

Lake Highland Parent Association (LHPA)

BYLAWS

ARTICLE I. NAME

The name of the Association shall be Lake Highland Parent Association of Orlando, Florida, hereinafter referred to as the Association.

ARTICLE II. PURPOSE

The purpose of the Association is to provide programs, activities and fund raising events that support both financially and in spirit the mission statement of LHPS and encourage participation, unity, and a sense of community among the parents, students, faculty and staff of Lake Highland Preparatory School.

ARTICLE III. BASIC POLICIES

The following are basic policies of the Association:

- a. The Association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the Association 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 purpose of the Association.
- c. The Association 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 legislative initiatives.
- d. The Association shall cooperate with the school to support the improvement of education by organizing and supporting fund raising projects. This shall not be done in ways that will interfere with the administration of the school, nor will the Association seek to control school policies or function as a lobbying group. The Association may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Association in such matters shall make no commitments that bind the Association.
- e. When representatives of the Association work with outside vendors, those representatives shall behave in a manner appropriate of a school representative and with the primary purpose being the school's best interest.

ARTICLE IV. MEMBERS AND DUES

Section 1. Classification

All families with children currently enrolled in Lake Highland Preparatory School shall be deemed active members of the Lake Highland Parent Association, subject to compliance with the provisions of these bylaws.

Section 2. Dues

Association dues shall be paid annually as a portion of each family's tuition and activity fees. The Administration and the LHPA Executive Board, subject to approval by the Executive Committee of the Lake Highland Preparatory School Board of Trustees, will set the amount.

Section 3. Members agree to comply with the policies and procedures of the Association.

ARTICLE V. EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall consist of the elected officers, the President of Lake Highland Preparatory, and the Association's Past President. The Past President shall be the immediate Past President of the Association, or if the Past President is unable to serve, the Executive Board shall appoint a person who has served in the office of President.

Section 2. Duties of the Executive Board

- a. To transact necessary business as may be referred to it by the Association.
 - b. To approve the plans of work of the standing and special committees.
 - c. To present a report at the general meetings of the Association.
 - d. To prepare and submit to the Association for approval a budget for the fiscal year.
 - e. To disperse funds in accordance with the budget.
- Section 3. Parliamentarian
The Past President shall act as Parliamentarian for all Executive Board meetings and general meetings of the membership.
- Section 4. Meetings of the Executive Board
Executive Board meetings shall be held monthly at a regular time set by the current Executive Board.
- a. The President may call special meetings.
 - b. In case of emergency, a telephone, email or text vote may be taken.
- Section 5. Quorum
Six members of the Executive Board shall constitute a quorum.

ARTICLE VI. OFFICERS

- Section 1. Elected officers of the Association shall be President, President Elect, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer and Past President. The Second Vice President shall be the President of Lake Highland Preparatory School. An appointed officer shall be the Member-at-Large.
- Section 2. Term of Office
Officers shall be elected annually at the regularly scheduled meeting in April.
- a. Officers shall assume their duties following the close of the school year and shall serve for a term of two years or until their successors are elected.
 - b. The offices of President and President Elect shall be limited to one term.
 - c. The office of Treasurer shall be comprised of one term as Treasurer Elect followed by one term as Treasurer.
 - d. The appointed Member-at-Large shall serve for a term of one year.
- Section 3. Vacancy in Office
A vacancy occurring in any office other than the President or President Elect shall be filled for the remaining term by a majority vote of the Executive Board.
- a. The President Elect shall fill a vacancy occurring in the office of President if ready, willing and able. Should the President Elect choose to remain on the Board in their current seat, first consideration will go to a Past President of the Association, then the First Vice President to fill the office of President.
 - b. A vacancy occurring in the office of President Elect shall be filled by a vote of the general membership. The nominating committee shall present a name to the membership and nominations may be made from the floor.
- Section 4. Duties of Officers
- a. The President shall preside at all meetings and shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the Association or the Executive Board, shall appoint chairmen of all standing committees operating solely during their term as President, and shall coordinate the work of the officers and committees of the Association in order that the purpose may be promoted. The President shall report three times annually to the Board of Trustees of Lake Highland Preparatory School on the activities and finances of the Association.
 - b. The President Elect shall act as an aide to the President and shall perform the duties of the President in the absence or disability of that officer and shall perform such duties as assigned by the President or the Executive Board.
 - c. The First Vice President shall perform duties as assigned by the President or the Executive Board. Duties to include assisting the President in appointing chairmen of all standing committees, assist in coordinating the work of the officers and committees, and act as Ambassador to the LHPA and school. In addition, the First Vice President shall act as the Liaison to the Office of Advancement and Development.

- d. The Second Vice President shall be the President or Acting President of Lake Highland Preparatory School. The Second Vice President shall co-sign with the Treasurer all checks of the Association.
- e. The Past President shall serve as advisor and Parliamentarian and shall perform such other duties as assigned by the President or Executive Board.
- f. The Recording Secretary shall record the minutes of all meetings of the Association and of the Executive Board, and shall perform such other duties as assigned by the President or Executive Board.
- g. The Corresponding Secretary shall handle communications and other duties assigned by the President or the Executive Board. She/he shall perform the duties of the Recording Secretary in her/his absence.
- h. The Treasurer shall have custody of the bank accounts of the Association and shall keep an accurate account of receipts and disbursements in accordance with the approved budget. The Treasurer shall present a financial statement at every meeting of the Association and at other times upon request of the President or Executive Board. Copies of the financial statement will be provided to the Executive Committee of the Board of Trustees of Lake Highland Preparatory School. The Treasurer will act as liaison with the Business Office.
- i. The Treasurer Elect shall assist the Treasurer in the performance of her/his duties and perform the duties of the Treasurer in the absence or disability of that officer. She/he shall perform such other duties as assigned by the President or Executive Board. The Treasurer Elect will work with each Committee Chair to ensure money is collected after each event and follow up with committee chairs to ensure all monies are collected and expenses are accounted for.
- j. The Member-at-Large is a one year position appointed by the nominating. The Member-at-Large will perform duties as assigned by the President or the Executive Board.
- k. Operating funds shall be held in the Association treasury at the end of the fiscal year. The Association funds shall be available for audit.

ARTICLES VII. NOMINATIONS AND ELECTIONS

Section 1. Nominations

- a. There shall be a Nominating Committee composed of five Members: the immediate Past President, two members of the Executive Board, excluding the President and President Elect, and two members selected from the membership who have previously served on the Executive Board, excluding the current Board.
- b. The Nominating Committee shall submit one name for each office to be filled and shall make its report public at the Spring membership meeting.
- c. Only those persons who have given their consent to serve if elected shall be presented as a nominee to the general membership and nominated for office.
- d. Only active members with children presently enrolled at LHPS shall be eligible to serve in an elected position.
- e. Nominations may be made from the floor at the Spring membership meeting.

Section 2. Election

- a. The officers shall be elected at the April meeting.
- b. Only those persons who have given their consent to serve shall be nominated and elected.

ARTICLES VIII. MEETING OF MEMBERS

Section 1. General Meetings

General meetings for the upcoming school year shall be scheduled by the Executive Board no later than September 1.

Section 2. Special Meetings

The Executive Board may call special meetings as needed and as much notice as possible will be given to all Board members. The Board may use various forms of communication including, but not limited to, a traditional meeting, email, or audio/video conferencing.

Section 3. Quorum

To meet the required quorum of 50 percent of the general membership of the Association, each member will be considered to have voted in the affirmative unless the member registers their

objection by notifying the Secretary of the Executive Board by either email or letter, within a time period established by the Executive Board.

ARTICLE IX. FISCAL YEAR

The fiscal year of the Association shall begin on July 1 and end the following June 30.

ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the proceedings of the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XI. AMENDMENTS

These bylaws may be amended at any regular meeting of the Association by two-thirds vote of the members present and voting, provided that notice of the proposed amendments shall have been presented to the membership seven days prior to the meeting.

ARTICLE XII. DISSOLUTION

In the event of the dissolution of the Association, its assets shall be distributed firstly to the LHPS or its 501 (c) successor entity. If neither option is feasible, the assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c) of the Internal Revenue Code of 1954 as from time to time amended.

Amended May 2011