

## BY-LAWS

### ARTICLE I: Name

The name of this Association is the Centreville Layton Association of School and Parents ("CLASP").

### ARTICLE II: Mission Statement

*Section 1.* The mission of CLASP is to help build and sustain community among the parents, families, students, faculty, administrators, staff, and supporters of The Centreville Layton School ("CLS").

*Section 2.* CLASP assists parents in developing an effective partnership with CLS to achieve the best possible educational experience for the students.

*Section 3.* CLASP recognizes that the entire CLS community is enriched by the variety of talents, resources, and backgrounds that each parent brings to the school.

*Section 4.* CLASP works to realize its mission by:

- ✓ Connecting parents with forms of involvement that fit their time and talents
- ✓ Encouraging parent participation in CLS celebrations, activities and events
- ✓ Providing a forum for dialogue regarding parents' wishes and concerns and making recommendations to CLS administration
- ✓ Communicating information regarding school news, educational and social issues and student activities to CLS parents
- ✓ Providing hospitality to new and potential CLS parents
- ✓ Showing appreciation to Faculty and Staff
- ✓ Assisting in CLS development activities through volunteering and committee work

### ARTICLE III: Membership

*Section 1.* Membership in CLASP is open to all parents and legal guardians who have a child or children attending CLS, and members of the CLS faculty, administration and staff. Parents and legal guardians who have a child or children attending CLS are entitled to vote on all matters submitted to a vote of the Members and are considered "Voting Members." Voting Members are entitled to cast one vote per each child attending CLS.

*Section 2.* Members of the CLS administration and faculty are entitled to notice of and participation at all meetings of CLASP, but are not entitled to vote on matters submitted to the Members and are considered "Non-Voting Members."

*Section 3.* Voting Members and Non-Voting Members of CLASP are known collectively as "Members."

### ARTICLE IV: Officers

*Section 1.* The officers of CLASP are president, vice president, secretary, and treasurer, who are elected at the regular meetings of the Members.

*Section 2.* The term of the office for all officers is one year, commencing in June and continuing through the next school year until the conclusion of the school year in May. Each officer will serve until his or her successor is elected and qualified by their mentorship, or until his or her earlier resignation. Officers may serve more than one consecutive or non-consecutive term, but are limited to two (2) consecutive or non-consecutive terms in any one office.

*Section 3.* Nominations for CLASP officers may be proposed by any Voting Member in writing and submitted to the CLASP Board no less than ten (10) days prior to the general meeting at which officers are to be elected. Two members can share any office at any time and serve as co-officers, and such a two-person nomination will be considered a single Nominee.

The Nominees for each office will be published in the CLS newsletter, or mailed to all Members, at least ten days prior to any meeting of the Members at which officers are to be elected. In addition, if CLASP solicits proxies, the proxy form will identify the names of all Nominees for each office, and will provide a mechanism for Voting Members to vote for any Nominee. The Nominee receiving the greatest number of votes cast will be elected to that office.

*Section 4.* All vacancies in offices, excluding the Presidency, will be filled for the unexpired term by appointment by the CLASP Board. A vacancy in the office of the president will be filled by the vice president, and the resulting vacancy in the office of the vice president will be filled by appointment by the CLASP Board.

*Section 5.* The duties of the officers will include, but not be limited to:

*President:* The president is the chief executive officer of CLASP and presides at all meetings of the CLASP Board and general meetings of CLASP. The president appoints, with approval of the CLASP Board, any and all standing and temporary committees the CLASP Board deems appropriate. The president also performs such other specific responsibilities as may be established by agreement of CLASP to make sure the CLASP is represented as needed. The president provides strategic planning leadership, collaborating among CLS administration, Board of Trustees, CLASP Board and other pertinent groups and individuals to promote the mission of the CLASP.

The president act as the liaison between the CLASP Board, CLASP committee and event chairs and the CLS administration, including its communications office. The primary role of the president is to be the communications coordinator for CLASP and its events and initiatives. The president collects and disseminates information to and from various stakeholders. This involves regular submissions to “*This Week at CLS*” and other communications vehicles, updating the CLASP related sections of the CLS website, and collaborating with CLASP committee and event chairs the CLS communications department on all event/initiative communications. The president revises the CLASP Handbook every two years or as needed. If so desired by the CLASP Board, the president chairs the Special Events Committee.

*Vice President:* The vice president assists the president as may be determined by the president or the CLASP Board. The vice president presides over CLASP Board meetings, general meetings and activities and events in the absence of the president, and presides regularly at CLASP general meetings held during the CLS school day. If so desired by the CLASP Board, the vice president chairs the Faculty and Staff Appreciation Committee. If so desired by the CLASP Board, the vice president chairs the Welcoming Ambassadors Committee.

*Secretary:* The secretary keeps minutes of all proceedings of the CLASP Board and general meetings, posts minutes to the CLASP section of the CLS website, and prepares summaries for publication in “*This Week at CLS*.” The secretary sends out CLASP general meeting notices at least one week in advance, and coordinates meeting space needs with CLS administration. If so desired by the CLASP Board, the secretary oversees the Parent Representatives, including recruiting Parent Representatives, outlining expectations and responsibilities, as well as providing ongoing support and information throughout the year. The secretary maintains a list of current contact information of all CLASP volunteers. The secretary performs such other specific responsibilities as may be established by the president or the CLASP Board.

*Treasurer:* The treasurer supervises all financial matters (CLASP income, donations and allocated funds) including payment of expenses and reimbursements, and prepares a financial report at the end of each school year. The treasurer reconciles bank statements and provides budget updates at CLASP Board meetings. The treasurer collaborates with the president to prepare the CLASP budget at the beginning of the school year, and assists Committee Chairs with budgets. If so desired by

the CLASP Board, the treasurer chairs the Office Assistants and Helping Hands Committee. The treasurer performs such other specific duties as may be established by the president or the CLASP Board.

**ARTICLE V: Board of Directors**

*Section 1.* The CLASP Board of Directors (“CLASP Board”) manages CLASP and consists of the elected officers: president, vice president, secretary and treasurer.

*Section 2.* Three members of the CLASP Board must be present to constitute a quorum of a CLASP Board meeting. Each officer has one vote, but if an office is held by co-officers, the co-officers have one vote between them. In the event of a tie in voting by a quorum of the CLASP Board, the CLS Head of School will decide the vote.

*Section 3.* Notice of CLASP Board meetings will be given to all Members via publication in the CLS newsletter or by mail at least five (5) days prior to the meeting.

*Section 4.* All Members of CLASP are welcome to attend all meetings of the CLASP Board.

**ARTICLE VI: Meetings of Members**

*Section 1.* CLASP will hold regular, monthly general meetings during the school year, which will be held at dates and times designated by the CLASP Board. In addition, the president may call a special meeting of CLASP at any time. Notice of all regular meetings of CLASP (and where practicable, special meetings) will be given to all Members via publication in the CLS newsletter or by mail at least seven (7) days prior to the meeting.

*Section 2.* The agenda for regular meetings for CLASP will include reports of the CLASP Board, Committee Chairpersons, and such other reports as appropriate. CLASP regular meetings will consider views expressed by Members, and will through consensus, or where consensus is not possible, through a majority vote of CLASP Board members present at a regular meeting, act as the decision-making body of CLASP.

The first CLASP regular meeting held during September of any school year will be considered the “First Meeting” of the school year in which it is held. The first CLASP regular meeting held during May of any school year will be considered the “Final Meeting” of the school year in which it is held.

**ARTICLE VII: Committees**

*Section 1.* As may be determined by the CLASP Board, CLASP will best serve its mission through the work of standing committees. The CLASP Board may establish, change or disband standing committees in response to suggestions from Members.

*Section 2.* Each standing committee will be chaired by a Member. Committee Chairs manage all activities related to devising, planning, staffing, providing refreshments and activities, set up and breakdown for their respective committees. Chairs maintain a list of active volunteers for their committee work. Chairs provide committee reports to the president for each CLASP general meeting either in person at the meeting, through a designated representative at the meeting, or prior to the meeting via mail or telephone. Chairs may attend CLASP Board Meetings as often as they wish. Chairs do not hold a voting seat on the CLASP Board.

*Section 3.* The work of the standing committees is the crucial to the mission of CLASP, and each standing committee supports CLS families, students, faculty and administration, as follows:

*Parent Representatives:* Parent Representatives from Lower School, Middle School and Upper School act as the primary communication link between CLASP and grade level parents. Three to five Lower School representatives, and one representative from each grade level in Middle School and Upper School maintain phone and mail contact with all families in their respective grade levels. Parent Representatives communicate time sensitive information to grade level families, and communicate parent issues to CLASP.

*Faculty and Staff Appreciation:* The Faculty and Staff Appreciation Committee organizes Faculty and Staff Appreciation activities throughout the year, including Faculty and Staff Appreciation Week. The Faculty and Staff Appreciation Committee sets up, provides catering and/or gifts, staffs and breaks down school-based activities.

*Office Assistants and Helping Hands Committee:* The Office Assistants Team, in collaboration with CLS administration, supports CLS operations with administrative tasks like answering phones and mailings. The Helping Hands, in collaboration with CLS faculty, supervises Lower School students during lunch and assists faculty periodically with tasks like photocopying and bulletin board displays.

*Special Events:* The Special Events Committee organizes CLS events throughout the year, including family events, community service events, and fundraising events (in association with the Development Office). The Special Events Committee sets up, staffs and breaks down indoor and outdoor events.

*Welcoming Ambassadors:* The Welcoming Ambassadors Committee assists the Admissions Office in offering tours to visiting families during Admissions' Open Houses, and serves as a liaison with new CLS families to help them with the transition to CLS. Contact is made with potential and newly admitted families to answer questions and offer information. The Welcoming Ambassadors Committee also puts together take-away bags for potential students and families.

#### **ARTICLE VIII: Amendments**

These By-Laws may be amended at any meeting of Members by a two-thirds vote of the Voting Members present, provided that written notice of such proposed amendment has been mailed to each Member no less than one week in advance of such meeting.

#### **ARTICLE IX: Miscellaneous**

*Section 1.* As with any organization or association of CLS, CLASP falls under the auspices of the Board of Trustees of the School.

*Section 2.* For purposes of these By-Laws, the term "mail" expressly includes electronic mail ("email") as well as traditional United States Mail as delivered by the U.S. Postal Service.

*Section 3.* These By-Laws were mailed to the Voting Members and approved by proxy vote on March \_\_\_\_, 2016.

Lee Fulton, Interim President

Denise Kane, Interim Vice President

Damaskus Laskas, Interim Secretary

Dana Greene, Interim Treasurer