

The Temple Beth Am Parent Association Bylaws

Article I – Name: The name of this organization will be the Beth Am Parent Association (BAPA).

Article II – Mission: The BAPA exists to facilitate parent volunteer activities for the betterment of the Temple Beth Am Religious School community by supporting and organizing school activities and programs. It facilitates communication among parents, teachers and school administrators to explore issues of mutual interest, sponsors speakers on educational topics and other programs of specific interest to BAPA members, and provides a structure for assisting the school with certain fund-raising and social activities.

Article III – Membership: All parents or legal guardians of children enrolled in the Temple Beth Am Religious School are members of the Beth Am Parent Association. Additionally, non-parents specifically interested in supporting the Religious School and the BAPA itself may become members.

Article IV – Governance:

Section 1. The Temple Beth Am Religious School Board (RSB) is responsible for overseeing the Beth Am Parent Association, including the BAPA budget and any significant decisions involving policies and programming of the Temple Beth Am Religious School.

Section 2. The Beth Am Parent Association Executive Committee (BAPAEC), to be constituted as in Article VII, below, will manage the Beth Am Parent Association.

Section 3. The BAPAEC will be responsible for:

Managing the ongoing operations of the Beth Am Parent Association, including:

- Ensuring the staffing of grade and classroom-level volunteers to carry out BAPA tasks at the classroom and grade level.
- Coordinating parent support of Religious School and Religious School Board (RSB) -led activities (such as fundraising events, potluck Shabbats, parent coffees, Mitzvah Day, Tikkun Olam projects) that require parent support.
- Coordinating parent support of teacher-led activities at the request and direction of teachers.
- Providing a conduit for parent communication with each other and with the Religious School administration and the Religious School Board.
- Collaborating with staff to coordinate educational programs and other activities that enhance parent communication, growth, and participation in the synagogue community.

It is specifically noted that issues relating to individual students, curriculum, Religious School personnel, and classroom activities shall be handled by the student, parent/guardian, teacher and appropriate Religious School personnel and shall not be the province of the BAPA.

Article V – Finances: The BAPA annual budget shall be approved by the Religious School Board and shall be funded through the RSB budget.

Article VI – Meetings: An annual BAPA meeting will be held during the school year with other regular or periodic meetings as determined by the BAPAEC. Attendance is open to all members of the BAPA membership at large. The membership shall be advised of the exact meeting dates as early as possible.

Article VII – The Beth Am Parent Association Executive Committee (BAPAEC):

Section 1. The affairs of the BAPA shall be governed by an Executive Committee made up of the Officers of the BAPA and appointed Chairpersons of Committees. Members of the Executive Committee must have a child in the Religious School, unless specifically approved by a vote of the Executive Committee.

Section 2. The terms of office for all members of the Executive Committee shall be one year, commencing at the end of the school year. All terms in these roles are for one year, renewable at the discretion of the BAPAEC.

Section 3. The Officers of the BAPAEC shall be a President, Vice-President, Secretary, Treasurer, Past President and the Chairs of designated committees. The designation of the committees shall be determined by the Officers of BAPA, in conjunction with the Religious School Board.

Section 4. The Officers and Committee Chairs shall carry out the objectives of the BAPA. They have full power to take such action and to make such rules and regulations consistent with the BAPA bylaws as they may deem necessary and in the best interest of the BAPA. In all cases, the BAPA Executive Committee shall be consulted for its recommendations and/or approval when required.

Section 5. Duties of the Officers

- a. The President will have primary responsibility for directing the affairs of the Beth Am Parent Association; chair meetings; write an agenda and deliver it to the officers; represent the BAPA at school functions; confirm all committee chairs as appropriate; and develop as an on-going basis, the role of the BAPA. The President is ex-officio a member of the Temple Beth Am Religious School Board (RSB) and is to attend RSB meetings. To become President, one must have served the previous year on the BAPAEC.
- b. The Vice President will preside at all BAPA meetings in the absence of the President. It will be the responsibility of the Vice President, in conjunction with the President to recruit the Committee Chairpersons. The Vice President will fill a vacancy in the office of the President.
- c. The Secretary will keep minutes of the BAPA Executive Committee and General Meetings and will conduct general correspondence. The Secretary will post the highlights of actions taken during the General Meetings in all appropriate modes of communication (newsletter, website, etc.). The Secretary will create and maintain a resource book containing the BAPA bylaws, Executive Committee responsibilities and committee descriptions. This resource book will be kept in the Temple Beth Am main office.
- d. The Treasurer will manage the budget, keep the financial records up to date, and give an account at the BAPA Executive meetings. The Treasurer shall work with the BAPA Executive Committee to approve disbursements of funds.

Section 6. Quorums: At meetings of the BAPAEC, seventy-five percent of the members (present or by proxy) shall constitute a quorum.

Section 7. Voting

- a. Each member of the BAPAEC is entitled to one vote. In the event that one person chairs two (2) or more Committees, he or she shall have the right to vote once for each such committee.
- b. A majority vote of those members of the BAPAEC present and qualified to vote shall be required for the passage of any motion made. For motions to pass, a quorum of the BAPAEC must be present. Any member of the BAPAEC who is absent for any general or special meeting may assign his or her voting rights to another voting member of the Committee as proxy. The assignment must be stated and entered into the minutes.

Section 8. Terms of Office: Candidates for officers and committee chairs will be identified and recruited annually in the spring, or whenever openings arise. All candidates for President must have completed one year on the BAPAEC. It is preferred, though not required, that the outgoing President remain on the BAPAEC to best support the President in their new role.

Article VIII – Review and Amendments to Bylaws: The BAPAEC shall review these bylaws every two years or sooner if deemed necessary. These bylaws may be amended at any regular or special meeting of the BAPAEC by vote. Amendments shall be proposed in writing two weeks before a scheduled or special meeting. The Religious School Board must approve all amendments to the Bylaws.

Copies of the bylaws shall be made available to any BAPA member requesting such copy.