

PARENT ASSOCIATION BYLAWS

I. PURPOSE

To support the education of children at Heritage Academy by fostering positive relationships among the school's administration, faculty, and parents.

II. GOALS

- A. To Support the school in cooperation with faculty, we will:
1. Provide volunteers, as requested by teachers and faculty, for school-related functions.
 2. Allocate resources to support functions
- B. To promote a sense of community,we will:
1. Provide and support social and educational events and activities.
 2. Encourage parent involvement in school and Parent Association events.
 3. Welcome new families into the school community.
- C. To provide a strong communication link between the parent body and the school (faculty and administration), we will:
1. Provide information to the school community about Parent Association events.
 2. Provide ways to address parent concerns.
 - a. Issues appropriate to the Parent Association, such as new ideas that require parent body approval/implementation or concerns about Parent Association events, may be brought to the Secretary's attention who will add the item to the next meeting's agenda.
 - b. Issues not related to the Parent Association, for example, curriculum or staff, should be brought to the attention of the appropriate administrative member. Should such issues be shared with the Parent Association Executive Committee, they will be passed along via e-mail to the appropriate administrative person and the individual raising the concern will be copied on the message. If it is determined that the matter raised directly, or passed on via the Parents Association, should be addressed publicly, the administrative person can choose to address the issue at the next Parent Association meeting where comments and input will be heard.
 3. Express parent appreciation to the faculty.
- D. To fund the Parent Association budget in order to support activities and enhancements to Heritage Academy, we will conduct fundraising programs and events where appropriate, subject to the approval of the school administration.

III. MEMBERSHIP AND STRUCTURE

- A. Every parent or guardian of a current Heritage Academy student is a member of the Parent Association and shall have voting rights.
1. An Executive Committee, representing the entire parent community, meets regularly to discuss Parent Association goals and directions, and provides a forum for discussion

with the administration, represented by the Head of School. It is comprised of the following elected officers: President, Vice President, Treasurer and Secretary.

2. A Nominating Committee, comprised of the Executive Committee and Head of School is responsible for soliciting nominations for the subsequent year's Executive Committee and Committee Chair positions. The committee will review nominations and present a slate of officers at the final Parent Association meeting of the academic year held in May.

B. Appointed Positions

1. Committee Chairs are in charge of working closely with the Executive Committee and applicable faculty to organize, support and execute various events. Descriptions of Committee Chair positions can be found in an addendum to the Bylaws.

2. Class Level Parent Representatives (CLPR) will be volunteers chosen by the Executive Committee. In selecting CLPRs, it is highly recommended that a parent be CLPR in only one class level unless the Executive Committee approves it. Parents/Guardians will have the opportunity to express an interest in being a CLPR through the first 2 weeks of school. CLPR selection will be communicated by the third week of school. The roles of the CLPR are to facilitate communication amongst the parents of the children in a particular class level and to help organize, support and recruit volunteers to provide assistance for class level events and activities as requested by the teachers or Head of School. A listing of CLPR Responsibilities can be found in an addendum to the Bylaws.

C. Committees may change by a vote of the Executive Committee in coordination with the Head of School.

IV. OFFICERS

- A. **President.** The President shall preside over Parent Association and Executive Committee meetings, serve as the primary contact for the Head of School, represent the Association as a non-voting member on the Board of Trustees and coordinate the work of all officers and committees to ensure that the purpose of the Parent Association be served.
- B. **Vice President.** The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve.
- C. **Treasurer.** The Treasurer works closely with the school's Business Office to maintain accurate financial records. The Treasurer communicates budgetary guidelines for Committees and events, approves all check requests, and presents formal reports at Parent Association meetings.
- D. **Secretary.** The Secretary takes and records minutes, prepares meeting agendas, sends notices of meetings to the membership, and compiles meeting minutes for publication in a monthly email. The Secretary also keeps a copy of the minutes and Bylaws to be passed onto the incoming Executive Committee members.

V. NOMINATIONS AND ELECTIONS

- A. **Nominations.** A call for nominations to the Parent Association is done at least one month prior to the last meeting of the school year. The Nominating Committee shall compile the list of candidates for each office and present the slate of officers at the last meeting
- B. **Elections** will be held at the last meeting of the school year
1. **Eligibility.** All nominees are eligible for office if they are members of the school community in good standing. Nominees should have a proven leadership record, an obvious interest in the school's welfare, have a sincere desire to work closely with school administration and be an active, positive advocate for the school.
 2. **Voting.** Voting shall be by voice vote when the slate is presented. If more than one person is running for the same office, a ballot vote shall be taken.
 3. **Terms of Office.** Officers are elected for one year and may serve no more than two consecutive terms in the same office, unless authorized by the Executive Committee and Head of school. Each person elected shall hold only one office at a time.
 4. **Vacancies.** If there is a vacancy in the office of President, the Vice President will become the President. If there is a vacancy in any other office, the Nominating Committee will call for nominations. They will recommend a candidate for vote at the next monthly meeting or a special meeting called with at least 10 days notice.
 5. **Removal from Office.** Officers can be removed from office with or without cause. The person or group seeking removal shall present the case for removal to the Executive Committee and Head of School. The member in question shall be given an opportunity to respond. Following this process, the member may be removed or retained upon a majority vote of a panel consisting of the Executive Committee and Head of School.

VI. MEETINGS

- A. **Regular Meetings.** Monthly meetings will be held; the meeting schedule will be determined with consideration of the school's yearly calendar. The Annual Meeting will be held at the May regular meeting. The annual meeting is for electing officers. Meetings will be announced in the school email to parents.
- B. **Special Meetings.** Special meetings may be called by the President, any two members of the Executive Committee or five Parent Association members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to Parent Association members at least 10 days prior to the meeting by email.
- C. **Quorum.** A quorum shall be 10 members of the Parent Association.
- D. **"Robert's Rules of Order"** shall govern meetings when they are not in conflict with the Parent Association's bylaws.

VII. FINANCES

- A. Revenues from fundraising efforts by the Parent Association will be included in the operating budget.
- B. All allocations of funds must be approved by the Executive Committee, majority rule.
- C. The Executive Committee develops budgetary guidelines for Committees and

events, based upon previous years' expenses, the programs and events planned and the estimated revenues of the Parent Association. The prospective budget is presented at the first monthly Parent Association meeting of the school year.

- D. The Treasurer shall keep accurate records of any disbursements and income.
- E. The Treasurer is required to sign all reimbursement forms. Approved reimbursement forms are then presented to the Business Office for payment.
- F. The Treasurer shall prepare a financial statement by the end of the school's fiscal year.
- G. At the end of the fiscal year, a balance of \$\$\$\$ must remain in the Parent Association operating budget to be carried over for the beginning of the next school session.

VIII. REVISION OF BYLAWS

These Bylaws may be amended at any regular or special Parent Association meeting, providing that notice was given at the prior meeting in writing and then sent to all members of the Parent Association by the Secretary. Notice may be given by postal mail or e-mail. Amendments will be approved by a majority vote of those present, assuming a quorum.

IX. DISSOLUTION

The Parent Association may be dissolved in coordination with the Head of School and applicable Administrative Staff. Notice would be given at least one month prior to dissolution and would be subject to a majority vote at a Parent Association meeting.

ADDENDUM

I. EXECUTIVE COMMITTEE JOB DESCRIPTIONS

A. President

1. Chairs the Parent Association and the Executive Committee.
2. Works closely with the Head of School to ensure effective communication between the parent body and the school.
3. Plans the agenda, schedules meeting and meets regularly with the Head of School.
4. Works in collaboration with the Executive Committee and Nominating Committee to appoint Committee Chairs.
5. Consults with and supports Committee Chairs to ensure the Parent Association's purpose is served.
6. Advocates for Heritage Academy and supports the decisions made by the Head of School
7. Should have proven leadership skills and have been positively and actively involved with Heritage Academy
8. Serves a one-year term and is available for advice in the following year to the incoming Executive Committee to provide continuity and historical information

B. Vice President

1. Assists the President in all areas of responsibility.
2. Attends monthly meetings and meetings with the Head of School.
3. Shall assume the position of President if for any reason the elected President is unable to fulfill the position's duties
4. Serves on the Nominating Committee

C. The Treasurer

1. Prepares a projected budget for the upcoming year's revenue and expenses.
2. Works closely with the Business Office to maintain accurate account information.
3. Oversees spending of all Committees, events and room parent budget allocations and approves appropriate reimbursement request
4. Approves and requests checks when needed
5. Attends and presents formal reports at Parent Association meetings
6. Attends the meetings with the Head of School. 7. Serves on the Nominating Committee.

D. The Secretary

1. Establishes a system for obtaining parent suggestions/comments and processes requests for topics to be added to the monthly meeting agenda
2. Prepares and distributes the meeting agenda one week prior to the meeting to all Room Parents, Committee Chairs and Heads of School and posts the agenda in a monthly email to the Parent Association school community
3. Attends and accurately documents Parent Association meetings.
 - a. Distributes minutes to Executive Committee members for approval in a timely fashion.
 - b. Distributes approved minutes to the school's webmaster for posting in the school newsletter
4. Attends the meetings with the Head of School.
5. Maintains a notebook to include agendas, the treasurer's report and minutes from all Executive Committee meetings.
6. Maintains an up-to-date directory of the Committee Chairs, Room Parents and volunteers
7. Serves on the Nominating Committee and compiles necessary information for the ballot

II. COMMITTEE CHAIR DESCRIPTIONS

A. Parent Association Activities

1. Back to School Party: A parent-only evening (date and event approved by Head of School) at the beginning of the school year held to create a positive and supportive sense of community among the parents and faculty. Committee members are responsible for logistics, ticket sales, food, beverages and any related entertainment/activities.

2. Fundraisers: The primary funding for the Parent Association. The committee is responsible for the planning of the yearly fundraising, with approval of the Head of School, along with all marketing, tracking and distributing of any items. The committee will develop and communicate sources of funding as well as investigate new fundraising sources.
3. Teacher Appreciation Day/ Week- The committee will work on recognizing teachers by organizing special events (dates and events approved by the Head of School), communicate the events to Parent Association community in an email at least 3 weeks prior to the events, and obtain volunteers to staff the events
4. Ambassador Program: The committee works to welcome new parents into the Heritage community. New families are paired with existing parents who act as ambassadors. They will work throughout the year with the Admissions Director to represent the school at in-house functions and externally.
5. Community Support: This committee provides support to Heritage Academy families that are experiencing life-changing events. For example, birth/adoption, illness or death of a Heritage Academy family member. . Consideration for each family's experience and need for community support will be different. The intent is not to force "help" on the family but instead to be helpful to parents that could use some extra help during a challenging time. Some parents may choose to deal with their experiences privately, and the committee will respect this decision.

B. Special Activities initiated the school administration and supported by the Parents Association

1. Prom
2. Class level Celebrations, ie. Winter Formal (High School/Middle School), Spring Fling

III. CLASS LEVEL PARENT REPRESENTATIVE (CLPR) RESPONSIBILITIES

Each class level will have a lead parent and possibly one or more assistants. CLPRs will:

1. Work Closely with the Parent Association by
 - a. Attending monthly Parent Association Meetings.
 - b. Follow the guidance of the Parent Association and the Head of School with regard to activities and supportive efforts
 - c. Adhere to budgetary guidelines.
 - d. Support Parent Association activities and help recruit volunteers.
 - e. Communicate interests or suggestions for program improvement that might be beneficial to the school administration, etc
2. Act as an ambassador to the classrooms' parents. Introduce themselves via phone calls or e-mail to new and returning parents and help foster an ongoing sense of community.
3. Respect the wishes of the classroom teachers in regard to classroom policies, procedures, etc.
4. Obtain a list of planned parties and special events from the classroom teacher and recruit volunteers to bring supplies and/or provide assistance. Note: It is not expected or desired for a CLPR to be the primary materials provider or volunteer. When materials

are requested by the teacher, it is suggested that the CLPR assign or solicit volunteers to bring them. Similarly, when volunteers are needed the CLPR should make sure that all parents have a chance to participate.

5. Appreciate diverse ethnic or religious backgrounds represented in the classroom by being sensitive to special holidays and traditions.
6. Recognize the diversity of our school community by being sensitive to various levels of time availability and financial means.
7. Will not solicit for "class gifts" for holidays or at other times to show appreciation for the classroom teacher/assistant(s).
8. Sensitivity/awareness of special needs of children in classroom when planning classroom activities or snacks/treats (i.e. food allergies).