

Lancer Parent Association  
aka Churchill High School United Booster Club/Parent Council

**Bylaws of the Lancer Parent Association**

**Accepted on: April 9, 2007 at regular Booster/Parent Council meeting**

**Article 1. Name.**

**1.1** The name of this organization is the Lancer Parent Association (“LPA”), and consists of parents and guardians of students who attend Winston Churchill High School (“CHS”), Eugene, Oregon.

**Article 2. Purpose.**

**2.1** The purpose of the LPA is to provide an organization to represent the interests of parents of CHS students and to promote and provide communication and a sense of community among parents, administration and staff, and students.

**2.2** In addition, the LPA exists to provide support and assistance to students and faculty for academics and co-curricular and extracurricular activities.

**2.3** The LPA also is an organization to provide fundraising support to CHS activities.

**2.4** The LPA also exists to encourage parent and guardian involvement in the education of their children and to help parents, teachers, and staff in developing an environment which promotes the education and development of all CHS students.

**Article 3. Membership and Voting Rights**

**3.1** Any parent or guardian of a current CHS student may be a member of the LPA upon attendance of two LPA monthly meetings in a school year with the exception of the board, submission to the Secretary of a request to be recognized as a member of LPA, and verification by the Secretary that such individual is a parent or guardian of a current CHS student. The Board’s membership starts when elected for the next school year. The Secretary shall maintain a list of members entitled to vote.

**3.2** Every member who attends at least two LPA meetings in a school year and signs in with the Secretary may vote at the second meeting. A quorum shall consist of five or more members. Club representatives must be a member to vote.

**3.3** The following shall be non-voting members of the LPA: the CHS Principal, the CHS Volunteer Coordinator, the CHS Athletic Director, and the CHS Student Leadership Representative.

**3.4** Each CHS club, activity, or team may also assign one parent representative to participate in the LPA and attend meetings.

#### **Article 4. Governance.**

**4.1 Officers Enumerated.** The LPA will be governed by a Board consisting of a Chairperson and Vice-Chairperson, or Co-Chair persons; a Secretary/Membership Chair; a Treasurer/Publications Chair; and one Parent Site Council Representative (“Council Representative”). Other officers may be added at the discretion of the Board. In addition, each standing committee should have a representative who also serves as a member of the Board.

**4.2 Terms.** Each officer shall serve a one year term. An officer will not serve in the same position for more than two consecutive terms.

**4.3 Vacancies.** A vacancy in any position because of resignation, removal, disqualification, death, or otherwise shall be filled for the remainder of that officer’s term. The Board may decide whether to appoint a replacement, elect a replacement, or leave the position vacant.

#### **4.4 Duties of Officers.**

**4.4.1 Chairperson.** The Chairperson will do the following:

- a. Preside over all LPA board and general meetings.
- b. Sign all letters, reports, or recommendations of the LPA
- c. Perform all duties incident to the position.
- d. Assume such other duties as may be determined by the LPA or the Board.
- e. Be responsible for communications among the LPA, parents, and CHS administration staff.

**4.4.2 Vice-Chairperson/Communications Chair.** The Vice Chairperson/Communications Chair will do the following:

- a. Represent the Chairperson or the LPA in assigned duties;
- b. Substitute the Chairperson when needed
- c. Chair the Standing Committee for Communications and oversee all communications of the LPA.
- d. Organize and execute the annual elections.

**4.4.3 Co-Chairpersons.** The Co-Chairperson will share the duties outlined in 4.4.1 and 4.4.2 above.

**4.4.4 Secretary/Membership Chair.** The Secretary/Membership Chair shall do the following:

- a. Keep minutes of the meetings.
- b. Provide the minutes to the Board
- c. Serve as custodian of the LPA's records and documents.
- d. Maintain a register of those who attend LPA meetings
- e. Maintain a register of members eligible to vote
- f. Perform all duties incident to the position.

**4.4.5 Treasurer/Publications Chair.** The Treasurer/Publications Chair shall do the following:

- a. Be responsible for record keeping of all financial issues
- b. Report to the Board regarding financial issues.
- c. Oversee any LPA publications
- d. Requests of disbursements of funds approved by the LPA and the Site Council, and make emergency disbursements from the Finance Office, in accord with guidelines specified by the Board, in minutes of the LPA.
- e. Provide an annual financial report to the LPA leadership.

**4.4.6 Council Representative.** The Council Representative shall do the following:

- a. Attend all Site Council meetings as a voting and decision making member of that group.
- b. Act as LPA liaison to the Site Council, representing LPA perspectives.
- c. Report back to LPA about activity at Site Council.
- d. Perform all duties incident to the position.

**4.5 Attendance.** Board members shall attend all meetings. Failure to attend two-thirds of the general meetings is grounds for removal.

**4.6 Recall.** If it is determined that an officer is not performing his or her duties adequately, the LPA may recall that officer by majority vote of those members present.

## **Article 5. Meetings**

**5.1** The LPA shall meet once a month as schedule by the LPA. Meetings shall be generally announced in regular communications to CHS parents. An Annual Meeting shall be conducted each May in conjunction with a general meeting.

**5.2** All meetings of the LPA Board, its membership, or committees shall be open to the public.

**5.3** Any member may address the LPA at any regularly scheduled meeting on any issue that is within the jurisdiction of the LPA through a request to the chair to be on the agenda or by asking to be recognized by the chair under “New Business” at a meeting.

**Article 6: Elections of LPA Board and Parent Representatives on Site Council and Operations.**

**6.1 Holding Elections.** The LPA officers and open Council Representatives and Operations parent representatives (“Operations Representative”) shall be elected each May at the regularly scheduled and advertised Annual Meeting, and in any event, no later than May 30 of each year. Each election shall be noticed to parents before the scheduled election. Names of candidates shall be published in the May CHS newsletter or in a similar manner, or provided through email or other notification systems, at the discretion of the LPA. If no candidates are forthcoming, elections may be held by nomination or self-nomination at the final LPA meeting of the school year.

**6.2 Nominations.** Parents of students who are entering 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades the following fall may nominate themselves for election to the LPA Board, the Council Representative, and Operations Representative. Each parent seeking to nominate him or herself shall complete a nomination form and submit it to the CHS office or the LPA Board by the deadline established by the LPA. Such deadline will generally be the April meeting of each year through it is subject to revision by the LPA.

**6.3 Voting.** Any eligible member, as established in 3.2, may vote in the election. Proxy ballots may be accepted, at the discretion and in the format determined by the LPA. Votes may be counted by a neutral party. The candidate or candidates receiving the highest number of legitimate votes cast shall be elected.

**6.3.1** The Council Representative who will serve on the LPA Board shall be separately elected from the three dually elected Council Representatives.

**6.4** Process for replacing LPA Board members, Council Representatives, or Operations Representatives who are unable to serve their full term.

**6.4.1** If an LPA Board Member, or Council or Operations Representative resigns prior to the end of his or her term or is otherwise unable or unwilling to serve the full term, the LPA board shall decide whether to hold a special election, appoint a successor, or leave the position vacant.

**6.4.2** The Individual appointed or elected to replace a Board Member or Representative shall serve the same term as the original Board Member or Representative whose position is being filled.

## **Article 7. Committees.**

**7.1** The LPA may from time to time create standing committees or ad hoc committees. A standing or ad hoc committee may be abolished by vote of the Board. The purpose of a committee shall be to conduct the business of the LPA. The Board may appoint LPA members to serve on committees.

**7.2** It is recommended that LPA have the following standing committees: communications; publications; and fundraising.

## **Article 8. Finances.**

**8.1 Income.** The LPA Treasurer will deposit in the LPA account any LPA monies received within a week of receiving the funds. The Treasurer shall provide a monthly report to the LPA regarding the financial status of LPA.

**8.2 Requests for Disbursement of Funds for Academics, Co-Curricular or Extra-Curricular Activities.** Any recommendation or request for disbursement of LPA funds for academics, co-curricular or extra-curricular activities will be made by an LPA motion and vote. Approved motions for disbursements of funds will be presented to the CHS Site Council by at least one LPA Board member for final approval.

**8.3 Accounts Payable.** The treasurer shall submit requests for reimbursement to the CHS finance office for amounts owing with the approval of one other Board Member.

**8.4** At the Annual Meeting in May of each year, the Treasurer shall provide a full written annual report summarizing all LPA financial activity for the year, and summarize the current status of all LPA funds, assets, and liabilities.

## **Article 9. Amendment to Bylaws.**

**9.1** Amendments to these bylaws may be enacted by a vote of at least two-thirds of the LPA members attending an LPA meeting, provided that at least five LPA members are present and voting. At least one month advanced notice of any proposed amendment to the bylaws shall be provided to members. Notice by e-mail is legitimate notice.

## **Article 10. Miscellaneous.**

**10.1** If the LPA should dissolve, all funds held by the LPA will automatically be transferred to the CHS Principal's Student Body office account #329 to be used for CHS activities.

**10.2** The LPA shall not discriminate because of race, color, sex, creed, or national origin in any of its activities.