

## **BEMENT FAMILY ASSOCIATION BYLAWS**

**submitted 2/19/20**

The primary function of The Bement School Family Association (BFA) is to support the school and enhance the sense of community. This support may include hosting special events, raising funds for school programs, and assisting the faculty and administration in attaining mutual goals. The BFA is not a policy-making body and explicitly recognizes that the exclusive power to establish and carry out the policies of the school resides with the board of trustees and the head of school. The BFA will nurture the overall growth and development of the community by maintaining its supportive role. The BFA shall assist The Bement School in all of its efforts to enhance its reputation and improve the well-being of the school and the community. The adult family members of any current student of The Bement School shall be members of the BFA.

- A BFA goal is to have all adult family members become involved in activities during the school year.
- There are no dues for membership in the BFA.
- Each officer shall be entitled to cast one vote upon any matter which shall properly come before a general meeting of membership.
- The BFA holds monthly meetings.
- These meetings may include members of the Bement faculty and staff who serve in an advisory role.
- Monthly meetings are open to adult family members.
- Minutes from these meetings (taken by a volunteer at each meeting) are maintained and available on the Parent Portal or upon request.

Officers of the BFA will be: president, vice president, and at least one parent/guardian division representative for the upper school and a separate one for the lower school. The president is responsible for coordinating all events as well as communicating with the BFA membership, administration, and board of trustees. The officers, working in cooperation with the school administration, are responsible for planning and implementing all BFA projects. The officers will approve all decisions about expenditures by the BFA. Any gifts given in the name of the BFA will be voted on by the officers. The school will maintain and fund a BFA account to be administered by the Director of Finance and Operations and the Business Office.

Members of the BFA interested in serving as officers of the BFA shall indicate their desire to serve to any current officer, or to the head of school, in the spring term. A notice will also go out to the general membership in April, so that those who wish to indicate their interest in serving as an officer may do so. In addition, the current officers will present a list of potential candidates to the head of school.

After consideration, the head of school will then ask candidates to serve as the officers of the BFA for the upcoming year. Designated officers will serve a one-year term, commencing July 1. Officers may serve an additional year in their position upon agreement by the head of school and consensus of the other BFA officers

The president of the BFA serves as a voting member on the board of trustees. The board of trustees meets three times a year.

These by-laws may be amended at any meeting of the Association by a two-thirds vote of the members present, provided notice of the proposed amendments has been given in writing thirty days prior to said meeting.