



HERITAGE SCHOOL

Heritage School Parent Association

Bylaws

Revised September 2009

Article I: Name

The name of the organization is the Heritage School Parent Association, hereinafter called the "Association."

Article II: Purpose

The Association is a community of Heritage parents working together to promote the mission of Heritage School while supporting the various needs of the staff, students and families. The Association assists with the logistical needs of the school and promotes activities that enhance school and community spirit, education and communication.

Article III: Membership

All parents or guardians of children attending Heritage School are members of the Association. Required family dues are invoiced with the tuition statement and are paid with tuition.

Article IV: Expectations of Members

All members are encouraged to serve in school activities and events by volunteering in a purposeful way that matches God-given gifts and talents. Members are encouraged to serve on Association committees. All members are strongly encouraged to give no less than 14 hours of volunteer time during a school year.

All members are encouraged to work together in love and humility. All members' manner should be consistent with that described in Phil. 2:3, "Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself."

Article V: Authority over the Parent Association Actions

The Heritage Board has sole and absolute authority over the Association at all times.

The Heritage Board:

1. Must approve slate of Chair-Elect candidates.

2. May remove Chair under conditions discussed in Article VI, section 4a,b.
3. Has discretion over the Association bylaws
4. Must approve changes to the Association dues
5. All fundraising programs are subject of the approval of the Heritage Board or a designated Board committee.

The Heritage Administration:

1. The Heritage Administration has authority over school operations. The Association will have no authority over teachers or staff.
2. The Association activities affecting school operations must be approved by the school Administration.
3. The Association shall neither seek to direct the administrative activities of the school nor seek to control its policies.
4. The Heritage Administration must approve the slate of officers for the Association.

Article VI: Executive Committee

A. Members

1. Chair
2. Chair Elect
3. Treasurer
4. Secretary
5. Moms- In- Touch Chair
6. Grammar School Homeroom Mom Chair
7. School of Logic Representative
8. School of Rhetoric Representative
9. Shepherding Family Chair
10. Parent Education Chair
11. Fall Festival Chair (Standing Committee)
12. Grandparents Day Chair (Standing Committee)
13. Spring Fling Chair (Standing Committee)
14. End of School Party Chair (Standing Committee)
15. Back to School Night Chair (Standing Committee)

B. Expectations of Members

1. Serve in a manner at all time consistent with the school's mission.
2. Pray for members of the Executive Committee specifically for the Association Chair and Chair-Elect.
3. Maintain knowledge of the content of *Parent and Student Handbook* and strive to stay in compliance with it.

4. Agree to read, in full the Association Bylaws upon taking office and then every four months (as reminded by the Association Chair) for the duration of term.
5. Meet monthly (taking one month off in the summer, July) with the Executive Committee and as necessary as determined by the Association Chair. Attendance at meetings should be of high priority.
6. Remain knowledgeable about Association activities to provide complete and accurate information to the community at large, positively reflecting upon the Association purposes and activities.
7. Remain accountable to the Association Chair.
 - a. Be the sounding board for the Association Chair and other Executive Committee members.
 - b. Advise the Associating Chair about events, issues and other items related to their respective area of service.
 - c. Work as a check and balance to the Association Chair.
 - d. Maintain confidentiality on sensitive issues discussed within Executive Committee and as directed by the Association Chair.
8. Parliamentary Procedure
 - a. *Roberts Rules of Order* should be followed in all cases not specifically covered by these Bylaws.
 - b. Chair-Elect acts as Parliamentarian.
9. Voting Authority and Procedures
 - a. Each Executive Committee member (excluding nonvoting members) has one vote with the Association Chair voting only in the event of a tie.
 - b. Two thirds of the Executive Committee constitutes a quorum and must be present in order for there to be a vote on the following:
 1. The Budget
 2. Creation and/or elimination of Committees
 3. Year end disbursement of funds
 - c. The Executive Committee may approve other items by a majority vote of members present or by email as demanded by time.
10. Financial Responsibility
 - a. No Executive Committee member shall have authority to expend funds, purchase items on account, or collect funds, except as specifically authorized within the Association budget. Each member will be presented with a budget and is responsible for acting within the limits of the approved budget. The Executive Committee member may petition the Association Chair for additional expenses Any expenses over approved amounts shall be the responsibility of the Executive Committee member.
 - b. Purchases must be made using the Association tax exempt form of the Executive Committee Member is responsible for any sales tax incurred.

- c. The Association Chair, Chair elect, Secretary and Treasurer shall be authorized on the bank account. All checks should have any two signatures.
- d. Quorum vote is required for the following financial decisions:
 - 1. Year-end disbursement of funds by June 30.
 - 2. Budget approved for upcoming year by July 31.
- e. Majority vote of Executive Committee present is required for the following financial decisions:
 - 1. Approve expenses more than \$200 over budget of each committee.
 - 2. Approve non-budgeted disbursement of funds.

C. Association Chair and Chair-Elect

- 1. Requirements of Association Chair and Chair-Elect
 - a. Must profess their faith in Jesus Christ as Lord and Savior as outlined in the Statement of Faith, signing in agreement.
 - b. Must have a minimum of two full years in the Association before becoming Chair-Elect.
 - c. Must have served the Association in at least one significant leadership role.
 - d. Must have all eligible children (as determined by Administration) enrolled in Heritage School.
- 2. Selection of the Association Chair-Elect
 - a. The entire process of selection must be handled with strict confidentiality.
 - b. The Association Chair and Chair-Elect meet prayerfully to consider slate of Association Chair-Elect candidates. This should happen in February.
 - c. Current Association Chair first submits a list of at least three candidates to head of school for approval.
 - d. Current Association Chair submits a list of at least three candidates to Heritage Board for approval at the March meeting.
 - e. Heritage Board reviews the list in Executive Session and responds with an answer at the same meeting.
 - f. Current Chair-Elect becomes the new Association Chair on June 1.
- 3. Duties of the Association Chair and Chair-Elect
 - a. Association Chair
 - 1. Preside over the Association Executive Committee meetings.
 - 2. Select committee chairs and voting Executive Committee members, making every effort to balance representation between Grammar, Logic and Rhetoric School parents.

3. Delegate and coordinate work of committees and officers and act as a communication link between the Association committee chairs and Administration.

4. Manage the Association budget with assistance from the Treasurer and Chair-Elect and authorize expenditures of \$200 or less over each committee's budget.

5. Select at least three potential candidates for Chair-Elect (with input from Head of school and incoming Association Chair) to be presented for the Heritage Board approval by

March.

6. Submit monthly Association report to Heritage Board and Head of School and attend board meetings in their entirety.

7. Meet regularly with Head of School and, as necessary with Upper and Lower school administrators. Attend additional administrative meetings as needed.

8. Assist Chair-Elect with the upcoming calendar and budget.

9. Submit news items (including but not limited to Association event news, births, etc.) to the *Herald*.

b. Chair-Elect

1. Select Treasurer

2. Assist the Association Chair with their duties.

3. Occasionally shadow the Association Chair as he/she attends his/her stated duties to assure adequate transfer of knowledge.

4. Attend Development Committee meetings as a nonvoting member.

5. Serve as parliamentarian during Association Executive Committee meetings.

6. Exercise all powers and duties of the Association Chair during the Chair's absence or in the event of the Chair's resignation or removal from office.

7. Collect reports and notebooks from committee chairs. Update committee chair job descriptions and other notebook contents.

8. Prayerfully assist the Association Chair in selection of incoming Chair-Elect candidates.

9. Select incoming Association Executive Committee and committee chairs in spring.

10. Participate in administrative calendar, fundraising and other processes as needed to prepare for upcoming school year. This is to be done in the spring.

11. Work with the Association Chair and Treasurer in preparing upcoming budget.

12. Coordinate end of year appreciation for outgoing Association Chair.

13. Serve as Association Chair the following year.

D. Remaining Executive Committee

1. Requirements for Executive Committee members

a. As outlined in Statement of Faith, signing in agreement prior to the first Association Executive Committee meeting.

b. Must have completed two full years as a parent at Heritage before serving on the Association Executive Committee.

2. Selection of Executive Committee members

a. Members are selected and recruited by incoming Association Chair.

b. Criteria for Selected Executive Committee Chairs:

1. The Grammar School Room Mom Chair must have served as the homeroom mother for at least one year and have at least one child currently enrolled in the Grammar School.

2. The School of Logic Representative must have at least one child currently enrolled in the School of Logic.

3. The School of Rhetoric Representative must have at least one child currently enrolled in the School of Rhetoric.

4. The Shepherding Family Chair must have all eligible children enrolled at Heritage School.

3. Duties of Remaining Executive Committee members

a. Treasurer

1. Work with the Association Chair and Chair-Elect to prepare budget.

2. Confirm transfer of dues from the Heritage Business office into the Association checking account.

3. Revise signature cards for the Association checking account.

4. Receive and deposit all money of the Association.

5. Pay out funds for expenditures within the limits of the budget and the Association Bylaws.

6. Keep an accurate record of receipts and expenditures.

7. Assist as needed with other requests from the Association Chair and/or Executive Committee members.

8. Reports:

a. Present a treasurer's report at every Executive Committee meeting and provide a copy of the report to the Association Chair.

b. Provide information and/or reports as requested by Administration of the Heritage Board.

b. Secretary

1. Assist Association with administrative needs. The Association Secretary serves in both recording and corresponding roles.
 2. Record and distribute minutes of all Association Executive Committee meetings to Executive Committee members.
 3. Send notes on behalf of the Association for births, deaths, and as directed by the Association Chair.
 4. Assist as needed with other requests from the Association Chair and/or Executive Committee members.
- c. Mom's-In-Touch Chair
1. Open Association meetings in prayer.
 2. Organize and lead a mothers' weekly time of prayer.
 3. Publish a list at the beginning of the year of weekly prayer intentions.
 4. Organize special prayer events.
 5. Be available to receive prayer requests from the school families, Heritage Board, Administration, and staff.
- d. Grammar School Homeroom Mom Chair
1. Select homeroom mothers with input and approval of the Association Chair and the Head of Grammar School.
 2. Update and revise homeroom mom's manual, including standardized sign up sheets.
 3. With the Head of Grammar School, prior to the start of school, conduct a meeting with incoming homeroom moms to explain responsibilities of homeroom mom and distribute manuals.
 4. Organize Back-to-School signups for parent volunteers.
 5. Assist Administration as needed to assure driving parents are in compliance with insurance requirements and have supplied office with copy of drivers' license for field trips.
 6. Oversee and pray for homeroom mothers throughout the year.
 7. Consult the *Parent & Student Handbook* when necessary to assure the activities of homeroom moms comply with school policy.
 8. Assist as needed with other requests from the Association Chair and/or Executive Committee members.
- e. School of Logic Representative
1. Assist as needed with the Association Committee chairs.

2. Meet regularly with the Head of Upper School to discuss upcoming events and activities. Report findings monthly to Association Executive Committee.
 3. Assist School of Logic staff in arranging drivers/chaperones or details for field trips or special events.
 4. Assist as needed with other requests from the Association Chair and/or Executive Committee members.
- f. School of Rhetoric Representative
1. Assist as needed with the Association Committee chairs.
 2. Meet regularly with the Head of Upper School to discuss upcoming events and activities. Report findings monthly to the Association Executive Committee.
 3. Assist staff in arranging drivers/chaperones/parent helpers for school wide field trips/special events etc.
 4. Assist as needed with other requests from the Association Chair and/or Executive Committee members.
- g. Shepherding Family Chair
1. Match established Heritage families with new families under the guidance of the Director of Admissions.
 2. Keep new families informed of important Association activities for the entire school year under the guidance of the Association Chair and the Director of Admissions.
 3. Follow up with host families to ensure that they maintain contact with their new families throughout the year.
 4. Assist as needed with other requests from the Association Chair and/or Executive Committee members.
- h. Parent Education Chair
1. Coordinate annual programs, events and materials to educate the Heritage community about the mission, the story and goals of the Association.
 2. Assist Parent Relations Committee in the implementation of events (for parents and students) designed to enhance the community and culture of Heritage School.
 3. Regularly meet with the Association Chair and the Head of School.
 4. Assist as needed with other projects initiated by the Association Chair and/or Executive Committee members.
 5. All events and projects shall remain in line with the stated mission and purposes of the school as found in but not

limited to the *Parent & Student Handbook*, the Association Bylaws and Statement of Faith.

4. Removal of Members from Executive Committee

- a. Any Executive Committee member may be removed at the sole and absolute discretion of the Association Chair and shall specifically warrant removal for violation of basic Christian doctrine or morality, gross mismanagement, malfeasance, failure to maintain confidentiality, or withdrawal of all eligible children from Heritage School during the current school year.
- b. Removal of an Executive Committee member by the Association Chair should be handled in a prayerful and confidential manner.

Article VII: Standing and Special Committees

A. Standing Committees

1. Committees are created and/or eliminated by a majority vote of the Executive Committee.
2. Chairs of all Association Committee shall be selected by the Association Chair. When necessary, any replacement will also be chosen by the Association Chair.
3. Each committee chair must have had a student enrolled at Heritage School for at least one full year prior to serving in the capacity of chair.
4. The term for a standing committee chair shall be one year and/or until their successors are selected.
5. No person can serve as a specific committee chair for more than three consecutive years.
6. All committee chairs are accountable to the Association Chair and must follow job descriptions as detailed in their notebooks. Any changes or deviations MUST be approved in writing the by Association Chair with input from the Administration as warranted.
7. No committee (its members or its chair) shall have authority to expend funds, purchase items on account, or collect funds, except as specifically authorized by the executive Committee as overseen by the Association Chair. Each committee chair will be presented with a budget and will be expected to stay within that budget unless specifically authorized in writing by the Association Chair. The committee chair may petition the Association Chair for additional expenses. any expenses over approved amounts shall be the responsibility of the committee chair.
8. Purchases made by a committee chair must be made using the Association tax exempt form or the committee chair is responsible for any sales tax incurred.

9. Each committee chair shall issue a final report within three weeks of the completion of the event for which the chair is responsible.

10. Any committee chairman may be removed at the sole and absolute discretion of the Association Chair and shall specifically warrant removal for violation of basic Christian doctrine or morality, gross mismanagement, malfeasance, failure to maintain confidentiality, or withdrawal of all eligible children from the school during the current school year.

B. Special Committees

1. Forming special committees and appointing their members is at the discretion of the Association Chair. Since a special committee is created and appointed for a specific purpose, it shall cease to exist when its work is done.

2. Funding for special committee needs must have Executive Committee approval as non-budgeted disbursement of funds.

Article VIII: Revisions to the Association Bylaws

A. Revisions to the Association bylaws require joint approval of the Association Bylaws Committee and Heritage Board. A minimum of two Heritage Board meetings are required for the approval of the Revised Association Bylaws.

B. Revision Process

1. An Association Bylaws committee created for the purpose of recommending revisions shall be created by the current Association Chair.

2. The Bylaws Committee shall include the immediate past and present Chair and Chair-Elect, as well as at least two previous Association Chairs with children currently enrolled in Heritage School.

3. Revisions written by the Bylaws Committee are submitted by the Association Chair to the Heritage Board one week prior to the First Reading.

C. Approval Process

1. First Reading: Revisions prepared by the Association Bylaws Committee are reviewed by the Heritage Board. The Association Bylaws Committee shall answer questions and take recommendations from Heritage School Board members.

2. The Association Bylaws Committee Approval: The Association Bylaws Committee meets to consider incorporation of the Board's recommendations into the Revised Association Bylaws. The Association Bylaws Committee meets in person to vote with final approval being achieved by a unanimous vote of the Bylaws Committee members in favor of all revisions. The Revised Association Bylaws are submitted by the Association Chair to the Heritage Board one week prior to the Second Reading.

3. Second Reading: Revised Association Bylaws are approved by the Heritage Board in the same manner and requiring the same vote as a revision by the Heritage Board to the Heritage Board Bylaws.