

WINCHESTER HIGH SCHOOL PARENT FACULTY ASSOCIATION
BY-LAWS

Adopted _____, 2011

ARTICLE I

Elections

Elections for Officers and Committee Chairs shall be held each June and at such other times as the membership of the Association may determine. A majority of the ballots cast shall be necessary to elect the Officers and Committee Chairs.

Subject to approval by the membership of the Association, all Officer and Committee Chair positions can be shared by multiple people. Throughout these By-Laws and Articles of Association, the use of the singular shall include the plural when applicable.

An Officer may not serve more than two (2) consecutive one-year terms in that office unless an exception is specifically voted by the membership of the Association.

ARTICLE II

Duties of Officers

President

The intent of these By-Laws is to have, when possible, co-presidents who serve staggered two-year terms.

The President shall:

- Be one of the Officers of the Association and act for the Association between meetings of the Association with the approval of the other Officers
- Preside at all meetings of the Association
- Be a member, ex-officio, of all committees
- Organize committees for the Association whose appointment is not otherwise provided
- Serve as alternate to receive all monies and pay all bills authorized by the Officers and/or the Association
- With the Principal, schedule activities involving parents and the Association, and with the Principal, provide a copy of the yearly calendar for submission to the School Superintendent's office
- Convene transition meetings with the outgoing and incoming Officers before the school year begins
- Keep copies of the annual reports of the Officers and Committee Chairs
- Represent the PFA on school-related town committees such as, for example, the Parents Inter-School Council, the Winchester Coalition for a Safer Community, and others as appropriate
- When necessary, organize and run elections to the School Council established under Chapter 71, Section 59C of Massachusetts General Laws, as it may be amended from time to time

Vice-President

The Vice President shall,

- In the absence of the President, perform the duties of that office
- Plan programs and speakers for the Association meetings
- Be a member, ex-officio, of the Nominating Committee

Secretary

The Secretary shall:

- Keep all records of the Association
- Record the minutes of all meetings of the Association
- Present the meeting minutes for approval at the next meeting
- Provide a copy of the monthly minutes after approval, to the PFA web site manager for posting on the PFA web site
- Attend to the official correspondence of the Association
- Prepare a written report of the year's activities at the end of each school year

Treasurer

The Treasurer shall:

- Prepare, with the Budget/Grants Committee, no later than October, a proposed budget consisting of projected income and expenses for the fiscal year
- Receive all monies and pay all bills authorized by the Association
- Keep an accurate accounting of all receipts and disbursements
- Prepare a monthly financial report to be summarized at the monthly meeting
- Be empowered to authorize money from the treasury for any bill not exceeding \$200.00, or any budget overage not exceeding \$100, without the vote of the Association
- Serve as a member, ex-officio, of the Budget/Grants Committee

ARTICLE III

Committees

Standing Committees shall include the following:

- Budget/Grants
- Class Parent Advisors
- Direct Appeal
- Enrichment
- Gifts
- Newsletter/Communications
- Nominating
- Publicity
- Social

Other Committees in addition to the above may be established and disbanded from time to time as voted by the Association at any meeting.

Each Standing Committee shall include a Chairperson designated by the Association. Chairmanships may be shared by multiple people, and members of the Association may chair or belong to multiple Committees.

Each Committee Chair shall:

- Report to the Association on the activities of his or her Committee
- Appoint additional Committee members as necessary
- Submit bills to the Treasurer for payment
- Report annually on the year's activities to the Officers
- Provide transitional material and a report of the year's activities to the succeeding Committee Chair

Article IV

Committee Positions and Duties

Budget/Grants

The Budget/Grants Committee shall:

- Serve with the President and Treasurer to develop the Association's operating budget to be proposed and voted upon no later than October of each year
- Solicit Association grant applications from teachers, staff, clubs, organizations and Departments
- Consult with the School Administration, seek supporting information as necessary
- Present the requests at Association meetings
- Recommend Association approval/disapproval of each request
- Communicate the status of requests and funding to the applicants

Class Parent Advisors

Class Parent Advisors shall:

- Represent the interests of parents and students of their respective classes at Association meetings and report on class activities and concerns
- As appropriate, attend meetings with their class student officers and faculty advisors
- Work with students to arrange for parent involvement as needed for class-sponsored activities
- Assist with fundraising obligations to prepare for Senior Prom and other class activities

As much as possible Class Parent Advisors shall be elected in their class's freshman year and serve a four-year term in order to follow the class through its graduation.

Direct Appeal

The Direct Appeal Committee shall:

- Solicit donations to the Association via e-mail and newsletter submissions
- Collect and record donations including those in electronic form
- Keep an accurate accounting of all incoming Direct Appeal revenue
- Deliver checks to the Treasurer for deposit and notify the Treasurer regularly of the amount raised and the number of families who have contributed
- Follow up with families who have not contributed, if appropriate

Enrichment

The Enrichment Committee shall:

- Collaborate with the teachers and the Principal to identify and book in-school presentations and programs that complement each grade's curriculum and school goals
- Coordinate visits and arrange payment
- Serve as liaison to Community School Association (CSA)
- Prepare a schedule indicating programs and costs to be maintained in the PFA records

Gifts

The Gifts Committee shall:

- Purchase gifts and make donations for or on behalf of school department staff, parents or community members as memorials, or for events such as retirement

Newsletter/Communications

The Newsletter/Communications Committee has the following responsibilities:

- Produce and distribute monthly print and electronic newsletters and other communications to parents, guardians, school administrators, School Committee members and other recipients as appropriate. The content of these communications will be determined by the Newsletter/Communications Committee in accordance with its policies
- Create and maintain print and electronic mailing lists for distribution of newsletter and announcements
- Maintain web site, upload and update files, and maintain the overall appearance of the web page

Nominating

The Nominating Committee shall be comprised of at least one outgoing co-president and the vice president, and such other individuals as may be voted by the Association, and shall:

- Oversee the nominating process for the following school year
- Contact current Officers and Committee Chairs, and recommend and recruit new Officers and Committee Chairs
- Present a complete ballot listing all Officers at the last Association meeting in June, to be voted on for approval

Publicity

The Publicity Committee shall:

- Work with Board Members, the Principal and School Department personnel to publicize WHS events or provide information on issues or events affecting Winchester High School and its students
- Write articles and/or provide photographs and story ideas as appropriate
- Maintain contact with *Winchester Star*, *Daily Times-Chronicle* the *Boston Globe*, and other news and community organizations, whether print, broadcast or web-based

Social

The Social Committee shall

- Arrange for and serve refreshments at any functions determined by the President
- Organize or assist at social events such as Teacher Appreciation breakfasts and luncheons, awards events, and other activities involving refreshments

Dated: _____, 2011

Co-President

Co-President