

**THE FRIENDS COMMUNITY SCHOOL  
PARENTS AND TEACHERS ASSOCIATION BYLAWS**

**ARTICLE I: Name**

The name of this organization shall be The Friends Community School Parents and Teachers Association (FCS-PTA).

**ARTICLE II: Membership**

All parents of currently enrolled Friends Community School students and all current FCS teachers shall be members of the FCS-PTA. The term “parent” is intended to be inclusive and includes, for example, the primary caretaker or legal guardian of the FCS student.

**ARTICLE III: Object**

The object of the FCS-PTA shall be to facilitate communication among teachers and parents of Friends Community School students, the school’s administrators, FCS Board of Trustees (“Board”), and students; to represent the sense of the FCS-PTA to the school; to provide a forum for sharing information among parents, between parents and teachers, and between FCS-PTA members and the school; to organize programs and activities for students and parents; and to organize and administer fund raising events to support the mission of the school.

**ARTICLE IV: Dues**

An annual contribution to the FCS-PTA shall be requested of each school family. The amount of dues shall be set to cover anticipated operating expenses as determined by the Officers.

**ARTICLE V: Officers**

The officers of the FCS-PTA shall be 2 co-clerks, Recording Clerk and Treasurer.

The officers shall serve for a period of 2 years, with the 2 co-clerk positions coming open on alternating years. The officers shall be approved by the FCS-PTA before the first week of June. The term of office shall be from July 1 through June 30. If any office is vacant, the officer shall assume office at the end of the meeting in which s/he is approved.

The officers shall have the following responsibilities:

**Co-Clerks:** The Co-Clerks shall be the spokespeople for the FCS-PTA. As such they shall convene and preside at meetings of the general membership; shall approve expenditures of funds; and shall be responsible for overseeing the coordination of FCS-PTA activities with the school, including the drafting of a yearly letter to the Board advising it of any planned fund-raising activities for that school year. The outgoing Co-Clerk will convene and serve as clerk of the

Nominating committee. The outgoing Co-Clerk will convene at least one meeting of the FCS-PTA officers (incoming, outgoing, and incumbent) over the summer for organizational purposes. Aside from these two functions specific to the outgoing Co-Clerk, the other duties are to be divided among the Co-Clerks as they see fit.

**Recording Clerk:** The Recording Clerk shall take and distribute minutes of all official FCS-PTA meetings to the membership, including officers meetings; shall ensure the timely distribution of meeting notices and minutes; and shall prepare FCS-PTA correspondence. The Recording Clerk shall retain minutes and any official correspondence for at least 3 years.

**Treasurer:** The Treasurer shall maintain in proper fashion the bank account of the FCS-PTA; shall make necessary payments with the approval of the Co-Clerks; shall solicit dues contributions from member families; and shall prepare and present a financial report at each meeting of the general membership.

#### **ARTICLE VI: Other Positions**

**Representatives to the Board:** The FCS-PTA has two (2) representatives to the Board. Representatives to the Board will be selected according to the election procedures of Article X with positions coming open in alternating years. The term of each representative shall be two (2) years, with a maximum service of two (2) terms. A representative interested in serving a second term shall follow the same procedure for nomination and approval as a new representative. Nominees selected by the general membership of the FCS-PTA shall be submitted to Adelphi Friends Meeting no later than April of the year the term will begin.

It shall be the duty of the representatives to the Board to attend meetings of the Board and to represent the views of the FCS-PTA to the Board. The FCS-PTA expects at least one (1) representative to the Board to attend each general meeting of the FCS-PTA membership and to update the FCS PTA on matters before the Board as appropriate.

**Fundraising Coordinators:** At least one (1) coordinator will be appointed for each fundraising effort undertaken by the FCS-PTA. Fundraising coordinators shall be appointed by the Co-Clerks. Each fundraising coordinator shall report to the FCS-PTA at least once prior to the fundraiser of which s/he is coordinator and at the FCS-PTA meeting following the fundraiser. The report may be given in person, by proxy, or in writing.

**Committee Clerks:** In order to effectively administer the business of the FCS-PTA, committees will be formed from time to time as decided by the FCS-PTA. Committee Clerks shall be appointed by the Co-Clerks. It shall be the duty of the Clerks of said committees to convene the committee, to oversee meetings of the committee and to regularly communicate the progress of the committee to the Co-Clerks of the FCS-PTA. The Co-clerks shall be ex officio members of all committees.

#### **ARTICLE VII: Process**

All official decisions made by the FCS-PTA shall only be made at official, duly announced FCS-PTA meetings, and shall only be taken by consensus of all FCS-PTA members present at the

meeting. Such decisions shall include, but are not necessarily limited to the selection of officers, and all budgetary matters beyond the day-to-day expenditures deemed necessary for the basic functioning of the FCS-PTA.

Consensus is achieved when all members present can see their way clear to allowing a specific decision to happen in the best interests of the FCS-PTA and the School, whether or not everyone agrees with all details of the proposal.

Everyone attending the meeting, be they FCS-PTA members or not, has the right to speak to the assembly as part of the process of forming a group consensus, with the Co-Clerk who is leading the meeting identifying individuals to speak in turn.

#### **ARTICLE VIII: Meetings**

Meetings of the FCS-PTA may be held at any time. The agenda, time and place of regular meetings shall be determined and planned by the officers of the FCS-PTA and may include agenda items submitted by any FCS-PTA member.

#### **ARTICLE IX: Expenditures**

The decision to spend any monies raised by the FCS-PTA, beyond normal operating expenses, shall be made by consensus of the membership at a regularly scheduled meeting. During at least one regularly scheduled meeting per year, the FCS-PTA membership shall consider whether and how to spend any money raised or retained.

Appropriate expenditures may include but are not limited to: miscellaneous expenses associated with FCS-PTA meetings and business, gifts of appreciation to members of the school community, and gifts to support the mission of the School.

#### **ARTICLE X: Elections and Appointments**

The Nominating Committee shall consist of the outgoing Co-clerk and at least two members of the FCS-PTA who are not currently officers of the FCS-PTA and who do not wish to serve in the following term. The outgoing Co-clerk shall convene the committee and shall strive to compose a committee that is diverse as to grade level and classroom.

The Nominating Committee shall prepare a slate consisting of at least one (1) name for each open office or position. The slate will be presented to the FCS-PTA at the appropriate meeting each year. Each position will be filled by a consensus of the members present.

#### **ARTICLE XI: Amendments**

These bylaws may be amended by consensus of the members present at a FCS-PTA meeting. The adoption of amendments must take place at least 4 weeks after the proposed changes have been presented at a FCS-PTA meeting.