

BYLAWS
ARTICLE I: NAME

MIAMI SHORES PRESBYTERIAN CHURCH SCHOOL

MSPCS PARENT ASSOCIATION
MIAMI-DADE COUNTY, FLORIDA

AFFIRMATION OF BYLAWS

____ These bylaws were voted upon, approved and adopted
at the general meeting of the PA on _____, 2019.

By: _____ (PA PRESIDENT)
DANIELLE R. LEE

By: _____ (HEADMASTER)
ANITA STEVENS

ARTICLE II: ARTICLES OF ORGANIZATION

The association exists as an unincorporated association of its members. Its “articles of organization” comprise these bylaws, as from time to time amended, and its articles of association, if any. In the absence of separate articles of association, the bylaws shall be deemed to be the articles of association. In the event of any conflict between these bylaws and the articles of association, these bylaws shall govern.

ARTICLE III: PURPOSES

Section 1: The objects/purpose of the association:

- a. To promote the welfare of children and youth in the home, school, community and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.
- f. To promote/instill a sense of community between parents, teachers and children.

Section 2: The association is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter “Internal Revenue Code”).

ARTICLE IV: BASIC POLICIES

The following are basic policies of this association:

- a. The association shall be noncommercial, nonsectarian and nonpartisan.

ARTICLE V: MEMBERS & COMMITMENT HOURS

Section 1: Membership in the PA shall be made available to any individual who subscribes to the Objects and basic policies of the PA, without regard to race, color, creed or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.

Section 2: Only members of the association shall be eligible to participate in business meetings, or to serve in any of its elective or appointive positions.

Section 3: Only members of the association shall be eligible to vote, provided they have not missed three (3) or more PA meetings.

Section 4: By agreeing to serve on the association, all members agree to fulfill at least four (4) commitment hours by participating at the Annual Book Fair, Night Under the Stars or any other major fundraising event. Attendance at regularly scheduled PA meetings will not fulfill commitment hours.

Section 5: The association shall conduct an annual enrollment of members, but persons may be admitted to membership at anytime.

ARTICLE VI: OFFICERS & THEIR ELECTION

Section 1: Each officer of this PA shall be a member of this PA.

Section 2: Officers and their election:

- a. The officers of this association shall consist of a President, Vice President 1, Vice President 2, a Secretary, a Treasurer.
- b. Officers shall be elected by ballot annually in the month of May. However, if there is but one (1) nominee for any office, election for that office may be by voice vote.

- c. With the exception of the Treasurer, officers shall assume their official duties following the end of the school year and shall serve for a term of one (1) year or until their successors are elected. The Treasurer shall assume all duties after the books have been audited.
- b. The name of the association or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purposes of the association.
- c. The association shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The association shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education.
- e. No part of the net earnings of the association shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- f. Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code, or (ii) by an

organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.

- g. Upon the dissolution of this association, after paying or adequately providing for any debts and obligations of the association, the remaining assets shall be distributed to one or more non-profit funds, foundations or organizations which have established their tax exempt status under Section 501 (c)(3) of the Internal Revenue Code.

shall make disbursements in accordance with the approved budget, as authorized by the association. Four (4) signatures should be on file at the bank, with two (2) signatures required on all PA checks. The President, The Headmaster, The Treasurer and The School Accountant. The Treasurer shall present a financial statement at every meeting of the association and at other times when requested by the executive board and shall make a full report at the annual meeting. The Treasurer's accounts shall be examined by the school accountant a/k/a The Auditor. The Auditor shall sign a statement confirming that the Treasurer's annual report is correct. The committee's report shall be given at the next regular meeting after the audit is completed.

Section 5: Two (2) Student Liaisons shall be selected, one (1) from Fourth Grade and one (1) from Fifth Grade to represent the Student Body. The Student Liaisons shall be selected a month after the first association meeting. Neither liaison shall have voting rights.

Section 6: All officers shall:

- a. Perform the duties described in these bylaws and by the parliamentary authority adopted by this association.
- b. Deliver to their successors all official material not later than ten (10) days following the end of the school year.

ARTICLE VIII: GENERAL MEMBERSHIP MEETINGS

Section 1: Regular meetings of the association shall be held once a month during the school year (time certain will be determined at the 1st meeting), unless otherwise provided by the association or by the executive board.

Section 2: The last regular meeting of the association shall be held in May and shall be known as the Annual Meeting.

Section 3: 2/3 of voting members shall constitute a quorum for the transaction of business in any meeting of this association. If a quorum is not met due to lack of

membership/participation, Executive Board can still vote so long as the issue is properly disclosed and announced to the association.

- d. In order to be nominated a person must be a member of this PA.
- e. A person shall not be eligible to serve more than (2) consecutive terms in the same office.
- g. Only those persons who have consented to serve if elected shall be nominated for or elected to such office.

Section 3: Vacancies. A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the Vice President 1. A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of the executive board on which they shall serve, notice of such election having been given.

Section 4: Any person holding an elected or appointed position in this association shall serve for the designated term or until a successor is elected or appointed.

ARTICLE VII: DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the association, the executive committee and the executive board at which the President may be present; shall perform such other duties as may be prescribed in these bylaws or assigned by the association or by the executive board; and shall coordinate the work of the officers and committees of the association in order that the Purposes may be promoted.

Section 2: The Vice Presidents shall act as aides to the President, and shall (in their designated order) perform the duties of the President in the absence or disability of that officer to act.

Section 3: The Secretary shall take attendance; shall record the minutes of all meetings of the association and of the executive board; shall transcribe the meetings and submit to the President and Vice President 1 for approval. All approved minutes shall be posted on the MSPCS site within three (3) days. In addition, the Secretary shall perform such other duties as may be delegated.

Section 4: The Treasurer shall have custody of all of the funds of the association; shall keep a full and accurate account of receipts and expenditures; and

Section 2: The chair of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 3: The power to form special committees and appoint their members rests with the association and the executive board.

ARTICLE XI: FISCAL YEAR

The fiscal year of the association shall begin on June 1st and end on the following May 31st.

ARTICLE XII: AMENDMENTS

Section 1: These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given thirty (30) days prior to the meeting at which the amendment is voted upon and adopted at that time.

ARTICLE IX: EXECUTIVE BOARD

Section 1: The executive board shall consist of the officers of the association and the chairs of standing committees. The Headmaster of the school shall act as an advisor only; thus, will have no voting power. The chair of the standing committees shall be selected by the officers of the association. The members of the executive board shall serve until the election and qualification of their successors.

Section 2: The duties of the executive board shall be:

- a. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
- b. To create standing committees.
- c. To approve the plans of work of the standing committee.
- d. To present a report at the regular meetings of the association.
- e. To prepare and submit to the association for approval a budget for the fiscal year.
- f. To approve routine bills within the limits of the budget.

Section 3: Regular meetings of the executive board shall be held monthly during the school year immediately after the regular PA meeting, if necessary. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the President or by a majority of the members of the board. A Treasurer's Report must be given at every board meeting.

ARTICLE X: STANDING & SPECIAL COMMITTEES

Section 1: The executive board may create such standing committees as it may deem necessary to promote the Purposes and carry on the work of the association. The term of each chair shall be one (1) year and/or until the election and qualification of a successor.