

**WEST LAFAYETTE ELEMENTARY PARENT COUNCIL
BY-LAWS**

**ARTICLE I
NAME**

The name of this organization shall be the West Lafayette Elementary Parent Council.

**ARTICLE II
PURPOSE AND RESPONSIBILITIES**

The West Lafayette Elementary Parent Council is an organization of parents, grandparents, guardians, teachers, and other West Lafayette Elementary staff interested in the education of children, the activities and functions of the school, and assisting in various ways throughout the year.

The responsibilities of the Council include:

- To act as a liaison between parents and school administration.
- To encourage active parent participation in school activities.
- To coordinate volunteers.
- To establish ad hoc committees as required.
- To appoint representatives to citywide school committees as required.
- To give support, assistance, and appreciation to teachers.
- To encourage and assist activities that provide opportunities for student recognition.

**ARTICLE III
MEMBERSHIP**

The membership shall consist of all interested teachers and staff, parents and other family members, and the school principal. The Executive Board shall govern the Cumberland Parent Council and shall consist of the five officers as listed below. The officers of the Cumberland Parent Council shall include a President, a Vice President, a Secretary, a Treasurer and a Volunteer Coordinator. The officers shall be selected by the Council from among its members during the second semester of a school year and shall serve for the following school year.

- The President shall preside at all meetings and shall coordinate the work of the Council. The term of office for the President shall be at least one year but no more than two years. The President shall review all bank records and a summary of cash receipts each month in which there are expenditures.
- The Vice President shall act as an aide to the President and shall perform the duties of the president in his/her absence

or inability to serve. The term of office for the Vice President shall be at least one year but no more than two years. The Vice President also serves as the chair of the Fundraising Committee, or in the absence of a formal committee, oversees and evaluates all Fundraising activity.

- The Secretary shall record the minutes of all meetings of the Council, complete all Council correspondence, and shall perform such other duties as may be delegated. The term of office for the Secretary shall be at least one year but no more than two year.
- The Treasurer shall maintain the financial records of the council, present the bank statements and a summary of cash receipts at each Executive Council meeting, and shall perform such other duties as may be delegated. The term of office of the treasurer is recommended for at least two years. The treasurer shall serve no more than four years.
- The Volunteer Coordinator will be responsible for securing volunteers to serve on committees, helping committees to operate smoothly, and obtaining necessary volunteers for any school functions or activities. The term of office for Volunteer Coordinator shall be at least one but no more than two years.

ARTICLE IV MEETINGS

The meetings of this organization shall be held monthly or when deemed necessary by parents of West Lafayette Elementary school children, the school administration, or the faculty of the school. The meetings are open to all.

The membership shall have advance notice of meetings.

A majority of the total number of parents present at a meeting shall constitute a quorum.

ARTICLE V COMMITTEES

Committees shall be created by the council as deemed necessary to promote the work of the Council.

The Grant Committee works to review and award teacher and staff grant applications and to support preparation of applications for external funding. The Parent Council President will observe the Grant Committee review process to ensure impartial and objective review. In consultation with the Grant Committee Chairperson, the Executive Board reserves the

right to limit the participation of those with an easily identifiable conflict of interest in this process.

ARTICLE VI

PARLIMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not in conflict with these by-laws.

ARTICLE VII

AMENDMENTS

These by-laws shall be amended at any regular meeting of the Council, provided notice of the proposed change has been given at the previous meeting and to all parents (30) days in advance. These by-laws shall only be amended if a quorum agrees upon the proposed change.

ARTICLE VIII

GENERAL RULES

West Lafayette Elementary School is a non-profit organization. Council focus should be on school projects that encourage involvement by students and their families.

The actions of the West Lafayette Elementary Parent council must be judged by the principal to be in accord with school policy and in the best interests of the school.

The Parent Council Executive Board may authorize new expenditures of up to \$250 when an immediate decision is necessary. A two-thirds majority of those attending a General Meeting must approve new expenditures of more than \$250.

Parent Council will not contribute money to causes that do not directly benefit the school. Money contributed by parents is to benefit West Lafayette Elementary students. If the contribution is likely to return directly to West Lafayette Elementary and benefit a number of students, the Parent Council may consider contributing (i.e. the Public School Foundation, WLHS Music Boosters, the Backpack Program).

The annual budget shall be voted on by the general membership.

The Parent Council will provide startup funds to each full time classroom teacher (including special subjects) in August and January of each year to help defray out-of- pocket expenses. The amount will be determined based on available budget and attainment of fundraising goals.

Each Fall the Parent Council will offer an opportunity for staff and teachers to apply for grant monies to fund special projects. Requests must meet written guidelines. Applications will be funded based on committee prioritization and available funds.

Parent Council funds should not be used to pay for food for students. Requests for funding food or other consumables should be considered by case when the whole school is to benefit. An exception is to be made for staff appreciation luncheons, Cumberland Cares, and the Backpack Program.

Fundraising projects or community education programs should be something in which all students can participate and will be reviewed annually. All efforts will be made to limit fundraising to minimize the burden on West Lafayette Elementary families.

In the event of an illness, birth, or surgery of any West Lafayette Elementary staff member, a card may be sent.

Parent Council will purchase modest gifts for teachers who retire from teaching at West Lafayette Elementary. This does not apply to other types of termination.

Clubs and organizations that cater to a small segment of the student body, such as foreign language clubs, are not the financial or administrative responsibility of the Parent Council.

When possible, the West Lafayette Elementary Parent Council should work cooperatively with the Parent Councils of West Lafayette Intermediate School and the West Lafayette Junior/Senior High School to facilitate continuous and consistent policies and procedures.

In the event of the dissolution of the West Lafayette Elementary Parent Council, it will be the responsibility of the Executive Board to ensure that its assets are turned over to West Lafayette Elementary School, the West Lafayette School Corporation, or the organization that takes over the Parent Council's role.

Amended April 17, 2019