BYLAWS OF THE BPA

ARTICLE I

LOCATION

THE BARSTOW PARENTS’ ASSOCIATION ("the BPA") shall be located at The Barstow School, 11511 State Line Road, Kansas City, Jackson County, Missouri, 64114 ("the SCHOOL").

ARTICLE II

PURPOSE

The purpose of the BPA shall be to support the SCHOOL’s mission and educational philosophy, encourage parental involvement in BPA and SCHOOL activities, and foster cooperation, mutual respect, and partnership among parents, students, faculty, administration, trustees, and alumni.

ARTICLE III

MEMBERSHIP

Section 1: The BPA shall consist of every parent or guardian of a student enrolled at the SCHOOL. The offices of President and Vice-President may be held two members who will serve as Co-Presidents or Co-Vice-Presidents.

Section 2: The dues are set by the Board of Trustees and the Head of SCHOOL for use by the BPA throughout the year.

ARTICLE IV
OFFICERS

Section 1: The Officers of the BPA shall be President(s), Vice President of Finance, Vice President of Records and Technology, Vice-President of Lower School, Vice President of Middle School, Vice President of Upper School

Section 2: The Officers shall perform the duties prescribed in these bylaws.

A) President(s) shall:
   1) Preside at all meetings of the BPA and the Executive Board.
   2) Serve as the Chief Executive Officer(s) and official representative(s) of the BPA.
   3) Call all special meetings.
   4) Appoint all Standing Committee Chairpersons, and any Ad Hoc Committee Chairpersons. Fall Fest, Book Fair, Teacher Appreciation, Volunteer Service Days, Kindergarten/Senior Programs, 8th Grade Celebration
   5) Serve as some ex-officio member(s) of all BPA committees except the Nominating Committee.
   6) Approve and be an authorized signatory on all BPA expenditures.
   7) Appoint a Parliamentarian, if desired.
   8) Serve as the liaison between the Head of School and Executive Board.
   9) Serve as some ex-officio member(s) of The Barstow Board of Trustees.

B) Vice-President of Finance shall:
   1) Reviews and presents financial reports, manages partner program (Shutterfly, Amazon Smile, Box Tops, Veterans Donation Bin)
   2) Schedules and coordinates local activities for the community that can raise monies for the BPA by shopping or dining where the companies give a percentage of sales back to the BPA.
   3) Approve and be an authorized signatory on all BPA expenditures

C) Vice-President of Records and Technology shall:
   1) Keeps general records
   2) Records meeting minute
   3) Maintains the BPA website

D) Vice President of Lower School – Coordinates New Family Welcome and Room parents
E) Vice President of Middle School - Coordinates New Family Welcome and Room parents

F) Vice President of Upper School – Coordinates New Family Welcome and Room parents

ARTICLE V

EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the Officers listed in Article IV. The following shall be Ex-Officio advisory and nonvoting members of this Board: the immediate past President of the Association, the Head of SCHOOL, and a division head. In the event of a tie vote, the immediate past President will cast the deciding vote. Adjournment to Executive Session can be called by the President(s).

Section 2: The Executive Board is responsible for managing the day-to-day operation of the BPA.

Section 3: A quorum for transaction of business shall be the majority of its voting members. If a quorum is not present, business will not be conducted.

Section 4: Each Officer or position represented shall have only one vote and can serve only two consecutive terms in the same office.
ARTICLE VI

ELECTIONS

Section 1: The Nominating Committee is responsible for choosing a slate of Officers for the BPA for the following school year and selecting the candidates for membership on the Nominating Committee for the following school year. The Chairperson of the Nominating Committee shall be the immediate past President(s) of the BPA. If he or she is unable to serve, the current President(s) shall select a Chairperson.

The Nominating Committee membership shall consist of SIX total representatives: The Chairperson as (1), ONE elected representative from each school division (lower school, middle school and upper school) which would be (3) and (2) additional “past executive board members will be asked to serve by the past President. No member of the Nominating Committee may serve as an Officer of the current BPA. Proceedings of the Nominating Committee are confidential and are limited to members of the committee unless the members unanimously decide otherwise.

Section 2: The Nominating Committee and the elections shall be governed by the following rules:

A) Nominations for Officers of the BPA and for members of the succeeding Nominating Committee shall be solicited in writing during the second quarter of the SCHOOL year.

B) The Nominating Committee shall meet in January to review the nominations and to select a single slate of Officers of the BPA and a slate of three candidates from each SCHOOL division for the succeeding Nominating Committee.

C) The slate of Officers and candidates for the Nominating Committee shall be presented to the membership for voting during the third quarter of the school year. All BPA members are eligible to vote.

D) Thru Barstow school email announcements, the administration will list the slate for voting online. Ballots may be cast during the following 30-day period, with the election results presented to the Executive Board upon approval from the administration. The time and manner of voting shall be determined by the Executive Board with every reasonable effort made to insure the fullest participation.

E) Officers and nominating members are elected by approval of the slate.
Section 3: A BPA President should be familiar with Barstow traditions and policies, comfortable interacting with administration and should have a general knowledge of BPA activities. First consideration for this position should be given to a person who has participated in BPA activities.

Section 4: When choosing the Officers, every effort should be made to represent the entire school.

Section 5: The term of each office shall be at least one year; although Nominating may ask an officer to serve an additional year (with a total of two years in the same office) with NO officer serving more than two terms in the same office "consecutively". No Officer shall hold more than one office at a time.

Each Officer shall assume will meet with the current officer and transition to their role in May.

ARTICLE VII

MEETINGS

Section 1: The BPA shall meet at a minimum of two times per semester or every other month during the academic year of the SCHOOL with no less than thirty (30) days prior written notice to each member. All members of the BPA are invited to these general meetings, and any business may be transacted.

Section 2: The Executive Board shall meet at a minimum of two times per semester or every other month during the academic year of the SCHOOL with no less than thirty (30) days prior written notice to each member. Any business may be transacted at a meeting.

Section 3: Special meetings of the Executive Board or the BPA may be called at any time by the President(s).
Section 4: Meetings may be guided by Robert’s Rules of Order.

Section 5: Each member shall be entitled to cast one (1) vote in all matters duly brought before a meeting of the members. If the manner of deciding any question has not otherwise been prescribed in these bylaws, it shall be decided by majority vote of the members present in person.

Section 6: Proxies shall not be recognized.

ARTICLE VIII

ORDER OF BUSINESS

The order of business of the meetings shall be: reading of the minutes of the last meeting; reports of the Officers; reports of committees; unfinished business; new business; and adjournment.

ARTICLE IX

FINANCIAL

Section 1: All contracts or other legal instruments pertaining to the business of the BPA shall be copied to the SCHOOL CFO. All requisitions for payment of money shall be approved by the President or the Treasurer.

Section 2: The BPA shall have no authority to incur or to contract for any liability, other than that in the approved budget, without the written consent of the Executive Board and the Head of School.
Section 3: All funds received by this BPA shall be held by the SCHOOL in a separate BPA account and shall be the property of the SCHOOL, subject to authorized disbursement for costs and disbursements of the BPA and shall be used only for the benefit of the SCHOOL.

Section 4: The BPA shall not loan money or make a gift of money to any person or organization.

ARTICLE X

AMENDMENTS

These Bylaws may be amended at any general meeting by a two-thirds vote of the members’ present, previous notice having been given in writing and made available to the members.

ARTICLE XI

STANDING COMMITTEES

Section 1: Each committee shall have a chairperson, co-chairperson as needed, and select members as needed.

Section 2: Chairpersons of committees shall be appointed for a term of one (1) year.

Section 3: There shall be the following Standing Committees:
A) *Book Fair Committee* shall work with the librarian to execute a fundraising event to benefit the library. The accounting records shall be submitted to the Executive Board.

B) *Bylaws Committee*

1) Bylaws Committee shall be comprised of the current President who serves as Chairperson; members of the Exec Committee, and at least two other members appointed by the Chairperson.

2) The duty of this committee is to periodically review the bylaws of the BPA and suggest amendments, as necessary, by March 1 of each academic year.

3) The committee shall present to the Head of School any proposed changes or amendments to the Bylaws.

C) *Fall Festival Committee* plans and executes a fall social event for the Barstow community.

D) *Kindergarten/Senior Committee* plans and executes the traditional spring program.

E) *Teacher Appreciation* – Schedules and coordinates two teacher appreciation luncheons first semester and two during second semester. Also schedule coordinate teacher appreciation week. One of the second semester luncheons is held during this week.

F) *Volunteer Service Days* – Schedule and coordinate volunteer opportunities for students at Barstow during days off; MLK and/or President day and other possible opportunities.

G) *8th Grade Celebration* – Coordinate with the head of middle school the reception that is held in the dining hall after the program for parents and eight grade students.

ARTICLE XII

CERTIFICATE
We, the undersigned, certify that we acted as Chairperson and Secretary, respectively, of a meeting of the BPA held on the 2nd day of February, 2018, at which the foregoing bylaws were duly adopted as and for the bylaws of the BPA and further certify that these bylaws constitute the bylaws of the BPA.

Barbara Onyszchuk
_____________________________  
Chairperson(s)

Caroline John
_____________________________  
Secretary

Dated: February 9th, 2018  
Dated: _______________________, 2018