

Amended June 9, 2011

**ACADÉMIE LAFAYETTE CHARTER SCHOOL
PARENT ASSOCIATION**

BYLAWS

ARTICLE I: NAME

The name of this association is Académie Lafayette Parent Association, referred to unless otherwise noted as ALPA.

ARTICLE II: ARTICLES OF ORGANIZATION

The articles of organization of a constituent organization include the bylaws of such organization.

ARTICLE III: PURPOSES

The objectives of the ALPA are:

Section 1. To promote the welfare of children and youth in home, school, and community.

Section 2. To raise the standards of home life.

Section 3. To secure adequate laws for the care and protection of children and youth.

Section 4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

Section 5. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

ARTICLE IV: BASIC POLICIES

The following are basic policies of ALPA:

Section 1. The organization shall be noncommercial, nonsectarian, and non-partisan.

Section 2. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.

Section 3. The organization 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. The organization shall work with

the school to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people of the ALPA board. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the ALPA. The ALPA may cooperate with other organizations and agencies concerned with child welfare, but a member shall make no commitments that bind the group he represents.

Section 4. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

Section 5. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 6. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE V: MEMBERSHIP

Section 1. Every individual who is a parent or guardian of a student attending Académie Lafayette Charter School is entitled to all the benefits of membership. To obtain such membership an individual must be a parent of a child currently enrolled in Académie Lafayette Charter School.

Section 2. The membership year shall be September 1 through August 31.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. Each officer shall be a member of ALPA.

Section 2. The officers of this organization shall consist of a president, an upper campus vice president, a lower campus vice president, a secretary, a treasurer, and the chair and/or co-chairs of Evening in Paris.

- a. Officers shall assume their official duties on October 1 and shall serve for a term of one (1) year or until their successors are elected.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of ALPA, notice of such election having been given. In case a vacancy occurs in the office of president, the vice president shall serve notice of the election.

Section 4. Any officer may be removed for cause by the vote of two-thirds (2/3) of the Committee members. An officer or chairperson missing three (3) consecutive meetings will be subject for removal by the President.

Section 5. Any officer may resign at any time by giving written notice of such resignation to the Chairperson or Secretary of the Committee.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The president shall:

- a. preside at all meetings of the association;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the association; and
- c. be a member *ex officio* of all committees; and coordinate the work of the officers and committees of the association in order that the objectives may be promoted.

Section 2. The upper campus vice president shall:

- a. act as aide to the president;
- b. perform the duties of the president in the absence or inability of that officer to serve;
- c. be responsible for writing the ALPA section in the school's upper campus weekly newsletter; and
- d. be responsible for overseeing the room parents in the upper campus.

Section 3. The lower campus vice president shall:

- a. be responsible for writing the ALPA section in the school's lower campus weekly newsletter; and
- b. be responsible for overseeing the room parents in the lower campus.

Section 4. The secretary shall:

- a. record the minutes of all meetings of the association;
- b. have the current approved copy of the bylaws;
- c. maintain a membership list; and
- d. perform other delegated duties as assigned.

Section 5. The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep a full and accurate account of receipts and expenditures;
- c. make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- d. present a financial statement at every meeting of the association and at other times when requested by the executive board;
- e. make a full annual report at the end of the fiscal year;
- f. be responsible for the maintenance of such books of account and records; and
- g. submit the books for examination annually or upon change of officer by an auditing committee of three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The ALPA Executive Board shall appoint the auditing committee.

Section 6. Evening in Paris chair (this post may be served by one or two members) shall:

- a. responsible for organizing all aspects of the Evening in Paris; and
- b. provide updates and other pertinent information to parents during ALPA meetings.

Section 7. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII: EXECUTIVE BOARD

Section 1. The executive board shall consist of the officers of the association and the chairpersons of standing committees. The officers of the association shall select the chairpersons of the standing committees.

- a. The President may appoint the parliamentarian, subject to the approval of the officers of the association.

Section 2. An ALPA member shall not serve as a voting member of a constituent organization's board on the local, council, district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

Section 3. The duties of the executive board shall be:

- a. to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- b. to create standing and special committees;
- c. to approve the plans of work of the standing committees;
- d. to present a report at the regular meetings of the association;
- e. to select an auditing committee to audit the treasurer's accounts; and
- f. to prepare and submit to the association for adoption a budget for the year.

Section 4. The regular meetings of the executive board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of the members of the board, five (5) days' notice being given.

ARTICLE IX: MEETINGS

Section 1. At least five (5) unit meetings of this association shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first unit meeting of the year. Five days' notice shall be given of a change of date.

Section 2. Special meetings of the association may be called by the president or by a majority of the ALPA, five (5) days' notice having been given.

Section 3. The annual meeting shall be the last meeting of the year, at which time annual reports shall be received, the exception to be the treasurer's annual report. The treasurer's annual report

will be received by the auditing committee and then presented at the first meeting in August following the close of the fiscal year.

Section 4. New officers shall be voted on and introduced to the parent community at the first meeting of the new school year.

Section 5. Twenty-five members shall constitute a quorum for the transaction of business in any ALPA meeting.

Section 6. The privileges of holding office, debating and voting shall be limited to members of this association.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

Section 1. Only members of the association shall be eligible to serve in any elective or appointive positions.

Section 2. The ALPA may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the association. The President of the ALPA shall appoint the Chairperson of each standing committee. The term of each Chairperson shall be one (1) year or until the selection of a successor.

Section 3. The president may appoint special committees. A special committee is created for a specific purpose and automatically ceases existence when its work is done and its final report is received by the organization.

Section 4. The chairperson of each special or standing committee shall present a plan of work to the ALPA for approval.

Section 5. The president shall be a member *ex officio* of all committees, and shall be notified of all meetings.

ARTICLE XI: EXPENDITURE POLICY

Section 1. Proceeds from the ALPA sponsored fundraisers and donations will be used to support operating expenses of the ALPA, teacher expenditures not covered in the school budget, enrichment opportunities for students, invited guests, recruiting and school functions sponsored and/or co-sponsored by the ALPA and other expenditures as deemed appropriate by the ALPA.

Section 2. The ALPA executive officers are authorized to make decisions on expenditures up to \$1000.00. Funding requests of \$1000.01 or more are presented to the parent body and voted on at the next scheduled meeting, unless it is decided that it needs immediate attention. The parent body should be informed of the funding request prior to the meeting via the newsletter to enable maximum parent input. A quorum of 25 members must exist in order to vote on large ticket items/expenditures of the ALPA. Should the ALPA not reach a quorum on the scheduled meeting date due to weather, etc., the vote will be rescheduled.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the ALPA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the ALPA.

ARTICLE XIII: AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the association by a two-thirds (2/3) vote of the members present and voting, provided that notice of the amendment has been given at the previous unit meeting and that the proposed amendments have been formally presented.