

**BYLAWS**  
**of LE JARDIN ACADEMY PARENT FACULTY ASSOCIATION**

**ARTICLE I – NAME**

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

**ARTICLE II – PURPOSE**

Section 1. The purpose of this Association shall be:

- To support the mission of Le Jardin Academy as determined by the Board of Trustees of the school and defined on Le Jardin Academy’s official website.
- To assist Le Jardin Academy by enhancing communication between the school and its families and encouraging and coordinating volunteerism.
- To support the welfare of Le Jardin Academy through fund-raising and friend-raising events, faculty and staff appreciation, and student extra-curricular activities.

**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 commercial concern or with any partisan interest 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

- The membership of the Association consists of any parent, legal guardian or other adult standing in loco parentis for current Le Jardin Academy students in addition to employees of Le Jardin Academy.

Section 2. Dues

- The amount of annual dues shall be determined by the Association Executive Committee and approved by the General Membership.
- Membership dues are paid by parents on a yearly basis.

## ARTICLE V – MEETINGS OF THE ASSOCIATION

### Section 1. Number

- The number of meetings of the General Membership shall be determined by the Association Executive Committee, with at least one General Meeting to be held in the first semester of the school year to approve the budget.
- The Annual Meeting of the Association, to be held in April or May, shall be the final meeting of the school year at which a review of the Association will occur.
- Special meetings of the general membership may be called by the President or the Executive committee at any time with proper notice.
- Meetings of the membership by grade level or other groupings may be convened as deemed necessary.

### Section 2. Notice

- Notice of all General Meetings, including the Annual Meeting, shall be announced to the school community at least fourteen (14) days in advance of the scheduled meeting.
- Notice of specially called General Meetings shall be announced to the school community at least three (3) days in advance of the scheduled meeting.

## **ARTICLE VI – OFFICERS OF THE ASSOCIATION**

### Section 1. Number

- President
  - Vice-President – New Families
  - Vice-President – Communications
  - Secretary
  - Treasurer

### Section 2. Length of Term

- The Officers shall serve for a term of one year, from the moment of election to the final general meeting of the following year. A transition period shall be observed from post-election as long as deemed necessary, where incoming officers may begin planning and hold meetings to discuss any business associated with their upcoming term.
- No member shall hold more than one elected office at any one time.
- Any person with signature power on any Association financial account, such as President or Treasurer, shall not serve for more than two (2) consecutive terms in that same office.

### Section 3. Election

The officers shall be elected by the General Membership each year according to proper procedures as outlined in ARTICLE X of these Bylaws.

#### Section 4. Duties and Responsibilities

- 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 Head of School and represent the Association as a nonvoting member of the Board of Trustees; shall provide oversight and coordination of all PFA activities, shall act as primary representative of the PFA; and shall be a member ex-officio of all committees of the Association, except the Nominating Committee.
- The Vice President – New Families shall act as liaison to the LJA Directors of Admissions and Marketing; shall provide PFA oversight to the Bienvenue au Jardin and support of New Families Program, LJA Open House activities; shall assist the president as needed.
- The Vice President – Communications shall act as liaison to the LJA Director of Public Relations; shall provide oversight and coordination of all PFA email, newsletter, and website communications; shall assist the President as needed.
- The Secretary shall record the proceedings of meetings of the General Membership and of the Executive Committee; shall maintain all files of the association; and shall ascertain that notice of meetings are given to the membership.
- 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; shall present appropriate financial statements at each meeting; shall compile an annual budget for review and approval by the Executive Committee and present it to the General Membership for Ratification at the first General Meeting; shall present a

year-end financial report to the Executive Committee, General Membership, and the Board of Trustees, and make it available for an annual audit.

## **ARTICLE VII – DIVISION REPRESENTATIVES**

### Section 1. Number

There shall be four Division Representative positions (representing each division) – one each for the Junior School, Lower School, Middle School, and High School. Each Representative position retains one vote per division, but the position may be job-shared by no more than two people.

### Section 2. Length of Term

- Division Representative(s) shall serve for a term of one year, from the moment of election to the final general meeting of the following year. A transition period shall be observed from post-election as long as deemed necessary, where incoming representatives may begin planning and hold meetings to discuss any business associated with their upcoming term.

### Section 3. Election

The Division Representative(s) shall be elected by the General Membership each year according to proper procedures as outlined in ARTICLE X of these Bylaws.

Section 4. Duties and Responsibilities

The Division Representative(s) shall act as liaisons to their respective school Principals and coordinate with those Principals to determine how to best support the goals of that school; shall oversee and coordinate school-specific activities in keeping with the mission of the Association, shall present a detailed budget for school-specific Association activities; and shall report school-specific Association activities to the Executive Committee.

**ARTICLE VIII – EXECUTIVE COMMITTEE**

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

- Officers of the Association
- Head of School or the Head of School’s designee
- Division Principals or their designees
- Division Representatives
- Past President Ex-Officio

Section 2 Non-Voting Members of Executive Committee

- Head of School or Head of School’s designee shall serve in an advisory role to the Executive Committee and is not a voting member.
- 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 attempt to fill a vacancy in an elective office for an unexpired term of three (3) months or less. For a vacancy in an elective office for an unexpired term of more than three (3) months, a special election shall be held according to proper procedures as outlined in ARTICLE X of these Bylaws.

### Section 4. Duties and Responsibilities

The Executive Committee shall carry on the business of the Association between General membership meetings; shall approve the annual membership dues, the annual budget, reallocation of approved budget line items, and the addition of non-budgeted expenditures; shall approve 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

The meetings of the Executive Committee shall be called by the President. Notice of all Executive Committee meetings shall be announced to the school community, and distributed at least three days in advance of the scheduled meeting.



## **ARTICLE IX – SUBCOMMITTEES AND AD HOC COMMITTEES**

### Section 1. Subcommittees

The Executive Committee shall appoint chairs for all Standing Committees.

### Section 2. Nominating Committee

The Nominating Committee shall consist of the current President, the Head of School, the School Division Representatives, and two Executive Committee members who are not running for election.

### 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 Association committees to represent the interests of the members of the Association.

## **ARTICLE X – NOMINATIONS AND ELECTIONS**

Section 1. Officers and Division Representatives shall be elected from a slate prepared by the Nomination Committee in a General Election. The Head of School must approve all candidates prior to election.

Section 2. Election shall be by a simple majority of all votes cast by Association

Members through secure electronic ballots or paper ballots that have been completed by Association members and have been delivered to Le Jardin Academy PFA Secure Box in the Administration Office before 6:00 pm on Election Day.

Section 3. Notice of an election shall be served at least one month before Election Day. The Nominating Committee shall accept nominations from Association membership up until two (2) weeks prior to Election Day. The Nominating Committee shall be responsible for nominating at least one candidate for each elected position, with that candidate's consent. The slate of nominees shall be announced to the school community ,by the Nominating Committee to members of the Association at one week prior to Election Day. Additional nominations for any office must have the nominee's consent and must be filed with the Nominating Committee at least three (3) days prior to Election Day.

Section 4. Notice of a special election shall be served at least two (2) weeks Before Election Day. The Executive Committee shall accept nominations from Association members up until one (1) week prior to Election Day. The slate of nominees shall be announced to the school community by the Executive Committee to members of the Association at least four (4) days prior to Election Day. Additional nominations for any office must have the nominee's consent and must be filed with the Nominating Committee at least two (2) days prior to Election Day.

#### **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 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 be July 1 to June 30, concurrent with the Administration.

Section 2. Budget and Year-End Financial Report

A budget for the year shall be compiled for review and approval by the Executive Committee and presented to the General Membership for ratification at the first General Meeting. A year-end financial report shall be presented to the Executive Committee, General Membership, and the Board of Trustees and made available or an annual audit.

Section 3. Accounts and Audit

- The books and accounts of the Associations shall be kept in accordance with sound accounting practices and shall be subject to audit annually.
- Funds shall be held at a depository in accordance with sound accounting practices. Checks in excess of \$500 need to have two signatures.

- 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 Head of School.
- The Association shall have no power to borrow money.
- In the event of dissolution of the Association, all assets of the Association will revert to Le Jardin Academy's Annual Fund.

### **ARTICLE XIII – CONFLICT OF INTEREST**

Section 1. All committee members of the Association, Executive or other, shall abide by the following conflict of interest policy:

- Committee members and/or their families shall not use their relation to this Association for financial, professional, business, employment, personal and/or political gain.
- A conflict of interest exists when a Committee member would have to participate in the deliberation or decision of any issue of this Association while, at the same time, the Committee member and/or their family has financial, professional, business, employment, personal and/or political interests outside the Association that could predispose or bias the Committee member to a particular view, goal or decision.
- Committee members shall declare to the Officers of this Association or Committee Chairs conflicts of interest between their duties of this Association and/or their family's financial, professional, business, employment, personal and/or political interests.

- When a conflict of interest is declared, the Committee member shall not use their personal influence of position to affect the outcome of the decision and shall leave the room during deliberations and/or voting.
- The minutes of the meeting shall reflect that a conflict of interest was declared.

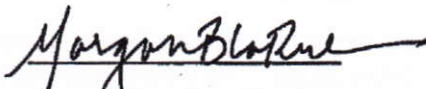
#### **ARTICLE XIV - AMENDMENTS**

These Bylaws may be amended at any General Meeting of the Association, by two-thirds (2/3) majority vote of the members present, provided amendments were announced to the school community fourteen (14) days prior to the meeting. An original copy of currently in-effect ByLaws shall be kept on file with the Head of School. The President, every two years at the start of the calendar year, shall call an Ad Hoc committee to review the current ByLaws.

#### **ARTICLE XV - 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 on the Association held on April 12, 2016

  
Association President

  
Association Secretary

(Originally adopted in 1985; amended September 2002, April 2006, June 2009, April 2010, March 2012, April 2013, May 2015, and April 2016.)