



# **Eagle Hill School Parent Association Bylaws**

## **Article I. Name and Purpose**

### **Section 1. Name**

The organization shall be known as the Parent Association (PA) of the School.

### **Section 2. Purpose**

The PA supports the mission and values of the School by:

1. Fostering a welcoming, inclusive, and engaged community.
2. Encouraging volunteer participation in school events and initiatives.
3. Supporting activities that enhance the student and family experience.
4. Serving as a communication conduit between families and the School when appropriate and at the discretion of School leadership.

The PA is not a governing body for the School. It does not set school policy, make personnel decisions, oversee curriculum, or direct school operations. All activities occur with the approval and oversight of the Head of School or designee. The PA is an unincorporated association.

# **Article II. Membership**

## **Section 1. Eligibility**

All parents and legal guardians of currently enrolled students are automatic members of the PA.

## **Section 2. Membership Rights**

Members may attend open PA meetings, submit ideas, volunteer, and participate in PA-sponsored activities.

## **Section 3. Term of Membership**

Membership concludes when a family no longer has a currently enrolled student.

# **Article III. Executive Committee**

## **Section 1. Composition**

The PA shall be led by an Executive Committee consisting of:

- President
- Vice President
- Secretary
- Treasurer
- Up to two Members-at-Large (number determined annually based on PA needs)

## **Section 2. Responsibilities**

The Executive Committee shall:

1. Provide leadership and coordination for PA programs and committees.
2. Serve as a liaison between the parent community and the School.
3. Oversee communication to PA members in coordination with School leadership.
4. Provide support for volunteers and committee efforts.
5. Uphold PA bylaws, processes, and expectations.
6. Oversee PA finances.
7. Ensure alignment of PA activities with School values and community norms.

## **Section 3. Officer Duties**

### **President**

- Leads the PA and presides at meetings.
- Serves as primary liaison between parents and School leadership.
- Supports and coordinates committee efforts.
- Meets with Head of School monthly to report on activities and affairs of the Association.
- Ensures smooth transition of new officers.

- Serves as an ex-officio member of the Board of Trustees during the tenure as Parent Association President but shall have no vote as a Trustee nor be counted for quorum purposes.
- Is granted access to the Board of Trustees portal, attends Board of Trustee meetings (excluding executive sessions, at the Board of Trustees option), and has the option to sit on one of the Board of Trustees Committees (at the discretion of the Board of Trustees Chair).
- The President may not already be a member of the Board of Trustees, to avoid conflicts of interest.

### **Vice President**

- Assists the President.
- Assumes the President's responsibilities in his/her absence.
- Oversees specific initiatives as assigned.
- Typically succeeds the President when possible (non-binding).

### **Secretary**

- Records minutes of Executive Committee and open PA meetings.
- Presents meeting minutes at the start of the Executive Committee meeting for approval (vote is taken).
- Maintains PA records.
- Oversees communication of PA announcements in coordination with School staff.

### **Treasurer**

- Maintains accurate financial records of PA funds.
- Oversees deposits, reimbursements, and budget tracking.
- Provides financial updates at Executive Committee meetings.
- Prepares an annual year-end financial summary.
- Collaborates with the business office and Committee chairs.

### **Members-at-Large**

- Represent the broader parent community.
- Assist with events, committees, and projects as needed.
- Support emerging initiatives identified by the Executive Committee.

## **Section 4. Terms**

The President shall serve a two-year term beginning July 1 and does not have the option for renewal. The President shall have served one year on the Executive Committee prior to being appointed President. Partial terms do not count toward term limits.

The Vice President, Secretary, Treasurer and Members at Large shall serve a one-year term beginning July 1 and may be renewed once for a maximum of two consecutive years in the same role. Partial terms do not count toward term limits.

## **Article IV. Committees**

### **Section 1. Establishment**

Committees may be formed annually to support PA events and initiatives, such as Family Fun Day, Book Fair, Upper School Dance, Bingo Night, Faculty & Staff Appreciation, Logowear, Coffee and Conversations, Lunch and Learns, Dad's Night Out, and Parents' Night Out. Additional committees may be created, deleted or amended as needed with approval from the Executive Committee and the Head of School.

## **Section 2. Chairs and Co-Chairs**

Committee Chairs and Co-Chairs are appointed annually by the Nominating Committee. It is recommended that the Co-Chair of the Committee become the Chair the following year, thus being a two-year commitment. Committee Chairs and Co-Chairs are not Executive Committee members unless separately elected. All Chairs must follow School guidelines for event planning and volunteer oversight.

## **Section 3. Reporting**

Committees report updates to the Executive Committee as needed before and after events. A brief written summary may be requested to support annual transitions and planning.

# **Article V. Meetings**

## **Section 1. Executive Committee Meetings**

The Executive Committee meets monthly during the school year. Additional meetings may be called by the President as needed.

## **Section 2. Meetings with School Leadership**

The PA President meets monthly with the Head of School or designee.

### **Section 3. Open PA Meetings**

Open PA meetings are held at least twice yearly and are open to all parents and guardians.

### **Section 4. Executive Committee Quorum & Voting**

A quorum shall consist of a simple majority of the Executive Committee. Decisions are made by majority vote of those present unless otherwise specified. In the event of a tie, the President is the tie breaker. The President may determine if executive committee meetings may be held virtually. Electronic voting may be used when necessary, at the discretion of the President.

## **Article VI. Nomination and Appointment Process**

### **Section 1. Nominating Committee**

The Nominating Committee consists of the current PA executive committee and the Head of School (advisory, non-voting). It convenes by March 1 (date can be extended at the discretion of the executive committee) to consider officer appointments for the following year (along with appointments of at-large members of the Executive Committee). Members of the Nominating Committee must recuse themselves from discussions involving their own candidacy.

### **Section 2. Officer/Executive Committee Appointment**

A community-wide call for interest is distributed annually, by January 31. The Nominating Committee selects officers (and Executive Committee at-large members) based on demonstrated reliability, collaboration, and alignment with School values. To be eligible for appointment as Vice President or President, an individual must have previously served as a committee chair. Appointments require confirmation/approval by the Head of School. Final appointments are communicated to the community by June 1.

### **Section 3. Committee Chair Appointment**

A community-wide call for interest is distributed annually, by January 31. The Nominating Committee selects Committee Chairs and Co-Chairs based on demonstrated reliability, collaboration, and alignment with School values. Appointments require confirmation/approval by the Head of School. Final appointments are communicated to the community by June 1.

### **Section 4. Vacancies**

If an officer resigns or is unable to complete the term:

- The Executive Committee appoints a replacement with approval from the Head of School.
- If the President position becomes vacant, the Vice President serves as Acting President until an appointment is made.
- Interim appointments serve until the end of the current term.

## **Article VII. Financial Practices**



## **Section 1. Oversight**

All PA funds are held by the School and managed in accordance with School financial policies and procedures.

## **Section 2. Budget**

The President and Treasurer prepare an annual budget for review by the Executive Committee and the Head of School. The budget must be approved before PA funds are spent for the new school year, unless early expenditures are explicitly approved by the Head of School and Director of Finance.

## **Section 3. Expenditures**

All expenditures must align with School values and be pre-approved by the Executive Committee. Receipts are required for reimbursement. The School may decline reimbursement requests that do not meet policy or budgetary requirements.

# **Article VIII. Conduct, Confidentiality & Use of Information**

## **Section 1. Conduct**

PA leaders and volunteers shall model respectful, inclusive, and mission-aligned behavior.

## **Section 2. Confidentiality**

Conversations involving students, families, or School operations must remain confidential.

### **Section 3. Directory and Communication Use**

PA directories, contact lists, and communication channels may be used only for PA- or School-related purposes and may not be used for personal, commercial, or political messaging.

## **Article IX. Conflict of Interest**

PA leaders shall disclose potential conflicts and recuse themselves when appropriate. PA roles may not be used for personal or professional gain. Failure to disclose conflicts may be grounds for removal.

## **Article X. Removal for Cause**

Officers or Committee Chairs may be removed for cause—including disruptive behavior, breach of confidentiality, or conduct inconsistent with School values—following review by the Executive Committee and approval/confirmation by the Head of School. Prior to removal, the Officer or Committee Chair will be given 1) at least seven (7) calendars days' prior written notice of both a) the meeting of the Executive Committee to consider the proposed removal, and b) the reasons for proposed removal, and 2) an opportunity to respond to said reasons at said meeting of the Executive Committee prior to final determination. The Executive Committee votes on the removal of the individual and the Head of School provides approval of the removal. The Officer or Committee Chair shall be notified in writing of the decision on removal by the President, or in case of the President's absence or removal, by the Vice President.

## **Article XI. Amendments**

These bylaws may be amended by a majority vote of the Executive Committee with approval from the Head of School, provided that notice of the general nature of the amendment had been mailed or emailed (if so authorized by the Executive Committee member) to said Committee members at least seven (7) calendar days prior to the meeting at which such amendment will be acted upon. Amendments take effect immediately upon approval unless otherwise specified.

**Adopted 1/7/26**