

Koraes Family School Association

Bylaws

ARTICLE I - NAME

The name of this organization shall be the “Koraes Family School Association”, referred to in the following articles as KFSA.

ARTICLE II- OBJECTIVES

A. The general and specific objectives of the KFSA (Koraes Family-School Association) outline its commitment to supporting Koraes Elementary School's mission of equipping students with a strong academic foundation while fostering spiritual and moral growth. Here's a refined summary of the objectives:

General Objective:

The KFSA aims to support Koraes Elementary School in fulfilling its mission to prepare students for high levels of success. This includes partnering with families to offer spiritual and moral guidance rooted in Orthodox Christian values, focusing on instilling confidence, respect, and a sense of well-being in every child.

Specific Objectives:

To create a positive parental climate that respects and supports teachers and administration in the work they do and decisions they make for the good of each child. To cultivate positive, broad parental engagement with projects and activities that enhance student life at the school. To help specific needs of the school as presented to this organization by both the Head of School and the School Board annually.

1. Collaboration with School and Parish: work in cooperation with the school administration and parish to promote the moral, physical, mental, social, and educational development of the children.
2. Community Engagement: advocate for and promote the interests of Koraes Elementary School and the Parish among key stakeholders, including faculty students, parents, teachers, and administration.
3. Programs for Families and Children: provide well-organized programs interest to parents and children, emphasizing faith, education, and civic in collaboration with the school administration.
4. Financial Support Initiatives: Develop and implement necessary financial

support programs and projects, as approved by the KFSA Board. Guide fundraising programs are:

- Programs involving students require Head of School and School Board approval.
- Programs limited to school parents also need School Board approval.
- Programs involving the parish community require approval from both the Board and the Parish Council.

These objectives ensure that the KFSA's activities align with the school's mission and governance requirements, emphasizing holistic child development and community involvement.

ARTICLE III - AUTHORITY The KFSA organization is under the governance of the Koraes Elementary School Board (per Parish Bylaws). All Koraes Family School Association operations and activities will be under School Board jurisdiction.

The Koraes School Board must approve the KFSA budget when presented to them by -----

ARTICLE IV - MEMBERSHIP Each current parent and/or guardian of a student attending Koraes Elementary School holds membership in the KFSA.

ARTICLE V - EXECUTIVE COMMITTEE

A. The Executive Committee of KFSA shall be: President, Vice-President, Secretary, and Treasurer.

B. Officers shall be elected for one one-year term. No individual may serve more than two consecutive terms in the same office.

C. Nomination for officers shall be made at an open election meeting to be held by June 8th annually. An open invitation shall be issued to all parents soliciting their interest in serving as an Executive Committee member and noting the date and time of the nominations by the end of May annually.

To be eligible for an Executive Committee position you must be:

- 1) a current parent/guardian
- 2) in good standing with your Orthodox parish (letter will be required)
- 3) in good standing with Koraes Elementary School,

4) and available to chair and execute the Junior Olympics Weekend, Memorial Day weekend, and ensure the set up and staffing of the foodline at the SSCH Parish Greek Fest in August. Specific dates to be determined annually.

The consent of all nominees must have been obtained prior to the election, verbally at the nomination meeting. Nominees not present may consent to their nomination via email within 24 hours of the nomination meeting. Election of officers shall be coordinated by the School Board and shall be completed by electronic mail. Voting will be open for 5 days. All parents/guardians of an existing student are eligible to vote for executive positions. Winners will be notified via email and will be required to accept their position in writing by responding to notification email within 24 hours.

If all four executive committee member positions are not filled, the KFSA will be suspended until new nominations and elections can be held in October of the start of the following school year. If at the October meeting an Executive Committee is not decided upon, the KFSA will cease operations until the next election cycle in May of the following calendar year. Installation of officers elected in the spring will take place on the first day of the next academic school year at the School Board Welcome Breakfast. In the event of an October election, installation of officers elected will be held immediately after the election. The election is to be decided by simple majority vote.

D. Executive Committee members are responsible for securing chairs for the KFSA events, a list of which is included as an addendum to these by-laws. Events are at the jurisdiction of the Administration, School Board and Parish.

E. The Head of School and the Parish Priest shall be ex-officio members of the Executive Committee. A KFSA Executive Committee member cannot concurrently serve on the School Board.

ARTICLE VI - DUTY OF OFFICERS

A. The President shall preside at all meetings of the KFSA and of the KFSA Executive Committee. He/she shall perform all duties pertaining to the office: appoint event chairs, serve as an ex officio member of all event committees, and receive notices of all event committee meetings. In his/her capacity as President, this officer will be responsible for chairing the Junior Olympics and finding a co-chair for the event. The President shall attend monthly open School Board meetings to give a KFSA report of activities and events and shall serve as liaison between KFSA and the KES School Board.

B. The Vice-President shall perform the duties of the President in his/her absence, assume the duties of President if the office of President becomes vacant, and be

responsible for chairing and securing a co-chair for the Parish's Annual Greek Fest (food line manager) and also perform such other duties as the President or Executive Committee shall designate.

C. The Secretary shall keep written records of all KFSA activities (including collecting KFSA Committee reports, etc.), shall handle correspondence, maintain all records of the KFSA, maintain term records of all officers and Board members and perform such other duties as the President or Executive Committee shall designate. The Secretary will be required to volunteer at the Junior Olympics weekend (at least one of the prep days and one of the event days).

D. The Treasurer shall receive all funds of the KFSA, shall keep an accurate record of receipts and expenditures, and is responsible for following the deposit and payment process as established by the Parish Council. The KFSA account management falls under the jurisdiction of the Parish Council Treasurer. In conjunction with the Parish Council Treasurer, the KFSA Treasurer shall present monthly, quarterly financial reports and an annual statement, and other interim reports as requested by the Parish Council President or School Board. The Treasurer will be required to volunteer at the Junior Olympics weekend (at least one of the prep days and one of the event days).

E. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the School Board for the unexpired portion of the term.

ARTICLE VII - POLICIES

A. The KFSA understands it has no authority to manage, direct or control any administrative activities or policies of the School Board.

B. Expenditures in support of existing KFSA Committee activities that exceed the budget must be approved by the Executive Committee, in consultation with the Head of School and School Board.

C. At the end of the school year, the balance of all funds will be distributed for school projects based on the majority vote of the School Board and with the approval of the Head of School. With approval of the Head of School, sufficient funds may be retained by KFSA for summer and fall start-up activities.

D. KFSA may handle funds for particular classes or grade levels at the discretion of the School Board and Head of School. Per Parish Council policy, the Parish Council treasurer is a signatory to KFSA accounts. The KFSA will utilize existing Koraes Elementary School bank accounts, point of sales, and other pertinent financial systems as approved by the Parish Council Treasurer and will not independently obtain or manage these accounts.

ARTICLE VIII - MEETINGS, PROCEDURES & VOTING RIGHTS

A. There shall be a minimum of 10 annual meetings, the first of which shall be held in conjunction with the September KES School Board Meeting. Meeting date(s) shall be established by the Executive Committee in consultation with the Head of School, rotating between morning and evening.

B. Special meetings may be called at the discretion of the Executive Committee, Head of School and School Board.

C. Each member is entitled to one vote for all matters coming before the Executive Committee, even if a member holds a position on the Executive Committee and/or School Board, with the exception of the KFSA President whose vote is only applicable in the event of a tie (see below). Each member is bound by any action which has received the required simple majority vote for adoption. If a particular proposal receives a tie vote, then such proposal will be determined by the vote of the President of the KFSA.

D. There shall be no vote by proxy.

E. In person voting is the established norm for KFSA and electronic voting at the discretion of the Executive Committee in consultation with the Head of School. Only the KFSA President can initiate an electronic vote. Electronic votes will be tallied, by designated persons and results will be reported to the entire school within 2 business days of confirmed results.

ARTICLE IX - CHAIRS and COMMITTEES

A. The School Board in conjunction with the Head of School and KFSA President, shall outline all necessary committees and dates for KFSA events by June of the ending school year for the following school year.

B. Each event shall be chaired by 1-2 individuals, and 1-3 other members who in conjunction with the event chairs act as the events organizing committee. All events and committee requirements will be made available at the nomination meeting at the end of the school year. The listing shall include a description of the Committee's work. Events will be open to volunteers to chair beginning with the September KFSA meeting. Events with no committee or chairs two months prior to the event will be cancelled.

C. Committee Chairs shall be confirmed two months prior to the event and volunteer sign up will be emailed to all parents for all events by mid-September. Committee chairs will continue as such until the start of the following school year.

ARTICLE X - AMENDMENTS

Amendments to the Bylaws shall be proposed to the School Board at least two weeks prior by the KFSA President. The text of proposed Amendments may be presented to the School Board by email. The School Board has final authority to approve or deny changes to these bylaws. Any Bylaw changes will apply the following school year.

ARTICLE XI - EVENTS

Events hosted by the KFSA include but are not limited to Fall Fest, Book Fairs, Thanksgiving Feast, Santa's Workshop, Santa's Brunch, Pizza Lunches for Classroom Party Days, Vasilopita Cutting, Winter Event, Tsiknopempti, Clean Monday Dinner, Lenten Breakfast, Field Day hot lunch, Junior Olympics (concession stand operation and staffing), and the SSCH Parish Festival (food line management and staffing), the two largest events of the year, are required for the KFSA to volunteer at.

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