

Bylaws of the Lakehill Parent Faculty Club

Article I – NAME

The name of the organization shall be Lakehill Parent Faculty Club (“Lakehill PFC” or “Club”) of Lakehill Preparatory School, Dallas, Texas.

Article II – OBJECTIVES

The Objectives of the Club are:

1. To bring into close relationship the home and the school so that parents and teachers may cooperate intelligently in the development of the student.
2. To be alert to the needs of the faculty and the students of Lakehill Preparatory School.
3. To provide the basis of support for projects that directly benefit the school and the student body.

Article III – BASIC POLICIES

The basic policies of the Club are:

1. The Club shall be noncommercial, nonsectarian and nonpartisan.
2. The name of the Club or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the Club.
3. The Club shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
4. In the event of the dissolution of the Club, its assets shall be assigned to the Board of Directors of Lakehill Preparatory School.

Article IV – MEMBERSHIP

1. **Members:** Membership includes:
 - a. All parents and legal guardians of any student enrolled in Lakehill Preparatory School.
 - b. All members of the faculty or staff of Lakehill Preparatory School.**Dues:** Each student will be charged a \$50 membership fee at registration.
 - d. Each member of the faculty and staff shall receive free membership.

Article V – OFFICERS AND THEIR ELECTION

1. **Officers** – The officers of this Club shall be the Immediate Past President, President, Vice President, Treasurer, Recording Secretary, and Parliamentarian. Ex-Officio members include all other Past Presidents, Historian, Room Parents, and committee chairs.
2. **Nominating Committee** – The President shall appoint a nominating committee consisting of a minimum of three and a maximum of five members. The Nominating Committee shall be approved by the Executive Committee. The term of the Nominating Committee shall expire following the presentation of their slate of officers for the following school year.
3. **Nominations** – At the Spring general membership meeting, the Nominating Committee shall be announced. The committee shall work to submit a slate of officers for each office designated in these Bylaws. The slate of officers submitted for nomination shall have previously consented to be candidates before they are nominated. In addition, the candidates must have served two years as a committee chair or room parent. A couple, such as husband and wife may jointly hold one office or position in which case, they shall have one vote. Individual members of a couple may also serve separately in different offices. The slate of officers shall be submitted to the Executive committee for approval and will be announced at the last general membership meeting of the year.
4. **Election of Officers** – Officers shall be elected by the Executive Committee and presented to the general membership at the last meeting of the year.
5. **Term of Office:** The term of office for each officer will begin after the last scheduled general membership meeting of the school year and shall continue until after the next year’s last scheduled general membership meeting of the school year or until their successors are installed, whichever is later. The current officers will continue with any events scheduled through graduation.
6. **Term Limitations:** No member shall hold more than one office and one place on the Executive Committee, and no officer shall serve more than two years in the same capacity. The Historian has been exempted from this limitation.

7. **Vacancies:** Any vacancy in any office shall be filled by the Executive Committee, which shall select a member of the Club to fill the term.

Article VI – DUTIES OF OFFICERS

1. **Immediate Past President** – The Immediate Past President shall:
 - a. Coordinate Education Programs.
 - b. Act as a resource and advise the current President.
2. **President:** The President shall:
 - a. Preside at meetings of the general membership of the Club and at meetings of the Executive Committee.
 - b. Have general supervision of activities of the Club.
 - c. Be an ex-officio member of all committees except the Nominating Committee.
 - d. Inform the Headmaster of all major undertakings of the Club.
 - d. Approve all reimbursements of Club funds to members or businesses for expenses.
2. **Vice President:** The Vice President shall:
 - a. Act as an aide to the President.
 - b. Preside at meetings in the absence of the President.
 - c. Sign reimbursement vouchers in absence of the President.
3. **Recording Secretary:** The Recording Secretary shall:
 - a. Record accurate minutes of all general membership meetings and Executive Committee meetings of the Club and maintain the minutes for permanent retention in binders in the School Office.
 - b. Shall provide to the President prior to the next meeting, the minutes from the previous meeting.
 - c. Keep an accurate attendance record of the Executive Committee meetings.
5. **Treasurer:** The Treasurer shall:
 - a. Work with the school's business manager as needed to assure timely and accurate accounting of Club funds.
 - b. Maintain a set of books to reflect activity of each individual account and/or fundraiser throughout the school year in accordance with the budget adopted by the Executive Committee.
 - c. Present a financial report at general meetings, Executive Committee Meeting proceedings and at any other time when requested by the membership of the Executive Committee. An end-of-the-year report shall be presented at the Executive Committee meeting preceding the last general meeting.
 - d. Prepare and present a proposed budget for the school year to the membership for approval at the first general meeting of the school year.
 - e. Keep financial records such as ledger sheets, invoices, receipts and reimbursement vouchers for five years.
7. **Parliamentarian:** The Parliamentarian shall:
 - a. Advise on matters of parliamentary procedure when requested. Roberts Rules of Order shall be followed at all meetings. See Article X below.
 - b. Be Chairperson of the Bylaws Committee and shall keep the Bylaws current.
8. **Ex-Officio Members** shall:
 - a. Not be voting members
 - b. Come to at least two Executive Committee meetings a year

Article VII – MEETINGS

1. **Regular Meetings:** Meetings of the general membership shall be held as needed (or as deemed necessary) during the school year at a time and place as determined by the Executive Committee. Notice of such meetings shall be posted in a prominent place at the school and distributed through appropriate school channels.
2. **Special Meetings:** Special meetings of the general membership may be called at the discretion of the President, or upon written request of at least twenty-five members, or by the Board of Directors of Lakehill Preparatory School. Notice of special meetings shall be distributed to all members at least five days prior to the meeting, including an agenda with a description of the items to be discussed or action proposed to be taken at the meeting.
3. **Quorum:** At least 50% of whom are members of the Executive Committee shall constitute a quorum for a meeting of the general membership.

Article VIII – EXECUTIVE COMMITTEE

1. **Members:** The Executive Committee shall consist of the Immediate Past President, President, Vice President, Treasurer, Recording Secretary, and Parliamentarian. They must have served two years as a committee chair or room parent to be considered a member.

2. **Responsibilities:** The Executive Committee shall:
 - a. Transact necessary business between Club meetings.
 - b. Transact such other business as may be referred to it by the Club.
 - c. Approve, establish and organize any committees found necessary to carry out the work of the Club and appoint the Chairpersons of all committees.
 - d. Fill the terms of officers as provided in Article V.
 - e. Submit a proposed budget at the first General Meeting of the new school year.
 - f. Keep a written detailed record of completed projects or activities to be inserted in permanent procedure manuals to be passed on to the officers following the meeting at which their successors assume their duties.
3. **Meetings:** Special meetings of the Executive Committee may be called at the discretion of the President with five days notice at such time and place as determined by the President.
4. **Quorum:** A majority of the members of the Executive Committee shall constitute a quorum for the conduct of business. The act of a majority of the members of the Executive Committee present at a meeting at which a quorum is present shall constitute the act of the Executive Committee.

Article IX – Parent Faculty Club Board

1. **Committees:** Any committees as may be found necessary to carry out the work of the Club shall be approved and constituted by the Executive Committee. The Chairperson of each committee shall be selected by the Executive Committee. Committee membership will consist of anyone who volunteers for service on that committee.
2. **Work Plans:** The Chairperson of each committee shall present a plan of work to the Executive Committee for approval. This report shall include a volunteer list, proposed expenditures for the school year, correspondence samples and a statement of planned committee activities. Each Chairperson shall submit a written annual report at the end of the school year at the final Executive Committee meeting.
3. **Committee Limitations:** No committee shall be formed without Executive Committee approval. Any correspondence (flyers, letters, posters, etc.) being sent out representing the Club and the School must be presented to the School office for approval and a copy left for the permanent record book.

Article X – RULES OF ORDER

1. Roberts Rules of Order, Revised shall govern the Club in all cases in which they are applicable.

Article XI – AMENDMENTS AND REVISIONS

1. **Amendments:** These Bylaws may be amended at any regular meeting of the Club by two-thirds vote of the members present and voting; provided that notice of the proposed amendment(s) shall have been given at the previous meeting and that the proposed amendment shall be subject to approval of the Executive Committee.
2. **Revisions:** Any recommendation by the Bylaws Committee for revision shall require a two-thirds vote of the Executive Committee or a majority vote of the members attending the general meeting at which the changes are validly proposed. The requirements for adoption of revised Bylaws shall be the same as in the case of an amendment.

Article XII – EXPENDITURE OF CLUB FUNDS

1. **Fiscal Year:** The fiscal year for the Club shall begin on August 1st and end on July 31st to coincide with Lakehill School.
2. **Budget:** A proposed annual budget for the financial operation of the Club shall be prepared by the Executive Committee and presented to the general membership for approval of a majority vote at the first general membership meeting of the school year.
3. **Reimbursement:** All reimbursements of Club funds must be approved by signature of the President or Vice President on reimbursement vouchers. All reimbursements will be in accordance with the budget adopted by the Club and a copy of all approved reimbursements will be sent to the Treasurer before submission of the expenditure to the school's business manager.
4. **Bank Balance:** A fund will be established at the final Executive Committee meeting of the school year as a start up budget for the upcoming school year for the purpose of addressing reasonable expenditures accrued before monies have been received from proposed fundraisers.
5. **Profits:** All monies raised minus established bank balance will be gifted directly to the school on the last day of school. Disbursement will include the Executive Committees year-end minutes, which will include recommendations for the disbursement of funds raised.

- a. Monies for a specific group i.e. Booster Club, Trek for Tech, shall be disbursed annually in a lump sum after all expenses have cleared.

Article XIII – VOTING

1. **Voting**: Unless otherwise specified in these Bylaws, any action required or permitted shall be deemed approved upon a majority vote of those in attendance at a meeting of the membership, the Executive Committee and any committee at which a quorum is present. Unless otherwise specified in these Bylaws, a quorum shall be fifty percent of the members of the subject committee.

Revised and Amended 2009