



BSAP ORGANIZATION STRUCTURE AND BYLAWS

Article I - Name

The name of this organization shall be the Bishop Seabury Association of Parents (BSAP).

Article II - Purpose

The Bishop Seabury Association of Parents (BSAP)

- A. Enhance and encourage the educational, experiential and social environment of Bishop Seabury Academy.
- B. Build community within the school, enhance the relationship between the school, parents, and Lawrence community; and encourage the community's investment of time, energy and money into BSA.
- C. Assist parents in expanding knowledge needed to raise, protect and prepare students as they continue to realize their full potential.
- D. To encourage and support an inclusive Seabury community that fosters the respect of our students, teachers, administration and families promoting an equitable and inclusive learning environment that supports student success.

Its goal is to compliment the school curriculum with additional opportunities for parents, teachers and students to learn, socialize, communicate and grow.

Article III - Members

Any parent, guardian, or other adult standing in loco parentis for a student at Bishop Seabury Academy is automatically a member.

Article IV - Officers and Elections

Section 1. Officers

The Officers shall be President, Vice President, and Communications Officer.

a. **President** position is a one-year term. The President shall:

1. Be the principal executive officer of the BSAP organization and the BSAP Executive Committee.
2. Oversee all activities of the organization.
3. Preside over BSAP and BSAP Executive Committee Meetings.
4. Meet with BSAP general membership monthly during the school year.
5. Meet with BSAP Executive Comm monthly during the academic school year.
6. Develop and provide BSAP and BSAP Executive Comm meeting agendas to the Communications Officer 5 days prior to all regularly scheduled meetings for posting.
7. Work with the Vice President in the selection and securing of Committee Chairs.
8. Coordinate, with the Vice President, the establishment of committees.
9. Serve as BSAP representative on the Board of Trustees.

B. **Vice President** position is a one-year term.

The Vice President shall:

1. Serve as President immediately following the Vice Presidency term.
2. Act as an aide to the President and perform the duties of the President in his/her absence or inability to serve.
3. Work with the President in the selection and securing of Committee Chairs.
4. Work with the President to coordinate the listing of volunteers for each committee.
5. Work with the President to coordinate efforts with various Committees.
6. Serve as substitute BSAP Representative to the monthly Board of Trustees meetings when the President is unable to attend.
7. Serve on the BSAP Executive Committee.
8. Acquire current budget information from the Treasurer and report at BSAP and BSAP Exec Comm meetings.
9. Perform such other duties as are asked by the President and/or the BSAP Executive Committee.

C. **Communications Officer (CO)** position is a one-year term.

The Communications Officer shall:

1. Act as the primary communications point to the BSA community of BSAP events, meetings, updates and needs.
2. Serve on the BSAP Executive Committee.
3. Post President-provided agendas for BSAP and BSAP Executive Committee meetings no less than 3 days prior to gatherings.
4. Take notes at BSAP General Membership meetings.

5. Provide minutes and notes to BSA IT to post on the BSAP webpage within one week after the meeting.
6. Serve as BSAP liaison to BSA IT, maintaining the BSAP web page.
7. Perform such other duties as requested by the President and/or the BSAP Exec Comm.

D. Treasurer:

The Treasurer responsibilities are performed and fulfilled by Bishop Seabury Academy's Financial Administrator.

The Treasurer shall:

1. Have charge of and be responsible for all funds of BSAP.
2. Receive and give receipts for monies due and payable to the organization from all sources.
3. Deposit such funds in the school's established banking system.
4. Make disbursements as authorized in accordance with the budget adopted by BSAP Exec Comm.
5. Keep an accurate record of receipts and expenditures. This information will be shared with the BSAP Exec Comm monthly during the school year.

E. All Executive Committee Officers

All officers shall:

1. Attend all BSAP General Membership meetings. If an officer fails to attend three (3) consecutive General Membership meetings or 3 consecutive Executive Committee meetings he/she may be removed from office.
2. Select and appoint the chairpersons of all standing committees.
3. Perform the duties outlined above as well as any other duties prescribed in these bylaws and such other duties as may be delegated to him/her.
4. Upon expiration of their term of office or resignation, each officer shall turn over to the President in good order, all records, notes and other materials pertaining to the office.
5. At least one Executive Committee member should strive to oversee major events.

Section 2. Search and Selection

BSAP Executive Committee commences the search process of potential Vice President and Communications Officer positions during the spring semester. (President position is automatically filled by previous year's Vice President). Executive Committee, with input from the Head of School, compiles a list of potential candidates. The Executive Committee engages potential candidates to educate, discuss and ask participation in a BSAP officer capacity. Officer positions filled before the start of the semester or when feasible.

Section 3. Term of Office.

The term of officer shall be one year. Official duties will begin June 1 of each year. No person shall serve more than two consecutive terms in the same office, except in the case of fulfilling a

partial term. In the event a candidate cannot be found for a particular officer position, the previous officer may temporarily fill the position until a candidate is found.

Section 4. Vacancies

If there is a vacancy in the office of president, the Vice President will become the president. At the next regularly scheduled BSAP Executive Committee meeting, a new Search and Select process will commence to fill the VP position. If there is a vacancy in any other office, the remaining Executive Committee members will follow Search & Select procedure as written in Section 2 to secure a replacement officer as quickly as possible.

Article V - Executive Committee

Section 1. Membership

The Executive Committee shall consist of the President, Vice President & Communications Officer.

Section 2. Duties.

The duties of the Executive Committee shall be to transact business between meetings in preparation for the general meeting, search and select BSAP officers, search and select BSAP chairpersons, create and oversee standing and temporary committees, discuss and set BSAP budget, approve routine bills, and review requests from staff and BSA community for additional funding and support.

Section 3. Meetings

Regular meetings shall be held monthly, to be determined by the Executive Committee. Special meetings may be called.

Article VI - Committees

Section 1. Committees.

Committees will exist to support the "Purpose" of BSAP as per Article II of this document. The Exec Committee may add, dissolve and alter committees as is necessary for BSAP to best meet its Purpose. Committees will be composed of a minimum of 2 Chairs.

Section 2. Committee Chairs.

Committee Chairs are self-nominated, recommended or volunteers. Chairs will serve for a one year term. Chairs may serve in the same capacity for more than one term. Each Chair will maintain, contact and utilize a list of volunteers as their committee. Chairs will be selected in the following process:

1. Existing Chairs may choose to continue to serve a subsequent year.
2. New Chairs may be recommended by the Exec Comm, existing chairs, BSAP members or BSA staff.
3. Parents may volunteer.

Section 3. Committee Action.

Officers and Committee Chairs shall meet every month on appointed dates. By September 30th of the current academic year, Committee Chairs (in conjunction with appropriate BSA staff) will develop a list of committee goals including actions, timelines and purchases. At each monthly meeting, Chairs will communicate committee status ad updates, coordinate with other committees and make decisions regarding BSAP functions as a whole.

Article VI I - Finances

Section 1 - Budget

A tentative budget shall be drafted in the Fall (or spring for the following year????) for each school year and approved by the BSAP Executive Committee.

Section 2

The treasurer shall keep accurate records of any disperse mento, income, and band information.

Section 3.

The Executive Committee shall approve all expenses of the organization.

Section 4.

The treasurer shall prepare a financial statement at the end of the year.

Article VIII - Amendments

These bylaws may be amended at any regular or special Executive Committee meeting providing that a previous notice was given in writing at a prior time to all officers.