

CHASE

COLLEGIATE SCHOOL

565 Chase Parkway
Waterbury, Connecticut

BYLAWS
Of
THE PARENTS ASSOCIATION

March 23, 2007

ARTICLE I

Name

This organization shall be known as Chase Collegiate School Parents Association.

ARTICLE II

Purpose

The Parents Association of Chase Collegiate School supports the overall mission and values of the school as it strives for excellence in education. It endeavors to enhance the academic, cultural and social development of its students. It is committed to fostering a strong sense of community and shared purpose among all constituencies: administration, faculty, parents, students, trustees and local community. It serves as a communication conduit on important issues between the parents and the administration through an ongoing sharing of information and feedback. It strives to protect the tradition, while encouraging innovation and supporting the continued growth of the school and its students.

ARTICLE III

Membership

All parents or guardians of a student enrolled in the School shall be members of the Association.

The Parents Association also includes the Head Master of the School, the immediate Past President of the Parents Association and, at the discretion of the Head Master of the School, liaison members of the School staff appointed by him or her.

ARTICLE IV

Board of Officers

Section 1. The elected Board of Officers of this Association shall be a President, a Vice-President, a Treasurer, and a Recording Secretary. The immediate Past President will serve on the Board for one year as a non voting member.

Section 1.a. The Board of Officers shall have Representatives to coordinate the following standing functions: Communications, Fundraising, School Community and Cultural Enrichment.

Section 1.b. The division Sponsor Heads shall be appointed by the Board of Officers at the recommendation of the Representative of School Community.

Section 2. Terms of office: The Board of Officers shall be elected at the Annual Meeting of the Parents Association and shall serve as follows:

Section 2.a. President of the Parents Association is elected for a two year term in even years.

Section 2.b . Vice-President of the Parents Association is elected for a two year term in even years.

Section 2.c. Treasurer of the Parents Association is elected for a two year term in odd years.

Section 2.d. Recording Secretary of the Parents Association is elected to a two year term in odd years.

Section 2.e. Representatives of standing functions are renewable annually at the discretion of the Board of Officers.

Section 2.f. The Head Sponsors are renewable annually at the discretion of the Board of Officers.

Section 3. Their term of office shall begin on July first after the Annual Meeting and the election.

ARTICLE V

Duties of Officers

Section 1. The President shall preside at all meetings of the Parents Association and of the Board of Officers. The President will meet monthly or as needed with the Head of School to review Parents Association activities. He/She shall be responsible for meeting dates, agendas, and shall perform other duties pertaining to this office. The President shall be an ex officio member of all committees, and a non-voting member of the Nominating Committee. The President, on behalf of the Parents Association, shall attend Board of Trustees meetings as an ex-officio member. The retiring President shall serve as a non-voting advisor to the Board of Officers for the following year.

Section 2. The Vice-President shall be responsible for promoting a sense of community among administration, faculty, parents, students, trustees and local community. He/She shall be responsible for organizing and promoting meetings of the Parents Association. He/She shall assume the duties of the President in case of his/her absence or disability.

Section 3. The Treasurer shall be responsible for establishing yearly budgets, presenting monthly and annual financial reports, depositing and disbursing funds, coordinating banking throughout the year, and supervising the collection of all funds. The Treasurer shall be responsible for collecting all money due to the Parents Association and disbursing same under the direction of the Board of Officers. The Treasurer shall keep an account of all receipts and disbursements and shall present a report at any meeting of the Parents Association, and whenever requested by the Board of Officers or the school's Business Manager. The Treasurer and the President are authorized to sign checks in accordance with approved committee budgets.

Section 4. The Recording Secretary shall prepare and maintain a record of all proceedings (minutes) of the Parents Association and Executive Committee.

Section 5. The Representative for Communications shall be responsible for communications among members of the Parents Association, as well as between the Parents Association and the Administration. He/She shall be responsible for Parents Association correspondences, newsletters, and web page. He/She shall

be responsive to parent inquiries and an information resource regarding Association activities.

Section 6. The Representative for Fund Raising shall coordinate the committee chairs and keep the board informed on all matters relating to the Association's fund raising activities.

Section 7. The Representative for Cultural Enrichment shall be responsible for all Association activities whose primary purpose is to enrich the cultural experience of the educational process.

Section 8. The Representative for School Community shall coordinate PA Sponsor Heads in their endeavors to support activities which enhance the social and community experience of the students.

Section 8.a. Under the coordination of the Representative for School Community the Head Sponsors direct and coordinate the activities of the division Sponsors. Head Sponsors are responsible for setting meeting agendas and shall prepare and maintain a record of all proceedings (minutes). They will coordinate Sponsor activities with the Division Head and establish subcommittees as needed.

Section 8.b. The Upper School Sponsor sub-group of the Chase Collegiate Parents Association represents parent members from grades Nine through Twelve. The focus of this group is to support the activities of the Upper School Administration, Faculty and Students to enhance the educational experience and overall development of its children. Membership typically consists of two or three volunteer representatives from each grade level. The activities supported by this group include, but are not limited to Homecoming, weekend social events such as Prom, community outreach projects, co-chair for used book sale, special event transportation and fundraising projects.

Section 8.c. The Middle School Sponsor sub-group of the Chase Collegiate Parents Association represents parent members from grades Six through Eight. The focus of this group is to support the activities of the Middle School Administration, Faculty and Students to enhance the educational experience and overall development of its children. Membership typically consists of four or five volunteer representatives from each grade level, one from each advisory. The activities supported by this group include, but are not limited to social

gatherings, declamations, co-chair of used book sale, faculty and staff holiday gift, community service and outreach projects and fundraising.

Section 8.d. The Lower School Sponsor sub-group of the Chase Collegiate Parents Association represents parent members from grades Pre-K 3 to Fifth. The focus of this group is to support the activities of the Lower School Administration, Faculty and Students to enhance the educational experience and overall development of its children. Membership typically consists of four volunteer representatives from each grade two from each class. The activities planned by this group include, but are not limited to a Halloween celebration, a holiday celebration, a Valentine's Day celebration, Field Day as well as community outreach projects, fundraising and fulfilling needs in the classroom.

Section 9. The Board shall establish or dissolve committees as needed and appoint committee chairs with the recommendation of the representatives.

Section 10. Any vacancy among the Officers, with the exception of the President, shall be filled for the unexpired term by the Board of Officers. If a vacancy occurs in the office of the President, the Vice-President shall succeed to the office at the recommendation of the Nominating Committee and the approval of the Board of Officers.

ARTICLE VI

Meetings

Meetings of the Parent Association shall take place about once a month, and no less than five times, throughout the school year. All members of the Parents Association may attend any meeting.

The Annual Meeting of the Parents Association shall be held in May or June, the exact date and place to be determined by the President, subject to the approval of the Head, and shall be specified in the notice of such meeting. At this meeting the annual reports of Officers and committees shall be presented and Officers shall be elected and installed.

Special meetings of the Association may be called by the Board of Officers.

ARTICLE VII

Nominations and Elections

Section 1. A Nominating Committee, consisting of the Head Master of the School (nonvoting) and five members of the Parents Association, appointed by the President, shall present a slate of candidates at the Annual Meeting. All members of the Parents Association shall be notified at least three weeks prior to the Annual Meeting of this slate of Officers and invited to submit in writing to the Nominating Committee names of other candidates. Up to two weeks prior to the Annual Meeting any member of the Parents Association may submit in writing to the Chair of the Nominating Committee the names of other candidates. Each name must be endorsed by the signatures of five members of the Parents Association. This precludes nominations from the floor. Election of Officers shall take place at the Annual Meeting.

The Nominating Committee shall remain a standing committee for one year, until prior to the next year's elections, when the president shall appoint a new Nominating Committee.

Section 2. The nominating committee will strive to present a slate with a reasonable representation of the divisions of the school.

Section 3. A majority vote of the members present and voting shall constitute election of each office. Ten members shall constitute a quorum.

Section 4. Should it be deemed feasible by the Board of Officers, members may cast ballots online via the Parents Association website, provided sufficiently secure and verifiable means of voting has been established.

ARTICLE VIII

Amendments

Section 1. An Ad Hoc Committee may be established to review and recommend revisions to the by-laws as deemed necessary by the Board of Officers.

Section 2. These Bylaws may be amended at any meeting of the Parents Association by a majority vote of the members present provided the membership has been notified in writing ten days prior to the meeting.

Section 3. It is recommended that these by-laws are reviewed by an Ad Hoc Committee at least every three years.

CHASE COLLEGIATE SCHOOL PARENTS ASSOCIATION

ORGANIZATIONAL CHART

