



Woodward Academy Parent Community  
Include → Involve → Enrich

# *Constitution and By Laws*

*Revised and Adopted March 2011*

**WOODWARD  
ACADEMY**  
ESTABLISHED 1900

**1662 Rugby Avenue • College Park • Georgia • 30337**

## Parents Expected Role at Woodward Academy

When parents enroll their children in independent education, they reflect their values and concerns for their children's education by the schools that they choose. A parent selecting Woodward Academy has made an investment in a traditional, college-preparatory school. Consequently, the parent has expectations both of his child and of the Academy. By the same token, the Academy has its expectations of each student according to his ability and effort. The expectations also extend to each parent. The Academy desires that parents:

1. Support their children's curricular and extra-curricular activities.
2. Supply sufficient motivation and discipline at home.
3. Uphold school policies as they are set forth by the Administration and Faculty.

The Governing Board, through the Administration, establishes policies which perpetuate the Academy's traditions and academic standards. By selecting Woodward, parents have endorsed these traditions and standards. Since its origin as the Booster Club in 1961, the Parents Club, later named the Parent Community, was established by Woodward Academy to provide effective communication of school programs and policies, and to provide activities whereby parents may participate in the life of the school.

Woodward has established and sanctioned the Parent Community as the official organization for parents to support and effectively communicate with the academic, athletic, and artistic programs of each school. The Parent Community was structured to provide for a diversity of interests while maintaining a central organization. The Administration Liaison Officer should be consulted and advised of the all Parent Community's projects and plans.

The Parent Community does not make Academy policy; it does, however, reflect it. When policies or changes are considered, the Administration often utilizes the Parent Community as a sounding board.

The Academy believes that the successful education of any child is dependent on mutual cooperation, respect and support of the student, parent and school. Woodward Academy appreciates your selection of its traditions and standards and your individual and corporate efforts, via the Parent Community, to uphold and strengthen them.

## Expected Role of the Parent Community at Woodward Academy

### Purpose of the Parent Community

The purpose of the Parent Community is to:

- support the Academy
- build community
- involve parents
- enrich campus life
- enhance student experiences
- communicate information

### Parent Community Meetings

The President of the Parent Community sets the yearly meeting schedule before the beginning of each school year. For a complete listing of this year's meetings, please refer to the school calendars.

- **General Meetings**  
All Woodward Academy parents are members of the WA Parent Community and are encouraged to attend the General Parent Community meetings.
- **Board Meetings**  
In addition to General Parent Community meetings, The Parent Community Board meets regularly. All Board members are required to attend the Board meetings. If a Board member is unable to attend, he/she must inform the President and indicate who will be attending and reporting in their stead.

While these Board meetings are open to any parent interested in attending, the President must be notified in advance if a parent wishes to be placed on the meeting agenda.

- **Executive Board Meetings**  
Executive Board meetings will be held as needed.

## **Parents Community Structure**

Please refer to the Parent Community Constitution, Article V for the organizational structure of the Woodward Academy Parent Community.

## **Programs and Events**

The Parent Community plans, organizes and implements a wide variety of programs, events and activities to support the Academy, enrich campus life, enhance student experiences, involve parents and build community. All Parent Community Activities are planned in conjunction with the Academy administration.

- **Scheduling Events**

Dates and locations for all meetings, events, programs and other Parent Community activities MUST be coordinated through the Administrative Liaison.

- **Dining Services/Facilities Requests**

All requests for use of school services or facilities MUST be coordinated through the Administrative Liaison.

## **Volunteers**

A major purpose of the Parent Community is to provide activities and events whereby parents can participate in the life of the school. Parent Community is charged with actively recruiting and nurturing volunteers to provide the opportunity for all parents to become involved in the school community. Officers and Committee chairs shall work diligently to create and promote opportunities for involvement to ensure that all who wish to volunteer are contacted, welcomed and included.

Information on Volunteer opportunities may be found in the Parent Community section of the Woodward Academy website ([www.woodward.edu](http://www.woodward.edu)).

## **Fund Raising**

The Parent Community does not engage in fundraising activities, but funds are generated through profits from some Parent Community operated services and events such as Consignment Shop, Concession Stands and Super Goober Day.

Individual sections of the Parent Community are not authorized to hold fund raising activities without the knowledge and consent of the administration and the Parent Community Executive Board. Any activity that generates funds must be in keeping with the Academy's overall fundraising policies, which in part state:

“Because of the complex and overlapping efforts to meet Board of Governor and senior staff set goals for operating, endowment and capital priorities, the school does not participate in fundraising programs with businesses, alumni, parents, faculty or staff that promise a percentage of sales back to the school offering services not integral to the school. This is also consistent and in accordance with the school's policy of not using the school directory for any business purposes, personal or corporate other than for programs integral to the school programs.”

Certain activities may be unique within each school, but Parent Community monies are raised and spent for the good of all sections of the school and for all campuses.

The primary purpose of the Woodward Academy Parent Community is to involve parents and enhance student life at the Academy. The Parent Community is not primarily a fundraising entity.

## **Gifts to Teachers**

The Parent Community recognizes the teachers of Woodward Academy at various Parent Community sponsored events throughout the school year. The Parent Community does not give individual teacher gifts in recognition of birthdays or any other events. Rather, recognition is given in various ways that honor and celebrate groups rather than individuals, such as a Quarterly Birthday drawing or a Holiday luncheon.

**Constitution and By-Laws**  
**Woodward Academy Parent Community**  
Amended and Revised January 2011

**CONSTITUTION**

**Article I — Name and Logo**

The name of this organization shall be the Woodward Academy Parent Community. In response to recommendations from the Blue Ribbon Task Force convened by Dr. Stuart Gulley in the spring of 2010, and to better reflect the overarching purpose of the Parents Club, the Parents Club Board elected to change the Woodward Academy Parents Club name to the Woodward Academy Parent Community in October 2010. Additionally, the Parent Community logo established and approved by Academy Senior Staff in the winter of 2010, will be used on official Parent Community communication and signage.



**Article II — Purpose**

The Woodward Academy Parent Community is a constituent organization of Woodward Academy, Inc. and shall serve as the official organization of parents individually and cooperatively working with the Woodward Academy Administration in promoting the general welfare of Woodward Academy and in making a distinct contribution to the life and spirit of the Woodward community. The duration of the Woodward Academy Parent Community shall coincide with the duration of the Charter of Woodward Academy, Inc., and as so, it may be renewed from time to time.

**Article III — Membership**

All Woodward parents are members of the Woodward Academy Parent Community.

**Article IV — Fiscal Year**

The fiscal year of the club shall be June 1-May 31.

**Article V — Organization**

The Parent Community shall be organized and structured in such a manner as to initiate and execute programs and projects designed to increase parent interest and participation in each school and the Academy as a whole.

**Section 1. Parent Community Board**

To facilitate communication and to coordinate programs and projects, there shall be a Parent Community Board composed of the following:

- The Executive Board
- The Chairman, Vice-Chairman and the Secretary/Treasurer from each school's parent organization
- The Chairman, Vice-Chairman and Secretary/Treasurers (if applicable) of the six Committees-At-Large

Spouses elected to serve share one Board position and the position is afforded one vote.

No more than three representatives from one Committee-At-Large may serve on the Board, for a maximum of three voting members per Committee-At-Large.

**Section 2. The Executive Board of the Parent Community Board shall be:**

- President
- President-Elect
- Secretary
- Treasurer
- Treasurer-Elect
- Parliamentarian
- Past President

### **Section 3. Individual School Officers**

Each school's current Parent Community officers, in close cooperation with its Principal, shall recommend candidates for the School Committee composed of a Chairman, a Vice-Chairman, and a Secretary/Treasurer to plan meetings of parents and to represent the school on the Parent Community Board. Candidates shall be presented to the Nominating Committee, and a slate of officers for each school division shall be approved by the Nominating Committee.

### **Section 4. Committees-At-Large**

The Nominating Committee and the Administration Liaison shall make nominations to the Board each spring for the Chairman, Vice-Chairman and Secretary/Treasurer, (if applicable,) of Committees-At-Large who shall also serve on the Parent Community Board. Not all Committees-At-Large will have a Vice-Chairman. When a Vice-Chairman is designated, it is with the understanding that he/she will be willing to serve as Chairman the following year. In the case of Co-Chairs, there will be no Vice-Chair.

The Committees-At-Large shall be:

- Concessions
- Consignment Shop
- Super Goober Day
- Parent Programs
- Parent Social Events
- New Family Mentor Program

The Chairman, Vice-Chairman and Secretary/Treasurer of each committee shall be members of the Parent Community Board. The Chairman, in close cooperation with the Parent Community Board and the Academy Administrative Staff, shall secure Parent Community members to compose the committee. The size of the committee shall relate directly to its responsibilities.

### **Section 5. The Parent Community Board**

The Parent Community Board is charged with and shall carry on the business of the Woodward Academy Parent Community, including, but not limited to, the following:

- (a) Sponsoring programs, special events, carnivals, festivals, teacher appreciation functions, and such other activities and events that foster goodwill and a sense of community at Woodward Academy;
- (b) Establishing such committees and sub-committees, as may be determined to be necessary or appropriate, which shall then operate in accordance with the By-Laws;
- (c) After consultation with the Academy Administration and separately from any Woodward Academy Advancement Office Fundraising, generating funds through various activities including, without limitation, operation of a Consignment Shop, operation of Concessions, and such other activities as may be reasonable or appropriate.
- (d) After consultation with the Academy Administration and the Woodward Academy Business Office, determining whether and how to apportion and expend the funds generated for the betterment of Woodward Academy, and making such financial commitments for any reasonable period of time under the circumstances, and thereafter taking such actions as may be necessary or appropriate to ensure that said funds are used for the purposes designated by the Parent Community;
- (e) Providing for the investment of funds, in either long term or short terms investments. Long term investments may be invested in marketable securities including, without limitation, stocks, bonds and mutual funds as determined by the Executive Committee in concert with the Woodward Academy Business Office and Administration.
- (f) Executing contracts on behalf of the Parent Community, directly, or through its authorized committee chairpersons in the fulfillment of their duties and responsibilities in accordance with the By-Laws.

## **Article VI — Amendments**

The Constitution and By-Laws which are a part of this Constitution, may be amended at any official meeting of the Parent Community Board by majority vote of those present or via electronic vote, provided that such amendment or amendments shall have been made known to the Board members at least thirty days prior to a vote thereon.

## BY-LAWS

### **Article I — Election of Officers**

The election of Executive Officers shall be held at the April meeting of the Parent Community Board.

### **Article II — Nominating Committee**

A nominating committee shall be elected at the January Meeting of the Parent Community Board. The immediate Past President shall serve as chairman. Six members will be elected – one representative from the Overall Parent Community Board and one from each school campus in addition to the Administrative Liaison. The committee will function under the established Nominating Committee Procedures. The committee shall select nominees for each office to be filled and present these at the March Board Meeting. Nominations may then be made from the floor. Officers shall be elected at the April meeting and shall work with the previous years' officers until officially taking office at the end of the school year to ensure a smooth transition.

### **Article III — Duties of Officers and Parent Community Board Members**

#### **Section 1. President**

The President shall preside at the meetings of the Parent Community Board and of the Executive Board and shall have general supervision over the affairs and activities of the Parent Community, subject to the approval or ratification of the Board. The President shall create such committees as may be required, subject to the approval of the Executive Committee, and shall be an ex-officio member of all committees. The President shall be a member of the Executive Board for one year after retiring from office, and during that year shall serve as Chairman of the Nominating Committee. The President shall periodically meet with the designated Administrative Liaison in order to coordinate times and places of meetings and to establish lines of communication among the Administration, the Parents Community, and the parents.

#### **Section 2. President-Elect**

In the absence or disability of the President, or in case of the vacancy of the Office of President, the President-Elect shall exercise all functions thereof. The President-Elect shall assist the President in such matters as may be required of him/her by the President.

#### **Section 3. Secretary**

The Secretary shall be responsible for taking, maintaining, and reporting accurate Minutes of the meetings of the Executive Committee and the Board and submitting these Minutes to the Administrative Liaison. The Secretary shall also maintain a file of the Minutes and Reports of the Committees of the Board.

#### **Section 4. Treasurer**

The Treasurer shall be responsible for all monies and securities of the Parent Community and shall sign, or direct the Administration Representative to sign, all checks, drafts or other instruments which may be required in connection with the business of the Parent Community. The Treasurer shall also be prepared to make reports concerning the status of all of the Club's funds at all meetings and shall provide updated budgets and reconciled bank accounts to the Board quarterly. The Treasurer will work closely with the Treasurer-Elect to insure accountability and continuity.

#### **Section 5. Treasurer-Elect**

The Treasurer-Elect will work closely with the current Board Treasurer to insure accountability and continuity. In the event of the absence or disability of the Treasurer, the Treasurer-Elect shall perform all duties of the Treasurer.

#### **Section 6. Parliamentarian**

The Parliamentarian serves as an advisor to the President and ensures compliance with Roberts Rules of Order.

#### **Section 7. School Division Chairman**

The Chairman of each School Division shall work with the respective Principal and other School Committee Officers to plan and execute effective programs and means of communication in the school. He/she may organize parent committees as needed. The Chairman shall be responsible for recruiting school volunteers.

#### **Section 8. School Division Vice-Chairman**

The Vice-Chairman shall preside at committee meetings in the absence of the Chairman and shall assume the Office of the Chairman if a vacancy occurs. It is expected that the Vice-Chair will be willing to assume the role of Chair the following year.

### **Section 9. School Division Secretary/Treasurer**

The Secretary/Treasurer shall take, maintain, and report accurate Minutes of each School Committee meeting. The Secretary/Treasurer shall maintain updated budgets and reconciled bank accounts and provide such information to the Treasurer of the Executive Board.

### **Section 10. Committees-At-Large**

The Chair of each Committee-At-Large shall be responsible for establishing committees for their respective areas and for reporting to the Parent Community Board the progress and/or recommendations of their committees. In addition, each Chair shall be responsible for submitting written reports periodically to the Board.

In the case of Co-Chairs, the Co-Chairs will assume joint responsibility for the committee's tasks.

Vice-Chairs will assist as directed by the Chair, and it is expected that the Vice-Chair will be willing to assume the role of Chair the following year.

Secretary/Treasurers will work with the Chairs to manage correspondence and finances for the committees they serve and shall maintain written records of the committee's work.

**Consignment Shop:** The Manager of the Consignment Shop is responsible for the management, inventory, and sales of the shop. The Assistant Manager's duties will be assigned at the discretion of the Manager. In the event of Co-Managers, the Co-Managers will assume joint responsibility for the operation of the Consignment Shop.

**Concessions:** The Chair is responsible for the operations of Concessions at Varsity football games and various other sporting and school events. This will include recruiting volunteers, managing sales and purchasing supplies. The Chair will also work closely with the Woodward Academy administration on issues involving equipment and facilities.

**Super Goober Fall Festival:** The Chair is responsible for planning, organizing and implementing the Super Goober Day Fall Festival and coordinating the volunteer efforts at each school in support of the event. The Parent Community President should be informed of all plans and meetings.

**Parent Social Events:** The Chair is responsible for planning, organizing and implementing various events and activities designed to bring parents together in a social setting and foster a sense of community. The nature of such events will vary from year to year in accordance with the goals and objectives of the Parent Community and the Woodward Academy administration. The Parent Community President should be informed of all plans and meetings.

**Parent Programs:** The Chair is responsible for planning, organizing and implementing programs and events designed to inform and educate on various topics reflective of the interests of parents. The Parent Community President should be informed of all plans and meetings.

**New Family Mentor Program:** The Chair is responsible for coordinating with the Admissions office to pair each new Woodward family with a Mentor family and for coordinating various events with the school level chairs to ensure a warm welcome for all new families.

### **Execution of Duties**

The performance of School Officers and Committee Officers is subject to review by the Executive Board. It is expected that the Parent Community Constitution, By-laws, and all Resolutions and Amendments will be upheld. In addition, it is expected that the goals and directives of the Executive Board and the Woodward Academy administration will be upheld. If, in the opinion of the Executive Board, these conditions are not met, the Executive Board, by a majority vote, may remove an elected officer.

Performance of members of the Executive Board is subject to review by the other members of the Executive Board. The President, in consultation with the Woodward Academy administration, may dismiss an officer for non-performance of duties or failure to uphold the Constitution, By-laws, Resolutions, and/or Amendments of the Parent Community or in any circumstance where such action is deemed necessary.

All members of the Parent Community Board including School Officers, Committee Officers and members of the Executive Board serve at the discretion of the Woodward Academy administration. Ultimately, the Woodward Academy administration may dismiss any member of the Parent Community Board for non-performance of duties or failure to uphold the Constitution, By-laws, Resolutions, and/or Amendments of the Parent Community or in any circumstance where such action is deemed necessary.

#### **Article IV — Vacancies in Elected Office**

Vacancies in elected office shall be filled by the Executive Board

#### **Article V — Contracts**

No person or group may sign a contract or bind the Woodward Academy's Parent Community for any financial obligation without written permission from the Parent Community President. All contracts for financial obligations over \$5000 MUST be signed by the Parent Community President. No officer other than the Parent Community President has the legal authority to bind the Woodward Academy Parent Community to any written contract or agreement.

#### **Article VI — Meetings**

##### **Section 1. The Executive Board**

The Executive Officers of the Board shall meet as needed to evaluate the progress of the committees and special projects. A quorum for the Executive Committee shall be four of its members. The Officers may request committee officers and/or members to meet with them as needed. Special meetings of the Executive Board may also be called by the President for such times and on such notice as are reasonable under the circumstances.

##### **Section 2. The Board**

The Board of the Parent Community shall meet monthly, except November and December, during the school year to coordinate Academy-wide projects and programs and to hear reports and recommendations for each of the committees. (See Constitution, Article V, Section 1 for Board makeup.) A quorum for the Board shall be ten of its members.

##### **Section 3. Officers of Each School**

The School Committee Officers in conjunction with the school Principals should plan a minimum of two meetings involving parents and teachers to inform parents of programs offered and school policies.

##### **Section 4. Committees-At-Large**

The Chairmen of the Committees-At-Large may form committees as deemed necessary and meet with members at the discretion of each Chairman in order to fulfill the responsibilities and duties set forth in these By-Laws, or asked of them by the Executive Board or Parent Community Board.

##### **Section 5. Consignment Shop Appointments**

While the Woodward Consignment Shop shall remain one of the Committees-at-Large of the Parent Community, in recognition of the paid positions of the Consignment Shop, the appointment of these positions shall operate under the following guidelines:

- (a) The positions for the Consignment Shop shall not automatically rotate annually. When a vacancy does occur in one of the two positions, the replacement(s) shall be determined by a committee consisting of the Nominating Committee, the Administration Liaison and the then current managers of the Consignment Shop. The replacement shall be subject to approval by the Executive Board.
- (b) The Consignment Shop positions shall be subject to annual review, if deemed necessary by the Executive Board.
- (c) When possible, available Consignment Shop positions shall be advertised one year in advance to Woodward parents, with notice that at least one year of volunteer experience at the Consignment Shop shall be preferred for any persons interested in the position.

#### **Article VII — Membership Dues**

The Board, in conjunction with the Academy Administration, shall establish annual membership dues to finance programs and projects of the Parent Community.

#### **Article VIII — Rule of Order**

Robert's Rules of Order, Newly Revised, shall be used as Parliamentary Authority for the Parent Community.