

GESPA Bylaws
Revised 2024

Article I. NAME

The name of this Association shall be the Grace Episcopal School Parents Association (the "GESPA").

Article II. PURPOSE/MISSION

The GESPA supports the Grace Episcopal School's (the "GES" or the "School") philosophy, programs and activities for the benefit of all GES students.

The GESPA is formed and constituted as an integrated auxiliary of the GES, and not as a separately incorporated legal entity. The GESPA exists to:

1. facilitate communication, forge partnerships and foster a close relationship between the GES parents/guardians and the faculty and administration concerning School affairs and developments;
2. create a welcoming School community by providing parent/guardian volunteer opportunities and encouraging parent/guardian involvement in school programs, education, and fundraising;
3. promote School spirit; and
4. actively manage a robust program of outreach and events, including fundraising efforts coordinated with the Development Office, in support of the School, its mission, strategic and operational goals, and any special School projects or School sponsored functions.

Article III. MEMBERSHIP

Section 1: Membership, Dues & Voting

1. All parents and/or guardians of enrolled GES students are automatically GESPA Members ("Member," "Members," or "Membership").
2. Funds to administer the GESPA shall be raised via particular program registration or participation fees (including room dues which are submitted at the beginning of the school year to cover each family's participation in teacher appreciation, Valentine and Halloween parties and other events coordinated by the Room Parent), fundraising efforts, and via donations. GES provides the GESPA with a foundation budget at the beginning of the year to be used on events throughout the school year.
3. Each Family shall be entitled to one (1) vote. Except as otherwise provided in these bylaws, a majority of votes cast by Members shall decide any issue submitted by the

Executive Committee for vote. Votes on such issues shall take place when a quorum (at least five (5) percent of the GESPA Membership) takes part.

Section 2. Notice of Member Meetings

The tentative dates and times of at least two in person GESPA meetings shall be listed in the School calendar which is distributed to all GES families at the beginning of each School year. Such notice shall constitute the minimum standard of adequate notice to the Members. Virtual meetings may be added as needed and should be publicized at least two weeks before the meeting.

Notices of meetings shall be posted on the GES website, conveyed via the Weekly Grace , and disseminated to GESPA Members via other mechanisms as may be deemed appropriate and necessary by the President in the administration of his/her duties.

Notice of a change in planned meeting dates must be given at least three (3) days in advance by e-mail and posting on the GES website; in the case of an emergency cancellation, notice shall be given as soon as possible by e-mail and posting on the GES website.

Section 3. Procedure

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the GESPA in all cases where applicable and where such rules are not in conflict with the GESPA bylaws.

Section 4. Budget

The GESPA Budget is coordinated by the Executive Committee and reviewed by the GES Head of School and Finance Director. Funds are available to GESPA for the entirety of the school year. Additional funds will be added through class dues, event registration and income and other fundraising efforts. Any unused funds will roll back into the GES budget at the end of the school year.

Article IV. OFFICERS AND SUPPORT ROLES

Section 1. Personnel

GESPA Officers (the "Officers," the "Executive Committee,") are the:

- a. President;
- b. Vice President ;
- c. Secretary/Treasurer; and
- d. Outreach/Volunteer Chairperson

GESPA Support Roles;

- a. Room Parents support the overall purpose of GESPA and serve as a liaison between the Executive Committee and general body; and
- b. Program and Committee Chairs support specific initiatives or events for GESPA and GES and are selected by the Executive Committee or volunteer opportunities.

Section 2. Duties of Personnel (Officers and Support)

A. President

a. The President shall:

- i. supervise the business and other affairs of the GESPA, including directing the disposition of GESPA funds in close cooperation with the GESPA Officers, GESPA Members and the School;
- ii. act as a liaison between GESPA and the the Head of School and GES Administration;
- iii. preside over, and set the agenda for, all meetings of the GESPA and the Executive Committee;
- iv. with the Executive Committee, appoint program chairs and committee members, as needed, to carry out the goals of the GESPA;
- v. attend all School Board Meetings as a Member of the School Board, regularly report to the School Board on the activities and affairs of the GESPA, and perform any and all additional duties that may be requested in furtherance of his/her position on the School Board. Additionally, the President serves as a member of the School Board's Development & Fundraising Committee;
- vi. perform such other duties as may be prescribed by these bylaws or deemed appropriate to conduct the business of the GESPA;
- vii. coordinate the work of the GESPA Officers, program chairs, committee members, room parents, and other Members in furtherance of the GESPA's stated purpose;
- viii. provide all records, including those of Secretary/Treasurer, to the President-Elect by 30 June; and
- ix. provide informal advice and counsel to the new slate of GESPA Officers.

B. Vice President/President-Elect

a. The Vice President/President-Elect shall:

- i. assume the duties of the President in the absence of the President;
- ii. assist the President and/or the Executive Committee when requested to do so or as necessary; and
- iii. Receive the right of first refusal to serve as President for the term following his/her time serving as Vice President; and
- iv. draft and distribute all GES Administration and Specials appreciation and support items from GESPA.

C. Secretary/Treasurer

a. The Secretary/Treasurer shall:

- i. record the minutes of all GESPA, Executive Committee and other meetings called by the President;
- ii. provide the minutes of the aforementioned meetings in draft to the Executive Committee for their review and approval, and upon finalization to the President for timely dissemination to the Membership and archiving;
- iii. perform any and all duties of the office of Secretary/Treasurer;
- iv. assist the President and/or Executive Committee as is necessary; and
- v. at the end of the term, and prior to 15 June, shall provide all records to the President;
- vi. prepare the annual GESPA budget in coordination with the Head of School, Director of Finance, GESPA President and with the assistance of the incoming and outgoing Officers - the budget shall be presented at the first GESPA meeting of the school year;
- vii. monitor the budget, prepare and deliver periodic oral and/or written reports of receipts and expenditures to the GESPA and Executive Committee at their meetings, or when requested by the President;
- viii. provide all GESPA records as requested by the School's accounting officials, including in support of the annual GES budgeting and audit processes; and
- ix. assist the President and/or the Executive Committee as necessary.

D. Outreach/Volunteer Chairperson

a. The Outreach Chairperson shall:

- i. Connect GESPA members with GES Volunteer opportunities and activities that fulfill the members interest and time allotment;
- ii. Communicate with event organizers and GESPA Members which includes finding volunteer opportunities for GESPA Members when needed by organizers;
- iii. Support and empower event organizers which includes being involved or in the know of what the overall plan is so needed roles may be filled;
- iv. Follow up with volunteers with thank you notes and garner feedback on the events; and
- v. Attend Executive Meetings and provide feedback on Executive Committee Initiatives.

E. Room Parent(s)

a. The Room Parent(s) Shall:

- i. Serve as a liaison between GESPA, assigned class parents and teacher;

- ii. Share information and promote the work of GESPA within the school and community;
- iii. Set up an email distribution list for advising parents of school or class activities. Contact this list at least monthly with additional contact as needed; and
- iv. Make every effort to attend GESPA meetings (or review GESPA Meeting notes) and share meeting information with parents.

F. Program and Committee Chairs

a. Program and Committee Chairs Shall:

- i. Coordinate and plan their program event or assignment as requested by GESPA Executive Committee;
- ii. Share information and provide feedback connecting GESPA Executive Committee and GESPA Members;
- iii. Execute specific event or program focused initiative with the assistance of GESPA Executive Committee and GES Administration as needed; and
- iv. Report to GESPA Executive Committee and GES Administration.

Section 3. Qualifications of Officers

The GESPA Officers shall be the parents or guardians of currently enrolled GES students who are active members of the GESPA and have a demonstrated record of volunteer involvement and achievement at GES.

Section 4. Nomination & Selection of Officers & Support Roles

A. Executive Officers (President, Vice President, Secretary/Treasurer and Outreach Chairperson)

- a. During the first quarter of the calendar year (January/February) the Executive Committee will call for nominations for GESPA Officers for the upcoming school year. Those already serving on the Executive Committee may choose to continue serving if their term does not expire or they may choose to shift to another role or they may choose to open their position entirely.
- b. Interested parties may declare their intentions to be considered for a position within GESPA by completing a declaration form that will be available in February. Nominations may also be garnered through personal knowledge of a commitment to Grace as well as nominations by current GESPA Executive Committee members, the Administration and Room Parents or Grace Parents in general.
- c. The nominated/interested parties will be presented at the Spring GESPA Meeting for review and a final vote will occur for the entire school via online submission no later than May 15. The options will be presented as a Yay/Nay slate unless

there are multiple candidates presented in which case individual positions will be voted on.

d. Each family will be allocated one vote for GESPA Executive Committee voting.

B. Support Roles (Room Parents and Program and Committee Chairs)

- a. During April/May the Executive Committee, current Room Parents, current Committee Chairs and Administration will begin the process of finding GESPA Members who may be interested in serving in a volunteer Room Parent or Committee Chair role for the following school year.
- b. Current Room Parents and Committee Chairs will be given the right of first refusal or the option to shift to another class or role within GESPA.
- c. Current and Executive Committee Elect Members may assist in asking and coordinating these roles, trying to best serve the GESPA Community and allowing everyone the opportunity to serve if they would like to.

Section 5. Officers' Term of Office

All Executive Committee Officers shall have the option to hold office for a term of two (2) consecutive terms commencing on 1 July and ending on 30 June. No Officer shall hold more than one GESPA leadership position at a time, unless the Executive Committee approves an exception.

Upon the expiration of the Officers' term of office or in case of resignation or incapacity, each Officer shall relinquish all official GESPA books, records and other materials to the current or incoming President, as may be appropriate.

Section 6. Vacancies

If for any reason a vacancy occurs in the office of the President, the Vice President (President-Elect) shall assume the office of President.

Any other Officer or leadership vacancy may be filled by appointment by the President, either for the unexpired portion of the term or until such date as a successor is elected by majority vote of the assembled members at a regular or special meeting called specifically for the purpose of filling the vacancy.

Section 7. Removal

Any GESPA Officer, program chair, committee member, room parent, or other Member serving in any leadership capacity, may be removed from the GESPA and relieved of his/her duties by affirmative vote of the majority of Members in attendance at any regular or special meeting called for that purpose.

The Head of School and GES Board of Directors may also request a vote of termination of an officer by affirmative vote of the majority of Members in attendance at any regular or special meeting called for that purpose.

Reasons for removal shall include, but are not limited to, nonfeasance, malfeasance or misfeasance, conduct detrimental to GES or the GESPA or any conduct unbecoming of an Officer, as well as for refusal to render reasonable assistance in carrying out the duties and objectives of the GESPA.

Any GESPA Member subject to removal is entitled to a minimum of five (5) days written notice of the meeting at such time removal is to be voted upon. Said Member shall be entitled to apply and be heard by the Members present at such meeting prior to the vote concerning removal.

Article V. THE EXECUTIVE COMMITTEE OVERALL ROLES AND DUTIES

Section 1. Members

The Executive Committee Officers set forth in Article IV Section 1 above shall constitute the GESPA Executive Committee .

Section 2. Executive Committee Meetings

The Executive Board shall meet at such time and place as the President may designate,

Section 3. Duties of the Executive Committee

The Executive Committee shall act for, and in the name of, GESPA in all matters where it is authorized to do so by these bylaws, including but not limited to matters delegated to it by action of the Members at meetings, and to transact any and all necessary or expedient business of the GESPA between GESPA meetings,

Specifically, and as stated above, the Executive Board is also empowered to nominate officers each spring in a timely fashion so as to ensure the smooth transition of leadership at the conclusion of the academic year.

Article VI. STATEMENT OF INCLUSION AND EQUITY

We represent parents, caregivers, educators and communities of all children, which enables us to best achieve GESPA's mission to make every child's potential a reality. Our collective backgrounds, perspectives and ideas allow us to best reflect the rich fabric of 21st century children, families, educators and community members—and create the strongest future and direction for our community.

To embody and live this belief, GESPA will:

- Acknowledge and appreciate individual ideas, knowledge and values that are different from our own.
- Seek out and learn from a diverse set of perspectives, skills and experiences, staying open to the unfamiliar and possibly uncomfortable.
- Actively recruit and elect a team of leaders who represent the school community.
- Support family units from less represented or resourced areas, backgrounds and perspectives.

Article VII. MISCELLANEOUS

Section 1. Effective Date of Bylaws

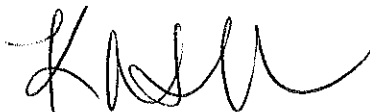
These bylaws, and any amendments thereof, shall take effect upon their approval by a majority vote of all GESPA Members present at the GESPA meeting where such a vote is taken.

Section 2. Amendment of Bylaws

These bylaws may be amended at any time and at any meeting of the GESPA at which a quorum (at least five (5) percent of the GESPA Membership) is present. Members shall be notified in writing via e-mail and via posting on the GES website at least two (2) weeks in advance of any vote to approve or amend the bylaws.

CERTIFICATION

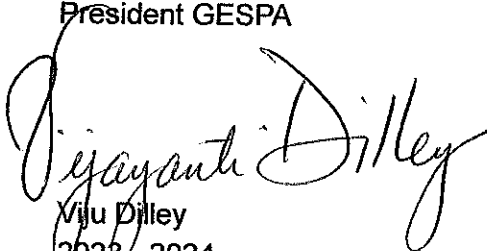
We hereby certify that the foregoing constitutes the bylaws of the Grace Episcopal School Parents Association as adopted at a meeting of the Membership on Monday, May 6, 2024.



Kati Deschler
2023 - 2024
President GESPA



Erin Kara
2023 - 2024
Secretary/Treasurer GESPA



Viju Dilley
2023 - 2024
Vice President GESPA



Lisa Tillinghast
2023 - 2024
Outreach/Volunteer Chairperson GESPA