

BYLAWS OF FARMDALE FACULTY PARENT ASSOCIATION

ARTICLE I: NAME

The name of the organization shall be the Farmdale Faculty Parent Association (FPA).

ARTICLE II: PURPOSE

The corporation is organized for the purpose of supporting the education of children at Farmdale Elementary by fostering relationships among the school, parents, and teachers.

ARTICLE III: MEMBERS

Any parent or guardian of a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

ARTICLE IV: OFFICERS AND ELECTIONS

Section 1: Executive Board-

The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer.

- a. President- The President shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside of the organization, serve as a member of all committees, coordinate the work of all the officers and committees so that the purpose of the organization is served, and oversee chairpersons and committees as assigned by the Executive Board.
- b. Vice President- The Vice President shall assist the President and carry out the President's duties in her or her absence or inability to serve, assume other responsibilities as assigned by the Executive Board, oversee chairpersons and committees as assigned by the Executive Board, and is willing to serve as President in the future.
- c. Secretary- The Secretary shall keep all records of the organization, take and record minutes, assume other responsibilities as assigned by the Executive Board, handle correspondence, and oversee chairpersons and committees as assigned by the Executive Board.
- d. Treasurer- The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and payout funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, prepare an annual budget, make a full report at the end of the year, and oversee chairpersons and committees as assigned by the Executive Board.

Section 2: Duties-

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and

temporary committees, prepare a budget, approve routine bills, and prepare reports and recommendations to the membership. Each Executive Board member will be responsible to oversee chairpersons and committees as assigned. This includes (but is not limited to) answering questions, assisting those chairs/committees wherever needed, and acting as a representative for those chairs/committees during monthly meetings. Executive Board members shall meet at the end of the current school year or at the start of the new school year to discuss and agree upon chair/committee assignments. Assignments may be reassigned at any time during the school year pending discussion and agreement from the majority of the Executive Board Members, and notification to the chairpersons/committees involved.

Section 3: Nominations and Elections-

Volunteers will fill all positions. In the event of multiple eligible volunteers for the same position, nominations will be made and elections held.

Section 4: Eligibility-

Members are eligible for office if they are members in good standing.

Section 5: Terms of Office-

Officers are elected for two years and may serve no more than one term in the same office. An exception will be made for a single one-year extension if approved by vote of the Executive Board. Each person elected shall hold no more than one office at a time.

Section 6: Vacancies-

If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, the President shall appoint a member to fill the vacancy for the remainder of the officer's term.

Section 7: Removal from Office-

Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

ARTICLE V: MEETINGS

Section 1: Regular Meetings-

The regular meeting of the organization shall be on the first Thursday of each month during the school year at 6:30pm or at a time and place determined by the Executive Board at least one month before the meeting. The Secretary will notify the members of the meeting via email at least one week prior to the meeting.

Section 2: Special Meetings-

Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to the members at least ten days prior to the meeting, by flyer or email.

Section 3: Voting-

Each member in attendance at a meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 4: Quorum-

Half of the Executive Board members plus one constitutes quorum for the purpose of voting.

ARTICLE VI: COMMITTEES

Section 1: Membership-

Committees may consist of members and board members, with the President acting at an ex officio member of all committees.

Section 2: Standing Committees and Fundraisers-

The following committees are currently held by the organization: Volunteer Coordinator, Room Parent Coordinator, Book Fair, Box Tops, Moo \$, Festival, Staff Appreciation, Falcon Cart, PSSA Snacks, Yearbook, 6th Grade T-shirts, and SPAC Representatives. In addition to these committees are chairpersons for all of the fundraisers listed on the fundraising menu.

Section 3: Addition and Removal of Committees and Fundraisers-

The Executive Board may delete and appoint additional committees and fundraisers as needed throughout the year with a voting majority. The Executive Board will revise the committee and fundraising lists annually at the budget meeting. A current list of fundraisers shall be sent home to all families at the start of the new school year.

ARTICLE VII: FINANCES

Section 1: A tentative budget shall be drafted at the end of the school year for the next school year and approved by a majority vote of Executive Board members at a board meeting held in June.

Section 2: The treasurer shall keep accurate records of any disbursements, income, and back account information.

Section 3: The board shall approve all expenses of the organization.

Section 4: Two authorized signatures shall be required on each check over the amount of \$1,500.00. Authorized signatures shall be the President and Treasurer.

Section 5: The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Executive Board.

Section 6: Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and with the approval of the members, be spent for the benefit of the school.

Section 7: The fiscal year will end on June 30th to coordinate with the school year.

ARTICLE VIII: DISSOLUTION

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a meeting.

ARTICLE IX: AMENDMENTS

Section 1: Revision Procedure-

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing prior to the meeting and sent to all members of the organization

by the Secretary. Notice may be given by email or flyer. Amendments will be approved by a two-thirds vote of the entire Executive Board.

Section 2: Revision Schedule-

These bylaws shall be revised every four years, or as needed.

These Bylaws were approved and ratified by the members of this organization on September 15, 2016

Amendments and/or revisions were approved on the following dates:

January 10, 2010

March 6, 2014

September 15, 2016