**New Canaan High School PFA Bylaws**

**Revised December 10, 2013**

***Approved January 8, 2014***

***Amendments approved January 6, 2016***

ARTICLE 1 – NAME

The name of this organization shall be the NEW CANAAN HIGH SCHOOL PARENTS AND FACULTY ASSOCIATION, hereinafter referred to as the PFA.

ARTICLE II – PURPOSE

The purpose of the PFA shall be to act as a continuing liaison body between the High School, parents, and the community.

OBJECTIVES

The objectives of the PFA are:

1. To foster dialogue, understanding and consensus among students, faculty, parents, the Board of Education and the community
2. To assure and facilitate communications to parents and the community regarding school affairs, programs and concerns
3. To recruit, match and apply the talent and resources of the parent community to support the needs of the school system
4. To identify and allocate resources to address the social and academic needs of faculty and students
5. To maintain open communication channels among all New Canaan public school parent organizations regarding school and community matters

ARTICLE III – MEMBERSHIP

The membership shall consist of parent/guardians of enrolled New Canaan High School students and all faculty and administrative officers of the school.

ARTICLE IV – DUES

The amount of the annual dues shall be determined by the Executive Board.

ARTICLE V – TERM

The Association year shall begin on August 1st and terminate on July 31st of each year.

ARTICLE VI – EXECUTIVE BOARD

A. OFFICERS

The *nine* officer positions of the PFA shall be two Co-Presidents, Vice President of Gifts and Grants, Vice President of Education, Vice President of Hospitality, Vice President of Communications, Secretary, *Assistant Treasurer* and Treasurer, who shall be elected as hereinafter set forth, and shall hold office for a term of one year. The Co-Presidents shall have been a prior member of the Executive Board or a PFA Committee Chair. (amended 1/16/19)

B. DUTIES

The duties of the officers shall be:

1. The Co-Presidents shall preside at all meetings of the PFA and the Executive Board; shall be a member ex-officio of all committees; and shall perform such duties as usually pertain to the office of President.
2. The Vice Presidents shall act in various key roles on behalf of the President and any of the Vice Presidents may be appointed by the President to perform the duty of the President in his or her absence.
3. The Vice President of Education shall be a member ex-officio of all committees of the PFA whose duties relate in any fashion to education programs.
4. The Vice President of Gifts and Grants shall be a member ex-officio of all committees of the PFA whose duties relate in any fashion to gifts (donations) and grant requests.
5. The Vice President of Hospitality shall be a member ex-officio of all committees of the PFA whose duties involve providing hospitality.
6. The Vice President of Communications shall be a member ex-officio of all committees of the PFA who duties involve communicating with our members.
7. The Secretary shall keep a correct record of all meetings of the PFA and shall perform such other duties as may be delegated.
8. The *Assistant Treasurer* and Treasurer shall receive all monies due the PFA; shall pay all appropriations authorized by the budget and/or approved by the Executive Board; shall keep an accurate record of all receipts and expenditures; and shall present a report at each meeting of the PFA and Executive Board and at the Annual Meeting of the PFA. (amended 1/16/19)
9. A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the Executive Board.
10. Regular meetings of the Executive Board shall be held monthly during the school year. For voting purposes, each individual in office shall constitute one vote regardless of how many individuals share the office. For the transaction of business at any regular or special meeting of the Executive Board, four officers shall constitute a quorum. A simple majority shall constitute the outcome of the vote. Special meetings of the Executive Board may be called by the President(s) or by a majority of the Executive Board.
11. *The Co-Presidents shall be authorized to spend up to $250 per occurrence without approval of the Executive Board and the Executive Board shall be authorized to spend up to $1,000 per occurrence and $5,000 in the aggregate without the approval of the general membership. (amended 1/6/16)*
12. *The Executive Board is charged with maintaining the healthy financial status of the NCHS PFA, which includes managing the annual budget properly and maintaining an appropriate cash balance. The Cash Balance is intended to serve as a means to retain financial stability in the event of an unforeseen development such as unplanned expenses arising from a project or a significant change in revenue. The NCHS PFA should hold a cash reserve equivalent to a minimum of 30% of expenses and preferably less than one year worth of expenses, excluding the Post Prom and Special Project Budgets (amended 1/6/16). If the cash balance exceeds one year of cash for expenses, the Executive Board will review the cash balance and develop an appropriate spending plan.*
13. *(amendment approved 5/15/15)*

*The Post Prom expenses will be excluded from the calculation of reserve for the PFA. The Post Prom Committee will hold a separate reserve for their activities of approximately 5% to 15% of annual expenses. Annual expenses are defined as the average of previous two years expenses paid to host the Post Prom Party. Before the end of the school year, The Post Prom Committee and the PFA Executive Board shall review the cumulative reserve fund balance.  The Post Prom Committee can determine, within the school year, the appropriation of the overage funds, subject to the PFA Executive Board approval, to one or more combination of the following uses: (1) funding of Senior Service Day, (2) a Senior Class gift, (3) donation to the Scholarship Drive or (4) another appropriate donation. Overage is defined as any amount of the cumulative reserve that is above the 10% of annual expenses defined above.*

*In the event that funds need to be used from the reserve to host the Post Prom Party, the release of funds would have to be approved by the PFA Executive Board. The Post Prom Committee can make a recommendation for the use of funds. The PFA Executive Board can conduct an email or in person vote to approve or deny the use of funds. These funds may be approved for use in the case of an emergency weather situation or the failure of a good faith attempt at fund raising. Where possible, if there is a fundraising shortfall the Post Prom Committee should reduce expenses form their previously approved budget. The intention of the reserve is to protect the committee chairs from having an undo financial burden if there is a fundraising gap or an emergency arises.*

1. *(amendment approved 1/6/16)*

*Fundraising for Special Projects will be kept in the PFA General Fund and will be ear-marked first for Special Projects which were previously presented to the general membership, but which do not require a General meeting vote to spend those ear-marked funds.*

ARTICLE VII – MEETINGS

The Annual Meeting of the PFA shall be held in the spring of the year, on a date to be set and announced by the Executive Board, not less than fifteen days prior to such meetings to review the results of the PFA year and to elect the PFA Executive Board and Committee Chairs for the next year. Other meetings and programs of the PFA may be held from time to time during the PFA year by a call of the Executive Board of not less than seven days notice. Ten members shall constitute a quorum for the transaction of business in any meeting of the PFA.

ARTICLE VIII – COMMITTEE CHAIRS

1. The Committee Chairs, under the direction of the PFA officers, shall conduct the routine business of the PFA.
2. The group of Committee Chairs shall consist of:
3. At least 16 parents/guardians – with at least four parents/guardians representing each of the classes, and a minimum of three parents/guardians who served previously as Committee Chairs. The parents/guardians shall be elected by the members of the PFA as set forth in ARTICLE IX
4. The Principal, who shall represent the Faculty and the Administration

ARTICLE IX – ELECTIONS

The PFA Committee Chairs and the PFA Executive Board shall be nominated and elected by members of the PFA as follows:

1. No later than February 15th each year, the PFA Executive Board shall appoint a Nominating Committee consisting of at least one PFA parent from each class for the ensuing year. A notice must be sent to all PFA families announcing that nominations may be submitted in writing to the Nominating Chairman two weeks prior to the first Nominating Committee meeting. The Nominating Committee shall nominate at least 16 parents/guardians as candidates for PFA Committee Chairs for the ensuing PFA year and shall designate six parents selected from the proposed candidates for membership on the PFA Executive Board for the ensuing year. A list of nominees for the ensuing year will be posted in the Ram-O-Gram or emailed to all PFA families in advance of the election to be held at the annual Spring PFA meeting. The slate of nominations will be submitted for acceptance by the full PFA membership at its Annual Meeting. Prior to the election, all prospective nominees must have expressed to the acting Nominating Chair their willingness to serve.
2. The PFA Committee Chairs and PFA Executive Board members shall serve for a PFA year or until their successors are elected, but should not serve for more than two succeeding years in the same position, except a third year may be allowed at the discretion of the Executive Board. Should a vacancy occur among the elected members, the Executive Board will appoint a successor to serve the balance of the PFA year.

ARTICLE X – COMMITTEES

Special and Standing Committees shall be created by the President as may be required to fulfill the objectives of the PFA each year. The Chairmen of these committees shall be selected from the parent members of the PFA.

Oral or written progress reports of committee activities shall be presented at a regular meeting of the PFA and at other meetings as requested.

Year-end mandatory written committee reports are due on May 15th, with the exception of Post Prom which is due July 15th. These reports will be reviewed by the outgoing Executive Board prior to their release to the new Committee Chairs.

ARTICLE XI – REFERENDUM

Any other matters which may properly come before the PFA membership for action may also be determined by a vote of a majority of the members of the PFA present, provided such matters are submitted to the President in advance by a written petition signed by not less than ten members of the PFA.

ARTICLE XII – PROCEDURE

Robert’s Rules of Order shall govern procedure at all meetings.

ARTICLE XIII – AMENDMENT

The Bylaws may be amended or repealed by a majority vote of the PFA membership present at a PFA meeting (scheduled at least ten days following written notice) or by a majority of the response to a mail or email vote solicited from the entire membership.