



THE NORTH BROWARD PREPARATORY SCHOOL PARENT STUDENT TEACHER ASSOCIATION

BYLAWS



Article I: Name

The North Broward Parent Student Teacher Association (hereinafter "NB-PSTA"), 7600 Lyons Road, Coconut Creek, County of Broward. All functions of the NB-PSTA are overseen by the NB-PSTA Executive Board (hereinafter "Executive Board").

Article II: Purpose

Section 1: The objects (purposes) of the NB-PSTA are:

- a. To promote the welfare of The North Broward Preparatory School (hereinafter "NBPS") students in home, school, and community.
- b. To coordinate volunteer efforts of the NBPS parents for charitable, religious and educational purposes.
- c. To engage in fundraising activities exclusively for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as tax exempt organizations of any current or future federal tax code and to solicit and receive contributions from these organizations, or other organizations, and private persons in furtherance of the NB-PSTA's purposes.
- d. To bring into closer relation the home and the school, the NBPS parents, students and teachers so as they may cooperate intelligently in the education of NBPS students.
- e. To develop between educators and the NBPS community such unified efforts as will secure for all children and youth the highest advantages in education.

Section 2: The NB-PSTA is organized exclusively for the charitable, scientific, literary, religious or educational purpose within meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

Article III: Basic Policies

The following are basic policies of the NB-PSTA:

- a. The NB-PSTA shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or used in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the organization.
- c. The NB-PSTA shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propoganda or otherwise.
- d. The NB-PSTA shall work with NBPS to provide quality education for all children and youth and shall seek to participate in the decision-making process at NBPS.
- e. The NB-PSTA shall not enter into membership with other organizations except such organizations as may be approved by the NB-PSTA Executive Board. The NB-PSTA may cooperate with other organizations and agencies concerning child and student welfare.
- f. No part of the net earnings of the NB-PSTA shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the NB-PSTA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- g. All monies with exception of that needed for operating and fund raising expenses shall be held in a restricted fund and identified as contributions from the NB-PSTA. The expenditure of these monies will depend on the approval of the Executive Board, except for the discretionary fund established each year as part of the budget process in an amount not to exceed \$2500.00 (Twenty-Five Hundred dollars). The monies in this fund will be used by the President to satisfy miscellaneous needs which arise throughout the year. A list of expenditures relating to this Fund shall be reported to the NB-PSTA Executive Board at the monthly Executive Board Meeting
- h. Notwithstanding any other provision of these articles, the NB-PSTA shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

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- i. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
- j. The fiscal year of the association shall begin on the first day of July and end on the last day of June in each year.

Article IV: Members and Dues

Section 1: Members

Membership in Standing Committees shall be available to any individual who has or has ever had a family member attending NBPS or are staff members of NBPS.

Section 2: Dues

The Executive Board establishes annual dues for the membership. A member whose dues have not been paid at least thirty (30) days prior to the annual election meeting may not vote in the annual election of officers or run for office.

Article V: Meetings

Section 1: NB-PSTA Executive Board Meetings

- a. The purpose of the NB-PSTA Executive Board meeting is to conduct all business as necessary to work toward fulfilling the goals established for the year by the NB-PSTA; approve minutes of the previous meetings; hear monthly reports from officers and committees; hear any and all motions presented and vote on said motions; clear any unfinished business if applicable.
- b. The NB-PSTA Executive Board shall meet the third Thursday of every month school is in session unless otherwise determined when setting the NB-PSTA annual calendar.
- c. NB-PSTA Committee Chairpersons will be given the opportunity to present updates to the Executive Board when scheduled in advance for monthly Executive Board meetings. The time allotted for reporting information may be limited to ten (10) minutes per committee depending on quantity of agenda items.
- d. NB-PSTA members may choose to attend the monthly meeting of the NB-PSTA Executive Board, but do not have voting rights. Visiting members may be required to exit the meeting if the Executive Board determines a private session is warranted.
- e. Special meetings of the NB-PSTA Executive Board may be called by the President or by a majority of the members of the Executive Board.

Section 2: General Meetings

- a. The General Meetings of the NB-PSTA are meetings of the association as a whole at which monthly reports from officers and committees are presented to inform the members of the ongoing business and status of

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Events; proposals of new business by members are heard; and a vote is taken regarding any motions presented.

- b. There shall be a minimum of three (3) general membership meetings held within the school year. A minimum of ten (10) days notice shall be given to the general membership of all general meetings via newsletter and/or e-mail.

Section 3: Emergency Meetings

In the unlikely event that there is need for an emergency meeting of the membership or of the Executive Board, such meetings may only be called by the Headmaster or NB-PSTA President and may be called without the customary notice requirements

Section 4: Quorum

- a. A minimum of eight (8) board members shall constitute a quorum for the transaction of business in any meeting of the NB-PSTA Executive Board.
- b. A minimum of fifteen (15) members shall constitute a quorum for the transaction of business in any General Meeting of the NB-PSTA membership.

ARTICLE VI: NB-PSTA EXECUTIVE BOARD

Section 1: Officers of the NB-PSTA Executive Board

The NB-PSTA Executive Board shall be comprised of the officers of the NB-PSTA and the Headmaster of the school or a representative appointed by the Headmaster referred to as the Administration Liaison. The NBPS Administration Liaison is a non-voting member of the Executive Board. The Officers of the NB-PSTA shall consist of a minimum of eleven (11) members, including President, Vice-Presidents, a Secretary, and a Treasurer. At times there will be a President Elect on the Board as non-voting officers as discussed in Article VII. Executive Board positions may be added or deleted based on the discretion of the Executive Board and must be approved by a two thirds vote of the Executive Board.

- a. Officers shall be elected annually at the third General Meeting following the rules set forth in Article VIII Section 1 regarding the Nominating Committee. A majority vote shall elect.
- b. Officers shall assume their official duties following the end of the school year and shall serve for a term of two (2) years or until their successors take office unless otherwise noted in these bylaws.
- c. A person shall not be eligible to serve more than one consecutive term in the same office unless a successor was unable to be selected. If a successor is not selected the person in the position may serve a one year term with the position opening for election via nominating committee the following year.
- d. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board on which they shall serve, notice of such election having been given to all members.

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- e. The Executive Board Officers, as leaders of the NB-PSTA, are expected to exhibit ethical and positive behavior at all times. They must adopt professional and fair business practices to support efficient operations. Failure to do so can result in removal from office.
- f. In the most unlikely circumstance that removal of an NB-PSTA Executive Board Officer is warranted, such removal may be accomplished by a majority vote of the Executive Board.

Section 2. Duties of the NB-PSTA Executive Board

- a. To transact necessary business in the intervals between NB-PSTA General Meetings.
- b. To create standing committees as deemed necessary, and to approve the plans of work of the standing committees.
- c. To present a status report at the NB-PSTA General Meetings.
- d. To approve and monitor a budget for the fiscal year in accordance with the goals of the NB-PSTA, as well as, allocate all funds remaining after the approval of the upcoming year's budget. Funds shall be allocated in accordance with the NB-PSTA overall goals at an annual allocations meeting to be held in May and at other times during the year as may be deemed necessary by the Executive Board.

Article VII: Duties of Officers

Section 1: Each Officer of the NB-PSTA Executive Board has specific duties including but not limited to the following:

- a. **President shall** preside over meetings of the organization and Executive Board, serve as the chief liaison between the NB-PSTA and the NBPS Administration, represent the organization at meetings outside the organization, can serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The President is a non-voting member of the Executive Board except in cases of a tie, and will preside over all NB-PSTA meetings.
- b. **Secretary** shall keep all records of the organization, record minutes of all NB-PSTA General Meetings and Executive Board Meetings, prepare the agenda for all meetings with the recommendations of the President, handle the correspondence, and send notices of meetings to the membership. The Secretary also has custodial responsibility of the records of the NB-PSTA. The Secretary is a voting member of the Executive Board.
- c. **Treasurer** shall oversee all funds of the NB-PSTA, keep a full and accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. The Treasurer will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the

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year. A minimum of two (2) signatures but no more than four (4) should be on file at the bank consisting of the President and Treasurer and others approved by the Executive Board with one (1) signature required on all checks below \$5000.00 and two signatures required on all checks \$5000.00 and above. A member of the Executive Board who does not have signing authority must review the monthly bank reconciliations of each bank account controlled by the NB-PSTA, raising any questions or concerns with the President, Treasurer, or if necessary, the Executive Board, and evidencing such review by a signature to be kept on file by the Treasurer. The Treasurer shall prepare an annual NB-PSTA budget and present it to the Executive Board for approval at the Executive Board's May meeting and is responsible for all regulatory and organizational filings and payments. The Treasurer in coordination with the Secretary shall be the custodian of all financial records of the NB-PSTA. The Treasurer attends all board meetings as a voting member of the Executive Board.

- d. **Vice President, High School** serves as a liaison between the NB-PSTA and the NBPS High School Faculty and Administration, as well as a liaison between the parent community and the NBPS High School Faculty and Administration. The VP also attends NBPS High School Town Hall meetings run by the High School Principal and attends all Executive Board meetings reporting all pertinent information as a voting member of the Executive Board. The VP is responsible for coordinating with the High School Student Government on any joint fundraisers, which would include providing resources and leadership.
- e. **Vice President, Middle School** serves as a liaison between the NB-PSTA and the NBPS Middle School Faculty and Administration, as well as a liaison between the parent community and the Middle School Faculty and Administration. The VP coordinates and attends monthly parent meeting run by the Middle School Principal reporting information to the Executive Board and provides support for the NBPS Middle School Principal as needed. The VP attends all Executive Board meetings as a voting member of the Executive Board. The VP is the Chairperson for the NB-PSTA Middle School fundraiser, if there is one.
- f. **Vice President, Lower School** serves as a liaison between the NB-PSTA and the NBPS Lower School Faculty and Administration, as well as a liaison between the parent community and the Lower School Faculty and Administration. The VP works with the Principal to coordinate volunteer needs for events and programs. As Chair of the Lower School Council, the VP of Lower School coordinates, attends and presides over all LSC meetings, reporting information to the Executive Board; and provides support for the Lower School Principal as needed. The VP attends all Executive Board meetings as a voting member of the Executive Board.
- g. **Vice President, Events** establishes a list of fundraising events to be discussed and voted on by the NB-PSTA Executive Board, works with the VP Volunteers to find committee chairs for all fundraising events hosted by the NB-PSTA and oversees all Chairpersons for all NB-PSTA Events

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throughout the year. The VP of Events calls upon each Chairperson to prepare a plan of work and budget. These plans are presented to the Executive Board for approval prior to the Event or Program. Recap meetings are held within two (2) weeks following each major event and records are kept and maintained by the VP of Events. The VP prepares an Events Status Report after each event and attends all Executive Board meetings as a voting member of the Executive Board.

- h. **Vice President, Programs** establishes a list of community-building (non-fundraising) programs to be discussed and voted on by the NB-PSTA Executive Board, works with the VP Volunteers to find committee chairs for all community-building events hosted by the NB-PSTA and oversees all Chairpersons for all NB-PSTA Programs throughout the year. The VP of Programs calls upon each Chairperson to prepare a plan of work and budget. These plans are presented to the Executive Board for approval prior to the Program. The VP prepares a Program Status Report after each Program and attends all Executive Board meetings as a voting member of the Executive Board.
- i. **Vice President, Communications** is responsible for posting all NB-PSTA information via NBPS Internet tools and in weekly school communication tools as deemed necessary by the NB-PSTA Executive Board. Also a historical newsletter shall be produced a minimum of two (2) times during the school year (Summer and Winter Newsletters). The VP attends all Executive Board meetings as a voting member of the Executive Board.
- j. **Vice President, Volunteers** shall arrange for volunteers for all NB-PSTA events and school events as needed. The VP Volunteers will keep a master list of volunteers for every school year and coordinate a volunteer appreciation event at the end of the school year. The VP prepares a monthly Volunteer Status Report and attends all Executive Board meetings as a voting member of the Executive Board.
- k. **Vice President, Membership** oversees all NB-PSTA member signup annually including coordination of all membership offers, functionality of online forms and keeping a master list of membership for the year. The VP prepares a monthly Membership Status Report through November and afterwards as needed, and attends all Executive Board meetings as a voting member of the Executive Board.
- l. **Vice President, New Family Relations** is responsible for welcoming all new students and their families to all divisions of NBPS. This position recruits several Ambassadors who are willing to call the new families and offer their assistance throughout the school year. The VP must train and follow-up with the Ambassadors to ensure that the new families are receiving adequate attention. Other responsibilities include coordinating new family events at the beginning and end of the school years. The VP prepares a New Family Status Report as needed, and attends all Executive Board meetings as a voting member of the Executive Board.

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- m. **President-Elect.** Any current Executive Board member or any past Executive Board member who has fulfilled their full term may be selected as President-Elect by the Executive Board in January of the second year of the current President's term. All applications for President-Elect should be submitted to the Executive Board by December of the second year of the President's term. President-Elect shall be elected by majority vote of the Executive Board. The President-Elect will assume the role of President at the end of the school year just preceding her/his term. The President-Elect shall perform all duties of the President in the President's absence and shall automatically succeed to the office of President. The President-Elect shall serve to assist the President during the remainder of the President's term and share the responsibility of the President as serving as an ex officio member on select committees. The President-Elect attends all Executive Board meetings as non-voting member of the Executive Board unless she/he holds a concurrent Executive Board position that has voting rights.
- n. **Past President.** At the end of the President's term of office, the President shall be invited to serve as a voting member of the Executive Board in the position of Past President for a term of one (1) year. The Past President is expected to attend all Executive Board meetings.

Section 2: All officers of the NB-PSTA Executive Board shall:

- a. Perform the duties prescribed in these bylaws and by the parliamentary authority adopted by this association.
- b. Deliver to their successors all official material not later than ten (10) days following the end of the school year, with the exception of the Treasurer, who shall close the books at the end of the fiscal year, then deliver said material to his or her successor.

Article VIII: Committees

The Executive Board shall have the power to create or dissolve such committees as it deems appropriate from time to time. All standing committee's budgets and expenditures shall be reviewed and approved by the NB-PSTA Executive Board.

Section 1: Nominating Committee

- a. There shall be a Nominating Committee created annually composed of a minimum of three (3) members, preferably five (5) members (and always an uneven number) who shall be appointed by the Executive Board at the January Executive Board Meeting. If more than seven (7) individuals are interested in participating on the Nominating Committee, a vote will be taken by the Executive Board.
- b. The committee shall consist of one retiring Executive Board member, one NBPS school liaison and current NB-PSTA members (but not current Executive Board members). The president shall appoint a chair pro tem who shall call the first meeting. The committee shall elect its own chair.
- c. The Nominating Committee shall nominate at least one person for each office to be filled and present a slate of the nominees to the Executive

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Board at the March Executive Board Meeting at which time additional nominees may be made by the Executive Board. This slate must be published to the entire NB-PSTA membership at least 20 days prior to the April General Meeting and Election of New Officers. Additional persons (those not on the Nominating Committee's slate) may be included in the final slate by writing a letter via mail or email to the chair of the Nominating Committee after the publication of the Nominating Committee's slate but ten (10) days prior to the election.

- d. In order to be nominated and on the slate, a person must be a member of the NB-PSTA.
- e. Only those persons who have consented to serve if elected shall be nominated for or elected to such office.
- f. Members of the Nominating Committee may not be elected to office within the year serving on the Committee.

Section 2: Standing Committees

A current list of NB-PSTA Standing Committees and additional information about their function can be found in the Standing Committees' Policies and Procedures document.

- a. NB-PSTA Standing Committees shall be composed of a minimum of three (3) officers (Chair, Vice-Chair, Secretary/Treasurer) to be elected annually.
- b. Standing Committees will meet at least three (3) times annually to conduct the business necessary for their purpose.
- c. Each Standing Committee will send a monthly electronic status report to the PSTA Secretary forty eight (48) hours prior to Executive Board meetings for inclusion in the Board minutes. Failure to send two (2) such reports in any school year will result in a change in the Standing Committee's status from active to inactive until reports are brought up to date. This electronic report should include:
 - i. Date of meeting(s) during previous month (if any)
 - ii. Minutes from said meeting
 - iii. Budget update
 - iv. Information about any event or program the Standing Committee would want publicized in upcoming PSTA communications
 - v. Need for a representative of the Standing Committee to attend the next Executive Board Meeting in person
 - vi. Any additional information deemed necessary.
- d. Standing Committees must prepare and submit an annual budget to the PSTA Executive Board at least fourteen (14) days prior to the PSTA end-of-year allocation meeting.

Section 3: NB-PSTA Lower School Council

- a. The NB-PSTA Lower School Council (LSC) shall be a branch of the NB-PSTA Executive Board composed of NB-PSTA member parent volunteers who

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have at least one child in the NB Lower School.

- b. The Chair of the NB-PSTA Lower School Council shall be the VP of Lower School who will serve as the liaison between the LSC and the NB-PSTA Executive Board. During her/his term of office, the VP of Lower School shall have at least one child in the NB Lower School.
- c. The NB-PSTA Lower School Council shall coordinate and oversee all Lower School events and coordinate all Lower School parent volunteer support for school-wide fundraising efforts.

Section 4: Events and Programs Committee Chairpersons

- d. Committee Chairpersons will be appointed by the Executive Board based on volunteer applications received for committee openings. Committee Chairpersons are responsible for communicating, encouraging, recognizing and supporting all volunteers registered for their committee.
- e. The Committee Chairperson must maintain accurate planning records including event budgets (if applicable), document Board requests for funding assistance (if applicable) and prepare a summary of related revenues and expenses after the event concludes. All reports must be submitted to the NB-PSTA Executive Board within three (3) weeks of the close of an event or program and no later than May 1st of the current year.

Article IX: Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the NB-PSTA's bylaws.

Article X: Standing Rules

Standing Rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

Article XI: Dissolution

The NB-PSTA may be dissolved with previous notice (fourteen calendar days) and a two-thirds vote of those present at the meeting

Article XII: Amendments

These bylaws may be amended at any general NB-PSTA meeting, providing that previous notice was given in writing. Notice may be given by postal mail, e-mail, or fax and must include the text of the proposed amendments. Amendments will be approved by a two-thirds vote of those present at the next meeting, assuming a quorum.