

# Wise Parents Association

## Governing Bylaws

### **Article I –Name**

The name of the organization shall be the Wise Parents Association of Wise School of Stephen Wise Temple, which includes Early Childhood and the K-6 divisions hereinafter referred to as the “WPA”.

The WPA is comprised of (a) the “Executive Board,” which includes one (1) President, one (1) Vice President, one (1) Treasurer, an Assistant Treasurer (if needed), one (1) Recording Secretary, one (1) Corresponding Secretary, one (1) Parliamentarian (if position is accepted by the previous President) and five (5) to twelve (12) Executive Board Members; (b) Committee Chairs, Committee Co-Chairs, Room Parents and Committee Members (c) the “General Membership” which includes all parents and guardians of students enrolled in Wise School.

### **Article II – Purpose**

The purpose of the Wise Parents Association shall be to supplement and enrich children’s experiences in Wise School through our (a) participation in the Early Childhood and K-6 divisions of Wise School; (b) support for their education; (c) advancement of the goals of Wise School (“School”); (d) development of fund raising activities and raising funds for the School; (e) development of programs that create opportunity for community building; (f) creation of an inclusive and supporting parent community that facilitates communication among the parents, the School and Stephen Wise Temple creating an engaging, dynamic Reform Jewish school where children are inspired to learn deeply, be creative, experience wholeness, and make “great” happen in our lives at Wise School and in our world.

### **Article III – General Membership and Dues**

Sec. 3.1 General Members of the WPA are all parents and guardians of students enrolled in Wise School.

Sec. 3.2 Annual dues are \$40.00 (forty) and are included in the tuition of the Early Childhood and K-6 divisions

### **Article IV – Executive Board Officers**

Sec. 4.1 The Executive Board “Officers” of the WPA shall be the President, Vice President, five (5) to twelve (12) Executive Board members, the Parliamentarian, the Treasurer, Assistant Treasurer (if needed) and the Recording Secretary.

Sec. 4.2 Executive Board Members shall hold a term of two (2) years unless the Nominating Committee votes otherwise. No Executive Board Member shall be eligible for the same office for more than two (2) successive years. Should a Board member after two (2) years wish to serve on the Executive Board in another capacity, they shall go through the Nominating Committee. The term for President is two (2) years.

- Sec 4.3 To qualify for the position of the President a candidate must have been a committee chairperson, preferably within the past two (2) years and a member of the Executive Board for one (1) year, preferably within the past year. Candidates for Vice President, Corresponding Secretary, Recording Secretary and Treasurer must have previously served (in good standing) as a committee Chair, Co-Chair or Room Parent. All decisions shall be at the discretion of the Nominating Committee.

**Article V – Duties of Elected Officers – The Executive Board**

- Sec. 5.1 The “President” shall preside over the School’s parents as well as conduct all General Membership and Executive Board meetings. The President shall be entitled, through office, to be a member of all WPA committees. The President officially represents Wise School parents at any meeting of value and interest to the School or if unable to attend shall send an officer of his/her choice. The President shall be the sole representative to the Temple Board of Trustees with no alternate. In the event that the President should become gravely ill or otherwise incapacitated, the Vice President shall become President until the President is able to resume the duties of President or for the remainder of the school year, whichever occurs first.
- Sec. 5.2 The “Vice President” and “Executive Board Members” shall act as aides to the President and act as liaisons between the President and their respective committee Chairs, Co-Chairs, and Committee Members. They shall be entitled, through their office, to be members of their respective committees.
- a. The Vice President shall oversee Room Parents, Classroom Fund collection, holiday and end of year teacher, staff, maintenance and security gift cards, WPA information in the School’s Newsletter (Tumblr) and act as a liaison with the K-6 Hebrew and Judaica Department to help organize and provide refreshments for Judaica events and activities such as but not limited to Grade Level Shabbat Dinners, Rosh Hashanah apples and honey distribution as gifted by the WPA and Shavuot. In absence of a Vice President, the President shall oversee the aforementioned.
  - b. The Executive Board Member of Community Services shall oversee the Sustainability committee, the Social Action committee and act as a liaison between the Social Action Committee Chair, Temple and School to engage families in social action projects, arrange collection and communications for SOVA and support the school Chesed Projects.
  - c. The Executive Board Member of School Services shall oversee the Hot Lunch program (in coordination with the President and Office Administration), Lunch Volunteers, Book Fair, Lost and Found, Max Hess Librarians, School Supplies and Wise Style.

- d. The Executive Board Member of K-6 Events shall oversee Midor L'Dor, Yom HaMoreh, Wildcats Awards Ceremony and Banquet, Maccabi Games and the 6<sup>th</sup> Grade Graduation Party. The Executive Board Member of K-6 Events shall work with the respective liaison in the Wise School Office and the Communications Department as a representative of their committee chairs to produce logos, merchandise, flyers, posters, etc. for all events.
- e. The Executive Board Member of Early Childhood Events shall oversee but is not limited to Beit Issie Shapiro, EC Passover, EC Yom HaMoreh, Pre-K Celebration, and the Book Fair Pajama Party Evening.
- f. The Executive Board Member of Community Events shall work with the Temple liaison to help organize and oversee the Purim Carnival and any other community events as determined by the President.
- g. The Executive Board Member of Community Building shall oversee Party Book, Grade Level Morning and Evening Socials and Hospitality. With the coordination of the President and School administration, they shall also oversee the Kindergarten Welcome Party in August and Back 2 Wise for both the EC and K-6 divisions.

Sec. 5.3 The "Treasurer" shall receive and account for all money of the WPA. The Treasurer shall report directly to the President and supply the President, the Head of School, and Temple CFO with quarterly reconciliation reports. Reports shall be submitted at the request of the President and/or by the second week of October, January, April and July for the subsequent quarter. The President shall be copied on all monthly bank statements. The Treasurer shall be responsible for payment of all bills and reimbursement of all expenses within 30 days of receipt, with the exception of bills from vendors for hot lunch, challah and other outside vendors which require that their invoices be satisfied within a shorter period of time. All checks must be signed by the Treasurer. Checks over five (5) thousand dollars must also have the signature of the President. The books shall be audited at the discretion of the President, by an appointee of the Executive Board. A general annual budget overview and donations made the previous school year by the WPA shall be submitted by the Treasurer at the first Executive Board meeting and shall be available at the first WPA Meeting. If an Assistant Treasurer position is necessary they shall report directly to and support the Treasurer as needed. The Assistant Treasurer should be copied on all reports. The job description of the Assistant Treasurer shall be assigned by the Treasurer.

Sec 5.4 The "Recording Secretary" shall keep an accurate account of the proceedings and general attendance of each WPA and Executive Board meeting. WPA meeting minutes shall be available by link in the school

newsletters or in the WPA section of the school website within 14 days after the meeting. All minutes from WPA Executive Board or Membership meetings shall be approved by a 2/3 vote at the next meeting. All amendments to the bylaws shall be kept in a separate "Changes and Amendments" file. The "Recording Secretary" shall oversee Historians and the Elementary School yearbook. In the event there is not a Parliamentarian the Recording Secretary shall oversee the Nominating Committee and any revisions made to the WPA Bylaws.

- Sec. 5.5 The position of the "Parliamentarian" is an honorary position offered to the previous WPA President. The previous President is under no obligation to accept the position. If accepted, the position serves to share expertise and information with the incoming President and Executive Board as needed. The Parliamentarian shall oversee the Nominating Committee and any revisions made to the WPA Bylaws. The term is one year as needed.
- Sec. 5.6 As members of the Executive Board, officers are representatives of the WPA and are encouraged to participate in all WPA events and contribute to Annual Giving. It is the responsibility of the Executive Board to attend all Executive Board and WPA meetings and be positive representatives of Wise School. Failure to comply can result in replacement of said Executive Board officer. The President and Executive Board Members as available shall meet with the heads of each of the School's divisions and Head of School once a month. The Head of School and President shall meet once a month.
- Sec. 5.7 Events hosted by the Executive Board include but are not limited to: a welcome back to school for the EC and K-6 families, First day welcome back breakfast for the EC and K-6 divisions, Kindergarten first day of school breakfast and staff appreciation days.

#### **Article VI – Committee Chairs and Co-Chairs**

- Sec. 6.1 Committee Chairs and Co-Chairs shall apply and be appointed by a Nominating Committee with the input from those in attendance during the nominating process.
- Sec. 6.2 Committee Chairs and Co-Chairs shall serve a term of one year, may be re-appointed for a second year, but may not exceed two successive years in the position unless a vacancy cannot be filled.

**Article VII – Duties of Committee Chairs/Co-Chairs/Room Parents**

- Sec. 7.1 Under the direction of their Executive Board Member, “Committee Chairs” are responsible for holding a preliminary meeting with members of their committee to set goals and delegate responsibilities. Notes from all meetings, as well as all relevant material (procedures, correspondence, flyers, etc.) shall be recorded in a notebook and an electronic saving device and turned over to the President no more than one month following the event. The President, after reviewing the material, is responsible for forwarding the information to the appropriate Executive Board Member who will forward the information to the Committee Chair the following year. All Committee Chairs will be expected to keep their Executive Board Member informed of ongoing progress as it relates to their event(s). Chairs and Co-Chairs must work directly with their respective Executive Board Member and utilize their guidance and direction. Chairs and Co-Chairs must inform their Executive Board Member and get approval from the Executive Board Member before approaching any School/Temple office for assistance with respect to a need for any particular committee or event. All budgets must be approved by the Executive Board Member before any funds are to be spent for any event. The Executive Board Member must approve and authorize any and all reimbursements for their respective Committee(s).
- Sec. 7.2 “Co-Chairs” are responsible for assisting their Committee Chair as necessary.
- Sec. 7.3 All expenses shall be submitted to the Treasurer with receipt attached to a check reimbursement form signed by the appropriate Executive Board Member within 14 days after an event. Committees with ongoing expenses (i.e., Hospitality, Social Action Committee, etc.) shall submit receipts for reimbursements within 30 days of accrual. WPA books close July 15<sup>th</sup> each year. All requests for reimbursement must be filed before this date and before the deadline to qualify for reimbursement.
- Sec. 7.4 Each classroom shall have one (1) Room Parent. The Room Parent shall be the contact person for the classroom and will be responsible for all communications to the class families. The Room Parent will work with the Corresponding Secretary and Vice President to receive WPA information and communicate this information to the classroom families. The Room Parent shall create a classroom preferred contact phone number and email informational chart for their classroom from the classroom roster that is provided to them. School contact information is not to be used for anything other than School business and shall be kept confidential. Email

is the preferred method of communication. Room Parents shall never request additional money from classroom families to go toward teacher gifts other than the annual mandatory WPA Class Fund. In the event that the Room Parent can no longer serve a replacement shall be appointed by the President. Room Parents shall serve a term of one year, may be re-appointed for a second year, but may not exceed two successive years in the position unless a vacancy cannot be filled.

- Sec. 7.5 Chairs, Co-Chairs and Room Parents shall attend all WPA meetings or send a representative to attend in his/her place and be a positive representative of Wise School, must contribute to the WPA "Classroom Fund" in the amount requested for each child and participate in Annual Giving. Failure to comply can result in replacement of said Committee Chair, Co-Chair or Room Parent by a 2/3 vote of the Executive Board.

### **Article VIII-Committees**

- Sec. 8.1 Events and committees may change from year to year for any of the School's divisions and at the discretion of the WPA President and the Executive Board. Standing Committees of the WPA include but are not limited to;

#### Early Childhood

Beit Issie Shapiro, Passover, Yom HaMoreh and Pre K Celebration to include the N3 Yearbook, Max Hess Librarians and Book Fair Pajama Party.

#### K-6

School Supplies, Wise Style, Lost and Found, Judaica Events (in cooperation with the Director of the Hebrew and Judaica Department), Midor L'Dor, Yom HaMoreh, Maccabi Games, Wildcats Award Ceremony and Banquet, Back 2 Wise, K Welcome Event, 6<sup>th</sup> Grade Graduation Party and Historians.

#### All Divisions

Social Action (in coordination with the Temple), Hot Lunch, SOVA, Holiday Boutique (in coordination with the Temple), Purim Carnival (in coordination with the Temple), Party Book, Grade Level Socials, Hospitality, Purim Weekend Fun (in coordination with the Temple), Sustainability, Book Fair, Nominating Committee, Yearbook and Room Parents.

### **Article IX - Meetings**

- Sec. 9.1 All meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order and enforced by the Parliamentarian or the "Recording Secretary" if a Parliamentarian does not exist.

- Sec. 9.2 The Executive Board shall meet monthly and at the discretion of the President or upon written request to the President by five (5) members of the Executive Board. A 48-hour minimum notice is required for such a meeting.
- Sec. 9.3 The Executive Board shall meet prior to the first regular WPA meeting. Thereafter these meetings shall be held monthly and at the discretion of the President.
- Sec. 9.4 WPA meetings shall be a combination of the Executive Board and all members of the WPA. These meetings shall be held three (3) to five (5) times a year.
- Sec. 9.5 A 2/3 vote of the General Membership in attendance shall constitute a quorum number. Votes shall be carefully counted. In the event that a meeting is poorly attended, the Executive Board members in attendance shall decide if a decision should be tabled.
- Sec. 9.6 Special meetings of the General Membership may be called by the President or by a majority vote of the Executive Board and/or the Board. A 48-hour minimum notice is required for such meetings.

#### **Article X – Committee Positions**

- Sec. 10.1 The “Nominating Committee” Chair and Co-Chair shall be appointed by the President, and announced at a WPA meeting. The “Nominating Committee” shall be selected by the Nominating Committee Chair and Co-Chair of the current Nominating Committee and approved by the President and Executive Board by a majority vote. The “Nominating Committee” shall consist of a Chair, Co-Chair; Eight (8) to eleven (11) appointed members, and two (2) alternates. The appointed members must consist of a representative from grades N1-Grade 6, if possible. The President shall select and the Executive Board shall approve a Chairman. A minimum of one of the Directors and/or Administrator of Wise School must be present as a non-voting member. Nominating committee members shall be WPA members in good standing with experience as a chair, co-chair, or room parent for a minimum of two years separately or in combination. One can become a member of the Nominating Committee without said experience if approved by the Head of School and the WPA Executive Board.
- Sec 10.2 It is the responsibility of the Nominating Committee in coordination with the President, in March, to notify, in writing, all eligible Wise School parents of available Executive Board Positions available for the following year and to distribute the nominating documents. In April the Nominating Committee will convene to vote on the submitted nominating documents

and announce newly seated Executive Board positions. In April, it is the responsibility of the Nominating Chair to distribute nomination documents for Chair and Co-Chair positions available the following year and distribute the Nomination Document to all Wise School Parents. In May the Nominating committee will reconvene to vote on the submitted nominating documents and announce newly seated Chair and Co-Chair positions. The newly appointed Chair and Co-Chair of the Nominating Committee, the Vice President and President will meet the first week of school to appoint Room Parents.

- Sec 10.3 Positions shall be appointed by the Nominating Committee with the input from those in attendance during the nominating process including the Executive Board.
- Sec 10.4 A person who sits on the Nominating Committee shall not be eligible for Executive Board office unless there are no other candidates. In the event that there are no candidates for an office, a member of the Nominating Committee can submit his/her name but must immediately resign from the committee and leave the meeting. At that time an alternate becomes a voting member.
- Sec 10.5 The Nominating Committee chairperson shall present a proposed slate of Elected Officers for the following year at a WPA meeting.
- Sec 10.6 It is the responsibility of the incoming President (with the assistance of the Nominating Committee), immediately after election, to notify the parents or guardians of incoming and current Wise School children that WPA committee positions are available for the following year. Forms for this purpose shall be sent to all parents or guardians and must be returned to the Nominating Committee in a timely manner.
- Sec 10.7 Any unfilled committee positions shall be appointed by the President elect and new Executive Board. Appointees shall be notified in writing.

### **Article XI – Amendments**

- Sec. 11.1 These bylaws may be amended by the following procedures:
- a. Either at the direction of the President or by submitting a written proposal. (The President, at his/her discretion, shall appoint a committee of members to amend the by-laws.)
  - b. The proposed changes shall be presented to the WPA. A copy of the bylaws shall be available to all members of the WPA.
  - c. The Executive Board can change the Bylaws subject to notice to all parents and no receipt of twenty (20) objections. If twenty general



members do not notify the Recording Secretary or President in writing within Seven (7) days of notification of the revisions with any objections, the Board of Directors shall have the power to repeal, adopt, or amend any of the Bylaws mentioned in the notice given the general membership by the Recording Secretary or President, in accordance with such notice.

**Article XII – Distribution and Enforcement of Bylaws**

- Sec. 12.1 All Executive Board Members, Committee Chairs, Co-Chairs, Committee Members and Room Parents shall be presented with a copy of the WPA Bylaws at the beginning of each school year.
- Sec. 12.2 Enforcement of the Bylaws is the responsibility of the President and the Parliamentarian.

Respectfully submitted by the 2015 Bylaws Committee