

BYLAWS OF THE PARENT-FACULTY ASSOCIATION OF XAVIER CHARTER SCHOOL

ARTICLE I

Name

The name of this organization shall be the Parent-Faculty Association of Xavier Charter School (PFA).

ARTICLE II

The objectives of the Parent-Faculty Association of Xavier Charter School are:

1. To promote the welfare of children and youth in home, school, and community.
2. To bring into closer relation the home and the school, that parents and faculty may cooperate intelligently in the educational development of a child.
3. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and emotional development.
4. To promote cooperation among parents, administration, staff and students in order to encourage a friendly and respectful atmosphere, in the school and among PFA members, that is open to the rights and suggestions of all.

ARTICLE III

Policies

1. The program of this organization shall be educational and shall be developed through conferences, committees, and projects.
2. This organization shall be non-profit, noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization.
3. This organization shall seek neither to direct the administrative activities of the school nor to control its policies.
4. This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordination councils, provided its representative makes no commitments to bind the group he/she represents without the stated support of a majority of its officers.

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5. This organization may raise money for activities and equipment for the work and program of the organization.

ARTICLE IV

Composition of PFA Board

1. PFA Officers

- a. The officers of this organization shall be: a president; a vice president; a secretary; a treasurer; and a co-treasurer, which officers shall constitute the Board of the organization.
- b. Officers shall be elected annually by the parents present at the organization's May meeting.
- c. Officers shall assume their duties at the close of the May meeting and shall serve for a term of one year and/or until successors are elected.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office with the exception of secretary and treasurer, which term may be extended by a majority vote of the parents present at the May meeting.
- e. The PFA Board shall meet at least once a month during the school year.
- f. Special meetings of the PFA Board may be called by the President or a majority of the officers.
- g. President and Treasurer will serve an additional four months during the transition to the new board.

2. Election/Appointment of Officers

- a. At the organization's March meeting, notifications of open nominations will be given to the members. Nominations will be taken from the floor at the April meeting. The nominations will be made public. Election of the officers will occur at the May meeting. The Vice President of the PFA Board is responsible for providing notification, organizing and coordinating the nomination process.
- b. The consent of each candidate must be obtained before his/her name is placed in nomination. Additional nominations may be made from the floor provided the consent of each candidate has been obtained before his/her name is placed in nomination. Each officer will be presented for nomination and voting in the following order: President, Vice President, Co-Treasurers, and Secretary. Nomination and voting for each officer shall be concluded prior to moving to nomination and voting for the next office. All nominations from the floor must be completed and nominations closed for each office before voting for any office takes place. In the event there are only two nominees are presented for an office, the voting process will be divided into two rounds. In the first round of voting, all nominees for the office shall be presented for a vote. The two nominees are receiving the most votes in the

- first round shall then proceed to a second round of voting. The nominee receiving the majority if the votes in the second round of voting shall be declared elected.
- c. All candidates shall introduce themselves at the election meeting.
 - d. Officers shall be elected by a show of hands or written ballot.
3. Vacancies
- a. A vacancy occurring in any office except President shall be filled for the unexpired term by a person elected by a majority of the remaining members of the PFA Board.
 - b. If the office of President is vacated prior to the term expiring, the Vice President shall fill it automatically. The PFA members shall be notified of the changes.
4. Removal From Board
- a. Any member of the Board who fails to perform his/her duties as outlined in these bylaws, who fails to perform his/her duties volunteer assignment, or who behaves in a manner inconsistent with the organization's objectives may be removed and replaced.
 - b. Possible grounds for removal may include, but are not necessarily limited to, the following: gross misconduct; violations of school policy; commission of a misdemeanor or felony violation of the law; theft of misuse of Board property or funds; abuse, physical assault or slander of other volunteers, school staff, students or PFA members; the existence of a legal conflict of interest between the Board member and the School; and/or failure to abide by PFA policies and procedures.
 - c. Notice of grounds for removal of a Board member shall be submitted in writing to the school Head of Schools and all of the Board members.
 - d. The Board member subject to removal will be given an opportunity to discuss the student grounds for removal with the Head of Schools and the remaining Board members in Executive Session at a regularly-scheduled meeting of the Board.
 - e. The Head of Schools and remaining Board members shall investigate the stated grounds for removal, and the remaining Board members shall vote whether to remove the Board member. In the event this vote is a tie, the Head of Schools shall cast the tie-breaking vote. In the event the individual is removed, the Vacancy shall be filled in accordance with Article IV (3), above.

ARTICLE V

Duties of Officers

1. The president shall preside at all meetings of the organization and of the PFA Board; shall perform such other duties as may be prescribes in these Bylaws or assigned to him/her by the organization or by the PFA Board; and shall coordinate the work of the officers and the committees on order that the objectives may be promoted.
2. The Vice President shall act as aide to the President and shall perform the duties of the President in the absence or inability of those officers to serve. The Vice President shall act as volunteer coordinator to arrange for assistant at school functions.

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3. The Secretary shall record the minutes of all meetings of the organizations; shall perform such other duties as may be delegated to him/her; and will take roll call vote when deemed necessary. The Secretary shall develop an agenda for all PFA meetings.
4. The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approved budget as authorized by the PFA Board. The Treasurer shall present a financial statement at every meeting if the PFA Board and shall make a full report at the annual meeting. The Treasurer's accounts shall be examined annually by the PFA Board. The books will be available for review to any Stakeholder upon request within 10 days of the request, and will be made available to any member of the Board within one day of the request. The Treasurer is recommended to serve for a period of two years.
5. All officers shall:
 - a. Perform the duties prescribed to those outlined in the Bylaws and those assigned from time to time.

Chelsea Tuttle
President

Paula Rhodes
Vice President

Jeanne Cerny
Co-Treasurer

Sylvia Hummer
Co-Treasurer

Beth Hees
Secretary