

# **Bullis Parents Association Bylaws**

(Approved June 2020)

## **Name and Purpose**

The name of the organization shall be Bullis School Parents Association (hereinafter called “The Parents Association”). The purpose of The Parents Association is to promote the partnership between the parents/legal guardians/host families and Bullis School, acting as a forum for communication, community building, fostering school spirit, and supporting the vision, guiding principles and programs of Bullis School. The Parents Association does not participate in Bullis School policy making or advocacy. The Parents Association was established in the year 1975, and the following Bylaws were revised and approved by The Parents Association in June 2020.

## **Article I - Membership**

The membership of The Parents Association shall include any parents, legal guardians or host families of a student enrolled at Bullis School.

## **Article II – Power and Duties**

### **Section A. Powers and Duties of The Parents Association Board**

1. All administrative powers granted herein shall be vested in a Parents Association Board (hereinafter called “The PA Board”). The members of The PA Board shall consist of an Executive Committee: President, Vice President, Secretary, and Treasurer; and the Chairperson(s) of each Standing Committee, the Division Coordinators for Lower and Middle Schools, and the Upper School Parent Grade Coordinators. The Chairperson(s) of each Standing Committee, and Division and Grade Coordinators shall be appointed by the President in consultation with the Executive Board.
2. The PA Board may also include non-voting Ad-Hoc Committees. The President shall appoint the Chairperson(s) of each Ad-Hoc Committee in consultation with the Executive Board.
3. When vacancies occur on the Executive Committee, a successor to complete the term shall be appointed by the President with the approval of The PA Board except that the Vice President will automatically fill any vacancy in the office of the President.
4. It shall be the duty of The PA Board to implement policies and procedures of The Parents Association, and to interpret and enforce the Bylaws of The Parents Association.
5. The PA Board shall coordinate and present its recommendations to the appropriate school representative(s) concerning matters of interest to The Parents Association.
6. The PA Board shall approve an annual budget, submitted by the Executive Committee, for the expenditure of all Parents Association funds and may amend the same.
7. The PA Board shall have the power to approve or authorize use of The Parents Association’s name by individuals or others for fundraising promotion, publicity or other purposes. The Parents Association’s name shall not be used without PA Board approval. All fundraising by The Parents Association must be approved and advised by the Institutional Advancement Office.
8. The term of office for the Division and Grade Coordinators and the Chairpersons of the Standing Committees and Ad-Hoc Committees shall be from the first of July through the thirtieth of June, a period of one year.
9. Any PA Board communication in digital format is sufficient.

## **Section B. Powers and Duties of Officers**

The Officers of The Parents Association, as enumerated in Article II, Section A.1., above, shall be a President, Vice President, Secretary, and Treasurer. A second one-year term is implicit unless notice is given prior to the January meeting. Prior to serving as an Executive Committee Member of The PA Board, an individual shall have served on The PA Board for a period of at least one year. Officers can be removed for cause by the President, or by a vote of three officers of the Executive Committee.

1. The powers and duties of the President shall be as follows:
  - a. To act as the spokesperson for The Parents Association.
  - b. To preside over all meetings.
  - c. To oversee the functions of other officers.
  - d. To coordinate the development of the agenda of each meeting.
  - e. To communicate with Bullis School Administration.
  - f. To serve as an ex-officio member of the Bullis School Board of Trustees.
  - g. To call special meetings of The Parents Association as required.
  - h. To appoint Standing and Ad-Hoc Committee Chairpersons as well as Division and Grade Coordinators in consultation with the Executive Committee, and fill vacancies as needed.
  - i. To serve as an ex-officio member of all Standing and Ad-Hoc Committees.
  
2. The powers and duties of the Vice President shall be as follows:
  - a. To assist and to undertake other such duties as are assigned by the President.
  - b. To coordinate The Parents Association and school event calendars. The Vice President shall approve all Parents Association event dates after consultation with the Bullis School Administration.
  - c. To act as the liaison to the Office of Institutional Advancement and External Affairs.
  - d. To assume any or all the responsibilities of the President in the event the President is unable to do so.
  - e. In the event of a vacancy occurring in the office of the President, the Vice President shall automatically become the President of The Parents Association. He/She shall serve for the remainder of the term of the President, which, if longer than six (6) months, shall constitute one term under Article II, Section B.
  - f. At the conclusion of the Vice President's second term it is expected that he or she become President. Should the Vice President be unable to become President, another member of the Executive Committee shall be nominated and elected for the Presidency according to the rules set out in Article IV.
  
3. The powers and duties of the Secretary shall be as follows:
  - a. To record and distribute minutes from all of The Parents Association Meetings.
  - b. Distribute Parents Association meeting agendas.
  - c. To keep files of all Parents Association Committee reports and meeting handouts.
  - d. To manage correspondence for The PA Board.
  - e. To maintain a current list and contact information of PA Board members.
  - f. To contribute and maintain an archive of all Parents Association files.
  - g. To undertake such other duties as are assigned by the President.
  
4. The powers and duties of the Treasurer shall be as follows:
  - a. To keep an exact account of all receipts and expenditures of money and of all monies on hand.
  - b. To work with the Bullis School business office to ensure that all Parents Association revenues and expenditures are all properly processed.
  - c. To give an accurate and current Treasurer's Report at each Parents Association meeting.

- d. To present an annual budget at a PA Board meeting before September 30<sup>th</sup> of the fiscal school year.
- e. To undertake other such fiscal duties as are necessary to fulfill the Treasurer's responsibilities and/or as assigned by the President.

#### **Section C. Powers and Duties of the Executive Committee**

1. The Executive Committee acts on behalf of The PA Board to address specific issues that require attention between PA Board meetings.
2. The President convenes Executive Committee meetings when it is deemed necessary. Any two other members of the Executive Committee may also request a meeting.
3. The Executive Committee will develop guiding principles for meetings throughout The PA Board's term.
4. The Executive Committee, in collaboration with chairs of Standing and Ad Hoc Committees, will prepare a budget annually. The budget shall be created in accordance with the purpose and goals of the Parents Association and comply with the any financial guidelines that The PA Board may create.

#### **Section D. Special Election to fill Executive Committee Vacancy on Interim Basis**

1. If the Secretary or Treasurer resigns or is otherwise unable to complete his/her term at any point, the vacancy for the remaining unexpired term shall be filled on an interim basis in the manner stated below:
  - a. The President shall nominate a current member of the PA Board to act as an interim officer.
  - b. A simple majority of the PA Board shall vote to confirm the new interim officer at the PA Board meeting immediately following the President's notice of nomination.
  - c. The newly appointed interim officer shall serve until the next Election of an Executive Committee per Article IV.
2. If the Vice President resigns or is otherwise unable to complete his/her term in his/her first year in office, the vacancy for the remaining unexpired term shall be filled in the manner stated below:
  - a. The President shall nominate a current member of the PA Board to act as an interim Vice President.
  - b. A simple majority of the PA Board shall vote to confirm the new interim Vice President at the PA Board meeting immediately following the President's notice of nomination.
  - c. The newly appointed interim Vice President shall serve until the General Assembly Meeting in April, at which time there shall be a Special Election to confirm him/her as Vice President.
  - d. The newly elected Vice President will continue to serve until the next Election of an Executive Committee per Article IV, at which point it will be expected that he or she will become President as stated in Article II, Section B.2.f.
3. If the Vice President resigns or is otherwise unable to complete his/her term in his/her second year in office, the vacancy for the remaining unexpired term shall be filled on an interim basis in the manner outlined above in Section C.1, but that person shall not automatically move into the President's position as stated in Article II, Section B.2.f. Rather, the Nominating Committee shall be free to nominate any member of the current PA Board for President, according to the rules set out in Article IV.

#### **Section E. Powers and Duties of Standing Committees**

1. As indicated in Article II, Section A.1., there shall be Standing Committees, and the Chairperson(s) of each shall serve on The PA Board.
2. Each Standing Committee shall have one vote in all PA Board matters regardless of the number of individuals serving as chairperson.
3. Within the limitations of their respective budgets and powers, the Standing Committees and the functions of each shall be as follows:
  - a. **Athletics Committee** — The Athletics Committee acts as a liaison between the parent body and the Athletics Department.

- b. **Bulldog Committee** — The Bulldog Committee supports and promotes school spirit and sportsmanship throughout the year, and recruits and manages volunteers to work in the snack bar.
- c. **Bullis CARES Committee** — The Bullis CARES (Communication, Appreciation, Respect, Empathy, Spirit) Committee reaches out and supports families encountering hardships and serves as a liaison with the school to provide assistance.
- d. **Communications Committee** — The Communications Committee is responsible for all Parents Association communications and maintains and publishes a master calendar of all approved Parents Association events. It serves as a liaison to Bullis School’s Communications Department.
- e. **Community Service Committee** — The Community Service Committee provides support to the school’s community service programs. It serves as a liaison to Bullis School’s Community Service Committee.
- f. **Equity Inclusion and Justice Committee** — The Equity Inclusion and Justice Committee provides support to the school’s diversity programs. It serves as a liaison to Bullis School’s Diversity and Equity Committee.
- g. **Humanities & Global Studies (HGS) Committee** – The HGS Committee serves as a liaison to the HGS Signature Program and supports events such as the Global Village.
- h. **New Families Committee** — The New Families Committee supports the Bullis administration during the recruitment, enrollment and orientation of new families to the Bullis community. It serves as a liaison to the Admissions Department.
- i. **Parent Education Committee** — The Parent Education Committee works with Bullis School’s counselors to create, organize and advertise parent education speaker events. In addition, the Parent Education Committee represents Bullis at the Parents’ Council of Washington (PCW) meetings. PCW strives to foster communication among parents, students and independent schools through its programs and publications.
- j. **Staff Appreciation Committee** — The Staff Appreciation Committee coordinates events that show appreciation for faculty and staff throughout the year.
- k. **STEM Committee** — The STEM Committee supports the school’s STEM Signature Program and events.
- l. **Visual and Performing Arts Committee** — The Visual and Performing Arts (VPA) Committee supports and promotes events and performances organized by the Bullis Arts Department. It serves as a liaison to the Arts Department.
- m. **Volunteer Coordination Committee** — The Volunteer Coordination Committee organizes, assigns and tracks volunteers for Parents Association events. It serves as a resource for PA Board committees and members of the school community looking for volunteer assistance from parents. This committee also organizes the annual Homecoming Bake Sale.

**Section F. Powers and Duties of Division and Upper School Grade Coordinators**

1. Division and Upper School Grade Coordinators serve as the liaison to the appropriate division head and work with grade representatives to plan and implement grade level/division activities and special events.
2. There shall be Division Coordinators for the Lower School, and Grade Coordinators for each of the Upper School grades. Division Heads in concert with the Division Coordinators select the room parents for each grade.
3. Division and Grade Coordinators get one vote per division or grade respectively in all PA Board matters regardless of the number of individuals serving as Coordinators for each division or grade.

## **Section G. Powers and Duties of Ad-Hoc Committees**

1. Ad-Hoc Committees are evaluated (added, maintained or disbanded) by The PA Board on an annual basis and voted on at the May PA Board meeting.
2. Each Ad-Hoc Committee Chairperson reports to The PA Board and may attend PA Board meetings in a non-voting capacity.

## **Article III – Meetings**

### **Section A. Meeting of the General Membership**

One General Membership meeting will be held in April to elect the Executive Committee.

### **Section B. PA Board Meetings**

1. The President shall call and hold PA Board meetings at least six times a year as appropriate and additional meetings as the need arises.
2. Business transacted at any meeting of The PA Board shall be limited to the purposes stated in the notice of such meeting.
3. Votes taken during a PA Board meeting shall require a simple majority unless stated elsewhere in the Bylaws.

### **Section C. Notice of Meetings**

1. Notice of all General Membership meetings shall be communicated in writing and distributed to all Parents Association members at least ten business days prior to the meeting. Notice in digital format (through the Bullis Connection, PA Newsletter and/or email) is sufficient.
2. Notice of regular PA Board meetings shall be posted on the school calendar.
3. Notice of additional PA Board meetings under Article III, Section B, shall be communicated in writing at least five business days prior to the meeting.

### **Section D. Quorum Requirements**

1. A quorum for a properly called General Membership meeting shall consist of those present.
2. A quorum for The PA Board meetings shall consist of a simple majority of voting PA Board members.

## **Article IV – Election of Executive Committee**

### **Section A. Nomination of Officers**

1. A Chairperson for the Nominating Committee shall be appointed by the President by November 30th. The Chairperson cannot be a member of the Executive Committee. The Chairperson will solicit names from the community for persons who would be interested in running for available Executive Committee positions and will forward all suggested names to the Nominating Committee.
2. The deadline for names submitted will be January 31<sup>st</sup> of that year.
3. The Chairperson will distribute the names of persons interested in serving on the Executive Committee 10 business days prior to the Nominating Committee meeting.
4. The Nominating Committee will consist of the Chairperson of the Committee, two current Executive Board Committee Members and two PA Board Members.
5. At the January Board Meeting, PA Board members interested in serving as a member of the Nominating Committee for that year shall so indicate by a show of hands. If there are more than two candidates interested in serving, The PA Board will vote on the candidates at the January meeting. The two candidates receiving the highest number of votes will be added to the Nominating Committee. In the case of tie votes, The PA Board will vote until the ties have been broken. If fewer than two candidates are interested, the most senior member of the Executive Board who is not seeking nomination shall appoint PA Board members to the vacant positions.
6. The slate shall be presented to The PA Board at the March PA Board meeting. The PA Board shall vote to forward the slate for a General Membership vote at the April Parents Association

Meeting.

**Section B. Election of Executive Committee Members**

Notice of the election and the proposed slate of Executive Committee Members shall be communicated in writing to the general membership at least ten business days prior to the April General Membership meeting. The notice shall outline the slate of officers approved at the March PA Board meeting, for presentation to the General Membership for approval at the April Parents Association meeting.

**Article V – Use of Assets**

Upon the dissolution of The Parents Association, The PA Board shall pay the liabilities of The Parents Association and dispose of assets exclusively for the purpose for which The Parents Association was organized. No part of the net earnings of The Parents Association shall inure to the benefit of its members, officers or other private persons. No part of the activities of The Parents Association shall be carried on to influence legislation, participate or intervene in any political campaign on behalf of any candidate for public office. The Parents Association shall not engage in other activities prohibited to an organization exempt from Federal Income Tax under the Internal Revenue Code

**Article VI – Amendments**

A Bylaws Committee will be appointed by the President, every two years (the odd years at the beginning of the school year), to review and recommend changes to the Bylaws. The PA Board shall consider the Bylaws Committee recommendations and vote on whether to bring them for consideration to the General Membership. The amended Bylaws may be accepted or rejected by two-thirds (2/3) vote at a General Membership meeting held in accordance with Article III.