

**Bylaws For
Lake Mary Preparatory School
GRIFFIN PARENT ASSOCIATION**

ARTICLE I – NAME & ORGANIZATION

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 whose location is 650 Rantoul Lane Lake Mary, FL 32746

ARTICLE II - PURPOSE

Section 1: Purpose

The purpose of the Griffin Parent Association (GPA) is to foster a positive spirit within the LMP community, to facilitate communication and cooperation, to provide financial support, to orient and integrate all new members into the LMP "family", and to advance, through parent involvement, the mission and core values of Lake Mary Preparatory School.

Section 2: Direction

The Griffin Parent Association shall be an auxiliary organization of the school and shall be subject to the direction of the administration and accrediting body.

ARTICLE III – MEMBERSHIP & DUES

Section 1: Membership

Any parent or guardian of a student at LMP is a member and shall have voting rights.

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

Section 2: Dues

Membership in the GPA shall not require the payment of dues

ARTICLE IV – ORGANIZATION STRUCTURE

Section 1: Officers

The GPA Executive Board, shall consist of a President, Vice President, Secretary, Treasurer, Lower/Middle/Upper School Liaisons, Volunteer Coordinator, Communications Coordinator and Fundraising Chair. These positions are all voting positions. The GPA Executive Board should be reflective of the three levels of LMP – Lower, Middle and Upper School – and have a positive spirit, open communication and create a cooperative environment.

Section 2: Officer Roles & Responsibilities

- A. President – The President will preside at all general GPA membership meetings and GPA Executive Board meetings. The President will serve as the primary contact to the Headmaster and represent the GPA at meetings of other groups, if needed. He/She will serve as an ex- officio member of all GPA committees. The President will oversee and counsel the responsibilities of the GPA Executive Board and Teacher Appreciation Committee Co-Chairs. He/She will be responsible for coordinating at least one (1) annual GPA meeting.
- B. Vice President- The Vice President will attend all general GPA meetings and GPA Executive Board meetings. The primary responsibility of the Vice President is to assist the president and help lead the GPA toward specific goals chosen by its members. The goals must be consistent with the policies and purposes of the GPA. This position can be used to gain understanding of the requirements and duties of the President. Attend meetings as requested by the President. Prepare and present a report to the GPA Executive Board for each meeting attended on behalf of the President. Help and oversee all the committees that makeup the GPA.
- C. Secretary – The Secretary will attend all general GPA meetings and GPA Executive Board meetings and is responsible for transcribing and posting minutes. The Secretary shall send meeting notifications, with a copy of the agenda and prior meeting minutes, to all parents for GPA general membership meetings. He/She will send out reminder notices (by email) to all GPA Executive Board officers and GPA Committee Chairs of upcoming Executive Board meetings. The Secretary shall help with forms and documents requested by the GPA Executive Board and GPA Committee Chairs and retain all official records of the GPA. He/She is responsible for ensuring the GPA by-laws and any additional official documentation are kept current.
- D. Treasurer – The Treasurer will attend all general GPA meetings and GPA Executive Board meetings and is responsible for handling all of the GPA finances in accordance to the by-laws and non-profit organization regulations. The GPA Treasurer helps develop and present the budget at the appropriate annual GPA meeting. He/She will collect and deposit money, write checks for purchases and reimbursements, track income and spending in a financial software (approved by the LMP Finance Manager), make bi-monthly financial reports and file any required IRS reports. The GPA Treasurer will serve as the

- primary contact to the LMP Finance Manager and organize the books for review at least twice a year per FCIS accreditation requirements,. He/She will represent the GPA at meetings of other groups, if needed.
- E. Volunteer Coordinator – The Volunteer Coordinator will attend all general GPA meetings and GPA Executive Board meetings and is responsible for recruiting parent volunteers for GPA and LMP events and activities. The Volunteer Coordinator will represent the GPA at meetings of other groups, if needed. He/She will also be responsible for the coordination of ONE LMP events including, but not limited to, a welcome back event (in conjunction with the New Parent Committee) and a first day of school breakfast event (with assistance of the GPA Executive Board). The Volunteer Coordinator will be responsible for creating and working within a yearly budget approved by the GPA Executive Board.
 - F. Communications Coordinator – The Communication Coordinator will attend all general GPA meetings and GPA Executive Board meetings and is responsible for putting together the quarterly newsletter and posting any GPA updates to the LMP website. The Communications Coordinator will serve as the primary contact to the LMP marketing/website staff member and represent the GPA at meetings of other groups, if needed. He/She will be responsible for drafting all general GPA communications to the general membership and coordinating their distribution with the appropriate LMP representative.
 - G. Upper School Liaison – The US Liaison will attend all general GPA meetings and GPA Executive Board meetings. The US Liaison will serve as the primary contact to the US Principal and represent the GPA at meetings of other US groups, if needed. He/She will assist with the implementation of US events and activities including coordinating volunteers and other needs. The US Liaison will be responsible for creating and working within a yearly budget approved by the GPA Executive Board.
 - H. Middle School Liaison – The MS Liaison will attend all general GPA meetings and GPA Executive Board meetings. The MS Liaison will serve as the primary contact to the MS Principal and represent the GPA at meetings of other MS groups, if needed. He/She will assist with the implementation of MS events and activities including coordinating volunteers and other needs. The MS Liaison will be responsible for creating and working within a yearly budget approved by the GPA Executive Board.
 - I. Lower School Liaison – The LS Liaison will attend all general GPA meetings and GPA Executive Board meetings. The LS Liaison will serve as the primary contact to the LS Principal and represent the GPA at meetings of other LS groups, if needed. The LS Liaison will oversee and counsel the responsibilities of the LS Room Parents and LS Events Committee Chair(s). The LS liaison will be responsible for creating and working within a yearly budget approved by the GPA Executive Board.
 - J. Fundraising Chair- GPA fundraising activities are carried out by a committee whose chairman is an elected member of the executive board. The committee may include the Treasurer, the Lower, Upper and Middle School Liaisons, the

Principal, a faculty member, the President (ex officio) and others appointed by the President. The Fundraising Chair works with the Treasurer to oversee the financial health of the organization. The major responsibility of the fundraising committee is to raise the amount needed to meet the proposed unit budget lead by the Fundraising Chair. GPA funds are raised and used for purposes approved by the GPA in advance of any fundraising event. The fundraising chair is expected to spearhead all donor appreciation and care efforts, including but not limited to appreciation events and activities for the benefit of the donors. The GPA fundraising chair is also required to attend the monthly board meeting and provide the necessary updates

Section 3: Standing Committee Structure and Duties

- A. Teacher Appreciation (TA) – Chaired by one US/MS member and one LS member and made up of parents from all levels. The TA committee is responsible for coordinating and facilitating all appreciation events and activities including, but not limited to, monthly luncheons, holiday luncheons, Teacher Appreciation Week and the Teachers Lounge Adoption. The TA Co-chairs will report to the GPA President and be responsible for soliciting for donations and working within a yearly budget approved by the GPA Executive Board.
- B. Lower School (LS) Events – Chaired by one (or more) GPA members that are LS parents or guardians and made up of parents from Lower School. They are responsible for communicating with and receiving direction from the staff responsible for LS events. The LS Events Committee will coordinate and facilitate the volunteers and other needs for all LS events including, but not limited to, concerts, STEM night, Literacy Night, Peace Day, Spooktacular, Thanksgiving Feast and AR Celebration. Funds for the LS Events Committee will come from the LS LMP budget and may be supplemented by soliciting for donations or from the GPA budget as approved by the GPA Executive Board.
- C. Middle/Upper School (MS/US) Events – Co-chaired by MS and US Liaisons and made up of parents from Middle and Upper School. They are responsible for communicating with and receiving direction from the staff responsible for MS/US events. The MS/US Events Committee will coordinate and facilitate the volunteers and other needs for all MS/US events. Funds for the MS/US Events Committee will come from the LMP budget and may be supplemented by soliciting for donations or from the GPA budget as approved by the GPA Executive Board.
- D. New Parents' Committee (NPC) — Chaired by one GPA member appointed by the Headmaster and LMP Admissions Director and made up of parents from all levels. The New Parents' Committee supports the LMP Administration during the recruitment and enrollment process; and welcomes new families to the LMP community through involvement in open houses, orientations and other events. The NPC Chair will oversee and counsel the responsibilities of the Mentor Parents from all levels. Funds for the New Parent Committee will come directly from the LMP budget and may be

supplemented by the GPA as approved by the GPA Executive Board.

Section 4 - Compensation of Officers:

Officers of the GPA shall receive no compensation for the services performed.

ARTICLE V – NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1: Election Committee

The election process will be managed by an Election Committee made up of three current GPA Executive Board members that are not currently running for a position.

Section 2: Nomination Process

Notices of open positions shall be distributed to the general membership in April (or as near there to as is reasonable) via email and included in the nearest issue of the GPA newsletter. The notice shall outline the open positions and their duties as stated in the by-laws. Nominations of officers will be made through submission of a statement of interest submitted to the Election Committee via email by either the interested party (self-nomination) or by another GPA member and confirmed. If nominated by another member, the Elections Committee will confirm interest with the nominated member.

The Election committee will review the nominations for eligibility according to the bylaws and present the nominees to the GPA membership. Notices of nominees and their statement of interest shall be distributed to the members at least one week prior to the election.

Section 3: Eligibility

Only GPA parents and guardians in good standing with LMP as confirmed by the Headmaster, Registrar & Finance Manager shall hold office or vote in elections.

It is recommended that any person who is nominated for President should be a current GPA Executive Board Member or past GPA Executive Board Member. It is recommended that any person who is nominated for US/MS/LS Liaison is a current parent or guardian. It is required that the Treasurer have financial knowledge, personal commitment to devote the time necessary to perform the responsibilities of Treasurer and an understanding of financial accounting for non-profit organizations.

Section 4: Election Quorum

Twenty parent or guardian members from each level – Lower, Middle, Upper, plus ten LMP teachers, administrators or staff at LMP who are not voting as a parent or guardian for a total of 70 members shall constitute a quorum for the election. One vote per household will be counted.

Section 5: Election Process

The electronic ballot of nominees will be distributed to general membership through email. In the event there is more than one person nominated for any office, then whomever wins the majority of votes, assuming quorum is met, shall be deemed winner of the election. In the event there is only one nominee for any particular office, and that nominee does not receive a majority of votes cast, then the current GPA Executive Board can appoint by three-fourths vote the single nominee to hold that office until next regular election, or in the alternative, the GPA Executive Board 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.

The slate of officers will be approved at the May GPA Executive board 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 6: Installation

Installation of officers shall take place at a final GPA meeting of the school year, but no later than June 30th, at which time the new officers shall take over their duties in all matters affecting the subsequent school year. At the final meeting, or alternatively via email, all annual reports shall be presented to the general membership. The retiring board and the newly elected officers, if organized, shall hold a joint session. At the joint session, the retiring officers and board will transfer all books and papers in their possession and belonging to the GPA to the new officers, and otherwise advise the new officers as to the status of affairs of the GPA no later than June 30th of each year.

Section 7: Terms

Officers are elected for a one year term and may serve no more than two (2) consecutive terms in the same position, with the exception of the President and Treasurer who are elected for a two year term and may serve no more than two (2) consecutive terms in those positions. Each person elected shall hold only one position at a time, including GPA Executive Board and Committee Chair positions.

Section 8: Resignation and Removal

Any officer may resign from the GPA Executive Board at any time by giving written notice to the President and Secretary. Officers may be removed from office only by unanimous vote of the remaining GPA Executive Board or if they are deemed ineligible by the Headmaster, Registrar or Financial Manager.

Section 9: Vacancies

Vacancies occurring on the GPA Executive Board between elections shall be filled by unanimous vote of the remaining members of the GPA Executive Board assuming the nominated member meets the eligibility for office.

ARTICLE VI – MEETINGS

Section 1: Executive Board

The GPA Executive Board shall meet no less than six times per year. All meetings of the GPA Executive Board shall be held in public location and open to any member. A GPA Executive Board quorum shall consist of 100 percent of board officers. GPA Executive Board meetings will be no longer than 90 minutes. Time can be extended by a majority vote of board members in attendance. A three-fourths vote will constitute approval for all decisions on behalf of the GPA Executive Board. Voting can be via electronic means.

Section 2: General Meetings

The President shall call one Annual Meeting of the GPA. GPA General Meetings will be no longer than 60 minutes. Time can be extended by the majority of GPA members in attendance. Special meetings may be called by the President or by the GPA Executive Board as is deemed necessary for the purpose of receiving reports of Officers and Committees and for other business that may arise. Twenty parent or guardian members from each level – Lower, Middle, Upper, plus ten LMP teachers, administrators or staff at LMP who are not voting as a parent or guardian for a total of 70 members shall constitute a quorum for the general membership. A majority vote will constitute approval for all decisions on behalf of the GPA general membership. Voting can be via electronic means.

Section 3: Time, Place, and Notice of Meetings

The time and place of meetings shall be set by the President. All GPA members shall receive notice of all meetings no less than one week before the date of the meeting. Notice may be given by email or any other form of communication reasonably calculated to provide notice by the Secretary.

ARTICLE VII – FINANCES

Section 1: Budget

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

Section 2: Non-Budgeted Spending

The GPA Executive Board reserves the right to make decisions on behalf of the membership for additional expenditures, if necessary. A three-fourths vote by GPA Executive Board officers will constitute approval for such decisions and the GPA general membership will be notified of the decision by inclusion in the GPA newsletter within 90 days.

Section 3: Fundraising

All funds raised by the Griffin Parent Association shall be used for the support of LMP or for 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 the close of each fiscal year. 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, with the membership's approval, spent for the benefit of the LMP community as the GPA Executive Board and members shall deem suitable.

ARTICLE VIII - AMENDMENTS AND AFFIRMATION

Section 1: Amendments

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

Section 2: Affirmation of Bylaws

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

AMENDED AND APPROVED BY THE EXECUTIVE BOARD EFFECTIVE: OCTOBER 4TH, 2019

Affirmed for 2019/2020 School Year

Signed by GPA President: *Jill Montaldo*

Dated: 10/9/19

Signed by GPA Secretary: *Theresa A. Moore*

Dated: 10/9/19

Signed by Headmaster: *Jack Delman*

Dated: 10/8/19