



**Whitefield Parent Association
Bylaws**

Article 1

Name

1 Name. The name of this organization is "Whitefield Parent Association" (the "WPA").

Article II

Purposes and Policies

"Each one should use whatever gift he has received to serve others, faithfully administering grace in its various forms." 1 Peter 4:10

2.1 Purpose. The purpose of the WPA shall be:

- (A) to provide effective communication for and with the parents in order to inform the parents of school events and student events;
- (B) to provide opportunities for community-building among the parents of Whitefield students;
- (C) to provide an effective organization of the parent community in order to aptly utilize the parent volunteers to enhance and support the Faculty, Administration, and Staff;
- (D) to provide an avenue in which each parent can share his/her gifts and serve where he/she is needed so that as a school, all that we do, and all that we say, will bring honor and glory to our Lord and Savior Jesus Christ.

2.2 Policies.

- (A) The policies of the WPA shall be in harmony with and in cooperation with those of the Board of Trustees and the Head of School of Whitefield Academy in accordance with its announced goals.
- (B) No organization or individuals other than the WPA, unless authorized by the WPA Board of the WPA (as defined below), may solicit funds or gifts or conduct benefits for or in the name of the WPA.

Article III

Membership

3 Membership

The regular membership of the Whitefield Parent Association shall consist of all parents and legal guardians of current Whitefield Academy students.

Article IV

WPA Board

4 WPA Board

The Board of the WPA (the “WPA Board”) shall be composed of the officers (as set forth in Article V below). The WPA Board shall have general supervision of the affairs of the WPA. The WPA board shall meet on a regular basis (at least monthly during the school year) and shall have all the powers of the WPA Board between meetings.

Article V

Officers

5.1 Officers

The Officers of the WPA Board shall be those nominated from the regular membership of the WPA and in accordance with Article VI of these Bylaws. The term of office shall be as indicated in Section 5.2 below. Officers will serve from June 1 through June 30 during their term, with a transition period between officers for the months of May and June. Officers should not hold the same position on the WPA Board for more than two years. If there is no other qualified candidate willing to serve, a one year extension may be granted pending the approval of the WPA Board (totaling 3 years maximum in one position). In extenuating circumstances, if an officer is unable to complete their term another qualified candidate will be elected to finish the term.

5.2 Personnel. The Executive Officers of the WPA shall consist of the following positions for the terms indicated:

- (A) President (1 year term)
- (B) President-Elect (1 year term)*
- (C) Vice President - Committees (2 year term)
- (D) Vice President – Upper School (2 year term)
- (E) Vice President – Middle School (2 year term)
- (F) President – Lower School (1 year term)
- (G) President-Elect – Lower School (1 year term)*
- (H) Secretary – Recording (2 year term)
- (I) Treasurer (2 year term)

* The WPA Board anticipates that the persons serving as WPA President–Elect and President-Elect –Lower School will serve as the President of those respective positions the following school year.

5.3 Succession Planning

Once a WPA Board member has held a position for 2 years they must vacate that position (see 5.1 for exception). A WPA Board member may be nominated for a second WPA Board position and may serve in their new position for a maximum of 2 years. After serving in 2 consecutive positions or 5 consecutive years on the WPA Board that member must vacate the WPA Board. After 1 year of not holding a WPA Board position, a person may be re-nominated to serve on the WPA Board.

5.4 Eligibility

Lower, Middle and Upper School Vice President positions must be filled by a WPA member who is the parent or legal guardian of a Lower, Middle or Upper school student, respectively. Vice President of Committees must be filled by WPA member who is the parent or legal guardian of a current or former Middle or Upper School student. The President-Elect must be filled by a WPA member who is the parent or legal guardian of a current or former Middle and Upper School student. All other WPA Board positions may be filled by a WPA member with a student of any age. A person may not serve as a Board Member if any immediate family member is a salaried or contract employee of the Corporation (excludes substitute teachers, part-time employee, bus drivers, and voluntary or community coaches). The WPA President and Treasurer cannot be in a paid position of any kind for the school. In the event either: (i) a WPA Board member, or (ii) an immediate family member of a WPA Board member becomes an employee of Whitefield Academy (“Ineligible Board Member”), the Ineligible Board Member may complete his/her WPA Board service for the then current school year. Following the completion of that school year, the WPA Board will replace the Ineligible Board member in accordance with the terms of these Bylaws.

5.5 Duties. The powers and duties of the officers shall be as follows.

- (A) President. The President shall be the Chief Executive Officer of the WPA and in such capacity shall:
 - i. preside at all of the WPA Board meetings;

- ii. administer the business affairs of the WPA and assure that all orders and resolutions of the WPA are carried into effect;
- iii. perform such other duties as may be assigned by the WPA Board;
- iv. act as an ex officio member of all WPA committees and be a regularly authorized voting member of all standing committees;
- v. appoint all special committees and the chairs thereof;
- vi. act as liaison with the school Head of School to facilitate communications.

(B) President-Elect. The President-Elect shall:

- i. preside and perform the duties of the President, in the absence or disability of the President;
- ii. succeed to the Office of President upon the vacating of that office prior to the expiration of the term thereof;
- iii. be the first considered by the Nominating Committee to fill the office of President the following year;
- iv. perform other duties as assigned by the President and/or designated by the WPA Board.

(C) Vice President of Committees. The Vice President of Committees shall:

- i. appoint all Committee Chairs,
- ii. act as ex-officio member of all WPA Committees
- iii. oversee the WPA committees,
- iv. communicate regularly with Committee Chairs,
- v. report activities and accomplishments of the committees to the WPA Board and President,
- vi. perform other duties as assigned by the President and/or designated by the WPA Board.

(D,E,F) Vice President of the Upper School, Middle School and Lower School. They shall:

- i. appoint all Grade Representatives
- ii. act as liaisons for the Grade Representatives as well as the Principal of their respective school,
- iii. coordinate all activities concerning the WPA with their respective Principals, the President and the WPA Board,
- iv. perform other duties as assigned by the President and/or designated by the Board.

(G) Recording Secretary. The Recording Secretary shall:

- i. prepare and retain accurate records of the acts and proceedings of all general and WPA Board meetings,
- ii. have charge of the general correspondence of the WPA to the WPA Board membership and will send out notices for all meetings either general or special,
- iii. interpret the Bylaws. In the event a conflict or question arises regarding the By-Laws, interpretation shall be:
 - i. in writing
 - ii. submitted to the WPA Board for final interpretation and decision;

- iv. perform other duties as assigned by the President and/or designated by the WPA Board.

(H) Treasurer. The Treasurer shall have charge of all financial affairs of the WPA and in such capacity, the Treasurer shall:

- i. submit check requisitions to the Whitefield accounting office after approval in accordance with the official WPA budget for the year, assuring appropriate documentation and authorization.
- ii. on a monthly basis, acquire year to date WPA ledger from Whitefield accounting office.
- iii. render a detailed report of the financial affairs of the WPA at each monthly meeting. Reports shall consist of income and expenses, shown with the budgeted amount to determine budget status in each category;
- iv. maintain records such that the fiscal year of the WPA shall coincide with the fiscal year of Whitefield Academy
- v. prepare the proposed budget with the President and Vice Presidents if applicable, using year-end budget reports and projected expenses from committee chairs
- vi. present for discussion and approval the final budget proposal for the current fiscal year at the first WPA Board meeting for that school year
- vii. perform other duties as assigned by the President and/or designated by the WPA Board.

5.6 New Officers

Keeping in mind the best interests of the school and an efficient way of managing the WPA, Officer positions may be added or changed by a majority vote of the WPA Board.

5.7 Vacancies

Any vacancies occurring in a WPA Board office may be filled for the unexpired term by the majority vote of the WPA Board, except for the position of President, which shall be filled by the then President-Elect. If there is no President-Elect, that position shall be filled by a majority vote of the WPA Board.

5.8 Removal from Office

If it becomes necessary to remove an officer from the WPA Board, the remaining WPA Board members must agree by a majority vote.

Article VI

Nomination Procedure

6.1 Nomination Procedure

(A) The Executive Officers of the WPA Board shall meet to identify potential candidates to serve in positions on the WPA Board that will expire at the end of the then current school year.

(B) Nominations of candidates for officers of the WPA Board may be made by any member of the WPA or by way of self-nomination.

(C) The final slate of potential officers shall be presented by the current WPA President to the Whitefield Academy Head of School and the Principals for approval.

(D) Following approval by the Head of School and the Principals, the WPA President shall prepare a slate of officers to be presented to the WPA Board at the next scheduled WPA Board meeting. The proposed slate of officers shall be subject to approval of a majority vote of the WPA Board.

Article VII

Committees

7.1 Purpose and Function

(A) The WPA conducts its work through committees. These committees provide the network from which the WPA membership may actively participate in the implementation of objectives for the benefit of the Whitefield Academy community, at large.

(B) The WPA Board shall evaluate each committee each year to determine the effectiveness and structure. The WPA Board can create and delete committees based on the needs of the school from year to year.

(C) Special Committees shall be established and appointed by the President as they become necessary to plan for and carry out the best interests of the WPA to serve for a one year term or for the period designated by the WPA President.

(D) Each Committee shall have a committee chair which should be determined prior to the end of the previous school year. Committee membership will be determined by the

“Willingness to Serve” form sent out via the WPA Board approved method in the spring of each school year, as well as sign up opportunities throughout the year.

Article VIII

Meeting of the Membership

8 General or Special Meetings and Events

General meetings or social events of the WPA shall be held at such time as the WPA President shall designate, giving proper notice to the membership. Said meetings shall serve as fellowship opportunities for the entire WPA body.

Article IX

Finances

9.1 Budgets

The Whitefield Parent Association is a line item in the Whitefield Academy budget. The WPA is allocated funds to budget for and spend on school activities and events to benefit the students of the school. Funds that are allocated for parent community events must be approved by the WPA Board. All WPA dollars are accounted for and maintained in the school budget and held by the school. Funds not used by the WPA during the fiscal year remain as a part of the school’s overall finances, and do not roll over into the next fiscal year.

9.2 Fund Raising

The WPA is not a fund raising entity for itself, and will not participate in fund raising activities outside of approved Whitefield Academy development projects.

Article X

Authority, Amendments, Policies

10.1 Authority

Roberts Rules of Order, Newly Revised, shall be the recommended parliamentary authority for all matters of procedure not specifically covered by these Bylaws.

10.2 Policies

Policies for a particular purpose may be adopted by the WPA Board on a one year basis.

10.3 Review of Bylaws and Amendments to Bylaws

Bylaws may be reviewed and updated by the WPA Board as needed to correct or enhance content. Amendments to these Bylaws must be approved by the majority vote of the WPA Board and approved by the Head of School.

Document Control Information

11.1 Summary of Changes

Revision Number	Editor	Nature of Change
1.0	Jennifer Peterson	Initial Version
2.0	Nerissa Cowan	Clarified length of Officer term, succession planning, "Willingness to Serve" form distribution method and fundraising. Added Document Control section and updated document approvers.
3.0	Lynn Sumlin	Clean Up Revisions Revision regarding nomination procedures and eligibility to serve on WPA Board

11.2 Document Approvers

Approver Name	Title or Role	Date Approved
Kevin Bracher Linda Thomas	Headmaster WPA President 2011-2013	February 2013
Kevin Bracher Becky Matherne	Headmaster WPA President 2013-2015	2015
Kevin Bracher Carrie Browne	Head of School WPA President 2017-2018	January 2018

11.3 Document Location and Distribution

The latest version of this document is located in the WPA Documentation Dropbox. Contact the Recording Secretary if access is required.

This document is distributed to all document approvers and reviewers when a new revision is created. Online version is the master.