

DOMINION ACADEMY OF DAYTON PARENTS' ASSOCIATION

BYLAWS

(As approved 8 March 2012)

Preamble

Believing that children belong not to the state, nor to the church, nor even ultimately to the family, but to God; and believing that God entrusts children to their parents and gives parents the primary right and responsibility to provide God-centered, Christian education for their children; and believing that often this can best be accomplished by concerted action, we hereby make and adopt the following corporate Bylaws.

Article I. Name

The name of the organization shall be the Dominion Academy of Dayton Parents' Association, (hereafter called the "Association" or "DAPA"). The "School" refers to Dominion Academy of Dayton, the faculty, staff, and board of directors. The board of directors is hereafter called the "Board".

Article II. Purpose

The Association will partnership with the School in the spiritual nurturing and educating of our children so that they are first grounded in their relationship with Jesus Christ and then academically prepared to be light and salt in the world. The DAPA shall:

- Cover our school in prayer.
- Promote open communication among parents, faculty, staff, and the board.
- Direct and coordinate parental support to the School through the volunteer program, assistance activities, and social functions.
- Support any project requested by the Board or Headmaster.

Article III. Membership and Dues

Section 1

Members shall consist of the parents and guardians of students currently enrolled (full-time and part-time) in the School.

Section 2

The Association shall not charge dues for membership.

Article IV. Executive Committee

Section 1

The affairs of the DAPA shall be administered by the Executive Committee comprised of three Association officers, the chairpersons of all standing and ad hoc committees and any ex-officio members.

Section 2

The Executive Committee shall conduct DAPA business affairs by:

- Providing general meeting programs of interest.
- Forming committees deemed necessary and appropriate.
- Reviewing all committee recommendations and reporting their final disposition.

Section 3

The executive committee will meet monthly, or otherwise as needed, during the school year.

Article V. Officers and duties

Section 1

The officers of the Association shall consist of a president, vice president, and secretary.

Section 2

The duties of DAPA officers shall be defined as follows:

The **president** shall:

- Preside at and administer all regular, special, and executive committee meetings.
- Call special meetings of the DAPA executive committee.
- Serve as the official spokesperson for the Association.
- Serve as an ex-officio member of all DAPA standing and ad hoc committees.

The **vice-president** shall:

- Assume the duties of the president in his/her absence.

The **secretary** shall:

- Record minutes of all executive committee and general meetings and distribute the minutes to Association members.
- Conduct the correspondence of the Association and maintain a current file of minutes, reports, records and other correspondence.
- Record and correct the bylaws of the Association.
- Perform additional duties designated by the president.
- Publicize meetings and functions of the Association.
- Record and approve minutes one week following each meeting and disburse such to the president, Board, and distribute in the School's weekly newsletter for the general population.

Article VI. Election and Tenure of Officers

Section 1

The term of office for all officers shall be one year. No person shall hold any one elected position for more than two consecutive years.

Section 2

Elections of the president, vice president, and secretary will occur in May by written ballot via a method chosen by an elections committee, e.g. envelope system, voting at the school or in the office. Each officer will assume their elected positions at the close of the May membership meeting.

Section 3

Candidates shall be solicited from the Association membership during March. A nominating committee consisting of at least three members will be appointed by the executive committee. The nominating committee will solicit applications for each office and announce the nominees in the school newsletter at least thirty days prior to the election. Candidates will be provided opportunities to present their qualifications to the membership in written form.

Section 4

If the president is unable to complete the term of office, the vice president assumes the office of president. If an officer is unable to complete the term of office or the vice president assumes the role of president, the executive committee will appoint a member of DAPA to the vacant position as soon as possible. Any officer who fails to fulfill the obligations of the office or cannot represent the school in a positive manner may be removed from office by majority vote of the executive committee.

Article VII. Committees and Committee Chairs

Section 1

All members of the Association are eligible to chair or serve as members of committees. Committee chairpersons shall be appointed by the incoming and outgoing officers immediately following officer elections in May. The term of service for chairpersons shall be one year. Each committee shall prepare a report of committee business to be presented at each executive monthly meeting. An elected officer cannot hold a committee chairperson position unless a chair position remains vacant following the appointment of committee chairs and a suitable candidate cannot be found.

Section 2

The Association shall maintain the following standing committees:

- **Prayer Team**

Pray for faculty, staff, students, and Board.

- **Volunteers**

Coordinates volunteer participation required of all families in the School.

Section 3

Ad Hoc committees shall be formed as needed by the DAPA executive committee and will disband when the need has been met.

Section 4

Committee chairperson duties are as follows:

The **prayer team leader** shall:

- Organize a group of faithful prayer warriors to regularly intercede for the faculty, staff, and students of Dominion Academy.

The **volunteer committee chair** shall:

- Communicate with school administration on needs for volunteers.
- Publicize volunteer opportunities in the Dominion Academy newsletter.

Article VIII. Meetings (Regular, Special, & Quorum)

General membership meetings of the Association shall be held quarterly throughout the year. The first general meeting of the year will be in conjunction with the parent orientation night.

A special meeting of the Association may be called at any time by the president or the two members of the executive committee, with no less than 48 hours notice.

A quorum is defined as 10% of the Association members.

Article IX. Parliamentary Authority

Proceedings of the organization shall be governed according to Robert's Rules of Order. For general or special meetings of the Association, a quorum shall consist of 10 percent of the membership. For executive committee meetings, a quorum shall consist of a majority of the voting membership. Each individual parent or guardian shall be allowed one vote and shall be considered a voting member. Unless exempted by the presiding officer, member speeches shall be limited to three minutes.

Article X. Amendments

The bylaws of the Association may be amended by a majority vote of the members at any regular meeting. The amendment must be communicated in writing to the membership at least 10 days prior to the vote.