

**SAN DOMENICO  
FAMILY ASSOCIATION BYLAWS**

Revised April 2022

**ARTICLE I**

**NAME AND PURPOSE**

Section I                   The organization shall be known as the San Domenico Family Association, or SD FA.

Section II                   Statement of Purpose: We are the families of San Domenico who join with the school to form a community committed to an exceptional education with a sense of purpose for our students.

We come together so that we may be more deeply involved in our student's educational experience in order to support and enhance it. Through our involvement, the FA enables families to serve the needs of the entire school community.

Our involvement principally takes the form of:

- ❖ cultivating relationships to foster community and the sense of belonging among current SD families;
- ❖ deepening every family's connection with the school;
- ❖ providing a vehicle for communication between the school and home;
- ❖ support fundraising opportunities which broaden every student's educational program;
- ❖ providing support and volunteer services for school-sponsored events.

Section III                   All projects of the Association shall be approved by the Head of San Domenico School and the FA Board before being undertaken. Fundraising projects shall be cleared through the Director of Advancement.

## **ARTICLE II**

### **MEMBERS**

Section I                   Members shall be any parent, guardian, or caretaker of student(s) attending San Domenico School.

## **ARTICLE III**

### **MEETINGS**

Section I                   There will be regular meetings of the Association each month from August to May. The FA Board may change the date of the regular meetings or it may schedule special meetings by giving notice of the change or the special meeting to the members.

Section II                  Voting: A vote by the majority of members present at a meeting, either by voice, show of hands, or digitally shall be decisive.

## **ARTICLE IV**

### **EXECUTIVE BOARD**

Section I                   The Board of the Association shall consist of the President, Vice President of the Upper School, Vice President of the Middle School, Vice President of the Lower School Vice President of Volunteerism, Vice President of Operations, and Past President.

Section II                  Decisions by the FA Board shall be by a majority vote of voting members present at a meeting.

## **ARTICLE V**

### **SELECTION OF OFFICERS**

Section I                   The officers of the Association shall consist of the President, Vice President of the Upper School, Vice President of the Middle School, Vice President of the Lower School, Vice President of Volunteerism, Vice President of Operations and Past President.

Section II All FA members, faculty, and administrators are encouraged to submit their interest and/or the names of candidates for FA Board positions and for the Committees of the Association positions to the Head for Student Life and Head of School. All candidates will be considered.

Teachers, School Directors and school level FA Vice Presidents shall recommend candidates for grade level FA Class Representatives, and school level Chairs. Additional specialty positions may be named at the discretion of the School Director and FA school level Vice Presidents.

The Head of School shall contact each new FA Executive Board officer, and/or task an alternative to assist.

The School Directors shall contact each new FA Executive Board officer at their respective school levels. The new school level FA Vice Presidents shall contact the new FA Class Representatives at their respective school levels before the end of the school year to develop community camaraderie.

The former Board members shall contact the new members of the Committees of the Association and assist in the onboarding.

Section III FA Board and Committee members shall serve for one year (2 years preferred), and their term of office shall begin at the close of the final FA meeting of the year. No officer may serve more than two consecutive terms in the same office unless, under special circumstances, the Head of School approves a waiver to this term limit.

Section IV If an officer is unable to complete a full term of office, the Head of School shall select a replacement and seek support from members of the Association if she/he/they chooses.

## **ARTICLE VI**

### **COMMITTEES**

Section I The Committees of the Association shall consist of school level Faculty and Staff Appreciation Chairs. Other Committee and Chair positions will be decided by the FA Board and approved by the Head of School in partnership with the Advancement department.

Section II The Head of School shall announce the name(s) of the Committees of the Association to the FA Board.

Section III                    The FA Board shall establish such additional committees as are appropriate to the accomplishment of the purposes of the Association.

Section IV                    The duties of the Committees shall be specified by the President with the approval of the FA Board and the Head of School.

## **ARTICLE VII**

### **DUTIES OF THE EXECUTIVE BOARD AND THE OFFICERS**

Section I                    Board: The FA Board shall have general supervision of the affairs of the Association, fix the hour and place of meetings, make recommendations to the Association and perform such duties as are specified in these bylaws that operate in support of current San Domenico leadership goals set forth by the administration.

Section II                    President: The President shall guide the FA to support San Domenico administration goals and mission. They will preside at all meetings of the Association and oversee the duties and responsibilities of the FA Board members. The President shall appoint ad-hoc committees as needed.

The President is tasked with:

- Scheduling the FA calendar with the Office of Student Life
- Learning, supporting, and fostering community belonging through K-12 FA leadership and actions
- FA homepage and Panther News, accuracy and oversight
- Yearly FA budgeting and approval of funds expenditure
- FA administrative oversight, continuity of digital records
- Supports volunteers and Association members on best practice communication and processes
- Overseeing mission alignment of FA K-12 events and volunteer engagement

Section III                    Vice President of the Upper School: The Vice President of Upper School (USVP) shall be a member of the FA Board and shall attend all FA Board meetings. The USVP shall be the communications coordinator for Upper School families, administration, and the FA Board. USVP shall perform other such duties as may be assigned by the President.

The VP of Upper School is tasked with:

- Working with school level director to set the agenda of

- monthly school level meeting
- Running the school-level monthly meetings
- Liaison to school level Community Builders: Appreciation & Gratitude Chairs, Crab Feed Chairs, and Class Representatives
- Network with Class Representatives to create volunteer opportunities
- Cultivate and foster a sense of belonging for all Upper School community members
- Work with school level director to assist with identifying Association nominations as needed

#### Section IV

Vice President of the Middle School: The Vice President of the Middle School (MSVP) shall be a member of the FA Board and shall attend all FA Executive Board meetings. The MSVP shall be the communications coordinator for Middle School families, administration, and the FA Board. MSVP shall perform other such duties as may be assigned by the President.

The VP of Middle School is tasked with:

- Working with school level director to set the agenda of monthly school level meeting
- Running the school-level monthly meetings
- Liaison to school level Community Builders: Gratitude & Appreciation Chairs and Class Representatives
- Network with Class Representatives to create volunteer opportunities
- Cultivate and foster a sense of belonging for all Middle School community members
- Work with school level director to assist with identifying Association nominations as needed

#### Section V

Vice President of the Lower School: The Vice President of the Lower School (LSVP) shall be a member of the FA Board and shall attend all FA Board meetings. The LSVP shall be the communications coordinator for the Lower School families, administration, and the FA Board. LSVP shall perform other such duties as may be assigned by the President.

The VP of Lower School is tasked with:

- Working with school level director to set the agenda of monthly school level meeting
- Running the school-level monthly meetings
- Liaison to school level Community Builders: Appreciation & Gratitude Chairs, Class Representatives
- Network with Class Representatives to create volunteer opportunities
- Cultivate and foster a sense of belonging for all Upper

- School community members
- Working with school level director to assist with identifying Association nominations as needed

## Section VI

Vice President of Operations: The VP of Operations shall be a member of the FA Board and shall attend all FA Board meetings. The VP of Operations shall record and transcribe all meeting minutes and send the final minutes of all meetings in a timely manner to the Board President for review. Upon review, said minutes will be uploaded to SD FAB web page for community. She/he/they will assist the President in any clerical duties as necessary, oversee FA digital documents and maintain FA Cloud with correct file conventions. VP of Operations will collaborate with President in support of K-12 Gratitude/Appreciation and Fall Social accounting.

VP of Operations is tasked with:

- Recording and transcribing FA Executive Board monthly minutes
- Supporting Gratitude & Appreciation committee members as needed
- Maintaining current digital documentation of Board
- Sending monthly updates of approved Board minutes to Webmaster
- Assists with K-12 Fall Social reimbursements
- Works with the President and business office to keep FA Board accounting updated

## Section VII

Vice President, Volunteerism: The Vice President of Volunteerism shall be a member of the FA Board and shall attend all FA Board meetings. This position will be the point person for the FA Board, K-12 Leaders, and Faculty/Administration to help put volunteer needs in place through the current San Domenico online volunteer platform.

The VP of Volunteerism is tasked with:

- Nurturing and strengthening new and existing relationships through SD volunteerism
- Oversight and operation of volunteer digital platform
- Assists with initial set-up and first of the school year Class Representatives meeting at Lower School, Middle School, and Upper School levels
- Works with the school Webmaster on uploading initial volunteer sign-up system in place prior to FA Board President community welcome letter mailing in August.
- Helps to solicit volunteers and coordinates All School FA-related events, as needed.
- Supports Admissions with current digital volunteer platform, as needed

- Assists with Faculty, Staff, and Class Representatives with training and usage of volunteer digital programs, as needed.

## Section VIII

Past President: The Past President shall be a member of the FA Board and shall attend all FA Board meetings. The Past President will work in tandem with the current President during year one of the newly selected President for continuity and support.

The Past President is tasked with:

- Provide Board President full support in her/his/they position including onboarding and advising as needed
- Provide historical context for decision-making and perspective about Board issues
- Participate actively in community building and volunteer activities
- Lead monthly FA Board meeting if requested by President

## ARTICLE VIII

### DUTIES OF FA LEADERS AT THE SCHOOL LEVEL

The FA Board supports building community and developing deeper connections at each school level through the following FA leadership positions. The purpose of these school-level positions is to advocate and increase community engagement and the sense of belonging for every member of the San Domenico Family Association.

These positions are:

Class Representative: The class representative(s) will build community in their grades through communications; grade level events; and grade level volunteer participation.

Gratitude and Appreciation Chair: Every school level will have two Gratitude and Appreciation Chairs who support embracing community driven positivity and thankfulness at their school level. Gratitude and Appreciation Chairs work directly with their school level VP, and will be supported operationally by the FA Board. This can include, but is not limited, to:

- Faculty & Staff Appreciation Events
- Developing meaningful moments to thank our Faculty & Staff community members
- Encourage speaking to one another in the language of appreciation and affirmation within our community

## **ARTICLE IX**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ROBERT'S RULES OF ORDER REVISED shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

## **ARTICLE X**

### **AMENDMENT OF BYLAWS**

These laws may be amended at any regular meeting of the Association. Any changes to the bylaws must be approved by Administrative Leadership and the Family Association Board.