

BY-LAWS of the LANCER PARENT EDUCATOR PARTNERSHIP

**P.O. Box 26
Bairdford, PA 15006**

ARTICLE I: NAME

The name of this organization is the Lancer Parent Educator Partnership (LPEP).

ARTICLE II: ARTICLES OF INCORPORATION

The organization exists as an incorporated organization of its members; its "Articles of Incorporation" comprise these By-Laws, as from time to time amended, and its articles of organization, if any. In the absence of separate Articles of Incorporation, the By-Laws shall be deemed to be the Articles of Incorporation.

ARTICLE III: PURPOSE AND MISSION

A. Purpose

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

B. Mission

1. Enhance and support the educational experience for all Deer Lakes School District students in grades K-8 which includes Curtisville Primary Center (CPC), East Union Intermediate Center (EUIC) and the Deer Lakes Middle School (DLMS).
2. Provide educational enrichment by funding field trips, assemblies, etc.
3. Improve the relationship between parents/guardians, educators, and the administration.
4. Develop a closer relationship between school and home by encouraging parent/guardian involvement.
5. Motivate and educate parents/guardians to improve their roles as teaching partners.
6. Improve the environments at CPC, EUIC and DLMS through volunteer and financial support.

ARTICLE IV: DEFINITION OF TERMS

ADMINISTRATION – Management personnel of the Deer Lakes School District; elected and/or salaried employees in supervisory positions: ie: School Board members, Superintendent, and Principals.

COMMITTEE – A subgroup of LPEP Officers, Teacher Liaisons, or Members that is formed by the Executive Board to carry out a specific need or activity.

COMMITTEE CHAIRPERSONS – A member or members (maximum of 2) identified to lead a committee as defined by the Executive Board.

EVENT – An activity defined by the Executive Board and sanctioned by LPEP.

EVENT COORDINATOR – A member or members (maximum of 2) identified to lead a LPEP sanctioned event of activity as defined by the Executive Board.

EXECUTIVE BOARD - Consists of the following Officers: President, Vice Presidents and Co-Vice Presidents, Secretary, and Treasurer.

MEMBER – A resident, parent, guardian, or teacher in the Deer Lakes School District who completes the annual membership forms and pays the annual membership fee.

OFFICER – A member who is elected to a named office.

TEACHER LIASON – One Teacher appointed by the school Principal at each of the three supported school buildings.

ARTICLE V: DUES AND MEMBERSHIP

- A. A membership drive will be held from September to November each school year.
- B. Upon payment of dues, a person shall become a member of the Lancer Parent Educator Partnership (LPEP) and is eligible to hold office either as elected (when prerequisites are met) or appointed or volunteer to be the Chairperson/Event Coordinator of a committee. (If there are no member volunteers for Chairperson/Event Coordinator positions, a parent may be approved and appointed by the Executive Board.)
- C. The member shall be a resident of or a teacher in the Deer Lakes School District.

ARTICLE VI: ELECTION OF OFFICERS (EXECUTIVE BOARD)

- A. Eligibility:

To be eligible to serve on the LPEP Executive Board, a person must be a member of the LPEP when they are nominated and have served as a Chairperson/Event Coordinator of a committee for at least one (1) year.

B. Nominating Committee:

1. Shall be comprised of three (3) current LPEP Committee Chairpersons/Event Coordinators. If there are not enough volunteers, the names of all Committee Chairpersons/Event Coordinators will be put into a hat and names will be drawn.
2. Members of this committee will serve two (2) years with a 1-year 'opt-out' option.
3. It is the duty of this committee to inform the membership and have a complete slate of Officers to be voted on by the March meeting, at which time additional nominations may be made from the floor for vacant positions.
4. Only those who have consented to serve shall be nominated.

C. Elections:

1. Elections will be held as needed at the March general meeting by ballot vote.
2. A person shall not be eligible to serve more than two (2) consecutive 2-year terms in the same office (for a total of 4 years).

D. Vacancies:

Vacancy occurring during any term shall be filled by a person elected by a majority vote of the Executive Board and who has accepted the appointment.

E. Responsibilities:

1. The newly elected Officers are to meet with the former Officers by May 15th to discuss expenditures and on-going LPEP projects.
2. The budget for the next year is to be discussed at this time.

F. Service Year:

1. The service year for the Officers begins July 1st and ends June 30th.
2. The months of April, May and June are to allow the process of transferring responsibilities from the former Board to the new Board.
3. The former Board is to finish old business and act as advisory to the new Board. This gives the new Board time to develop, plan and organize the budget, fundraiser and calendar of events for approval.

ARTICLE VII: ELECTION/SELECTION OF TEACHER LIAISONS

- A. One Teacher Liaison will be assigned to each respective school.
- B. Teacher Liaisons will be selected and appointed by the school Principal.

ARTICLE VIII: DUTIES OF OFFICERS (EXECUTIVE BOARD)

A. President

1. Preside at all meetings of the organization and Executive Board.
2. Oversee the work of the Officers and the Committee Chairpersons/Event Coordinators.
3. Serve as the official representative of the LPEP at all district-related meetings and activities and other meetings/related events as necessary.
4. Retain all official records of the LPEP.
5. Direct the affairs of the organization in cooperation with the other Officers.

There are two functions of the President's office: Presiding Officer and Administrative Officer.

Presiding Officer

- Call meetings to order at the designated time and proceed with the meeting.
- Establish a climate in which members feel comfortable to participate.
- Recognize a member who has not spoken to the question in preference to one who has already spoken.
- Maintain a fair and positive environment.
- Declare the result of every vote taken.
- Vote in the event of a tie during Executive Board meetings.

Administrative Officer

- Study information and material obtained from his/her predecessor.
- Hold a meeting once a month of the Executive Board to discuss and distribute material promptly to the appropriate Officers.
- Delegate to the Vice President(s) of each school certain administrative duties as necessary.
- Serve as “ex officio” on all committees except the Nominating Committee.
- Call for required reports at specific times in accordance with procedure.
- Consult with Officers and Committee Chairpersons/Event Coordinators before each meeting to ensure that all details of the meeting are ready as planned.
- Set the agendas for the LPEP Executive Board and general membership meetings.
- Sign any order or voucher as needed.
- Provide the school district Business Manager with a copy of the Articles of Incorporation, By-Laws, IRS EIN paperwork and 501(c)(3) determination.
- Report new Officers to the state and federal governments in a timely manner after each election.
- Notify bank, state and federal governments of all contact information for the new Board (including phone, email and address).
- The President will be on the signature card at the Bank.

B. Vice President(s)

1. Work with the Treasurer to perform the duties of the President in the President’s absence.
2. Assist the President as necessary/requested.
3. Represent the President upon request.
4. Assume responsibility for duties assigned by the President.
5. Oversee the committee system of the LPEP for their respective school.
6. Maintain relationships with Committee Chairpersons/Event Coordinators for their respective school.
7. Handle correspondence with their respective school.
8. Continually update the President with events and staffing.
9. Keep files and clerical work done by others for events/programs at their school.
10. Co-Vice President(s): Assume the duties of the Vice-President in the event of resignation until the position is filled in accordance with these By-Laws/Articles of Incorporation.
11. Co-Vice President(s): Carry out and share equally all duties listed for the Vice President for their respective school.
12. All Vice President(s) and Co-Vice President(s) will have a vote in all voting issues.

C. Secretary

1. Keep and maintain accurate records for the proceedings of the organization.
2. Handle any necessary correspondence, keep files and perform clerical work for the organization.

There are two functions of the Secretary's office: Recording Secretary and Communications Secretary.

Recording Secretary

- Record minutes of all Executive Board meetings and all LPEP general membership meetings.
- Request approval of minutes by a district representative prior to distributing.
- Distribute minutes via email and post minutes on web-site(s) once approved.
- Provide copies of previous meeting minutes at the next meeting.
- If a phone vote is necessary, the Secretary takes and records the vote.
- Act as custodian of all records, except those specifically assigned to others, and promptly deliver all records to his/her successor.
- Gather and maintain annually signed Conflict of Interest statements.

Communications Secretary

- Manage communications and marketing for the LPEP, including but not limited to email broadcasts, web sites, bulletin boards, etc.
- Have on hand the following documents for reference at each meeting:
 - Copy of By-Laws
 - Meeting agenda
 - Minutes of the previous meeting
 - Treasurer's report
 - List of all committees including Committee Chairpersons/Event Coordinators
 - Membership list
- Assume the following duties of a corresponding secretary:
 - Conduct the correspondence of the organization and bring received correspondence to the meetings.
 - Notify Officers, Teacher Liaisons, and/or other persons of their election.
 - Notify Officers and Teacher Liaisons of each LPEP Executive Board meeting.

D. Treasurer

1. Work with the Vice-President(s) to perform the duties of the President in the President's absence.
2. Call meetings to order if the President and Vice Presidents are vacant, and resides until a President "pro-tem" is elected.
3. Have custody of all of the funds of the organization.
4. Follow all financial policies of the LPEP.
5. Hold all financial records as prescribed in these By-Laws or authorized by action of the organization.
6. Maintain a full and accurate account of receipts and expenditures.

7. Collect revenues as appropriate.
8. Issue a receipt for all monies received.
9. Make deposits and disbursements as authorized by the President and/or Executive Board.
10. Occasionally it may be necessary for other members to handle money, as for example, dues from a membership enrollment or returns from a money-raising project. Money thus collected should be counted and submitted to the Treasurer without delay.
11. Present a financial statement at every meeting of the Executive Board and LPEP general membership meetings.
12. Present a financial report for the previous school year at the beginning of each school year.
13. Present accounts to the auditor for examination annually.
14. Prepare the annual report for the organization after the treasurer's book(s) have been audited. The By-Laws of how an audit is to be completed is listed as follows. The Treasurer will deliver to the Auditor:
 - a. Checkbook and cancelled checks
 - b. Bank statements of the balance (have monthly statements per year)
 - c. Treasurer's book(s)
 - d. Itemized statements of bills paid
 - e. Any other material requested by the Auditor, such as receipts
15. Confirm two Officer signatures are present on all checks and certificates.
16. The Treasurer's annual report and Auditor's report are filed after the organization has formally accepted the Auditor's report.
17. File all necessary tax forms with the state and federal governments.
18. Deliver to the district Business Manager a copy of all annual financial reports and government returns.
19. Provide a financial statement in a timely manner to anyone that makes such a request.

ARTICLE IX: DUTIES OF TEACHER LIAISONS

- A. Act as the primary contact and communication's liaison between the LPEP and their school Principal, teachers and other pertinent school staff.
- B. Review any suggested plans/events at their school with the Principal for approval prior to LPEP approval.
- C. Attend LPEP meetings and present updates on projects and events as necessary.
- D. Solicit for volunteers for different activities.
- E. Assist in other ways as seen fit.

ARTICLE X: EXECUTIVE BOARD

- A. The Executive Board shall consist of the following Officers: President, school Vice Presidents and Co-Vice Presidents, Secretary, and Treasurer. The Principals may also be invited to attend Executive Board meetings.
- B. The duties of the Executive Board shall be:
 - 1. Transact necessary business in the intervals between LPEP meetings and such other business as may be referred to by the organization.
 - 2. Create standing and special committees as is necessary to conduct the work of the LPEP.
 - 3. Establish fundraising programs.
 - 4. Approve routine bills.
 - 5. Formulate a budget that is to be approved via vote by the Executive Board.
 - 6. Approve any proposed expenditures of discretionary funds that exceeds \$1,000.
- C. Two-thirds (2/3) of the Executive Board shall constitute a quorum. The President or majority of the Board shall call meetings of the Board.
- D. A vote passes with a simple majority.
- E. An Officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Officers of the Executive Board.
- F. Review policies annually and update as appropriate.

ARTICLE XI: DUTIES OF THE COMMITTEE CHAIRPERSONS/EVENT COORDINATORS

- A. Maintain a file containing job descriptions, financial records, any correspondence with the members, Principals, teachers and/or parents, and all other pertinent materials.
- B. Provide updates on current projects at LPEP meetings.
- C. Transfer the file to the new Committee Chairperson when relevant.
- D. These positions should be filled by the end of the current school year for the following year. If there are no volunteers, an Officer may fill in upon approval of the Executive Board. If there are no member volunteers for Chairperson/Event Coordinator positions, a parent may be approved and appointed by the Executive Board.

ARTICLE XII: QUORUM FOR THE TRANSACTION OF BUSINESS

A quorum shall consist of two-thirds (2/3) of the Executive Board.

ARTICLE XIII: MEETING PROCEDURES

A. General LPEP Meetings

- 1. General LPEP meetings shall be held by the Officers to conduct business of the LPEP.
- 2. Meetings will be held monthly during the school year or at the discretion of the Executive Board.
- 3. Meetings of the general membership are to be called at least four (4) times per year, but no more than ten (10).
- 4. All members in attendance are required to sign in on the attendance form.
- 5. A general meeting in March is to be held to elect Officers and to solicit information for the budget.

6. Attendance of general meetings consists of Officers, Committee Chairpersons/Event Coordinators, Teacher Liaisons, Principals when possible, LPEP paid members and invited guests.
7. Business for the meeting is to be conducted and the meeting adjourned in a timely manner before any program begins.
8. Meetings may be called by the President as deemed necessary, but only after notification of all Officers, Committee Chairpersons/Event Coordinators and Teacher Liaisons.
9. The Secretary will notify all members of the meeting, if changed from the regular meeting date, time and place.
10. When immediate action is required, a telephone vote may be taken of the Executive Board. These decisions will be presented at the next meeting. After the phone vote is taken, each member will be required to confirm their vote in writing. The Secretary is responsible for collecting and keeping a record of the vote.
11. Business will be conducted by the members present. No one Officer can make any final decision without approval of the Executive Board.
12. Any decision involving a monetary amount of \$1,000.00 or more or requires a contractual agreement is to be handled as follows:
 - All Board members are to be notified in writing of the subject, and the amount.
 - All Board members are to be notified in writing of the date, time and place of the vote.
 - The vote will pass with a simple majority of quorum of the Executive Board.
 - If the vote is approved and a contract is entered into, this matter cannot be re-voted or rescinded.

A. Committee/Event Meetings

1. Committee meetings are to be held as necessary with the Committee Chairpersons/Event Coordinators presiding.
2. Attendance of any Officers, Teacher Liaisons, and Principals is as needed.

B. LPEP Executive Board Meetings

1. Executive Board meetings shall be held to conduct business of the Executive Board.
2. Meetings will be held monthly during the school year or at the discretion of the Officers of the Executive Board.
3. Attendance of Teacher Liaisons and Principals is as needed.

C. Minutes of the Meetings

1. Minutes should contain records of all actions taken by the organization, including the exact wording of every motion, the name of the member who introduced the motion and the action taken on the motion. The Secretary may request the maker of the motion to put it in writing if the motion is long or involved.
2. Minutes should be as brief as possible and should be documented in the order in which the business was presented at the meeting.
3. The actions taken by the group, not what is said by members, should be recorded.

4. The minutes should contain only factual information, not opinion.
5. Minutes should be entered into an official minutes book.
6. Minutes of the previous meeting are distributed to the membership and posted on the web sites once approved by a district representative.
7. The Secretary should sign the minutes.
8. In writing the minutes, this outline is generally used:
 - Kind of meeting.
 - Name of organization.
 - Date, time and place of meeting.
 - The names of everyone present at the meeting.
 - Treasurer's report.
 - Reading of correspondence.
 - Reports from all Officers, Teacher Liaisons, Principals and Committee Chairpersons/Event Coordinators.
 - Program topics, method of presentation, names of participants and important points covered.
 - Any business discussed.

ARTICLE XIV: FINANCIAL POLICIES

- A. Fiscal Year - The fiscal year of the LPEP begins July 1st and ends June 30th.
- B. Banking
 1. All funds shall be kept in a checking account in the name of the Lancer Parent Educator Partnership (LPEP).
 2. The checking account should be held at a local financial institution.
 3. Funds greater than \$500.00 require two (2) signatures (President and Treasurer).
- C. Reporting
 1. All financial activity shall be recorded in a computer-based accounting system.
 2. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.
 3. The LPEP shall arrange for an independent auditor review of its financial records each year.
- D. Contracts

Authority to sign contracts is limited to the President or the President's designee as approved by the Executive Board. All contracts must be approved by the Executive Board with a simple majority vote of quorum. A copy of the executed contract must be provided to the Secretary and Treasurer with the President retaining the original.

ARTICLE XV: FUNDRAISING

- A. Fundraising projects are to be determined by the Executive Board.
- B. Projects should be brought to the LPEP Officers for final approval as early as possible to allow for required planning.
- C. The appropriate Fundraiser Request Form must be submitted.

ARTICLE XVI: CONFLICT OF INTEREST POLICY

To conform to the IRS federal tax-exemption status 501c3, Lancer Parent Educator Partnership has adopted a conflict of interest policy.

The purpose of the conflict of interest policy is to protect Lancer Parent Educator Partnership's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of Lancer Parent Educator Partnership or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Each director, officer, and member of a committee with governing board delegated powers shall annually sign conflict of interest policy statement.

For the purpose of the policy, the "governing board" and Executive Board are synonymous.

ARTICLE XVII. RULES OF ORDER AND TRANSACTING BUSINESS

LPEP conducts regular business as dictated by the following Simplified Rules of Order and these bylaws. When at all possible, LPEP business is to be voted on and approved at general membership meetings. All Executive Board members, paid regular members, and Teacher Liaisons are eligible to vote; however, there is only one vote per family. Invited or special guests, unless paid regular members, are not eligible to vote.

A. Voting - All votes are by simple majority except where indicated otherwise in these bylaws. Quorum exists when there are two-thirds of the Executive Board present.

B. Simplified Rules of Order

1. Agenda Items

- a. The President or Executive Board member designated by the President is the meeting chair and is responsible for creating and generally following the agenda previously set forth.
- b. The person responsible for the agenda item will be called upon to give their report or state their resolution, after which questions and debate from the floor will be entertained.
- c. Anyone wishing to speak must either rise or raise their hand and wait to be called upon by the meeting chair. The meeting chair will take each question in turn without favoring any one individual. After each speaker, the person responsible for the agenda item may speak to answer a question or

clarify or rebut a point. Discussion continues until all who wish to speak have been recognized, or a motion passes to limit the time allowed for discussion.

d. Only motions to amend the current resolution, to limit discussion, or to suspend discussion until a point can be clarified can be made while the initial resolution or agenda item is being discussed. Speakers may not interrupt one another. The meeting chair may ask offending parties to leave the meeting until decorum is restored.

2. Items From the Floor - After the scheduled agenda items, people may bring items from the floor for discussion following the procedure outlined above for debate on agenda items.

3. Voting at Meetings

a. All resolutions must be put in the form of a motion whether from the floor or as the result of an agenda item. The person responsible for the agenda item may make the initial motion. A second must come from the floor. Once a motion has been made and seconded, debate may occur as described above. When debate has been completed a vote may be taken.

b. Voting will be by voice with the chair first repeating the question to be voted upon specifically stating what an yes or no vote means, and then calling for those in favor of the resolution to say "aye", followed by those opposed to say "no", and then determining which of the voices is louder.

c. Any member present or the meeting chair may call for a "show of hands" if they feel that the voice vote is too close to determine. The chair will again state the question and ask first for people to raise their hands if in favor of the resolution and then if they are opposed. The chair will determine the vote by estimating which received more hands.

d. Any member present or the meeting chair may call for a "full tally" if they feel that the show of hands is too close to determine. The chair will again state the question and ask people to respond individually as to whether they are for or against the resolution or wish to abstain. The recording secretary will record the number of yes or no votes and state the result.

4. Voting Between Meetings (Executive Board Actions) – Due to time is of the essence or other sensitivities, it may be necessary for the Executive Board to take action between meetings.

a. If a decision is required between LPEP meetings, the Executive Board can call for a vote of the Executive Board only. This vote is called by the President and recorded by the Secretary.

b. As with general meeting votes, quorum is two-thirds (2/3) of the Executive Board requiring a simple majority to approve.

c. The process outlined in "3. Voting at Meetings" will be followed.

d. The results of the vote, whether approved or not, will be recorded by the secretary and communicated at the next membership meeting.

ARTICLE XVIII: BY-LAWS/ARTICLES OF INCORPORATION AMENDMENTS

- A. Amendments to the By-Laws/Articles may be proposed by any LPEP member.
- B. Amendments presented at a LPEP meeting shall be considered for voting at a subsequent meeting.
- C. A success vote of the Executive Committee is required to adopt an amendment to these laws.
- D. By-Laws changes cannot be adopted during the Executive Board Transition period (March – July) in Election years.

ARTICLE XIX: DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

These By-Laws were adopted on (MM/DD/YYYY)

Amended date: 09/02/15