



# Augustine Classical Academy

## 2018-19 Parent Council By-Laws

Revised September 10, 2018

### I. FORMATION AND PURPOSE

**A. Formation, name, and vision.** The name of this established entity is the Augustine Classical Academy (ACA) Parent Council (hereafter “ACA Parent Council”). The ACA Parent Council was established in 2013. The ACA Parent Council is the community of ACA parents working together to promote the mission of ACA while supporting the various needs of the staff, students, and families.

**B. Purposes.** The purpose of the ACA Parent Council is to: (1) promote the ideals of ACA; (2) foster community; (3) encourage and build lasting relationships among parents; (4) To facilitate parent involvement in ACA events; (5) assist teachers in enriching the learning experience; (6) assist the administration of ACA in activities and special events; (7) coordinate and disseminate information about events sponsored by ACA; (8) assist ACA and its community with fundraising for specific school-wide needs; to be determined in conjunction with the administration.

### II. MEMBERSHIP

**A.** All parents and/or guardians of children enrolled at ACA are members of the ACA Parent Council.

**B.** The terms “members” or “members of ACA Parent Council” are synonymous with the terms “ACA parents” and “ACA families.”

**C.** Required family dues, if applicable, are invoiced with tuition statements and are paid with tuition in February for the following school year.

### III. EXPECTATIONS OF MEMBERS

**A. Volunteering.** All members of the ACA Parent Council serve in school activities and events by volunteering or serving in a purposeful way that matches God-given gifts and talents. As stated in 1 Peter 4:10, “Each one should use whatever gift he

has received to serve others, faithfully administering God's grace in its various forms.”

- B. Committee Membership.** Members are encouraged to serve on ACA Parent Council committees.
- C. Family Commitment Hours.** Members are required to fulfill the required annual number of Family Commitment Hours, if applicable, as specified in the current academic year's Family Commitment Hours document, posted on the ACA website.
- D. Gossip.** Members will refrain from gossip at all times, which is *casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true*. Members, particularly Executive Committee members, will recognize that their PC roles do not allow them to redefine gossip as a business discussion. If a member overhears gossip, he or she is required to intervene and end the conversation.
- E. Confidentiality.** Members will refrain from violating student or parent confidentiality, regardless of their role, title, or expertise outside of PC. If a member overhears a confidentiality breach, or merely a possible confidentiality breach, he or she is required to intervene and end the conversation.
- F. Christian Virtue.** Members are encouraged to work together in love and humility. All members' manners should be consistent with that described in 1 Peter 5:5: “clothe yourselves with humility toward one another, for God is opposed to the proud, but gives grace to the humble.” And also, in Phil. 2:3, “Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself.”

#### **IV. AUTHORITY OVER ACA PARENT COUNCIL ACTIONS**

- A. ACA Board.** The ACA Board may exercise absolute authority over the ACA Parent Council at all times. The ACA Board (1) must approve slate of Chair-Elect candidates; (2) may remove PC Chair and Chair Elect under conditions discussed

in Section V.C.4.; (3) has discretion over the PC bylaws (See Section VII); (4) must approve changes to PC dues.

**B. ACA Administration.** The ACA Administration has authority over school operations, such that (1) ACA Parent Council activities affecting school operations must be approved by the school Administration; (2) all fundraising programs and involvement of the ACA Parent Council in development activities will be done through, in joint collaboration with, and will be subject to the approval of, the ACA Parent Council Executive Committee and the ACA Head of School; (3) the ACA Parent Council shall neither seek to direct the administrative activities of the school nor seek to control its policies; (4) ACA Administration must approve the following committee chairs: (a) Slate of potential Chair-Elect approved by Head of School; (b) Treasurer approved by the Head of School.

## **V. EXECUTIVE COMMITTEE**

**A. Roles.** The ACA Parent Council shall consist of Executive Committee members in the following roles: (1) Chair; (2) Chair-Elect; (3) Treasurer; (4) Secretary; (5) Hospitality/Social Chair; (6) Advisory Member

**B. Term Length.** All Executive Committee members shall serve a term of one year.

**C. Appointment.** All Executive Committee members shall be appointed by the ACA Board or ACA Administration.

**D. Compensation.** All ACA Parent Council Executive Committee members shall serve in a volunteer capacity at all times.

**E. Expectations of Members.** (1) Currently-serving ACA Board Members and the Head of School shall not serve in an Executive position on the PC; (2) members will pray for the Executive Committee, specifically for the PC Chair and Chair-Elect, that there would be attitudes of grace, and that all actions taken would be skillful and service-oriented; (3) members agree to read, in full, the PC By-Laws upon taking office and then every four months (as enforced by the PC Chair) for the duration of term; (4) members will meet monthly (taking time off in the summer) with the Executive Committee and as necessary as determined by

the PC Chair. Attendance at meetings should be highly prioritized; (5) members will remain knowledgeable about PC activities to provide complete and accurate information to the community at large, positively representing PC purposes and activities; (6) members will remain accountable to the PC Chair and will:(a) be the “sounding board” for the PC Chair and other Executive Committee members; (b) advise the PC Chair about events, issues, and other items related to their respective area of service; (c) work as a check and balance to the PC Chair; (d) maintain confidentiality on sensitive issues discussed within Executive Committee and as directed by the PC Chair.

**F. Voting Authority and Procedures.** (1) Each Executive Committee member has one vote, with the PC Chair voting only in the event of a tie. (2) Two-thirds of the Executive Committee constitutes a quorum and must be present in order for there to be a vote on the following: (a) PC Budget; (b) Creation and/or elimination of PC standing committees; (3) the Executive Committee may approve other items by a majority vote of members present or by email as demanded by time.

**G. Financial Responsibility.** (1) The ACA Parent Council annual budget is funded through fundraising efforts; (2) no Executive Committee member shall have authority to expend funds or purchase items on account except as specifically authorized within the PC budget. Each member will be presented with a budget and is responsible for acting within the limits of the approved budget. (3) an Executive Committee member may only solicit and collect donations (goods and/or services) from local businesses with the prior broad or general approval of the PC Chair and the Head of School; (4) the Executive Committee member may petition the PC Chair for additional expenses. Any expenses over approved amounts shall be the responsibility of the Executive Committee member; (5) purchases must be made using the ACA tax-exempt form or the Executive Committee Member is responsible for any sales tax incurred; (6) all contracts must be approved by the PC Chair or Treasurer (in the PC Chair’s absence) and the ACA Head of School and signed by ACA Board Chair, Vice-Chair or Secretary/Treasurer; (7) quorum vote is required for the following financial decision: Budget approval for upcoming year by May 31; (8) majority vote of Executive Committee present is required for the following financial decisions: (a)

- approve expenses that exceed \$200 over the budget of each committee (b)
- approve non-budgeted disbursement of funds.

#### **H. PC Chair and Chair-Elect**

1. Qualifications of the PC Chair and Chair-Elect
  - a. Must profess their faith in Jesus Christ as Lord and Savior as outlined in the Statement of Faith, signing in agreement.
  - b. Must maintain ongoing commitment to demonstrably adhering to the Statement of Faith.
  - c. Must have a minimum of one full year at ACA before becoming Chair-Elect.
  - d. Must have served PC in at least one significant leadership role.
2. Selection of PC Chair-Elect
  - a. The entire process of selection must be handled with strict confidentiality.
  - b. The PC Chair and Chair-Elect meet prayerfully to consider slate of PC Chair-Elect candidates.
  - c. The current PC Chair first must submit a list of at least three candidates to Head of School for approval. The ACA Board shall review the list in its executive sessions and respond with an answer at the same meeting in May.
  - d. The current Chair-Elect becomes the new PC Chair on June 15.
3. Duties of PC Chair and Chair-Elect
  - a. The PC Chair shall: (1) Preside over PC Executive Committee meetings; (2) select committee chairs and non-elect Executive Committee members, making every effort to balance representation between among Preschool, Grammar and Upper School parents; (3) delegate and coordinate work of committees and officers and act as a communication link between PC standing committee chairs and Administration; (4) financial: (a) submit PC budget to Head of School by April 30<sup>th</sup> to ensure alignment with overall school operating budget; (b) manage the PC budget with assistance from the PC Treasurer; (5) approve expenses that do not exceed the budget of a committee by more than \$200; (6) select at least three potential candidates for Chair-Elect (with input from Head of School and incoming PC Chair) to be presented for ACA Board approval by March; (7) submit monthly PC report to ACA Board and Head of School and attend board meetings or designate PC representative to attend; (8) meet regularly with Head of

School and attend additional administrative meetings as needed; (9) assist Chair-Elect with their upcoming calendar and budget; (10) submit PC news items for inclusion in the school newsletter and/or website.

- b. The Chair-Elect shall: (1) assist the PC Chair in its duties as needed; (2) shadow the PC Chair as he or she attends to his or her stated duties to assure adequate transfer of knowledge; (3) exercise all powers and duties of the PC Chair during the PC Chair's absence or in the event of the PC Chair's resignation or removal from office; (4) collect reports from committee chairs and update committee chair job descriptions and other notebook contents; (5) prayerfully assist the PC Chair in the selection of incoming Chair-Elect candidates; (6) select the incoming PC Executive Committee and PC standing committee chairs during the spring; (7) participate in administrative calendar meetings, and other processes as needed to prepare for upcoming school year; (8) as needed, update PC information to fit with current practices and policies with Executive Committee approval; (9) work with PC Chair, incoming PC Chair, Treasurer, and Incoming Treasurer in preparing upcoming budget for committee approval by May 31; (10) coordinate end of the year appreciation for outgoing PC Chair; (11) serve as PC Chair the following year.
4. Removal of PC Chair and Chair-Elect
    - a. The PC Chair and Chair-Elect may be removed by a majority vote of the ACA Board.
    - b. Removal is warranted for violation of the ACA Statement of Faith, gross mismanagement, malfeasance, failure to maintain confidentiality, or withdrawal of eligible children from ACA during the current school year.
    - c. If the PC Chair is removed or resigns, the Chair-Elect immediately becomes PC Chair. The new PC Chair will hold this position for the remainder of their predecessor's term. For the next year, the PC Chair may choose to:
      - (1) Serve the original appointed term, or
      - (2) Petition the ACA Board to approve a new Chair-Elect

#### **G. Remaining Executive Committee Members**

1. All Executive Committee members not the Chair or Chair-Elect must have completed one full year as a parent at ACA before serving on the PC Executive

Committee, which requirement is waived for the 2018-19 year only at the discretion of the PC Chair or Head of School.

2. Selection of Executive Committee members not the Chair or Chair-Elect
  - a. Members are selected and recruited by the incoming PC Chair and Chair Elect
  - b. Criteria for Advisory Member: The Advisory Member must have served for two years on the PC Executive Committee. Completed years do not have to be consecutive but must have commenced at least two years prior to serving as the Advisory Member. All past PC Chairs who successfully completed their terms of service are eligible even if they no longer have a student enrolled at ACA.
3. Duties of Remaining Executive Committee members
  - a. Treasurer. The Treasurer must (1) work with PC Chair and Chair-Elect to prepare budget; (2) keep an accurate record of receipts and expenditures while working closely with ACA Business Office; (3) confirm transfer of PC dues from ACA Business account into the PC account; (4) work with committee chairs, as needed, to make sure budgets are being adhered to; (5) Manage reports by (a) presenting a treasurer's report at every Executive Committee meeting and providing a copy of the report to the PC Chair and Chair-Elect; (b) providing information and/or reports as requested by Administration or the ACA Board; (c) storing all treasurer's reports in a designated PC file, and keeping all records for five years; (6) assist as needed with other requests from PC Chair and/or PC Executive Committee members; (7) report activities monthly to PC Executive Committee.
  - b. Secretary. The Secretary must (1) assist the PC Chair with administrative needs, serving in both recording and corresponding roles; (2) record and distribute minutes of all PC Executive Committee meetings to Executive Committee members; (3) send notes on behalf of PC for births, deaths, and as directed by the PC Chair; (4) manage staff and administration birthday gifting on behalf of the PC; (5) be responsible for invitations to PC events as needed; (6) assist as needed with other requests from PC Chair and/or Executive Committee members; (7) report activities monthly to PC Executive Committee.
  - c. Hospitality/Social Chair. The Hospitality/Social Chair must (1) assist the PC Chair in overseeing PC events as assigned; (2) plan Social events for ACA

community; (3) be available to answer questions related to hosting an event on campus; (4) maintain a notebook that contains pictures, vendor contacts, pertinent receipts, comparative pricing and other information related to hosting events on campus; (5) be responsible for maintaining and managing PC Supplies; (6) assist as needed with other requests from PC Chair and/or Executive Committee members; (7) report activities monthly to the PC Executive Committee.

d. Advisory Member. The Advisory Member must (1) serve as an advisor and provide counsel to the PC Chair and the Executive committee; (2) assist as needed with other projects initiated by the PC Chair and/or Executive Committee members.

#### 4. Removal of Members from Executive Committee

a. Any Executive Committee member may be removed at the discretion of the ACA Head of School, and the PC Chair and shall specifically warrant removal for violation of ACA Statement of Faith, gross mismanagement, malfeasance, failure to maintain confidentiality, or withdrawal of all eligible children from ACA during the current school.

b. Removal of an Executive Committee member by the PC Chair should be handled in a prayerful and confidential manner.

c. Executive members coming into vacated seats during the school year must meet all requirements as stated in Section IV. B. 5. a-g and Section V.

## VI. STANDING AND SPECIAL COMMITTEES

**A. Standing Committees** (1) Committees are created and/or eliminated by a majority vote of the Executive Committee. (2) Chairs of all PC committees shall be selected by the PC Chair and Chair Elect and may consist of ACA parents not holding a PC Executive Committee role. When necessary, any replacement will also be chosen by the PC Chair. (3) Each committee chair must have had a student enrolled at ACA for at least one full year prior to serving in the capacity of chair. (4) The term for a standing committee chair shall be one year and/or until their successors are selected. Exceptions to this must obtain approval from the Executive committee by a majority vote. (5) No person can serve as a specific committee chair for more than three consecutive years. (6) All committee chairs are accountable to the PC Chair and must follow job descriptions. Any changes or deviations must be approved in writing by the PC Chair with input from ACA Administration as

warranted. (7) No committee (its members or its chair) shall have authority to expend funds or purchase items on account except as specifically authorized by the Executive Committee as overseen by the PC Chair. Each committee chair will be presented with a budget and will be expected to stay within that budget unless specifically authorized in writing by the PC Chair. Committee chairs or committee members may only solicit and collect donations (goods and/or services) from local businesses with the prior broad and general approval of the PC Chair and the Head of School. The committee chair may petition the PC Chair for additional expenses. Any expenses over approved amounts shall be the responsibility of the committee chair. (8) Purchases made by a committee chair must be made using the ACA tax-exempt form or the committee chair is responsible for any sales tax incurred. (9) Committee chairs must have all contracts approved by the PC Chair or Chair Elect (in the PC Chair's absence) and approved by the ACA Head of School and signed by the ACA Head of School. (10) Committee chairs must have prior approval from the PC Chair and the Head of School for all contracts in which an ACA parent or their immediate family is the vendor or service provider. (11) Each committee chair shall issue a final report within three weeks of the completion of the event for which the chair is responsible. (12) Any committee chairman may be removed at discretion of the PC Chair and Head of School and shall specifically warrant removal for violation of ACA Statement of Faith, gross mismanagement, malfeasance, failure to maintain confidentiality, or withdrawal of all eligible children from ACA during the current school year.

- B. Special Committees.** (1) Forming special committees and appointing their members is the PC Chair and Chair Elect's prerogative. Since a special committee is created and appointed for a specific purpose, it shall cease to exist when its work is done. (2) Funding for special committee needs must have Executive Committee approval as non-budgeted disbursement of funds.

## **VII. REVISIONS TO THE PC BYLAWS**

- A. Revision Process.** (1) All current Executive Committee members must submit job description changes to reflect the current practices of their position to the PC Chair prior to Bylaw Committee revisions. (2) The PC Chair shall create a Bylaws Committee for the purpose of recommending revisions. (3) The Bylaws Committee shall include a past, the present and the elect PC Chairs, as well as at least one

Executive Committee member with children currently enrolled in ACA or children who have graduated from ACA. (4) Revisions written by the Bylaws Committee are submitted by the PC Chair to the ACA Board one week prior to the First Reading. (5) The Bylaws Committee meeting minutes and correspondence shall be preserved.

**B. Approval Process.** (1) Revisions to the PC Bylaws require joint approval of the PC Bylaws Committee and ACA Board. A minimum of two ACA Board meetings are required for the approval of Revised PC Bylaws. (2) First Reading: Revisions prepared by the PC Bylaws Committee are reviewed by the ACA Board. The PC Bylaws Committee shall answer questions and take recommendations from ACA Board members. (3) PC Bylaw Committee Approval: The PC Bylaws Committee meets to consider incorporation of the Board's recommendations into the Revised PC Bylaws. The PC Bylaw Committee meets in person to vote with final approval being achieved by a unanimous vote of the Bylaws Committee members in favor of all revisions. The Revised PC Bylaws are submitted by the PC Chair to the ACA Board one week prior to the Second Reading. (3) Second Reading: Revised PC Bylaws are approved by the ACA Board in the same manner and requiring the same vote as a revision by the ACA Board to the ACA Policy Manual.