

ALL SAINTS' EPISCOPAL DAY SCHOOL PARENT GUILD
CONSTITUTION
AND
BY-LAWS

ARTICLE I. NAME AND LOCATION

Section 1. The name of the association shall be the All Saints' Episcopal Day School Parent Guild and its fiscal year shall be from July 1 through June 30 of each year.

Section 2. The principle office of the Parent Guild shall be at All Saints' Episcopal Day School, Inc., 1425 Cherokee Road, Florence, SC 29501.

ARTICLE II. PURPOSE

Section 1. Parent Guild is an organization dedicated to supporting the faculty and students, enhancing their academic environment, and providing opportunities which exceed their academic needs that otherwise might not be available to them.

ARTICLE III. MEMBERSHIP

Section 1. The membership of the Guild shall consist of all parents/guardians who have students attending All Saints' Episcopal Day School.

ARTICLE IV. OFFICERS AND BOARD OF DIRECTORS

Section 1. The policies and finances of the Guild shall be managed by the Board of Directors. The Board is comprised of the executive committee, standing committee chairmen, subcommittee chairmen and any other special committee chairmen appointed by the President.

Section 2. The Executive Committee includes the Guild's President, immediate Past President, Vice President, Secretary, and Treasurer. The Executive Committee may act with authority for the Board between meetings and shall report such actions to the Board at its next regular meeting.

- (A) The President is the presiding officer of the Parent Guild, chairman of the executive committee, ex-officio member of all committees, appoints such committees as are deemed necessary and desirable by the Board of Directors; performs all duties as are incidental to the office; and submits to the annual meeting of the membership a full report of the Parent Guild's accomplishments for the preceding year. Serves as a member of the Board of Directors.
- (B) The immediate Past President continues to serve on the Parent Guild Board and is chairman of the nominating committee.
- (C) The Vice President shall act as President in his/her absence; represents President in all matters requested or referred by the President; performs all other duties as are incidental to the office; and in the event of the death or resignation of the President, immediately assumes the duties of the President and serves the unexpired term of office. The Vice President supervises and oversees the implementation of Sally

Foster, Fun Day, Skate Night, Campbell's Soup, Plant Sale and other events deemed appropriate by the Executive Committee.

- (D) The Secretary prepares and keeps minutes of all meetings of the Parent Guild; is responsible for preparing such notices or information as requested and authorized by the Parent Guild Board; keeps a list of the Parent Guild Board; supervises and oversees the Parent Guild newsletter; and performs other such duties as are incidental to the office.
- (E) The Treasurer is responsible for overseeing the handling of all funds of the Parent Guild; manages the Guild's checking account, money market account, and certificates of deposit; disburses funds; prepares all financial reports; presents the same to the Parent Guild Board at its regularly scheduled meeting; prepares annual report in June or upon request of the President; supervises and assists in the training of Assistant Treasurer; and performs other such duties as are incidental to the office.

Section 3. The following are the standing committees; their duties shall be:

- (A) Assistant Treasurer oversees the planning and implantation of the lunch program; manages with the headmaster the lunch employees; assists the Treasurer in the performance of his/her duties. Works closely with a committee.
- (B) Room Mother Coordinator supervises the coordination and implementation of all activities involving Room Mothers and students. Responsible for publication of the Room Mother Handbook.
- (C) Hospitality Chairman is responsible for planning and supervising all teacher lunches and breakfasts, back to school night, teacher appreciation events, Grandparents Day, and any event decided on by the Board. Works closely with a committee.
- (D) Library Chairman supervises and oversees the planning and implementation of the Accelerated Reader Program and Birthday Book Club. Is the liaison between the Board and the Librarian. Works with a committee.
- (E) School Store Chairman is responsible for planning and supervising all arrangements for the School Store. Works closely with a committee, teachers, office staff, and Parent Guild Treasurer.

Section 4. The following are the subcommittees of the Board and are encouraged to attend regular meeting of the Board. Their duties shall be:

- (A) Fun Day chairman is responsible for planning and supervising all arrangements for Fun Day. Works closely with a committee, Room Mother Coordinator, Parent Guild Treasurer, and the school office.
- (B) Fall fundraising chairman is responsible for planning and supervising all arrangements for the fall fund-raiser. The type of fall fundraiser is approved by the board. Works closely with a committee and Room Mother Coordinator.
- (C) Spring fundraising chairman is responsible for planning and supervising all arrangements for the spring fundraiser. The type of spring fundraiser is approved by the Board. Works closely with a committee and Parent Guild Treasurer.

- (D) Skate Night Chairman is responsible for planning and supervising monthly Skate Nights. Works closely with Room Mother Coordinator.
- (E) Box Tops Coordinator is responsible for distributing Box Tops information, collecting Box Tops, promoting the program and preparing reports for Box Tops. Works under the direction of the Headmaster.

ARTICLE V. ELECTIONS

Section 1. The Nominating committee shall be comprised of the immediate Past President, the President and the Vice President, with the Past President as chairman. It will present a slate of Officers and other Board members for a one year term to be voted on at the annual meeting of the Guild.

Section 2. In the vent of a vacancy in any office, the Nominating Committee shall appoint a member of the Guild to fill such vacancy within thirty days after such vacancy shall occur. Officers who are appointed to fill vacancies shall assume their duties immediately upon appointment.

ARTICLE VI. MEETINGS

Section 1. The annual membership meeting will be held in the month of April. Other meetings may be called by a majority vote of the Board or upon a petition of twenty active members with like notices.

Section 2. The Board of Directors shall meet monthly (except in December) as set by the presiding President. Other meetings may be called a needed.

ARTICLE VII. QUORUM/VOTING

Section 1. A majority of the executive committee and committee chairs present shall constitute a quorum at any meeting of the Board of Directors. Those committees which have more than one chairman may cast only one vote.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to this Constitution and By-laws shall be submitted in writing to the Board of Directors within ten days of the Board meeting. A two-thirds majority vote of the Board members present shall be required for the adoption of any amendment.

ARTICLE IX. DISSOLUTION

Section 1. In the event of dissolution of the Parent Guild, the residual assets of the organization will be given to All Saints' Episcopal Day School, Inc. In the event the school has been dissolved the residual assets of the organization will be given to All Saints' Episcopal Church. Both are exempt from Federal Income Tax.