

# WINCHESTER HIGH SCHOOL PARENT FACULTY ASSOCIATION BY-LAWS

Adopted September 7, 2011  
Amended September 12, 2016

## **ARTICLE I** **Elections**

The Board Nominating Committee will call for nominations for open positions in April via electronic communications. The Nomination Committee will, present a recommended slate of officers each May for approval by the Board. Once approved, the nomination slate will be presented each June to the Association for approval. A majority of the ballots cast by a quorum of Association members shall be necessary to elect the Officers and Committee Chairs. The method of voting, either at an in-person meeting or by written or online ballot, will be determined by majority agreement of the president(s), vice-president, secretary and treasurer.

Subject to approval by the membership of the Association, all Officer and Committee Chair positions can be shared by multiple people. Throughout these Bylaws and Articles of Association, the use of the singular shall include the plural when applicable.

An Officer may not serve more than two (2) consecutive one-year terms in that office unless an exception is specifically voted by the membership of the Association.

In the event that an officer is not able to perform their duties, or must resign from their position, or is voted out of office during their term, the remainder of their term may be filled by an individual voted in by a simple majority vote of the Board of the PFA.

### Removal from Office

Any officer of the PFA may be removed from that role by an affirmative vote of  $\frac{2}{3}$  of the membership of the Board of the PFA. That individual would still remain a voting member of the Association.

## **ARTICLE II**

### Duties of Officers

#### **President**

The President shall:

- Be one of the Officers of the Association and act for the Association between meetings of the Association with the approval of the other Officers
- Preside at all meetings of the Association
- Be a member, ex-officio, of all committees
- Organize committees for the Association whose appointment is not otherwise provided
- Serve as alternate to receive all monies and pay all bills authorized by the Officers and/or the Association
- With the Principal, schedule activities involving parents and the Association, and with the Principal, provide a copy of the yearly calendar for submission to the School Superintendent's office
- Convene transition meetings with the outgoing and incoming Officers before the school year begins
- Keep copies of the annual reports of the Officers and Committee Chairs
- Represent the PFA on school-related town committees such as, for example, the Parents Inter-School Council, the Winchester Coalition for a Safer Community, and others as appropriate
- When necessary, organize and run elections to the School Council established under Chapter 71, Section 59C of Massachusetts General Laws, as it may be amended from time to time
- Be a member of the Parent's Inter-School Council which meets once a month with other PTO presidents and the Superintendent and report to the PFA Board
- Be committed to ongoing daytime and evening responsibilities

#### **Vice-President**

The Vice President shall:

- In the absence of the President, perform the duties of that office
- Plan programs and speakers with the President for the Association meetings
- Book meeting rooms for all Association and Board meetings
- Be a member, ex-officio, of the Nominating Committee, Grant and Budget Committee
  - Be a member of the Parent's Inter-School Council which meets once a month with other PTO presidents and the Superintendent

## **Secretary**

The Secretary shall:

- Keep all records of the Association
- Record the minutes of all meetings of the Association
- Present the meeting minutes for approval at the next meeting
- Provide a copy of the monthly minutes after approval, to the PFA website manager for posting on the PFA website
- Attend to the official correspondence of the Association

## **Treasurer**

The Treasurer shall:

- Prepare, with the Budget/Grants Committee, no later than August 31, a proposed budget consisting of projected income and expenses for the fiscal year, for approval by the PFA Board
- Present the approved budget for approval by the Association at the first Association meeting of the school year
- Receive all monies and pay all bills authorized by the Association, as provided for in the approved budget
- Keep an accurate accounting of all receipts and disbursements  
Prepare a monthly financial report to be summarized at the monthly meeting
- Authorization for any sum exceeding \$200 that is outside the approved budget must be approved by the PFA Board.
- Responsible for establishing and managing all payment systems, including online payments
- Serve as a member, ex-officio, of the Budget/Grants Committee

## **Advisor**

This position will be held by the previous year's PFA president

The: Advisor shall:

- Advise current president and vice president
- Serve as ex-officio member of the Nominating Committee

## ARTICLE III

### Committees

Standing Committees shall include the following:

- Budget/Grants
- Class Parent Advisors
- Direct Appeal
- Gifts
- Newsletter/Communications
- Nominating
- Publicity
- Social

Other Committees in addition to the above may be established and disbanded from time to time as voted by the Association at any meeting.

Each Standing Committee shall include a Chairperson designated by the Association. Chairmanships may be shared by multiple people, and members of the Association may chair or belong to multiple Committees.

### Each Committee Chair shall:

- **At least one member of each committee and one parent advisor from each class is expected to attend the monthly PFA meetings; if unable to attend, they will provide the President and Secretary with a report prior to the meeting**
- Report to the Association on the activities of his or her Committee
- Appoint additional Committee members, as necessary
- Submit bills to the Treasurer for payment, all bills must be submitted prior to June 30 each year
- Report annually on the year's activities to the Board
- Provide transitional material and a report of the year's activities to the succeeding Committee Chair

## **Article IV**

### Committee Positions and Duties

#### **Budget/Grants**

The Budget/Grants Committee shall:

- Serve with the President, Vice President and Treasurer to develop the Association's operating budget to be proposed and voted upon by the Board no later than September of each year, for approval by the Association at its first meeting of the school year
- Solicit Association grant applications from teachers, staff, clubs, organizations and departments
- Consult with the School Administration, seek supporting information as necessary
- Recommend Board approval/disapproval of each grant request
- Report funding to the PFA
- Communicate the status of requests and funding to the applicants

#### **Class Parent Advisors**

Class Parent Advisors shall:

- Represent the interests of parents and students of their respective classes at Association meetings and report on class activities and concerns
- As appropriate, attend meetings with their class student officers and faculty advisors
- Work with students to arrange for parent involvement as needed for class-sponsored activities
- Assist with fundraising obligations to prepare for Senior Prom and other class activities
- Have one Parent Advisor from each class year serve as a member of the PFA Board and attend all Association meetings

As much as possible, Class Parent Advisors shall be elected in their classes freshman year and serve a four-year term in order to follow the class through its graduation.

## **Direct Appeal**

The Direct Appeal Committee shall:

- Solicit donations to the Association via e-mail and newsletter submissions
- Collect and record donations including those in electronic form
- Keep an accurate accounting of all incoming Direct Appeal revenue
- Deliver checks to the Treasurer for deposit and notify the Treasurer regularly of the amount raised and the number of families who have contributed
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## **Gifts**

The Gifts Committee shall:

- Purchase gifts and make donations for or on behalf of parents including, but not limited to memorials, or events such as retirement, deaths, or departures, as per the gift committee policy.

## **Newsletter/Communications**

The Newsletter/Communications Committee shall:

- Produce and distribute monthly print and electronic newsletters and other communications to parents, guardians, school administrators, School Committee members and other recipients as appropriate. The content of these communications will be determined by the Newsletter/Communications Committee in accordance with its policies
- Create and maintain print and electronic mailing lists for distribution of newsletter and announcements
- Maintain the PFA website, upload and update files, and maintain the overall appearance of the PFA web page

## **Nominating**

The Nominating Committee shall be comprised of the president, the vice president, and advisor such other individuals as may be voted by the Association.

The Nominating Committee shall:

- Oversee the nominating process for the following school year
- Contact current Officers and Committee Chairs, and recommend and recruit new Officers and Committee Chairs
- Present a complete ballot listing all Officers at the last Association meeting in June, to be voted on for approval

## **Publicity**

The Publicity Committee shall:

- Work with Board Members, the Principal and School Department personnel to publicize WHS events or provide information on issues or events affecting Winchester High School and its students
- Write articles and/or provide photographs and story ideas as appropriate, for publication in area media and social media outlets
- Maintain contact with Winchester Star/Wicked Local, Daily Times-Chronicle, the Boston Globe, and other news and community organizations, whether print, broadcast or web-based

## **Social**

The Social Committee shall

- Arrange for and serve refreshments at any functions determined by the President
- Organize and assist at social events, including but not limited to such events as Teacher Appreciation breakfasts and luncheons, awards events, and other activities involving refreshments

Approved by the PFA November 7 2016

Mikie Ulwick

WHS PFA President

A handwritten signature in black ink, appearing to read "Mikie Ulwick". The signature is written in a cursive style with a large, looping flourish at the end.