

1 Name of Organization:

1.1 Name:

The name of the organization, **Parents In Partnership** (hereafter referred to as “**PIP**”), is an advisory council working in support of Beautiful Savior Lutheran School (including Childcare Programs and hereafter referred to as “**BSLS**”). **PIP** will operate without financial gain for its members. Any profit to **PIP** will be used in promoting its, and the school’s, priorities.

2 Purpose of Organization:

2.1 Vision:

PIP supports **BSLS** in providing the highest quality educational programs and facilities for our children in an excellent Christian environment.

2.2 Mission:

PIP supports **BSLS** in achieving “*Excellence in Education under the Gospel*” by securing resources through fundraising, encouraging parent/guardian (hereafter referred to as parent or parents) involvement, and promoting Christian fellowship within the school families.

3 Objectives of Organization:

3.1 Goals & Objectives:

- **Provide fundraising opportunities** to support and enhance school programs.
- **PIP** will call upon school families for their assistance for each of our fundraising activities - for the success of our major fundraising events. Families are encouraged to contribute to at least one major fundraising event per school year;
- **Involve parents** to improve and enhance lives of **BSLS** families.
- Areas of interest to **BSLS** families will be identified for discussion. **PIP** will invite guest speakers to general meetings and offer seminars for parents throughout the year;
- **Promote fellowship** to foster friendships.
- Provide opportunities for families and staff to become better acquainted.

Specifically: To assist **BSLS** in achieving “*Excellence in Education under the Gospel*”, **PIP** will:

- Support an environment conducive to improving student learning and school effectiveness;
- Be accountable for allocating monies raised during fundraising activities;
- Sponsor additional extracurricular activities and provide additional resources;
- Provide opportunities for parents to come together to become familiar with the education system, and to be kept up-to-date on educational, social, and religious matters;
- Provide a forum for input into educational matters for members of the school community;

*Beautiful Savior Lutheran School
Parents in Partnership By-laws*

- Provide an opportunity to discuss concerns, suggestions, and or comments with other parents and, if required, articulate to the principal and/or School Board;
- Educate parents in the proper protocol for addressing concerns with any aspect of the school; and,
- Promote a viable school community.

4 Membership

4.1 Types of Membership:

- 4.1.1 Membership is automatically granted to the parents of children attending BSLS and Childcare Programs. Parents are eligible to vote in all PIP voting opportunities.
- 4.1.2 Executive Membership is open to members who are nominated for a position and are elected by a majority of votes cast by the membership.
- 4.1.3 Ex Officio Membership is automatically granted to those holding a position of authority with BSLS or Beautiful Savior Lutheran Church, e.g., Pastor, Principal, teachers, School Board Representative and Director of Childcare Programs. These members have all the rights of membership.
- 4.1.4 Community Membership is welcomed for interested community members who do not have children in the school. These members will not carry voting rights and their total membership will not be more than 10% of total PIP membership.

4.2 Resignation and Reinstatement Procedures

- 4.2.1 In the event an Executive Member does not fulfill her/his duties, the Executive will review the situation and may request the Executive Member to resign her/his position.
- 4.2.2 Any vacancies occurring in any office of the *PIP* Executive between Annual Meetings will be filled by appointment of the Executive for the remainder of the term.
- 4.2.3 An individual who was asked to resign by the Executive may return to a position on the Executive the following school year, and in accordance with Section 5.3.

5 PIP

5.1 Composition:

- 5.1.1 Executive Members consist of the Past-President, President, Vice-President, Treasurer, Secretary, up to 2 (two) St. Mary's Campus Representatives, and the Fundraising Representative.
- 5.1.2 General Membership consists of everyone else.

5.2 Terms of Office

- 5.2.1 Each member of the PIP Executive will serve two-year terms (within this term, the Vice President will move up to President - one year at Vice President, one year at President and remain for an additional year as Past President).
- 5.2.2 Elections will alternate each year; first for Vice-President, Secretary and St. Mary's Representative(s) and then the following year for Vice-President, Treasurer and the Fundraising Representative.

5.3 Nominations and Election Procedures

- 5.3.1 The Vice-President will gather and prepare the nominations for the upcoming vacant Executive positions prior to the Annual Meeting (held each spring);
- 5.3.2 During the Annual Meeting, the PIP Executive will be elected for the upcoming fiscal year.
- 5.3.3 Executive terms take effect July 1 and end on June 30 (PIP's fiscal year).

6 Committees

- 6.1.1 Committees, standing, ad hoc and otherwise, will be formed as needed. Ad-hoc committees will be responsible for providing a report or summary to the PIP President within two business days of the meeting.

7 Meetings

7.1 General Meetings

- 7.1.1 All PIP members are encouraged to attend each PIP General Meeting.
- 7.1.2 PIP will hold a minimum of 4 (four) General Meetings each year.
- 7.1.3 General Meetings will seek input from the broad parent and teacher audience on topical issues and shall include at least 2 (two) public service or parenting sessions through the year.
- 7.1.4 Meetings are to begin on time.
- 7.1.5 The President, prior to each meeting, will prepare an agenda.
- 7.1.6 All meetings will be held at BSLS unless otherwise posted.
- 7.1.7 The meeting dates for the upcoming school year will be selected by the Executive at the Spring Planning Meeting in consultation with the Principal who will incorporate them into the school calendar.

7.2 Annual Meeting:

*Beautiful Savior Lutheran School
Parents in Partnership By-laws*

7.2.1 An Annual Meeting will be held in the spring to elect new Executive Members, adopt programs and budgets, and other business as determined by the Executive.

7.3 Spring Planning Meeting

7.3.1 The Spring Planning Meeting is held in June of each year and is attended by Executive Members.

7.3.2 The Executive Members may choose to invite the Principal or other PIP Members to attend, at their discretion.

7.3.3 The Spring Planning Meeting will provide a forum for the Executive to discuss (and confirm with the Principal, where required):

- PIP signing authority;
- The dates for the Annual and four General meetings for the upcoming school year;
- Budgets for major fundraising events;
- RFP Requests; and
- Other topics at the discretion of the Executive.

7.4 Voting:

- 7.4.1 Except for community members, all PIP members present at a general meeting are eligible to vote.
- 7.4.2 The President casts a vote only in the event of a tie.
- 7.4.3 A majority vote (51%) is necessary to carry a motion.
- 7.4.4 In order for any business to be voted on at a General Meeting, a minimum of two Executive Members and five General Members must be present (a quorum).

7.5 Special Meetings:

- 7.5.1 Special meetings will be convened on an as needed basis as determined by the Executive.

7.6 Executive Meetings:

- 7.6.1 Executive meetings will be convened on an as needed basis as determined by the Executive.

7.7 Rules of Conduct:

- 7.7.1 PIP agrees to work responsibly together in love and respect to demonstrate all are children of God;
- 7.7.2 Each member's opinion will be heard within a proper forum (re: 21st Century Robert's Rules of Order);
- 7.7.3 Each member must consider the needs of PIP as a whole.

7.8 Code of Ethics:

- 7.8.1 All PIP members are expected to comply with these by-laws.

8 Finances

8.1 Expenditures

- 8.1.1 Any expenditure on behalf of PIP shall be made only after consultation with a PIP Executive Member and with agreement by PIP Executive.
- 8.1.2 Any request from outside the PIP Executive for significant expenditures (\$50 or more) must be submitted in writing to the PIP President, using the appropriate RFP.
- 8.1.3 The Treasurer will reimburse expenditures only if the above rules are followed and a receipt is presented from the vendor, initialed by the purchaser.

*Beautiful Savior Lutheran School
Parents in Partnership By-laws*

- 8.1.4 Budgets for major fundraising events and RFP requests will be prepared and prioritized at the Spring Planning Meeting. These items will be discussed with the Principal prior to the first general meeting of the school year when they will be voted on by the membership.
- 8.1.5 Expenditures made by the PIP Executive over \$500, other than those presented in 8.1.4, must be approved through a membership vote.

8.2 **Signing authority**

- 8.2.1 Signing authority will be decided at the Spring Planning Meeting, reflected in the minutes, and vested in:
 - 8.2.1.1 2 Executive members from PIP – one will be the Treasurer; and
 - 8.2.1.2 **PIP** may allocate fundraising dollars directly to BSLS. The amount will be determined in the BSLS Operating Budget and approved by **PIP** Executive (i.e., vote by membership not required).

9 **Amendments**

- 9.1.1 **PIP** By-laws will be reviewed annually by the **PIP** Executive;
- 9.1.2 **PIP** By-laws may be amended at a **PIP** general meeting by a 2/3 vote of the members present at the meeting provided the amendment has been submitted in writing at least 30 (thirty) days prior to that **PIP** general meeting.
- 9.1.3 At the amendment approval meeting, a quorum is necessary.

10 **Dissolution**

- 10.1.1 Should the PIP dissolve, all funds and any resources would be distributed to Beautiful Savior Lutheran School. If the school should simultaneously dissolve, then all funds will revert to Beautiful Savior Lutheran Church. The PIP Executive Members in place at the time of dissolution would notify all General Members and the Principal of the intention to dissolve.

Appendix #1: Duties of *PIP* Executive and Ex Officio Members

Executive Members:

Past-President:

- Assist in the transition of the new President;
- Serve as advisor, relating past information for continuity from year to year;
- Assist with ongoing activities, in consultation with the President, at her/his own discretion;
- Ability to be a signatory, and
- Upon election of new President, the Past-President will no longer have signing authority once the necessary documents have been updated at the financial institution¹.

President:

- Shall have been a member of **PIP** for a minimum of one year;
 - In the event that an eligible candidate (i.e. someone who has been a member of PIP for one year) is not available to be nominated as PIP president, the requirement of one year's membership in PIP will be waived;
- Organize General Meetings, as identified in the Spring Planning Meeting;
- Organize executive meetings, as required;
- Ensure an agenda is prepared and shared with the PIP Executive and the Principal for review 2 business days in advance of each **PIP** meeting;
- Ask the BSLS secretary to print 20 copies of the agenda in advance of the meeting so they are ready for distribution to all attendees;
- Confirm the availability of babysitting and devotional for each meeting;
- Provide updates for the PIP section of the BSLS website to the Principal as required (when new information regarding events/activities becomes available);
- Bring to meetings any new correspondence;
- Preside at all Executive and General Meetings transacting the business of the meeting expeditiously and in proper order;
- Appoint ad hoc committees as necessary;
- Accept reports from committees;
- Accept proposals from **PIP** members;
- Restate motions;
- Remain non-voting, except in the event of a tie;
- Participate in information and training programs;
- Communicate as required with the Executive and non-executive members, School Board, Principal, and the school community;
- Communication will be clear and concise and should be respectful of the audiences' time, keeping unnecessary email/telephone/in-person communication to a minimum;
- Exchange communication with all PIP Executive Members. If the matter concerns the Principal, the final draft should be provided rather than multiple versions of a working copy;
- Delegate tasks to appropriate committee chairs or coordinators;

¹ On occasion, getting the required papers drawn up and signed takes some extra time.

*Beautiful Savior Lutheran School
Parents in Partnership By-laws*

- Acts as a representative of **PIP** or appoints a delegate to attend functions on her/his behalf;
- Attempt to maintain a positive environment in which members are, and feel, free to speak and express their opinions openly;
- Is actively involved in all major fundraising events;
- Ability to be a signatory upon election.

Vice-President:

- Exercise all powers and duties of the president during the president's absence or in the event of the president's resignation or removal from office;
- Assist president while the president is in term;
- Assist in communicating with the Principal and School Board as required and in conjunction with the President;
- Act as parliamentarian (re: 21st Century Robert's Rules Of Order);
- Actively involved in all major fundraising events;
- Perform other duties as assigned;
- Ability to be a signatory.

Treasurer:

- Maintain and keep records of the financial standing of **PIP**;
- Receive funds and make deposits as required;
- Prepare and present a financial report on **PIP** accounts at each general and executive meeting;
- Draft a budget and tentative plan of expenditures for the school year (with the assistance of **PIP** Executive);
- Issue receipts and keep records of expenditures;
- Is actively involved in all major fundraising events;
- Keep all fundraising binders and any reference material current and accessible;
- Perform other duties as assigned;
- Will be one signatory upon election once appropriate banking papers have been signed; and
- Upon election of new Treasurer, the previous Treasurer will no longer have signing authority once all the appropriate financial institution's documents have been updated and signed.

Secretary:

- Keep an accurate record of the proceedings of all General and Executive meetings;
- Maintain and distribute the draft minutes within two weeks of the meetings, as follows:
 - On permanent file to be kept at **BSLS**;
 - Posted on **PIP** bulletin board;
- Post the final meeting minutes on the PIP bulletin board within 2 weeks of the meeting at which they were finalized;
- Assist, where able, with correspondence into and from **PIP**;
- Ensure the by-laws and goals & objectives remain up-to-date and posted on the school website (when available) and on the **PIP** Bulletin Board;
- Keep all reference material current and accessible;
- Is actively involved in all major fundraising events;
- Perform other duties as assigned;

*Beautiful Savior Lutheran School
Parents in Partnership By-laws*

- Ability to be a signatory.

St. Mary's Campus Representatives:

- Act as liaison between the Birchdale and St. Mary's campuses;
- Post PIP meeting minutes on the bulletin board at St. Mary's campus;
- Distribute fundraising materials to St. Mary's campus families and staff;
- Is actively involved in all major fundraising events;
- Ability to be a signatory;
- Perform other duties as assigned

Fundraising Representative

- Take lead role in identifying fundraising goals and objectives for school year (in consultation with the Principal);
- Develop a plan of fundraising activities (Fundraising Plan) for each school year (in consultation with the Principal);
- Oversee implementation of Fundraising Plan for the year;
- Seek additional volunteers to help implement the Fundraising Plan and provide support to those volunteers;
- Is actively involved in all major fundraising events;
- Ability to be a signatory; and
- Perform other duties as assigned

Ex Officio Members:

Pastor:

- Is invited to attend all general meetings.
- Update *PIP*, at his discretion, about pertinent church issues.
- Advise when *PIP* is not in compliance with Church policies.

Principal/Director of Childcare Programs/Teachers:

- Are invited and encouraged to attend all *PIP* general meetings to share information and receive comments from the *PIP* membership;
- Distribute relevant and/or requested educational materials;
- Communicate with *PIP* president;
- Are invited to support and promote *PIP* operations and activities;
- Assist *PIP* in communicating with the school community.

School Board Representative:

- Seek input from *PIP* members on relevant school matters;
- Update *PIP*, on a timely basis, about pertinent school issues (i.e. supplemental funding requirements);
- Advise when *PIP* is not in compliance with school board policies.

Appendix #2: Definitions

21st Century Robert's Rules of Order: Official parliamentary procedure for meetings, consultations, task forces, seminars, and sales conferences.

Advise: To provide ideas and opinions to assist in the decision-making process.

Advisory Council: A group of parents/guardians and community members who work in cooperation with school staff.

By-laws: Set of rules by which an organization conducts its business and the regulation of its affairs. The bylaws may not be suspended, but they can be amended.

Council: an assembly or meeting for consultation, advice, or discussion; a group elected or appointed as an advisory or legislative body.

Committee: Group of members elected or appointed by an organization to consider taking action on a specific subject. Unlike a board, a committee is not considered to be a form of assembly.

Community Member: A person with an interest in the school, but who does not have children attending the school.

Ex Officio Member: Membership on the PIP by virtue of holding a position in the organization. Ex officio members may have all the rights of a regular member (such as making motions and voting).

Major Fundraising Event: A PIP fundraiser where profits are anticipated to be in excess of \$5,000.

Parliamentarian: The person assigned the task of ensuring the rules of order are followed (Vice President).

Quorum: The number present to allow voting to occur - a minimum of two executives and five members.

RFP (Request for Purchase): A document prepared to formalize the request for funds to cover a specific expenditure.