

Friends Select School Parent Association

Mission

All parents of Friends Select students are members of the Parent Association (PA). Its mission is to support Friends Select School as a learning community rooted in Quaker values. Led by a PA board and several committees, members of the PA work with the school administration to achieve the following goals:

- Provide opportunities for parents to meet together socially.
- Serve as a communications link between the school and families, particularly through PA Class Representatives.
- Create opportunities for parent education through lectures, speakers and discussion sessions.
- Facilitate parents' financial and volunteer support to the school through events that traditionally include a book fair, gift wrap sale and auction.

Bylaws of the Friends Select School Parent Association

A. Mission of the Parent Association

All parents of Friends Select students are members of the school's Parent Association (PA). The PA's mission is to support Friends Select School as a learning community rooted in Quaker values and rich in diversity. The PA supports Friends Select School in its goal to combine a superior education, cultural awareness, athletic excellence and a Quaker tradition of service to society. The PA supports the school's goal of achieving a balance between the needs of the school, the parents, and the students through inquiry, listening and dialogue in an atmosphere of cooperation and concern for the betterment of all.

The PA carries out its mission through monthly meetings conducted under the oversight of the co-presidents.

B. Governance

Parents are represented by a Parents Association Board (PA Board), which includes co-presidents, co-vice presidents, secretary, treasurer, and co-vice presidents of each division. The board also includes a president elect for the following school year beginning in school year 2011-2012.

The PA Board carries out its meeting in Quaker fashion and performs most of its work through committees. Both the PA Board and the various PA committees work with the school administration to meet the standards and the spirit of the school's mission.

PA Board Members have a term limit of three consecutive years in one position beginning in school year 2011-2012. For school year 2012-13 we reserve the option for one co-president to serve a fourth year.

C. Roles

1. The PA creates opportunities, both formal and informal, for parents to meet together socially.
2. The PA serves as an important communications link between the school and parents by communicating to parents about school policies, practices, and procedures, and by facilitating communications between parents and the school through established protocols.
3. The PA creates opportunities for parent education through scheduled events, which may include both formal and informal presentations (lectures, speakers or discussion of issues).
4. The PA creates opportunities for the parent body to lend financial and volunteer support to the school.
 - i. Traditional fund-raising events include the auction and the book fair. Additional fund-raising events may be scheduled in conjunction with the development office.
 - ii. The PA provides financial support for the annual fund and for dedicated school projects.
 - iii. The PA helps to coordinate the many parent volunteers throughout the school.

D. Officers

Co-Presidents: Preside at all PA meetings; ex officio on all standing or special committees; appoints all chairs of such committees.

President Elect: Assist and work with the co-presidents to attend board and committee meetings and to coordinate activities.

Co-Vice Presidents: Perform duties and responsibilities designated by the president; will serve on special committees as needed. Each Vice-President one of the two committees: Families of Ethnic and Cultural Diversity (FECD) and the Lesbian, Gay, Bi-sexual, and Transgender (LGBT) committee.

Divisional Co-Vice Presidents: Work with class representatives to facilitate communication between class representatives, the PA Board and the school administration. Meet regularly with head of respective division and report at PA meetings; clerk divisional breakouts, which follow some PA meetings.

Treasurer: Responsible for PA funds; keep accurate record of all monies received and paid; present a report regularly PA meetings as well as at the Annual Meeting; assume the functions of the secretary in his or her absence or incapacity to act, until co-presidents appoint a replacement.

Secretary: Keep records of the proceedings at every PA meeting; responsible for sending minutes of all meetings to parent liaison within seven days after the meeting; work with parent liaison to maintain updated information on PA page of the FSS website; conduct

functions of the treasurer in his or her absence or incapacity to act, until co-presidents appoint a replacement.

All officers of the PA Board are responsible to clarify for parents the process to register concerns: with classroom teachers, advisors, and division directors, prior to contacting the head of school.

E. Class Representatives

PA Class Representatives serve as a channel of communication between parents, the PA Officers and the administrative staff.

Class representatives have responsibility in these areas:

- Communication with classroom teacher(s); create and update class group email and telephone list
- Schedule at least two potlucks or other social events at school or another venue such as private home, playgrounds, etc.; coordinate such events with the school calendar
- Attend PA meetings and act as informational liaison among the school, the PA and the classroom families
- Knowledge of the school handbooks, policies, protocols and procedures

F. Committees of The Parent Association

The Families of Ethnic and Cultural Diversity (FECD) Committee is a standing committee which works with the school to provide support to parents of students of color within the school community. One chair of the Families of Color committee will serve as co-vice president of the PA board.

Lesbian, Gay, Bisexual, Transgender (LGBT) Committee is a standing committee which works with the school to provide support for lesbian, gay, bisexual and transgender parents within the school community. One chair of the LGBT committee will serve as co-vice president of the PA board.

G. The PA Board

The PA Board will meet two times throughout the school year. All members of the PA Board are asked to attend those meetings.

H. General PA Meetings

General PA meetings, which are open to all members of the Parent Association, are held no more than seven times per academic school year. Meetings will be scheduled prior to the start of an academic school year and extended or retreat meetings are scheduled, as needed.

I. Nominating Committee

1. The Nominating Committee shall consist of no fewer than five (5) members, including the Co-Presidents, director of parent programs and the Head of School. The Co-Presidents shall appoint one of the Co-Vice Presidents of the PA Board as chair of the Nominating Committee.
2. The Nominating Committee shall prepare a slate of nominees for officers to be sent to all members with the notice of the Annual Meeting.
3. Nominations may be made directly to the Nominating Committee by any member at any time including at the Annual Meeting.
4. Officers shall be appointed at the Annual Meeting by approval of those present.

J. Amendments

These Bylaws may be amended or repealed and new Bylaws may be adopted by the members at any Annual or special meeting of the PA, provided that the notice of the meeting at which such action is taken must specify the general nature of any proposed revision to the Bylaws. In addition, these Bylaws may be amended or repealed and new Bylaws adopted by the PA Board at any regular or special meeting, provided that a notice of the meeting at which any such action is taken by the PA Board is sent to all members and specifies the general nature of any proposed revision to the Bylaws.

K. Cessation of the Parent Association

If the PA should cease existence, any funds held in PA accounts shall automatically revert to the General Development account of Friends Select School.