St. Paul Academy and Summit School
Middle/Upper School Parent Association
Bylaws

I. NAME

The name of this organization is the St. Paul Academy and Summit School Middle/Upper School Parent Association (M/USPA). The M/USPA is affiliated with St. Paul Academy and Summit School (SPA) for legal and accounting purposes.

II. MISSION

Creating and fostering bonds within the parent community, to enhance the SPA experience for all families.

III. MEMBERSHIP

A. Composition

The M/USPA is composed of all parents and guardians of students attending the SPA Middle and Upper Schools.

B. Governing Entity

The governing body of the M/USPA is the M/USPA Executive Committee.

IV. ASSOCIATION STRUCTURE

A. Executive Committee Composition

The Executive Committee consists of elected officers and the immediate past president.

B. Officers

1. The M/USPA Executive Committee is composed of the following officers:
    1) President
    2) President Elect
    3) Treasurer
    4) Secretary
    5) Vice President, Upper School
    6) Vice President, Middle School
    7) Lead Parent Representatives for each grade
    8) Communications Liaison
    9) Athletic Liaison
    10) Book Festival Chairperson
    11) Speaker Series Chairperson

12) Diversity and Inclusion Chairperson

2. Vacancies in any of the offices occurring between the Annual Meeting will be appointed by a vote of the Executive Committee.

3. Each Executive Committee position is for a one-year term.

4. President Elect will serve as President in the following year. President elect must have served previously in at least one Executive Committee capacity.

5. M/USPA Members may serve on the Executive Committee for consecutive years.

C. Duties and Power of Executive Committee

1. Each member of the Executive Committee is required to fulfill the specific duties of their position stated in the published job descriptions.

2. Executive Committee, as elected representatives to the M/USPA, shall act on behalf of the M/USPA.

3. Executive Committee is responsible for:
   a. Creating committees;
   b. Recruiting committee chairpersons;
   c. Recommending allocations for specific programs;
   d. Identifying issues of interest to the M/USPA; and
   e. Other duties consistent with the mission of M/USPA.

D. Election of Officers

1. Officers are elected at the Annual Meeting, by a majority vote of those members present at the meeting.

2. All Parents or guardians of children who attend SPA are eligible to be a candidate for an officer position.

3. The call for nominations will be communicated through electronic communications or other means reasonably available to communicate to the General Membership no later than 60 days before the Annual Meeting.

4. The Nominating Committee includes the following members of the Executive Committee: President, President-Elect, Vice President of Upper School and Vice President of Middle School. The committee also includes three volunteers who are members of the MUSPA but are not on the Executive Committee. The three volunteers are solicited through electronic communications or other means reasonably available to communicate to the

M/USPA members. The three nominating Committee volunteers will not be considered for Executive Committee positions.

5. The Nominating Committee prepares a single slate of Executive Committee officers and publicly posts the slate. The Executive Committee slate must be posted at least 15 days prior to the Annual Meeting.

6. At the Annual Meeting, the Executive Committee slate is presented for a vote by the membership present at the meeting.

V. MEETINGS

A. General Membership Meetings

1. General Membership meetings shall be held as necessary, as determined by the President.

2. General Membership meetings will facilitate communication among parents and between parents and SPA staff.

3. Notification of General Membership meetings will be sent to the membership through electronic communications or other means reasonably available to communicate to the M/UPSA members.

4. At General Membership meetings, every member of the M/USPA is entitled to one vote when the member is in attendance at the meeting. Any motions made at the meeting require a majority vote of those members present at the meeting.

B. Annual Meeting

1. An Annual Meeting is held every year. The President, with approval of the Executive Committee, will set the day and time of the Annual Meeting.

2. The purpose of the Annual Meeting is to elect the incoming Executive Committee, approve the budget for the upcoming year, and address other relevant business.

3. Voting process for Annual Meetings is the same as at General Membership meetings. (See Section V. Meetings, A. General Membership Meetings.)

4. Notification of the Annual Meeting will be provided to the membership through electronic communication or other means reasonable available to communicate to the M/USPA membership.

C. Executive Committee Meetings

1. The Executive Committee meetings are open to the General Membership, but voting is limited to members of the Executive Committee present. Motions are passed by a majority of the Executive Members present.

2. Meeting agendas are prepared by the President and distributed prior to or at the Executive Committee meeting. If a member of the Executive Committee has a specific item for the agenda, the item must be communicated to the President prior to the meeting.

3. Executive Committee Meetings are held throughout the year, determined by the President, with notification to the membership.

4. At any time between Executive Committee meetings, the President may call for a vote by email response. Motions presented by email are voted upon and passed by a majority of the entire Executive Committee.

5. Executive sessions may be called if deemed necessary by the President or a majority of the Executive Committee.

VI. EXPENDITURE OF FUNDS

A. Accounts

M/USPA funds are held in an agency account. The M/USPA account is held and administered by the SPA business Office. The M/USPA Treasurer works with the SPA Business Office and other M/USPA officers and committee chairs as needed to manage these funds.

B. Budget Process

The President. President-Elect and Treasurer are responsible for creating the proposed budget. The Executive Committee provides input on the budget for their consideration.

The Executive Committee must approve the proposed budget. After Executive Committee approval, the budget is presented to the Membership of the M/USPA for approval at the Annual Meeting.

C. Budget

The M/USPA is responsible for abiding by the approved M/USPA budget. Members of the Executive Committee are responsible for managing specific items within the budget, and are required to communicate the specific budget items to the volunteers managing the event.

No Member of the M/UPSA has the authority to commit to expenditures that are not included in the approved M/USPA budget. Any proposed disbursements that are not included in the approved M/USPA budget must be communicated to the President and Treasurer for approval.

D. Expenditures Not Included in the Approved Budget

A proposed expenditure that is not included in the approved M/USPA budget and is $150.00 or less may be approved by agreement of both the President and Treasurer without a vote of the Executive Committee. Any President and Treasurer approved expenditures are announced at the next Executive Committee Meeting.

If the President and Treasurer do not both approve the expenditure, the proposed expenditure is brought to the Executive Committee for a vote.

The Executive Committee has the authority to approve a proposed expenditure that is not included in the approved M/USPA budget and is greater than $150.00. The Executive Committee has the authority to exceed the approved budget. Any changes to the approved budget must be done by a majority of the Executive Committee.

Any additional approved funds will be drawn from the M/USPA reserve funds.

E. Reserves

There must be a minimum of one -year expenses in the reserve fund at the end of every fiscal year.

F. Fiscal Year

The M/USPA fiscal year is from July 1 to June 30, and is named for the year in which it ends. All expense receipts for the fiscal year shall be submitted to the Treasurer no later than six weeks after the date of the event for reimbursement. Expense receipts for events held in May or June must be submitted to the Treasurer no later than June 15.

VII. ADMINISTRATION REPRESENTATION

The SPA administration designates a non-voting Faculty Liaison to the M/USPA. All M/USPA General Membership and Executive Committee meetings are open to all staff and faculty.

VII. AMENDING BYLAWS

The President and President Elect are responsible for reviewing the bylaws at least once a year to make recommendations to the Executive Committee on any

proposed amendments to the bylaws. Any M/USPA member may propose an amendment to the bylaws.

The Executive Committee must approve any amendments to the bylaws. Any bylaws approved by the Executive Committee are presented to the General Membership for approval.

All proposed amendments to the bylaws must be communicated to the General Membership at least seven days prior to the Annual Meeting.

Any amendment to the bylaws must be approved by a majority vote of the M/USPA membership present at the Annual Meeting.

VIII. PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revised is the parliamentary authority for all matters of procedure not specifically set forth in these bylaws.

Revised for approval May 2, 2017