

By-Laws of the Link Parent Association, Inc.

Article I – Name

The name of the organization shall be the Link Parent Association, Inc., also known as the LPA.

Article II – Purpose and Objectives

The purpose of the Link Parent Association is to support the education of children at Link Community Charter School (LCCS) and to foster a close relationship between all stakeholders - administration, teachers, parents and students.

The objectives of the organization are:

- To support the mission of Link Community Charter School
- To develop closer connections between school and home by encouraging and providing opportunities for parent involvement
- To enhance and encourage a positive educational and social school environment by providing volunteer and financial support.
- To provide a platform for open discussion and facilitate open communication between parents, administrators, educators and the community
- To sponsor educational and/or social activities, programs and events for the benefit of students, school staff and/or parents
- To raise funds as required to provide for all of the above objectives

Article III – Members

Section 1 - Membership

Any parent, guardian, or other adult standing in *loco parentis* for a student at the school may be a member and shall have voting rights. The principal and any faculty or staff employed at the school may be a member and have voting rights.

Section 2 - Dues

Annual dues will be established by the executive board. A member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV – Officers and Elections

Section 1 - Officers

The officers shall be a president, vice president (4), secretary and treasurer.

a. President

The president of the LPA shall:

- Serve as leader and key contact for the LPA, subject to the counsel of the Executive Board
- Communicate directly with the Principal or his/her designee, to ensure that all LPA programs, activities and efforts are consistent with the mission of LCCS.

- Preside at all LPA Executive Board and Regular meetings
- Sit as ex-officio member (non-voting) of most committees except the Nominating Committee
- Recruit and appoint chairpersons for standing and special committees
- Coordinate the work of the officers and committees so that the LPA's objectives can be met
- Co-sign checks for disbursements along with the Treasurer
- Prepare the agenda for the Regular Meetings, in consultation with the Executive Board
- Coordinate communications to parents with the school's Director of Communications.
- Maintain records of the office and turn these over to the successor at the end of the president's term of office.

b. Vice President, (4, one for each grade level)

The vice president for 8th Grade shall:

- Act as an aide to the President
- Perform the duties of the President in the absence or inability of that officer to serve
- Attend all LPA meetings
- Help the president recruit committee chairs and members
- Assume other responsibilities as assigned by the Executive Board
- Coordinate the parent representatives in his/her grade level

The vice presidents for grade 5,6 and 7 shall:

- Coordinate the parent representatives in his/her grade level
- Assume other responsibilities as assigned by the Executive Board

c. Secretary

The secretary shall:

- Keep all records of the organization
- Attend all LPA meetings
- Take and record minutes
- Handle correspondence
- Send notices of meetings to the membership
- Keep a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- Coordinate communications to parents with the school's Director of Communications.
- Assume other responsibilities as assigned by the Executive Board

d. Treasurer

The treasurer shall;

- Have responsibility for all funds of the organization including:
- Attend all LPA meetings
- Receive all funds of the organization
- Deposit money in the bank selected by the Executive Board
- Give out receipts
- Keep an accurate record of receipts and expenditures
- Pay out funds in accordance with the approval of the Executive Board.
- Present a financial statement at every meeting and at other times of the year when requested by the executive board,
- Make a full report at the end of the year.
- Prepare the financial records for year end Audit.
- Assume other responsibilities as assigned by the Executive Board

Section 2 - Nominations and Elections

Elections will be held at the May meeting for the office of President, Vice President, Secretary and Treasurer. of the school year. The Executive Board shall appoint VPs for grades 5, 6 and 7. The Nominating Committee shall select a candidate for each office and present the slate at the April meeting. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3 - Eligibility

Members are eligible for office if they are members in good standing at least 7 calendar days before the nominating committee presents its slate.

Section 4 - Terms of Office

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. If there is no candidate, the previous officer may serve until a candidate is found.

Official duties will begin at the start of the fiscal year, July 1.

Each person elected shall hold only one office at a time, but may serve as a committee chairperson.

Section 5 - Vacancies

If there is a vacancy in the office of president, the 8th grade vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6 - Removal From Office

Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting (assuming a quorum) where previous notice has been given.

Section 7 - Representation on Link CCS Board of Trustees

One LPA officer will serve on the LCCS Board of Trustees for at least one full school year, in accordance with the Link Community Charter School Board of Trustees Bylaws.

Selection of the officer will be by consensus of the Executive Board. Once selected, the LCCS Board will vote to appoint the selected individual to the board.

After appointment, the individual is accountable to the LCCS board for all board-related matters. No other officer of the LPA may serve as substitute for the one appointed by the LCCS board.

The officer chosen must: hold U.S. citizenship and one year's residency in one of the school's regions of residence (Newark, Irvington, East Orange or Orange); not hold office as mayor or member of the municipal government or county governments; and be registered to vote in the district of residence; and hold not claim against the board.

The responsibilities of the officer as board member include: attending regular monthly and special meetings of the LCCS board; staying informed of all issues and matters of the board; attending training for new school board members; and serving on at least one committee of the board and attending committee meetings. The officer will be required by state law to complete a financial disclosure and to undergo a criminal background check.

The officer will provide a report to members at each Regular Meeting.

Article V – Meetings

Section 1 - Regular Meetings

The regular meeting of the organization shall be on the first Thursday of each month whenever feasible, during the school year at 6 p.m., or at a time and place determined by the executive board at least one month before the meeting.

The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, nominating officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

Section 2 - Special Meetings

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 5 days prior to the meeting, by flyer and phone calls.

Section 3 - Quorum for Regular and Special Meetings

The quorum shall be 8 members of the organization.

Article VI - Executive Board

Section 1 - Executive Board Membership

The Executive Board shall consist of the officers, standing committee chairs and the Principal or his/her designee.

Section 2 - Duties

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, select a bank, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3 - Meetings

Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4 - Quorum

Half the number of board members plus one constitutes a quorum.

Article VII – Committees

Section 1 - Membership in Committees

Committees will consist of LPA members, with the president acting as an *ex officio* member of all committees. Members volunteer to serve on the committees.

Section 2 - Standing Committees

The following committees will serve under the LPA:

- Fundraising - To plan for, implement and follow through on all fundraising efforts.
- Membership - To solicit and encourage membership in the LPA.
- Events - To plan and implement the events sponsored by the LPA, including, but not limited to the annual 8th grade dance, Teacher Appreciation Week, parent education meetings, etc.
- Nominating - To prepare a slate of officers for the next school year and present it at the April meeting of the LPA.
- Auditing - To review the accounting records of the LPA at the end of the school year.

The President shall appoint the chairpersons of the standing committees, with consensus of the Executive Board.

Section 3 - Additional Committees

The board may appoint additional committees as needed.

Section 4 - Committee Meetings

Committees will meet as necessary.

Section 5 - Reporting

Committee chairperson shall report on their work at the regular meetings.

Article VIII - Parent Representatives

Section 1 - Selection

There will be up to two parent representatives in each "Community" at LCCS. Parents may volunteer to be a parent representative and will be endorsed by the Executive Board.

Section 2 - Responsibilities

Parent representative responsibilities shall include:

- Attending LPA meetings
- Meeting with the community advisor and offer assistance such as organizing Community parties or activities
- Calling or emailing reminders to Community parents about upcoming events, seeking donations of money or items for LPA or school sponsored activities or to encourage parent involvement in school events and fundraisers
- Attending meetings called for by Grade Level VPS.

Article VIII – Finances

Section 1 - Budget

A tentative budget shall be drafted for each school year and approved by a majority vote of the members present at the first meeting of the school year.

Section 2 - Records

The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3 - Expenses

The board shall approve all expenses of the organization.

Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president and the treasurer.

Section 4 - Reporting

The treasurer shall present a financial statement at each Regular Meeting and at the end of the year, the latter to be reviewed by the Audit Committee.

Section 5 - Funds Remaining After Dissolution

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership’s approval, spent for the benefit of the school.

Section 7 - Fiscal Year

The fiscal year shall coordinate with the school year beginning July 1 and ending June 30.

Article IX – Parliamentary Authority

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Conflict of Interest

All officers and committee chairpersons are required to read and sign a copy of the Link Parent Association Conflict of Interest Policy.

Article XIII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Date Adopted: _____

President: _____

Secretary: _____

Principal: _____