

Bullis Parents Association Bylaws 2026-2028

Approved April 2026

Name and Purpose

The name of the organization shall be Bullis School Parents Association (hereinafter called “The Parents Association”). The purpose of The Parents Association is to promote the partnership between the parents/legal guardians/host families and Bullis School, acting as a forum for communication, community building, fostering school spirit, and supporting the vision, guiding principles and programs of Bullis School. The Parents Association does not participate in Bullis School policymaking or advocacy. The Parents Association was established in the year 1975, and the following Bylaws were revised and approved by The Parents Association in March 2026.

Article I - Membership

The membership of The Parents Association shall include any parents, legal guardians or host families of a student enrolled at Bullis School.

Article II – Power and Duties

Section A. Powers and Duties of The Parents Association Board

1. All administrative powers granted herein shall be vested in a Parents Association Board (hereinafter called “The PA Board”). The members of The PA Board shall consist of an Executive Committee: President, Vice President, Secretary, Treasurer, and 2 At-Large Members; and the Chairperson(s) of each Standing Committee, and the Division Coordinators for Lower School, Middle School, and Upper School. The Chairperson(s) of each Standing Committee, and the Division Coordinators shall be appointed by the President in consultation with the Executive Committee.
2. The Chairperson(s) of each Standing Committee and the Division Coordinators shall be selected each spring for the following academic year. The Executive Committee shall send an electronic notification each year to solicit interest in serving as a Chairperson or Coordinator from the Membership. The Chairpersons and Coordinators shall be selected each spring for the following academic year by the Executive Committee based on interest from the Membership and those who have participated as volunteers at PA events.
3. All PA Board Members shall serve at the discretion of the Head of School.
4. The PA Board may also include non-voting Ad-Hoc Committees. The President shall appoint the Chairperson(s) of each Ad-Hoc Committee in consultation with the Executive Committee.
5. It shall be the duty of The PA Board to implement policies and procedures of The Parents Association, and to interpret and enforce the Bylaws of The Parents Association.
6. The PA Board shall coordinate and present its recommendations to the appropriate school representative(s) concerning matters of interest to The Parents Association.
7. The PA Board shall approve an annual budget, submitted by the Executive Committee, for the expenditure of all Parents Association funds and may amend the same.

8. The PA Board shall have the power to approve or authorize use of The Parents Association's name by individuals or others for fundraising promotion, publicity or other purposes. The Parents Association's name shall not be used without PA Board approval. All fundraising by The Parents Association must be approved and advised by the Institutional Advancement Office.
9. The term of office for the Division Coordinators and the Chairpersons of the Standing Committees and Ad-Hoc Committees shall be from the first of July through the thirtieth of June, a period of one year.
10. Any PA Board communication in digital format is sufficient.

Section B. Powers and Duties of Officers

The Officers of The Parents Association, as enumerated in Article II, Section A.1, above, shall be a President, Vice President, Secretary, and Treasurer. Each Officer shall serve a second year term, unless the officer gives notice prior to the January meeting of his or her first year. Prior to serving as an Executive Committee Member of The PA Board, an individual shall have served on The PA Board for a period of at least one year. Officers can be removed for cause by the President, or by a vote of three officers of the Executive Committee.

1. The powers and duties of the President shall be as follows:
 2. To act as the spokesperson for The Parents Association.
 3. To preside over all meetings.
 4. To oversee the functions of other officers.
 5. To coordinate the development of the agenda of each meeting.
 6. To communicate with Bullis School Administration.
 7. To act as the liaison to the Office of Institutional Advancement and External Affairs.
 8. To serve as an ex-officio member of the Bullis School Board of Trustees.
 9. To call special meetings of The Parents Association as required.
 10. To appoint Standing and Ad-Hoc Committee Chairpersons as well as Division and Grade Coordinators in consultation with the Executive Committee, and fill vacancies as needed.
 11. To serve as an ex-officio member of all Standing and Ad-Hoc Committees.
1. The powers and duties of the Vice President shall be as follows:
 1. To assist and to undertake other such duties as are assigned by the President.
 2. To coordinate The Parents Association and school event calendars. The Vice President shall approve all Parents Association event dates after consultation with the Bullis School Administration.
 3. To assume any or all the responsibilities of the President in the event the President is unable to do so.
 4. In the event of a vacancy occurring in the office of the President, the Vice President shall automatically become the President of The Parents Association. He/She shall serve for the remainder of the term of the President, which, if longer than six (6) months, shall constitute one term under Article II, Section B.
 5. At the conclusion of the Vice President's second term it is expected that he or she will become President. Should the Vice President be unable to become President, another member of the Executive Committee shall be nominated and elected for the Presidency according to the rules set out in Article IV. If no one on the Executive Committee is

available or willing to serve, then any qualified member, under Section B, of the PA Board may be nominated and elected.

1. The powers and duties of the Secretary shall be as follows:
 1. To record and distribute minutes from all of The Parents Association Meetings.
 2. To distribute Parents Association meeting agendas.
 3. To keep files of all Parents Association Committee reports and meeting handouts.
 4. To manage correspondence for The PA Board.
 5. To maintain a current list and contact information of PA Board members.
 6. To contribute and maintain an archive of all Parents Association files.
 7. To notify the Communications Chair of upcoming events and information to be shared with the Membership.
 8. To undertake such other duties as are assigned by the President.
1. The powers and duties of the Treasurer shall be as follows:
 1. To keep an exact account of all receipts and expenditures of money and of all monies on hand.
 2. To work with the Bullis School business office to ensure that all Parents Association revenues and expenditures are properly processed.
 3. To give an accurate and current Treasurer's Report at each Parents Association meeting.
 4. To present an annual budget at a PA Board meeting before October 31st of the fiscal school year.
 5. To undertake other such fiscal duties as are necessary to fulfill the Treasurer's responsibilities and/or as assigned by the President.

Section C. Powers and Duties of the Executive Committee

The Executive Committee of The PA Board shall be a President, Vice President, Secretary, Treasurer, and 2 At-Large Members. Each At-Large Member serves as an ex officio (non-voting) member of the Executive Committee for one (1) year. At the discretion of the Executive Committee, the immediate Past President of the Executive Committee may serve as one of the At-Large Members for one (1) additional year after his or her term as President ends. The At-Large Members may be counted as Board Members for quorum purposes. The Past President may serve in this role regardless of whether they continue to have children enrolled at the school, subject to the approval of the Head of School.

1. The Executive Committee of the Parents Association acts on behalf of The PA Board to address specific issues that require attention between PA Board meetings.
2. The President convenes Executive Committee meetings when it is deemed necessary. Any two other members of the Executive Committee may also convene an Executive Committee meeting.
3. The Executive Committee will develop procedures and agendas for meetings throughout The PA Board's term.
4. The Executive Committee, in consultation with chairs of Standing and Ad Hoc Committees and Division Coordinators, will prepare a budget annually. The budget shall be created in accordance with the purpose and goals of The Parents Association and comply with any financial guidelines that The PA Board may create.

Section D. Special Election to Fill Executive Committee Vacancy on Interim Basis

1. If the Secretary or Treasurer resigns or is otherwise unable to complete his/her term at any point, the vacancy for the remaining unexpired term shall be filled on an interim basis in the manner stated below:
2. The President shall nominate a current member of the PA Board to act as an interim officer.
3. A simple majority of the PA Board shall vote to confirm the new interim officer at the PA Board meeting immediately following the President's notice of nomination.
4. The newly appointed interim officer shall serve until the next Election of an Executive Committee per Article IV.
1. If the Vice President resigns or is otherwise unable to complete his/her term in his/her first year in office, the vacancy for the remaining unexpired term shall be filled in the manner stated below:
 1. The President shall nominate a current member of the PA Board to act as an interim Vice President.
 2. A simple majority of the PA Board shall vote to confirm the new interim Vice President at the PA Board meeting immediately following the President's notice of nomination.
 3. The newly appointed interim Vice President shall serve until the next General Membership Meeting, at which time there shall be a Special Election to confirm him/her as Vice President. If the Vice President is not confirmed, the President shall appoint an alternate Vice President to serve until the next General Membership meeting.
 4. The newly elected Vice President will continue to serve until the next Election of an Executive Committee per Article IV, at which point it will be expected that he or she will become President as stated in Article II, Section B.2.e.
1. If the Vice President resigns or is otherwise unable to complete his/her term in his/her second year in office, the vacancy for the remaining unexpired term shall be filled on an interim basis in the manner outlined above in Section D.2, but interim Vice President that person shall not automatically move into the President's position as stated in Article II, Section B.2.e. Rather, the Nominating Committee may nominate any member of the current PA Board for President, according to the rules set out in Article IV.
2. Any interim or replacement members of the Executive Committee shall be subject to the approval of the Head of School.

Section E. Powers and Duties of Standing Committees

1. As indicated in Article II, Section A.1., there shall be Standing Committees, and the Chairperson(s) of each shall serve on The PA Board.
2. Each Standing Committee Chairperson shall have one vote in all PA Board matters regardless of the number of individuals serving as chairperson(s).
3. Each Standing Committee shall have one (1) to three (3) Co-Chairpersons to serve on the PA Board and shall, as appropriate, have a committee of volunteers from the parents. The number of Co-Chairpersons for each Standing Committee shall be selected by the Executive Committee as set forth in Article II, Section A.1.

4. Each Co-Chairperson shall be encouraged to serve two (2) consecutive years in such position on a rotation within each committee. A Chairperson may serve one (1) additional year at the discretion of the Executive Committee.
5. Within the limitations of their respective budgets and powers, the Standing Committees and the functions of each shall be as follows:
6. **Athletics Committee** — The Athletics Committee acts as a liaison between the parent body and the Athletics Department.
7. **Bulldog Committee** — The Bulldog Committee serves as a resource for PA Board committees and members of the school community looking for volunteer assistance from parents. This committee also organizes Homecoming, Community Service events (Thanksgiving Baskets and Pie Bake), and larger community events.
8. **Bullis CARES Committee** — The Bullis CARES (Communication, Appreciation, Respect, Empathy, Spirit) Committee reaches out to and supports families and faculty encountering hardships and serves as a liaison with the school community to provide assistance when needed.
9. **Communications Committee** — The Communications Committee is responsible for all Parents Association communications, including social media, and serves as a liaison to Bullis School's Communications Department.
1. **Community Culture Committee** — This committee is led by a Community Programming Chairperson and Wellness Chairperson. These roles serve to support to the school's programming and community education.
2. **New Families Committee** - The New Families Committee supports the Bullis administration during the recruitment, enrollment and orientation of new families to the Bullis community. It serves as a liaison to the Admissions Department.
3. **Parent Education Committee** — The Parent Education Committee works with Bullis School's counselors to create, organize and advertise parent education speaker events. In addition, the Parent Enrichment Committee represents Bullis at the Parents' Council of Washington (PCW) meetings. PCW strives to foster communication among parents, students and independent schools through its programs and publications.
4. **Faculty & Staff Appreciation Committee** — The Faculty & Staff Appreciation Committee coordinates events that show appreciation for faculty and staff throughout the year.
5. **The Visual and Performing Arts Committee** — Supports the Visual and Performing Arts and events throughout the Lower School, Middle School, and Upper School. The Committee chairs work directly with the Director of the Visual and Performing Arts Program, and they serve as liaison between the department, The PA Board, and the parents.

Section F. Powers and Duties of Division Coordinators

1. Division Coordinators serve as the liaison to the appropriate division head and work with grade representatives (in 6th to 12th grade) and homeroom representatives (in kindergarten to 5th grade) to plan and implement grade level/division activities and special events. Division Coordinators are encouraged to serve two (2) consecutive

years in such position on a rotation within each Division. A coordinator may serve one (1) additional year at the discretion of the Executive Committee.

2. Each Division shall have two (2) to three (3) Division Coordinators who are selected in collaboration between the Executive Committee and the Head of each division.
3. The Division Coordinators, Executive Committee, and Head of each division shall select four (4) parent representative for 12th grade, two (2) parent representatives for each of 9th grade through 11th grade, one (1) parent representative for each of 6th grade to 8th grade, and one (1) parent representative for each homeroom section for kindergarten to 5th grade. These grade and homeroom representatives shall not serve on the PA Board.
4. Division Coordinators shall have one vote per division in all PA Board matters regardless of the number of individuals serving as Coordinators for each division.

Section G. Powers and Duties of Ad-Hoc Committees

1. Ad-Hoc Committees are evaluated (added, maintained or disbanded) by The PA Board on an annual basis and voted on at the May PA Board meeting.
2. Each Ad-Hoc Committee Chairperson reports to The PA Board and may attend PA Board meetings in a non-voting capacity.

Article III – Meetings

Section A. Meeting of the General Membership

The President shall schedule up to three (3) Membership meetings per year, at least one of which shall be in April each year to present the slate for the upcoming Executive Committee in odd years and any proposed revisions to the Bylaws in even years.

Section B. PA Board Meetings

1. The President shall call and hold PA Board meetings at least six times a year as appropriate and additional meetings as the need arises.
2. Business transacted at any meeting of The PA Board shall be limited to the purposes stated in the notice of such meeting.
3. Votes taken during a PA Board meeting shall require a simple majority unless stated elsewhere in the Bylaws.

Section C. Notice of Meetings

1. Notice of all General Membership meetings shall be communicated in writing and distributed to all Parents Association members at least ten business days prior to the meeting and shall be posted on the school calendar.
2. Notice of regular PA Board meetings shall be communicated in writing and distributed to all PA Board members at the start of each school year.
3. Notice of additional PA Board meetings under Article III, Section B or changes to scheduled PA Board meetings, shall be communicated in writing at least five business days prior to the meeting.

4. Notice in digital format (through the Bullis Connection and/or email) is sufficient for the purposes of this Section.

Section D. Quorum Requirements

1. A quorum for a properly called General Membership meeting shall consist of those present.
2. A quorum for The PA Board meetings shall consist of a simple majority of voting PA Board members.

Article IV – Election of Executive Committee

Section A. Nomination of Officers

1. The President shall appoint a Chairperson for the Nominating Committee by November 30th of even years. The Chairperson cannot be a member of the Executive Committee but must be a member of the PA Board.
2. The Nominating Committee will consist of the Chairperson of the Committee, the current President, the current Vice-President and two (2) current PA Board Members.
3. By December 7th the Chairperson will solicit names from the PA Board for two (2) candidates to serve on the Nominating Committee. If fewer than two (2) candidates volunteer, the Chairperson, President and Vice-President may solicit a volunteer(s). If more than two (2) candidates volunteer, the names of all volunteers shall be provided to the PA Board by December 15th. The Chairperson shall then submit the names of the volunteers to fill the two (2) additional roles on the Committee to the PA Board for an electronic vote prior to the January board meeting. The two candidates receiving the highest number of votes will be added to the Nominating Committee. In the case of tie votes, The PA Board will vote until the ties have been broken.
4. The Chairperson will solicit names from the PA Board for persons who would be interested in running for available Executive Committee positions. Any current PA Board member may submit his or her own name or may submit the names of any proposed current or past PA Board Members to the Chairperson by January 31st. The Chairperson will confirm with any nominated individuals that he or she is interested in being considered for an Executive Committee position.
5. The Chairperson will distribute the names of persons interested in serving on the Executive Committee to the Nominating Committee meeting at least ten (10) business days prior to their scheduled meeting to identify the slate of the Executive Committee.
6. The proposed slate shall be submitted to and approved by the Head of School.
7. The slate shall be presented to The PA Board at the March PA Board meeting. The PA Board shall vote to forward the slate for a General Membership vote at the April Parents Association Meeting by a 2/3 majority vote. If the slate is not approved by a majority vote, the Nominating Committee shall reconvene, and a subsequent slate shall be provided to the PA Board for a vote.

Section B. Election of Executive Committee Members

Notice of the election and the proposed slate of Executive Committee Members shall be communicated in writing to the general membership at least ten (10) business days prior to the April General Membership meeting. The notice shall outline the slate of officers approved at the March PA Board meeting for presentation to the General Membership for approval at the April Parents Association meeting.

Article V – Use of Assets

Upon the dissolution of The Parents Association, The PA Board shall pay the liabilities of The Parents Association and dispose of assets exclusively for the purpose for which The Parents Association was organized. No part of the net earnings of The Parents Association shall inure to the benefit of its members, officers or other private persons. No part of the activities of The Parents Association shall be carried on to influence legislation, participate or intervene in any political campaign on behalf of any candidate for public office. The Parents Association shall not engage in other activities prohibited to an organization exempt from Federal Income Tax under the Internal Revenue Code.

Article VI – Amendments

A Bylaws Committee will be appointed by the President, every two years (the odd years at the beginning of the school year), to review and recommend changes to the Bylaws. The PA Board shall consider the Bylaws Committee recommendations and vote on whether to bring them for consideration to the General Membership. The amended Bylaws may be accepted or rejected by two-thirds (2/3) vote at a General Membership meeting held in accordance with Article III.