

Lafayette Parent Teacher Organization
By-Laws

Article I: Name

The name of this Organization is the Lafayette Parent Teacher Organization, also referred to as the LPTO. It has no affiliation with any national organization.

Article II: Purposes

Section 1: The Goals of the Lafayette Parent Teacher Organization are:

- a. To promote the welfare of children by putting children first.
- b. To bring into closer relation the home and the school, that parents, teachers and administration may cooperate intelligently in the education of our children.
- c. To develop between educators and the general public such united efforts as will secure for all children the highest advantages in all aspects of education.
- d. To enhance the education of the children by providing speakers, assemblies, educational, and enrichment programs for the children, staff, parents and extended community.
- e. To support the requested needs of the teachers, financial and otherwise.
- f. To volunteer at school-related events.
- g. To develop or to assist in social events for children and their families.
- h. To collaborate with the school to support improvements to the facility (i.e. playground, grounds, ball field, etc....)

Section 2: The goals of the LPTO are promoted through an educational and social program directed toward parents, teachers and the general public; are developed through conferences, forums, assemblies, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3: The LPTO is organized exclusively for the charitable, scientific, literary, or educational purposes with the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

Article II: Basic Policies

The following are the basic policies of the Lafayette Parent Teacher Organization:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. All activities and events sponsored by the LPTO shall align with the school's mission statement, philosophy of education, and policies. These events and activities will be chosen with collaboration of the Principal. The LPTO will entertain ideas for programs

from community members, staff, parents, students and the Unified Arts Committee. A decision to fund the event, item, or activity will be made by a vote at a LPTO meeting or by a poll of the officers.

- c. The organization shall not enter into membership with other organizations unless such membership is approved by the members through a majority vote.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private individuals, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. A member must absent him/herself from any portion of a LPTO membership meeting in which discussions or decisions occur for which he/she has a real or perceived conflict of interest or which could evoke the appearance of impropriety. Real or perceived conflicts may occur if there is: a close, active association with another parent organization, program or institution; a financial, or personal interest; or any reason that the individual cannot render an unbiased decision. The names of members who have recused themselves during a meeting for conflicts of interest shall be recorded.
- f. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- g. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax-exempt status under Section (c)(3) of the Internal Revenue Code.

Article IV: Membership and Dues

Section 1: Every parent, step-parent, and/or guardian whose child/children attend Lafayette Regional School, every staff member of Lafayette Regional School, and any interested community member is a member of this organization and is entitled to the benefits of such membership.

Section 2: Membership in this organization shall be made available by this organization without regard to race, color, creed, religious affiliation or national origin.

Section 3: There shall be no dues required of the organization's members.

Article V: Officers and their Election

Section 1: Each officer of LPTO shall be a member of the organization.

Section 2: Officers and their election:

- a. The officers of this organization shall be a chairperson, a vice chairperson, a secretary, and a treasurer. The offices of secretary and treasurer may be combined to be a secretary/treasurer.
- b. Officers shall be elected in the month of June if there is but one nominee for any office, election for that office may be by voice or electronic vote. However, if there is more than one candidate for office, election shall be by ballot.
- c. Officers shall assume their official duties following the close of the meeting in June and shall serve for a term of one year or until their successors are elected.
- d. Nominations will be accepted at the June meeting. A member may nominate themselves.

Section 3: Vacancies

- a. A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the officers.
- b. In the case of a tie vote, the chairperson shall cast the deciding vote.

Article VI: Duties of Officers

Section 1: The chairperson shall preside at all meetings of the organization; shall set the agenda for all meetings with input from all members and shall distribute that agenda to all members; shall submit the approved minutes of the meeting to the school board; shall appoint standing and ad hoc committee chairpersons; shall be a member ex officio of all committees except the nominating committee; shall coordinate the work of the officers and committees of the organization in order that the LPTO's Purposes may be fulfilled; shall be in communication with parents, staff and community; shall abstain from voting except in the event of a tie vote.

Section 2: The vice chairperson shall assist the chairperson and shall perform the duties of the chairperson in the absence or inability of that officer to act; shall appoint standing and ad hoc committee chairpersons along with the chairperson of the organization.

Section 3: The secretary shall record the minutes of all meetings of the organization and file those minutes with the Lafayette Regional School website or LPTO website, if one exists at that time; shall ensure that all members of the organization receive a copy of the minutes at least one week prior to the next meeting; shall write thank you notes as needed.

Section 4: The treasurer shall have custody of all funds of the organization; shall keep a full and accurate account of receipts and expenditures; in accordance with the budget adopted by the organization shall make disbursements in a timely fashion as authorized by the officers or the organization; shall present a financial statement at every meeting of the organization and at other times when requested by the chairperson; and shall make a full report at the meeting at which new officers officially assume their duties.

Section 5: Checks shall be signed by the treasurer in the first instance or chairperson if the treasurer is unavailable, unless it is written to that officer, in which case the other officer shall sign the check.

Section 6: The chairperson has the authority to spend up to \$250.00 per school year without membership approval, provided the chairperson obtains the approval of one other officer. All purchases shall be documented.

Section 7: No officer of the LPTO shall participate in any decision or any vote in which he/she stands to receive monetary or material benefit as a result of the decision. This recusal requirement shall be absolute, regardless of whether the potential benefit is direct or indirect, derived personally, through a member of his or her immediate family, or through a third person, including another nonprofit or charitable organization.

Section 8: All officers shall perform the duties prescribed in these by-laws in the parliamentary authority adopted by the organization. Upon the expiration of the term of office or in case of resignation, each officer shall return to the treasurer, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

Article VII: Committees

Section 1: The chairperson and vice chairperson shall create ad hoc and standing committees as they may deem necessary to promote the Goals described in Article II and carry on the work of the organization. The chairperson of each committee shall be appointed by the chairperson and vice chairperson subject to the approval of the other officers of the organization. The term of each committee chairperson shall be one year, until the appointment of a successor, or until the position is no longer needed.

Section 2: The chairperson of each committee shall select other committee members and shall present an update of the activities of the committee to the officers and to the organization.

Section 3: The power to form special committees and to appoint their members rests with the organization. The chairperson of any special committee shall be appointed by the members of the organization and shall report back to the organization.

Section 4: The chairperson of the LPTO shall be a member ex-officio of all committees, except the nominating committee.

Section 5: No member of the LPTO may serve on any committee when he/she has a financial or other material interest that may be seen as competing with the interests or concerns of the LPTO. This policy shall apply even if the member with the potential conflict of interest believes he/she can be fair, objective and can overcome the conflict in fulfilling the duties of the committee.

Section 6: The chairperson may appoint an auditing committee of not less than three members, which will examine the accounts of the LPTO. A check signatory may not be the auditor or a member of the auditing committee.

Article VIII: General Membership Meetings

Section 1: At least six (6) regular meetings of the organization shall be held during the school year. Dates and times of meetings shall be determined by the officers with input from the membership and announced at the first or second regular meeting of the year. Five (5) days' notice via email to members shall be given of a change of date.

Section 2: Special meetings of the organization may be called by the chairperson, one (1) day's notice having been given.

Section 3: The election meeting shall be held in June.

Section 4: Any member desiring to place an item on the agenda shall notify the LTPO chairperson at least five (5) days prior to the meeting in question.

Section 5: Two (2) officers and one (1) member of the PTO present at a general meeting constitute a quorum for the purpose of voting.

Section 6: Decisions shall be made by a majority vote of the members in attendance at the LPTO meeting. Tie votes shall be decided by the chairperson.

Section 7: Where it is not possible or practical for members to be physically present at any scheduled meeting, any member may attend Regular and Special Meetings through a virtual or telephonic method of communicating by which all participating members may simultaneously hear each other during the meeting.

Section 8: The LPTO may submit proposals for consideration and approval by the membership through mail or e-mail referendums.

Article IX: Fiscal Year

The fiscal year of the LPTO shall begin on August 1 and end on the following July 31.

Article V: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these by-laws.

Article XI: Amendments

Section 1: These by-laws should be reviewed annually and may be amended at any regular general membership meeting of the LPTO, provided that notice of the proposed amendment shall have been given to the membership at least one week prior to the meeting at which the amendment is voted upon.

Section 2: A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a meeting of the organization. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.