

**The Blake School Parent Association  
ByLaws  
Revised and Adopted on April 16, 2007**

**The Blake School Parent Association Bylaws**

**I. PURPOSE**

The purpose of the Blake School Parent Association is to advance, through parent involvement, the stated mission and core values of The Blake School.

**II. GOALS**

- A. To promote a sense of community among the parents of our PreK-12 school, we will:**
1. Welcome and encourage parent involvement in school and Parent Association events.
  2. Welcome new families into the Blake School community.
  3. Provide opportunities for parent networking.
  4. Provide family social events.
- B. To provide a strong communication link between the parent body and the school (faculty, administration and trustees), we will:**
1. Provide information to parents about school and Parent Association events.
  2. Support and encourage opportunities for parents to meet with faculty and administration.
  3. Provide education for parents about parenting issues.
  4. Provide a forum for parent concerns.
  5. Express parent appreciation to the faculty and staff.
  6. Provide a parent representative to the Board of Trustees.
- C. To provide the school with support in the classroom and with assistance in administrative tasks and school activities, we will:**
1. Provide volunteers to work in classrooms, libraries and media centers.
  2. Provide volunteers to help with administrative tasks.
  3. Provide extracurricular activities for students.
  4. Support the training of parent volunteers.
  5. Provide social opportunities for students and support student social committees.
  6. Provide educational enrichment for students through speakers and programs.
  7. Support an international student program, off-campus domestic student study programs and a student intern program.
- D. To fund the budget of the Parent Association in order to support Parent Association activities and to provide enhancements to The Blake School for which funds are not provided in The Blake School's budget, we will:**
1. Establish dues to be collected from each Blake family.
  2. Conduct a bi-annual all-school event with the primary goals of supplementing the funding of the Parent Association budget, raising funds for specific school enhancements and for Fund in Need.
  3. Sponsor one optional divisional fundraising event each year at each campus to raise money for specific enhancements for that campus. These events may also include on-line ordering and fulfillment (that can occur year round) and must be approved in the school year by the Parent Association Executive Committee and by the school administration.

**III. STRUCTURE**

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**Every (dues paying) parent in the Blake community is a member of The Blake School Parent Association.**

1. An **Executive Committee**, representing the entire parent community, meets monthly to discuss goals and directions of the Parent Association, and provides a forum for discussion with the administration, represented by the Head of School. It is made up of elected and appointed members, each of whom has one vote.
2. A **Steering Committee**, made up of the elected officers of the Executive Committee, meets monthly to discuss the business of the Executive Committee and to plan items to be brought before the Executive Committee.
3. **Four School Committees**, representing the parent communities of each division and campus, meet monthly to plan events and discuss the business of their respective campus, and provide a forum for discussion with the administration, represented by the Division Directors. School Committees are made up of elected and appointed members.
4. A **Nominating Committee**, headed by the past year's Parent Association President, provides nominations for elected positions. In addition to the Past Parent Association President, the Nominating Committee is made up of the Parent Association President, First and Second Vice-Presidents, and the Chairs of each of the School Committees. A recommended slate of officers is presented at the February PA Executive Committee meeting for discussion and vote.

**A. Executive Committee**

1. **Steering Committee (Elected positions):**
  - a. President
  - b. First Vice-President
  - c. Second Vice-President
  - d. Treasurer
  - e. Secretary
  - f. School Committee Chairs (Highcroft Campus, Blake Campus, Middle School and Upper School)
  - g. Representative to the Board of Trustees

**Standing Committee Chairs (Appointed positions):**

- h. Event Chairs (Celebration of Community, Blake Classic)
- i. Program Chairs (Hospitality, All School Mailing, Volunteer Coordinator, Diversity)
- j. Blake Bear Boosters

**B. School Committees**

1. **Officers (Elected positions):**
  - a. Chair
  - b. Vice-Chair
  - c. Secretary
2. **Grade and Room Representatives (Appointed positions):**
  - a. Lower School Room Representatives
  - b. Upper and Middle School Grade Representatives
  - c. Upper and Middle School Homeroom Representatives
3. **Committee Chairs (Appointed positions):**
  - a. Event Chairs
  - b. Activity Chairs

**C. Appointed Committees may change by a vote of the Executive Committee. Position Descriptions and Appointed Committee Chairs are listed in an addendum to the ByLaws.**

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**IV. FUNDING**

**A. Sources of Funding**

- i. Dues of \$50.00 will be charged annually to each family with students at The Blake School. The amount of dues may be changed by vote of the Executive Committee and will be reviewed by the Executive Committee biannually continuing in the school year 2007-2008.
- ii. Any surpluses will be used to fund future programs.
- iii. A portion of funds raised by fundraisers may be used to support operation of the Parent Association with the approval of the Executive Committee.
- iv. Nominal student fees may be charged for grade level or division social events without the approval of the Executive Committee (e.g. Chipotle night, Haunted House, outdoor movies). These fees should be kept to a minimum and are only appropriate when an event is ad hoc and/or targeted to a very small group of the school community or when the expense is too great to reasonably be funded solely by the Parent Association budget. These nominal student fees may also be appropriately charged for events where the PA funds a base level amount and endorses the additional charge (e.g. Prom).

**B. Allocation of Funds**

- i. Each School Committee and each Appointed Committee will prepare an annual plan of events prior to June 30, if possible. The plan will include the method of funding the events and, where necessary, a request for Parent Association funds. From these plans, a Parent Association budget will be developed for consideration by the Executive Committee in September and presented for a vote in October.
- ii. In the event that a Committee requires additional funds during the year, a request will be submitted to the President or Vice-Presidents at any time to be considered at the following Executive Committee meeting.

**C. REVISION OF BYLAWS**

- a. The Bylaws will be reviewed at least every five years, beginning in 2007.
- b. The Addendum will be reviewed annually and modified as necessary.
- c. The Bylaws may be amended or revised by a vote of the Executive Committee of the Parent Association.

**ADDENDUM TO THE BLAKE SCHOOL PARENT ASSOCIATION BYLAWS**

**I. JOB DESCRIPTIONS**

**A. PRESIDENT**

1. Take overall responsibility for the operation of the Parent Association at all levels.
2. Plan the agenda, and schedule and conduct the monthly Steering Committee meetings.
3. Plan the agenda, and schedule and conduct the monthly Executive Committee meetings.
4. Meet monthly with the Head of School.
5. Consult with and support All School Appointed Committee Chairs, including events, activities and the Boosters organization.
6. Make sure that all programs and meetings are entered on the school calendar, and serve as calendar coordinator.
7. Collect and review Parent Association materials needed for the directory and family handbook.
8. Create the budget with the Parent Association Treasurer and Committee Chairs. Bring to a vote by Executive Committee no later than October.
9. Serve on the School and Family Partnership Committee.
10. Serve on the Safe and Secure Council.

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11. Coordinate the preparations for the Parent Association Annual Volunteer Recognition Luncheon. Assist the Second V.P. in appointing a chair for the Volunteer Luncheon and other designated year end events.
  12. Assist the First Vice-President in appointing Committee Chairs for the following year.
  13. Serve on the Nominating Committee.
  14. Write year-end report to pass on to incoming President.
  15. Work with the school to inaugurate and enhance designated all-school traditions.
- B. FIRST VICE-PRESIDENT**
1. Agree to serve as President-elect.
  2. Attend monthly Steering Committee and Executive Committee meetings.
  3. Meet monthly with the Head of School and the Parent Association President.
  4. Attend the monthly School and Family Partnership Committee meetings.
  5. Serve on the Safe and Secure Council.
  6. Serve on the Nominating Committee.
  7. With the President, appoint Committee Chairs for the following year.
- C. SECOND VICE-PRESIDENT**
1. Serve as a liaison between the Executive Committee and: all Divisions, the Office for Institutional Advancement, Marketing and Communications regarding divisional fundraisers, the all-school fundraiser, Fund in Need, Blakestakes and the Boosters.
  2. Provide the Executive Committee and School Committee chairs with current school Approved Project List, School Fundraiser Policy and all current fundraiser approval forms.
  3. Conduct studies to determine current effectiveness of fundraiser vehicles by looking at other comparable independent schools and their fundraising practices, the parent volunteer pool utilization and productivity, buyer (donors) preferences and technology available. This review should occur every 5 years, starting in 2007.
  4. Provide guidance, as needed, to ensure that all fundraisers meet the guidelines and objectives of the school and the Parent Association.
  5. Represent the Parent Association in working with the Office of Institutional Advancement and the Board of Trustees, as needed, to develop and maintain school fundraising policies.
  6. Serve on the Nominating Committee.
  7. Write year-end report for submission to Parent Association President and to pass on to incoming Second Vice-President.
  8. Appoint chairs and oversee the following events/items:
    - Graduation flowers coordination
    - Volunteer recognition luncheon
    - Other events as needed.
- D. TREASURER**
1. Serve a two-year term.
  2. Collect and disburse funds for all Parent Association committees and events.
  3. Supervise financial activities of Parent Association committees and collect financial data from Boosters, which maintains a separate checking account. Include Booster donations to school as subset in the overall PA annual donations report to the school.
  4. With Second Vice-President, assure timely disposition of fundraiser proceeds.
  5. Maintain Parent Association financial records.
  6. Attend monthly Steering and Executive Committee meetings to provide oral and written reports on current financial status of the Parent Association.
  7. Write year-end report for submission to Parent Association President and to pass on to incoming Treasurer.

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**E. SECRETARY**

1. Take attendance and minutes at monthly Steering and Executive Committee meetings.
2. Send minutes from Executive and Steering Committee meetings to committee members.
3. Maintain a notebook to include agendas and minutes from Steering and Executive Committee meetings and all handouts pertinent to those meetings.
4. If requested, prepare the Annual Parent Association Report at the end of the school year, including a summary from each Executive Committee member.
5. Assist the President with other secretarial tasks as requested.
6. Write year-end report for submission to Parent Association President and to pass on to incoming Secretary.
7. Order Parent Association stationery.
8. Manage the Parent Association office.

**F. CAMPUS CHAIR (LOWER SCHOOL, BLAKE AND HIGHCROFT CAMPUSES, MIDDLE SCHOOL and UPPER SCHOOL)**

1. Take overall responsibility for the operation of the Parent Association at the campus level.
2. Plan the agenda for Parent Association monthly meetings; schedule and conduct such meetings.
3. Oversee planning and implementation of campus Parent Association events and programs.
4. Attend monthly Executive Committee, Steering Committee and School and Family Partnership Committee meetings and report on campus activities.
5. Attend the Student Forum meetings as a voting member (Upper School).
6. Appoint, consult with and support the Grade/Classroom Representatives, the Committee Chairs and the Event Chairs.
7. Prepare and submit to the Executive Committee for approval the annual campus Parent Association budget and requests for special funds for miscellaneous needs.
8. Submit to the President for approval all proposed events and programs.
9. Serve on the Nominating Committee.
10. Meet monthly with the Division Administration with Vice Chair.
11. Communicate with campus parents.
12. Attend New Parent Orientation, start-of-school receptions and Back to School Night, prepared to give brief comments at each.
13. Compile list of possible projects to be funded by the annual fundraiser proceeds.
14. May delegate some responsibilities to the Vice-Chair upon notification of the President.
15. Write year-end report for submission to Parent Association President and to pass on to incoming Campus Chair.

**G. CAMPUS VICE-CHAIR (LOWER SCHOOL, BLAKE AND HIGHCROFT CAMPUSES, MIDDLE SCHOOL and UPPER SCHOOL)**

1. Agree to serve as Chair-elect, filling in for Chair as necessary.
2. Attend monthly School Committee meetings.
3. Work with the Chair planning events and programs for the division.
4. Meet monthly with the Division Administration with Chair.
5. Serve as Parent News Representative.
6. Serve on the Safe and Secure Council as campus representative.
7. Write year-end report to pass on to incoming Campus Vice-Chair.

**H. CAMPUS SECRETARY (LOWER SCHOOL, BLAKE AND HIGHCROFT CAMPUSES, MIDDLE SCHOOL and UPPER SCHOOL)**

1. Record minutes of monthly meetings. Distribute them within the division and make them available electronically for web posting.
2. Handle other correspondence as necessary.
3. Write year-end report to pass on to incoming Campus Secretary.

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**I. PARENT REPRESENTATIVE TO THE BOARD OF TRUSTEES**

1. Serve a three-year term on the Board of Trustees as a liaison between the Parent Association and the Board of Trustees.
2. Attend monthly meetings of the Parent Association Executive Committee and report on the Board's activities.
3. Attend monthly Parent Association Steering Committee meetings.
4. Serve on the School and Family Partnership Committee.
5. Perform duties and responsibilities of a Blake Board of Trustees member as stated by the Board's Governance Committee (see attachment.)
6. Write year-end report for submission to Parent Association President and to pass on to incoming Parent Representative to the Board of Trustees.

**J. ROOM/GRADE REPRESENTATIVES**

1. Lower School Room Representatives (One per classroom; no grade representatives)
  - a. Attend monthly School Committee meetings to report on class activities.
  - b. Act as communication link between teacher, parents and Parent Association.
  - c. Coordinate volunteer activity in the classroom.
  - d. Contact new families before the school year starts and keep them abreast of school events throughout the year.
  - e. Attend Hospitality events, first day of school coffee and Back to School Night. With Hospitality Campus Chair, help plan and take RSVP's, setup and cleanup for each Grade's Parent Party.
2. Middle and Upper School Grade Representatives (Two per grade 6-12)
  - a. Attend monthly School Committee meetings to report on grade activities.
  - b. Act as liaison between Parent Association and parents in the grade.
  - c. Take responsibility for various grade level and School Committee projects.
  - d. Appoint Classroom Representatives for each homeroom (MS) or advisory (US).
  - e. Contact new families before the school year starts and keep them abreast of school events throughout the year.
  - f. Attend by grade, 6<sup>th</sup> Grade New Student Orientation Breakfast, 7<sup>th</sup> and 8<sup>th</sup> Grade New Family Luncheon. With Hospitality Campus Chair, help plan and take RSVP's, setup and cleanup for each Grade's Parent Party.
3. Middle and Upper School Classroom Representatives (One per homeroom or advisory)
  - a. Appointed by Grade Representative.
  - b. Provide a communication link between parents and homeroom teacher.
  - c. Is welcome, but not required, to attend monthly School Committee meetings.
  - d. Write year-end report to pass on to incoming Room/Grade Representatives.

**K. EXECUTIVE COMMITTEE APPOINTED CHAIRS**

1. Appointed or approved (as when the Diversity Council, School and Family Partnership or Boosters organizations self-select) by the President for specific events or programs.
2. Attend monthly Executive Committee meetings to report on event or program.
3. Prepare and submit to the Executive Committee for approval the annual proposed event or program budget.
4. Write year-end report for submission to Parent Association President and to pass on to incoming Chairs.

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**L. SCHOOL COMMITTEE APPOINTED CHAIRS**

1. Appointed by the School Committee Chair for specific events or programs.
2. Attend monthly Executive Committee meetings to report on event or program.
3. Prepare and submit to the Executive Committee for approval the annual proposed event or program budget.
4. Write year-end report for submission to Campus Chair and to pass on to incoming Chairs.

**II. APPOINTED COMMITTEE POSITIONS**

**A. EXECUTIVE COMMITTEE**

1. All School Mailing Committee (2-year position)
2. Boosters
3. Classic (Bi-annual All-School Fundraiser, alternates with Celebration of Community)
4. Celebration of Community (Bi-annual All-School Diversity event, alternates with Classic)
5. Diversity (2 year position)
6. Hospitality (2 year commitment, one as vice-chair, one as chair)
7. International and Off-Campus Programs (2 year position)
8. Nominating
9. Parent News (2-year position)
10. School and Family Partnership (2-year position)
11. Volunteer Coordinator (2-year position)

**B. LOWER SCHOOL COMMITTEES**

1. Classroom Representatives
2. School Enrichment Committee Chairs
  - a. Art Adventure
  - b. After School Chess
  - c. After School Spanish
  - d. Destination ImagiNation
  - e. Faculty/Staff Appreciation
  - f. Junior Great Books
  - g. Lunchroom Volunteers
  - h. Media Center Coordinator
  - i. Parent Support Group
  - j. Scouting Coordinators (HC only)
  - k. Transportation Representative (BC only)
3. Event Chairs
  - a. Bingo Night
  - b. Bookfair Fundraiser
  - c. Box Tops Fundraiser
  - d. Fifth Grade Closing Ceremony
  - e. Fifth Grade Closing Party
  - f. Fifth Grade Play Cast Party
  - g. Homecoming Liaison
  - h. Ice Skating Party (BC)/ Winterfest (HC)
  - i. May Fest (HC only)
  - j. Pancake Breakfast
  - k. Pumpkin Party

4. Standing Committee Representatives

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- a. Diversity
- b. Hospitality
- c. International

**C. MIDDLE SCHOOL COMMITTEE**

- 1. Grade and Classroom Representatives
- 2. Committee Chairs

- a) Community of Concern
- b) Faculty/Staff Appreciation
- c) Liaison to Faculty/ Admin.
- d) Sixth Grade Dance Lessons
- e) Ski and Snowboard Day

- 3. Event Chairs

- a. Eighth Grade Closing
- b. Eighth Grade Graduation
- c. Haunted House
- d. Magazine Drive Fundraiser
- e. Pi Day
- f. Social Events
- g. Spring Fling

- 4. Standing Committee Representatives

- a. Diversity
- b. Hospitality
- c. International
- d. Service Learning

**D. UPPER SCHOOL COMMITTEE**

- 1. Grade and Classroom Representatives
- 2. Committee Chairs

- a. Community of Concern
- b. Container Gardner
- c. Faculty/Staff Appreciation
- d. Liaison to Faculty/Admin. Departments

- 3. Event Chairs

- a. Junior Prom (Chaired by 11th Grade Representatives)
- b. Magazine Drive Fundraiser
- c. Parent Link Editor
- d. Phone Tree Coordinator
- e. Senior Graduation Party
- f. Social Events

- 4. Standing Committee Representatives

- a. Boosters
- b. Community Service
- c. Diversity
- d. Hospitality

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e. International