

**Cincinnati Waldorf School
Parent Association Bylaws**

Article I. Purpose

- 1.1. The Parent Association (PA), a community building organization, serves as the vehicle for full parental involvement in the life of the school community. The PA actively supports the work of the Board of Trustees, the College of Teachers, and the Faculty on behalf of our children, and contributes to the intellectual, physical and social climate of the school community. To this end, the PA will:
 - a. Invigorate and organize volunteer efforts by parents in such a way that nourishes, respects and protects the volunteers.
 - b. Provide educational opportunities for parents that deepen their understanding and appreciation of Waldorf education.
 - c. Facilitate practical improvements in the school grounds and activities by contributing funds and labor.
 - d. Provide a forum for parents to communicate and discuss issues.
 - e. Provide a forum for Parent Tri-Leads to regularly report on Strategic Plan Goal Team work.
 - f. Serve as an advisory group to the Board and College of Teachers, reflecting to them the ideas and concerns of the parent body.
- 1.2. Each year, the specific endeavors of the organization are identified and generated by parents.
- 1.3. The PA may take a formal stand on any issue of concern to the parent body through written “position statements” to be presented to the Board of Trustees and College of Teachers.
- 1.4. At least one-half of the funds raised by the PA in a given year are donated to the School to be used for professional development of its faculty. The PA determines where to allocate the remainder of the funds it has raised in support of the school and its community, via the funding of grants and community life activities. Grants are awarded after review and approval by the College of Teachers and an affirmative vote by the PA.

Article II. Membership and Voting

- 2.1 Membership of the PA consists of all parents of children currently enrolled at the Cincinnati Waldorf School.
- 2.2 All members are encouraged to be actively involved through participation on one or more PA Service Teams.
- 2.3 The PA will have regular monthly meetings throughout the school year. These meetings and their agendas will be publicized in the school’s “INREACH” newsletter at least one week in advance.

- 2.4 The PA Leadership may call special meetings of the PA or its leaders as necessary. Special meetings of the full PA and their agendas will be publicized at least one week in advance.
- 2.5 Decisions of the PA will be made by majority vote. A quorum must be present for the vote to be valid.
- 2.5.1 A quorum shall consist of at least two leaders of the PA and at least one representative from seven of the twelve classes. All parents present shall be included in the quorum count, whether or not they are official PA Representatives for their class. A parent may be counted towards the quorum as representing more than one class, but may only have one vote.
- 2.6 An initial vote will occur with each voting issue to determine if the vote should be presented to the entire parent body via each Class Representative or if the vote will occur among the quorum present.
- 2.6.1 In the event that the initial vote determines that an issue should be brought to the entire parent body, each Class Representative will present the issue to their class and vote on their behalf by majority opinion.
- 2.7 PA Leadership will be selected annually at the last meeting of the year (normally the first week of June). New leaders shall begin their terms upon the conclusion of this meeting, and shall preside over the first meeting of the new school year.
 - a. Nominations for PA Leadership will be accepted beginning one month prior to the election. Nominees must be members of the PA. The nominations process will be open for approximately two weeks and will be publicized in the “INREACH” newsletter.
 - b. Approximately two weeks prior to the election meeting, a current PA Leader may appoint an individual or a committee to contact the nominees to see if they accept their nominations.
 - c. Approximately one week prior to the elections, nominees may have an opportunity to express their views in the “INREACH” newsletter, or in special publications of the PA.
 - d. If there are more than three nominees for the PA Leadership position, the election process will be publicized in the “INREACH” newsletter and voting will be open to the entire parent body via one-member-one-vote. The three nominees holding the majority of votes will become the new elected leadership.
 - e. When a new leader is elected, the former leader will hold a knowledge transfer meeting, including budgetary documentation, account information, and account authorization; and minutes and bylaws. Former officers will be encouraged to attend the first two PA meetings of the school year, as necessary, to answer financial and other questions related to old and new business.

Article III. Leadership of the Parent Association

- 3.1 The PA Leaders and Class Representatives manage the business and communications of the PA.

- 3.2 PA Leaders. The membership annually will elect three Leaders, according to the process described in Article 2.7, to serve for a one-year term. These leaders will fulfill the following positions based on their individual strengths.
 - a. The Heads Leader. The focus of the Heads Leader is on providing organization and communication. (S)he is most likely to be the Leader who sets meeting agendas and takes and posts meeting minutes.
 - b. The Hearts Leader. The focus of the Hearts Leader is on community building and outreach. This Leader will most likely hold a position on the Community Life Goal Team and assist in organizing festivals and celebrations throughout the year including Holiday Faire, May Faire, and Teacher Appreciation Events.
 - c. The Hands Leader. The focus of the Hands Leader is the financial accounting and development of PA resources. This Leader will most likely be responsible for the fundraising activities of the school including Scrips sales and annual fundraisers such as magazine and flower sales. Volunteers may be coordinated by the Hands Leader to assist with the maintenance and beautification of school grounds.
- 3.2.1 Each PA leader will work with the other leaders and general membership to ensure that the work is done.
- 3.2.2 One of the PA Leaders will attend the CWS Board of Trustees meetings as a spokesperson of the PA.
- 3.2.3 If a Leader vacates his/her position before the term is complete, the remaining officers will nominate a successor. A vote to confirm the prospective successor will be taken at the next full PA meeting.
- 3.3 Class Representatives. Every year, each class selects one or two Classroom Representatives. This selection is normally held at the first class meeting of the new school year or before the October PA meeting by whatever means each class chooses – for example, election or volunteering. Representatives from the previous school year are asked to attend the September PA meeting.
 - a. The Classroom Representatives shall serve as a two-way communication link between the parent body and the PA-expressing to the PA the needs and concerns of the class, as well as special events and activities of the class.
 - b. The Classroom Representative will report to the class regarding PA special events and volunteer needs and opportunities based on the Class-Based Leadership model, and will solicit feedback from the class on upcoming decisions of the PA, in order to include the opinions, concerns and votes of those parents who are unable to regularly attend PA meetings.
 - c. A Representative from each class will attend monthly PA meetings. In the event that no Representative is able to attend a meeting, the Representative should appoint another parent to attend instead.

Article IV. Amendments

- 4.1. These Bylaws may be amended by a two-third majority vote at any meeting in which a quorum is present. The proposed changes must be publicized at least a month before the vote is to take place.