

# Lakeland Christian Academy Volunteers in Partnership

## BYLAWS

### Article I: Name

The name of the organization shall be Lakeland Christian Academy (LCA) Volunteers in Partnership (VIP).

### Article II: Mission Statement

The LCA VIP mission: to support LCA in prayer and sponsor events which promote LCA, show appreciation to LCA staff, and raise funds to enhance LCA's program.

### Article III: Purpose

- To promote the welfare of children and youth in home, school, community, and place of worship;
- To bring into closer fellowship the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
- To develop between educators and the general public united efforts that will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education;
- To aid families in their understanding of Christian education, to make them ultimately more effective in the rearing of their children, and to encourage them to become more loyal and committed to LCA.

### Article IV: Authority

The VIP is established by the Board of Directors of Lakeland Christian Academy and is subject to its authority. The VIP reports directly to the LCA Leadership Team. (The Leadership Team consists of the program directors of LCA: Superintendent, Preschool Director, Elementary Principal, and Athletic Director. It is recognized that the composition of the Leadership Team may change over time. Such a change would not affect the intent of this section regarding the authority of the Leadership Team.) All programs and activities are subject to review by the Leadership Team, and approval for all fundraising activities must be obtained from the Superintendent.

All previous LCA Parent Teacher Fellowship (PTF) organizations in existence prior to August 14, 2017 are disbanded. However, term limits for officers in Article VI apply to any person(s) holding any PTF office at any time in the past.

## **Article V: Membership**

Membership is automatic to all LCA parents and guardians. Other individuals are welcomed to participate in various VIP activities. There is no membership fee.

## **Article VI: Selection of Officers**

**Section 1: Nomination and Election of Officers** Elections are held during the May meeting. (However, the Leadership Team will solicit officer nominations and set up the election of officers for the initial VIP within two months after VIP bylaws are adopted by the LCA Board of Directors. Nominations are to be submitted directly to the Superintendent for the initial slate of offices.)

- Nominations for each office are to be submitted to the Vice President prior to the April meeting. Those nominated will be asked if they are willing to be considered for office. If they indicate in the affirmative, each nominated person will be given an application for VIP office to complete.
- All nominations of those willing to serve as an officer are to be submitted by the Vice President to the Superintendent by April 20. The Superintendent will then request each nominee to submit an application for VIP office. The Leadership Team will review the applications and interview each nominee for VIP office. Interviews will center on the nominee's spiritual testimony, philosophy of education, and understanding of the nature of the position for which they are being considered. Candidates who are approved by the Leadership Team will then be eligible to run for VIP office.
- The Superintendent or his/her designee will present the candidates to the members of the VIP in attendance at the May VIP meeting. Voting will be by voice vote whenever only one candidate is presented. If more than one person is running for an office, a ballot vote will be taken.

**Section 2: Terms of Officers** Officeholders are elected for a one year term. Officers shall serve no more than two terms in the same position. Each person shall hold only one position at a time. If there is a vacancy in the office of President, the Vice President will assume the office of President. If there is a vacancy in any other position, the vacancy will be filled through an election at one of the next two regular meetings, following the protocols laid out in Section 1.

## **Article VII: Officers and Duties**

### ***Section 1: President***

- Prepare the agenda for all meetings.
- Conduct VIP meetings and give monthly reports to the Leadership Team.
- Serve as the primary contact for the Leadership Team and represent the VIP to the LCA family and general public.
- Coordinate the work of the VIP officers.
- Act as custodian of all records for the VIP.
- Oversee and assist in managing volunteer database.
- Appoint committee chairs.
- Approve VIP fundraising expenditures.

### ***Section 2: Vice-President***

- Assist the President as necessary.
- Assume the duties of the President in his/her absence at VIP meetings.
- Solicit nominations for VIP offices.
- Serve as time keeper and parliamentarian (see Article XIII) at the VIP meetings based on Roberts Rules and the VIP By laws.

### ***Section 3: Treasurer***

- Receive all monies of the organization.
- Keep an accurate record of receipts and expenditures, which includes making photocopies of detailed deposits.
- When counting funds, the treasurer must have a witness of either one of the VIP officers or LCA administrative staff.
- Receive an approved purchase order from the VIP President and the Superintendent for all debits to the VIP account.
- Present a Treasurer's report at each VIP meeting.

### ***Section 4: Secretary***

- Responsible for taking and recording minutes of each meeting and for presenting minutes for approval at subsequent meetings.
- Responsible for all communication to and from the Executive Leadership Team (VIP officers).
- Responsible for generating and recording all enrollment documents including database of members contact information.
- Responsible for generating, collecting and managing all sign up sheets for VIP activities.
- Responsible for maintaining all files related to VIP documents and forms. Said files are to be stored on campus of Lakeland Christian Academy.

Every officer must be a professing Christian and actively involved in a local church. The officer must subscribe to the mission and vision statements of LCA as expressed in the Student Handbook. The officer must maintain an exemplary Christian lifestyle above reproach by those in the community.

All officers shall perform the duties as 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 VIP President or LCA Superintendent, without delay, all records, books, and other materials pertaining to the office.

By two thirds (2/3) vote of the VIP members present at a regular meeting or by a Leadership Team decision, an officer or committee chairman may be removed from office for failure to perform duties, criminal misconduct, or unethical behavior (especially in regard to VIP business).

## **Article VIII: Non-Officer Representatives**

### ***Section 1: School Representatives***

Each major division of LCA (Preschool, Elementary, and Secondary) shall have the right to a standing committee. The Chairperson of each standing committee shall present plans to the VIP President and the Leadership Team for approval. No fundraising activity shall be undertaken without the approval of the VIP President and the Superintendent.

### **Section 2: Duties of School Representatives**

- Work with Principal for their grade level to coordinate special events involving their grade level.
- Supervise and work with individuals to ensure adequate planning and execution of events.
- Work with the Treasurer in the collection of funds for events.
- Keep detailed records of all information necessary for future planning of events.

### ***Section 3: Teacher Liaison***

A staff representative of the Leadership Team (Head of School, Principal, or Dean of Students) is required to be present at VIP monthly meetings. The role of the liaison is to serve as a consultant to ensure that all VIP proposed actions represent the mission and values of the school and report regularly the affairs of the VIP to the Leadership Team. The Superintendent has the responsibility to report the actions of the VIP to the school community.

## **Article IX: VIP Meetings**

***Section 1:*** The regular meetings of the VIP shall be held once a month from August through May unless there is not enough business to warrant a meeting. During a regular meeting, the date, time, and location for the next meeting will be announced. All meetings will be posted on the

school calendar and website at least three weeks ahead of the meeting.

**Section 2:** Each standing committee chair (see Article IX) will provide an update to the members on committee activities. Committee sign-up sheets will be available at every meeting.

**Section 3:** Items may be added to the agenda by contacting the VIP President at least one week prior to the meeting.

**Section 4:** The preliminary regular meeting agenda will be:

- Call to order
- Prayer
- Approval of previous meeting minutes
- Brief Administrative Reports (as needed)
- Brief Committee Reports (as needed)
- Reports on Open Items Outside of the Committees
- Announcements
- New Business
- Prayer
- Adjournment

**Section 5: Meeting Location & Code of Conduct**

- All VIP meetings will be conducted on the premises of Lakeland Christian Academy.
- All meetings will follow the most recent Robert's Rules of Order protocol.
- All participants will be required to adhere to conduct that reflects the Policies, Guidelines, and Code of Conduct of Lakeland Christian Academy.

**Section 6: Quorum**

At least eight members of the VIP must be present at a regular meeting to conduct business. At least four members must be present for a standing committee to conduct business.

**Article X: Standing Committees**

The VIP President will select committee chairs. If more than one person is willing to chair a committee, the President may choose to select co-chairs.

The Committee Chairperson shall have the following duties:

- Coordinate special events.
- Supervise and work with individuals to ensure adequate planning and execution of events.
- Work with the Treasurer in the collection of funds for events.
- Keep detailed records of all information necessary for future planning of events.

**Article XI: Fundraising Policy**

LCA subscribes to the philosophy of limiting the number of fundraising events in order not to exhaust the goodwill of the LCA family. All fundraising requests must be approved by the Superintendent.

#### **Article XII: Expenditures**

**Section 1:** All requests for expenses to be paid by the VIP must be submitted using an LCA purchase order. The LCA purchase order must be signed by the Superintendent for payment to be made.

**Section 2:** The VIP President is authorized to approve payment of any fundraising expense up to \$1,000. (The Superintendent must also approve the purchase by signing the purchase order.) Any request for funds that exceeds \$1,000 must be approved by the Superintendent.

**Section 3:** All net proceeds from fundraisers belong to LCA. Only the Superintendent has the authority to determine how net proceeds will be used to enhance the programs of the school. The Superintendent will not make expenditures from the net proceeds of the VIP without consultation with the rest of the Leadership Team.

#### **Article XIII: Amendments to Bylaws**

Any VIP member can submit a proposed amendment to the Bylaws. The proposed amendment must be submitted in writing to the VIP President. The VIP President will present the proposed amendment to the other VIP officers. A written copy of the proposed amendment will be available to all VIP members. The proposed amendment will be discussed and voted on at the next scheduled VIP meeting.

If the proposed amendment is approved by majority vote of the VIP members in attendance, the VIP President will provide all written documentation and voting results to the Superintendent. The Superintendent will then present the proposed amendment to the Board of Directors at its next meeting for consideration. If the amendment is approved, the Superintendent will present a copy of the amended bylaws to all members of the Leadership Team and the officers of the VIP.

The LCA Board of Directors may elect to change or abolish the VIP bylaws, with or without VIP input, at any time.

#### **Article XIV: Parliamentary Procedure**

The most recent edition of Robert's Rules of Order will be the authority for all matters of procedure not specifically covered by the Bylaws.