



Article 1 Name

The name of this Association shall be St. Mary's International School Parent / Faculty Advisory Group, hereinafter referred to as the PARENT / FACULTY ADVISORY GROUP or PFA.

Article 2 Purpose

- a) To facilitate communication between the St. Mary's community and the school.
- b) To be attentive to concerns of the St. Mary's community so these concerns can be addressed effectively.
- c) To maintain a current inventory of the strengths and weaknesses of the school by periodically surveying St. Mary's parents. This may be done in conjunction with reviews conducted by the school for CIS/WASC.
- d) To facilitate cooperative action between the school and the St. Mary's community.

Article 3 Function

The Parent/Faculty Advisory group shall be exclusively educational in character; it shall not have authority to issue or purchase stock; it shall not be conducted or operated for profit and no part of any earnings of the group shall inure benefit to any member or individual.

Article 4 Membership

Section A: Definition

- a) The PFA will consist of parents of current St. Mary's students ideally representative of elementary, middle and high schools, teacher representatives, and one or two administrators. PFA members are to be those interested in both maintaining open communication channels within the school community, and actively contributing to the improvement of the school. In addition to the previously-mentioned "teacher representatives" (also referred to as "faculty representatives" in Article 5, Section D) who shall be appointed by the Headmaster, any faculty members wishing to join the meeting are welcome to do so in furtherance of the goal of facilitating communications between parents and faculty members.
- b) The PFA is not a School Board and has no legal basis. It is not above the school and supports the school in an advisory capacity only.

Section B: Termination of Membership

- a) Failure to abide by the provisions of the present constitution.
- b) When the member's son is no longer enrolled at St. Mary's.

Article 5 Officers and Their Duties

Section A Officers of the PFA shall be President, Vice-President and Secretary.

Section B Officers of the PFA shall also be parent members of the PFA.

Section C Term of office for the officers shall be two years. No officer shall serve in the same capacity for more than two consecutive years, unless circumstances warrant and as voted upon at a regular meeting of the PFA.

Section D Faculty representatives shall be appointed by the Headmaster.



ST. MARY'S INTERNATIONAL SCHOOL

PARENT / FACULTY ADVISORY GROUP

CONSTITUTION

October 2012

Section E: Duties of Officers

President

- Sets agenda for PFA meetings
- Helps to manage PFA e-mail distribution list
- Responds to e-mail replies and inquiries from PFA e-mail address
- Facilitates PFA meetings
- Reviews and revises PFA meeting minutes in conjunction with other PFA officers and PFA Administration representatives
- Helps to promote and facilitate lines of communication within the school
- Helps maintain the 'PFA Frequently Asked Questions' section of St. Mary's website.

Vice-President

- Assumes all duties of the President in his/her absence
- Assists President to set agenda for PFA meetings
- Reviews and revises PFA meeting minutes in conjunction with other PFA officers and PFA Administration representatives
- Writes and submits PFA announcements for St. Mary's quarterly newsletter and annual directory
- Helps maintain the 'PFA Frequently Asked Questions' section of St. Mary's website.

Secretary

- Assists President to set agenda for PFA meetings
- Records minutes of all PFA meetings; prepares initial draft for review and revision by PFA officers
- Reviews and revises PFA meeting minutes in conjunction with other PFA officers and PFA Administration representatives
- Manages attendee sign-in list at all PFA meetings
- Helps maintain the 'PFA Frequently Asked Questions' section of St. Mary's website.

Section F: Election of Officers

- a) A vacancy in the office of President occurring during the President's term of office shall be filled by the Vice-President for the unexpired term.
- b) Other vacancies to be filled by nomination, review by the existing group members and subsequent election by a vote at a regular meeting of the PFA. The group will ensure that a cross-section throughout elementary, middle and high schools is maintained.
- c) Ideally, officer nominees should have previous PFA participation experience.

Article 6 Amendments

These Articles and all amendments thereto shall be introduced, discussed and voted upon at a regular meeting of the Parent/Faculty Advisory Group.