

Fox Chapel Area District Forum Bylaws
Effective: 1/1/19

ARTICLE 1 - Name

The name of the organization shall be the Fox Chapel Area District Forum (“District Forum”).

ARTICLE 2 - Statement of Purpose and Mission

District Forum is a volunteer organization whose purpose and mission shall be to provide support, enrich and engage the Fox Chapel Area School District community (“FCASD”) about educational programs and relevant school district topics. District Forum shall be non-commercial, non-sectarian and non-partisan. The purpose is to promote communication among the parents, administrators, school board members, teachers, students and community members; promote quality education in the schools of the FCASD community; and provide a channel for the flow of information among the parents, administrators, school board members, students, teachers and community members.

This purpose will be met by sponsoring several District Forum Public Events each school year. District Forum intends, through communication among the diverse District Forum Representatives detailed within these bylaws, to identify the topics of interest for these District Forum Public Events.

District Forum intends to operate as an unincorporated nonprofit association (UNA). An unincorporated nonprofit association is established when two or more people join together by mutual consent to fulfill a common nonprofit purpose. The mission and purpose of District Forum, as stated above, is nonprofit and comprised of volunteers from within the FCASD community. District Forum, as a UNA, is considered a separate legal entity from the District Forum Executive Board Officers and Forum Representatives for any tax or debt purposes. District Forum reserves the right to revisit its operation as a UNA.

ARTICLE 3 - General Public and District Forum Representatives.

3.1. GENERAL PUBLIC. The general public is eligible to attend and participate in the District Forum Public Events.

3.2. DISTRICT FORUM REPRESENTATIVES. The following are Forum Representatives that make up District Forum and each Forum Representative has voting privileges limited to one (1) vote per representative.

FCASD School Board Director Representative. The FCASD School Board of Directors shall have one (1) current school board director serve as a representative in attendance at Forum Representative meetings and District Forum Public Events. This does not require the same School Board Director Representative, and may be an assigned or rotating school board director.

FCASD Administration Representative. The FCASD Administration shall have one (1) current administrator (or their designee) serve as a representative in attendance at Forum Representative meetings and all District Forum Public Events. This does not require the same Administration Representative, and may be an assigned or rotating administrator (or designee).

School Representatives. Each FCASD school building (O'Hara Elementary, Hartwood Elementary, Fairview Elementary, Kerr Elementary, Dorseyville Middle School and Fox Chapel Area High School) will have a minimum of one (1) and a maximum of three (3) School Representatives. Any parent or guardian of a child who currently attends an above-referenced school is eligible to serve as a School Representative. The District Forum Executive Board will actively recruit and appoint individuals to serve a two (2) year term as a School Representative. The School Representative shall commit to attending the District Forum Representative Meetings, attending their designated school PTO meetings, and all District Forum Public Events. Should a School Representative be unable to fulfill the two year commitment, the District Forum Executive Board shall seek a replacement within a reasonable time frame.

Community Representative. In keeping with the purpose and mission to involve diverse members within our community, the District Forum Executive Board shall actively recruit and appoint a minimum of one (1) and a maximum of

three (3) Community Representatives. A Community Representative may be an individual from the following groups, including but not limited to: any resident of FCASD, a parent or guardian of a student who is attending or has attended a private/parochial school within the FCASD area, a member of the Fox Chapel Educators Association (FCEA), and/or a past officer of the District Forum Executive Board. A Community Representative shall commit to serving a two (2) year term and attending all of the meetings and District Forum Public Events. Should a Community Representative be unable to fulfill the two year commitment, the District Forum Executive Board shall seek a replacement within a reasonable time frame.

ARTICLE 4 – Governing Powers

Section 4.1. The affairs of District Forum shall be governed by an Executive Board of Officers (the Executive Board). The District Forum Executive Board shall have a minimum of three (3) and maximum of five (5) officers.

Section 4.2. The Executive Board shall have those powers and duties necessary or appropriate for the administration of the affairs of District Forum. The Executive Board shall act consistent with the purposes of the organization, taking into consideration the best interests of community and the FCASD.

Section 4.3. Except where these bylaws state otherwise, all District Forum action shall require a majority vote of the Executive Board and Forum Representatives present at a meeting.

ARTICLE 5 – District Forum Executive Board of Officers

Section 5. 1. The officers of the District Forum Executive Board shall be the President, Vice President, and Secretary. To qualify for an officer position, the candidate must be serving and/or have served as a School Representative or Community Representative, as referenced in ARTICLE 3.2.

Section 5.11. President. The President shall preside at all meetings of the District Forum and shall have the general powers and duties vested in the office of President, including the power to appoint committees from time to time as he/she in their discretion may deem appropriate to assist in the conduct of the affairs of the District Forum. The President may make and submit to the District Forum Executive Board recommendations he/she thinks proper.

Section 5.12. Vice President. In the absence or disability of the President, the Vice President shall perform the duties and exercise the powers of the President. Upon the death, resignation, or removal of the President, the Vice- President shall assume the office of President and complete the unexpired term of the departed President.

Section 5.13. Secretary. The Secretary shall keep the minutes of all District Forum Representative meetings, issue all notices required, and, with the President, create and share the meeting agenda at each meeting. He/She shall have custody of the meeting notes and agendas. In the absence or disability of both the President and Vice President, the Secretary shall perform the duties and exercise the powers of the President. District Forum meeting minutes shall be available to anyone in the General Public.

ARTICLE 6 – Meetings of the District Forum Representatives

Section 6.1. Meetings. District Forum shall conduct at least four (4) District Forum Representative meetings a calendar year where the Forum Representatives, as referenced in ARTICLE 3.2, will meet to discuss FCASD related topics and/or plan for the District Forum Public Events. Notice of all Meetings shall be given to all Forum Representatives, as referenced in ARTICLE 3.2, at least seven (7) days prior to the date of the meeting by electronic means.

Section 6.2. Special Meetings. A Special Meeting of District Forum may be called by any two or more District Forum Executive Board officers for any purpose deemed necessary. No Special Meeting may be held without at least three (3) days notice to the Forum Representatives, as referenced in ARTICLE 3.2, of the time, place, and purpose of the Special Meeting. No business, other than that for which notice was given, may be conducted at a Special Meeting.

Section 6.3. Executive Sessions. Executive Sessions, consisting of only District Forum Executive Board Officers, may be held at any time.

Section 6.4. Conduct of the District Forum Representative Meetings.

Robert's Rules of Order Newly Revised shall served as District Forum's parliamentary authority except when in conflict with these bylaws.

Section 6.41. The President shall set the Agenda for each District Forum Representative Meeting which shall be made available to all Forum Representatives, as referenced in ARTICLE 3.2, at least three (3) days before the meeting. Any Forum Representative may submit as an Agenda item any matter of which she/he has become aware that concerns District Forum or should be considered for discussion by District Forum.

Section 6.42. The President, or in her/his absence another District Forum Executive Board officer as set forth in these bylaws, shall Chair all District Forum Representative meetings.

Section 6.43. Any Forum Representative, as referenced in ARTICLE 3.2, wishing to be heard on a matter shall be given an opportunity to speak. The Chair has authority to limit or end debate or discussion and all Forum Representatives should respect the Chair's authority to do so.

Section 6.5. Attendance by Electronic Communication. Any District Forum Executive Board Officer or Forum Representative, as referenced in ARTICLE 3.2,

may attend and participate by telephone or electronic technology in any District Forum Representative Meeting.

ARTICLE 7 - Election of District Forum Executive Board Officers

Section 7.1. The Officers of the District Forum Executive Board, as referenced in ARTICLE 5, shall be elected annually at a designated Meeting of the District Forum Representatives.

Section 7.2. The election of Officers of the District Forum Executive Board shall occur only after notice and a call for nominations to the Forum Representatives. Notice and the call for nominations may be given either at a Meeting or by electronic communication. Notice shall be given at least seven (7) days prior to the election.

Section 7.3. All nominations shall be made to the Secretary after the call for nominations. A self-nomination shall be acceptable. The only qualification for nomination for a District Forum Executive Board Officer is that the individual is serving and/or has served as a School Representative or Community Representative, as referenced in ARTICLE 3.2. After verification by the President of each candidate's willingness to serve, the Secretary shall publish the slate of candidates to the Forum Representatives at least seven (7) days before the election along with notice of the time and place of the election. Publication by electronic communication is sufficient.

Section 7.4. Election may be by voice vote or secret ballot as determined by the President. Each Forum Representative in attendance may cast one vote for each District Forum Executive Board Officer position. For each position, the winner shall be the nominee having the highest vote count. If there are less than two (2) nominees for any office, the President may seek to cast a unanimous vote.

Section 7.15. If for any office there is no nominee, the District Forum Executive Board may appoint an individual who is serving and/or has served as a School Representative or Community Representative, as referenced in ARTICLE 3.2, to fill the vacancy.

Section 7.16. Term of Office. The term of each office shall be two (2) years. Each term shall begin the first day of the month following the election and shall end on the last day of the twenty-fourth month thereafter.

Section 7.17. Vacancy. If a vacancy on the District Forum Executive Board occurs for any reason other than expiration of the term of office, the District Forum Executive Board may appoint any individual who is serving and/or has served a School Representative or Community Representative, as referenced in ARTICLE 3.2, to fill the unexpired term of office.

ARTICLE 8 – General Provisions

Section 8.1. Committees. The District Forum Executive Board may from time to time create standing or temporary committees as it deems necessary or convenient to conduct the affairs of District Forum. Any committee shall have only the powers granted it by the District Forum Executive Board.

Section 8.2. Public Office and the District Forum Executive Board. A member of the District Forum Executive Board is not permitted to hold the public office position of FCASD School Board Director and serve as an officer on the District Forum Executive Board. Should a District Forum Executive Board officer seek to run for the public office of FCASD School Board of Directors, the Executive Board officer shall resign upon the candidacy filing date.

Section 8.3. Limits on Liability. District Forum Public Events will occur on FCASD property, at a time, date and location that has been agreed upon between the District Forum Executive Board and FCASD Administration, and District Forum Representatives and Executive Board shall not be personally liable for any liabilities or obligations that would result from a District Forum Public Event. District Forum is subject to the policies of the FCASD and will complete any necessary requests for facility usage, in coordination with the School Board and/or Administration, as referenced specifically in Policy 915, Section 3 (1).

Section 8.4. Operating Funds. Dues are not required and it is not contemplated within the bylaws that District Forum has a need for operating funds.

Section 8.5. Number and Gender. Any term used in the singular or plural or in the masculine, feminine or gender neutral form shall be singular or plural, or

masculine, feminine or gender neutral, as a proper reading of these Bylaws may require.

Section 8.7. Amendments. These Bylaws may be amended at a Meeting called for that purpose provided that electronic notice of any proposed amendment was given to the Forum Representatives, referenced in ARTICLE 3.2, at least seven (7) days prior to the meeting. All amendments shall require the affirmative vote of the majority of the Forum Representatives by electronic means or at a Meeting.

Voted upon and accepted: _____ (Date)

Copy sent to FCASD Solicitor : _____ (Date)

Signed:

President: _____ (Printed Name)

_____ (Signed)

Secretary: _____ (Printed Name)

_____ (Signed)