

**BY-LAWS
OF
WISCONSIN INTERNATIONAL SCHOOL
PARENT ASSOCIATION**

**ARTICLE I
Name**

The name of this organization shall be the Wisconsin International School - Parent Association (WIS PA).

**ARTICLE II
Purpose**

The purpose of this organization shall be to assist and promote education at the Wisconsin International School (WIS), a school located at 405 Grant Street, De Pere Wisconsin. WIS is an independent school, pre-kindergarten through eight grade. The mission of the WIS PA is to promote and support the goals and vision of the Wisconsin International School. The P.A. family will provide parents the opportunity to support each other and teachers in an informed, amiable and receptive setting. Our success, as a Parent Association, will be founded on a culture of convivial cooperation and broad based parent participation.

**ARTICLE III
Policies**

This organization shall not promote, endorse or engage in any commercial, religious, or political enterprise or campaign. The name of the organization, or the names of any of its officers in the official capacity, shall not be used for any purpose except in connection with the regular work of the organization. This organization shall make recommendations on activities and policies for the school. No member shall benefit financially from activities for the organization. All monies and materials generated by the PA, through fundraising, donations and, or gifts shall be the property of the Wisconsin International School.

**ARTICLE IV
Membership**

All parents or guardians of children attending the Wisconsin International School shall be members of the Parent Association. Persons other than parents or guardians, such as mentoring friends or relatives, may be accepted as members of the organization upon approval by the WIS PA Board. Only members shall be allowed to hold office in the WIS PA organization.

ARTICLE V

Officers

Section 1. The officers of the organization shall be the President, Vice-President, Secretary, and Treasurer, and shall be elected at the annual meeting, or an acceptable proposed alternative, except the President whose office shall be assumed by the Vice-President of the previous year. All said officer positions may have co-officers, where two members (no more than two) shall hold the same position. Officers shall be eligible for election to the same office no more than two consecutive terms. The term lengths of the officers are as follows: President one year, Vice-President one year, Secretary two years and Treasurer two years. In the event that the elected Vice-President shall be unable to assume the office of President, the President shall be elected at the annual meeting along with the other officers. A vacancy occurring in any office shall be filled by majority vote of members of the WIS PA board at the next meeting.

Section 2. Nominations for officers shall be made by any and all parents of children attending the Wisconsin International School. Nominations shall be petitioned and collected in the spring and voted upon at the annual meeting in May. Only those who consent to serve shall be eligible for candidacy and elections.

Section 3. The President shall preside at all meetings of the organization, shall be an ex-officio member of all committees, shall appoint special committees, and shall perform all other duties usually pertaining to the office. The President shall be contacted before any information is printed in the school newsletter pertaining to WIS PA business. The President serves as the organization's spokesperson.

Section 4. The Vice-President shall act as an aide to the President, shall perform the duties of the President in the absence of that officer, and shall assume the Presidency in the event that position becomes vacant.

Section 5. The Secretary shall keep an accurate record of the meetings of the organization and meetings of the executive committee and shall perform such duties as may be delegated to him or her.

Section 6. The Treasurer shall receive all monies of the organization, and shall keep an accurate record of all receipts and expenditures, and shall disburse the funds only in such a manner as authorized by the President. The Treasurer shall also assist the Head of School and the School Board Treasurer preparing the PA's financial records for annual audit.

ARTICLE VI Executive Committee

The Executive Committee shall consist of the four officer positions. The Executive Committee shall make decisions between board meetings insuring the purpose and policy of the organization is followed.

ARTICLE VII Committees

There shall be such committees created by the PA Board as may be required to promote the purpose of the organization. The President shall appoint the chairperson of each committee. These chairpersons shall serve for one year or until her/his successor is appointed. The chairperson of each committee shall keep the PA Board advised of the work of its committee, and no project of a committee shall be undertaken without first obtaining the approval of the PA Board.

ARTICLE VIII Meetings

Section 1. The annual meeting of the organization shall be held on the second Tuesday of May each year. Annual reports shall be received and officers installed at the last meeting of the school year or with a vote of members at large through ballot.

Section 2. Meetings of the PA Board shall generally be held on the second Tuesday of each month during the school year. The President may call special meetings. All meetings of the PA Board shall be open to any member of the organization. A quorum shall consist of 50 per cent of board members in attendance.

Section 3. The privilege to hold office, introduce motions, debate and vote shall be open to all PA members.

Section 4. Robert's Rules of Order shall govern all meetings in so far as they are applicable.

ARTICLE IX Fiscal Year

The Fiscal year of the organization shall be July 1st to June 30th.

ARTICLE X
Amendments

These by-laws may be amended at any meeting of the organization by two thirds vote of the members present and voting, providing either (a) that the proposed amendment has been submitted to the organization at the previous meeting; or (b) that there has been sent to each member of the organization at least one month previous to the meeting of the organization at which the amendment is voted upon a copy of the proposed amendment or fair statement of the nature of the proposed amendment.