

Revised April 2007

BY-LAWS – AIKEN PARENT FACULTY ORGANIZATION

ARTICLE I: NAME

The name of this Organization is the Aiken Parent Faculty Organization (PFO). It is a local unit organized under the Keystone Oaks School District Parent Faculty Organization.

ARTICLE II: BASIC OBJECT

The Object shall be cooperation between parents and faculty within our school district, to support the advancement of children's physical, intellectual, social and moral education.

ARTICLE III: BASIC POLICIES

The following are basic policies of this Organization:

- a. The Organization shall be non-commercial, non-sectarian and non-partisan.
- b. The name of the Organization or the names of any members in their capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects of the Organization.
- c. The Organization shall not participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. We shall inform members of legislative action pertaining to education.
- d. The Organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.
- e. The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.
- f. In the event of the dissolution of the Organization, its assets shall be distributed for one or more of the exempt purposes specified in section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1: Any individual who subscribes to the Objects and Basic Policies of this Organization may become a member of this Organization, subject only to compliance with the provisions of the By-Laws. Membership in this Organization shall be available without regard to race, color, creed or national origin.

Section 2: The Organization shall conduct an annual enrollment of members at the beginning of the school year; however, persons may be admitted to membership upon enrollment in the school at any time.

Section 3: A person is considered a member in good standing if their annual dues, as determined by the local Board, are paid by October 31 of the current school year, or by two months following a late enrollment.

Section 4: Only members in good standing shall be eligible to participate in business meetings or to serve in any elective or appointive position.

Section 5: The PFO calendar shall serve as proof of membership and this membership shall be valid through August.

ARTICLE V: FISCAL YEAR

The fiscal year of the Organization shall begin on July 1 and end on the following June 30th.

ARTICLE VI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these By-Laws. An agenda shall be prepared and followed, and shall be distributed to all members at the beginning of each meeting. In addition, all members of the Organization shall conduct their business with courtesy and respect for each other, as well as respect the meeting's time constraints by limiting debate of a motion to ten minutes, unless permission is given by the Organization to extend the discussion.

ARTICLE VII: COUNCIL MEMBERSHIP

Section 1: a. The Organization shall be represented in the meetings of the Keystone Oaks Coordinating Council by the officers or their alternates and the Co-Council Representative. The principal of the school shall be a member of the council.

b. Delegates to the Coordinating Council shall serve for a term of one year.

Section 2: This Organization shall pay the annual dues to the Keystone Oaks Coordinating Council by November 15th of the fiscal year.

ARTICLE VIII: OFFICERS AND THEIR ELECTION

Section 1: a. The officers of the Organization shall consist of a President, a Vice President, a Secretary and a

Treasurer. Dual officers can exist in all offices, in order to build experience within the Organization.

Dual officers shall share duties and co-exist for the betterment of the Organization. Each officer would have a vote on the executive board.

b. Officers shall be elected annually in the month of April. If there is only one candidate for each office, election may be by voice vote. If two or more people are running for the same office, election shall be by written ballot. Two members of the PFO shall count ballots in the meeting room, and the results announced at the end of the meeting. The Secretary/Co-Secretary shall be instructed by the President/Co-Presidents to cast the elective ballot. An officer shall not hold an office on the Co-Council while currently holding an office in the PFO.

c. Officers shall assume their official duties following the close of the current school year (with the exception of the Treasurer who will assume responsibility at the conclusion of the audit) and shall serve for a term of one year and until the election and installation of their successors.

d. Officers shall be members in good standing. Officers shall be the parent or legal guardian of a student currently enrolled in Aiken. It is strongly recommended that the President/Co-President shall have previously served as the chair of a committee, or have previously held the office of Vice President, Treasurer or Secretary.

e. An officer shall not be eligible to serve more than two consecutive terms in the same office.

Section 2: a. There shall be a nominating committee composed of three members, one of whom shall be selected from the executive board and two of whom shall be selected no later than the March meeting. The executive board member shall serve as chairperson.

b. The nominating committee shall nominate candidates for each office. The slate of candidates shall be published prior to the April meeting at which time additional nominations may be made from the floor and officers elected.

c. The consent of each candidate must be obtained prior to being put on the slate.

Section 3: Vacancy

a. In the event of a vacancy for the unexpired term occurring in an office of Vice President, Secretary or Treasurer, where there is not a co-officer, a nominating committee shall be selected by the remaining officers to present a candidate to be elected by the executive board.

b. In the event of a vacancy for the unexpired term occurring in the office of the President, where there is not a Co-President, the Vice President shall assume the duties of the President. In the event that the Vice President is unable to assume the duties of President, the vacancy shall be filled the same manner as in Section 3(a).

c. In the event of a vacancy for the unexpired term occurring in an office where there is a co-officer, the remaining co-officer shall assume all of the duties of that office. If deemed appropriate, the remaining Co-President could call the Vice President to assume more responsibilities and act as a Co-President.

ARTICLE IX: DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the Organization and of the Executive Board; shall prepare and distribute an agenda to be followed at every meeting; shall supervise all work of the Organization, shall appoint committees not otherwise provided; and shall have the power to

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Executive Board to vote on an emergency matter (majority approval is necessary).

Section 2: The Vice President shall act as aide to the President and shall perform the duties of the President in his/her absence.

Section 3: The Secretary shall record the minutes of all meetings of the Organization and of the Executive Board and shall conduct the correspondence of the Organization. The Secretary shall pass

around

an attendance roster to be signed at each meeting, and this roster shall be attached to the corresponding meeting minutes. In addition, the Secretary shall request and collect from each committee chair a form describing the duties of their committee by May 1st of each year.

Section 4: The Treasurer shall receive all monies of the Organization; shall keep a full and accurate account of

Receipts and expenditures; and shall make all disbursements. The Treasurer shall present a financial statement at every meeting of the Organization and the executive board; shall present a full financial statement and budget at the annual meeting in September.

a. The Treasurer can only accept for payment bills which are accompanied by a receipt or signed itemized statement. All bills not provided for in the budget can only be paid when approved by a majority vote of members at a monthly meeting or at the discretion of the officers.

b. The Treasurer's accounts shall be examined annually by an auditing committee of three

members.

The auditing committee shall be selected by the President at the final meeting of the current year

to

audit the records and sign a statement of that fact upon completion of the audit. The findings of

the

committee shall be presented at the first meeting of the following school year.

c. The budget for the coming year shall be compiled by the Budget Committee which consists of the officers and the previous year's president and treasurer.

Section 5: The officers or alternates should represent Aiken at the monthly meeting of the Keystone Oaks Coordinating Council.

ARTICLE X: EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the officers of the Organization, the committee chairmen, the School principal and one faculty representative.

Section 2: A meeting of the Executive Board shall be called by two officers of the Organization and the principal of the school when an issue cannot be postponed until the next scheduled meeting.

Section 3: Special meetings of the Executive Board may be called by the President or by a majority of the members of the board.

Section 4: All officers and committee chairs shall deliver to the Secretary by May 1st a written committee.

ARTICLE XI: STANDING AND SPECIAL COMMITTEES

Section 1: The officers shall create committees necessary for the function of the Organization for the Coming year. Each chairman shall assume his/her official duty at the close of the current school year and shall service for a minimum term of one year.

Section 2: Each committee chairman shall work with the approval of the Executive Board.

Section 3: The President shall be a member ex-officio of all committees except the nominating committee.

ARTICLE XII: MEETINGS

Section 1: Regular meetings of the Organization shall be held each month during the school year, unless Otherwise indicated by the Executive Board.

Section 2: Special meetings may be called by the Executive Board.

Section 3: A majority of those present shall constitute a quorum for the transaction of business in any meeting of this Organization.

ARTICLE XIII: AMENDMENTS

Section 1: a. These by-laws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting and that the proposed amendment shall be subject to approval of the Keystone Oaks Coordinating Council.

b. A committee shall be appointed every five years to review the existing by-laws of the Organization. Adoption of new by-laws requires a majority vote at an Organization meeting. The requirements for adoption of a revised set of by-laws shall be subject to advance written notice to all members of the Organization and approval by the Keystone Oaks Coordinating Council.

Section 2: Starred articles shall not be changed other than by action of the Keystone Oaks Coordinating Council.

RECESS POLICY

Please encourage your children to play SAFELY and respect the rights of others. Under no circumstances will toy "weapons" be permitted on the playground. Send only proper, safe, appropriate "recess" toys and games. The following is a list of Aiken School playground rules:

1. Dress for the weather. We will go outside whenever possible.
2. Come to the line as soon as the whistle blows.
3. Work out disagreements so they do not escalate into a fight.
4. Only flag football. No contact sports on the playground.
5. Pull-up bars are to be used only for that purpose, not hanging.
6. To avoid accidents, do not sit on top of bars.
7. Keep the slide moving in an orderly fashion; go up on ladder only.
8. To avoid injury, only sitting will be permitted on swings, one at a time. Do not push others.
9. Hanging bars and rings work better when everyone goes in the same direction.
10. Only soft balls on playground.
11. To prevent accidents or injuries, run in open spaces only, not near swings or bars.
12. Play only in "teacher designated" areas, not up or down the hillsides.
13. Recess is for outside play – do no enter the building without playground supervisor's permission.
14. Walk back into the building at lunch time.
15. To keep halls orderly for everyone, keep to the right. Talk quietly. Close lockers quietly. In addition to the above playground rules, the following rules are to be observed during inclement weather (indoor recess);
 1. Sit down activities and games are the only acceptable ones for indoor recess. During inclement weather the volleyball net will be set up for children who choose to play. There will be no use of pucks, balls, or any other item for throwing. A teacher or parent helper may organize an activity which is supervised.
 2. All games, lunches, tickets, etc., must be brought to the gym when you come. Students will not be permitted to return to the classroom until 12:19.

AIKEN GUIDELINES FOR PARENTS HELPING WITH PLAYGROUND DUTY:

1. When you check in at the office, ask about any special playground equipment to go out.
2. Check in with the duty teacher at the proper exit door or as soon as he/she is available on the playground.
3. Find out where the duty teacher would like you to be located and/or what you should do.
4. Have a copy of the playground rules with you (can be picked up in the office when you check in).
5. In addition to the printed rules and any special situations conveyed by the duty teacher, be alert for any actions or situations which pose a threat to the safety of the children.
6. If a student is doing something unacceptable, calmly and firmly tell him/her to do otherwise. If he/she does not comply or gives you a hard time, tell the duty teacher promptly.
7. Only in extreme situations, when it is necessary to avoid injury, should you touch a student.
8. When the teacher signals the end of recess, help to "herd" the children in while keeping an eye open for articles left outside.
9. If it is necessary to stay inside for recess, student activity will be limited to games which can be played while seated or kneeling. The volleyball net will be set up for children who choose to play. There will be no throwing or hockey/soccer type games. Here again, check in with the duty teacher to see what he/she would like you to do.
10. Only the duty teacher should give permission to go inside or to be "excused" during recess.