Hathaway Brown Parent Association By-laws

Article 1: Name

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

Article 2: Purpose

Section 1. The purpose of the HBPA is to provide a means for parents/guardians to support activities that enhance the quality of school life for students, faculty, and staff, and further the mission of Hathaway Brown in the following ways:

- Organize parent volunteer resources for school programs and activities;
- Raise funds and provide grants for school programs;
- Enhance communication between parents and the school through community building efforts; and
- Other activities as determined by the HBPA Executive Committee.

Article 3: Membership and Dues

Section 1. All parents/guardians of students enrolled at Hathaway Brown School are members of the HBPA. Additionally, an HB parent/guardian of an alumna becomes a lifetime member of the HBPA.

Section 2. The HBPA Executive Committee determines the dues. The dues are charged annually per family for currently enrolled students. Dues for lifetime members are waived.

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

Section 4. All HBPA meetings shall follow Robert's Rules of Order.

Article 4: Officers

Section 1. The term for each officer begins July 1 and runs through June 30 (coinciding with the School financial year).

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

- President
- President-Elect
- Treasurer
- Nominating Committee Chairperson
- Early Childhood Division Coordinator
- Prime Division Coordinator
- Middle School Division Coordinator
- Upper School Division Coordinator
- Secretary and Communications Coordinator
- Volunteer Coordinator

- Brown Bag Coordinator
- Grant Chairperson
- Spirit Committee Chairperson
- President Emeritus (Non-Voting)

Section 3. The officers will be selected by the Nominating Committee, reviewed by the school administrators, approved by the Executive Committee, and elected by majority vote at a scheduled General Meeting before April 30.

Section 4. Officers can serve no more than two consecutive years, whether that is two one-year terms of different positions or the Treasurer or Grant Chair which are two-year terms. However, an officer may serve again after one year of absence.

Section 5. An officer can be removed from office with majority approval of the Executive Committee.

Section 6. Vacancies during the year will be filled by appointment of the President with majority approval of the Executive Committee.

Section 7. The President will:

- Serve as the liaison between the HBPA and HB Administrators, Faculty, Staff and the Board of Trustees.
- Preside at all HBPA General and HBPA Executive Committee meetings.
- Have the Authority to sign for the collection, deposit and disbursement of funds.
- Serve as a member of the Grant Committee.
- Appoint chairs of all 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 8. 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.
- Serve as a member of the Grant Committee.
- 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 9. 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 the HBPA Executive Committee and the School Administration regarding the finances of the HBPA
- Serve as a member of the Grant Committee.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 10. The Nominating Committee Chairperson will:

- Serve as a member of the Nominating Committee
- Be responsible for organizing, scheduling and running the Nominating Committee meeting and then organizing the results to present to the school administration.
- Assist with calls to or meetings with perspective nominees.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 11. 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.
- Be responsible for recruiting room parents with the aid of division faculty and administration. Coordinate programs and events within division.
- Provide financial oversight for grade budgets as determined by HBPA.
- Encourage parent participation in HBPA.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 12. The Secretary and Communications Coordinator will:

- Give notice of all the HBPA General Meetings and Executive Committee Meetings.
- Record and distribute minutes of the HBPA Executive Committee Meetings.
- Serve as Liaison between the HBPA and HB Communications/Event Planning Offices.
- Be responsible for maintaining the HBPA portal, coordinating communications and general publicity for all HBPA events.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 13. The Volunteer Coordinator will:

- Serve as the point parent for the ad hoc committee chairpersons for the scheduling and planning of HBPA events.
- Assist Brown Bag with parent volunteer efforts.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 14. 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.
- Provide input to the Executive Committee on all relevant Brown Bag matters.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 15. The Grant Chairperson will:

- Serve as a member of the Grant Committee
- Oversee all aspects of the HBPA Grant Application process.
- Serve as the liaison between the HBPA Executive Committee and the School Administration for the purpose of reviewing HBPA grant proposals.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 16. The Spirit Committee Chairperson will:

- Oversee HBPA community building events.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Section 17. 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.
- Have such other powers and duties as the Executive Committee prescribes from time to time.

Article 5: Composition and Operation of the Executive Committee

Section 1. The Executive Committee will consist of:

- President
- President-Elect
- Treasurer
- Nominating Committee Chairperson
- Early Childhood Division Coordinator
- Prime Division Coordinator
- Middle School Division Coordinator
- Upper School Division Coordinator
- Secretary and Communications Coordinator
- Volunteer and Event Coordinator
- Brown Bag Coordinator

- Grant Chairperson
- Spirit Committee Chairperson
- President Emeritus (Non-Voting)

Section 2. 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 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 6: Standing Committees

Section 1. The Standing Committees shall be the Nominating Committee and the Grant Committee.

Section 2. The Nominating Committee will consist of the Chairperson of the Nominating Committee, the President of the HBPA, the President Emeritus of the HBPA, 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. Nominations for service will be made as follows:

- The Nominating Committee will present the selection of nominees for each position to the school administration for review and approval.
- The Nominating Committee will present a slate of officers at a scheduled Executive Committee meeting for approval by a simple majority vote by April 15.
- The Nominating Committee will present the slate of officers to the general parent membership for approval by a simple majority vote at a General Meeting before April 30.

Section 3. The Grant Committee will consist of the HBPA Grant Coordinator, the HBPA Treasurer, President-Elect and the President.

- The Committee shall solicit grant requests from faculty, staff, administration, and/or students.
- The Committee will present its recommendations to the Executive Committee for final approval.

Article 7: General Meetings

Section 1. The General Meetings of the HBPA members shall be held a minimum of two 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 and shall cover the following:

- The Treasurer will report on the current year-end status of the finances and the proposed budget for the following year.
- The Grant Committee Chairperson will review the gifts given to the school.
- The general membership will vote on the new Executive Committee Officer slate.

Article 8: 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 a request for 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.

Section 2. An ad hoc committee will be appointed by the President not less than every four (4) years to review, and, if necessary, to recommend revisions to the current by-laws.

Article 9: 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 July 1 – June 30).

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.

This March, 2018 version of the Hathaway Brown Parent Association By-laws supersedes any previous versions and/or amendments.