

## Bylaws of the Grace Episcopal Day School Parents Association

Drafted June 6, 2022, Revised on June 9, 2022

Approved by Parents Association (Formerly PTO) on September 9, 2022

Approved by Board of Governors on September 20, 2022

### **Article I - Name**

Grace Episcopal Day School Parents Association (Grace PA or PA for short). Previously named the Grace Parent Teacher Organization (Grace PTO), the proposed name change would take effect upon the Board approval of these Bylaws. The purpose of the name change is to reflect the broad nature of the association, focused on fostering a strong sense of community and engagement across the entire Grace community.

### **Article II - Purpose**

The Grace Episcopal Day School Parents Association (Grace PA) serves the mission of Grace Episcopal Day School through partnership with the school administration, faculty, and the Board of Governors. The Grace PA values the worth and dignity of each parent, guardian, or caregiver equally and seeks to create a culture of inclusion and belonging by encouraging all families to become collaborative and engaged members of the school community in their own unique way.

### **Article III - Mission**

The mission of the Grace Episcopal Day School Parents Association is to help the school provide its students with a joyful and inclusive learning environment rooted in wonder, purpose, and belonging by fostering a strong sense of community among parents, guardians, and caregivers through events, communications, engagement, volunteerism, and financial support.

### **Article IV - Membership**

All parents, caregivers, and legal guardians of students currently enrolled at Grace Episcopal Day School will be members of the Parents Association

### **Article V - Dues**

Each family will be assessed annual membership dues of \$60.00 for the Parents Association. PA Dues will be included in a billing statement sent from the Finance Office. PA dues will be applied towards the operating expenses of the Grace PA and may not be increased without approval of the Board of Governors. Any family may choose to opt out of the payment of these dues with notice to Grace's CFO.

### **Article VI - Structure**

All PA Positions Take Effect on July 1 unless filled subsequently. The structure of the Grace PA will be comprised of:

Membership - All Parents, Caretakers, and Guardians

Executive Committee

- Chair(s)
- Director of Advancement

- Head of School
- Executive Assistant

Room Parents (at least one for each grade)

Committees

- Kick-off Committee
- Service Committee
- Spring Fundraiser Committee
- Faculty and Staff Appreciation Week Committee
- Ad Hoc Committees to be appointed as needed

### **Article VII - Roles and Committees**

Chair(s) - Responsible for coordinating volunteer recruitment, oversight of activities & planning, and serving as the liaisons between the PA and school administration. Chairs will also serve as PA Representatives on the Board of Governors.

Director of Advancement - Responsible for managing and reporting out on the finances of the PA and as a strategic partner for all PA activities.

Executive Assistant - Responsible for assisting with the logistical planning of all PA activities

Head of School - Primarily responsible for informing the Executive Committee of the needs of the school to inform event and engagement strategy.

Room Parents - Responsible for disseminating information to their respective classes and personally advocating for event attendance, volunteerism, and charitable giving.

Kick-off Committee - Responsibilities primarily include planning a social kick-off event for all families in September, such as Family Movie Night.

Service Committee - Responsibilities primarily include Holiday or Thanksgiving Donation Drive in the fall and MLK Service Day in January. The Director of Advancement will work with Board liaisons to coordinate collaboration between church and school for this committee's work.

Spring Fundraiser Committee - Responsibilities are to plan an in-person event and online silent auction to benefit the Gryphon Fund through donations and sponsorships. This committee will work in close coordination with the Director of Advancement, who will provide support, guidance, and goals.

Faculty and Staff Appreciation Week Committee - Responsibilities include planning a week of activities in May to demonstrate appreciation and support for the Grace faculty and staff.

### **Article VII - Meetings**

Meetings will take place on a monthly basis alternating between meetings for the Executive Committee and All Members Meetings beginning in September. Timing and location of these meetings is at the discretion of the Executive Committee.

### **Article VIII - Finances**

Membership dues will be collected by the Finance Office and the Director of Advancement will serve as the liaison for the PA Chairs in regards to collecting donations and payments through the schools collection systems. A separate bank account will be established by the school dedicated to PA activities and will be established and utilized as a way of giving PA Chairs and volunteers access to the fund collected on their behalf. The director of Advancement will work

with the PA Chairs to determine how and when to make disbursements from that account based on dues and other funds collected.

#### **Article IX - Amending the By-Laws**

The process for approving new bylaws or amending existing bylaws is as follows:

- Approve proposed changes with school administration
- Approve proposed changes at an All Members PA meeting, having provided proposed changes to membership in advance of the meeting.
- Approve Changes at the subsequent Board of Governors Meeting