

PARENTS-IN-ACTION GROUP BY-LAWS

Purpose:

- A. To promote a spirit of cooperation and unity in our school family through coordination of parent programs, communication, fellowship, and encouragement of one another, our administration, faculty and staff. Our goal is to achieve a high level of school spirit and enthusiasm for FBCA.
- B. To continually improve and enhance the quality of our school.
- C. To develop between educators and parents such united efforts as will secure for our children and youth the highest advantages in physical, mental, social and spiritual education.
- D. The primary element of our support will be in our fund raising efforts as a means of providing additional funds for equipment and supplies.

Authority Structure:

The Parents-In-Action group will function in coordination with the administration, faculty, and staff of the school and will be under the authority of the School Administrator.

Membership:

All parents of students enrolled in FBCA are automatically members. There is no membership fee. A majority vote by members present at a Parents-In-Action group meeting will constitute a quorum.

Officers and Elections:

- A. Each officer of the Parents-In-Action group will be a parent or legal guardian of a child who is currently enrolled in FBCA and has been enrolled at least one year.
- B. The officers of the Parents-In-Action group will consist of an elected President, Vice-President, Secretary, and Treasurer.
- C. Elected officers will be elected by written ballot in the first quarter of the year. If there is only one nominee for any office, election for that office may be a voice vote.
- D. Elected officers will assume their official duties June 1st but will serve in conjunction with the current officers following the election.
- E. A person will not be eligible to serve more than two consecutive years in the same office, unless there is no successor for the office.

Nominee Process:

- A. There will be a nominating committee composed of the President, Vice-President, Administrator and two Parents-In-Action group members selected by the Parents-In-Action group officers. The committee will select its own chairman.
- B. The nominating committee will nominate an eligible person for each office and report its nominees at a regular meeting in the first quarter of the year. The nominee list will be posted publicly. Suggestions for nominees may be made by any Parents-In- Action group member.
- C. The eligibility requirements for nominees are:
 - 1. Parents or legal guardians of students currently enrolled and expected to be enrolled during the term of the office, being in good standing with the school.
 - 2. Parents or legal guardians who have demonstrated concern for the work of the organization and school and who have demonstrated the willingness to participate and help with school functions.
 - 3. Parents or legal guardians who demonstrate qualities of spiritual maturity and are in agreement with the Christian philosophy, doctrine, bylaws, and administrative structure of the school.
 - 4. Parents or legal guardians who have signified their consent and desire to serve if elected.

Office and Duties:

President:

Preside at all monthly meetings of the Parents-In-Action group; will perform such other duties as may be assigned to him or her by the school administrator; will coordinate the work of the committees; will set the agenda for the Parents-In-Action group meetings; will handle the elections for the coming year officers; will delegate necessary tasks to the other elected officers and members.

Vice President:

Act as an aid to the President and will perform the duties of the President in their absence; will chair such committees as is needed; will be present at all monthly meetings.

Secretary:

Record minutes of all Parent-In-Action group meetings and send a copy of those minutes to the following: Parents-In-Action Officers, School Administrator, also keeping a copy for the Parents-In-Action records; ensure copies of the minutes, agenda and financial statement are available to the members at the monthly meetings.

Treasurer:

Handle all of the financial needs of the Parents-In-Action group. Submit the treasurers' report to the Parents-In-Action Officers in a timely manner and present a report at all Parents-In-Action group meetings.

Other duties of the offices include:

Create committees as deemed necessary to promote the programs for the school; plan and implement a program of interest to parents at each Parents-In-Action group meeting.

Vacancies:

A vacancy occurring in any office will be filled for the unexpired term by a majority vote of the nominating committee.

Standing Committees:

- A. Hospitality (Hostess) – chairperson to be selected in the first quarter of the prior school year, and he/she is responsible for selecting the committee members. The Hospitality committee is responsible for creating an atmosphere of friendliness in the coordination of various school functions such as Open House, Kindergarten Graduation, Spring Banquet/Auction, Teacher Appreciation, or any other school functions where they might be needed; be the point of contact for teachers, Room Moms for sending appropriate wishes in the event of major illnesses, deaths, births, marriages, etc., to the FBCA family
- B. Fund Raising – chairperson to be selected in the first quarter of the prior school year, and he/she is responsible for selecting the committee members. The Fund Raising committee will coordinate delegated fund-raising events.
- C. Room Moms – will be appointed by the respective teacher; assist the teachers with class field trips; coordinate Teacher Appreciation Week activities and class parties as outlined in the Room Mom hand book.
- D. Volunteers – will perform duties as needed by the Parents-In-Action group.

Operation of Committees:

- A. Parents-In-Action group officers will appoint each committee chairman with a person's consent and willingness to serve.
- B. The term of each chairman will be the term of one year or until the appointment of a successor.
- C. The chairman of each committee will present a plan of work to the Parents-In-Action group officers and School Administrator for approval. No committee work will be undertaken without this approval. Reports of committee work will be made to the Parents-In-Action officers and presented to the Parents-In-Action group members as necessary.

Amendments:

- A. Recommendations for amendments may be referred to a special committee consisting of the Parents-In-Action group officers and Administrator.
- B. This committee will approve recommended amendments and submit to the school administrator to submit to the school board for final approval. The Parents-In-Action group officers will then place those approved recommendations on the Parents-In-Action group meeting agenda for a vote by the members.