

Westminster Parents' Club By-Laws

Approved August 11, 2020

Article I Name and Purpose

Section 1 - Name

The name of this organization shall be the Westminster Parents' Club (WPC).

Section 2 - Purpose

The purpose of the WPC will be to accomplish such objectives and purposes as the members approve. These include:

- A. To promote a sense of community and well-being with the parent body.
- B. To provide services in connection with school activities.
- C. To perform and facilitate fund-raising activities.

Section 3 - Fiscal Year

The fiscal year shall run from July 1 through June 30.

Article II Membership

Any parent or guardian whose child is a student at Westminster School or the Griffin Academy is a member of the WPC.

Article III Officers and Elections

Section 1 - Officers

- A. The officers of the WPC will be: President, Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Information Resources Officer, Treasurer, Assistant Treasurer, Parent Liaison, and Griffin Academy Liaison.
- B. Officers will be elected to serve one (1)-year terms, with the exception of the Treasurer, who will serve a two (2) year term. A person who has served for more than half a year shall be considered to have served that year in full.
- C. Officers will take office on July 1, the beginning of the WPC's fiscal year.
- D. The Vice President or Second Vice President may assume the office of the President after serving his/her term as Vice President.
- E. A WPC member who is a current employee of Westminster School or an immediate family member of a current Westminster School employee is ineligible to serve as Vice President or President. During any term, no more than one (1) eligible officer position may be filled by any WPC member who is an employee or an immediate family member of an employee of Westminster School.

Section 2 - Elections

- A. A Nominating Committee consisting of a minimum of four (4) members of the WPC, with one of the two Vice Presidents appointed as chairperson by the Executive Committee, selected at the winter General Meeting, will be responsible for submitting to the WPC, in writing, the name of at least one (1) candidate for each of the elective offices thirty (30) days prior to the spring General Meeting.
- B. Additional nominations may be made from the floor at the Spring General Meeting, and voting will not be limited to the nominees made by the Nominating Committee.
- C. Election of officers will be held at the annual spring General Meeting of the Club.
- D. Election will be by ballot or voice, the majority of votes constituting an election.

Section 3 – Vacancies in Offices

Vacancies occurring in an office will be filled by the Executive Committee for the unexpired term, with the exception of the office of President. In the case of a vacancy in the office of President, the Vice President or Second Vice President accede to the office of President and serve until June 30.

**Article IV
Duties of Officers**

Section 1 - General Duties

In addition to the following duties listed below, each officer must actively contribute to the purpose of the WPC as defined in Article 1, Section 2.

Section 2 - President

- A. Serves as Chief Executive Officer of the WPC.
- B. Presides at all meetings of the Club and of the Executive Committee.
- C. Appoints all Committee Chairpersons as deemed necessary.
- D. Furnishes the school, WPC membership, and the Board of Trustees of Westminster School with any plans for fund-raising activities.
- E. Performs other such duties as pertains to the office.

Section 3 - Vice President

- A. Serves as Chief Executive Officer of the WPC in the absence of the President.
- B. Presides at meetings when the President is absent.
- C. Assists the President upon request.
- D. Performs other duties as delegated to him/her.

Section 4 – Second Vice President

- A. Assists President and Vice President upon request.
- B. Assists in overseeing the efforts of Chairpersons of Working Committees
- C. Performs other duties as delegated to him/her.

Section 5 - Recording Secretary

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- A. Keeps the minutes of all meetings of the General Membership and the Executive Committee.
- B. Reads the minutes of the previous meetings at each meeting.
- C. Maintains a copy of all minutes in a binder and provides this to his/her successor and to the Westminster School Business Office (“Business Office”).

Section 6 - Corresponding Secretary

- A. Conducts all correspondence requested by the President or Executive Committee as requested.
- B. Prepares and dispatches any newsletters and bulletins regarding upcoming events of the WPC, when requested.
- C. Inventories, orders, maintains, and resupplies all office equipment belonging to the WPC.
- D. Maintains a copy of all official letters in a binder and provides this binder to his/her successor.

Section 7 - Information Resource Officer

- A. Maintains the WPC parent portal website and the WPC content in coordination with Westminster School’s website.
- B. Provides procedures for maintaining the WPC parent portal website to his/her successor.

Section 8 - Treasurer

- A. Custodian of all funds of the WPC.
- B. Receives, collects, deposits, and disburses all WPC funds subject to the order of the Club.
- C. Pays all bills by check from the WPC bank account and monitors the PayPal account for transfers.
- D. Maintains equipment service contracts.
- E. Applies for any applicable Fairfax County permits in coordination with the Business Office.
- F. Provides a written financial report at each Executive Committee and General Meeting.
- G. Provides the Business Office Manager with a written financial report after each General Meeting.

Section 9 - Assistant Treasurer

- A. Assists Treasurer with collection of fees and additional funds.
- B. Assists Treasurer with record keeping.
- C. May assist with other duties as requested.

Section 10 - Parent Liaison

- A. Welcomes new families throughout the year.
- B. Obtains list of new families from the school.

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- C. Cohosts a new family gathering at the beginning of the year with the Griffin Academy Liaison.
- D. Performs other duties as delegated to him/her.
- E. Communicates regularly the activities of the WPC.

Section 11 - Griffin Academy Liaison

- A. Welcomes new Griffin Academy families throughout the year.
- B. Obtains a list of Griffin Academy families from the school.
- C. Cohosts a new family gathering at the beginning of the year with the Parent Liaison.
- D. Performs other duties as designated to him/her.
- E. Communicates regularly the activities of the WPC to The Griffin Academy and the activities of The Griffin Academy to the WPC.

Section 12 - Removal

- A. Any Officer may be removed for cause, at any time, by majority vote of the other members of the Executive Committee. Removal for cause shall be due to, but not limited to, (i) failure to responsibly fulfill the duties of the position; (ii) misuse or misappropriation of WPC or Westminster School property; or (iii) illness or disability.
- B. Any such vacancy will be filled according to Article III, Section 3.

Section 13- End of Term Duties

- A. At the end of each fiscal year, all officers will deliver to the outgoing President all records, papers or other property of the WPC. The outgoing President will then deliver all such property to the incoming President by June 30.

Article V Executive Committee

Section 1 - Composition of the Executive Committee

The Executive Committee will consist of the ten (10) elected officers of the WPC and a non-voting advisory Executive Committee member.

Section 2 - Immediate Past President

- A. Upon completion of the term as President, the Immediate Past President has the option of serving on the Executive Committee in an advisory capacity. In this capacity, he/she will attend all Executive Committee and General meetings.
- B. The Immediate Past President will be a non-voting member, but will cast a tie-breaking vote, if necessary.
- C. In the event that he/she does not serve, another of the immediate past Executive Committee members will serve in his/her place, if possible.

Section 3 - Meetings

The Executive Committee will meet monthly, or at the discretion of the President.

**Article VI
Working Committees**

Section 1 – Working Committees

Working committees will be formed for the purpose of accomplishing individual tasks.

Section 2 - Chairpersons

- A. The chair of each Working Committee will report activity to the Executive Committee on a monthly basis or as needed.
- B. The chair of each Working Committee will provide written documentation of committee activity to the incoming chair, Executive Committee, or President by June 30 to facilitate a smooth transition from year to year.

**Article VII
Meetings**

Section 1 - General Meetings

General Meeting of the WPC will be held at least three (3) times each school year. There will be one meeting in the fall, winter, and spring. Virtual meetings may be held in lieu of any in-person meeting when necessary or determined to be in the best interest of the WPC. Meetings may also have a virtual option offered at the same time as the in-person meetings, at the discretion of the WPC Board.

Section 2 - Special Meetings

Special Meetings may be called at the discretion of the Executive Committee.

Section 3 - Notice of Meetings

Notice of all meetings will be given in writing to all members at least ten (10) days in advance of the meeting.

Section 4 - Quorum

Fifteen (15) members will constitute a quorum at WPC General Meetings.

Section 5 - Room Parents

At least one (1) Room Parent from each grade is expected to attend the General Meeting to facilitate sharing information with other parents.

**Article VIII
Parliamentary Authority**

Roberts Rules of Order – Newly Revised will govern this association in all cases in which they are consistent with these by-laws.

Article IX
Review and Amendments

Section 1 - Review

These by-laws will be reviewed by the Executive Committee every two (2) years.

Section 2 - Amendments

These by-laws may be amended by a two-thirds (2/3) vote of those present and voting at any General or Special WPC Meeting, provided there is a quorum and a minimum of ten (10) days' notice in writing has been given.