

BY-LAWS:
Fairbanks Road Elementary School Parents Association
Churchville-Chili Central School District.

The Fairbanks Road Elementary School Parent Association is a volunteer organization serving the forenamed school, located at 175 Fairbanks Road, Churchville NY 14428, County of Monroe, in the State of New York.

ARTICLE I – Name

The name of the association is Fairbanks Road Elementary School Parents Association (FRESPA).

ARTICLE II – Articles of Organization

The association exists as an incorporated not-for-profit association of its members. All members must adhere to the by-laws. These by-laws, as amended, comprise the articles of the organization.

ARTICLE III – Purpose

- FRESPA is committed to provide a channel of communications through which information may freely pass between home and school.
- FRESPA will support the school community in a way that will enhance the learning environment and promote school spirit through programs and activities.

ARTICLE IV – Memberships

- Membership of this association will be open to all parents and guardians of children attending Churchville Elementary School, the school principal, school staff, and all interested members of the Churchville-Chili Community.
- Voting members of FRESPA include any parent or guardian of Fairbanks Road School students, and any teacher or staff member of Fairbanks Road School.
- Each Member in attendance at the regular business meeting shall have one vote for each proposed notion at said meeting. Motions to include, but not limited to:
 - Approval of the FRESPA By-Laws and its amendments
 - Approval of proposed operating budgets
 - Distribution of funds
 - Approval of financial statement
 - Approval of planned programs for the year
- The executive board shall consist of two Co-Presidents, Secretary, Treasurer, Teacher Representation, Principal and Assistant Principal

ARTICLE V – Election of Officers

Section A Terms of Office:

1. The association officers shall consist of two co-presidents, secretary, treasurer, principal, and teacher representative(s).
2. Officers shall be elected from the parent association by the voting members.
 - Nominations for officers will be accepted during the month of May by email to the office secretary.
 - Elections will be held during the month of May by an email vote to the office secretary.
3. Current officers will complete their duties at the June meeting and transfer all documentation to the new officers at the end of the meeting.
4. The new officers will officially assume their duties on July 1st.
5. Each office will come up for re-election bi-annually. Officers shall serve their duties for a two year term. They can run for multiple terms, not to exceed youngest child finishing 4th grade.

Section B:

1. A vacancy occurring in any office shall be filled for the remainder of the term by the existing officer team.
2. All officers are required to attend the regular monthly meeting. Any officers not in attendance at two or more consecutive meetings or missing a total of three meetings throughout the year without sufficient cause shall be asked to resign.
3. Any members that resign are no longer able to be nominated for a future role as part of the officer team.

ARTICLE VI – Duties of Officers

Section A: The **co-presidents** shall:

1. Preside at all meetings of the association.
2. Prepare and present the agenda at all meetings.
3. Be allowed to allocate the necessary funds to pay for routine expenditures where time is of the essence.
4. Prepare and execute the calendar of events with the officer team to the school secretary in June.

Section B: The **secretary** shall:

1. Preside at all meetings of the association.
2. Prepare an appropriate number of copies for all FRESPA meetings
3. Record the minutes of all meetings of the association.
4. Be responsible for keeping the attendance register at all meetings of the association.

Section C: The **treasurer** shall:

1. Preside at all meetings of the association.
2. Have custody of all funds of the association, which shall be deposited in a bank account in the name of FRESPA.
3. Keep a full and accurate amount of receipts and expenditures and be prepared to report at monthly meetings.
4. Keep a file of all reports, bank statements, and records pertaining to the work of the association.
5. The financial records shall be available for review at each monthly meeting.
6. Assist in preparing a proposed annual budget to be presented at the September meeting and be available for questions by the members.
7. Make a full report at the last meeting of the school year.
8. Complete all IRS paperwork as applicable.

Section D: General duties of the Officers:

1. The officers' term of service will coincide with the fiscal year. Official duties will begin on July 1st and finish June 30th.
2. All applicable documents, fliers, event details, and communications are house in a google doc associated to the FRESPA team email.
3. All officers utilize one email associated to FRESPA team.
4. All communication, events and activities must be reviewed and approved by the officer team and applicable school staff (Principal(s), school Secretary).
5. Pick up and sort through FRESPA mail and disseminate appropriately and on a timely basis.
6. Be responsible for all correspondence from the association.
7. Assist members of all FRESPA committees
8. Attend and assist at events as needed by committee members
9. Prepare and present informational materials to students and parents

ARTICLE VII – Association Duties

Section A:

1. Meetings of the association shall be held monthly during the school year, the dates to be fixed by the board at the June meeting and are confirmed by the school secretary. The meetings will be held at the FRS Library at 6:45 pm on the dates determined.
2. To approve routine expenditures within the limits of the budget Expenditure approvals not specified in the budget that are necessary prior to the next general business meeting are permissible up to a \$200.00 maximum.
3. To plan and execute events for the organization, Committee Chairpersons, or designated Committee Representative, will be required to provide regular status to the membership throughout the duration of the activity. The activity must remain within the planned budget as provided by the officer team and active treasurer.

ARTICLE VIII – Committees

- Section A:** The association may create such committees as it may deem necessary to promote the purpose and carry on the work of the association.
- Section B:** The officer team shall consult/assist members of all FRESPA committees.
- Section C:** The committee chairperson or representatives shall be in attendance at each regular monthly meeting.
- Section D:** Committees and committee chairpersons will be selected from the association on a volunteer basis as vacancies arise.

ARTICLE IX – Dissolution

- Section A:** Approval of dissolution of the association shall require the affirmation vote of at least two-thirds of the voting members present and entitled to vote at the special meeting, a quorum being present.
- Section B:** In the event of dissolution, all the remaining assets and property of the association shall, after payment of necessary expenses, be distributed to such organization as shall qualify under section 501(c) (3).

ARTICLE X – Fiscal Year

- Section A:** The fiscal year of the association shall begin on July 1st and end the following June 30th.
- Section B:** Robert’s Rules of Order (revised) shall govern the association in all cases which are applicable and in which they are not in conflict with these by-laws.

ARTICLE XI – Amendments

- Section A:** 1. These by-laws may be amended at any regular meeting of the association by a two-thirds vote of the members present, provided that notice of the proposed amendment shall have been given at the previous meeting.
2. A committee may be appointed by the association to submit a revised set of by-laws as a substitute for the existing by-laws. These revisions would be voted on by a majority vote of the voting members of the association.
- Section B:** The by-laws shall be reviewed by a committee and/or officers on an annual basis.

Amended: March 2, 2023