

MIRMAN SCHOOL PARENTS' SERVICE LEAGUE BYLAWS

ARTICLE I – NAME

The name of this organization shall be the Mirman School Parents' Service League, referred to in these Bylaws as "the PSL."

ARTICLE II – PURPOSE

The PSL is an organizational body which facilitates volunteer support for Mirman School (hereafter referred to as "Mirman") through parent participation and fund raising activities. The PSL is not a separate financial institution for fund raising purposes, but exists under the umbrella of Mirman to raise funds on behalf of Mirman, a qualified 501(c)3 organization.

ARTICLE III – MEMBERSHIP

Section 1. Eligibility. Any current parent, step-parent, or guardian of a Mirman student shall be eligible for membership.

Section 2. Membership. All parents, step-parents, and guardians of current Mirman students who have paid their annual dues shall be members of the PSL.

Section 3. Voting Privileges of Membership. Members shall have voting privileges. Each family constitutes one vote regardless of marital status or number of children in school.

Section 4. Privileges of Membership. Members shall, subject to these Bylaws, be eligible for a position on the Executive Committee or for appointment as a committee chair or committee member.

ARTICLE IV – DUES

The annual dues for members shall be established by the Executive Committee of the PSL. Annual dues are currently \$100.00 per family. Dues shall be payable prior to the start of school. The family's PSL dues must be current in order to be eligible to hold a position on the Executive Committee or as a standing committee chair or ad hoc committee chair.

ARTICLE V – FISCAL YEAR

The fiscal year of the PSL shall be from July first (1st) through June thirtieth (30th).

ARTICLE VI – MEMBERSHIP MEETINGS

Section 1. Meetings. Membership meetings shall be held at least two times per fiscal year.

- A. The Annual Election Meeting, at which the members of the PSL will vote whether to accept the slate for the PSL Executive Committee, as set forth in Article XI of these Bylaws, shall take place in April of each year.
- B. The Annual Induction Meeting, at which the new PSL Executive Committee and committee chairs and co-chairs are inducted, shall take place in May of each year.

Section 2. Additional Meetings. Additional Membership meetings may be called by the President or at the discretion of the Executive Committee.

Section 3. Quorum. Five percent (5%) of the number of eligible families as defined in Article III, Section 3 shall constitute a quorum for the purposes of conducting votes under these Bylaws.

ARTICLE VII – PSL BOARD

Section 1. Board of Directors. The PSL Board of Directors shall consist of:

Executive Committee
Standing Committee Chairs and Co-Chairs
Ad Hoc Committee Chairs and Co-Chairs

Section 2. Duties. Facilitate volunteer support for Mirman through parent participation and fund raising activities.

Section 3. Meetings.

- A. **Quorum.** Ten percent (10%) of the PSL Board membership shall constitute a quorum to conduct the business of the PSL Board.
- B. **Eligibility.** Only members of the PSL may be appointed by the Executive Committee to serve on the PSL Board.
- C. **Voting Privileges.**
 1. All Executive Committee members and Standing Committee chairs and co-chairs shall serve with one vote. Absentee votes shall be delivered to the PSL President in writing no less than 48 hours prior to the scheduled meeting.
 2. Ad Hoc Committee chairs shall be non-voting members of the PSL Board.
 3. The Immediate Past President may vote on non-Executive Committee matters or as a tie-breaker on Executive Committee matters.
- D. **Restrictions.** No member of the PSL is authorized to enter into contracts on behalf of the school, written or otherwise. All contracts must be reviewed and pre-approved by the PSL President and the Chief Financial Officer of Mirman, with final approval by the Headmaster.

ARTICLE VIII – THE EXECUTIVE COMMITTEE

Section 1. Officers. The elected officers of the PSL shall be:

President
Vice President
Secretary
Treasurer

These elected officers, with the addition of the Immediate Past President, shall constitute the Executive Committee. The Immediate Past President shall serve without a vote in Executive Committee decisions, except where necessary to break a tie vote of the Executive Committee.

Section 2. Terms of Office. Executive Committee members shall be elected to a one-year term, beginning at the Annual Induction Meeting of their incoming year and ending at the Annual Induction Meeting of their outgoing year. Executive Committee members are eligible for additional terms, provided the term is extended pursuant to the provisions of Article XI of these Bylaws.

Section 3. General Responsibilities. The Executive Committee:

- A. Shall meet as necessary to complete the duties of the Committee.
- B. Shall appoint all standing committee and ad hoc committee chairs and co-chairs.
- C. Shall have final approval for all decisions and recommendations made by standing and ad hoc committee chairs, co-chairs, and committees.
- D. Shall, in the selection of the PSL Board, be mindful that the Board be representative of the entire school's blend of geographic, student grade level population, sex, ethnic, and economic diversity.
- E. Except as otherwise provided in these Bylaws, shall oversee all business of the PSL.
- F. Shall review the Bylaws annually and convene a Bylaws Committee as needed.
- G. Each spring, shall work with Mirman's Chief Financial Officer to determine how remaining PSL funds shall be allocated for the benefit of the school. Prior to conferring with the Chief Financial Officer, the Executive Committee shall solicit suggestions from the PSL membership.
- H. May delegate its day-to-day responsibilities as needed.

Section 4. Qualifications and Duties

A. President

1. Qualifications.

- a. Must be a member of the PSL Board during the school year of his/her nomination and term of office.
- b. Must have served as PSL Vice President, with service prior to Vice President as outlined in Article VIII Section 4.B.1.b., except in the case of an emergency vacancy as outlined in Article VIII Section 5.

2. Duties.

- a. Shall preside at all Executive Committee meetings and all Membership meetings.
- b. May co-sign checks along with the Headmaster or Assistant Head of School.
- c. Shall review and pre-approve all PSL communications.

- d. Shall review and pre-approve all PSL committee contracts as outlined in Article VII Section 3.D of these Bylaws.
- e. Shall serve as an ex-officio member of all PSL committees.
- f. Shall, subject to these Bylaws, set the dates, locations and agendas of all Membership meetings and Executive Committee meetings.
- g. Shall not serve as chair of any other committee.
- h. May delegate the foregoing authority as needed.
- i. Shall review monthly financial statements as provided by the Treasurer.

B. Vice President

1. Qualifications.

- a. Must be a member of the PSL Board during the school year of his/her nomination and term of office.
- b. Must have served on the PSL Board for two years as Secretary, Treasurer, or chair/co-chair of any Committee. Service as chair/co-chair may have been with different Committees in separate years. Service years may be non-consecutive. Annual Giving Chairs and Vice Chairs are eligible for nomination as outlined in Article VIII.4.B.1.c.
- c. Annual Giving is an Administration Subcommittee under the Mirman Office of Advancement. Chairs and Vice Chairs of Annual Giving are eligible for nomination during their final year of Annual Giving service.

2. Duties.

Shall assist the President and assume the duties of the President in his/her absence.

C. Secretary

1. Qualifications.

Must be a member of the PSL Board during the school year of his/her nomination and term of office.

2. Duties.

- a. Shall issue notices of all meetings in accordance with these Bylaws.
- b. Shall keep accurate and complete minutes of all PSL Board meetings and membership meetings and, when requested by the President, of Executive Committee meetings.
- c. Shall conduct the general correspondence of the PSL.
- d. Shall maintain current electronic lists of enrolled families if needed to support PSL activities.

D. Treasurer

1. Qualifications.

Must be a member of the PSL Board during the school year of his/her nomination and term of office.

**2. Duties. The Treasurer is responsible for overseeing all financial business of the PSL.
The Treasurer:**

- a. Shall, no later than June 30th, provide the PSL Executive Committee with a budget for the new fiscal year (July 1 through June 30).
- b. Shall arrange with Mirman's Business Office the deposit of funds, accounting of receipts and expenditures, and the disbursement of PSL funds.
- c. Shall arrange for and monitor the disbursement of PSL funds.
- d. Shall maintain a monthly accounting of PSL funds and provide information on the budget and account status to the PSL Executive Committee.
- e. Shall provide financial oversight for the Spring Fair. This includes monitoring and managing required deposits, accounting for receipts, and providing required documentation.
- f. May co-sign checks along with the Headmaster or Assistant Head of School.

E. Immediate Past President

The Immediate Past President will serve as Parliamentarian and provide historical continuity and support.

Section 5. Vacancies. Vacancies on the Executive Committee occurring between elections shall be filled by a vote of the Executive Committee. Candidates' eligibility requirements shall remain in effect with the exception of the Office of the President. Candidates for President in an emergency vacancy situation do not have the requirement of having served as the PSL Vice President the previous year but must either be a current member of the PSL Board or have served on the PSL Board during the previous year. Past Presidents may be considered to fill the remainder of the vacated term.

ARTICLE IX – STANDING COMMITTEES

Section 1. Standing Committees. Standing Committees may include, but are not limited to, the following:

1. Annual Giving*
2. Breakfast Club
3. Communications
4. Community Service
5. Family Events
6. Hospitality
7. Kitchen Coordinator
8. Library
9. Lunch Program
10. Theme Lunches
11. Mirman Global Village
12. Music Boosters
13. New Family Welcoming Committee
14. Nominating
15. Party Book

16. Photo Central
17. Promotions
18. Room Parent Coordinators

19. School Store
20. Spring Fair
21. Spring Fair Auction
22. Spring Fair Raffle
23. Spring Fair Photobooks
24. Theatre Guild
25. Uniform Exchange/Lost & Found
26. Upper School Liaison

*Administration Subcommittee under the Mirman Office of Advancement, and shall be subject to the terms determined by the Office of Advancement.

Section 2. Committee Duties.

- A. Each committee shall facilitate volunteer support for Mirman through parent participation and fund raising activities as necessary to complete the objectives of the committee.
- B. With the exception of Annual Giving, the standing committee chairs and co-chairs shall report to the President, unless otherwise specified by the President.
- C. Shall meet as necessary to perform the objectives of the committee.

Section 3. Appointment of Chairs and Co-chairs and Term.

- A. Appointment. The PSL Vice President shall appoint the Standing Committee chairs and co-chairs who will serve during his or her term as President. At some point between the Annual Election Meeting and the Annual Induction Meeting, the PSL Vice President shall obtain the approval of such Chairs and Co-chairs first from the currently serving PSL Executive Committee and then from the Headmaster and Assistant Head of School.
- B. The following Standing Committees shall at all times have one chair and one or more co-chairs.
 1. Communications
 2. Family Events
 3. Hospitality
 4. Theme Lunches
 5. New Family Welcoming Committee
 6. Party Book
 7. Spring Fair
 8. Spring Fair Auction
 9. Spring Fair Raffle
- C. Term.
 1. The Standing Committee chairs and co-chairs shall be appointed to a one-year term, beginning at the Annual Induction Meeting of their incoming year and ending upon fulfillment of their obligations for their appointed year.
 2. Ideally, the Chair of each committee listed in Section 3.B. above shall have served as a co-chair of that committee during a previous year.
- D. Vacancies. The PSL President, with the prior approval of the PSL Executive Committee, is responsible for filling any vacancies that may occur during the course of the year.

ARTICLE X – AD HOC COMMITTEES

Section 1. Creation.

Ad hoc committees shall be created by the Executive Committee or the President, when deemed advisable to fulfill special, non-recurring duties.

Section 2. Duties.

- A. The chair of each ad hoc committee shall serve as a non-voting member of the PSL Board.
- B. Each committee shall facilitate volunteer support for Mirman through parent participation and fund raising activities as necessary to complete the objectives of the committee.
- C. The ad hoc committee chairs shall report to the President, unless otherwise specified by the President.
- D. The ad hoc committees shall meet as necessary to perform the objectives of the committee.

ARTICLE XI – NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee

A. Members

- 1. The Executive Committee shall convene a Nominating Committee consisting of a chair and eight (8) members as specified in subsections 3 and 4 below, who are representative of Lower and Upper School parents. Additionally, the current PSL President shall serve as a non-voting member.
- 2. The PSL President, with the approval of the Executive Committee, shall appoint a chair. Except in the case of a tie, the chair shall serve as a non-voting member of the committee.
- 3. Four (4) members shall volunteer from the general membership of the PSL not currently serving on the PSL Board of Directors. In the event that more than four volunteer, the Nominating Committee chair shall appoint these committee members from the volunteers, taking into account the representative composition of the committee.
- 4. Three (3) members shall be appointed by the Executive Committee from the current Standing Committee Chairs of the PSL. One of the four voting member shall be the Immediate Past President of the PSL.

B. Eligibility

1. Members of the PSL are eligible to serve on the Nominating Committee.
2. The Chair shall have served as a member of the Nominating Committee for at least one prior year.
3. In the event that a vacancy occurs on the Nominating Committee in the course of its work, the Nominating Committee Chair shall appoint a replacement.
4. Members of the Nominating Committee are not eligible to serve on the Executive Committee which they slate.

C. Duties

1. No less than seven (7) days prior to its first meeting, the Chair shall be responsible to notify the PSL Membership in writing that the Nominating Committee is being convened.
2. The Nominating Committee shall prepare a slate of candidates for election to the Executive Committee.
3. All discussions and activities relating to the business of this committee shall remain strictly confidential.
4. The Chair shall have the exclusive right to remove such members as he/she deems disruptive or failing to perform his/her duties.

Section 2. Election Procedures.

A. Nominations

1. Any member of the PSL may propose qualified prospective nominees to the Nominating Committee Chair. Nominations must be submitted in writing, no later than three (3) days prior to the first meeting of the Nominating Committee.
2. Upon consideration of all eligible candidates, the Nominating Committee shall prepare a single slate of candidates, nominating a candidate for each Executive Committee office.
3. The Nominating Committee may, at its discretion and in unusual circumstances, nominate two individuals to serve as co-officers of the PSL Executive Committee, provided that each individual satisfies all requirements set forth in these Bylaws. In such circumstances, the co-officers shall cooperate with each other in all respects to discharge the responsibilities of the position.
4. The Chair shall have the sole responsibility to communicate with prospective candidates regarding the nomination process, but reserves the right to delegate this responsibility to another member of the Committee.
5. The Chair is responsible for obtaining approval of the slate from the Headmaster and Assistant Head of School prior to its finalization.

B. Notification of Election

The final slate shall be provided in writing to all members of the PSL no later than three (3) weeks prior to the Annual Membership Meeting.

C. Vote

The vote shall take place at the Annual Membership Meeting. The Executive Committee Officers on the slate presented by the Nominating Committee shall be elected by the majority vote of those members present. In the event that the slate is not passed, the Executive Committee shall meet with the Chair of the Nominating Committee, the Headmaster and the Assistant Head of School to take appropriate action necessary to ensure continuity of the PSL leadership.

ARTICLE XII – AMENDMENTS AND RULES OF ORDER

These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the members present at the Annual Membership Meeting. Proposed revisions shall be provided in writing to all members of the PSL no later than three (3) weeks prior to the vote. All approved amendments will take effect immediately.

Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not covered by these Bylaws or Standing Rules adopted by the PSL.

Date: April 21, 2011