

BYLAWS OF NORWOOD-FONTBONNE ACADEMY PARENTS ASSOCIATION

ARTICLE I NAME

Section 1 The name of the Association shall be:
NORWOOD-FONTBONNE ACADEMY
PARENTS ASSOCIATION

Section 2 The headquarters of this Association shall be at:
Norwood-Fontbonne Academy
8891 Germantown Avenue
Philadelphia, PA 19118

ARTICLE II OBJECTIVE

The mission of the Association is to provide the environment and opportunities for parents and guardians of Norwood-Fontbonne Academy students to support the Vision and Mission of the Academy to convey gospel values and the enjoyment of learning so that students may be better able to make reflective choices as self-directed persons who treasure themselves, others and the earth.

By its commitment to an inclusive, participatory environment, and its sponsorship of community-building events and activities, the Association seeks to foster a cooperative and cohesive spirit that enriches the Norwood-Fontbonne experience for the Academy's students, their parents, and the entire NFA community.

The Association supports the Academy's enhancement goals through a targeted range of fundraising activities and a collaborative relationship with the Office of Institutional Advancement.

The Association encourages students and their families to commit their time, energy and talents in support of the invaluable contributions that the Academy's staff makes to the intellectual, spiritual and emotional growth of NFA students.

The Association is dedicated to a spirit of cooperation and mutual support and is respectful of the Administration's position of responsibility for all matters pertaining to the operation of the Academy.

ARTICLE III MEMBERSHIP

Section 1 All parents or guardians of currently enrolled students attending Norwood-Fontbonne Academy shall be members of the Parents Association. The Head of School, Director of Institutional Advancement, and Faculty Representative to the Executive Board shall be ex-Officio members of the Parents Association.

Section 2 Each member shall have one vote, which may be cast in the course of any Association proceeding in which he or she participates.

Section 3 All Association events and activities, and all Executive Board and general meetings shall be open to all members.

ARTICLE IV FEES

Section 1 The Parents Association shall collect fees annually, which shall be allocated to:
(a) a Staff Christmas Gift Fund and;
(b) a fund to cover the activity costs associated with the Homeroom Parents program.

The annual fees shall be set by the Executive Board with the approval of the general membership. The Academy shall collect the fees through its tuition-billing system.

Section 2 Ex-officio members of the Association shall be exempt from paying fees.

Section 3 The fiscal year shall begin July 1 and end June 30.

ARTICLE V OFFICERS

Section 1 The officers of the Association consist of Past President, President, President Elect, Recording Secretary, Event and Activity Secretary, Treasurer and Publicity Coordinator.

Section 2 The term of office for all Officers shall be two years. The President Elect shall serve in his capacity for one year and shall automatically become President the following year, and serve for a one year term. Following the year serving as President, the President will automatically become the Past President and serves for a one year term, except that if said Past President has no children attending Norwood-Fontbonne Academy during what would be his/her Past President term, then the office will be vacant for said year. No officer may serve more than two consecutive terms in the same office. Past President, President, President Elect, Recording secretary, Event and Activity Secretary and Publicity Coordinator positions may be shared by two individuals. The office of Treasurer shall only be held by one individual.

Section 3 All vacancies occurring by death, resignation, or excessive absence shall be filled by appointment of the President for the remaining term of such office, except that the President shall be succeeded by the President Elect.

If the offices of President and President Elect are vacated, the Executive Board will appoint a President to complete the remainder of the President's term.

Section 4 Motions shall be passed by virtue of a majority vote. A quorum shall require the presence of at least six (6) members.

Section 5 Duties of Officers:

The Past President shall:

- a. Perform such duties as may be specified in the Operations Manual or deemed necessary by the President or Executive Board of the Association.

The President shall:

- a. Preside at all meetings of the Association and of the Executive Board;
- b. Provide an annual report of the Association's financial status to the membership;
- c. Oversee periodic assessments of, and report to the membership on, the Association's success in meeting the goals set forth in its Mission Statement;
- d. Serve as an ex-officio member of the Norwood-Fontbonne Academy Advisory Council;
- e. Have general and active management of the affairs of the Association and

ensure that all affairs are conducted in accordance with these bylaws and the Operations Manual; and

ARTICLE V (cont'd)

- f. Have the general duties and powers of supervision customarily vested in the office of president of an association.

The President Elect shall:

- a. Preside in the absence of the President and shall be vested with the same powers at such time;
- b. Serve as a member of the Norwood-Fontbonne Academy Advisory Council's Institutional Advancement Committee;
- c. Perform such duties as may be specified in the Operations Manual or deemed necessary by the President or the Executive Board of the Association.

The Recording Secretary shall:

- a. Record and distribute minutes of all Association meetings;
- b. Perform such duties as may be specified in the Operations Manual or deemed necessary by the President or Executive Board of the Association.

The Event and Activity Secretary shall:

- a. Maintain an Executive Board membership list;
- b. Perform such duties as may be specified in the Operations Manual or deemed necessary by the President or the Executive Board of the Association.

The Treasurer shall:

- a. Receive and disburse funds of the Association;
- b. Maintain an accounting of all Association and committee transactions;
- c. Propose an annual budget for ratification by the Executive Board at the first Executive Board meeting of each academic year;
- d. Perform such duties as may be specified in the Operations Manual or deemed necessary by the President or the Executive Board of the Association.

The Publicity Coordinator shall:

- a. Develop and produce a weekly newsletter for members, detailing Association events and activities;
- b. Perform such duties as may be specified in the Operations Manual or deemed necessary by the President or the Executive Board of the Association.

ARTICLE VI EXECUTIVE BOARD

Section 1 The Executive Board shall formulate the policies of the Association in keeping with its Mission Statement and the Mission Statement of the Academy

Section 2. The Executive Board shall consist of the Past President, all elected officers, four elected Parents-at-Large from the parent body, to include representative from each of the following:

- Preschools and Kindergarten,
- grades 1-3,
- grades 4-6 and,
- grades 7-8,

as well as two Faculty representatives, the Head of School, and Director of Institutional Advancement.

ARTICLE VII PARENTS-AT-LARGE

- Section 1 There shall be four elected parent-at-large (PAL) positions on the Executive Board, whose responsibilities shall include serving as liaison between the NFAPA and the Homeroom parents for the grades assigned, assisting at the Homeroom Parents meeting, serving as grade level coordinators of the Homeroom Parents Program, facilitating communication and encouraging participation of parents in NFAPA events and activities, coordinating Staff Appreciation Luncheons.
- Section 2 Each of the following grade levels shall have a parent-at-large representative:
- Pre School and Kindergarten,
 - Grades 1-3,
 - Grades 4-6 and,
 - Grades 7-8
- Section 3 Parents-at-large shall attend each monthly Executive Board Meeting.
- Section 4 The parent-at-large position may be shared by two individuals
- Section 5 The term of office shall be for one year. No parent-at-large may serve more than two consecutive terms.
- Section 6 Parents-at-large must have a student in the grade level represented.
- Section 7 All vacancies occurring by death, resignation, or excessive absences shall be filled by the President of the Parents Association for the remaining term of such office.
- Section 8 Perform such duties as may be specified in the Operations Manual or deemed necessary by the President or the Executive Board of the Association.

ARTICLE VIII COMMITTEES

There shall be such standing and special committees as the officers of the Parents Association deem necessary to carry out the Association’s Mission. No standing committee shall be formed or dissolved without a majority vote of the officers of the Parents Association and the concurrence of the Head of School.

ARTICLE IX AMENDMENTS/REVISIONS OF THE BYLAWS

- Section 1 Amendments to the bylaws must be submitted in writing to the President, who will then bring these to the Executive Board for discussion.
- Section 2 Notice of such amendment, setting forth the article affected with the change to be made therein, shall be made available to the membership with at least ten days notice prior to the following general meeting. Two-thirds of the members present at the general meeting must vote in favor of any proposed amendment(s) in order for such amendment(s) to be adopted.
- Section 3 When deemed necessary by the Executive Board, the President shall appoint a special committee to revise the bylaws. The revised bylaws shall be made available to the membership with at least ten days notice prior to the following general meeting. Revisions will be highlighted. Two-thirds of the members present at the general meeting must vote in favor of the proposed revised bylaws in order for such bylaws to be adopted.

ARTICLE X NOMINATIONS AND ELECTIONS OF OFFICERS AND PARENTS AT LARGE

Section 1 A call for candidates for President Elect, Recording Secretary, Event and Activity Secretary, Treasurer, Publicity Coordinator, and the four Parents-at-Large shall be made by a Nominating Committee consisting of a minimum of seven persons:

- Head of School,
- three volunteers from the Executive Board, and
- three volunteers from the general membership.

Members of the Nominating Committee shall submit a slate of candidates to the membership at a meeting to be scheduled no later than the third week in March. At that meeting, additional nominations may be made from the floor or by letter presented at the March meeting.

Section 2 The names of all members responding to the call for candidates shall be included on the ballot. In the event that there are no candidates for any Executive Board position(s), the Nominating Committee shall secure one candidate for each available position for inclusion on the ballot.

Section 3 The ballot shall be mailed or emailed to the general membership by March 31. The ballot shall include biographical sketches of each candidate highlighting his/her previous Norwood-Fontbonne Academy activities. The marked ballots must be returned by April 15 to the Chairperson of the Nominating Committee and tabulated within five days.

Section 4 The Chairperson and two members of the Nominating Committee shall be responsible for the tabulation of the ballots in the presence of the President of the Parents Association. The Nominating Committee shall notify each candidate of the time, date and place of the counting of the ballots. The candidate and/or representative may be present. The newly elected Officers and the four parents-at-large shall assume office at the final Executive Board meeting of the academic year.

ARTICLE XI SCHEDULE OF MEETINGS

Section 1 General meetings of the Association shall be held at least twice a year. Votes taken at the general meeting shall require that a quorum be present. A quorum shall consist of a simple majority of the members present at the meeting.

Section 2 Executive Board meetings will be held monthly during the school year and shall be attended by the Executive Board members and committee chairpersons in accordance with the guidelines set forth in the Operations Manual. Executive Board meetings shall be held only when a quorum is present. A quorum shall consist of a simple majority of the Executive Board officers.

Section 3 Special meetings of the Parents Association shall be held on dates, times, and places designated by the President and the Head of School with notice to the members at least one week prior to each meeting.

Section 4 The President shall call all meetings to order, and the business shall be transacted in accordance with customary parliamentary procedures as set forth in Robert's Rules of Order.

ARTICLE XII OPERATIONS MANUAL

At the final Executive Board meeting each year, the President Elect shall propose, and the Board shall adopt, an Operations Manual describing the operating and administrative policies and procedures governing the Parents Association for the following year, i.e., when the President Elect assumes the office of President.

The outgoing President shall assist the President Elect in developing the Operations Manual, with cooperation, as needed, from other members of the Executive Board.

The Operations Manual shall include:

- (a) a description of the functions and duties of the Executive Board Officers;
- (b) a description of the functions and duties of all of the Association's committees;
- (c) a list of all Executive Board officers and Committee Chairs;
- (d) the schedule of meetings for the following academic year; and
- (e) Such other information as may be helpful to the Executive Board officers and Committee Chairs in carrying out their respective duties.

The current bylaws shall not be included in the Operations Manual, but shall be readily available in the Parents Association Information pages on the Norwood-Fontbonne Academy website, norwoodfontbonneacademy.org.

The Operations Manual and these bylaws shall govern all of the Association's operations and all members, by their participation in Association events and activities, agree to abide by the provisions contained therein. The provisions of the Operations Manual shall not conflict with the provisions of these bylaws.

ARTICLE XIII LIABILITY AND INDEMNIFICATION OF MEMBERS

To the fullest extent permitted by Pennsylvania law, members of the Executive Board of the Parents Association shall not be personally liable for monetary damages resulting from any claim arising from his or her service on the Executive Board. To the fullest extent permitted by Pennsylvania law, Norwood-Fontbonne Academy shall defend, indemnify and hold harmless any member of the Executive Board against any and all claims arising from his or her service on the Executive Board.