

**BYLAWS OF THE
LE JARDIN ACADEMY PARENT FACULTY ASSOCIATION**

ARTICLE I – NAME

The name of this Association shall be the Le Jardin Academy Parent Faculty Association (herein referred to as “Association”).

ARTICLE II – PURPOSE

- Section 1. The purpose of this Association shall be:
- A. To support the mission of Le Jardin Academy as determined by the Board of Trustees of the school.
 - B. To enhance communication between the school and its families.
 - C. To assist the school with its needs and to promote the welfare of the school through scholarships, fund drives, and other projects.

ARTICLE III – POLICIES

- Section 1. This Association shall be non-profit, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by the Association. Neither the name of the Association nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the Association.
- Section 2. This Association shall be non-administrative in respect to the management and policies of the school; the Association’s function is one of cooperation with and support for the school, its administration, and the Board of Trustees.
- Section 3. This Association may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordination councils.
- Section 4. This Association may make no commitments that bind the school without the full knowledge and consent of the administration.

ARTICLE IV – MEMBERSHIP AND DUES

- Section 1. Membership
- A. The membership of the Association consists of any parent or legal guardian of current Le Jardin students in addition to employees of Le Jardin Academy who are interested in the objectives of the Association, who are willing to support its policies and subscribe to its Bylaws.

Section 2. Dues

The amount of the annual dues shall be determined by the Executive Committee and approved by the General Membership.

ARTICLE V – MEETINGS OF THE ASSOCIATION

Section 1. Number

- A. The number of general meetings of the General Membership shall be determined by the Executive Committee with at least one general meeting to be held in the first semester to approve the budget.
- B. The annual meeting of the Association, to be held in April or May, shall be the final meeting of the school year, at which time the annual election of Officers and the Directors-at-Large shall occur.
- C. Special meetings of the General Membership may be called by the President or the Executive Committee at any time with proper notice.
- D. Meetings of the membership by grade level, or other groupings, may be convened as deemed necessary.

Section 2. Notice

- A. Notice of all general meetings including the annual meeting shall be in writing, by regular mail or email, and distributed at least fourteen days in advance of the scheduled meeting.
- B. Notice of specially called meetings of the General Membership shall be in writing, by regular mail or email, and distributed at least three days in advance of the scheduled meeting.

ARTICLE VI – OFFICERS OF THE ASSOCIATION

Section 1. Number

- A. President
- B. President-Elect
- C. Vice-President
- D. Secretary
- E. Treasurer

Section 2. Length of Term

- A. The officers shall serve for a term of one year, from June 1 to May 31 of the following year.
- B. No member shall hold more than one elected office at any one time.
- C. The Treasurer cannot hold this office for two consecutive terms.

Section 3. Election

The officers shall be elected at the annual meeting according to proper procedures.

Section 4. Duties and Responsibilities

- A. The President shall preside at all meetings of the General Membership of the Association and of the Executive Committee; shall act as liaison to the Headmaster and represent the Association as a nonvoting member of the Board of Trustees; shall perform all duties incident to that office; and shall be a member ex-officio of all committees of the Association, except the Nominating Committee.
- B. The President Elect shall perform all the duties of the President in the President's absence or inability to act. The President Elect shall otherwise act as an aide to the President and shall perform such duties and functions as may be assigned by the President. The President Elect shall automatically become President at the end of the term.
- C. The Vice-President shall oversee and coordinate all PFA fund-raising and outreach efforts within the Le Jardin Academy community and within the local community. The Vice-President will present a detailed budget including all expenditures and income for all PFA fund-raisers to the Treasurer.
- D. The Secretary shall keep a record of the membership of the Association and the proceedings of meetings of the General Membership and of the Executive Committee; shall maintain all files of the Association; shall carry on the correspondence of the Association; and shall ascertain that notice of meetings are given to the membership.
- E. The Treasurer shall receive all monies of the Association; shall keep an accurate record of all receipts and expenditures; shall pay out monies that have been authorized by the Association; and shall present appropriate financial statements at each meeting. A budget for the year shall be compiled by the Treasurer for review and approval by the Executive Committee and presented to the General Membership for ratification at a first-semester General Meeting. A year-end financial report shall be presented to the Executive Committee, General Membership, and the Board of Trustees and made available for an annual audit.

ARTICLE VII – DIRECTORS-AT-LARGE

Section 1. Number

There shall be four Directors-at-Large representing each school--one each for the Junior School, the Lower School, the Middle School, and the High School

Section 2. Length of Term

The Directors-at-Large shall serve a term of office of two years, commencing on June 1 following the election.

Section 3. Election

The Directors-at-Large shall be elected by the General Membership each year at the annual meeting. Elections for Junior School and Middle School representatives shall be held in even-numbered years with elections for Lower School and High School representatives in odd-numbered years, except when vacancies are filled according to the proper procedures.

Section 4. Duties and Responsibilities

It shall be the duty of the Directors-at-Large to represent the interests of the members of the Association and to provide continuity from year to year with respect to plans and policies of the Executive Committee. They shall otherwise perform such duties as may be assigned by the President or Executive Committee.

ARTICLE VIII – EXECUTIVE COMMITTEE

Section 1. Membership of the Executive Committee shall consist of:

- A. Officers of the Association
- B. Headmaster or the Headmaster's designee
- C. Faculty Representative
- D. Directors-at-Large
- E. Past President Ex-Officio

Section 2. Non-Voting Members of Executive Committee

- A. Headmaster or the Headmaster's designee shall serve in an advisory role to the Executive Committee and is not a voting member.
- B. Past President Ex-Officio shall serve in an advisory role to the new president and is not a voting member of the Executive Committee.

Section 3. Vacancies

The Executive Committee shall fill a vacancy in an elective office for an unexpired term of three months or less. For a vacancy in an elective office for an unexpired term of more than three months, a special election must be held within thirty days of the vacancy.

Section 4. Duties and Responsibilities

The Executive Committee shall carry on the business of the Association; shall approve the annual membership dues, the yearly budget, the annual goals and objectives of the Association, and amendments to the Bylaws prior to submission for approval by the General Membership; and shall determine what Standing and Ad Hoc Committees are necessary to perform the business of the Association.

Section 5. Meetings

Meetings of the Executive Committee shall be called by the President. Notice of all Executive Committee meetings shall be in writing, by regular mail or email, and distributed at least three days in advance of the scheduled meeting.

ARTICLE IX – STANDING AND AD HOC COMMITTEES

Section 1. Standing Committees

The Executive Committee, with the approval of the General Membership, shall appoint chairs for all Standing Committees.

Section 2. Nominating Committee

The Nominating Committee shall consist of the current President, the current President Elect, a Faculty Representative, and the two Directors at Large who are not in their regular election year.

Section 3. Ad Hoc Committees

The Executive Committee shall establish Ad Hoc Committees as are necessary to carry on the work of the Association.

Section 4. Duties and Responsibilities

It shall be the duty of all PFA committees to represent the interests of the members of the Association.

ARTICLE X – NOMINATIONS AND ELECTIONS

Section 1. The Faculty Representative is appointed by the Executive Committee with input from the Headmaster.

- Section 2. Officers and Directors-at-Large shall be elected at the annual meeting of the membership from a slate prepared by the Nominating Committee. Election shall be by a simple majority of the votes cast by those members present.
- Section 3. The slate of nominees shall be forwarded, in writing by regular mail or email, by the Nominating Committee to members of the Association at least fourteen days prior to the annual meeting.
- Section 3. Additional nominations for any office must have the nominee's approval and may be made by a petition signed by two other members of the Association and filed with the Nominating Committee at least three days prior to the annual meeting.

ARTICLE XI – QUORUM

- Section 1. A simple majority of those members present shall constitute a quorum for any meeting of the General Membership of the Association.
- Section 2. A simple majority of the voting members of the Executive Committee shall constitute a quorum for any meeting of the Executive Committee.

ARTICLE XII – FISCAL POLICIES

- Section 1. Fiscal Year
- The Fiscal Year shall begin on June 1 and end on May 31.
- Section 2. Accounts and Audit
- A. The books and accounts of the Association shall be kept in accordance with sound accounting practices and shall be subject to audit annually.
 - B. Funds shall be held at a depository in accordance with sound accounting practices.
 - C. All funds held by the Association shall be held for the use and benefit of Le Jardin Academy. The Association shall determine the use of such funds in consultation with the Headmaster.
 - D. The Association shall have no power to borrow money.
 - D. In the event of dissolution of the Association, all assets of the Association will revert to Le Jardin Academy.

ARTICLE XIII – AMENDMENTS

These Bylaws may be amended at any General Meeting of the Association, by a two-thirds (2/3) vote of the members present, provided that the proposed amendments(s) have been furnished in writing, by regular mail or email, to all members of the Association at least fourteen days in advance of the meeting.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

The rules contained in *Robert’s Rules of Order* (most recent edition) shall govern this Association in all cases to which they are applicable.

Adopted as Amended at the General Meeting of the Association held on April 11, 2006.

Association President

Association Secretary

(Originally adopted 1985; amended September 2002 & April 2006)