



BY-LAWS OF THE MONTGOMERY SCHOOL COMMUNITY ASSOCIATION

November 2011

The Montgomery School Community Association (hereafter referred to as “MSCA”) was formed in June 2001.

1. Mission

The objectives of MSCA are:

- To promote a close cooperation, understanding, and spirit of community among administrators, parents, faculty, students, and staff
- To enable parents to be of service to the school, and to meet the School’s needs with the efficient use of parent talents and resources
- To effectively communicate the Community Association’s mission and activities to the School community

2. Membership

MSCA includes all parents, faculty, administrators, and staff of the Montgomery School.

3. Officers

There shall be a President, Vice President, Treasurer, Secretary, President Emeritus, Middle School Coordinator, and Lower School Coordinator.

The process for filling these positions involves soliciting nominations and volunteers from both parents and the School. The current MSCA Officers, the Director of Development, the Division Heads, and Head of School will meet together to create an officer slate for the following school year. Factors for filling these positions are continuity, current involvement, demonstrated interest and commitment, and/or a desire to represent a broad spectrum of parent interests.

The President will submit the slate for approval at the May general meeting of the MSCA. The newly elected officers shall assume their official duties at the close of the last day of school.

The term of the President and Vice President will be one year. The Vice President may ascend to the position of President, and the President to the position of President Emeritus. Other officers may serve a term of two years.

If the President leaves the office for any reason, the Vice President shall assume the position of President. If the Vice President is unable to fulfill the role of

President then the Steering Committee will appoint a member of the MSCA to fill the President position for the remainder of the term.

4. **Governance**

The MSCA is directed through a Steering Committee consisting of the Head of School, Director of Development, Lower School Head, Middle School Head, and the Officers of the MSCA.

The Steering Committee shall perform such duties as are appropriate to their positions, including but not limited to:

- Present a budget for consideration
- Transact business in the intervals between MSCA meetings
- Create Standing Committees and/or appoint Chairs to events
- Approve the plans of work from the standing committees
- Present a report at each meeting of MSCA as needed.
- Approve routine bills within the limits of the budget

The Steering committee shall meet during the week prior to regularly scheduled MSCA meetings to set the agenda and post said agenda to the MSCA page on the Montgomery School website for the community to view in advance of the meeting. A special meeting may be called by the President, Head of School, or by a majority of the Steering Committee members.

A committee will be established for each event or function headed by a chairperson(s). In the event that no one volunteers to serve as a particular committee chair, the Steering Committee will strive to appoint a chair.

The Chair of each event committee shall submit an oral report at the MSCA meetings prior to an event and a written report at the meeting following the event. This written report shall then be filed with MSCA for use by subsequent Chairs.

5. **Duties of the Officers:**

The **President** shall preside at all general meetings and shall coordinate the officers and committees in order that the mission may be promoted.

The **Vice President** shall act as an aid to the President and shall perform the duties of the President in the event of his/her absence.

The **Treasurer** shall receive all monies of MSCA, keep accurate records of receipts and expenses, pay out funds in accordance with the approved budget, and present a report and updated budget at each meeting.

The **Secretary** shall take attendance and record the minutes of all meetings of the MSCA and shall submit a copy of the minutes to the President and the Director of Development. Upon approval of the minutes by both the President and the Director of Development, the minutes will be posted on the MSCA website page within two weeks of the general meeting. A binder containing minutes from all meetings shall be kept current and accessible to all in the Farmhouse.

The **Lower School Coordinator** shall work closely with the Head of Lower School to ascertain how parental support can be utilized most effectively and shall serve as liaison between Homeroom Parents and the Head of Lower School. The Lower School Coordinator shall give an oral report at the MSCA General meetings on parental support for division events, provide a forum for communication among Homeroom Parents, and discuss any issues appropriate to that division.

The **Middle School Coordinator** shall work closely with the Head of Middle School to ascertain how parental support can be utilized most effectively and shall serve as a liaison between Class Parents and Head of Middle School. The Middle School Coordinator shall give an oral report at the MSCA General meeting on parental support for division events, provide a forum for communicating among Class Parents, and discuss any issues appropriate to that division.

All Officers are expected to support the events of the MSCA. A list of specific oversight responsibilities will be reviewed each year and assigned before the start of the school year.

6. **Meetings**

Meetings of MSCA shall be determined by the Steering Committee. Meetings are open to all parents, faculty members, and administrators.

Anyone may address the meetings by first calling the President two weeks prior to a scheduled meeting to ask to be recognized on the agenda. This request may or may not be granted based on the Steering Committee's ruling. The Secretary will respond to this request within several school days.

A quorum for the MSCA meetings shall consist of a simple majority.

7. **Calendar of Events**

Events sponsored by the MSCA will be reviewed annually by the Steering Committee in conjunction with an event chair's written report to determine if the event was consistent with the mission of the MSCA.

Each spring the MSCA Officers will solicit additional feedback on events and ideas for new or improved events that will advance the mission of the MSCA. This feedback will be taken into consideration for calendar planning the following year. A final calendar of events and volunteer opportunities will be set by the Steering Committee and presented at the May general meeting of the MSCA. No event may be added to the calendar or altered after this point without approval from the Steering Committee.

Requests for additions or alterations to events must be made in writing to the President. The President will present to the Steering Committee for discussion and decision. The Secretary will respond to the request within two days of the Steering Committee's decision.

8. **Fundraising**

MSCA may only raise money for the benefit of the School or to cover the costs of an event or other activity aimed at advancing their mission. Any activity involving the solicitation of donations of any kind must be approved by the Director of Development and Head of School.

9. **Expenses**

Any expense not included in the MSCA budget or any expense in excess of the budgeted amount must first be approved by the President and Treasurer **before** the expense may be incurred. In the event of lack of agreement between the President and Treasurer, the Vice President must vote.

10. **Allocation of Excess Funds**

Occasionally at the end of the school year the MSCA account will accumulate more funds than necessary for the following year. In this case, the President and Treasurer will consult with the Head of School and Director of Development to determine if there are areas or projects at the school in need of support. In the event of lack of agreement between the President and Treasurer, the Vice President must vote.

11. **Homeroom/Class Parents**

Homeroom Parents (lower school) and Class Parents (middle school) are responsible for arranging for parental help for the classroom teacher as needed, coordinating class parties, scheduling chaperones for parties and field trips, and communicating with parents about class events. In addition, the Homeroom Parents should serve as recourse for both new and returning families, thus helping to build community at the classroom level. Homeroom/Class Parents are expected to attend scheduled MSCA meetings (or review MSCA meeting minutes, if unavailable to attend the meeting) and to assist the division coordinator in providing parental support for division events.

Each section of each grade will have one Homeroom Parent. Volunteers for Homeroom Parents are solicited in the spring via Schoolhouse News and again via the volunteer form over the summer. Volunteers will be reviewed by the Steering Committee and assigned once homerooms have been established. Parents will be considered using the same criteria for Officers. A Homeroom Parent may not serve consecutive years for the same class unless no one else is interested in serving as Homeroom Parent for that class. Prior to the beginning of the school year, all Homeroom Parents will be given the "Homeroom Parent/Class Parent Position Description" that clearly defines the expectations of their position as the parent leader in their child's classroom.

12. **Recruitment of Volunteers**

A descriptive questionnaire will be distributed to all parents during the late spring asking parent volunteers to sign up to chair or serve on committees and/or to serve

as Homeroom/Class Parents. All parents will be encouraged to volunteer in some capacity each year.

13. Amendments

These by-laws may be amended by consensus of the Association at any meeting provided that notice of the proposed amendment had been given at the previous meeting.

14. Miscellaneous

As with any organization in association with Montgomery School, MSCA falls under the auspices of the Board of Trustees of Montgomery School.