

**ARTICLES OF GOVERNMENT  
OF FUQUA SCHOOL  
PARENT, TEACHER, STUDENT ASSOCIATION**

**ARTICLE I  
NAME**

The name of this organization shall be the “Fuqua School Parent, Teacher, Student Association,” hereinafter referred to as the “PTSA.”

**ARTICLE II  
MISSION**

The PTSA’s mission is to provide support for Fuqua School through fundraising, volunteer services, and parent education. By encouraging volunteerism and parent involvement, assisting with faculty, staff and student goals, and serving as ambassadors for the School within the broader community, the PTSA helps promote excellence and a spirit of collaboration and cooperation.

**ARTICLE III  
MEMBERSHIP**

The active membership of the PTSA shall consist of (i) the parent and guardians of students attending Fuqua School, (ii) the members of the Board of Trustees/Directors, faculty, support personnel and administration of Fuqua School, and (iii) all students currently enrolled at Fuqua School.

**ARTICLE IV  
THE BOARD OF DIRECTORS**

Section 1. **Composition:** The affairs of the PTSA shall be under the direction of a Board of Directors (hereinafter referred to as the “Board”) consisting of (a) the President, the Vice President, the Secretary, and the Treasurer, (b) up to two faculty representatives (one each representing the lower and upper schools, optimally), (c) a student representative, (d) the chairpersons from the following committees: Fundraising, Volunteer Coordination, Appreciation, Buildings and Grounds, Athletics, Assemblies and Special Projects, and Concessions, (e) the deans of the upper and lower schools, and ( f ) the Head of School, *ex officio*.

Section 2. **Term of Office:** Board members shall be elected for two-year terms of office. Efforts shall be made to ensure that at least one-half of the Board members will carry over from one academic year to the next in order to maintain continuity of programs and events. The Head of School shall serve continually, *ex officio*, and shall not have the right to vote. A person who has served in an office for more than one-half term shall be deemed to have served a full term in such office.

Section 3. **Vacancies:** Board vacancies, whether occurring by virtue of expiration of a Board member’s term or otherwise, shall be filled by majority vote of the Board members (except that any vacancies in the positions of the Faculty Representative which will be determined by the Fuqua School faculty). Efforts shall be made to solicit and include regional representation as well as representation of all instructional levels (lower, middle, upper).

## **ARTICLE V EXECUTIVE COMMITTEE**

There shall be an Executive Committee of the Board composed of the President, Vice President, Secretary, Treasurer, Faculty Representatives, one committee chairman to be selected annually by the Board, and the Head of School, *ex officio*, without the right to vote. Between Board meetings and in emergency situations, the Executive Committee shall have and may execute all the Board's powers except the power to amend these Bylaws or to fill Board vacancies. Every other year, the Executive Committee shall be responsible for presenting a proposed slate of Board members as determined by the Nominations Committee for the next academic year, to be submitted to the Board in March and voted upon in April.

## **ARTICLE VI RESPONSIBILITIES AND POWERS OF BOARD MEMBERS**

Section 1. **President:** The President shall be the Chief Executive Officer of the PTSA; shall preside at all meetings of the PTSA, the Board, and the Executive Committee, and shall exercise all powers and perform all duties customary to the office of President. He or she shall be the officer primarily charged with the administration of the business of the PTSA. The President will represent the PTSA within the Fuqua community. The President will vote at any meeting only in the event of a tie. The President will also serve as an *ex officio* member of the Rural Education Foundation.

Section 2. **Vice President:** The Vice President shall be available to assist the President whenever requested. In the absence or disability of the President, the Vice President shall carry out the duties of the President until the President is again able to serve, and during such time shall have all authority of the President.

Section 3. **Secretary:** The Secretary shall have charge of such books, documents and papers as the Board may determine, shall keep the minutes of all meetings of the Board, Executive Committee, and general meetings (as needed), and shall, in general, perform all the duties incident to the office of Secretary subject to the direction of the President and the Board, and shall perform such other duties as may be assigned to him or her by the Board.

Section 4. **Treasurer:** The Treasurer shall: (a) develop a financial overview of requested annual projects and committee budgetary needs; (b) facilitate the development of the PTSA's annual budget; (c) be responsible for final collection of all monies raised through the PTSA's efforts; (d) work directly with Fuqua School's Business Office to ensure PTSA funds are accurately deposited and distributed to designated projects/committees; (e) make routine financial reports to the PTSA Board of Directors.

Section 5: **Faculty Representatives:** The Faculty Representatives shall represent needs identified by the faculty and approved by the Head of School.. The Faculty Representatives will be selected annually by the faculty, preferably with one upper school and one lower school faculty member reporting serving. This is not a voting position.

Section 6. **Student Representative:** The Student Representative shall attend at least the first meeting of the school year, and shall represent the needs identified by the student body. The Student

Representative will be the SCA President, or a substitute appointed by the SCA President and approved by the Head of School. A portion of each meeting will be reserved for the student representative, if they are able to attend. This is not a voting position.

Section 7. **Committee Chairpersons:** The Chairperson shall: (a) serve as the leader of a designated committee; (b) recruit committee members; (c) serve as the link between the committee and the Board.

Section 8. **Deans:** The deans of the upper and lower schools will represent the needs and provide a monthly update of their divisions. This is not a voting position.

Section 9: **Head of School, *ex officio*:** The Head of School, *ex officio*, shall receive and prioritize requests of funds and/or support made to the PTSA.

## **ARTICLE VII MEETINGS**

Section 1. **General:** The Board of Directors may elect to hold PTSA meetings for the purpose of carrying out PTSA business or to conduct programs of interest to the school community. PTSA meetings may be held upon call of the President or any five members of the Board, or by written petition of at least fifty members.

Section 2. **Board of Directors:** The Board shall meet with reasonable regularity, not less than five times annually, on dates determined by the President, and may hold such other special meetings as may be called by the President or any three members of the Board.

Section 3. **Executive Committee:** The Executive Committee shall meet upon call of the President or any three members of the Executive Committee.

Section 4. **Notices:** At least seven days' written notice shall be given for all general PTSA meetings to each member electronically or at the address shown on the records of Fuqua School (which notice may be made by inclusion in any school-related publication sent to members). Such Notice shall be deemed to have been given when it is sent electronically, or when it is placed in the mail, postage paid, as the case may be.

At least two days' written, electronic, or telephonic notice shall be given of all PTSA Board meetings or Executive Committee meetings; provided, however, that a waiver of notice signed by persons entitled to notice, either before or after the meeting to which such notice relates, or attendance by any member at the meeting (except for the express purpose of objecting to the transaction of business because the meeting is not lawfully called) shall be equivalent to receipt of due and timely notice.

Section 5. **Proxies, Consents, and Teleconferences:** The use of proxies shall not be permitted at any meeting of the PTSA Board, the Executive Committee, or committee, but any action which could be taken at any such meeting may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the members of the Board, Executive Committee, or committee, as the case may be. The use of proxies shall not be permitted at any PTSA general meeting.

The Board, the Executive Committee, or any other committee may permit any or all of their members to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all members participating may simultaneously hear each other during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting.

Section 6. **Procedure:** At any PTSA meeting, the Board, the Executive Committee, or any committee, a quorum being present, a majority of vote of those present and entitled to vote shall be sufficient to carry any proposal.

In any election in which there is more than one nominee for any office, voting shall be by written ballot.

Unless otherwise ordered by three-fourth (3/4) vote of those entitled to vote at such meetings, all meetings shall be governed according to Roberts Rules of Order Newly Revised.

## **ARTICLE VIII COMMITTEES**

Section 1. **Appreciation Committee:** The Appreciation Committee (a) recognizes and demonstrates appreciation for Fuqua School teachers, staff, and volunteers, and (b) assists with identified special events.

Section 2. **Athletics Committee:** The Athletics Committee works with the Fuqua School Athletics Department to (a) identify needs, (b) provide financial support, (c) provide volunteer support, and (d) provide support in the areas of school spirit and pride.

Section 3. **Buildings and Grounds Committee:** The Buildings and Grounds Committee works with the Fuqua School Operations Department to identify needs and provide volunteer support to maintain and enhance facilities and grounds.

Section 4. **Fundraising Committee:** The Fundraising Committee (a) plans and facilitates all approved PTSA fundraising activities, with the exception of those activities organized and facilitated by the Athletics Committee for the purpose of supporting those program areas, (b) coordinates the activities of the Fundraising subcommittees, and (c) works directly with the Fuqua School administrative personnel responsible for development and fundraising initiatives.

Section 5. **Assemblies and Special Projects Committee:** The Special Projects Committee coordinates activities to facilitate or support special projects identified by the PTSA Board of Directors. Such projects may include fundraising initiatives or non-fundraising special event, like all-school assemblies. Chaired by a parent, this committee should consist of a parent from elementary, middle, and upper school as well as the deans of the upper and lower schools.

Section 6. **Volunteer Coordination Committee:** The Volunteer Coordination Committee (a) works directly with classroom teachers, media specialists, administrative personnel, and support staff to identify needs, including financial support, (b) recruits volunteers to respond to identified needs, (c) coordinates volunteers with appropriate PTSA committees and other special events, and (d) provides support for special programs of the School, such as Family and Friends Day.

Section 7. **Concessions Committee:** The Concessions Committee will coordinate with Athletics, Director of Operations, Volunteer Committee, and Fuqua School volunteers to organize, staff, and run concessions for home football, volleyball, and basketball games and any other events as determined by the Executive Board.

Section 8. **Nominations Committee:** The Nominations Committee will request and receive nominations and propose a slate to the existing Executive Committee. The committee will consist of the faculty reps, Head of School, *ex officio*, and one additional PTSA member not seeking election.

## **ARTICLE IX AMENDMENTS**

Amendments to these articles may be made at any meeting of the Board or of the PTSA provided that the text of any proposed amendment shall have been submitted in writing to the Board or the PTSA in, or in conjunction with, the notice required of such meeting as provided in Section 4 of Article VII above.

REVISED 8/98  
REVISED 3/15/04  
REVISED 4/12/05  
REVISED 4/06  
REVISED 4/09  
REVISED 4/10  
REVISED 4/12  
REVISED 02/16