

Crossroads Academy Parent Association By-Laws

Adopted January 2002

Amended

Article I: Name

Section 1. The name of the organization shall be the Crossroads Academy Parent Association.

Article II: Mission

Section 1. The Parent Association seeks to enhance the quality of life for students, faculty, and families at Crossroads by providing hospitality at school functions, community-building events, opportunities for parent education, expressions of appreciation of faculty and staff, and fund-raisers that enable the school to make special purchases. The Parent Association promotes communication between the various constituencies within the Crossroads community.

Section 2. Any event sponsored by the Parent Association shall be subject to the prior approval of the Head of School.

Section 3. In so far as is possible, the Parent Association shall endeavor to fulfill specific requests that are in keeping with its mission from the Head of School and the Board of Trustees or its committees.

Section 4. The Parent Association shall engage in small-scale fundraising projects on behalf of its School Support Fund as defined by Article VI, Section 4 (b). It may also work with the Development Committee of the Board of Trustees and the Head of School in supporting their efforts to achieve other fundraising goals on behalf of Crossroads.

Article III: Membership

Section 1. Every parent or legal guardian of a student enrolled at Crossroads Academy is a member of the Parent Association.

Section 2. All members shall be entitled to vote at any business meeting of the Parent Association.

Article IV: Officers and Governance

Section 1. The Officers of the Parent Association shall be a Chair, a Vice Chair, a Treasurer, and a Secretary. All Officers shall serve for a term of one year, renewable for up to one additional consecutive year. A term runs from July 1 to June 30.

(a) Chair. The Chair is the head of the Parent Association and presides at all the Business and Steering Committee meetings. S/he shall be responsible for choosing Steering Committee members other than Officers. S/he is the chief spokesperson for the Parent Association and shall insure that the membership is informed of all Parent Association policies and plans. S/he is responsible for calling all Parent Association business meetings and communicating the agenda for such meetings to the membership. S/he insures that duties associated with any Parent Association-sponsored event are properly delegated to the appropriate parent volunteers, and s/he serves *ex-officio* on all Parent Association sub-committees. The Chair shall serve *ex-officio* on the Board of Trustees and shall in this capacity be bound by all Trustee rules regarding its *ex-officio* members.

Should the chair choose not to complete his/her term of office, s/he shall appoint one of the three remaining Officers to fulfill the remainder of the Chair's term. This appointment is subject to the approval of the Head of School.

(b) Vice-Chair. The Vice-Chair shall preside at all Business and Steering Committee meetings in the absence of the Chair. S/he shall undertake responsibilities as delegated by the Chair.

(c) Secretary. The Secretary shall keep minutes at the three annual Business Meetings and at Steering Committee meetings, and s/he shall keep minutes at other plenary sessions when requested by the Chair.

Section 2. Between business meetings of the Parent Association, the Association shall be operated by a Steering Committee. The Steering Committee shall be composed of the Officers and not less than three other members appointed by the Chair. The Steering Committee shall include a Hospitality Coordinator, a Room Parent Coordinator, and a liaison to the Middle School appointed by mid-year to fill a vacancy or perceived need, in which case they shall personally benefit from any action of the Parent Association.

Section 3. The Steering Committee, in consultation with the Head of School, Middle School Head, and each Head Teacher, shall appoint Room Parents for grades K-8, as needed.

Article V: Meetings

Section 1. The Parent Association shall hold a minimum of three business meetings per year to be scheduled in September, January, and May. The Chair shall give notice and the agenda for any business meeting to the membership at least one week in advance of the meeting.

Section 2. Other business meetings of the Parent Association may be held whenever called by the Chair, provided one week's notice is given to the membership.

Article VI: Fees and Budgets

Section 1. Parent Association shall levy a nominal annual fee to support its activities. This fee shall be charged per enrolled child and shall be set by majority vote at the September (prior year) business meeting. This fee is subject to the approval of the Head of School.

Section 2. All such fees generated by Middle School enrollment shall be turned over to the Middle School Parent Council to support their activities on behalf of Middle School students.

Section 3. In a case of hardship, the Head of School, or his/her designee, may waive the annual fee for a family.

Section 4. The Parent Association shall operate two funds:

(a) The Annual Operating Budget. The Parent Association fee funds the Annual Operating Budget. This budget shall be presented at the September Business Meeting by the Treasurer and adopted by majority vote of those present. Any residual balance at the end of the fiscal year shall be carried over to the following year; however, the existence of a residual balance shall be considered when setting an annual fee that is fair and justified by the Association's needs.

(b) The School Support Fund. The School Support Fund contains funds earned from Parent Association sponsored fund-raising efforts. Any member, Trustee, or member of the faculty and staff may petition the Parent Association membership to make a gift from this fund that will support a school activity or purchase in keeping with the Association's mission to enhance the quality of life at Crossroads. The Parent Association is particularly interested in supporting purchases that would not otherwise be covered by the School's operating or other budgets- that is, purchases which are not basic to Crossroads' program, but rather supplement and enhance that program. Said petition must be made in writing to the Chair and will be reviewed at the next business meeting

(September, January, or May). Gifts shall be, at that time, made by majority vote of those present. Any residual balance at the end of the fiscal year shall be carried over to the following year.

Section 5. All purchases made by the Parent Association, whether funded by the annual operating budget or the school support fund, are subject to the approval of the Head of School or his/her designee.

Section 6. The fiscal year of the Parent Association shall be July 1 to June 30.

Article VII: Amendments

Section 1: The Chair shall appoint a Nominating Committee in March, which shall be responsible for preparing a slate of Officers to be presented to the membership at the May business meeting. The Nominating Committee shall consist of the Vice-Chair, The Head of School, and two members, one being a parent or guardian of a Middle School child and the other being a parent or guardian of a Lower School child. The Chair shall serve on the Nominating Committee *ex-officio*.

Section 2. Any nominee for Chair must have served on the Parent Association Steering Committee for at least 6 months within one year prior to his/her nomination.

Section 3. The Nomination Committee shall inform the school community that it is seeking nominations for Vice-Chair, Treasurer, and Secretary, and for the Chair in accordance with Article VII, Section 2. Should no member of the Steering Committee choose to succeed to the Chairmanship, the Nomination Committee shall seek nominees for Chair from the general membership.

Section 4. All nominations shall be made in writing to the Nomination Committee by May 1.

Section 5. The Nomination Committee must inform the membership of its slate of Officers two weeks prior to the May business meeting.

Section 6. A candidate for any Officer may also be placed on the ballot for the May business meeting provided the Chair is presented with a petition on behalf of said nominee one week prior to the May business meeting with signatures from at least 10 members. Any nomination by petition for the Chairmanship must comply with Article VII, Section 2 and 3.

Section 7. The Chair shall call for votes by written ballot for each individual Officer. Members may vote to endorse the candidate proposed by the Nominating Committee or any nominee placed on the ballot by petition or to endorse none of the proposed candidates. In the case of a tie, the Head of School shall have final say in resolving the vote.

Section 8. In the event that an Officer is not filled at the May business meeting by majority vote to endorse none of the proposed candidates, that Officer shall continue to be filled by the Officer currently serving in that position; or, when such Officer is unable to do so, by a member appointed by the newly elected Chair. The Nomination Committee shall reconvene in September under the direction of the new Chair to propose an alternative nominee to any unfilled Officer. Voting shall proceed at the September business meeting for any such Officer in accordance with Article VII, Sections 4 and 5 above.

Section 9. These by-laws may be altered, amended, or the Parent Association at any of its three annual business meetings may adopt repealed and new by-laws by two-thirds vote of those present, provided that notice of such meeting shall set forth the text of any proposed alterations, amendments, or new by-laws. Any alteration, amendment, or new by-laws shall be subject to the approval of the Head of School and the Board of Trustees or its designee.