Diversity Statement

Many Perspectives. One Foundation. Going Beyond By Respecting Each Other.

We believe having a commitment to diversity and inclusion is the right thing to do and is essential to providing a full and complete Cannon School educational experience.

We welcome qualified students and provide educational, arts, athletic, financial assistance, and employment activities without discriminating based on race, ethnicity, color, gender, national origin, age, religion, socio-economic, sexual orientation, or physical ability.

Our commitment to diversity and inclusion is rooted in three guiding principles:

1. Learning is enhanced when diverse viewpoints are present, analyzed, understood and respected;
2. Leadership potential is enhanced when one is able to constructively interact with people from all walks of life; and,
3. Life’s experience is enhanced by having positive contact with an ever-changing but increasingly interconnected world.

We believe students succeed and develop best when they are introduced to multiple perspectives. We want Cannon School to be a place where adults – teachers, parents and administrators – model acceptance and understanding in a way that helps young people to grow into even more tolerant and productive individuals.

We strongly endorse a Cannon community that respects the similarities and uniqueness of its members. We strive to provide an unmistakable learning advantage – one that safely exposes Cannon students to perspectives that may be different or unfamiliar to their own.

We are committed to having Cannon students achieve their fullest potential as part of a lifetime of learning. We strive to have them learn from those around them. Although we come from a broader community consisting of many perspectives, we choose to build upon a foundation of respect for all.

Our steadfast belief that the virtues of diversity and inclusion should be embraced is at the heart of all we do and motivates us to believe in the possibilities of tomorrow. Diversity and inclusion offer ways to Go Beyond in our commitment to our students and those around us.
Preamble

In keeping with the Mission Statement of Cannon School and in order to establish existing procedure, we do hereby establish this constitution.

**Article I**

Name

**Section 1. Name**

(a) The name of this organization shall be Cannon Cultures.

**Article II**

Purpose and Policy

**Section 1. Purpose**

(a) Believing that multiculturalism and diversity are an essential and meaningful part of life, the purpose of Cannon Cultures is to support and promote all dimensions of diversity as key components of our students' balanced education.

(b) Dimensions of Diversity to inclusive but not limited to:

**Dimensions of Diversity**
Cannon Cultures offers assistance to students, parents, teachers and staff at the discretion of the Cannon Cultures Board of Directors and the Head of School.

Cannon Cultures seeks to promote community-building events creating an environment where parents can communicate and exchange ideas in a fun social setting.

This organization recognizes that it is a support group of Cannon School, and as such, its purposes also includes:

(i) Advocating for increasing diversity at all levels in the school.

(ii) Supporting collaborative partnerships with other schools and organizations in the public and private sectors to explore and address common challenges and share educational opportunities.

(iii) Supporting Cannon School’s faculty and staff who believe that diversity and multiculturalism are essential to the quality of education in our school.

(iv) Developing sources of funding to enhance diversity programs

(v) Promoting dialogue and education among our community members.

(vi) Providing a place where families with similar views can connect.

Section 2. Financial Policy

(a) This organization will cooperate with the Head of School and operate consistently with Cannon School policies.

(b) This organization shall be structured as a self-sustaining organization. Financial support shall come through Cannon Cultures fundraisers, projects and social events.

(c) The program of this organization shall be developed through conference, committees, and projects.

Article III

Relationship with Cannon School

Section 1. Governance
(a) The Head of School, acting as a representative of the Cannon Board of Trustees, shall approve the bylaws and any amendments thereto for this organization. The bylaws may be amended at any time with two-thirds majority of the voting Board of Directors. All amendments become effective subsequent to the Head of School’s approval. The Leadership Team will review the bylaws annually.

(b) The Head of School, acting as a representative of the Cannon Board of Trustees, must approve in advance, all fundraising, and operational programs and procedures by this organization.

(c) Annually, Cannon Cultures will provide an operating budget to Cannon School and maintain a separate bank account. It is responsible for monthly reconciliation and reporting to the Cannon School business office. Annually, the business office will report to the Board of Trustees.

(d) Monies, in excess of the operating budget generated by the activities of this organization during the school year, will be rolled over to the next calendar year for use in planning activities and events as recommended by this organization's Executive Board, approved by 2/3 majority vote and approved by the Head of School.

(e) The investment committee, as a sub-committee of the Finance Committee of the Cannon School Board of Trustees, will administer any monies restricted for long-term investment in support of Cannon Cultures.

(f) In the event this organization should dissolve, all monies shall be deposited into the general treasury of Cannon School as designated by the committee.

Section 2. Responsibilities

(a) The Cannon School Board of Trustees holds the final legal, financial, and ethical responsibility for Cannon School and its philosophy. Any unresolved issues between the Head of School and the Cannon Cultures Executive Board shall be resolved by the Cannon School Board of Trustees.

(b) The Head of School has sole responsibility for the administration of Cannon School and for seeing that this organization is serving Cannon School in accordance with its purposes.

(c) The Cannon Cultures Executive Board, committee Chairpersons, and members of this organization have responsibility for planning, financing, and carrying out the standing projects and events/activities of this organization as approved by the Executive Committee and the Head of School, acting as representative of the Cannon School Board of Trustees.

Article IV

Membership

Section 1. Membership
(a) Members shall be the Head of School of Cannon School and the parents or guardians of children enrolled in Cannon School.

Article V

Officers

Section 1. Officers

(a) Officers of Cannon Cultures shall be the President, Vice President, Treasurer, Secretary, Lower School Liaisons, Middle School Liaisons Upper School Liaisons, and Past President. These officers constitute the Executive Board.

(b) The officers shall be elected to one-year terms in May with the exception of Treasurer which is a two-year commitment and Vice President which is a three-year commitment (one year as Vice President, the subsequent year as President and a third year as Past President). Division Liaisons are strongly encouraged to serve for two years.

Section 2. Officer Duties

(a) President
   a. Shall keep up to date and have custody of the official copy of the bylaws
   b. Shall set agenda for, attend, and preside over all meetings of the Cannon Cultures Executive Committee
   c. Shall exercise general supervision of all the affairs and activities of the Executive Committee
   d. Shall appoint someone to fill an abdicated term of an officer
   e. Is a voting member of the Executive Board of Cannon Cultures
   f. Is a member of PAC (Parents At Cannon)
   g. Shall represent Cannon Cultures as needed at school-wide events and functions

(b) Vice President
   a. Shall assist the President
   b. Shall be in charge of marketing-related activities and maintaining the Cannon Cultures website (with Marketing & Communications Lead)
   d. Is a voting member of the Executive Board of Cannon Cultures
   f. Shall represent Cannon Cultures as needed at school-wide events and functions

(c) The President and Vice President together
   a. Shall appoint committees and committee chairpersons
b. Shall serve as members ex-officio of all committees and provide committee oversight

c. Shall ensure the collection of committee feedback and materials

(d) Treasurer

a. Shall receive and pay all monies for the group, maintain permanent records in accordance with standard reporting procedures, and submit a report at each meeting

b. Shall render monthly updates and an end of year report in May

c. Shall sign checks covering proper expenditures of this organization

d. Shall cooperate with Cannon School's business manager/finance officers by providing reconciled documentation of receivables and expenditures on a quarterly basis or as requested by the business manager or the Head of School

e. Shall provide supportive oversight to fundraising events (with Fundraising and Partnership Lead)

f. Shall send acknowledgements for all donations received

g. Is a voting member of the Executive Board of Cannon Cultures

(i. Shall represent Cannon Cultures as needed at school-wide events and functions

(e) Secretary

a. Shall keep a complete record of the minutes of all meetings and distribute to the Executive Committee

b. Shall submit a written summary of the organization's activities and upcoming events to the school's development office for use in newsletters and other publications per the publication schedule

(c. Shall conduct correspondence, send notices of meetings when required, and perform such other duties as may be assigned by the President

d. Shall compile and maintain the volunteer database (with Membership Committee Lead)

(e. Is a voting member of the Executive Board of Cannon Cultures

f. Shall represent Cannon Cultures as needed at school-wide events and functions

(f) Lower School Liaison

a. Provides a contact for parents and lower school administration to discuss lower school events, issues, and pertinent topics

b. Meets monthly, or as needed, with the Lower School Head to discuss lower school topics and relay Cannon Cultures items of interest

d. Attends monthly Cannon Cultures Board meetings and general meetings, and communicates information to the lower school as needed

(e. Is a voting member of the Executive Board of Cannon Cultures

g. Shall represent Cannon Cultures as needed at school-wide events and functions
(g) Middle School Liaison
   b. Provides a contact for parents and middle school administration to discuss middle school events, issues, and pertinent topics
   b. Meets monthly, or as needed, with the Middle School Head to discuss middle school topics and relay Cannon Cultures items of interest
d. Attends monthly Cannon Cultures Board meetings and general meetings, and communicates information to the middle school as needed
e. Is a voting member of the Executive Board of Cannon Cultures
g. Shall represent Cannon Cultures as needed at school-wide events and functions

(h) Upper School Liaison
   a. Provides a contact for parents and upper school administration to discuss upper school events, issues, and pertinent topics
   b. Meets monthly, or as needed, with the Upper School Head to discuss upper school topics and relay Cannon Cultures items of interest
d. Attends monthly Cannon Cultures Board meetings and general meetings, and communicates information to the upper school as needed
e. Is a voting member of the Executive Board of Cannon Cultures
g. Shall represent Cannon Cultures as needed at school-wide events and functions

(i) Past President
   a. Provides historical perspective and continuity to the Executive Board of Cannon Cultures
   b. Is a voting member of the Executive Board of Cannon Cultures

Article VI
Nomination and Election of Officers

Section 1. Nomination

(a) Nomination for election to fill vacant positions on the Executive Board may be made by any member of Cannon Cultures, self nominations by any member of the Cannon community, or nomination by other member of the Cannon community, faculty or staff.
Section 2. Election

(a) The Executive Board, with input from the nomination process, shall propose a slate of officers for the new Executive Board.
(b) The slate of officers shall be presented to the Division Heads and the Head of School for approval.
(c) Once approved by administration, the new Board members shall assume their duties at the closing of the school year.

Article VII

Executive Board and Duties

Section 1. Executive Board

(a) The elected officers of this organization shall constitute the Executive Board and shall meet at the call of the President.

Section 2. Duties

(a) Executive Board will select and implement all approved projects.
(b) No indebtedness or expenditure of unbudgeted items shall be authorized in excess of two hundred dollars ($200.00) without a majority vote of the Executive Board.
(c) Any member of the Executive Board may recommend the removal of any officer for not performing duties as outlined in the bylaws and/or for conduct unbecoming an officer of Cannon Cultures. The officer in question must be notified of the pending removal by the President or Vice President prior to the vote on removal.

Article VIII

Meetings

Section 1. General Meetings

(a) General Meetings of Cannon Cultures shall be held monthly. The President may call meetings at any other times as needs occur. Notification of all meetings will be given via email and posted on the Cannon School website.
(b) Attendance at monthly Cannon Cultures General Meetings is required for the Executive Board of Cannon Cultures. The dates and times of scheduled monthly meetings will be determined by the President and announced to all members. Attendance is encouraged for all Cannon community members.
Section 2. Executive Board Meetings

(a) Cannon Cultures Executive Board meetings shall be held monthly. The date and times of scheduled monthly meetings will be determined by the President and announced to all board members in August. Pertinent committee chairpersons shall be invited to attend Executive Board meetings and present information as needed. At Board discretion there may need to be additional meetings other than those scheduled monthly.

(b) Quorum shall be attained by the presence of 2/3 voting members of the Executive Board.

(c) Each voting member of the Executive Board shall have one vote on any item brought forth for vote.

Section 3. Special Meetings

(a) Special meetings may be called by any three members of the Executive Board of Cannon Cultures. The only business which may be considered at a special meeting is that for which the meeting has been called.

Article IX

Order of Business

Section 1. Order of Business

(a) The order of business at all meetings shall be as follows:
   Meeting called to order
   Review and approval of minutes from previous month’s meeting
   President/Vice President’s Reports
   Treasurer’s Report
   Division Liaison Reports
   Reports of committee chairpersons
   Adjournment

(b) This order can be altered at the discretion of the Board.

(c) Robert’s Rules of Order (most current edition) shall govern the proceedings of all meetings when not inconsistent with the provisions of the constitution and bylaws of this organization.

Article X

Standing Committees and Designation of Chairs

Section 1. Standing Committees
(a) The Standing Committees for General Projects for Cannon Cultures are:

   a. Membership
   b. Fundraising and Partnerships (Committee Lead will also serve as Corporate Partners Liaison)
   c. International and Community Relations
   d. Marketing and Communications

Section 2. Committee Chairpersons

(a) Committee Chairpersons shall be appointed by the President/Vice President and may serve more than one term.

Article XI

School Liaisons

Section 1. Lower School Liaisons

(a) The Lower School Liaison will serve as the primary point people for the Lower School orders of business.

(b) They will actively seek opportunities for Cannon Cultures to get involved with the Division Heads to support their faculty, staff and students as it relates to cultural initiatives and activities.

(c) There will be two liaisons, one will be a member of the Cannon staff or faculty and one will be a parent representative.

(d) The leadership team will actively recruit school leads annually with the assistance of the Executive Board and the Division Head.

(e) The Lower School Liaison will serve as the primary point of communication specific to Cannon Cultures activities will remain in communication with the Division Head as needed.

Section 2. Middle School Liaison

(a) The Middle School Liaison will serve as the primary point people for the Middle School orders of business.

(b) They will actively seek opportunities for Cannon Cultures to get involved with the Division Heads to support their faculty, staff and students as it relates to cultural initiatives and activities.

(c) There will be two liaisons, one will be a member of the Cannon staff or faculty and one will be a parent representative.

(f) The leadership team will actively recruit school leads annually with the assistance of the Executive Board and the Division Head.
(g) The Middle School Liaison will serve as the primary point of communication specific to Cannon Cultures activities will remain in communication with the Division Head as needed.

Section 3. Upper School Liaisons

(a) The Upper School Liaison will serve as the primary point people for the Upper School orders of business.

(b) They will actively seek opportunities for Cannon Cultures to get involved with the Division Heads to support their faculty, staff and students as it relates to cultural initiatives and activities.

(c) There will be two liaisons, one will be a member of the Cannon staff or faculty and one will be a parent representative.

(d) The leadership team will actively recruit school leads annually with the assistance of the Executive Board and the Division Head.

(e) The Upper School Liaison will serve as the primary point of communication specific to Cannon Cultures activities will remain in communication with the Division Head as needed.

Article XII

Discretionary Projects Reviewed by the Cannon Cultures Executive Board

Section 1. Discretionary Projects reviewed by the Cannon Cultures Board

(a) Contributions to Cannon School Division activities

(b) Contributions in response to special requests/circumstances

(c) Other items as needed

Adopted this 5th day of September, 2014

Deidra Murphy, President
Georgina Sussewell, Vice President
Neena Duggal, Treasurer
Joan St. John, Secretary
Nichole Wright / Patrice Thompson, Lower School Liaisons
Stephanie Ranson, Middle School Liaison
Sylvia Simard-Newman, Ph.D., Upper School Liaison
Eileen Koehler, Marketing and Communications
Dr. Diane Gaskin, Membership
Sabrina Brown, International and Community Relations
Garry Patterson, Fundraising and Partnerships