

Saddle River Day School

Parents Guild By-Laws

Adopted April 2006, Revised/Adopted May 2019, Revised/Adopted July 2023

ARTICLE I - MEETINGS OF THE PARENTS GUILD

- (a) During the school year, monthly meetings of the Parents Guild are scheduled by the President/Co-Presidents of the Parents Guild (PG) of the Saddle River Day School. Every month meetings will be open to all parents & guardians of SRDS, and the agenda will be emailed the day before each meeting.
- (b) Minutes from these meetings will be documented by the Secretary, reviewed by the PG Executive Board, and voted on for acceptance. Meeting minutes will be posted to the school website before each subsequent meeting.
- (c) Twelve members shall constitute a quorum at the Parents Guild meetings. Parents Guild members shall be permitted to vote by proxy, if they so desire, on any issue that will be voted upon by the Guild. If they cannot attend that specific meeting, proxy votes must be submitted in writing to the Secretary before the meeting.
- (d) The President/Co-Presidents may call special meetings of the Executive Board at any time.
- (e) The annual budget shall be developed yearly with the SRDS Director of Alumni & Special Events, PG President/Co-Presidents, PG Treasurer, and the SRDS Chief Financial Officer before the June meeting of the PG Executive Board. At the June meeting, the proposed budget is to be presented and reviewed by the PG Executive Board. Any changes to the budget must be presented to and confirmed by the CFO. During an election year, the incoming Executive Board members will be included in this process.

ARTICLE II - NOMINATIONS AND ELECTIONS

- (a) The Nominating Committee is charged with the task of presenting a slate of Executive Board Officers for the approval of the current Parents Guild Executive Board.
- (b) The Nominating Committee shall be chaired by the President (s) committee members and shall include Vice President (s), (1) school administrator (SRDS Director of Alumni & Special Events), and at least 2 current Parents Guild members who choose not to run for an

Executive position during the next term; preferably representative of each of the school's respective divisions. These representatives understand that they cannot be nominated for Executive Board positions in the Parents Guild.

(c) The Nominating Committee will notify the membership via email, by the April meeting, asking for nominations for the Executive Board of the Parents Guild. Once the names are submitted, it is the responsibility of the chairperson of the Nominating Committee to contact the suggested person(s) stating that they are being nominated for a position and confirming their interest.

(d) A ballot of the names of those who confirmed their interest to serve on the Executive Board will be reviewed by the Nominating Committee and appointed as necessary. The new Executive Board officers shall be promptly notified via email of their appointment and their formal acceptance will be confirmed.

(f) The Nominating Committee will present the new Executive Board Officers of the Parents Guild of Saddle River Day School by the end of the school year.

ARTICLE III - TERMS OF OFFICE

(a) The terms of office for elected Executive Board Officers shall be 2 years. Executive Board officers may succeed themselves for a 2nd term at the discretion of the Parents Guild President/Co-Presidents and approved by the Head of School.

(b) When possible, the Co-Presidents should stagger their 2 year term.

(c) The terms of office for Committee Chairpersons shall be for one year. Committee Chairpersons may be reappointed each year at the discretion of the Parents Guild President/Co-Presidents.

(d) All terms of office shall commence on July 1st of the current year.

(e) Any vacancy occurring during the term of an Executive Board member may be filled by appointment of the President/Co-Presidents with the approval of a quorum of Parents Guild members at a monthly Parents Guild meeting.

ARTICLE IV - DUTIES OF THE PARENTS GUILD EXECUTIVE BOARD

(a) All Executive Board members are expected to attend all key events, PG meetings and Board meetings.

(b) The Executive Board shall execute and be in line with the Parents Guild By-Laws, PG Constitution and the Saddle River Day School Mission Statement.

(c) All school matters brought to the attention of the Executive Board shall stay **confidential**.

(d) All records, documents and digital articles pertaining to the work of the Parents Guild are to be passed on to the successor at the end of the term of office.

ARTICLE V - DUTIES OF THE EXECUTIVE BOARD OFFICERS

(a) The **President/Co-Presidents** shall be the Chief Executive Officer(s) of the Parents Guild and shall have control and management of the affairs of the PG under the leadership of an SRDS Administrator, currently the Director of Alumni & Special Events, and subject to the directions of the Executive Board and the Head of School.

- Shall preside at all meetings of the Guild and of the PG Executive Board. They will work with the Office of Advancement to coordinate monthly meeting agendas.
- Shall appoint Chairpersons of Standing Committees and members of the Nominating Committee and serve on the Nominating Committee. In the event that a Chairperson is not available for a subcommittee or special event, a President must assume or reallocate those responsibilities in order to assure success of that program/event. The President/Co-Presidents shall also serve ex-officio on all standing committees.
- Shall work with the Admissions Office on new parent outreach and Admission initiatives as requested.
- Shall meet with the Head of School monthly or as requested to review and/or request PG initiatives including approval of Gala theme and distribution of gala proceeds.
- Shall work with the PG Treasurer and SRDS CFO to review and approve income expenses and review/set yearly PG budget.
- Shall present a year-end report at the June SRDS Board of Trustees meeting.
- Shall meet with the PG Board & follow up on expectations/ideas for the upcoming year.
- Shall meet with Grade Parents to set parameters and expectations for the school year.
- Shall Chair/Co-chair the Annual Spring Gala in conjunction with the Vice President(s), Office of Advancement, and the Head of School.

(b) The **Vice President(s)** shall assist the President/Co-Presidents in all duties as directed by the President/Co-Presidents. In the event one President is unable to complete the term

office, a Vice-President may assume the duties and responsibilities of the term of said President.

- Shall serve on all fundraising efforts for key events and initiatives.
- Shall Co-host the annual Spring Gala.
- Shall plan Speaker Series for parents and or students twice per year.
- Shall partner with Student Council or Student Based groups to guide their fundraising efforts as needed.

(c) The **Secretary** shall conduct all correspondence of the PG as directed by the President/Co-Presidents and support the good and welfare of the SRDS community as defined by the Executive Board.

- Shall be responsible for documenting the minutes of the monthly PG meetings. Minutes should be made digitally available within 7 days after the meeting for review/approval and then posted for community access.
- Shall be responsible for documenting the minutes of the PG Executive Board meetings.
- Shall send a weekly communication to Class Parents as provided by the Co-Presidents.
- Shall serve as the liaison with Class Parents on all communication as needed.

(d) The **Treasurer** shall be custodian of the funds of the PG of Saddle River Day School in conjunction with the SRDS Director of Alumni & Special events and the Finance Department.

- All funds shall be deposited in a bank designated to the Parents Guild.
- The Treasurer shall keep an accounting of expenses and revenue pertaining to Parent Guild business.
- A year-end financial report will be presented at the June meeting of the Executive Board.
- The Treasurer will assist in the development of the proposed budget annually.
- The Treasurer will also be responsible for securing all NJ Legalized Games of Chance permits/licenses/tickets and preparing all post-event operational reports required by the state of New Jersey.
- The Treasurer, together with the Co-Presidents and SRDS Director of Alumni & Special Events and SRDS CFO will review and approve any "gifts" made to the school on behalf of the Parents Guild.

***Note:** Restricted money raised older than 3 years will become an unrestricted gift to the school as long as a reserve amount equal to 1 years operating expense is maintained.

(f) The **Lower, Middle and Upper School Representatives serve** as a liaison between respective Head of each school division and the Parent's Guild.

- Division Representatives are expected to facilitate and attend key events and activities in their respective divisions.
- Shall promote inclusivity in respective divisions by hosting grade centric social events.
- Shall ensure the success of Class Parents and provide support with monthly check ins.
- Shall meet with their Division Head every other month or as needed and report back any divisional news, programs of interest or significant accomplishments.
- Shall facilitate new parent outreach in conjunction with the Admissions Office as needed.
- Shall assist and coordinate class participation in all Parents Guild sponsored events.

(g) The **Past President(s)** shall assist the Current Co-Presidents and serve on the Executive Committee as requested.

(h) An **SRDS Administrator**, currently the Director of Alumni & Special Events, shall serve as a liaison from the school and oversee the activities of the Parents Guild. They will also coordinate the rentals and activities of the **All School BBQ** and **Homecoming** on campus and sign off on all Parents Guild expenses and requests.

ARTICLE VI - ADDITIONAL STANDING COMMITTEE CHAIRPERSONS

Faculty and Staff Appreciation Breakfast Chairperson shall be responsible for planning, coordinating and overseeing a breakfast event for the faculty & staff of SRDS including the purchasing of gift cards in conjunction with the SRDS CFO.

Love & Kindness Week shall be responsible for coordinating "Heart Carts" for faculty and staff during Valentine's week. In addition, working in conjunction with the Dean of Students and School Counselor to have a philanthropic initiative for each Division.

Ladies' Night Out Chairperson shall be responsible for coordinating and delegating the responsibilities of this annual fundraising event.

Lower School Halloween Trunk or Treat Chairperson shall be responsible for coordinating and delegating the responsibilities of this annual event with the LS Rep.

Class Parents shall be the point of contact for their respective classes and serve as a liaison between the teacher, parents and the Executive Board. Class Parents are expected to support all school functions and activities in said divisions.

Sunshine Committee Chairperson shall be responsible for coordinating the Parents Guild response to 'good and welfare' for the school community.

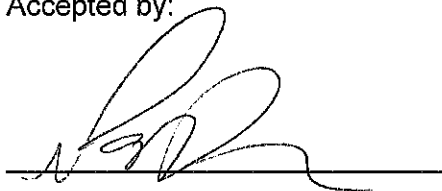
Holiday Market Chairperson shall be responsible for planning, coordinating and delegating the responsibilities of the event.

Note: All said committees will be reviewed each year and adjusted as needed.

ARTICLE VII - AMENDMENTS

These By-Laws may be amended following due process and approval of the PG Executive Board and in conjunction with an Administrator of the Saddle River Day School, currently the Director of Alumni & Special Events. These By-Laws will be reviewed at least every 5 years or as deemed necessary by the PG Executive Board and all changes will be forwarded to the Head of School for final approval. The updated By-Laws must be accepted by and confirmed via signature below by the Parents Guild Co-President(s) and the SRDS Head of School.

Accepted by:

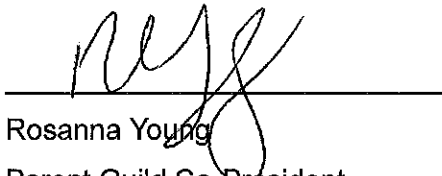


Nassdja Anthony

Parent Guild Co-President

7/17/23

Date

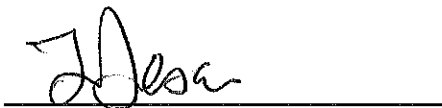


Rosanna Young

Parent Guild Co-President

7/17/23

Date



Jalaj Desai

SRDS Head of School

7/17/23

Date