

The Delbarton School

The Parent Council on Diversity and Inclusion



By-Laws

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100 ORGANIZATION NAME

The name of the organization shall be The Delbarton Parent Council on Diversity and Inclusion (“Council”).

200 MISSION

In support of the Benedictine Catholic educational mission of Delbarton School, the Delbarton Parent Council on Diversity and Inclusion exists to champion (i) a dynamic community of diverse student talents, perspectives and backgrounds, while affirming our unity in our school community; (ii) fair treatment and equality of opportunity for all Delbarton students; (iii) the core Delbarton belief that “here, we belong”; and (iv) access to information and resources for all students.

300 GENERAL MEMBERSHIP

Eligibility. Membership shall be open to all people in the Delbarton School community who support the goals of this organization, whether parents of current students or alumni of the Delbarton School. Membership shall not be denied on the basis of race, religion, creed, national origin, age, or gender.

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400 COUNCIL AND DIVERSITY COORDINATOR(S)

The Director(s) of Diversity and Community Belonging shall be appointed by the Headmaster of The Delbarton School. The Director(s) of Diversity and Community Belonging shall participate in the planning of the activities of the Council and provide guidance regarding the role and purview of the Council. The Director(s) of Diversity and Community Belonging shall hold periodic meetings with the Executive Board to discuss activities, opportunities for partnership, etc.

500 EXECUTIVE BOARD

Board Role, Size and Composition. A volunteer Executive Board of the Council shall exist to administer the affairs and finances of the organization in accordance with its stated purpose. The Board shall have up to [9], but not fewer than [5] members. The Executive Board should endeavor to have at least one representative from the Middle School and each high-school year on the Executive Board. The Executive Board shall have responsibility for all policy-making decisions of the Council. Any policies established by the Executive Board shall be subject to the Policies and Procedures established by the Diversity Coordinator(s) and the School administration.

501 NOMINATION PROCEDURES

Members of the Executive Board may nominate candidates to join the Executive Board on an annual basis. The Director(s) of Diversity and Community Belonging and/or the Headmaster reserve the right to nominate additional members of the community to the Executive Board that they believe could aid in the advancement of the Parent Council's mission.

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502 ELECTION

The founding members of the Council served as the original Executive Board. Thereafter, additional members of the Executive Board shall be elected by the existing Executive Board by a simple majority on an annual basis, with the approval of the Diversity Coordinator(s) and the School administration.

503 EFFECTIVE DATE

Once elected, the new Executive Board shall take office at the commencement of the Annual Meeting as defined by the By-laws. The Treasurer and Secretary shall be elected annually by the Executive Board at the Annual Meeting and shall hold office until the next Annual Meeting and until their respective successors are chosen and qualified.

504 TERMS OF SERVICE

Elected Executive Board members shall serve until the earliest of (i) their youngest son graduates from Delbarton (ii) they resign from the Executive Board; or (iii) they are removed from the Executive Board in accordance with the By-laws. Board members are limited to a maximum of a four-year consecutive term.

505 VACANCIES

A vacancy on the Executive Board may be filled with a successor in accordance with the nomination and election procedures of the By-laws. The successor shall hold office for the unexpired term of the board member whose place is vacant and may extend their service on the Board up to a maximum of four academic school years.

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506 REMOVAL

The Delbarton School reserves the right to remove any board member from their respective position with or without cause. A majority vote of the Executive Board followed by an executive decision of the Director(s) of Diversity and Community Belonging and the Administration is required to remove a Board member with cause. To remove a Board member without cause, a super-majority representing two-thirds of the Executive Board is required followed by the final approval of the Director(s) of Diversity and Community Belonging and the Administration. Cause for removal shall include but is not limited to violation of Executive Board attendance policy as defined by these by-laws; any action or failure to act which is to the material detriment of the Board, Council, and its mission and/or the School; a material act of misconduct in connection with the performance of their duties, including, without limitation, misappropriation of funds.

507 RESIGNATION

An Executive Board member shall notify the members of the Executive Board that they intend to resign from the Executive Board, with the proper transition of their responsibilities. The officer may subsequently resign by delivering a written resignation to the Board or the Secretary. Unless a later date is specified therein, the resignation shall take effect upon receipt by the addressee and acceptance is not necessary to make it effective.

508 ATTENDANCE

Attendance at meetings of the Executive Board shall be understood to be a responsibility of being a member of the Board of the Council. Elected Members of the Council must attend at least 75% of all Council meetings. Should an Executive Board member be absent for more than [3] consecutive Board meetings, or more than 75% of meetings in a fiscal year, the Board member may be removed from the Board in accordance with these By-Laws. A warning letter may be issued by the Secretary if a member has missed [2] consecutive Board meetings or over 25% of meetings in a fiscal year.

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509 LEAVE OF ABSENCE

A Board member in good standing based on attendance and other board service criteria may request a leave of absence by sending an official email to the President and Secretary of the Board which includes the effective start date of the absence period. Typical reasons for taking a period of leave may include personal health, family health or other family commitments, transitions in professional status, or in the case of force majeure (an unexpected and extraordinary life event). The leave of absence request shall be considered a notification to the Board and automatically accepted. In a separate email addressed to the Board, the Board member on leave shall report any ongoing and unfinished work or tasks so as to allow the Board to avoid missing important deadlines. During a leave of absence, a Board member may not vote on organizational business or attend Board meetings. The leave of absence duration is one month and may be extended to a maximum duration of three consecutive months by submitting a formal note requesting an extension for Board review.

After three months from the leave effective start date, the Board will consider the role vacant. The Board may then seek to recruit a replacement to meet the governance needs of the organization as outlined in the By-laws.

510 COMPENSATION

Board members receive no compensation for their services. Board members may receive reimbursement for reasonable expenses in connection with the performance of services as a Board member and only with prior authorization from the Executive Board and in accordance with the School's reimbursement policies.

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511 CONFLICT OF INTEREST

In an attempt to limit potential or apparent conflicts of interest, Executive Board members shall promptly disclose any financial interest in matters which come before the Executive Board and any other potential or apparent conflicts of interest, including any matters which may result in self-dealing or individual or familial personal benefit.

600 SPECIFIC ROLES AND RESPONSIBILITIES

Each member of the Executive Board shall serve as a Committee or Subcommittee Chair, Co-Chair and/or in an Officer position as outlined below.

601 PRESIDENT AND VICE PRESIDENT

The President shall serve as a liaison to the Delbarton Director(s) of Diversity and Community Belonging and Administration and periodically make reports of the affairs and operations of PCDI as the Board may direct. The President shall also serve, at the direction of the Administration, as a representative of PCDI at designated school events. The President shall have such other powers and shall perform such other duties as may from time to time be assigned to the President by the Board or the Coordinators. It is acknowledged that all members of the PCDI Executive Board shall serve as ambassadors of PCDI within the Delbarton community.

The Vice President shall assume and discharge the duties of the President in the President's absence, disability, or disqualification.

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602 TREASURER

The Treasurer shall have, subject to the direction of the Executive Board, general charge of the financial affairs of the Council and shall keep full and accurate records thereof, which shall always be open to the inspection of any member of the Executive Board and Coordinators. The Treasurer under the direction of the President is responsible for developing and reviewing fiscal procedures, and the annual budget with other Board members, and where appropriate, with the Delbarton School. The Treasurer shall render to the Executive Board, on a monthly basis, a statement of the accounts of the transactions of the Treasurer and of the financial condition of the Council. The Treasurer shall have the supervision of the budgetary spending of the Council and shall facilitate approved reimbursements for expenses incurred by members of the Executive Board or Council volunteers. The Treasurer shall have such other duties and additional powers as the Executive Board may determine.

The Board must approve the budget and all expenditures must be within the budget. Any major expenditure that is not included in the budget or any major change in the budget must be approved by a majority vote of committee members present at a duly called meeting for expenditures above a set limit. The Board shall decide what the limit shall be by a majority vote. No part of the earnings or assets of the organization shall inure to the benefit of any member of the Board or any private individual, except as reasonable compensation for services actually rendered by that individual and approved in advance by the Board. The fiscal year shall be from July 1 to June 30th.

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603 SECRETARY/MEETING FACILITATOR

The Secretary shall schedule meetings; maintain a conference and/or video conference call account; and distribute agenda for meetings, with contributions from the Executive Board; take minutes and attendance; and maintain an electronic minute book which will contain all meeting minutes. All meeting minutes shall be distributed and posted in the PCDI folder within one week of the subject. meeting.

If necessary, each member of the Executive Board shall serve on a quarterly rotating basis as a Secretary Meeting Facilitator as follows: September through November; December through February; March through May; and June through August. The rotations shall be agreed upon by the Executive Board at the annual meeting.

604 OFFICER ELECTION AND VACANCY

In the second academic term of the School, the Board will conduct an election for President, Treasurer, and Secretary, in that order. The new officers shall begin their term of service during the first Executive Board meeting in May. The election will be conducted according to the following procedures:

(1) Members interested in either office may use the self-nomination process, including reason(s) for seeking the office. Nominations may also be made by other Board Members at least two days prior to the meeting or from the floor. (2) Voting shall be by secret ballot and a quorum must be present. A nominee for treasurer or secretary must receive a majority vote of the Board Members present and voting for election to office. With the majority vote of the Board Members, a maximum of two nominees for President will be presented to the Director(s) of Diversity and Community Belonging and Headmaster for evaluation and one will be selected by the School. (3) When a vacancy occurs in the office of President, Treasurer, or Secretary of the board for any reason, a replacement shall be elected for the unexpired term.

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700 COMMITTEES AND INDIVIDUAL VOLUNTEER POSITIONS

The Committee Chairs shall organize, manage, and prepare agenda for committee meetings, facilitate regular meetings of the committee and provide updates to the Executive Board on a regular basis. The Committees include, but shall not be limited to, Alumni Engagement Committee, Communications Committee, Delbarton Events and Community Engagement Committee, Finance Committee, and Strategic Development Committee.

701 COMMUNICATIONS COMMITTEE

The communications committee will develop a comprehensive communications strategy using social media, email, newsletters and any other appropriate means of communication to communicate PCDI news, commentary and events, timely and effectively. It will evaluate the media options for communicating PCDI's mission, events, commentary, etc. The committee will identify processes to communicate with other committees or to leverage other social media platforms. It will assign people to projects and provide oversight and develop articles and ideas for a periodic newsletter to expand knowledge of DEIB work at Delbarton. Subcommittees may be formed to support the work of the Communications Committee (ie. Newsletter, Social media, etc.).

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702 STRATEGIC DEVELOPMENT COMMITTEE

The committee will propose the strategic priorities of PCDI, identify opportunities to partner with the Delbarton Administration, and develop an ongoing community engagement strategy.

703 EVENTS AND COMMUNITY ENGAGEMENT

The Committee will facilitate engagement with the Delbarton Parent Community in an effort to promote a diverse and inclusive environment and organize all social and cultural events for PCDI in partnership with other committees, when appropriate. It will recruit volunteers to lead programming, establish a cultural or social event standard operating procedure, increase participation by the Delbarton Community in PCDI events, and coordinate with the Communications & Strategic Development Committees. Subcommittees may be formed to support the work of this Committee (i.e. Affinity Months, Book Club, etc.)

704 DMG, FATHERS AND FRIENDS, AND ATHLETIC BOOSTER LIAISONS

The liaisons have the responsibility of building and maintaining mutually beneficial relationships with each respective organization, facilitating communications and coordinating activities with each at the direction of the Executive Board.

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800 MEETINGS

All meetings of the Executive Board and Council shall be conducted in accordance with the Roberts Rules of Orders, revised when such rules are inconsistent with these Bylaws. Minutes shall be taken at all meetings of the Executive Board and posted on the shared site in the PCDI folder within one week of such meeting.

801 FIRST MEETINGS

The Annual Meeting of the Executive Board shall be in or around May of each year.

802 BUSINESS

Regular Meetings of the Executive Board shall be determined by the Executive Board. Periodic meetings shall be held with the Diversity Coordinator(s).

803 GENERAL

General Meetings of the Council, which shall be open to the Delbarton community, may be held at least once a year. Notice of the General meeting dates, time and location shall be provided through the Delbarton School communication channels.

804 SPECIAL

Special Meetings of the Executive Board may be called by a Diversity Coordinator(s) or any member of the Executive Board.

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900 BUDGET AND FUNDRAISING

Proposed budgets for activities conducted at Delbarton, or in partnership with the Diversity Among Peers organization should be submitted to the Director(s) of Diversity and Community Belonging for consideration annually. The Council generally is not a fundraising organization. The necessity and appropriateness of fundraising for Council activities will be considered on a case by case basis by the Diversity Coordinator(s).

1000 VOTING

Each Executive Board member shall have one vote. Decisions will be reached based on a simple majority vote. In the event of a tie, the President shall cast the deciding vote. All decisions involving the student body or faculty should be discussed with the Diversity Coordinator(s).

1100 QUORUM

A quorum for periodic meetings of the Director(s) of Diversity and Community Belonging and Executive Board shall consist of at least one of the Diversity Coordinator(s) and a majority of the Executive Board. A quorum for meetings of the Executive Board shall consist of a majority of the Executive Board. A quorum for General Meetings shall consist of a majority of the Executive Board and Diversity Coordinator(s).

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1200 AMENDMENTS AND REVISIONS

These Bylaws may be revised or amended by a majority vote of the Executive Board present and voting at any regular or special meeting held at least two weeks after the proposed revision or amendment has been presented in writing to the Executive Board. A copy of newly revised Bylaws shall be distributed to all Executive Board members, the Director(s) of Diversity and Community Belonging, and the Delbarton School by the Secretary as soon as possible after an amendment is passed.

1300 DISSOLUTION

Upon the dissolution of the organization, any remaining assets and liabilities shall revert to the Delbarton School.