Notre Dame Parent Association (NDPA) Bylaws

ARTICLE I: Name and Office

Section 1 (NAME): This organization shall be known as the Notre Dame Parent Association (NDPA).

Section 2 (OFFICES): The official office of the NDPA shall be at 13000 Auburn Road, Chardon, Ohio, 44024.

ARTICLE II: Purpose

The purpose of the NDPA shall be:

1. To promote the spirit of a Christian community through spiritual and social activities for families.
2. To foster communication and collaboration between home and school.
3. To demonstrate appreciation for the contributions teachers and administration play in our students' growth.

ARTICLE III: Membership

All parents and/or guardians of students enrolled at NDES and NDMS are members of the NDPA and are entitled to attend the general membership meetings. There is no fee to be a member of the NDPA.

ARTICLE IV: General Membership Meetings

Section 1: All general membership NDPA meetings shall be held at the school or an approved offsite location and must be scheduled in advance with the NDES/NDMS Administration.

Section 2: There shall be a minimum of seven general membership NDPA meetings held during the school year. Meeting dates shall be determined by July 1 and posted on the school website.

Section 3: Additional meetings may be called by the President of the NDPA whenever requested to do so by a majority vote of the Executive Board and approved by the Principal. The general membership will be notified of any additional meetings or changes in scheduled dates.

ARTICLE V: Officers

Section 1: The Officers of the NDPA shall be President, President-Elect, Staff Celebration Coordinator (2), Recording Secretary, Social Media and Marketing Coordinator, Treasurer, and Room Parent Coordinator (2). The NDES and NDMS Administration shall be Principal(s), Preschool Representative, and K-8 Teacher Representative. The Officers and Administration together comprise the Executive Board. Officer roles may be split between two individuals after approval by involved individuals and majority vote by Executive Board.

Section 2: A notice will be sent to the NDES and NDMS community regarding upcoming Executive Board elections for available positions by February. Interested parties may self-nominate or nominate a candidate for consideration. Nominations shall be sent to the current President-Elect, who will in turn provide them to the current Executive Board. No anonymous nominations will be accepted.

Section 3: The Executive Board will dedicate a meeting each spring to consider Executive Board officer nominees for the next school year. The Board shall approve Officers by a majority vote and must be approved by NDES/NDMS Administration. For the voting process, the Executive Board shall convene to vote on a slate of officers for open Executive Board positions. All Executive Board members must be present. Ballots shall be created and presented for voting by the President, after approval from the Principal(s). Candidates shall submit to the President and President Elect a written bio, including their reasons for seeking their position, to be presented at the voting session. Discussion will then take place regarding the merit of the candidates eligible for election, then voting will take place. If a candidate is a current member of the Executive Board, they will be asked to exit the room during the discussion regarding the position for which they seek election. Once each Executive Board member has completed their ballot, a count will be done in the presence of the entire group by the President. The Board shall present a slate of officers at a scheduled NDPA general meeting for the last general meeting of the year. All candidates must be current or past NDPA event chairs, room parents, or Executive Board members and must be approved by NDES/NDMS Administration.

Section 4: The Executive Board Officers shall serve a two-year term. Terms begin on July 1. President-Elect and President will serve a one-year term in each capacity. No officer shall be eligible to serve more than one term in the same office. If no eligible nominees are appointed, extended term limits may be approved by the Executive Board.

Section 5: If any Officer misses a substantial number of Executive Board meetings and/or general membership meetings, he/she may be removed from the office. Inability to perform his/her duties can also be cause for removal. Removal of an Officer can be initiated by either the Board members or the NDES/NDMS Principal(s).

Section 6: If any office becomes vacant, the Executive Board shall appoint an Officer to fill such a vacancy by majority vote. The NDES/NDMS Administration retains the right to appoint a sufficient replacement in the event of an unexpected vacancy during the school year.

Section 7: The Principal(s) will have the power to delay a vote until more information is collected, thereby protecting the interests of both NDES and NDMS. All business approved by the NDPA shall be subject to the Principal's final approval.

Section 8: A parent can only serve on the Executive Board for a total of four years. An exception can be made by the Principal(s).

ARTICLE VI: Duties of the Officers

Section 1: The President shall preside at all NDPA meetings and conduct all business of the NDPA Executive Board. The President shall be the liaison between all NDPA members and the NDES/NDMS Administration. The President and President-Elect and/ or Executive Board members shall attend a communication meeting as needed with the NDES/NDMS Administration. These communication meetings shall be open to the entire NDPA Executive Board and NDES/NDMS Administration.

Section 2: The President-Elect shall assume the duties of the President in his/her absence. The President-Elect will identify candidates for open Executive Board positions and Event Chairs for the upcoming year beginning in February. The nominees will be presented to the Executive Board to create a slate for the open Executive Board positions. Event Chairs are to be determined by the end of the school year. The President-Elect shall solicit feedback from event chairs following their events to help determine the course of those events for the subsequent school year.

Section 3: The Staff Celebration Coordinator (s) shall coordinate teacher appreciation gifts and events, as well as special occasion events during the school year and shall fulfill additional responsibilities as assigned by the Executive Board. The Staff Celebration Coordinator (s) shall assist the President as needed.

Section 4: The Treasurer shall be responsible for maintenance of all financial records and adherence to all fiscal policies (as outlined in Article IX). The Treasurer shall serve as the liaison between the President, all members of the NDPA and the Finance Director. The Treasurer shall maintain complete records as they pertain to the NDPA budget and the Room Parent budget, to be made available to the Board and the General Membership as requested. The treasurer shall turn over to his/her successor all records and financial statements at the end of his/her term. The Treasurer shall provide budget updates at monthly general membership meetings.

Section 5: The Recording Secretary shall give notice and keep electronic minutes of the general membership and the Executive Board meetings. The President and President-Elect who attend the general membership meetings shall share updates and meeting notes with the Recording Secretary as part of the Executive Board meeting agenda (hardcopy and electronic) if the Recording Secretary is not in attendance at the general membership meeting. The minutes shall be passed on to the general membership via Friday Focus and are to be posted to the appropriate shared drive folder for future reference. The minutes must be submitted to the Principal(s) for

approval prior to being distributed. The deadline for the minutes to be submitted to the Friday Focus shall be noon on Wednesday of that same week that the Friday Focus is sent out.

Section 6: The Social Media and Marketing Coordinator shall be responsible for all communications between the NDPA Executive Board and the greater NDES/NDMS community. This includes producing content for any official events, social media websites, the Friday Focus, and for the NDPA website, if needed. All content shall be aligned with the mission of the school. Social media content must be approved by the President prior to posting. The Social Media and Marketing Coordinator shall save all produced content in the appropriate shared drive folder for future reference. The deadline for any Formsite requests to the office shall be the Monday before the Friday Focus is distributed and must be sent to the Principal(s) for approval prior to the Formsite request.

Section 7. The Room Parent Coordinator (s) shall recruit, appoint, and oversee Room Parents with input from the Executive Board. The Room Parent Coordinator shall act as liaison between the Room Parents and Executive Board. Room Parents will be determined, at the latest, by four weeks after the start of school, to facilitate back-to-school planning. Room Parents can serve one year at a time but can be considered again with one-year breaks, unless no other volunteer or eligible candidate is available. NDES/NDMS Administration reserves the right to final approval of Room Parent Selections.

ARTICLE VII: Executive Board

Section 1: The Executive Board shall consist of the Officers and NDES/NDMS Administration (as identified in Article V, **Section 1**)

Section 2: The Executive Board meetings are requested by the President and then approved by the Principal(s). The Board shall meet as needed in advance of or after each NDPA general meeting and at least once during the summer.

Section 3: An Executive Board quorum shall consist of a simple majority. Veto powers are granted to the Principal(s) for any decision requiring voting by the Executive Board.

Section 4: The President-Elect and/or Executive Board, with input from the NDES/ NDMS Administration, shall appoint Event Chairpersons in the spring of each year as feasible. The Event Chairpersons will hold that position for a maximum of two years.

Section 5: The Executive Board, with input of NDES/NDMS Administration, may create or eliminate, as necessary, any event or committee(s). The Principal(s) may create or eliminate, as necessary, any event or committee(s).

Section 6: All NDPA Executive Board members shall make all important documents shareable and available to pass along information to new incoming Executive Board members.

ARTICLE VIII: Duties of the Event Chairpersons and Room Parents

Section 1: Event Chairpersons and Room Parents shall endeavor to serve the stated purposes of the NDPA, under the guidance of the NDPA Executive Board.

Section 2: All Event Chairpersons shall keep electronic notes to be posted to a shared drive which describes the nature and requirements of their committee. Timelines, purchase orders, emails, flyers/invitations and budgets are all very important pieces of information for anyone taking over a position. Event Chairs will fulfill their duties and adhere to the NDPA Event Chair Guidelines provided.

Section 3: All Room Parents shall support the activities of their individual classrooms and facilitate communication between the NDPA and general parent population and fulfill other duties as described in the NDPA Room Parent Guidelines provided.

Section 4: All Event Chairpersons must communicate with the NDPA President and Treasurer regarding all financial matters, i.e., inventory control, record keeping, receipts, and disbursements procedures. An events budget will be provided to each Event Chair at the beginning of the school year by the President and Treasurer. All Room Parents must communicate with the Treasurer regarding all financial matters. The Room Parent Coordinator will provide a budget to the Room Parents for all classroom celebrations.

Section 5: Any NDPA member can propose that a new NDPA event be created or eliminated, after approval by the Principal(s). After given approval by the Principal(s), the proposal shall be brought up at a general meeting for discussion. The Executive Board shall then determine by a majority vote whether the proposal shall be approved or not. If a proposal is approved to create an event, then the appropriate budget will be determined by the President and the Treasurer.

ARTICLE IX: Fiscal Policies

Section 1: The fiscal year of the NDPA shall be the same as the fiscal year of NDES and NDMS. All reimbursements and check requests shall be submitted before the end of the fiscal year to the Treasurer.

Section 2: The NDPA is not a fundraising group. The NDPA is a nonprofit organization and has nonprofit status under the umbrella of Notre Dame Schools nonprofit status. Every attempt should be made to utilize the tax-exempt account number for purchases and cost savings.

Section 3: Financial reports summarizing the activity in the accounts maintained by the Business Office, shall be presented to the NDPA Treasurer and President in a manner approved by the Finance Director. Other requested reports shall be provided on a timely basis. Electronic financial reports are prepared and to be made available by the Treasurer at any Executive Board meetings.

Section 4: An annual budget shall be prepared and reviewed by the NDES/NDMS Administration and/or Finance Director by August 1st of that year. Only the President and/or Treasurer shall have the authority to approve disbursements/check requests.

Section 5: Event Chairpersons and Room Parents requiring reimbursement from NDPA funds shall submit a Reimbursement Request following the procedure set forth by the NDPA President, Treasurer & NDS Finance Department. The procedure on how to submit requests will be made available to the Executive Board, Room Parents and Event Chairs at the beginning of each school year. Reimbursement Requests over $200 shall be approved by the President prior to purchase.

Section 6: NDPA Credit Card. The Business Office shall provide to the President use of a credit card. The Business Office at the end of each fiscal year shall cancel and reissue the NDPA credit card for security purposes. Purchase receipts shall be itemized and submitted to the Treasurer electronically. Receipts from use of the NDPA Credit Card (s) shall follow the procedure outlined by the Treasurer and Finance Department at the beginning of the school year. An additional credit card is available to sign out in the Main Office following the procedure set forth by the NDPA Presidents at the beginning of each school year.

Section 7: The NDPA may make gifts to the school to benefit all students and/or educate parents if the subsequent year's activities are completely funded.

ARTICLE X: Amendments

Section 1: The Executive Board shall review the by-laws every two years.

Minor language/clarification changes are to be typed in red and submitted to the Executive Board for approval.

Section 2: A bylaw amendment must be submitted electronically in writing by any NDPA member to the Executive Board. The Executive Board shall vote on the proposed amendment with the Principal (s) having veto power. The Executive Board shall notify the general membership in writing of any pending amendment prior to a meeting of the same general membership.

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