**Parents Association**

**Cornerstone Academy Preparatory School**

# By-Laws

Approved by the Executive Board 10/01/14. Approved by the Parent Association 10/08/14.

# ARTICLE I - NAME

The organization shall be named Cornerstone Academy Preparatory School (CAPS) Parents Association (PA), herein referred to as the PA.

# ARTICLE II - INTENT

These bylaws are meant to govern and otherwise provide guidelines for the PA activities. The Bylaws should be read at least annually by all Officers, Chairs and members to provide continuity and historical background.

# ARTICLE III - MISSION STATEMENT

The PA is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

* providing an organization through which the parents, school, and teachers can work cooperatively
* providing financial support for programs funded outside of the annual school budget.

All parents are encouraged to participate in supporting the mission of the PA.

# ARTICLE IV - POLICIES

Section 1: The PA shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the PA are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3: The name of the PA and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PA.

Section 4:The PA may cooperate with other PAs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

# ARTICLE V - FISCAL YEAR

The fiscal year of the PA shall begin on July 1st and end on the following June 30th.

# ARTICLE VI - MEMBERSHIP

Section 1: Membership. All parents or guardians of a student currently enrolled at the School shall be aFull PA Members (the “General Membership”). The Principal and Teachers are considered Associate (non-voting) Members of the PA.

Section 2: Dues. Although no dues shall be required for membership, the Executive Board may request the voluntary payment of dues from members prior to the start of each school year and shall be payable by October 1st.

Section 3: Volunteer Hours. All Full Members are encouraged to volunteer a minimum of 15 hours per year toward school projects.

Section 4: Vote. Each Full Member shall have one vote. Voting may take place by voice, hand or, upon request, by written ballot. Proxy voting or absentee balloting is prohibited.

# ARTICLE VII- OFFICERS

Section 1: Officers. Officers represent the entire parent community, meets regularly to discuss PA goals and directions, and provides a forum for discussion with the administration, represented by the Head of School.

The Officers shall consist of an elected:

* President, Vice President, Secretary, Treasurer (Executive Officers)
* Special Project Director(s), Volunteer Coordinator(s), and Homeroom Parent(s).

The position of President may be a shared position between two individuals, thus acting equally as Co-Presidents.

Section 2: Eligibility. Any School parent in good standing is eligible to serve in any Officer position.

Section 3: Nominations & Elections. Nominations for Officers' positions shall be submitted at the April PA meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PA membership.

Section 4: Term of Service. Voting shall take place by voice, hand or written ballot at the May PA meeting. Officers shall be elected for a term of one calendar year (beginning July 1st and ending on the following June 30th) by the general PA Membership. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees or as needed.

Section 5: In the event the PA fails to fill an Officer position at the May PA meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting.

Section 6: All Officers shall act in the best interest of the PA.

Section 7: Compensation. No Officer shall be compensated by the PA for their service.

Section 8: Attendance. Each Officer shall attend the Executive Board (Executive Officers only) and monthly PA meetings.

Section 9: Committee Service. Each Officer is expected to serve on a minimum of one committee.

Section 10: Contracts & Purchases. No Officer shall secure any contract in the name of the PA without the approval to do so by vote of the PA Officers. Any approved purchases must be made within the budgetary restrictions.

Section 11: Removal from Office. Any Officer who fails to attend 3 consecutive Executive Board or general membership meetings may be removed from office by recommendation of the Executive Board or motion from a member. A two-thirds vote of the membership present is required for approval. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the general membership’s consideration.

Additionally, any Officer can be removed from office, by simple majority of the Executive Board, whenever in its judgment the best interest of the school would be served thereby.

Any members of the Executive Board may be removed by a simple majority vote of the Executive Board or by the Principle, whenever in its judgment the best interests of the school would be served thereby.

Section 12: Each Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

# ARTICLE VIII - OFFICER DUTIES

Section 1: President

The President(s) shall:

* Serve as a Chair of the Executive Board
* Preside over all meetings of the PA.
* Prepare each meeting's agenda.
* Be a member, ex officio of all committees, except a committee to elect the Nominating Committee.
* Represent the PA at city-wide meetings or other meetings outside of the organization.
* Assist in the total coordination of all committees and the PA as a whole.
* Sign checks, notes, etc. in the absence of the Treasurer.
* Appoint Special Committees as needed.
* Announce PA meetings to the School population at least one week in advance of that meeting.

Section 2: Vice President

The Vice President shall:

* Serve as a member of the Executive Board
* Develop, implement and coordinate an annual membership initiative focused on recruitment, retention, and diversification, and
* Perform the duties of the President in his/her absence, resignation, or inability to serve.
* Assist other officers in the execution of their duties.
* Research, write, and solicit educational grants.
* Act as Chairperson of the Fundraising Committee
* Oversee the Volunteer & Homeroom Parent Committees (or functions).

Section 3: Secretary

The Secretary shall:

* Serve as a member of the Executive Board
* Maintain all records of the PA, including transactions, contracts, correspondence, and related documents.
* Record the minutes of the meetings of the Executive Board and PA and forward copies to each Executive Board member within two weeks of the recorded meeting.
* Circulate the minutes from the preceding PA meeting at each monthly PA meeting.
* Maintain organized records from the planning of any event hosted by the PA. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
* Attend to the official correspondence of the PA, including, but not limited to, gestures of appreciation and sympathy on behalf of the PA.
* Hold a copy of the PA Bylaws, Parliamentary Procedures, and current Membership list and make each available upon request to any PA Member at any PA or Executive Board meeting.
* Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PA meeting.
* Oversee the Publicity and Web Communication Committees (or functions).

Section 4: Treasurer

The Treasurer shall:

* Serve as a member of the Executive Board
* Act as custodian of funds and perform all banking activities of the PA.
* Maintain up-to-date, accurate financial records of the PA.
* Receive all funds of the PA; including, but not limited to, donations, dues, and fundraising sales and contributions.
* Provide a written and oral financial report of the receipts and expenditures at each PA and Executive Board meeting and at other times upon request of the Executive Board.
* Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PA policies. Pay all bills and disburse funds as authorized by the Executive Board.
* Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PA's 501(c)3 status, as applicable; and maintain accurate records of such.
* Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
* Submit all requested/required financial data relating to PA operations to the Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.

Section 5: Special Projects Director(s)

The Special Projects Director shall:

* Serve on at least one committee
* Attend all monthly PA meetings
* Support to the President and Vice President in coordinating PA events
* Lead projects and initiatives as established by the PA

Section 6: Volunteer Coordinator(s)

The Volunteer Coordinator shall:

* Attend all monthly PA meetings
* Recruit required number of volunteers as needed for PA events
* Establish and regularly update volunteer contact information
* Co-facilitate and support training of all volunteers.
* Assist site staff in identifying volunteer projects through needs assessment and
* Assist site staff in implementation of events and support volunteers for service
* Work with School staff and Officers to plan volunteer appreciation

Section 7: Room Parent(s)

Each Room Parent shall:

* Attend all monthly PA meetings
* Serve to enhance communication between Parents and Teachers within their respective classrooms
* Coordinate volunteers and assist the teacher with individual classroom activities and projects

# ARTICLE IX- EXECUTIVE BOARD

Section 1: Executive Board. The Executive Board shall consist of the Executive Officers, the School Principal, and a Teacher Representative.

Section 2: Principal & Teacher Representative. The Principal and the Teacher Representative are not required to pay annual dues and shall each have one vote. The Principal acts as liaison between the School and the PA and ensures that all PA activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between the School teachers and the PA.

Section 3: Duties. The Executive Board shall conduct necessary business in preparation for the regular PA meetings and shall prepare a proposed budget to be voted upon by the PA Membership at the first regular PA meeting of the fiscal year.

Section 4: Quorum. **3** members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

# ARTICLE X - MEETINGS

Section 1: Regular Meetings of the PA - Shall be held monthly, except during July, at the School or other designated location, on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year. All PA members may attend and participate in regular meetings of the PA.

Section 2: Executive Board Meetings - Shall be held no less than quarterly on a date mutually agreed upon by the Executive Board. Executive Board Meetings are open to all, however making motions and voting is restricted to Executive Board Members only.

Section 3: Special Meetings of the PA - May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PA members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PA membership at least 10 days prior to the meeting.

Section 4: Quorum. At regular and special meetings of the PA, two serving Executive Officers and two Officers shall constitute a quorum. All questions shall be determined by a majority vote of those present.

Section 5: The newly elected Executive Board shall meet at least once between July 1st and the first PA meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PA meeting of the school year. A vote shall be taken at the first regular PA meeting as to either accept or amend the Executive Board's proposed budget.

Section 6: The final PA meeting shall take place in June, prior to the end of the school year.

# ARTICLE XI - FUNDS

Section 1: Use. PA funds shall be used for programs, events, and items that benefit the students of the School.

Section 3: Budget. The PA shall establish a budget prior to the 2nd meeting of each new school year. The budget shall be approved by vote. During the school year, a vote is required to add items to the budget.

Section 3: Income. All funds raised for the PA must be documented and submitted to the PA Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PA bank account within 4 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 4: Expenses. In addition to inclusion on the budget, all individual expenses shall be approved by quorum of PA Officers prior to purchasing an item or requesting services. Receipts must be submitted to the PA Treasurer.

Section 4: Reimbursements. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PA Treasurer. Reimbursement requests should be submitted to the PA Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PA Treasurer immediately following the purchase.

Section 6: Non-Budgeted Requests. Monetary requests for non-budgeted items exceeding $100 may be submitted to the PA at a monthly PA meeting by any PA member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PA. Advance notice of the upcoming vote shall be publicized to the PA Membership at least 1 week prior to the vote.

Section 7: Reporting. An updated financial report shall be made available to PA members within 7 days of requesting a report.

Section 8: Carry-Over. The PA is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.

# ARTICLE XII - COMMITTEES

The PA may form committees over the course of the year. The following section provides examples of Committees that may be established by the PA Officers or by majority vote of the PA membership in support of annual objectives.

Section 1: Standing Committees. The following Standing Committees may be established for the purpose of carrying out a specific set of relative duties: Fundraising, Social, Hospitality, Volunteer, Nominating, Publicity, Web Communication, Room Parent, Playground & Beautification, and Finance Audit. Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the PA membership.

Section 2: Chairpersons. Chairpersons of Standing Committees shall be elected annually by the PA membership. Nominations shall be submitted at the April PA meeting. Elections shall take place at the May PA meeting. An Officer may also act as Chair of up to two Standing Committees or as needed.

Section 3: The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PA and make them available to future Chairs.

Section 4: Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the PA without the approval to do so by vote of the PA members. Any approved purchases must be made within the budgetary restrictions.

Section 6: Term of Service. A person may not serve as the Chairperson of the same committee longer than two (2) consecutive years, as others may want an opportunity to chair. After two years, the Committee Chair or Coordinator position should be open to all parent/guardians of students. If after two years, a new Committee Chair or Coordinator cannot be found, the President/Co-Presidents may ask the previous Committee Chair or Coordinator if they would like to serve another year. The position should be open to the parents/guardians of the students again the following year.

Section 7: Attendance. Committee Chairpersons shall attend Executive Board (when applicable) and monthly PA meetings to report on the activities of his/her committee.

Section 8: Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

# ARTICLE XIII - COMMITTEE DUTIES (Examples, if established)

Section 1: Fundraising Chair

The Fundraising Chair shall:

* Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
* Prepare and execute fundraising projects as approved by the Executive Board.
* Solicit volunteers to assist with each Fundraiser.
* Report all Fundraising activities, expenses, and profits at each monthly PA meeting.
* Maintain confidential records of all contributions.
* Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
* Oversee and execute the Savings Programs (i.e. Box Tops, cartridges, GoodSearch, etc.).

Section 2: Social Chair

The Social Chair shall:

* Plan and implement all not-for-profit social activities for School teachers, administrative & operation staff, students and their families; including, but not limited to, Teacher & School Staff Appreciation luncheon, the Ice Cream Social, Spirit Days, and Student Holiday Workshop.
* Coordinate a monthly not-for-profit Fun Event for the students.
* Coordinate after-school programs (i.e. An Introduction to Sign Language; Crafts & More: Lego Engineers; Responsible Babysitting; etc.)

Section 3: Hospitality Chair

The Hospitality Chair shall:

* Plan and serve refreshments at the monthly PA meetings and other PA functions.
* Coordinate the New Parent Meet & Greet, Welcome Back Potluck, & Year End BBQ.

Section 4: Volunteer Chair

The Volunteer Chair shall:

* Work with parents to fill their volunteer hours by recommending appropriate and achievable volunteer opportunities.
* Supports general PA events by partnering volunteer tasks to parents in need of volunteer hours.

Section 5: Nominating Chair

The Nominating Chair shall:

* Publicize PA positions and recruit volunteers to fill open Executive Board positions for the upcoming school year.
* Work with the Executive Board and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the April PA meeting. This list shall be completed and publicized to all PA members two weeks prior to the April meeting.

Section 6: Publicity Chair

The Publicity Chair shall:

* Attend School functions and events to take photos and write articles for submission to the local newspaper, School newsletter, and School website
* Decorate and maintain the PA bulletin board in the School lobby to reflect a positive and informative display.
* Coordinate annual parental consent forms necessary for the publication of student photos.
* Coordinate and execute the School photo to be taken in September each year.

Section 7: Web Communication Chair

The Web Communication Chair shall:

* Work closely with the School Principal to build and maintain the School website.
* Work closely with the Publicity Chair to publicize School events on the website.

Section 8: Room Parent Chair

The Room Parent Chair shall:

* Solicit volunteers for a minimum of one Room Parent per classroom and maintain records (i.e. name, phone, email) to contact these individuals.
* Maintain Homeroom Parent Handbook (guidelines for a homeroom parent).
* Coordinate and review with the Room Parents their responsibilities; including requesting parental consent forms for student photos and the PA Directory, supporting the teacher with class parties, coordinating Teacher & Homeroom Parent Mixer(s), and recruiting parent volunteers to assist at various PA events.

Section 9: Playground & Beautification Chair

The Playground & Beautification Chair shall:

* Research and present campus and playground maintenance and improvement plans.
* Work closely with the Fundraising Chair to coordinate fundraising for maintenance and improvements of the School's playground equipment and grounds.
* Purchase equipment, supplies, and services necessary to maintain and improve the playground equipment and grounds as approved (by vote) by the PA membership.

Section 10: Finance Audit Chairperson

The Finance Audit Committee shall be made up of up to three PA members that do not currently serve on the Executive Board. The Finance Audit Chair shall audit the financial records of the PA and prepare a fiscal year-end audit report.

# ARTICLE XIV - PARLIAMENTARY AUTHORITY

Section 1: Rules. The rules contained in Robert's Rules of Order, shall govern the PA in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

Section 2: Bylaws Committee. A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PA meeting.

Section 3: Bylaws Amendment. These Bylaws may be amended under the following conditions:

* Either the Bylaws Committee or at least 3 PA Members shall submit the revision request to the Secretary; and
* At least 14 calendar days prior notice shall be given to the PA Membership that a vote will be taken at the next scheduled Regular PA meeting; and
* A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
* All approved amendments shall become effective immediately and recorded by the Secretary.

# ARTICLE XV - DISSOLUTION

Section 1: Dissolution. The PA may be dissolved provided prior notice is given to the PA Membership, a vote is taken at the next scheduled Regular PA meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PA, the remaining PA funds shall first be used to pay any outstanding PA debt and then either:

* a vote shall be taken by the PA Membership to spend remaining funds on an item or items that benefit the students; or
* the remaining funds be held in escrow by the Principal for use by a future School PA. If a PA is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.