



Columbus School for Girls Parents' Association By-Laws

(Revised and Approved January 31, 2024)

Article I. Mission Statement

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

- Foster connections between CSG parents and families to strengthen our community
- Provide support to the students and opportunities to coordinate recognition of the faculty and staff
- Provide additional means for the dissemination of pertinent information from CSG
- Fundraise via sales based activities, and use these funds for enrichment for CSG students and faculty

Article II. Name and Address

- 1) The Columbus School for Girls Parents' Association operates under the Columbus School for Girls' non-profit status.
- 2) The official address of the Columbus School for Girls Parents' Association is 65 S. Drexel Avenue, Columbus, Ohio 43209.

Article III. Meetings

- 1) The Executive Committee, which includes the President(s), Vice President(s), Treasurer, Treasurer-Elect, Secretary, Past-President, CSG Staff Liaison, and other Chairs as specified by the President, whose terms shall be for one school calendar year (July 1st - June 30th), shall meet after every Parents' Association Meeting and also when necessary between Board meetings to expedite Association business.
- 2) The Board includes the Executive Committee, Committee Chairs, Assistant Chairs, Form Parents, Parent Affinity Group Liaisons, 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 for voting action.
- 5) Meetings will be guided by Democratic Rules of Order for agenda items requiring a vote.
- 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 the Legacy Council
- 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

- 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 **on a weekly basis**
 - g) Provide Executive Committee communication between the Board and Form Parents and Form Parent Chairs, including attending divisional meetings as needed
- 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 transactions
 - 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) Share a monthly financial report with CSG Chief Financial Officer, Chief Development Officer, and Staff Liaison
 - h) Have the records ready for audit prior to the end of the Treasurer's tenure
- 5) The responsibilities of the Treasurer-Elect are to:
 - a) Serve as Unicorner and Supply Sale Treasurer and financial liaison for other fundraising projects as needed
 - b) Assist the Treasurer with their responsibilities as needed
 - c) Share a monthly financial report for the Unicorner with CSG Chief Financial Officer, Chief Development Officer, and Staff Liaison
- 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
- 7) The responsibilities of the Staff Liaison are to:
 - a) Serve as a centralized point of contact and school representative for the Executive Committee
 - b) Provide logistical support for all school-wide Association events on school campus, or associated locations
 - c) With the Secretary, store all meeting minutes and pertinent files including recorded meeting files

Article V. Nominations, Elections, and Appointments

- 1) The Nominating Committee shall consist of the Nominating Chair (Past President), 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, Chief Development Officer and the PA School Liason. 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 Chair shall communicate a CSG community wide call to the Association members for self and peer nominations as part of the nominating process. The school will assist with circulating the nomination form.
- 4) The Nominating Committee shall select and approve a slate of officers to fill the positions of Vice President, Secretary, and Treasurer-Elect. 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.
- 5) The Nominating Committee shall appoint the Board committee chairs and Assistant Chairs.
- 6) The President shall ascend to the position of Past President at the conclusion of the annual May meeting.
- 7) The Vice President shall ascend to the position of the President at the conclusion of the annual May meeting.
- 8) The Treasure-Elect shall ascend to the position of Treasurer at the conclusion of the annual May meeting.
- 9) If a vacancy occurs on the Executive Committee, the Nominating Committee shall meet to fill that vacancy.
- 10) If a vacancy occurs on the Board, the Executive Committee shall meet to fill that vacancy.
- 11) 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.

Article VII Parent Affinity Groups

Parent affinity groups are recognized by the school's Chief Equity Officer. Recognized parent affinity groups will provide the CSG PA President their identified liaison by June 1st for the following school year. The PA will not slate PA Affinity roles as part of their nominating process.

CSG PA will support recognized parent affinity groups by:

- Having a representative be a member of the PA board
- Offering opportunities to communication with the broader parent community group through emails and monthly meetings
- Liaison to reserve meeting space at the school

Article VIII Financial Guidelines

The CSG PA will adhere to these financial guidelines:

- 1) Executive Committee will approve an annual budget
- 2) Expenses not outlined in the budget greater than \$500 will need to have Executive Committee approval
- 3) Expenses less than \$500 need to have 2 Executive members approve prior to authorization
- 4) Expenses will be reimbursed with prior approval
- 5) Financial reporting to be sent monthly to CSG Chief Financial Officer, Chief Development Officer, and the Executive Committee
- 6) Compliance with all state, local, and school policies and activities

Article IX Voting

The following actions require Executive Committee majority approval:

- 1) Annual Budget
- 2) Expenses not included in the Annual Budget greater than \$250
- 3) Mid-year replacement of open board positions, normally slated by the nominating committee.

The following actions require Board Member majority approval:

- 1) Changes to the CSG PA By-Laws
- 2) Election of Executive Committee