

Proposed (new)	Current (Approved April 15, 2016)	Notes
<p>I. NAME OF ORGANIZATION The name of this organization shall be The Lake Ridge Academy Parents Association, hereafter referred to as “the PA” or some variation thereof.</p>	<p>Article I. Name and Purpose <u>Section 1. Name</u> The name of this organization shall be the Lake Ridge Academy Parents Association (“PA”).</p>	
<p>II. GENERAL PURPOSE & AUTHORITY TO ACT The purpose of the PA is to support and complement the mission and philosophy of Lake Ridge Academy (“LRA”) through volunteer service, monetary efforts and programs that actively involve parents, teachers, students, administrators and our educational community. We strive to actively involve and communicate efficiently and effectively with the parent community through efforts that foster mutual respect, awareness and support for the school’s policies and programs. The PA is expressly granted authority to act within these by Lake Ridge Academy.</p>	<p>Article I. Name and Purpose <u>Section 2. Purpose</u> The PA will support and complement the mission and philosophy of Lake Ridge Academy (“LRA”) through volunteer service, fundraising and special events. We strive to actively involve and communicate with the parent community through efforts that foster mutual respect, awareness and support for the school’s policies and programs.</p>	<p>This section has been expanded in proposed version.</p>
<p>III. GOALS OF THE PA</p>		<p>This section does not exist in current</p>

<ol style="list-style-type: none"> 1. To support and complement the mission and philosophy of Lake Ridge Academy; 2. To foster a cooperative relationship between parents, teachers, support staff, and school administrators; 3. To encourage family participation within the school; 4. To encourage families to volunteer in school and/or with PA events; 5. To plan and carry out special events, of which all monies raised, will be used to directly benefit the LRA community; 6. To collaborate with school staff, including faculty and administration; 7. To promote the school's presence in the community and encourage growth; 8. To encourage communication between the school and the citizens of the community. 		<p>bylaws and was added as a reference on which to base PA activities.</p>
<p>IV. LIMITATIONS In order to protect the rights of individuals and ongoing educational programs, the PA</p>		<p>This section does not exist in current bylaws so is new in the proposed version. It includes coordination with the school on fundraising initiatives as well as for legally</p>

agrees to abide by the following limitations:

1. The PA shall not violate any of the Lake Ridge policies, including, but not limited to, the Lake Ridge Academy student handbook, any personal agreements, contracts, policies, or other agreements that Lake Ridge has with its staff or families;
2. It shall not infringe on the legal rights of individual students, groups of students, teachers, parents, or community;
3. The PA shall remain neutral in that it shall be noncommercial, nonsectarian and nonpartisan, notwithstanding the terms of these bylaws;
4. All PA fundraising initiatives will be coordinated with the Lake Ridge Academy Advancement Office;
5. Any legally binding contracts shall be approved by both a PA Executive Board member and an employee of the school.

binding contracts.

<p>V. GENERAL MEETINGS</p> <ol style="list-style-type: none"> 1. General meetings shall be held on a regular basis approximately once a month with a minimum of six per year. The dates will be determined by the PA President and approved by the Executive Board, and posted in the school calendar and the Lake Ridge Academy app. 2. All meetings will be posted on the PA website, calendar, or other means, one week prior to the meeting or earlier. 3. The President of the PA will conduct the meetings. If the President is unable to attend a meeting, the next ranking Executive Board Member shall conduct the meetings. 4. The President, as necessary, may call special general meetings. 	<p>Article V. Meetings/Quorums <u>Section 3. General Meetings.</u></p> <ol style="list-style-type: none"> 1. There will be a minimum of three General Meetings during the fiscal year. These meetings shall be open to all Members of the PA. 2. A quorum of the PA shall consist of a majority of those Members present at any General Meeting. 	<p>Increased the number of meetings from 3 to 6, with more details about where, when and how meetings take place. This increases clarity for membership and, hopefully, parental involvement.</p> <p>Definition of “Quorum” has been moved to “General Membership Policies” section in proposed bylaws.</p>
<p>VI. GENERAL MEMBERSHIP POLICIES</p> <p>Every parent or guardian of a child attending Lake Ridge Academy in grades</p>	<p>Article II. Membership <u>Section 1. Membership</u></p> <p>Membership includes all parents and/or responsible parties of currently</p>	<p>Definition of “member” was expanded.</p> <p>Although “dues” is optional in current bylaws, they have been removed in proposed bylaws.</p>

Kindergarten through Twelfth, alumni of Lake Ridge Academy, and parents of alumni of Lake Ridge Academy are considered members of this organization. No membership fee is required. Anyone in the community who is interested may be invited by a member to attend general meetings, but invitees are not considered PA members unless they meet the established membership criteria. In order to facilitate communication and visibility, the school may designate a school employee(s) as PA representative(s), *ex officio* (non-voting).

1. Each voting member has the right to one vote.
2. Each voting member has the right to propose motions.
3. Motions are passed by a simple majority vote of Members present.
4. Proposed amendments will be forwarded in writing to the PA general membership no less than seven (7) days prior to the next General Meeting.
5. Proposed amendments will be forwarded in writing to the PA

enrolled students and alumni of LRA.

Section 2. Dues

Voluntary annual dues, in an amount to be determined annually by the

PA and subject to approval by LRA, may be collected from each family. Dues shall be levied per family, not per student. Collection of dues shall be the responsibility of the Treasurer. All dues shall be deposited in an account maintained by LRA.

Article VIII. Amendments to Bylaws

These bylaws may be amended by providing notice of proposed amendments to the Members of the PA at least seven days prior to a General Meeting at which the vote will be taken. Bylaw amendments require approval by a majority of Members present at any General Meeting called for this purpose.

Proposed amendments must be sent to General Membership at least 14 days (changed from 7 days in current bylaws) prior to vote.

Expanded rules for membership refer to "Robert's Rules of Order" since this is not mentioned in current bylaws.

<p>general membership no less than fourteen (14) days prior to the next General Meeting.</p> <p>6. For those rules not addressed specifically in these bylaws, Robert’s Rules of Order, revised, shall govern the PA in cases in which they apply, including with respect to veto power. The PA will function in an orderly fashion but does not adhere to strict parliamentary procedures.</p>		
<p>VII. RESPONSIBILITIES/DUTIES OF GENERAL MEMBERS</p> <ol style="list-style-type: none"> 1. To attend meetings. 2. To elect PA Executive Board officers at the April meeting of each year who will assume roles on the first day of June of that same year. 3. To organize, execute, and participate in school activities, committees, events, fundraisers, and educational programs sponsored by the PA. 		<p>This section is new in proposed bylaws and provides details about involvement of current members, which will hopefully encourage more open and transparent participation.</p>

<ol style="list-style-type: none"> 4. To provide input and vote on expenditures of funds earned by the PA. 5. To share ideas and concerns relating to PA sponsored events with members, school officials, and the community. 6. To review and approve the budget and bylaws at the first General PA Meeting of each school year. 		
<p>VIII. ELECTIONS AND TERMS OF OFFICE</p> <ol style="list-style-type: none"> 1. The elected offices of the PA Executive Board shall consist of/rank as follows: <ol style="list-style-type: none"> a. President b. Vice President c. Secretary d. Treasurer e. Immediate Past Present 2. The term of office is for two consecutive years, with a limit of one consecutive term in the same position. An exception can be made with a majority vote of a quorum. 	<p>Article III. Officers</p> <p><u>Section 1. Officers</u></p> <p>The Officers of the PA shall be:</p> <ul style="list-style-type: none"> ● President ● Vice President ● Secretary ● Treasurer ● Fundraising Coordinator ● Event & Social Calendar Coordinator ● Lower School Division Coordinator ● Middle School Division Coordinator 	<p>This section proposes changes including the simplification of “officers” to an elected slate/Executive Board. Other “officers” were eliminated to simplify the process and better reflect reality. For example, there may be years when there is no Upper School Division Coordinator, or Fundraising Chair. The simplification allows for more procedural flexibility that reflects how the PA is currently run. As a result, the Executive Board may choose to create, review/revise a Standard Operating Policy (see IX. RESPONSIBILITIES/DUTIES OF THE EXECUTIVE BOARD) that would account for other chairs/positions. The policy would allow for more fluidity without requiring adherence to bylaws.</p> <p>Term of office is changed to two (2) years, with a limit of one term per position. The</p>

<ol style="list-style-type: none"> 3. All elected officers must have a child currently enrolled in Lake Ridge Academy. 4. Prior to the March PA General Meeting, the Nominating Committee will facilitate an open call for vacancies and present a complete slate of the above listed positions. 5. Members outside of the Nominating Committee may bring a complete slate of Executive Board positions to the April PA General Meeting. This complete slate must receive approval from the Nominating Committee prior to presentation. 6. No person shall be elected to an office without his or her consent. 7. Election of officers shall be conducted by written ballot or voice vote at the April PA General meeting by a simple majority vote of Members present. 8. Newly elected officers of the PA shall assume the responsibilities of their offices on June 1. 	<ul style="list-style-type: none"> ● Upper School Division Coordinator ● Educational Grants Committee Chair <p><u>Section 2. Executive Committee</u></p> <p>The Executive Committee shall consist of:</p> <ul style="list-style-type: none"> ● President ● Vice President ● Secretary ● Treasurer ● Educational Grants Chair ● Immediate Past President <p><u>Section 3. Nominations and Elections</u></p> <p>The Officers shall be nominated by the Nominating Committee and elected by a majority vote of the Members of the PA present at the final General Meeting of each fiscal year.</p> <p><u>Section 4. Term of Office</u></p>	<p>two-year term allows for more continuity and, eventually, overlap of officers.</p> <p>Because the Educational Grants is no longer a major part of the PA budget, this officer was removed from the Executive Board.</p> <p>Added stipulation: if a member wishes to bring a complete slate to the General Membership for a vote, the alternative slate must be approved by the Nominating Committee to assure that all members on the slate meet membership requirements.</p> <p>Proposed bylaws stipulate that vacancies will be presented to the General Membership (current bylaws do not allow for this).</p> <p>The current Executive Board has 5 members which will allow for an uneven number for voting purposes.</p>
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<p>9. In the event any current elected officer no longer has a child enrolled at Lake Ridge Academy, for any reason, said officer will be considered to have resigned, and that leadership position will be considered vacant. The vacant position can be filled according to the provisions listed below.</p> <p>a. Any vacancy occurring in an office shall be presented to the General Membership and filled, for the remainder of the term, by a person(s) elected by a simple majority vote of the PA Executive Board.</p>	<p>The term of office shall be one year or until a successor is elected.</p> <p>No member of the Executive Committee shall be eligible to serve more than two terms in the same office consecutively. For all other Officers, it is recommended no member shall be eligible to serve more than two consecutive terms in the same office or hold more than two positions concurrently. The term shall begin at the close of the final General Meeting at which such Officers are elected, with transition from each Officer to the newly elected Officer occurring as needed through the end of the fiscal year. Vacancies shall be filled by the President with review and approval by LRA Administration. Mid-term resignations should be submitted in writing to the President.</p>	
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IX. RESPONSIBILITIES/DUTIES OF THE EXECUTIVE BOARD

1. All officers of the Executive Board are expected to regularly attend scheduled Executive Board and General Membership meetings.
2. The Executive Board is responsible for gathering input from committee chairs and coordinators in order to manage, maintain, review and revise any Standard Operating Procedures.
3. The Executive Board has the power to act in an emergency without the consent of the PA General members.
4. All Executive Board members have the right to propose motions.
5. All Executive Board members have the right to one vote.
6. All Executive Board members review and approve the budget and bylaws at the first general meeting of each PA term along with the General Membership.
7. From year to year, the Executive Board maintains a slate of

Article III. Officers
Section 5. General Requirements of Officers

1. Attend all General Meetings and all other meetings relevant to said Officer's position.
2. Maintain written and/or electronic records of activities for each year to be passed onto each newly elected Officer.
3. Prepare a year-end summary to be provided to the President and included in such Officer's records of activities.
4. Contribute to the PA's communications by submitting short summaries to the President when appropriate.
5. Approve the work of the standing and ad-hoc committees.
6. Report at the regular meetings of the PA.

Removal of requirement for written record of activities to reflect current practices. Proper communication and collaboration, however, is requested. Standard Operating Procedures would also allow for year-to-year accountability.

Rules for Executive Committee and Officer meetings have been removed from proposed bylaws.

non-elected committee chairs for events, programs and fundraising. By the April General Membership meeting of the prior school year, the Executive Board will present committees for the following year and conduct an open call for all vacant positions.

8. All officers collaborate with active councils and committees working within the school.
9. All Executive Board members facilitate the transition of new PA officers, committee chairpersons and coordinators.

7. Assist the President as necessary.

Article V. Meetings/Quorums
Section 1. Executive Committee Meetings

1. The Executive Committee shall meet at the call of the President.
2. A majority of the Executive Committee present at any Executive Committee Meeting shall constitute a quorum for the purposes of conducting business.

Section 2. Officers' Meetings

1. The Officers shall meet at the call of the President.
2. A majority of all Officers present at any Officers' Meeting shall constitute a quorum for the purposes of conducting business except

	<p>as otherwise specified by Article III Section 6 (Removal of Officers).</p>	
<p>THE PA EXECUTIVE BOARD <u>PRESIDENT</u> The President has the following duties:</p> <ul style="list-style-type: none"> - Schedules and conducts monthly PA General Meetings and Executive Board Meetings - Assumes responsibility for communication to parents at large - Plans the calendar for the upcoming school year and maintains updates in collaboration with LRA Administration - Assists Treasurer/Executive Board in developing annual budget - Acts as liaison between PA and LRA Administration - Serves as member of the Grants Committee - Oversees the execution of PA events and endeavors 	<p>Article IV. Duties of Officers <u>Section 1. President</u></p> <ol style="list-style-type: none"> 1. Schedules and presides over Executive Committee Meetings, Officers' Meetings and General Meetings. 2. Assumes responsibility for preparation of the weekly parent communication. 3. Member of the Educational Grants Committee. 4. Plans the calendar for the next school year with the LRA Administration. 5. Approves all contractual agreements on behalf of the PA in excess of \$500. 6. At year end, updates the President's binder with the incoming President. 	

<ul style="list-style-type: none"> - Facilitates transition in collaboration with incoming President - Appoints members of the Bylaws Committee 	<ol style="list-style-type: none"> 7. Assists the Treasurer of the PA in preparing the budget. 8. Communicates with the LRA Administration liaison to the PA and invites her to meetings. 9. Attends meetings of other organizations when deemed appropriate. 10. Ex-officio member of all committees. 11. Appoints Committee Chairs that are not Officers except for Nominating Committee. 	
<p><u>VICE PRESIDENT</u> The Vice President has the following duties:</p> <ul style="list-style-type: none"> - Attends all PA General Meetings - Advises and assists the President - Serves as the Chair of the Bylaws Committee - Conducts meetings in absence of the President 	<p>Article IV. Duties of Officers <u>Section 2. Vice President</u></p> <ol style="list-style-type: none"> 1. Advises and assists the President, and acts as the President in her/his absence. 2. Serves as Chair of Bylaws Committee. 	

<ul style="list-style-type: none"> - Assists the Treasurer/Executive Board in preparing the budget 	<ol style="list-style-type: none"> 3. Assists the Treasurer of the PA in preparing the budget. 	
<p><u>SECRETARY</u> The Secretary has the following duties:</p> <ul style="list-style-type: none"> - Records minutes at PA General Meetings and Executive Board Meetings - Presents previous PA General Meeting minutes at following meeting - Assists with organizing communication and social media - Presides at meetings in the absence of the President and Vice President - Assists the Treasurer/Executive Board in preparing the budget 	<p>Article IV. Duties of Officers <u>Section 3. Secretary</u></p> <ol style="list-style-type: none"> 1. Records all minutes and takes attendance at Executive Committee Meetings, Officers' Meetings and General Meetings. 2. b. Distributes the prior meeting's draft minutes to the attendees of said meeting at least three days before the next meeting. 3. Presents the prior meeting's minutes at each respective meeting. d. Carries on all correspondence for the PA. 4. Presides at meetings in the absence of the President and Vice President. 5. Assumes responsibility for the weekly communications 	

	<p>when needed. g. Keeps a current copy of the Bylaws.</p> <p>6. Maintains a schedule of all meetings of the PA. i. Assists the Treasurer in preparing the budget.</p>	
<p><u>TREASURER</u></p> <p>The Treasurer has the following duties:</p> <ul style="list-style-type: none"> - Works directly with Business Office and follows all Business Office policy - Approves reimbursements/deductions - Maintains an updated report of the PA financials - Presents monthly financial report at PA General Meeting - Works with President/Executive Board to create an annual budget to be approved by General PA Membership at first meeting - Arranges for end-of-year reporting and assists in transition for incoming Treasurer 	<p>Article IV. Duties of Officers</p> <p><u>Section 4. Treasurer</u></p> <ol style="list-style-type: none"> 1. Keeps the financial records of the PA. 2. Responsible for preparing the budget of the PA with the Executive Committee to be presented at the first General Meeting. 3. Notifies all Committee Chairs and other financial recipients, in writing, of their budgets prior to the beginning of the school year and throughout the year as needed. 4. Arranges for approved and properly submitted bills to 	<p>Proposed bylaws underline that the PA must follow LRA Business Office policies, allowing for financial oversight.</p>

<ul style="list-style-type: none"> - Collaborates with previous officer and future officer to complete budgetary reporting as necessary - Presides at meetings in the absence of President, Vice President and Secretary 	<p>be paid by the LRA Business Office on behalf of the PA. The Treasurer is not responsible for physical handling of funds of the PA. LRA Business Office handles all PA funds and generates reports monthly to the Treasurer.</p> <ol style="list-style-type: none"> 5. Distributes to the PA Members the proposed annual budget at least three days prior to the first General Meeting. 6. Distributes to the PA Members the monthly financial report at least three days prior to each General Meeting. 7. Presents the monthly financial report at each General Meeting. 	
<p><u>IMMEDIATE PAST PRESIDENT</u> The Immediate Past President has the following duties:</p> <ul style="list-style-type: none"> - Advises current Executive Board 		

<ul style="list-style-type: none"> - Attends General PA Meetings as necessary to carry out function Facilitates transition with incoming President 		
<p>X. SPECIAL COMMITTEES/CHAIRPERSONS</p> <p>The Executive Board of the PA may form subcommittees and/or designate chairpersons as necessary to carry on the work of the PA organization.</p> <p>1. Every attempt will be made to create and fill committees that include but are not limited to:</p> <ul style="list-style-type: none"> a. Fundraising groups: working to raise money for PA expenditures/accounts b. Community building groups which may or may not raise funds c. School-centered events d. Division Coordinators (Lower School, Middle School, Upper School) <p>2. These committees shall:</p> <ul style="list-style-type: none"> a. Coordinate events and/or projects 	<p>Article IV. Duties of Officers</p> <p><u>Section 5. Fundraising Coordinator</u></p> <ul style="list-style-type: none"> 1. Oversees the major fundraising functions of the PA and supports the individual Committee Chairs. 2. b. Reviews periodic updates from Committee Chairs responsible for fundraising. 3. Ex-officio member of committees responsible for fundraising. <p><u>Section 6. Event and Social Calendar Coordinator</u></p> <ul style="list-style-type: none"> 1. Oversees the major social events of the PA and supports the individual Committee Chairs. 	<p>The required chairs/officers of the current bylaws have been simplified in this section.</p> <p>Scholarship Committee has been added to proposed bylaws.</p> <p>Nominating committee composition has been specified more specifically to strive for representation across divisions.</p> <p>Fundraising Coordinator, Event & Social Coordinator, and Division Coordinator positions have been removed as <i>required</i> committee positions as these positions have not always been filled in practice. Note that it is still possible to have these positions, and the Executive Board should make an effort to fill these positions, but it is not required. Position responsibilities may be outlined more specifically in the Standard Operating Procedures if the Executive Board and committee chairs choose to do so.</p> <p>Proposed bylaws include more specific language regarding alternative slates.</p>

- b. Report progress at PA Executive and General Membership meetings as requested by the Executive Board
- c. Maintain a record of activities to be passed down from year to year to future committee chairs

3. The following committees will be created annually.

- a. Educational Grants Committee
 - i. Distributes information to faculty regarding upcoming grants and chairs meeting.
 - ii. Communicates confirmation or denial of grants to faculty
 - iii. Coordinates with Division Directors regarding composition of Grants Committee

b. Scholarship Committee

- 2. Reviews periodic updates from Committee Chairs responsible for volunteer and social events.
- 3. Ex-officio member of committees responsible for all LRA social events.

Section 7. Lower School, Middle School and Upper School Division Coordinators

- 1. Oversee the events of their respective divisions, coordinate these events with their respective Division Directors, and support the individual Committee Chairs in that division.
- 2. b. Review periodic updates from Committee Chairs responsible for events in their respective division
- 3. Ex-officio member of committees responsible for

- i. Works with the US faculty to send the applications to the seniors
 - ii. Anonymously reviews and votes on the submissions
 - iii. Presents the scholarships at the senior luncheon at the end of the year
 - iv. Committee will not include a parent of an 11th or 12th grade student
- c. Nominating Committee
- i. Members of the Nominating Committee shall be:
 - Immediate Past-President (Chair)
 - Four (4) Members from the PA at-large
 - ii. The Nominating Committee Chair will make a best

their respective division's events.

Section 8. Educational Grants Committee Chair

1. Distributes information to faculty regarding upcoming grant meetings, chairs meetings and communicates confirmation or denial of grants to faculty.
2. Coordinates with Division Directors regarding composition of Grants Committee.

Article VI. Committees

Section 1. Nominating Committee

1. The Members of the Nominating Committee shall be:
 - Immediate Past-President,
 - Chair
 - President

effort to include Members with a child in each LRA Divisions (Lower School, Middle School, Upper School).

- iii. The Chair of the Nominating Committee will facilitate an open call to the membership for the committee. Should there be more than four (4) volunteers, committee members will be chosen at random.
- iv. The Nominating Committee shall prepare a complete slate of candidates for the Executive Board of the PA for the following school year, subject to review and

One additional Officer
Two Members from the PA
at-large

- 2. The Nominating Committee shall prepare a slate of candidates for the Officers of the PA for the following school year, subject to review and approval by LRA and consent from each nominee prior to presenting the slate to the PA. In the event of more than one nominee for an office, voting shall be by written ballot.
- 3. The Nominating Committee must have a quorum of three to conduct its business.

Section 2. Other Committees

- 1. Such other committees, standing or ad-hoc, shall be created by the Officers of the PA as deemed necessary to carry out the

approval by LRA and consent from each nominee prior to presenting the complete slate to the PA. In the event of more than one nominee for an office, voting shall be by written ballot.

v. Should a Member present the Nominating Committee with an alternative complete slate, the Nominating Committee will review the slate for eligibility before validating and approving it for presentation before the General Membership for a vote.

vi. The Nominating Committee must

work of the PA. The President shall approve the Chair of such committees.

2. The term of a standing or ad-hoc Committee Chair shall be one year or until the appointment of a successor.
3. All Committee Chairs shall periodically update the President and the respective Coordinators concerning the work of the committee.
4. No committee work shall be undertaken without the consent of the President.

Article VIII. Amendments to Bylaws

These bylaws may be amended by providing notice of proposed amendments to the Members of the PA at least seven days prior to a General Meeting at which the vote will be taken. Bylaw amendments require approval by a majority of Members present at any General Meeting called

have a quorum of three to conduct its business.

d. Bylaws Committee

- i. The bylaws of the PA will be reviewed at least every three years or more often if necessary.
- ii. The Bylaws Committee will be appointed by the President, who will make a best attempt to include Members with a child in each LRA Division (Lower School, Middle School, Upper School).
- iii. These bylaws may be amended by providing notice of proposed amendments to the Members of the PA at least seven (7) days prior to a

for this purpose.

Article IX. Bylaws Review Committee

The bylaws of the PA will be reviewed at least every three years or more often if necessary. The Bylaws Committee will be appointed by the President.

<p>General Meeting at which the vote will be taken.</p> <p>iv. Bylaw amendments require approval by a majority of Members present at any General Meeting called for this purpose.</p>		
<p>XI. REMOVAL AND/OR RESIGNATION FROM EXECUTIVE OFFICE</p> <p>Removal and/or resignation from office may occur by a majority vote of the Executive Board (including the President).</p> <ol style="list-style-type: none"> 1. A Committee Member could be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or performs any act/behavior that brings dishonor to, or negates the purpose and/or goals of this organization. 2. Removal shall take place only after the Executive Board has met 	<p>Article III. Officers</p> <p><u>Section 6. Removal of Officers</u></p> <p>If any Officer shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from office by resolution adopted by a 2/3 majority vote of all of the Officers, as evidenced by duly recorded minutes.</p>	

<p>in an effort to assess and discuss the problem and all attempts have been made to resolve the problem.</p> <p>3. In the event any current elected officer no longer has a child enrolled at Lake Ridge Academy, for any reason, said officer will be considered to have resigned, and that Executive position will be considered vacant, unless there is a majority vote of the Executive Board to the contrary. The vacant position can be filled according to the provisions listed below:</p> <ul style="list-style-type: none"> a. The open position will be announced to the General Membership. b. Any vacancy occurring in an office shall be filled, for the remainder of the term, by a person(s) elected by a simple majority vote of the PA Executive Board. 		
<p>XII. FISCAL POLICY</p>	<p>Article VII. Fiscal Policy <u>Section 1. Fiscal Year</u></p>	<p>Proposed bylaws include the requirement to follow LRA Business Office policy to allow for more financial oversight.</p>

1. The fiscal year of the PA shall begin on July 1 and end on June 30.
2. The budget shall be based on the prior year's available funds.
3. All expenditures outside the projected budget must be approved by either the Executive Board, or if over \$250 by the General Membership at a PA General Meeting.
4. The PA will follow LRA Business Office policy.
5. The PA shall make financial contributions only to LRA and its affiliated organizations.
6. A contingency fund of an amount set forth in the PA budget and approved by the membership shall be maintained each year for ad-hoc or unplanned expenditures that arise during the fiscal year. Use of contingency funds shall be approved by a majority vote of the PA Members at a General Meeting.

The fiscal year of the PA shall be from July 1 to June 30.

Section 2. Financial Disbursements

1. The budget shall be based on the prior year's available funds. All expenditures over projected budget must be approved at a General Meeting.
2. The PA shall make financial contributions only to LRA and its affiliated organizations.

Section 3. Contingency Fund

A contingency fund of an amount set forth in the PA budget and approved by the membership shall be maintained each year for ad-hoc or unplanned expenditures that arise during the fiscal year. Use of contingency funds shall be approved

	by a majority vote of the PA Members at a General Meeting.	
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