



Bylaws

Updated January 2015

CONTENTS

I. Name & Affiliation	4
II. Objectives.....	4
III. Membership.....	5
1. Entitlement	
2. Availability	
3. Parent Participation	
IV. P4A Board	5
V. Officers	5
1. Eligibility	
2. List of Officers	
3. Position Limitation	
4. Solicitation Process	
5. Election	
6. Term	
7. Vacancy	
VI. Executive Board.....	5
1. Membership	
2. Duties	
3. Control	
4. Meeting Schedule	
5. Quorum Definition	
VII. Duties of the Officers.....	6
1. President	
2. Vice President	
3. Treasurer	
4. Financial Secretary	
5. Records Secretary	
6. Declaring Office Vacant	
7. Termination	
VIII. Duties of Committee Chairs.....	8
1. Appointment	
2. Reports	
3. Approval	
4. Fundraising	
5. Communication Network	
6. Performance Coordination	
7. Special Events	
8. Nominating	
9. Budget	
IX. Duties of Parent Class Representatives.....	9
1. Responsibilities	

2. Class specific activities	
3. ILP participation	
X. P4A Meetings.....	9
1. Dates	
2. Election Meeting	
3. Privileges	
4. Unscheduled Items	
5. Quorum Definition	
6. Parent Participation	
XI. Fiscal Year.....	10
XII. Funding.....	10
XIII. Amendments.....	10
XIV. Adoption.....	10

**BYLAWS OF
PARENTS FOR THE ARTS**
(A Nonprofit Public Benefit Corporation)
Supporting Natomas Charter School Performing & Fine Arts Academy

MISSION STATEMENT

Enhance the overall student learning experience by empowering and supporting PFAA parents and school administration with assistance in planning, coordinating, and execution of school related activities.

ARTICLE I - NAME & AFFILIATION

The name of this organization is the Parents for the Arts ("P4A"), located in the city of Sacramento, California. P4A operates as the parent/family support group of Natomas Charter School's Performing & Fine Arts Academy ("PFAA"). P4A is a nonprofit public benefit organization and is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

ARTICLE II – OBJECTIVES

- To engage parents and encourage and increase family participation.
- To participate in effective communication between parents and PFAA teachers and administration ("staff").
- To support school programs and activities through continued fundraising.
- To promote the welfare of our students in home, school, and community.
- To foster a strong sense of community between home and school so that parents and teachers may cooperate effectively in the education of our students.
- To develop united efforts between staff, families and the general public that will secure for all students the highest advantages in physical, mental and social education.

ARTICLE III – MEMBERSHIP

SECTION 1. Every parent, guardian or adult representative of students enrolled in PFAA is considered a member of P4A.

SECTION 2. Membership is available to any individual who subscribes to the Objectives and basic policies of P4A, without regard to race, color, national origin, religion or sexual orientation, under such rules and regulations not in conflict with provisions of these bylaws.

ARTICLE IV - P4A LEADERSHIP TEAM

SECTION 1. The P4A Leadership Team consists of P4A officers, parent class representatives, committee chairs and the NCS Executive Director or representative.

SECTION 2. Each team member shall be a member in good standing of PFAA.

SECTION 3. Each team member shall have one vote, regardless of the number of positions held, except for the NCS Executive Director or representative who shall serve as a non-voting member.

SECTION 4. No family members can hold positions on the Leadership Team which can create a conflict of interest (i.e., fundraising chair and treasurer).

ARTICLE V – OFFICERS

SECTION 1. The P4A Executive Board consists of the P4A Officers.

SECTION 2. P4A officers shall be a President, Vice President, Records Secretary, Financial Secretary and Treasurer. The five officers shall be elected annually.

SECTION 3. A P4A member cannot hold more than two leadership positions (e. g. Executive Board member, committee chair, parent class representative as defined in Section IX and Section X) concurrently.

SECTION 4. Officers shall serve for a term of one fiscal year. No officer shall hold the same office for more than two consecutive terms. An officer may hold more than one elected office if there is no conflict of interest between the offices and an application is not received to fill the office otherwise. Officers shall assume their duties on July 1st. A person who has served in an office for more than six months of a full term shall be deemed to have served a full term in such office.

SECTION 5. A vacancy occurring in any office shall be filled for the remaining term by a person appointed by the Executive Board with a majority vote. If an office remains unfilled, the duties of that office shall be filled by the Executive Board.

ARTICLE VI - EXECUTIVE BOARD

SECTION 1. The Executive Board consists of P4A President, Vice President, Treasurer, Financial Secretary, and Recording Secretary. The previous school year's President may act as advisor to the Executive Board and may attend all meetings of the Executive Board.

SECTION 2. The duties of the Executive Board shall include, but are not limited to, the following:

- a. Transact necessary business between meetings of P4A and such other business as may be referred to it by P4A or PFAA.
- b. Authorize the payment of routine organizational bills within the limits of the budget adopted by P4A, and authorize the payment of other bills not to exceed a cumulative total of \$200 between meetings of P4A, excluding planned events.

- c. Create committees as deemed necessary to promote the Objectives and to carry on the work of P4A.
- d. Oversee, assist and advise committee chairs and parent class representatives in all their endeavors.
- e. Fill all vacancies in office or, alternatively, fulfill the duties of the vacant office.
- f. Develop agendas for monthly P4A meetings.

SECTION 3. The Executive Board is subject to the orders of P4A, and none of its acts shall conflict with action taken by P4A.

SECTION 4. When an officer fails to attend three consecutive meetings without reasonable excuse or is not fulfilling the responsibilities of the office as prescribed in the Bylaws or standing rules or engages in conduct injurious to the organization or its purposes, the Executive Board may, by a two-thirds affirmative vote, declare the office vacant.

SECTION 5. The Executive Board shall recover from any officer vacating his or her office, all records, books, funds and other material pertaining to the office.

SECTION 6. The Executive Board shall meet regularly during the fiscal year (July 1st - June 30th). Special meetings of the Executive Board may be called by the President upon the written request of three members of the Executive Board. Special meetings must be held within ten days of receipt of a written request. All Executive Board members must be notified of special meetings.

SECTION 7. The presence of three members of the Executive Board shall constitute a quorum for the transaction of business in any meeting of the Executive Board.

ARTICLE VII - DUTIES OF THE OFFICERS

SECTION 1. The **President** shall:

- a. Coordinate the work of P4A officers, parent class representatives, chairs and committees in order that P4A Objectives may be promoted.
- b. Preside at all meetings of P4A and the Executive Board.
- c. Be a member ex officio of all committees.
- d. Appoint parent class representatives and committee chairs as deemed necessary for the school year, subject to the ratification of the Executive Board.
- e. Sign all check requests.
- f. Have all contracts and/or legally binding documents approved by P4A Executive Board prior to signing.
- g. Send out notices of Executive Board meetings.
- h. Perform such duties as may be prescribed by the Executive Board.

SECTION 2. The **Vice President** shall:

- a. Act as aide to the President.

- b. Perform the duties of the President in the absence or disability of that officer to act.
- c. Oversees PTO Manager team.
- d. Oversee Nomination and Elections Committee
- e. Perform such duties as may be prescribed by the Executive Board.

SECTION 3. The Treasurer shall:

- a. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of P4A.
- b. Receive documentation from the Financial Secretary of all P4A financial matters.
- c. Pay all bills as authorized by the Executive Board or P4A and on receipt of check requests signed by the President and the Financial Secretary.
- d. Secure one signature on all checks. Any of the following are authorized to sign: President, Treasurer, or Vice President. If the Financial Secretary also holds any of these positions, he/she is not an authorized signer.
- e. Keep an accurate record of receipts and disbursements in a ledger, which is a permanent record of P4A. All other financial records must be retained for seven years, including the current year.
- f. Keep membership informed of expenditures as they relate to the budget adopted by P4A.
- g. Present a statement of account in a timely manner.
- h. Provide information required to file all tax returns and other forms required by government agencies.
- i. Make an annual financial report to P4A, which includes gross receipts and disbursements for the year.
- j. Act as chair of the Budget Committee.
- k. Perform such duties as may be prescribed by the Executive Board.

SECTION 4. The Financial Secretary shall:

- a. Collect and track deposits.
- b. Collect and account for the expenditure of gift cards.
- c. Conduct all necessary financial correspondence of P4A upon authorization of the Executive Board.
- d. Enter events onto on-line payment system (e.g. PaySchools)
- e. Perform such other duties as may be prescribed by the Executive Board.
- f. Review and initial the monthly statements and cancel checks of all bank accounts of P4A.

SECTION 5. The Records Secretary shall:

- a. Keep accurate minutes of the proceedings of the P4A Executive Board and Leadership Team meetings in a bound book, which is the legal record of P4A.
- b. Be prepared to refer to minutes of previous meetings.

- c. Keep a current copy of the bylaws and standing rules.
- d. Conduct all necessary correspondence of P4A upon authorization of the Executive Board.
- e. Perform such other duties as may be prescribed by the Executive Board.

SECTION 6. Upon the expiration of the term of office, or in case of resignation or termination, each officer shall immediately turn over all records, books, funds and other material pertaining to the office.

ARTICLE VIII - Duties of Committee Chairs

SECTION 1. The Executive Board of P4A, after conferring with membership and school administration, shall define and create committees needed to fulfill the goals of P4A's Mission Statement. Examples of committees include:

- a. Fundraising
- b. Communication
- c. Special Events
- d. Hospitality
- e. Concessions
- f. Speaker's Bureau
- g. Website

SECTION 2. Committee chairs are voluntary positions, appointed and approved by P4A's Executive Board.

SECTION 3. Two committees exist for limited time periods during the year: the Nomination and Elections Committee and the Budget Committee.

SECTION 4.

- a. The Nomination and Elections Committee shall oversee the collection of voluntary nominations, schedule and lead meetings of the Nominating Committee, formed at least two months prior to the election. Responsibilities include:
 - 1. Schedule meetings with volunteer committee members;
 - 2. Collect statements of candidacy from interested volunteers;
 - 3. Arrange to notify P4A membership of the candidates; and,
 - 4. Lead the voting process at the election.
 - 5. Report the slate of candidates to P4A members at least fifteen days prior to the annual election meeting.
 - 6. Apprise school administration of candidates' names prior to the election, in order that they may provide information regarding whether or not the candidate is in good standing.
- b. Only those persons who are eligible and who have signified their consent to serve if

elected shall be nominated for, or elected to, office.

- c. Whenever possible, the new board shall include at least one member from the previous year's board.
- d. The outgoing president may serve in an advisory capacity.
- e. Elections shall be held by ballot during the Spring. At that time, nominations may be added from the floor. If there is only one candidate for any office, the ballot for that office may be dispensed with and the election held by voice vote.

SECTION 5. The Budget Committee shall oversee the distribution of funds raised by all fund development resources and shall:

- a. Schedule and lead meetings of the Budget Committee, comprised of the P4A President, Treasurer, fundraising chair and parent class representatives, plus any interested parent. A staff member may attend meetings to provide information regarding submitted requests;
- b. Establish funding deadline and circulate funding requests;
- c. Follow established guidelines, review requests for merit and benefit, and submit to the Executive Board of P4A for approval or denial of funding requests; and,
- d. Present recommendations to P4A for discussion and approval for the budget.

SECTION 6. Upon the expiration of the term of office or in case of resignation or termination, each chair shall immediately turn over to the President all records, books, funds and other material pertaining to the committee.

ARTICLE IX - DUTIES OF PARENT CLASS REPRESENTATIVES

SECTION 1. Parent Class Representatives from all grades (6th thru 12th) shall work closely with staff class advisors to coordinate class-level activities and fundraising efforts and those responsibilities shall include the following:

- a. Attend regular meetings of the P4A Board (e.g. Leadership Team Meeting);
- b. Submit PFAA Activity Request Forms for regular meetings with class parents;
- c. Communicate grade level specific information to parents;
- d. Provide updates for newsletter (e.g. meeting schedule and event announcements);
- e. Recruit co-chairs and volunteers as needed; and,
- f. Serve on the Budget Committee.

SECTION 2. At the high school level, Virtual Learning Academy (VLA) parents can be included in class parent meetings to allow VLA student participation in class events (prom, grad night, etc.).

ARTICLE X - P4A MEETINGS

SECTION 1. P4A meetings shall be held once a month during the school year unless otherwise ordered by P4A or the Executive Board. Special meetings may be called by the Executive

Board upon written notice sent at least three days before the meeting date.

SECTION 2. A P4A Spring meeting shall be the annual election meeting, at which time officers shall be elected for the next school year.

SECTION 3. The privilege of making motions, debating and voting shall be open to all members of P4A who are present at the meeting.

SECTION 4. Unscheduled items shall be limited to three minutes discussion (see Standing Rules).

SECTION 5. Fifteen members, including three officers, shall constitute a quorum for the transaction of business in any meeting of the members of P4A.

ARTICLE XI - FISCAL YEAR

The P4A fiscal year shall begin July 1 and end June 30 of the following year.

ARTICLE XII – FUNDING

All requests to receive funding from P4A MUST be submitted to the Budget Committee Chair of P4A via a P4A Budget Request. All Budget Requests will be voted on by the Budget Committee and then forwarded to the Executive Board for ratification.

ARTICLE XIII – AMENDMENTS

These Bylaws may be amended by a majority vote of the P4A membership.

ARTICLE XIV – ADOPTION

I, the undersigned, certify:

- a. That I am the duly elected and acting Records Secretary of P4A;
- b. That the foregoing Bylaws constitute the bylaws of P4A, as amended and duly adopted by unanimous consent of the P4A membership on 2/10/15.

Melissa Boulchroux

Records Secretary of P4A

2/10/15

Date