

By-Laws of The Haverford School Parents' Association

PURPOSE:

The purpose of the Association, herein named The Haverford School Parents' Association (HSPA), is to foster a positive spirit within The Haverford School family, to provide financial support to The Haverford School, and to assist The Haverford School in its efforts to provide educational facilities, opportunities, and assistance to its students. At all times, the Association will cooperate and consult with the school administration to ensure that the nature of its activities and the manner and timing of its contributions are consistent with the School's educational purpose and financial needs.

ARTICLE I: MEMBERSHIP

The membership of The Haverford School Parents' Association shall consist of all parents, or persons standing in place of parents, of boys currently enrolled in The Haverford School.

ARTICLE II: THE BOARD

The affairs of the Association shall be managed by a Board which shall be elected by the members at the Annual Meeting and shall hold office for one year from July 1st until the following June 30th. The Board shall consist of the officers, the standing committee chairs and their assistants or chair-elect, the class parents, and any members at large. Members at large must have previously served on the Board.

The Board shall also include the chairs of the Association from the previous two years, who shall serve on the Board for that period of two years in an advisory capacity. Past chairs of the Parents' Association who remain in the parent population, not serving in a specific board position in any given year, will remain on as advisors, and will receive board minutes. This is a non-voting advisory position.

ARTICLE III: ADMINISTRATION AND OFFICER RESPONSIBILITIES

1. The Chair shall preside at all meetings of the Association and the Board, maintain order during the transaction of business, put motions to a vote, and perform all other duties deemed necessary. He/She shall be an ex-officio member of all committees. In addition, the Chair will serve as a voting member of the Board of Trustees of The Haverford School. Guidelines for the Chair shall be reviewed annually.

2. The Finance and Executive Committee shall review financial business of the Parents' Association and make recommendations to the Board. The Chair shall chair the Finance and Executive Committee. Guidelines for the Finance and Executive Committee shall be reviewed annually. The Finance and Executive Committee shall consist of the Chair, Vice-Chair, Second Vice-Chair, Treasurer, Assistant Treasurer, Recording and Corresponding Secretaries, F&E Member at large and Ways and Means Chairman.

(Amended and restated as of December 2021)

3. The Vice-Chair shall assist the Chair and shall assume the duties of the Chair when that officer is unable to perform them because of illness or absence. They shall assume the duties of Class Parent Coordinator and shall serve as a liaison between the class parents and the general Board.
4. The Second Vice-Chair shall have custody of and be responsible for obtaining all reports and documents connected with the business of the Association. The Second Vice-Chair shall be a member of the Ways and Means Committee and will assist as the Volunteer Coordinator position.
5. The Recording Secretary shall keep and post the minutes of the proceedings of the Board meetings and the Annual Meeting of the Parents' Association. They shall furnish minutes of the meetings to the Chair for approval and shall make and distribute copies of the minutes to Board Members, designated administration, or staff, and to a posting location available to the parent population.
6. The Corresponding Secretary shall take care of all courtesy correspondence of the Parents' Association.
7. The Treasurer, in conjunction with The Haverford School Business Office, shall keep an accurate account of all financial transactions of the Parents' Association and shall report the financial situation at every meeting of the Board. They shall furnish copies of their report to the Chair, First and Second Vice-Chairs and the Recording Secretary; the monthly report shall become an addendum to the minutes. The Treasurer shall present a preliminary Annual Report at the Annual Meeting of the Parents' Association. At the end of the fiscal year, June 30th, the Treasurer shall submit a final report to the Association.
8. The Assistant Treasurer shall assist the Treasurer in maintaining financial records and shall collaborate with the Parents' Association project chair to inform them of accurate financial procedures.
9. The Ways and Means Chairman shall monitor Parents' Association fund-raisers, investigate new fundraising options, and bring recommendations to the Board. The Parents' Association Chair may appoint a Ways and Means Committee to assist in this work.
10. The Member at Large shall work on special projects as directed by the Chair.

ARTICLE IV: THE STANDING COMMITTEES and CLASS PARENTS

1. The standing committees of the Parents' Association shall consist of Campus Decoration, Fundraising Projects, Party for a Purpose, External Communications, HSPA Notes, HSPA Store, Father/Son Event, EA Day, Parent Event, Perfect Present, Spring Fling, Friendship Families, PaTHS and any major fund- raising or non-fundraising project. All standing committee chairs, assistant chairs and class parents shall be voting members of the Board.
2. The Campus Decoration Chairman, together with the school maintenance department, shall provide for the beautification of the school campus.

(Amended and restated as of December 2021)

3. The Fundraising Projects Chair shall implement new fundraising projects.
4. The Chair and Chair-Elect of the Party for a Purpose shall oversee all aspects of the party, auction and the related events.
5. The External Communications Chairman shall manage publicity for all Parents' Association activities.
6. The Internal Communications (HSPA Notes) Chairman shall function as the liaison between all event Chairs and the Haverford School Communications Department in producing the HSPA Notes.
7. The HSPA Store Chairman shall oversee and implement all aspects of the HSPA on-line Store.
8. The Chair(s) of any major fundraising or non-fundraising project shall oversee all aspects of that project. (EA Day, Perfect Present, Parent Event, Father/Son Event, Spring Fling)
9. The Class Parent shall organize parent involvement in class activities, and or the parent 'class project', as assigned by the Parents' Association. Class parents shall serve as a liaison between the parents of the class and the Parents' Association Board and shall periodically consult with the head of the respective school division. A parent may only serve in the role as class parent one time in each division (lower, middle & upper) for each individual son's class, based on graduating (?? No punctuation or end?)
10. The Paths (Parent Advocates (of) The Haverford School) chairs will serve a 2-year term. Year one as the Co-Chair and the second year as Chair. There will be an advisory committee consisting of BIPOC Parents and allies. The Committee will work collaboratively with Haverford's BIPOC parents and allies to support BIPOC students, fellow parents, alumni, and faculty and staff; encourage opportunities for The Haverford School community to grow in its understanding of diversity, equity, and inclusion; and promote equality of opportunity within The Haverford School community. The ultimate purpose of the PaTHS Committee is to advocate for The Haverford School's BIPOC community and help facilitate meaningful change at the School.
11. Friendship Families committee shall plan and implement opportunities for new families to meet other Members of the community. The Friendship Families committee will offer support for new families during their first year attending The Haverford School.

ARTICLE V: THE NOMINATING COMMITTEE & ELECTIONS

1. Between September and November, the Nominating Committee shall be appointed by the Chair of the Parents' Association and shall include the immediate past-Chair who shall serve as Chair of the Committee, the present Chair, the First Vice-Chair, the Second Vice-Chair, and three other members, representative of the divisions of the school, who are present or past members of the Board. All officers, standing committee chairs and their assistants, class parents, and members at large shall be chosen by the Nominating Committee. Representatives to any other school organization that calls for parent participation shall be nominated if so requested.
(Amended and restated as of December 2021)

2. After obtaining the consent of candidates to serve in the event they are elected to office, the Nominating Committee shall present the Slate of Proposed Officers, Chairman and Class Parents, to the Board four weeks before the Annual Meeting.
3. Any member of the Parents' Association may add a candidate's name to the slate upon written recommendation of members of the Parents' Association, placing it in the hands of the Nominating Committee at least one month before the Election of Board Members at the Annual Meeting.
4. At the Annual Meeting, the Chair of the Nominating Committee shall report the proposed slate, and voting shall take place by the entire membership present.
5. When only one nomination is made for an office, election may be by voice vote. If there is more than one nomination for office, the vote shall be in person by written ballot. The Chair of the Parents' Association shall appoint two tellers to collect the ballots, count and report the results to the meeting.
6. Any vacancy among the Board may be filled for the balance of the unexpired term by the Chair, with the approval of the Finance and Executive Committee.

ARTICLE VI: BOARD MEETINGS

1. There shall be a minimum of six slated meetings of the Parents' Association Board during the school year which are open to all members of the Parents' Association. The Board meeting shall be called Parents Plugged In.
2. In addition to regular business, the Final Board Meeting shall include the report of the Nominating Committee.
3. The Annual Meeting for the election of Officers and other Board Members of the Parents' Association shall be held in the spring. All outstanding reports of the retiring Board shall be presented at this meeting. The new Chair and new Board shall be introduced.

ARTICLE VII: QUORUM

One more than half the Board shall constitute a quorum. Any action taken by the majority of those present at a meeting at which there is a quorum shall be valid.

ARTICLE VIII: FUNDRAISING

The Board has the authority to initiate, continue or discontinue any projects it deems appropriate for the benefit of the School.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Parents' Association shall commence on July 1st of each year.

(Amended and restated as of December 2021)

ARTICLE X: EARNINGS

1. The net earnings of the Association shall not inure, directly or indirectly to or for the benefit of any individual member.
2. The net earnings of the Association from fundraising activities shall be used for the benefit of The Haverford School.
3. It shall be the duty of the Finance and Executive Committee to review the financial status of the Association, and to make recommendations to the Board regarding the disposition or disbursement of funds during the fiscal year.

ARTICLE XI: AMENDMENTS

Amendments to the by-laws may be enacted at any regular meeting when passed by a three-quarters vote of the Board. The proposed amendments must have been presented to the Board at a previous meeting.

ARTICLE XII: DISSOLUTION

Upon dissolution of the Association, the Board shall dispose of all the assets of the Association to The Haverford School or its appointee, provided that the recipient is organized and operated for educational purposes, and, at the time of distribution, qualifies for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1954 as amended.

(Amended and restated as of December 2021)