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Amelia Academy
League of Parents and Teachers Bylaws

ARTICLE I

NAME

The name of this organization shall be the “League of Parents and Teachers of Amelia Academy” hereinafter referred to as the “LPT.”

ARTICLE II

MISSION

Section 1. The LPT’s mission is to assist the faculty and Amelia Academy Board of Directors to achieve the educational objectives as outlined in the Amelia Academy handbook. This support is provided through fundraising, volunteer services, and parent/caregiver education. The LPT promotes educational excellence through a spirit of collaboration and cooperation within the Academy and with the community.

Section 2. The LPT is organized exclusively for the charitable, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal Revenue Code”).

ARTICLE III

MEMBERSHIP

Section 1. Members. The active membership of the LPT shall consist of: (a) the parents and guardians of students attending Amelia Academy; (b) the Headmaster, faculty, and staff of Amelia Academy; and (c) members of the Amelia Academy Board of Directors. Others who support the Academy and are interested in its objectives are considered members.

Section 2. Dues. There will be no dues charged for membership in this organization.

ARTICLE IV

LPT BOARD OF DIRECTORS

Section 1. Composition. The affairs of the LPT shall be under the direction of a Board of Directors (hereinafter referred to as the “Board”) consisting of: (a) the President; (b) the Vice-President; (c) the Secretary; (d) the Treasurer; (e) one faculty representative; and (f) the Headmaster.

Section 2. Term of Office. All officers shall be elected for a term of two years. Efforts shall be made to ensure that at least one-half of the Board members will carryover from one academic year to the next in order to maintain continuity of programs and events. The Headmaster shall serve continually, *ex officio*, and shall not have the right to vote. An officer shall not be eligible to serve more than two consecutive terms in the same office.

Section 3. Elections. Board vacancies occurring by virtue of an expiration of a Board members term in office shall be filled by the majority vote of the Board and the members present. If there is more than one nominee for an office the vote will be by ballot. The election shall take place in spring and new officers shall assume their official duties at the close of the last regular meeting in the spring.

Section 4. Vacancies. A vacancy in any office, except for the office of President, shall be filled for the unexpired term by a person directly appointed by the remaining members of the Board with due notice of such being given to the general membership. Should the President resign their position for any reason, the Vice President will automatically become the President and will fill the unexpired term of that office.

Section 5. Removal and Resignation. A Board member may be removed by majority vote of the Board in a closed session if: (a) the Board member is absent from three or more meetings without notice in a school year; or (b) at any time the Board member ceases to meet the qualification or fulfill the duties of the position. Any Board member may resign at any time by giving written notice to the remaining Board members. Any resignation shall take effect on the date of the resignation or any later time specified in the resignation. The acceptance of the resignation shall not be necessary to make it effective.

Section 6. Compensation. Board members shall receive no compensation for their service. However, Board members are not restricted from being remunerated for professional services provided to the LPT. Such remuneration shall be reasonable and fair and must be approved by the Board prior to such services being rendered.

ARTICLE V

RESPONSIBILITIES AND POWERS OF BOARD MEMBERS

Section 1. President. The President shall be a parent or caregiver of a student at Amelia Academy. The President shall exercise all powers and perform all duties customary to the office of President. The President shall:

- (1) preside over all meetings of the LPT and the Board.

- (2) be charged with the administration of the business of the LPT.
- (3) represent the LPT during meetings with the AA Board of Directors. The President shall prepare and deliver a report of the LPT activities and finances to the AA Board of Directors prior to the start of the school year and at the end of the school year. They will also meet with the AA Board of Directors as requested by either the LPT membership or the AA Board. The president may appoint another Board member to attend in their absence. The President will secure permission from the Board of Directors for projects when necessary.
- (4) vote at any meeting only in the event of a tie.
- (5) serve as ex-officio member of all committees.
- (6) appoint special committees.
- (7) support the work of the officers and committees of the LPT in order that they may be promoted.

Section 2. Vice President. The Vice President shall act as an aide to the President and be available to assist the President whenever requested. In the absence or disability of the President, the Vice President shall carry out the duties of the President until the President is again able to serve, and during such time shall have all authority of the President.

Section 3. Secretary. The Secretary shall be in charge of documents and papers as the Board may determine. The Secretary shall:

- (1) send notice of all meetings to the general membership.
- (2) keep the minutes of all meetings of the LPT.
- (3) have meeting minutes prepared for open inspection and for the Board to approve at the following meeting.
- (5) prepare all correspondence from the LPT to the general membership including announcements for fundraisers and events.
- (6) perform all other duties as assigned.

Section 4. Treasurer. The Treasurer shall:

- (1) receive all funds of the organization.
- (2) develop a financial overview of requested annual projects and committee budgetary needs for the President to present to the AA Board of Directors.
- (3) facilitate the development of the annual budget.
- (4) be responsible for final collection of all monies raised through the LPT efforts.

(5) have financial records open for inspection by the Board, the Headmaster, or the AA Board of Directors at any time.

(6) have the AA LPT account examined according to the auditing procedures outlined in these bylaws.

(7) perform all other duties as assigned.

Section 5. Faculty Representative. The Faculty Representatives shall represent needs identified by the faculty and approved by the Headmaster. The Faculty Representatives will be selected annually by the faculty of Amelia Academy.

ARTICLE VI

MEETINGS

Section 1. General. This organization will hold a general membership meeting at least three times per year (fall, winter, and spring). It is preferred that the LPT general membership meet once per month. Special meetings may be called by the President with notice given to all members.

Section 2. Board. The Board shall meet with reasonable regularity as necessary on dates determined by the President. A majority present shall constitute a quorum.

Section 3. Notices. The general membership will be given at least seven days' notice for the general membership meetings. Notice for these meetings may be made electronically through the AA website, email, or flyers sent home. Such notice shall be deemed to have been given when it is sent electronically, or when it is placed in the mail, as may be the case.

Section 4. Proxies, Consents, and Teleconferences. The use of proxies shall not be permitted at any meeting of the LPT Board. However, any action that could be taken at a Board meeting may be taken without a meeting if a consent in writing setting forth the action is signed by all members of the Board. The use of proxies shall not be permitted at any LPT general meeting. The Board, or any committee, may permit any or all of their members to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all members participating may simultaneously hear each other during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting.

Section 5. Procedures. At any LPT general membership meeting, or Board meeting, a majority vote of those present and entitled to vote shall be sufficient to carry any proposal.

ARTICLE VII

COMMITTEES

Section 1. General Guidelines. The Board may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the LPT. Standing committee chairmen and committee members shall be appointed by the Board. The term of each chairman shall be one calendar year or until the selection of a successor. The term of each special committee chairman is ended upon completion of the task assigned to the committee. The chairman of each standing and special committee shall present a plan of work to the Board for approval. The quorum of any committee shall be a majority of its members. Committee chairmen shall turn over to the Board all records, books, and materials pertaining to the committee at the end of the term served without departing office. This includes any pertinent electronic files.

Section 2. Appreciation Committee. The Appreciation Committee: (a) recognizes and demonstrates appreciation for Amelia Academy teachers, staff, and volunteers; and (b) assists with identified special events.

Section 3. Fundraising Committee. The Fundraising Committee: (a) plans and facilitates all approved LPT fundraising activities; (b) coordinates the activities of the Fundraising subcommittees; and (c) works directly with the Amelia Academy administrative personnel responsible for development and fundraising initiatives.

Section 4. Room Parent Coordinator. The room parent coordinator is responsible for recruiting and coordinating the room parents each year. A room parent is the adult representative for the class. Each class PreK through 12th needs a representative. This process begins in April/May for the upcoming school year. Pre-K is the only class that cannot be determined until the beginning of school. All other classes should be determined prior to the start of the school year. In the event that a classroom does not have a room parent, any needs for the class (i.e. parties, supplies), should be reported by the teacher to the room parent coordinator. The room parent coordinator will make every effort to communicate with the parents in the class to get the needs of the children and teacher met with support from the Board.

ARTICLE VIII

FINANCES

Section 1. Fiscal Year. The fiscal year of the LPT shall begin on July 1 and end on June 30.

Section 2. Auditing Procedures. An auditing committee or an experienced auditor shall be selected by the Board prior to the end of the fiscal year. An auditing committee shall consist of no fewer than three people and no one with signature authority on the LPT account shall sit on the auditing committee. The treasurer shall submit the books to the auditing committee or an experienced auditor by the end of the fiscal year.

Section 3. Audit Reports. The audit report shall be submitted in writing to the Board prior to finalization of the proposed budget for the coming school year. All audit reports shall be presented to the general membership for adoption at the first general membership meeting held after the completion of the report. A copy of the fiscal year-end report shall be provided to the

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AA Board of Directors within one month following the adoption of the audit by the general membership.

Section 4. Resignations. The LPT upon resignation of the treasurer, prior to the completion of their term in office, will select an auditing committee or an experienced auditor within one week of the resignation. The audit shall be performed with fiscal year-end auditory procedures and shall be completed within one month of the resignation. The audit shall not be performed in lieu of the year-end audit.

Section 5. New Treasurer. The newly elected treasurer shall not undertake any banking responsibilities of that office with the exception of depository duties, reconciliation of bank statements, change of signatory or other clerical duties not requiring signatory until the audit is presented to the LPT Board.

Section 6. Loans. No loans shall be contracted on behalf of the LPT and no evidence of indebtedness shall be issued in its name.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this organization in all cases which they are applicable and in which they are consistent with these bylaws.

ARTICLE X

REVISIONS AND AMENDMENTS

Section 1. Amendments to these articles may be made at any meeting of the Board or of the LPT general membership provided that the text of any proposed amendment shall have been submitted in writing to the Board or the LPT general membership in, or in conjunction with, the notice required of such meeting as provided in Section 3 of Article VI above. Amendments must be approved by two-thirds vote of the members present and voting.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote of the LPT Board.

Section 3. The bylaws of the LPT should not conflict with the bylaws of the Amelia Academy Board of Directors or the mission of Amelia Academy.

ARTICLE XI

DISSOLUTION

DATE

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In the event that the LPT is inactive for a period of 12 calendar months, the organization shall be dissolved. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Amelia Academy Educational Foundation.

These bylaws were adopted by the Amelia Academy League of Parents and Teachers on _____ (date) and shall be kept in the permanent records of the LPT.

President _____

Headmaster _____

(notary)

Bylaws proposed to general membership for review: September 10, 2018

Bylaws approved by general membership:

DATE