PACKER COLLEGIATE INSTITUTE PARENT ASSOCIATION BYLAWS
MARCH 2009

Article I Name

The name of this Association shall be the Packer Collegiate Institute Parent Association (the Association).

Article II Purpose

The purpose of the Association shall be to support the philosophy, programs and activities of the Packer Collegiate Institute (the School) for the benefit of all students and their families. The Association shall facilitate communication among parents, teachers and the administration of the School; support School activities and projects; raise funds for the School; and encourage and coordinate volunteerism.

Article III Membership, Association Meetings and Voting

1. Membership

The Membership of the Association shall consist of all parents and legal guardians of each student enrolled at the School. Parents of alumni shall be honorary members and may attend meetings but shall not be eligible to vote or hold any office.

2. Meetings

The President of the Association shall call a minimum of four general meetings of the Association per school year, making the meeting dates public at the beginning of the academic year. The Association meetings are open to the general membership. The Annual Meeting of the Membership will be held in May.

3. Voting

Every Member shall have one vote. The Membership is entitled to vote on the nominees for the Board. The Board will be elected by a simple majority of the Membership voting in person, by email or in writing. The Membership will also vote on amendments to Bylaws.

Article IV Board of Directors

1. Officers

The Board of Directors (the Board) shall comprise: President, Treasurer, Secretary, Chair of Class Representatives, Chair of Communications, Chair of Diversity, Chair of Fundraising, Chair of Operations, Chair of Programs, Chair of Technology, Chair of

Volunteers and up to three At Large positions (as determined by the Nominating Committee).

2. Board Duties and Responsibilities

The Board shall have responsibility to manage the Association. The Board will create and dissolve all committees and approve the Committee Chairs. Directors will work with the Nominating Chair and the Volunteer Chair to fill vacant Committee Chair and Liaison positions. The Board will annually review and approve the budget as submitted by the Treasurer. The Board will establish the Association's fundraising goals in conjunction with the School and Committee Chairs of the Fundraisers. Each Board member must maintain a written job description and procedures for the office that s/he occupies.

The Board will abide by the Association's Conflict of Interest Policy that governs its transactions with members, families and school faculty.

3. Board Meetings

The Board shall meet no fewer than seven times per school year. Directors are expected to attend every meeting, in person or telephonically. Meeting dates will be posted in advance so that any member may attend.

4. Removal of a Director

The Board my remove any Director for cause, by a 2/3 vote of the Board. A Director's absence from three meetings may constitute a cause for removal.

5. Terms, Voting and Quorum

Each member of the Board shall have one vote and serve a two year term with the exception of the At Large positions, which shall have one year terms. No one person shall hold the same Board position for more than two consecutive terms. A quorum for a Board meeting shall be ¾ of the members of the Board.

Article V Committees

Activities of the Association will be carried out by Committees which may include (but are not limited to): Pumpkin Patch, Spring Fundraiser, Book Fair, Learning Support, Nominating, Diversity, Technology, Community Service, Photo Day, Skating Party, Faculty Music and Art, Faculty Recognition, Parents in Action, Green Committee, Athletic Awareness Committee and the Enrichment Committee. Any Member may propose to the Board, for approval, a new activity or committee.

Article VI Nominating and Elections

1. Nominating Committee

The Nominating Committee shall consist of the following: a Chair who is elected by the general membership during the nominating process, one member of the Board selected by the Board to represent them, an equal number of parent representatives from the three school divisions (who are not members of the Board). The Board shall ratify the selection of the members of the Nominating Committee recommended by the Chair. The Assistant Head of the School or the School's designee shall be a nonvoting advisor to the Nominating Committee.

2. Responsibilities

The Nominating Committee shall be responsible for developing a list of candidates for all Board positions and any other positions requested by the Board. This list shall be presented to the full Membership of the Association no later than two weeks prior to its Annual Meeting. Members not on the slate, who want to run for a position, may submit their names with four weeks lead time prior to the Annual Meeting. The ballot will include their names. The Membership shall then vote on the candidates.

3. Elections and Voting

The Board shall be elected at the Annual Meeting by a simple majority of the members in attendance, in person, by email or by written proxy, and shall assume office as of its election at that meeting. The outgoing President will remain a Trustee until June 30, and the outgoing Treasurer will fulfill fiscal responsibilities until June 30.

Article VII Bylaws Amendments and Review

1. Amendments

The Board shall propose amendments to these bylaws when necessary. Notice of any proposed amendment shall be distributed to the Membership at least two weeks prior to the date set to vote. This may be effected via a posting on the website. Any proposed amendment shall become effective upon approval of two-thirds of the votes cast, which may be in person, by email or in writing.

2. Review
The bylaws will be reviewed on an as needed basis.