

ARTICLE I: NAME

The Board of Trustees of The Overlake School, a Washington non-profit corporation, has invited the parents and guardians of its students and the members of the School's faculty and staff to provide volunteer services to the School by participating in the Parent Faculty Staff Alliance (the "PFSA"). The PFSA is not an independent or autonomous association, but for all purposes, shall be deemed part of the School corporate entity. The acts of the PFSA shall be deemed the acts of its volunteers on behalf of the School, shall be subject to the ultimate authority of the Head of School, and any funds raised by the PFSA shall be deemed the funds of the School and shall be deposited in one or more of the School's bank accounts.

ARTICLE II: PURPOSES

The purposes of the PFSA are:

1. To facilitate communication among parents and guardians of the students, the Administration, the Faculty, the Staff and the Board of Trustees of The Overlake School.
2. To provide supplemental funds for the school through various fundraising activities.
3. To facilitate the establishment and maintenance of an effective learning environment for Overlake students and to support the school and its programs.

ARTICLE III: MEMBERSHIP

All parents and guardians of students, faculty and staff of The Overlake School will be voting members of the PFSA.

ARTICLE IV: MEMBERSHIP MEETINGS

Membership meetings of the PFSA shall be held a minimum of, but are not limited to, three times per school year, to present the budget, to adopt the budget, to present the slate of Executive Committee officers, and to approve the Executive Committee officers.

Membership meetings can be rescheduled at the discretion of a majority of the Executive Committee or the Head of School. Notice of any changes to the regular meeting schedule will be given to the membership at least five days in advance of the date of the meeting, or within reason if inclement weather is an issue.

ARTICLE V: EXECUTIVE COMMITTEE

SECTION 1: Executive Committee

The Executive Committee of the PFSA are: the President, the First Vice-President, the two Second Vice-Presidents, the Vice President of Diversity, Equity, and Inclusion, the Vice President of PFSA Communications, the Secretary and the Treasurer. Any member of the PFSA as defined in Article III may serve in any of these capacities.

SECTION 2: Terms of Office

The annual election of the Executive Committee will be held during the May meeting. The term of office for all PFSA Executive Committee members will be one year; however, they may be reelected for one additional term in the same position.

SECTION 3: Duties of the Executive Committee

The President presides at all meetings of the PFSA and of the Executive Committee of the PFSA, is an ex officio member of all committees, performs other duties pertaining to office and is a nonvoting member of The Overlake School Board of Trustees.

The First Vice President presides at meetings in the absence of the President, is an ex officio member of all committees and performs all other duties as may be assigned by the President. The First Vice President will become the President of the PFSA at the end of the current President's term.

The Second Vice President(s) serve(s) as Grade Level Representative Coordinator(s) and perform(s) other duties that may be assigned by the President. There may be two Second Vice Presidents serving overlapping terms at one time.

The Secretary will keep a record of the proceedings of all meetings of the PFSA membership, will provide the President with a list of unfinished business, will attend to all correspondence of the PFSA, and will distribute copies of the previous membership meeting minutes to members prior to each meeting.

The Treasurer will maintain an accounting of all funds of the PFSA and will authorize disbursements of funds.

The Vice President of Diversity, Equity and Inclusion will ensure that all parents and guardians feel welcome and included and that the school's DEI goals are supported through the PFSA organization.

The Vice President of PFSA Communications will coordinate PFSA communications within the Overlake parent and guardian community. Preside as managing editor for an accurate, concise, informative, and fun monthly PFSA newsletter to the parent and guardian community. In conjunction with the school, maintain and update a year-long communications plan for the PFSA.

ARTICLE VI: COMMITTEES

SECTION 1: Standing Committees

The Executive Committee will consist of the President, the First Vice President, the Second Vice President(s), the Vice President of Diversity, Equity, and Inclusion, the Vice President of PFSA Communications, the Secretary, and the Treasurer. The Executive Committee will conduct any business of the PFSA that must be accomplished in the intervals between monthly membership meetings of the PFSA and will report at the next monthly membership meeting of any such business conducted between membership meetings. The Executive Committee is subject to the ultimate authority of the Head of the School.

The Allocations Committee will consist of the Allocations Chairperson as appointed by the President, five other members from the general membership, one of whom must be a faculty or staff member, and the Head of School as an ex officio member. The committee will meet as deemed appropriate by the Chairperson to review requests for funds from an allocation set aside by the PFSA, and select those it will recommend for approval, subject to school policy.

Parents, faculty, staff and students are eligible to request funds. At monthly membership meetings, the Allocations Committee will present any recommendations based on recent requests for approval.

The Nominating Committee will be chaired by the First Vice-President. This committee will generally consist of five additional members selected by the First Vice-President, one of whom will be the Director of Development. Members should represent the widest possible range of grade levels. Other members of the Executive Committee may not serve on this committee but may provide input to committee members upon request. The Nominating Committee will meet a minimum of one time during the second semester of the school year to nominate Executive Committee members. The slate will be presented at the PFSA membership meeting in April and elections will be held at the May membership meeting. The Nominating Committee may also meet as needed throughout the year to fill positions that are or become vacant.

SECTION 2: Other Committees

Other Committees may include: Faculty/Staff Appreciation, ParentNet, Auction, OFTA, OAC, and Historian. The Executive Committee may establish new committees for fundraising or other projects as deemed necessary or desirable to carry out the activities of the PFSA.

ARTICLE VII: QUORUM

A quorum shall consist of two members of the Executive Committee and eight other general members. Provided that a quorum was present at the beginning of the meeting, a majority of the votes cast by the members present and voting will be accepted as the decision of the PFSA membership.

ARTICLE VIII: BUDGET

SECTION 1: Budget

Expenses of the PFSA shall be funded by an annual allocation from The Overlake School's operating budget. The Head of School shall determine the amount of funding annually. The PFSA shall have the authority to budget the allocated funds.

Using a zero-based budgeting process, the Executive Committee will create and present the preliminary budget for the following fiscal year for discussion at the May membership meeting and for approval at the September membership meeting.

SECTION 2: Contingency Funds

Any request for funds that cannot be met by the Allocations committee but are deemed appropriate by the Executive Committee may be funded from available PFSA contingency funds. All requests for a dollar amount up to five percent of total contingency funds may be approved by the Executive Committee. Any requests for a dollar amount over five percent of

contingency funds must be approved at a monthly membership meeting. Parents, faculty, staff and students are eligible to request funds.

SECTION 3: Reimbursement Requests

All reimbursement requests for PFSA funds must be submitted to the PFSA treasurer by June 30th for expenses incurred during the preceding school year.

ARTICLE IX: VACANCIES

In the event of a vacancy in the Executive Committee other than that of the President, the Nominating Committee will convene and will appoint a member of the PFSA to fill the vacancy until the next regular election.

ARTICLE X: POLICIES AND PROCEDURES CHANGES

These policies and procedures shall be subject to modification by the Executive Committee or the Head of School from time to time. The membership must receive at least 14 days prior notice of the proposed amendments. Changes will be adopted after an affirmative vote of the membership as set forth in Article VII.

ARTICLE XI: RULES OF ORDER

The Rules contained in the most recent of Robert's Rules of Order, Revised, will govern all monthly membership meetings and meetings of the Executive Committee of the PFSA. For the purpose of additional clarity, meeting minutes may be enhanced to reflect information shared at these meetings.

Signed by the President of the PFSA: Anne Marie Brandes, July 2019