

# PARENT-FACULTY ASSOCIATION BYLAWS

## Article I - Name

The name of this organization is The Fredericksburg Academy Parent-Faculty Association (PFA).

## Article II - Purpose

The purpose of this organization is to provide a parental network to support the educational and extracurricular activities of the school and to promote community spirit, communication, and mutual support among parents, teachers, staff, and students.

## Article III - Membership

All parents and guardians of students at Fredericksburg Academy are members. There are no dues.

## Article IV - Officers

**Section 1:** The officers of this organization are President, Vice President, Secretary, Treasurer, Lower School Liaison, Middle School Liaison, Upper School Liaison, Auction Liaison, and Booster's Liaison. The Officers serve as Executive Committee.

**Section 2:** The officers are elected at the May membership meeting. Nominations for officers are taken by the Nominating Committee beginning in March and are closed three weeks before the May general meeting. It is recommended that all three schools be represented among the officers. The Nominating Committee publishes the slate and qualifications in the FA Weekly before the election. The election is for President, Vice President, Secretary, Lower School Liaison, Middle School Liaison, Upper School Liaison, Auction Liaison and Booster's Liaison. The Treasurer is elected every other year on odd years.

**Section 3:** The Treasurer serves a two-year term. The remaining officers serve a one-year term. Officers can serve no more than three consecutive terms in the same office. The officers assume their position June 1 after the election, with the exception of the Treasurer who assumes his/her position on July 15 after the close of the fiscal year and final year end financials are completed.

### Section 4 - Duties of Officers:

A. President. The President presides at all membership and Executive Committee meetings. The President calls special meetings, as needed. The President formulates the membership meeting agenda and publishes it in the FA Weekly before the meeting. The President sits on the Board of Trustees starting at the August meeting. This position is a non-voting position to give input to the Board of Trustees. The President will prepare a written report to be distributed to the Board of Trustees prior to each BOT meeting. The President may report to the Executive Committee, but any action by the Board of Trustees is reported to the membership by the President of the Board of Trustees or the Head of School. The president summarizes the PFA's status for the year at the end of the fiscal year. This summary will go out to the membership during the summer and will be published on the FA Website. The President performs all other duties pertaining to the office.

B. Vice President. The Vice President appoints chairs to Committees, oversees and organizes the pool of volunteers for various committees and events. He/she makes sure the incoming chair people have the committee's information from prior years' events along with any other pertinent school information for the coming year. The Vice-President holds an annual meeting for Chair people to outline their duties. The Vice President assists the President, as necessary and performs the duties of the President in his/her absence. The Vice President assumes the position of President in his/her absence or if the office is vacated.

C. Secretary. The Secretary keeps the minutes of the membership meetings and the Executive Committee meetings. The membership meeting minutes are published on the FA Website. The Secretary sends out all correspondence and thank-you notes. The Secretary keeps an electronic file of the minutes and , all correspondence and forwards this information to. the incoming secretary before June 1. The Secretary assumes the position of Vice President in his/her absence or if the office is vacated.

D. Treasurer. The Treasurer receives and deposits all monies of the organization. The Treasurer writes checks for the organization and balances the account. The Treasurer submits a written financial report at every membership meeting and Executive Committee meeting. This report is forwarded to the President electronically. The Treasurer is responsible for getting cash boxes together and collecting monies at any fundraising efforts or other events when necessary. The Treasurer hands over the books to the incoming Treasurer by July 15, after the close of the fiscal year. Before the August Executive Board Meeting, the Treasurer, with the help of the president prepares and presents a proposed expense budget for the next year, for discussion and approval by the PFA board.

E. Upper School Liaison. The Upper School Liaison serves as the liaison between the Upper School and the PFA, working with the Head of the Upper School to identify and facilitate PFA support, such as identifying Upper School requirements that can be supported with PFA resources,, coordinating Upper School student participation in PFA sponsored social events and fund-raising activities, being the main conduit for communications between the Upper School and the PFA. It is recommended that this position be held by a parent member of the Upper School. The Upper School Liaison assists all other officers, as needed.

F. Middle School Liaison. The Middle School Liaison serves as the liaison between the Middle School and the PFA, working with the Head of the Middle School to identify and facilitate PFA support, such as identifying Middle School requirements that can be supported with PFA resources, coordinating Middle School student participation in PFA sponsored social events and fund-raising activities, being the main conduit for communications between the Middle School and the PFA. It is recommended that this position be held by a parent member of the Middle School. The Middle School Liaison assists all other officers, as needed.

G. Lower School Liaison. The Lower School Liaison serves as the liaison between the Lower School and the PFA, working with the Head of the Lower School to identify and facilitate PFA support, such as identifying Lower School requirements that can be supported with PFA resources, identifying a Room Parent and Auction Parent for each class prior to the beginning of the academic year, coordinating Lower School parent participation in PFA sponsored social events and fund-raising activities through the room parents, being the main conduit for communications between the Lower School and the PFA. He/she will make sure all Room Parents have the information necessary to facilitate their position. It is recommended that this position be held by a parent member of the Lower School. The Lower School Liaison assists all other officers, as needed.

H. Auction Liaison. The Auction Liaison serves as the liaison between the Annual Auction Committee and the PFA. His/Her duties include attending Auction Committee meetings and being the conduit for communications and cooperative efforts between the Auction Committee and the PFA. The Auction Liaison assists all other officers, as needed.

I. Booster's Liaison. The Booster's Liaison serves as the liaison between the Boosters' Club (both Athletic and Arts). His/her duties include attending the Boosters' meetings and being the conduit for communication and cooperative efforts between the Boosters' Clubs and the PFA. The Booster's Liaison assists all other officers, as needed.

### **Article V - Executive Committee**

**Section 1:** The Executive Committee consists of the elected officers. The duties of the Executive Committee are to act in an advisory capacity to the President and to decide matters of immediate importance between membership meetings. The Committee ratifies the Vice-President's appointment of Chairs to Committees. The Executive Committee approves and contacts speakers for the membership meetings. The Executive Committee remains in contact with the Director of Development and the Head of School.

**Section 2:** The Executive Committee holds its first meeting in August prior to the beginning of the new school year. Over the summer prior to this first meeting the President will be in touch with the individual Executive Committee members with any work that needs to be done prior to that first meeting. The Executive Committee meets one week before each membership meeting to review the agenda, and any other time as needed.

**Section 3:** The Executive Committee cannot appropriate money in excess of \$1,000.00 without approval at a membership meeting. The Executive Committee presents ideas for distribution of funds at the first membership meeting. The membership then votes on purchases. It is recommended that at least \$2,000.00 be left in the organization's treasury to start a school year.

**Section 4: Vacancies on the Executive Committee**

- A. President. Vice President assumes position.
- B. Vice President. Secretary assumes position.
- C. In the event of vacancies mid-termin other positions, the executive committee will appoint someone from the membership to fill in for the remainder of the term.

## Article VI - Committees

**Section 1:** The Executive Committee creates Committees as needed. It is recommended that Chairs be selected no later than the first Executive Committee meeting held after the election, before the end of the school year. The Vice President selects each Chair and this selection is ratified by the Executive Committee.

**Section 2:** Co-Chairs are highly recommended and are selected by the Chairs of the Committee.

**Section 3:** Committee reports are given at each membership meeting.

**Section 4:** All Committee Chairs submit a written report to the Vice President at the end of his/her function.

## Article VII - Meetings

**Section 1:** Membership meetings are held at a minimum of four for the school year. A recommended schedule is September, November, January, March, and May.

**Section 2:** Meeting dates and times, as well as agendas, are published in the FA Weekly and on the web site.

**Section 3:** The Executive Committee can call a special membership meeting.

**Section 4:** The Head and/or Assistant Head of School speak and make announcements at the membership meetings, as needed.

**Section 5:** Any parent, faculty, Board of Trustees member, or staff of Fredericksburg Academy can place an item on the meeting agenda with the approval of the Executive Committee. If there is a problem to be addressed, the Executive Committee must ascertain that all correct routes of resolution have been exhausted before bringing it to a membership meeting.

## Article VIII - Quorum

The quorum for the Executive Committee is five. At membership meetings, those present and voting constitute a quorum for the transaction of business.

## Article IX - Parliamentary Authority

All meetings of this organization are governed by parliamentary law, as set forth in Robert's Rules of Order, Revised.

**Article X - Amendments**

These bylaws may be amended at any membership meeting of the organization by a vote of those members present and voting, provided notice of the proposed amendment was submitted at a previous membership meeting.

**Article XI - Order of Business**

- Meeting called to order
- Approval of minutes of the previous meeting
- Treasurer’s report
- Head and/or Assistant Head of School, if speaking
- Reports of Committees
- Unfinished business
- New business
- Announcements
- Discussion of special items, if any
- Program, if any
- Adjournment

**POLICY STATEMENT ON PERSONAL & MEMORIAL FUNDRAISERS**

It is the policy of the Parent-Faculty Association of Fredericksburg Academy to not participate, support or operate any fundraising for a specific person or persons benefit. This policy applies to, but is not limited to, the sale of items to provide funds to organizations in a person’s or a family’s name at any Parent-Faculty Association sponsored events or activities. The purpose of the Parent-Faculty Association is “to provide a parental network to support the educational and extracurricular activities of the school and to promote community spirit, communication, and mutual support among parents, teachers, staff, and students.”

*Approved by Parent-Faculty Association 16 March 2011*