



## Early Light Academy

### Parents & Educators Advancing Knowledge Bylaws

**I. NAME:** The name of the organization shall be the Early Light Academy Parents & Educators Advancing Knowledge, hereinafter referred to as ELA PEAK.

**II. PURPOSE:** The purpose of the ELA PEAK is to support the education of the children at Early Light Academy by providing service for school functions, engaging in fundraising projects, encouraging parental and community involvement, and cooperating with school administration in providing educational opportunities.

**III. MEMBERSHIP:**

Regular Membership: Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. Any Regular Member is eligible to be an Officer or other member of the Executive Committee.

Honorary Membership: All parents and/or legal guardians in Early Light Academy Founding Families shall have the right to participate in the ELA PEAK as Honorary Members. Honorary Members shall have the same rights as Regular Members. Honorary Membership status must be renewed every school year and will be done at the discretion of the Executive Committee. Any Honorary Member is eligible to be an Officer or other member of the Executive Committee.

Faculty Membership: All faculty and staff who currently are employed by Early Light Academy shall be eligible for membership in the ELA PEAK. Faculty Members shall have the right to attend and participate in all meetings and activities of the ELA PEAK. Faculty Members shall have the right to a Teacher Representative position on the Executive Committee. Faculty Members shall have the right to vote on all issues before the membership and in elections.

If a Faculty Member is also a parent, guardian, or other adult standing in loco parentis for a student at the school, that member must abide by the Faculty Membership rules while employed at Early Light Academy.

**IV. MEETINGS:**

Regular Meetings: At least two General Membership Meetings of the ELA PEAK shall be held during each school year. The time and place of the meetings shall be announced at least seven days prior to the meeting.

Special Meetings: Additional meetings of the ELA PEAK may be called, either by vote of the Executive Committee or by petition of a majority of the Membership. The time and place of all Special Meetings shall be announced at least seven days prior to the meeting.

Quorum: Four members of the Executive Committee present at any scheduled PEAK meeting shall constitute a quorum necessary for the transaction of business of the ELA PEAK.

Voting: A majority vote of the Membership present at any meeting shall be required for all action to be taken by the ELA PEAK.

Meeting Procedure: The President, and in the President's absence the President-Elect, shall preside at all meetings of the Executive Committee and at all General Membership meetings. Rules contained in Robert's Rules of Order Newly Revised shall govern the ELA PEAK in all cases in which they are applicable, and in which they are not in conflict with these bylaws, but the presiding officer may modify such rules at his or her discretion in order to effectively carry out business at such meetings.

**V. OFFICERS:** The officers of the ELA PEAK shall consist of a President, President-Elect (Vice President in the 2009-2010 school year, hereinafter referred to as Opening Year), Secretary, and Treasurer.

President: The President shall be the principal executive officer of the ELA PEAK and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the ELA PEAK. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the ELA PEAK. The President shall serve as an authorized signatory of all PEAK checks. The President shall be the primary contact for the Director. The President shall serve on other boards or committees representing the PEAK as needed.

President-Elect: The President-Elect shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The President-Elect shall be an aide to the President and perform such other duties as are assigned by the President or the Executive Committee. At the conclusion of one term as President-Elect, the President-Elect shall assume the office of President. During the Opening Year, the Vice-President shall perform these duties.

Secretary: The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall see that all notices are duly given in accordance with these bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee. The Secretary shall also keep the official history of the ELA PEAK and shall keep an annual record of all of the activities of the ELA PEAK. The Secretary may have an assistant who may attend the Executive Committee meetings but is not a voting member of the Executive Committee.

Treasurer: The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the ELA PEAK and shall receive and give receipts for monies due and payable to the ELA PEAK from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall present a visual financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee. The Treasurer shall serve as an authorized signatory of all PEAK checks. This position may be held by two people at the discretion of the Nominating Committee. The Treasurer may have an assistant who may attend the Executive Committee meetings but is not a voting member of the Executive Committee.

## **VI. ELECTIONS:**

Procedure: Following the adoption of these bylaws, the election of the President-Elect, Secretary, and Treasurer shall take place during the Spring General Membership Meeting each year. The office of President shall be filled by the President-Elect. The Opening Year, both a President and President-Elect shall be elected during the Spring General Membership Meeting. All members of the ELA PEAK may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

Term of Office: The term of each officer shall be one year, beginning on July 1 and ending on June 30 of each year. More than one term may be served, a maximum of four terms in any office may be served consecutively. After a two year hiatus from any Executive Committee position, the member would again be considered eligible for office.

Nominating Committee: The Nominating Committee shall be responsible for receiving all

suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are members and eligible to serve in the office.

Selection: A majority of the votes cast by the membership shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two persons who received the largest number of votes shall immediately be held.

Vacancies: If a vacancy occurs because of death, resignation or inability to serve in the office of the President, the President-Elect will immediately assume office. Should a vacancy occur in the office of President-Elect for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein. The Executive Committee shall appoint a replacement to fill a vacancy in any other office by majority vote.

Multiple Offices: A maximum of one office may be held by any one person.

## VII. EXECUTIVE COMMITTEE:

General Powers: The Executive Committee shall manage the affairs, activities and operation of the ELA PEAK. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval and, in general, conduct the business and activities of the ELA PEAK.

Membership: The membership of the Executive Committee shall consist of the: President, President-Elect, Secretary, Treasurer (officers shall carry out their responsibilities as specified in Section V), Communications Coordinator, Volunteer Coordinator, Events and Programs Coordinator, and a Faculty Representative. Chairpersons of all Standing Committees shall serve as ex-officio members and shall be entitled to vote. Reasonable effort shall be put forth to include parental representation from a broad range of grades in the school.

Communications Coordinator: The Communications Coordinator shall be a member of the Executive Committee. The Communications Coordinator shall be responsible for publicity for all events of the ELA PEAK. The Communications Coordinator shall be responsible for overseeing the production and distribution of reminders for PEAK events and meetings. This may include fliers distributed in teacher's mailboxes, emails, and/or the PEAK website. The Communication Coordinator is responsible for the production of the ELA PEAK newsletter. The Communications Coordinator may have an assistant who may attend the Executive Committee meetings but is not a voting member of the Executive Committee.

Volunteer Coordinator: The Volunteer Coordinator shall be a member of the Executive Committee. The Volunteer Coordinator shall organize the master volunteer list, coordinate special projects with youth volunteers, and coordinate volunteers for, but not necessarily chair, events. The Volunteer Coordinator is responsible for tracking and reporting parent volunteer hours. The Volunteer Coordinator may have an assistant who may attend the Executive Committee meetings but is not a voting member of the Executive Committee.

Events and Programs Coordinator: The Events and Programs Coordinator shall be a member of the Executive Committee. The Events and Programs Coordinator shall schedule and coordinate, but not necessarily chair, events and after school enrichment programs, and work with the Volunteer Coordinator to determine volunteer need. The Events and Programs Coordinator may have an assistant who may attend the Executive Committee meetings but is not a voting member of the Executive Committee.

Faculty Representative: The Faculty Representative shall be a member of the Executive Committee. The Faculty Representative will act as advisor and liaison between school staff and the PEAK Executive Committee. This position is voluntary or may be assigned by the school director.

Meetings: Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Notice of all meetings shall be given to all members of the Executive Committee, in the absence of an emergency, at least seven days in advance.

Quorum: A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

Voting: The act of the majority of the regular and ex-officio members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

Removal from office: The removal of any Executive Committee member shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the clearances required by the school. An Executive Committee member may be removed from office if absent from three consecutive meetings, or by a majority vote of the membership for failure to fulfill the duties of their office. A special meeting will be held to answer the complaint.

Director's Role: The Early Light Academy Director retains final approval or veto power of any function, if said function will interfere with procedures, policy and/or the best interest of Early Light Academy.

## VIII. STANDING AND SPECIAL COMMITTEES:

Nominating Committee: The Nominating Committee shall be a standing committee composed of three persons who shall be selected by the Executive Committee at the beginning of each year. Any Regular or Honorary Member may serve as chairperson. Any member may serve as a committee member. In addition, the President-Elect shall be an ex-officio member of the committee. The committee shall carry out its responsibilities as specified in Section VI.

Other Standing Committees: The Executive Committee may establish such other Standing Committees as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees. Those who chair Standing Committees shall serve as ex-officio members of the Executive Committee. Any Regular or Honorary Member may serve as chairperson. The chairperson of each committee shall recruit the members for his or her committee. Any member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

Special Committees: The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, at the conclusion of the school year, or upon dissolution of the ELA PEAK, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Any member may serve as chairperson. Any member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

## IX. FINANCES:

Budget: Excepting the Opening Year, the Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.

Obligations: The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the ELA PEAK. The officers shall not have the authority, however, to enter into such agreements on behalf of Early Light Academy or the Early Light Academy Governing Board, nor should they hold themselves out as having such authority.

Loans: No loans shall be made by the ELA PEAK to its officers and/or members.

Commercial Paper: The Treasurer or President shall sign all checks, drafts, or other orders for the payment of money on behalf of the ELA PEAK.

Bank Deposits: The Treasurer shall deposit all funds of the ELA PEAK to the credit of the ELA

PEAK in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of ten days from the receipt of the funds and/or orders of payment.

Capital Expenses: Any expenditure over \$50.00 for fixed assets or enhancements must be approved by a vote of the Executive Committee.

Financial Report: The Treasurer shall present a financial report at each General Membership Meeting of the ELA PEAK and shall prepare a final report at the close of the school year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

**X. DISSOLUTION:** Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PEAK, the remaining assets shall be distributed to Early Light Academy. If Early Light Academy ceases to exist, remaining PEAK assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**XI. AMENDMENTS:** These bylaws may be amended by a majority vote of the Executive Board as necessary to meet changing conditions in the school and community, and can be amended at any General Membership Meeting of the ELA PEAK by a two-thirds majority vote of the members in attendance. Notice of the intent to amend the bylaws shall be given at least two weeks prior to the meeting.

**XII. AUTHORITY:** If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Early Light Academy Governing Board, they shall be deemed null and void and the decision of the Early Light Academy Governing Board shall, in all cases, control.

These Bylaws were adopted by the membership following a ballot vote on October 7 and 8, 2009, and shall take effect immediately.

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Secretary