all parents or guardians of Eton School students, shall foster a spirit of inclusion, partnership, community and cooperation.

Article III: Membership

A. All parents or guardians of Eton School students shall be members of the Eton School Parent Council.

B. All members shall have equal voting privileges.

C. All meetings are open to faculty, staff, administration and the Board of Trustees.

Article IV: Activity Plan and Budget

A. The proposed Activity Plan and Budget for the following school year shall be developed by the Executive Committee in consultation with the Head of School who will report on it to the Board of Trustees at their May meeting.

B. The Executive Committee shall make the proposed Activity Plan and Budget available to the members of the Parent Council by the May Annual Meeting.

C. At the beginning of the following school year the new Executive Committee, in consultation with the Head of School, shall accept or amend the proposed plan. The

Head of School will submit the final Activity Plan and Budget to the Board of Trustees in time for its approval and inclusion in the school budget.

D. Approved expenses of the Parent Council shall be submitted to the Head of School or his/her designee for payment or reimbursement.

E. In the event that the Parent Council wishes to take on additional activities or expenses during the budget year, the Executive Committee, in consultation with the Head of School, shall prepare an amended Activity Plan and Budget. The Head of School will submit the amended Activity Plan and Budget to the Board of Trustees for consideration.

F. Parent Council fundraisers must be approved in advance by the Board of Trustees.

Article V: Officers and Other Personnel

Section 1. Officers

A. There shall be a President, a Vice President, a Treasurer, a Secretary and a Volunteer Coordinator of the Parent Council.

B. Officers shall serve for one year, with the exception of the Vice President, who shall assume the position of the President in the following year.

C. An officer may not serve for more than two consecutive terms, and may not serve consecutively in the same position. Former officers may return after a year's absence from the Executive Committee.

D. Any member of the Parent Council, as defined in the Membership Article, is eligible to serve in these capacities.

Section 2. Other Personnel

A. There shall be a Community Coordinator for each level of the school.

B. There shall be at least one but not more than two Room Representatives for each classroom in the school.

C. Community Coordinators shall be appointed by the President. Room Representatives are selected by the classroom teachers. Community Coordinators and Room Representatives may serve more than one term consecutively.

Section 3. Nominating Committee and Other Committees

A. The Nominating Committee shall consist of: a Chair, who is the immediate past President; and one parent or guardian representative from each of the three levels (Pre-elementary, Lower Elementary and Upper Level). If the immediate past President is not available, the current President of the EPC shall serve as Chair of the Nominating

Committee. The EPC Executive Committee shall select the members of the Nominating Committee with the exception of the Nominating Committee Chair.

B. Other committees shall be formed and dissolved by the Executive Committee.

Section 4. Election and Vacancy

A. The Nominating Committee shall accept nominations from the members of the Parent Council and obtain consent of each nominee to serve if elected. The Nominating Committee shall present a proposed slate of officers at the March meeting of the Executive Committee. The Chairman of the Nominating Committee shall present the proposed slate of officers at the Annual Meeting in May. Additional nominations from the floor may be made at that time, with consent of the nominees to serve if elected. If additional nominations are added, the vote shall be for each office separately. If there are no additional nominations, the vote shall be for the slate as a whole. A two-thirds vote is required to close nominations. A majority vote is required for election of officers.

B. The officers shall be elected at the May Annual Meeting.

C. The President shall appoint all mid-term vacancies with the majority approval of the Executive Committee.

D. If the President is unable to fulfill his or her term, the Vice President shall fulfill the remaining term of the President.

Section 5. Duties

A. President: The President shall preside at all meetings of the Parent Council and the Executive Committee. The President shall have general and active management of the affairs of the Parent Council; shall see that all decisions and resolutions of the Parent Council and Executive Committee are carried into effect; and shall have the general duties and powers of supervision for the management customarily vested in the office of President of such an organization. Throughout the term of office, the President shall train and prepare the Vice President to step into the position of President in the following year. The President shall serve as an ex officio, non-voting member of the Eton Foundation Board of Trustees, attend all regular Board meetings and report monthly on the activities and affairs of the Parent Council.

B. Vice President: The Vice President is elected to serve for two years, the first year as president-in training under the current President and the second year as President of the Parent Council. The Vice President shall perform other such duties as assigned by the President. The Vice President shall perform all the duties of the President in his or her absence or inability to act.

C. Treasurer: The Treasurer shall keep an accounting of the funds expended as part of the Activity Plan and Budget and give a current report at each meeting of the Parent Council. The Treasurer shall perform other such duties as assigned by the President.

D. Secretary: The Secretary shall attend and act as secretary for all meetings of the members of the Parent Council and Executive Committee; shall record all votes taken at any such meeting; shall take and transcribe minutes of the proceedings of any such meetings; shall ensure that the minutes are posted on the Parent Council webpage within two weeks of a meeting; shall maintain a record of all correspondence and proceedings of the Parent Council and of the Executive Committee; shall ensure that proper notice is given of all meetings of the members of the Parent Council and Executive Committee; and shall perform other such duties as assigned by the President.

E. Volunteer Coordinator: The Volunteer Coordinator shall work to create an inclusive, smoothly functioning volunteer experience by coordinating Parent Council activities and committees; helping to recruit volunteers from the Parent Council membership; and reporting on these activities to the Executive Committee. The Volunteer Coordinator shall attend all meetings of the Parent Council as able; and shall perform other such duties as assigned by the President.

F. Community Coordinators: The Community Coordinators shall work with a team of Room Representatives for their respective level of the school, focused on building community. The Community Coordinators shall provide instruction and support for the Room Representatives. They shall attend all meetings of the Parent Council as able and perform other such duties as assigned by the President.

G. Room Representatives: The Room Representatives shall cultivate a sense of community in their classroom. The Room Representatives shall also support their teacher with extracurricular activities as requested.

Section 6. Executive Committee

Executive Committee members are the President, Vice President, Treasurer, Secretary and Volunteer Coordinator of the Parent Council. Community Coordinators shall serve as ex officio, non-voting members.

Article VI: Meetings

Section 1. Procedure and Voting

A. Roberts Rules of Order shall guide all meetings.

B. A quorum for the Parent Council meetings shall consist of those present. A quorum for the Executive Committee for the Parent Council shall consist of a simple majority of the voting members.

C. Votes shall be by simple majority of the quorum.

Section 2. Executive Committee Meetings

Meetings of the Executive Committee of the Parent Council shall be held at least monthly, or more frequently, as determined by the President.

Section 3. Parent Council Meetings

A. There shall be at least three business meetings of the Parent Council each year: September, January and the Annual Meeting in May. These meetings shall include approval of minutes of the previous meeting, Treasurer's report and committee reports. Minutes shall be recorded. Votes may be taken at these meetings. These meetings may include program events as well.

B. Non-business meetings may be held throughout the year. These shall be open to all members of the Parent Council but may be focused on a specific sector of the membership. Minutes will not be recorded, reports will not be given and votes may not be taken.

C. Meetings of the Parent Council shall be determined by the Executive Committee.

D. Notification of meeting dates, times, locations and agendas shall be made available to Parent Council members at least fourteen days prior.

Article VII: Amendments

These bylaws may be amended at the May Annual Meeting by a two-thirds vote of the members present. Any member of the Parent Council may propose amendments to the Executive Committee. The Executive Committee shall forward all proposals in their entirety to the Board of Trustees by March 1. The Board of Trustees will approve, reject or work with the Executive Committee to clarify the proposed amendments. Amendments to be voted on shall be published to the entire Parent Council no less than one month in advance of the May Annual Meeting.

Article VIII: Relationship Between Parent Council and the Board of Trustees

As with any organization in association with the school, the Parent Council falls under the authority of the Board of Trustees of Eton School.