

# **Boston Higashi School Parent Association Bylaws**

In effect July 22, 2019

## **Article One: Name and Mission**

The name of the organization shall be the Boston Higashi School Parent Association (BHSPA). All business and correspondence shall be done under that title.

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.

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.

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.

## **Article Two: Membership and Affiliate Membership**

All parents or legal guardians of current Boston Higashi School students shall be considered voting members of the BHSPA.

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.

Affiliate members shall be non-voting but may participate in any BHSPA activities and meetings.

## **Article Three: Officers/Executive Board**

### Section One: Election of Officers

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 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.

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.

## Section Two: Officer's Duties

### **1. President**

- a. Shall call and preside over all meetings in accordance with agenda set by the President.
- b. Shall appoint committees as necessary.
- c. Shall have executive authority to carry out all BHSPA business.
- d. Shall at the request and approval of the Board of Directors be appointed to the BHS Board of Directors.
- e. Shall report to the BHS Board of Directors on the activities of the BHSPA.
- f. Shall work in conjunction with the BHSPA Treasurer, and shall have signatory authority on all BHSPA accounts.
- g. Shall maintain communication with the Principal of the Boston Higashi School.

### **2. Vice President**

- a. Shall write letters of acknowledgement on behalf of the BHSPA Executive Board
- b. Shall fulfill the duties of the President in his/her absence or upon vacancy in the office of the Presidency.
- c. Shall fulfill those duties assigned by the President.

### **3. Secretary**

- a. Shall keep all minutes and BHSPA records.
- b. Shall maintain incoming and outgoing correspondence.
- c. Shall fulfill duties assigned by the President.

### **4. Treasurer**

- a. Shall work in conjunction with the BHSPA President, and have signatory authority on all BHSPA accounts.

- 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.
- 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.
- d. Shall offer the books of the BHSPA for audit on an annual basis.
- e. Shall fulfill duties assigned by the President.
- f. Shall have signatory authority on all BHSPA accounts as the Treasurer.

**5. Assistant Treasurer**

- a. Shall be responsible for BHSPA online sales.
- b. Shall audit the BHSPA financial records at least twice yearly.
- c. Shall fulfill duties assigned by the Treasurer.
- d. Shall have signatory authority on all BHSPA accounts as the Treasurer.

**6. Communications Coordinator**

- a. Shall communicate the activities of the BHSPA Executive Board to the membership.
- b. Shall promote BHSPA activities to the membership through the BHSPA newsletter, fliers and other mediums, in conjunction with the BHSPA President
- c. Shall manage BHSPA online forums.
- d. Shall fulfill duties assigned by the President.

**7. Engagement Coordinator**

- a. Shall lead efforts to encourage families to get involved in BHSPA
- b. Shall coordinate efforts to welcome new Boston Higashi School families
- c. Shall coordinate efforts to recruit volunteers for BHSPA activities
- d. Shall encourage networking between Boston Higashi School families
- e. Shall plan social events for Boston Higashi School families

**8. Residential Liaison**

- a. Shall facilitate a close working relationship between the Parent Association and families of residential students, including in-state, out-of-state, and international families
- b. Shall fulfill duties assigned by the President.

**9. Day Liaison**

- a. Shall facilitate a close working relationship between the Parent Association and families of day students

- b. Shall fulfill duties assigned by the President.

## **Article Four: Treasury**

### Section One: Fiscal Year and Authority for Funds

The fiscal year for the BHSPA shall be the school year from September to August.

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.

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.

### Section Two: Checking Account

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.

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.

### Section Three: Budget, Audit, and Annual Report

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 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.

The Annual Report will include a summary of income and expenditures year-to-date, projected income and expenditures for the remainder of the year, and a budget for the upcoming fiscal year.

## **Article Five: Meetings**

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.

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.

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.

### **Article Six: Amending the Bylaws**

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.

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.

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.

accepted by the Boston Higashi School Parent Association Executive Board on July 14, 2019  
Jill Gichuhi, President

accepted by the Boston Higashi School Board of Directors on July 22, 2019  
Peter Garland, President