

APPROVED OCTOBER 21, 2008

**BY-LAWS
PARENT-FACULTY ASSOCIATION
BRADFORD WOODS ELEMENTARY SCHOOL**

ARTICLE I

Name

The name of this organization shall be the Parent-Faculty Association of Bradford Woods Elementary School. It shall be a non-profit organization.

ARTICLE II

Objectives

The objectives of the Parent-Faculty Association of Bradford Woods Elementary School shall be:

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 the 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 coordinating councils, provided its representative makes no commitments to bind the group he/she represents.
5. This organization may raise money for activities and equipment for the work and program of the organization.

ARTICLE IV

Membership and Dues

1. Any parent, guardian, faculty or administrative member who is interested in the objectives of the Parent-Faculty Association of Bradford Woods Elementary School and is willing to uphold its policies and subscribe to its By-Laws may become a member upon payment of dues, as hereinafter provided.
2. The annual membership dues shall be all-inclusive and the PFA Board at its organizational meeting of each new school year shall adjust the amount.
3. An annual enrollment of members shall be conducted. Additional members shall be accepted at any time.

4. Each family will be asked to pay membership dues only once each year, regardless of the number of students the family has enrolled at the school.
5. Members of the PFA may receive special member benefits, including, but not limited to, one school directory; the right to purchase additional copies of the directory at a reduced cost; as well as member discounts for select classes or services offered through the PFA.

ARTICLE V

Composition of Executive Committee

1. Executive Officers
 - a. The officers of this organization shall be: a president; a vice president; a secretary; and a treasurer.
 - b. Officers shall be elected annually by the membership at the May meeting.
 - c. Officers shall assume their duties at the close of the annual 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.
 - e. Ex-Officio members of the Executive Committee may include the past president or co-presidents or designated representative.
 - f. Executive Committee members will meet at least once a month during the school year.
 - g. Special meetings of the Executive Committee may be called by the President or a majority of the Committee members.
2. Election/Appointment of Officers
 - a. There shall be a nominating committee consisting of four members, one of whom shall be selected by the Executive Committee from its body, one PFA-member teacher or staff representative appointed by the principal and two elected by the organization at a regular meeting at least one month prior to the election.
 - b. The nominating committee shall select one nominee for each office to be filled and report at the meeting at which elections are held. Nominees will have been members in good standing of the PFA for at least one (1) school year or portion thereof.
 - c. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.
 - d. Only those members who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.
 - e. Officers shall be elected by a show of hands or written ballot.
3. Vacancies
 - a. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the remaining members of the Executive Committee.
 - b. If the office of President is vacated during the year, the Vice President shall fill it automatically. The PFA members shall be notified of the changes.
4. Removal From Executive Committee
 - a. Executive Officers who fail to perform their duties as outlined in these by-laws of the PFA, who fail to perform their volunteer assignment, or who behave in a manner inconsistent with the organization's objectives may be removed and replaced.
 - b. Possible grounds for removal may include, but are not limited to, the following: gross misconduct; violations of school policy or violations of the law; theft of property or misuse of executive committee position; abuse, mistreatment or rude/disrespectful communication with other volunteers, school staff, students or PFA members (in person or via e-mail or phone); failure to abide by PFA policies and procedures; and/or repeated failure to complete the plan of work submitted to the school Principal.
 - c. Requests for removal of an Executive Committee Member shall be submitted in writing to the school Principal.
 - d. The volunteer will be given an opportunity to discuss the reasons for possible removal with the Principal and the remaining Executive Committee Officers,

- e. The Principal and remaining Executive Committee Officers shall investigate, vote on the dismissal, and if needed, appoint an alternate individual. Any notice of removal shall be made in writing by the Principal to the individual concerned and PFA members shall be notified of the changes.

ARTICLE VI

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 prescribed in these By-Laws or assigned to her by the organization or by the PFA Board; and shall coordinate the work of the officers and the committees in 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 that officer to serve. The Vice President shall act as volunteer coordinator to arrange for assistance at school functions. The Vice President or alternate shall serve as the representative to the SPLC.
3. The Secretary shall record the minutes of all meetings of the organization; shall perform such other duties as may be delegated to 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 of the Executive Committee and at PFA Board meetings when requested and shall make a full report at the annual meeting. The Treasurer's accounts shall be examined annually by an independent auditor.
5. All officers shall:
 - a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these By-Laws and those assigned from time to time.
 - b. Deliver to their successors all official material within one month following the meeting at which they are elected.
 - c. Appoint a parliamentarian and committee chairpersons.
 - d. Collectively be able to authorize emergency expenditures of up to \$50.00 between regularly scheduled meetings.
 - e. Prepare and submit for approval at the final meeting of the year a budget for the ensuing year.

ARTICLE VII

Board Meetings

1. A schedule of Board meetings shall be set by the Executive Committee and agreed upon by the PFA Board.
2. The PFA Board shall meet once each month during the school year.
3. All PFA Board meetings are open to the entire membership of the PFA to observe the workings of their Board as well as other persons having particular interests in school affairs.
4. The privilege of holding office, introducing motions, debating and voting shall be limited to members of the PFA whose current dues have been paid. Each family is entitled to one (1) vote.
5. A period of five (5) minutes per speaker shall be set aside prior to "committee reports" on the agenda for questions and/or comments for members of the general PFA membership. A request to speak at this time shall be made prior to the official start of the meeting. The request shall be made to either the President or the Vice President.
6. A period of ten (10) minutes total shall be set aside immediately following "new business" on the agenda for questions and/or comments from members of the general PFA membership and/or any other persons present at the meeting. These questions shall pertain to the proceedings that occurred during the meeting and do not need to be requested prior to the meeting.
7. Special PFA Board meetings may be called by the Executive Committee or a majority of the PFA Board members, as long as a minimum of two (2) days' notice is given.

8. Fifteen (15) PFA members including Executive Committee Officers shall constitute a voting quorum at any PFA meetings or special PFA meetings. Business shall be transacted by a simple majority vote. The PFA President shall cast the deciding vote in the event of a tie.
9. In addition to the voting quorum, all votes from PFA committee members and PFA-member families and teachers will be counted and the majority will decide the outcome of the vote.
10. In the event that a quorum is not present at a PFA Board Meeting, an email or paper ballot may be used to achieve a majority vote, provided that all PFA Board Members are contacted and given a timely opportunity to vote on the issue. Upon the deadline for returning ballots, the votes will be counted and the majority will decide the outcome of the vote.
11. In special circumstances, as determined by the Executive Committee, voting may be presented to the entire PFA membership, provided that all members are contacted and given a timely opportunity to vote on the issue. Upon the deadline for returning ballots, the votes will be counted and the majority will decide the outcome of the vote.

ARTICLE VIII

PFA Board

1. The Executive Committee shall consist of President, Vice President, Secretary and Treasurer, as well as any co-officers, as needed by each individual position. The PFA Board shall consist of the Executive Committee; the Chairpersons of the standing committees; the Principal of the school; a staff representative appointed by the Principal; and a parliamentarian who may also be the PFA Vice President. The members of the PFA Board shall serve until their successors are elected.
2. The duties of the PFA Board shall be:
 - a. To transact any necessary business
 - b. To create standing committees
 - c. To approve the plans of standing committees
 - d. To present a report at the regular meeting of the organization
 - e. To appoint an independent auditor before the annual meeting to audit the treasurer's account
 - f. To approve routine bills within the limits of the budget.

ARTICLE IX

Standing and Special Committees

1. Standing committees shall be created by the PFA Board as deemed necessary to promote the objectives and carry on the work of the organization. The chairpersons may be reappointed.
2. The chairperson of each standing committee shall present a plan of work to the PFA President(s) at the summer meeting for approval by the Executive Committee. No committee work shall be undertaken without the consent of the Executive Committee.
3. Special committees may be formed and their members selected by the organization unless the By-Laws make other provisions or unless this power is delegated by the organization to the PFA Board of the President(s). Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.
4. The President(s) shall be an ex-officio member of all the committees except the nominating committee.
5. In the event that a Standing or Special Committee Chair is unable to fulfill their school year commitment, the Executive Committee shall appoint an alternate individual. The PFA members shall be notified of the changes.
6. Removal of a Committee Chair or Member from a Committee
 - a. Volunteers who do not adhere to the by-laws of the PFA, who fail to perform their volunteer assignment, or who behave in a manner inconsistent with the organization's objectives may be removed and replaced.
 - b. Possible grounds for removal may include, but are not limited to, the following: gross misconduct; violations of school policy or violations of the law; theft of property or misuse of committee position; entering into contracts or other legal agreements without prior approval of the Executive Committee Officers; abuse, mistreatment or rude/disrespectful communication with other volunteers, school staff, students or PFA members (in person or via e-mail or phone); failure to abide by PFA policies and procedures; and/or repeated failure to complete the plan of work submitted to the Executive Committee and school Principal.

- c. Requests for removal of a Committee Chairperson shall be submitted in writing to the PFA Executive Committee.
 - d. The PFA Executive Committee Officers shall investigate such requests, the volunteer will be given an opportunity to discuss the reasons for possible removal with the PFA Executive Board Officers, and a majority vote by the PFA Executive Board Officers on the requested removal shall determine the outcome. Any notice of removal shall be made in writing by the Board to the individual concerned and PFA members shall be notified of the changes.
7. At the end of the school year or the chairperson's term, a written report shall be submitted by the outgoing chairperson to both the President(s) and the respective incoming chairpersons, detailing any pertinent information that may be needed for the coming year.

ARTICLE X

Parliamentary Authority

The New Robert's Rules of Order shall govern this organization in all cases to which they are applicable.

ARTICLE XI

Amendments

1. The By-Laws may be amended at any regular meeting of the organizations by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.
2. A committee may be appointed to submit a revised set of By-Laws as a substitute for these By-Laws only by a majority vote at a meeting of the organization, or by a two-thirds (2/3) vote of the PFA Board.

ARTICLE XII

Standing Rule

Request for monies for projects outside of budget items should be submitted to the Treasurer by the first of the month so that it can be voted on at the next monthly meeting.

ARTICLE XIII

Dissolution

Upon the dissolution of the organization, the Executive Committee shall, after paying or making provision for the payment of all the liabilities of the organization, dispose of all the assets of the organization in such a manner, or to such organization, that is operated exclusively for charitable, educational or scientific purposes, as shall at the time qualify as an exempt organization under section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine. Assets not so disposed of shall be disposed of by the Court of Common Pleas of Allegheny County, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.