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<b>Boston Higashi School Parent Association Bylaws</b>	
<b>original</b>	<b>proposed revisions</b>
<b>Article One: Name and Mission</b>	<b>Article One: Name and Mission</b>
<p>The name of the organization shall be the Boston Higashi School Parent Association (BHSPA). All business and correspondence shall be done under that title.</p> <p>The BHSPA operates under the corporate structure of the Boston Higashi School, Inc., a non-profit educational and charitable organization operating under Internal Revenue Code section 501(c)(3). The officers of the BHSPA agree to abide by all regulations, policies, and procedures that the corporation is subject to and as established by the BHS Board of Directors or their designee.</p> <p><del>The mission of the Boston Higashi School Parent Association is to support and enhance the educational and recreational endeavors of the Boston Higashi School on behalf of the students and staff, in keeping with the</del></p> <p><i>The mission of the Boston Higashi School Parent Association is to support the students, families, and staff of Boston Higashi School, in keeping with the mission of the Boston Higashi School and the vision of the late Dr. Kiyo Kitahara, the founder of Boston Higashi School (BHS) and the unique methodology called Daily Life Therapy. The BHSPA shall facilitate communication among parents to support this mission.</i></p> <p><i>The Boston Higashi School Parent Association (BHSPA) Executive Board also serves as the Parent Advisory Board to the Boston Higashi School. As such,</i></p>	<p>The name of the organization shall be the Boston Higashi School Parent Association (BHSPA). All business and correspondence shall be done under that title.</p> <p>The mission of the Boston Higashi School Parent Association is to support the students, families, and staff of Boston Higashi School, in keeping with the mission of the Boston Higashi School and the vision of the late Dr. Kiyo Kitahara, the founder of Boston Higashi School and the unique methodology called Daily Life Therapy. The BHSPA shall facilitate communication among parents to support this mission.</p> <p>The BHSPA operates under the corporate structure of the Boston Higashi School, Inc., a non-profit educational and charitable organization operating under Internal Revenue Code section 501(c)(3). The officers of the BHSPA agree to abide by all regulations, policies, and procedures that the corporation is subject to and as established by the BHS Board of Directors or their designee.</p> <p>The Boston Higashi School Parent Association (BHSPA) also serves as the Parent Advisory Board to the Boston Higashi School. As such, the BHSPA will advise the school on the education, health, and safety of the students at Boston Higashi School.</p>

<p><i>the BHSPA will advise the school on the education, health, and safety of the students at Boston Higashi School.</i></p>	
original	proposed revisions
Article Two: Membership and Affiliate Membership	Article Two: Membership and Affiliate Membership
<p>All parents or legal guardians of current Boston Higashi School students shall be considered voting members of the BHSPA. <del>A voluntary dues donation will be accepted from parents who wish to contribute to support the continuing activities of the BHSPA.</del></p> <p>Affiliate membership of the BHSPA shall include grandparents, siblings, friends, and parents or guardians of alumni. Affiliate members shall be non-voting but may participate in any BHSPA activities and meetings. Members of the Musashino Higashi Gakuen Parent Association shall be considered affiliate members.</p> <p><del>The Boston Higashi School Parent Association will maintain and distribute a directory to all members of the Parent Association for the limited and sole purpose of BHSPA and Boston Higashi School business. Participation in the school directory is voluntary and permission is signed yearly by those parents who wish to participate.</del></p>	<p>All parents or legal guardians of current Boston Higashi School students shall be considered voting members of the BHSPA.</p> <p>Affiliate membership of the BHSPA shall include grandparents, siblings, friends, and parents or guardians of alumni. Members of the Musashino Higashi Gakuen Parent Association shall be considered affiliate members.</p> <p>Affiliate members shall be non-voting but may participate in any BHSPA activities and meetings.</p>
original	proposed revisions
Article Three: Officers and Executive Board	Article Three: Officers and Executive Board
<p><u>Section One: Election of Officers</u></p> <p>Nominations for officers of the BHSPA shall be accepted in the Spring of the current school year for terms in the succeeding school year. Elections take place prior to the close of the school year. Officers shall be elected by a majority of votes cast, and announced <del>following the election prior to on the</del></p>	<p><u>Section One: Election of Officers</u></p> <p>Nominations for officers of the BHSPA shall be accepted in the Spring of the current school year for terms in the succeeding school year. Elections take place prior to the close of the school year. Officers shall be elected by a majority of votes cast, and announced following the election. The terms of</p>

<p><del>first day of school</del>. The terms of office shall be for one year (September through August) with the exception of the President <i>and Treasurer who shall serve</i> for two years <i>during alternating terms</i>.</p> <p>The officers shall constitute the Executive Board of the BHSPA. In the event of midterm vacancy, the President shall appoint a person to fill such a vacancy with approval by a majority vote of the BHSPA Executive Board.</p>	<p>office shall be for one year (September through August) with the exception of the President and Treasurer who shall serve which shall be for two years during alternating terms.</p> <p>The officers shall constitute the Executive Board of the BHSPA. In the event of midterm vacancy, the President shall appoint a person to fill such a vacancy with approval by a majority vote of the BHSPA Executive Board.</p>
<p><u>Section Two: Officer's Duties</u></p> <p><b>President</b></p> <ul style="list-style-type: none"> <li>a. Shall call and preside over all meetings in accordance with agenda set by the President.</li> <li>b. Shall appoint committees as necessary.</li> <li>c. Shall have executive authority to carry out all BHSPA business.</li> <li>d. Shall at the request and approval of the BHS Board of Directors be appointed to the BHS Board of Directors.</li> <li>f. Shall report to the BHS Board of Directors on the activities of the BHSPA.</li> <li>g. Shall work in conjunction with the BHSPA Treasure, and have signatory authority on all BHSPA accounts.</li> <li>h. Shall maintain communication with the Principal of the Boston Higashi School.</li> </ul>	<p><u>Section Two: Officer's Duties</u></p> <p><b>1. President</b></p> <ul style="list-style-type: none"> <li>a. Shall call and preside over all meetings in accordance with agenda set by the President.</li> <li>b. Shall appoint committees as necessary.</li> <li>c. Shall have executive authority to carry out all BHSPA business.</li> <li>d. Shall at the request and approval of the BHS Board of Directors be appointed to the BHS Board of Directors.</li> <li>f. Shall report to the BHS Board of Directors on the activities of the BHSPA.</li> <li>g. Shall work in conjunction with the BHSPA Treasure, and have signatory authority on all BHSPA accounts.</li> <li>h. Shall maintain communication with the Principal of the Boston Higashi School.</li> </ul>
<p><b>First Vice President</b></p> <ul style="list-style-type: none"> <li>a. <i>Shall write letters of acknowledgement on behalf of the BHSPA Executive Board</i></li> <li>b. Shall fulfill duties of the President in his/her absence or upon vacancy in the office of the Presidency.</li> <li>c. Shall fulfill those duties assigned by the President.</li> </ul>	<p><b>2. Vice President</b></p> <ul style="list-style-type: none"> <li>a. Shall write letters of acknowledgement on behalf of the BHSPA Executive Board</li> <li>b. Shall fulfill duties of the President in his/her absence or upon vacancy in the office of the Presidency.</li> <li>c. Shall fulfill those duties assigned by the President.</li> </ul>

<p><b>Second Vice President</b></p> <p><del>a. Shall fulfill duties of the President or First Vice President in his/her —absence or upon vacancies of those offices.</del></p> <p><del>b. Shall fulfill those duties assigned by the President.</del></p>	<p>[removed]</p>
<p><del><b>Out-of-State/International Vice President Residential Liaison</b></del>  <del>(These two positions may be combined such that one member may hold both positions concurrently)</del></p> <p><del>a. Shall bring concerns of out-of-state/international families to the —BHSPA Board of Directors.</del></p> <p><del>a. Shall bring concerns of residential families, including families who are out of state, to the BHSPA Executive Board Directors.</del></p> <p>b. Shall fulfill duties assigned by the President.</p>	<p><b>8. Residential Liaison</b></p> <p>a. Shall bring concerns of residential families, including families who are out of state, to the BHSPA Executive Board.</p> <p>b. Shall fulfill duties assigned by the President.</p>
<p><b>Day Student Liaison</b></p> <p>a. Shall bring concerns of families of day students to the BHSPA Executive Board.</p> <p>b. Shall fulfill duties assigned by the President.</p>	<p><b>9. Day Student Liaison</b></p> <p>a. Shall bring concerns of families of day students to the BHSPA Executive Board.</p> <p>b. Shall fulfill duties assigned by the President.</p>
<p><b>Treasurer</b></p> <p>a. Shall work in conjunction with the BHSPA President, and have signatory authority on all BHSPA accounts.</p> <p>b. Shall be responsible for maintaining the accounts of the BHSPA, including making deposits/withdrawals and writing checks to cover the expenses of the BHSPA.</p> <p>c. Shall provide a financial report to the BHSPA Executive Board and to the Treasurer of the Boston Higashi School, Inc. as requested, and in conjunction with the President shall develop a quarterly and annual report and budget for the BHSPA.</p> <p>d. Shall offer the books of the BHSPA for audit on an annual basis.</p> <p>e. Shall fulfill duties assigned by the President.</p>	<p><b>4. Treasurer</b></p> <p>a. Shall work in conjunction with the BHSPA President, and have signatory authority on all BHSPA accounts.</p> <p>b. Shall be responsible for maintaining the accounts of the BHSPA, including making deposits/withdrawals and writing checks to cover the expenses of the BHSPA.</p> <p>c. Shall provide a financial report to the BHSPA Executive Board and to the Treasurer of the Boston Higashi School, Inc. as requested, and in conjunction with the President shall develop a quarterly and annual report and budget for the BHSPA.</p> <p>d. Shall offer the books of the BHSPA for audit on an annual basis.</p> <p>e. Shall fulfill duties assigned by the President.</p>

<p>f. Shall have have signatory authority on all BHSPA accounts as the Treasurer.</p>	<p>f. Shall have have signatory authority on all BHSPA accounts as the Treasurer.</p>
<p><b>Assistant Treasurer</b></p> <ul style="list-style-type: none"> <li><i>a. Shall be responsible for BHSPA online sales.</i></li> <li><i>b. Shall audit the BHSPA financial records at least twice yearly.</i></li> <li>c. Shall fulfill duties assigned by the Treasurer.</li> <li>d. Shall have have signatory authority on all BHSPA accounts as the Treasurer.</li> </ul>	<p><b>5. Assistant Treasurer</b></p> <ul style="list-style-type: none"> <li>a. Shall be responsible for BHSPA online sales.</li> <li>b. Shall audit the BHSPA financial records at least twice yearly.</li> <li>c. Shall fulfill duties assigned by the Treasurer.</li> <li>d. Shall have have signatory authority on all BHSPA accounts as the Treasurer.</li> </ul>
<p><b><del>Recording</del> Secretary</b></p> <ul style="list-style-type: none"> <li>a. Shall keep all minutes and BHSPA records.</li> <li>b. Shall maintain incoming and outgoing correspondence.</li> <li>c. Shall fulfill duties assigned by the President.</li> </ul>	<p><b>3. Secretary</b></p> <ul style="list-style-type: none"> <li>a. Shall keep all minutes and BHSPA records.</li> <li>b. Shall maintain incoming and outgoing correspondence.</li> <li>c. Shall fulfill duties assigned by the President.</li> </ul>
<p><b><del>Corresponding Secretary Outreach Coordinator</del></b></p> <ul style="list-style-type: none"> <li>a. Shall communicate the activities of the BHSPA Executive Board to the membership.</li> <li><i>b. Shall promote BHSPA activities to the membership through the BHSPA newsletter, fliers and other mediums, in conjunction with the BHSPA President</i></li> <li><i>c. Shall manage BHSPA online forums.</i></li> <li>d. Shall fulfill duties assigned by the President.</li> </ul>	<p><b>6. Outreach Coordinator</b></p> <ul style="list-style-type: none"> <li>a. Shall communicate the activities of the BHSPA Executive Board to the membership.</li> <li>b. Shall promote BHSPA activities to the membership through the BHSPA newsletter, fliers and other mediums, in conjunction with the BHSPA President</li> <li>c. Shall manage BHSPA online forums.</li> <li>d. Shall fulfill duties assigned by the President.</li> </ul>
<p><b><del>Membership Coordinator</del></b></p> <ul style="list-style-type: none"> <li><i>a. Shall lead efforts to encourage families to get involved in BHSPA</i></li> <li><i>b. Shall coordinate efforts to welcome new Boston Higashi School families</i></li> <li><i>c. Shall coordinate efforts to recruit volunteers for BHSPA activities</i></li> <li><i>d. Shall encourage networking between Boston Higashi School families</i></li> <li><i>e. Shall plan social events for Boston Higashi School families</i></li> </ul>	<p><b>7. Membership Coordinator</b></p> <ul style="list-style-type: none"> <li>a. Shall lead efforts to encourage families to get involved in BHSPA</li> <li>b. Shall coordinate efforts to welcome new Boston Higashi School families</li> <li>c. Shall coordinate efforts to recruit volunteers for BHSPA activities</li> <li>d. Shall encourage networking between Boston Higashi School families</li> <li>e. Shall plan social events for Boston Higashi School families</li> </ul>

original	proposed revisions
<p>Article Four: Treasury</p>	<p>Article Four: Treasury</p>
<p><u>Section One: Authority for Funds</u></p> <p><i>The fiscal year for the BHSPA shall be the school year from September to August. <del>A review will take place by July 1st of the current school year.</del></i></p> <p><i>The BHSPA may pay for expenditures that align with the mission, as decided by the BHSPA Executive Board. This may include funds for school and residence events, staff appreciation, staff and family support, and expenses related to parent attendance at the Musashino Higashi Gakuen Annual Celebration in Tokyo, Japan.</i></p> <p><del><i>The BHSPA shall pay for the airfare and room expenses for the President or BHSPA designee to attend the Musashino Higashi Gakuen Annual Celebration in Tokyo, Japan.</i></del></p> <p><del><i>The BHSPA may pay for other expenditures to be decided by a majority vote of the BHSPA Executive Board in the event unforeseen expenditures arise.</i></del></p> <p>All funds of the BHSPA shall be collected and dispersed by the Treasurer, Assistant Treasurer, and President of the BHSPA when directed by a two-thirds majority of the BHSPA Executive Board.</p>	<p><u>Section One: Fiscal Year and Authority for Funds</u></p> <p>The fiscal year for the BHSPA shall be the school year from September to August.</p> <p>The BHSPA may pay for expenditures that align with the mission, as decided by the BHSPA Executive Board. This may include funds for school and residence events, staff appreciation, staff and family support, and expenses related to parent attendance at the Musashino Higashi Gakuen Annual Celebration in Tokyo, Japan.</p> <p>All funds of the BHSPA shall be collected and dispersed by the Treasurer, Assistant Treasurer, and President of the BHSPA when directed by a two-thirds majority of the BHSPA Executive Board.</p>
<p><u>Section Two: Checking Account</u></p> <p>a. The checking accounts of the BHSPA shall be maintained in a financial institution as directed by the BHSPA Executive Board. For internal control purposes the BHSPA shall not maintain any bank account at the same bank as the corporate account of the Boston Higashi School, Inc.</p>	<p><u>Section Two: Checking Account</u></p> <p>The checking accounts of the BHSPA shall be maintained in a financial institution as directed by the BHSPA Executive Board. For internal control purposes the BHSPA shall not maintain any bank account at the same bank as the corporate account of the Boston Higashi School, Inc.</p>

<p>b. A resolution must be approved by the <b>Boston Higashi School</b> Board of Directors that authorizes the BHSPA office holders (President, Treasurer, and Assistant Treasurer) to have signatory authority on BHSPA bank accounts</p>	<p>A resolution must be approved by the Boston Higashi School Board of Directors that authorizes the BHSPA office holders (President, Treasurer, and Assistant Treasurer) to have signatory authority on BHSPA bank accounts.</p>
<p><u>Section Three: <del>Annual Report and Budget</del> <i>Budget, Audit, and Annual Report</i></u></p> <p><i>a. The Treasurer and President will develop an annual budget, with consultation from the BHSPA Executive Board. The proposed budget shall be submitted to the Executive Board for review and approval</i></p> <p><i>b. The Assistant Treasurer will conduct an audit of BHSPA financial records at least twice yearly, with support from the Treasurer and President. The audit will include a review of bank account statements, bills, and receipts from the past six months.</i></p> <p>c. The Treasurer in conjunction with the Assistant Treasurer, and the President of the BHSPA, shall develop an annual report for presentation to the <i>BHS Board of Directors and BHSPA</i> Executive Board by July 1 of each year. <i>The purpose of the Annual Report is to review and maintain a healthy budget to cover the BHSPA Annual Expenditures as described in Section Three above.</i></p> <p>d. This annual report shall include a summary of expenditures year-to-date, projected expenditures for the the remainder of the year, and a budget for the upcoming fiscal year.</p> <p>e. <del>The BHSPA shall pay for the airfare and room expenses for the President or BHSPA designee to attend the Musashino Higashi Gakuen Annual Celebration in Tokyo, Japan.</del></p> <p>f. <del>The BHSPA may pay for other expenditures to be decided by a majority vote of the BHSPA Executive Board in the event unforeseen expenditures arise.</del></p>	<p><u>Section Three: Budget, Audit, and Annual Report</u></p> <p>The Treasurer in conjunction with the Assistant Treasurer and the President of the BHSPA, shall develop an annual report for presentation to the BHS Board of Directors and BHSPA and BHSPA Executive Board by July 1 of each year. The purpose of the Annual Report is to review and maintain a healthy budget to cover the BHSPA Annual Expenditures.</p> <p>The Annual Report will include a summary of <i>income and</i> expenditures year-to-date, projected <i>income and</i> expenditures for the the remainder of the year, and a budget for the upcoming fiscal year.</p>
<p><u>Section Four: Fiscal Year/Annual Review</u></p>	<p>[removed]</p>

<p><del>The fiscal year for the BHSPA shall be the school year from September to August. A review will take place by July 1st of the current school year.</del></p> <p><del>The purpose of the Annual Report is to review and maintain a healthy budget to cover the BHSPA Annual Expenditures as described in Section Three above.</del></p>	
<p style="text-align: center;">original</p>	<p style="text-align: center;">proposed revisions</p>
<p>Article Five: Meetings</p>	<p>Article Five: Meetings</p>
<p>The BHSPA Executive Board shall meet upon the call of the President at least quarterly. All meetings shall be open to the membership and abide by open meeting regulations.</p> <p><del>All meetings shall run by the rules contained in Robert's Rules of Order (2000).</del> Decisions of the Executive Board shall be made by majority vote. <i>Decisions of the Executive Board that involve spending funds shall be made by a two-thirds majority vote.</i> Members of the Executive Board may vote in person, by telephone, or electronically as necessary.</p> <p>In order for a vote to be official, a minimum of <i>five (5)</i> <del>four (4)</del> Executive Board members shall be required to vote.</p>	<p>The BHSPA Executive Board shall meet upon the call of the President at least quarterly. All meetings shall be open to the BHSPA membership and abide by open meeting regulations.</p> <p>In order for a vote to be official, a minimum of five (5) Executive Board members shall be required to vote. Decisions of the Executive Board shall be made by a majority vote.</p> <p>Decisions of the Executive Board that involve spending funds shall be made by a two-thirds majority vote. Members of the Executive Board may vote in person, by telephone, or electronically as necessary.</p>
<p style="text-align: center;">original</p>	<p style="text-align: center;">proposed revisions</p>
<p>Article Six: Amending the Bylaws</p>	<p>Article Six: Amending the Bylaws</p>
<p>A proposed amendment to the current bylaws by any member of the BHSPA Executive Board will be communicated to the general membership via the BHSPA newsletter. <i>Members will be provided at least one month to provide feedback on the proposal.</i></p> <p><i>The BHSPA Executive Board will vote on the proposed amendment following the feedback period. This document will become the official bylaws of the</i></p>	<p>A proposed amendment to the current bylaws by any member of the BHSPA Executive Board will be communicated to the general membership via the BHSPA newsletter. Members will be provided at least one month to provide feedback on the proposal.</p>



<p><i>Boston Higashi School Parent Association (BHSPA) upon acceptance of this document by a two-thirds majority of the BHS Board of Directors as well as the BHSPA Board of Directors subsequent to ratification by the membership.</i></p>	<p>The BHSPA Executive Board will vote on the proposed amendment following the feedback period. The amendment will be considered ratified with a two-thirds majority vote of the BHSPA Executive Board.</p> <p>This document will become the official bylaws of the Boston Higashi School Parent Association (BHSPA) upon acceptance of this document by a two-thirds majority of the BHS Board of Directors.</p>
<p>original</p>	<p>proposed revisions</p>
<p>Article Seven: Ratification</p>	<p>Article Seven: Ratification</p>
<p><del>This document will become the official bylaws of the Boston Higashi School Parent Association (BHSPA) upon acceptance of this document by a two-thirds majority of the BHS Board of Directors as well as the BHSPA Board of Directors subsequent to ratification by the membership.</del></p> <p><del>Boston Higashi School Parent Association (BHSPA) Executive Board also serves as the Parent Advisory Board to the Boston Higashi School.</del></p>	<p>[removed]</p>