

By-Laws of The Haverford School Parents' Association

PURPOSE:

The purpose of the Association, herein named The Haverford School Parents' Association (HSPA), is to foster a positive spirit within The Haverford School family, to provide financial support to The Haverford School, and to assist The Haverford School in its efforts to provide educational facilities, opportunities, and assistance to its students. At all times, the Association will cooperate and consult with the school administration to ensure that the nature of its activities and the manner and timing of its contributions are consistent with the School's educational purpose and financial needs.

ARTICLE I: MEMBERSHIP

The membership of The Haverford School Parents' Association shall consist of all parents, or persons standing in place of parents, of boys currently enrolled in The Haverford School.

ARTICLE II: THE BOARD

The affairs of the Association shall be managed by a Board which shall be elected by the members at the Annual Meeting, and shall hold office for one year from July 1st until the following June 30th. The Board shall consist of the officers, the standing committee chairmen and their assistants or chairmen-elect, the class parents, and any members at large. Members at large must have previously served on the Board.

The Board shall also include the chairmen of the Association from the previous two years, who shall serve on the Board for that period of two years in an advisory capacity. Past chairmen of the Parents' Association who remain in the parent population, not serving in a specific board position in any given year, will remain on as advisors, and will receive board minutes. This is a non-voting advisory position.

ARTICLE III: ADMINISTRATION AND OFFICER RESPONSIBILITIES

1. The Chairman shall preside at all meetings of the Association and the Board, maintain order during the transaction of business, put motions to a vote, and perform all other duties deemed necessary. He/She shall be an ex-officio member of all committees. In addition, the Chairman will serve as a voting member of the Board of Trustees of The Haverford School. Guidelines for the Chairman shall be reviewed annually.

2. The Finance and Executive Committee shall review financial business of the Parents' Association and make recommendations to the Board. The Chairman shall chair the Finance and Executive Committee. Guidelines for the Finance and Executive Committee shall be reviewed annually. The Finance and Executive Committee shall consist of the Chairman, Vice-Chairman, Second Vice-Chairman, Treasurer, Assistant Treasurer, Recording and Corresponding Secretaries and Ways and Means Chairman.

3. The Vice-Chairman shall assist the Chairman and shall assume the duties of the Chairman when that officer is unable to perform them because of illness or absence. He/She shall assume the duties of Class Parent Coordinator, and shall serve as a liaison between the class parents and the general Board.

4. The Second Vice-Chairman shall have custody of and be responsible for obtaining all reports and documents connected with the business of the Association. The Second Vice-Chairman shall

be a member of the Ways and Means Committee and will assist as the Volunteer Coordinator position.

5. The Recording Secretary shall keep and post the minutes of the proceedings of the Board meetings and the Annual Meeting of the Parents' Association. He/She shall furnish minutes of the meetings to the Chairman for approval, and shall make and distribute copies of the minutes to Board Members, designated administration or staff, and to a posting location available to the parent population.

6. The Corresponding Secretary shall take care of all courtesy correspondence of the Parents' Association.

7. The Treasurer, in conjunction with the Haverford School Business Office, shall keep an accurate account of all financial transactions of the Parents' Association and shall report the financial situation at every meeting of the Board. He/She shall furnish copies of his/her report to the Chairman, First and Second Vice-Chairmen and the Recording Secretary; the monthly report shall become an addendum to the minutes. The Treasurer shall present a preliminary Annual Report at the Annual Meeting of the Parents' Association. At the end of the fiscal year, June 30th, the Treasurer shall submit a final report to the Association

8. The Assistant Treasurer shall assist the Treasurer in maintaining financial records, and shall work with the Parents' Association project chairmen to inform them of accurate financial procedures.

9. The Ways and Means Chairman shall monitor Parents' Association fund-raisers, investigate new fundraising options, and bring recommendations to the Board. The Parents' Association Chairman may appoint a Ways and Means Committee to assist in this work.

ARTICLE IV: THE STANDING COMMITTEES and CLASS PARENTS

1. The standing committees of the Parents' Association shall consist of Campus Decoration, Fundraising Projects, Gala, External Communications, HSPA Notes, HSPA Store, Father/Son Event, EA Day, Parent Event, Perfect Present, Spring Fling and any major fund-raising or non-fundraising project. All standing committee chairmen, assistant chairmen and class parents shall be voting members of the Board.

2. The Campus Decoration Chairman, together with the school maintenance department, shall provide for the beautification of the school campus.

3. The Fundraising Projects Chairman shall implement new fundraising projects.

4. The Chairmen and Chairmen-Elect of the Gala shall be in charge of all aspects of the Gala and the related events.

5. The External Communications Chairman shall handle publicity for all Parents' Association activities.

6. The HSPA Notes Chairman shall act as the liaison between all event Chairs and the Haverford School Communications Department in producing the HSPA Notes.

7. The HSPA Store Chairman shall oversee and implement all aspects of the HSPA on-line Store.

8. The Chairman/Chairmen of any major fundraising or non-fundraising project shall oversee all aspects of that project. (EA Day, Perfect Present, Parent Event, Father/Son Event, Spring Fling)

9. The Class Parent shall organize parent involvement in class activities, and or the parent 'class project', as assigned by the Parents' Association. Class parents shall serve as a liaison between the parents of the class and the Parents' Association Board, and shall periodically consult with the head of the respective school division. A parent may only serve in the role as class parent one time in each division (lower, middle & upper) for each individual son's class, based on graduating year.

ARTICLE V: THE NOMINATING COMMITTEE & ELECTIONS

1. In September, a Nominating Committee shall be appointed by the Chairman of the Parents' Association and shall include the immediate past-Chairman who shall serve as Chairman of the Committee, the present Chairman, the First Vice-Chairman, the Second Vice-Chairman, and three other members, representative of the divisions of the school, who are present or past members of the Board. All officers, standing committee chairmen and their assistants, class parents, and members at large shall be chosen by the Nominating Committee. Representatives to any other school organization that calls for parent participation shall be nominated if so requested.

2. After obtaining the consent of candidates to serve in the event they are elected to office, the Nominating Committee shall present the Slate of Proposed Officers, Chairman and Class Parents, to the Board four weeks before the Annual Meeting.

3. Any member of the Parents' Association may add a candidate's name to the slate upon written recommendation of members of the Parents' Association, placing it in the hands of the Nominating Committee at least one month before the Election of Board Members at the Annual Meeting.

4. At the Annual Meeting; the Chairman of the Nominating Committee shall report the proposed slate, and voting shall take place by the entire membership present.

5. When only one nomination is made for an office, election may be by voice vote. If there is more than one nomination for office, the vote shall be in person by written ballot. The Chairman of the Parents' Association shall appoint two tellers to collect the ballots, count and report the results to the meeting.

6. Any vacancy among the Board may be filled for the balance of the unexpired term by the Chairman, with the approval of the Finance and Executive Committee.

ARTICLE VI: BOARD MEETINGS

1. There shall be a minimum of six slated meetings of the Parents' Association Board during the school year which are open to all members of the Parents' Association.

2. In addition to regular business, the Final Board Meeting shall include the report of the Nominating Committee.

3. The Annual Meeting for the election of Officers and other Board Members of the Parents' Association shall be held in the spring. All outstanding reports of the retiring Board shall be presented at this meeting. The new Chairman and new Board shall be introduced.

ARTICLE VII: QUORUM

One more than half the Board shall constitute a quorum. Any action taken by the majority of those present at a meeting at which there is a quorum shall be valid.

ARTICLE VIII: FUNDRAISING

The Board has the authority to initiate, continue or discontinue any projects it deems appropriate for the benefit of the School.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Parents' Association shall commence on July 1st of each year.

ARTICLE X: EARNINGS

1. The net earnings of the Association shall not inure, directly or indirectly to or for the benefit of any individual member.
2. The net earnings of the Association from fundraising activities shall be used for the benefit of The Haverford School for such purposes as the Board shall determine after consultation with the Headmaster as to the School's needs.
3. It shall be the duty of the Finance and Executive Committee to review the financial status of the Association, and to make recommendations to the Board regarding the disposition or disbursement of funds during the fiscal year.
4. The investment of Association funds may be made only upon due recommendation of the Finance and Executive Committee, and proper majority action by a quorum of the entire Board.

ARTICLE XI: AMENDMENTS

Amendments to the by-laws may be enacted at any regular meeting when passed by a three-quarters vote of the Board. The proposed amendments must have been presented to the Board at a previous meeting.

ARTICLE XII: DISSOLUTION

Upon dissolution of the Association, the Board shall dispose of all the assets of the Association to The Haverford School or its appointee, provided that the recipient is organized and operated for educational purposes, and, at the time of distribution, qualifies for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1954 as amended.

(Amended and restated as of April, 2017.)