

**THE AGS PARENTS' CIRCLE BYLAWS**  
**(as approved on March 1, 2018)**

**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 Leadership Committee shall share the mission statement of the AGSPC with its members at the fall membership meeting.

**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 membership 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 email or balloting as provided in these Bylaws.
- c. Teachers and staff of AGS shall be welcome to attend AGSPC membership 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 2020).
- e. The annual family dues shall be collected by the AGS business office in conjunction with billing for the annual activity fee.

**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 Standing Committee (such as 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

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

The Leadership Committee shall meet with the AGS Chief Business Officer by June 1<sup>st</sup> of each year to determine the portion of the family dues and, if available, such greater amount as has been determined by the Leadership 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.

### **Section 3. Budget**

The fiscal year of the AGSPC shall run from July 1<sup>st</sup> to June 30<sup>th</sup>. 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 30<sup>th</sup> 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 membership meeting.

By no later than September 30<sup>th</sup> 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 Communications,
  - 3) Vice President of Hospitality,
  - 4) Vice President of Fundraising,

- 5) Secretary, and
- 6) Treasurer
- b. The Head of School may, but is not required to, appoint a member of the AGSPC to serve on the Executive Committee in a non-voting capacity to serve in such role as shall be determined by the Head of School.
- c. 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.
- d. The Head of School shall appoint a senior faculty representative from the Middle School and a senior faculty representative from the Upper School to serve as Staff Liaisons to the AGSPC. The Staff Liaisons may attend all Executive Committee, Leadership Committee and membership meetings in a non-voting capacity.
- e. The Head of School may attend all Executive Committee, Leadership Committee and membership meetings in a non-voting capacity.
- f. 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.
- g. 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.
- h. Any vacancies occurring on the AGSPC Executive Committee shall be filled by appointment of the Co-Presidents with the approval of the Executive Committee.
- i. The Executive Committee shall take no action in conflict with any action taken by the general membership.
- j. 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

**Section 2. AGSPC Leadership Committee Members and Responsibilities**

- a. The AGSPC Leadership Committee shall consist of the Executive Committee and 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 membership 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 an Executive Committee member.
- 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. The duties of the Standing Committees shall be approved by the Executive Committee at the May Leadership Committee meeting.
- d. All members of the AGSPC shall be eligible to join any and all Standing Committees.

## **ARTICLE V. NOMINATIONS AND ELECTIONS**

### **Section 1. Composition of Nominating Committee**

- a. The Nominating Committee shall consist of five AGSPC members who shall be appointed by the Executive Committee by no later than December 15 of each year.
- b. The Co-President who is serving in his or her final year shall be invited to serve as an ex officio member of the Nominating Committee (but shall not have voting rights). No other members of the Executive Committee may serve on the Nominating Committee.
- c. The Nominating Committee shall include at least two representatives from each of the Middle and Upper Schools. At its first meeting, the Nominating Committee shall elect a Chair from among its members.
- d. The Head of School may serve on the Nominating Capacity in an advisory capacity.
- e. If a vacancy occurs on the Nominating Committee, the Co-Presidents shall appoint a replacement with the approval of the Executive Committee.

### **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.

### **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. Voting shall be solicited through advance balloting and in person balloting at the Annual Meeting or any duly noticed membership meeting, and two members of the Nominating Committee (or two AGSPC members appointed by the Nominating Committee) shall serve as the vote tabulators. With respect to the election of Officers, it is also permissible to distribute a ballot by email should the Executive Committee deem it necessary and/or appropriate.

## **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 membership, 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 membership at the final AGSPC membership 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.

### **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 Communications – shall serve as the volunteer coordinator for the AGSPC and shall (A) work with the Leadership Committee and all Standing Committees, as well as the AGS Communications Director, to ensure that

communications to the AGSPC members are timely, appropriate and complete and (B) work with the Parent Representative Coordinator to ensure that parents/guardians are receiving appropriate grade level communications and to build camaraderie within grades.

- 2) Vice President of Hospitality – shall work with one or more Standing Committees to ensure that the AGS faculty/staff, students and parents/guardians are appropriately appreciated.
- 3) Vice President of Fundraising – shall work with one or more Standing Committees on various fundraising initiatives and booster/auxiliary groups within AGS and shall serve as a liaison to the AGS Annual Auction Committee.

### **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 financial report to the Leadership Committee as requested by the Co-Presidents.
- 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.

## **ARTICLE VII. AMENDMENT AND PARLIAMENTARY AUTHORITY**

### **Section 1. Amendment of Bylaws**

These Bylaws may be amended or repealed at any meeting of the AGSPC membership, 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.

## **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 2020). Members of the Bylaws Committee shall be solicited from AGSPC members.

## **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 membership shall be held in February or March of each fiscal year and shall be referred to as the Annual Meeting for the election of Officers/or announcing of email vote results. The privilege of making motions, debating, voting, nominating, and serving shall be limited to current members of the AGSPC. For general membership meetings, a quorum shall consist of 25 members. For meetings of the Executive Committee, a majority shall constitute a quorum. For all membership and Executive Committee meetings, once a quorum is achieved all business shall be conducted based on a majority vote of the members present.

## **Section 2. Regular Membership Meetings**

In addition to the Annual Meeting, there should be regular membership meetings of the AGSPC at least once per semester. Dates and times of AGSPC membership meetings shall be determined by the Executive Committee, announced at the fall membership meeting and posted on the AGSPC website and on the AGS master calendar. Three 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 30<sup>th</sup> 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.

**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 membership upon two weeks' advance written notice.

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. 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.