



Bylaws

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Adopted 3/4/09

Amended and Restated April 7, 2011

**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

- Engage parents: encourage and increase family participation.
- Participate in effective communication between parents and PFAA teachers and administration ("staff").
- Support school programs and activities through continued fundraising.
- Promote the welfare of our students in home, school, and community.
- Foster a strong sense of community between home and school, so that parents and teachers may cooperate effectively in the education of our students.
- 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.

SECTION 3. Parent participation in school or P4A activities is required of all PFAA families. Families on probation from PFAA are likewise on probation from membership in P4A. (See Article XIII, Section 2.)

ARTICLE IV - P4A BOARD

SECTION 1. The P4A Board consists of P4A officers, parent class representatives, committee chairs, and an ombudsman; and will be referred to as “Leadership Team”.

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

SECTION 3. Each individual on the P4A board shall have one vote, regardless of the number of positions held.

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

ARTICLE V – OFFICERS

SECTION 1. Each officer of the P4A Executive Board shall be a member in good standing of PFAA.

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. Election procedures for Officers

- a. Nominations for office shall be collected by a committee consisting of a representative from each class level; they will elect a chair. The committee will solicit volunteers for officers at least two months prior to the annual election meeting, held in April. The committee shall serve until the election meeting.
- b. The report of the nomination committee with the slate of applicants shall be communicated to P4A members and staff through all reasonable methods of communication at least fifteen days prior to the annual election meeting.
- c. School administration will be apprised of applicants' names prior to the election, in order that they may provide input.
- d. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for, or elected to, office.
- e. The nomination committee should strive for diversity in its efforts. Whenever possible, the new board shall include at least one member from the previous year's board.
- f. The outgoing president shall serve in an advisory capacity.

SECTION 5. Elections shall be held by ballot at the April P4A meeting. At that time, nominations may be added from the floor. If there is only one applicant for any office, the ballot for that office may be dispensed with and the election held by voice vote.

SECTION 6. 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 7. 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. In case a vacancy occurs in the office of the President, the Vice President shall serve notice to the Executive Board. 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 officers, and the NCS Executive Director or a representative appointed by the NCS Executive Director, who shall serve as a non-voting member.

a. The previous school year's President shall act as advisor to the Executive Board and may attend all meetings of the Executive Board.

b. Advisors, assistants, etc. are non-voting members 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, including that of President.

f. Develop agendas for monthly P4A meetings.

g. Receive a financial report from the Treasurer at each meeting.

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. The Executive Board shall meet at least once a month 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 5. 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 with the financial secretary.
- f. Have all contracts and/or legally binding documents approved by P4A prior to signing.
- g. Perform such duties as may be prescribed by these Bylaws or assigned.

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. Actively participate in all communication between P4A membership and PFAA staff.
- d. Directly oversees PTO Manager maintenance (e.g. year end rollover including updating "Events" page and "Volunteer Interests" page)
- e. Notify officers of their election and committee chairs/parent class representatives of their appointments.
- f. Perform such duties as may be prescribed by these Bylaws or assigned.

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 monies for P4A.
- 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 two signatures on all checks. Any two of the following are authorized to sign: President, Treasurer, Vice President. If the financial secretary

also holds any of these positions, he/she is not an authorized signer. Authorized signers shall not be related by blood or marriage or reside at the same address.

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 at every meeting of P4A and the Executive Board and at other times when requested by P4A.

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 these Bylaws or assigned.

SECTION 4. The Financial Secretary shall:

a. With the President, sign all check requests authorizing the expenditure of funds following approval by P4A or the Executive Board in accordance with these Bylaws.

b. Collect deposits in the format defined by the Executive Board.

c. Conduct all necessary financial correspondence of P4A upon authorization of the President, Treasurer, Executive Board or P4A.

d. Enter events onto on-line payment system (e.g. PaySchools)

e. Perform such other duties as may be delegated.

SECTION 5. The Records Secretary shall:

a. Keep accurate minutes of the proceedings of all meetings of P4A and the Executive Board in a bound book, which is the legal record of P4A.

b. Be prepared to refer to minutes of previous meetings.

c. Prepare a list of all unfinished business for the use of the President.

d. Record all expenditures in the minutes.

e. Keep a current copy of the bylaws and standing rules.

f. Conduct all necessary correspondence of P4A upon authorization of the President, Executive Board or P4A.

- g. Send out notices of Executive Board meetings.
- h. Coordinate programs for P4A meetings (e.g., speakers).
- i. Send out e-mail reminders for all P4A Meetings
- j. Perform such other duties as may be delegated.

SECTION 6. 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 7. All officers and elected chairpersons shall perform the duties prescribed in these Bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the President, without delay, all records, books or other material pertaining to the office and shall return to the Treasurer, without delay, all funds belonging to P4A.

ARTICLE VIII - P4A COMMITTEES

SECTION 1. The Executive Board of P4A, after conferring with membership and school administration, shall define committees needed to fulfill the goals of P4A's Mission Statement. These may include, but are not limited to:

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

SECTION 2. Committee chairs and parent class representatives 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 committee and the budget committee.

SECTION 4. The term of office for chairs shall be one year or until successors have been appointed.

SECTION 5. The chairs shall present plans of work to the Executive Board for approval. **No work shall be undertaken without the prior consent of the Executive Board.**

SECTION 6. Reports shall be compiled annually by all chairs and filed with the Executive Board. Announcements of committee progress will be made monthly at general P4A meetings.

SECTION 7. When a chair fails to attend three consecutive meetings without reasonable excuse or is not fulfilling responsibilities as prescribed in these Bylaws or standing rules or engages in conduct injurious to P4A or its purposes, the Executive Board, by a two thirds affirmative vote, may declare the membership vacant.

SECTION 8. Upon the expiration of the term of office or in case of resignation or termination, each chair shall turn over to the President, without delay, all records, books and other material pertaining to the committee and shall return to the **Treasurer, without delay, all funds belonging to P4A.**

SECTION 9. P4A and the Executive Board each have the power to create special committees in order to carry out specific programs and projects.

SECTION 10. Chairs and members of special committees shall serve until their assignments have been completed.

ARTICLE IX - DUTIES OF COMMITTEE CHAIRS

SECTION 1. Committee chairs shall be appointed by the Executive Board.

SECTION 2. All committee chairs shall prepare a written report annually to the Executive Board regarding the committee's procedures, accomplishments, expenses and income.

SECTION 3. Co-chairs and volunteers may be recruited as required. Approval from the Executive Board must be received prior to any undertaking; status reports must be provided to the Executive Board for each event.

SECTION 4. The fundraising chair shall be responsible for the overall coordination of P4A's fundraising activities and shall:

- a. Research and select fundraisers;

- b. Obtain Executive Board approval for all work;
- c. Develop goals and timetables;
- d. Recruit co-chairs and volunteers as needed;
- e. Monitor and oversee all fundraisers to successful conclusion;
- f. Provide status reports to the Executive Board;
- g. Promote awareness of fundraising activities and their resulting benefits;
- h. Serve on related committees as needed; and,
- i. Serve on the Budget Committee.

SECTION 5. The Communication Chair shall be responsible for the overall coordination of P4A communication, providing information to link teachers, staff, parents and the community and, in addition, shall perform the following:

- a. Send out e-mails in a timely manner;
- b. Will ensure all messages are clear and consistent with PFAA and P4A objectives.

SECTION 6. The Special Events Chair shall plan, coordinate and assist with special events during the school year to ensure their success, such as:

- a. New student orientation;
- b. Back-to-school night; and
- c. Open house.

SECTION 7. The Nomination Committee Chair shall oversee the collection of voluntary nominations, schedule and lead meetings of the Nominating Committee, formed at least two months prior to the April election meeting. Responsibilities include:

- a. Schedule meetings with volunteer committee members;
- b. Collect applications from interested volunteers;
- c. Arrange to notify P4A membership of the applicants; and,
- d. Lead the voting process at the April election meeting.

SECTION 8. As Budget Committee Chair, the Treasurer 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.

ARTICLE X - 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. Specific activities are usually held at each class level, such as:

- 6th: Welcoming/getting-to-know-you activities
- 7th: Elementary vs. junior high school events; assist with 8th Grade promotion ceremony
- 8th: Promotion ceremony celebration
- 9th: Provide information regarding personal issues, career choices/planning, etc.
- 10th: Drivers education, college tour
- 11th: Prom, college tour, host Senior Breakfast
- 12th: Prom, graduation ceremony, grad night and/or grad trip
- All: End-of-year celebrations

SECTION 3. At the high school level, ILP parents can be included in class parent meetings to allow ILP student participation in class events (prom, grad night, etc.).

ARTICLE XI - DUTIES OF OTHER BOARD MEMBERS

SECTION 1. The ombudsman acts as a mediator between parents, staff and P4A as required.

ARTICLE XII - P4A MEETINGS

SECTION 1. P4A meetings shall be held on the second Tuesday of each 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. The P4A meeting in April 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. Each of these members must also have fulfilled at least one half of his or her 30-hour parent participation by the end of January. Members of P4A cannot make motions, debate or vote while on probation.

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

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

SECTION 6. Parent participation is a condition of PFAA enrollment. Each family must contribute a minimum of 30 hours during the school year. Half of this time must be completed by the end of January each year. Parent hours are earned for time spent at meetings, as well as volunteer hours.

ARTICLE XIII - PARENT PARTICIPATION

SECTION 1. Parent participation is a requirement for all PFAA families, who are responsible for a minimum of 30 hours of volunteer work. This may be achieved by attending meetings, working on committees, etc. A maximum of twenty hours may be contributed through cash, purchase, or gift card donation(s), calculated at a rate of \$15 per hour for the first ten hours and at a rate of \$30 per hour for the second ten hours. Parents may not specify how cash donations or gift cards can be spent.

SECTION 2. Families failing to follow school policy will be placed on probation. Any family on probationary status must fulfill their 30-hour obligation as required or their contract will be revoked (as stated in their contract).

SECTION 3. PFAA policy states that hours may not be transferred/given to another family.

SECTION 4. *Parent Participation Records* should be submitted to NCS Administration office before the end of each month. P4A is not responsible for a parent's or family's failure to submit the *Parent Participation Hours Monthly Tally Sheet*.

ARTICLE XIV - FISCAL YEAR

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

ARTICLE XV – FUNDING

SECTION 1. 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 as recommendation(s).

SECTION 2. All monies raised by P4A will be kept in one general checking/savings account. The Treasurer will break down the amounts in each class fund for all graduating classes.

P4A will establish and maintain “stacked” CDs that will come due for the current year's 8th grade class and 12th grade class. P4A will guarantee each 8th grade class a maximum of \$1,000 for use during the school year and for end-of-the-year promotion ceremonies. P4A will guarantee each 12th grade class a maximum of \$10,000 for

use at the Senior Prom venue, decorations, DJ, and photographer and Graduation Night Event deposits. The \$10,000 is a revolving fund and it is expected that all proceeds from Senior Prom will be returned to P4A to re-establish this fund.

For the **8th Grade promoting** classes at the school year end of 2008 and 2009, P4A will NOT provide any monetary assistance and the \$1,000 will be subtracted from the current class funds.

For the **High School graduating** classes of 2009, 2010, 2011, 2012, 2013, 2014, and 2015 P4A will provide financial assistance ensuring that the class funds will be equal to \$10,000 for use as deposits as necessary.

The amounts of \$1,000 and \$10,000 as described above will be increased by 3% each year beginning with the promoting class and graduating class of the year 2009.

ARTICLE XVI – AMENDMENTS

These Bylaws may be amended by a majority vote of the P4A Executive Board. When considering amendments to these Bylaws, the P4A Executive Board shall take into consideration all recommendations made by the NCS Executive Director or a representative appointed by the Director.

ARTICLE XVII – 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 Executive Board on March 4, 2009.

Records Secretary of P4A

Date

STANDING RULES

1. At the beginning of his/her term of office, each member of the Executive Board shall be given a copy of these Bylaws and shall be responsible for making a thorough study of them. A copy of these Bylaws shall be made to any member of P4A upon request.

2. In order to be included on the Executive Board or P4A meeting agenda, P4A-related items of business or announcements must be received by a Board member two working days prior to the meeting.

3. The President can choose not to allow a motion if it is not related to the P4A mission.

4. When a recommendation for an item of business or announcement that has not had prior consideration by the Executive Board is brought to a P4A meeting, it shall be referred to a committee and/or the Executive Board for study. These items are limited to a three-minute discussion during a P4A meeting.

5. Any material to be distributed at a P4A meeting must be approved by the Executive Board prior to the meeting.

6. In September the Budget Committee, comprised of incoming parent class representatives, the P4A President, P4A Treasurer, P4A fundraising chair, and a member of PFAA administration begins the process of collecting funding requests. By November, the Budget Committee shall submit for Executive Board approval a proposed budget for the upcoming school year.

7. The Treasurer has authorization to pay any P4A-incurred bills included in the approved budget and other such bills up to \$50 without a vote of membership.

8. Proposals to the Executive Board for funding in excess of \$200 shall be submitted in written form to the President of the Board or to the Board at a P4A meeting, excluding planned fundraising events. The Board will evaluate the proposal and make a recommendation at a future meeting. Written requests will not be acted upon until such time that the Board has received all necessary information to review the request.

Note: Standing rules may be amended by a majority vote of the P4A Board, plus review by school administration. Standing rules should be procedural rather than parliamentary and may not conflict with the Bylaws.