

# Francis Guild Parent Association Handbook

## Overview

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**Introduction** Welcome to the Francis Guild! This handbook outlines our mission and operating guidelines, including our bylaws and historical information.

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**Definitions** The following terms are used in this document:

<b>Term</b>	<b>Definition</b>
<b>Francis Guild</b>	The entire parent body. All parents are members of the Francis Guild.
<b>Class Liaison or Class Representative</b>	A parent chosen to represent the parents of a particular grade level.
<b>Parent Council</b>	Consists of Class Liaisons, Francis Guild Officers, a Faculty Member, and a Board Member.
<b>Executive Committee</b>	The President, Vice-President, Secretary, and Treasurer of the Parent Council.

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# Bylaws of the Camellia Waldorf School (CWS) Parent Association (Amended 09/08/2016)

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## **Section I: Purpose of the CWS Parent Association**

The CWS Parent Association (PA) shall be an organizational body of CWS for the parents of children attending the school. The PA shall support the CWS community in the following ways:

1. Foster communication within the school community.
  2. Provide a forum for discussion of school-wide issues.
  3. Provide support for fundraising in conjunction with the Fundraising Committee.
  4. Initiate and organize parent education.
  5. Support the social life of the school community.
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## **Section II: Membership and Class Liaisons**

All parents of children enrolled at CWS shall be members of the PA.

At the end of the school year, the parents of the students enrolled in each class at CWS shall select one Class Liaison and one Alternate to serve on the Parent Council.

The duties of the Class Liaisons shall include: attending PA meetings, keeping the other parents in the class informed of activities and decisions, gathering input from parents to bring to the PA's attention, and voting on issues when consensus cannot be reached, as described below under Decision-making.

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## **Section III: The Parent Council and Executive Committee**

The Parent Council shall consist of:

1. The Class Liaisons (and Alternates, when a Class Liaison is absent,
2. One representative of the Board of Directors as an ex-officio member,
3. One representative of the Faculty as an ex-officio member.

The officers of the PA shall be President, Vice-President, Secretary, and Treasurer. These officers shall be selected following the Decision-making process described below. The Executive Committee shall be composed of the officers of the PA.

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# Bylaws of the Camellia Waldorf School (CWS) Parent Association (Amended 09/08/2016), Continued

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**Section III:  
The Parent  
Council and  
Executive  
Committee,  
continued**

The duties of each office shall include the following:

1. President – presiding over PA meetings;
2. Vice-President – presiding over PA meetings in the absence of the president;
3. Secretary – recording accurate minutes of PA meetings and submission of notices to the “Messenger”
4. Treasurer – accurate recording of all monies received by the PA.

The term of each office shall be for one year, beginning at the end of the school year.

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**Section IV:  
Decision-  
Making Process**

Decision-making at PA meetings shall be by consensus of all those present at any meeting of the PA. If consensus cannot be reached, then decision of the issue shall be by vote of the Parent Council at a future meeting or via electronic communication. Prior to that meeting or electronic vote, each member of the Council shall consult with the class parents concerning the issue. Each member of the Parent Council shall have one vote.

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**Section V:  
Meetings**

The PA shall meet at least monthly, or as determined by the Executive Committee. All Parent Association and Parent Council meetings and agenda items shall be announced in the “Messenger” prior to the meeting and shall be open to all parents, faculty and staff members. The Executive Committee shall set the agenda for each meeting. Any parent, faculty or staff member may request that any item be included on the agenda.

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**Section VI:  
Adoption and  
Amendment of  
Bylaws**

These bylaws shall be adopted or amended at a PA meeting. Any proposed amendments or adoption shall be distributed to all parents prior to the meeting. Decision-making shall be by the process described above in Section IV, Decision-making.

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# Beyond the Bylaws: Parent Council Roles and Responsibilities

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**Introduction** Francis Guild Parent Council members have additional obligations to the duties outlined in the bylaws. The following describes some roles, responsibilities, and tasks associated with officer positions.

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**President** In addition to the items described in the bylaws, the President is responsible for:

- Collaborating with the Executive Committee
- Providing direction to the Parent Council
- Creating meeting agendas
- Facilitating Parent Council meetings
- Acting as a point-of-contact for parents, faculty, and staff.

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**Vice President** The Vice-President acts as a back-up to the President.

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**Secretary** The Secretary records and distributes the meeting minutes to the Parent Council.

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**Treasurer** In addition to accurately recording of Francis Guild funds, the Treasurer provides financial reports to the Parent Council.

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**Class Liaison and Alternate** No duties beyond those described in the bylaws.

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**Ex-Officio Members** The Ex-Officio members act as Board and Faculty liaisons, and inform/transmit information to and from the Francis Guild.

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# Guidelines and Policies

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## Spending Philosophy

The Francis Guild strives to spend our allotted money for items outlined in the bylaws within the year it is received.

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## Spending Guidelines

Spending must benefit the entire community.

<b>Examples: Allowable Expense</b>	<b>Examples: Non-Allowable Expense</b>
Guest speakers open to the entire community	Retirement gift for one particular faculty/staff member.
Shortcakes for May Day (event for the entire community)	

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## Voting Guidelines

The following are the voting guidelines:

- If consensus cannot be reached in a meeting, an electronic vote may be distributed after the meeting.
  - Members have 5 business days to cast their vote.
  - The issue must contain a minimum of 8 responses in order for the issue to pass (number is the average rep attendance for the 2015/2016 school year).
  - An issue passes when the majority votes in favor.
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# Appendices

## Overview

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**Introduction** This chapter contains historical and reference information.

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# Appendix A: 1998 Parent Association Bylaws

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1998 Bylaws Images of the 1998 bylaws are below.

**Bylaws of the Camellia Waldorf School (CWS) Parent Association**  
(Adopted January 26, 1998)

**Section I. Purpose of the CWS Parent Association**

The CWS Parent Association (PA) shall be an organizational body of CWS for the parents of children attending the school. The PA shall support the CWS community in the following ways:

1. Foster communication within the school community.
2. Provide a forum for discussion of school wide issues.
3. Provide support for fundraising in conjunction with the Fundraising Committee.
4. Initiate and organize parent education.
5. Support the social life of the school community.

**Section II. Membership and Class Liaisons**

All parents of children enrolled at CWS shall be members of the PA.

In September each year, the parents of the students enrolled in each class at CWS shall select one Class Liaison and one Alternate to serve on the Parent Council.

The duties of the Class Liaisons shall include: attending PA meetings, keeping the other parents in the class informed of activities and decisions, gathering input from parents to bring to the PA's attention, and voting on issues when consensus cannot be reached, as described below under Decision-making.

**Section III. The Parent Council and Executive Committee**

The Parent Council shall consist of:

1. The Class Liaisons (and Alternates, when a Class Liaison is absent),
2. One representative of the Board of Directors as an ex-officio member,
3. One representative of the Faculty as an ex-officio member.

The officers of the PA shall be the President, Vice-President, Secretary, and Treasurer. These officers shall be selected following the Decision-making process described below. The Executive Committee shall be composed of the officers of the PA.

The duties of each office shall include the following:

1. President -- presiding over PA meetings;
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4. Treasurer -- accurate recording of all monies received by the PA.

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## Appendix A: 1998 Parent Association Bylaws, Continued

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1998 Bylaws,  
continued

The term of each office shall be for one year, beginning in October each year.

### **Section IV. Decision-making process**

Decision-making at PA meetings shall be by consensus of all those present at any meeting of the PA. If consensus cannot be reached, then decision of the issue shall be by vote of the Parent Council at a future meeting. Prior to that meeting, each member of the Council shall consult with the class parents concerning the issue. Each member of the Parent Council shall have one vote.

### **Section V. Meetings**

The PA shall meet at least monthly, or as determined by the Executive Committee. All Parent Association and Parent Council meetings and agenda items shall be announced in the "Messenger" prior to the meeting and shall be open to all parents, faculty and staff members. The Executive Committee shall set the agenda for each meeting. Any parent, faculty or staff member, may request that any item be included on the agenda.

### **Section VI. Adoption and Amendment of Bylaws**

These bylaws shall be adopted or amended at a PA meeting. Any proposed amendments or adoption shall be distributed to all parents prior to the meeting. Decision-making shall be by the process described above in Section IV. Decision-making.

BYLAWS.PA