

BYLAWS OF THE PARENTS' LEAGUE OF STATEN ISLAND ACADEMY

ARTICLE I

Name

The name of this organization is The Parents' League of Staten Island Academy.

ARTICLE II

Purpose

The purpose of this organization is to:

- Operate as a service organization of the Academy
- Serve as a vehicle of communication between the parents and the Academy
- Seek to involve all parents actively in the life of the Academy
- Conduct and sponsor special activities and events in support of the Academy
- Promote school spirit within the community

ARTICLE III

Membership

All parents and legal guardians of students officially enrolled in Staten Island Academy shall be members of the Parents' League.

ARTICLE IV

Officers

The Parents' League shall have the following officers: President, Vice President, Secretary, and Treasurer. The term of each officer shall be for one year. The President shall serve for no more than two successive terms. A vacancy in any office may be filled for the remaining portion of the term by appointment upon majority vote of the Executive Committee after consultation with the Head of School.

IVA

Duties and Responsibilities of Officers

President

1. Direct and assist other Officers in their duties
2. Serve as an ex-officio member of the Board of Trustees
3. Communicate openly and regularly with the Head of School
4. Develop the agenda and conduct the meetings of the Parents' League
5. Assist and provide guidance for all Parents' League activities and events, and communicate regularly with Event Chairpersons
6. Encourage parent involvement and school spirit
7. Prepare Phone Chain with Vice President
8. Serve as Chairman of the Nominating Committee of the Parents' League

Vice President

1. Assist and support all events sponsored by the Parents' League
2. Assist the President and assume the duties of President in the event of his or her absence
3. Provide guidance for Class Representatives
4. Implement the Phone Chain
5. Assist Event Chairpersons
6. Encourage parent involvement and school spirit

Secretary

1. Assist and support all events sponsored by Parents' League
2. Record and maintain minutes of all Parents' League meetings
3. Be responsible for other written correspondence as needed

4. Encourage parent involvement and school spirit
5. Collect and provide Parents' League information for Academy newsletters
6. Maintain communication with the Academy to ensure the maintenance of accurate class rosters for the Class Representatives

Treasurer

1. Assist and support all events sponsored by the Parents' League
2. Encourage parent involvement and school spirit
3. Assume the responsibility for the accounting of Parents' League funds with the Academy's Finance Office
4. Present financial summary of Parents' League and individual class funds at meetings
5. Review all financial information with President, Vice President, and Secretary.
6. Serve as Chairman of Finance Committee of the Parents' League

ARTICLE V

Election of Officers

At a Parents' League Meeting held in the first quarter of the calendar year, a meeting of the Nominating Committee will be called. The Nominating Committee will recruit proposed candidates in order to prepare a slate of officers to serve for the up-coming academic year. All nominations and volunteers will be accepted for consideration as officers or for committee membership. Upon majority vote of the committee, a proposed slate of Officers will be identified. At a date no later than the April Meeting of the Board of Trustees, the slate of proposed officers will be presented for review. Upon Board approval, the ballot will be mailed to all members of the Parents' League for their vote. The slate of officers will be considered accepted by the parent body upon receipt of a majority of the ballots returned with a vote in support of the slate within the timeframe set forth in the ballot. If not, the process will be repeated until a slate of officers is approved.

ARTICLE VI

Executive Committee

The Executive Committee shall consist of President, Vice President, Secretary, Treasurer and Immediate Past President. The role of the Executive Committee will include but not be limited to: the appointment of the Class Representatives and Standing Committee Chairs, the coordination of all activities and events of the Parents' League, and the allocation of Parents' League funds. Meetings of the Executive Committee shall be convened at the discretion of the President or Vice President.

ARTICLE VII

Class Representatives

There shall be at least two (2) class representatives from each grade. Each appointed class representative shall serve for a term of one year. If for any reason any grade shall be without two (2) class representatives, an additional class representative shall be appointed by the Executive Committee to serve the remainder of the term. The Executive Committee is empowered to remove a class representative upon a majority vote of the Executive Committee.

VII A

Duties and Responsibilities of Class Representatives

Class Representatives shall:

1. Attend a Class Representative Workshop
2. Attend all Parents' League meetings
3. Personally contact all new families to welcome them to the Academy community and invite them to the Welcome Back Barbecue
4. Assist in the coordination of socials for parents
5. Encourage parent involvement in Academy events and programs
6. Work in conjunction with the classroom teacher in assisting and reaching out to parents for participation at Lower School "special events" (i.e., class parties, class trips)

7. Organize a telephone communications network for the class.
The phone network will be used throughout the year to notify parents about various Academy events and programs
8. Coordinate with class parents the class activity at Academy Day
9. Bring class ideas to the Executive Committee of the Parents' League
10. The seventh grade class representatives host the on-campus reception following the eighth grade Continuation Program
11. The eleventh grade class representatives host the on-campus reception following Commencement
12. Assist with fundraising events, as needed
13. Encourage parent involvement and school spirit

VII B

Selection of Class Representatives

Parents interested in serving as a Class Representative shall submit their request in writing. The Executive Committee will meet to finalize the selection of Class Representatives who have been administratively screened and deemed to be in good standing. All candidates will be notified of the final selections.

ARTICLE VIII

Term of Officers and Class Representatives

The terms of office shall be July 1st thru June 30th

ARTICLE IX

Meetings

At the beginning of the school year, the Parents' League shall announce the schedule of regular meetings that will be held throughout the school year. There shall be at least four (4) regular meetings per school year. Requests for special meetings shall be first presented in writing to the Executive Committee for consideration. All written requests must be signed and include a description of the proposed agenda. The Executive Committee will respond to the request within a timely fashion, and if approved a meeting will be scheduled at the earliest convenience of the Parents' League.

ARTICLE X

Committees

XA

Standing Committees

The Standing Committees of the Parents' League are those whose work is intended to continue from year to year. The Standing Committees shall include:

Welcome Back Barbecue, Academy Day, Concession Stand, Book Fair, Faculty and Staff Appreciation Luncheon, Events Committee, Nominating Committee and Finance Committee. Any additional function or activity that requires committee work will be formalized by the appointment of a special committee by the Executive Committee.

XA i

Membership

Membership on Standing Committees shall be open to those members of the Parents' League who wish to participate in the work of the committee. The Chair of any Standing Committee will be appointed by the Executive Committee. The functions and scope of responsibility of each of these committees will be set forth in a separate document maintained in the Parents' League Office and will be available for review by any member of the Parents' League upon request.

XA ii

Duties

The Chairman of each Standing Committee shall:

1. Be responsible for the committee
2. Prepare a realistic budget for the committee's activities
3. Confer with the Treasurer and President of the Parents' League

- on all major expenditures requiring contracts with vendors and forward all contracts to the Academy's Director of Finance for review and approval
4. Keep the Parents' League informed of progress through Parents' League meetings and by reports to the Executive Committee
 5. Call meetings of the committee as required
 6. Arrange for recorded minutes of the committee meetings and submit a copy of these minutes to the Secretary

XB

Nominating Committee

The Nominating Committee shall be appointed by the President of the Parents' League. The members of the Nominating Committee shall elect a Chairman. The Chairman shall meet with the Head of School to discuss any recommendations of potential candidates. The final decision, however, shall be the responsibility of the Nominating Committee. The members of the Nominating Committee will include the President of the Parents' League and six (6) additional members. The six (6) additional members of the Committee will be selected from the Parent Body with equal representation from the Lower, Middle and Upper School.

XC

Finance Committee

The Finance Committee shall be comprised of the President, Vice President and Treasurer of the Parents' League, the Director of Finance of the Academy and three (3) additional members. The three (3) additional members of the committee will be selected from the Parent Body with equal representation from the Lower, Middle and Upper School.

ARTICLE XI

Amendments

Proposed amendments to these Bylaws shall first be presented for consideration to the Executive Committee. If approved by the Executive Committee, the proposed amendment shall be submitted in writing to the Parents' League at least two weeks prior to any regularly scheduled Parents' League meeting. No amendment shall be deemed to have been adopted unless it shall be approved by a two-thirds (2/3) vote of parents present at the meeting where the proposed amendment is discussed.

Adopted May 21, 2003.