

# BYLAWS of BROADWATER ACADEMY PARENTS COUNCIL

## ARTICLE I – NAME AND PURPOSE

*Section 1 - Name:* The name of this organization shall be Broadwater Academy Parents Council.

*Section 2 – Purpose:* The purpose of the Broadwater Academy Parents Council is to promote the school’s mission by supporting the decisions and policies of the Board and Administration and providing volunteer support to help enrich the lives of Broadwater students.

## ARTICLE II - MEMBERSHIP

*Section 1 – Membership:* All parents and/or legal guardians of students enrolled at Broadwater Academy shall be members of the Council. Pre-K through Grade Twelve will be asked to delegate one parent per homeroom to serve on the Council as a class representative.

*Section 2 – Operating Year:* The Council’s operating year shall begin on September 1 of each year and end on August 30 of the next year.

*Section 3 – Meetings:* General membership meetings of the Council shall be held monthly during the school year and as otherwise scheduled by the Council’s Executive Committee.

*Section 4 – Dues:* The Council may elect to collect annual membership dues with a 2/3 majority vote of the membership.

## ARTICLE III – OFFICERS

*Section 1 – Officers and Duties:* There shall be three officers of the Council, consisting of a President, Vice president, and Secretary. Their respective duties are as follows:

*The President* shall preside at all the meetings of the Council and of the Executive Committee and shall coordinate the work of the other officers and the Council’s committees in order that the purpose and objectives of the Council may be promoted.

*The Vice- President* shall assist the President and perform the duties of the President in the President's absence.

*The Secretary* shall record and maintain the minutes of all meetings of the Council and of the Executive Committee and shall perform such other duties as may be assigned to the Secretary.

*Section 2 – Terms:* All officers shall serve one year terms, but are eligible for re-election.

*Section 3 – Nominating and Vacancies:* The President shall annually appoint a Nominating Committee and designate its chairperson. At the May meeting, the Nominating Committee shall nominate (1) eligible person for each office, at which time additional nominations may be made from the floor by any member of the Association. No person shall be nominated for any office who has not previously consented to serve, if elected. After all such nominations have been made, elections shall then be held and the person receiving the most votes for each office shall be duly elected to each such respective office. The newly elected officers shall assume their official duties on September 1 following such election and the term of each office shall be (1) year. Any vacancy occurring in any office shall be filled for the remainder of the term by a person elected by a majority of the members of the Executive Committee.

*Section 4 – Executive Committee:* The officers of the Council and the chairperson of each standing committee of the Council shall constitute the Executive Committee. The Executive Committee shall transact all business of the Council.

#### ARTICLE IV – STANDING COMMITTEES

*Section 1 – Standing Committees:* There shall be three standing committees of the Council (Advancement, Education, and Community Service) with the following responsibilities:

*Advancement:* The focus of the Advancement Committee shall be to support the efforts of the Admissions and Development Offices. Activities may include: admissions open houses, new family welcome, Annual Fund, Gala, Bynum run, and general office support.

*Education:* The focus of the Education committee shall be to support and enhance the educational opportunities of the Broadwater community. Activities may include: guest speakers and lecturers, author and artist days.

*Community Service:* The focus of the Community Service Committee shall be to support school events and on-going volunteer activities such as: monthly Headmaster coffees, Viking Shop, library, recess duty, after school study group, and teacher appreciation.

The Executive Committee shall have the authority to designate additional standing committees and/or delete any one (1) or more of the above designated standing committees. The President shall appoint the chairperson of each standing committee which shall be for such term as designated by the President but for not less than one (1) year and each such chairperson shall select the committee members.

### CERTIFICATION

These By-Laws have been approved by the Broadwater Academy Board of Trustees and any modification, amendment or revision hereof shall only be effective upon approval by the Board.

8/2010