

BROOKWOOD PARENTS' ASSOCIATION MISSION STATEMENT

The purpose of the Brookwood School Parents' Association is to work with the administration and the Board of Trustees in support of the school's mission, programs and activities. An important function of this organization is to create a forum for the expression and exchange of ideas between parents and the school; to provide educational programs and forums for parents; to assist in the dissemination of information concerning all phases of student life at school; and to organize and promote projects beneficial to the Brookwood community at large.

All parents of Brookwood School are members of Brookwood School's Parents' Association. The PA is run by an executive committee which includes a President, Vice President, Treasurer and Secretary who agree to serve a two-year term. PA committees are run by chairs who commit to a one-year term. Class ambassadors serve a one-year term.

Brookwood School Parents' Association Bylaws *(Updated 2008 – pending PA approval)*

Article I: Name

The name of this organization shall be the Brookwood School Parents' Association (hereafter referred to as "the Parents' Association").

Article II: Purpose

The purpose of the Parents' Association is to work with the Administration and the Board of Trustees in support of the School's mission, programs and activities. An important function of this organization is to create a forum for the expression and exchange of ideas among parents, faculty, staff, and trustees, and to assist in the dissemination of information concerning all phases of student life at school. The Parents' Association provides educational programs and forums for parents, creates a means for parents to be of service to the school, and helps to organize and promote projects beneficial to the Brookwood community at large. Another important function of this organization is to conduct fundraising activities for the benefit of Brookwood School and this organization.

Article III: Membership

All parents or guardians of students enrolled at Brookwood School are members of the Parents' Association.

Article IV: Officers and Nomination Procedures

The elected officers of the Parents' Association shall be a President, a President-Elect (on the appropriate year), a Vice President, a Secretary and a Treasurer. These officers shall be elected at the May annual meeting from a slate prepared by the Nominating

Committee. The term of office shall be from Commencement Day to Commencement Day for the designated number of years. The duties and responsibilities of each officer shall be as follows:

President (two-year term)

The role of the president is to preside at all meetings and be the chief spokesperson for the Parents' Association. The President is responsible for the organization and at times may serve as the ultimate authority for all decisions. The President may appoint special ad-hoc committees and appoint chairs of each of these committees. The President shall serve as a liaison between the Parents' Association and the Board of Trustees, and between the Parents' Association and the Administration. The President shall meet on a regular basis with the Headmaster and, subject to approval by the Board of Trustees, shall serve as an ex officio voting member of the Board of Trustees and report at full board meetings.

President-Elect (one-year term)

In the absence of the President, the President Elect shall perform the duties of the President and such other duties that may be delegated by the President. He or she shall work closely with the President so that he or she can assume the post in one year with knowledge and understanding of the responsibilities.

Vice President (one-year term)

The Vice President is responsible for planning and conducting the Parents' Association fund raising events in conjunction with the school's development policies and programs, and shall oversee the formation of committees to oversee these events. The Vice President may or may not assume the position of President Elect.

Secretary (two-year term)

The Secretary is responsible for keeping records of all meetings and for transcribing these records for distribution. The Secretary shall be responsible for the creation and dissemination of all Parents' Association correspondence, and coordinate school-wide communication with Class Representatives/Brookwood Ambassadors.

Treasurer (two-year term)

The Treasurer shall receive and maintain accurate accounting records for all funds raised by the Parents' Association; shall be responsible for the monthly maintenance and reconciliation of the accounting software, bank records and any fund raising software; and shall be responsible for maintaining control over all disbursement requests. The Treasurer shall provide the school business office with all required monthly reports, including the PA annual budget. The budget will be voted on at the Annual Meeting and will fund the obligations and needs of the standing and ad-hoc committees.

Article V: Standing and Ad-Hoc Committees

The following standing and ad-hoc committees shall be established with chairs proposed by the Nominating Committee and approved by the membership. Committee chairs may appoint members as needed, shall report to the Executive Committee, and shall submit

a written report on committee activities at the Annual Meeting. The President and President Elect shall be ex officio members of all committees. It is the responsibility of the chairs to inform the President and the President Elect of all meetings.

Executive Committee – The Executive Committee shall consist of the Officers of the Parents’ Association. The Executive Committee shall oversee all functions of the Parents’ Association in the absence of full Parents’ Association meetings.

Nominating Committee – It is the responsibility of this committee to meet periodically throughout the year and to prepare a slate of officers and standing committee chairs for approval in a timely manner by the Headmaster. The slate of officers and chairs of standing and ad-hoc committees shall then be brought before the general membership at the Annual Meeting in May for approval. The Nominating Committee shall consist of a Chair, the Director of Annual Fund and Parent Relations, the Director of Admissions, the President of the Parents’ Association, at least one Class Representative, and the President Elect of the Parents’ Association. The past year’s President of the Parents’ Association shall be asked to serve as Chair of this committee.

Classroom Representatives/Brookwood Ambassadors – There shall be two Classroom Representatives for each Lower School classroom and three Classroom Representatives for each Middle and Upper School grade. Class Representatives act as a liaison between the parents and the school, work closely with teachers to organize class activities, keep parents informed of events, and in general support the officers of the Parents’ Association. Class Representatives also serve as the primary contact for the Parents’ Association and the Administration in distributing information to and collecting information from parents in the class. As a conduit to the PA, this group provides feedback on class room activities, and in general helps facilitate parental involvement.

Class Representatives will also serve as Brookwood Ambassadors to all new families in their respective grades, providing deliberate and continual outreach to help welcome and engage this group throughout the entire school year.

For the Seventh and Eighth grades, Representatives shall help coordinate chaperones for the three school dances. All class representatives shall attend and participate in the five PA meetings throughout the year, attend Ambassador training over the summer, chair their class-specific events and help coordinate volunteers for both the classroom and Parents’ Association activities. Representatives shall be appointed by the Nominating Committee.

Cultural Enrichment Committee – It shall be the responsibility of this committee to work with the Administration, Division Heads, Librarian, Head of the Dodge Writing Center, and the Head of Professional Growth and Development to select and schedule cultural enrichment programs for the school community that coordinate with current curriculum themes. This committee shall consist of a chair and/or co chairs, a faculty liaison, and committee members appointed as needed. This should be no more than a two year commitment.

Hospitality Committee – This committee is responsible for the coordination of floral arrangements for events jointly undertaken by the Parents’ Association and

the Administration. This committee shall organize each event as outlined by the assigned Administrator, provide flowers for all events at the school, and shall provide seasonal arrangements in the front hall. The committee shall consist of a chair and/or co chairs with additional committee members as needed.

Library Committee – This committee shall assist the school library by working with the Librarian to coordinate a regular schedule of volunteers throughout the school year. Volunteer duties include re-shelving and covering books, helping library classes find and check out books, and general library upkeep. The committee shall consist of a chair and/or co chairs with additional committee members as needed

Mailing Committee – The Mailing Committee shall be responsible for the dissemination of all newsletters, bulletins, annual reports and other Parents' Association mailings. The committee, which consists of a chair and/or co chairs, shall work closely with the School's Communications Director and will recruit committee members or volunteers as needed.

School Store Committee – The School Store Committee shall work with the Director of Finance and Operations and Headmaster for the purpose of supplying clothing for the Brookwood community within the dress code guidelines, and accessories and items deemed appropriate by the Administration.

Faculty Grants Committee – This committee, in concert with a faculty liaison, shall coordinate and review proposals to financially assist faculty in their pursuit of enriching experiences that broaden the horizons of their classroom and/or subject matter specialty as well as the Brookwood community as a whole. This committee shall consist of a chair and/or co chairs who shall review and finalize reward recommendations with the Parents' Association President, Headmaster, Director of Finance and Operations and Parents' Association Treasurer.

Faculty Wish List Committee – This committee will work with a faculty liaison to solicit and review proposals to enhance class room or school facilities, provide tools and/or supplies which exceed their annual budgets, etc. This committee shall consist of a chair and/or co chairs who shall review and finalize reward recommendations with the Parents' Association President, Headmaster, Director of Finance and Operations and Parents' Association Treasurer.

Prospective Parent Tours/Brookwood Admission Ambassadors – The Committee shall work closely with the Director of Admissions in planning Open Houses and all prospective tours, and shall attend Ambassador training in the fall. The committee shall consist of a chair and/or co-chairs, with volunteers recruited and trained as needed

Parent Education – This committee shall find and invite guest speakers to Brookwood School for the purpose of educating the parents and faculty of the Brookwood community on a variety of topics regarding parenting and children. The committee shall consist of a chair and/or co chairs, with committee members appointed as needed.

SEED: (Seeking Educational Equity and Diversity) – SEED is a year-long monthly seminar that engenders community conversation about equity within cultures. SEED provides parents an opportunity to join together in a non fundraising capacity to promote a sense of community. It is an opportunity for ongoing education and self development, and help support diversity and cultural competence commitments within the school.

Art Committee – This committee shall assist the art department in framing and hanging student art work around the school throughout the year, and helping with various class projects as needed. The committee shall consist of a chair and/or co chairs, with committee members appointed as needed.

Article VI: Meetings

Business

There shall be at least five meetings during the school year to conduct old and new business, including an Annual Meeting held in May. All officers, committee chairs and classroom representatives should make every effort to attend business meetings. The membership shall be invited and encouraged to attend these meetings. A majority of members present may decide any question brought before the meeting.

Annual Meeting

There shall be an Annual Meeting in May open to membership for the purpose of electing officers, committee chairs and any committee members subject to vote by the general membership; to hear reports submitted by the outgoing President and Treasurer; and to review reports submitted by outgoing committee chairs.

Executive Committee

The Executive Committee shall meet on a regular basis, and prior to each Parents' Association business meeting, or at the discretion of the President.

Article VII: Amendments

These by-laws may be altered or amended at any meeting of this Association by a majority of those members present and voting.

Article VIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and are in agreement with these by laws and any special rules of order the Association may adopt.