

**BYLAWS OF THE PARENT FACULTY ASSOCIATION OF  
THE WASHINGTON LATIN PUBLIC CHARTER SCHOOL  
May 2017 Edition**

**ARTICLE I - NAME**

The name of the organization shall be the Parent Faculty Association of The Washington Latin Public Charter School, hereinafter referred to as the "Parent Faculty Association" or "PFA".

**ARTICLE II - INSTITUTION AND CHARTER**

The Parent Association was instituted and chartered by an act of the Board of Governors of The Washington Latin Public Charter School on March 1, 2006, to serve as a non-governing body that exists entirely to support the stated mission and purposes of The Washington Latin Public Charter School as approved by the Board of Governors. After ten years, the Parent Association, in coordination with and the approval of the Board of Governors, is amending the name of the association to Parent Faculty Association and making amendments to the bylaws.

**ARTICLE III - STATEMENT OF PURPOSE**

The Parent Faculty Association is organized for the purpose of:

- A. Engaging and communicating with the entire Washington Latin community about issues of importance to the school community.
- B. Helping to create a positive school culture inside and outside of the classroom that supports the classical curriculum in the modern world.
- C. Fundraising and assisting with grant writing to support the school.
- D. Supporting the faculty and administration of the school.

**ARTICLE IV - MEMBERSHIP AND FUNDING**

**Section 1 - Membership**

- A. Every parent or guardian of a student enrolled in The Washington Latin Public Charter School is a member of the Parent Faculty Association and shall have individual voting rights.
- B. Every full or part-time teacher or administrator at The Washington Latin Public Charter School (WLPSC) is a non-voting member of the Parent Faculty Association.

**Section 2 - Funding for the Parent Faculty Association**

The Parent Faculty Association is a self-sustaining organization and may spend the funds it raises on WLPSC's activities or donate them directly to the school for general or specific purposes.

- A. The PFA may organize fundraisers to support its activities or specific school related activities.
- B. The PFA may request dues to support its activities.
- C. The payment of dues or a donation to a PFA fundraiser is not a requirement for membership or voting rights in the PFA.
- D. The outgoing Executive Committee of the PFA will determine how funds will be raised to support the PFA activities for the next school year.

## **ARTICLE V - OFFICERS**

### **Section 1 - Officers**

The officers shall be a President, Vice President, Secretary, Treasurer, and one Grade Representative for each grade level. All Officers serve as voting members of the Executive Committee hereinafter referred to as the "Executive Committee" or "EC" (see Article VIII).

### **Section 2 - Duties**

- A. President
  - 1. Shall organize and preside over the meetings of the Parent Faculty Association.
  - 2. Shall serve as an ex-officio member of all committees.
  - 3. Shall report to the Board of Governors and the Head of School regarding the activities and policies of the PFA.
  - 4. May nominate committee chairs for appointment by the Executive Committee.
  - 5. May nominate candidates to fill any vacancy that occurs during the year in the offices of Vice President, Secretary, Treasurer, and Grade Representative. The Vice President, Secretary, and Treasurer candidates so nominated by the President must be confirmed by majority vote of the PFA. Grade Representatives must be confirmed by a majority vote of the guardians with children in each grade.
  - 6. Shall perform such other duties as may be provided by these bylaws or directed by the Executive Committee.
- B. Vice President
  - 1. Shall organize and preside over all of the meetings of the PFA in the absence of the President.
  - 2. Shall assist the President in carrying out the duties of - the office.
  - 3. Shall assume the duties of President in the event that the President is incapacitated or otherwise unable to perform his/her duties.
  - 4. Shall perform such other duties as may be requested by the Executive Committee.

C. Secretary

1. Shall maintain the bylaws and any relevant policies of the PFA.
2. Shall provide notice of all meetings.
3. Shall record the minutes - of the PFA General and Executive Committee meetings and deliver them in a timely manner prior to the next meeting.
4. Shall ensure policies and procedures are followed for all meetings and elections.
5. Shall be responsible for providing notice of all PFA elections and that the appropriate procedures are followed.
6. Shall serve as a member of the Communications Committee.
7. Shall perform such other duties as may be requested by President and/or the Executive Committee.

D. Treasurer

1. Shall be the custodian of all funds of the PFA.
2. Shall work with The Washington Latin Public Charter School Administration to monitor and protect all funds placed in his or her custody, including maintaining appropriately designated bank accounts, if any.
3. Shall approve expenditure of budgeted funds in accordance with the PFA Bylaws, the PFA approved budget, and EC decisions authorized under Article X of these Bylaws.
4. Shall keep financial records correct, up-to-date, and available for review.
5. Shall submit regular financial reports to the EC and, upon request, to the parent community, and provide an annual written financial report to the Board of Governors.
6. Shall perform such other duties as may be requested by the Executive Committee.

E. Grade Representatives

1. Shall represent the Grade on the Executive Committee and may recruit *Advisory Representatives* to represent any advisory/class for the Grade they represent.
2. Shall act as a liaison between their respective Grade, the PFA, and the school.
3. Shall actively seek out parent concerns, ideas and interests.
4. Shall participate in all EC meetings.
5. Shall volunteer to support PFA-sponsored events such as the Fall/Spring Festival, fundraising, the Parent Social, and other committee events.

6. Shall serve as ex officio members of the Grade Representative Committee.
7. Shall assist with school fundraisers, class and grade field trips, and PFA-sponsored events (e.g., Parent Social, Teacher Luncheons, Fall/Spring Festival, etc.).

## **ARTICLE VI - ELECTIONS**

### **Section 1 - Nominations**

- A. The Secretary shall solicit nominations and self-nominations for EC officers including Grade Representatives (other than 5th grade, see B below) from members of the PFA between February 15 and March 15 of each school year.
- B. The Secretary shall solicit nominations and self-nominations for Grade Representatives for 5th Grade no later than the first General Meeting of the PFA, or September 15 of each school year, whichever is earlier.
- C. The Secretary shall contact all nominees to determine their interest in being a candidate; shall confirm the eligibility of all nominees to run for office; shall compile and submit a list of all candidates to the entire Latin Community no later than April 15.
- D. At the next General Meeting of the PFA following April 15, the Executive Committee shall provide an opportunity for additional nominations from the floor and shall provide a Candidates' Forum wherein all interested candidates shall address the PFA and answer questions from the floor.

### **Section 2 - Elections**

- A. Elections shall take place at the General Meeting of the PFA following the Candidates Forum, or by such other process as approved by the EC.
- B. The Secretary shall preside over the elections and be responsible for the orderly election process.
- C. The vote for the President, Vice President, Secretary, Treasurer and Parliamentarian shall be conducted by a ballot vote of the PFA membership present at the meeting, or who participate in such other process as approved by the EC. Candidates receiving the most votes cast for their respective positions shall be declared the winners. The votes shall be counted immediately and the winners announced immediately.
- D. The vote for Grade Representatives shall be conducted by a ballot vote, or by such other process as approved by the EC. Candidates receiving the most votes cast for their respective positions by the parents of their respective rising grades shall be declared the winners.
- E. Elections for the 5th Grade - Representative shall take place by ballot, or by such other process as approved by the EC, within two weeks of the first PFA general body meeting of the school year, but, in any event, not later

than September 30. The candidate receiving the most votes shall be declared the winner. The votes shall be counted immediately and the 5th Grade Class Representatives shall be announced as soon as practicable thereafter.

- F. The Faculty Representative(s) shall be appointed by the Head of the School. (See Article VIII, Section 1)
- G. In all cases, voted ballots, or other record of the election, shall be sealed in an envelope or box, whichever is appropriate, for thirty days following the election. After such time, the ballots shall be destroyed. The Secretary is responsible recording the election and voting process.

### **Section 3 - Eligibility**

All voting members of the PFA are eligible for office. Each parent or guardian is eligible to vote once for each Officer and once for each child's respective Grade Representative in which they have a child.

### **Section 4 - Terms of Office**

- A. Officers shall be elected for a term of one year, and may serve no more than two (2) consecutive terms in the same office.
- B. The term of office shall be from July 1 to June 30 following the election in which the officer was elected
- C. Each person elected shall hold only one office at a time.

### **Section 5 - Vacancies**

If a vacancy occurs during the school year in the office of President, the Vice President shall automatically become the President. At the next regular scheduled meeting of the PFA, a new Vice President will be elected. If a vacancy occurs in any other office, the PFA will fill the vacancy through an election at the next regular general meeting of the PFA following the vacancy. The President may nominate persons to fill the vacancies. In addition, nominations shall be taken from the floor, and the person receiving the majority vote shall assume the position. Grade Representatives shall be elected by members of the respective grade only.

### **Section 6 - Removal**

- A. The EC may vote to remove any officer and present a new candidate for election at the next PFA meeting.
- B. An officer, also, can be removed with or without cause by a two-thirds vote of the PFA members present (assuming a quorum) at a regular meeting of the PFA where previous due notice of the removal (*i.e.*, at least ten days in advance of the meeting) has been given.

- C. A removed candidate may nominate themselves to be elected, again, to serve on the PFA. If so elected, the EC must accept them in the position as elected by the PFA.

## **ARTICLE VII - MEETINGS**

### **Section 1 - Regular Meetings**

The PFA shall hold at least three General Meetings each year at such time and place as determined by the Executive Committee. One meeting shall be held within thirty days of the beginning of the school year. One meeting shall be held between April 1 and April 30 to facilitate a Candidates Forum, and one meeting shall be held between May 1 and May 31 to facilitate elections and receiving any end of year reports from committees or from the school administration. The Executive Committee shall prepare a calendar of General Meetings of the PFA for distribution to the parent community no later than September 30. In any event, the Secretary shall ensure that the PFA is notified of the time and place of all regular meetings of the PFA at least 20 days prior to the scheduled meeting.

### **Section 2 - Special Meetings**

Special meetings of the PFA may be called by the President, by any two members of the EC or by any five voting members of the EC by submitting a written request to the Secretary. Notice of the special meeting and its proposed agenda shall be sent to the members of the PFA at least 10 days prior to the meeting, by flyer and official email distribution. Such notice also may be distributed by postal mail to the official addresses of PFA members. The Secretary shall assist in publishing notices of all such meetings.

### **Section 3 - Quorum**

A quorum of the PFA shall be deemed to be present if at least 25 voting members of the PFA are present. For purposes of the election, replacement or removal of the President, Vice President, Secretary, or Treasurer a quorum of the PFA shall be deemed to be present if at least 30 voting members of the PFA are present. For purposes of the election, replacement or removal of Grade Representatives, a quorum of the grade shall be deemed to be present if at least 25% of all grade members have a representative present (i.e., a number equal to a quarter of the size of the grade).

### **Section 4 - Robert's Rules of Order**

Robert's Rules of Order ("then current edition") shall govern any matter not covered by these bylaws.

## **ARTICLE VIII - EXECUTIVE COMMITTEE.**

### **Section 1 - Membership**

The Executive Committee of the PFA shall consist of the Officers, standing committee chairs, the Head of School, an upper school Faculty Representative, and a middle school Faculty Representative. The Head of School and Faculty Representatives are non-voting members of the Executive Committee.

### **Section 2 - Duties**

The duties of the Executive Committee shall be to transact business in preparation for school events and General Meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the PFA, engage in activities that promote a positive school culture inside and outside of the classroom, raise funds, and prepare reports and recommendations for future PFA activities.

### **Section 3 - Meetings**

Regular meetings of the Executive Committee shall be held monthly at the time and place to be determined by the Executive Committee. Special meetings may be called by any two Executive Committee members, with two days' advance notice. All members of the EC will make attendance a priority. The PFA will be advised of the time and place of all EC meetings.

### **Section 4 - Quorum**

Half the number of voting Executive Committee members plus one constitutes a quorum of the Executive Committee.

### **Section 5 - Transaction of Business**

The Executive Committee shall consider resolutions for action only during its meetings and when a quorum is present. Members participating by conference call are considered present. The act of a majority of voting Executive Committee members present at any meeting (including by telephone) at which a quorum is present shall be the act of the Executive Committee. The Executive Committee shall not vote on resolutions via email.

## **ARTICLE IX - COMMITTEES**

### **Section 1 - Membership**

Committees may consist of any member of the PFA, with the President acting as an ex officio member of all committees. EC members may serve as Chairs of any committee or simply be a member of any committee. Grade Representatives shall be members of the Grade Representative Committee. Parent volunteers are encouraged to serve on committees for more than one year to assure continuity.

### **Section 2 - Standing Committees**

The following committees shall be standing committees of the PFA:

- A. Grade Representative Committee
- B. Communications Committee
- C. Hospitality Committee
- D. Health and Wellness Committee

### **Section 3 - Additional Committees**

The Executive Committee may appoint additional ad hoc committees as needed.

### **Section 4 - Committee Chairs**

Each committee shall have a chairperson nominated by the President and approved by the Executive Committee.

### **Section 5 - Committee Procedures**

The specific guidelines for committee procedures shall be as directed by the Executive Committee or, **in** an appropriate case, the PFA membership. Committees will meet at least twice a year.

## **ARTICLE X - FINANCES**

### **Section 1 - Budget**

The PFA's budget shall be approved by a majority vote of the PFA members present at a meeting of the PFA (assuming a quorum), in the fall for each school year, and then submitted to the Board of Governors.

### **Section 2 - Records**

The Treasurer shall keep accurate records of income allocated by the School and any disbursements.

### **Section 3 - Approval of Expenses**

The Executive Committee shall approve all expenses by a majority vote of voting Executive Committee members present at the meeting (assuming a quorum).

### **Section 4 - Spending Authority**

The Executive Committee, with a majority vote, may authorize reallocation of up to \$500.00 within the PFA approved budget. Other reallocations must be approved by the PFA membership.

### **Section 5 - Signatures**

One authorized signature shall be required on each check or reimbursement



request. Authorized signers shall be the President, Vice President, Treasurer, and Secretary.

**Section 6 - Year-End Report**

The Treasurer shall prepare a financial statement at the end of the school year.

**Section 7 - Funds Upon Dissolution**

Upon dissolution of the PFA, any remaining funds should be used to pay any outstanding bills, and any remaining funds shall be transferred to the Washington Latin Public Charter School.

**Section 8 - Fiscal Year**

The fiscal year of the PFA shall be July 1 through June 30. Funds remaining at the end of the PFA's fiscal year, will be carried over to fund PFA activities in the following fiscal year.

**ARTICLE XI - STANDING RULES.**

Standing rules may be approved by the Executive Committee and the Secretary shall keep a record of the standing rules for future reference.

**ARTICLE XII - AMENDMENTS.**

These bylaws may be amended at any General or Special meeting, providing that previous notice of the proposed amendments was given in writing at the prior regular PFA meeting and then sent by postal mail, email and/or flyer to all members of the PFA through official distribution channels by the Secretary. Amendments must be approved by a two-thirds vote of those present, assuming a quorum.