



Topeka Collegiate School Parent Association Bylaws

I. PURPOSE

To enrich the educational experience of children at Topeka Collegiate School by fostering positive relationships among the school's administration, faculty, trustees and families.

II. GOALS

- A. To support the school in cooperation with faculty, we will:
 - 1. Provide volunteers, as requested by teachers and faculty, for school related functions.
 - 2. Allocate resources to support functions.
 - 3. Express parent appreciation to the faculty.
- B. To promote a sense of community, we will:
 - 1. Provide and support social and educational events and activities.
 - 2. Encourage parent involvement in school and Parent Association events.
- C. To provide a strong communication link between the parent body and the school (faculty, administration and trustees), we will:
 - 1. Provide information to the community about Parent Association events.
 - 2. Welcome new families into the school community.
 - 3. Provide ways to address parent concerns.
 - a) Issues appropriate to the Parent Association, such as new ideas that require parent body approval/implementation or concerns about Parent Association events, may be brought to the Secretary's attention who will add the item to the next meeting's agenda.
 - b) Issues not related to the Parent Association -- for example, the Board of Trustees, curriculum, staff -- should be brought to the attention of the appropriate administrative member. The Executive Committee can direct the concerned parent to the administrative team member would be most appropriate to share his or her concern.
 - 4. Ensure a member of the Board of Trustees is a liaison to the Parent Association membership.
- D. To fund the Parent Association budget in order to support activities and enhancements to the school, we will:

1. Conduct fundraising programs and events, subject to the approval of the school administration.

III. MEMBERSHIP AND STRUCTURE

- A. Every parent or guardian of a student at the school is a member of the Parent Association and shall have voting rights.
 1. An Executive Committee, representing the entire parent community, meets regularly to discuss Parent Association goals and directions, and provides a forum for discussion with the administration, represented by the Head of School. It is comprised of the following elected officers: President, Vice President, Treasurer and Secretary.
 2. A Nominating Committee comprised of the Executive Committee and Head of School is responsible for soliciting nominations for the subsequent year's Executive Committee and Committee Chair positions. The committee will review nominations and present a slate of officers at the final Parent Association meeting of the academic year held in May.
- B. Appointed Positions
 1. Committee Chairs are in charge of working closely with the Executive Committee and applicable faculty to organize, support, and execute various events. Descriptions of Committee Chair positions can be found in an addendum to the bylaws.
 2. Volunteer Coordinator-The volunteer coordinator prepares a process for identifying volunteers within the school community; communicates the identified volunteers to the appropriate committee, chair or fundraising chair; is a liaison to the committee chairs for volunteer needs and opportunities.
- C. Committees may change by a vote of the Executive Committee in coordination with the Head of School.

IV. OFFICERS

- A. President-The President shall preside over Parent Association and Executive Committee meetings, serve as the primary contact for the Head of School, and coordinate the work of all officers and committees to ensure that the purpose of the Parent Association is served.
- B. Vice President-The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice-President serves as President-Elect.
- C. Treasurer-The Treasurer works closely with the school's Business Office to maintain accurate financial records. The Treasurer communicates budgetary guidelines for Committees and events, approves all check requests, and presents formal reports at Parent Association meetings.
- D. Secretary-The Secretary takes and records minutes, sends notices of meetings to the membership, and compiles meeting minutes for publication in the school's newsletter. The Secretary also keeps a copy of the minutes and Bylaws through the

School's records-retention method to be passed on to the incoming Executive Committee members.

V. NOMINATIONS AND ELECTIONS

- A. Nominations-A call for nominations to the Parent Association is done at least one month prior to the last meeting of the school year. The Nominating Committee shall compile the list of candidates for each office and present the slate of officers at the last meeting.
- B. Elections will be held at the last meeting of the school year.
 - 1. Eligibility-All nominees are eligible for office if they are members of the school community in good standing. Nominees should have a proven leadership record, an obvious interest in the school's welfare, have a sincere desire to work closely with school administration and be an active, positive advocate for the school.
 - 2. Voting shall be by voice vote when the slate is presented. If more than one person is running for the same office, a ballot vote shall be taken.
 - 3. Terms of Office-Officers are elected for one year and may serve no more than two consecutive terms in the same office. Each person elected shall hold only one office at a time.
 - 4. Vacancies-If there is a vacancy in the office of President, the Vice President will become the President. If there is a vacancy in any other office, the Nominating Committee will call for nominations. They will recommend a candidate for vote at the next monthly meeting or a special meeting called with at least 10 days' notice.
 - 5. Removal from Office-Officers can be removed from office with or without cause. The person or group seeking removal shall present the case for removal to the Executive Committee and Head of School. The member in question shall be given an opportunity to respond. Following this process, the member may be removed or retained upon a majority vote of a panel consisting of the Executive Committee and Head of School.
 - 6. The first Executive Committee will serve for two years. The first elections will be held in the spring of 2019.

VI. MEETINGS

- A. Membership meetings. Periodic meetings will be held in September, November, February and May of each year; the meeting schedule will be determined with consideration of the school's yearly calendar. The Annual Meeting will be held at the May regular meeting. The annual meeting is for electing officers. Meetings will be announced in the school's newsletter.
- B. Special meetings. Special meetings may be called by the President, any two members of the Executive Committee, or five Parent Association members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to Parent Association members at least 10 days prior to the meeting through newsletter inclusion.
- C. Quorum. A quorum shall be 10 members of the Parent Association.
- D. "Robert's Rules of Order" shall govern meetings when they are not in conflict with the Parent Association's bylaws.

VII. FINANCES

- A. Any additional revenues from fundraising efforts by the Parent Association are included in the Parent Association operating budget.
- B. The Executive Committee develops budgetary guidelines for Committees and events, based upon previous years' expenses, the programs and events planned, and the estimated revenues of the Parent Association. The prospective budget is presented at the first monthly Parent Association meeting of the school year.
- C. The Treasurer shall keep accurate records of any disbursements and income. The Treasurer shall present a finance report at each membership meeting.
- D. Two authorized signatures shall be required on each reimbursement form. Authorized signers shall be the Treasurer and another member of the Executive Committee. Approved reimbursement forms are then presented to the Business Office for payment.
- E. The Treasurer shall prepare a financial statement by the end of the school's fiscal year.
- F. At the end of the fiscal year, a balance of \$2,500 must remain in the Parent Association operating budget. Any excess funds will be spent for the benefit of the school with the approval of the Head of the School.

VIII. REVISION OF BYLAWS

- A. These Bylaws may be amended at any regular or special Parent Association meeting, providing that notice was given at the prior meeting in writing and then sent to all members of the Parent Association by the Secretary. Notice may be given by postal mail, e-mail or newsletter.
- B. Amendments will be approved by a majority vote of those present, assuming a quorum.

IX. DISSOLUTION

- A. The Parent Association may be dissolved in coordination with the Head of School and applicable Administrative Staff. Notice would be given at least one month prior to dissolution and would be subject to a majority vote at a Parent Association meeting.

X. EXECUTIVE COMMITTEE JOB DESCRIPTIONS

- A. President
 - 1. Chairs the Parent Association and the Executive Committee.
 - 2. Works closely with the Head of School to ensure effective communication between the parent body and the school.
 - 3. Plans the agenda, schedules meeting and meets regularly with the Head of School.
 - 4. Works in collaboration with the Executive Committee and Nominating Committee to appoint Committee Chairs.
 - 5. Consults with and supports Committee Chairs to ensure the Parent Association's purpose is served.
 - 6. Advocates for the school and supports the decisions made by the Head of School and the Board of Trustees.
 - 7. Should have proven leadership skills and have been positively and actively involved with the school community for at least two years.
 - 8. Serves a one-year term and is available for advice in the following year to the incoming Executive Committee to provide continuity and historical information.

9. Serves on the nominating committee.
- B. Vice President
1. Assists the President in all areas of responsibility.
 2. Attends monthly meetings and meetings with the Head of School.
 3. Shall assume the position of President if for any reason the elected President is unable to fulfill the position's duties.
 4. Serves on the Nominating Committee.
 5. Serves as President-Elect.
- C. Treasurer
1. Prepares a projected budget for the upcoming year's revenue and expenses.
 2. Works closely with the Business Office to maintain accurate account information.
 3. Oversees spending of all Committees and events and approves appropriate reimbursement requests.
 4. Approves and requests checks when needed.
 5. Attends and presents formal reports at Parent Association meetings.
 6. Serves on the Nominating Committee.
- D. Secretary
1. Establishes a system for obtaining parent suggestions/comments and processes requests for topics to be added to the monthly meeting agenda.
 2. Prepares and distributes the meeting agenda one week prior to the meeting by posting the agenda in the school's newsletter.
 3. Attends and accurately documents Parent Association meetings.
 - a) Distributes minutes to Executive Committee members for approval in a timely fashion.
 - b) Distributes approved minutes to the school's webmaster for posting in the school newsletter.
 4. Maintains a notebook to include agendas, the treasurer's report and minutes from all Executive Committee and membership meetings.
 5. Maintains an up-to-date directory of the Committee Chairs.
 6. Serves on the Nominating Committee and compiles necessary information for the ballot.

XI. COMMITTEE DESCRIPTIONS

A. **Family Support Committee**

This committee promotes the inclusion of parents, as well as other supporting family members and friends, in the activities and atmosphere of the school. This may include...

1. providing an ambassador program for new students and their families.
2. coordinating volunteer opportunities within the school for families.
3. providing opportunities for families to meet and connect outside of the classroom.

B. **Community Support Committee**

1. This committee's mission is to collaborate with school personnel to foster a strong sense of community by offering events, programs and training for TCS families and the Topeka community in order to promote active participation and community engagement.

C. **Fundraising Committee**

1. This committee's responsibility is to support the activities of the Parent Association by coordinating Parent Association-sponsored fundraising events throughout the school year. Coordination includes marketing, logistics, scheduling, and any related activities associated with the fundraiser. Fundraisers may include the Scholastic book fair, skating parties and spirit wear.

D. **Teacher/Staff Support Committee**

1. The Teacher Support Committee will provide Topeka Collegiate teachers and support staff with volunteer, promotional and material support throughout the school year. The requests of the Topeka Collegiate teachers and staff will be communicated to the Head of School during staff meetings. The Head of School will communicate those requests to the Teacher Support Committee Chair. This support includes but is not limited to:
 - a) volunteer support for classroom and schoolwide activities.
 - b) donations of materials needed in the classroom.
 - c) communication with Topeka Collegiate families regarding upcoming events or needs.
 - d) teacher appreciation activities.