

**Cincinnati Waldorf School  
Parent Association  
Draft Bylaws  
(Updated Winter 2009)**

**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, College of Teachers, and 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 Goal Committee work.
  - f. Serves 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. One half of the funds raised by the PA in a given year are given 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 the form of grants, in support of the school and its community. These grants are reviewed and approved by the College of Teachers.

**Article II. Membership and Voting**

- 2.1 Membership of the PA will consist of all parents of children enrolled at the Cincinnati Waldorf School. Every member has one vote.
- 2.2 The PA will have regular monthly meetings throughout the school year. These meetings will be publicized in the school’s “INREACH” newsletter at least a week in advance.
- 2.3 The PA Leadership may call special meetings of the PA or its leaders as necessary. Special meetings of the full PA will be publicized at least a week in advance.

- 2.4 Decisions of the PA will be made by majority vote. A quorum must be present for the vote to be valid.
- 2.4.1 A quorum shall consist of at least two leaders of the PA, and at least one representative from seven out of the twelve classes. All parents 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.
- 2.5 When an issue is clearly defined or during the election of leadership, CWS parents who are not present at the meeting may vote by written proxy, usually entrusted to their class PA representative. A quorum must still be present at the meeting for the vote to be considered valid.
- 2.6 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. Ballot boxes soliciting nominations from the parent body will be placed around the school in prominent places during school days and special events such as the May Faire. The nominations process will be open for approximately two weeks.
  - 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. 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 Leaders and Class Representatives manage the business and communications of the PA.
- 3.2 The membership annually will elect three or more Leaders, according to the process described in Article 2.6. Leaders will serve for a one-year term, The parent body, through the mechanism of the PA, will appoint leaders for the following standing committees.
  - a. The Heads Group. The Heads Committee will focus on parent education. This includes setting up speakers and forums. This committee might also assist in other areas of the school such as organizing parent satisfaction surveys, increasing the flow of information to the community of the school.

- b. The Hearts Group. The Hearts Committee is the warmth body of the PA. This Committee's aim is community building and outreach through friendship, hospitality, and gratitude. This Committee organizes faires and celebrations throughout the year including Holiday Faire, May Faire, Teacher Appreciation Events, and Grandparents Day Event. The Hospitality Committee supports the school's enrollment efforts during open houses and as needed.
  - c. The Hands Group. The Hands Committee is actively involved with the financial development of PA resources, the physical aspects of the school, the Environmental Initiatives (EI) Committee work and the work of the CWS Craft Guild. Fundraising activities of the Hands Group include Scrips sales and annual fundraisers such as magazine sales. Volunteers may be coordinated by the Hands Group to assist with the maintenance and beautification of school grounds. EI will report its activities to the PA and may use the PA to develop support for its initiatives. The CWS Craft Guild is a part of the Hands Group, teaching handwork to interested community members and raising PA funds through the sale of finished items at the Magic Meadow and during school events.
- 3.3 One of the PA Leaders will attend the CWS Board of Trustees meetings as a spokesperson of the PA.
  - 3.4 One of the PA Leaders will attend Community Life Goal Committee Meetings as the Parent Tri-Lead and PA spokesperson.
  - 3.5 The Heads Lead will set and publish the agenda and run all PA meetings. He or she will facilitate communications within the PA and between the PA and other CWS groups.
  - 3.6 The Hearts Lead will run the meeting in the absence of Heads Lead. The Hearts Lead will help recruit and support Classroom Representatives and help to foster parent participation.
  - 3.7 The Heads Lead will take minutes at the monthly meetings and help to publicize PA meetings and other PA sponsored events.
  - 3.8 The Hands Lead will keep track of the organization's income and expenses, and will sign checks for expenses approved by at least two of the three Leads. The Hands Lead will prepare written or verbal financial updates for each monthly meeting. In May of each school year, the Hands Lead will present a financial statement in written form, detailing the income and expenses of the organization for the current school year, as well as a proposed budget for the coming year. The proposed budget should show the amount of money available for new projects, committed funds that are not yet spent, and estimates for known items.
  - 3.9 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.
  - 3.10 Every year, each class shall select one or two Classroom Representatives. This selection should be 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.
- 3.11 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. The Classroom Representatives will be in regular communication with other parents in the class, and will regularly contact the class teacher for updates on the life of the class.
- a. The Classroom Representative will report at class meetings on PA special events and volunteer opportunities, 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.
  - b. At least one Representative from each class will attend monthly PA meetings. In the event that no Representative is able to attend a meeting, the Representative should take care to 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.