

[Draft – 08/05/20]

THE AGS PARENTS' CIRCLE BYLAWS
(as approved on _____, 2020)

ARTICLE I. NAME

The name of this organization shall be the **Atlanta Girls' School Parents' Circle (AGSPC)**.

ARTICLE II. PURPOSE AND POLICY

Section 1. Purpose

The AGSPC is an inclusive community that welcomes and encourages the input and participation of all parents and guardians. The AGSPC Executive Committee shall share the mission statement of the AGSPC with its members at the fall member meeting.

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Section 2. Policy

The policies and programs of the AGSPC shall at all times be in accordance with the policies of AGS.

ARTICLE III. MEMBERSHIP AND FINANCES

Section 1. Membership, Dues and Voting Rights

- a. All parents or guardians of AGS students shall be members of the AGSPC.
- b. All members shall have equal voting rights. Each member is entitled to vote at member meetings and is eligible to be nominated and elected to the AGSPC Executive Committee. A member must be present to vote, except for votes conducted by electronic means or balloting as provided in these Bylaws.
- c. Teachers and staff of AGS shall be welcome to attend AGSPC member meetings in a non-voting capacity.
- d. The AGSPC Executive Committee, together with the Head of School, shall set the annual family dues for the subsequent school year by no later than December 31 of each year. Such dues shall be re-evaluated no more frequently than triennially (which shall next occur in the fall of 2023).
- e. The annual family dues shall be collected by the AGS business office in conjunction with billing for the annual activity fee.

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Section 2. Finances

Family dues and other monies received by the AGSPC shall be recorded in one or more AGSPC accounts under the AGS general ledger, except that monies received by any annual Standing Committee (i.e., Hurricane Watch and Eye of the Storm) that are designated by the Leadership Committee as needing a sub-account shall be recorded in separate sub-accounts of the AGSPC account. Funds recorded in any

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such Standing Committee sub-account shall be used as determined by the Standing Committee after discussion with the Executive Committee.

The Co-Presidents and Treasurer, shall meet with the AGS Chief Business Officer by June 1st of each year to determine the portion of the family dues and, if available, such greater amount as has been determined by the Executive Committee, that will be donated to AGS for that fiscal year. Funds raised by any Standing Committee shall be tracked separately to ensure that they are reserved for allocation to projects that support the corresponding AGS department.

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Section 3. Budget

The fiscal year of the AGSPC shall run from July 1st to June 30th. A budget of projected annual revenues and expenses shall be approved by the Executive Committee and submitted to the Head of School as a courtesy by September 30th of each year. A report of the prior year's income and expenses, along with the current year's budget, shall be provided to the members of the AGSPC at the fall member meeting.

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By no later than September 30th of each year, the Head of School shall provide the Co-Presidents with a "wish list" of items that have been identified as priorities for purchase. Similarly, each relevant Standing Committee Chair shall, as applicable, invite the corresponding AGS Department to provide to the Standing Committee a "wish list" of items that have been identified as priorities for purchase. All such lists shall be shared with the Leadership Committee. As spending priorities can shift throughout the fiscal year, the "wish lists" shall not be binding and AGSPC funds may be spent on other items as otherwise provided in these bylaws (provided that funds raised by a Standing Committee may be allocated only to the corresponding AGS department, if applicable).

Section 4. Books and Records.

An accurate account of all income and disbursements of the AGSPC and any Standing Committee with a sub-account shall be maintained by the Treasurer, with the understanding that financial records are subject to review as part of the annual audit of the AGS financial records.

ARTICLE IV. OFFICERS, ORGANIZATION AND RESPONSIBILITIES

Section 1. Executive Committee Officers and Responsibilities

- a. The Executive Committee of the AGSPC shall consist of the following seven (7) officers (the "Officers") elected in accordance with Article V, each of whom shall have the responsibilities described under Article VI:
- 1) Co-Presidents (2),
 - 2) Vice President of Parent Communications,
 - 3) Vice President of Teacher Appreciation,
 - 4) Vice President of Events,
 - 5) Secretary, and

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6) Treasurer

- b. The Co-President who completed his or her term of office on the prior June 30 shall be invited to serve on the Executive Committee in an ex officio (and non-voting) capacity.
- c. The Head of School shall appoint a senior faculty representative to serve as a staff liaison to the AGSPC. The staff liaisons may attend all Executive Committee, Leadership Committee and member meetings in a non-voting capacity.
- d. The Head of School may attend all Executive Committee, Leadership Committee and member meetings in a non-voting capacity.
- e. With the exception of the Co-Presidents: (1) the term of each elected office shall be for one year and shall correspond with the fiscal year of July 1 to June 30 and (2) an Officer may serve in the same office for up to two consecutive terms. The period from the date of the election through July 1 should be used for training of the incoming Officer.
- f. The Co-Presidents shall each serve for a two-year term, and such terms shall be staggered so that a new Co-President shall take office each July 1. The Co-Presidents shall not serve in consecutive terms, provided that if the Co-President is appointed to fill a mid-term vacancy that results in a term of less than one year, then he or she may be nominated to serve a full term in the subsequent year. It is recommended (but not required) that the Co-Presidents have experience serving on the AGSPC Leadership Committee, as an AGSPC officer or Committee Chair.
- g. Any vacancies occurring on the AGSPC Executive Committee shall be filled by appointment of the Co-Presidents with the approval of the Executive Committee.
- h. The Executive Committee shall take no action in conflict with any action taken by the general membership.
- i. Duties of the Executive Committee shall include:
 - 1) Administer and supervise the policies and activities of the AGSPC
 - 2) Oversee the work of the Leadership Committee and the Standing Committees
 - 3) Exercise all rights and duties included in these Bylaws

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Section 2. AGSPC Leadership Committee Members and Responsibilities

- a. The AGSPC Leadership Committee shall consist of the Executive Committee and, for any given year, the Standing Committee Chairs. The Leadership Committee shall fully participate in Leadership meetings, AGSPC meetings and AGSPC events. Business of the Executive Committee may be conducted at Leadership Committee meetings, provided that Standing Committee Chairs shall not have voting rights. Each Standing Committee Chair shall be invited to participate in decision-making relating to programs and events that are organized by such Standing Committee.
- b. Duties of the AGSPC Leadership Committee shall include:
 - 1) Facilitate communication among Standing Committees
 - 2) Promote and oversee committee sponsored activities
 - 3) Identify and propose new activities/duties to be undertaken by committees

- 4) Identify and train members of the AGSPC to serve in future Committee Chair positions

Section 3. Standing Committees

- a. At the fall member meeting, the Executive Committee shall present to the membership a list of Standing Committees for that school year. Each Standing Committee shall (i) have a Chair who is approved by the Executive Committee and (ii) be overseen by one of the Co-Presidents. Recognizing that the needs of the school and the AGSPC will vary from year to year, Standing Committees may, but shall not be required to, include Hurricane Watch, Eye of the Storm, and Men of AGS.
- b. Standing Committee Chairs shall be appointed for one year corresponding with the fiscal year of July 1 to June 30. It is recommended that no Standing Committee Chair serve in the same position for more than two consecutive terms, in order to foster succession planning for AGSPC leadership.
- c. All members of the AGSPC shall be eligible to join any and all Standing Committees.

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ARTICLE V. NOMINATIONS AND ELECTIONS

Section 1. Composition of Nominating Committee

- a. The Nominating Committee shall consist of three AGSPC members as specified in this section.
- b. The Co-President who is serving in his or her final year shall serve as Chair of the Nominating Committee. Except as provided in subsection (d) below, no other members of the Executive Committee may serve on the Nominating Committee.
- c. The Nominating Committee shall include two at-large members consisting of one representative from each of the Middle and Upper Schools.
- d. In the event that that any Nominating Committee positions remain vacant following at least two written communications to the AGSPC membership requesting volunteers to serve in such capacity, the Executive Committee may fill any such vacancies with members of the Executive Committee.
- e. The Nominating Committee shall be appointed by the Executive Committee by no later than December 15 of each year. The AGSPC membership shall be notified of the names of the Nominating Committee members as promptly as practicable after the Committee has been appointed.
- f. The Head of School may serve on the Nominating Capacity in an advisory capacity.
- g. If a vacancy occurs on the Nominating Committee, the Co-Presidents shall appoint a replacement with the approval of the Executive Committee.

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Section 2. Responsibilities of Nominating Committee

- a. The Nominating Committee shall solicit and accept nominations for the Co-Presidents, Vice Presidents, Secretary and Treasurer. These nominations may be submitted by any AGSPC member in writing to the Chair of the Nominating Committee. Each nomination shall require the written consent of each nominee to serve if elected.
- b. Members of the Nominating Committee may not be nominated as Officers.

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Section 3. Elections Process

- a. At least two weeks before the AGSPC Annual Meeting, the Nominating Committee shall submit in writing to all members of the AGSPC the Nominating Committee’s proposed slate of Officers for the following year along with a brief description of the qualifications and AGSPC experience for each candidate. In addition, nominations for any Officer position may be made from the floor so long as the nominee accepts the nomination either orally at the Annual Meeting or in writing (if he or she will not be present) prior to the Annual Meeting.
- b. To the extent logistically feasible, voting shall be solicited through advance balloting (which ballots may be returned by email) and in person balloting at the Annual Meeting or any duly noticed member meeting, and the at-large Nominating Committee members (or two AGSPC members appointed by the Nominating Committee) shall serve as the vote tabulators.
- c. At the discretion of the Executive Committee, Officer elections may be conducted via electronic medium (such as Zoom polling) in the event that in person voting is not logistically feasible.

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ARTICLE VI. EXECUTIVE COMMITTEE RESPONSIBILITIES

Section 1. Co-Presidents

- a. Shall have administrative authority over all the activities of the AGSPC.
- b. Shall preside at meetings of the AGSPC members, Executive Committee and Leadership Committee.
- c. Shall serve as liaisons between the AGSPC and the Head of School.
- d. Shall prepare a year-end report of the AGSPC to be presented to the AGSPC members at the final AGSPC member meeting of each fiscal year.
- e. Shall assign the responsibilities of the Co-Presidents to one of the Vice Presidents when unable to fulfill any of the above functions.
- f. Shall designate an Officer to take minutes at any meeting at which the Secretary is not in attendance.

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Section 2. Vice Presidents

- a. Shall attend AGSPC meetings, conduct meetings as necessary with the Standing Committee Chairs and assist with the coordination of activities between committees.

- b. Shall assist the Co-Presidents and discharge the responsibilities of the Co- Presidents in their absence.
- c. Specific Vice Presidents
 - 1) Vice President of Parent Communications – shall (A) facilitate communication between AGS administration and the grade level parent representatives to ensure that parents/guardians are receiving appropriate and (B) help grade levels foster a sense of community among families by encouraging and supporting social events for parents and (for the Middle School) students.
 - 2) Vice President of Teacher Appreciation – shall work with one or more committees, which may but are not required to be Standing Committees, to plan and orchestrate a series of teacher appreciation events throughout the school year. Events may include a welcome back breakfast, lunches on conference days, holiday event, and spring teacher appreciation week. Duties will include enlisting volunteers, securing cost estimates, overseeing execution of events and managing the teacher appreciation budget.
 - 3) Vice President of Events – shall work with one or more committees, which may but are not required to be Standing Committees, to plan and orchestrate school-wide events such as Back to School Night, Parent coffees and other AGS events. Actual events may vary. Duties will include enlisting volunteers, securing cost estimates, overseeing execution of events and managing the budget for each event.

Section 3. Secretary

- a. Shall attend and take minutes at AGSPC Executive Committee and Leadership Committee Meetings and the AGSPC Annual Meeting.
- b. Shall distribute or electronically mail minutes to the Executive Committee and the Leadership Committee, as applicable, prior to each such committee’s next meeting.
- c. Shall perform all duties incidental to the office of Secretary that the Co-Presidents or Executive Committee may designate.
- d. Shall ensure that proper notice is given of all meetings to the members of the AGSPC.

Section 4. Treasurer

- a. Shall attend AGSPC meetings.
- b. Shall review and approve all expenditures.
- c. Shall present a regular financial report to the Leadership Committee.
- d. Shall present financial reports to the general membership as provided in these Bylaws.
- e. Shall prepare a proposed annual budget in conjunction with the AGS Chief Business Officer to be presented to the Leadership Committee and Head of School by September 30.
- f. Shall maintain bookkeeping records with the assistance of the AGS Chief Business Officer which shall be open for inspection.

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ARTICLE VII. AMENDMENT AND PARLIAMENTARY AUTHORITY

Section 1. Amendment of Bylaws

These Bylaws may be amended or repealed at any meeting of the AGSPC members, provided written notice of the intention to amend, and the substance of the proposed amendment(s), shall have been given to all members at least two weeks before the meeting.

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Section 2. Triennial Review of Bylaws

These Bylaws shall be reviewed by a Bylaws Committee appointed by the Executive Committee at least triennially (which shall next occur in the fall of 2023). Members of the Bylaws Committee shall be solicited from AGSPC members.

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Section 3. Parliamentary Authority

Commonly practiced parliamentary procedure, such as a current edition of *Roberts Rules of Order Newly Revised*, shall be the parliamentary authority for all matters not specifically covered by these Bylaws.

Section 4. Removal from Office

Any Officer may be removed from office at any time and for any reason by the Leadership Committee. Any Standing Committee Chair may be removed from office at any time and for any reason by the Executive Committee.

ARTICLE VIII. MEETINGS AND QUORUM

Section 1. General Procedures

The annual meeting of the AGSPC members shall be held in the spring of each fiscal year (ideally in February or March) and shall be referred to as the Annual Meeting for the election of Officers/or announcing of electronic vote results. The privilege of making motions, debating, voting, nominating, and serving shall be limited to current members of the AGSPC. For general member meetings, a quorum shall consist of 20 members. For meetings of the Executive Committee, a majority shall constitute a quorum. For all member and Executive Committee meetings, once a quorum is achieved all business shall be conducted based on a majority vote of the members present.

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Section 2. Regular Member Meetings

In addition to the spring Annual Meeting, there should be a fall member meetings of the AGSPC. Dates and times of AGSPC member meetings shall be determined by the Executive Committee, announced as far in advance as practicable and posted on the AGSPC website and on the AGS master calendar. Three

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school days’ notice shall be given of cancellation or change of date or time unless emergency conditions prevent such notice.

Section 3. Regular Meetings of the Leadership Committee

The Leadership Committee shall meet at least monthly. Dates and times of Leadership meetings shall be determined by the Co-Presidents, distributed to the Leadership Committee by September 30th of each year, and posted on the AGSPC website and on the AGS master calendar. Leadership Committee meetings shall be open to all members of the AGSPC, provided that such committee may go into Executive Session at the direction of the Co-Presidents or a majority of the Executive Committee members. Executive Sessions shall not be open to other members of the AGSPC except by invitation of the Co-Presidents or the Executive Committee.

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Section 4. Special Meetings of the AGSPC and the Leadership Committee and Executive Sessions of the Executive Committee

The Co-Presidents, a majority of the Executive Committee or 40 of the AGSPC members may call special meetings of the AGSPC members upon two weeks’ advance written notice.

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Special meetings of the Leadership Committee may be called by the Co-Presidents or upon written request of a majority of the Executive Committee members with one week’s notice to each member of the Leadership Committee.

The Executive Committee shall meet in Executive Session at least twice per year – to appoint the members of the Nominating Committee and to appoint the Standing Committee Chairs for that year. In addition, the Executive Committee shall meet in Executive Session on as needed basis, as determined by the Co-Presidents or a majority of the Executive Committee members.