

# Legacy Academy

## A Classical Christian School

### Parent Association Bylaws

**School Mission** Our mission is to pursue academic excellence, rooted in the truth of God's Word, and to develop fully devoted followers of Jesus Christ.

**School Purpose and Philosophy** Through Classical Christian principles and teacher-assisted and directed activities, children are encouraged to be independent thinkers and lifelong learners. Legacy's purpose is to nurture the "whole child". This includes physical, intellectual, emotional, social and spiritual development. This will be achieved by providing a variety of activities that are developmentally appropriate and by recognizing the individual needs and differences of children. We believe all children are unique gifts from God, each having a purpose and place within our world. We strive to teach the love of Jesus Christ through His death and resurrection; we profess this belief and demonstrate it by providing a quality Christian education to the students at Legacy on a daily basis.

#### **Article I. Name**

The name of this association shall be the "Legacy Academy Parent Association"

#### **Article II. Mission and Purpose:**

1. The purpose of the Parents' Association is to foster a positive spirit within the Legacy Academy community, to facilitate communication between parents and faculty/administration, to provide support to Legacy Academy, and to assist the school in its efforts to provide educational facilities, opportunities, and assistance to its students.

2. The Parent Association will work to build an effective partnership of home and school for the students and to encourage parental involvement. It is a support for parents; however, it is not a forum for parent grievances.

3. The Parents' Association shall be an auxiliary organization of the School and shall be subject to the direction of the Director and Board of Education, and, as such, is subject to the policies and supports the decisions of the Board of Education and Administration. At all times, the Association will cooperate with and consult with the school administration to ensure the nature of its activities and the manner and timing of its contributions are consistent with the Legacy Academy's educational purpose and financial needs.

4. The Parents' Association shall be non-sectarian and nonpartisan, and the organization shall not seek to direct the administrative activities of the school or control its policies.

5. All funds raised by the Parents' Association shall be used for the support of the school or for the operational expenses of the association and be consistent with the rules and regulations applicable to the school, including with regards to its status as a nonprofit, 501(c)(3) organization.

### **Article III. Membership and Dues**

1. Members shall consist of the parents and guardians of students currently enrolled in the School.

2. Members are encouraged to attend PA meetings during the school year. All members are invited to participate and volunteer in PA events and activities.

3. Members are eligible to nominate, self-nominate and vote annually for PA positions.

4. The Association shall not charge dues for membership. A budget of projected annual revenues and expenses shall be developed and approved by the Executive Committee of the "Association" and submitted to the Director for review.

### **Article IV. Officers and Duties**

**ELECTED POSITIONS, all 1-year terms** (School administration reserves the right to terminate an elected position for due cause without prior notice.)

#### **President**

- Holds overall responsibility for the operations of the Parent Association
- Works with the Administration to encourage and support a positive school environment
- Provides effective and meaningful communication to parents, acts as a liaison between parents and school
- Plans the agenda, schedules and presides at the meetings
- Meets at least twice a semester with the Director of School
- Serves as calendar coordinator, ensuring PA programs and meetings are included in school calendar
- Along with the Event Coordinator, advises/facilitates event planning for the school such as Holiday Parties, End of School party, Field Day, etc.
- Along with the Secretary, facilitates the integration of new families into the Legacy community
- Along with the Event Coordinator, recruits and supports class parents
- Oversees fundraising committee

#### **Secretary**

- Records and maintain the minutes of all meetings of the association
- Maintains an up-to-date membership list along with email addresses and phone numbers

- Acts as new family mentor coordinator to facilitate the integration of new families into the Legacy community
- Distributes Parents Association meeting minutes to all members in advance of meetings for review and comment before meeting
- Keeps permanent record of Parents Association Bylaws, standing rules and meeting minutes
- Works closely with the President on PA programs

#### **Treasurer**

- Has custody of all the funds of the association;
- Keeps a full and accurate account of receipts and expenditures, being accountable to school administration and board
- Makes disbursements as authorized by the association
- Presents a financial statement at every meeting of the association and at other times when requested by the director
- Is responsible for the maintenance of such books of account and records
- Has the accounts examined each semester or upon change of officers

#### **Events Coordinator**

- Assists the President with all Parent/Student Events
- Works with President on PA communication through school news and emails
- Acts as volunteer coordinator, working closely with class parents and committee chairs
- Assists the President in Recruiting and Supporting Class Parents
- Coordinates faculty and staff appreciation week procedures
- Organizes extra-curricular activities for families

#### **Class Parents**

- Build community within their grade
- Call new families to welcome them to the school
- Be involved in school events
- Encourage parent attendance and participation in school activities
- Coordinate class volunteers for PA and school events and activities

#### **Article IV. Executive Committee**

1. The affairs of the Parent Association shall be administered by the Executive Committee comprised of the President, Secretary, Treasurer, and Event Coordinator.

2. The Executive Committee shall conduct Parent Association business affairs by: • organizing parent association meetings quarterly. • Forming committees deemed necessary and appropriate. • Reviewing all committee recommendations and reporting their final disposition.

3. The Executive Committee will meet monthly, or otherwise as needed, during the school year.

## **Article V. Election and Tenure of Officers**

1. The term of office for all officers shall be one year. No person shall hold any one elected position for more than two consecutive years. (If the newly elected President or Treasurer request it, the previous President or Treasurer may remain in office for a third year in an Advisory role.)

2. Elections of the president, secretary, treasurer and events coordinator will occur in March by written ballot via a method chosen by the Director. Officers must be in good standing with Legacy Academy. Each officer will assume their elected positions at the close of the May membership meeting. The Class Parents are appointed positions. Appointments are to be made at the discretion of Administration.

3. Candidates shall be solicited from the Association membership during March. The Director will solicit applications for each office and announce the nominees in the school newsletter at least thirty days prior to the election. Candidates will be provided opportunities to present their qualifications to the membership in written form.

4. If an officer is unable to complete the term of office, the Director will appoint a member of the Parent Association to the vacant position as soon as possible.

## **Article VI. Committees**

1. All members of the Association are eligible to chair or serve as members of committees.

2. Committee chairpersons shall be appointed by the Executive Committee. The term of service for chairpersons shall be one year.

3. Each committee chair may be requested to attend the monthly executive meeting and shall prepare a report of committee business to be presented at this meeting.

4. An elected officer cannot hold a committee chairperson position unless a chair position remains vacant following the appointment of committee chairs and a suitable candidate cannot be found.

5. Two suggested committees are: Prayer Team, Volunteer Committee

## **Article VII. Meetings**

1. General membership meetings of the Association shall be held quarterly throughout the year.

2. The annual meeting will be held during the second semester.

3. A special meeting of the Association may be called at any time by the executive committee, with no less than 48 hours' notice.

4. A quorum for the "Association" meetings shall consist of a simple majority.

### **Article VIII. Parliamentary Authority**

1. Proceedings of the organization shall be governed according to Robert's Rules of Order.

2. For general or special meetings of the Association, a quorum shall consist of a simple majority.

3. For executive committee meetings, a quorum shall consist of a majority of the voting membership.

4. Each individual parent or guardian shall be allowed one vote and shall be considered a voting member.

### **Article IX. Limitations**

1. This group turns to scripture for guidance and instruction in all matters. The Legacy Parent Association has no right or authority to dictate, enforce, change or alter school policy.

2. All activities and events planned by the PA are under the supervision of the Director.

3. Any complaints, problems, or issues dealing with the policies and procedures stated in the School Handbook should be directed to the Director. The PA is not designed to be a platform for complaints or gossip.

4. The PA is not involved in the teaching aspects of the classrooms. The teachers may ask for assistance. However, the teaching, classroom management, correcting, and all other academic activities remain the responsibility of the faculty and staff of the school. From the beginning this group is formed to relieve the teachers of some of the non-academic responsibilities they are required to fulfill so that they can direct more of their time and talents to the academic responsibilities that they have been called to perform.

5. Fundraising activities must be approved by the Director.

### **Article X. Miscellaneous**

1. Director- Responsible for representing the administrative view in discussions at Executive Committee Meetings and Parent Association Meetings. Is available to give a report at the meetings.

