

Hathaway Brown Parent Association By-Laws

Article 1: Name

The name of the organization will be the Hathaway Brown School Parent Association (herein referred to as HBPA).

Article 2: Purpose

Section 1. The purpose of the HBPA is to provide a means for interested parents/guardians to work together with administration, faculty and students for the benefit of Hathaway Brown School. The HBPA will be involved in areas that do not fall directly into the category of administration, faculty, students, alumnae or Board of Trustees responsibilities.

Section 2. The HBPA is to provide a means of exchanging information and ideas between the administration of Hathaway Brown School and the parents/guardians of the students in order to promote better understanding and greater unity in furthering the welfare of Hathaway Brown School.

Article 3: Membership and Dues

Section 1. All parents/guardians of students enrolled at Hathaway Brown School are members of the HBPA.

Section 2. The HBPA Executive Committee determines the dues. The dues are charged annually and per family.

Section 3. Each member of the HBPA is entitled to one vote. Voting by proxy is not permitted.

Article 4: Officers

Section 1. The term of office for each officer begins June 30 (coinciding with the School financial year).

Section 2. The officers of the HBPA will consist of the following:

- President
- President-Elect
- Treasurer
- Early Childhood Division Coordinator
- Prime Division Coordinator
- Middle School Division Coordinator
- Upper School Division Coordinator
- Recording Secretary
- Corresponding Secretary
- Brown Bag Coordinator

- President Emeritus (Non Voting)

Any person may serve in more than one position, except that the Treasurer and the Recording Secretary may not be the President.

Section 3. The officers will be selected by the Nomination Committee, approved by the Executive Committee and elected by majority vote at a scheduled General Meeting prior to April 30.

Section 4. The President will serve one year. No officer will be eligible to serve more than two consecutive years in the same office.

Section 5. Vacancies during the year will be filled by appointment of the President with majority approval of the Executive Committee. An officer can be removed from office only with majority approval of the Executive Committee.

Section 6. The President will:

- Preside at all HBPA Association and Executive Committee meetings.
- Be the Chief Executive Officer of the HBPA.
- Have the authority to sign for the collection, deposit and disbursement of funds.
- Appoint chairs of all standing committees and ad hoc committees.
- Coordinate the work of the offices and committees of the association.
- Outgoing President serves as President Emeritus, (non voting) in an advisory capacity, and will perform such duties as the Executive Committee requests.

Section 7. The President-Elect will:

- Ascend to the office of President.
- Perform all duties of the President in the absence or inability of the President to perform such duties.
- Oversee other non-divisional or School-wide activities as specified by the President.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 8. The Treasurer will:

- Be responsible for all financial reports.
- Present an HBPA financial report at each General Meeting of the HBPA.
- Prepare and present a budget for the next fiscal year.
- Have the authority to sign for the collection, deposit and disbursement of funds.
- Serve as the liaison between all members of the HBPA, Board of Directors and the Finance Director of the School.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 9. The Division Coordinators will:

- Be responsible for the communication between the HBPA and the individual Division Heads.
- Serve as a link between their respective Parent Liaisons and the School Administration.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 10. The Recording Secretary will:

- Give notice and keep minutes of all the General Meetings of the HBPA and of the Executive Committee.
- Keep a file of the by-laws and recent revisions.
- Distribute minutes at General Meetings and at the HBPA Executive Committee meetings.
- Be the parliamentarian for the Executive Committee.
- Coordinate volunteers for all HBPA School-wide activities.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 11. The Corresponding Secretary will:

- Be responsible for coordinating mailings, e-mails and general publicity for all HBPA events.
- Be responsible for all correspondence generated by the HBPA Executive Committee and Nominations Committee.
- Be responsible for keeping files on all correspondence.
- Schedule meeting space throughout the year for HBPA Executive Committee and General Meetings.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 12. The Brown Bag Coordinator will:

- Oversee the general functioning and planning for all aspects of the Brown Bag.
- Be responsible for the financial records of the Brown Bag and other such activities including all major fundraisers.
- Be responsible for training all volunteers on the Brown Bag cash register.
- Provide input to the Executive Committee on all relevant Brown Bag matters.
- Oversee the general functioning and planning for all aspects of the Brown Bag.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 13. The President Emeritus will:

- Be the immediate past President of the HBPA.
- If the immediate past President is unable to serve, any former President of the HBPA is eligible to fill this position as determined by vote of the Executive Committee.
- Serve as advisor to the Executive Committee.
- Be a non - voting member of the Executive Committee.

Article 5: Composition of the Executive Committee

Section 1. The Executive Committee will consist of:

- President
- President –Elect
- Treasurer
- Early Childhood Division Coordinator
- Prime Division Coordinator
- Middle School Division Coordinator
- Upper School Division Coordinator
- Recording Secretary
- Corresponding Secretary
- Brown Bag Coordinator
- President Emeritus (Non Voting)

Article 6: Operation of the Executive Committee

Section 1. The Executive Committee will meet a minimum 6 times a year, with dates of meetings to be set at the first meeting of the year.

Section 2. The President may call additional Executive Committee meetings.

Section 3. An Executive Committee quorum consists of a simple majority.

Section 4. The Executive Committee may create or eliminate any committee(s) as necessary by simple majority.

Article 7: Additional Committees

Section 1. The HBPA committees endeavor to serve the stated purposes of the HBPA, provide service to the School, and carry out the tasks of the HBPA.

- All committees shall evaluate themselves annually and report this evaluation at a General Meeting before April 30.
- Committee membership is open to all HBPA parents /guardians.
- Committees must submit a report to the Recording Secretary prior to all General Meetings.

Section 2. All Committee Chairmen shall keep a notebook that describes the nature and requirements of their committee.

- A Committee Report is to be completed by each Chairman in duplicate and handed in, along with the Committee Notebook, to the President before the final General Meeting.

Section 3. All committee Chairmen must consult with the HBPA Treasurer regarding all financial matters; i.e. inventory control, record keeping, receipts and disbursement procedures.

Section 4. Nominations for service will be made as follows:

- The outgoing President will designate a chairperson of the Nominations Committee.
- The Nominations Committee will consist of the Chairperson of the committee, the President, President Emeritus, two other outgoing Executive Committee members, and at least four other members from the Parent Association at large. There should be at least one representative from each of the four divisions.
- The Nominations Committee will select the slate of officers.
- The Nominations Committee will present a slate of officers at a scheduled Executive Committee meeting for approval and to the general parent membership to be voted upon at a General Meeting on or before April 30.
- To be approved, the slate must receive acceptance by a majority vote of those present at both meetings.

Article 8: General Meetings

Section 1. The general parent membership of the HBPA is to meet a minimum of three times yearly. These meetings are open to all members of the HBPA.

Section 2. All HBPA General and Executive Committee meetings are to be held at Hathaway Brown School unless reasonable notice is provided for an off-campus meeting.

Section 3. A calendar with the year's meeting dates and times will be available on the first day of classes in the fall.

Section 4. The final General Meeting of the HBPA is to be held in the month of April of each year at Hathaway Brown School. Committee and Parent Liaison reports/notebooks will be collected before this meeting. At this meeting, the Treasurer will report on the current year-end status of the finances. Also at this meeting, the general membership will vote on the new Executive Committee, recommendations for gifts to the School, and the proposed budget for the following fiscal year.

Article 9: Amendments

Section 1. These By-Laws may be amended by a majority vote of those present at any General Meeting. The following procedures apply:

- Any HBPA member may submit an amendment in writing to the Executive Committee.
- The Executive Committee will notify the membership in writing of any proposed amendment thirty days prior to the General Meeting.
- In addition to the proposed amendment, this notification may include the author's rationale and, if there is any opposition, a counter rationale.

Section 2. An ad hoc committee will be appointed by the President every four (4) years to review, and, if necessary, to recommend revisions to the current By-Laws.

Article 10: Rule of Procedure

The conduct of any meeting should follow rules of reasonable discourse and order as established by the chair of the meeting, with the aim of courteous interaction. The chair of any meeting may call the meeting to order, establish fair guidelines for the conduct of the meeting, call for suspension of debate, and make any other reasonable rulings for the conduct of the meeting.

Article 11: Fiscal Policies

Section 1. The HBPA will strive to be a self-supporting group.

Section 2. The fiscal year of the HBPA will be the same as Hathaway Brown School (currently June 30 – July 1).

Section 3. Upon dissolution of the HBPA and any successor, all funds remaining after paying all indebtedness of the HBPA will become part of the general funds of Hathaway Brown School.