



Parent Association of Lincoln School, Inc
BYLAWS

MISSION STATEMENT

The purpose of this organization is to support, nurture and enhance the educational process that occurs at Lincoln Elementary School.

OBJECTIVES

The Parent Association of Lincoln School, Inc acts as a sounding board in offering thoughts, opinions and ideas about school to the administration, teachers, parents and community through meetings, informational flyers, and school and community activities. It also financially supports the school by raising funds and providing resources to enrich the educational environment.

The structure of the association will be based upon the bylaws.

ARTICLE I - NAME

The name of the association shall be known as the Parent Association of Lincoln School, Inc.

ARTICLE II - MEMBERSHIP

Section 1 - Definition of Membership. Members consist of parents or legal guardians of child(ren), who are currently attending Lincoln School (exceptions granted by the association).

Section 2 - Voting Privileges. One parent or legal guardian from each family is able to cast one vote for the motion on the floor.

Section 3 - Termination of Membership. The board reserves the right to call a vote of the general membership to resolve any conflict of interest with the group's mission statement or improper member action. The members of the Parent Association of Lincoln School, Inc may suspend or expel a member by a majority vote of those present at any regularly scheduled meeting.

ARTICLE III - OFFICERS

Section 1 - Elections and Terms. The officers will be elected by the association and will hold a term of office for a two year period with a two term (4 year) limit for each position. Elections will be alternating years for President/Secretary and Vice President/Treasurer to ensure continuity. Elections shall be held in the spring of each year to provide for a transition period for new officers. New officers' terms begin at the close of the May meeting and old officers' terms end with completion of duties.

Section 2 - Offices. The officers shall be President, Vice President, Secretary, Treasurer, Volunteer Coordinator, and Public Relations Coordinator.

Duties of the officers.

The President:

- Serve as leader of the organization
- Preside over meeting of the organization
- Prepare agendas for each meeting
- Potentially co-sign all checks, withdrawals and deposits with another officer listed on the bank signature card
- Review bank statements monthly
- Meet with Principal and officers once a month
- Check Parent Association of Lincoln School, Inc mailbox a couple of times a week

The Vice President:

- Assume the duties of the President in his/her absence
- Coordinate, schedule and explore fundraising activities with event chairs.
- Potentially co-sign all checks, withdrawals and deposits with another officer listed on the bank signature card
- Potentially review bank statements monthly
- Potentially review all financial records annually with the Financial Review Committee

The Treasurer:

- Be responsible for all financial business
- Co-sign all checks, withdrawals and deposits with another officer listed on the bank signature card
- Keep accurate account of all money received and spent
- Pay all bills timely
- Provide a written monthly financial report to be available for membership viewing at scheduled meetings and upon request

- Provide an end of the school year summary report of the year's financial activity totals
- Make bank statements and other records available annually for review by the Financial Review Committee; At terms end continue financial responsibilities with incoming Treasurer till the fiscal year end.
- File taxes and Annual Report
- Review insurance policy annually

The Secretary:

- Keep an accurate record of the proceeding of all the meetings of the organization
- Maintain sign in and attendance records
- Maintain the official records of the organization, including agendas, minutes, financial reports and fund raising reports
- Provide a written copy of all meeting minutes to be available for membership viewing at scheduled meetings and upon request
- Provide a copy of the minutes to the school secretary in a timely manner
- Potentially co-sign all checks, withdrawals and deposits with another officer listed on the bank signature card
- Potentially review bank statements monthly
- Potentially review all financial records annually with the Financial Review Committee

The Volunteer Coordinator:

- Recruit for and organize a master volunteer list
- Setup and organize event committees as needed
- Potentially review all financial records annually with the Financial Review Committee

The Public Relations Coordinator:

- Act as School Community Liaison for the Parent Group
- Coordinate publicity for all events of the Parent Group
- Coordinate information that needs to appear in press release
- Provide a monthly update for the school newsletter
- Maintain the Parent Association of Lincoln School, Inc information bulletin board and outside message board
- Potentially review all financial records annually with the Financial Review Committee

Section 3 - Resignations and Removal - Resignations are effective upon receipt by any officer of written notification of resignation. Members of the Parent Association of Lincoln School, Inc. with a majority vote may remove any officer when said officer contradicts the mission of the association as deemed by the members.

ARTICLE IV - NOMINATIONS AND ELECTIONS

Nominations will be accepted in the month of April and May; prior to the vote and then voted on at the May meeting.

- a. A list will be compiled of nominees for each office open.
- b. In the event of no nominees from the general membership, it will be the responsibility of the officers to actively recruit one nominee for each open office.
- c. Nominees will be contacted to verify the willingness of the nominee to run for the specified office.
- d. Only those who have consented to serve shall be eligible for election.
- e. Nominees must be present at the May meeting for election.

In the event of a vacancy the officers shall make an appointment to fill that vacancy for the remainder of that term. Should a vacancy occur in the office of the President, the Vice-President shall immediately assume that office for the rest of that term.

ARTICLE V - VOTING

Section 1- Officer/Election voting

- a. Votes will be cast at the May meeting and members must attend the meeting to vote.
- b. Members in attendance at the May meeting will appoint two members to tally the votes.
- c. The nominee with the most votes will be elected to the office.

Section 2 - Non-Officer/Election voting

- a. An email vote can be cast.
 - i. When a quorum was not present at the regular meeting.
 - ii. When the motion remains the same from meeting to email.
 - iii. When the mailing list is complete and accurate.
 - iv. When secrecy is not needed.
- b. Majority rule of email votes returned is required for passing of any budgetary motion.
- c. Voting results will be announced and included in the next months meeting minutes.
- d. Voting responses will be kept until the first regular Parent Association of Lincoln School, Inc meeting of the following school year.

ARTICLE VI - MEETINGS

Section 1 - Regular Meetings. Meetings will be held the second Thursday of every month from September through November and then January through May. The standing meeting day may be changed at the discretion of the President and Principal of Lincoln School when it conflicts with other school activities. All meetings are open.

Section 2 - Special meetings. Special meetings may be called at the discretion of the President or Principal of Lincoln School. All meetings are open.

Section 3 - Robert's Rules. Robert's Rules of Order shall govern the conduct of all meetings.

Section 4 - Quorum. A quorum at any Parent Association of Lincoln School, Inc meeting shall be a minimum of five parents and or legal guardians in addition to the officers of the association. A quorum shall be sufficient to transact all business and enact any measures.

ARTICLE VII - COMMITTEES

Committees shall be formed as needed and a chairperson appointed to serve as organizer. The Chairperson is to organize any additional committee meetings as necessary. Any committee financially supported by the Parent Association of Lincoln School, Inc must give a monthly written report of activities to the members at regular monthly meetings and provide a quarterly financial report. Fund raising committees must present documented fundraising results at the regular meeting following the fundraising event.

ARTICLE VIII - CONTRACTS, AND FINANCIAL ADMINISTRATION

Section 1 - Contracts. The association may authorize any officer or officers to enter into a contract or execute and deliver any instrument in the name of and on behalf of the association. Such authority may be general or confined to specific instances.

Section 2 - Checks, Drafts, Etc. All Checks, drafts or orders for the payment of money shall be signed by the Treasurer and countersigned by another officer listed on the bank signature card.

Section 3 - Deposits. All funds raised by the association shall be counted and attested to by the Treasurer and at least one other officer/member. All deposits require signature by the Treasurer and countersignature by another officer listed on the bank signature card. All deposits will be made within two weeks of receipt of funds.

Section 4 - Reimbursements. - Any volunteer who needs reimbursement for an approved expenditure should forward a completed request for funds form and a copy of the receipt(s) with totals to the Treasurer prior to the end of the fiscal year with checks written at the general meetings.

Section 5 - Gifts. The officers may accept on behalf of the association any contributions, gift or bequest. Such **gift** must be acknowledged and documented at the next regularly scheduled meeting.

Section 6 - Financial Review Committee. A Financial Review Committee comprised of one or two officers not listed on the bank signature card and one or two other members of Parent Association of Lincoln School, Inc shall review the accounts and records of Parent Association of Lincoln School, Inc annually. This review shall be conducted after the school year has ended and before July 31st. The Financial Review Committee shall present a formal report to the membership at the September meeting.

Section 7 - Authority. The officers shall have authority to approve expenditures of \$250 or less with a majority of the officers.

Section 8 - Budget. The Treasurer and officers will prepare an annual budget for approval at the September meeting.

Section 9 - Taxes. The Treasurer with the help of all officers will prepare all necessary financial documents for an accountant or CPA to file the taxes on behalf of the Parent Association of Lincoln School, Inc on a yearly basis.

Section 10 - Fiscal Year-The fiscal year begins July 1 and ends the following year on June 30.

ARTICLE IX - LIABILITY AND INDEMNIFICATION OF OFFICERS AND MEMBERS

Section 1 - Liability of Officers and Members. No person shall be liable to the association for any loss or damage suffered by it on account of any action taken or omitted to be taken by him/her in good faith as an officer or member at the request of the association if such person (a) exercised and used the same degree of care and skill as an ordinary prudent person would have exercised or used under the circumstances, or (b) took or omitted to take such action in reliance upon advice of counsel for the association or upon statements made or information furnished by officers or members of the association which he/she had reasonable grounds to believe to be true. The foregoing shall not be exclusive of other rights and defenses to which he/she may be entitled as a matter of law.

Section 2 - Indemnification of Officers and Members. Every person who is or was an officer or member of the association shall (together with heirs, executors, and administrators of such persons) be indemnified by the association against all costs, damages and expenses asserted against, incurred by or imposed upon him/her in connection with or resulting from any claim, action, suit or proceeding, including criminal proceedings, to which he/she is made or threatened to be made a party by reason of his/her having been such officer or member. This shall be true except in relation to matters to which a recovery shall be had against him/her by reason of him/her having been finally adjudged in such action, suit or proceeding to have been guilty of fraud in the performance of his duty as such officer or member. This indemnity shall include reimbursement of amounts and expenses incurred and aid in settling any such claim, action, suit or proceeding.

In case of a criminal action, suit or proceeding, a conviction or judgement shall not be deemed an adjudication that such officer or member is guilty of fraud in the performance of his/her duties, if such officer or member acted in good faith in what he/she considered to be the best interest of the association and with no reasonable cause to believe that the action was illegal.

The foregoing rights of indemnification shall be in addition to all rights which officers or member may be entitled as a matter of law.

ARTICLE X - DISSOLUTION

Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government for public purpose.

ARTICLE XI - AMENDMENTS

Recommendations to change or amend these bylaws may be made by an officer or any member of the Parent Group. Change will be in effect if it is approved by a two-thirds vote of the members at a regular or special meeting of the association provided the proposed amendment was stated in the future agenda items of the prior meeting agenda

ARTICLE XII - EFFECTIVE

These Bylaws shall become effective upon their adoption by a majority vote of the members of the general membership.

CERTIFICATE OF SECRETARY

The undersigned duly authorized and elected Secretary of the Corporation hereby certifies that the foregoing bylaws were duly adopted by the general membership at a meeting duly noticed and called for that purpose.

In Witness Whereof, I have signed this certificate this ____ day of _____, 2015.

Jennifer Dimmer, Secretary

Attest: _____
Amy Gilhooly & Rhonda Thompson, Co-Presidents