



# LAKE MARY

PREPARATORY SCHOOL

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## Griffin Parent Association Constitution and Bylaws

### ARTICLE I

#### Section 1: Name

The name of the organization shall be the Griffin Parent Association (GPA).

#### Section 2: Organization

This organization shall be set up as a not-for-profit corporation named "LMP GPA, Inc.," unless state laws require differently.

#### Section 3: Location

The organization shall operate within Lake Mary Preparatory School (LMP), the location is 650 Rantoul Lane, Lake Mary, FL 32746.

The Executive Committee is the governing body of the GPA.

The GPA shall be an auxiliary organization of the school and shall be subject to the administration and accrediting body's direction.

#### **Section 1: Purpose**

1. To support parents/legal guardians of students enrolled at LMP
2. To support LMP in achieving its Mission and School-Wide Student Goals
3. To foster a positive spirit within the LMP community, to facilitate communication and cooperation
4. To orient and integrate all new members into the LMP "family", and to advance, through parent involvement

#### **Section 2: Objectives**

1. To provide the LMP community with fun, family-friendly activities, and social events throughout the year
2. To provide a consistent channel of communication that promotes an atmosphere of goodwill within the LMP community
3. To support new families as they transition into the school

### ARTICLE II

#### **Section 1: Membership**

All parents/legal guardians of students enrolled at LMP are automatically members of the GPA with no membership registration or fee required.

Any teacher, administrator, or staff at LMP who are not parents or guardians are invited to be members and have voting rights.

## **ARTICLE III**

### **Section 1: Code of Conduct**

The GPA shall be non-commercial, non-sectarian, and non-partisan; no part of its activities shall relate to political or religious aims.

No part of the net earnings of the GPA shall inure to the benefit or be distributable to its members, trustees, officers, or other private persons, except that the GPA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes outlined in these Articles of Association.

Concerning GPA expenditure, all members will disclose any potential conflict of interest.

The GPA shall not attempt to influence school governance, nor shall it participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate.

### **Resignation and Removal**

Any officer may resign from the Executive Committee at any time by giving written notice to the Co-Presidents and Secretary. Officers may be removed from office only by a unanimous vote of the remaining GPA Executive Committee or deemed ineligible by the Headmaster, Registrar or Financial Manager.

## **ARTICLE IV: GOVERNING BODY**

### **Section 1: Executive Committee**

The main governing body of the GPA shall be called the Executive Committee.

### **Section 2: Composition**

The Executive Committee shall be composed of the following officers: Co-Presidents (one Upper School President and Lower School President); Co-Representatives (one Upper School Representative and one Lower School Representative), Treasurer and Secretary.

### **Section 3: Duties and Responsibilities of the Executive Committee**

- a. To set GPA policy, establish procedures and give general direction to the GPA
- b. To appoint committees to carry out the regular activities of the GPA
- c. To approve the work plans of appointed Special Committees
- d. To approve the annually audited Treasurer's report

- e. To create ad hoc committees for exceptional projects
- f. To review and approve the proposed budget for the current fiscal year
- g. To present a report at the GPA Meetings of the GPA regarding any action taken by the Executive Committee since its previous meeting
- h. To perform any other duties and responsibilities as envisaged in the GPA Constitution and By-laws.

## **ARTICLE V: EXECUTIVE COMMITTEE AND GPA**

### **Section 1: Duties and responsibilities of Officers of the Executive Committee**

General responsibilities pertaining to each office shall include, but are not limited to, those listed below:

**A. Co-Presidents** - She/he shall preside at all official GPA meetings and serve as an ex officio member of all GPA committees except the Election Committee. With the Treasurer, she/he shall draft the program budget for the year. She/he shall be the official representative of the GPA to the LMP community.

**B. Co-Representatives**- Together with the Co-Presidents, she/he shall serve as the primary contact to the US and LS Principals and represent the GPA at meetings of other US and LS groups, if needed. She/he will oversee the Grade-Level Room Parents and prepare and distribute monthly communication to the Room Parents, when applicable. Together with the Co-Presidents, she/he will assist teachers and staff with the planning and coordinating of events where GPA help is needed. Together with the Teacher Appreciation Chair(s), she/he will work on the monthly Teachers Lounge adoption schedule. She/he will work within an approved budget.

**C. Secretary/Communications**- The Secretary shall prepare minutes of the proceedings of all official GPA meetings and circulate within one week of the meeting. She/he shall maintain a file of these Minutes. The Secretary shall serve as the archivist of the GPA.

**D. Treasurer**- Together with the Co-Presidents, she/he shall draft the program budget for the year. The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; shall pay out funds according to the approved budget, and shall present reports each month as required under Article IX at the Executive Committee. The Treasurer's account shall be examined annually as per Article IX, and the annual audit report shall be presented at the October meeting of the Executive Committee and GPA.

## **ARTICLE VI: STANDING COMMITTEES AND SPECIAL COMMITTEES**

### **Section 1: Standing Committees**

Standing Committees are the Finance Committee and the Election Committee. The Executive Committee serves as the Finance Committee for the GPA.

## **Section 2: Special Committees**

The Co-Presidents may appoint special committees with the approval of the Executive Committee. The Executive Committee shall conduct this review at the end of each academic year. No committee work shall be undertaken without the approval of the Executive Committee. The Co-Presidents shall be ex-officio members of all committees except the Election Committee.

## **ARTICLE VII: MEETINGS**

### **Section 1: Executive Committee Meetings**

The Executive Committee shall meet on the first Tuesday of each month to transact business during the school year. The dates may be adjusted to allow for holidays. Ten (10) calendar days' notice must be given to Executive Committee members for any changes to meeting dates. The Executive Committee shall meet no less than six times per year. All meetings of the Executive Committee shall be held at LMP. An Executive Committee quorum shall consist of four members. The Executive Committee meetings will be no longer than 90 minutes. Time can be extended by a majority vote of Committee members in attendance. A majority vote will constitute approval for all decisions on behalf of the Executive Committee. Voting can be via electronic means. Other members of the LMP community (e.g., School Administrator, Faculty member, or Parent/Guardian) may be invited to attend the meeting to address the group on concerns. Special meetings of the Executive Committee may be called by the Co-Presidents or by any four (4) members of the Executive Committee, upon notice at least five (5) calendar days.

### **Section 2: Quorum**

A meeting quorum will be achieved when the majority of officers or members are present at the meeting.

## **ARTICLE VIII: EXECUTIVE COMMITTEE OFFICERS AND THEIR ELECTION**

Each year the parent community decides the officers of the Executive Committee and Committee Chairs by an election process.

An Election Chair, independent of the Executive Committee, is responsible for ensuring the election is fair, transparent and meets the specified timelines.

### **Section 1: Communications/implementation principle**

At all times, the Election Committee will use maximum effort and means, which may include email, online, school bulletins, and meetings, with administration to inform the parent and teacher community at each stage of the election process. Notices of open positions shall be distributed to the general membership in April (or as near to that as is reasonable) via email and included in the nearest issue's LMP newsletter. The notice shall outline the open positions and their duties, as stated in the bylaws.

**Section 2.** The Election Committee will review the nominations for eligibility according to the bylaws and present the nominees to the membership.

### **Section 3. Nomination Process - Executive Committee**

The Election Committee will call for nominations for all officer positions and individuals may nominate themselves or another person. Nominations will only be accepted in writing/email and not verbally or from the floor of a GPA meeting. Nominations from a group or slate of people for officer positions shall not be accepted. The Election Committee will provide the nominee with information on the election process and request a short biography and contact details. A nominee must inform the Election Committee in writing that they have accepted the nomination.

### **Section 4. Eligibility to nominate for an officer position**

Nominees must be a parent or legal guardian of a child enrolled at LMP, but **cannot** be a teacher. Nominations must be made within the publicized deadline. Members of the Election Committee are not eligible for nomination. Nominees shall not undertake public campaigning. If this occurs, then the Election Committee may void their nomination.

It is required that the Treasurer have financial knowledge, personal commitment to devote the time necessary to perform the Treasurer's responsibilities and an understanding of financial accounting for non-profit organizations.

It is required that the Co-Presidents have at least one (1) year of Executive Committee or Committee Chair experience.

### **Section 5a. Ballot/Voting Process**

The ballot of nominees will be distributed to the general membership by the Election Committee. In the event there is more than one person nominated for any office, then whoever wins the majority of votes, assuming a quorum is met, shall be deemed the winner of the election. If there is only one nominee for any particular office and that nominee does not receive a majority of votes cast, the current Executive Committee can appoint by majority vote the single nominee to hold that office until the next regular election. In the alternative, the Executive Committee may determine to hold another election for that particular office. In the event of a tie, the Election Committee will hold another election for that particular office.

### **Section 5b. Eligibility to vote**

Votes may be made by parents and legal guardians of students currently enrolled at LMP. There is **one vote** permitted per family. No absentee votes permitted and no votes by proxy.

### **Section 5c. Observers**

Any nominee or authorized representative may observe the counting process. Should the observers impede or disrupt the process, they will be asked by the Election Committee to leave the counting area.

### **Section 6. Election results**

The slate of officers will be approved at the Spring Bi-Annual GPA meeting and a statement that the slate has been approved shall be presented to the general membership no later than the end of the fiscal year.

### **Section 7. Formation of a new Executive Committee**

New officers will be invited to attend the final GPA meeting of the year (May) and commence their new roles from that date. The outgoing Executive Committee must commit to a comprehensive handover process to the incoming Executive Committee. At the final meeting, or via email, all annual reports shall be presented to the general membership. The retiring Executive Committee and the newly elected officers, if organized, shall hold a joint session. At the joint session, the retiring officers and Executive Committee will transfer all books and papers in their possession and belonging to the new officers' GPA, and otherwise, advise the new officers as to the status of affairs of the GPA no later than June 30th of each year.

### **Section 8. Position not filled through the Election process**

The incoming Executive Committee shall fill vacancies on the Executive Committee (other than the role of Co-Presidents) that remain vacant before the May GPA meeting by majority vote. If the election process concludes and the Co-Presidents' positions remain vacant, a new election must be held in the following school year by September 30th. The LMP Headmaster will assume the interim Co-Presidents' roles until the election process concludes, and the new Co-Presidents are confirmed. A majority vote of the Committee may fill any vacancies on the Executive Committee that occur during the year.

### **Section 9: Terms**

Officers are elected for a one-year term.

## **ARTICLE IX: FINANCE**

### **Section 1: Budget**

A tentative budget shall be drafted in the Fall for each school year and made available to the members via electronic distribution or posting on the website. The budget will be approved by a three- fourths vote of the Executive Committee, assuming a quorum.

### **Section 2: Non-Budgeted Spending**

The Executive Committee reserves the right to make decisions on behalf of the membership for additional expenditures, if necessary. A majority vote by the Executive Committee will constitute approval for such decisions.

### **Section 3: Fundraising**

All funds raised by the GPA shall be used to support LMP or the operational expenses of the association and be consistent with the rules and regulations applicable to the organization, with regards to its status as a nonprofit, 501(c)(3) organization.

### **Section 4: Records**

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

### **Section 5: Fiscal Year**

The fiscal year shall coordinate with the fiscal year of LMP.

### **Section 6: Review of Financial Records and Accounts**

An annual review of the financial records and accounts shall be performed by the Treasurer and the LMP Finance Manager within 60 days of each fiscal year's close. The LMP Financial Manager may request a review of financial records and accounts at any time.

### **Section 7: Dissolution**

Upon the dissolution of the GPA, any remaining funds should be used to pay any outstanding bills and spent for the benefit of the LMP community as the Executive Committee shall deem suitable. The Executive Committee may not propose annual membership dues.

### **Section 8: Cap on savings**

The GPA account, at the beginning of the fiscal year, should hold no more than is sufficient for one (1) year of operations.

### **Section 9: Excess Funds**

By June 30<sup>th</sup> of each year, funds held in the GPA's account that exceed the contingency requirement established in Section 8 shall be disbursed to an LMP Service-Learning partner. It is the responsibility of the outgoing Executive Committee to ensure the funds are disbursed by the end of the fiscal year rather than the new incoming Executive Committee.

## **ARTICLE X: AMENDING THE CONSTITUTION**

### **Section 1: Constitution Review Committee**

These bylaws may be amended at any regular or special meeting, providing that at least one-week notice was given in writing to the GPA general members. Information may be assigned by email. Amendment changes are approved with a majority vote of the GPA general membership, assuming a quorum. Voting can be via electronic means.

### **Section 2: Affirmation of Bylaws**

The Executive Committee created these bylaws in accordance with the National Association of Independent School (NAIS) guidelines. An annual affirmation of bylaws will be performed by the Executive Committee at the beginning of each school year and approved by the Headmaster of LMP.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered in the Constitution.

## **ARTICLE XII**

### **Section 1: Expectations of Members and Officers**

Members of the Executive Committee and officers are expected to work harmoniously, collegially, and diligently to achieve the stated purpose and objectives of the GPA. They are expected to professionally fulfill their duties and responsibilities, including attending all monthly meetings and the majority of GPA school events. They are expected to adhere to LMP's Core Values & Mission.

**Section 2: Officers of the Executive Committee who do not fulfill duties and responsibilities.**

In such cases, the Co-Presidents and or their delegates will first meet with the Executive Committee's officer to discuss the issue and recommend an appropriate course of corrective action. If the problem persists, then the officer's conduct will be addressed in the Executive Committee's next meeting, which by majority vote, may ask the officer to consider her/his position. If the issue recurs, the Executive Committee may remove the officer from her/his position by majority vote.

**Section 3: Co-President does not fulfill duties and responsibilities.**

In such cases, the Executive Committee officers will first meet with the Co-President to discuss the issue and recommend an appropriate course of corrective action. If the problem persists, then the Co-President's conduct will be addressed in an emergency meeting of the Executive Committee, which by majority vote may ask the Co-President to consider her/his position. If the issue recurs, the Executive Committee may vote by a two-thirds majority for the President to exit the office.

**Section 4: Conflict Resolution**

The Executive Committee will at all times resolve conflict confidentially within the committee. In the case of unresolvable conflict, the Executive Committee may take a majority vote to seek assistance and mediation from a senior administrative officer of LMP.