

GEMS AMERICAN ACADEMY PARENTS ASSOCIATION (GAAPA)

MISSION STATEMENT

An excellent and successful school depends on the healthy partnership between teachers, parents, students, and the community. As the identified parent association, GAAPA's mission is to work in partnership with the school to encourage an active and involved parent body. GAAPA endeavors to support, organize, facilitate, assist and cooperate in events aligned with the school program. GAAPA believes in fostering the tradition of kindness and caring that exists within the school and to promote an inclusive approach so that all parents are championed. Within our vast community of learners we would like to promote the notion of unity in diversity that promotes an acceptance of different cultures and people.

BYLAWS

Article I- Name

The name of this association shall be the "GEMS American Academy Parent Association" (referred to herein as "GAAPA").

Article II – Purpose

The purpose of GAAPA is to:

- Foster a sense of community among parents
- Foster a sense of community between parents and the school faculty, administration and students
- Provide a forum for the exchange of information among parents
- Represent the view of parents to the school
- Provide events and activities for the students and parents
- Act as a resource to the school as required

Article III-Membership

All parents (and in their absence guardians) of students attending the school are automatically members of GAAPA.

Article IV- Meetings

GAAPA shall hold a General Meeting once per month which will be advertised in the previous GAA newsletter. GAAPA will provide a report on current activities and the financial position of GAAPA at each General Meeting for public review.

GAAPA shall hold an Annual General Meeting (AGM) before the end of each academic year. The date and location of the AGM will be specified by the Executive Committee. An invitation shall be addressed to all members of GAAPA at least 21 days prior to the date scheduled for the AGM.

The Executive Committee shall present at the AGM a report of GAAPA activities during the current academic year, and a report on GAAPA’s financial position to date.

All members of GAAPA shall have equal voting privileges during the General Meetings.

Article V- Executive Committee

Section 1a – Executive Committee

The Executive Committee shall be composed of the officers listed below to be elected as stated in Section 3. Other positions may be added with the agreement of the other Executive Committee officers.

Section 1b- Composition of the Executive Committee

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Volunteer Coordinator
- Communication Coordinator
- Room Parent Liaison
- Event Coordinator
- Design & Marketing Executive
- Parent Liaison Executive

Vacancies that arise during the academic year will be filled with the approval of the remaining officers of the Executive Committee. If the Chairperson is unable to complete his or her term, the Executive Committee shall elect his or her successor from among the officers.

Section 2 –Duties

The following positions form the GAAPA Executive Committee. The Position Description is meant to be a general outline and each Position Holder may be required to perform other duties as deemed necessary by the Executive Committee or the Chairperson.

Chairperson

- Preside over General Meetings and Executive Committee meetings
- Lead the Executive Committee in managing GAAPA affairs
- Seek to implement decision and resolutions of GAAPA members

Vice Chairperson

- Perform all duties of the Chairperson in her/his absence or inability to act
- Assist the Chairperson in preparing for meetings at his/her request

Secretary

- Responsible for keeping minutes of the proceedings of the Executive Committee and General Meetings. These records will be the history of GAAPA
- Prepare and publish agendas for the Executive Committee and General Meetings
- Secures official permanent GAAPA records including minutes and agendas. These should be kept in a file cabinet in the GAAPA room
- Maintains a copy of current bylaws

Communication coordinator

- Responsible for handling/maintaining outside communication with Gems Learning Gateway (GLG) and other channels e.g. Facebook/email, etc.

Treasurer

- Keep an accounting of GAAPA funds through the management of the receipts and disbursements
- Give a current report of GAAPA funds at each Executive Committee and General Meetings
- Oversee expenses and budgets for all events for the entire fiscal year, which begins on October 1st of each year
- Work with the Executive Committee members throughout school year to create projected budgets for the future year
- Responsible for organization, distribution and collection for all cash boxes at GAAPA events

Room Parent Liaison

- Coordinate Room Parents to provide activities and events when required
- Identify opportunities where classes can be involved with GAAPA events

Volunteer Coordinator

- Assist GAAPA Executive Committee by organizing volunteers for different committees based on their needs and requests
- Recruit volunteers for any open GAAPA Executive Committee position &/or Chairperson positions
- Coordinate first day of school coffee/committee sign ups

Design & Marketing Coordinator

- Responsible for design and production of all flyers/invitations/posters/nametags and other promotional material as required by GAAPA

Parent Liaison Executive

- Liaise between GAAPA and the school
- Represent the school's interests
- Does not have voting privileges

Event Coordinator

- Design, schedule and coordinate approximately 12 (twelve) annual special events sponsored by GAAPA
- Arrange various aspects of events such as coordinating school staff, outreach to parents regarding such events, maintain a budget for events, and oversee numerous committees for the planning of the events
- Work in conjunction with the volunteer coordinator, the homeroom parent liaison and the design & marketing executive

Section 3 – Nomination and election of Executive Committee officers

During the last week of September of each academic year, GAAPA shall hold a General Meeting to elect the new Executive Committee that will serve during the School's new academic year. The new Executive Committee will begin performing its tasks on the first day of October of each year. Within thirty days of the election of the new Executive Committee, the officers of the previous Executive Committee will hand over their roles to the newly elected officers of the Executive Committee for the remainder of the academic year.

All GAAPA members can present their candidature for one Executive Committee position during the third week of September except for the Chairperson position. The candidates for Chairperson should have served the previous academic year in the Executive Committee. All officers are elected for one year except the Chairperson who shall be elected to serve a two-year term for sake of continuity.

Section 4 - Meetings of the Executive Committee

The Chairperson shall invite the Executive Committee to meet twice a month and more frequently where deemed appropriate. Invitations to attend meetings of the Executive Committee should be sent to its officers no less than one week in advance. The Executive Administration of the School (and such other members of the School staff as the Executive Committee and the Principal agree) shall be welcome to attend all Executive Committee meetings in an advisory capacity, but with no voting privileges. A quorum for the Executive Committee shall consist of two third (2/3) majority of its officers. All resolutions of the Executive Committee shall be taken by a majority of the votes of those present at a properly held meeting.

The Chairperson shall have a second casting vote in the event that an even number of votes is cast for or against a proposed resolution.

Section 5 – Disciplinary action

Any Committee officer who fails to attend four (4) consecutive scheduled Executive Committee meetings without adequate excuse or when a Committee officer is not fulfilling the

responsibilities of the function as prescribed in the bylaws, the Executive Committee may by a two-thirds (2/3) affirmative vote ask for the resignation of the officer.

Article VI- Standing Committees

Standing Committees shall be created as deemed necessary by the Executive Committee based on the needs of GAAPA's activities. Standing Committee Chairs shall be appointed by the Chairperson with the approval of the Executive Committee.

Article VII- Budget

A budget projected revenues and expenses shall be developed by each newly elected Executive Committee during October of each year. The budget will be discussed with the Executive Administration of the school for review and recommendations before final approval to avoid duplicate expenditures of funds by GAAPA and the School.

All Standing Committees must provide a projected budget for each event for approval two weeks prior to that event taking place. At the conclusion of each GAAPA event, a critical appraisal shall be made by the Standing Committee and the Executive Committee of said event. This evaluation will provide a basis on which future events will be planned.

Article VIII - Confidentiality

All discussions among the officers of the Executive Committee are confidential until the majority of the Committee agrees to disclose the content of such discussions. In addition, no officer of the Executive Committee shall publicly express an opinion, which may be interpreted as representing the opinion of the Executive Committee, without prior approval of the majority of the officers of the Committee at a properly convened meeting.

Should an officer of the Executive Committee breach his/her duty of confidentiality, he/she will be asked by the Committee to resign.

Article IX -Amendments

These Bylaws may be amended by resolution adopted by a two-third majority of those present at a properly convened General Meeting. The current Executive Committee will recommend the proposed amendments to the general membership at least two weeks prior to the relevant General Meeting by notification in the school newsletter.

Amendments are effective immediately unless otherwise specified.