

PALOS HEIGHTS DISTRICT 128

Parent Faculty Association Bylaws

Adopted on May 27, 2021; Amended November 18, 2021

ARTICLE I – NAME

The name of this organization shall be the Palos Heights District 128 Parent Faculty Association (PFA).

ARTICLE II – PURPOSE

The purpose of the PFA shall be to:

1. Foster positive relationships between parents, students, teachers and staff, enhancing the educational experience at Palos Heights School District 128.
2. Promote the educational needs of the students.
3. Engage in projects for the purpose of raising funds that will be used to enhance the students' school environment.
4. Work closely with the Palos Heights School District Leadership Team keeping them informed of relevant issues and events.

ARTICLE III – MEMBERS

Section 1. Any parent or guardian of students currently enrolled in District 128 Schools may be a member of the PFA, as well as faculty and staff members of District 128 Schools.

Section 2. Members of PFA shall be eligible to participate in business meetings, serve in any of its elective or appointed positions, and have voting privileges.

Section 3. Any activity engaged in by a general member of PFA that is deemed to be detrimental to the purpose(s) of PFA, or that may place the good standing or reputation of the PFA or Palos Heights School District 128 in jeopardy, or is in violation of PFA Bylaws; may have their membership revoked by a majority vote of the Board.

- a. In order to use the Palos Heights School District 128 names or logos, the PFA must gain written consent from the Superintendent. The PFA must adhere to all board policies and administrative procedures when sponsoring activities on school grounds or when activities are directly associated with the district by utilizing the district's name, school names or district or school logos.
- b. Palos Heights School District 128 is not, and will not be, responsible for the PFA's business or the conduct of its members, including on any PFA website or social media account.

Cross-Reference: District 128 Board Policy 8:90, *Community Relations*

ARTICLE IV – OFFICERS AND ELECTIONS

Section 1. Elected Officers: The elected Executive Board officers of PFA shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. All terms are for a period of two years. No individual shall serve more than 6 consecutive years on the Executive Board.

1. **The President** shall preside over meetings of the PFA and Executive Board, serve as the primary contact for the Principal(s), represent PFA at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the PFA officers and committees so that the purpose of the organization is served. The President shall meet regularly with the Superintendent based on an agreed upon annual meeting calendar, but no less than monthly. The President may not be related by blood or marriage or reside in the same household as the financial officers and/or authorized signers of checks. The President shall keep an organized "PFA President" file that shall be passed on to the next President no later than July 1st of the new Executive Board's term to keep communication and organization strong.
2. **The 1st Vice President** shall assist the President and carry out the President's duties in his or her absence or inability to serve. The 1st Vice President will oversee Committee Chairpersons. The 1st Vice President may perform such other duties as may be prescribed in these bylaws or assigned by the PFA. The 1st Vice President shall each keep an organized "PFA 1st Vice President" file that shall be passed on to the next 1st Vice President no later than July 1st of the new Executive Board's term.
3. **The 2nd Vice President** shall assist the President with program responsibilities as assigned. The 2nd Vice President will oversee general membership. The 2nd Vice President may perform such other duties as may be prescribed in these bylaws or assigned by the PFA. The 2nd Vice President shall each keep an organized "PFA 2nd Vice President" file that shall be passed on to the next 2nd Vice President no later than July 1st of the new Executive Board's term.
4. **The Secretary** shall keep all records of the PFA, take and record minutes, be prepared to refer to minutes of previous meetings, record expenditures in the minutes, prepare and post the agenda 24 hours prior to a meeting of membership for public view on the district website, handle correspondence, and send notices of meetings to the members listed on the membership list. The Secretary shall keep a copy of the minutes book, bylaws, membership list, and any other necessary supplies, and bring them to each meeting. The Secretary shall present the previous meeting minutes at the next meeting for approval. The Secretary shall make available the meeting minutes to the general membership within one week of the conclusion of the meeting. The Secretary shall keep an organized "PFA Secretary" file that shall be passed on to the next Secretary no later than July 1st of the new Executive Board's term.
5. **The Treasurer** shall receive all funds of the PFA, keep an accurate record of receipts and expenditures, and expend funds in accordance with the approval of the Executive Board. The Treasurer will present a financial statement at every meeting and at other times of the year when requested by the executive board, and present a full financial report at the May general meeting. The Treasurer shall be responsible to work with an independent accountant approved by the Board to file all tax returns and other forms required by state and federal government agencies to maintain a positive standing with the IRS. The Treasurer shall not be related by blood or marriage or reside in the same household as the financial officers and/or authorized signers of checks. The Treasurer shall also keep an organized "PFA Treasurer" file that shall be passed on to the next Treasurer no later than July 1st of the new Executive Board's term to keep communication and organization strong.

Section 2. Nominations and Elections.

1. Executive Board nominations may be made by any member of the PFA. All members of PFA are eligible for nomination to any available executive office except President, subject to these Bylaws.
 - a. Nomination for the office of President must be a current Executive Board Member.
2. Any member putting forth a nomination must be a member in good standing. Nominees should have expressed consent to be nominated prior to the nomination being put forth.
3. Members may self-nominate for Executive Board positions.
4. Elections will be held each year in May.

- a. Note the election for the 2021-2022 School Year will take place in August due to the disruption by the pandemic to the typical PFA calendar.
5. Every PFA member is entitled to one vote.
6. Voting shall be done via written or electronic ballot vote with a majority count.
7. A vacancy occurring mid-year in an office shall be filled by a vote of the members of the association at the next regular meeting, providing due notice of such election has been given.

Section 3. Terms of Office.

1. The Executive Officers: President, 1st Vice President, 2nd Vice President, Treasurer and Secretary are elected for a two (2) year term (July 1 to June 30), and may serve no more than two (2) consecutive terms in the same office. The President, 1st Vice President and Treasurer are elected in odd numbered fiscal years. The 2nd Vice-President and Secretary are elected in even numbered fiscal years. **This will serve to assure some continuity on the board.** Each Executive Officer elected shall hold only one (1) office at a time.
 - a. The intent of the Executive Board structure is to provide a cycle in which the 1st Vice President may seek the nomination for President at the conclusion of those terms.
 - b. The 2nd Vice President and Secretary positions will be one-year terms with elections to take place again in May of 2022 to put them back on an every other year rotation cycle as outlined in the bylaws.

Section 4. Vacancies.

1. Should a vacancy occur in the office of President during the elected term, there will be a ballot vote held to determine which Vice President shall assume the position of President. At the next regularly scheduled meeting, a new Vice President shall assume position of President.
2. At the next regularly scheduled meeting, a new Vice President will be elected via a ballot vote.
3. If there is a vacancy in any other office, the Executive Board will appoint someone from the general membership to fill the unexpired term.

Section 5. Removal from Office.

1. Officers can be removed from office with cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given. Removal from office may be considered for any activity engaged in by an Executive Board Member of PFA that is deemed to be detrimental to the purpose(s) of PFA, or that may place the good standing or reputation of the PFA or Palos Heights School District 128 in jeopardy, or is in violation of PFA Bylaws. Removal from office does not automatically revoke general membership in the PFA.
 - a. See Article II Section 3 for rules governing revoking general membership.

ARTICLE V – MEETINGS

Section 1. The regular meeting of the PFA shall be held once a month during the school calendar year at a time and place to be determined by the Executive Board at least one month before the meeting. The Secretary will notify the members of the meetings via school newsletters, signs, e-mail, or social media.

Section 2. Special meetings may be called by the President, any two (2) members of the Executive Board, or five (5) general members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent via e-mail, flyer, phone, or social media to the membership list at least 48 hours prior to the meeting.

Section 3. A majority of the members of the PFA Executive Board and a minimum of one general member shall constitute a quorum.

Section 4. General membership voting requires a simple majority when a quorum is present. Every family of District 128 Schools is allowed one vote per motion at all general meetings.

Section 5. The Principal(s) or a designated representative shall attend all general membership meetings.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Membership. The Executive Board shall consist of the officers and principal(s). The Executive Board members serve as ambassadors of District 128. Executive Board Members agree to support the mission and vision of the district and to redirect non-PFA district-related concerns and questions to the appropriate party, either district administration or the Board of Education.

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 and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. The Executive Board shall meet as needed, at a time and place that is agreed upon by the officers. Special meetings may be called by any two board members, with a 24 hour notice.

Section 4. Quorum. A majority of the members (half of the number of board members plus one) shall constitute a quorum.

Section 5. The President or Executive Board Designee will attend monthly Board of Education Meetings as liaison to report back to the PFA at membership meetings.

ARTICLE VII – COMMITTEES

Section 1. Membership. Committees may consist of members and Executive Board members of the PFA, with the President acting as an ex officio member of all committees. The 1st Vice President will be the liaison to all Committee Chairpersons.

Section 2. Standing Committees. The following committees shall be held by the organization: Spirit Wear, School Supply Kits, Discount Card Fundraiser and Teacher Appreciation. Chairperson roles are filled through the solicitation of volunteers from the General Membership and appointed by the President.

Section 3. Additional Committees. The Executive Board may appoint additional committees as needed and appropriate in a given school year.

ARTICLE VIII – FINANCES

Section 1. All funds raised by the PFA must be used for (a) supporting the educational programs of District 128 Schools; (b) enhancing the classrooms and facilities of District 128 Schools; or (c) for the operational expenses of the PFA. This policy does not exclude participation of the PFA in duly authorized fund raising efforts in conjunction with other parent groups, schools, or agencies that further the objectives of the PFA.

Section 2. The fiscal year shall coordinate with the school year, beginning July 1 and ending June 30.

Section 3. The PFA shall comply with all federal and state laws and disclosures required of non-profit, tax exempt organizations.

Section 4. The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 5. The Executive Board shall approve all expenses of the PFA. A "Requisition/Reimbursement Request Form" is required to be completed by the member requesting the funds and shall attach all original receipts to support the request. It shall then be submitted to the PFA Treasurer to be signed before any reimbursements are made by the PFA. No reimbursements or requisitions for funds shall be made without a receipt and/or written documentation supporting the request. All receipts shall be submitted for reimbursement no more than 30 days from the purchase date. All approved reimbursements shall be made within 30 days from date the request was submitted.

Section 6. One (1) authorized signature shall be required on each check. Authorized signers shall be the President and Treasurer. Signer may not authorize a reimbursement check to oneself.

Section 7. At the May general membership meeting, the Treasurer shall report to the general membership any surplus funds (funds in excess of previously-approved expenditures and commitments) that are likely to be available for appropriation prior to the end of the fiscal year. Suggestions for the appropriation of such funds shall be solicited from the Principals. Principals will present proposals for allocations to the PFA at a general membership meeting no later than October of the current fiscal year. The Executive Board will review all suggestions. At this meeting, the general membership shall discuss and affirm recommendations.

Consider a list of categories/items of what is NOT covered within the school budget OR clarify what kind of educational support the PFA is allowed to provide.

Section 8. A tentative budget for the following school year shall be drafted by the Executive Board, and presented at the May general membership meeting for approval.

Section 9. The Executive Board shall recommend an amount of funds to carry over for the next fiscal year and for what purpose(s), to be approved by the PFA general membership at the May general meeting. No more than one year of the operating costs of PFA funds shall be rolled over to the upcoming school year without approval. Approved funds shall be rolled over as of July 1st.

Section 10. The PFA Executive Board shall prepare the Annual Financial Report to be shared in annually in May or June as an Information Item at the District 128 Board of Education Meeting.

Section 11. The Treasurer shall prepare a financial statement by June 15 of each year, to be reviewed by the Auditor or Independent Accountant.

Section 12. The PFA will maintain good standing related to the use of the designated Tax Identification number.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules found in Robert's Rules of Order shall govern PFA meetings when they are not in conflict with these Bylaws.

ARTICLE X – DISSOLUTION

Section 1. Should the PFA not elect an Executive Board consisting of a minimum of a President, Vice-President, and Treasurer, it is assumed that the general membership of PFA wishes to dissolve the organization, effective at the one month prior to the start of the school calendar year.

Section 2. PFA may be dissolved with fourteen (14) calendar days notice and a two-thirds (2/3) vote of those present at the general meeting. Upon dissolution, any remaining funds shall be used to pay any outstanding bills, and with membership approval, spent for the benefit of District 128 Schools, as outlined in Article VIII, Section 1.

ARTICLE XI – AMENDMENTS

These bylaws may be amended at any regular meeting by the 2/3 vote of the members present and voting. Notice of proposed amendments must be given to the association members a minimum of one week prior to the meetings. Notice will be either be a flyer sent home, email, and/or presentation of proposed amendments at the general meeting.

ARTICLE XII –BYLAW REVIEW

The PFA Bylaws shall be reviewed every 3 years.