

# Will Carleton Academy

## Parent Forum Bylaws

Attached you will find the proposed revisions to the Will Carleton Academy Parent Forum Bylaws. The old wording is crossed out and the proposed wording is added in red. The WCA Board of Trustees approved these changes at their April meeting, and the Parent Forum Executive Board is now asking for approval from the general Parent Forum.

Please complete the form below and return to the office no later than **Wednesday, May 3, 2023**.

The Parent Forum Executive Board appreciates your support!

### Vote 1

\_\_\_\_\_ I am in support of the revised Parent Forum Bylaws.

\_\_\_\_\_ I am NOT in support of the revised Parent Forum Bylaws.

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Signature

Date

### Vote 2

\_\_\_\_\_ I am in support of the revised Parent Forum Bylaws.

\_\_\_\_\_ I am NOT in support of the revised Parent Forum Bylaws.

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Signature

Date

Will Carleton Academy  
Parent Forum Bylaws

Article I – Membership

1. Any parent or legal guardian who has a student in Will Carleton Academy is a member of the Parent Forum. There are no membership fees.
2. Copies of the Parent Forum Bylaws will be distributed to each family preceding the first Parent Forum meeting of the current school year.

Article II – Officers

1. The affairs of the Parent Forum shall be administered by elected officers.
2. The officers shall include a President, Vice-President, Treasurer, Secretary, and Liaison to the Board of Trustees. ~~The~~ These elected officers will serve as the Parent Forum Executive ~~Committee~~ Board.
3. Duties of the Officers:
  - a. The President shall preside at all meetings, coordinate all activities of the Parent Forum, and serve ex-officio on all sub-committees of the Parent Forum.
  - b. The Vice-President shall preside at all meetings in the President's absence.
  - c. The Treasurer shall handle all finances, pay all bills, and keep records of all financial transactions. The Treasurer shall provide a paper copy of all financial transactions at each monthly meeting of the Parent Forum.
  - d. The Secretary shall transcribe minutes from the Parent Forum meetings and distribute electronically to all Executive Board members following the meetings.
  - e. The Liaison to the Board of Trustees shall attend all meetings of both the Parent Forum and the Board of Trustees, and shall serve to keep both bodies informed of the concerns, decisions, and opinions of each.
4. No officer shall receive any compensation in such capacity.
5. No officer shall maintain his/her office more than four consecutive years. No officer shall serve on the Executive Board more than eight (8) consecutive years.
6. There shall never be two or more members of an immediate family holding elective office in the same year. <sup>1</sup>
7. If the President is not able to finish his his/her term of office, the order of succession shall be: Vice-President, Treasurer, Secretary.
8. ~~The Executive Committee of the Parent Forum shall include the President, Vice-President, Treasurer, Secretary, and the Liaison to the Board of Trustees. (redundant of #2 above)~~
9. An officer may be removed from office for any reason by a majority vote of the Parent Forum.

Article III – Elections

1. The Parent Forum:
  - a. The officers of the Parent Forum shall be elected annually for one-year terms.
  - b. The annual election of officers shall be held no earlier than April each year.
  - c. The new officers' terms shall begin on the first day of July following the election.

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<sup>1</sup> Footnote: An immediate family member is a mother, father, and/or guardian.

- d. The Executive ~~Committee~~ **Board** shall accept nominations for officers from all members of the Parent Forum for no fewer than eight (8) school days before the election.
2. The Board of Trustees:
  - a. The general membership of the Parent Forum shall elect every other member of Will Carleton Academy's Board of Trustees.
  - b. All members of the Parent Forum shall be sent a ballot, and be given no fewer than eight (8) school days to return it.

#### Article IV – Meetings

1. The Executive ~~Committee~~ **Board** shall plan and hold regular meetings of the Parent Forum.
2. The Agenda:
  - a. An agenda will be sent home with each family preceding each meeting of the Parent Forum.
  - b. ~~An agenda will be available in the main office of Will Carleton Academy to which any member of the Parent Forum can add any issue. Issues so added by the general membership must be addressed at the next meeting of the Parent Forum.~~ **Parent Forum members may add any issues and/or concerns as additional items to the agenda. Issues and/or concerns so added by the general membership must be addressed at the next meeting of the Parent Forum.**
3. The minutes of the previous meeting and the Treasurer's report will be presented for approval at the following Parent Forum meeting.

#### Article V – Finances

1. The principle revenues of the Parent Forum shall be derived from various fundraising projects approved by the Director of Will Carleton Academy.
2. All checks issued by the Parent Forum must be signed by either the Treasurer, **President**, or the Director of Will Carleton Academy. The bank statement of the Parent Forum will be reviewed no less than once a month by the Treasurer of the Parent Forum.
3. The Executive ~~Committee~~ **Board** shall propose a budget for the present school year no later than the first Parent Forum meeting of the year. The proposed budget shall require approval by **a majority vote of** the Parent Forum.
4. In no case may the Executive ~~Committee~~ **Board** spend more than ~~two~~ **five** hundred dollars **(\$500.00)** without a formal vote of approval by the Parent Forum, **unless already approved in current budget.**
5. The accounts of the Parent Forum will be examined at the end of every fiscal year by a committee consisting of the President, Treasurer, **Director of Will Carleton Academy**, ~~and members appointed by the general membership of the Parent Forum, including~~ **and** at least one person who is not a member of the Parent Forum.

#### Article VI – Amendment

1. This ~~charter~~ **document** of the Parent Forum may be amended by a majority vote of all members.
2. The Board Liaison will ~~report changes~~ **present all amendments** to the Will Carleton Academy Board of Trustees.

3. All proposed amendments, following the Board of Trustees approval, must be made known to the general members of the Parent Forum no fewer than ~~four~~ two (2) weeks before they are to be voted upon.