

# FRENCH AMERICAN SCHOOL OF PRINCETON PARENTS' ASSOCIATION BYLAWS

## ARTICLE I NAME AND PURPOSE

Section 1. NAME. The name of the Parents' Association shall be "The Parents' Association of the French American School of Princeton" (hereafter "PA"). It is an unincorporated association.

Section 2. PURPOSE. The purpose of the PA shall be to support the French American School of Princeton ("hereafter "FASP") in the following ways:

- a) support the school's philosophy, programs, and activities;
- b) facilitate communication and parent education;
- c) encourage and coordinate volunteerism in the parent community;
- d) foster a spirit of inclusion, partnership, and cooperation throughout the school community;
- e) provide a means of communication between the parent community and the School;
- f) develop social events for the School community.

## ARTICLE II STRUCTURE AND MEMBERSHIP

Section 1. MEMBERSHIP. Membership in the PA shall consist of all parents, or persons standing in place of parents, of students currently enrolled in the school (hereafter "PA Members"). Members shall pay an annual fee by October 1 per child enrolled in the FASP, the amount of which determined by the PA Council. Only members that have paid the annual fee may vote or hold PA Council positions. FASP employees with children enrolled at the FASP shall be PA members and are eligible to vote, but not hold any elected office.

Section 2. STRUCTURE. The structure of the PA is of individual parent members, led by the Parent Council comprised of the elected officers and the Chairs of the Standing Committees. Only the elected officers have voting rights. In the event of a tie, the President's vote shall be the deciding vote. Officers, Committee Chairs or other PA position members shall not receive any remuneration whether directly or indirectly.

Section 3. PA MEMBERSHIP MEETINGS. The President shall call a minimum of three PA Membership Meetings yearly (October, January and May). The President may call additional PA Membership Meetings as deemed necessary provided that the PA membership is given the required notice. The May meeting, known as the PA Annual Meeting, shall be held for the purpose of electing new PA officers for the following academic year, voting on recommended activities for the next academic year, giving a financial review of the current academic year, vote on a budget for the following academic year, and for any other business that may arise. The FASP Director shall be invited to attend all meetings, but shall have no voting rights as a Director, solely as a PA parent member if applicable.

Section 4. ELECTION OF OFFICERS. The PA officers for the following academic year shall be elected by a vote of the memberships at the PA Annual Meeting in May. One month prior to the PA Annual Meeting, the PA Council shall solicit candidates from the entire membership; any PA member may run for office and have her or his name placed on the ballot. The ballot with the list of candidates for each office shall be distributed to the membership two weeks before the election. Additional nominations from the floor may be made, provided that the nominee has consented to serve if elected. Families unable to attend the PA Annual Meeting may vote by proxy. The membership will have one (1) vote per family.

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Section 5. SPECIAL PA MEMBERSHIP MEETINGS. Special meetings of the PA membership may be called by the President, by a majority of the elected officers, or when requested by not less than 20% of members of the PA for any lawful purpose at any time. Upon receipt of the petition, the President shall forthwith call a special meeting of the PA to be held not less than 15 days, nor more than 30 days after receipt of the petition.

Section 6. QUORUM FOR SPECIAL PA MEMBERSHIP MEETINGS. Twenty percent (20%) of the PA Members shall constitute a quorum. Any action taken by the majority of those present at the meeting shall be valid.

Section 7. NOTICES OF MEETINGS. Notices of all meetings of the PA, shall be sent to the PA membership by email, not less than one (1) week before the date of the meeting. The agenda will be set by the President and circulated by email not less than (3) days before the date of the meeting.

Section 8. MINUTES. The minutes of all meetings shall be published by email, not more than two (2) weeks after the date of the meeting. The complete minutes shall always be available at the school office.

## ARTICLE III OFFICERS

Section 1. OFFICERS. The Officers shall manage the day-to-day affairs of the PA. They shall consist of a President, a Vice-President, a Secretary, and a Treasurer. All officers shall be members in good standing of the PA and be elected at the PA Annual Meeting. Each office shall be for a one-year term beginning July 1. No member shall serve in the same office for more than two terms whether consecutive or nonconsecutive. FASP school employees may not serve as officers in the PA.

Section 2. FUNCTIONS OF THE PRESIDENT AND VICE-PRESIDENT. The President and Vice-President shall perform the following functions:

- a) ensure the good functioning of standing committees of the PA;
- b) facilitate communication within the school community;
- c) present to the first FASP Council Meeting the PA's goals for the coming school year;
- d) send goals and proposed activities to the PA members at the beginning of the academic year; and
- e) prepare an annual report of PA activities for the next President at the end of the academic year.

Section 3. DUTIES OF THE PRESIDENT. The President shall perform the following duties:

- a) call and preside over all Parent Council and PA Membership meetings;
- b) enforce the bylaws and all such regulations as may be adopted by the Parent Council;
- c) set agenda, and lead all Parent Council and PA Membership meetings;
- d) oversee and approve the preparation of any newsletter or publication issued under the auspices of the PA;
- e) appoint chairpersons of committees and act as *ex-officio* member of all committees;
- f) appoint an interim member to fill any vacancy in the offices until a candidate can be voted on at a general meeting;
- g) review money disbursements monthly with the treasurer to ensure compliance with the budget; and
- h) conduct correspondence of the organization in conjunction with the Secretary.

Section 4. DUTIES OF THE VICE-PRESIDENT. The Vice-president shall perform the following duties:

- a) assist the President;
- b) assume the duties of the President in her or his absence;
- c) carry out such additional functions and responsibilities as requested by the Parent Council; and
- d) act as *ex-officio* member of all committees;
- e) develop the list of candidates and ballots for the PA Annual Meeting; and
- f) develop the list of recommended PA activities to be voted on at the PA Annual Meeting.

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Section 5. DUTIES OF THE SECRETARY. The Secretary shall perform the following duties:

- a) create and preserve all records and minutes of all meetings of the PA in labeled binders;
- b) assist President in conducting all correspondence of the organization; and
- c) give notice of all meetings.

Section 6. DUTIES OF THE TREASURER. The Treasurer shall perform the following duties:

- a) act as a custodian of the funds of the PA;
- b) give a detailed written account of the financial status of the PA at Council meetings and monthly to the President;
- c) present a preliminary Annual Report at the PA Annual Meeting. At the end of the year, the Treasurer shall submit a detailed final report to the Council and to the general PA membership;
- d) submit a list of expenditures of the PA to the President on a monthly basis;
- e) advise the Chairs of the various Committees of budgets;
- f) keep the official record of all financial transactions;
- g) shall keep a record and ensure that membership dues have been paid; and
- h) supervise the activities of (potential) assistant treasurer and delegate responsibilities as required.

Section 7. ASSISTANTS. The President may appoint one or more assistants to the above positions to assist in the discharge of the duties of their respective offices. However, assistants are not officers and may not vote on Council matters.

Section 8 . DUTIES OF THE COMMITTEE CHAIRS

- 1) inform the Parent council of any work committees have done;
- 2) call committee meetings as needed;
- 3) maintain a description of committee goals and responsibilities ; and
- 4) give notice of all activities

Section 9. RESIGNATION. An elected officer who wishes to resign from office prior to the end of her or his term must notify the Council in writing. Any such resignation shall take effect upon receipt of such notice or at any later time specified therein. The remaining officers shall appoint an interim officer by majority vote.

Section 10. VACANCIES. Should an elected officer resign, the remaining officers nominate a candidate by vote to fill the vacancy at a special meeting of the Council. The nomination shall be approved by the Membership within 60 days at a regularly scheduled or special meeting of the PA.

Section 11. REMOVAL. Failure of any PA officer to fulfill their designated duties or causing the PA to be in bad standing with the membership constitutes reason for removal from the Parent Council. Should this situation occur, a meeting of the Parent Council will be called by the President and a vote taken amongst the voting members. A majority vote of voting members is required for removal. In the event of a tie, the President shall cast the deciding vote.

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## **ARTICLE IV PARENT COUNCIL (hereafter "Council")**

Section 1. **COUNCIL RESPONSIBILITIES.** The responsibilities of the Council shall be to:

- a) oversee the affairs of the PA and develop an agenda of goals and guidelines for the coming academic year;
- b) initiate, continue or re-structure fund-raising activities on behalf of the PA;
- c) decide on the distribution of monies raised through PA fund-raising activities, based on the recommendations from the PA Annual Meeting and on the recommendations of the teaching staff, consistent with the goals set by the School administration; and
- d) all members of the council shall prepare memoranda at the end of their terms of office for the guidance of their successors.

Section 2. **COUNCIL MEMBERSHIP.** The Council, chaired by the President of the PA, shall consist of the elected PA officers and the Chairs of the Standing Committees. The outgoing President shall be invited ex-officio for one year.

Section 3. **COUNCIL MEETINGS.** The President shall call a minimum of one regular Council Meeting prior to each general membership meeting and additional meetings as deemed necessary. All members of the Parent Council may submit items for inclusion in the Agenda.

The Chairs of the Standing Committees shall be invited to attend all Council Meetings. The Chairs of any other committees shall be invited to attend when relevant.

- a) the fall Council Meeting shall define the PA goals and guidelines for the year. The meeting shall occur before the first General PA meeting in October;
- b) in the spring, a Council Meeting shall approve the PA Annual Report to be sent to the membership; and allocate the funds raised. It shall occur shortly before the PA Annual Meeting to be held in May.

Section 4. **COUNCIL QUORUM.** Three (3) of the (4) elected officers shall constitute a quorum. Any action taken by the majority of the elected officers present at a meeting shall be valid.

Section 5. **NOTICES OF COUNCIL MEETINGS.** Notices of all Council meetings, with agenda, shall be sent to all Council Members at least five days in advance.

Section 6. **PA EXPENSES.** The PA may allocate funds to:

- a) assist the school in financially supporting targeted items and activities;
- b) host school-related family gatherings including food and beverages;
- c) host gatherings or purchase items to reward volunteers or others for their support of PA activities; and
- d) purchase supplies as necessary for the proper and efficient function of the PA.

Section 7. **APPROVAL OF EXPENDITURES.**

- a) the Chair of a committee and the President shall pre-approve budgeted expenditure below \$100;
- b) the Parent Council shall pre-approve any budgeted expenditure in excess of \$100.

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## Section 8. PA FUNDS.

- a) the proceeds of the fund-raising activities of the PA shall not inure, directly or indirectly to or for the benefit of any individual member;
- b) the PA shall maintain an account, the balance of which shall, at the beginning of the year, be budgeted to finance PA activities;
- c) The President and Treasurer shall be the only authorized signatories of the PA bank account(s).

Section 9. INCOMING / OUTGOING COUNCIL MEETING. In order to ensure a smooth transition, the outgoing and incoming council shall have one joint meeting before the end of the academic school year.

## ARTICLE V COMMITTEES

Section 1. GENERAL. The committees shall consist of the permanent Standing Committees, and Special Committees. All committees shall follow the guidelines defined by the Council. The committee members and chairs shall be determined by vote of the elected officers. FASP school employees may serve in any capacity if they have a child at the FASP. If a committee chairperson or member is not performing their duties satisfactorily, the elected officers may also replace them by vote at any Council meeting.

Section 2. STANDING COMMITTEES. The Standing Committees shall consist of the Year Book Committee, Fundraising Committee, Welcome Committee, Social Committee, and the E-Bulletin Committee. The PA officers, shall annually select by vote the year long Standing Committees and their chairpersons who shall serve for one year.

Section 3. SPECIAL COMMITTEES. Special Committees shall consist of committees of limited duration such as the. By-laws committee. The President, with the approval of the elected officers, may from time to time appoint such Special Committees as she or he may deem necessary or as the PA membership may request.

## ARTICLE VI MISCELLANEOUS

Section 1. AMENDMENTS TO BY-LAWS. The by-laws may be amended at any PA meeting by a two-thirds (2/3) vote. The amendment must be submitted to all PA members in writing at least two (2) weeks prior to the PA meeting at which the vote is taken. The by-laws' amendment must be voted on exactly as presented on the ballot. The amended bylaws shall become effective by the date given on the ballot. The elected officers shall establish a Special Committee every three years to review the PA Bylaws and submit any recommended changes.

Section 2. DISSOLUTION. In case of Dissolution of the PA, all assets of the organization shall be turned over to the French American School of Princeton.

Section 3. INSPECTION OF BYLAWS, MINUTES AND FINANCIAL REPORTS. The PA shall keep the original or a copy of the following documents, which shall be open to inspection by any member for review or copying at all reasonable times during office hours:

- a) the By-laws, as amended to date;
- b) the official minutes of all regular and special Meetings of the PA; and
- c) the annual financial reports prepared by the Treasurer of the PA.

December 15<sup>th</sup>, 2008