

**VILLA VICTORIA ACADEMY**  
**BY-LAWS OF THE PARENT ORGANIZATION**

**ARTICLE I - OFFICERS**

**Section 1.** The officers shall be announced and installed at the final meeting of the school year at which time their term officially begins.

**Section 2.** The term of office shall be two years. No officer shall hold the same office for more than one two-year term unless requested by the Nominating Committee and approved by the Executive Board and the President of Villa Victoria Academy

**Section 3.** To be eligible for office, the nominee must be a member in good standing for a minimum of one full school year.

**Section 4.** The President shall preside at all meetings of The Parent Alliance and, with the Administration, coordinate the activities of the Parent Alliance to conform with the mission of the school, appoint the Chairpersons of the Standing Committees, preside at all meetings of the Executive Board, serve as ex-officio member of all Standing Committees, prepare the Calendar of Events for the year, appoint ad hoc committees when necessary and be responsible for keeping all records on file in the school office.

**Section 5.** The Vice President shall perform the duties of the President in the absence of the President; assist the President in carrying out the objectives of the Parent Alliance. The Vice President will also be responsible for promoting goodwill among the VVA community.

**Section 6.** The Secretary shall advise members of meeting dates and agendas, prepare all meeting minutes, take attendance at meetings, and conduct the official correspondence of the Parent Alliance, maintain an email database, and handle all Parent Alliance communications. The monthly meeting schedule will be published.

**Section 7.** The Treasurer shall maintain and be custodian of books of accounts of the Parent Alliance's activities, keep an itemized account of receipts and expenditures and make reports to the organization at scheduled meetings. The Treasurer's books shall be audited at the end of the school year. The Standing Committee Chairpersons are responsible for adhering to the committee's budget and will be responsible for submitting financial reports for all their respective activities in a timely manner.

**ARTICLE II – EXECUTIVE BOARD**

The Executive Board shall act as the decision-making body and steering committee for the organization to: set goals, establish and implement the Parent Alliance budget, and determine that objectives are being met.

**ARTICLE III – STANDING COMMITTEES**

Standing Committee Chairpersons will be responsible for documenting procedures of all functions of that committee which will be kept on file in the school office. Each committee will be responsible for organizing and implementing and reporting on the activities of that committee.

## **ARTICLE IV – NOMINATIONS**

**Section 1.** The President of Villa Victoria Academy shall appoint a Chairperson and a Nominating Committee from the active membership to recommend parents as officers where terms have been completed.

**Section 2.** Nominating forms will be distributed to all members.

**Section 3.** The Nominating Committee and the Administration shall meet to further recommend the nominees. The slate of officers for the new term shall then be presented to the members.

## **ARTICLE V - RESIGNATION**

If the President resigns during the term of his/her office, the Vice-President will assume the office of President. The Administration, with the advice of the Executive Board, shall appoint a replacement for the Vice-President who will complete the unexpired term of the office. The resignation of the other officers will follow the same process as the Vice-President. Partial terms shall not prevent the appointee from being chosen for the same office for a full two-year term.

## **ARTICLE VI – MEETINGS**

VVA Parent Alliance meetings are open to all parents/guardians of VVA students. Meetings shall be held at least four times during the school year. Dates of the meetings will be posted on the master calendar in August of each year. The Executive Board will meet more often as needed.

## **ARTICLE VII – DISTRIBUTION OF CONSTITUTION AND BY-LAWS**

The Constitution and By-Laws of this organization shall be posted on the website.

## **ARTICLE VIII – AMENDMENTS**

Any amendment to the Constitution and By-Laws shall be presented for study to the Executive Board prior to its presentation at the general meeting. The Constitution and By-Laws may be amended by a majority vote of members present at any regular meeting or at a special meeting called for that purpose.

Any amendment must be approved by the President of Villa Victoria Academy and the Board of Directors of Villa Victoria Academy.