

KATHERINE DELMAR BURKE SCHOOL
PARENTS' ASSOCIATION

STANDING RULES

November 2008 Revision

I. POLICIES

- A. The business of the Katherine Delmar Burke School Parents' Association ("Burke's PA") is to support Katherine Delmar Burke School ("Burke's") in achieving its goals and policies set by the Burke's Board of Trustees in consultation with the Burke's administration and Head of School.
- B. The Standing rules govern the manner in which the business and activities of the Burke's PA is conducted.

II. POLICIES REGULATING SPECIFIC COMMITTEES AND MEMBERS

- A. Room Parents
 - 1. The Vice President of the Burke's PA Board will hold Room Parent meetings as needed during the school year. These meetings should occur in September, mid-year (if necessary) and in May each year. The agenda will be set by the Vice President based upon the needs of the Burke's administration, the Burke's PA Board and the Room Parents. At least one (1) Room Parent per grade is required to be present.
 - 2. The first meeting of the Room Parents will take place in the month of May prior to the school year during which the parent/guardian will be serving as Room Parent.
 - 3. The Room Parents will be given the designated grade level binder with the objectives of the future school year described.
 - 4. All binders will include the yearly grade level budget. Full disclosure of all activities and allocated costs incurred during the year are required.
 - 5. The Vice President will furnish a report of all meetings to the President of the Burke's PA.
- B. Nominating Committee
 - 1. The Nominating Committee Chair shall seek recommendations for the next year's slate from the Burke's PA Board, faculty, administration and general membership.
 - 2. When slating members for the Burke's PA Board, every effort should be made to achieve balanced representation between upper and lower schools.

3. When listing names on the Nominating Committee slate, include references to the nominees' children's classes.
4. No incoming parent/guardian should be contacted to become a Room Parent or a member of the Burke's PA Board before admission of and acceptance by the student have been confirmed.
5. The Nominating Committee Chair shall have served on the Burke's PA Nominating Committee and is the only committee member to serve a second time on the Nominating Committee.
6. The Nominating Committee Chair shall sit on the Committee Chair Selection Committees for the Festival Committee and the Dinner Auction Committee.
7. Vacancies on the Nominating Committee shall be filled by the Nominating Committee Chair in consultation with the Room Parents of the class in which the vacancy exists.
8. No current member of the Burke's Board of Trustees may simultaneously serve as a Burke's PA Board member.
9. A spouse/partner of a current member of the Burke's Board of Trustees may serve as a member of the Burke's PA Board, but may not serve as an officer of the Burke's PA Board.
10. Members of the Nominating Committee may not be considered for positions on the following year's Burke's PA Board unless the Nominating Committee protocol has exhausted all possible candidates for Burke's PA Board positions and no other parent or guardian is willing to serve on the Burke's PA Board. The exception to this rule is the parent or guardian who will serve as Chair of the Nominating Committee who must already have served on the Nominating Committee. If the Burke's PA Board positions remain unfilled at the end of the nominating process, members of the Nominating Committee may self-nominate to fill those positions. The Nominating Committee will use its best judgment in reviewing such self-nominations, with special emphasis on the candidate's suitability for the position. When a self-nominated Nominating Committee member is under consideration by the Nominating Committee, such self-nominee shall recuse him- or herself from any discussions of his or her candidacy and suitability and from any subsequent vote to elect such self-nominated candidate.

C. Festival and Dinner Auction Chair(s) Selection Committee

1. The members of this committee shall be the President of the Burke's PA Board, the Chair of the Nominating Committee, Burke's Development Director and the Head of School. (While immediate past Chairs and the Chair of the Burke's Development Committee are not members of this committee, they may be consulted during the selection process.)
2. This committee shall select the nominees for the Festival Committee Chair and the Dinner Auction Committee Chair.

3. The committee shall give the name(s) of the nominee(s) to the Nominating Committee for inclusion on the slate of nominees for the Annual Meeting.

D. Standing Committees

The Burke's PA shall have the following standing committees:

1. Burke's Items
2. Festival
3. Dinner Auction
4. Health and Safety
5. Hospitality
6. Nominating
7. Parent Education
8. Used Uniforms
9. Volunteer Coordinator
10. Community Service Liaison
11. New Parent Liaison
12. Learning Styles Forum

The Chair of each standing committee shall report monthly on its finances, if any, to the Treasurer of the Burke's PA Board. In the case of committees that maintain their own bank accounts, this report shall include a copy of the monthly bank statement.

III. POLICIES REGULATING THE PARENTS' ASSOCIATION BOARD

A. Attendance

Burke's PA Board officers, Committee Chairs and Room Parents shall attend all Burke's PA Board meetings. Each such person is permitted two (2) unexcused absences per term. In the event of an absence, Burke's PA Board officers, Committee Chairs and Room Parents should make every attempt to ensure a representative from his or her committee or class attends the Burke's PA Board meeting.

B. Invitation to Board Meetings

An invitation should be extended to the general membership to attend any Burke's PA Board meeting.

IV. FINANCIAL POLICIES

A. Allocation of Burke's PA Funds

Funds raised by the Festival and Dinner Auction Committees, and income from investment of such funds, are required to be held in the Burke's PA Restricted Fund. All

other funds raised by the Burke's PA, including but not limited to eScrip, used uniforms and Burke's items, are required to be held in the Burke's PA Unrestricted Fund.

B. Administrative Budget Plan

The Burke's PA Board shall approve annually an administrative budget plan for the unrestricted funds for the coming year. The budget plan shall include a listing of the following reimbursable expenses: committee expenses, gifts and memorials and miscellaneous expenses.

C. Further Allocation of Unrestricted Funds

1. The Executive Committee, without additional approval, has the authority to allocate unrestricted funds up to \$1,000.00.
2. The Executive Committee, with the approval of the Burke's PA Board, may allocate unrestricted funds exceeding \$1,000.00.
3. The Executive Committee may, at its discretion, allocate excess unrestricted funds for an annual financial gift or for the purchase of an item or items to be donated to the school at the end of the academic year. Such gifts shall be recommended by the Burke's Administrative Team to the Burke's PA Executive Committee and voted on by the entire Burke's PA Board.

D. Class Room Parent Fund

1. Each grade will be allotted an amount of funds from the Burke's PA Treasury to be administered by the class Room Parents for expenditures relating to the class. The amount of these funds will be set by the current Burke's Administration and the Executive Committee of the Burke's PA, and may change only with their direct approval. These funds are collected by Burke's and need to be remitted to the Burke's PA in September. The Burke's PA Treasurer issues a check to the Room Parents. At the end of the school year all Room Parents shall submit a financial report that accounts for the funds received, expenditures and remaining balance, if any, to their class parents/guardians and the Burke's PA Vice President. All monies not disbursed will be carried forward until that class's Eighth Grade year. Any surplus at the end of the Eighth Grade year will be reviewed and allocated by a majority vote of the then current Eight Grade parents/guardians. No deficits will be allowed. No additional funds may be solicited without the direct approval of the respective Heads of the Lower and Upper Schools.

E. Reporting by Burke's PA and Festival/Dinner Auction Committee

1. The Burke's PA Executive Committee shall submit a proposed budget to the Finance Committee of the Burke's Board of Trustees in or about August of each year.

2. The Burke's PA Treasurer shall regularly report income and expenses to the Business Manager and the Finance Committee of the Burke's Board of Trustees as directed. These reports should be presented in or about August, December, March and May of each year.
3. The Burke's PA Treasurer and the Festival/Dinner Auction Treasurer shall regularly report to each other and to the Burke's PA Executive Committee regarding income and expenses during the academic year.

V. ADOPTION, AMENDMENT AND REVOCATION OF STANDING RULES

The Burke's PA Board may adopt Standing Rules for the conduct of the affairs of the Burke's PA Board. Such Standing Rules shall not be in conflict with the Burke's PA Bylaws. Standing Rules shall be adopted, amended or revoked by the majority vote of the Burke's PA Board present at a meeting at which a quorum has been established pursuant to Article VI, Section 1 of the Burke's PA Bylaws (*i.e.*, a quorum is established when 1/3 of the Burke's PA Board members are present).

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