

## **Bank Street School for Children Parents Association Charter and Operating Procedures**

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### **I. Name**

- A. The name of this association shall be the “Bank Street School for Children Parents Association” (hereinafter referred to as “the PA”).

### **II. Mission Statement and Purpose**

- A. The PA is organized to further the educational purposes of the Bank Street School for Children (hereinafter referred to as “the School”). The PA shall support the School’s mission, philosophy, programs, and activities for the benefit of all students.
- B. The PA shall facilitate communication between parents and the School. The PA shall encourage and coordinate volunteerism. The PA shall foster among its members a spirit of inclusion, partnership, community, and cooperation.
- C. The PA shall operate in accordance with the policies established by the Board of Trustees of the Bank Street College of Education (“hereinafter referred to as “the College”). All activities, goals, and purposes of the PA shall be conducted as part of and for the benefit of the School or the College. The PA shall coordinate with the Director of Development and Alumni Relations for Children’s Programs any and all fundraising activities intended to benefit the School’s Annual Fund.
- D. Fundraising activities in which funds are designated to support the PA are subject to the approval of the Dean of the School (hereinafter “the Dean”).

### **III. Membership, Dues, and Budget**

- A. All parents or guardians of students currently attending the School shall be dues-paying members of the PA, and all PA members shall have equal voting rights. The payment of dues is mandatory.
- B. The Dean shall act as the School’s advisor to the PA.
- C. Dues shall be used to fund PA activities which may include, but are not limited to: the Fall Fair and other fund raisers; community service projects; faculty gifts; receptions; speakers; and paying the expenses of the PA. The Executive Committee of the PA shall establish dues in consultation with the Dean. The amount of dues shall be reviewed annually. Dues are collected as part of the School fees and held in a School bank account and designated cost center, along with funds raised for PA activities and events. Signatories for this account will conform to the signatories authorized on the bank accounts of Bank Street College of Education.
- D. A budget of projected annual revenues and expenses shall be developed and approved by the Executive Committee of the PA and submitted to the Children’s Programs Strategic Issues Subcommittee for review and approval. Use of funds shall be consistent with School policies for expenditure of funds and any applicable legal constraints.

#### IV. Executive Board

- A. The Executive Board shall manage the affairs of the PA.
- B. The Executive Board shall consist of the following officers: (i) one President (or two individuals to create a co-Presidency); (ii) one Vice President (or two individuals to create a co-Vice Presidency) for each division (Lower School, Middle School and Upper School), each of whom must have a child in the respective division; (iii) a Secretary; and (iv) a Treasurer (or two individuals to serve as co-Treasurers).
- C. The President(s) and Treasurer(s) shall serve for a term of two years, which shall run from July 1<sup>st</sup> of the first year through June 30<sup>th</sup> of the second year. It is recommended that (1) there be two individuals serving in each of these positions each year; and (2) that the two-year terms be staggered, such that one President and one Treasurer is selected each year.
- D. The Vice Presidents and the Secretary shall serve one-year terms that run from July 1<sup>st</sup> through June 30<sup>th</sup>. No member of the Executive Board shall serve for more than six consecutive years overall. The Dean, together with the President(s), shall have the option to create an interim exception to these term limits should the need arise.
- E. The Executive Board shall fill by appointment any interim vacancies that occur among officers.
- F. Executive Board Officers shall be selected from the membership-at-large as provided in Article VI, below.
- G. The Parent Associate Trustees are non-officer members of the Executive Board. The College's Committee on Trustees appoints Parent Associate Trustees for three-year terms, and the Executive Board shall recommend an applicant to the Committee when a vacancy needs to be filled.

#### V. Duties of Executive Board Officers

- A. President(s): The President(s) shall preside over all meetings of the PA and the Executive Board and act as the primary liaison(s) between the PA and the School's administration. The President(s) shall see that all decisions and resolutions of the PA and Executive Board are carried into effect. The President(s) shall coordinate the work of the Executive Board and committee members and shall be members *ex officio* of all committees. The President(s), through the Parent Associate Trustees of the Board of Trustees of the College, shall regularly report on activities and affairs of the PA to the Children's Programs Strategic Issues Sub-Committee. Throughout the year, the President(s) shall update the parent community on activities and initiatives of the PA. The President(s), as necessary, shall be the official representatives of the PA with regard to outside organizations, and shall actively participate in the Parents Association Presidents of the New York City Independent Schools.
- B. Lower, Middle, and Upper School Vice Presidents: The Vice President(s) of each division shall meet with the Coordinator of their division and arrange for meetings of Class Parents (hereinafter "CPs") and all parents from that division with the Coordinator. These meetings shall occur approximately one time per month, and the Vice-Presidents shall work with the Coordinators to develop and publish agendas in advance of the meetings. Meetings shall focus on division-specific issues such as communication, volunteer activities and opportunities, and parent education. Vice Presidents are conduits for questions and information coming from the parents in their divisions to the PA and, in turn, convey school information to the PA and parents.

- C. Treasurer(s) and Business Practices: The Treasurer(s) shall be responsible for all financial records of the PA after review by the President(s), in communication with the School's Assistant Dean of Budget and Administration, and in accordance with the College's approved business practices. All check requests must be approved and signed by an authorized signatory of the School, who shall be either the Assistant Dean of Budget and Administration for the School for Children, the Dean of the School for Children, or the Associate Dean of Children's Programs.

The procedures for payments of vendors and any form of reimbursements shall adhere to all business practices of the College. Original invoices will need to be provided, along with a completed W-9 form for any new vendor, in order to provide payment. The invoice(s) will need to be authorized for payment by the receiver of goods and services in order to be processed. Original receipts will need to be provided whenever a reimbursement is requested. Invoices and reimbursements are sent to the office of the Dean of Children's Programs so that a check payment request form (CPRF) can be created. The Business Office will generate a check for the PA within five (5) business days upon receipt of the CPRF accompanied with all supporting documentation. The Treasurer(s) should keep a record of all receipts and disbursements to facilitate reconciliations of any College generated reports pertaining to the fiscal operations of the PA.

The Treasurer(s) shall provide a financial update to the Executive Board and shall oversee all PA committee finances. The School's Assistant Dean of Budget and Administration, shall provide the Treasurer(s) with a report of all transactions, produced from the College Wide Accounting system for review on a quarterly basis. The Assistant Dean for Budget and Administration will also provide the Chief Financial Officer a copy of this quarterly report. The Treasurer(s) shall help to ensure that fundraising by the PA is coordinated with the Director of Development & Alumni Relations for Children's Programs so that the primary needs and established priorities of the School are met and so as not to interfere with normal annual giving or other fundraising events.

- D. Secretary: The Secretary shall take Executive Board meeting notes; prepare the minutes of the Executive Board meetings; and keep records of the PA, including records of activities as submitted by affinity groups and committees.

## **VI. Selection of Executive Board Officers**

- A. The Nominating Committee shall consist of the Executive Board and the Dean (or his or her designee).
- B. In the spring semester of each school year, the Nominating Committee shall oversee the selection of Executive Board officers for all open offices in the next school year.
- C. In addition to nominations from the Executive Board, the Nominating Committee shall also receive nominations from the membership-at-large. No later than March 15<sup>th</sup> of the current school year, the Nominating Committee shall solicit at-large nominations via electronic mail addressed to all PA members. The deadline for nominations shall be set at least fourteen (14) days after the date of the solicitation mailing, but no later than April 15<sup>th</sup>.
- D. Along with his or her nomination, each nominee shall provide to the Nominating Committee a short statement regarding his or her intentions and qualifications for the office sought. No later than April 30<sup>th</sup> of the current school year, the Nominating Committee shall present all nominees and their statements to all PA members via electronic mail.
- E. In the event that there are multiple nominees for any Executive Board office, the Nominating Committee shall schedule and oversee an election to select an officer for the contested office. Such election shall take place no later than May 15<sup>th</sup>.

1. Voting shall be made open to all members of the PA, with the exception of voting for Vice Presidents, which shall be open only to parents of children in the division(s) contested.
2. Via electronic mail and at least seven (7) days prior to the scheduled election, the Nominating Committee shall provide all eligible voters with a list of nominees and instructions for voting.
3. The Nominating Committee may conduct elections by written and/or electronic ballot. The Nominating Committee shall allow eligible voters seven (7) days to submit their ballots.

## **VII. Meetings**

- A. Meetings of the Executive Board shall be held during the school year and on a monthly basis. Attendees shall include acting Executive Board officers, Parent Associate Trustees, and the Dean. The President(s) shall preside over these meetings, which shall focus on PA business and facilitating communication among parents and between the School and the parent body.
- B. Each semester, the Executive Board may opt to conduct an Executive Advisory Committee Meeting with the Dean, Coordinators, and other members of the School's administration and staff.

## **VIII. Affinity Groups and PA Committees**

- A. The standing affinity groups and PA committees are:
  - The Parents of Children of Color Affinity Group
  - The Touched by Adoption Affinity Group
  - The Lesbian, Gay, Bisexual, Transgender, Queer, & Allies Affinity Group
  - The Development & Annual Fund Committee
  - The Auction & Benefit Committee
  - The Fall Fair Committee
  - The Parenting Education Committee
  - The School Photo Committee
  - The Merchandise Committee
  - The Green Action Task Force
  - The Parental Unit Committee
  - The Learning Diversity Support Group
- B. All committees and affinity groups must have a chair, and the President(s) are responsible for working with affinity group and committee chairs. Each affinity group and committee shall have a mission statement that outlines its purpose.
- C. In addition to the standing affinity groups and committees, the Executive Board, with the approval of the Dean, may form new and *ad hoc* affinity groups and committees that support the mission of the PA and the School.

## **X. Amendments**

- A. Any member of the PA may propose an amendment to this charter by submitting the proposal to the Executive Board and Dean for consideration.
- B. If the Executive Board approves of the proposal by a vote of the majority, it shall submit the amendment to the membership-at-large for a vote. Submissions shall be made by electronic mail at least ten (10) days before the scheduled vote. Voting may be conducted by written or electronic ballot. If adopted by the majority of the votes submitted, the amendment shall take effect immediately.