

# **Columbus School for Girls Parents' Association By-Laws**

(revised May 2020)

## **Article I. Mission Statement**

The mission of the Columbus School for Girls (CSG) Parents' Association is to support and enhance the CSG community by:

- Providing support and recognition of students, faculty, and staff
- Providing a forum for the channeling of concerns and issues
- Providing the means for the dissemination of pertinent information
- Raising funds and providing activities that serve specific needs
- Fostering connection between CSG parents

## **Article II. Name and Address**

- 1) The name of this organization is the Columbus School for Girls Parents' Association, which is a non-profit organization.
- 2) The official address of the organization is The Columbus School for Girls, Parents' Association, 65 S. Drexel Avenue, Columbus, Ohio 43209.

## **Article III. Meetings**

- 1) The Executive Committee, which is comprised of the President(s), Vice President(s), Treasurer, Unicorner Treasurer, Secretary, Past- President and other Chairs as specified by the President, whose terms shall be for one calendar year, shall meet after every Parent's Association Meeting and also when necessary between Board meetings to expedite Association business.
- 2) The Board will be comprised of the Executive Committee, Committee Chairs, Assistant Chairs, Form Parents and such members-at-large as determined by the Nominating Committee.
- 3) The Parents' Association shall hold at least four (4) but not more than ten (10) regular meetings per calendar year. These meetings shall be attended by the Board and shall be open to any parent who wishes to attend. Special meetings may be called by the President(s) as needed upon twenty-four (24) hours prior notice.

- 4) Twenty-five percent (25%) of the Board present at any duly called meetings shall constitute a quorum.
- 5) Meetings will be guided by Robert's Rules of Order.
- 6) A Special Committee may be appointed by the President(s) to study any issue(s) affecting the Board. Each Special Committee will present its findings to the Executive Committee and the Board.

## **Article IV. Duties of Officers**

- 1) The responsibilities of the President(s) are to:
  - a. Preside at all meetings of the Association and of the Board
  - b. Appoint Special Committee Chairs as necessary
  - c. Be a member ex-officio of all committees
  - d. Serve as the official representative(s) of the Association to the Head of the School and to the Board of Trustees
- 2) The responsibilities of the Vice President(s) are to:
  - a. Preside at meetings in the absence of the President(s)
  - b. Assist the President(s) as required
  - c. Attend meetings with the President as necessary to prepare for becoming President the following year
  - d. Make arrangements for the annual meeting which occurs in May and coordinate the Senior Parents' Recognition Brunch which occurs the week of Graduation
  - e. Prepare a roster of Board members
- 3) The responsibilities of the Secretary are to:
  - a. Record and distribute minutes of all Board meetings, General Meetings and Executive Committee meetings
  - b. Take care of official correspondence of the Parents' Association
  - c. Notify members of all meetings
  - d. Have custody of pertinent files (minutes correspondence)
  - e. Distribute a roster of Board members
  - f. Work with CSG Communications Office to ensure concise, consistent communication to parents
  - g. Provide Executive Committee communication between the Board and Form Parents and Form Parent Chairs, including attending divisional meetings
- 4) The responsibilities of the Treasurer are to:
  - a. Present for Board approval, at the beginning of the term of office, a budget of proposed expenditures in keeping with the fiscal year July 1 to June 30

- b. Receive all monies from projects, hold all monies in a bank, and maintain accurate records of these
  - c. Disburse monies by check to be supported by invoices or receipts as approved in the Board budget
  - d. Give approval of disbursement of monies by check not in the approved budget that are less than \$500.00
  - e. Get Executive Committee approval to disburse monies by check not in the approved budget that are \$500.00 or greater
  - f. Present a current financial statement at each Board meeting
  - g. Have the records ready for an audit prior to the end of the Treasurer's tenure
- 5) The responsibilities of the Unicorner Treasurer are to:
- a. Serve as Unicorner and Summer Supply Sale Treasurer
  - b. Assist the Treasurer
- 6) The responsibilities of the Past President are to:
- a. Serve as an advisor to the Board and Executive Committee
  - b. Chair the Nominating Committee.

## **Article V. Nominations, Elections, and Appointments**

- 1) The Nominating Committee shall consist of the Nominating Chair, the President(s), the Vice President(s), an actively involved member of the Association from each of the four school divisions, and two additional active members. The Nominating Chair shall choose the four division representatives and the two additional representatives.
- 2) The Nominating Chair shall schedule the date, time, and place of the Nominating Committee meeting and shall act as chairperson for the meeting.
- 3) The Nominating Committee shall select and approve a slate of officers to fill the positions of Vice President, Treasurer, Secretary, and Unicorner Treasurer. The Committee shall present this slate of officers to the Board for vote and approval at the regularly scheduled Board meeting prior to the annual May meeting.
- 4) The Nominating Committee shall appoint the Board committee chairs and Assistant Chairs.
- 5) The President shall ascend to the position of Past President at the conclusion of the annual May meeting.
- 6) The Vice President shall ascend to the position of the President at the conclusion of the annual May meeting.
- 7) The Unicorner Treasurer shall ascend to the position of Treasurer at the conclusion of the annual May meeting.
- 8) If a vacancy occurs on the Executive Committee, the Nominating Committee shall meet to fill that vacancy.

- 9) Each girl may have one parent serve as Form Parent one time during her stay in a division. If a parent has a second daughter in the division, that parent may be Form Parent for that child's class one time during her stay in that division.

## **Article VI. By-Laws**

The By-Laws may be adopted, amended, or repealed at any Board Meeting by majority vote provided that the proposed change has been submitted in writing to the Executive Committee and the Board at least five days prior to the meeting. The By-Laws shall be reviewed every three (3) years by the Executive Committee.

Revised and approved in May 2020, by