

# 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; and
4. To raise funds and maintain a Club budget for the purpose of supporting student and faculty programs.

## 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 in the Lakehill PFC 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 (collectively, “Members”).
2. **Dues:**
  - a. Each student will be charged a membership fee at registration, with such fee amount to be determined each year by the Officers after consultation with School administration.
  - b. 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, Secretary, and Parliamentarian (“Officers”).
2. **Nominating Committee:** The President shall appoint a nominating committee consisting of a minimum of three and a maximum of five Members (“Nominating Committee”). The Nominating Committee shall be approved by the Executive Committee. The term of the Nominating Committee shall expire following the presentation of its slate of officers for the following school year.
3. **Nominations:** At the penultimate general membership meeting, the Nominating Committee shall be announced. The Nominating 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 and/or room parent. Spouses 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 concurrently hold more than one Officer position and one place on the Executive

Committee, and no Officer shall serve more than two years in the same capacity.

7. **Vacancies:** Any vacancy in an Officer position before the expiration of the Officer's term shall be filled by the Executive Committee, which shall select a Member of the Club to fill the remaining term of such vacant position. The partial term of such appointed Officer shall not be counted toward to the two-year term limitation set forth in subsection 6 above.

## 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 Head of School of all major undertakings of the Club.
  - e. Attend meetings of school's Board of Directors, as requested, and report on the current financial status and major undertakings of the Club,
  - f. Approve reimbursements of Club funds and proposed invoices or expenses, or contracts to Members or businesses, as required pursuant to these Bylaws..
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 and authorizations for proposed invoices, expenses, or contracts in the absence of the President or at the President's request.
  - d. Educate room parents about their duties and responsibilities.
  - e. Distribute Club communications to room parents for disbursement.
3. **Secretary:** The 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 and/or kept by the Secretary during his/her tenure and thereafter provided to his/her successor.
  - 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. 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. Keep the Bylaws current.
8. **Powers and Responsibilities of Officers:**
  - a. Prepare and present a proposed budget for the school year to the Members for approval at the first general meeting of the school year.
  - b. Transact necessary business between Club meetings.
  - c. Transact such other business as may be referred to it by the Club.
  - d. The act of a majority of the Officers shall constitute an act of the Officers.

## 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 President in conjunction with the Executive Committee. Notice of such meetings shall be 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 25 Members, or by the Board of Directors of Lakehill Preparatory School. Notice of special meetings shall be distributed through appropriate school channels 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 Officers, and the Committee Chairs.
2. Ex-Officio members include all other past Presidents who are Members and the room parents. Ex-Officio members of the Executive Committee may attend Executive Committee meetings but are not voting members for such meetings.
3. **Powers and 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 (“Committee Chairs”).
  - d. Fill the terms of Officers as provided in Article V.
  - e. 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.
4. **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.  
**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 – COMMITTEES

1. **Committees:** Any committees as may be found necessary to carry out the work of the Club shall be approved and constituted by the Officers. Each Committee Chair shall be selected by the Officers. Committee membership will consist of anyone who volunteers for service on that committee.
2. **Work Plans:** Each Committee Chair shall present a plan of work to the Officers for approval. This report shall include proposed expenditures for the school year, and a general statement of planned committee activities. Each Committee Chair shall submit a written annual report at the end of the school year.
3. **Committee Limitations:** No committee shall be formed without Officers’ approval. Any correspondence (flyers, letters, posters, etc.) being sent out representing the Club and the School must be presented to the appropriate School office for approval.
4. **Document Retention:** Each Committee Chair shall keep and maintain a record of work plans and receipts/invoices pertaining to the committee for a period of at least five years.

#### 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

**Amendments and Revisions:** 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(s) shall be subject to approval of the Executive Committee. 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 1<sup>st</sup> and end on July 31<sup>st</sup> to coincide with Lakehill School.
2. **Budget:** A proposed annual budget for the financial operation of the Club shall be prepared by the Officers and presented to the general membership for approval of a majority vote at the first general membership meeting of the school year.
3. **Expenditures:** Committee expenditures may not exceed those set forth in the annual budget approved at the first general membership meeting of the school year. Any proposed expense or request for reimbursement that would exceed the maximum expense set forth in the budget must be preapproved in writing by the President or Vice President.
4. **Reimbursement:** All requests for reimbursements of Club funds must be submitted on the appropriate reimbursement voucher and approved in writing by the President or Vice President. 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.

5. **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.
  - a. **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.
  - b. Monies for a specific group (i.e. 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.

**Amended 2023**