

**BY-LAWS**  
**OF THE**  
**FISHER ISLAND DAY SCHOOL PARENT ASSOCIATION**

**Article 1: Name**

The name of the association shall be the “Fisher Island Day School Parent Association” (FIDSPA).

**Article II: Purpose**

The purpose of the FIDSPA shall be to work with the Fisher Island Day School (FIDS) Head of School or his/her designee in support of the school’s mission, goals, values, and activities and to promote cooperation and facilitate communication between FIDS and the parents/guardians of FIDS students. FIDSPA shall provide a framework and guidance for parents to support the school. FIDSPA shall sponsor events and activities involving parents and families that enrich the overall experience for FIDS families and strengthen the school community. See also, Article VII: Work of the Fisher Island Day School Parents Association.

**Article III: Membership**

- A. Members: All parents/guardians of students currently enrolled at FIDS shall be considered to be members of the FIDSPA.
- B. Financing of FIDSPA: Annual FIDSPA membership will be funded through the collection of dues. Currently, annual dues are \$200 per FIDS family. Any proposed increase to the annual dues must be requested by the FIDSPA Co-Chairs through the Head of School no later than October 31<sup>st</sup> in the school year preceding the effectuation of the increase. FIDSPA may augment its operating budget through activities that lend support to community-building, e.g., Breakfast with Santa.

Fundraising is not a function of FIDSPA. All FIDS fundraising is coordinated through the Development Office and may include the Annual Fund, Endowment, Gala, Capital Campaigns, and Scholarships. FIDSPA-sponsored events—such as Breakfast with Santa—may generate revenue; however, such revenue is used to cover the cost of the community-building event. The FIDSPA will be enlisted to support the fundraising initiatives approved by the Development Office.

In FIDS’s sole discretion, all financing of the FIDSPA shall be held by FIDS, on behalf of FIDSPA, for the specific purpose of supporting activities and events to be sponsored by FIDS. FIDSPA funds will be included in FIDS’s annual accounting review by an outside auditor. As part of FIDS,

the FIDSPA will be included under FIDS's non-profit 501(c) 3 and tax-exempt statuses. FIDSPA shall conform to all accounting practices and timelines in effect at FIDS.

The financing of FIDSPA is intended to provide FIDSPA with an ongoing annual operating budget to support parent and family activities sponsored by FIDSPA. To the extent that such monies are deemed insufficient to cover the cost of said activities, FIDS may, at its sole discretion, provide additional financial support.

#### **Article IV: Governance**

FIDSPA shall be considered part of FIDS and, as such, shall be considered a branch of FIDS and not independent of the school. Notwithstanding these By-Laws, all actions or activities undertaken and decisions made by the FIDSPA and its representatives, including, but not limited to, any alterations, amendments, or repeal motions concerning these By-Laws, shall be deemed to be sponsored by, and subject to final approval-by, the FIDS Board of Trustees.

The Officers shall be responsible for conducting the general business of the FIDSPA and shall, minimally, consist of the following:

- Co-Chairs (2) – The Co-Chairs shall work together to set agendas for, and officiate at, meetings of FIDSPA. The Co-Chairs are ambassadors for the school; they shall serve as the primary parent representatives and liaisons of the FIDSPA and the FIDS administration. The Co-Chairs shall set the FIDSPA agenda for the year, oversee general management of the FIDSPA, and work closely with the Head of School or his/her designee. Additional Officer roles may include Secretary and Treasurer. As leaders within the greater FIDS community, the Co-Chairs and Officers shall conform to FIDS's faculty dress code when conducting the business of FIDSPA.

Parent Representatives: At least one parent from each grade level at FIDS shall volunteer as Room Parent for each class. The Room Parent will serve as a FIDSPA Parent Representative and will be responsible for attending all FIDSPA meetings, communicating information about the FIDSPA to their respective constituents, and coordinating at least three community-building social events (Fall, Winter, & Spring) for the parents in the class each Room Parent represents. See Exhibit A: FIDSPA Room Parent Responsibilities and Guidelines. Parent Representatives are not Officers.

Committee Chairs: As needed, the Co-Chairs may enlist FIDSPA members to chair various committees on an ad hoc or standing basis. Committee Chairs are not Officers.

Terms of Office: Co-Chairs shall hold a term of office from July 1<sup>st</sup> through June 30<sup>th</sup> of the applicable school year. Co-Chairs may be appointed, separately or together, for one or more continuation terms of office. Additional Officers and Parent Representatives shall serve for one (1) year. All Officers are elected; Parent Representatives serve as a de facto consequence of their Room Parent affiliation.

Eligibility: Any FIDSPA member is eligible for consideration for an open Officer position except for a FIDS Trustee or a FIDS Employee.

Initial Appointment of Officers: Once the FIDS Board of Trustees adopts the FIDSPA By-Laws, the Board of Trustees will have 90 days to appoint the FIDSPA Co-Chairs. Once operational, FIDSPA will follow the procedures outlined in By-Laws, Article VI: Appointment of Officers for the selection of Officers.

Voting: A majority vote of the members present at a duly-noticed meeting of the FIDSPA will suffice as a quorum.

### **Article V: Meetings**

There will be at least four (4), but not more than eight (8), general meetings per school year. Meetings may not be scheduled during the months of June, July, August, and December. The Annual Meeting shall be the last meeting convened each school year. The purpose of the Annual Meeting will be to provide a recap for the year, review the budget, elect Officers if needed, and to discuss plans for the next school year.

FIDSPA Meetings shall:

- be announced at least two (2) weeks prior to date of meeting; preferably calendared in advance for the entire school year;
- be open to all members of the FIDS community;
- be held at times and in places that are convenient to the FIDS community;
- include refreshments suited for the time of day the meeting is being held;
- commence promptly at the designated start time;
- include an agenda, which has been reviewed in advance by the Head of School;
- be open to all FIDSPA members; and
- be led in a professional manner by one or both Co-Chairs.

### **Article VI: Appointment of Officers**

Any FIDS parent in good standing may be considered as an Officer in FIDSPA. No later than the Annual Meeting of FIDSPA each year, members may nominate other members for Officer roles or they may self-nominate. The Head of School will review the list of nominees and will select the candidate(s) from the slate to fill the open position(s).

Midterm Vacancies: In the event any Officer position shall become vacant midterm, the duties and responsibilities will be assumed by the remaining officers until such time as the procedures outlined in the By-Laws, Article VI: Appointment of Officers can be effectuated. If there is insufficient time in the school year to fill the vacancy pursuant to the By-Laws, or if both Co-Chair positions become vacant, the Head of School shall appoint one or more Officers to serve on an interim basis.

Removal from Office: FIDSPA Co-Chairs may be removed at the sole discretion of the Head of School. If applicable, other Officers may be removed by the Head of School in consultation with the Co-Chairs.

Failure to Act: If FIDSPA fails to act in a timely manner to ensure continuity of Officers through the procedures outlined in By-Laws, Article VI: Appointment of Officers, the Head of School may take action by appointing Officers or disbanding FIDSPA.

## **Article VII: Work of the Fisher Island Day School Parents Association**

Under the direction of the Co-Chairs, FIDSPA may undertake its work as a whole, through a committee structure, and/or as the work of individual members. Following are key areas of responsibility for FIDSPA:

- A. **Enrichment:** To suggest, organize, and be responsible for those programs that are extra to the school curriculum. To work closely with the head of school and staff and assist them when they request special programs for the children. Examples of Enrichment include the Thanksgiving Food Drive, school dances, service learning opportunities, and the Scholastic Book Fair.
- B. **Family Support:** To aid school families in crisis periods by sending cards, flowers, helping with meals, babysitting, etc. This work also includes liaising with new families, matching new families with existing mentor families and corresponding room parents.
- C. **Gala:** To provide support to FIDS's major annual fundraising events, including ticket sales, donation of auction items, sponsorship of event components, etc. The Gala is FIDSPA's sole fundraising endeavor.
- D. **Hospitality:** To coordinate events honoring students, parents, and special guests. This includes, but is not limited to, Grandparent's Day, Graduation Luncheon, and other occasions as deemed necessary by the Head of School.
- E. **Public Relations:** Promote FIDSPA by communicating to general membership about meetings, events, and accomplishments.
- F. **Teacher Appreciation:** To express appreciation and support for our faculty by arranging special breakfasts, luncheons, gifts, etc. during Teacher Appreciation Week.
- G. **Ways and Means:** To suggest, organize, and be responsible for all community-building projects of FIDSPA.

## **Article VIII: Communication**

FIDSPA shall work closely with FIDS's administration to ensure that all FIDSPA communications conform to FIDS's policies regarding formatting, timeliness, and privacy concerns.

## **Article IX: Amendment of By-Laws**

FIDSPA shall be considered part of FIDS and, as such, shall be considered a branch of FIDS and not independent of the school. Therefore, any alterations, amendments or repeal motions concerning these By-Laws shall be deemed to be sponsored by, and subject to final approval by, the FIDS Board of Trustees. No later than April 30<sup>th</sup> of each year, the FIDSPA Co-Chairs may bring forth, to the Head of School, suggested amendments to the By-Laws. The Head of School will review the proposed amendments and may include them for consideration by the FIDS Board of Trustees.

## Exhibit A:

### Fisher Island Day School Parent Association Room Parent Responsibilities and Guidelines

#### Philosophy:

- **Help the class according to the teacher's needs: Following the lead of your teacher is extremely important.** This is HIS or HER classroom. Teachers needs will vary. Please try to be very conscious of this. Some teachers will desire all the help they can receive, while others will only want help on occasion.
- **Share opportunities with all interested parents:** Sharing opportunities and duties with all interested parents as equitably as possible is also very important.
- **Recognize that parents have different levels of giving:** Some parents may have time to give, while others would prefer to give donations rather than time. You will have a wide and varied range of gifts and talents offered to you by the parents in your class. Try to use these gifts equitably as much as possible. **Most importantly remember that every parent can and usually wants to contribute in some way.** This will make your job much easier. In spite of your best efforts, there will be some volunteers who will feel overworked and underappreciated and others who will feel ignored and left out. Just try your hardest to be sensitive to your parents' feelings and try to include everyone in some way.
- **Provide enough advance notice to parent volunteers:** Always try to give volunteers adequate notification of events. Assuming that a working mother or father does not have the time to volunteer will limit your volunteer base. Most of these parents can and will take time off. Just remember that these volunteers will usually **need advanced notice** to arrange their schedules.
- **Keep parents informed of various meetings and encourage them to volunteer on committees:** Finally, you are a Parent Representative of the FIDSPA. Room parents are expected to attend FIDSPA meetings, and you will be asked to remind your parents of these meetings and encourage them to attend as well. Not only do we need the involvement of as many volunteers as possible, the meetings are a great way to keep up with what's going on at the School.

### **Basic Responsibilities:**

A room parent's basic responsibility is to help out in the classroom, as determined by the classroom teacher and in accordance with the guidelines set forth in the FIDS Parent/Student Handbook. Check with your teacher early in the year to find out what he or she sees as your role. When in the classroom, it is your job to be attentive to all students, making sure all feel included in each activity. It is a rewarding way to get to know your child's teacher and classmates. Other classroom duties include:

- Organizing at least three (3) social gatherings during the school year (Fall, Winter, & Spring), inclusive of all classroom parents to help build community. The selection of social gatherings should be sensitive to the varying financial resources of our community. Possible options:
  - Yoga/Brunch outing
  - Museum tour
  - Power Walk Around the Island
  - Shopping date
  - Spa day
  - Tea or lunch, etc.
- Being responsible for classroom celebrations by mobilizing parents and helping to set-up, serve and clean up at classroom celebrations (see additional details below);
- Assisting with field trips; special projects or events as requested/needed by the teacher; and
- Working with the FIDSPA to coordinate festivities and gifts during Teacher Appreciation Week.

### **Fisher Island Day School Parent Association Responsibilities/Duties:**

As a room parent, you are an important link between the FIDSPA and parents in your classroom. You may be called upon, from time to time, to enlist the assistance of other parents in your class for help in FIDSPA or school activities. FIDSPA duties include:

- Attending PA meetings;
- Making reminder calls to encourage attendance at special events; and
- Soliciting contributions and auction items for the Annual Gala.

These and other duties may come up once or twice a year, or not at all. The FIDSPA's leadership will endeavor to keep you informed.