The Mission of Ransom Everglades School is to provide an educational environment in which the pursuit of honor, academic experience and intellectual growth is complemented by concern for the physical, cultural, and character development of each student.

**RANSOM EVERGLADES SCHOOL PARENTS’ ASSOCIATION BYLAWS**

Revised April 20, 2021

**Article I. NAME**

The name of this association shall be the Ransom Everglades School Parents’ Association (hereinafter REPA).

**Article II. MISSION**

The mission of REPA is to be of service to the School, helping to build community among our faculty, administration, parents and students, and securing for our students the greatest advantages in intellectual, physical and social education in accordance with the mission of Ransom Everglades School.

**Article III. MEMBERSHIP**

Section 1. All parents and legal guardians of students presently enrolled in Ransom Everglades School shall be members of REPA.

**Article IV. GENERAL MEMBERSHIP MEETINGS**

Section 1. There shall be a minimum of three meetings of the general membership during each school year and a minimum of one meeting of the general membership per semester. One such meeting shall be called to elect Nominating Committee members in accordance with Article VIII.

Section 2. Additional meetings may be called at the discretion of the President or Executive Committee by regular mail or by electronic means.

**Article V. OFFICERS**

Section 1. The officers of REPA shall be a President, President-Elect, Vice-President of the Upper School, Vice-President of the Middle School, Vice-President of Communications, Vice-President of Councils, Vice-President of Athletics, Vice-President of RE PALS (RE Parents of Alumni), Vice-President of Technology, Secretary, Treasurer and Assistant Treasurer.

Section 2. To be eligible to serve as an officer of REPA, the candidate must have served at least one term as a chair or co-chair of a Standing Committee (as defined in Art. X) or a
Fundraising Committee. To be eligible for the office of President, the candidate must also have served at least one term on the Executive Committee (as defined in Art. VII). To be eligible for the office of Vice-President of RE PALS, the candidate must have at least one child that is an alumnus of Ransom Everglades School and at least one child currently enrolled as a student at Ransom Everglades School.

Section 3. The officers shall be elected by ballot annually at the general meeting in the spring semester. When the nominee for an office is unchallenged, election may be by voice vote.

Section 4. All officers, other than the Treasurer, shall be installed at the general meeting in the spring semester and shall assume their duties immediately upon their installation. After installation, the President shall promptly (but no later than the end of the spring semester in which the officers are installed) convene a special meeting of the Executive Committee for the purpose of adopting any necessary resolutions or actions and plan for the activities of REPA for the subsequent school year.

Section 5. The term of the Treasurer shall commence on July 1 following the Treasurer’s election and continue until June 30 of the following year.

Section 6. Except for the Treasurer, each officer shall serve for a term of one year, or until such officer’s successor has been duly elected and installed. No one may serve more than two consecutive terms in the same office.

Section 7. In the event of a vacancy occurring in any office, the unexpired term shall be filled by a person elected by the affirmative vote of a majority of the remaining members of the Executive Committee. If the vacancy occurs in the office of the President, the vacancy shall be filled in succession as follows: President-Elect, Vice-President of the Upper School, Vice-President of the Middle School, Vice-President of Communications, Vice President of Councils, Vice-President of Athletics, Vice-President of PALS and Vice-President of Technology.

Article VI. DUTIES OF THE OFFICERS

Section 1. The President shall preside at all meetings of REPA and the Executive Committee and shall perform such other duties as may be prescribed by these Bylaws or assigned to him/her by REPA or the Executive Committee. The President shall coordinate the work of the officers and committees of REPA so that the Missions of the School and of REPA will be promoted. The President shall serve as the Executive Committee liaison for REPA Committees that are not otherwise delegated to other REPA officers.

Section 2. The President-Elect shall act as an aide to the President, shall attend such meetings as the President directs, and shall serve as the liaison for at least two Standing Committees, one of which shall be the Bylaws Committee. The President-Elect shall also convene the organizational meeting of the Nominating Committee and serve as its Chairman.
Section 3. The Vice-President of the Upper School shall serve as the Executive Committee liaison to those Standing Committees designated by the Executive Committee and which the President designates as specific to the Upper School and shall work with the Vice-President of the Middle School to solicit and organize volunteers. The Vice-President of the Upper School shall perform the duties of the President-Elect in the absence or inability of the President to act.

Section 4. The Vice-President of the Middle School shall serve as the Executive Committee liaison to those Standing Committees designated by the Executive Committee and which the President designates as specific to the Middle School and shall work with the Vice-President of the Upper School to solicit and organize volunteers.

Section 5. The Vice-President of Communications shall oversee written communications issued by REPA with the approval of the President, including mail and electronic communications. The Vice-President of Communications shall be responsible for managing the Communications Committee, overseeing social media accounts, acting as liaison with Ransom Everglades School for This Week @ RE, and preparing any communications as necessary on behalf of REPA.

Section 6. The Vice-President of Councils shall serve as the Executive Committee liaison to the RE Fine Arts Council, and the Scholastic Council.

Section 7. The Vice-President of Athletics shall serve as the Executive Committee liaison to the Sports Boosters.

Section 8. The Vice-President of RE PALS shall organize and host events with parents of alumni.

Section 9. The Vice-President of Technology shall be responsible for updating the contents of the REPA web page, and shall prepare and post all auction posts and all school email blasts. The Vice-President of Technology shall be responsible for auction input, check out and training the auction input and check out team.

Section 10. The Secretary shall record the minutes of all meetings of REPA and the Executive Committee and shall perform such other duties as may be delegated to that office.

Section 11. The Treasurer shall keep a full and accurate account of the receipts and expenditures of REPA, shall make disbursements in accordance with the approved budget, as authorized by REPA or the Executive Committee, and shall serve as Chair of the Finance Committee. The Treasurer shall present a financial statement at every general meeting and at other times when requested by the President. The Treasurer shall submit REPA’s proposed annual budget to the Board of Trustees’ Finance Committee when requested to do so. The
Treasurer shall be responsible for the maintenance of such books of account and records that will be included in the annual Ransom Everglades School audit.

Section 12. The Assistant Treasurer shall act as an aide to the Treasurer and shall perform the duties of the Treasurer in the absence or disability of the Treasurer. The Assistant Treasurer shall keep a full and accurate account of the receipts and expenditures related to the auction and shall oversee disbursements in accordance with the approved budget, as authorized by REPA or the Executive Committee.

Article VII. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the officers of REPA, the chair(s) of the major fundraising event, Past Presidents and Members at Large. The chair(s) of the major fundraiser shall be selected by the President and shall serve a term of one year. To serve as a Past President, the candidate must have served at least one term as President of REPA. Members at Large shall be appointed by the President from the current membership of REPA. Members at Large shall serve a term of one year or until their successors are appointed, and the number of Members at Large serving at any given time shall not exceed eight.

Section 2. The duties of the Executive Committee shall be:

A. To transact necessary business in the intervals between general meetings of REPA and such other business as may be referred to it by REPA.
B. To approve the plans or work of the committees of REPA.
C. To approve the budget and submit the budget to REPA for its approval.
D. To approve expenditures outside the limits of the budget.

Section 3. The Executive Committee shall meet at least seven times per year for such purposes as the Executive Committee may deem appropriate and shall be called by the President. Special meetings may be called at the discretion of the President.

Section 4. The act of the majority of the members of the Executive Committee present at the meeting shall constitute the act of the Executive Committee, notwithstanding the lack of a quorum.

Section 5. Any Executive Committee member who is unable or unwilling to perform the duties of their office may be removed from office by majority vote of the Executive Committee. Vacancies shall be filled as provided in Article VI, Section 7.

Article VIII. NOMINATING COMMITTEE

Section 1. The Nominating Committee is responsible for recommending a slate of candidates for office. The Nominating Committee shall be composed of seven members who do not seek nomination for position as an officer. Four members of the Nominating Committee will
be from the Upper School and three from the Middle School. Four members of the Nominating Committee shall be appointed by the President and three members shall be elected by the general membership at a general meeting prior to the final general meeting in the spring semester.

Section 2. The President-Elect shall serve as chair pro tem to convene the organizational meeting of the Nominating Committee. At the organizational meeting, the Nominating Committee shall then select its own chair who may not be the President-Elect. Upon selection of the Nominating Committee chairperson, the President-Elect shall have no further role on nor participate in any further proceedings of the Nominating Committee.

Section 3. The then-current President Elect shall present the candidates for successor President-Elect to the Head of School for pre-approval.

Section 4. The Nominating Committee chair shall present to the Executive Committee for submission to the members a slate of candidates for all REPA offices at least one week prior to the general membership meeting in the spring semester.

Section 5. Additional nominations for REPA officers from the floor at the general meeting at which voting takes place are permitted.

Section 6. No one shall be nominated for any office who does not meet the eligibility requirements of these Bylaws and who has not consented to such nomination.

Section 7. All members of the Nominating Committee are bound by a duty of confidentiality. All information received in connection to a member’s service on the Nominating Committee shall be treated with strict confidentiality.

Article IX. FINANCE COMMITTEE

Section 1. The Finance Committee shall consist of the Treasurer, who shall serve as Chairperson, the Assistant Treasurer, the President, and the President-Elect.

Section 2. The Finance Committee shall meet at least one time per year. The act of the majority of the members of the Finance Committee present at the meeting shall constitute the act of the Finance Committee.

Section 3. The members of the Finance Committee shall serve for a term of one year or until their successors are installed.

Section 4. The Finance Committee shall be charged with the financial planning for REPA. It shall guide and advise the Executive Committee in the judicious use of its funds.

Section 5. The Finance Committee shall propose a budget at the first Executive Committee meeting after the commencement of the school year. In the preparation for the proposal of the budget, the Treasurer shall canvas the committee chairmen for their financial needs for the coming year. The proposed budget may be approved, amended or rejected by the Executive Committee. The Executive Committee shall submit the budget to the general
membership for approval at the first general meeting of the fall semester. Once the budget is approved by the general membership, any additional expenditures by the committees must be approved by the Executive Committee.

Section 6. The Executive Committee shall use the following guidelines for the distribution of funds raised by REPA: Funds raised by REPA shall go to such stated needs agreed upon by the School and REPA.

Section 7. The Executive Committee shall approve the final allocation of funds raised by REPA.

Section 8. Long-range financial obligations to Ransom Everglades School may be entered into by the Executive Committee with the approval of the Board of Trustees.

**Article X. STANDING AND SPECIAL COMMITTEES**

Section 1. The Executive Committee may create or dissolve such committees as it may deem necessary to promote the Mission of REPA and to perform the work of REPA.

Section 2. The Executive Committee shall create Standing Committees by resolution.

Section 3. Each committee shall have one or more chairs who shall be appointed by the President and shall serve for a term of one year, or as may be extended or shortened by the President.

Section 4. The chairs of each committee shall present a plan of work to the President for approval. No committee shall proceed to work without the approval of the President.

Section 5. The chair of each committee shall provide a written report of the committee’s activities to the Executive Committee by the end of the school year.

Section 6. The President, or President-Elect if so designated by the President, shall serve as an ex-officio member of all REPA committees, except for (a) the Finance Committee on which the President shall serve as a voting member, and (b) neither the President nor the President-Elect may serve on the Nominating Committee other than in the case of the President-Elect for the limited purpose of convening the organizational meeting to select a chair as specified in Art. VIII, Section 2.

Section 7. Special Committees may be formed by the President with the approval of the Executive Committee as necessary for specific needs that may arise.

**Article XI. FISCAL YEAR**

The fiscal year of REPA shall begin on July 1 and end on June 30.

**Article XII. PARLIAMENTARY AUTHORITY**
Robert’s Rules of Order Newly Revised shall govern REPA in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

Article XIII. AMENDMENTS

Section 1. These Bylaws may be amended at any meeting of the general membership by a majority of the members present, provided that notice of the proposed amendment(s) shall have been distributed, electronically or by U.S. Postal Service, to the general membership at least one week prior to the vote.

Section 2. Amendments to these Bylaws shall become effective immediately upon approval by the general membership.