

Seton Parents' Association
1675 Third Avenue
New York, NY 10128

By-Laws
Adopted May 7, 2008

Article I – Mission Statement

Section 1 - The name of this organization is The Seton Parents' Association.

Section 2 - The Seton Parents' Association exists for the purpose of serving Seton Day Care Center and The Elizabeth Seton Pre-School through parent involvement in the following areas: program support, activities, educational opportunities, and fundraising. The Association's funds will be designated to supplement and support educational programs and needs, and any other needs as the Association may deem appropriate.

Article II – Membership

All current parents and guardians of children enrolled in the Seton Day Care Center and/or The Elizabeth Seton Pre-School are automatically members of the Seton Parents' Association. Parents of children who are no longer enrolled in either of the Seton programs are welcome as members at their request. Membership dues shall be voluntary.

Article III – Officers

Section 1 – The officers of the Association shall be a President, Vice-President, Secretary, Treasurer, and Fundraising Coordinator. The Association may, but is not required to, elect exactly two additional officers with the title At Large Members. The majority of the officers shall be parents or guardians of children currently enrolled in one of the Seton programs.

Section 2 – The officers of the Association shall comprise the Executive Committee. The function of the Executive Committee will be to make decisions and conduct the business of the Association.

Section 3 – Officers shall be elected by the membership based on nominations received from the Association. In the event of a contested election, candidates will require a simple majority, as decided by written ballot, in order to win the office. Elections will be held in April of each year.

Section 4 – The term of each office shall last 14 months, from May 1 through June 30. This shall be designed to allow overlap between the incoming and exiting officers. Each officer shall be allowed to serve a maximum of two consecutive terms in the same position. Should any officer fail to complete his or her term, the Executive Committee

may, in their sole discretion, fill the vacancy with a member of the Association to complete the remainder of the term.

Section 5 – The President shall be responsible for coordinating and presiding over all meetings of the Executive Committee, monitoring the progress and activities of any subcommittees, and serving as the liaison between the Association and Seton Day Care Center, Elizabeth Seton Pre-School and the NY Foundling staff.

Section 6 – The Vice President shall assume the duties of the President in the case of his/her absence or disability and will be responsible for other duties consistent with the position.

Section 7 - The Secretary shall be responsible for recording the minutes of all Association meetings, distributing written materials and updates to the Association members, and maintaining the calendar for and coordinating Association activities.

Section 8 – The Treasurer shall be responsible for overseeing all of the financial transactions affiliated with the Association, including deposits, payments, investments and bookkeeping. The Treasurer shall also be responsible for assisting the NY Foundling and Seton Day Care Center/Elizabeth Seton Pre-School with filing appropriate tax documents.

Section 9 – The Fundraising Coordinator shall be responsible for overseeing all fund-raising events.

Section 10 – At Large Members, if elected, shall serve on the Executive Committee and generally assist with the conducting of the Association's business.

Article IV – General Rules

Section 1 – Voting: Voting shall be tabulated based upon a limitation of one vote per family, irrespective of the number of parents/guardians or children, whether currently enrolled or alumni. Voting will be limited to Officer elections, amendments to these by-laws, and any issue that, at the discretion of the Executive Committee, should be referred to the Association for a vote. Voting by proxy shall not be permitted.

Section 2 – There shall be a minimum of two Association meetings per year open to all of its members. The schedule for the Executive Committee and the open Association meetings will be determined by the Executive Committee.

Section 3 – These by-laws may be amended by a simple majority vote of the members of the Association.