

Randolph-Macon Academy Parents Association Bylaws

Approved by:



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14 July 2023

Date

Article I - Name

The name of the organization shall be Randolph-Macon Academy Parents Association (hereinafter called "PA").

Article II - Mission

The purpose of the PA is to promote partnership between parents/legal guardians and Randolph-Macon Academy ("R-MA") acting as a forum for communication, community building, fostering school spirit, and supporting the vision, guiding principles and programs of R-MA. The PA provides support and resources to the school for the benefit of educational and social growth of the children, develops cooperative working relationships between the parents and staff of the school and encourages parent participation in these endeavors. The PA does not participate in R-MA policy making or advocacy.

Article III - Membership

Section A. Eligibility

1. Parents of students currently attending R-MA are automatically members of the PA.
2. Parents include parents by birth or adoption, stepparents, legally appointed guardians, foster parents, and persons in parental relation to a child attending the school.

Section B. Voting Privileges

1. Each parent shall be entitled to one vote. Proxy voting or absentee balloting is not permitted.

Article IV – Governance

Section A. Powers and Duties of The Parents Association Board

1. The business and affairs of the PA shall be vested in a Board. At a minimum, the Board shall consist of a President and Treasurer each year. The Board may also consist of Secretary, Middle School Representative, Used Uniform Store Officer, Fundraising Chair, Special Events Planner and Volunteer Coordinator.
2. The Board may consist of other positions, committee chairs or coordinators as needed on a yearly basis to be determined by the President any time before board elections each year.
3. It shall be the duty of the Board to implement policies and procedures of the PA, and to interpret and enforce the bylaws of the PA.
4. The Board shall approve an annual budget for the expenditure of all PA funds above the \$25,000 reserve and may amend the same.
5. Officers shall be expected to attend board meetings in accordance with board policies.
6. Board communication with the PA and school may be in electronic, virtual or in-person format.
7. All Board members shall undergo background checks as required by R-MA.

Section B. Powers and Duties of Officers

There shall be no qualifications for any office of the Board, as enumerated in Article IV, Section A.1. above, other than to be a parent/guardian of a child attending R-MA. Officers can be removed for cause by the President, or by a vote of the Board by simple majority.

1. Powers and duties of the President:
 - a. To act as the spokesperson for the PA.
 - b. To preside over all meetings.
 - c. To coordinate the development of the agenda of each meeting.
 - d. To guide the setting of the budget.
 - e. To oversee the functions of other officers.
 - f. To communicate with R-MA School Administration and parents.
 - g. To serve as a liaison to the President of R-MA.
 - h. To serve as an ex-officio member of the R-MA School Board of Trustees.
 - i. To call special meetings of the PA as required.
 - j. To assure that all fundraisers, especially the Used Uniform Store, have appropriate leadership and if not found, assume responsibility or discuss avenues for change understanding the consequences involved if a fundraiser does not occur.
 - k. To assist with the June transfer of PA records to the incoming board.
 - l. To encourage meaningful participation in all parent and school activities.
 - m. To be a source of support to parents and guardians at R-MA.
 - n. To request assistance with these duties from any other Officer(s) and perform any other duties as needed.

2. Powers and duties of the Secretary:
 - a. To record minutes from all PA meetings.
 - b. To prepare and distribute the minutes of both board and general membership meetings to the Board at or before the next scheduled board meeting for approval by the Board.
 - c. To prepare and distribute the minutes of general membership meetings for review by the general membership, when necessary, as determined by the President.
 - d. To keep a copy of the bylaws and ensure that they are up to date.
 - e. To perform any other duties and assist other board members as needed.

3. Powers and duties of the Treasurer:
 - a. To keep an exact account of all purchase orders, expenditures of money and of all monies on hand and to maintain documentation related to every transaction.
 - b. To generate the purchase orders for approved expenditures in the budget.
 - c. To determine whether money is available for new expenditures outside of the approved budget.
 - d. To review and sign any purchase orders requested and send a copy of such to the R-MA financial office.
 - e. To work with the R-MA financial office to ensure that all PA revenues and expenditures are properly processed.
 - f. To update the budget regularly and present to the Board and/or general membership when requested.
 - g. To notify the Board and PA members with any budget concerns.
 - h. To draft an annual budget with input from all Board members no later than August 30th of each year.
 - i. To perform any other duties and assist other board members as needed.

4. Powers and duties of the Middle School Representative:
 - a. To be a liaison between the Middle School and the PA.
 - b. To communicate with the Middle School regarding PA and school events.
 - c. To assist the PA and school, especially the Middle School SCA, with activities and events at the Middle School, when necessary.

- d. To notify the Board of any concerns or news related to the Middle School.
 - e. To perform any other duties and assist other board members as needed.
5. Powers and duties of the Used Uniform Store Officer:
 - a. To manage our major fundraiser in order to have used uniforms ready for sale at all new and returning student registrations, including summer school.
 - b. To sort, clean, tag and hang the uniform donations and request and manage volunteers to help.
 - c. To set up store hours, manage sales and maintain the Used Uniform Store clean.
 - d. To perform any other duties and assist other board members as needed.
 6. Powers and duties of the Volunteer Coordinator:
 - a. To work with all members of the PA and R-MA faculty and staff on volunteer needs.
 - b. To procure volunteers for school events and activities, concessions, and the Used Uniform Store.
 - c. To manage the PA concession stand for various events, including all home football games.
 - d. To communicate needs and requests for donations.
 - e. To procure volunteers to work the concession stand.
 - f. To manage supplies and keep the concession stand clean.
 - g. To perform any other duties and assist other board members as needed.
 7. Powers and duties of the Special Events Planner:
 - a. To help the PA and the school organize and implement extra-curricular events for the student body, including yearly traditions (See Article VI).
 - b. To propose ideas for extra-curricular events.
 - c. To assist the school with school-sponsored events when requested.
 - d. To perform any other duties and assist other board members as needed.
 8. Powers and duties of Fundraising Chair
 - a. To propose and implement ideas for fundraising for the PA and/or the school.
 - b. To oversee fundraising activities of the PA and communicate and coordinate with the other officers, general membership and the school.
 - c. To perform any other duties and assist other board members as needed.

Article V – Meetings

Section A. Meetings of the General Membership

1. General membership meetings should be held once a month on a regular date and time each month as decided by the Board prior to the start of the school year.
2. The meetings should be held virtually to accommodate out-of-town families.
3. If a meeting is held in-person, it shall be held on school premises and have the opportunity for out-of-town families to participate via phone or internet.
4. Notice of meetings shall be communicated through the daily announcements and/or email.

Section B. Board Meetings

1. The President should call and hold Board meetings once a month, unless an alternative date is agreed upon by the majority of the board. The President may call additional meetings as the need arises.
2. Any votes taken as a Board shall require a simple majority.

Section C. Quorum Requirements

1. A quorum for a properly called general membership meeting shall consist of at least three members. Any votes taken by the general membership shall require a simple majority.

Article VI – Activities

The PA exists to support school activities and events that enrich the student and teacher experience at R-MA. Some activities and events are new ideas from the Board, the general membership or the school. Any PA member or officer can volunteer to act as the lead or point person for activities and events. The President may also appoint a Board member to act as such. Several activities/events have been long-time yearly traditions that the PA commits to support each year either monetarily or with volunteers or both. These activities may include:

1. Cadre Graduation Reception
2. Concessions for football, basketball and other games upon request
3. Homecoming Dance
4. Halloween Trunk or Treat
5. Teacher Grants
6. Winter Dance (Snowco)
7. Military Ball
8. Speaker for college counseling
9. Mentoring lunches
10. Seed money for SCA events at Middle School
11. 5K Fun Run/Walk
12. Teacher and Staff Appreciation Week

Article VI – Election of The Board

Section A. General Rules

1. The term of office for officers of the Board shall be from the first of July through the thirtieth of June, a period of one year.
2. There are no term limits for officer positions of the Board.
3. Two people may serve as co-officers for any position.
4. Employees of R-MA, including those who have a child attending R-MA, may not serve as members of the Board.
5. Only members of the PA may nominate candidates.
6. Anyone can nominate themselves, including those serving on the Board.

Section B. Nominations

1. The nomination and election of officers shall occur in the Spring and the President shall establish the timeline for completion.
2. Such timeline shall be provided in writing to the general membership in the daily announcements and by email and provide a reasonable amount of time for nominations.
3. The President shall prepare and distribute all notices pertaining to the nomination and election process and prepare ballots and other materials pertaining to the election.

Section C. Contested Elections

1. A system for contested elections shall be managed by the President.
2. Records of contested elections shall be retained until the next election.

Section D. Uncontested Elections

1. If there is only one candidate for an office, that candidate shall assume the role.

Section E. Officer Vacancies

1. Officers who wish to resign their positions once the Board is formed must submit their written resignation to the President and immediately turn over all association records.
2. Any vacancies thus created shall be filled by appointment of the President with majority approval of the board.

3. In the event a vacancy cannot be filled by appointment of the President, an expedited election may be held.
4. The Board shall be responsible for announcing vacancies and distributing written notice of the expedited election.
5. If an officer vacancy is not filled, the Board shall share the responsibilities of the role as needed.
6. One person may fulfill two or more officer positions when necessary.

Article VII – End-of-Year Transfer of Records

All outgoing board members must ensure that records, including but not limited to financial records and membership meeting minutes, are transferred to the new board members. Transfers shall occur within 30 days after the formation of the Board for the new school year.

Article VIII - Financial Affairs

Section A. Fiscal Year

The fiscal year of the PA shall run from July 1st to June 30th.

Section B. Signatories

The President and Treasurer shall be authorized to sign purchase orders.

Section C. Budget

1. The Board shall be responsible for the development and review of the budget, which includes:
 - a. A reserve of \$25,000.00 shall be kept for emergencies.
 - b. With the Treasurer as the lead, the outgoing board must review the current budget, accounting, expenditures and outstanding purchase orders and prepare a proposed budget for the next school year.
 - c. The proposed budget must be approved by the outgoing Board no later than **May 31st**.
 - d. The incoming board must review the proposed budget for discussion and approval no later than **September 1st**. Budget amendments may be proposed at this time.
 - e. The Board must present the budget to the general membership at the first general meeting of the school year.
2. The budget may be amended by the Board by a vote of simple majority.
3. An emergency request for funds related to the PA's mission may be approved by the President and at least one other board member.
4. The Treasurer shall make available all books and financial records for viewing by members and the school upon request and for audit.

Section D. Handling of Funds

All monetary funds are maintained and managed by the R-MA Finance Office. The PA requests disbursement of PA funds by submitting purchase orders to the finance office. The PA charges student accounts through the R-MA Square system. Any cash received is deposited with the finance office.

Article IX – Amendments

These bylaws may be amended by the Board by simple majority vote. Amendments are effective immediately unless otherwise specified.