

## Parents' Association Handbook 2018-2019

### **Welcome from the Parents' Association**

Dear BB&N Parents,

Welcome to the BB&N Parents' Association (PA) and the 2018-2019 school year. Working within and across our individual campuses, the Parents' Association aims to promote a strong sense of community and inclusivity among all parents and with the School. Parents play a crucial role in promoting a positive environment for our school and our children.

The BB&N webpages and the PA handbook provide additional information on the PA's role at BB&N, its structure, and its mission. This section also lists many of the volunteer opportunities available to BB&N parents/ guardians, and serves as a resource to all who wish to make a difference by contributing their time and talents. Our hope is that every BB&N parent/ guardian will find some way to volunteer this year in support of our community. If you are interested in any of the volunteer opportunities, please reach out to the contact person listed. Each parent's involvement serves to strengthen our community and to enhance the educational and social experience for our children.

As president and vice president of the BB&N Parents' Association, we are committed to facilitating clear communications between parents, faculty, staff, and the BB&N administration. One of our most important tasks is keeping you informed about PA and school events and activities. Through our weekly campus e-newsletters and periodic events (such as parent coffees), we communicate both about current happenings at school and other important relevant topics.

The PA works closely with our many parent affinity groups: the MPA (Multicultural Parent Alliance), CGSA (Community Gender & Sexuality Alliance), 4As (Association for Asian and Asian-American Parents), SAPA (South Asian Parent Alliance), HFA (Hispanic Families Affiliation), and PRE (Parents for Racial Equity). Together we offer a multitude of opportunities to become engaged with the many diverse groups and committees at work in our community. Whether you have an affinity with these organizations or are looking to celebrate the diversity at BB&N, we encourage you to participate with these amazing groups.

Your support is crucial to the vitality of BB&N and your efforts are greatly appreciated. We look forward to supporting and celebrating the BB&N community with you.

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### **BB&N Parents' Association Mission Statement**

The purpose of the Parents' Association (PA) is to help maintain a strong, cooperative parent community and to support BB&N's mission. It provides opportunities for all parents to be involved, encourages communication between parents and the School, and connects parents through its network of class representatives and programs.

### **PA Purpose**

The PA organizes activities for BB&N students, parents, faculty and staff of the School. To volunteer, please see the Volunteer Opportunities and contact information.

All parents and guardians of BB&N students are automatically members of the PA and are encouraged to participate. The Campus VPs and Assistant VPs recruit representatives for each grade from a pool of parents who express a desire to volunteer. Campus VPs hold meetings regularly at each of the three campuses to consider matters of general interest. These meetings are open to all parents.

The annual BB&N Circus, held in May, is a fundraiser for All-School Financial Aid. While the Circus takes place on the Lower

School campus and attracts mainly LS students, all parents and Middle and Upper School students are urged to volunteer for this exciting and important fundraiser.

The PA sponsors and/or supports the following traditional events throughout the School year:

- Family picnics, ice cream get-togethers and other social activities;
- Dances and social events for students;
- Faculty appreciation events and support for faculty enrichment programs;
- Informal dinner gatherings for parents;
- Cultural events and guest speakers;
- Regular meetings, e-newsletters and communications;
- Yearbook, closing ceremony, and the ski trip (MS);
- Skating parties and bingo nights (MS and LS);
- Concerts, performances, affinity gatherings, Valentine's Day, Halloween (US);
- One School One World
- BB&N Circus to support Financial Aid;
- Support of the BB&N Fund and Senior Gift campaigns;
- Support of parent representatives and groups that welcome new families and enhance community-building efforts;
- Support of the School's Community Service and Arts Programs;
- Sale of BB&N Products: community members can show school spirit by purchasing athletic wear, outerwear, headwear, and other novelty items.

## **Bylaws of the Buckingham Browne & Nichols Parents' Association (Revised June, 2018)**

### ***ARTICLE I***

**PURPOSE** –The purpose of the Parents' Association (PA) is to help maintain a strong, cooperative parent community and to support BB&N's mission. It provides opportunities for all parents to be involved, encourages communication between parents and the School, and connects parents through its network of class representatives and programs.

### ***ARTICLE II***

**Section 1 – MEMBERSHIP** – All parents or guardians of BB&N students are members.

**Section 2 – DUES** – Families will be billed Parents' Association annual dues on their tuition bill in the amount of \$50 per student, not to exceed \$100 per family. All PA dues are voluntary. Dues will cover the operating budget for the PA organizations on all three campuses as well as the operating expenses for the PA Executive Board. Changes to this structure or the dues amount must be approved by the Administration and the Finance Committee of the Board of Trustees.

**Section 3 – BUDGET** – The Treasurer of the Executive Board will oversee the preparation and accounting of the PA budget. Campus treasurers will report to the PA Treasurer each month to account for all expenses confirmed by receipts and to affirm that the campus expenses are within the budget.

**Section 4 – FUNDRAISING** – The Parents' Association Parent Leadership coordinates the annual BB&N Circus and silent auction with profits supporting The BB&N Fund for Financial Aid and/or Faculty Enrichment. All additional fundraising initiatives will be presented to and approved by the PA Executive Board and BB&N Office of External Affairs in accordance with the *Guidelines for Parent Initiatives*.

**Section 5 – June 2017 - BB&N Knights Sale Committee** – A parent-run committee to develop and oversee production of BB&N apparel & products for an annual Knights Sale. The purpose is to provide the BB&N community with opportunities to purchase branded merchandise. It is an independently run parent initiative with guidance provided by the Parents' Association Liaison. The Executive Treasurer will periodically review the committee's financial activity and expense reports, and serve as the authorized signer on the account for all related transactions. The BB&N Knights Sale Committee agrees to manage operations/control inventories responsibly without financial support from the Parents' Association.

### ***ARTICLE III***

**Section 1 – STRUCTURE** – The Parents’ Association Executive Board officers shall include the President, Executive Vice-President, Secretary, Treasurer, two Vice-Presidents, and two Assistant Vice-Presidents for each campus, one Representative for the Multicultural Parent Alliance (MPA), one Representative for the Community Gender & Sexuality Alliance (CGSA), one Representative for the Association for Asian and Asian-American Parents (4As), one Representative for the South Asian Parent Alliance (SAPA), one Representative for Parents for Racial Equity (PRE), one All-School Athletic Liaison, one All-School Arts Liaison, and one All-School Communications Coordinator. There are 24 voting members of the Parents’ Association Executive Board. The Executive Vice-President and the campus Assistant Vice-Presidents automatically assume the positions of President and campus Vice-President the following year.

**Section 2 – NOMINATING COMMITTEE** – The committee shall consist of Head of School (or Designee), three campus directors, the Assistant Head for External Affairs, and the Parents’ Association Executive Board. The committee chair is the current Executive Vice-President of the Parents’ Association. Nominations may be submitted to anyone on the committee by any member of the Parents’ Association or the school or administration. The committee will follow the *Guidelines for Parents’ Association Executive Board Nominations*. A slate of candidates to fill positions for Executive Vice-President, Secretary, Treasurer, Assistant Vice-Presidents for each of the Lower, Middle, and Upper Schools, All-School Parent Athletic Liaison, and All School Communications Coordinator will be submitted to the Nominating Committee for a vote. The positions of MPA, 4As, CGSA, SAPA and PRE representatives will be submitted by those parent groups to the Director of Multicultural Affairs and Head of School (or Designee). The Nominating Committee may convene to fill vacancies as they occur during the school year.

**Section 3 – MEETINGS** – The Parents’ Association Executive Board will meet no fewer than six times during the school year, September to May, with the non-voting BB&N staff member serving as the Parents’ Association Liaison (or Designee). The campus Vice-Presidents shall conduct meetings at the Lower, Middle, and Upper Schools with the respective campus Directors open to all members of the Parents’ Association.

#### **ARTICLE IV**

**Section 1 – PRESIDENT** – The President presides at all Executive Board meetings and prepares an agenda prior to each Executive Board meeting. The President, with the Executive Vice-President and support from any other Executive Board members, solicits and appoints parent leaders and event chairs as needed. The President shall be an ex-officio member of all committees and shall sit on the Board of Trustees of the School during the term of office, according to the Bylaws of the Board of Trustees.

**Section 2 – EXECUTIVE VICE-PRESIDENT** – The Executive Vice-President assists the President in all duties and conducts business in the absence of the President. The Executive Vice-President along with the President and support from any other Executive Board members, solicits and appoints parent leaders and event chairs as needed. The Executive Vice-President supports Parent Leaders serving on standing committees, reviews each project or event, checks with Parent Leaders throughout the planning process to make sure the Parent Leaders are aware of the budgets and staying within those budgets, and submit reports at the end of the year to the PA’s Secretary. The Executive Vice-President serves as the chair of the Nominating Committee. The Executive Vice-President shall serve as Parents’ Association President the following year.

**Section 3 – EXECUTIVE TREASURER** – The Executive Treasurer oversees the preparation and accounting of the PA budget and interfaces with the Business Office on financial matters pertaining to the PA’s budget and annual dues. The Treasurer works with the campus PA treasurers and the campus Vice Presidents to review a monthly accounting of expenses verified by receipts to assess that each campus is operating within its budget.

**Section 4 – EXECUTIVE SECRETARY** – The Executive Secretary shall keep minutes of all meetings of the PA Executive Board. The Secretary shall submit a file of minutes and all relevant PA reports and communications to the BB&N staff Parents’ Association Liaison at the end of the year.

**Section 5 – VICE-PRESIDENTS OF UPPER, MIDDLE, AND LOWER SCHOOLS** – The campus Vice-Presidents (VPs), working with Assistant Vice-Presidents, solicit parent volunteers for all leadership positions on their campus. VPs prepare an agenda in conference with the respective campus Director before periodic parent meetings and preside over meetings and programs open to Parents’ Association members. VPs collect reports from all Parent Leaders and review each project or event, check with Parent Leaders throughout the planning process to make sure the Parent Leaders are aware of budgets and staying within those budgets, and submit all reports at the end of the year to the PA’s Secretary. VPs work with campus treasurers and the PA Treasurer to make sure a monthly report is filed with the PA treasurer.

**Section 6 – ASSISTANT VICE-PRESIDENTS OF UPPER, MIDDLE, AND LOWER SCHOOLS** – The campus Assistant Vice-Presidents (AVPs), working with VPs, solicit parent volunteers for all leadership positions on their campus including but not limited to classroom or grade Head Representatives, parent leaders, and event chairs. AVPs coordinate communication with parents on the campus. AVPs work with the all-school and campus communication coordinators in accordance with communication policies. AVPs conduct all business in the absence of the VPs and prepare for the position of VP in the following year.

**Section 7 – MULTICULTURAL PARENT ALLIANCE (MPA) REPRESENTATIVES** – One MPA representative serves as a voting member of the Parents’ Association Executive Board. The MPA Representative reports activities and information between the MPA and the Parents’ Association Executive Board.

**Section 8 – COMMUNITY GENDER & SEXUALITY ALLIANCE (CGSA) REPRESENTATIVE** – One CGSA parent representative serves as a voting member of the Parents’ Association Executive Board. The CGSA Representative reports activities and information between the CGSA and the Parents’ Association Executive Board.

**Section 9 – ALL-SCHOOL COMMUNICATIONS COORDINATOR** – One All-School Communications Coordinator serves as a voting member of the Parents’ Association Executive Board. The Communications Coordinator works with campus coordinators and campus AVP’s to distribute electronic information to parents. The Coordinator reports activities and information to the Parents’ Association Executive Board.

**Section 10 – ALL-SCHOOL PARENT ATHLETIC LIAISON** – One All-School Parent Athletic Liaison serves as a voting member of the Parents’ Association Executive Board. The Athletic Liaison works with the Athletic Director and parents of team captains (or designees) to facilitate communication between the School and parents. The Liaison also helps to coordinate events. The All-School Parent Athletic Liaison works with Upper and Middle School Parent Liaisons to schedule a parent meeting with the Athletic Director and Coaches in the Fall. The Liaison reports activities and information to the Parents’ Association Executive Board.

**Section 11 – ALL-SCHOOL PARENT ARTS LIAISON** – One All-School Parent Arts Liaison serves as a voting member of the Parents’ Association Executive Board. The Arts Liaison works with the parent coordinators for: Visual Arts, Performing Arts, Musical Arts (Chorale, Orchestra, and Jazz) and the faculty on each campus for those disciplines to facilitate communication between the School and parents. The Liaison also helps to coordinate events. The Liaison reports activities and information to the Parents’ Association Executive Board.

**Section 12 - June 2014 – NEW PARENT GROUPS** – Group must be All-School in order to request eventual funding from the PA Exec Board. May have only one or two co-chairs. Per the bylaws, voting parent groups include the MPA, CGSA, 4As, SAPA and PRE. Non-voting parent groups will be invited to four of the eight PA Executive Board meetings throughout the year. After tracking expenses during first year, group may request funding from campus VP. After second year of existence, group may request funding from the PA Exec Board in the form of a vote on a budget.

**Section 13 – June 2015 – ASSOCIATION FOR ASIAN AND ASIAN-AMERICAN PARENTS (4As)** One 4As parent representative serves as a voting member of the Parents’ Association Executive Board. The 4As Representative reports activities and information between the 4As and the Parents’ Association Executive Board.

**Section 14 – June 2018 – PARENTS FOR RACIAL EQUITY (PRE)** One PRE parent representative serves as a voting member of the Parents’ Association Executive Board. The PRE Representative reports activities and information between PRE and the Parents’ Association Executive Board.

**Section 15 – June 2018 – SOUTH ASIAN PARENT ALLIANCE (SAPA)** One SAPA parent representative serves as a voting member of the Parents’ Association Executive Board. The SAPA Representative reports activities and information between SAPA and the Parents’ Association Executive Board.

**Section 16 – TERMS OF OFFICE** – The term of all officers of the Parents’ Association Executive Board shall be from July 1st through the following June 30th.

#### ***ARTICLE V***

**Additional Parent Leadership Positions** – Parent Leaders are solicited from the entire parent community and report to the appropriate campus Vice-Presidents or the Executive Vice President. Roles include, but are not limited to Parent Representatives, Grade Head Reps, Event Chairs, BB&N Knights Sale and other leadership positions as they are identified. Parent Leaders recruit parent volunteers and are given a budget to follow. Parent Leaders must submit a report to the appropriate Vice-Presidents and Treasurers describing the project or event and an account of the money spent and gifts received or donated versus the project or event’s budget. Each Parent Leader is responsible for knowing the budget for their project or event, for keeping expenses within the budget, and reporting all expenses within a month following the project or event to the appropriate treasurer. These Parent Leaders work with BB&N campus directors, grade deans, and department chairs to support student activities, build community and celebrate achievement.

#### ***ARTICLE VI***

**AMENDMENTS** -- These Bylaws may be amended by a majority vote of the Parents’ Association Executive Board and approved by the Head of School (or Designee).

## **Guidelines for Parent Initiatives**

Parent Initiatives should be presented to the campus PA, initially to campus Vice Presidents and then at a general parents' association meeting. Ideas for grades should be brought to Grade Head Reps, ideas for a campus should be brought to the campus VP, and ideas for all-school events should be brought to the PA President. PA leaders will inform the director of the appropriate campus about initiatives as they are discussed.

Initiatives may include:

- Social or recreational events for a grade or campus
- Fundraising in support of outside causes
- Parent events for a class, grade, or parent group
- Strategies to address areas of parental concern

If a VP or Grade Head-Rep does not present the initiative for discussion, a parent may appeal this decision to a higher level of the PA or the PA President.

Parents should communicate with campus directors to express ideas or suggestions about academic experience, facilities, curriculum, student support services, co-curricular activities, extra-curricular offerings. Parents should communicate with the External Affairs office about BB&N fundraising ideas or suggestions. These areas are outside the scope of the PA.

The PA serves as a forum for discussion about parent ideas, but only the School is responsible for identifying, approving, and implementing actions. PA events must be scheduled through the school calendar committee and require school approval for the use of facilities. Private social or recreational events, initiated by parents, are outside the scope of the PA. No private event may be characterized as a School or PA activity. No school communications may be used to inform parents of private initiatives. Students should work with and receive approval from their faculty advisors before approaching PA for parent support.

**\*\*\*\*\*End of Bylaws\*\*\*\*\***

## **Guidelines for Nominating PA Executive Board Officers and Soliciting Campus Volunteer Leaders**

The Nominating process begins in February. If you would like to be a candidate or nominate another parent, contact the PA Executive Vice-President. Every BB&N parent is encouraged to nominate candidates for the Executive Board or to self-nominate for any position. Note the position of Executive Board President is filled by the current Executive Vice President, and the positions of campus VP's are filled by the current Assistant VP's.

The names of current Executive Board Officers are at the end of this section; please contact any officers to learn more about the responsibilities of serving.

Executive Board Officers responsibilities include:

- Represent the PA in a constructive and positive manner;
- Observe established operational policies and Community Standards;
- Set goals for the School year;
- Prepare for and attend monthly Exec. Board Meetings Sept.-June;
- Develop future Board Members and participate in nominating process;
- Oversee and maintain the PA's budget;
- Review and accept Executive Board meeting minutes.

Campus Vice Presidents' and Assistant Vice Presidents' responsibilities include:

- Foster a positive and inclusive parent community;
- Cultivate PA leaders and maintain a record of all campus volunteers;
- Meet monthly with campus Director to set meeting agenda and to discuss campus issues and initiatives;

- Schedule regular PA meetings and events with campus Directors;
- Solicit and train parent volunteers for standing committees and events;
- Guide volunteers to set appropriate goals and to plan campus events;
- To understand and maintain approved budgets;
- To keep a record of expenses, donations, and tasks for each event;
- Communicate with parents through BB&N Communication's department according to policies.
- Present a campus report at each Executive Board Meeting.

See PA Bylaws for specific officer job descriptions.

### **Avenues for Gathering Information**

- BB&N provides numerous avenues of communication between parents and the School:
- BB&N's main web site is [www.bbns.org](http://www.bbns.org). The site has an up-to-date and extensive event section, general and current information about the School, and areas devoted to academic programs, the Parents' Association, and Admission. Additionally, <http://go.bbns.org> is a password-protected area for internal communication between faculty, students, and parents.
- The website's News page, The Bulletin magazine, emails sent periodically by the School, and e-newsletters sent by the Parents' Association are several avenues by which news, announcements, and important updates are shared.
- Forums are held regularly at each campus to provide an opportunity to meet other parents as well as to discuss issues of child development.
- The annual Back-to-School evenings offer parents an opportunity to learn about curriculum from each of their child's teachers.
- Parent conferences can be scheduled at any time, by the parents or by the School.
- The individual class Parent Representatives, a sub-group of the Parents' Association, is another avenue of communication. In addition, there are meetings during the year of the Parent Groups.
- The Upper School student newspaper, The Vanguard is published six times per year.
- BB&N reserves the right to use students' images and names in School publications and websites. If you wish to restrict the potential appearance of your son/daughter within School publications, please email [communications@bbns.org](mailto:communications@bbns.org). (This applies to all except The Vanguard.)