WALTHER PARENT ASSOCIATION BYLAWS

I. PURPOSE

To provide a recognized voice for the families, parents, and students at Walther Christian Academy by creating positive relationships, meaningful dialog, leadership, and networking opportunities. With the administration of W.C.A., faculty, and parents, WPA encourages engagement by giving time, energy, and resources to support our students' success.

II. GOALS

A. Support the school in cooperation with faculty:
   1) Provide volunteers to assist the school's needs
   2) Assist with requests by teachers and faculty for school-related functions and to work closely with all governing bodies of W.C.A.
   3) Allocate resources to support functions.

B. Promote a sense of community by:
   A. Provide and support social and educational events and activities.
   B. Encourage parent involvement in school and Parent Association events.
   C. Welcome new families into the Walther Christian Academy community.

C. Provide a strong communication and partnerships between parents and school:
   A. Provide information to the community about Parent Association events.
   B. Provide ways to address parent concerns.
   C. Collective approve new ideas that require W.P.A. approval
   D. Implementation or concerns about W.P.A. events
   E. Communication will be addressed to the Secretary's attention to be followed up by W.P.A. monthly meeting agenda.
   F. Information pertaining to the school, faculty, or administration should be shared with W.P.A. Executive Committee.
   G. Express parent appreciation to the faculty.

D. Walther Parent Association budget to support activities and enhancements to Walther Christian Academy:
   A. Receive the funds from families who do not meet their mandatory volunteer hours as provided in the family handbook.
   B. Conduct fundraising programs and events where appropriate, subject to the approval of the school administration.
   C. Funding raised through W.P.A. will be directed towards W.P.A. Any financial usage must be approved by W.P.A. Executive Committee

III. MEMBERSHIP AND STRUCTURE

A. Every current parent or guardian of Walther Christian Academy has rights to express thoughts or concerns as members of W.P.A. All concerns will be witnessed by W.P.A.
B. An Executive Committee, representing the entire parent community, meets regularly to discuss Parent Association goals and directions, and provides a forum for discussion with the administration. It is composed of the following elected officers: President, Vice President, Treasurer and Secretary.
C. A Nominating Committee comprises the Executive Committee and is responsible for soliciting nominations for the subsequent year's Executive Committee and Committee Chair positions. The committee will review nominations and present a slate of officers at the final Parent Association meeting of the academic year held in May.
D. Appointed Positions
    1) Committee Chairs are in charge of working closely with the Executive Committee and applicable faculty to organize, support and execute various events. Descriptions of Committee Chair positions can be found in an addendum to the Bylaws.
    2) Committees may change by a vote of the Executive Committee in coordination with the Head of School.

IV. EXECUTIVE COMMITTEE OFFICERS

A. **Board Administrator.** A Board Administrator is a person responsible for managing an organization's board of directors. Board administrators play an instrumental role in ensuring a board is as effective and efficient as possible. A key responsibility of a board administrator is coordinating and preparing for board meetings.
B. **President.** The President shall preside over Parent Association and Executive Committee meetings, serve as the primary contact for the Head of School, represent the Association as a non-voting member and coordinate the work of all offices and committees to ensure that the purpose of the Parent Association be served.

C. **Vice President.** The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve.

D. **Treasurer**. The Treasurer works closely with the school's Business Office to maintain accurate financial records. The Treasurer communicates budgetary guidelines for Committees and events, approves all check requests, and presents formal reports at Parent Association meetings.

E. **Secretary**. The Secretary takes and records minutes, prepares meeting agendas, sends notices of meetings to the membership, and compiles meeting minutes for publication on the school's website. The Secretary also keeps a copy of the minutes and Bylaws to be passed onto the incoming Executive Committee members.

V. WALTHER PARENT COMMITTEE BOARD MEMBERS

A. **Committee members.** Being a committee member is not only about attending meetings but about working with the other members of the committee to reach a consensus about the business before it. Committee members should make decisions as a collective group.

V. NOMINATIONS AND ELECTIONS

A. Nominations. A call for nominations to the Parent Association is done at least one month prior to the last meeting of the school year. The Nominating Committee shall compile the list of candidates for each office and present the slate of officers at the last meeting.

B. Elections will be held at the last meeting of the school year.

1. **Eligibility**. All nominees are eligible for office if they are members of the school community in good standing. Nominees should have a proven leadership record, an obvious interest in the school's welfare, have a sincere desire to work closely with school administration and be an active, positive advocate for the school.
2. **Voting**. Voting shall be by voice vote when the slate is presented. If more than one person is running for the same office, a ballot vote shall be taken.
3. **Terms of Office**. Officers are elected for one year and may serve no more than two consecutive terms in the same office. Each person elected shall hold only one office at a time.
4. **Vacancies**. If there is a vacancy in the office of President, the Vice President will become the President. If there is a vacancy in any other office, the Nominating Committee will call for nominations. They will recommend a candidate for vote at the next monthly meeting or a special meeting called with at least 10 days' notice.
5. **Removal from Office**. Officers can be removed from office with or without cause. The person or group seeking removal shall present the case for removal to the Executive Committee. The member in question shall be given an opportunity to respond. Following this process, the member may be removed or retained upon a majority vote of a panel consisting of the Executive Committee and Head of School.

VI. MEETINGS

A. **Executive Board Meetings.** Executive board meetings shall be held one week prior to the WPA board meeting.

B. **Regular meetings**. Monthly meetings will be held; the meeting schedule will be determined with consideration of the school's yearly calendar. The Annual Meeting will be held at the May regular meeting. The annual meeting is for electing officers. Meetings will be announced in the school's newsletter and website.

C. **Special meetings**. Special meetings may be called by the President, any two members of the Executive Committee, or five Parent Association members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to Parent Association members at least 10 days prior to the meeting by flyer or newsletter inclusion.

D. **Quorum**. A quorum shall be four members of the Parent Association.

VII. FINANCES

A. Any additional revenues from fundraising efforts by the Parent Association are also included in the Parent Association operating budget.

B. The Executive Committee develops budgetary guidelines for Committees and events, based upon previous years' expenses, the programs and events planned and the estimated revenues of the Parent Association. The prospective budget is presented at the first monthly Parent Association meeting of the school year.

C. The Treasurer shall keep accurate records of any disbursements and income.

D. The Treasurer is required to sign all reimbursement forms. Approved reimbursement forms are then presented to the Business Office for payment.

E. The Treasurer shall prepare a financial statement by the end of the school's fiscal year.

F. Treasurer will work closely with Walther Christian Academy Director of Finance

VIII. REVISION OF BYLAWS

A. These Bylaws may be amended at any regular or special Parent Association meeting, providing that notice was given at the prior meeting in writing and then sent to all members of the Parent Association by the Secretary. Notice may be given by postal mail or e-mail, which can include access via the school's newsletter. Amendments will be approved by a majority vote of those present, assuming a quorum.

EXECUTIVE COMMITTEE JOB DESCRIPTIONS

A. Board Administrator.
   1. Oversees the functionality of the Executive committee and WPA board
   2. Liaison to Walther Christian Academy Board of Directors
   3. Responsible along with the President and Secretary on coordinating and preparing for board meetings.

B. President

   1. Chairs the Parent Association and the Executive Committee.

   2. Works closely with the Head of School to ensure effective communication between the parent body and the school.

   3. Plans the agenda, schedules meetings and meets regularly with the Head of School.

   4. Works in collaboration with the Executive Committee and Nominating Committee to appoint Committee Chairs.

   5. Consults with and supports Committee Chairs to ensure the Parent Association's purpose is served.

C. Vice President

   1. Assists the President in all areas of responsibility.

   2. Attends monthly meetings and meetings with the Head of School.

   3. Shall assume the position of President if for any reason the elected President is unable to fulfill the position's duties.

   4. Serves on the Nominating Committee.

D. Treasurer

   1. Works closely with the Business Office to maintain accurate account information.

   2. Oversees spending of all Committees, events and room parent budget allocations and approves appropriate reimbursement requests.

   3. Approves and requests checks when needed.

   4. Attends and presents formal reports at Parent Association meetings.

   5. Serves on the Nominating Committee.

E. Secretary

1. Establishes a system for obtaining parent suggestions/comments and processes requests for topics to be added to the monthly meeting agenda.

2. Prepares and distributes the meeting agenda one week prior to the meeting to all Committee Chairs and posts the agenda in the school's newsletter.

3. Attends and accurately documents Parent Association meetings.

    a. Distributes minutes to Executive Committee members for approval in a timely fashion.
    b. Distributes approved minutes to the school's webmaster for posting in the school newsletter.

4. Attends the meetings with the Head of School.

5. Maintains a notebook to include agendas, the treasurer's report and minutes from all Executive Committee meetings.

6. Maintains an up-to-date directory of the Committee Chairs, and volunteers.

7. Serves on the Nominating Committee and compiles necessary information for the ballot.

G. **Committee members.**

1. Parent representative 6th - 12th
2. Voice to ideas, improvements, and implementations of the Walther Community
3. Ability to vote on any governing direction of WPA

II. COMMITTEE CHAIR DESCRIPTIONS

A. Parent Association Activities

1. **Back to School Party**: A parent-only evening at the beginning of the school year held to create a positive and supportive sense of community among the parents and faculty. Committee members are responsible for logistics, ticket sales, food, beverages and any related entertainment/activities.
2. **School's Out Picnic**: The committee will plan an end of the year celebration for the school community with a picniclike atmosphere featuring games, entertainment and food.