

As Amended, March 2015

BYLAWS OF THE BALTIMORE LAB SCHOOL PARENTS' ASSOCIATION

ARTICLE I- Name

This organization shall be known as the Baltimore Lab School Parents' Association (hereafter referred to as the " BLS PA").

ARTICLE II - Purpose

The purpose of the PA shall be to promote cooperation and communication between parents and Baltimore Lab School ("BLS"), to provide the framework for parents' support of the School's goals and activities, and to sponsor activities involving parents and students.

ARTICLE III Membership

- A. All parents and guardians of students currently enrolled at Baltimore Lab School shall be members of the BLS PA.

ARTICLE IV Dues

- A. Although no dues shall be required for membership, the BLS PA may request the voluntary payment of dues from members as set forth by the Executive committee and payable in the fall of each year.

ARTICLE V - Officers

The elected officers of the BLS PA will be:

President

Vice President

Treasurer

Secretary

Ex-President (Ex-Officio)

Officers will serve for a one year period.

ARTICLE VI- COMMITTEES

The President of BLS PA may appoint committees as deemed necessary and appoint committee heads in consultation with the officers of BLS PA. Such committees may be dissolved at the President's discretion. The President of BLS PA is an ex-officio member of all committees.

ARTICLE VII- EXECUTIVE COMMITTEE

- A. The Executive Committee shall implement the purposes of the BLS PA as set forth in Article II.
- B. The Executive Committee shall consist of the officers of the BLS PA, the chair of each standing and special committee.
- C. The Executive Committee will have two meetings per school year: Spring and Fall
- D. A quorum shall be half of the members of the Executive Committee. Each member of the Board, including members *ex officio*, shall be entitled to one vote.

ARTICLE VIII- MEETINGS

- A. Meetings of BLS PA may be held at any time. The agenda, time and place shall be determined and planned by the President

ARTICLE IX- NOMINATING COMMITTEE

- A. The Nominating Committee shall consist of the officers of the BLSPA. One officer will be the chairperson of the committee
- B. The Nominating Committee will prepare a slate consisting of at least one name for each office of the BLS PA. The slate will be presented in the spring of each year
- C. Announcement of the slate will be sent with the notice of the spring meeting to all parents. Elections will be held at the spring meeting. To vote, one must be present at the meeting
- D. Newly elected officers will assume office at the close of the school year in which the election has taken place.
If the office of President is vacated, the Vice President will assume the office for

the remainder of the term. For all other vacancies, the President will appoint a person to serve the remainder of the term.

ARTICLE X- Budget and Fiscal Matters

- A. Budget- The Executive Committee shall present to the membership at the first regular meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year.
- B. Loans- No loans shall be made by the organization or members.
- C. Commercial paper- All checks, drafts or other orders for payment of money on behalf of the organization shall be signed by the Treasurer or President. Any check over \$1,000 must be signed by both officers.
- D. Financial report- The Treasurer shall submit a financial report at each General Membership meeting and shall prepare a final report at the close of the year. The Treasurer shall make available any reports needed for auditing purposes to the appropriate persons at Baltimore Lab School.

ARTICLE XI Amendments

These bylaws may be amended at any regular meeting of the Executive committee by two-thirds vote of those present, provided written notice of the proposed revision(s) has been given to each member of BLS PA at least (5) days in advance. Any proposed amendments shall be presented in writing by five members of BLS PA. Such proposed amendments shall be presented to and acted upon by the Executive committee at the earliest possible date.