

# **Good Shepherd Lutheran School Parents' Association Bylaws**

Adopted July 14, 2009  
Updated September, 2018

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## **Article 1 – Name**

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Organization name. The name of the organization shall be the Parents' Association (PA) of Good Shepherd Lutheran School (GSLs).

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## **Article 2 – Purpose**

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### Section 2.1 Organization Purpose

The PA supports the missions of the Good Shepherd Lutheran Church and School. The PA is chartered by the Good Shepherd Lutheran School Board and functions as a subcommittee.

### Section 2.2 Organization Objectives

The specific objectives of the PA are:

1. To promote support and fellowship among parents in an effort to build upon our Christian community;
2. To foster a partnership, which incorporates cooperation and goodwill, among parents, teaching staff, administration, and the school board;
3. To support our administration and teaching staff through the many talents and resources of our parents;
4. To encourage parent participation in activities which will enhance the academic, spiritual, and physical learning environments of our children;
5. To coordinate school fundraisers through the school board which will provide revenues for otherwise unbudgeted items or services for the academic, athletic, and extracurricular programs and social events for our families and faculty;
6. To provide opportunities for students to perform and otherwise demonstrate special skills learned during the year;
7. To stimulate participation, attendance, and excellence in our athletic and extracurricular programs.

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## **Article 3 – Membership**

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### Section 3.1 Membership Qualifications

The PA shall include all parents/guardians and grandparents of children currently enrolled in Good Shepherd Lutheran School.

## **Article 4 – Officers**

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### Section 4.1 Elected Officers

The officers elected by the PA membership shall form the PA Executive Committee, and include a President, Vice President, Secretary, and Treasurer.

The position of President may be shared by two persons, forming Co-Chairs. One person may serve in two offices simultaneously with the exception of serving as both President (or Co-Chair) and Vice President.

### Section 4.2 Ex Officio Members

The ex-officio members of the PA Executive Committee shall include the GSLC Pastor, GSLS Administrator or Executive Director, the GSLS Preschool Director, the GSLS Elementary School Director, the Middle School Director, and one member of the School Board.

### Section 4.3 Qualifications of Elected Officers

Elected officers shall meet the following criteria:

1. Be a member of the GSLS PA.

### Section 4.4 Term

Officers shall be elected for a term of one school year, that term beginning the day after school ends and ending on the last day of the school year.

### Section 4.5 Resignation or Removal

Any officer may at any time deliver a written notice of intent to resign to the PA President, which shall be effective upon acceptance by the PA Executive Committee. Any officer may be removed from his position with cause by a two-thirds majority vote of the PA Executive Committee.

### Section 4.6 Vacancy

If an office becomes vacant, the PA Executive Committee may appoint a successor for the remainder of the term.

### Section 4.7 Duties of Elected Officers

Elected officers shall execute the following duties associated with their respective offices:

1. President. The President shall preside at all meetings of both the general PA membership and the PA Executive Committee.
2. Vice President. The Vice President shall perform the duties of the President in the event of the absence of the latter, and shall assist the President in the performance of his routine duties. The Vice President typically assumes the role of President following the prior President's term.
3. Secretary. The Secretary shall record and maintain accurate minutes of all general PA meetings and meetings of the PA Executive Committee, and shall attend to all official PA correspondence. The Secretary shall provide copies of all meeting minutes to the School Board via the School Board liaison or by other accepted means. The Secretary shall also post minutes of each meeting to the school website for the school community's viewing.

4. Treasurer. The Treasurer shall be responsible for the receipt and disbursement of all monies received by the PA. The Treasurer shall be responsible for the actual depositing and disbursement of funds as described in Article 7. The Treasurer shall present a financial report at all PA general and PA Executive Committee meetings and monthly to the School Board via the School Board liaison or by other acceptable means.

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## **Article 5 – Meetings**

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### Section 5.1 General Meetings

There shall be three General Meetings over the course of the school year to provide the broader community with updates and information from the administration, school board, parents' association, etc regarding state of the school, current happenings, and other important information regarding the school. All PA general meetings should be announced at least two weeks prior to the meeting date using the most effective means available (e.g. Friday Focus, email, Church newsletter).

Monthly PA meetings shall be attended by the PA Executive Committee, relevant chairs, and interested parents and administrators. The “working” meetings allow important topics and areas of business to be discussed. The first meeting shall be conducted in September and should review the purpose of the PA, introduce the PA Executive Committee, and highlight the planned activities for the current year. The last general meeting shall be designated for the election of new officers for the next school year, and to consider any unresolved items of old business that may require follow-up action during the summer or may need to be carried over into the next school year.

### Section 5.2 Executive Committee Meetings

PA Executive Committee meetings shall be held as frequently as deemed necessary by the PA Executive Committee.

### Section 5.3 Quorum

A quorum shall consist of those PA members present at any announced general or PA Executive Committee meetings.

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## **Article 6 – Events**

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### Section 6.1 Events

The PA shall be responsible for appointing chairs for the purpose of executing the PA-sponsored events and school-sponsored events and programs. The Executive Committee shall have the authority to eliminate the existing PA events and to create new PA events from time to time and as deemed necessary based on needs.

A list of the PA events may be and is not limited to: Fundraisers (Auction, eScrip, Pizza Wednesday), Community events (Book Fair, Talent Show, Dances), Activities (Yearbook).

## Section 6.2 Calendar

By February 1<sup>st</sup> of each year, the PA will submit to the school board a preliminary schedule of fundraising and social events for the next school year to be incorporated into the school calendar.

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## **Article 7 – Finances**

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### Section 7.1 Finances

The PA will coordinate and organize various fundraising activities during the school year to provide revenues for **otherwise unbudgeted items or services for the GSLS academic and enrichment programs**. The PA Treasurer shall be responsible for the depositing and disbursement of PA monies. The PA Treasurer is responsible for maintaining accurate financial records in accordance with Generally Accepted Accounting Principles (GAAP).

### Section 7.2 PA Account

All monies received by the PA shall be kept in a PA designated account. ~~As a designated account, the PA Fund may only be used for the enhancement of GSLS academic and enrichment programs as approved by the PA with concurrence of the School Board.~~

### Section 7.3 Budget

The Executive Committee shall be responsible for the drafting a budget for each school year. Income earned by the PA shall be disbursed for the benefit of the school in accordance with the annual PA budget. Prior to implementation, the budget will have been endorsed by the PA Executive Committee and submitted to the school board for approval.

### Section 7.4 Fundraising Activities

Fundraising is not a primary function of the PA. Fundraising should be targeted to cover the operating activity of the PA. The Executive Committee shall be responsible for drafting a proposed list of fundraising targets. Fundraising targets should be reviewed in conjunction with prior year's budget and treasurer's financial reports and submitted by the Executive Committee to the school board for approval by February 1.

### Section 7.5 Deposit of Funds

All monies received shall be submitted to the PA Treasurer. If the PA receives a check for donation, the check should be copied and attached to the Deposit Slip for a record of donation as required by the IRS.

### Section 7.6 Disbursement of Funds

All expenditures in support of the PA or PA-sponsored activities must be approved by a PA officer prior to incurring any expense or noted in the PA Budget. The PA will not be liable for expenses incurred without prior approval of a PA officer. Disbursements will only be made after a *Check Request for Reimbursement* is submitted to the PA Treasurer. The Request must include all receipts or invoices and be signed by a PA officer. All requests for reimbursement must be submitted within 60 days of incurring expenses. The signatories on the bank account are the PA Executive. Two signatories are required on the checks unless there is a payment/transfer to the school or where there is a formal invoice that has been previously approved.

### Section 7.8 Financial Records

The PA Treasurer shall keep an accurate record of all receipts and disbursements. These records shall be reconciled prior to presenting a financial report at any meeting of the PA or PA Executive Committee. The bank statements, deposit slips, check requests, and copies of receipts and invoices will be maintained by the PA Treasurer.

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## **Article 8 - Amendments**

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### Section 8.1 Amendments

The Bylaws of the PA are approved by the School Board. Any proposed amendments to these Bylaws must be approved by the School Board prior to voting by the general PA membership.

### Section 8.2 Amendment Process

Following approval by the School Board, any proposed amendment to the Bylaws must be published at least two (2) weeks prior to any general meeting of the PA, with notification of the proposed amendment distributed to all PA members using the most effective means available (e.g. Friday Focus, email, Church newsletter). Any proposed amendment must be approved by 2/3 majority of the PA members present and voting during the general meeting. No changes or amendments to the proposed amendment may be made prior to or during the general meeting.

