

DAWSON PARENT ASSOCIATION BYLAWS

ARTICLE I – NAME

The name of the organization shall be Dawson Parent Association hereinafter known as the Parent Association or DPA.

ARTICLE II– PURPOSE

The purpose of the Dawson Parent Association shall be:

*To Build a strong sense of community and school spirit by facilitating dynamic events geared toward bringing families together and creating rich new relationships.

*To support the students, faculty and staff through classroom enrichment and creative displays of gratitude to teachers and staff.

*To create a strong avenue of communication between Dawson school administration and the parent community

*To promote activities designed to benefit Dawson financially and enhance Dawson's extraordinary programs.

ARTICLE III – MEMBERSHIP

The Parent Association shall be composed of every parent, guardian, or custodian of a student currently enrolled at Dawson School.

ARTICLE IV – OFFICERS AND DUTIES

A) The PRESIDENT shall preside at all meetings of the DPA and the Executive Board of the Parent Association. They shall serve as a liaison between the Parent Association, Board of Trustees, faculty and administration; ensure appointment of chairpersons of committees, serve as ex-official member of committees, approve all contracts and other writings at the direction of the Association, and notify the Division Coordinators of all Parent Association meetings and their agendas.

B) The VICE PRESIDENT – PRESIDENT ELECT shall, at the discretion of the President, preside at meetings of the Parent Association and the Executive Board, serve at the discretion of the President as the DPA representative at the meetings of the Board of Trustees, faculty and administration as necessary if President is not able to attend, then report to the President any information from these meetings. The VP shall generally assist the President in any capacity necessary for the smooth operation of the

Association, and assume the position of President the following school year. The Vice President shall also be in charge of setting up class Parent get-togethers, held at the beginning of the school year – generally September and October. Additionally, the Vice President shall be responsible for overseeing the administration of the mini/mega grant requests.

C) The UPPER, MIDDLE and LOWER SCHOOL REPRESENTATIVES shall recruit classroom parent representatives for their respective division. They should notify faculty of their available assistance, meet early in the school year with teachers and classroom representatives to determine what kind of support is most helpful, communicate with classroom representatives and solicit their support for school activities such as field trips, parties, pot luck suppers, morning coffee for parents, acquainting new parents with the school, phoning or emailing to generate parent support where needed and to support student functions.

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II) D)The SECRETARY shall keep and circulate the minutes of all proceedings of the Parent Association and Executive Board meetings, handle such correspondence as delegated by the President, and assist the Marketing Director with communications as necessary.

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E) The TREASURER/ASSISTANT TREASURER shall manage all funds of the Association, keeping an account of receipts and disbursements and render an account monthly to the DPA Board and the business office. They shall deposit all monies into the School account, pay all bills, keeping vouchers or other proof thereof, and over see all financial agreements of the Association. The Treasurer shall also serve as Treasurer for any fund raising events.

1. An Assistant Treasurer shall assist the Treasurer for one term in all of
2. the duties of Treasurer and shall assume the role of Treasurer the following
3. term.
4. The Treasurer shall be responsible for preparing an annual budget and shall

disclose it to the Executive Board for approval at the beginning of each school year.

3. No funds shall be appropriated by the Parent Association except for funds that further the mission of the Parent Association as stated in

Article II of these
bylaws.

4. No funds of the DPA shall be distributed to its members or officers except for reimbursement of authorized expenses.

F) The MARKETING DIRECTOR shall prepare articles regarding the DPA activities for the Dawson Weekly Newsletter and give them to the Director of Marketing and Communications as needed. The Marketing Director shall be added to the Dawson Parent Website as an authorized user. The Marketing Director shall put out the roadside signs promoting each DPA event.

ARTICLE V – EXECUTIVE BOARD

A) The Executive Board shall include the President, Vice President/ President Elect, Secretary, Treasurer, Assistant Treasurer, Division Reps for Lower, Middle and Upper School and Marketing Director. No employee of Dawson School shall be a member of the Executive Board.

B) The Executive Board shall have general supervision of the affairs of the DPA between meetings, make recommendations to the greater DPA, set forth an annual budget, arrange for disbursement of funds as necessary and perform such other duties as may arise. The Executive Board shall meet once a month during the school year.

ARTICLE VI – OTHER COMMITTEES

A) The Executive Board shall determine what other Committees are necessary to carry out the mission and further the purposes of the Parent Association.

B) Committee chairpersons shall be appointed by a two-thirds majority of the Executive Board

C) Committee chairpersons shall be responsible for attending all DPA all-parent meetings and report committee activities as appropriate.

D) Committees may be established for the purposes deemed necessary or desirable, such as fund raising, social activities, school events, spirit wear, etc. Current committees are: Dawson Fest, Spirit Wear, Grocery Cards, after

school concessions, Faculty/staff appreciation, Holiday coffee, Spring Auction, Sunshine Club, Dawson Dads, Book exchange.

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E) Each Committee shall maintain necessary records such as minutes (if meetings occur), treasury reports and any after-action reports. Each Committee needs to make an annual report to the Board of their activities.

ARTICLE VII – ELECTION AND TERMS OF OFFICE

A) The existing Executive Board shall present for approval a slate of officers at the April meeting of the all-parent DPA meeting. An effort shall be made to assure representation from the lower, middle and upper Divisions.

B) Approval by a two-thirds majority of all those present at the meeting shall constitute election.

I) Each officer shall be elected for a term of one year (school year) with the exception of the Vice President who shall assume the President's position the following term and the Assistant Treasurer who shall assume the treasurer's position for the following term. No officer shall hold the same position for more than three consecutive terms.

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III) D) The Parent Association shall make a recommendation and the President shall appoint a replacement for any officer who cannot serve an entire term. The appointment shall be for the remainder of the original term.

E) Any officer or appointed Committee chairperson may be removed from office by a two-thirds majority of those members of the DPA present and voting.

F) For any election to be considered valid, three members of the Executive Board shall be present.

ARTICLE VIII – MEETINGS

A) The Parent Association shall meet monthly, or as often as reasonably workable, during the school year. The agenda and format shall be up to the discretion of the Executive Board. However, the meeting schedule should be determined prior to the start of the school year.

B) The Parent Association meetings are open to all parents, faculty, staff and members of the Board of Trustees.

C) The Executive Board shall meet a minimum of once a month during the school year.

D) For any vote of the DPA to be considered valid and binding, three members of the Executive Board must be present.

ARTICLE IX – AMENDMENTS AND PARLIAMENTARY PROCEEDERS

A) These bylaws can be amended by a two-thirds majority of the members present and voting at any meeting of the Dawson Parent Association.

B) Roberts Rules of Order shall be the authority for all rules of procedure not covered by these Bylaws.

Updated February, 2019